

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
FEBRUARY 2, 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. Mayor Pro Tem Nowell offered the invocation, and Commissioner Brustmeyer-Brown led the Pledge of Allegiance.

Roll Call

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

Agenda Approval

Mayor Wheeler requested the addition of a special Mayoral announcement preceding Requests to Address the Board, Commissioner Ed Mims requested the removal of the SGWASA report, and the addition of a discussion regarding the order of business for Discussion Items versus Action Items.

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 Kicinski moved to approve the Consent Agenda: January 5, 2021 Meeting Minutes and Surplus Police Department Vehicle Sale. 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

City Manager Contract

Commissioner Brustmeyer-Brown moved to approve the contract for Gerald Smith, Sr. to serve as City Manager and further moved that Mayor Wheeler be authorized to execute the contract.

The Board members each gave comments about their thoughts on the hiring process and contract provisions for City Manager, and the importance for this hiring for the future of the City of Creedmoor.

The motion by Commissioner Brustmeyer-Brown was approved by roll call vote 3-2.

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

Request to Address the Board // Gail Leighton, Precision Infrastructure Management

Gail Leighton, Precision Infrastructure Management (PIM), presented the final draft of the Creedmoor Americans with Disabilities Act (ADA) Transition Plan. PIM evaluated all city-owned sidewalks, City Hall, Public Works, Lake Rogers Park, Harris Park, and the Gauntlet. The Community Center was not part of the evaluation, since it is new construction and should take into account the latest ADA guidelines. PIM has provided the City with an assessment of all deficiencies with City-owned facilities as a starting point for items that could be corrected in-house and those that may need an external contractor.

Request to Address the Board // Board of Adjustment Applicants

The Commissioners were introduced to two applicants for City resident seats on the Board of Adjustment, Dennis Daniel and Nicole Martin. The Board thanked both for applying, and stated that they would consider appointments at the March 2 meeting.

Request to Address the Board // Planning Board Applicants

The Commissioners were introduced to one applicant for an ETJ seat on the Planning Board, Robert Gorham. The City has received another application for an ETJ seat, Dennis Lester, who was not in attendance. The Board thanked Gorham for applying, and stated that they would consider appointments at the March 2 meeting. Both applicants will need to be submitted to the Granville County Board of Commissioners for final approval.

Public Comment

Ed Gleason, 1973 Bowles Avenue, Creedmoor

Gleason thanked the Board of Commissioners for pursuing the recommendation from SGWASA to install auto-flushers in the Brames Crossing subdivision, and would like to see this as a SGWASA requirement. Gleason also spoke about the planned water and sewer infrastructure improvements that will serve SGWASA customers for the next thirty years. Finally, Gleason encouraged the Board of Commissioners to favorably consider the Creedmoor Office Park as a positive addition to downtown Creedmoor.

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

Order of Business on Meeting Agenda

Commissioner Ed Mims requested moving Action Items forward on the agenda to precede Discussion Items in the hopes of having more members of the public present.

The Board reached consensus to approve this modification to the agenda, and to revisit the Rules of Procedure at a future meeting to potentially change how staff prepare the draft agenda.

LSP-2020-03: Creedmoor Office Park

City Planner Michael Malecek presented Large Site Plan (LSP) 2020-03 for Creedmoor Office Park at 104 Douglas Dr. The site was previously approved for Ophelia's Restaurant in 2018, but the developer for the current office park concept has since abandoned that plan. The plan calls for two commercial office buildings (one two-story building and one one-story building) with 3,648 square feet of office space as well as fourteen parking spots. The Planning Board reviewed the site plan, and recommended approval at their January 14, 2021 meeting.

Commissioner Kicinski moved to table consideration LSP-2020-03, and requested that architectural renderings from the developer be submitted to the Board of Commissioners before approval is considered. 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 Director Michael Frangos reported that the Creedmoor Development Ordinance does not require the developer to provide architectural renderings to the Board of Commissioners, but Community Development staff could pass on the request.

Golden Pond/Ferbow Street Stormwater Engineering Report

Lester Lowe and Ana Wadsworth, The Wooten Company, presented the results of their stormwater engineering study of the failed stormwater pipe on Ferbow St. in the Golden Pond subdivision. Lowe gave the history of the stormwater pipe installation, and the repairs that have been attempted by the City of Creedmoor over its lifespan. The pipe was installed in 1996 and extended later, but no records exist of approval by the US Army Corps of Engineers or the NC Department of Environmental Quality. By 2011, the City received its first complaint of a sinkhole formation. In 2018, the City attempted a repair through a subcontractor, and in 2020, the City reported severe erosion around a SGWASA sanitary sewer manhole. The Wooten Company began studying this issue in October 2020, and determined that the pipe is properly sized but a lack of stabilization methods and improper alignment have led to the current erosion issues. The Wooten Company is presenting two possible options to mitigate the erosion issue. Option 1 involves installing a bend at the end of the pipe to properly align the installation (cost of approximately \$275,000 - \$350,000), and Option 2 involves relocating the SGWASA sanitary sewer line (cost of approximately \$75,000- \$150,000). The Wooten Company, Corps of Engineers, and Department of Environmental Quality all recommend Option 2 as it provides the lowest environmental impact in addition to the lowest cost. Option 2 will require approval by SGWASA to relocate the affected infrastructure.

