



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
DECEMBER 1, 2020
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Mayor Pro Tem Neena Nowell, Commissioner Kechia Brustmeyer-Brown, and Commissioner Georgana Kicinski. Also present were Interim City Manager Michael Turner, City Clerk/PIO Terry Hobgood, City Attorney T.C. Morphis, Jr., Police Chief Keith King, Finance Director Reuben Carden, Community Development Director Michael Frangos, Administrative Services Director Genesis Wallace, and Recreation Director Christopher Horrigan.

Present via Zoom Video-Conference

Commissioner Del Mims and Commissioner Ed Mims

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 6:02 p.m. Mayor Pro Tem Del Mims offered the invocation, and Commissioner Nowell 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 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

Consent Agenda

City Clerk/PIO Terry Hobgood requested that the 2021 Board of Commissioners meeting schedule be moved from the Consent Agenda to Action Items.

Commissioner Ed Mims moved to approve the Consent Agenda: November 2, 2020 Meeting Minutes, November 16, 2020 Meeting Minutes, and Resolution 2020-R-17: Resolution in Support of ADA Act Section 504. 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

Oath of Office // Mayor Pro Tempore Neena Nowell

Mayor Wheeler administered the Oath of Office to Mayor Pro Tempore Neena Nowell.

Request to Address the Board // Kathy Maness (President, National League of Cities)

Kathy Maness, President of the National League of Cities (NLC), gave a presentation about the services offered to member municipalities by the NLC. President Maness also talked about the recent NLC City Summit held in November 2020, and thanked Commissioner Kicinski, Commissioner Del Mims, and Commissioner Ed Mims for attending.

Request to Address the Board // Lisa Harrison (Director, Granville-Vance Public Health)

Lisa Harrison, Director of Granville-Vance Public Health, gave an overview of current COVID-19 statistics in Granville and Vance counties as well as the efforts of the local health department to treat patients, and conduct testing operations and contact tracing. Harrison reported that Granville County should receive the first doses of the COVID-19 vaccine in the coming weeks and will follow guidelines from the NC Department of Health and Human Services to distribute the vaccine to residents. Harrison also reported that there would be a free testing event in southern Granville County in December.

Request to Address the Board // Russ May (Commissioner-Elect, Granville County District V)

Russ May, Granville County District V Commissioner-Elect, introduced himself to the Board of Commissioners. May spoke about his background and about how he plans to serve the citizens of Creedmoor, District V, and all of Granville County. May hopes to have a constructive and collaborative relationship with the other members of the Granville County Board of Commissioners, and Creedmoor Board of Commissioners.

Request to Address the Board // Gerard Seibert (Code Enforcement Officer, City of Creedmoor)

Gerard Seibert introduced himself to the Board of Commissioners and spoke about his background. Seibert stated that he looks forward to serving the City of Creedmoor as the new Code Enforcement Officer.

Request to Address the Board // Chris Harrington (Recreation Director, City of Creedmoor)

Chris Harrington introduced himself to the Board of Commissioners, and spoke about his background. Harrington is excited to serve as Creedmoor's first Recreation Director and looks forward to opening the new Community Center to the public.

Public Comment

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

109 Park Avenue Update

Alan Steinbeck presented an update on the 109 Park Ave. project to the Board. Steinbeck discussed the roof replacement, which will be complete in the next few days. Steinbeck also discussed a potential Request for Qualifications (RFQ) to pursue architectural design services, so that work can begin on the building renovation in earnest. Steinbeck estimated that total design and engineering costs would total around \$149,000. Steinbeck also discussed funding sources for the design work, and discussed combining the RFQ for 109 Park Ave. with the lot improvements for the gravel lot and demolished house on Sanderford St. adjacent to City Hall.

The Board gave consensus for City staff to move forward with the RFQ for engineering design services.

Diversity and Inclusion Training Opportunities

Commissioner Del Mims presented options for Diversity and Inclusion training, and noted a course introduced by Linda Jordon at the November 2, 2020 meeting as well as a recent opportunity that the Board and staff participated in as recommended by Administrative Services Director Genesis Wallace. Del Mims stated that this type of training was consistent with Resolution 2020-R-07, which was passed in June 2020 in the wake of the death of George Floyd in Minneapolis, MN and nationwide protests calling for racial justice.

The Board reached consensus to add an Action Item to the January 2021 agenda to consider approving a potential Diversity and Inclusion training opportunity.

