

MINUTES OF
CITY OF CREEDMOOR
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 22, 2020
6 P.M.

Present in Person at City Hall Boardroom

Mayor Bobby Wheeler, Mayor Pro Tem Del Mims, 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.

Absent

None

Call to Order

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

Roll Call

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

Agenda Approval

Commissioner Ed Mims moved to approve the agenda as with the following changes: remove FY21 Budget Amendment #3 from the Consent Agenda, add a discussion item for a Community Center sign contest update, and move all discussion items to follow the final action item. 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 Nowell moved to approve the Consent Agenda: August 11, 2020 Meeting Minutes and August 26, 2020 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

ZTA-2020-01 // Childcare Homes

Community Development Director Michael Frangos presented Zoning Text Amendment (ZTA) 2020-01, which proposes amending Article 8 and Article 10 of the Creedmoor Development Ordinance to increase the number of children allowed in a home-based childcare from six to eight. This would align the Creedmoor Ordinance with State of North Carolina regulations. Frangos explained that inspections and licensure for childcares are handled on the

county and state levels, and not in the purview of the city. In response to questions from the Board of Commissioners, Frangos corrected earlier statements made to the Board of Commissioners and the Planning Board and stated on the record that the change in state regulations was not tied to the COVID-19 State of Emergency, and that there was no indication that the number would revert to six statewide at the end of the pandemic. City Attorney T.C. Morphis and Frangos also clarified that the Board of Commissioners would not need to modify the Planning Board's Statement of Consistency adopted at their September 10, 2020 meeting, though it does refer to COVID-19 being the motivation for changing the Ordinance on a temporary basis. Frangos stated that the Planning Board statement, and their reasons for approval, lies with their decision based on the facts presented at their September 10, 2020 meeting, and that the Board of Commissioners will adopt their own consistency statement that makes no mention to the COVID-19 State of Emergency.

Mayor Wheeler opened the public hearing at 6:24 p.m.

Tanaya Smith, 2213 Bayswater Drive, Creedmoor

Tanaya Smith stated that she was the provider that originally requested that the City of Creedmoor consider changing the Ordinance to align with county and state requirements. Smith explained that the local Ordinance being more restrictive has been an issue for parents looking for more childcare with schools being closed due to COVID-19.

Mayor Wheeler closed the public hearing at 6:30 p.m.

Resolution 2020-R-13 & Ordinance 2020-O-16

Mayor Pro Tem Del Mims moved to approve Resolution 2020-R-13: Statement of Consistency and Ordinance 2020-O-16: Amending Article 8 and Article 10 of the Creedmoor Development Ordinance in reference to ZTA-2020-01. Motion approved 5-0.

City Manager Search Proposals

Administrative Services Director Genesis Wallace introduced two professional consulting firms that have submitted bids to run the search for the next Creedmoor City Manager.

Polihire Strategy Corporation // Kenyetta Uzzel

Kenyetta Uzzel, with Polihire Strategy Corporation, introduced himself and explained his firm's experience in recruiting for executive leadership positions for governments and non-profits. Uzzel stated that Polihire has made over 450 placements since its inception, and has a major presence in North Carolina, Virginia, Maryland, and Washington, D.C. Uzzel outlined Polihire's search process, and answered questions from the Board of Commissioners. Polihire has quoted a cost of \$18,000 to provide this service.

Synsus Consulting // Kevin Blue

Kevin Blue, Synsus Consulting, introduced himself and explained his firm's experience recruiting for government and private sector executives. Synsus has conducted this service across the region for thirty years, and Blue outlined Synsus' search process and answered questions from the Board of Commissioners. Synsus has quoted a cost of 20% of the first year base salary of the selected candidate.

Commissioner Kicinski moved to select Polihire Strategy Corporation for professional consultant services for the Creedmoor City Manager search. Motion approved 5-0.

Personnel Policy Revisions

Administrative Services Director Genesis Wallace presented proposed changes to the Creedmoor Personnel Policy, which includes modifying the probationary period for new hires from twelve months to six months, and change the probationary period for transferred or promoted employees from six months to three months. The probationary period for law enforcement would remain at twelve months for those only in possession of a probationary law enforcement certification. Wallace also requested that these changes be applied retroactively to all employees hired, transferred, or promoted since July 1, 2020.

