



AGENDA
BREVARD CITY COUNCIL - REGULAR MEETING
Monday, February 5, 2024 - 5:30 PM
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Pastor Ken Albright, Lutheran Church of the Good Shepherd

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

1. January 16, 2024 Regular Meeting

G. Public Comments

H. Certificates / Awards / Recognition

I. Special Presentation(s)

J. Public Hearing(s)

1. Additional Proposed Rezoning / Expansion of Downtown Development Overlay District

K. Consent and Information

1. Property Tax Releases - January, 2024
2. Quarterly Pedestrian/Bicyclist Incident Report
3. Police Department Annual Report
4. Fire Department Annual Report
5. City Council Parks, Trails, and Recreation Committee Minutes - October 18, 2023
6. City Council Downtown Master Plan Committee Minutes - November 8, 2023

7. City Council Finance, Human Resources, and Citizen Appointment Committee Minutes - November 27, 2023
8. City Council Public Safety Committee Minutes - November 27, 2023
9. Rosenwald Community Advisory Board Minutes - November 28, 2023

L. Unfinished Business

M. New Business

1. Board/Committee Appointments
 - a. Ecusta Trail Advisory Board
 - b. Brevard Housing Authority

N. Remarks / Future Agenda Considerations

O. Closed Session(s)

1. NCGS 143-318.11(a)(3) - Potential Litigation

P. Adjourn

Agenda Posted, Website, Sunshine List (February 1, 2024)
D. Hodsdon, City Clerk

To review Agenda materials, go to the City's website www.cityofbrevard.com. Select "Your Government" tab followed by "Agenda Packets" tab. Agenda packet materials are posted on Thursday afternoon prior to Council's Monday meeting.

MINUTES
BREVARD CITY COUNCIL
Regular Meeting
January 16, 2024 – 5:30 PM

The Brevard City Council met in regular session on Tuesday, January 16, 2024, at 5:30 p.m. in the Council Chambers of City Hall with Mayor Copelof presiding.

Present – Mayor Maureen Copelof, Mayor Pro Tem Gary Daniel, and Council Members Mac Morrow, Aaron Baker, Pamela Holder, and Lauren Wise

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, City Clerk Denise Hodsdon, Assistant to the City Manager Alex Shepherd, Planning Director Paul Ray, Human Resources Director Kelley Craig, Communications Coordinator Becky McCann, Acting Public Works Director Wesley Shook, Wastewater Treatment Plant ORC Emory Owen, Water Treatment Plant ORC Dennis Richardson, and Police Captains Dan Godman and Aaron Thompson

Guests/Presenters – Travis Kever, Gould Killian CPA Group

Press – Jon Rich, Transylvania Times

A. Welcome and Call to Order – Mayor Copelof called the meeting to order and welcomed those present.

B. Invocation – Reverend Bob Renjilian of Unitarian Universalists of Transylvania County offered an invocation.

C. Pledge of Allegiance – Mayor Copelof led the pledge of allegiance.

D. Certification of Quorum – City Clerk Denise Hodsdon certified a quorum present.

E. Approval of Agenda – Mr. Hooper advised that the public hearing Item J-1 Additional Proposed Rezoning/Expansion of Downtown Development Overlay District needed to be postponed to February 5th so that staff can properly advertise the hearing. Attorney McKeller asked to add a closed session to discuss a pending litigation matter. Mr. Morrow moved, seconded by Mr. Baker to approve the agenda as amended. The motion carried unanimously.

F. Approval of Minutes

F.1 – December 18, 2023 Regular Meeting – Mr. Wise moved, seconded by Ms. Holder to approve the minutes of the December 18, 2023 Regular Meeting as presented. The motion carried unanimously.

G. Public Comments

Harvey Sankey of 41 Pine Street asked if there is a committee or a department that is going to be in charge of the wastewater treatment plant replacement? Mayor Copelof noted that Council doesn't generally answer questions, but since this a rather direct and easy question, she explained that the City has a Public Works and Utilities Committee that is overseeing the engineering and replacement of the wastewater treatment plant. Committee members include two councilmembers and one citizen. The committee meets the first Wednesday of each month at 3:30 p.m. and the meetings are open to the public.

Connie Miels-Perry of 105 Temple Church Road said with regard to the proposed amendment to the City of Brevard Code of Ordinances regarding the tethering of animals, I am hoping that everybody votes for that amendment. I have been coming

to the meetings for the last several months and trying to promote change in that ordinance. It seems to me that we seem to be close and I am really hoping that everybody says yes to that amendment.

H. Certificates/Awards/Recognition – None.

I. Special Presentations

I-1. City of Brevard Annual Independent Audit for Year Ending June 30, 2023 – Mr. Hooper explained that the State of North Carolina is our parent entity and one of the ways they exercise that is by oversight of our finances. They require that every municipality and county produce an independent audit annually and that the results of that audit be presented publicly. He introduced Travis Kever of Gould Killian CPA Group to share the results of their independent audit for the year ending June 30, 2023. Mr. Kever gave a PowerPoint presentation (copy attached) and reported that they issued an unmodified (clean) opinion on the June 30, 2023 financial statements; the financial statements conform with generally accepted accounting principles; they reported no material weaknesses in internal control, and no instances of material noncompliance with federal or state grant awards. He reported that there were two relatively minor budget violations which appeared to be a simple oversight related to a couple of invoices that came in really late in the year, and there is no evidence of systemic issue. The City will have to submit a response to that within 60 days to the Local Government Commission and that will have to be signed by each member of the Council. Mr. Kever reviewed a breakdown of General Fund revenues and expenditures. He reviewed available fund balance comparisons from 2020 to 2023 and noted there was an increase of approximately \$190,000 to the overall fund balance in FY23. The City's available fund balance dipped slightly, but is still in the \$3.5M to \$4M range over the last few years. Lastly, he reviewed selected comparison financial statistics for the Utility Fund from 2020 to 2023, noting that the unrestricted net position has gone up significantly the past few years to almost \$1.6M.

J. Public Hearing(s)

J-1. Additional Proposed Rezoning / Expansion of Downtown Overlay District – This item was postponed until Council's February 5, 2024 meeting.

K. Consent and Information - Consent Agenda items are considered routine and are enacted by one motion. Mayor Copelof read aloud the items listed and asked for a motion to approve the consent agenda. Mr. Baker moved, seconded by Mr. Morrow to approve the consent agenda. The motion carried unanimously.

K-1. Tax Settlement Report – December, 2023

K-2. Finance Report as of December 31, 2023

K-3. Council Housing Committee Minutes – November 14, 2023

K-4. Council Public Works and Utilities Committee Minutes – December 6, 2023

L. Unfinished Business

L-1. Proposed Amendment to City of Brevard Code of Ordinances Chapter 14 – Tethering of Animals – Mr. Hooper recalled that these updates were recommended by the Public Safety Committee and that Council held the required public hearing at its meeting on December 18, 2023. The amendment includes some housekeeping items, but most notably adds tethering as an act that can be regulated by the city, and gives examples of proper and improper tethering. The language gives latitude to our Animal Services Officer to evaluate the totality of the circumstances and the conditions the animal is in; whether the animal has access to food, water, shelter

and whether there is enough lead for the animal to move around and exercise. Motion by Mr. Daniel, seconded by Ms. Holder to approve the amendments as presented. The motion carried unanimously.

ORDINANCE NO. 2024-01

AN ORDINANCE AMENDING THE CITY OF BREVARD CODE OF ORDINANCES, CHAPTER 14 – ANIMALS AND FOWL: SPECIFICALLY AMENDING REGULATIONS REGARDING TETHERING OF ANIMALS

WHEREAS, the City of Brevard wishes to strengthen its legal enforcement authorities governing the treatment of animals; and

WHEREAS, certain provisions of the Code of Ordinances must be updated to legally enable enhanced enforcement of tethering of animals; and

WHEREAS, a public hearing was conducted on December 18, 2023, by Brevard City Council, and after hearing all persons wishing to comment, and upon review and consideration of the proposed amendments, it is the desire of the Brevard City Council that the City Code of Ordinances be amended as outlined below.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

SECTION 01. The City of Brevard Code of Ordinances is hereby amended as depicted in Exhibit A, which is attached hereto and incorporated herein by reference.

SECTION 02. The City Clerk of the City of Brevard is hereby authorized and directed to revise and amend the official records and the Code of Ordinances to reflect the changes as set forth in the aforementioned Exhibit A.

SECTION 03. If any section, subsection, paragraph, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 04. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved on the 16th day of January, 2024.

M. New Business.

M-1. City of Brevard Legislative Requests – Mr. Hooper reiterated that the State is our parent agency and sometimes we need to go to them and ask for help financially, and to share with them what we hope they will and won't do to us policy-wise. Our local House Representative Mike Clampitt asked that we submit our legislative requests for the spring short session by the end of this month. Traditionally the short session is intended only to make tweaks to the budget passed in last year's long session and to take up legislative proposals that were introduced in the long session. Normally there isn't a lot of new policy proposed during a short session, but the caveat is that, more and more, the General Assembly is using the budget process to include policy. Mr. Hooper presented the following Staff proposed legislative requests:

City of Brevard 2024 Legislative Requests

Earmark Requests		
Project	Amount	Description
Brevard Wastewater Treatment Plan Replacement	\$52,000,000	Brevard appreciates the \$13M we received in last year's budget. Thought it was earmarked for general "water and wastewater infrastructure projects" we intend to use it for our WWTP, specifically for preliminary expenses like needs analysis, study of alternatives, preliminary engineering and, eventually, design. We request additional consideration in future budgets for actual construction costs.
Stormwater Master Plan: Jumping Branch Watershed Improvements	\$18,000,000	Brevard conducted a stormwater masterplan study in 2007 and in the intervening years has constructed some of its proposed improvements. However, the plan's most significant project has been out of reach. The proposed six-phase improvements for Brevard's Jumping Creek Watershed total \$9.2M in 2007 dollars. The project will improve stormwater conveyance and minimize nuisance flooding in downtown Brevard and near Transylvania County's library, daycare center, and park on Broad Street.
Brevard Recreation Complex Restrooms and Paving	\$400,000	The last three years have seen a number of improvements to the Brevard Recreation Complex. Home to the Transylvania Little League and Transylvania Youth Soccer Association, this facility serves families from throughout the region. In 2023 a generous private donation funded the construction of a competition-grade lighted turf soccer field, making the facility eligible to host region-wide tournaments. The park's existing restroom facilities are on the opposite end of the property across a gravel parking lot, thus making access challenging for those with mobility limitations. The City of Brevard requests funds to construct new restroom facilities on the soccer side of the property and pave the gravel parking lot, thus improving the accessibility of the entire facility.
Inflow and Infiltration Improvements in upper Brushy Creek Watershed	\$2,000,000	Infiltration of rainwater into Brevard's sanitary sewer system taxes the capacity of our WWTP. City crews have been making slow but steady progress using city fund, but a direct allocation would accelerate repairs and protect the new WWTP into the future.
Brevard Fire Depart Engine Replacement	\$1,000,000	Brevard Fire Dept. has two sister Engines that were purchased in 2005 that are next on the department's Apparatus Replacement Schedule.
		Most manufactures are currently quoting a 3 year build time, and current pricing for a custom Engine is just under \$1M. The City of Brevard requests assistance in the purchase of this equipment to order before prices increase further.
City of Brevard Facility Study	\$100,000	The City of Brevard municipal building is aging, and its square footage inadequate for efficient operations. The city is exploring relocating Brevard Police Department from city hall to leased space. We request state assistance to study our overall facility needs.

Policy Requests	
Permit public support of workforce housing	Support legislation that updates all relevant statutes and codes so as to permit public entities to financially support workforce housing serving beneficiaries having incomes up to 120% of AMI
Amend SL 2005-88 “An Act to Allow Transylvania County to Increase the Occupancy Tax Rate in That County”	Support an update to the TC Tourism Development Authority enabling legislation that specifically recognizes “support for low-to-moderate income and workforce housing” as an eligible tourism-related expenditure. The lack of housing units accessible to service-industry workers is inhibiting the growth of the tourism sector in Transylvania County. This change would permit tourism revenue to be used to help underwrite the creation of housing units for households with incomes up to 120% of AMI
Defend local zoning authority	Oppose legislation that limits local authority over planning and zoning. Statewide development standards can’t accommodate specific local circumstances. Brevard is voluntarily reviewing its ordinances to make sure none unduly inhibit the creation of housing, and in 2023 Brevard lifted a long-established ban on certain types of development.
Oppose SB675	Brevard’s irregular corporate boundaries mean that built-up areas exist in unincorporated areas immediately adjacent to incorporated ones. Extraterritorial jurisdiction gives us the ability to ensure that incompatible land uses aren’t placed next to each other, and that property values, health, and safety are protected.
Oppose HB589/SB534 (Corbin introduced)	These bills, intended to protect law enforcement officers from retaliation from whistleblowers, have the unintended potential of protecting officers involved in actual wrongdoing from firing by invoking whistleblower protections. NCLM has also opposed this bill.
Oppose SB515	Brevard appreciates the amendments that have been made to this proposal during its deliberations, particularly the clause applying it only to new connections made after its enactment. However, we remain opposed to the bill because of the effect it may have on our Utility’s finances, and because of the complications of having multiple classes of customers.

Motion by Mr. Morrow, seconded by Mr. Wise to approve the list of requests as presented. During discussion, Mr. Baker noted that the item titled “Defend local zoning authority” seemed too general and it would strengthen our requests if it was not included. Mr. Morrow and Mr. Wise agreed to amend the motion to remove the item “Defend local zoning authority” from the list. Vote on the amended motion was unanimously in favor; the motion carried.

RESOLUTION NO. 2024-01

A RESOLUTION IDENTIFYING THE CITY OF BREVARD’S REQUESTS FOR THE 2024 SESSION OF THE NORTH CAROLINA GENERAL ASSEMBLY

WHEREAS, the biennial “short session” of the North Carolina General Assembly is scheduled to convene in spring 2024; and

WHEREAS, in North Carolina, the General Assembly endows municipalities with their powers; and

WHEREAS, in North Carolina, the General Assembly may grant state funding to municipalities to fund projects of local concern; and

WHEREAS, for those reasons and others it is in municipalities best interest to maintain positive working relationships with their legislators and make clear their needs; and

WHEREAS, on January 16, 2024 the Brevard City Council discussed in open session a list of legislative requests that they feel will enable them to better serve the people of Brevard and Transylvania County

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

- 1) The “City of Brevard’s 2024 Legislative Request” document, incorporated by reference, is hereby respectfully submitted to the North Carolina General Assembly for their consideration; and

- 2) The City Manager is instructed to submit, in a form acceptable to its recipients, its contents to Rep. Mike Clappitt (NC-119), Sen. Kevin Corbin (NC-50), and other appropriate parties.

Approved and adopted this 16th day of January, 2024.

M-2. Grant Resolution – North Creek Streambank – Mr. Hooper explained that additional streambank restoration work is needed on Norton Creek near the recently rejuvenated portion at Silversteen Park. There is a bend in the creek where our recently completed project ends and the inspector from the Department of Water Infrastructure noted there was some turbulence and erosion at that bend that could have a negative impact on the recently restored area. It was the inspector's recommendation that the City rejuvenate another 100 feet of the streambank at a total estimated cost of \$144,000. The project would include stabilizing creek banks, reshaping the creek, stabilizing the creek bed, replacing a stormwater culvert on Hillview Street, and a stormwater pipe that crosses private property. Mr. Hooper asked for Council's approval to submit an application for a \$72,000 grant which would cover 50% of the project. If we are awarded the grant, Mr. Hooper will come back to Council with a request to appropriate the City's portion of approximately \$72,000 from available Fund Balance. He noted that if the City does not get the state grant, he recommends going forward with the project in order to preserve the work that has already been done, but the funding strategy will be different. Motion by Mr. Morrow, seconded by Mr. Daniel to approve the grant application. The motion carried unanimously.