Senior Center Lease Agreement

City Attorney T.C. Morphis presented updates to the draft lease agreement between the City of Creedmoor and Granville County Senior Services for use of the new Senior Center space under construction at the Creedmoor Community Center. The Board suggested several changes to the draft contract, and asked that City Attorney T.C. Morphis incorporate these changes before requesting feedback from Granville County:

- Reduce lease term from ten years to five years.
- Increase rental fee from the symbolic \$1 to a higher fair market amount.
- Define which rooms in the Community Center are planned for Senior Center use (either 100% or 50%, etc.), to make sure utility cost share is correct as calculated by square footage.
- Change term from “exclusive use” of spaces to “priority use.”
- Make it explicit that all other portions of the Community Center are available for rent by the Senior Center, but not for free use.
- Stipulate that the City Manager, and/or Board of Commissioners should authorize any modifications to what is stipulated in the lease.
- Ensure that the Granville County insurance policy be submitted to the City within thirty days of execution of the contract, or will be considered in breach.
- Stipulate that the City retain the priority right to all non-Senior Center portions of the building. Senior Center may use other rooms at the discretion of the City Manager or via the facility rental process.
- Potentially increase the liability insurance coverage supplied by Granville County to better reflect the square footage utilized by the Senior Center. Staff should reach out to the North Carolina League of Municipalities (NCLM) to determine best practices for insuring leased space.
- Have an insurance agent provide an estimate to determine the best possible insurance coverage for the Community Center space.

The Board reached consensus to receive an update on the draft lease agreement with the incorporated changes in January 2021.

Mayor Wheeler recessed the meeting at 8:38 p.m. The meeting reconvened at 8:50 p.m.

ZTA-2020-03 // Requirements of NC GS 160D

City Planner Michael Malecek presented proposed changes to the Creedmoor Development Ordinance Article 5, Article 8, and Table 8.1 as required by the new NC General Statute 160D. The notable changes to Creedmoor’s ordinance include changes to Down Zoning, which cannot be initiated by the city but by the property owner only. The Ordinance also reflects the new North Carolina requirements for Statements of Consistency and Reasonableness Statements, which is already standard practice for the City of Creedmoor. Other changes include amendments to sections on Conditional Zoning, Special Use Permits, and Spot Zoning.

Mayor Wheeler opened the public hearing at 9:18 p.m. With no one coming forward to speak, Mayor Wheeler closed the public hearing at 9:19 p.m.

Resolution 2020-R-16 & Ordinance 2020-O-22

Mayor Pro Tem Nowell moved to approve Resolution 2020-R-16: Statement of Consistency for ZTA-2020-03 and Ordinance 2020-O-22: Amending Article 5, Article 8, and Table 8.1 as presented. The motion was approved by roll call vote 5-0.

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

Brames Crossing Revised Preliminary Plat

Community Development Director Michael Frangos presented a revised preliminary plat for the Brames Crossing subdivision. The original approval for Brames Crossing was granted in 2017, but has undergone a change in ownership and now includes revisions to the street layout and number of developable lots. The development will be located on Moss Hayes Rd. on the eastern border of Creedmoor, and will eventually interconnect to the Paddington subdivision on E. Wilton Ave. The street layout changes now includes additional cul-de-sacs and eliminates a stream crossing in an effort to reduce construction costs. The revised plat also includes the reintroduction of a pedestrian connector to the adjacent property owned and maintained by the Tar River Land Conservancy.

Commissioner Kicinski moved to table this item until January 2021 and request that SGWASA conduct another review of the draft plans. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Nowell: Yes

Commissioner Brustmeyer-Brown: Yes

Commissioner Kicinski: Yes

Commissioner Del Mims: Yes

Commissioner Ed Mims: Yes

Cross City Trail Lighting and Project Update

Community Development Director Michael Frangos gave a brief update on the Cross City Trail closeout process. There are final bills and invoices that still need to be processed, and the final closeout by NC DOT will continue for the coming months. Project construction has concluded.

Frangos then shifted to an update on the proposed boardwalk lighting at the Robertson Creek area of the Cross City Trail on E. Wilton Ave. The Board of Commissioners has already approved a contract to light the sidewalk section west of the Robertson Creek bridge, and an additional contractor still needs to be engaged to light the bridge, boardwalk, and up-light the featured willow oak tree. Duke Energy has added one additional service fixture to their design, which will create additional ambient lighting along the path. Outdoor Provisions, LLC has submitted a quote to complete the bridge and boardwalk lighting at a cost of \$31,000. Frangos is recommending including a ten percent contingency in recognition of the potential unknown problems that could arise while installing lighting in this area.

