



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
MARCH 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. Commissioner Brustmeyer-Brown offered the invocation, and Commissioner Kicinski led the Pledge of Allegiance.

Roll Call

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

Agenda Approval

Commissioner Kicinski requested the addition of a special presentation under Requests to Address the Board.

Commissioner Kicinski 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

Mayor Pro Tem Nowell moved to approve the Consent Agenda: January 20, 2021 Meeting Minutes, January 22, 2021 Meeting Minutes, January 25, 2021 Meeting Minutes, January 27, 2021 Meeting Minutes, January 31, 2021 Meeting Minutes, and Ordinance 2021-O-02: Amend 109 Park Avenue Project Fund. 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 // Irene Johnson, KARTS Transportation

Irene Johnson, Kerr Area Rural Transportation System (KARTS) Executive Director, presented an overview of KARTS services to the Board. KARTS offers fixed route, paratransit, and specialized service for contracted agencies and the general public. KARTS serves Granville, Franklin, Vance, and Warren counties, and provides a fixed route service in Oxford and Henderson. KARTS is open to the general public, and there are no prerequisites for use. KARTS also works with the Emergency Management Departments in each county to provide transportation services during emergencies as needed. Johnson invited the Board to visit their new headquarters in Henderson, and offered to facilitate a community needs assessment with the Institute for Transportation Research (ITRE) at NC State University.

Request to Address the Board // Bill McCaffrey, MHAworks

Bill McCaffrey, MHAworks, presented a project summary review for the Creedmoor Community Center. The project is now complete as Granville County has issued their Certificate of Occupancy. A few punch list items remain, but the building is suitable for occupation by City staff and the public. McCaffrey also presented the final Change Order for the project, which including credits will result in a final Change Order bill of \$8,662.23.

Request to Address the Board // Christopher Horrigan, Recreation Director

Christopher Horrigan, Recreation Director presented his vision for the Recreation Department and summarized the results of focus groups held with various community stakeholders. Horrigan outlined a proposed schedule for the Community Center, which would be open to the general public Tuesday – Friday 6:30 a.m. – 11:30 a.m. and 3:30 p.m. – 9:00 p.m. as well as Saturday 8:00 a.m. – 5:00 p.m. The facility would be available to renters, classes conducted by the City or the Senior Center, or use by City staff at other hours. Horrigan gave a rough template for how staff would be scheduled at the Community Center as well as Lake Rogers, and discussed what sort of personnel would be requested in the FY22 budget. Horrigan discussed the response to the recent surveys and focus groups, and discussed the various types of programming he would plan to offer to Creedmoor citizens. Finally, Horrigan summarized how service and rental fees could subsidize Recreation programs and proposed a revised fee and rate schedule for the Board to consider as part of the FY22 budget process.

Recognition of Interim City Manager Michael Turner

Commissioner Kicinski recognized Interim City Manager Michael Turner and the City of Creedmoor staff for their work during the transition from former City Manager Korena Weichel and incoming City Manager Gerald Smith. Mayor Wheeler read a proclamation honoring Turner for his service to the City of Creedmoor.

Public Comment

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

Mayor Wheeler recessed the meeting at 7:53 p.m. The meeting reconvened at 8:01 p.m.

109 Park Avenue Update

Alan Steinbeck, Pritchett Steinbeck Group, presented an update on the 109 Park Avenue Creedmoor Opportunity Center project. Steinbeck reported that a draft lease agreement and proposed lease rates for future tenants has been prepared and reviewed by the City Attorney's office. Steinbeck is in contact with a physician that hopes to lease space as well as the non-profit The Help Center NC. Steinbeck has prepared a draft document showing revenue projections and the building floorplan.

The Board reached consensus to have Steinbeck move forward meeting with prospective tenants following the draft lease guidelines and rental rates. Steinbeck would return to the Board for final approval before any leases are approved for any tenant.

122 Pecan Street Update

City Attorney T.C. Morphis reported on a meeting with a Creedmoor citizen, Larry Morgan, that is interested in purchasing 122 Pecan Street. Morgan has already purchased 124 Pecan Street at a foreclosure auction, and is interested in acquiring this adjacent lot. Morgan also resides on Pecan Street and wants to keep both lots as open space to expand his yard. Creedmoor jointly purchased this property with Granville County in 2019 to remediate

the ongoing minimum housing violations. The house has been demolished and removed, but much surface debris and potentially buried debris, remains scattered throughout the property. Morgan is willing to remove the surface debris and to sign a permanent easement to keep the property as undeveloped open space. Though others would have the opportunity to bid on the property, the City could institute the same restrictions. The easement would remain on the property even if Morgan sells the property in the future.