Commissioner Kicinski moved to table consideration of the Ferbow St. stormwater repair until SGWASA had reviewed the plans, and agreed to the relocation of the sanitary sewer line and manholes. 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

109 Park Avenue Update

Alan Steinbeck, Pritchett Steinbeck Group, presented an update on the 109 Park Ave. project. Steinbeck reported that he has had positive negotiations with the physician that is interested in leasing space. Steinbeck is prepared to receive concrete guidance from the Board at the March 2 meeting to continue final negotiations with the physician. Steinbeck also reported that another potential tenant, The Help Center NC, is interested in leasing space. The Help Center NC is a not-for-profit that assists with human services and homelessness prevention.

Steinbeck then reported that the City has received responses to the request for proposals for engineering and design services at 109 Park Ave. Steinbeck and City staff have reviewed proposals, and the top rated firm is Little Diversified Architectural Consulting. Steinbeck asked that the Board formally allocate \$300,000 to cover professional services, remediation, permitting, and other pre-construction activities and vote on a formal motion to direct staff to proceed with negotiations for a professional services contract with Little, as the top-rated firm.

Commissioner Kicinski moved to allocate \$300,000 to the 109 Park Ave. project to cover professional services, remediation, permitting and other pre-construction activities. 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 Ed Mims moved to direct staff to proceed with negotiating a professional services contract with Little Diversified Architectural Consulting based on the rankings and selection recommendation 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

Mayor Wheeler recessed the meeting at 8:15 p.m. The meeting reconvened at 8:25 p.m.

Granville County Senior Center Lease Agreement

City Clerk/PIO Terry Hobgood reported that the Board had voted on January 5 to table consideration of this item until a new City Manager was hired. However, the City Clerk/PIO had already published a public notice in the Butner-Creedmoor News advertising that the Board would consider the lease on February 2. To fulfill the public notice requirements, the Board may either consider approval at this meeting or table until a date certain.

Commissioner Del Mims moved to table consideration of the Creedmoor Senior Center lease agreement until the April 6, 2021 meeting. 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 Little Free Library

Recreation Director Christopher Horrigan presented an update on the proposed location for a Little Free Library near the Amberleaf subdivision entrance on E. Wilton Ave., which was tabled at the January 20 meeting. Based on a question received at the January 20 meeting, Horrigan reported that there were 525 homes on the south side of Wilton Ave. as opposed to 200 homes on the north side. Horrigan's recommendation remains to install the Little Free Library on the south side of E. Wilton Ave. near the Amberleaf subdivision entrance, and across the road from the Paddington subdivision.

Mayor Pro Tem Nowell moved to approve the installation of a traditional Little Free Library book exchange on the Cross City Trail at location #1 as shown in the updated Attachment A by the South Granville Rotary Club (SGRC), and based on SGRC interest, a Little Free Museum on the Cross City Trail boardwalk at location #2 as shown in Attachment A. 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 Monument Sign

Interim City Manager Michael Turner presented the results of a Request for Proposals (RFP) for the monument sign at the Creedmoor Community Center. Six sign vendors were contacted, and three responded with quotes. All three vendors presented a quote for High Density Urethane (HDU) materials consisting of Poly-Armor, stucco, and faux-brick. One vendor also submitted an alternate quote to use natural materials (concrete block, brick, and wood). All vendors submitted quotes for an option to include or exclude the City Seal. Turner is recommending that the Board engage Mercury Signs to construct the monument sign, but also needs a Board decision on inclusion of the City Seal in the final product.

Commissioner Kicinski moved to award the construction contract for the Community Center monument sign to Mercury Signs located in Apex, NC in the amount of \$21,420, which will include an 18" colorized City seal. The motion was approved by roll call vote 4-1.

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

Modify 2021 Meeting Schedule

Commissioner Ed Mims moved to modify the 2021 meeting schedule by removing the February 27 strategic planning workshop, and revisit the meeting schedule at the March 2 meeting. 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

Recreation Department Update

Recreation Director Christopher Horrigan presented an update on the work of the Recreation Department since he began work in November 2020. Horrigan has been reviewing existing recreation plans and policies, identifying available resources from Granville County, state government and federal government, touring other local recreation facilities, and conducting focus groups with local residents and stakeholders. The focus groups are broken down into different demographic areas to incorporate teenagers, seniors, African-Americans, and families with children. The focus groups are being conducted in concert with a community survey, which will allow Recreation Department staff to go more in-depth on what the department is doing well and what the community would like to see as in-person events and programs return in 2021 and 2022.