Finally, Frangos updated the Board on the previously approved contract with Duke Energy. The Board had requested amending the language wherein Duke Energy could end the contract after ten years. Frangos has been in contact with the installation engineer who had forwarded the proposed change to Duke's legal department, but has received no response. The installation engineer will not order supplies or begin work until Duke authorizes him to do so. Frangos is asking the Board to forgo this requested change, and adhere to the standard North Carolina service agreement.

Commissioner Kicinski moved to proceed under the standard NC Service Agreement with Duke Energy. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Nowell: Yes

Commissioner Brustmeyer-Brown: Yes

Commissioner Kicinski: Yes

Commissioner Del Mims: Yes

Commissioner Ed Mims: Yes

Commissioner Brustmeyer-Brown moved to proceed with the boardwalk and bridge lighting plan with Outdoor Provisions, LLC at a cost not to exceed \$34,100. The motion was approved by roll call vote 5-0.

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

Community Development Department Lease Agreement

Commissioner Ed Mims and Interim City Manager Mike Turner discussed the possibility of the property owner allowing the City of Creedmoor to continue leasing 211 N. Main St. on a month-to-month basis beginning in July 2021. The Board directed Turner to contact the property owner to inquire about this possibility, and report back to the Board in January 2021.

Community Center Monument Sign

Interim City Manager Michael Turner reported that he had polled members of the Board individually before the meeting by email, and the Board had selected a design by MHAworks to use as the Community Center monument sign. The Board had also selected designs by Chloe Cash, Alexis Lippard, and Reagan Potts as the top three prize winners.

Commissioner Kicinski moved to approve sign design number 21, designed by MHAworks, to construct as the Community Center monument sign.

Commissioner Del Mims recommended an amendment to Commissioner Kicinski's motion to modify the MHAworks design to eliminate the pergola and LED board. Commissioner Kicinski rejected the amendment to her motion.

Because Commissioner Kicinski rejected the amendment to her motion, Mayor Wheeler called for a vote on Commissioner Del Mims' substitute motion to modify the design of sign number 21 from MHAworks. The motion failed by roll call vote 2-3.

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

Mayor Wheeler then called for a roll call vote on the original motion by Commissioner Kicinski to approve sign design number 21 as presented. The motion was approved by roll call vote 3-2.

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

FY21 Budget Amendment #6

Finance Director Reuben Carden presented FY21 Budget Amendment #6, which includes \$4,200 for the Creedmoor Volunteer Fire Department audit services, \$7,500 for public notice advertising costs, \$34,100 in funding for the Cross City Trail boardwalk lighting, and accounting for a decrease of \$24,766 in Powell Bill funding from the State of North Carolina.

Commissioner Brustmeyer-Brown moved to approve FY21 Budget Amendment #6 as presented. The motion was approved by roll call vote 5-0.

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

Community Center Banquet Room Name

Commissioner Kicinski moved to name the banquet room at the Community Center the “Willow Oak Room.”

Commissioner Ed Mims made a substitute motion that the room be named the “Creedmoor Room.” The motion failed by roll call vote 2-3.

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

Mayor Wheeler then called for a vote on the original motion from Commissioner Kicinski to name the banquet room the “Willow Oak Room.” The motion was approved by roll call vote 3-2.

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

Following the vote, City Clerk/PIO Terry Hobgood asked the Board to consider that this may fall under the City’s Facility Naming Policy, which calls for a unanimous vote for approval. City Attorney Morphis advised that he believed the banquet room would be classified as a city facility, but since there are no laws governing how a municipal government names a facility, the Board could choose to interpret the policy how they wish. The majority of the Board concurred that the banquet room did not fall under the City’s Facility Naming Policy. City Attorney Morphis was directed to bring an updated Facility Naming Policy to the Board for consideration that would eliminate the ambiguities of what constitutes a “facility” and what specific natural or geologic features were allowed as names.

Retirement of Sworn Officers, Badge and Service Weapon Policy

Police Chief Keith King presented an amendment to the City of Creedmoor Personnel Policy to allow a provision to award retiring law enforcement officers with their badge and service weapon. The proposed policy provides different thresholds at which the retiring officer may purchase or be awarded their badge and service weapon instead of having the Board consider each instance on a case-by-case basis.

Commissioner Ed Mims moved to amend the City of Creedmoor Personnel Policy Article V, Section 13 as presented. The motion was approved by roll call vote 5-0.

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

Board of Commissioners 2021 Meeting Schedule

Commissioner Brustmeyer-Brown moved to approve the amended 2021 meeting schedule with the addition of two additional budget workshops in March and May 2021.