RESOLUTION NO. 2024-02

A RESOLUTION REQUESTING A WATER RESOURCES DEVELOPMENT GRANT FOR BREVARD STREAMBANK RESTORATION

WHEREAS, the City of Brevard desires to sponsor the Brevard Streambank Restoration. The purpose of this project is to restore and protect approximately 70 linear feet of Norton Creek located in the City of Brevard, adjacent to the Silversteen Playground/Park. This area of Norton Creek is severely eroded due to channel incision and, with subsequent flow events, is unable to reach the floodplain, which has only increased the instability of the reach. The project will stabilize eroding banks, regrade steep banks to give the stream more access to floodplain areas, add structures to stabilize the stream bed, and add more bends and curves to the pattern to slow erosive flows. To protect the newly completed streambank restoration, the project will include the installation of riparian buffers along the newly regraded streambanks and will include the planting of native vegetation. The benefits of this project include sediment reduction, riparian buffer restoration, and streambank restoration.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

- 1) The Council/Board requests the State of North Carolina to provide financial assistance to the City of Brevard for Brevard Streambank Restoration in the amount of \$ 72,000 or 50 percent of nonfederal project costs, whichever is the lesser amount;
- 2) The Council/Board assumes full obligation for payment of the balance of project costs;
- 3) The Council/Board will obtain all necessary State and Federal permits;
- 4) The Council/Board will comply with all applicable laws governing the award of contracts and local government expenditure of public funds.
- 5) The Council/Board will supervise the construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) The Council/Board will obtain suitable spoil disposal areas as needed and all other easements or rights-of-way that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) The Council/Board will ensure that the project is open for use by the public on an equal basis with no restrictions;
- 8) The Council/Board will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) The Council/Board accepts responsibility for the operation and maintenance of the completed project.

Adopted by the City of Brevard this 16th day of January, 2024.

N. Remarks/Future Agenda Considerations.

Mr. Wise said I want to thank our Public Works Departments because they went through a whole lot with this rain and you guys were exemplary. Thank you for all the work you put in; our whole community really appreciates you. It's nice to get this clean bill of financial health so we have a good foundation, as new members, to know what we're kind of building on. We have a lot to learn about what all that means, but this was an exciting report to get. Yesterday was a celebration of Dr. King and last night there was a fantastic program at the Porter Center with our community and an amazing speaker Dr. Mendez. In many ways it renewed my faith and hope in this community because I do see tremendous strides and growth and unity in this community over the past 13 years that I have lived here. I hope we can all keep that positivity in mind as we move forward; that we are a community of different people and different ideas and that we're here to try to put voice to those people.

Ms. Holder said I want to say thank you. This is my first full meeting since I was sworn in and it has been interesting; I'm excited. I ditto what he said about our community and unity and that certainly exploded in our coming together yesterday in our actions. I look forward to more of our coming together and working together in this community. Thank you all for what you are doing and for thinking about me while I was out. I am glad to be back.

Mr. Morrow said I'll take Dr. Holder's word "ditto".

Mr. Daniel said in the last month I have had the opportunity to attend two events at the Mary C. Jenkins Community Center – a benefit for Royce Lytle and also this past weekend a commemoration for Dr. Martin Luther King. Both of those events were standing-room-only and to see that building fulfilling its purpose, and the dream that was presented and is being fulfilled, really made me happy. I also attended the program last night and Dr. Mendez's words were well-chosen I thought, to remind us that Dr. King showed us the way; he didn't get there as he said, but he showed us how. I think there are leaders in this community, some are not with us anymore, who are doing that as well; that show us how. They don't have to do it themselves; it's up to us. I hope that we can all pick up that challenge and continue this work.

Mr. Baker said I want to go back to the audit and thank Dean and Wilson for their work on that. I echo what Councilman Wise said in that now I have been here a couple years and was paying attention before that. There were certainly times when I felt very confused about the city's financial position and I think Wilson, you and Dean have both done a great deal to bring some transparency and accountability and really shine a light on what the city's finances are and where we're spending our money and why and how. Thank you both for that. I know we had some communication go out this week about the roundabout in Pisgah Forest and I will say there were certainly a lot of comments about that, but I was encouraged that there were a lot of positive comments as well. I think a few years ago that may not have been the case so I was encouraged to see some people chime in and excited for the roundabout there at the forest entrance. I do know that we have talked in the past, and had some communication with the County Tourism Board, about some of the extra signage and improvements for that roundabout, and I know DOT sets aside a percentage of the project cost that go to that. It was my understanding that the cost, particularly of that forest entrance roundabout, was going to be pretty high and probably above the percentage of the total project that goes to those improvements, and I think we're going to exceed that. It has been a little while since we talked about that and I wanted to check in and see where that was and now that Lauren is our representative on the Tourism Board, I'm sure he can talk to those folks about it. They were very interested in supporting that so I want to stay in touch with them on that. Mr. Hooper said he will include a follow up on that in his memo to Council this week.

Mr. Hooper reported that we did not get the grant for the Pisgah Labs utility extension. I wanted to share that publicly because I know there has been some public interest in that. Burton Hodges, Jaime Laughter and I, and some folks from COG are

exploring some other opportunities. I did however, finally link up with the state agency overseeing our \$13M allocation from the last budget so in the weeks to come I will finally have some information on what we can do with that money and how we go about getting it and reporting it and so forth. We found out about that in October and now that I have made contact with the appropriate parties, we can start moving on that money soon. We recently had some constituents come talk about a climate action plan and a couple of you asked me to share my thoughts on it. I have a few thoughts to share today, but I want to save my final conclusions for a later date because staff and I are still thinking about it. Efforts like that, particularly for small organizations, sometimes the juice isn't worth the squeeze. Often times you are talking about big capital investment, a lot of time and staff resources applying for grants to reduce a carbon footprint that's not that big to begin with. Presumably some of the grant money that's available helps defray some of that cost, but having had experience administering a big federal grant for environmental stuff, I can tell you that it's a lot of work. With that said, there are a couple of mitigating factors with our organization; namely that we live in an old building that uses a lot of energy that might make it worthwhile. Staff are pulling the numbers and analyzing the grants and what's available and what the opportunity is. I'll have more to share in the weeks to come.

Mayor Copelof said I too was so impressed with our Martin Luther King weekend. We had two incredible events and I want to thank the following organizations for their collaboration – Brevard College for providing the Porter Center; the MCJCCC Board of Directors for organizing the brunch on Saturday; the Vision Class who spent their Saturday morning serving over 100 people breakfast; Brevard Academy and their incredible musicians last night; Bethel A Choir; and to our city folks - Tyree Griffin who does an outstanding job and put so much work into it; and I have to commend our new Councilwoman Pamela Holder who did a wonderful job arranging the incredible keynote speaker, Rev. Dr. John Mendez who gave an inspiring speech last night; and she gave an incredible rendition of a song – a multi-talented person who brought those talents to bear. We do so much when we work together in unity like we did for this wonderful weekend. I am so grateful for everyone that made it possible for our community. We have a couple of exciting events coming up. The City is helping to sponsor an initiative called the “Age Exchange” to try to build better connection and communication between generations. We are partnering with Dr. Paula Hartman-Stein of Brevard College who is an expert in this area. The Brevard College students came to us saying they want to increase the dialogue and communication between the college and the town, so the City has stepped up and we are going to have four of these initially. The first one will be on Saturday, January 27th from 11:00 to 12:30 at the Francis Pavilion of the Porter Center. We will have people speaking about how different generations are viewed in different cultures. A member of the Eastern Band of Cherokee Indians will be speaking about their culture; we have two students, one from Japan and one from Mexico, who are going to be talking about how their cultures view the generation gap; and we also have one of the Brevard professors, Dr. Betsy Burrows who just came back from a year in Norway as a Fulbright Scholar and she will be talking about what she saw there. The event is free and open to the public. There will be one event a month through April. The annual White Squirrel Day will be on February 2nd. The rest of the country might be watching that chubby groundhog, but we will be at the MCJCCC where we will have our White Squirrel ambassador Pisgah Penny giving a prediction about whether it's going to be a long winter or an early spring. She also gives a prediction on who is going to win the Super Bowl. The event will be from 10:00 to noon and WSQL will be doing a live broadcast.

Mayor Copelof also gave an update on HCA and Mission Hospital. She said I spent a lot of hours this weekend meeting with other regional elected officials talking about the situation that is developing at Mission Hospital. Mission Hospital is the only Level 2 trauma center hospital in all of Western North Carolina and we rely on Mission for much of the healthcare for our folks. Our regional hospital is part of the Mission system and they rely on Mission for a lot of combined functions. If you go to our hospital and it is too serious for them to handle, you are transferred to Mission. We found out on Friday that the Department of Health and Human Services (DHHS) had been out inspecting Mission Hospital over the last few months and they have issued two

what they call immediate jeopardy findings, the worst possible finding that the oversight commissioners can find in a hospital. It means that, because of management practices in that hospital, people’s lives were actually put in jeopardy. There were specific occasions that they cited in these two immediate jeopardy findings. This is extremely serious. I think you are going to see it in the papers; it was out in the Asheville Watchdog on Friday and I think it is going to explode in a lot of the other papers. DHHS has put Mission HCA on notice that this has to be corrected and they have sent these formal findings to the Commission for Medicare and Medicaid (CMS). That is the commission that decides whether or not a hospital qualifies for Medicare and Medicaid funding. CMS will be one the players in terms of deciding whether or not and when Mission Hospital fixes these jeopardies – how much time is involved. We have been waiting to see what CMS does and we expect it at any time. This is an issue that has the potential to impact our community and I am bringing it up because I want to be completely transparent and for people to understand what is happening. We are working very closely with our regulators in Raleigh, the Governor’s Office, our Representatives, with the Asheville Mayor, our State-level representatives and we will continue to track this and demand, as the regulators have demanded, that these problems be fixed as quickly as possible. I believe there will be a very short timeframe of days when it officially comes out with how long they have in which to correct this. Hopefully when you see this come out in the news, you will have a better understanding of what exactly that means.

N. Closed Session

Closed Session #1 – At 7:02 p.m. Mr. Baker moved, seconded by Ms. Holder to enter into closed session to discuss a pending litigation matter City of Brevard et al. vs. HCA et al. in the Western District of North Carolina United States District Court and to clear Council Chambers. The motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were City Manager Wilson Hooper and City Clerk Denise Hodsdon.

Council Returned to Regular Session – at 7:31 p.m. Council resumed the meeting in regular session. No official action was taken in closed session and the minutes of the closed session are authorized to be sealed.

O. Adjourn – There being no further business, at 7:31 p.m. Mr. Baker moved, seconded by Mr. Daniel, to adjourn the meeting. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: February 5, 2024



2023 Annual Financial Report

Audit Summary

- We issued an unmodified opinion on the June 30, 2023 financial statements
- We reported no material weaknesses in internal control over financial reporting
- We reported no instances of material noncompliance with federal or state awards
- Special thanks to Dean and various other City staff for their help in completing the audit



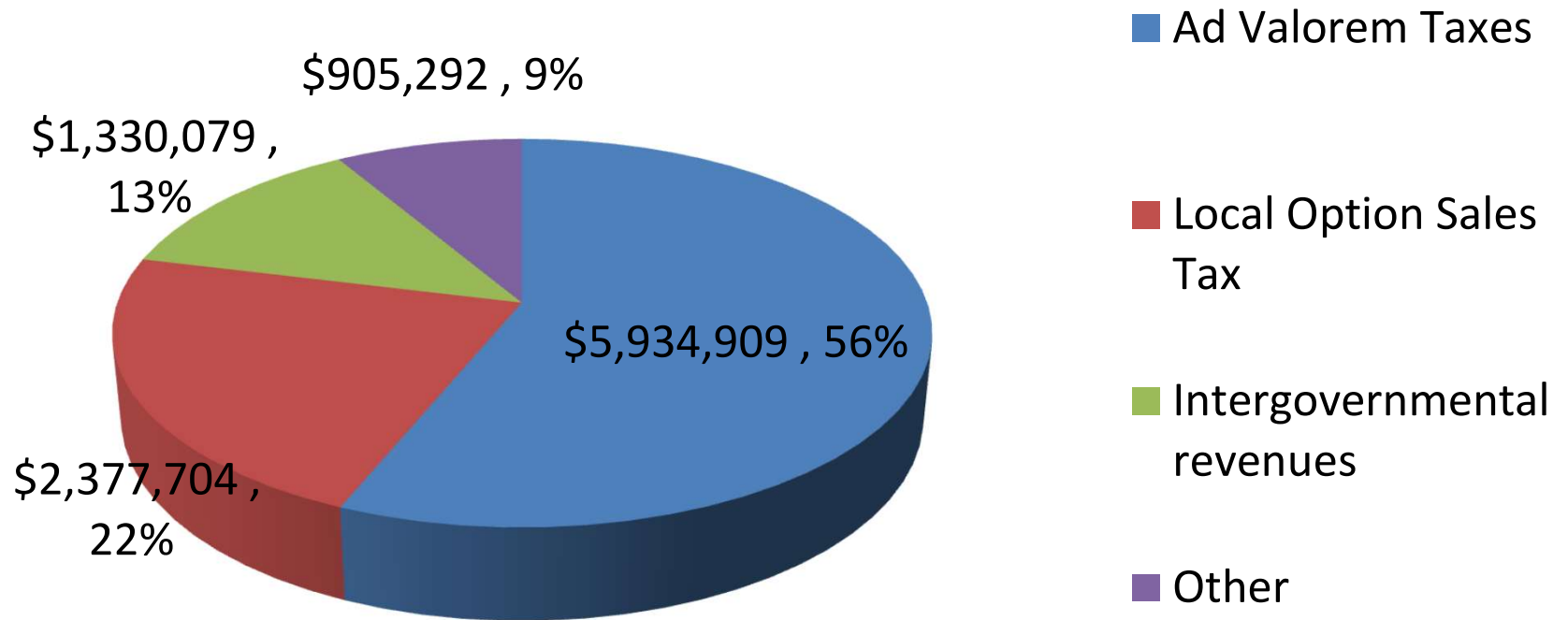
Financial Performance Indicators of Concern

- 2 relatively minor budget violations
 - General fund – Public Works Garage - \$25,997
 - Heart of Brevard Special Municipal Service District Fund - \$21,864
- Appears to be simple oversight
- No evidence of systemic issue

