

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
JUNE 1, 2021
6 P.M.

Present in Person at City Hall Boardroom

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

Present via Zoom Video-Conference

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

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 6:01 p.m. with Commissioner Del Mims absent. Commissioner Ed Mims 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.

Commissioner Del Mims entered the meeting at 6:03 p.m.

Reopening City Hall and Board Meetings to the Public

Commissioner Kicinski moved to reopen City Hall and the City Hall boardroom for public meetings with no capacity restrictions or mask requirements. 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

Agenda Approval

Commissioner Kicinski moved to adopt the agenda as amended moving Ordinance 2021-O-09 from the Consent Agenda to New Business. 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: May 4, 2021, Meeting Minutes, May 12, 2021, Meeting Minutes, and Ordinance 2021-O-08: Code of Ordinances Supplement S-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

Request to Address the Board // Lacey Bacchus, Retail Strategies

Lacey Bacchus presented a suite of proposed services that Retail Strategies could provide to the City of Creedmoor. Retail Strategies specializes in business recruitment and downtown revitalization with a team of licensed commercial real estate agents. Retail Strategies serves as an extension of city staff to recruit on a national scale by using market research to make sure appropriate business developers are aware of potential opportunities in Creedmoor. Bacchus explained how cell phone location data is utilized to help determine what businesses outside of Creedmoor residents are patronizing.

Request to Address the Board // Ed Gleason, 1973 Bowles Ave.

Ed Gleason addressed the Board of Commissioners about the decision in November 2020 to cancel the existing fire protection services contract with the Creedmoor Volunteer Fire Department (CVFD). Gleason stated that the City of Creedmoor should have more trust in the CVFD, and be willing to fund the department at an even higher rate than what is being requested by the CVFD. Gleason asked the Board to reconsider the amount of funding included in the next fiscal year budget and thanked the CVFD for their service to Creedmoor.

Request to Address the Board // CPRC Applicants

City Clerk/PIO Terry Hobgood introduced the applicants for the Creedmoor Parks and Recreation Committee (CPRC). Six applications have been received, and there are four vacancies and two seats that will need either reappointments or new members. One applicant, James Lee, was present at the meeting.

James Lee, 419 Mayview Dr.

James Lee introduced himself to the Board of Commissioners and thanked them for considering his application for reappointment. Lee commended the work of Recreation Director Christopher Horrigan and Events Coordinator Angie Perry.

Commissioner Kicinski moved to suspend the rules for advisory board and committee applications in order to consider appointments at this meeting instead of the July 6, 2021 meeting. 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 reappoint James Lee and Robert Stewart to the CPRC and appoint Desiree Decker, Nicole Martin, Derron McRae, and Ashley Wheeler to the CPRC to terms ending August 31, 2023. 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

Public Comment

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

FY22 Operating Budget and Fee and Rate Schedule

City Manager Gerald Smith presented the current draft of the FY22 operating budget. Smith highlighted changes to the budget since the Manager's draft was presented on May 18, 2021. Those changes include an increase in property and casualty insurance from \$46,000 to \$47,100, an increase of \$10,000 for City Manager Department travel and training, removal of all American Rescue Plan Act (ARPA) funded items that will now be reflected in a special revenue fund ordinance, and recalculation of revenue expected from ad valorem tax collections. Smith reminded the Board that the budget for the Recreation Department is an educated guess for the first year of operating the Community Center. The FY23 budget will include much more accurate projections after a full year of data.

Commissioner Brustmeyer-Brown moved to allocate \$103,000 to the CVFD in the FY22 operating budget and to reevaluate this level of funding in FY22.

Commissioner Del Mims offered an amendment to the original motion to allocate \$131,583 to the CVFD for FY22 in addition to the committed funding for the ladder truck purchase.

After consulting with City Attorney Brady Herman, Mayor Wheeler ruled that the original motion from Commissioner Brustmeyer-Brown should be dispensed with first.

The original motion from Commissioner Brustmeyer-Brown failed by roll call vote 1-4.

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

Commissioner Del Mims restated her previous motion to allocate \$131,583 to the CVFD for FY22 in addition to the committed funding for the ladder truck purchase.

Commissioner Ed Mims offered a substitute motion to allocate the \$131,583 to the CVFD for FY22 in addition to the committed funding for the ladder truck purchase, but with the stipulation that the funding from the City of Creedmoor remains flat until matched by Granville County.

After consulting with City Attorney Brady Herman, Mayor Wheeler ruled that the original motion from Commissioner Del Mims should be dispensed with first.

Commissioner Del Mims withdrew her original motion.

Mayor Wheeler called for a vote on the substitute motion from Commissioner Ed Mims to allocate \$131,583 to the CVFD for FY22 in addition to the committed funding for the ladder truck purchase, but with the stipulation that the funding from the City of Creedmoor remains flat until matched by Granville County. The motion was approved by roll call vote 3-2.

