

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
NOVEMBER 2, 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 Kicinski offered the invocation, and Commissioner Ed Mims led the Pledge of Allegiance.

Roll Call

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

Agenda Approval

Commissioner Ed Mims moved to approve the agenda with the addition of a request to address the board by Kenyatta Uzzell of Polihire. 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 Kicinski moved to approve the Consent Agenda: September 9, 2020 Meeting Minutes, September 22, 2020 Meeting Minutes, September 30, 2020 Meeting Minutes, October 6, 2020 Meeting Minutes, and Ordinance 2020-O-20: Adopting S-12 Supplement to Code of Ordinances. 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 // Kenyatta Uzzell (Polihire)

Kenyatta Uzzell presented an update on the City Manager search process. So far, Polihire has received more than thirty applications, and Uzzell plans to keep the application period open for at least two more weeks.

Request to Address the Board // Angela Allen (Granville TDA) and Chip Hofler (NC Amateur Sports)

Angela Allen and Chip Hofler presented an opportunity for the City of Creedmoor to serve as a co-host with the Town of Butner for the Cycle NC event scheduled for October 2021. NC Amateur Sports is requesting that the City of Creedmoor allow participants to camp on the grounds of the Creedmoor Community Center, utilize the banquet room for a participant dinner and breakfast, and allow access to the gymnasium in case of emergency. The City of Oxford served as a host city in 2014, and the event brings in around 1,000 visitors.

Mayor Pro Tem Del Mims moved to approve the Cycle NC host city 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

Request to Address the Board // Linda Jordon: Intro to Diversity and Inclusion Training Opportunity

Linda Jordon presented an overview of her diversity and inclusion training program titled Another Seat at the Table. Jordon discussed changes in laws and in our cultural understanding of what diversity and inclusion means, and what role the Board of Commissioners and City staff have in achieving inclusion in Creedmoor. Jordon stated that she would provide a summary of her full training opportunity, and a PowerPoint presentation for the Board via email.

Public Comment

Kevin Brown, 729 Forrest Ln., Creedmoor

Kevin Brown spoke about the difficult circumstances that the Board of Commissioners and Mayor have had to deal with in the last twelve months. Brown spoke about the effects of the COVID-19 pandemic on City operations as well as tensions between police and citizens, and all the work the Board has to do related to the resignation and search process of the City Manager and other Department Heads. Brown thanked the Board for their service in the last twelve months.

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

120 Sanderford Street Property

Commissioner Nowell requested that the Board of Commissioners consider a long-range plan for the lot at 120 Sanderford St. after the building is demolished and cleared.

After discussion amongst the Board, the City Manager was directed to request proposals from engineers to provide a cost estimate to pave the 120 Sanderford Street lot as well as the current gravel lot accessed from Masonic St.

Community Center Sign Contest Update

Mayor Pro Tem Del Mims presented the results of the Community Center Sign Contest. Del Mims explained that Mayor Wheeler had charged her with instituting a community engagement process, and she formed a committee to develop the contest parameters and a review panel to judge submissions. The contest was announced in the fall 2020 newsletter when any interested Creedmoor resident was invited to participate. In total, twenty-four submissions were reviewed by the panel and submitted to the Board of Commissioners for final approval. Del Mims stated that she has now turned over the final decision to the Board, and for the Interim City Manager to finish final administration and implementation.

The Board engaged in discussion of the sign contest, but took no action.

Resolution 2020-R-15: Creedmoor Purchasing Policy

Interim City Manager Michael Turner presented the revised City of Creedmoor Purchasing Policy, which includes a Minority/Women Owned Business Enterprises (M/WBE) participation goal of 10 percent for construction projects. The M/WBE participation goal requires a public hearing, which has been duly noticed and scheduled for November 2.

Mayor Wheeler opened the public hearing at 7:16 p.m.

With no one coming forward to speak, Mayor Wheeler closed the public hearing at 7:17 p.m.

Commissioner Ed Mims moved to approve Resolution 2020-R-15: Resolution to adopt an outreach plan and verifiable percentage goal for minority business participation in building construction or repair contracts. 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-21: MSP-2020-01 for South Granville High School

City Planner Michael Malecek presented the updated application from South Granville High School for MSP-2020-01 to install an LED sign on E. Wilton Ave. The Board of Commissioners originally considered this application and Ordinance at the August 3, August 11, and September 3 meetings. The Board tabled action on the Ordinance, and requested that the applicant submit a revised design with the sign in a different location. The Planning Board recommended approval of MSP-2020-01, but in the original location and requested that South Granville High School remove the existing wood-plank sign. Community Development Department staff is recommending that the Board of Commissioners approve the installation of the proposed LED sign at the new location as designed by Community Development Department and Granville County Public Schools staff. The Ordinance would allow South Granville High School to exceed the City of Creedmoor's sign ordinances by allowing a second changeable copy sign, allowing a digital changeable copy sign in the CIV zoning district, and allowing a third monument sign.

