



MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
MAY 11, 2020
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler

Present via Zoom Video-Conference

Mayor Pro Tem Del Mims, Commissioner Kechia Brustmeyer-Brown, Commissioner Georgana Kicinski, Commissioner Ed Mims, and Commissioner Neena Nowell. Also present were City Manager Korena Weichel, City Clerk Terry Hobgood, City Attorney Kevin Hornik, Administrative Services Director Nancy Riegel, Community Development Director Michael Frangos, Finance Director Reuben Carden, and Police Chief Keith King.

Absent

None

Call to Order

Mayor Wheeler called the meeting to order at 6:00 p.m. Commissioner Kicinski offered the invocation, and Mayor Pro Tem Del Mims led the Pledge of Allegiance.

Roll Call

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

Approval of Agenda

The agenda was approved by unanimous consent with the following amendments: Discussion Item 9a (Creedmoor Community Center Design Changes Discussion) was moved to immediately follow the consent agenda, Item 8 (FY21 Budget Presentation) was moved to immediately follow action items, and Item 12 (SGWASA Report) was moved to immediately follow discussion items.

Consent Agenda

Commissioner Ed Mims moved to approve the consent agenda: April 20, 2020 Meeting Minutes. Motion was approved by roll call vote 5-0.

Mayor Pro Tem Del Mims: Yes

Commissioner Brustmeyer-Brown: Yes

Commissioner Kicinski: Yes

Commissioner Ed Mims: Yes

Commissioner Nowell: Yes

Ordinance 2020-O-06: Traffic Schedule Amendment was moved to discussion items.

Creedmoor Community Center Design Change Discussion

Larry Wirth of Harrod and Associates presented a potential design change for the Community Center based on feedback received from board members. The proposed design change would move the doorway on the senior center to align with the center of the porte-cochere. Wirth and the board discussed the costs associated with this proposed design change, and discussed how provisions of the state fire code and ADA accessibility standards affected the Community Center design.

Commissioner Kicinski moved to abandon the previous proposal to move the porte-cochere at the Creedmoor Community Center. Motion approved by roll call vote 5-0.

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

Commissioner Kicinski moved to approve Change Order #4 in the amount of \$32,245.49 for the purpose of moving the senior center doorway and canopied walkway to align with the center of the new porte-cochere. Motion approved by roll call vote 4-1.

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

The board continued with discussion of the door type and size at the Senior Center section of the facility. The original drawing includes a double-door with a touch pad opening, and the board asked the City Manager to confirm the quote for door replacement with the contractor and architect.

Proclamation 2020-P-05: National Police Week and Proclamation 2020-P-06: National Public Works Week.
City Clerk Terry Hobgood read both proclamations for National Police Week and National Public Works Week into the record.

Public Comment

Due to the stay-at-home order issued by Governor Roy Cooper, the public was asked to submit comments in advance to the City Clerk via email. City Clerk Terry Hobgood reported that he received no comments from the public.

Potential Sale of City Owned Properties

City Manager Korena Weichel presented information related to city-owned properties on Hester Road and Cannady Mill Road, which was requested by the board at the April 27, 2020 meeting. Staff was able to acquire assessments from realtors related to the potential selling prices for these properties. The estimated selling prices provided by the realtors were \$155,000 for the Hester Road Property and \$55,000 - \$80,000 for the Cannady Mill Road property.

Commissioner Ed Mims moved to approve the sale of city-owned property record #32826 and #3233 at 1129 Hester Road and 3215 Cannady Mill Road, and to instruct the City Attorney to provide the necessary steps to initiate an upset bid process for both properties. Motion approved by roll call vote 5-0.

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

Proposed Revisions to Yard Debris Collection Policy

City Manager Korena Weichel presented proposed changes to the yard debris collection policy including a higher fee for the second requested monthly pick up, requiring the use of biodegradable bags, and limiting the volume of materials at each pickup site. The board concurred to include these proposed changes in the draft FY21 Fee and Rate Schedule for consideration at the June 2, 2020 meeting.

Advisory Board and Committee Application Process

City Clerk Terry Hobgood presented revised advisory board and committee applications based on feedback given by the board during the recent Planning Board appointment process. The revised timeline would begin the application process at least one month earlier, and adds further specifications to the application form to require full and complete information for appointment consideration.

Commissioner Nowell moved to approve the proposed changes to the advisory board and committee application process as recommended by staff with the addition of language stipulating that applications will not be considered if incomplete, and modifying the start date of the Board of Adjustment application process to begin in September instead of November. Motion approved by roll call vote 5-0.

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

Mayor Wheeler recessed the meeting at 7:55 p.m. The meeting reconvened at 8:00 p.m.

