

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
APRIL 6, 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 City Manager Gerald Smith, City Clerk/PIO Terry Hobgood, City Attorney T.C. Morphis, Police Chief Keith King, Interim Finance Director Carla Hobbs, and Community Development Director Michael Frangos.

Present via Zoom Video-Conference

Commissioner Del Mims, Commissioner Ed Mims, Recreation Director Christopher Horrigan, and Administrative Services Director Genesis Wallace.

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 6:00 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 Kicinski requested that FY21 Budget Amendment #10 be removed from the consent agenda and discussed in closed session pursuant to NCGS 143-318.11(a)(6).

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

Commissioner Kicinski moved to approve the Consent Agenda: February 2, 2021 Meeting Minutes, March 2, 2021 Meeting Minutes, March 10, 2021 Meeting Minutes, Resolution 2021-R-04: Appointing Gerald Smith Deputy Finance Officer, Ordinance 2021-O-04: Amending Board of Commissioners Rules of Procedure, and Ordinance 2021-O-05: Amending Community Center Project 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

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

Chief Billy Fisher, CVFD, provided an update on CVFD activity in the first quarter of 2021. Fisher reported that the CVFD has received 83 calls, 37 of which were responses within the City of Creedmoor. Finally, Fisher reported that the CVFD expects to receive the new ladder truck in May 2021, which was purchased with funding from the City of Creedmoor.

Public Comment

Jonelle Berky Marable, 2215 Regent Ct., Creedmoor

Ms. Berky Marable spoke about an incident between a City of Creedmoor Commissioner and a City of Creedmoor employee, and recounted the incident as reported by the media. Berky Marable stated that an advocate for the City of Creedmoor employee believed that the incident was racially motivated. Berky Marable recommended that the Mayor and Board take part in diversity and inclusion training within the next sixty days, and that employees receive the same training in the next 120 days.

Dr. Kimberly Muktarian, 4224 Crowfield Dr., Raleigh, NC

Dr. Muktarian spoke about the same incident between a City of Creedmoor Commissioner and a City of Creedmoor employee. She referenced a press release issued by the City of Creedmoor on March 12, 2021 that addressed the issue. Muktarian asked if the employee has received an apology, and if the employee would have received the same treatment as the Commissioner had she dealt with an elected official in the same way. Muktarian asked the Board to live up the standards set for themselves.

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

South Granville County Senior Center Agreement

City Attorney T.C. Morphis presented the most recent draft of a proposed lease agreement between the City of Creedmoor and Granville County Senior Services for space at the Creedmoor Community Center. There had been concerns raised by Commissioners and the City Manager regarding language pertaining to “exclusive” vs. “priority” use of space, and which rooms of the facility were specifically being leased to Granville County. City Attorney Morphis recommended that the Board of Commissioners vote to approve the lease agreement tonight, contingent upon final language being developed by the City Manager, City Attorney, County Attorney, and Assistant County Manager.

Commissioner Brustmeyer-Brown moved to approve the lease with Granville County Senior Services as presented.

Commissioner Ed Mims moved to amend the original motion to hold approval of the Senior Center Lease until the Board of Commissioners could review final language. 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

The approval of the substitute motion from Commissioner Ed Mims negated the intent of the original motion from Commissioner Brustmeyer-Brown, so no vote was taken on her original motion.

Audit Services Contract

Interim Finance Director Carla Hobbs presented a proposal to provide audit services from Sharpe Patel, CPA. Three firms responded to a Request for Proposals (RFP) issued in March 2021. Sharpe Patel, CPA was the lowest responsive responsible bidder.

Commissioner Ed Mims moved to approve the audit services agreement with Sharpe Patel, CPA at a cost of \$23,168 for FY21 and FY22, and \$24,326 for FY23. 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 Design Services Agreement

Alan Steinbeck, Pritchett Steinbeck Group, reported that after discussions with the City Manager they were both recommending placing the Opportunity Center project on hold until a date to be determined.

Mayor Pro Tem Nowell moved to table consideration of the design services agreement with Little Diversified Architecture to a future date. 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

North Carolina League of Municipalities (NCLM) Board of Directors Election Voting Delegate

Commissioner Del Mims moved to appoint herself to serve as the City of Creedmoor's voting delegate for the NCLM Board of Directors Election. 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

Easing Restrictions at City of Creedmoor Facilities

Commissioner Kicinski requested that the City of Creedmoor consider allowing the public to attend public meetings, and consider unlocking the doors to City Hall during business hours instead of screening each person before entrance.

City Manager Gerald Smith responded that he and Administrative Services Director Genesis Wallace are researching the feasibility of a phased reopening of City of Creedmoor facilities, and will report back to the Board of Commissioners at future meeting.

