

MINUTES OF  
CITY OF CREEDMOOR  
BOARD OF COMMISSIONERS MEETING  
**AUGUST 26, 2020**  
5 P.M.

**Present in Person at City Hall Boardroom**

Mayor Bobby Wheeler, Commissioner Kechia Brustmeyer-Brown, Commissioner Georgana Kicinski, Commissioner Ed Mims, and Commissioner Neena Nowell. Also present were Interim City Manager Michael Turner, City Clerk Terry Hobgood, and Administrative Services Director Genesis Wallace.

**Present via Zoom Video-Conference**

Mayor Pro Tem Del Mims and City Attorney T.C. Morphis, Jr.

**Absent**

None

**Call to Order**

Mayor Wheeler called the meeting to order at 5:00 p.m. Commissioner Brustmeyer-Brown offered the invocation, and Commissioner Kicinski led the Pledge of Allegiance.

**Roll Call**

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

**Developmental Associates Contract to Conduct the City Manager Search**

The Board discussed the draft contract from Developmental Associates with the company's president, Dr. Steve Straus. Dr. Straus provided a summary of the services, and the pricing for his contract proposal plus additional add-on costs. Some items in the contract were included in a base fee, and other services would be provided at an hourly rate with no specific price given. Dr. Straus provided additional information regarding the add-on services of providing a City Manager job description and a performance management system for the City of Creedmoor. The Board continued by discussing the process that Developmental Associates would use to recruit a City Manager, and develop other deliverables by the end of the contract term. The Board then discussed various attributes they are seeking in the next City Manager, and discussed some of the key challenges and opportunities facing Creedmoor with Dr. Straus.

Commissioner Kicinski moved to approve the proposed contract with Developmental Associates to conduct the City Manager search process at a cost not to exceed \$19,650. The 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

Dr. Straus then presented a timeline for the remainder of the process, which includes writing a job advertisement for review and approval by the Board followed by the recruitment and candidate evaluation period. Dr. Straus stated that there would be several opportunities to screen applicants, and this would involve closed session meetings with the Board to screen and review applications until the final candidate is selected. Dr. Straus estimated that the Board would have the opportunity to interview their top two or three candidates by the end of November 2020.


**Adjourn**

Commissioner Ed Mims moved to adjourn the meeting at 7:05 p.m. The 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

  
Robert V. Wheeler, Mayor

ATTEST:

  
Terry A. Hobgood, Jr., City Clerk

