

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
AUGUST 11, 2020
5 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Commissioner Kechia Brustmeyer-Brown, Commissioner Georgana Kicinski, Commissioner Ed Mims, and Commissioner Neena Nowell. Also present were Interim City Manager Michael Turner, City Clerk Terry Hobgood, City Attorney Kevin Hornik, Finance Director Reuben Carden, Administrative Services Director Genesis Wallace, and City Planner Michael Malecek.

Present via Zoom Video-Conference

Mayor Pro Tem Del Mims

Absent

None

Reconvene Meeting

At 5:00 p.m. on August 11, 2020, Mayor Wheeler reconvened the recessed meeting from August 3, 2020. Commissioner Ed Mims led the invocation, and Commissioner Kicinski led the Pledge of Allegiance.

Roll Call

Roll call by the City Clerk determined a quorum was present.

Cross City Trail Project Update

City Planner Michael Malecek presented an update on the status of the Cross City Trail project. Malecek highlighted the protection of the wetlands along Robertson Creek, and the cooperation between the city's contractor and the NC DOT contractors constructing the NC Hwy 56 realignment as part of project R-5707. Malecek also highlighted the safety improvements at pedestrian crossings with the installation of concrete islands and flashing beacons to warn motorists of pedestrians in or near the crosswalks. The contract for the completion of Phase II, III, and IV of the Cross City Trail with the Fred Smith Company runs until September 30, 2020.

FY21 Budget Amendment #1

Finance Director Reuben Carden presented FY21 Budget Amendment #1, which includes funding to carry forward open purchase orders from FY20, adjust revenues and expenses to account for the cancellation of the 2021 Creedmoor Music Festival, transfer \$2,000 to the 109 Park Ave. Capital Project Ordinance, move a portion of Police Department salaries to the CARES Act special revenue fund, and fund \$22,650 for the Developmental Associates professional services contract for the City Manager search.

Commissioner Nowell moved to approve FY21 Budget Amendment #1. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

MSP-2020-01 // South Granville High School Electronic Sign

At 5:43 p.m., on August 11, 2020, Mayor Wheeler reconvened the recessed public hearing from August 3, 2020.

City Clerk Terry Hobgood reported that no public comments had been submitted since August 3.

Mayor Wheeler closed the public hearing at 5:44 p.m.

Jake Wolfheil, applicant and South Granville High School Athletic Director, answered questions from the Board of Commissioners regarding his Master Sign Permit application regarding approval from the Granville County Board of Education for the design and placement of the proposed LED sign.

The Board took no action on the draft MSP-2020-01 Ordinance, and Mayor Wheeler directed staff to place this item on the September 1, 2020 meeting agenda for further consideration.

Creedmoor Parks and Recreation Committee (CPRC) Appointments

Commissioner Ed Mims moved to excuse Commissioner Brustmeyer-Brown from discussion and voting on the Parks and Recreation Committee appointments. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Commissioner Nowell moved to appoint Vernestine Bannerman, Kevin Brown, Brian Whitfield, John Gaul, and Kristy Williams to the Parks and Recreation Committee for terms ending August 31, 2022.

Commissioner Ed Mims moved to submit a substitute motion to vote on each appointment individually. Mayor Wheeler ruled that this substitute motion was out of order, since it would have the effect of negating the original motion by Commissioner Nowell.

Mayor Pro Tem Del Mims moved to amend the original motion by Commissioner Nowell to vote on each appointment individually. Commissioner Nowell did not accept the amendment to her original motion.

City Attorney Kevin Hornik provided additional information from the City of Creedmoor's adopted Rules of Procedure that states a proposal to substitute completely different wording for a motion shall be treated as a motion to amend, and the amendment is improper if adoption of that amended motion would have the same effect as rejection of the original motion.

The original motion by Commissioner Nowell failed by roll call vote 1-3.

Mayor Pro Tem Del Mims: No
Commissioner Kicinski: No
Commissioner Ed Mims: No
Commissioner Nowell: Yes

Commissioner Ed Mims moved to vote on each appointment for the Creedmoor Parks and Recreation Committee individually. The motion was approved by roll call vote 4-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Mayor Pro Tem Del Mims moved to appoint Kevin Brown to the Creedmoor Parks and Recreation Committee with a term ending August 31, 2022. The motion was approved by roll call vote 4-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Commissioner Nowell moved to appoint John Gaul to the Creedmoor Parks and Recreation Committee with a term ending August 31, 2022. The motion was approved by roll call vote 4-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Commissioner Ed Mims moved to appoint Kristy Williams to the Creedmoor Parks and Recreation Committee with a term ending August 31, 2022. The motion was approved by roll call vote 4-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Commissioner Kicinski moved to appoint Vernestine Banner to the Creedmoor Parks and Recreation Committee with a term ending August 31, 2022. The motion was approved by roll call vote 3-1.