City Attorney Morphis was directed to contact the Granville County Attorney to see if they would be agreeable to selling the property under the conditions discussed, and return to the Board with an update or to officially declare the property surplus and begin the process for a public sale.

Rules of Procedure Discussion

City Clerk/PIO Terry Hobgood presented proposed changes to the Board of Commissioners adopted Rules of Procedure based on feedback received at the February 2, 2021 meeting. Hobgood proposed modifying the Order of Business section to place Public Hearings before Old Business and New Business followed by general Discussion Items or presentations from staff or Board members.

The Board of Commissioners reached consensus to direct the City Clerk to prepare a draft Ordinance to formally modify the Rules of Procedure as presented.

2021 Meeting Schedule

Commissioner Kicinski moved to modify the 2021 meeting schedule to add a meeting on Saturday, March 20 at 9:00 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

ZTA-2021-01 // Amend Chapter 7 of the Creedmoor Development Ordinance

City Planner Michael Malecek presented proposed changes to the Creedmoor Development Ordinance (CDO) Chapter 7: Permits and Procedures to comply with the requirements of NCGS Chapter 160D. The proposed ordinance was recommended for approval by the Planning Board at their meeting on February 11, 2021. Malecek highlighted proposed changes to the CDO, which includes changes to require elevation drawings for new construction, codifying required review by the Technical Review Committee, changing Conditional Use Permits to Special Use Permits, stipulating the role of the Board of Commissioners regarding evidentiary hearings, and codifying final approval for preliminary plats with the Board of Commissioners. The revised CDO Article 7 also outlines requirements for changes to prior-approved developments, and specifically outlines the parameters of staff authority before changes must be brought to the Planning Board or Board of Commissioners. The revised CDO also codifies requirements for vested rights and permit choice as required by North Carolina law.

Mayor Wheeler opened the Public Hearing at 9:22 p.m.

With no one coming forward to speak, Mayor Wheeler closed the Public Hearing at 9:23 p.m. Comments will be accepted by the City Clerk for this public hearing until 9:23 p.m. on March 3, 2021.

Commissioner Brustmeyer-Brown moved to approve Resolution 2021-R-02: Statement of Consistency for ZTA-2021-01. 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 approve Ordinance 2021-O-03: Amending Article 7 of the Creedmoor Development Ordinance. 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

LSP-2020-03 // Creedmoor Office Park

City Planner Michael Malecek presented Large Site Plan (LSP) 2020-03 for the Creedmoor Office Park. This development would be located on Douglas Drive, and includes a two-story office building and a one-story office building. The Planning Board recommended approval of this site plan on January 14, 2021 and the Board of Commissioners tabled consideration at the February 2, 2021 meeting. The Board of Commissioners requested that the developer provide elevation figures as well as renderings of the proposed building design. The developer has provided both for Board review at this meeting. Malecek highlighted how the proposed development property lines overlaps with currently developed property owned by South Granville Animal Hospital. Malecek reported that, according to the property survey, some of the parking used by neighboring properties does encroach on the property owned by Creedmoor Office Park. Malecek also explained rules regarding public right-of-way and, the fact that the developer would make improvements to the right-of-way to add curb and gutter and extending their internal sidewalk system.

Commissioner Kicinski moved to approve LSP-2020-03: Creedmoor Office Park. 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

Golden Pond Ferbow Street Stormwater Repair Update

Community Development Director Michael Frangos reported on the street utility repair needed on Ferbow Street in the Golden Pond subdivision. This project was originally presented at the February 2 Board meeting, but was tabled to confirm that SGWASA had no objections to their manholes and sanitary sewer lines being relocated. The Wooten Company has quoted \$44,350 to provide design and engineering services to relocate the existing stormwater infrastructure owned by the City of Creedmoor, which also necessitates the relocation of the SGWASA sanitary sewer infrastructure. Interim Finance Director Carla Hobbs reported that the City has a stormwater reserve fund, which could be used for this project. Hobbs also reported that the water/wastewater reserve fund is classified as an economic development fund, so the Board may need to reclassify these funds before utilizing the water/wastewater fund for a utility repair.

Commissioner Ed Mims moved to table consideration of Wooten Company Task Order #12 until the Interim Finance Director could prepare a Budget Amendment.