Parks and Recreation Fee & Rate Schedule

Recreation Director Christopher Horrigan presented draft changes to the Parks and Recreation Department Fee and Rate Schedule. The proposed fees have been approved by the Creedmoor Parks and Recreation Committee, and include Creedmoor Community Center memberships, and rental fees for B.C. Roberts multipurpose-field, gymnasium, Willow Oak Event Room, small/large meeting rooms, Lake Rogers Park, and Harris Park. City staff confirmed that the Board can consider amendments to the Fee and Rate schedule at any point in the fiscal year if the fees are determined to not be appropriate based on COVID-19 restrictions and other factors affecting facility usage.

Commissioner Brustmeyer-Brown moved to adopt the revised fee and rate schedule for the Parks and Recreation Department 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

2021 City Sponsored Events

Commissioner Kicinski requested that the Board of Commissioners consider moving forward with the Independence Day fireworks celebration with the Town of Butner and the Creedmoor Music Festival.

City Manager Gerald Smith and Parks and Recreation Director Christopher Horrigan reported that planning for the Independence Day fireworks and Music Festival would typically be well underway at this point, and staff would need to reach out to vendors to see if they are available and what sorts of concessions they would be willing to make in terms of possible cancellations or downsizing of the events. City staff will investigate the feasibility of hosting these events, and explore any possible liability the City could face regarding COVID-19. Staff will report findings back to the Board at a future meeting.

FY21 Budget Amendment #11

Community Development Director Michael Frangos presented a budget amendment to fund the final cost of an agreement with the North Carolina Department of Transportation for project betterments as part of the R-5707 project to realign the intersection of NC Hwy 56, US Hwy 15, and Lake Rd. The City agreed to partially fund mast arm traffic poles, and mast arm street blades. The final cost of installing the mast arm poles was higher than originally expected due to the poor soil conditions in the area causing the support poles to be buried much deeper than the engineer's design. Funding would come from General Fund Balance and be transferred to General Government Special Projects.

Commissioner Del Mims moved to approve FY21 Budget Amendment #11 in the amount of \$7,900. 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

Board of Commissioners Training Opportunities

City Manager Gerald Smith spoke about the importance of training for new and seasoned elected officials. The City Clerk/PIO has already located one potential training related to legal responsibilities, and staff will continue researching potential training opportunities and forward to the Board as they become available. City Attorney T.C. Morphis recommended that the Board consider establishing a formalized training program after each election.

City Manager's Report

City Manager Gerald Smith recapped his first weeks on the job, and reported that he has had the opportunity to meet with all elected officials as well as key stakeholders in Creedmoor and the surrounding communities. Smith has also met with officials with SGWASA, Granville County, and the Tar River Land Conservancy. He has held meetings with property developers to see what their needs are, and how the City of Creedmoor can assist with moving their projects forward. Smith reported that Finance Director interviews have been completed and a provisional offer has been extended to a candidate who may begin work in May 2021. Finally, Smith previewed the upcoming FY22 budget process He has begun working with Interim Finance Director Carla Hobbs to begin the process.

SGWASA Report

Commissioner Kicinski reported that the SGWASA Board of Directors will meet on April 13, which will focus on the FY22 operating budget. A public hearing for the FY22 budget will be held on April 28, and could be approved as early as the May 11 meeting or June 8 at the latest.

Commissioner Reports

Commissioner Del Mims reported on her attendance at Women's History Month events, advocacy efforts on behalf of municipalities, and attendance at the March Upper Neuse River Basin Association (UNRBA) meeting. She also congratulated Commissioner Ed Mims on his induction into the Laurinburg Institute Hall of Fame.

Commissioner Ed Mims reported that the NCLM Board of Directors nominating committee will meet on April 7 to form the slate of candidates that will be voted on at the upcoming annual meeting.

Mayor Pro Tem Nowell reported on her attendance at the March UNRBA meeting where the Interim Alternative Implementation Approach (IAIA) was formally approved, and becomes effective on July 1. She reported that Community Development Director Michael Frangos is seeking out possible projects to meet Creedmoor's financial commitment.

Mayor's Report

Mayor Wheeler reported on Creedmoor Drug's participation in COVID-19 vaccination clinics. Wheeler also welcomed Gerald Smith as the new City Manager.

Closed Session NCGS 143-318.11(a)(6) Personnel

Commissioner Brustmeyer-Brown moved to enter closed session pursuant to NCGS 143-318.11(a)(6) Personnel at 7:46 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 8:17 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

FY21 Budget Amendment #10

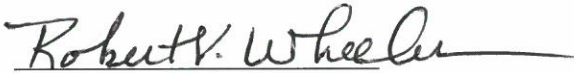
Mayor Pro Tem Nowell moved to approve FY21 Budget Amendment #10 to allocate \$5,825 from General Fund Balance to Employee Other Benefits. The motion was approved by roll call vote 5-0.

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 8:18 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


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