Mayor Pro Tem Del Mims: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: No
Commissioner Nowell: Yes

Commissioner Nowell moved to appoint Brian Whitfield to the Creedmoor Parks and Recreation Committee with a term ending August 21, 2022. The motion failed by roll call vote 1-3.

Mayor Pro Tem Del Mims: No
Commissioner Kicinski: No
Commissioner Ed Mims: No
Commissioner Nowell: Yes

Ordinance 2020-O-14 // Amending Chapter 92 Parks and Chapter 93 Streets and Sidewalks

City Planner Michael Malecek presented amendments to Chapters 92 and Chapter 93 of the City of Creedmoor Code of Ordinances to prohibit off-road vehicles from using city sidewalks or the Cross City Trail.

Commissioner Brustmeyer-Brown moved to approve Ordinance 2020-O-14 to amend Chapter 92: Parks and Recreation, subsection 92.01(a) and Chapter 93: Streets and Sidewalks to include subsection 93.01(f) as presented. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Sub-Recipient Agreement with Granville County for COVID-19 Relief Funding

Finance Director Reuben Carden presented the COVID-19 Relief Funding sub-recipient agreement with Granville County that will provide the City of Creedmoor with funding in the amount of \$125,939.

Commissioner Kicinski moved to approve the Sub-Recipient Agreement between the City of Creedmoor and Granville County for Coronavirus Relief Funds. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Ordinance 2020-O-15 // Establish a Special Revenue Fund for CARES Act Funding

Finance Director Reuben Carden presented Ordinance 2020-O-15, which establishes a special revenue fund for COVID-19 relief funding as stipulated in the sub-recipient agreement with Granville County.

Commissioner Nowell moved to approve Ordinance 2020-O-15: Establishing a Special Revenue Fund for the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Upper Neuse River Basin Association Interim Alternative Implementation Approach Plan Agreement

Commissioner Nowell asked for consensus from the Board of Commissioners to support the IAIA approach by the UNRBA. The Board reached consensus to support the IAIA approach, and Commissioner Nowell will bring back a final proposal to the Board for official approval once approved by the UNRBA Board.

Granville County Tourism Development Authority (TDA) Appointment

Mayor Wheeler nominated City Clerk/Public Information Officer Terry Hobgood to serve on the Granville County Tourism Development Authority Board of Directors to fill the seat vacated by former City Manager Korena Weichel.

Commissioner Kicinski moved to appoint City Clerk/Public Information Officer Terry Hobgood to serve as the City of Creedmoor representative on the Granville County TDA. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Developmental Associates City Manager Search Contract

City Clerk Terry Hobgood fielded questions from the Board of Commissioners related to the proposed not to exceed funding amount recommended by city staff for the Developmental Associates contract.

Commissioner Nowell moved to approve the Developmental Associates City Manager Search Contract. Following additional questions from the Board members regarding the pricing structure included in the contract, Commissioner Nowell withdrew her motion.

The Board asked Mayor Wheeler to invite Steve Straus, President of Developmental Associates, to a future meeting to discuss the contract proposal in more detail.

July 7, 2020 Minutes

City Clerk presented the July 7, 2020 Board of Commissioners meeting minutes with a suggested correction by Commissioner Kicinski to change a sentence on page four under SGWASA report to read “commercial/residential” instead of “commercial/industrial.”

Commissioner Kicinski moved to approve the July 7, 2020 Meeting Minutes with the stated change. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Interim City Manager’s Report

Interim City Manager Mike Turner reported on his transition to the Interim City Manager role, and meetings with outgoing City Manager Korena Weichel and Department Directors. Turner also reported on the completion of LED light installation on E. Wilton Ave. and efforts to recruit a diverse range of applicants for the open city staff positions including Patrol Lieutenant and Recreation Director. Turner then reported on areas of concern that he is addressing with the Cross City Trail, and overgrown vegetation along city streets and sidewalks. Finally, Turner reported on several outstanding items that the city plans to address with the Creedmoor Volunteer Fire Department. Turner reported that he plans to meet with Fire Chief Fisher in the coming days.