SGWASA Report

Commissioner Ed Mims presented a report from SGWASA Executive Director Scott Schroyer related to the recent pump failure at the water treatment plant, which temporarily prevented water from entering the SGWASA service system. Mims summarized the issues SGWASA dealt with that day, and the emergency repair that mitigated the pump failure. Mims emphasized the needs that SGWASA is facing with its aging system, and noted that maintenance and improvements will be critical to Creedmoor and SGWASA's strategic planning. Mims also provided an update on construction on the new water treatment plant scheduled to begin later in May 2020.

Ordinance 2020-O-06 // Amend Traffic Schedule

Community Development Director Michael Frangos, Police Chief Keith King, and the board discussed the proposed amendments to the traffic schedule and the type of signage that would be posted once approved. Staff confirmed that the ordinance allows local truck traffic for delivery, but restricts through trucks.

Commissioner Ed Mims moved to approved Ordinance 2020-O-06: Traffic Schedule Amendments. Motion approved by roll call vote 5-0.

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

Municipal Facility Naming Policy

City Manager Korena Weichel presented the draft Municipal Facility Naming Policy which was tabled at the March 3, 2020 meeting for consideration in May. The board discussed several tenants of the facility naming policy, and Weichel stated that she would capture the suggested changes and recirculate the policy to the board for further review. No action was taken on this item, and it will be considered again at a future meeting.

Creedmoor Community Center Keyless Entry Proposal

City Manager Korena Weichel presented the Community Center keyless entry proposal, which was originally considered at the April 20, 2020 meeting. The board discussed the cost included in the original project quote, and the feasibility of utilizing keyless entry as opposed to standard keyed entry for the entirety of the facility.

Commissioner Nowell moved to table this item to a future meeting. After further discussion, Commissioner Nowell withdrew her motion.

Commissioner Ed Mims moved to approve the keyless entry proposal for the four exterior doors identified in the proposal and the security system at a cost not to exceed \$15,000. Motion approved by roll call vote 5-0.

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

Creedmoor Community Center Rules and Regulations

City Manager Korena Weichel presented the draft rules and regulations for the Creedmoor Community Center as prepared by the Parks and Recreation Committee and city staff. The rules and regulations cover Community Center hours of operation, resident vs. non-resident facility usage fees, rental fee structure, rules for rental spaces, and a provision to allow beer and wine service in the banquet room and meeting room. The board engaged in discussion related to usage of the facility and equipment by children, smoking regulations, and discounts proposed for city residents, city employees, senior citizens, and military veterans. The board reached consensus to impose a restriction for smoking on the entirety of the Community Center property, and asked for further staff and board review before approval.

Commissioner Ed Mims moved to table the consideration of Creedmoor Community Center Rules and Regulations to the June 2 meeting. Motion approved by roll call vote 5-0.

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

Ordinance 2020-O-07 // Amend Code of Ordinances Chapters 130.05 and 93.01

City Manager Korena Weichel presented a proposed change to two chapters of the city's Code of Ordinances to allow beer and wine service for certain events within the Creedmoor Community Center. These ordinance amendments would align with the draft rules and regulations for the banquet room and meeting room.

Commissioner Brustmeyer-Brown moved to approve Ordinance 2020-O-07: Amend Code of Ordinances Chapters 130.05 and 93.01. Motion approved by roll call vote 5-0.

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

Mayor Wheeler recessed the meeting at 9:48 p.m. The meeting reconvened at 9:55 p.m.

FY21 Budget Presentation

City Manager Korena Weichel presented the draft FY21 Operating budget, which was revised and developed based on input received after the budget workshop held on April 27, 2020. The draft budget includes major operational cuts while acknowledging an increase in city services based on the opening of the Community Center, additions to Lake Rogers Park, and an increased workload related to sidewalks and mowing on the Cross City Trail. The draft budget includes the use of \$190,866 of General Fund Balance to cover some operational costs under the assumption

that the board will keep the tax rate static at \$0.615 per \$100 valuation. The draft budget also includes a 1.25% cost-of-living increase and a 0%-2.5% merit increase for all full-time city employees, three new full-time positions, one part-time position, and one seasonal position. Weichel also highlighted funding for several other mandated or board requested initiatives, and provided revenue forecasts for FY21 that is anticipated to be lower than FY20. Finally, Weichel presented a departmental breakdown of increases or decreases in expenses requested in the draft budget.

