

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 1, 2020
6 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, City Attorney T.C. Morphis, Jr., Police Chief Keith King, Finance Director Reuben Carden, Community Development Director Michael Frangos, and Administrative Services Director Genesis Wallace.

Present via Zoom Video-Conference

Mayor Pro Tem Del Mims

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.

Agenda Approval

Commissioner Nowell moved to remove the discussion item for 211 N. Main St. Lease Agreement for consideration at a future meeting. The motion was denied by roll call vote 2-3.

Mayor Pro Tem Del Mims: No

Commissioner Brustmeyer-Brown: Yes

Commissioner Kicinski: No

Commissioner Ed Mims: No

Commissioner Nowell: Yes

Commissioner Ed Mims moved to approve the agenda with the following changes: move consideration of the July 7, 2020 Closed Session Minutes from the Consent agenda to Closed Session, combine the discussion of 211 N. Main St. Lease with the 109 Park Ave. roof assessment, add new discussion items for City Manager Search and Contracts, move the consideration of 122 Pecan Street Demolition to precede the consideration of FY21 Budget Amendment #2, and move Mayor Pro Tem Del Mims' Commissioner Report to be the first Commissioner Report. 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

Consent Agenda

Commissioner Kicinski moved to approve the Consent Agenda: July 28, 2020 Meeting Minutes, August 3, 2020 Meeting Minutes, September 19, 2017 Closed Session Minutes, November 21, 2017 Closed Session Minutes, February 20, 2018 Closed Session Minutes, March 6, 2018 Closed Session Minutes, May 1, 2018 Closed Session Minutes, June 5, 2018 Closed Session Minutes, July 17, 2018 Closed Session Minutes, November 20, 2018 Closed Session Minutes, March 5, 2019 Closed Session Minutes, April 8, 2019 Closed Session Minutes, May 17, 2019 Closed Session Minutes, August 12, 2019 Closed Session Minutes, September 3, 2019 Closed Session Minutes, December 11, 2019 Closed Session Minutes, January 7, 2020 Closed Session Minutes, January 15, 2020 Closed Session Minutes, February 4, 2020 Closed Session Minutes, March 3, 2020 Closed Session Minutes, April 20, 2020 Closed Session Minutes, May 11, 2020 Closed Session Minutes, June 8, 2020 Closed Session Minutes, Little Free Library at Community Center, Resolution 2020-R-10: Designating Interim City Manager Michael Turner as Deputy Finance Officer, and Resolution 2020-R-11: Donation of Surplus Creedmoor Police Department Vests to Vance-Granville Community College Basic Law Enforcement Training Program. 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

Request to Address the Board // Matthew Selves, NC League of Municipalities Law Enforcement Risk Review

Matthew Selves, Public Safety Risk Management Consultant with NCLM, presented the results of the recent law enforcement risk review of the Creedmoor Police Department. Selves reported that the Creedmoor Police Department had successfully completed the review, which shows that the department has implemented policies and procedures to protect its officers, the City of Creedmoor, and its residents.

Public Comment

Chad Abbott, 3080 Blackley Road, Oxford

Chad Abbott spoke in favor of the proposed LED sign for South Granville High School. Abbott stated that he is a graduate of South Granville, and still owns property and operates a business within the Creedmoor. Abbott believes the sign will be beneficial to the school and the community.

Community Development Office Lease Agreement and 109 Park Ave. Roof Assessment

Interim City Manager Michael Turner presented an overview of options for the current lease agreement for the Community Development office at 211 N. Main St. The lease ends on June 30, 2021, and the landlord has given options to extend the lease for six months, twelve months, or purchasing the property. Turner is investigating options for the Community Development office to relocate to the Community Center, and eventually 109 Park Ave. Turner also briefed the Board on the status of the 109 Park Ave. roof. The Wooten Company has completed their assessment, and provided cost estimates for repairing the roof, replacing it with a like material, or installing a metal roof.

Creedmoor Parks and Recreation Committee Discussion

Mayor Pro Tem Del Mims summarized an email recently received from the Chair of the Creedmoor Parks and Recreation Committee. Mims recommended several areas that the Parks and Recreation Committee could assist the City with, including moving forward updates to recreation related strategic plans. Mims also recommended reducing the number of appointed members from ten members to eight, providing a per-meeting stipend to committee members, add liaison members from the Board of Commissioners to the CPRC, and suggested that the CPRC work to provide guidance on safely holding events and programs once the Community Center opens. There was additional discussion about the proposal to provide stipends, and a suggestion that the Board provide an update to the CPRC mission statement.

City of Creedmoor Purchasing Policy Update

Administrative Services Director Genesis Wallace presented proposed updates to the Creedmoor Purchasing Policy based on feedback from the Board of Commissioners on the current policy. Staff has incorporated draft updates to include sections for local, small, minority, women, and veteran-owned businesses. Staff has contacted several other local governments for copies of their purchasing policies for comparison, and inclusion of appropriate sections.