Following some discussion, Hobbs reported that she could prepare a Budget Amendment before the conclusion of this meeting if the Board was willing to delay action.

Commissioner Ed Mims withdrew his motion, and Mayor Wheeler stated that the Board would return to this item once the Budget Amendment had been prepared by the Interim Finance Director.

Board of Adjustment Appointments

City Clerk Terry Hobgood introduced two applicants for the Board of Adjustment, Dennis Daniel and Nicole Martin, who were previously introduced to the Board on February 2.

Commissioner Ed Mims moved to reappoint Dennis Daniel and Nicole Martin to the Board of Adjustment for terms ending January 31, 2024. 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

Planning Board Appointments

City Clerk Terry Hobgood introduced four applicants for the Planning Board: Steve Faucette, Robert Gorham, Dennis Lester, and Jonelle Berky Marable. Gorham was previously introduced to the Board on February 2. Gorham and Lester will both require final confirmation from the Granville County Board of Commissioners as the Planning Board's Extra-Territorial-Jurisdiction representatives.

Commissioner Del Mims moved to reappoint Steve Faucette and appoint Jonelle Berky Marable to the Planning Board for terms ending March 31, 2024, and further moved to recommend the reappointment of Robert Gorham and Dennis Lester to the Planning Board for terms ending March 31, 2024 to the Granville County Board of Commissioners. 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

Creedmoor Opportunity Center Naming

Commissioner Kicinski moved to adopt Resolution 2021-R-03: Naming the City of Creedmoor Owned Facility located at 109 Park Avenue as the Creedmoor Opportunity Center. 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 10:26 p.m. The meeting reconvened at 10:30 p.m.

FY21 Budget Amendment #9

Interim Finance Director Carla Hobbs presented FY21 Budget Amendment #9 to appropriate \$44,300 from the Stormwater Reserve Fund to Stormwater Engineering Services.

Commissioner Kicinski moved to approve FY21 Budget Amendment #9. 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

Golden Pond Ferbow Street Stormwater

Commissioner Kicinski moved to approve Wooten Company Task Order #12 in an amount not to exceed \$44,350. 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 #8

Interim Finance Director Carla Hobbs presented FY21 Budget Amendment #8, which appropriates \$95,050 from General Fund Balance to the City Manager's Department for Salaries, FICA Match, Equipment, and other Miscellaneous expenses.

Commissioner Ed Mims moved to approve FY21 Budget Amendment #8. 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

ICMA 401(a) Retirement Plan

City Attorney T.C. Morphis presented a draft Master Services Agreement from the International City/County Manager's Association (ICMA) 401(a) Retirement Plan to enroll incoming City Manager Gerald Smith as stipulated in his employment contract. Morphis explained that there would be a 0.55% service fee charged to the City annually based on the amount of funds invested into City employee accounts, and the Board is able to offer this benefit to all employees, though it is not required. Morphis has no major changes that he is requesting for this plan, and further explained that the 401(a) plan should not conflict with Smith's retirement plan in the North Carolina Local Government Employee Retirement System (LGERS). Morphis was directed to follow-up with ICMA to verify if the annual service fee could be negotiated lower than the 0.55% in the draft agreement.

Commissioner Ed Mims moved to approve the ICMA 401(a) plan. The motion 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

Veterans Service Office Agreement

City Attorney T.C. Morphis presented the updated draft agreement between the City of Creedmoor and Granville County to host the Veterans Service Office at Creedmoor City Hall and then the Creedmoor Opportunity Center once the building is renovated. Granville County has agreed to begin the contract on July 1, 2021 if the City is willing to move the office equipment from City Hall to the Opportunity Center. The draft agreement also includes a symbolic rent of \$1 for the term, and the City would not charge Granville County for utilities incurred by the Veterans Service office.

Commissioner Ed Mims moved to approve the Veterans Service Office Lease Agreement with Granville County. 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 recruitment for the vacant Finance Director position for which the City has received twelve applications. Interim Finance Director Carla Hobbs sent a Request for Proposals to ten auditing firms to perform the FY22 fiscal year audit. Turner also reported that letters have been sent to the existing organizations that receive funding from the City. Finally, Turner reported that the Community Center free public Wi-Fi has been installed with the City Hall Wi-Fi scheduled to come online in the next week, and that Public Works has installed the Creedmoor banners at the entrances to subdivisions on E. Wilton Ave.

