



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
JANUARY 5, 2021
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 Kevin Hornik, Police Chief Keith King, Interim Finance Director Carla Hobbs, 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 6:01 p.m. Commissioner Del Mims 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 Del Mims requested that the Action Item for Diversity and Inclusion Training Opportunities be removed, and not considered until a new City Manager is hired. Commissioner Ed Mims requested that the SGWASA Report be moved earlier in the agenda as a Discussion Item. City Clerk/PIO Terry Hobgood requested that a Discussion Item be added for the Board to consider modifications to the Senior Center Lease Agreement.

Commissioner Ed Mims moved to approve the agenda as amended. 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

Consent Agenda

Commissioner Ed Mims requested that the 2021 Meeting Schedule be removed from the Consent Agenda and added as a Discussion Item.

Commissioner Kicinski moved to approve the Consent Agenda: December 1, 2020 Meeting Minutes, December 14, 2020 Meeting Minutes, December 15, 2020 Meeting Minutes, and December 29, 2020 Meeting Minutes. 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

Request to Address the Board // Carleen Evans (Winston, Williams, Creech, Evans & Company, LLP)

Carleen Evans, Winston, Williams, Creech, Evans & Company, LLP presented the results of the 2020 fiscal year (FY20) audit. Evans reported that the City of Creedmoor had received the Certificate of Achievement in Financial Reporting (CAFR) for the eleventh consecutive year and that there were no reportable findings in the FY20 audit. Highlights from the presentation include the City's net financial position improving to \$30,802,435 from \$25,804,770. General Fund Revenues were budgeted at \$4,042,255, and the final amount was \$4,181,639. General Fund Expenditures came in lower than expected from the original budget of \$4,812,280 to \$4,088,736. Tax collection percentage in Creedmoor improved from 98.65% to 98.87%. The City's cash balance decreased from \$16,508,516 to \$11,735,654. The unassigned Fund Balance is now \$7,853,735, which is 173% of the annual operating budget. Finally, Evans reported that though the City budgeted \$1,212,925 from Fund Balance in FY20, but only \$349,929 was spent.

Request to Address the Board // Chief Billy Fisher (Creedmoor Volunteer Fire Department)

Chief Billy Fisher, Creedmoor Volunteer Fire Department (CVFD), provided an update on CVFD statistics in 2020. Chief Fisher reported that the CVFD ran 360 calls in 2020, up 99 from 2019. Fisher also reported that the average on scene time from dispatch was 8 minutes and fifty seconds. Chief Fisher then showed a promotional video to the Board, and stated that he plans to return quarterly provide additional updates.

Request to Address the Board // Bill McCaffrey (MHAworks)

Bill McCaffrey, MHAworks, presented an update on the Community Center project and provided photos showing the status of the construction. McCaffrey reported that there had been some unforeseen delays in final inspections from Granville County and the elevator contractor, which have both delayed the issuance of a Certificate of Occupancy (CO). McCaffrey stated that he is prepared for the final inspection at the earliest possible date that it can be scheduled. McCaffrey also reported that the warranty period will not begin until the CO is issued, which is the point that the City will become responsible for utilities. Finally, McCaffrey reported that MHAworks plans to hire a professional photographer to promote their work on the finished project. The photos will be shared with the City when available.

Request to Address the Board // Carla Hobbs (Interim Finance Director, City of Creedmoor)

Interim City Manager Michael Turner introduced Interim Finance Director Carla Hobbs to the Board. Hobbs retired as Finance Director from the Town of Fuquay-Varina in 2019, and plans to assist the City of Creedmoor for up to three months until a permanent Finance Director can be hired by the next City Manager.

Public Comment

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

Community Center Fixtures, Furnishings, and Equipment (FF&E)

Commissioner Kicinski discussed information regarding fixtures, furnishings, and equipment at the Community Center with the rest of the Board and Interim City Manager Michael Turner.