Community Center Plaque Layout

Interim City Manager Michael Turner presented layout and design options for the dedication plaque at the Creedmoor Community Center. The options presented included listing only current city officials, or another option to list several previous city officials and elected officials that were responsible for the asset purchase agreement with SGWASA. The Board expressed consensus to order the plaque with the historical city officials and elected officials on a bronze plaque with the city seal.

Contracts

Commissioner Ed Mims led a discussion of several contracts, which he believes do not allow the City the same recourse and benefits as the other party. The Board requested that the City Manager send each contract to the City Attorney for approval before it is presented to the Board.

Ordinance 2020-O-16 // MSP-2020-01 for South Granville High School

City Planner Michael Malecek explained that the public hearing for this item was held on August 3, 2020 and the Board tabled consideration at their August 11, 2020 meeting. The Board discussed options for a different location and design with South Granville High School Athletic Director, Jake Wolfheil. Wolfheil stated that he was agreeable to submitting a new design with plans to the City for review. Malecek stated that if the location and design were substantially different from what was originally approved by the Planning Board, it will need to be re-submitted for a new recommendation.

Commissioner Kicinski moved to table this item until the November 2, 2020 meeting. 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

LSP-2020-01 // Carolina Secure Storage

City Planner Michael Malecek presented plans for an outdoor storage lot at Carolina Secure Storage on E. Wilton Ave. The Planning Board recommended approval in November 2019 with the condition that additional vegetative screening and buffering be considered, though this not a requirement of the ordinance. The developer and applicant, Boyd Taylor, answered questions from the Board of Commissioners related to the design, the types of vehicles that would be stored at the location, and the concerns of neighboring property owners that have been addressed.

Commissioner Kicinski moved to approve LSP-2020-01 with the associated stormwater documents. 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

Hazard Pay Extension

Finance Director Reuben Carden presented options for the extension of hazard pay for Creedmoor Police Department and Public Works employees, which had previously been instituted from March – August 2020 at a rate of 3 percent of the employee's salary.

Mayor Pro Tem Del Mims moved to approve the extension of Hazard Pay through December 31, 2020. 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

Mayor Wheeler recessed the meeting at 8:07 p.m. The meeting reconvened at 8:15 p.m.

Septic Tank at Community Center

Interim City Manager Michael Turner reported that an abandoned septic tank was discovered at the Community Center construction site when it was accidentally struck during utility work. Now that the tank has been disturbed, it must be remediated.

Commissioner Nowell moved to approve the Community Center Project Change Order in the amount of \$8,500 to remediate the septic tank at the Community Center construction site. 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

Mast Arm Street Signs

Community Development Director Michael Frangos presented an opportunity to purchase larger mast arm street blade signs at the new traffic signal constructed as part of the NC DOT project R-5707.

Commissioner Brustmeyer-Brown moved to authorize the purchase and installation of the mast arm street blades at the intersection of W. Wilton Ave. and N. Durham Ave. 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

122 Pecan St. Demolition

Community Development Director Michael Frangos presented bids for asbestos abatement and demolition of property located at 122 Pecan St. This property had been a code enforcement case for the City of Creedmoor for many years leading to the property purchase by Granville County and City of Creedmoor in 2019. Creedmoor is responsible for remediation and demolition, but could potentially recoup costs if the property is sold in the future.

Commissioner Kicinski moved to approve the proposal from O.C. Mitchell, Jr. Inc. for the 122 Pecan St. demolition project and award the contract to O.C. Mitchell, Jr. Inc. in the amount of \$24,780. 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

FY21 Budget Amendment #2

Finance Director Reuben Carden presented Budget Amendment #2 for FY21. This amendment would include funding for asbestos abatement and demolition for 122 Pecan St., purchase and installation of the mast arm blade signs for project R-5707, and funding for Governing Board travel and training.

Commissioner Ed Mims moved to approve FY21 Budget Amendment #2. 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

Municipal Facility Naming Policy

Administrative Services Director Genesis Wallace presented an updated draft of the Municipal Facility Naming Policy. On July 7, 2020, the Board of Commissioners suggested several changes that staff has attempted to incorporate into the draft policy. Wallace requested either approval of the draft policy, or more direction to incorporate any additional changes.

Commissioner Nowell moved to modify the Municipal Facility Naming policy to never name a facility after an individual, but instead only name after Creedmoor or a geographic feature. 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

Resolution 2020-R-12 // Initial Scheduling Resolution for ZTA-2020-01

Community Development Director Michael Frangos presented a resolution to schedule a Public Hearing and modify the Board of Commissioners meeting schedule to consider an amendment to Creedmoor Development Ordinance regulations on home child cares.