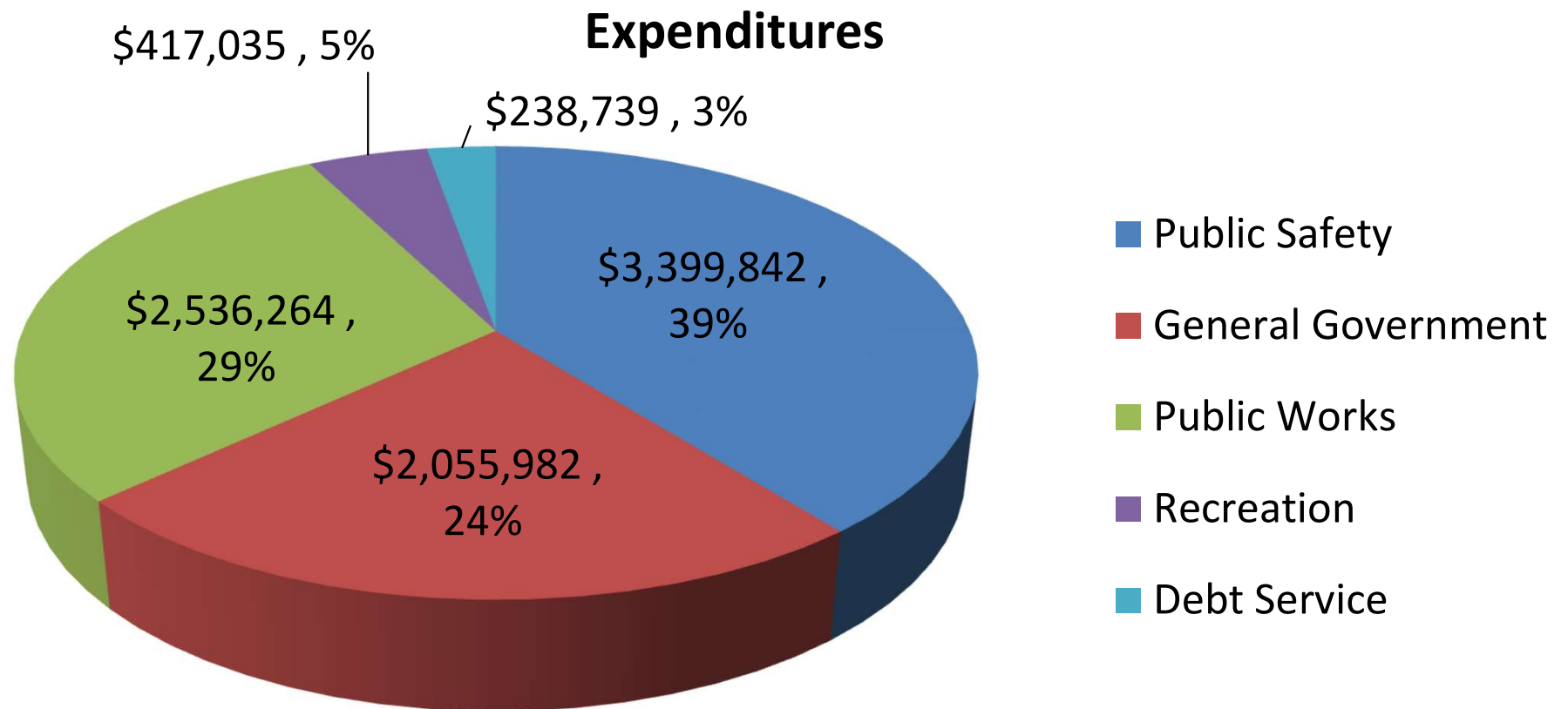


General Fund Summary

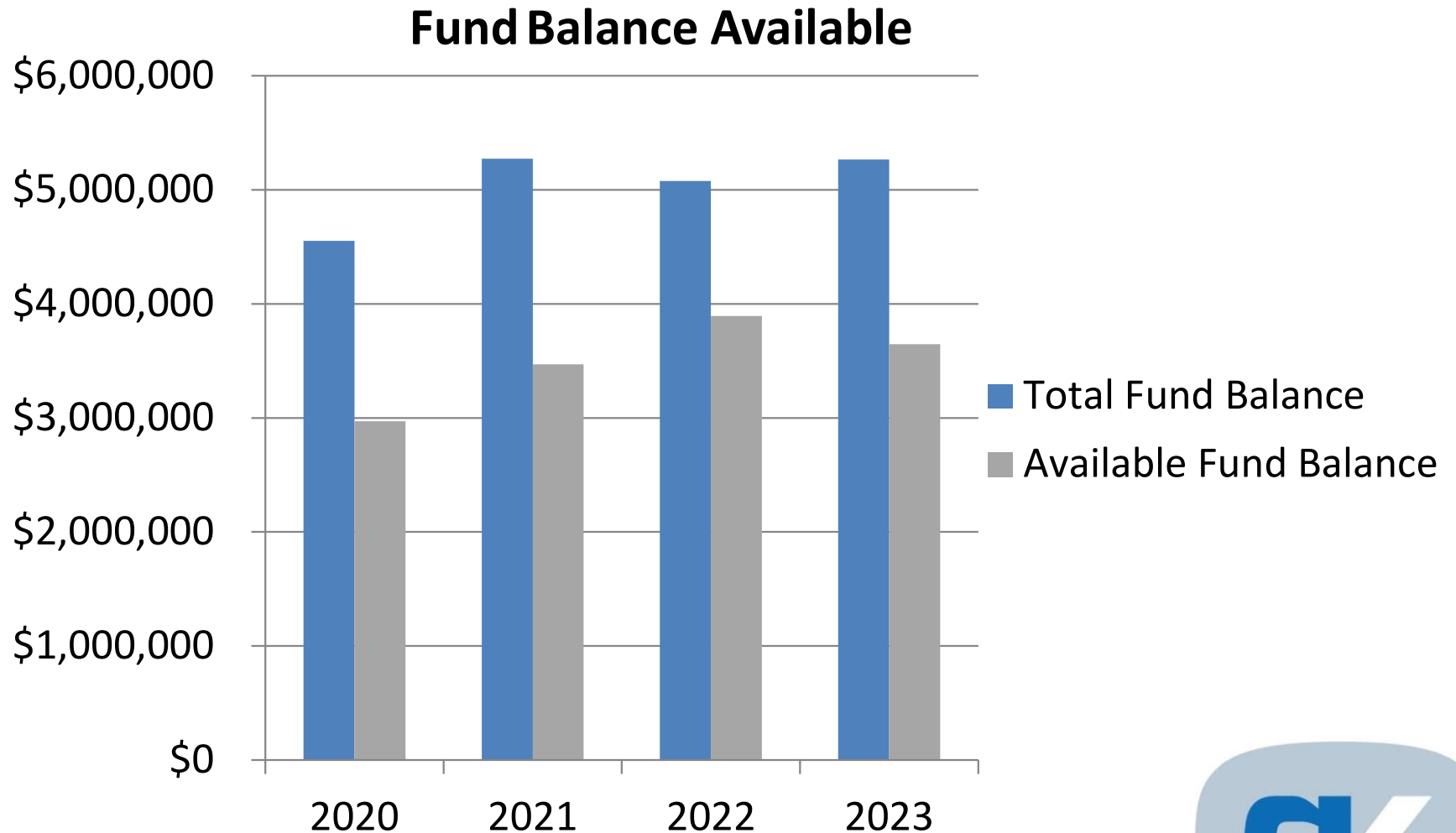
Revenues



General Fund Summary



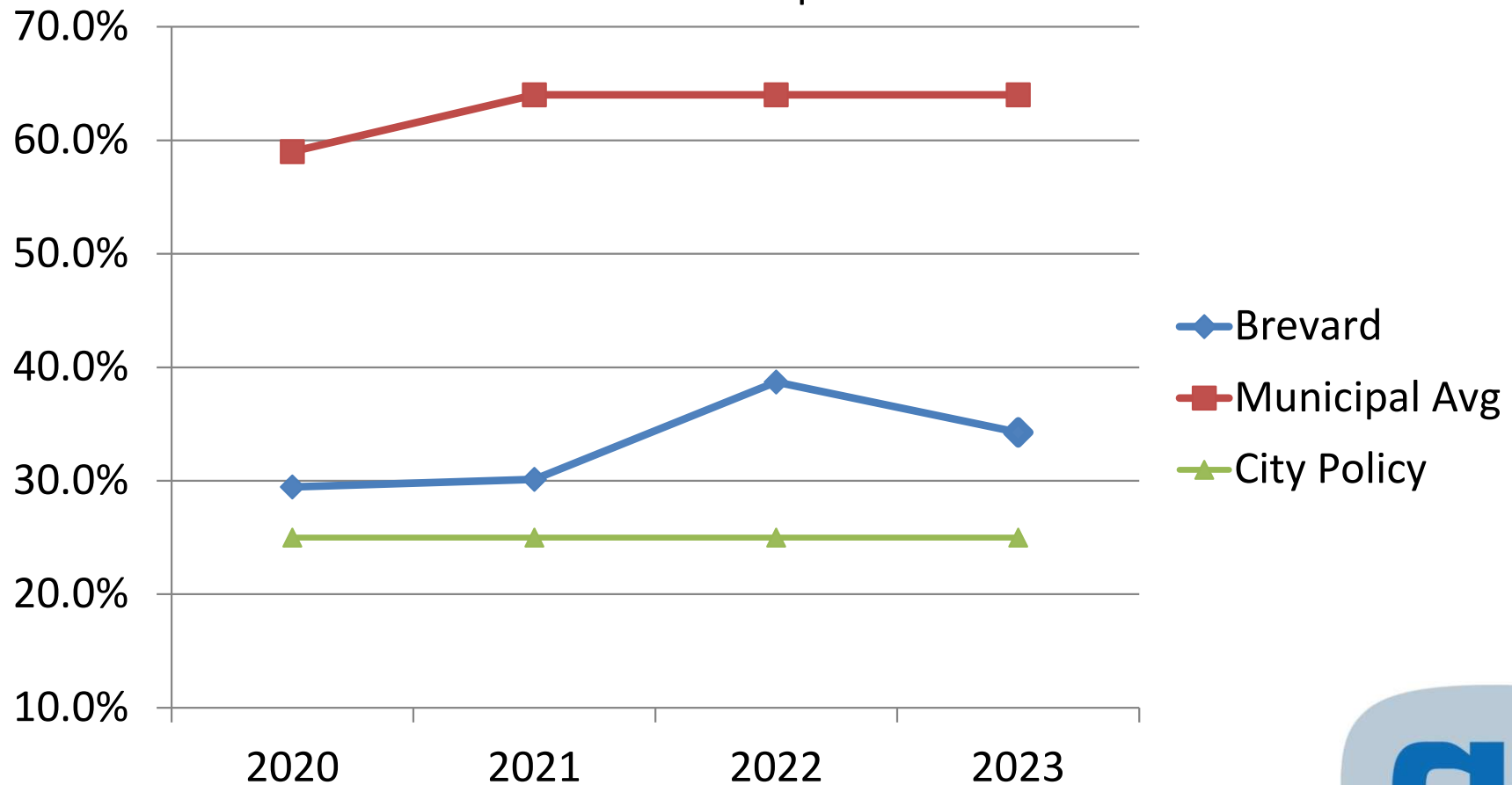
General Fund Summary



General Fund Summary

Fund Balance Available

As a % of Net Expenditures



Utility Fund

As of June 30, 2023

Utility Fund	2020	2021	2022	2023
Unrestricted net position	\$395,000	\$878,000	\$856,000	\$1,587,000
Change in net position	235,000	993,000	439,000	1,910,000
Cash flows from operating activities	1.6 M	1.5 M	1.7 M	2.3 M
Construction - Cash Out	(1.0 M)	(\$535K)	(\$1.8 M)	(\$3.7 M)
Debt Issuance - Cash In	\$671,000	\$0	\$947,000	\$2.6 M
Debt Service – Cash Out	(\$1.6 M)	(\$1.6 M)	(\$1.6 M)	(\$1.5 M)



**GOULD KILLIAN
CPA GROUP, P.A.**

CERTIFIED PUBLIC ACCOUNTANTS

CITY OF BREVARD

2023 Annual Financial Report

STAFF REPORT

City Council, Monday, February 5, 2024

Title: Additional Proposed Rezoning / Expansion of Downtown Development Overlay District

Speaker: Aaron Bland, Asst Planning Director

Prepared by: Aaron Bland, Asst Planning Director

Approved by: Paul Ray, Planning Director

Background

On August 22, 2023 the Board discussed a potential rezoning that would amend the Official Zoning Map of the City of Brevard to expand the Downtown Development Overlay District (DDOD). The Board forwarded a recommendation to City Council of an expansion area even greater than Staff's initial proposal. City Council held a public hearing, advertised for the Board's enlarged expansion area, on October 16, 2023 and approved an expansion of the district at their November 6, 2023 meeting.

Prior to Council voting on the expansion at their November 6, 2023 meeting, the City Attorney cautioned Council against enacting the Planning Board's expanded area, based on Section 16.7.D.2.a of the UDO which does not grant the Board the authority to make a recommendation that enlarges the area to be rezoned. Given this advice, Council voted to approve the original expansion area proposed by Staff.

However, in their discussion, Council expressed interest in expanding the DDOD further than Staff's proposal and instructed Staff to initiate another map amendment to do just that. For this amendment, Staff is bringing the area proposed by the Board in August, as well as additional properties across South Caldwell and South Broad Streets, as instructed by Council.

The Planning Board discussed this at their December 12, 2023, meeting. After some discussion, they made the recommendation that the DDOD be further expanded into their previous areas (shown in the attached map in yellow hatching) and the portion of Council's areas (shown in red hatching) to the west of Caldwell Street. This recommendation is outlined in blue on the attached map.

To summarize, the attached map shows the new current DDOD in green hatch, the Board's original proposed additional expansion areas in yellow hatch, Council's proposed additional expansion areas in red hatch, and the Board's new recommendation outlined in blue.

Originally, the public hearing was to be held on January 16. However, the hearing was postponed until today so that staff could post one of the legal notices that had inadvertently been overlooked. All required notices have now been published and/or posted.

Discussion

One project that is now underway that had not yet been initiated when the first DDOD expansion went before the Board is the rewrite of Chapter 5 of the UDO, which includes all the City's architectural standards. Part of the scope of the Chapter 5 rewrite will include adding specific architectural requirements and standards to the DDOD to act as a form-based code for the downtown area. Staff believes expanding the DDOD too far beyond the downtown city center could be problematic when adding these standards and recommends careful consideration of further expansion to the DDOD until these new standards are in place.

Policy Analysis

The 2030 Building Brevard plan Land Use & Housing recommendation LUH-7 recommends enacting build-to lines in areas outside the current (former) DDOD.

In accordance with NCGS 160D-604 and 160D-605, the Planning Board forwards the attached statement of consistency and reasonableness.

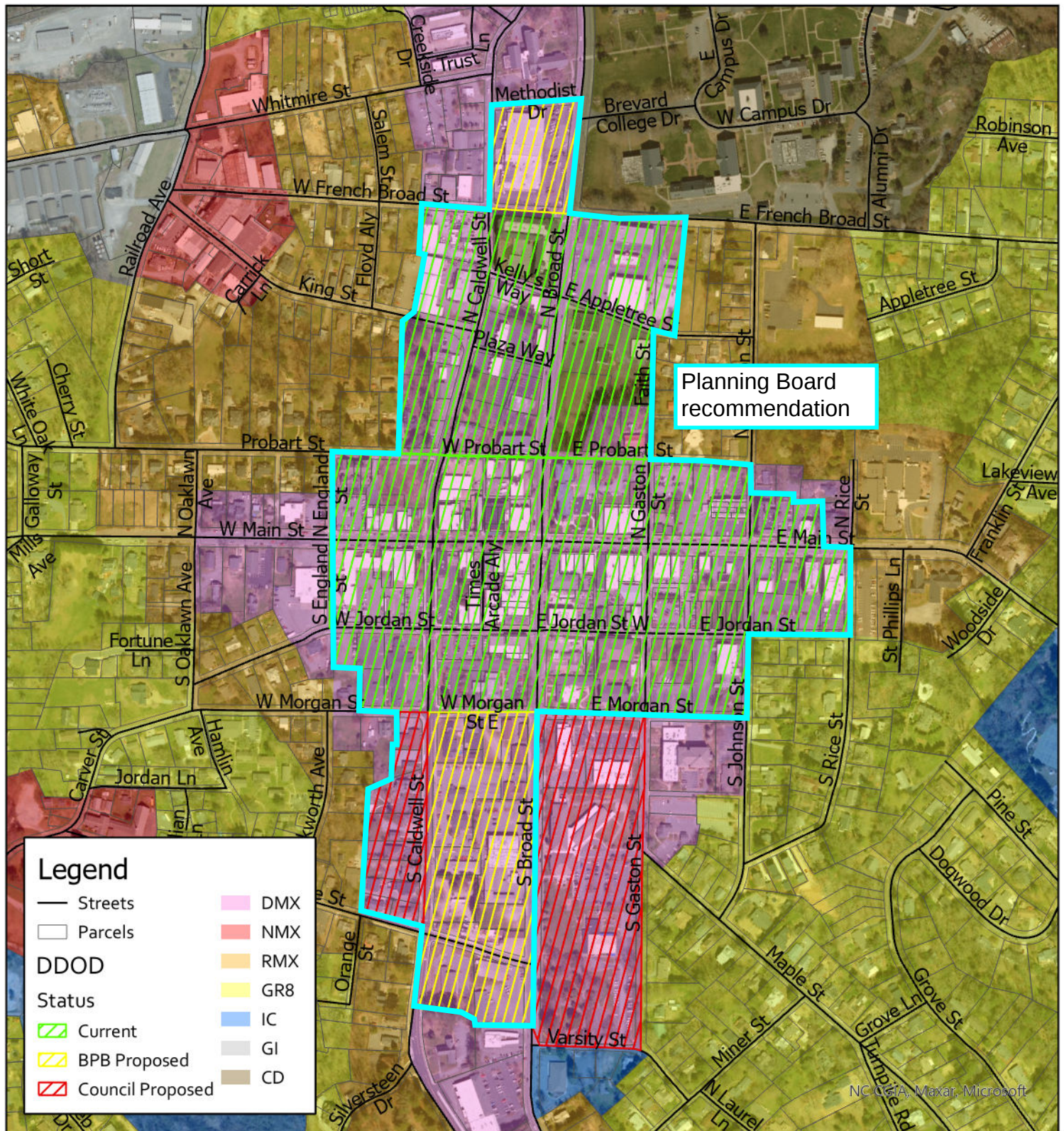
Action

No action request. This presentation is for public hearing purposes.