The board engaged in discussion on the impact of COVID-19 on the FY21 budget. There was lengthy discussion on how COVID-19 would affect the opening of the Community Center, facility rentals, and other city sponsored events and programs. The board also discussed the impact on the initiatives prioritized by the board at the February 29 Strategic Planning Workshop that the projected decrease in revenues would have. The board deliberated at length on a potential financial contribution that will be needed in the future from the City of Creedmoor to SGWASA. The board then engaged in further discussion of the requested addition of five new staff positions with particular attention paid to the positions needed due to the opening of the Community Center. The board and Weichel also discussed the Creedmoor Volunteer Fire Department's (CVFD) request for funding, and Weichel stated that the city is still waiting to receive the financial audit required prior to approval of the current fire services contract. Weichel notified the board that the contract with the CVFD requires the current level of funding to continue in FY21, because the date to terminate the existing contract had already passed. The board reached consensus to include a placeholder amount for the CVFD in the FY21 budget equal to the FY20 contract. The board continued with discussion of the ADA transition plan, and how much of this plan could be completed in-house with the assistance of NCLM instead of outsourcing the plan development to an engineering firm. The board concluded the budget discussion with questions related to IT services provided to the city by VC3, possibly eliminating the line-item funding livestreaming of board meetings, and reconsidering the addition of new positions being requested for Recreation, Public Works, and the Police Department.

Mayor Wheeler recessed the meeting at 11:29 p.m. The meeting reconvened at 11:33 p.m.

City Manager's Report

City Manager Weichel reported that the NC DOT R-5707 NC Highway 56 realignment project is still waiting on a definitive date for a new traffic pattern. Weichel also updated the board on recent utility work by Duke Energy on South Main Street, and the approved streetlight project on East Wilton Avenue that will be installed by the end of June. Weichel also reported that NC DOT has approved the encroachment agreement for the pedestrian crossing signals on Phase I of the Cross City Trail, which will be installed by Public Works once received from the manufacturer. Weichel also provided an update on recent changes to the NC Open Meetings law by the NC Legislature, most notably, the allowance for online publication of the draft fiscal year budget and a 24-hour waiting period imposed between public hearings and voting. Weichel also updated the board on City Hall operations, and teleworking protocols in place for staff. Weichel then reported on several financial matters including confirmation that 100% of COVID-19 emergency expenses are eligible for full reimbursement, and provided a summary of potential funding from recent federal legislation that could be distributed by Granville County to Creedmoor. Finally, Weichel reported that Zambelli Fireworks had notified the city and the Town of Butner that if the Independence Day Fireworks at Lake Holt were cancelled by May 15, the contract could be voided with no penalty.

Commissioner Ed Mims moved to cancel the Independence Day fireworks celebration at Lake Holt due to COVID-19. Motion approved by roll call vote 4-1.

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

Commissioner Reports

Commissioner Brustmeyer-Brown reported on the recent death of former Middleburg Mayor and Kerr-Tar Council of Governments board member Gary Andrew Plummer. Brustmeyer-Brown also spoke about the FY21 budget, and the impact that COVID-19 has had on city residents. She also spoke about the board's duty to lessen the impacts of COVID-19 on mental health and Creedmoor's economy.

Commissioner Kicinski had no report.

Commissioner Ed Mims asked that the City Manager research the cost to install a flagpole at the Community Center. Mims also provided an update on the upcoming NCLM Board of Directors election, an upcoming commissioning ceremony for Eric Keeler who will become a Second Lieutenant in the United States Air Force. Finally, Mims stated that he would like to see Senator Mike Woodard and Representative Larry Yarborough attend future Creedmoor board meetings, and also asked that the city request that Granville County Emergency Management provide the public with a definition of which workers are considered essential.

Commissioner Nowell reported on the Interim Alternative Implementation Approach for the Falls Lake Rules in development by the Upper Neuse River Basin Association (UNRBA), which has a tentative implementation date of July 1, 2020.

Mayor Pro Tem Del Mims reported on her attendance at a UNC School of Government financial management webinar, NCLM legislative advocacy webinars, and a Clear Gov webinar about communications with citizens. Mims also reported on a new advocacy campaign by the National League of Cities titled "Cities are Essential," the most recent Women in Municipal Government meeting, and asked the board to remember to honor veterans on Memorial Day.

Mayor's Report

Mayor Wheeler spoke about ways he hopes to make remote meetings run more smoothly, and thanked the City Manager and staff for their work on the budget. Wheeler voiced his concerns about the board not taking action on the City Charter amendment at the April 20, 2020 meeting that would have changed the Mayor's term length from two years to four years.

Closed Session // NC GS 143-318.11 (a) (3) (5) & (6) Attorney-Client Privilege, Property & Personnel

Commissioner Ed Mims moved to enter closed session pursuant to NC GS 143-318.11 (a) (3) (5) & (6) at 11:55 p.m. Motion was approved by roll call vote 5-0.

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

Commissioner Kicinski moved to leave closed session at 12:14 a.m. Motion approved by roll call vote 5-0.

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

Adjourn

Commissioner Brustmeyer-Brown moved to adjourn the meeting at 12:15 a.m. Motion approved by roll call vote 5-0.

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


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