Commissioner Ed Mims moved to approve the revisions to the Creedmoor Personnel Policy as presented. Motion approved 5-0.

Full-Time Planning Technician Position

Interim City Manager Michael Turner and Community Development Director Michael Frangos presented a proposal to hire a full-time Planning Technician for the Community Development Department to take over the duties for the soon to be vacant Community Development Assistant, and handle the Code Enforcement Officer duties currently managed by the City Planner. Frangos explained that historically Creedmoor has employed a full-time Code Enforcement Officer, and this new position and duties would help ease the burden on the City Planner's workload as well as fulfill the duties for the soon to be vacant part-time position. Frangos stated that he would train the Planning Technician to improve the Community Development Department's succession plan as the department continues to grow.

Mayor Pro Tem Del Mims moved to table this item until the November 2, 2020 meeting, and direct the City Manager to bring more information related to costs and potential outsourcing for a part-time Code Enforcement Officer. Motion approved 5-0.

Community Center Screening Options

Interim City Manager Michael Turner reported that the screening options for Community Center utilities were presented for approval at the September 9, 2020 meeting, but the issue was tabled so that city staff could acquire more information about landscaping options. Turner also provided additional information about the Creedmoor Development Ordinance, which requires landscaping and fencing to shield street-facing utilities in certain Zoning districts.

Mayor Pro Tem Del Mims moved to approve the fence and landscape screening options as presented. Motion approved 5-0.

Professional Services Contract with Alan Steinbeck

Interim City Manager Michael Turner presented a proposal from Alan Steinbeck, Pritchett Steinbeck Group, to provide professional services for the City of Creedmoor as a Special Projects Manager. Steinbeck's proposes assisting the City of Creedmoor with the 109 Park Avenue renovation process, and any other pertinent projects that the Board deems fit.

Commissioner Nowell moved to table the professional services contract with Alan Steinbeck until the October 6, 2020 meeting. Motion approved 5-0.

Sale of City Owned Properties Update

City Clerk Terry Hobgood provided an update on the sale of city owned properties on Cannady Mill Road and Hester Road. The mandated upset bid process is still in process for the Cannady Mill Road property, and Hobgood estimated that the Board might be able to take action on the sale of the Cannady Mill property at the November 2, 2020 meeting. Hobgood requested direction from the Board as to the price that the Hester Road property should be re-advertised.

Commissioner Kicinski moved to re-advertise the Hester Road property at \$125,000. Motion approved 5-0.

Implications of County, Board of Education, and SGWASA Decisions on the Citizens of Creedmoor

Commissioner Ed Mims spoke about a recent action by the Granville County Board of Education to commission a study for the closure of either Creedmoor Elementary School or Wilton Elementary School. The closing of either school would detrimentally effect the fiscal standing of SGWASA, and potentially cause a hardship for students in Creedmoor. Mims spoke about the upcoming SGWASA strategic planning workshop, and how the residents of Creedmoor and southern Granville County will be asked to fund several major capital projects. Finally, Mims spoke about the fact that Granville County is considering conducting a new property revaluation in 2022, instead of waiting until 2026 as originally planned. Mims and Commissioner Kicinski requested that the Board schedule a

special called meeting to discuss what the City of Creedmoor's official position should be during the SGWASA planning sessions.

FY21 Budget Amendment #3


Following discussion of the allotted funding for Board travel/training, Commissioner Brustmeyer-Brown moved to approve FY21 Budget Amendment #3 as presented. Motion approved 5-0.

Community Center Sign Contest Update

Mayor Pro Tem Del Mims presented an update on the Community Center sign design contest. Mims reported that a committee has been formed, and developed guidelines and parameters for the contest. The contest will run from October 8 – October 19.

Adjourn

Mayor Pro Tem Del Mims moved to adjourn the meeting at 9:15 p.m. Motion approved 5-0.


Robert V. Wheeler, Mayor

ATTEST:


Terry A. Hobgood, Jr., City Clerk

