



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
MAY 4, 2021
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Mayor Pro Tem Neena Nowell, and Commissioner Kechia Brustmeyer-Brown. Also present were City Manager Gerald Smith, City Clerk/PIO Terry Hobgood, City Attorney T.C. Morphis, Police Chief Keith King, Finance Director Sonal Mehta, Interim Finance Director Carla Hobbs, Community Development Director Michael Frangos, and Project Manager Alan Steinbeck.

Present via Zoom Video-Conference

Commissioner Georgana Kicinski, 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. 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 Pro Tem Nowell moved to approve the agenda with the addition of an action item to consider approval of the South Granville Senior Center lease agreement. 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: April 6, 2021, Meeting Minutes and Resolution 2021-R-05: Tar River Hazard Mitigation Plan. 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 // Sonal Mehta, Finance Director

City Manager Gerald Smith introduced Sonal Mehta as the new Finance Director for the City of Creedmoor. Mehta was welcomed by the Mayor and the members of the Board of Commissioners.

Mayoral Proclamation: National Police Week

Mayor Wheeler presented a proclamation for National Police Week to Police Chief Keith King.

Public Comment

Ed Gleason, 1973 Bowles Ave., Creedmoor

Gleason spoke about the contributions to the Creedmoor Volunteer Fire Department (CVFD) by the City of Creedmoor and Granville County. Gleason reported that Granville County was planning to increase funding to the CVFD by 5% for FY22. Gleason is concerned that the Board of Commissioners' plan to cut the funding to the CVFD is too drastic, and is asking the Board to reconsider the planned allocation for FY22. Gleason asked the Board to consider how it approaches the tax levy so that Creedmoor does not find itself with another revenue shortfall in the future.

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

Organizational and Operational Assessment Firm Selection

City Manager Gerald Smith and Administrative Services Director Genesis Wallace presented a proposal to select Novak/Raftelis Consulting to conduct an organizational and operational assessment for the City of Creedmoor. City staff issued a Request for Qualifications and received responses from two firms. Staff selected Novak Consulting based on their breadth of experience, local staff, and experience conducting this assessment for similar communities.

Commissioner Brustmeyer-Brown moved to approve the Organizational and Operational Assessment proposal from Novak/Raftelis Consulting. 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

FY21 Budget Amendment #12

Interim Finance Director Carla Hobbs presented FY21 Budget Amendment #12. This budget amendment would allocate \$37,250 to fund the organizational and operational assessment by Novak/Raftelis previously approved by the Board. The funding would be transferred from General Fund Balance to the Administrative Services Other Contracted Services line-item.

Commissioner Ed Mims moved to approve FY21 Budget Amendment #12. 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

City Hall Expansion Design Services Contract

Alan Steinbeck, Pritchett Steinbeck Group, presented a contract proposal for Little Diversified Architecture to provide architectural design services for the proposed City Hall government complex expansion. Funding for this project was approved on April 19, 2021, with the establishment of a project ordinance fund. The Board must also approve a Resolution to exempt the City of Creedmoor from the requirements of the NC Mini Brooks Act to formally award this contract for architectural professional services.

Commissioner Kicinski moved to adopt Resolution 2021-R-06: Exempting the City of Creedmoor from the Requirements of the Mini Brooks Act, and further moved to approve the proposed agreement with Little Diversified Architectural Consulting for the site and space needs design assessment for the Creedmoor City Hall expansion and site development project at \$29,760. 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 Veterans Organization

Commissioner Ed Mims presented a proposal for the City of Creedmoor to establish an organization or committee to advise City staff and the Board on issues and programs that affect veterans in Creedmoor. This organization could be modeled after the Granville County Veteran's Committee but would focus on Creedmoor-specific issues instead of a county-wide focus.

Commissioner Ed Mims moved to approve the establishment of a Veteran's Organization for the City of Creedmoor, and direct the City Manager to provide a Resolution at a future meeting to formalize the establishment of this organization. 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

Diversity, Equity, and Inclusion Commission

Commissioner Ed Mims proposed a task force to study the potential of providing a plan to improve diversity, equity, and inclusion in Creedmoor. Following Board discussion, Commissioner Mims modified his proposal to form a commission modeled after the many Human Relations Commissions in North Carolina, but with a more specific purpose to advise the Board of Commissioners specifically on diversity, equity, and inclusion.

