



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
MARCH 20, 2021
9 A.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 City Manager Gerald Smith, City Clerk/PIO Terry Hobgood, Police Chief Keith King, Interim Finance Director Carla Hobbs, Community Development Director Michael Frangos, Recreation Director Christopher Horrigan, and Alan Steinbeck (Pritchett Steinbeck Group).

Present via Zoom Video-Conference

Commissioner Del Mims, Commissioner Ed Mims, Public Works Director Stephen Edwards, and Administrative Services Director Genesis Wallace.

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 9:00 a.m.

Agenda Approval

Commissioner Kicinski moved to approve the agenda with the addition of an Invocation and Pledge of Allegiance. 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

Invocation and Pledge of Allegiance

Mayor Wheeler led the Invocation and Pledge of Allegiance.

Opening Remarks and Strategic Priorities

Alan Steinbeck outlined the agenda and priorities for the strategic planning workshop. City Manager Gerald Smith also provided opening remarks, and spoke about the importance of strategic planning in the management of a municipal government.

Board Strategic Priorities

Alan Steinbeck recapped the original Creedmoor Forward plan that was released in 2015. Steinbeck noted that the City has taken on some very large projects in the last six years, but still faces major infrastructure challenges. Steinbeck has since recommended that the Board revisit the Creedmoor Forward plan to ensure that goals are being met, and see what revisions are necessary. Steinbeck reminded the Board of his three tenants for strategic thinking in a municipal government: maintain assets and keep up with regulatory and administrative compliance, think strategically and invest in things with catalytic and transformational potential, and address basic needs and solve problems in the community.

Steinbeck then conducted a brainstorming exercise using an interactive polling software, and asked the Board to replay to a series of prompts. The prompts and responses are included below:

- **Describe Creedmoor in One Word:** Quaint, moving forward, listening more, multi-faceted, bedroom community, trying, evolving, potential to grow, feeling its way, comprehensive, ever changing, waiting, transformational worthy, increasing equality, making progress, changing, growing, more input, has possibility, rural town, land-locked, diverse.
- **Rank Goals in Terms of Importance to you:** 1. A revitalized and vibrant downtown 2. Greater choices including retail, services, commercial space, and housing 3. Upgraded infrastructure 4. Improved public safety facilities 5. A diverse selection of recreation facilities and program offerings
- **If you had \$100 to spend, what percentage would you spend on the following:** 26% Water and Sewer 19% Public Safety Facilities 15% Economic Development 15% Creedmoor Opportunity Center 8% Trails, Sidewalks, and Bicycle Facilities 8% Roadway Improvements 6% Local Aid and Relief 4% Parks and Recreation/Community Center
- **Rank Priorities in Order of Most Potential for Partnerships and Outside Funding:** 1. Water and Sewer 2. Economic Development 3. Public Safety Facilities 4. Creedmoor Opportunity Center 5. Parks and Recreation/Community Center 6. Trails, Sidewalks, and Bicycle Facilities 7. Local Aid and Relief 8. Roadway Improvements
- **What are your Goals for the City as an Organization:** To improve upon what works and fix what doesn't; Improve our water quality, increase diversity and inclusion, improve infrastructure partnerships with internal and external stakeholders; Organized growth that would enable our municipality to retain the small town feel; Provide the best public safety to our citizens and improve water quality to the best of our ability; Create a friendly, diverse, and welcoming city; To demonstrate a responsiveness to the most frequently identified needs

Budget Schedule & Decision Points

Interim Finance Director Carla Hobbs presented a financial overview for the Board to consider when beginning work and discussion on the FY22 operating budget. Hobbs presented an overview of the City's Reserve Fund balances as of June 30, 2020: Unrestricted General Fund \$7,086,483, Powell Bill \$291,595, Stormwater \$432,244, Recreation \$324,219, Capital Projects \$412,529, Capital Reserve \$1,218,412, Water Economic Development \$381,763, Sewer Economic Development \$530,167 for a total of \$10,677,412. As of December 31, 2020 the updated balances showed as: Unrestricted General Fund \$6,802,378, Powell Bill \$375,236, Stormwater \$482,244, Recreation \$155,081, Capital Projects \$50,000, Capital Reserve \$430,323, Water Economic Development \$381,763, Sewer Economic Development \$530,167 for a total of \$9,207,192.

Hobbs estimated the balances at the end of the current fiscal year on June 30, 2021: Unrestricted General Fund \$7,206,483, Powell Bill \$369,726, Stormwater \$468,968, Recreation \$267,340, Capital Projects \$50,000, Capital Reserve \$430,323, Water Economic Development \$381,763, Sewer Economic Development \$530,167 for a total of \$9,704,770. Hobbs also showed projections for only modest revenue increases in the coming fiscal years, but with significant increases in expenditures due to the City decreasing the Ad Valorem tax rate in recent years while expanding facilities that will lead to the need for more staff and other operating expenses. Hobbs estimated that this would lead to an increase in the amount of Fund Balance needed to balance the budget each year unless the City significantly decreases expenditures or significantly increases revenue in the coming years. Hobbs recommended that the City explore taking on debt for future projects instead of utilizing fund balance as has been done in the recent past.

Mayor Wheeler recessed the meeting at 10:30 a.m. The meeting reconvened at 10:42 a.m.

Comprehensive Plan Approach

Alan Steinbeck provided a recap of the February 2020 Strategic Planning Workshop, and discussed the importance of comprehensive planning and how the City's Planning and Zoning Ordinance can assist in helping Creedmoor reach the goals established. Steinbeck highlighted recent changes included in NCGS Chapter 160D, which now requires every municipality and county to have a comprehensive land-use plan in order to be granted the authority to enforce planning and zoning regulations.