109 Park Ave. Update

Alan Steinbeck, Pritchett Steinbeck Group, presented an update on the 109 Park Ave. project. Steinbeck reported that a Request for Qualifications (RFQ) is out for the 109 Park Ave. project, and are due back to the City on January 26. Steinbeck reported that the Board will receive a recommendation on proceeding with architectural design services at the February 2 meeting. Steinbeck then reported that the 109 Park Avenue Sub-Committee is proposing the name of "Creedmoor Opportunity Center" for the facility. Finally, Steinbeck reported that a physician is interested in leasing space at 109 Park Ave. for an outpatient medical clinic once the building is renovated.

Cross City Trail Boardwalk Lighting Update

Community Development Director Michael Frangos presented an update on the Cross City Trail boardwalk and trail lighting project. Duke Energy is waiting on equipment delivery, and then will schedule pedestrian light installation for the sidewalk west of Robertson Creek to Creedmoor Business Park. The City's contractor for boardwalk lighting, Outdoor Provisions, LLC, will begin installation at an earlier date and then connect to the Duke Energy infrastructure once installed.

Mayor Wheeler recessed the meeting at 7:56 p.m. The meeting reconvened at 8:02 p.m.

SGWASA Report

Commissioner Ed Mims reported on the upcoming SGWASA Strategic Planning Workshop. Commissioner Mims requested feedback from the Board on SGWASA Board member pay and the number of seats held by each governing body due to a request from the Town of Stem to obtain an additional seat on the SGWASA Board. Commissioner Mims also reported on the recent water main break on N. Main St. near Holly Creek Apartments, and the impending end of the of the Governor's moratorium on utility shutoffs.

The Board reached unanimous consensus to support the Town of Stem in gaining a second seat on the SGWASA Board of Directors.

Senior Center Lease Agreement

Interim City Manager Michael Turner and City Attorney Kevin Hornik presented proposed changes by Granville County staff to the draft lease with the Granville County Senior Center for space at the Community Center.

Commissioner Ed Mims moved to table consideration of the Senior Center Lease until the January 20 meeting.

Commissioner Kicinski proposed an amendment to the original motion to table consideration until a new City Manager is hired. Commissioner Ed Mims accepted the amendment.

The amended 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

2021 Meeting Schedule

Commissioner Ed Mims moved to modify the 2021 meeting schedule by adding a meeting on Wednesday, January 20 at 6:00 p.m., and moving the meeting originally scheduled for March 16 to Wednesday, March 17 at 6:00 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

ZTA-2020-04 // Requirements of NCGS 160D

City Planner Michael Malecek presented Zoning Text Amendment (ZTA)-2020-04. This text amendment continues the work of the Community Development Department to update the Creedmoor Development Ordinance to comply with the requirements of NCGS Chapter 160D. ZTA-2020-04 amends Article 6: Variances and Administrative Appeal by updating legal references, editing certain sections for clarity, and correcting errors in the existing Ordinance.

Mayor Wheeler opened the public hearing at 8:48 p.m. With no one coming forward to speak, Mayor Wheeler closed the public hearing at 8:49 p.m.

Resolution 2021-R-01 & Ordinance 2021-O-01

Commissioner Kicinski moved to approve Resolution 2021-R-01: Statement of Consistency for ZTA-2020-04 and Ordinance 2021-O-01: Amending Article 6 of the Creedmoor Development Ordinance 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

Open Broadband Agreement

Interim City Manager Michael Turner and Alan Helias, Open Broadband, presented a proposal to provide Wi-Fi access in public areas throughout the City of Creedmoor. Open Broadband has prepared three proposals to install Wi-Fi on Main St. in downtown Creedmoor, Lake Rogers, and the Community Center. The total installation cost would be \$3,250 plus a recurring cost of \$1,300 per month. The proposals could be all-inclusive or considered separately.

The Board engaged in discussion of the Open Broadband proposals with Interim City Manager Michael Turner and Alan Helias of Open Broadband. No action was taken.

3215 Cannady Mill Road Purchase Agreement

City Clerk/PIO Terry Hobgood presented the draft contract to complete the process for Tarrivic Ventures, LLC. to purchase City-owned property at 3215 Cannady Mill Road. This is the culmination of the upset bid process initiated on July 7, 2020 when the Board accepted an initial bid of \$100,000, and was completed at the December 15, 2020 meeting when the Board accepted the final bid amount of \$300,000.