City Attorney’s Report

City Attorney Kevin Hornik reported on the recent settlement of the City of Creedmoor vs. Johnny Leon Peace, Jr. The settlement allowed the City of Creedmoor acquire a portion of Mr. Peace’s property near Lake Rogers Park, and the full details of the settlement are available for public inspection with the Granville County Register of Deeds.

SGWASA Report

Commissioner Kicinski reported on her recent tours of the water treatment and wastewater treatment plant facilities, and provided an overview of the state of the current SGWASA equipment and technology in the water and wastewater treatment facilities. Kicinski spoke about the need for funding from the state and federal governments to improve SGWASA’s infrastructure.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on recent funding that is available for Creedmoor that through the Kerr-Tar Regional Council of Governments. Brustmeyer-Brown also spoke about a personal effort to help alleviate food insecurity through a program called Silent Blessing, which delivers food to those in need. Brustmeyer-Brown also reported on her work with the local Creedmoor Cruisers exercise group to encourage health and wellness in Creedmoor.

Commissioner Kicinski reported that the Granville County Public School system is providing free breakfasts for children in the county, and reported on the upcoming strategic planning session for SGWASA on August 25, which will be open to the public.

Commissioner Ed Mims reported on Commissioner Kicinski’s work to modify SGWASA’s rate structure, the work of the 109 Park Ave. subcommittee, the upcoming SGWASA strategic planning meeting, and the monthly Creedmoor SGWASA meeting with Executive Director Scott Schroyer. Mims also submitted a proposal to offer the Creedmoor Community Center to the Granville County Board of Elections for the upcoming November election, and asked the Community Development Department to provide information related to the sections of

unincorporated Granville County that are surrounded by the Creedmoor City limits. Finally, Mims spoke about research he has conducted to work with Granville County Public schools to offer internet access to those in need in Creedmoor.

Commissioner Nowell reported on her recent attendance at the July CAMPO meeting and her attendance at the recent UNRBA Path Forward Committee meeting. Nowell has passed on information to the Community Development Department that could allow reimbursement for Creedmoor's efforts to comply with the Falls Lake Rules. Finally, Nowell reported on a recent meeting with the UNC School of Government Local Government Finance Office to participate in a survey on the financial issues facing cities that are using funding for Falls Lake Rules compliance.

Mayor Pro Tem Del Mims reported on a recent advocacy efforts with the Small Cities Council subgroup of the National League of Cities, Women in Municipal Government Board of Directors, and the National League of Cities. Mims also offered remarks about the recent passing of U.S. Senator John Lewis of Georgia. Finally, Mims thanked various city staff members for their recent work on various projects and the transition of City Managers.

Mayor's Report

Mayor Bobby Wheeler asked that Board members give feedback on the Diversity and Inclusion plan under development by Administrative Services Director Genesis Wallace. Wheeler also spoke about the appointment process for the Parks and Recreation Committee and expressed concern about a sitting committee member not being reappointed even though a seat remains vacant.

Closed Session

Commissioner Nowell moved to enter closed session pursuant to NC GS 143-318.11(a)(6) Personnel at 7:48 p.m. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Commissioner Ed Mims moved to leave closed session at 8:34 p.m. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes

Commissioner Reports Continued

Mayor Bobby Wheeler recognized Commissioner Ed Mims' request to present additional items for his Commissioner Report for this meeting. Mims asked that a discussion item be added to the September 1 agenda to discuss updates to the City of Creedmoor purchasing policy. Mims also expressed concern about the recent Façade Improvement Grant reimbursement awarded for work done on 420 N. Main St. Mims posed a series of questions about the grant approval and award process to City Planner Michael Malecek and City Attorney Kevin Hornik. Malecek reported that the grant program has been suspended, and updates to the Façade Improvement Program guidelines will be presented to the Planning Board at their September meeting and then to the Board of Commissioners upon approval by the Planning Board.


Adjourn

Commissioner Brustmeyer-Brown moved to adjourn the meeting at 8:59 p.m. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes
Commissioner Brustmeyer-Brown: Yes
Commissioner Kicinski: Yes
Commissioner Ed Mims: Yes
Commissioner Nowell: Yes


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