Community Development Director Michael Frangos recapped the most recent comprehensive plan that was developed in 2015. Frangos stated that this plan is now obsolete, since so much of it was focused on the City of Creedmoor as a water and sewer provider. Much of the plan deals with improving water and sewer quality and building a wastewater treatment plan owned by the City. Post-SGWASA merger, the document will need to be updated to better reflect the current state of development and planning in Creedmoor. Frangos stated that greater community involvement will be one of the biggest challenges with updating the comprehensive plan, and will be critical in making the next plan better reflect the wants and needs of the citizens.

Status of Projects and Priorities

Alan Steinbeck summarized the project tracking strategy introduced at the 2020 strategic planning workshop. Steinbeck had recommended working on a two-year project delivery cycle, utilizing a basic system to track financial and staff resources committed, and keep projects moving along a defined set of phases (concept, alignment, feasibility, planning and design, funding, and implementation). Steinbeck recommended that staff review the current project tracking list and report back to the Board with the current status, instead of taking time away from today's meeting.

Mayor Wheeler recessed the meeting at 12:08 p.m. The meeting reconvened at 12:46 p.m.

Economic Development, Community Development, and Main Street

Alan Steinbeck presented an overview of how the City of Creedmoor can facilitate economic development, community development, and enhance Main Street. Steinbeck recommended that the City continue funding improvements for downtown including the Façade Improvement Program, improve the City Hall parking lot, physical improvements to Douglas Drive as part of the Creedmoor Opportunity Center and Creedmoor Community Center improvements, adding events, redevelopment and in-fill development, and develop a Main Street master plan. Steinbeck also highlighted strategies for economic development to include pursuit of public/private partnerships, continue making public investments, and seeking outside funding. Steinbeck also encouraged the Board to think about how investments could improve the community by investing in impoverished areas and developing partnerships with non-profits and other community focused groups.

Grants and Implementation Capacity

Alan Steinbeck then provided a brief update on grant tracking activities by himself and City staff. Steinbeck highlighted recently available funding through the federal American Rescue Plan Act. Rules are still being written for how this funding may be spent, but Creedmoor is slated to receive a substantial amount of direct funding. The rules will be much less stringent than the funding that the City received indirectly via North Carolina and Granville County in 2020. Steinbeck also highlighted the proposed \$2 trillion infrastructure bill that is making its way through Congress. This could be used locally for improving roads, sidewalks, bike and pedestrian paths, water/sewer infrastructure, and broadband internet access. Steinbeck also reminded the Board that staff has limited capacity to manage large projects, even if the City does receive substantial funding.

Mayor Wheeler recessed the meeting at 1:58 p.m. The meeting reconvened at 2:12 p.m.

Strategic Work Plan

Alan Steinbeck asked the Board to provide a list of priorities in round-robin style. Staff will compile and present to the Board for final strategic prioritization as part of the updated City Plan 2040.

Mayor Wheeler

- Increased lot sizes for higher-end developments
- Annex areas within City limits radius that are not incorporated
- Improve downtown business district and expand other commercial areas without negatively impacting Main St.

Mayor Pro Tem Nowell

- Improve City gateways and install wayfinding signs
- Improvements to Creedmoor Volunteer Fire Department facility, and study combining with Creedmoor Police Department
- Expand renewable energy at City facilities
- Recruit a grocery store for Main St.
- Improve interconnectivity of sidewalks
- Partner with Tar River Land Conservancy for additional opportunities for trails connecting Brassfield Rd. and Wilton Ave.
- Deal with City owned property on inaccessible side of Lake Rogers

Commissioner Kicinski

- Improve water quality and allocate \$125,000 to SGWASA to assist in a water quality study
- Commit funding from the American Recovery Plan Act to assist SGWASA with the I-85 Sanitary Sewer project and the Joe Peed Rd. pump station renovation
- Improve the aesthetics of downtown, and require specific paint colors and building materials
- Veterans monument or memorial
- Sidewalk expansion to Hillsboro St.

Commissioner Brustmeyer-Brown

- Electric vehicle charging stations
- Expand access to broadband internet access
- Additional parks, including a dog park
- Improve youth outreach and increase involvement in City government
- Expand sidewalks that connect to more parts of the community

Commissioner Del Mims

- Updated Comprehensive Plan
- Eliminate gravel driveways and parking lots
- Re-align 27522 Zip Code to not include sections of the Town of Butner
- Expand access to affordable housing
- Move all utility lines underground
- Formation of a Creedmoor Arts Council

Commissioner Ed Mims

- Water flushers for each dead-end water line in Creedmoor cul-de-sacs
- Update City Code of Ordinances
- Re-align 27522 Zip Code to not include sections of the Town of Butner
- Improve emphasis on health and wellness, mental and physical
- Resolve the City Cemetery issue
- Vibrant economic development association in Creedmoor that shows up to every ribbon cutting
- A plan on how we will work with Granville County educational institutions

Alan Steinbeck, City Manager Smith, and Board members provided closing comments and reiterated how important the results of the today's meeting would be for updating the Creedmoor Strategic Plan.

Adjourn

Commissioner Brustmeyer-Brown moved to adjourn the meeting at 2:45 p.m. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Nowell: Yes

Commissioner Brustmeyer-Brown: Yes

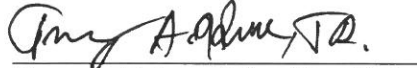
Commissioner Kicinski: Yes

Commissioner Del Mims: Yes

Commissioner Ed Mims: Yes


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

