



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
MARCH 1ST, 2022
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Mayor Pro Tem Kechia Brustmeyer-Brown, Commissioner Georgana Kicinski, Commissioner Robert Way, and Commissioner Emma Albright. Also present were City Attorney TC Morphis, Assistant City Manager/Director of Community Development Michael Frangos, AICP, CZO, Recreation Director Christopher Horrigan, Finance Director Sonal Mehta, Chief of Police Keith King, and City Clerk Barbara Rouse.

Present via Zoom Video-Conference

Commissioner Ed Mims and Administrative Services Director Genesis Wallace.

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 6:00 p.m.

Invocation and Pledge of Allegiance | Commissioner Mims offered the invocation, and Commissioner Way led the Pledge of Allegiance.

Roll Call

Roll call was done by City Clerk and a quorum was present.

Approval of Agenda

Commissioner Kicinski requested to move Item 6b, Address the Board, Creedmoor Volunteer Fire Department, to 6a, and to move Item 6a, DEI Advisory Board Application of Thelma Thomas-Mungo, to 6b.

Commissioner Mims requested to add a discussion on Budget Priorities under Old Business, item 8d and also requested to add Evaluation Process of the City Manager under New Business 9c.

Mayor Pro Tem Brustmeyer-Brown requested an addition to Discussion Items, 10c, DEI Advisory Board.

Commissioner Way requested an addition to Discussion Items, 10d Upgrades to the Boardroom Audio and Visual.

Commissioner Kicinski motioned to approve the changes as amended. The motion was approved by a roll call vote of 5-0

Commissioner Albright: Yes

Commissioner Kicinski: Yes

Mayor Pro Tem Kechia Brustmeyer-Brown: Yes

Commissioner Way: Yes

Commissioner Mims: Yes

Consent Agenda

Motion to approve the Consent Agenda was made by Mayor Pro Tem Brustmeyer-Brown:
Approval of February 1, 2022, Meeting Minutes, February 12, 2022, Special Session Minutes.
The motion was approved by a roll call vote of 5-0.

Commissioner Albright: Yes
Commissioner Kicinski: Yes
Mayor Pro Tem Kechia Brustmeyer-Brown: Yes
Commissioner Way: Yes
Commissioner Mims: Yes

Request to Address the Board | Creedmoor Volunteer Fire Department (CVFD)

Assistant Chief Matt Foley, CVFD, provided the 2021-22 Budget Breakdown, total budget amount was \$240,000 with \$153,060 from the City of Creedmoor and \$86,940 from Granville County. Tallied totals for FY 2021-22 - \$297,500 in estimated final expenses with a total final deficit of \$47,562.50 (including \$24,737.50 grant). CVFD working to get the budget passed this year. Mayor talked about Granville County wanting to instate Fire Districts, the \$.15 per \$100 valuation tax cap, and the recommendations of the CVFD. Assistant City Manager spoke about Fire Districts and stated he thought it was a great idea and that it should be countywide. Assistant Chief shared the April 4th public hearing date as the next opportunity for citizens to get questions answered (location TBA). Commissioner Kicinski stated that it was almost a year since Creedmoor did their budget and contracted with CVFD and questioned when they would be paid the balance owed of \$21,000. Assistant City Manager responded that it is contingent on when the city gets its ARPA funds through the policy and budget amendment process, but potentially will be completed by the next meeting.

Request to Address the Board | DEI Accessory Board Application of Thelma Thomas-Mungo

Ms. Thelma Thomas-Mungo of 1611 Irving Place, Creedmoor, NC addressed the Board. As a Creedmoor resident for almost 16 years, she said that she loves the community and wants to serve as a member of the DEI Accessory Board because she feels that Creedmoor is a progressive community but she still sees room for growth and she wants to get the message out that in our community there is a place for everyone. Commissioner Kicinski made a motion to appoint Ms. Mungo to the DEI Accessory Board. The motion was approved by a roll call vote of 5-0.

Commissioner Albright: Yes
Commissioner Kicinski: Yes
Mayor Pro Tem Kechia Brustmeyer-Brown: Yes
Commissioner Way: Yes
Commissioner Mims: Yes

Request to Address the Board | Raftelis – Presentation of the Stormwater Management Plan

Raftelis Consultants, Katie Cromwell, and Christina Conchilla presented a PowerPoint outlining the SWMP plan for the city. Raftelis has been assisting the City with a pre-audit in preparation for Creedmoor's upcoming MS4 audit with National Pollutant Discharge Elimination System (NDPES) to be held in 2022.