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

Mayor Wheeler opened the public hearing for the FY22 operating budget at 8:09 p.m.

Greg Grayson, a consultant speaking on behalf of the CVFD

Greg Grayson expressed appreciation for the vote by the Board of Commissioners to allocate \$131,583 to the CVFD in FY22 but requested that the Board consider increasing that allocation to \$153,060. Grayson provided research that compared the amount of funding offered by the City of Creedmoor compared to comparable municipalities with volunteer fire departments. Grayson stated that \$153,060 was the minimum required from the City of Creedmoor for the CVFD to continue providing adequate fire protection for Creedmoor.

Ed Gleason, 1973 Bowles Ave.

Gleason requested the Board of Commissioners consider allocating additional funding to the CVFD in the FY22 budget. Gleason stated that the Board should consider using fund balance if necessary to bridge the final gap between what the CVFD is requesting and the \$131,583 offered by the City.

Bobby Ray, 205 E. Church St.

Bobby Ray spoke about the lack of trust between the City of Creedmoor and the CVFD. Ray believes that the CVFD has provided all information requested by the City and that the two sides are not communicating as they should. Ray also stated that the City should have spoken with the members of the CVFD before holding the special meeting about the ladder truck agreement.

Brenda Chapel, 1154 Beaver Dam Rd.

Brenda Chapel stated that her husband was a member of the CVFD for many years. Chapel stated that the City of Creedmoor reducing its funding for the CVFD puts a large burden on the CVFD and the citizens of Creedmoor. Chapel is an insurance agent and believes that the insurance costs for Creedmoor residents will increase if the CVFD loses funding or does not have a service contract. Chapel believes this will adversely affect Creedmoor's insurance rating as dictated by the North Carolina Office of the State Fire Marshal.

Mayor Wheeler closed the public hearing for the FY22 operating budget at 8:56 p.m.

Commissioner Del Mims moved to reconsider the motion from earlier in the meeting regarding CVFD funding, to add a commitment for the City of Creedmoor to utilize \$64,431 from the City of Creedmoor's ARPA funding to the CVFD. This amount would be allocated over three fiscal years at an amount of \$21,477 per fiscal year. The motion was approved by roll call vote 4-1.

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

Interim Finance Director Carla Hobbs recommended that the Board forego consideration of the ordinance establishing the special revenue fund for ARPA at this meeting, and an amended ordinance could be prepared for the July 6, 2021 meeting to account for the \$64,431 for the CVFD and any other ARPA funded projects the Board would like to be included.

Commissioner Kicinski moved to adopt Ordinance 2021-O-10: FY22 Budget Ordinance with the modification to change the CVFD general fund allocation to \$131,583 and adjust the budgeted revenue from ad valorem tax

collections to balance revenues and expenditures, and further moved to adopt the FY22 Fee and Rate schedule. 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 9:37 p.m. The meeting reconvened at 9:46 p.m.

ZTA-2021-02: Amending Creedmoor Unified Development Ordinance

Community Development Director Michael Frangos presented Zoning Text Amendment 2021-02, which will amend Articles 2, 3, 10, 13, 15, 16, 17, 18, 19, 21, 22, and 23 of the Creedmoor Unified Development Ordinance. This is the final text amendment to ensure compliance with NCGS 160D before the established deadline as dictated by the NC General Assembly.

Mayor Wheeler opened the public hearing for ZTA-2021-02 at 9:48 p.m.

With no one coming forward to speak, Mayor Wheeler closed the public hearing for ZTA-2021-02 at 9:49 p.m.

Mayor Pro Tem Nowell moved to adopt Resolution 2021-R-09: Statement of Consistency for ZTA-2021-02. 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 adopt Ordinance 2021-O-11: Amend CDO Articles in Reference to ZTA-2021-02. 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

Resolution 2021-R-10: Establishing Creedmoor Veteran's Organization

City Clerk/PIO Terry Hobgood presented a draft resolution and by-laws to establish an organization run by, and with a mission to support, Veterans of the United States Armed Forces and their families in Creedmoor. The Board of Commissioners at the May 4, 2021 meeting approved the proposal for this committee.

Commissioner Kicinski moved to adopt Resolution 2021-R-10: Establishing Creedmoor Veteran's Organization with the modification to change title included in the draft resolution from the "Creedmoor Veteran's Affairs Commission" to "Creedmoor Veteran's 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

Resolution 2021-R-11: Establishing Diversity, Equity, and Inclusion Commission

City Clerk/PIO Terry Hobgood presented a draft resolution and bylaws to establish a Diversity, Equity, and Inclusion Commission in Creedmoor. The Board of Commissioners at the May 4, 2021 meeting approved the proposal for this committee.

