

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
OCTOBER 6, 2020
6 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 T.C. Morphis, Jr., Police Chief Keith King, Finance Director Reuben Carden, Community Development Director Michael Frangos, and Administrative Services Director Genesis Wallace.

Present via Zoom Video-Conference

Mayor Pro Tem Del Mims

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 6:00 p.m. Commissioner Brustmeyer-Brown offered the invocation, and Commissioner Kicinski led the Pledge of Allegiance.

Roll Call

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

Agenda Approval

Commissioner Kicinski moved to approve the agenda with the addition of an action item to consider Ordinance 2020-O-19. 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

Consent Agenda

Commissioner Brustmeyer-Brown moved to approve the Consent Agenda: September 1, 2020 Meeting Minutes. 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

Request to Address the Board // Bill McCaffrey, MHAworks

Bill McCaffrey, MHAworks, presented an update on the Creedmoor Community Center project construction. McCaffrey showed several photos showing the status of construction, and answered questions from the Board of

Commissioners. McCaffrey stated that the completion date would likely be early November 2020. McCaffrey also estimated that there would be no future change orders that would exceed the current contracted cost due to credits that will be applied to final invoicing.

Public Comment

With no one coming forward to speak, Mayor Wheeler closed the public comment period.

109 Park Ave. Sub-Committee Report

The 109 Park Ave. Sub-Committee (Commissioner Kicinski and Commissioner Ed Mims) reported on the outcome of a September 4, 2020 meeting with consultant Alan Steinbeck. Steinbeck presented an update on the 109 Park Avenue project, and discussed a proposed phased renovation of the building as well as estimated project costs. The sub-committee is proposing renovating the Park Ave. side of the building, which includes restrooms, two office spaces, and one classroom. A temporary wall would cordon off the renovated portion from the future Phase II expansion. The Phase II expansion would renovate the remaining office space and classrooms, add an access to Douglas Dr., and beautify the Douglas Dr. entrance to the building. Steinbeck presented a timeline for a “best-case scenario” to renovate the building as quickly as possible to allow the Community Development Department to move into the building by December 2021. Steinbeck estimated Phase I improvements to cost a total of \$676,037, which would include the property purchase and roof replacement. Steinbeck estimated an additional cost of \$406,250 for Phase II renovations. The report also included a cost estimate for solar power installation, which engineers estimate would return its upfront capital investment after ten years. Steinbeck also presented an estimate, which showed that moving the Community Development Department to a city-owned building instead of leasing office space would account for over fifty percent of the Phase I construction costs after twenty five years. Finally, Steinbeck presented potential grant funding opportunities that could be pursued for this project from federal, state, and non-profit sources.

Community Center Flag Pole

Interim City Manager Michael Turner presented a proposal to purchase a flagpole, flag, and lighting fixtures to be installed at the gymnasium entrance to the Community Center.

Mayor Pro Tem Del Mims moved to approve the Manager’s recommendation to purchase a thirty-foot satin aluminum flag pole with accessories for the Creedmoor Community Center in the amount of \$1,787.30. 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

Cross City Trail Phase II Lighting

Interim City Manager Michael Turner and Community Development Director Michael Frangos presented a proposal to add lighting on the Cross City Trail to fill a gap with no street lighting on E. Wilton Ave. on Phase II near Robertson Creek. Staff is also proposing additional lighting for the boardwalk and pedestrian bridge over Robertson Creek and the surrounding wetlands. Frangos presented a proposal for nine, twelve-foot pedestrian lighting fixtures along the sidewalk to not conflict with any existing Duke Energy or Dominion Energy easements, and to not disturb the wetlands around Robertson Creek. The pedestrian bridge and boardwalk would entail a different lighting strategy, and require further investigation by a lighting engineer pending direction from the Board of Commissioners.

Commissioner Brustmeyer-Brown moved to approve the Duke Energy lighting proposal of nine open traditional 50W LED fixtures, mounted at twelve feet, on pole style “A” in accordance with the proposed service agreement. 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

The board gave consensus to direct staff to continue pursuing lighting options for the boardwalk and pedestrian bridge.

