

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
JANUARY 20, 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 T.C. Morphis, 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 6:00 p.m. Commissioner Ed Mims offered the invocation, and Mayor Pro Tem Nowell led the Pledge of Allegiance.

Roll Call

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

Agenda Approval

Mayor Pro Tem Nowell moved to approve the agenda 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

Consent Agenda

Mayor Pro Tem Nowell moved to approve the Consent Agenda: Unseal and Approve December 11, 2019, July 21, 2020, and September 1, 2020 Closed Session 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

Public Comment

Jonelle Marable, 2215 Regent Court, Creedmoor

Jonelle Marable spoke about the City Manager evaluation form that was included in the January 20, 2021 Board packet. Marable believes that the current evaluation system is too subjective, and need to be improved to reflect the duties and responsibilities of the role.

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

Fiscal Year 2021 Mid-Year Financial Update

Interim Finance Director Carla Hobbs presented a mid-year financial update as of December 31, 2020. Hobbs recapped the findings of the FY20 audit, and then moved forward to show the status of revenues and expenses through the first half of the fiscal year. Hobbs estimated that City has an unrestricted Fund Balance of \$9,207,192 as of December 31. Hobbs reminded the Board that these estimates were preliminary based on fund balance budgeted, but would most likely have a higher balance once the FY21 audit was complete. Hobbs reported that as of December 31, revenues are mostly trending higher in FY21, which is not what was predicted during the development of the budget. Hobbs also reported that most departments are on-track with expenses, and the few departments that were over the 50% threshold were not a cause for concern.

Free Public Wi-Fi Update

Interim City Manager Michael Turner reported information from Granville County Public Schools (GCPS) regarding availability of Wi-Fi for students in Creedmoor. GCPS reported that they have distributed Wi-Fi hotspots to their students and parked buses at Creedmoor City Hall and other public locations to provide additional Wi-Fi access points. Turner estimated equipment cost to expand the City of Creedmoor's current Spectrum Internet service infrastructure to provide coverage for adjacent parking lots at approximately \$2,499. The installation of this additional equipment would not change the amount of the monthly internet service bill.

Kicinski moved to expand the current Spectrum Wi-Fi system to expand to the parking lots at the Senior Center, Gymnasium, and City Hall. 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

Seasonal Banners for E. Wilton Ave.

Interim City Manager Michael Turner reported that Public Works Department would be able to install seasonal banners at the entrances to residential subdivisions on NC HWY 56, at no additional cost to the City.

122 Pecan St. Update

Community Development Director Michael Frangos gave an update on the joint City/County owned property located at 122 Pecan St. The City had an open Code Enforcement case on this property since 2013, and jointly purchased the property with the County in 2019 to mitigate the issues. The house on the property has been demolished and cleared, but a large amount of debris remains buried or scattered throughout the property especially behind the tree line.

The Board reached consensus to reach out to the neighboring property owner that has expressed interest in purchasing the property to see what he plans to do with the property in the future, and how much he may be willing to pay. The Board also directed the City Manager to ask Public Works to clear surface-level debris, and asked the City Attorney to see if the County would be amendable to a permanent easement on the property if it is sold. The City Attorney was also asked to see if the County would be willing to contribute towards any future hazard mitigation costs under the joint ownership agreement.

Lake Rogers Dam Inspection Report

Community Development Director Michael Frangos reported on letters the City of Creedmoor has received from the NC Department of Environmental Quality (DEQ) in 2019 and 2020 indicating that the Lake Rogers Dam is due

for required maintenance that the City must perform. Frangos is recommending that the City engage our contracted engineers at the Wooten Company to review the inspection reports, assess the dam, and estimate the cost of repairs for the Board to consider in the FY22 budget preparation.

The Board reached consensus to direct staff to pursue an estimate with the Wooten Company, and to research possible grant funding opportunities.

City Manager Job Description, Goals/Objectives, Evaluation Process

Mayor Pro Tem Nowell addressed previous Board discussions related to the City Manager's job description and evaluation process. Mayor Pro Tem Nowell noted that this had been discussed at previous meetings, but a direction to improve the process was never approved.

The Board reached consensus to seek assistance from the North Carolina League of Municipalities for any resources they could provide.

Brames Crossing Preliminary Plat Reconsideration

Community Development Director Michael Frangos presented the revised preliminary plat for Brames Crossing. This was approved by the Planning Board at their November 12, 2020 meeting and tabled by the Board of Commissioners at the December 1, 2020 meeting, so that SGWASA could review for possible remedies for dead-end water lines in the development. SGWASA engineer Mark Hamlett has recommended the installation of automatic flushers, and the Brames Crossing engineer has agreed to add these to the construction drawings. Frangos reported that automatic flushers are not under the purview of the City of Creedmoor, but could be required by SGWASA.

