



MINUTES OF  
CITY OF CREEDMOOR  
BOARD OF COMMISSIONERS MEETING  
**MAY 18, 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, Police Chief Keith King, Finance Director Sonal Mehta, Interim Finance Director Carla Hobbs, and Community Development Director Michael Frangos.

**Present via Zoom Video-Conference**

Commissioner Del Mims, Commissioner Ed Mims, City Attorney T.C. Morphis, 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 Kicinski offered the invocation, and Commissioner Del Mims led the Pledge of Allegiance.

**Roll Call**

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

**Agenda Approval**

Commissioner Kicinski moved to approve the agenda 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

**Consent Agenda**

Mayor Pro Tem Nowell moved to approve the Consent Agenda: April 19, 2021, Meeting Minutes and Resolution 2021-R-08: Supporting Change to North Carolina Body Camera Law. 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 Proclamation: National Public Works Week**

Mayor Wheeler presented a Mayoral Proclamation in recognition of National Public Works Week.

## **Public Comment**

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

## **FY 22 Audit Services Contract**

Interim Finance Director Carla Hobbs presented the proposed contract with Sharpe Patel, CPA to perform the FY22 audit. Sharpe Patel, CPA was the lowest responsive bidder in the recent RFQ, and the contract will formalize the City's acceptance of the proposed services.

Commissioner Del Mims moved to approve the FY22 Audit Services Contract with Sharpe Patel, CPA 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

## **FY22 Operating Budget**

City Manager Gerald Smith presented an overview of the draft fiscal year 2021-2022 (FY22) operating budget. Smith is recommending a General Fund budget of \$4,113,962 based on \$4,160,962 of budgeted revenue. This includes \$138,802 of budgeted projects to be funded by the American Rescue Plan Act (ARPA). The draft budget includes funding for laptops, repairs to the Lake Rogers Dam, AV improvements to the City Hall Boardroom and the Community Center Willow Oak Room, contract services with Retail Strategies for economic development recruitment data, comprehensive master planning, replacement of two police vehicles, conservation contribution to the Tar River Land Conservancy, annual funding allocation to the Creedmoor Volunteer Fire Department (CVFD), two part-time intern positions, 1.25% cost-of-living increase and up to 2% merit increase for city employees and continuation of the employee health insurance program accounting for an 8% cost increase.

Smith continued by analyzing the allocation to the Creedmoor Volunteer Fire Department (CVFD). On April 19, 2021, the Board of Commissioners voted to fund the CVFD at a rate of \$89,100 per year until Granville County matched that level of funding. Based on the impact this would have on the CVFD's operations, and revenues coming in higher than anticipated, Smith is recommending that the Board consider raising the CVFD allocation to \$131,583 and continue working with CVFD to establish an equitable funding plan with Granville County.

Smith then highlighted other funds included in the FY22 budget. The Recreation Fund supports activities of the Recreation Department and the operation of the Community Center and Lake Rogers. All costs included in the budget are an estimate, and staff will be able to present a much more accurate prediction of operating costs in the FY23 budget after a full year of operation. The Stormwater Fund has shifted allocation to fund qualified expenses in the Community Development Department. Capital Projects anticipated in FY22 are the City Hall expansion project and a contribution to SGWASA to fund study and improvements that will improve water quality in Creedmoor. The final contribution to SGWASA will depend on how much the Town of Butner, Town of Stem, and Granville County plan to contribute and how much SGWASA will receive in direct funding from the federal government. The budget also includes \$10,000 for training staff and the Board of Commissioners by the UNC School of Government and NC League of Municipalities.

Interim Finance Director Carla Hobbs highlighted the changes to the draft budget since the last presentation on April 19. Hobbs then showed that updated figures from the Granville County Tax Administration Office indicate that the City of Creedmoor should expect a revenue surplus in FY22 instead of the deficit originally projected by staff. With no tax rate increase, revenues should increase about 12% over the next five years if current trends hold. Hobbs recommends running projections each year, projected five years out, to make sure that revenues remain on track and to evaluate if a tax increase is needed. Expenditures are expected to increase at approximately the same rate.