Commissioner Kicinski moved to adopt Resolution 2021-R-11: Establishing 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

City Hall Surveying Services Contract

Project Manager Alan Steinbeck reported that the proposed contract from SEPI for surveying services would complement the previously approved contract for architectural services with Little Diversified Architecture to begin work on the proposed expansion of City Hall. The surveying work provided by SEPI will identify all above/below ground utilities and structures as well as conducting an environmental review to ensure no hazards are present on the property. The surveying work is integral to much of the architectural services that will be provided by Little. Steinbeck reported that City staff would hold a kick-off meeting with Little on June 4, 2021.

Commissioner Del Mims moved to adopt Resolution 2021-R-12: Exempting the City of Creedmoor from the requirements of the Mini-Brooks Act and further moved to approve the agreement with SEPI engineering for City Hall Site Improvement and authorize the proposed scope of work and budget. 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

Multi-Purpose Field Park Designation and Naming

Recreation Director Christopher Horrigan proposed a concept to designate the multi-purpose field at the Creedmoor Community Center as Creedmoor Memorial Park. This would eventually include B.C. Roberts Field, a playground, a picnic shelter, a garden, and a flag pole/memorial area. The Parks and Recreation Committee has recommended this concept for approval to the Board of Commissioners. Horrigan estimated that proposed renovations to B.C. Roberts Field would cost between \$32,000 and \$51,000, and the Granville County Tourism Development Authority has given preliminary approval to a \$15,000 grant for this project. Horrigan also proposed a brick purchase program for the flagpole area that could raise around \$8,000 while also honoring area Veterans.

Commissioner Kicinski moved to designate the multi-purpose field property at the Community Center as Creedmoor Memorial Park and approve Recreation staff, in consultation with the newly established Veteran's Organization, to begin a fundraising campaign to facilitate improvements to 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

Duke Energy Proposal

Public Works Director Steve Edwards presented a proposal from Duke Energy to perform energy efficiency improvements at City Hall. The improvements would include the installation of LED lights, motion/audio-sensor controlled fixtures, and dimmer switches. Duke Energy is offering an incentive that will reduce the cost of improvements by approximately 50%, and the estimated cost savings are \$106.48 per month on the energy bill. Duke Energy estimates that the City will recoup the cost of improvements in four years.

Commissioner Brustmeyer-Brown moved to approve the proposal from Duke Energy to perform energy efficiency improvements for the City Hall facility for \$4,749.35. 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

City Manager's Report

City Manager Gerald Smith reported that he and Administrative Services Director Genesis Wallace have reached out to the UNC School of Government and the NC League of Municipalities regarding training for roles and responsibilities and diversity, equity, and inclusion training for the Mayor and Board of Commissioners. Smith would like two Board members to participate in kick-off meetings so that the training can be tailored to meet the Board's expectations. Mayor Pro Tem Nowell and Commissioner Ed Mims volunteered to serve as Board liaisons to help develop these training sessions.

Commissioner Reports

Mayor Pro Tem Nowell reported that the Granville County 275th Anniversary and Phase III grand opening of the Granville Athletic Park would be held on Saturday, July 24. All municipalities will have a display, and all have been asked to provide a video to run at their tables.

Commissioner Ed Mims reported that the monthly meeting between Creedmoor Board members and SGWASA Executive Director would not be held in June. Mims will give a SGWASA report at the July meeting instead.

Commissioner Kicinski reported on her attendance at the Town of Butner's Memorial Day ceremony. Former Creedmoor Interim City Manager Michael Turner served as the keynote speaker, and his remarks focused on the USS Indianapolis that was sunk in the Pacific Ocean in 1945 during World War II. Kicinski suggested that the City of Creedmoor consider hosting a lunch on Memorial Day next year to complement Butner's Memorial Day event, which is held in the morning.

Commissioner Del Mims reported on her attendance at the Town of Butner's Memorial Day ceremony. Mims also reported that she attended a recent NC League of Municipalities advocacy meeting regarding a bill filed in the NC House that would preempt some municipal government annexation authority. Mims also suggested that City staff research developing a mobile app for Creedmoor.

Mayor's Report

Mayor Wheeler thanked the City Manager, Interim Finance Director, Finance Director, and all City staff for their work developing the FY22 budget. Wheeler also asked City staff to look into the tall grass at a residence on N. Main St.

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

Commissioner Kicinski moved to enter closed session pursuant to NCGS 143-318.11 (a) (3) Attorney-Client Privilege at 10:53 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

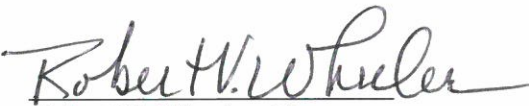
Commissioner Kicinski moved to leave the closed session at 11:14 p.m. The motion was approved by roll call vote 5-0.

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

Adjourn

Mayor Pro Tem Nowell moved to adjourn the meeting at 11:15 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