Request to Address the Board | Presentation on the Clean Water Education Partnership

Caroline Wofford presented a PowerPoint about the educational tactics used by the CWEP organization. Referenced how they have worked with South Granville High School and the Community Development Department.

Public Comment

LaVerne Singleton, Apple Street, Creedmoor, NC

Ms. Sallyanne Hobson, Stem, NC

John Davis, Oxford, NC

Dr. Smith Romocki, Bradford Road, NC

Old Business | Ordinance 2022-0-1: Amending the Code of Ordinance regarding NC Senate Bill 300

City Attorney TC Morphis asked for the Board to adopt the changes to Ordinance 2022-0-1; statutory requirements about what can be charged as a misdemeanor in Creedmoor. Kicinski questioned whether this is enforceable, City Attorney advised in the affirmative and advised the Board to adopt to allow City to write citations for the misdemeanors committed. Commissioner Kicinski moved to approve the Ordinance with the recommended changes. The motion was approved by a roll call vote of 5-0.

Commissioner Albright: Yes

Commissioner Kicinski: Yes

Mayor Pro Tem Kechia Brustmeyer-Brown: Yes

Commissioner Way: Yes

Commissioner Mims: Yes

Old Business | City Attorney Rate Increase Request

Commissioner Kicinski moved to approve the motion as presented. The motion was approved by a roll call vote of 5-0.

Commissioner Albright: Yes

Commissioner Kicinski: Yes

Mayor Pro Tem Kechia Brustmeyer-Brown: Yes

Commissioner Way: Yes

Commissioner Mims: Yes

Old Business | Access to City Hall

Commissioner Kicinski spoke on her access to City Hall, apologized to the city employee involved in the incident, and made a motion to rescind the motion from March 10, 2021, which prohibited her access to City Hall and censured her. Commissioner Mims asked if anyone has spoken to the employee and the Mayor stated that a written response was given to the Board from the employee. Commissioner Mims asked if Commissioner Kicinski would recuse herself from the vote and he made a procedural motion to table the matter until the City Manager returns or a special meeting was held. The Mayor responds that Commissioner Kicinski voted on the original motion and he said it wouldn't be right if she couldn't vote on this one. A conversation between Mayor and the City Attorney about which motion should take precedence was held. The City Attorney cited article 168.75 "official conduct" stating that Commissioner Kicinski can recuse herself but does not have to and that the motion to table is appropriate. The motion to table the action requested by Commissioner Kicinski was approved by a roll call vote of 3-2.

Commissioner Albright: No

Commissioner Kicinski: No

Mayor Pro Tem Kechia Brustmeyer-Brown: Yes

Commissioner Way: Yes

Commissioner Mims: Yes

Old Business | Budget Priority

Commissioner Mims questioned the status of budget priorities for the Board. Assistant City Manager Michael Frangos answered the question by explaining that the March 21st meeting will be a Budget Work Session and the Finance Director will present some of the basics of Creedmoor's FY22 and FY23 Budget and that this will be the first phase of the budget preparation process for the Board.

New Business | Budget Amendment – Parks and Recreation Capital Improvements

Christopher Horrigan requested approval to allocate funds for a \$16,788.36 contract with VoltDoctors to perform electrical utility improvements and a \$24,650.00 contract with the Red Mill Landscape and Nursery Inc. to install the irrigation system at B.C. Roberts Field, reallocation of Public Works salary funds to pay for contracted cleaning services, and approval to use \$15,000 grant funds associated with Granville TDA B.C. Roberts Field electrical improvements, \$1000 NCRPA Innovative Program (Youth Grant), and \$900 NC Native Plant Society (Garden Project). The Mayor proposed one vote for both agenda items and City Attorney agreed.

Commissioner Way moved to approve the motion to award the contract with VoltDoctors and their services therein, not to exceed \$17,627.78, and Red Mill and for their services therein, not to exceed \$25,882.50. The motion was approved by a roll call vote of 5-0.