Recreation Department, Recreation Director, and CPRC

Mayor Pro Tem Del Mims discussed an email received by the Board of Commissioners from the CPRC Chair, David Richardson, on August 12, 2020. Mayor Pro Tem Mims referenced a previous discussion at the September 1, 2020 Board of Commissioners meeting where she suggested that the CPRC be tasked with updates to the 2014 Parks and Recreation Master Plan, the 2011 Bicycle Transportation Plan, and the Recreation Facility Maintenance Plan, as well as potentially changing the number of appointed members to the CPRC from ten to eight.

The Board gave consensus to direct the City Manager to further investigate the feasibility of the above listed items in collaboration with the new Recreation Director once that position has been staffed.

Remaining City Sponsored Events and Programs for 2020

Commissioner Ed Mims requested that the Board of Commissioners consider the status of all remaining city-sponsored events and programs for the remainder of 2020. There was discussion of the City of Creedmoor's role with the downtown trick-or-treat event for which the city provides police protection and assists with the closure of Main Street. Interim City Manager Michael Turner reported that the only remaining city-sponsored events for 2020 that had not been cancelled were Coffee with a Cop on October 7, Operation Medicine Drop on October 24, and the Creedmoor Christmas Parade.

The Board of Commissioners gave consensus to authorize the City Manager to cancel the 2020 Christmas Parade.

Mayor Wheeler recessed the meeting at 8:45 p.m. The meeting reconvened at 9:00 p.m.

ZTA-2020-02 // Requirements of NCGS 160D

City Planner Michael Malecek presented updates to the Creedmoor Development Ordinance (CDO) Article 1 (Purpose and Authority) and Article 4 (Boards and Commissions). The proposed changes bring Article 1 and Article 4 of the CDO into compliance with the requirements of NC GS 160D, and corrects other technical errors and outdated provisions discovered during review of the CDO. Community Development staff will continue presenting updates to the CDO and the Code of Ordinances to comply with NC GS 160D by the July 1, 2021 deadline imposed by the NC General Assembly.

Mayor Wheeler opened the public hearing at 9:31 p.m.

With no one coming forward to speak, Mayor Wheeler closed the public hearing at 9:32 p.m.

Resolution 2020-R-14 & Ordinance 2020-O-17

Commissioner Kicinski moved to approve Resolution 2020-R-14 Statement of Consistency for ZTA-2020-02 and Ordinance 2020-O-17 amending Article 1 and Article 4 of the Creedmoor Development Ordinance 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

LSP-2020-02 // Yakamoz Steakhouse

City Planner Michael Malecek presented Large Site Plan (LSP) 2020-02 for Yakamoz Steakhouse located at 816 N. Durham Ave. The Community Development Department received a site plan application in March 2020 to renovate the former Jerry's Pizza restaurant. The site plan includes a proposed renovation of the existing structure, a paved parking lot, a 205 square-foot building addition, an outdoor patio, and a gravel overflow parking lot. Malecek reported that the existing building does not conform to setback requirements for the C-15 zoning district, but the building is allowed to remain as an existing non-conformity. This is because the owner plans to renovate the current building, and the cost of the proposed improvements do not exceed fifty percent of the appraised value of the building. The Planning Board recommended approval of LSP-2020-02 at their July 9, 2020 meeting with the stipulation that the cost of the site improvements not exceed fifty percent of the appraised value of the building, and that the owner seek a formal lot recombination to legally construct the proposed parking lot. Malecek reported that the property owner has met the requirements set forth by the Planning Board.

Commissioner Nowell moved to approve LSP-2020-02. 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

Diversity and Inclusion Plan

Administrative Services Director Genesis Wallace presented the revised draft for the City of Creedmoor Diversity and Inclusion Plan. An initial draft was presented at the August 3, 2020 Board of Commissioners meeting, and the current draft includes suggested modifications submitted by the Board since that initial presentation.

Commissioner Brustmeyer-Brown moved to approve the proposed City of Creedmoor Diversity and Inclusion Plan 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

Revisions to City of Creedmoor Purchasing Policy

Interim City Manager Michael Turner presented the revised draft of the City of Creedmoor Purchasing Policy, which the Board of Commissioners directed staff to update at the July 7, 2020 meeting. City staff has added the establishment of a Minority/Women Owned Business Enterprises (MWBE) ten percent participation goal for building construction and repair projects, a section that encourages minority business solicitation when quotes are required by NC General Statutes or local policy, a policy to track expenditures for vendors that are minority or veteran owned, and made other minor technical edits. Establishing an MWBE participation goal requires a public hearing before adoption by the Board.