Attachments:

1. Map
2. Consistency Statement

REZ-23-005 - Downtown Development Overlay District Second Expansion Proposal



0 250 500 Feet
1 inch = 500 feet

This map was prepared by the City of Brevard Planning Department.

Disclaimer: The information contained on this page is NOT to be construed or used as a survey or legal description. Map information is believed to be accurate, but accuracy is not guaranteed.

**STATEMENT OF CONSISTENCY AND REASONABLENESS WITH
ADOPTED PLANS AND POLICIES OF THE CITY OF BREVARD
REZ-23-005**

NCGS 160D-604 requires that the Planning Board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan prior to consideration by the Governing Board. The Planning Board shall provide a written recommendation to the Governing Board that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the Comprehensive Plan shall not preclude consideration or approval of the proposed amendment by the Governing Board.

The Brevard Planning Board forwards this recommendation to City Council with a finding that the proposed zoning map amendment is **consistent** with the following elements of the City's adopted plans and policies:

Comprehensive Land Use Plan

Recommendation Land Use & Housing – 7: Consider the development of a form-based code for Downtown that supports a human-scaled, pedestrian-friendly environment.

- Areas in the greater City Center area (areas outside of the current DDOD) should also have defined maximum allowable setbacks and/or build-to lines.

NCGS 160D-605 requires the Governing Board to approve a statement analyzing the reasonableness of a proposed rezoning. The statement of reasonableness and the statement of consistency may be approved as a single statement.

The Brevard Planning Board forwards this recommendation to City Council with a finding that the proposed zoning map amendment is in the public interested and **reasonable** due to the following factors:

- The expansion of the Downtown Development Overlay District will help to ensure that as downtown is redeveloped and expands the design of the built environment will maintain a pedestrian-oriented character.
- The Plan is consistent with the above element of the Comprehensive Land Use Plan.

STAFF REPORT

City Council, Monday, February 5, 2024

Title: Property Tax Releases - January, 2024

Speaker:

Prepared by: Tina Tanner, Tax Collector/Water/Finance

Approved by: Dean Luebbe, Assistant City Manager/Finance Director

STAFF REPORT

DATE: February 5, 2024

The City of Brevard has been notified by the Transylvania County Tax Administration of the following releases from the tax scroll of the City of Brevard.

The governing body of the City of Brevard is required by General Statute to approve these releases and instruct the Tax Collector to remove these properties values from the city tax records.

General Statute 105-381

(b) Action of Governing Body.--Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made.

A finance officer, manager, or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him on requests for release or refund. All actions taken by the governing body or finance officer, manager, or attorney on requests for release or refund shall be recorded in the minutes of the governing body. If a release is granted or refund made, the tax collector shall be credited with the amount released or refunded in his annual settlement.

Release Amount for January 2024: \$9.06

-

Recommendation: Approve resolution to release values from the tax scroll.

Attachments:

1. 01 Resolution Tax Releases January 2024

RESOLUTION 2023-XX

A RESOLUTION APPROVING PROPERTY TAX RELEASES

WHEREAS, The City of Brevard has previously determined to collect property taxes for the City of Brevard and the Heart of Brevard and it is necessary to release the below shown amount from the city tax records.

BE IT NOW, THEREFORE, RESOLVED THAT:

The Tax Collector is hereby authorized to remove September 2023 property values from the tax scroll in the amount of:

2023: \$ 9.06

Adopted this the 5th day of February, 2024.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, February 5, 2024

Title: Quarterly Pedestrian/Bicyclist Incident Report

Speaker: Tom Jordan, Chief of Police
Bobby Cooper, Fire Chief

Prepared by: Tom Jordan, Police Chief, Bobby Cooper, Fire Chief

Approved by: Wilson Hooper, City Manager

Background

Last calendar year, several members of City Council and the members of the Public Safety Committee asked staff for information on pedestrian and bicycle crashes in the City of Brevard. Staff agreed to start providing such reports quarterly. This information was presented to the PSC on January 22, 2024.

Discussion

The attached report is updated to include the period from Oct. 1, 2023-Dec. 31, 2023. It reports all car crashes, pedestrian/car crashes, bike/car crashes, motorcycle/car crashes, bike only crashes. It also records notable incidents that don't fall into any of those categories.

Note that this is only the second published version of this report, and staff is still refining the format. Also note that this is a compilation of data from several discrete sources, and staff is still refining its procedure for tracking, analyzing and compiling the appropriate data from each source.

Staff wishes to relay that the fatal ped/car crash listed in the document was the well-reported hit-and-run on Asheville Hwy in October 2023. Brevard Police Department and Transylvania County Sheriff's Office have arrested two individuals in connection with that crash.

Attachments:

1. Quarterly car/bike/ped crash report (10.1-12.31)

CITY OF BREVARD Q4 CY23 CAR, PEDESTRIAN, BICYCLE, MOTORCYCLE CRASH DATA

CAR CRASHES	2022 (Countywide)	7/1/23-9/30/23 (In-town only)	10/1/23-12/31/23 (In-town only)
-Fatal	1	0	
-Non Fatal Injury	144	31	27
-Prop. Damage Only (PDO)	473	176	99
PED/CAR CRASHES			
-Fatal	0	0	1
-Non-Fatal Injury	8	0	0
-PDO	1	0	0
BIKE/CAR CRASHES			
-Fatal	1		0
-Non-Fatal Injury	4		1
-PDO	0		0
MOTORCYCLE/CAR CRASHES			
-Fatal	0		
-Non-Fatal Injury	17		
-PDO	1		
BIKE ONLY			
-FATAL			
-NON-FATAL		5*	1
-PDO			
OTHER		Vehicle vs. electric scooter in this period	11/8/23 Bracken Mtn. hiker rescue

*Calendar Year-to-date

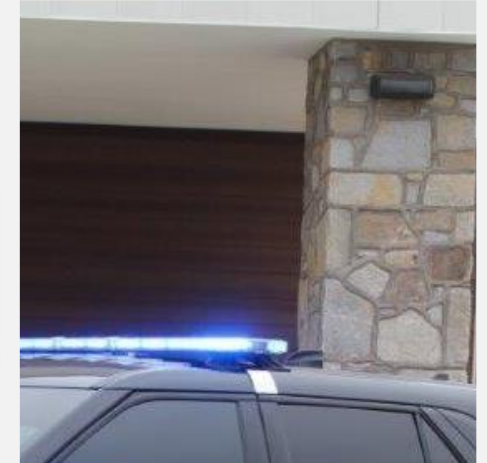


Brevard Police Department

Annual Review 2023

January 22, 2023
Chief C. Thomas Jordan

Introduction



Crime Reporting 2023

Year	Pop.	Murder	Rape	Robbery	Agg. Assault	Violent Crime Total	Burglary	Larceny	MV Theft	Arson	Property Crime	UCR Total	Crime Per 1000 residents
2014	7651	0	1	2	8	11	41	178	7	0	226	237	31
2015	7656	0	2	2	5	9	36	142	7	0	185	194	25
2016	7710	0	4	4	6	14	31	157	4	0	192	206	27
2017	7759	1	2	2	9	14	23	142	9	1	174	189	24
2018	7785	0	10	2	12	24	23	122	6	0	151	175	22
2019	7928	0	4	4	8	16	23	162	3	1	188	205	26
2020	7731	0	6	1	7	14	22	117	7	0	146	160	21
2021	7755	0	1	2	8	11	12	92	6	3	110	124	16
2022	7800	0	4	0	12	16	19	87	4	1	110	127	16
2023	7818	0	6	0	11	17	25	118	4	0	147	164	21

Calls for Service 2023

Year	Calls for Service
2020	23210
2121	24135
2022	25330
2023	22148

Arrests 2023

Year	Arrests
2019	572
2020	461
2021	423
2022	437
2023	305

Traffic Enforcement 2023

Year	Verbal Warnings	Written Warnings	Traffic Citations	Total Traffic Enforcement Contacts
2019	339	1373	1591	3303
2020	408	719	786	1913
2021	1198	615	555	2368
2022	1636	393	886	2915
2023	947	57	448	1452

Use of Force 2023

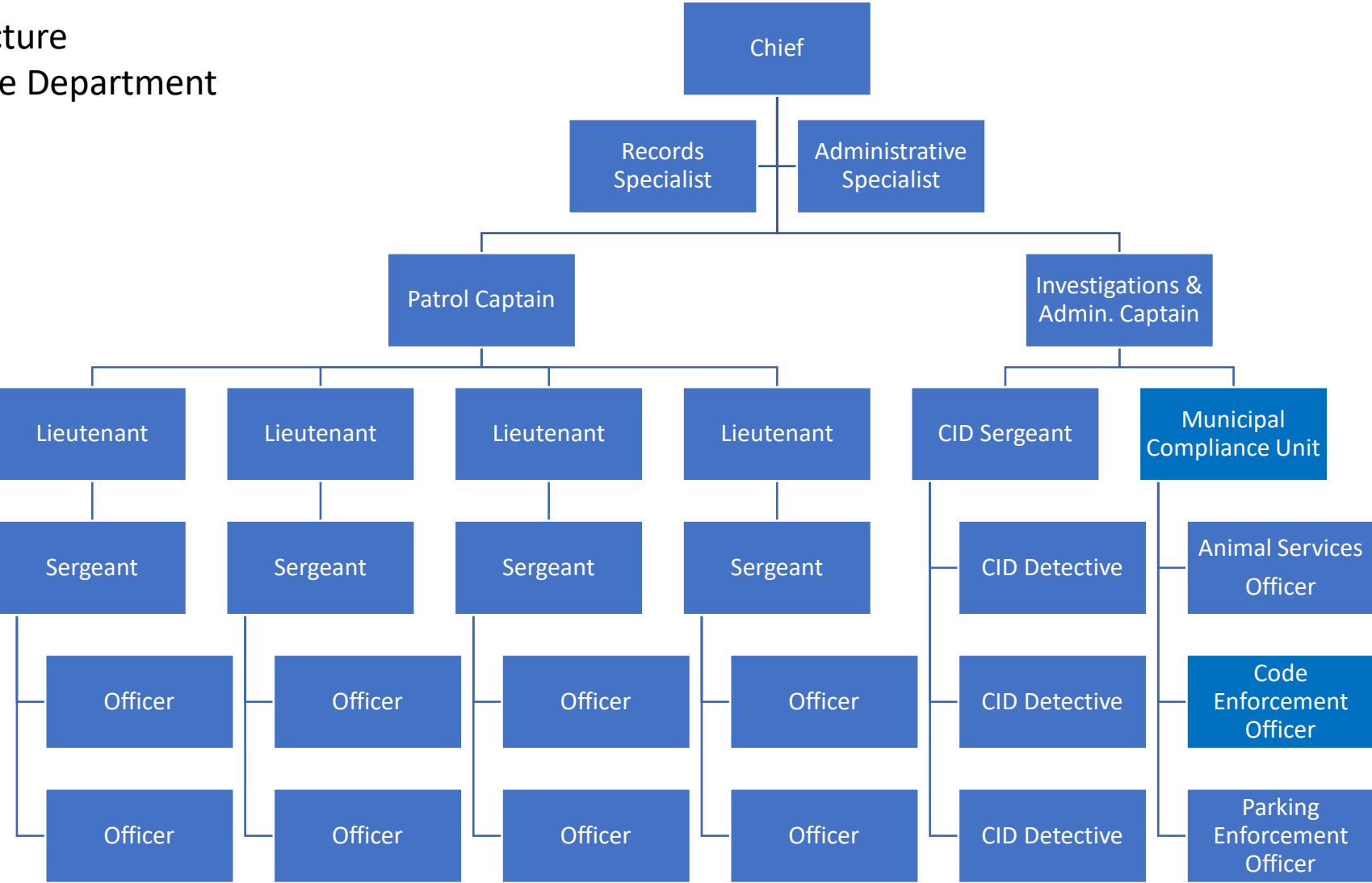
Number of Instances	Racial/Ethnic Background	Gender
15	White	Male
5	White	Female
2	Black	Male
3	Black	Female
0	Hispanic	Male
0	Hispanic	Female

- ❖ Out of 22148 Brevard Police interactions, only 25 incidents required the use of force to gain compliance, make an arrest, or subdue an individual. (.001% of all Brevard Police interactions)
- ❖ 5 of the 25 incidents involved an officer being assaulted. (20%)
- ❖ Disturbance calls represented the highest number of incidents where force was necessary (13 incidents)

Notables

- Operated with six (6) open vacancies for the majority of 2023
- Filled two (2) detective slots at the end of 2023.
- Started the Brevard Police Cadet Program in July 2023 with four (4) cadets being hired.
- Graduated all cadets in December 2023 – set to complete Field Training in April 2024
- All openings were filled at the end of 2023.
- Beginning NC Law Enforcement Accreditation Program in 2024

Current Structure
Brevard Police Department
2024



Summary of 2024 Goals



Increase Transparency and Accountability



Expand Training in De-Escalation, Mental Health Crisis Awareness, & Youth Mental Health Awareness



Expand ABC Compliance Efforts & Create a Safe Social District Environment



Start North Carolina Law Enforcement Accreditation Process
2-Year Plan



Move from current location to new location close to The Depot



Enhance Traffic and Pedestrian Safety in the City with the TC Vision Zero Initiative

Closing

- Thank you for your commitment and support of the Brevard Police Department!
- We look forward to relocating the Brevard Police Department in 2024!





Questions?