### **Butner-Creedmoor News**

Commissioner Ed Mims spoke about an article from the May 14, 2021 edition of the Butner-Creedmoor News that analyzed the negotiations between the City of Creedmoor and Granville County regarding the Senior Center lease agreement. Mims discussed the article's summary of the negotiation process and it included a quote that the City Manager had submitted a version of the lease agreement different from what was approved by the Board of Commissioners. Mims had conducted research and determined that the Board had not approved any version of the lease agreement, and was concerned that someone reading this article may be unclear on this fact. Additionally, Mims addressed a quote in the article, which discussed Mayor Wheeler's comments regarding relationships among Board members that had become fraught. Mims was concerned that this issue was announced at a public meeting and not brought to the Board in advance of the meeting. Mims recommended that the Board hold a retreat in the near future to receive training and clarify the roles of the Mayor and members of the Board.

### **City Manager's Report**

City Manager Gerald Smith provided an update on the monument sign for the Community Center. The contract was awarded to Mercury Signs and they have a backlog of orders like many companies in this industry, so no install date has been scheduled. Smith also reported that based on the recent guidance from the Centers for Disease Control and Prevention (CDC), Smith plans to reopen City Hall and the Boardroom to the public, but with restrictions to include mask-wearing and limited numbers. Smith has instructed the Recreation Department to open the Community Center as soon as possible, instead of the by-appointment basis it is currently operating under.

### **SGWASA Report**

Commissioner Kicinski reported that the SGWASA Board of Directors approved SGWASA's FY22 budget at the May 11, 2021 meeting by unanimous vote. The budget did include a rate increase for customers. Kicinski also reported that SGWASA had been made aware of an issue with the United States Postal Service returning customer bills to SGWASA, and stating that the addresses were undeliverable or did not exist. The affected customers may provide documentation to SGWASA to have late fees waived, and the Finance Committee will discuss this issue at their June 2, 2021 meeting to ensure that this issue with USPS does not reoccur.

### **Commissioner Reports**

Mayor Pro Tem Nowell reported that the Falls Lake Nutrient Management Symposium would be held via Zoom on May 19.

Commissioner Del Mims reported that she will attend the Falls Lake Nutrient Management Symposium, and gave a synopsis of an NC League of Municipalities webinar regarding pre-contracting requirements to receive ARPA funding.

Commissioner Kicinski moved that the City of Creedmoor reconsider the decision from the April 19, 2021 meeting to cancel the Independence Day Fireworks show, and offer to enter an agreement with the Town of Butner to fund 50% of the cost for the show at Lake Holt if the Town of Butner was still interested.

Commissioner Del Mims asked the City Attorney to give guidance regarding the Board's ability to reconsider a motion from a previous meeting. City Attorney Morphis recommended that Commissioner Kicinski first make a motion to rescind the vote from the April 19 meeting, which canceled the Independence Day Fireworks show, and if that passes, to dispense with the original motion regarding approaching the Town of Butner to see if the fireworks show was still possible.

Commissioner Kicinski moved to rescind the vote from the April 19, 2021 meeting wherein the City of Creedmoor canceled the Independence Day Fireworks show and the Creedmoor Music Festival, to reinstate the Independence Day Fireworks show only. 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 restated her original motion that the City of Creedmoor reconsider the earlier decision to cancel the Independence Day Fireworks show, and offer to enter an agreement with the Town of Butner to fund 50% of the cost for the show at Lake Holt if the Town of Butner was still interested. 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's Report**

Mayor Wheeler thanked Interim Finance Director Carla Hobbs for her service to the City of Creedmoor over the past months spent developing the FY22 budget and welcomed new Finance Director Sonal Mehta.

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

Commissioner Ed Mims moved to enter closed session pursuant to NCGS 143-318.11(a) (6) Personnel at 8:35 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

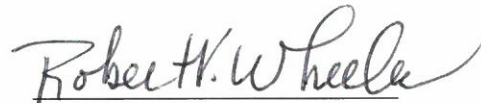
Commissioner Brustmeyer-Brown moved to leave closed session at 8:50 p.m. The motion was approved by roll call vote 5-0.

Mayor Pro Tem Nowell: Yes  
Commissioner Brustmeyer-Brown: Yes  
Commissioner Kicinski: Yes  
Commissioner Del Mims: Yes  
Commissioner Ed Mims: Yes

### **Adjourn**

Commissioner Ed Mims moved to adjourn the meeting at 8:51 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