Commissioner Kicinski moved to schedule a public hearing for the adoption of the MWBE outreach plan and the ten percent participation goal for construction and repair projects for the November 2, 2020 Board of Commissioners meeting. 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

Community Development Office Staffing Options

Interim City Manager Michael Turner presented three staffing options for the Community Development Department in response to the resignation of the department's part-time Community Development Assistant, and to reduce the workload on the City Planner, who also serves as the Code Enforcement Officer. This item was originally presented at the September 22, 2020 meeting and was tabled, so that the City Manager could acquire additional information about potentially outsourcing the Code Enforcement Officer position. Turner presented three options to the Board of Commissioners:

1. Hire a full-time Planning Technician at a \$40,000 - \$45,000 annual salary to fulfill both the Community Development Assistant and Code Enforcement Officer duties.
2. Engage a contractor to serve as Code Enforcement Officer at a rate of \$40-\$60.50 per hour and hire a part-time Community Development Assistant.
3. Hire a part-time Code Enforcement Officer at a rate of \$16-\$18 per hour and a part-time Community Development Assistant.

Commissioner Brustmeyer-Brown moved to approve Option Three at the above referenced rate of pay. 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

109 Park Avenue Roof Replacement

Interim City Manager Michael Turner presented the latest proposals to replace the roof of the 109 Park Avenue facility. Since the original proposals were submitted in May 2020, staff determined that it was prudent to pursue updated bids all detailing the same scope of work for complete removal and replacement of the existing roof. Three roofing companies responded to a call for updated proposals (Baker Roofing, Feazel Roofing, and Roofing Pro Company), and staff is recommending accepting the lowest bid submitted by Baker Roofing.

Mayor Pro Tem Del Mims moved to authorize the Interim City Manager to execute a contractual agreement with Baker Roofing Company for the complete removal and replacement of the roofing system at 109 Park Avenue as submitted in their project summary in an amount not to exceed \$82,491.15. 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-19 // 109 Park Ave. Project Capital Project

Finance Director Reuben Carden presented Ordinance 2020-O-19, which amends the 109 Park Ave. Capital Project Fund to account for \$82,492 in funding for the roof replacement by Baker Roofing.

Commissioner Nowell moved to approve Ordinance 2020-O-19: Amending Ordinance 2020-O-13 to Fund Additional Construction Costs for 109 Park Ave. 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

Agreement for Professional Consulting Services with Alan Steinbeck

Interim City Manager Michael Turner presented a proposed Professional Services Agreement with the Pritchett Steinbeck Group, so that Alan Steinbeck can continue his work on pursuing grant funding and project management for the 109 Park Avenue facility, and also take on other project management responsibilities as directed by the Board of Commissioners. Steinbeck would charge an hourly rate of \$81.55, and work between sixty four and eighty hours per month. The contract would not exceed \$40,000.

Commissioner Ed Mims moved to approve the Professional Services Agreement with the Pritchett Steinbeck Group, Inc. at an hourly rate as presented with a cost not to exceed \$40,000. 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

FY21 Budget Amendment #4

Finance Director Reuben Carden presented FY21 Budget Amendment #4, which allocates funding for the approved professional services agreement with the Pritchett Steinbeck Group, a 2.5% salary increase for the City Planner in recognition of receiving his NC Association of Zoning Officials certification, and the \$82,492 transfer from General Fund Balance to the 109 Park Avenue Capital Project.

Commissioner Kicinski moved to approve FY21 Budget Amendment #4. 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-18 // Traffic Schedule Amendment

City Clerk/Public Information Officer Terry Hobgood presented an amendment to the Creedmoor Traffic Schedule to lower the speed limit in the Davenport subdivision from 25 mph to 15 mph on Carnegie Ct., Fillmore Dr., Irving Pl., Marlow Rd., and Warfield Dr. Three streets in the City of Creedmoor currently have a 15 mph speed limit, including in the Southerby subdivision.