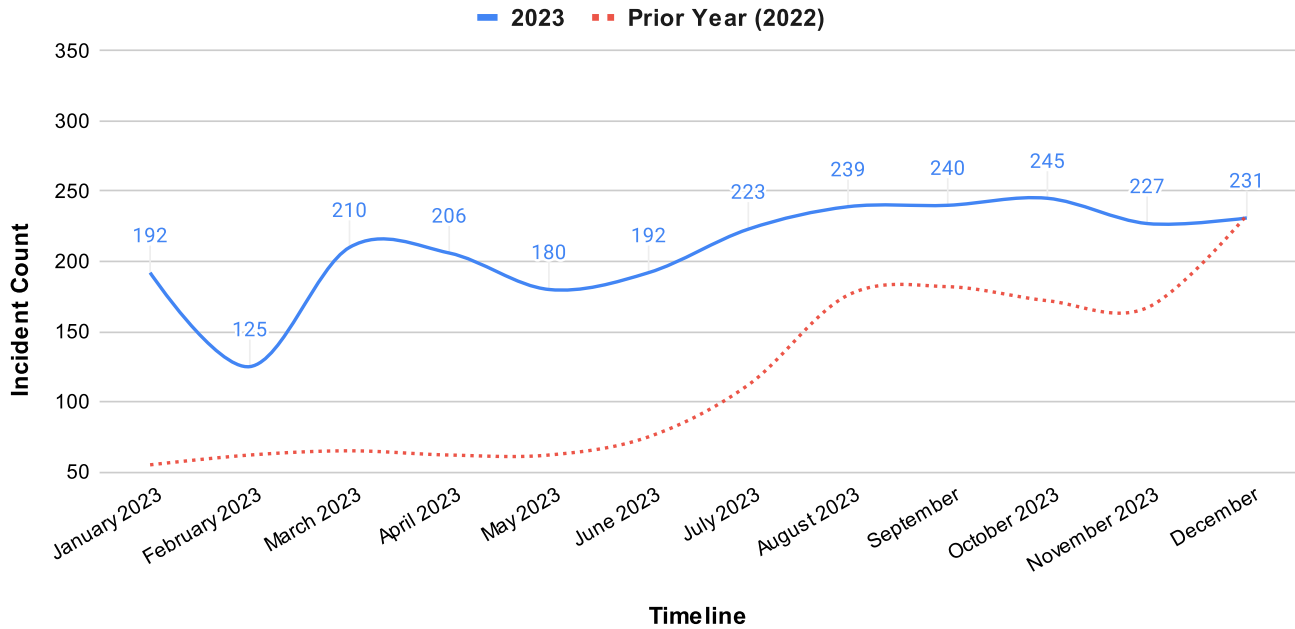
City of Brevard Fire Department

2023 Annual Report

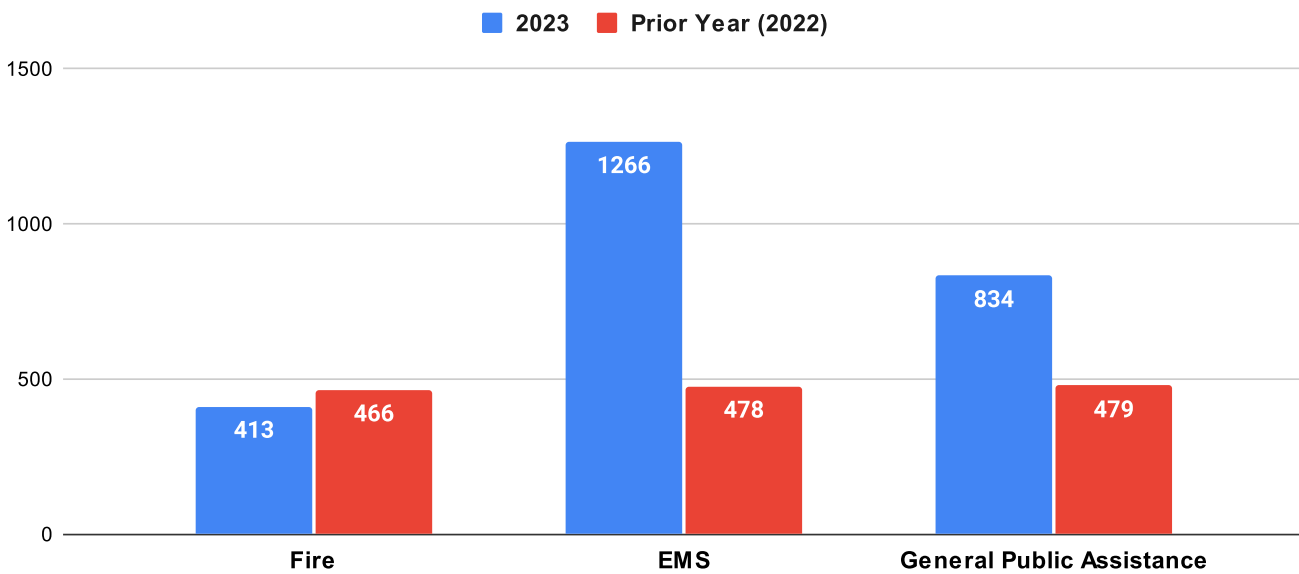
Incident Volume and Year-over-Year (YoY) Change

2023 Total: 2513

2022 Total: 1423



Incident Composition

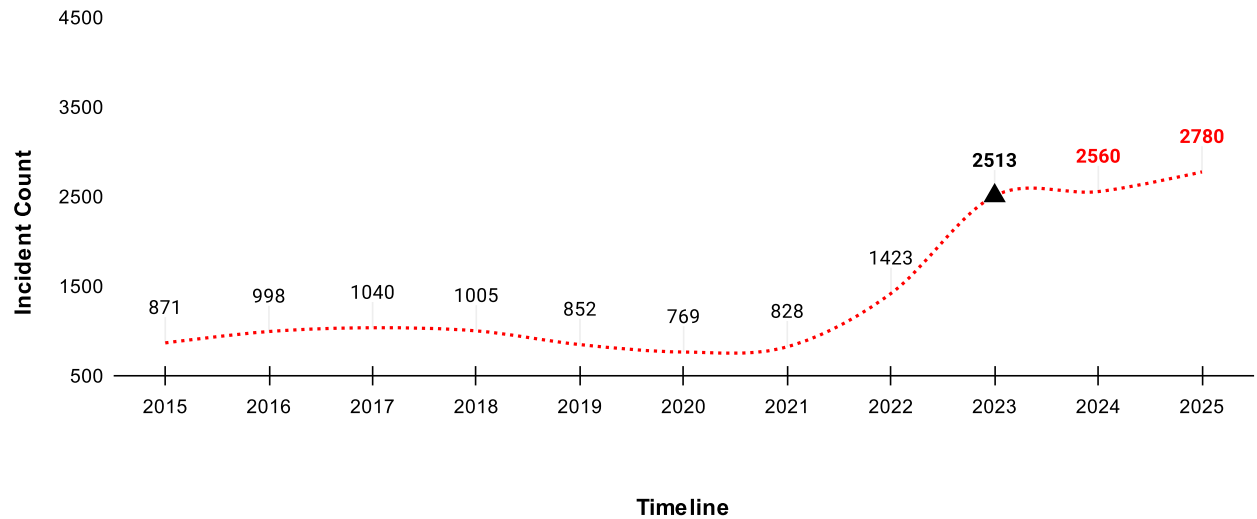


City of Brevard Fire Department

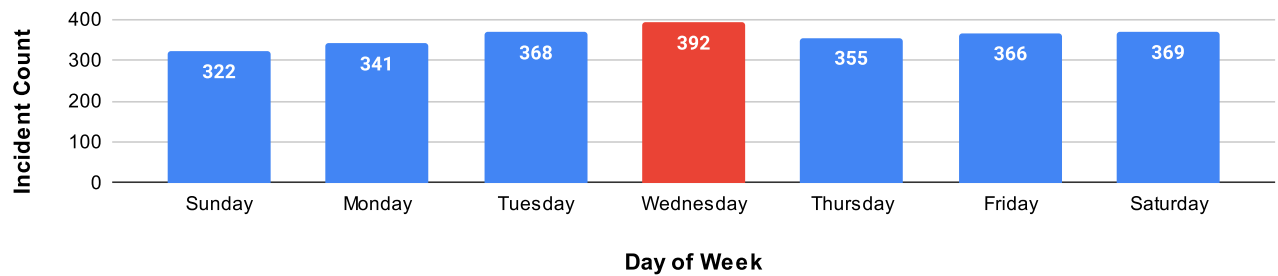
2023 Annual Report

Year-over-Year (YoY) Incident Trend

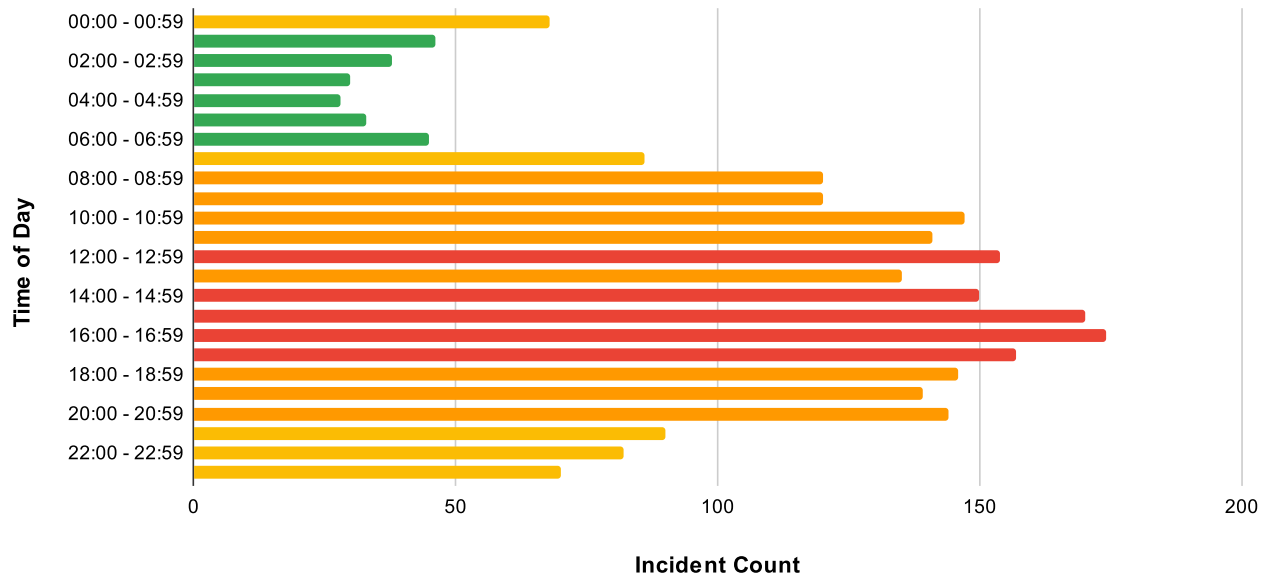
**With Forecasted Future Values*



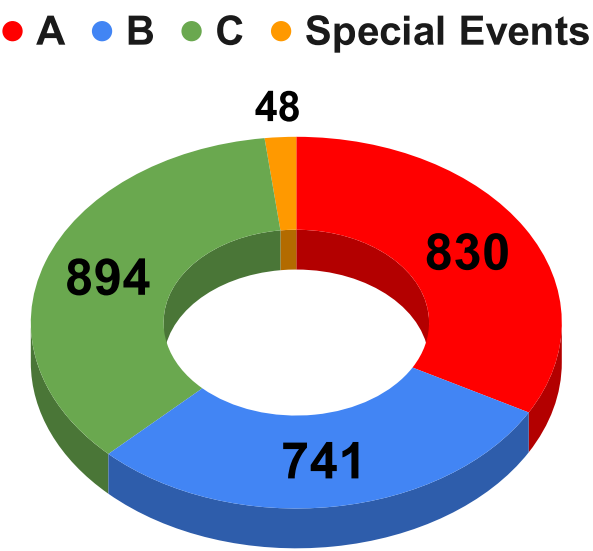
Day of Week Incident Trend



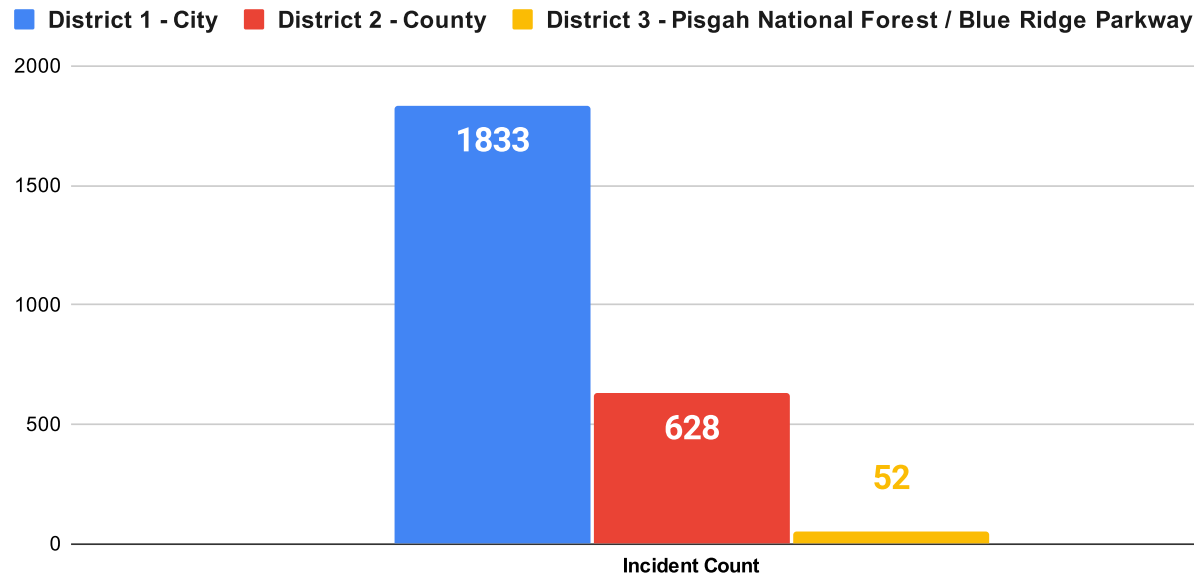
Time of Day Incident Trend



Shift Incident Volume



Zone Incident Volume



City of Brevard Fire Department

2023 Annual Report

Highlights

8 to 14	<i>Number of incidents per day, on average</i>
850	<i>Overlapping Incidents (Incidents that occur simultaneously and require division of resources). This is a large increase from the 2022 value of 376 overlapping incidents</i>
5:30	<i>Average department response time in M:SS (From Dispatch time to Arrival). Consistent with previous 2022 performance</i>
52	<i>Mutual aid incidents (Incidents that send resources outside of the primary response area)</i>
3264	<i>Total Personnel Hours on Incidents (Time personnel physically spends on the incident scene)</i>
4077	<i>Total Training Hours (Time personnel physically spends actively engaged in training and professional development)</i>
48	<i>Special Events were planned and staffed by Fire Department personnel to promote public safety.</i>

Insights

2023	Has been the busiest year in terms of Incident Volume since the inception of the Fire Department in 1898					
209	Incidents per month is the new average. The 2022 value was 186					
Mileage	Due to increased incident volume, apparatus mileage has grown exponentially. This indicates a potential future need for more robust maintenance line funding and the continued focus on a proper apparatus replacement schedule					
Staffing Ratios	The City of Brevard Fire Department responded to a total of 2513 incidents for the 2023 calendar year with 1 full time Engineer and 1 Fire station operational per shift. With forecasted growth in mind, the anticipated incident volume for 2025 will be roughly 2780 incidents. For perspective and scale, here are some statistics from neighboring departments that have a comparable incident volume and fire district size:					
	Department	County	2023 Incidents	Total Stations	FT Staff per Shift	
	Enka Candler	Buncombe	3600	3	14	
	Fletcher	Henderson	2519	3	10	
	Waynesville	Haywood	3400	2	6	

MINUTES
City Council Parks, Trails, & Recreation Committee

Wednesday, October 18, 2023 at 3:30 PM
City Hall Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Aaron Baker, Vice-Chair, Council Member
Nancy DePippo, Citizen Member
Reba Osborne, Citizen Member
Mayor Maureen Copelof, Ex-Officio Member

Staff Present: Dean Luebbe, Finance Director
Wesley Shook, Acting Public Works Director
Alex Shepherd, Assistant to the City Manager
Becky McCann, Communications Coordinator
Katherine Buzby, Planner

Guests: James Veal, Tricia Davis, Maurice Jones

Media: Jon Rich, Transylvania Times

A. Welcome & Call to Order

Committee Chair Mac Morrow welcomed everyone and called the meeting to order at 3:34 pm.

B. Certification of Quorum

Quorum was certified by Assistant to the City Manager Alex Shepherd.

C. Approval of Agenda

Motion by Mr. Baker, seconded by Ms. Osborne, to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes from September 20, 2023 Meeting

Motion by Ms. DePippo, seconded by Ms. Osborne to approve the minutes of the September 20, 2023 meeting as presented. The motion carried unanimously.

E. Bracken Preserve Update

Mr. Hooper shared with the committee that he met with representatives from Pisgah SORBA, and it turns out that Gulo Composites is going to recruit Pisgah SORBA to perform maintenance, with Gulo serving as the sponsor.