Commissioner Ed Mims moved to authorize the City Manager to prepare a Resolution for Board approval at a future meeting to form a Diversity, Equity, and Inclusion Commission. 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

FY22 Stormwater Advisory Agreement

Community Development Director Michael Frangos presented a proposed FY22 stormwater advisory agreement with Raftelis. Raftelis assists the City of Creedmoor with stormwater management and adherence to the Falls Lake Rules. FY22 will begin the Upper Neuse River Basin Association's Interim Alternative Implementation Approach (IAIA), in which Raftelis will assist Creedmoor to identify qualifying projects to meet the funding threshold required as a community with a watershed that feeds into Falls Lake.

Mayor Pro Tem Nowell moved to approve the FY22 Stormwater Advisory Agreement with Raftelis. 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 #13

Interim Finance Director Carla Hobbs presented FY21 Budget Amendment #13 to fund the stormwater advisory agreement with Raftelis at \$22,162. The funding would be transferred from the Stormwater Fund Balance to Stormwater Advisory Services in the Community Development Department.

Commissioner Ed Mims moved to approve FY21 Budget Amendment #13. 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

South Granville Senior Center Lease

Commissioner Kicinski presented a history of the City of Creedmoor's relationship with Granville County for providing senior services for southern Granville County. Kicinski noted that Granville County awarded \$350,000 to the construction of the Community Center in recognition of the fact that the facility would be used at a future date to house the South Granville Senior Center. Kicinski reported that she believes the City Manager and City Attorney made changes to the lease that were not approved by the Board of Commissioners before the most recent draft lease was sent to Granville County for consideration by their Board of Commissioners.

Commissioner Kicinski moved to approve the version of the South Granville Senior Center lease agreement as it was presented to the Board of Commissioners by the City Attorney on April 6, 2021, and resubmit to the County Manager and the County Attorney for approval by the Granville County Board of Commissioners.

Commissioner Del Mims made a substitute motion to not approve any version of the South Granville Senior Center lease until staff had a chance to review the most recent comments submitted by Granville County staff.

After conferring with City Attorney T.C. Morphis, Mayor Wheeler ruled that the original motion from Commissioner Kicinski should be dealt with first due to the substitute motion from Commissioner Del Mims negating the purpose of the original motion from Commissioner Kicinski.

The original motion from Commissioner Kicinski failed by roll vote 1-4.

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

The Board reached a consensus to direct the City Attorney and City Manager to review the most recent changes presented by Granville County staff and submit any other needed edits and comments to the Board of Commissioners for review. Once City of Creedmoor and Granville County staff are comfortable with the current state of the contract for both parties, Mayor Wheeler will consider calling a Special Meeting to approve the lease agreement as soon as possible.

Sale of 122 Pecan Street

City Attorney T.C. Morphis presented the process by which the City of Creedmoor could sell property located at 122 Pecan Street. On May 3, 2021, the Granville County Board of Commissioners voted to transfer their ownership stake in the property to the City of Creedmoor. Morphis presented a draft Resolution that would accept full ownership of the property, and accept an initial bid of \$1,000. The property would have to remain undeveloped for any structure over 100 square feet. The property would also have to be cleared of debris and brought into compliance with the Creedmoor Code of Ordinances. Once a bid of \$1,000 is received, the upset bid process would begin before the City would formally enter into a contract to sell. A neighboring property owner, Larry Morgan, is interested in purchasing the property and has agreed to the specified terms of the sale. Any other member of the public would be able to bid on the property as long as they adhered to the proposed terms.

Commissioner Kicinski moved to approve Resolution 2021-R-07: Authorizing the Sale of the Property Located at 122 Pecan Street in Creedmoor and direct City staff to notify the Granville County Tax Office of the strict deed restrictions on the property. 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 City Attorney was directed to ensure that the Granville County Tax Office was made aware of any transfers in property ownership between Granville County, the City of Creedmoor, and any future property owners.