Commissioner Albright: Yes

Commissioner Kicinski: Yes

Mayor Pro Tem Kechia Brustmeyer-Brown: Yes

Commissioner Way: Yes

Commissioner Mims: Yes

New Business | Evaluation Process of City Manager

Commissioner Mims wanted to know if we have a tool to evaluate the City Manager as his first anniversary is coming up. Commissioner Kicinski will email an evaluation form to the Board members to examine for potential future use.

Discussion Items | Schedule BOC Retreat

The City Manager recommended a retreat outside of the City of Creedmoor. Mayor asked the board to give it some consideration on what they would like to see accomplished and bring their ideas back to the Board.

Discussion Items | Granicus Contract

Commissioner Kicinski questioned the amount and signing of the Granicus Contract. City Attorney explained the circumstances highlighting that there were initially two contracts, Vision and Granicus. Vision was later acquired by Granicus and the old contract was rolled into the new contract with considerable savings to the City.

Discussion Items | DEI Advisory Board

Mayor Pro Tem Brustmeyer-Brown spoke about the DEI Advisory Board and all the hard work they are incorporating in their meetings. For Women's History Month, The DEI Advisory Board would like to engage residents of Creedmoor in helping recognize and celebrate women-owned businesses in the City of Creedmoor. After Women's History Month, the recognized business owners will be invited to participate in a scheduled Advisory Board meeting to share insight and suggestions on how to further promote and support economic diversity and inclusion in our community. Mayor Pro Tem stated that the DEI Advisory Board wants to promote its mission to support Creedmoor citizens in understanding diversity, equity, and inclusion and why it's important to the city and its administration. The Advisory Board is looking to attend a DEI Certification course soon to better serve the citizens of Creedmoor.

Discussion Items | Upgrades to Boardroom Audio and Visual

Commissioner Way discussed the need to get monitors for each board member, monitor for the wall, and get the most updated audio and visual equipment for the city. After a discussion between the Board and ASD Genesis Wallace, Assistant City Manager Michael Frangos said that the city would get updated quotes from previous vendors.

City Manager's Report

ASD Genesis Wallace spoke about the city's Covid-19 Emergency Leave Policy. Discussion between the Board and Wallace included the dates of the policy, July 1, 2021, through June 30, 2022, the inclusion of all city employees, affirming the final number of hours that could be claimed was 40, and how to handle employees who have multiple exposures or cases of Covid-19 and the potential difficulties therein as well as the documentation necessary to receive the retroactive pay. A motion to authorize city staff to execute the Covid-19 Emergency Leave Policy, to use the American Rescue Plan Act funding to support these efforts, and for the policy to be retroactive from July 1, 2021, through June 30, 2022 was made by Commissioner Way. The motion was approved by roll call 5-0.

Commissioner Albright: Yes
Commissioner Kicinski: Yes
Mayor Pro Tem Kechia Brustmeyer-Brown: Yes
Commissioner Way: Yes
Commissioner Mims: Yes

Assistant City Manager Michael Frangos addressed the Board on the HVAC breakdown in the Police Department stating that the air conditioning unit does not work at present. A repair was authorized by the Assistant City Manager and a budget amendment will follow to be put into the FY22 budget. Assistant City Manager Frangos also spoke about the Ferbow Street Project and let the Board know that the environmental permits have come in and the city can now move forward with it.

Chief King reported that the P.D. had a failure with the City Hall camera system last week, a server went down and 2 of the 3 hard drives failed. Chief King stated that they do still have cameras and can still review data but they have lost all recording ability. VC3 and Johnson Control were contacted and they gave Chief King a few options. After some discussion, Chief King recommended contracting with Exact Vision (Johnson Control), which is the same camera system running at the Creedmoor Community Center, and purchasing a new server with a new warranty which also includes a licensing service agreement for 4 years, the estimate was \$15,358.00.

Chief King also stated the need for a new dual-lensed camera for the employee entrance to City Hall and administrative services suite hallway with a total cost of \$2248.36 (Exact Vision) and \$2500.06 (Milestone). Commissioner Mims made a motion to purchase the equipment that is commensurate with what is currently being used in the Community Center plus add the additional dual-lensed camera for a total amount of \$17,606.36. The motion was approved by a roll call vote of 5-0.