Mr. Shepherd provided information from Mr. Granat's email regarding Brackenfest 2.0. The event was successful, with over 30 participants, 14 volunteers, and around \$5,000 generated in funding. They still have 25 jerseys available for \$75 each. Mr. Shepherd mentioned the need for a walk-through and quote validation for Phase 1 of the trail repair and new climbing trail. He also discussed closing larger donation pledges from late last year and the ongoing discussions with Pisgah SORBA regarding trail maintenance at Bracken Preserve.

Mr. Hooper stated that he and Mr. Ray are working on gathering documents related to the clean water master plan and other property deeds and restrictions. The closing process is in the hands of attorneys.

Mr. Jones asked the question when it comes to trail maintenance after storms who performs the maintenance on the trail.

Mr. Hooper said the city would perform maintenance of issues related to storms or downed trees. However, this agreement would cover maintenance concerning the enhancement, erosion, and safety of the trail.

Ms. Osborne asked if there were any funding gaps in the trail maintenance.

Mr. Hooper said Gulo Composites will help sponsor the enhanced work. The level of maintenance that the city provides is adequate to help take care of tree removal and similar items.

Ms. Davis, a former member of Pisgah SORBA's board of directors, advised caution before signing a memorandum of understanding with Pisgah SORBA. She expressed concerns about the capacity of Pisgah SORBA to lead trail workdays and suggested that relying on volunteers for maintenance could be challenging. She had hoped Bracken Preserve would not be a Pisgah SORBA-maintained trail, considering their existing responsibilities for a large area of trails.

Ms. Osborne inquired about the possibility of including a probation period in the contract to ensure that the work is completed as required.

Mr. Hooper confirmed that such language could be added to the contract.

Ms. Osborne then asked how they would form "Friends of Bracken" as a 501(c)(3) organization.

Mr. Morrow noted that the community land trust was originally established for this purpose, but it hasn't been effectively used, and its current status is uncertain.

Mr. Baker expressed his belief that "Friends of Bracken" might have been the appropriate direction to take early on. Given Mr. Granat's involvement, he suggested consulting with him. He also mentioned that in the future, a parks and recreation position overseeing maintenance might be necessary, but it's unclear if they are at that point yet.

Mr. Hooper shared his vision for the future, stating that he would like to see the community foundation receive donations from individuals, which would then be given to the City to endow a special maintenance employee for new recreation properties. This approach would provide access to city benefits and equipment for that employee. However, he emphasized the importance of consulting with Mr. Granat to assess the sustainability of this solution.

F. Pisgah Health Property

Mr. Hooper informed the committee that they are still waiting for a letter from the other party to officially offer the property to them. The next steps would involve engaging a wetlands specialist to advise on safely crossing the stream with a bridge, and the quote from the specialist would be brought back to the board for consideration. The Pisgah Health Board also has their own exciting plans, and it presents a promising opportunity.

Mayor Copelof mentioned that their attorney is currently working on the offer, and once it's finalized, it will need approval from their board. The offer letter will then be submitted to City Council for approval.

Mr. Baker inquired if there have been any discussions with the nearby apartment complex regarding this location.

Mr. Hooper clarified that they are waiting to receive the offer letter first.

G. Green Space Adoptions

Ms. Buzby informed the committee that the Transylvania Garden Club (TGC) has been caring for the Depot gardens for several years.

Mayor Copelof explained that TGC had approached the council over three years ago with a proposal to create and maintain the garden. The council had approved the proposal, but it has since expired and needs renewal. She further mentioned that they recently secured a \$1,000 grant for irrigation and installed a \$1,400 birdbath. They would like to include TGC in the green space adoption on a year-to-year continuous basis.

At 4:02 pm, a motion was made by Ms. Osborne, seconded by Mr. Baker, to approve the green space adoption as presented, and the motion carried unanimously.

Additional Comments:

Mr. Baker inquired about the bids for the paving on Tannery South.

Mr. Shook responded that they have received quotes and that they are planning to visit the site later this week before commencing the work.

Ms. DePippo shared information she acquired during a Conserving Carolina meeting, stating that they have purchased sixteen acres of land on Everett Rd near the future Ecusta Trail, which could serve as a trailhead.

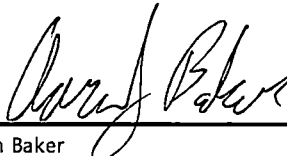
Mr. Hooper mentioned that the groundbreaking for the Ecusta Trail in Henderson County is scheduled for October 28th.

H. Set Date for Next Meeting

The next regular meeting of the Parks, Trails & Recreation Committee was scheduled for Wednesday, November 15, 2023 at 3:30 PM.

I. Adjourn

There being no further business, the meeting was adjourned at 4:12 pm.

X 

Aaron Baker
Chair, Council Member

Minutes Approved: January 17, 2024

X 

Alex Shepherd
Assistant to the City Manager

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

Wednesday, November 8, 2023 – 4:00 PM

City Hall Council Chambers

Members Present: Gary Daniel, Chair, Council Member
Geraldine Dinkins, Vice Chair, Council Member
Nicole Bentley, Exec Dir. Heart of Brevard
Billy Parrish, Heart of Brevard Representative
Lee McMinn, Citizen Member

Staff Present: Wilson Hooper, City Manager
Paul Ray, Planning Director
Alex Shepherd, Assistant to the City Manager
Becky McCann, Communications Coordinator
Katherine Buzby, Planner

Guests: Citizens: Monica Driscoll, Al Platt ; Jim Koffman, First Victory; Clark Lovelace, TDA

Media: Jon Rich, The Transylvania Times

A. Welcome & Call to Order

Committee Chair Gary Daniel welcomed everyone and called the meeting to order at 4:03 PM.

B. Certification of Quorum

Quorum was certified by Assistant to the City Manager Alex Shepherd.

C. Approval of Agenda

Motion by Ms. Dinkins, seconded by Ms. Bentley to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes of October 11, 2023 Meeting

Motion by Ms. Bentley, seconded by Ms. Dinkins to approve the minutes of the October 11, 2023 meeting as presented. The motion carried unanimously.

E. Downtown Tree Update

Mr. Ray informed the committee that staff has been exploring options for replacing downtown trees due to the committee pointing out their lack of size. He said that Arbor was the firm that we used during the Downtown Project, so I have worked with them to identify potential opportunities for changing out some of the trees, and they provided us with a report. In the report, they point out that there are existing underground utilities such as new electrical conduit and irrigation. Mr. Ray said that because of this, there are only a few locations that are suitable for an increase in tree size. He said in Times Arcade Alley, the current plan calls for a three-inch caliper tree but that we may be able to upgrade to a four-inch caliper tree depending on when they complete landscaping. Mr. Ray said the American Yellowwood and American Linden trees are the two trees that were recommended.

Mr. Daniel asked does this report includes the idea that we should be more focused on urban trees rather than native trees.

Mr. Ray said the trees we focused on were from the plans that council approved.

Mr. Daniel mentioned I understand that you may feel constrained by what council originally approved but there is a valid question of whether or not these are the right trees because the original list was made using native trees.

Mr. Parrish said I think that having native trees is a great idea; however, in this urban environment, they may not be the best choice.

Ms. Dinkins asked when Arbor presented their elevation sketch of the trees, was it a representation of the trees at maturity or what they would look like after a few years? Also, how large were the original trees.

Mr. Ray stated that the sketch showed the trees at maturity and that the original Bradford Pear trees were a couple of stories tall. He said that the American Yellowwood grows to be twenty-five to thirty-five feet tall.

Mr. Hooper said that he will communicate with the engineer at Times Arcade Alley to construct this space in such a way to accommodate a larger tree than what the plans state.

Mr. Parrish added that if the designs could also include tree sizes as the tree ages so that we can have a better idea of how that will look in the future.

Mr. Ray said that we are looking for medium-sized canopy trees that will do well in a confined urban area. Also, it would be nice if they were native, but they don't have to be, and we will also ensure that they are non-invasive.

F. Times Arcade Alley Update

Mr. Hooper informed the committee that we held the bid opening last week, and we did not have the required three bidders to proceed. It is currently being readvertised, and we plan to hold the second bid opening on Monday, November 13th. At that time, we can open the bids; it doesn't have to be three. Our consultant will then spend the week ensuring the bid is responsive and meets all criteria. The consultant should have their recommendation back to us by November 20th so we can come to the Council Meeting that night with a recommendation on which bid to accept. Currently, we have \$1.08 million budgeted for this project; if they come in over budget, then we will bring Council a funding strategy and the corresponding budget amendments. If all goes according to schedule, then the notice to proceed will go out right after the first of the year, with construction starting in the first or second week of January. One of the requirements of the contract was that a portion of the alley will remain open at all times so that it will never be completely blocked during construction.

G. Clemson Plaza Fountain Update

Mr. Koffman communicated to the committee that he built the proposal similarly to the original plan. He added a heater for year-round operation and increased the size of the water collection basin. The proposal also includes lights, river rocks, and brick pavers to act as a barrier between the river rocks.

Mr. Parrish mentioned that if we are going to have a more artistic fountain, then we need additional visuals to know exactly what we are getting because I think everyone has their own thoughts about how it's going to look.

Mr. Daniel said that during my career, I have had to provide physical samples, and I think the committee would like to see a sample piece of rock from which the fountain will be constructed.

Ms. Dinkins informed the committee that Clemson Plaza is at the half-million-dollar mark in terms of construction costs. In my opinion, we are going to throw good money after bad. She said that I think we need to do better in terms of the soundscape because the traffic noise coming from the road is too loud. Ms. Dinkins said I don't think we are thinking about adding a purpose to the plaza.

Mr. Parrish mentioned that if we don't have the cash on hand to spend funds on an expensive water fountain project, then we should look at making the plaza more purposeful by adding tables and benches. But I think that we should evaluate the purpose of Clemson Plaza.

Ms. Bentley pointed out that it's curious that the green space next to the barber shop and across the street from Clemson Plaza is used, but not the plaza. We know it's not a good event space because the traffic noise is too loud and it's difficult to have a conversation. However, I am not sure that investing \$60,000 or \$70,000 into a water feature is our next step, but I am unsure what to do. Unless it's very incremental, like

placing tables with umbrellas and benches. I think the pocket park across the street has the luxury of shade and grass, unlike Clemson Plaza, even though it is in the same exact position as the plaza in terms of traffic flow.

Mr. Parrish asked the committee if we can all agree that Clemson Plaza needs a feature to make it more comfortable for the users of the plaza.

Mr. Ray said, if we are trying to get people to go to the plaza, then art is related to this conversation. Art is something that people will cross the street to go view up close, like a mural, sculpture, or fountain.

Mr. Daniel mentioned that there is validity in the committee concluding that the plaza is uncomfortable and not pleasant to use due to traffic noise, temperatures during the summer, and the benches. I would like to see the committee establish a direction or action at this point, but I personally do not know what that may be. It seems to me the original idea of placing picnic tables there is a cheaper alternative at this point.

Mr. McMinn said that we already have picnic tables downtown that are across the street and near Times Arcade Alley. I would like to vote to proceed with the fountain, a mural, and would also like to see us adjust the benches to make them more comfortable.

Mr. Platt said that he has been struggling with what to make of Clemson Plaza for a long time but didn't have any suggestions. However, he thinks that we need to gradually account for the purposes that we can accomplish there. It is a hot, noisy, and unsafe space, so we need to quiet it down. It does help that pedestrians can walk through the plaza instead of having to walk on the sidewalk close to the road where eighteen-wheelers are passing by. It is a question of what this committee would like to reintroduce carefully, like a place to sit because the seating is uncomfortable, some shade, and some sound control by adding soft materials like trees, plants, or adding greenery to the wall there.

Mr. Lovelace mentioned that Clemson Plaza was well-intended but it doesn't work. The TDA has three grant funding programs. However, the one that applies to this project would be the destination infrastructure grant. The TDA would be interested in possibly providing funding for an investment in Clemson Plaza, whether that be a mural or adding more comfortable seating. But there are other things like bike racks and signage. What matters to the TDA is that you have good projects that align with our objectives and that it's shovel-ready. I want this committee to know that you have an interested partner that is willing to make it better.

Ms. Driscoll said that she got excited about the possibility of adding a water feature that would make Clemson Plaza more soothing. She mentioned that she has problems with adding a mural to the plaza because it is so subjective. I think that by adding greenery, plants, and shade would help improve the plaza.

Mr. Hooper said the only thing that I was able to gain a consensus on at the plaza are items that we currently have in our inventory, like tables and awnings, and we can look into adding those.

Mr. Daniel stated at this point, let's not move forward with the water feature, and Mr. Koffman does not need to provide a sample of the materials.

H. Additional Comments

Ms. Bentley informed the committee that she spoke to the Mayor and confirmed that all downtown green space bulb outs were adopted. However, she has questions about what that looks like in terms of their service or maintenance schedule.

Ms. Buzby said when she designed the program, she left it open-ended. When you adopt a bulb out, it involves picking up trash, helping with weeding, and if adopters want to make changes, they can come back to the parks and trails committee for approval, such as adding native flowers.

Ms. Bentley commented that it seems awkward that the parks and trails committee could make a decision about the implementation of foliage in the bulb-outs downtown and not the downtown master plan committee.

Ms. Buzby said, technically, yes. However, the purpose of adopting a green space is to help maintain it, not to make changes to it.

Ms. Bentley stated that it is interesting that the parks and trails committee is making decisions that affect downtown, and decisions like this should be brought before the downtown master plan committee.

Mr. Hooper explained that they brought the adopt-a-bulb-out program to parks and trails because it was an established program, similar to adopt-a-green-space, which they modeled this program after. The bulb-outs were new and ready-made for evaluation. However, it is logical that they should come to this committee in the future.

Ms. Bentley communicated that she would like to see a downtown maintenance schedule made because it keeps getting brought up with business owners, residents, and visitors.

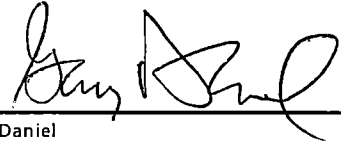
I. Set Date for Next Meeting

The next meeting of the Council Downtown Master Plan Committee was scheduled for Wednesday, December 13, 2023 at 4:00 PM.

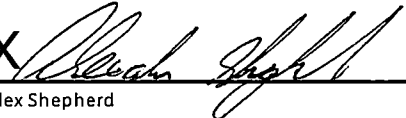
J. Adjourn

There being no further business, the meeting was adjourned at 5:29 PM.

Minutes Approved January 10, 2024

X 

Gary Daniel
Chair, Council Member

X 

Alex Shepherd
Assistant to the City Manager

MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, November 27, 2023 – 11:00 AM
City Hall Planning Department Conference Room

Members Present: Aaron Baker, Chair, Council Member
Mac Morrow, Vice-Chair, Council Member
Susan Miller, Citizen Member

Staff Present: Wilson Hooper, City Manager
Dean Luebbe, Finance Director
Kelley Craig, Human Resources Director
Becky McCann, Communications Coordinator
Alex Shepherd, Assistant to the City Manager

Guest: Nora Jane Montgomery

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 11:05 AM.

B. Certification of Quorum

Quorum was certified by Assistant to the City Manager Alex Shepherd.

C. Approval of Agenda

Motion by Ms. Miller, seconded by Mr. Baker to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes of September 25, 2023 Meeting

Motion by Mr. Miller, seconded by Mr. Baker to approve the minutes of the September 25, 2023 meeting as presented. The motion carried unanimously.

E. Employee Survey

Mr. Hooper informed the committee that the employee survey was a representative sample in terms of the amount and diversity of opinion in the responses. We have already started on a couple of the major issues that were communicated in the survey.

Ms. Craig communicated to the committee that the company they used for the employee survey is called Culture App. She reviewed and summarized the results with the committee and informed them of the key focus areas that Culture App identified, which would have the highest impact if we were to focus there. The participation rate Citywide was 83%, which only included full-time employees, and the employees had to be here for at least 60 days. It gave employees the opportunity to input comments from each section as well as three open-ended questions where feedback was requested. In total, we had around 680 comments.