Phased Reopening Plan for City Facilities

City Manager Gerald Smith and Administrative Services Director Genesis Wallace presented a draft reopening plan for City facilities. Several options were presented to allow some public to attend Board meetings in person and gain access to the Community Center, City Hall, and Community Development office as part of a phased reopening plan. The City Manager will continue to monitor public health guidance from the Centers for Disease Control and Prevention (CDC) and the North Carolina Department of Health and Human Services (NCDHHS) before enacting any portion of the plan.

Overview of Job Opening Advertising Process

City Manager Gerald Smith and Administrative Services Director Genesis Wallace presented the current process for advertising job vacancies for the City of Creedmoor. City staff has begun running a weekly advertisement in the Butner-Creedmoor News directing the public to visit the City of Creedmoor website for a list of all open positions. Jobs are also advertised on Facebook, Instagram, Nextdoor, and NC Works.

FY21 Third Quarter Financial Report

Finance Director Sonal Mehta presented a third-quarter financial update for FY21 as of March 31, 2021. Besides General Government and Fire, all departments are within the range of normal spending for 75% of the fiscal year. The high percentage for General Government is due to the majority of expenditures being planned for early in the fiscal year, and Fire is at a higher percentage due to payments to the CVFD occurring in pre-determined cycles throughout the year. Most departments are below 75% of expenditures and do not anticipate any issues closing out the fiscal year. Revenues have also come in higher than expected for FY21, and at a stronger pace than FY20.

SGWASA Report

Commissioner Ed Mims reported on the upcoming SGWASA budget hearing and scheduled approval of the FY22 budget. The Finance Committee and SGWASA staff have recommended a rate increase for the upcoming year. Mims encouraged the public to attend the upcoming SGWASA meetings as the budget was presented and deliberated on by the SGWASA Board. Mims noted that the primary reason for the rate increase was to decrease SGWASA's reliance on fund balance, and fund needed capital improvements.

Commissioner Reports

Mayor Pro Tem Nowell reported that Granville County will hold their 275th Anniversary celebration and the grand opening of Phase III of the Granville Athletic Park on Saturday, July 24 in Oxford at the Granville Athletic Park. Nowell requested an update on the Ferbow St. stormwater repair. Community Development Director Michael Frangos reported that the Wooten Company has met with SGWASA, and is preparing a final estimate that will be presented to the Board.

Commissioner Brustmeyer-Brown requested an update on the Cross City Trail lighting project near Robertson Creek. Community Development Director Michael Frangos reported that Creedmoor's electrical contractor has installed as much of their materials as possible, but is now waiting on Duke Energy to install their fixtures. Duke has not provided an update. Brustmeyer-Brown also requested an update on the directional signs and monument signs for the Community Center. Frangos reported that all permits have been issued, but the contractor (Mercury Signs) has not finished the building permit process with Granville County. Finally, Brustmeyer-Brown reported on her attendance at the Community Center ribbon cutting and requested that the City consider holding a dedication ceremony for the artwork done by sign contest winner Chloe Cash.

Commissioner Del Mims reported that Chloe Cash attended the ribbon-cutting and that the sign contest committee members would hold a photo-op with Chloe in recognition of her artwork. Mims welcomed Finance Director Sonal Mehta and thanked Interim Finance Director Carla Hobbs for her service. Mims also reminded the Board that National Public Works Week would be forthcoming later in May. Finally, Mims reported on her service as the NCLM Board of Directors voting delegate. The new slate of directors may be found on the NCLM website.

Commissioner Ed Mims reminded the Board that Granville County will host its spring recycle and collection event on May 15 at the Granville County Expo Center in Oxford.

Mayor's Report

Mayor Wheeler reported on a recent meeting of the NC Mayor's Association, where the American Rescue Plan Act funding was discussed. Wheeler also noted that he has recently noticed discord between members of the Board and himself. He feels that the members of the Board are not communicating well with him and each other, and apologized for any of his actions that may have led to this.

Closed Session NCGS 143-318.11 (a) (3) Attorney-Client Privilege

Mayor Pro Tem Nowell moved to enter closed session pursuant to NCGS 143-318.11 (a) (3) Attorney-Client Privilege at 8:49 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

Mayor Pro Tem Nowell moved to leave closed session at 9:31 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 9:31 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