Commissioner Brustmeyer-Brown moved to approve the revised preliminary plat for Brames Crossing Subdivision with the request that the developer incorporate the proposed automatic flushers into the construction design to be approved by SGWASA. 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

VC3 IT Managed Services Agreement

Kevin Eves, the City of Creedmoor's contracted Virtual Chief Information Officer with VC3, presented a proposed three-year service agreement for VC3 to continue providing IT services for the City of Creedmoor. The current contract costs the City \$6,876 per month, but the renewal will lower the price to \$6,235 per month. The reduction in rates is due to cost savings that VC3 has enjoyed due to the consolidation of facilities, and does not reflect a change in services provided. City Attorney T.C. Morphis reported that he has reviewed the contract agreement, and requested that VC3 add contract language stipulating the City could terminate the agreement with no penalty if funding was not available with the approval of the annual budget ordinance.

After some discussion, the Board asked Kevin Eves to modify the contract to reflect this requested change, and Mayor Wheeler asked if the meeting could move forward and return to Eves when he had the appropriate language. Eves agreed, and the Board moved forward with no action at this point.

Revisions to City of Creedmoor Naming Policy

City Attorney T.C. Morphis presented an update to the Facility Naming Policy based on discussion and feedback from the Board regarding the current policy at the December 1, 2020 meeting. Morphis is recommending adding a definition of "facility" as "any place, building, amenity, or piece of equipment owned by the City of Creedmoor. A facility may also include individual rooms, parts, or components of larger facilities such as buildings." Morphis is also recommending adding a definition of natural feature as "any naturally occurring feature of the environment,

including but not limited to plants, animals, natural habitats, rock formations, hills, rivers, creeks, lakes, wetlands, and other geological features.”

Commissioner Kicinski moved to approve the amended Facility Naming Policy with one additional amendment to change the word “unanimous” in Section V to “majority.” Following discussion, Commissioner Kicinski withdrew her motion.

Commissioner Kicinski moved to approve the revised City of Creedmoor Facility Naming Policy as presented with no changes to Section V. The motion was approved by roll call vote 4-1.

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

Cross City Trail Little Free Library

Recreation Director Christopher Horrigan presented a request from the South Granville Rotary Club to install a Little Free Library on a City controlled easement on the Cross City Trail near the Golden Pond, Amberleaf, and Paddington subdivisions. Staff is also recommending the possibility of installing a Little Free Museum to engage users on the Robertson Creek bridge and boardwalk.

Commissioner Del Mims moved to table consideration of this item until February 2, 2021 until Commissioners could have the opportunity to inspect the layout and location. 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

VC3 IT Managed Services Agreement

Kevin Eves presented the updated contract language for the VC3 Managed Services agreement to state the following: “Client shall pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, Client shall have the right to return the Equipment and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to Client (other than the expense of returning the Equipment to the location designated by VC3), provided that at least thirty (30) days prior to the start of the fiscal period for which funds were not appropriated, Client’s City Manager (or Legal Counsel) delivers to VC3 a certificate (or opinion) certifying that (a) Client is a state or a fully constituted political subdivision or agency of the state in which Client is located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by Client; and (d) Client has exhausted all funds legally available for the payment of amounts due under the Agreement.”

Commissioner Kicinski moved to approve the proposed VC3 Managed Services Agreement with the amended language suggested by Kevin Eves and approved by the City Attorney at a cost of \$6,235 per month. 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

FY21 Budget Amendment #7

Interim Finance Director Carla Hobbs presented FY21 Budget Amendment #7, which includes funding for the following:

- \$3,900 for General Government – Special Projects to reflect an increase in cost for the Cross City Trail Boardwalk and Bridge Lighting.
- \$1,782 for Police – Vehicle and Equipment Maintenance to add money received from unauthorized substance tax to equip eight patrol vehicles with the Verizon Connect Software.
- \$12,914 for City Clerk Salaries, LGERS State Retirement, 401(k) Employer Contributions, and FICA Match to account for increased personnel costs.
- \$10,000 for City Attorney to provide additional funding for City Attorney costs.
- \$3,000 for Discounts on Tax Collection to reflect actual discounts given for early property tax payment.

Mayor Pro Tem Nowell moved to approve FY21 Budget Amendment #7. 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

Project R-5707 Landscape Enhancement

Community Development Director Michael Frangos reported on possible roadside landscape improvements from the North Carolina Department of Transportation (NC DOT) as part of the R-5707 project that realigned the intersection of NC HWY 56, Lake Rd., and US HWY 15. NC DOT is willing to contribute \$30,000 for landscape improvements, but their landscape architect will take available matching funding from the City into account when creating their design. Frangos presented various ideas for improving the landscaping at the new Lake Rd. /NC HWY 56 extension, and the newly installed median.