Mr. Baker mentioned that if we saw large differences between the departments, then that would be something we need to address. Are there any issues here?

Mr. Hooper said that there are corporate-wide themes, but some departments have general areas of improvement that we will focus on.

Mr. Craig informed the committee that we have met with the department directors individually to share their results, and we have started working to help improve in those areas that we have identified. Culture App will identify which areas will have the highest impact. For example, if wages were the lowest score, that may not be the area that would have the highest impact. The areas that would have the highest impact would be receiving appropriate recognition for good work and being kept informed of what is happening in the City.

Ms. Miller asked if State law prohibits a local government from implementing such things as year-end bonuses or employee recognition.

Mr. Hooper said there are no prohibitions. He also mentioned that based on survey results, employees would like to move to a merit-based salary increase system that rewards those employees who receive high marks on their annual review. That is something that we will look into, but we also have to include cost-of-living adjustments, so it is something we are going to have to examine further.

Ms. Craig added that we have been trying to maintain our salaries and staff due to the increase in the cost of living. Currently, we are focused on maintaining salaries, and hopefully, the cost of living will come down.

Mr. Hooper mentioned that while he worked for the City of Charlotte, they had a Gainsharing Program that would provide bonus incentives from end-of-year budget savings. He said half would go into the fund balance, while the other half was to be divided up among each employee.

Ms. Miller said there are also programs out there for employees who come up with cost-saving measures that would be beneficial to award to employees.

Ms. Craig said there are several programs out there to reward employees but that we haven't had the budget to do any of this.

Mr. Baker mentioned that it would be a good idea to provide recognition for years of service or to give awards while employees are all together because it will mean more to employees and provide a sense of comradery. Mr. Baker asked if the results will be sent out to employees.

Ms. Craig responded that a link would go out to all employees that will provide them with our strengths and then the recommended focus areas. For employees who do not have emails, we will provide them with a printed version.

Mr. Morrow asked if a survey would go out to part-time employees, especially since the Fire Department is made up of a lot of part-time employees and because we have made a lot of changes there.

Mr. Hooper said the Fire Department is still getting used to their new model that we have established and from what we can see from the full-time employees who completed the survey is that they are very giving in their responses.

F. Draft of Financial Policy

Mr. Luebbe informed the committee that there are a couple of policies that he recommends we change. One of them is to increase our purchase order limit from \$1,000 to \$5,000, and the other item is who approves requisitions and at what level, including City Council approval limits. However, there are advantages and disadvantages in whether these policies are good ideas. One being that if the City Council passes a capital project budget and everything comes in under budget, should we come to Council to receive approval for those awards. Each local government does theirs differently. As of right now, we do come to Council when awarding bids within a capital project. He said we will also follow the general statutes when it comes to the bidding of projects and that we will lower the threshold to \$75,000 for formal bids.

Ms. Miller asked a question concerning the refunding of sales tax.

Mr. Luebbe said that the City receives a check from the State Department of Revenue for the sales tax that we pay.

Ms. Miller asked if we use a purchasing card system.

Mr. Luebbe said that yes, we have a purchasing card system, but there is such a small amount of our budget that runs through purchasing cards. However, there is always a potential risk when it comes to purchasing cards.

Mr. Hooper mentioned that one idea would be to have blanket POs with vendors where we could make our regular purchases but not exceed a certain threshold. Typically, the purchasing card systems that have the most regulations are often the most expensive.

Mr. Baker asked if this policy would go to Council for approval and if Mr. Luebbe could provide justification and narrative for enacting the new or updated policy.

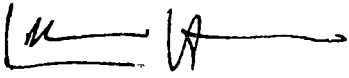
Mr. Luebbe said yes, the policy would go to Council, and we will provide additional narrative.

G. Set Date for Next Meeting

The next meeting of the Finance & Human Resources Committee will be on Monday, January 22, 2024, at 11:00 AM.

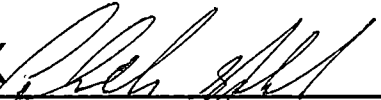
H. Adjourn

There being no further business, the meeting was adjourned at 12:19 PM.

X 

Lauren Wise
Chair, Council Member

Minutes Approved: January 22, 2024

X 

Alex Shepherd
Assistant to the City Manager

MINUTES
City Council Public Safety Committee

Monday, November 27, 2023 – 3:30 PM
City Hall Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Maurice Jones, Vice-Chair, Council Member
Kevin Gallo, Citizen Member
Mayor Mauren Copelof, Ex-Officio Member

Staff Present Wilson Hooper, City Manager
Tom Jordan, Police Chief
Bobby Cooper, Fire Chief
Alex Shepherd, Assistant to the City Manager
Becky McCann, Communications Coordinator
Wesley Shook, Interim Public Works Director

Guests: Nora Jane Montgomery, Gary Lowden, Carrie Lowden, Connie Miels-Perry, Linda Gallo, Monica Driscoll, Dawn Altman, Joe Kelly, Greg Hunter, Morris Jenkins, Rachell Hall, Janna Zwerner, Caiti Klassovity, Billy Parrish, Robbie Lindaman

A. Welcome & Call to Order

Committee Chair Mac Morrow welcomed everyone and called the meeting to order at 3:31 PM.

B. Certification of Quorum

Assistant to the City Manager Alex Shepherd certified that a quorum was present.

C. Approval of Agenda

Motion by Mr. Jones, seconded by Mr. Gallo to approve the agenda as presented. The motion carried unanimously.

D. Minutes from September 14, 2023 Special Meeting

Motion by Mr. Jones, seconded by Mr. Morrow to approve the minutes of the September 14, 2023 special meeting as amended. The motion carried unanimously.

Minutes from October 23, 2023 Meeting

Motion by Mr. Jones, seconded by Mr. Morrow to approve the minutes of the October 23, 2023 meeting as amended. The motion carried unanimously.

E. Update on Transportation Working Group

Mr. Hooper updated the committee on the progress of our proposal for Probart St. We are in the process of gathering additional data, particularly focusing on the section near the Brevard Music Center. Although we don't anticipate this new data altering our findings, it will provide the necessary information for potential collaboration with the NCDOT. The forthcoming proposal will present three escalating options, varying in cost and intensity. The initial option involves enhanced signage and road markings from the Brevard Music Center to Oaklawn Street. Subsequent phases include the addition of a three-way stop at Railroad Avenue and Probart Street, designed to establish the right of way. The final and most intensive phase proposes the installation of speed cushions along the narrow and curvy section of Probart Street between White Oak Lane and the Music Center. The cushions will be strategically placed at intervals of approximately six hundred feet. This most intense option is accompanied by significant financial costs and potential physical impact when driving over the speed cushions. We will present this information to the committee for evaluation at a later date. Additionally, we are mindful of the procedural steps outlined in our traffic calming policy. We have reached the stage where support from fifty percent of the stakeholders is required to move forward, then we must conduct a neighborhood stakeholder meeting to share the three options and gather community feedback and a formal vote will follow.

Mr. Morrow inquired if the process involved a vote by the citizens.

Mr. Gallo proposed a revision to the policy, citing the example from the City of Charlotte. In Charlotte, homeowners can submit requests online, and the procedure involves stakeholders in the affected area providing input. This approach reduces hurdles, making it less burdensome for individuals with an interest in the topic. Mr. Gallo also raised the question of stakeholder representation for several Airbnb properties on the street.

Mr. Hooper clarified that, according to the current policy, each residential dwelling is allowed one vote as a stakeholder, typically the property owner. He posed a question to the committee, asking whether they would prefer to bypass the fifty percent stakeholder support step and proceed directly to a neighborhood stakeholder meeting.

Mr. Jones expressed that the current process seems cumbersome, but he emphasized the importance of allowing sufficient time for property owners and stakeholders to provide feedback.

Mr. Morrow pointed out the necessity of holding a neighborhood meeting. He suggested that sharing information and involving consultants from the transportation working group to address stakeholders' questions would be beneficial.

Mr. Gallo proposed the idea of sending out a mailing to individuals along Probart Street, covering the stretch from Oaklawn Street to the Music Center. The mailing would include the three proposed options and announce an upcoming meeting to discuss them, specifying the date, time, and location.

Mr. Hooper expressed his view that the petition and stakeholder vote processes seem cumbersome and redundant. He emphasized his preference for the City Council to have the final say in changing the policy. He also mentioned that the proposal is still in the reforming stage, and they aim to present a fully developed proposal to stakeholders at the meeting.

Mr. Gallo recalled past meetings on proposals to change land use plans, suggesting that presenting comprehensive information, costs, and gathering feedback from stakeholders during the meeting would be sufficient.

Mr. Jones sought clarification from Mr. Hooper on whether a consensus or vote is needed to move forward and whether the verbiage in the policy can be changed.

Mr. Hooper informed the committee that he intends to present a revised version of the entire policy at a later date. The stakeholder meeting is expected to take place after the first of the year. Mr. Hooper also addressed the intersection at Wilson Street, Main Street, and Greenville Highway, highlighting the complexity involved in reconfiguring state-maintained streets, which requires various approvals. The transportation consultant provided a quote of approximately \$13,000 for the professional work needed to meet state requirements for the intersection reconfiguration. This cost estimate does not include the actual cost of reconfiguring the intersection. Mr. Hooper plans to present a detailed breakdown of all costs in a future committee meeting. The decision has been made to install a four-way stop at the new intersection at Silverstein Park for safety reasons, particularly due to pedestrian traffic. Additionally, the committee has received a request from residents at French Broad Place regarding West Apple Tree, which has been added to the list for evaluation, although there are no further updates or recommendations at this time.

Mr. Morrow inquired whether the Transportation Working Group has addressed the issue of having both a stop sign and a traffic light at the same intersection on Railroad Avenue.

Mr. Hooper responded that necessary adjustments will be made when reconfiguring the bollards.

Mr. Gallo inquired about the possibility of receiving support from the State for implementing traffic calming measures on Greenville Highway.

Mr. Hooper explained that the State bases its decisions on objective data, including crash statistics and traffic volumes. If the data does not meet their threshold, they are unlikely to support the measures, regardless of other subjective factors. While it's challenging to demonstrate a significant number of crashes or pedestrian activity to meet their criteria, the State has allowed us to post signs on the road, even though it doesn't qualify. Mr. Hooper expressed doubt that the State would contribute financially.

Mayor Copelof acknowledged the State's cooperation, citing a recent example where they installed a three-way stop at French Broad and Park Avenue. The community has provided positive feedback, indicating a favorable impact.

F. Revise Animal Control Ordinance

Mr. Jordan reported that the animal control ordinance underwent revisions. A significant focus was on the tethering section, where recommendations for tether length were added to prevent animals from getting entangled. The revised policy specifies that the tether should be four times the length of the animal from nose to tail, with a minimum of ten feet to allow movement. Mr. Jordan emphasized the importance of balancing the government's ability to intrude on private property when adding ordinances, especially those involving law enforcement access. The revised ordinance emphasizes the welfare of the animal, ensuring access to shelter, water, food, and overall good health. Tethering is permitted for a limited time or under conditions that an officer deems potentially harmful, giving authority to animal control officers to observe and intervene when animals are in distress. No specific time limit was included in the revision, considering enforcement challenges seen in other jurisdictions.

Mr. Gallo inquired about the advertisement of the new ordinance once adopted by the Council and whether local humane society chapters or individuals report violations.

Mr. Jordan explained that individuals often make complaints

Mr. Cooper suggested collaborating with Ms. McCann to share the information through social media, the website, and newspaper publications to raise awareness.

Ms. Miels-Perry expressed gratitude for the revision of the tethering ordinance, considering it a good starting point. However, she expressed concerns about the shelter requirements and expressed a wish for more comprehensive regulations regarding the sheltering of animals.

At 4:18 PM a motion was made by Mr. Jones, seconded by Mr. Gallo to approve the revised animal control ordinance as presented. The motion carried unanimously.

Additional Comments:

Mr. Jones inquired about any updates from staff.

Mr. Cooper mentioned that we underwent our rating in June 2023, and we are expected to remain where we are. However, due to software issues at the state level, we hope to have more clarity by the end of the year.

Mr. Jones then turned to Ms. McCann and asked how citizens can stay informed about events or emergencies.

Ms. McCann explained that last month, we introduced our new mass communication system called CivicReady, allowing people to opt-in to receive phone calls, texts, or emails.

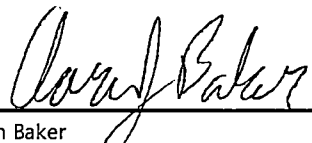
G. Set Date for Next Meeting

The next meeting of the Public Safety Committee will be on Monday, January 22, 2024 at 3:30 pm at City Hall.

H. Adjourn

There being no further business, the meeting was adjourned at 4:26 PM.

Minutes Approved: January 22, 2024

X 

Aaron Baker
Chair, Council Member

X 

Alex Shepherd,
Assistant to the City Manager

MINUTES

Rosenwald Community Advisory Board

Tuesday, November 28, 2023 - 6:00 PM

Mary C. Jenkins Community & Cultural Center

Members Present: Maurice Jones, Co-Chair, Council Member
Randy Lytle, Co-Chair
Victor Foster, Citizen Member
Susan Threlkel, Citizen Member
Edith Darity, Citizen Member
Ella Jones, Citizen Member
Rebecca Wynn, Citizen Member
Mayor Maureen Copelof, Ex-Officio

Staff Present: Wilson Hooper, City Manager
Tyree Griffin, Community Center Director
Alex Shepherd, Assistant to the City Manager

Guest: Pamela Holder

A. Welcome & Call to Order

Co-Chair Maurice Jones welcomed everyone and called the meeting to order at 6:00 PM.

B. Invocation

Mr. Foster offered an invocation.

C. Certification of Quorum

Quorum was certified by Assistant to the City Manager Alex Shepherd.

D. Approval of Agenda

Motion by Ms. Threlkel, seconded by Mr. Foster to approve the agenda. The motion carried unanimously.

E. Approval of Minutes

Motion by Ms. Wynn, seconded by Mr. Lytle to approve the minutes of the October 26, 2023 meeting as presented. The motion carried unanimously.

F. MCJCCC Security Measures Update

Mr. Hooper informed the committee that staff is working with Comporium to gather quotes for security cameras for French Broad Place and the Train Depot. We are consulting with our insurance carrier with the League of Municipalities to find grant dollars to fund those security measures. We are hoping to offset some of the costs with this grant. We hope to bring back more information at the next meeting.

G. Juneteenth Celebration Debrief

Mr. Griffin said that he wanted the celebration to bring cohesiveness and unity within the community. He said that he is working to mirror last year's event in terms of coordinating with the police department to close streets, paramedics on standby, and organizing other logistics such as mobile restrooms and vendors.

Ms. Threlkel discussed the outline she had created for the Juneteenth Festival that included its purpose, goals, and organizational matters.

Mr. Lytle informed the committee since Juneteenth falls on a Wednesday this year, we are going to host events on the Saturday prior to Juneteenth, which is June 15, 2024. We are looking to hold the festival near the playground with vendors, food, arts and crafts, live music, and other activities. Then on Sunday, we are hoping the five local churches will have a combined service and program. Mr. Lytle said that we believe that Bethel A will host and coordinate the service. On the actual day of Juneteenth, we will have an educational program at Mary C. Jenkins Community Center with a speaker to tell the story and historical significance of Juneteenth.

Mr. Jones asked if the Juneteenth planning committee is taking consideration from outside entities that want to have a part of the Juneteenth Celebration. For example, Ursala's basketball tournament and would that be incorporated because she usually has this on a Saturday.

Mr. Foster mentioned the outline that was passed out is a rough draft and it is not a finalized copy. We are going to work together to include all ideas.

Mayor Copelof asked if Saturday is going to be the big event with food, fun activities, and history. Then, Sunday is going to be the service with the five churches. She then asked, but we don't have any intention of trying to incorporate the basketball tournament.

Mr. Foster said we could incorporate that after the church service on Sunday. However, the outline is a rough draft because the committee has not gotten together to start organizing everything.