Commissioner Albright: Yes
Commissioner Kicinski: Yes
Mayor Pro Tem Kechia Brustmeyer-Brown: Yes
Commissioner Way: Yes
Commissioner Mims: Yes

Chief King also spoke about the old-style server-based system used in P.D. vehicles and the need to move to a cloud-based system. He briefly spoke about the different options available. Board suggested that the Chief get estimates and present them at the March 21st Work Session Meeting.

SGWASA Report

Commissioner Way spoke to a question Commissioner Mims had during the last Board meeting in regards to where in the Strategic Plan the Water Treatment Plant upgrades were addressed. Commissioner Way stated that the answer is actually in the Focus Area of the report, Item number 1; *Safe Reliable and Sustainable Water System*, under Objective heading number 2; *Provides upgrades and ongoing maintenance of the water system infrastructure through regular assessments of capital assets and inclusion of any projects in the authority's capital improvement line*. Commissioner Mims affirmed that his question was answered adequately.

Commissioner Kicinski reported that the SGWASA Finance Committee had met and gone over a preliminary budget and there would be no rate increase next year. She continued that at the February 23rd SGWASA meeting, Raftelis came in with a rate study that will be presented to the public in the future. Commissioner Kicinski stated that there is going to be an annual water maintenance program called "The Chlorine Burnout" by SGWASA and will run from March 1st through April 1st. CDM Smith, the engineer for the I-85 Sanitary Sewer Project, will be reviewing the scope of work and will present their findings at the SGWASA meeting on March 8, 2022.

Commissioners' Reports

Commissioner Mims asked that at the next SGWASA Finance Committee meeting, SGWASA could address what they are doing about climate change. He also informed the Board that the Creedmoor Veteran's Organization met and they discussed their agenda and frequency of meetings.

Commissioner Kicinski stated that she joined the Capital Area Metropolitan Planning Organization (CAMPO) Training Session at the suggestion of the Assistant City Manager. She also attended the County Retreat with the Mayor and Commissioner Albright. The Commissioner asked about the VOIP Telephone System update and the Assistant City Manager stated that although all the bids are in, they have not had a chance to go over them. She also spoke about the decrease in Covid-19 cases and the policies governing citizens' access to City Hall and masking. Commissioner Kicinski then moved to lift the occupancy restrictions and open City Hall and all City buildings to the public with an optional mask ruling and hold all Board of Commissioner meetings in person. The motion was approved by roll call vote 4-1.

Commissioner Albright: Yes

Commissioner Kicinski: Yes

Mayor Pro Tem Kechia Brustmeyer-Brown: Yes

Commissioner Way: Yes

Commissioner Mims: No

Mayor's Report

The Mayor reported that the County Retreat went well and there was discussion about SGWASA and Creedmoor's ability to annex. The Mayor said that the discussion was a positive step in the right direction for Creedmoor to provide services they already provide to people in the ETJ but also get the tax revenue from those within the city limits. Mayor Wheeler told the Board that he had attended a Mayor's Retreat in Lexington and it went very well there was a discussion of ARPA Funding and various legislative issues.

Closed Session

Commissioner Kicinski moved to enter Closed Session pursuant to NCGS 143-318.11 (a) (3) and (6) personnel and attorney privilege at 10:56 p.m. The motion was approved by a roll call vote of 5-0.


Commissioner Albright: Yes
Commissioner Kicinski: Yes
Mayor Pro Tem Kechia Brustmeyer-Brown: Yes
Commissioner Way: Yes
Commissioner Mims: Yes

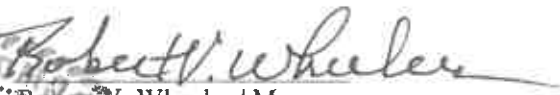
Commissioner Way moved to return to Open Session at 11:20 p.m. The motion was approved by a roll call vote of 5-0.

Commissioner Albright: Yes
Commissioner Kicinski: Yes
Mayor Pro Tem Kechia Brustmeyer-Brown: Yes
Commissioner Way: Yes
Commissioner Mims: Yes

Adjournment

There being no further business to come before the Board, Commissioner Way moved to adjourn the meeting at 11:25 p.m. The motion was approved by a roll call vote of 5-0.

ATTEST

Barbara Rouse | City Clerk


Robert V. Wheeler | Mayor