Commissioner Del Mims moved to approve the contract for Tarrivic Ventures, LLC. to purchase City-owned property located at 3215 Cannady Mill Road. 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 moved to extend the lease for the Community Development Department office space at 211 N. Main St. for six months with an end date of December 31, 2021. 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

Continuation of Hazard Pay for Police Department and Public Works Employees

Commissioner Del Mims moved to extend the three percent hazard pay supplement for Police and Public Works employees through June 30, 2021. 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

Interim City Manager's Report

Interim City Manager Michael Turner reported on the Request for Proposals (RFP) for the monument sign at the Community Center, which are due on January 8. Turner also reported on 120 Sanderford St., which is scheduled to be cleared and have all debris removed from the controlled burn performed by the CVFD in the coming days. Turner also reported that he has directed Public Works to build a secure storage location at their facility to potentially replace the external storage outside the Police Department. Turner reported that the Board will review a contract at an upcoming meeting to bring a Granville County Veterans Service Officer to Creedmoor on a permanent basis. Turner also reported on an upcoming meeting with an engineer from the North Carolina Department of Transportation (NC DOT) to evaluate issues with truck traffic at the re-designed Lake Rd./Durham Ave./Wilton Ave. intersections. Finally, Turner reported that Kerr Area Transportation System (KARTS) Director Irene Johnson will address the Board at an upcoming meeting regarding their services in Creedmoor, the Board will receive a six-month financial status update at the January 20 meeting, and reported that the Board should begin considering options for the Creedmoor Music Festival scheduled for September 2021.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on her attendance at the December 7 Granville County Commissioners meeting, the December 8 SGWASA meeting, the City employee holiday luncheon, and the retirement celebration for Lt. Tommy Wallace. Brustmeyer-Brown also reported on her work providing food assistance to Granville County Area Congregations in Ministry (ACIM), and her morning boot camp program to promote exercise and physical activity in Creedmoor.

Commissioner Kicinski reported on meeting with a potential tenant for 109 Park Ave., her work on food assistance in collaboration with the Granville County Concerned Bikers Association for the Granville County Animal Shelter and ACIM. Kicinski also thanked the CVFD for their Santa Claus drive through Creedmoor, and spoke about an article in the North Carolina League of Municipalities (NCLM) Southern Cities magazine about rural utilities. Kicinski reported on the work that is being done to pursue funding for utility system assistance that SGWASA has been unable to obtain in the past due to the median income being above the required threshold in the service district.

Commissioner Ed Mims thanked Interim City Manager Michael Turner on his work with the City of Creedmoor. Ed Mims also reported that NCLM has requested a voting delegate from each member municipality to vote on legislative advocacy goals.

Mayor Wheeler volunteered to serve as the voting delegate, and will work with the Board to determine which advocacy goals should be the focus from Creedmoor's perspective.

Mayor Pro Tem Nowell reported on her attendance at the South Granville Rotary Club meeting in December where Recreation Director Christopher Horrigan presented, and Nowell reported on her attendance at the Oath of Office ceremony for Police Officer Tiffany Smith.

Commissioner Del Mims reported on her attendance at the December 8 SGWASA meeting, the City employee holiday luncheon, the December 18 National League of Cities (NLC) Women in Municipal Government Board meeting, and the NLC symposium regarding COVID response.

Mayor's Report

Mayor Bobby Wheeler wished everyone a happy New Year.

Closed Session // NCGS 143-318.11 (A)(6) Personnel

Mayor Pro Tem Nowell moved to enter closed session pursuant to NCGS 143-318.11(a)(6) Personnel at 9:52 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 Brustmeyer-Brown moved to leave closed session at 10:36 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

Upon return from Closed Session, Commissioner Kicinski requested that Interim City Manager Michael Turner investigate the feasibility of installing streetlight pole decorations at the entrances to housing subdivisions on E. Wilton Ave.

Adjourn

Commissioner Ed Mims moved to adjourn the meeting at 10:37 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


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