Commissioner Ed Mims moved to approve Resolution 2020-R-12: Initial Scheduling Resolution for ZTA-2020-01. 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

Interim City Manager Report

Interim City Manager Michael Turner provided an update on the contract with the Creedmoor Volunteer Fire Department as well as their plan to conduct a controlled burn of 120 Sanderford St. The CVFD reported that the audit required by the City should be complete by the end of November 2020. Turner also reported that Public

Works had cut back the large vegetation on E. Wilton Ave., and installed “Slippery when Wet” signs on the Robertson Creek boardwalk. Turner also mentioned that the Granville County Veterans Services Officer would like to hold monthly office hours in Creedmoor to serve Veterans in southern Granville County. Finally, Turner provided information about possible search firms to run the City Manager search, and the Board requested that any proposals be presented at the next available Board of Commissioners meeting.

SGWASA Report

Commissioner Ed Mims reported on a recent meeting with himself, Interim City Manager Michael Turner, and SGWASA Executive Director Scott Schroyer. Mims reported that SGWASA is researching how to better improve water quality and lower rates for its customers.

Commissioner Kicinski provided an additional SGWASA report, and summarized a recent meeting with an expert from the UNC School of Government concerning SGWASA’s rate structure in comparison other water and sewer providers. Kicinski also spoke about the number of customers that are behind on their payments due to the economic impacts of COVID-19. Kicinski stated that Governor Coopers’ Executive Orders have outlined the number of months these customers have to catch up on their payments.

Commissioner Reports

Mayor Pro Tem Del Mims responded to the recent correspondence from the Creedmoor Parks and Recreation Committee Chair, David Richardson, related to decisions made in recent meetings that affect the CPRC. Mims stated that she believes the Creedmoor Board of Commissioners, and its associated advisory boards and committees, face a similar amount of scrutiny as other municipal boards in North Carolina and nationwide. Mims also spoke about her recent volunteer efforts with Meals-on-Wheels, and attendance at the National League of Cities Women in Municipal Government Virtual Summit. Finally, Mims provided an update on the Community Center Sign Contest, which is still in the planning stages.

Commissioner Brustmeyer-Brown reported on opportunities that are available from the federal and state governments for COVID-19 relief funding. Brustmeyer-Brown also spoke about a grant opportunity administered by the Kerr-Tar Regional Council of Governments for small businesses.

Commissioner Kicinski reported on the efforts of the Board to resolve concerns with the South Granville High School Master Sign Permit request, and invited the public to submit their input during public comment or at public hearings. Kicinski also spoke about a voter registration drive by the Granville County Republican Party, and at this event thank you cards were written and signed for the Creedmoor Police Department and the Granville County Sheriff’s Department. Kicinski also reported that she was able to tour the new Granville County Law Enforcement Center in Oxford. Finally, Kicinski talked about the water quality issues that she is focused on improving for SGWASA customers.

Commissioner Ed Mims thanked city staff for dealing with the overgrown vegetation on E. Wilton Ave., and urged residents to stay informed on the Granville County Board of Commissioners upcoming decision to appoint a new representative for District V. Mims then spoke about the opportunity he recently took to complete a course with the Harvard Kennedy School of Government via remote learning. Mims reported on his experiences with remote learning, and stated that he believes that remote learning could be a challenging, but rewarding, opportunity for students in Granville County.

Commissioner Nowell gave an update on the UNRBA efforts to develop the new IAIA Falls Lake Rules. Nowell also spoke about her recent visit to the Granville County Law Enforcement Center, and a survey completed with the assistance of the Community Development Department for the Environmental Finance Center at the UNC School of Government.

Mayor’s Report

Mayor Bobby Wheeler reported on his conversation with Dr. Steve Straus with Developmental Associates about their decision to not move forward with the contract to conduct the City Manager search. Wheeler paraphrased a discussion with Dr. Straus and his assessment of the Board’s dynamic.

City Attorney's Report

City Attorney Morphis fielded questions about the Façade Improvement Program. Morphis stated that staff is authorized to approve extensions for Façade Improvement Grants, and the extensions for 420 N. Main St. were granted so that a specific issue regarding window lintels could be addressed. The property owner did not address the issue, but the Planning Board did decide to award the final grant funding. Under the current guidelines, the Planning Board is granted the authority to make the final decision. Morphis also addressed an issue with the Rules of Procedure that arose at a previous meeting regarding substitute motions and motions to amend.

Closed Session

Commissioner Ed Mims moved to enter closed session pursuant to NC GS 143-318.11 (a)(1) to prevent disclosure of confidential records at 9:45 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

Commissioner Kicinski moved to leave closed session at 10:00 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

Closed Session Minutes

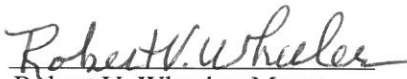
Commissioner Kicinski moved to unseal and approve the July 7, 2020 Board of Commissioners Meeting Minutes. The motion was approved by roll call vote 5-0.

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

Adjourn

Commissioner Nowell moved to adjourn the meeting at 10:01 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