Commissioner Brustmeyer-Brown moved to approve Ordinance 2020-O-18 Traffic Schedule Amendment. 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

SGWASA Board Appointment

City Clerk/Public Information Officer Terry Hobgood presented a letter from SGWASA Executive Director Scott Schroyer requesting that the Creedmoor Board of Commissioners appoint a member serve on the SGWASA Board of Directors for a term ending November 30, 2023. Commissioner Kicinski's current term ends on November 30, 2020.

Commissioner Ed Mims nominated Commissioner Kicinski for reappointment to the SGWASA Board of Directors. No other nominations were submitted.

Commissioner Brustmeyer-Brown moved to reappoint Commissioner Kicinski to the SGWASA Board of Directors for a term ending November 30, 2023. 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 Michael Turner provided several project updates to the Board of Commissioners. Turner reported that the demolition work for 122 Pecan St. is in progress. The structures have been demolished, and the debris should be removed by October 9. Turner also reported on meetings with a vendor to assist with an ADA transition plan, which he hopes to bring to the Board for consideration in November. Turner also stated that the septic tank at the Community Center construction site has been removed. Turner then reported that interviews of top candidates were in progress for the Recreation Director position. Turner then provided an update on the City Manager search process. Turner stated that Polihire has begun the process, and should have reached out to all Board members for feedback. Finally, Turner stated that he is pursuing quotes from Open Broadband to provide public Wi-Fi service in Creedmoor to provide internet access for residents that need it for school or work.

SGWASA Report

Commissioner Kicinski reminded the Board about the SGWASA Strategic Planning Workshop scheduled for October 16 – 17, 2020, and spoke about how productive the September 30, 2020 special meeting of the Creedmoor Board of Commissioners was in preparation for the SGWASA Strategic Planning Workshop.

Commissioner Ed Mims reminded the Board about the upcoming meeting with SGWASA Executive Director Scott Schroyer scheduled for October 8, 2020, which will be beneficial in preparation for the Strategic Planning Workshop.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on being a guest speaker at Creedmoor Elementary, attending the Kerr-Tar Regional Council of Governments monthly meeting focused on growing a sustainable regional food system, and attendance at the UNC School of Government's Emotional Intelligence course.

Commissioner Kicinski reported on her recent attendance at a Granville County Board of Elections meeting, and gave the dates, times, and locations for Early Voting for Granville County residents.

Commissioner Ed Mims reminded the public of the October 9 voter registration deadline, but that voters could register and vote at the Early Voting sites. Mims also reported on the Granville County School Board's study of possible renovations of Hawley Middle School. Mims then asked that the Board consider changing the policy on retention of recordings of Board meetings from six months to twelve months, and requested an action item related to the Creedmoor Volunteer Fire Department contract at the November 2, 2020 meeting. Finally, Mims reported on his recent tour of the SGWASA water treatment plant.

Commissioner Nowell reported on meeting with the UNC School of Government's Environmental Finance Center to discuss the City's work with Upper Neuse River Basin Association on protection of the Falls Lake watershed. Nowell also reported at the most recent Capitol Area Metropolitan Planning Organization meeting, it was reported that the widening of NC Hwy 50 from I-540 to NC Hwy 98 had been postponed until after 2032.

Mayor Pro Tem Del Mims reported on attending the September UNRBA meeting regarding Interim Alternative Implementation Approach, National League of Cities Small Cities Council meeting about the US Census and

broadband internet access, the recent passing of US Supreme Court Justice Ruth Bader Ginsburg, and provided an update on the Community Center Sign Contest which will run from October 8 – October 19, 2020.

Mayor's Report

Mayor Bobby Wheeler reported on a recent walkthrough of the Community Center with the Butner-Creedmoor News. Wheeler also reminded the Board and public to attend Coffee with a Cop scheduled for October 7 at Lake Rogers Park, and announced that the Owl House Cafe had been named Small Business of the Year by the Granville County Chamber of Commerce.

Adjourn

Commissioner Brustmeyer-Brown moved to adjourn the meeting at 11:18 p.m. The motion was approved by roll call vote 5-0.

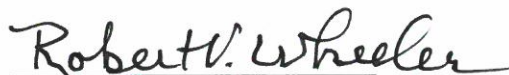
Mayor Pro Tem Del Mims: Yes

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