Granville County Veterans Service Office Agreement

City Attorney T.C. Morphis presented a draft agreement to host the Granville County Veterans Services Officer at City Hall and then at 109 Park Ave. once the facility is ready. The lease is modeled after the draft Senior Center lease agreement, and Morphis needs direction from the Board before it is sent to Granville County for approval. Morphis presented a proposed nominal rent of \$1 for the ten-year term, exclusive use of the premises to protect the confidentiality of the Veterans served, and a termination notice period of 180 days. The Board directed Morphis to

modify the lease agreement to stipulate that the City of Creedmoor would be responsible for utility costs associated with office space occupied by the Granville County Veterans Services Officer.

Facade Improvement Program Guidelines

City Attorney T.C. Morphis presented an update on the suspended Facade Improvement Program, and provided some legal analysis of an article written by the UNC School of Government, which questioned the legality of how many of these programs are run in North Carolina. Morphis is recommending that the program be modified to give final approval authority back to the Board of Commissioners instead of the Planning Board, and that the program now include an easement to give the City control over the funded improvement to enforce maintenance and adherence to the agreement. The Board directed the City Attorney to finalize guidelines and forms for a new program based on recommendations from the Community Development Department and the City Attorney.

Interim City Manager's Report

Interim City Manager Michael Turner reported that the City has begun advertising for the Finance Director vacancy. Turner also reported that he is working with the Public Works Department to mitigate the items on the ADA Transition Plan that can be handled in-house and include all other items in the FY22 budget requests. Turner is working on installing public Wi-Fi service for the parking lots at City Hall and the Community Center, and he reported that there are still items that must be repaired by the Community Center contractor before Granville County will issue a Certificate of Occupancy.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on a recent meeting with Granville County Senior Services Director, Kathy May, and funding opportunities available for seniors to help with utilities and medical services. She encouraged the Board to invite Kathy May to speak at a future meeting to promote the services available to seniors in Granville County. Brustmeyer-Brown also reported on her attendance at the January 28 Kerr-Tar Council of Governments meeting and encouraged citizens to participate in the upcoming tree-planting event from the Tar River Land Conservancy.

Commissioner Kicinski reported on her attendance at the Municipal Finance for Elected Officials webinar offered by the NC League of Municipalities. Kicinski also reported that Granville County Commissioners Gooch, May, and Karan along with County Manager Michael Felts and SGWASA Executive Director Scott Schroyer met with US Senator Thom Tillis to discuss possible federal funding for infrastructure through congressional legislation. Kicinski also reported on meeting with Creedmoor's new City Manager Gerald Smith on January 16, and a webinar about improving energy efficiency in government facilities.

Commissioner Ed Mims thanked the Board for reorganizing the agenda to allow Action Items to be considered before Discussion Items. Mims also thanked the City Clerk and Interim City Manager for facilitating and attending the numerous emergency meetings held in January. Mims also requested that the Board consider instituting a Key to the City program, and congratulated Commissioner Brustmeyer-Brown for her appointment to the Granville County Human Relations Commission. Mims recommended that the Board consider forming a Creedmoor Human Relations Commission. Finally, Mims requested that the Interim City Manager contact the NC League of Municipalities to gauge the cost of conducting financial and organizational studies.

Mayor Pro Tem Nowell thanked outgoing Planning Board Chair, Mildred Goss for her service to the City of Creedmoor.

Commissioner Del Mims reported on her advocacy work with the National League of Cities Women in Municipal Government Board of Directors and the NC League of Municipalities. Mims encouraged her fellow Board members to lobby Creedmoor's US House and Senate delegation to support state and local government funding in upcoming COVID-19 relief bills. Mims also spoke about how important the hiring of Gerald Smith as City Manager will be for Creedmoor's future, and spoke about the importance of Black History Month.

Mayor's Report

Mayor Bobby Wheeler reminded everyone that is eligible to get their COVID-19 vaccine, and spoke about the expected approval of the new vaccine from Johnson & Johnson that will be a single-shot for the full dose. Wheeler also thanked Interim City Manager Michael Turner for his service to the City of Creedmoor.

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

Commissioner Kicinski moved to enter closed session pursuant to NCGS 143-318.11(a)(6) Personnel 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

Commissioner Brustmeyer-Brown moved to leave closed session at 10:49 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

Interim City Manager Contract

Commissioner Ed Mims moved to extend the contract for Interim City Manager Michael Turner for sixty days. 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

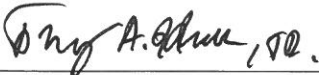
Adjourn

Commissioner Brustmeyer-Brown moved to adjourn the meeting at 10:50 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