Commissioner Brustmeyer-Brown moved to approve Ordinance 2020-O-21 and to approve MSP-2020-01, per the revised plans submitted on September 19, 2020 and the location agreed upon and marked with staff. 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

Mayor Wheeler recessed the meeting at 7:52 p.m. The meeting reconvened at 7:58 p.m.

Facade Improvement Program Guidelines

Community Development Director Michael Frangos presented updated guidelines for the Façade Improvement Program. The revised guidelines were presented to the Planning Board at their September 10 and October 8, 2020 meetings at which the Planning Board recommended approval. The revised guidelines place grant approval authority with the Board of Commissioners instead of the Planning Board, and gives the City the ability to "claw-back" a certain percentage of the grant award if the façade is not maintained for ten years. Additionally the updated guidelines require the applicants to give the City a building maintenance easement, which will allow a higher level of control over the façade as compared to the current guidelines.

Commissioner Ed Mims moved to table this item until the February 2021 meeting, and direct the Community Development Department investigate a broader a policy to provide grants for improvements to facades, parking lots, and other improvements to improve the City's appearance. 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

Vacation Policy during Coronavirus Pandemic

Administrative Services Director Genesis Wallace requested that the Board of Commissioners consider extending the existing vacation policy regarding return to work procedures for employees travelling outside of North Carolina indefinitely. The Board originally adopted this policy on June 8, 2020, and it expired on September 1, 2020.

Commissioner Kicinski moved to approve the revised Vacation Policy during Coronavirus Pandemic 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

Community Development Department Office Lease Agreement

Commissioner Ed Mims asked the Board to consider a short-term extension with a definitive end date for the Community Development Department lease agreement for office space at 211 N. Main St. The Board discussed potentially moving the Community Development Department to the Community Center and then 109 Park Ave., or extending the current lease agreement until 109 Park Ave. is complete.

Commissioner Nowell moved to table a decision on the Community Development Department lease agreement until the December 1, 2020 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

Creedmoor Volunteer Fire Department Contract

Commissioner Ed Mims requested that the Board of Commissioners consider termination of the existing Creedmoor Volunteer Fire Department (CVFD) contract based on previous conversations indicating that the structure and terms of the current arrangement were not satisfactory to the Board of Commissioners. Mims also requested that the Board consider funding the audit requested by the City of Creedmoor, which was included in the original FY21 budget request from the CVFD.

Commissioner Ed Mims moved to fund the financial audit of the CVFD at a cost not to exceed \$4,200. Commissioner Kicinski requested to amend the motion to add a stipulation that the city receive the full audit report as a condition of funding. Commissioner Ed Mims accepted the amendment. The amended 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 terminate the current CVFD contract by certified mail by December 1, 2020, and that the letter stipulate that the City request that the CVFD meet to immediately negotiate a new contract. 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

ADA Transition Plan

Interim City Manager Michael Turner presented a proposal from Precision Safe Sidewalks to study and provide an ADA Transition Plan. The completed plan will ensure that Creedmoor City Hall, Community Center, Public Works, Lake Rogers, the Gauntlet, and Harris Park are meeting the requirements established by the Americans with Disabilities Act of 1990. The City of Creedmoor is required to have an ADA Transition Plan since it has exceeded the fifty-employee threshold including full-time and part-time employees, as well as elected and appointed officials that receive payment from the City.

Commissioner Nowell moved to approve the proposal and ADA transition plan from Precision Safe Sidewalks as presented by the City Manager in an amount not to exceed \$13,787. 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

Stormwater Engineering Study

Community Development Director Michael Frangos briefed the Board of Commissioners about an ongoing issue with a stormwater drainage outfall on Ferbow St. in the Golden Pond subdivision. The outfall receives stormwater from Golden Pond, and now the still under construction Amberleaf Subdivision. From 2015-2018, City of Creedmoor staff attempted to make repairs to sinkholes and the drainage system that were not constructed properly by the subdivision's developer, but the improvements have not lasted and need further attention. City staff is recommending engaging the Wooten Company to perform an engineering study to design a proper repair. The affected area falls under an easement that was accepted by the City of Creedmoor from the developer when that phase of Golden Pond was completed in 1996.

Commissioner Brustmeyer-Brown moved to approve the stormwater drainage study as proposed by the Wooten Company for a cost not to exceed \$18,400. 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 #5

Finance Director Reuben Carden presented FY21 Budget Amendment #5. This budget amendment allocates funding for the part-time Code Enforcement Officer in the Community Development Department, the ADA Transition Plan by Precision Safe Sidewalks, and the stormwater engineering study in the Golden Pond subdivision by the Wooten Company.