SGWASA Report

Commissioner Ed Mims reported on the February 9, 2021 SGWASA meeting where Granville County Commissioner Jimmy Gooch was reelected as Chair and Creedmoor Commissioner Georgana Kicinski was reelected as Vice-Chair. Mims spoke about the public comment period, and thanked those that spoke while recognizing Creedmoor resident Kevin Brown for his comments and list of solutions that he sent to the SGWASA Board of Directors. Mims then reported that SGWASA approved the sewer allocation for Tractor Supply Company to open a location on E. Lyon Station Rd. Finally Mims reported on discussion about the I-85 Sanitary Sewer project. Ed Mims also spoke about the proposed water quality study that Creedmoor has requested from SGWASA, and reported that this would be a topic of discussion at the meeting with SGWASA Executive Director Scott Schroyer on March 4.

Commissioner Kicinski reported on the February 23 Finance Committee meeting where the committee began discussions on the FY22 operating budget. Kicinski also reported on the number of delinquent accounts at SGWASA reducing from 800 to the 8 customers that remain after 195 water disconnects led to many accounts being made whole.

Commissioner Reports

Commissioner Brustmeyer-Brown reported on her attendance at the February Granville County Human Relations Commission meeting, the February SGWASA Board of Directors meeting, the first day of the Granville County retreat, the February Kerr-Tar Council of Governments meeting. Brustmeyer-Brown also shared various grant and relief programs that were available for member governments in the Kerr-Tar COG region. Finally, Brustmeyer-Brown reported on her participation in the Read Across America Day event at Tar River Elementary.

Commissioner Kicinski reported on her attendance at the NC League of Municipalities finance course, upcoming training on NC Division of Water Quality grants, the February SGWASA Finance Committee meeting, and reported that she had designed and ordered City of Creedmoor branded facemasks for all Board members.

Commissioner Ed Mims reported on his attendance at a virtual meeting that introduced the new US Department of Agriculture Secretary, Tom Vilsack, where he spoke about the USDA's work in improving broadband and transportation. Mims also reported on his attendance at an NCLM session about distressed public utilities, a town hall meeting with U.S. House Representative David Price, meeting with Butner Mayor Terry Turner regarding the overlap of the Creedmoor Zip Code and the Butner town limits, and serving on the NCLM nominating committee to elect the next Board of Directors. Mims also asked the Interim City Manager to provide an update on funding awarded to Minority and Women Owned Business Enterprises at an upcoming budget workshop, and requested information on which roads were being paved in Granville County by the NC Department of Transportation through recent contract awards.

Mayor Pro Tem Nowell reported on her attendance at the February Planning Board meeting, the first day of the Granville County retreat, and the February Capital Area Metropolitan Planning Organization meeting.

Commissioner Del Mims NLC reported on her attendance at the National League of Cities Small Cities Council meeting, the first day of the Granville County retreat, an NCLM webinar about effective messaging within your community, an NCLM webinar regarding distressed utilities, the virtual meeting introducing USDA Secretary Tom Vilsack, the virtual town hall with U.S. House Representative David Price, meeting with representatives of economic development consultant Retail Strategies with Interim City Manager Michael Turner and Community Development Director Michael Frangos, and a virtual town hall regarding the U.S. Census and its effect on redistricting. Mims reported that the U.S. Census webinar provided information regarding elections scheduled for November 2021, which may be delayed until the spring of 2022. Finally Del Mims spoke about March being Women's History Month and recognized Creedmoor for having a majority female Board of Commissioners.

Mayor's Report

Mayor Bobby Wheeler reported on his attendance at the virtual Granville County Chamber of Commerce meeting where it was reported that the Butner office would be closing due to a reduction of in-person visits during the COVID-19 pandemic. Wheeler also reported on his presenting at the first day of the Granville County retreat, presenting a proclamation to Mildred Goss recognizing her twenty years of service to the Planning Board, and reminded the Board that the NCLM Town and State Social will be held on March 3.

Closed Session // NCGS 143-318.11 (A)(3)(4)(6) Attorney-Client Privilege/Economic Development/Personnel

Commissioner Brustmeyer-Brown moved to enter closed session pursuant to NCGS 143-318.11(a)(3)(4)&(6) Attorney-Client Privilege, Economic Development, and Personnel 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

Mayor Pro Tem Nowell moved to leave closed session at 12:49 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

There being no additional business before the Board, it was moved to adjourn the meeting. The motion received a unanimous vote and the meeting was adjourned at 12:50 a.m.


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