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

Commissioner Ed Mims requested that the Board consider further amending the meeting schedule by adding a meeting to review and update the City's strategic plan, or schedule a Special Called Meeting for this purpose. Mayor Wheeler requested that the Board revisit this topic at a future date.

Interim City Manager's Report

Interim City Manager Michael Turner reported that Police Chief Keith King has been appointed to the International Association of Chiefs of Police Firearms Committee through 2023. Turner also reported that the Creedmoor Volunteer Fire Department (CVFD) has completed their controlled burn of 120 Sanderford St. The CVFD has also invited any interested Board members to tour the fire station, meet the personnel, and view the status of their equipment and facilities. Turner also reported that the ADA transition plan is in progress with Precision Safe Sidewalks, and a final presentation will be given to the Board in February 2021. Finally, Turner reported that Baker Roofing is nearing completion on the 109 Park Ave. roof replacement, and the City has completed final closeout of the Lake Rogers project.

SGWASA Report

Commissioner Kicinski reported that the SGWASA Finance Committee met in November. Kicinski also reported that SGWASA is pursuing grants to help customers pay past due balances, which are nearing the end of their protected period under Governor Cooper's Executive Order. Kicinski stated that United Way is assisting customers pay these past due utility bills. Finally, Kicinski reported that SGWASA has not yet rescheduled their strategic planning meeting, but it should be held in the next few months.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on her attendance at the recent diversity and inclusion webinar organized by Administrative Services Director Genesis Wallace. Brustmeyer-Brown congratulated Granville County Commissioner-Elect Russ May on his win in the November 2020 election, and welcomed Recreation Director Christopher Horrigan to Creedmoor.

Commissioner Kicinski reported on her attendance at the National League of Cities (NLC) City Summit in November, and the recent meeting between the Creedmoor Volunteer Fire Department and several Board members and the City Manager. Finally, Kicinski reported on attending a webinar on water and wastewater infrastructure maintenance, which provided information that she will bring to SGWASA to further investigate.

Commissioner Ed Mims thanked outgoing Finance Director Reuben Carden for his years of service to Creedmoor, and welcomed Recreation Director Christopher Horrigan and Code Enforcement Officer Gerard Seibert. Mims then reported on his attendance at the NLC City Summit, and spoke about sessions he attended related to internet broadband infrastructure. Mims reported that he also attended the diversity and inclusion webinar organized by Genesis Wallace.

Mayor Pro Tem Nowell reported on her attendance at the diversity and inclusion webinar organized by Genesis Wallace as well as her attendance at the recent Capitol Area Metropolitan Planning Organization and Upper Neuse River Basin Association (UNRBA) Board meetings, and the UNRBA Path Forward Committee meeting.

Commissioner Del Mims reported on her attendance at the diversity and inclusion webinar organized by Genesis Wallace, and November UNRBA and SGWASA Board meetings. Del Mims congratulated Commissioner Kicinski on her election as SGWASA Vice-Chair. Mims also reported on her attendance at the NLC City Summit, and NLC Women in Municipal Government (WIMG) Board meeting. Mims thanked Reuben Carden for his service to

Creedmoor, and welcomed Christopher Horrigan and Gerard Seibert. Finally, Mims thanked all those that addressed the Board and gave presentations at tonight's meeting.

Mayor's Report

Mayor Bobby Wheeler thanked all the Board members and City staff that had extended condolences to him after the death of his brother. Wheeler also reported on viewing the CVFD controlled burn of 120 Sanderford St., and gave a report on the recent meeting with the CVFD to begin negotiations for a new fire services contract. Wheeler reported that this was a very positive meeting, and a good first step.

Closed Session // NC GS 143-318.11 (A)(3) & (6) Attorney-Client Privilege and Personnel

Commissioner Brustmeyer-Brown moved to enter closed session pursuant to NC GS 143-318.11(a)(3) & (6) Attorney-Client Privilege (Bullock vs. Creedmoor Police Department // NC Eastern District 5-20-CV-96-D) and Personnel at 11:39 p.m. The motion was approved by roll call vote 5-0.

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

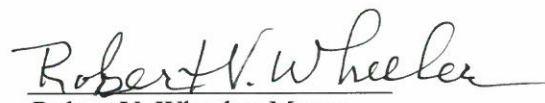
Commissioner Kicinski moved to leave closed session at 12:45 a.m. The motion was approved by roll call vote 5-0.

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

Adjourn

Commissioner Kicinski moved to adjourn the meeting at 12:46 a.m. The motion was approved by roll call vote 5-0.

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


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