Mayor Pro Tem Del Mims moved to approve FY21 Budget Amendment #5 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

Interim City Manager's Report

Interim City Manager Michael Turner reported on a recent visit from the North Carolina Parks and Recreation Trust Fund (PARTF) to review the progress of the Community Center project. The City of Creedmoor received a \$500,000 grant from PARTF towards project construction. Turner also reported on a recent meeting with SGWASA Executive Director Scott Schroyer who has agreed to pursue a water quality assessment for Creedmoor. Turner then reported to the Board that he is working City Attorney Morphis and the Granville County Attorney to revise the existing contract with Granville County Senior Services. Finally, Turner reported that the Code Enforcement Officer and Recreation Director are scheduled to be introduced to the Board at the December 1, 2020 meeting.

Turner and City Attorney Morphis fielded questions related to outstanding code enforcement cases, and at what point the City could take legal action. Morphis stated that he could provide a full briefing during closed session at the December 1, 2020 meeting.

SGWASA Report

Commissioner Ed Mims reported on the cancellation of the SGWASA strategic planning workshop because not all Board members could attend. Mims also spoke about how pleased he was that SGWASA had agreed to conduct a water quality assessment for their Creedmoor customers. Finally, Mims requested that the Technical Review Committee assist the City Manager and SGWASA Executive Director with the water quality assessment process.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on attending the Kerr-Tar Regional Council of Governments meeting on October 22, and touring the Community Center construction site on October 29. Brustmeyer-Brown also congratulated Lt. Tommy Wallace and Lt. Ricky Cates for their awards from Granville County and North Carolina Crime Stoppers. Finally, Brustmeyer-Brown thanked Interim City Manager Mike Turner and the rest of the City staff for their hard work in recent months, and reminded everyone to vote in the November 3 General Election.

Commissioner Kicinski suggested that the Board consider naming the banquet room at the Community Center after the willow oak tree that was saved during the construction of the Cross City Trail boardwalk and pedestrian bridge. Kicinski also spoke about the importance of the November 3 General Election, the cancellation of the SGWASA strategic planning workshop, and about the accomplishments of this Board during their first twelve months of service. Finally, Kicinski thanked everyone that submitted a design for the Community Center sign contest.

Commissioner Ed Mims spoke about his first twelve months of service on the Board of Commissioners and the number of accomplishments that this Board has achieved as well other items that still await completion. Mims reminded everyone in attendance to honor Veterans Day on November 11. Mims also listed a number of items that he would to get additional information or action on. These items included: any personnel or legal matters that need to be addressed by the Board, resolution of the Creedmoor Cemetery issue, lobbying the United States Postal Service to change the zip code for homes and businesses within the Town of Butner that currently have Creedmoor addresses, requested more information about remote participation rules by Board members once the COVID-19 State of Emergency has ended, requested additional information about the Creedmoor Merchants Association,

receive an update from Granville-Vance Public Health regarding COVID-19 in Granville County, receive an update from the Granville County School Board of Superintendent about the status of the schools in Creedmoor, and receive a presentation from whomever is elected to represent Granville County District V at the December 1 Board of Commissioners meeting.

Commissioner Nowell reported on attending the October 13 SGWASA Board meeting and requested that the Creedmoor Board receive a quarterly financial report similar to what the SGWASA Board receives. Nowell also reported on a recent meeting with Upper Neuse River Basin Association Executive Director Forrest Westall to see if land acquisition with the Tar River Land Conservancy could be credited towards the City of Creedmoor's required financial contribution towards Falls Lake Rules compliance. Westall determined that the land conservation funding could potentially be credited towards Stage 2 compliance. Finally, Nowell also reported on her attendance at the October meeting of the Capitol Area Metropolitan Planning Organization.

Mayor Pro Tem Del Mims thanked Kevin Brown for his remarks during the Public Comment period when he recognized the accomplishments of the Board of Commissioners in the past twelve months. Mims also congratulated Commissioner Ed Mims, Commissioner Brustmeyer-Brown, and Commissioner Kicinski on a successful first year in office. Del Mims then reported on her attendance at a Women in Municipal Government meeting, and Coffee with a Cop at Lake Rogers Park. Finally, Mims commented on the Community Center sign contest, and thanked all those that participated. Mims requested that the Board select winners from the submitted designs even if the Board elects to construct a design different from what was submitted by the community. Mims closed by reading comments she had received from those that participated as committee or review panel members for the sign contest.


Mayor's Report

Mayor Bobby Wheeler reported that he had received the Granville County Crime Stoppers Citizenship Award.


Adjourn

Commissioner Ed Mims moved to adjourn the meeting at 9:55 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



