



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS
WORK SESSION
MARCH 21, 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, Commissioner Emma Albright, and Commissioner Ed Mims. Also present were City Manager Gerald Smith, City Clerk Barbara Rouse, City Attorney T.C. Morphis, Police Chief Keith King, Finance Director Sonal Mehta, Assistant City Manager Michael Frangos, and Recreation Director Christopher Horrigan.

Present via Zoom Video-Conference

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 Albright offered the invocation, and Commissioner Way led the Pledge of Allegiance.

Roll Call

A roll call by the City Clerk determined a quorum was present. Mayor Pro Tem Brustmeyer-Brown was excused from the meeting at 7:04 p.m. by a motion made by Commissioner Mims (family emergency).

Agenda Approval

Mayor Wheeler moved to add the Presentation of a Proclamation to Merle Edwards family to the agenda.

Commissioner Mims requested that a discussion to determine the “rules of work sessions” be added to the agenda to establish ground rules for the BOC Work Sessions moving forward. Commissioner Mims also requested to add a Closed Session for personnel matters and that the Closed Session be placed first on the agenda, before the Discussion Items.

Commissioner Way moved to add a Discussion Item to the agenda to reinstate Commissioner Kicinski’s access to City Hall.

Commissioner Way moved to approve the agenda as amended. The motion was approved by a vote of 5-0.

Presentation of Proclamation | Mayor

Mayor Wheeler presented the Proclamation to the family of former City Manager, Merle Edwards.

New Hire | Assistant City Manager Michael Frangos

Assistant City Manager, Michael Frangos introduced to the Board the new City Engineer, John Voyer.

Work Session Rules | Commissioner Mims

Commissioner Mims asked the Mayor for clarification on the rules for all Board Work Session meetings. The Mayor outlined the perimeters for the work sessions; 1) use the work sessions for presentations so that the Board has time to consider the information presented before the next Board of Commissioners legislative meeting and 2) only take a vote on issues that cannot wait until the next regular Board of Commissioner's meeting.

Closed Session

Commissioner Mims moved to enter Closed Session pursuant to // NCGS 143-318.11(A)(6) Personnel at 6:25 p.m. The motion was approved by a vote of 5-0.

Commissioner Mims moved to leave Closed Session at 7:09 p.m. The motion was approved by a vote of 5-0.

Budget Presentation | Finance Director Sonal Mehta

Finance Director Sonal Mehta presented a financial overview of the FY21 operating budget for the Board to consider when beginning work and discussing the upcoming operating budget. Mehta presented an overview of the City's Reserve Fund balances as of June 30, 2021: Unrestricted General Fund \$6,010,661, Powell Bill \$369,318, Storm Water \$498,349, Recreation \$324,219, Capital Projects \$107,213, Capital Reserve \$238,229, Water Economic Development \$381,853 and Sewer Economic Development \$530,292 for a total of \$8,460,134.

Mehta also presented the General Fund Revenue Growth for 2022: Ad Valorem Taxes \$2,178,886, Sales Tax \$1,389,750, Franchise Tax \$335,000 and Other Sources \$125,454. The total expenditures projected for FY22 were \$3,640,793. Mehta took questions from the Board explaining specific line item projections.

Piedmont Presentation | Matt Reece

Mr. Matt Reece presented the Creedmoor Classification and Pay Study Initial Market Findings to the Board and he explained that this is a challenging labor market in 2022 and job openings (138,000) outnumbered job seekers (81,000) he further explained that this overview would give the Board an idea of where the city is relative to surrounding municipalities. He stated that for Creedmoor to compete for new employees or hold on to current employees, the city will have to potentially offer more competitive salaries and/or other incentives. Reece presented an overview of Creedmoor's Building and Grounds Technician, Telecommunicator, Police Sergeant, and Police Officer grades/salaries compared to surrounding areas as an example to illustrate the need for proposed grade and salary increases which will lead to salary increases using proportional implementation which will bring Creedmoor up to market average and to even out their competitiveness overall.

ARPA Presentation | Finance Director Sonal Mehta

Finance Director Sonal Mehta presented the American Rescue Plan Act (ARPA), The Finale Rule which goes into effect on April 1, 2022. She clarified that cities can now take advantage of the Final Rules ahead of the effective date. The total amount granted to the City of Creedmoor is around \$1.4M which can be spent for general government services, which includes salaries and benefits which would free up other city funds for planned one-time use that falls under State requirements, not Federal. She recommended using the Revenue Replacement option to maximize the benefit of the ARP/CSLERF while minimizing its administrative burden. Town Attorney, T.C. Morphis further explained that an Ordinance will be forthcoming to set up the ARP funding and would be brought before the Board when it is completed.

The following ARPA Policies were presented to the Board by Finance Director Mehta: Allowable Cost and Cost Principle Policy, Individual Time and Effort Certification Form, Nondiscrimination Policy, Record-Retention Policy, UG Eligible Use Policy, ARPA Project Eligibility Determination and Documentation Worksheet, and CSLFRF Pre-Project Allowable Cost Review Tool. Mehta told the Board that these policies needed to be in place for the city to use the ARPA funding and the Board was advised to read through each policy carefully. After further discussion on the matter, the Mayor decided to wait until the April 5, 2022 Board of Commissioners Meeting to motion to adopt the ARPA Policies.

Police In-Car and Body-Worn Camera Transition | Police Chief King

Chief Keith King presented two bid proposals to the Board for the in-car and body camera equipment and licenses for the PD. The Chief presented two proposals; The Digital Alley proposal was \$77,247 and the Axon proposal was \$75,640. Both vendors offered a 5-year installment agreement purchasing plan averaging about \$15,400 annually. After discussion with the Board, Chief King provided his recommendation to contract with Axon because they have the lower bid and Axon is a proven technology. The Chief was asked to present the actual contracts at the next Board of Commissioners Meeting. No action was taken.


Commissioner Kicinski's Access to City Hall | Commissioner Way

Commissioner Way moved to reinstate Commissioner Kicinski's access to City Hall. A discussion was had by the Board and City Attorney on what the proper procedure should be when introducing this particular motion because it had previously been tabled by the Board. A motion was made by Commissioner Way to amend Commissioner Kicinski's previous motion, immediately reinstating her access to City Hall and keeping her censure in place. Kicinski accepted Commissioner Way's amendment for the record. The motion was approved by a vote of 3-1. After the vote, Commissioner Way stated that he was relinquishing his key to City Hall immediately and the key was handed to the City Clerk. Commissioner Kicinski told the City Manager to keep her key to the administrative suites and Commissioner Albright said she would bring her key into City Hall to surrender it. This was a voluntary action by the Commissioners.

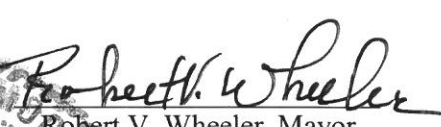
Adjourn

There being no further business to come before the Board, Commissioner Mims moved to adjourn the meeting at 9:27 p.m. The motion was approved by a vote of 4-0.

ATTEST:


Barbara Rouse., City Clerk




Robert V. Wheeler, Mayor