Commissioner Kicinski moved to direct the City Manager to continue to pursue the design and estimates of costs for materials and installation of the landscape enhancements for project R-5707 with NC DOT. 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

Mayor Wheeler recessed the meeting at 9:37 p.m. The meeting reconvened at 9:50 p.m.

Interim City Manager's Report

Interim City Manager Michael Turner reported that the City is still awaiting the Certificate of Occupancy (CO) for the Community Center. Granville County conducted their inspection on January 19, and found several deficiencies that the City's contractor will need to fix. Turner also reported on a meeting with NC DOT engineers regarding traffic issues at the new R-5707 intersection, especially involving tractor-trailers. NC DOT is already taking steps to attempt to solve the issues with wrong-way traffic, and tractor-trailers entering areas where truck traffic is restricted. Turner then reported that the City is in the final stages of preparing the ADA Transition Plan, which will be presented to the Board on February 2. Finally, Turner noted the stellar work of Interim Finance Director Carla Hobbs, and stated that the Board can expect to receive a quarterly budgetary status report with the next update coming in April.

SGWASA Report

Commissioner Kicinski reported on the SGWASA strategic planning workshop. The SGWASA Board will continue working on a strategic plan and mission statement based on the work done at this meeting. Kicinski also reported that the State of North Carolina would begin monitoring levels of lead and copper in water systems in the near future. SGWASA will need to invest in new monitoring equipment and develop guidelines to monitor these lead and copper levels in the water system to prevent intervention from state authorities. Kicinski also thanked her fellow Board members for their vote requesting that Brames Crossing install auto-flushers to improve water quality in their development.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on her attendance at the January 11 SGWASA strategic planning workshop and her work with local organizations in collaboration with Activate Good to provide health supplies for local residents. Brustmeyer-Brown reported on the Granville County Human Relations Commission Martin Luther King, Jr. program that was held virtually this year. She reported that the two winners of the essay contest were Karissa Birdine from Butner-Stem Middle School and Haley Erexson from Granville Central High School. Brustmeyer-Brown also reported that Granville County Commissioner Zelodis Jay had received the 2021 Robert Blackwell Award from the Human Relations Commission.

Commissioner Kicinski requested that the City Manager and Recreation Director investigate the possibility of Creedmoor hosting a food truck rodeo in February or March. Kicinski also reported on her attendance at the January 11 SGWASA strategic planning workshop, and viewing the virtual Martin Luther King, Jr. program.

Commissioner Ed Mims reported on his attendance at the January 11 SGWASA strategic planning workshop, and reported that the Laurinburg Institute, Ed Mims' high school alma mater, would be inducting him into the Hall of Fame in February.

Mayor Pro Tem Nowell reported on her attendance at the January 11 SGWASA strategic planning workshop, and viewing the virtual Martin Luther King, Jr. program. Nowell also reported that she attended the UNRBA Executive Board meeting on January 20, and reported that the Environmental Management Committee approved the Falls Lake Rules Interim Alternative Implementation Approach (IAIA). Nowell reported that Community Development Director Michael Frangos is identifying projects that will make Creedmoor compliant with the financial contributions needed for this program. Finally, Nowell reported that there was some tree clearing activity at the residential/commercial development site on NC HWY 56 near the Creedmoor/Butner line. Nowell spoke with the developer who reported that he is performing some preliminary clearing and maintenance with the hopes that SGWASA will be able to approve the wastewater allocation for the development in the near future.

Commissioner Del Mims reported on her attendance at the National League of Cities (NLC) Women in Municipal Government (WIMG) Board meeting, the January 11 SGWASA strategic planning workshop, the Martin Luther King, Jr. virtual program, the North Carolina League of Municipalities (NCLM) legislative advocacy meeting, and the January 14 Planning Board meeting. Del Mims also thanked Interim City Manager Michael Turner for meeting with her to review the January 20 Board of Commissioners agenda, and spoke about the January 20 Inauguration of President Biden.

Mayor's Report

Mayor Bobby Wheeler reported on meeting with NCLM meeting regarding COVID-19 vaccinations, and efforts to reach homebound and other citizens without adequate transportation to go to a vaccination site. Wheeler also reported that even those that had previously tested positive for COVID-19 should receive the vaccine, and reported that he has received his first dose of the vaccine and encouraged everyone else to get it when available.

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

Commissioner Ed Mims moved to enter closed session pursuant to NCGS 143-318.11(a)(6) Personnel at 10:18 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 Del Mims moved to leave closed session at 11:37 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


Adjourn

Commissioner Ed Mims moved to adjourn the meeting at 11:38 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