Mayor Copelof mentioned that she would suggest bringing Ursala together to discuss and possibly assign her to help on the steering committee since she has been part of this for the last three years. It would be beneficial to get her ideas.

Mr. Foster informed the committee that we can include her in January when we meet, but the steering committee has not met yet. Our goal is to be inclusive.

Mr. Lytle said that while we are trying to be inclusive, if you look at Juneteenth Celebrations across the United States, there is not a basketball tournament held on Juneteenth. We would prefer that the event are educational and we do not want basketball to be the focus; we want them to learn about Juneteenth.

Mayor Copelof mentioned that when we started the City-sponsored basketball tournament we combined it with the block party that we have done every year for the last decade. The City funds the food, ice cream truck, and tents. It is an event to say thank you, and it's something that the City does for the entire City. I am just concerned because the funding from the City is supposed to go to the block party. The funding was never designated for Juneteenth.

Mr. Lytle said he does not think so. I think that if the City wants to have a block party, then have a block party but not on Juneteenth.

Ms. Threlkel said she hoped that the City would still fund the event because we would not have a way to sponsor the whole event.

Mr. Foster mentioned that when we first started working on Juneteenth there was a block party that had nothing to do with Juneteenth until the former City Manager said he wanted to try and provide funding. They were separate events but then we started to combine them.

Mr. Lytle said in all honesty he thought that the City provided funding for Juneteenth and not the basketball tournament.

Mayor Copelof said no, the funds have always been assigned to the community block party and Mr. Jones agreed. The basketball tournament was a part of the block party.

Ms. Threlkel mentioned that she thought Juneteenth became a substitute for the block party.

Mayor Copelof said no, we have had a block party for years. Then we combined the events and advertised it as such.

Ms. Darity said yes, we did combine the events however the steering committee would like the event to be educational and to explain the historical significance.

Ms. Jones suggested that the steering committee and Ursala should collaborate to define the nature of the event. Once clarified, Council can then vote on the allocation of funds, whether for a block party or a combined Juneteenth and block party event. Ultimately, Council will need to make the final determination.

Ms. Holder raised the question of whether the absence of the basketball tournament would affect young people's participation in the educational aspect of Juneteenth. She expressed concern that without the tournament, youth might not be inclined to attend the educational portion.

Mr. Foster explained that efforts are being made to present Juneteenth with elements like black art, history, and diverse vendors to attract and engage the youth. He acknowledged the challenge and emphasized the need to shift the focus away from basketball.

Mayor Copelof suggested inviting Ursula to the steering committee, and Mr. Foster agreed to extend the invitation.

Ms. Jones highlighted the struggle in conveying the importance of black history to the youth and emphasized the need for basketball to be a part, though not the sole focus, of Juneteenth.

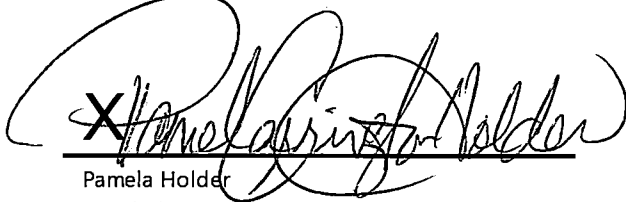
Mr. Hooper stressed the importance of incorporating both celebratory sports and engaging educational components. He mentioned the potential to leverage social media to share stories from significant figures knowledgeable about the history of Juneteenth, making the educational aspect more appealing to the younger population.

H. Set Date for Next Meeting

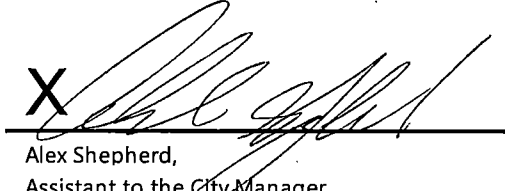
The next meeting was scheduled for Thursday, January 11, 2024 at 6:00 PM at the Mary C. Jenkins Community & Cultural Center.

I. Adjourn

There being no further business, the meeting was adjourned at 6:59 PM.


X _____
Pamela Holder
Co-Chair

Minutes Approved: January 11, 2024


X _____
Alex Shepherd,
Assistant to the City Manager

STAFF REPORT

City Council, Monday, February 5, 2024

Title: Ecusta Trail Advisory Board

Speaker: Denise Hodsdon, City Clerk

Prepared by: Denise Hodsdon

Approved by: Wilson Hooper, City Manager

Background

On December 6, 2021 Council adopted Resolution 2021-58 establishing the Brevard/Transylvania County Ecusta Trail Advisory Board. Membership included two At-Large Appointments and on February 7, 2022 Council appointed Lauren Wise as one of the At-Large members. Upon his election to City Council, Mr. Wise resigned from the Ecusta Trail Advisory Board, thereby creating a vacancy. Staff advertised the vacancy with an application deadline of Friday, January 12, 2024.

Discussion

There was considerable interest and seven applications were received by the deadline date from the following individuals (copies of all applications are attached):

- Madeline Hanley
- Jeff Busch
- Dale Harlan Ward
- Michael E. Baker
- Nora Jane Montgomery
- Willow Walker
- Philip A. Jones

Recommendation

All applications were forwarded to the Finance, Human Resources and Citizen Appointment Committee for review and recommendation. At its meeting on January 22, 2024 the Committee unanimously voted to recommend the appointment of Madeline Hanley to the Brevard/Transylvania County Ecusta Trail Advisory Board.

Action

Staff requests Council approve the Finance, Human Resources and Citizen Appointment Committee recommendation and appoint Madeline Hanley to the Brevard/Transylvania County Ecusta Trail Advisory Board

Attachments:

1. Ecusta Trail Advisory Board Applications
2. Resolution 2024-XX - Ecusta Trail Advisory Board Appt.

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Hanley, Madeline E
202200015 ADVISORY COMMITTEE MEMBER

Received: 10/9/23 11:27 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Hanley, Madeline E	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 270 W Main St, Brevard, North Carolina 28712	EMAIL ADDRESS: small.wheel7526@fastmail.com
HOME PHONE: 8038162719	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Bachelor's Degree	

PREFERENCES

ARE YOU WILLING TO RELOCATE? ☐ Yes ☐ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular, Temporary

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Cloaked (Series A privacy-focused startup)
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
N/A
4. Why do you want to be a member of this Board and/or Committee?
 1. Passion for Outdoor Spaces: I have a deep-seated passion for outdoor spaces and recreational opportunities. I believe that a well-maintained parks and trails system is not only a source of natural beauty but also a crucial aspect of any vibrant community.
 2. Community Well-being: Access to parks and trails directly impacts the well-being of a community. It provides opportunities for physical activity, mental relaxation, and social interaction. I'm committed to ensuring that all residents, regardless of age or ability, have access to these benefits.
 3. Environmental Stewardship: I believe in the importance of conserving our natural environment. Serving on this committee and advisory board would allow me to contribute to sustainable practices that protect our parks, trails, and the broader ecosystem.
 4. Advocacy for the Ecusta Trail: The Ecusta Trail project is particularly close to my heart. I recognize its potential as a transformative asset for our community, not only for recreation but also for sustainable transportation. I'm thrilled at the prospect of having a positive impact on its development.
 5. Contribution to Strategic Planning: I have a background in public transportation, cycling and bikeshare specifically, and partnerships, which can contribute to the strategic planning and decision-making processes of the committee and board. I'm ready to collaborate with fellow members and stakeholders to make informed and effective choices.
 6. Fulfilling Civic Duty: I see being a member of this board and committee as a way to give back to the community that I hold dear. It's an opportunity to actively participate in shaping the present and future of our city.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?

My professional background in transportation, partnerships, and technology uniquely position me to contribute meaningfully to the Parks, Trails, and Recreation Committee as well as the Ecusta Trail Advisory Board.

My tenure at Citi Bike, where I worked extensively on partnerships and sponsorships, has provided me with valuable insights into the complexities of managing public-private collaborations within the realm of recreational infrastructure. I've witnessed firsthand the positive impact that strategic partnerships can have on expanding and improving recreational amenities and active transportation networks. I'm eager to leverage this experience to identify and cultivate partnerships that will be instrumental in advancing the Parks, Trails, and Recreation and Ecusta Trail initiatives in Brevard.

Moreover, my subsequent role in GIS tech consulting, particularly in building mapping applications for a transportation company, has honed my ability to develop innovative solutions for enhancing public engagement. I've successfully designed platforms that allow residents to actively participate in the planning process, a skill set directly applicable to projects like the Ecusta Trail, the Estatee Trail, and selecting roads for protected bike lanes in town. This background equips me to facilitate effective public input mechanisms, ensuring that community voices are not only heard but integrated into the decision-making process.

Additionally, my career focus on partnerships aligns closely with the broader goals of the board and committee. I understand the importance of forging collaborations with various stakeholders, from local businesses to government agencies, to secure funding and support for parks and recreational projects. I'm committed to exploring creative avenues for resource mobilization, which will be crucial for the successful realization of our bike paths and other key initiatives.

Overall, my experiences in the field, coupled with my dedication to fostering collaborative efforts and public engagement, position me to be a valuable asset to both the committee and board. I'm excited about the opportunity to apply my skills and knowledge to enhance the recreational landscape of Brevard for the benefit of its residents and visitors alike.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.

I have actively sought opportunities to engage with and contribute to my community, particularly in areas related to parks, trails, and recreational initiatives. Here are some of the key community involvement experiences that I believe are pertinent to the Parks, Trails, and Recreation Committee and the Ecusta Trail Advisory Board:

 1. Local Run Clubs and Youth Coaching: During my time in New York City, I volunteered as a run coach for my local run club, coaching runners racing distances from the 5k all the way up to the marathon. This experience not only allowed me to share my passion for running but also provided insights into the importance of accessible recreational spaces for community members- the city parks and bike paths were crucial to the success of our club. Upon relocating to Western North Carolina, I immediately sought opportunities to contribute to the local community- I assisted in coaching the middle school cross country team in Highlands, NC in 2020, and later that year also helped coach the Brevard High School cross country team, offering my support and expertise to our amazing young athletes. This involvement has not only allowed me to witness the positive impact of sports on local youth but also highlighted the need for well-maintained trails and recreational facilities.
 2. Membership in Brevard Bike Alliance: As an active member of the Brevard Bike Alliance, I am deeply invested in advocating for safer and more accessible cycling options within the city. This aligns closely with the objectives of both the Parks, Trails, and Recreation Committee and the Ecusta Trail Advisory Board, as the promotion of cycling and active transportation is crucial for enhancing the overall well-being of the community.
 3. Advocacy for Safer Streets: Through my professional experiences in transportation and GIS technology, I have developed a keen understanding of the importance of safe and accessible streets for pedestrians and cyclists. I'm eager to leverage this knowledge to actively participate in initiatives that promote safer streets and active transportation options within Brevard. These experiences have not only deepened my appreciation for the vital role that parks, trails, and recreational facilities and bike paths play in community well-being but have also equipped me with valuable insights into the specific needs and opportunities within Brevard. I am enthusiastic about the possibility of leveraging my background to contribute meaningfully to the Parks, Trails, and Recreation Committee and the Ecusta Trail Advisory Board, and to work collaboratively towards enhancing the recreational landscape of our city.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

At their current times I can attend either or both the Parks, Trails, and Recreation Committee meeting and the Ecusta Trail Advisory Board meetings, both Wednesday afternoons. Generally as long as I know ahead of time for any schedule changes, I can accommodate.

Job Specific Supplemental Questions

1. Please select from the list below which Advisory Committee and/or Committees you are interested in serving on.
City Council Parks, Trails and Recreation Committee, Ecusta Trail Advisory Board (Task Force)
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may be required to verify any and all information on this application.
- I understand that this completed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Madeline E Hanley on 10/9/23 11:27 PM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Busch, Jeff
202200015 ADVISORY COMMITTEE MEMBER

Received: 12/15/23 1:53 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Busch, Jeff	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 148 Tsisqua Circle, Brevard, North Carolina 28712	EMAIL ADDRESS: jeffreyscottbusch@gmail.com
HOME PHONE: 5132408021	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Bachelor's Degree	

PREFERENCES

MINIMUM COMPENSATION: \$0.00 per hour; \$0.00 per year	ARE YOU WILLING TO RELOCATE? ☐ Yes ☒ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Part Time	
SHIFTS YOU WILL ACCEPT: Day, Evening	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
No
2. Please list your current place of employment and your occupation.
DiMare Fresh Inc; Vice President of Sales & Marketing; part tme
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
none
4. Why do you want to be a member of this Board and/or Committee?
To get involved in the community that my wife and I just moved to last year.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I have extensive business, leadership and volunteer experience. I also can bring a fresh perspective being as I am new to the area. I also am an avid biker.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
Volunteered in numerous capacities in our hometown of Cincinnati, OH. Most recently was on the Board of Directors with the Freestore Foodbank. (see resume)
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
none

Job Specific Supplemental Questions

1. Please select from the list below which Advisory Committee and/or Committees you are interested in serving on.
Ecusta Trail Advisory Board (Task Force)
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may required to verify any and all information on this application.
- I understand that this competed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Jeff Busch on 12/15/23 1:53 PM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Ward, Dale Harlan
202200015 ADVISORY COMMITTEE MEMBER

Received: 12/19/23 9:27 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Ward, Dale Harlan	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 318 W Main St, BREVARD, North Carolina 28712-3610	EMAIL ADDRESS: harlan.ward.hw@gmail.com
HOME PHONE: 7573391444	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Bachelor's Degree	

PREFERENCES

WHAT TYPE OF JOB ARE YOU LOOKING FOR? Internship

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
U.S. Coast Guard
Telecommunications Project Manager
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
I'm an advocate for the Ecusta Trail and would like to ensure that the planning for the trail is well-managed and implemented.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I'm an avid cyclist (primarily road) and feel that the 6, 000 miles or more I ride every year have provided me with practical experience that will be of value as an advisory board member.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
My wife and I recently relocated to Brevard, and I want to do my part as member of our new community.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None.

Job Specific Supplemental Questions

1. Please select from the list below which Advisory Committee and/or Committees you are interested in serving on.
Ecusta Trail Advisory Board (Task Force)
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

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- I understand that I may required to verify any and all information on this application.
- I understand that this competed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
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- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Dale Harlan Ward on 12/19/23 9:27 AM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Baker, Michael E
202200015 ADVISORY COMMITTEE MEMBER

Received: 12/31/23 3:57 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Baker, Michael E	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 122 Londonderry Circle, Brevard, North Carolina 28712	EMAIL ADDRESS: mikebaker828@outlook.com
HOME PHONE: 828-333-7309	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree	

PREFERENCES

ARE YOU WILLING TO RELOCATE? ☐ Yes ☐ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Temporary
TYPES OF WORK YOU WILL ACCEPT: Part Time
SHIFTS YOU WILL ACCEPT: Day, Evening, Weekends

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
No
2. Please list your current place of employment and your occupation.
Retired. Prior to retirement I was the Global Manufacturing Controller for Westinghouse Electric serving the nuclear power industry. The company had revenue of over \$1.3 billion. Annual capital projects exceeded \$400 million.
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
I have been an active user of rails to trails systems for over 40 years. I have seen how they greatly enhance the community they service. I want the Brevard portion of the Ecusta trail to be equally successful.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
In my work with Westinghouse, I have financial oversight for multi-million dollar projects on a daily basis. I had to ensure that these projects met time, scope, and dollar commitments. Being in the nuclear industry, we were highly regulated and had to meet stringent requirements.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
I am currently a volunteer with the American Red Cross. In January I begin as a community mediation volunteer. As such, I will work with the court system to mediate family and legal disputes.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None, I am retired. I have other volunteer work, but I have flexibility in my schedule.

Job Specific Supplemental Questions

1. Please select from the list below which Advisory Committee and/or Committees you are interested in serving on.
Ecusta Trail Advisory Board (Task Force)
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

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- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Michael E Baker on 12/31/23 3:57 PM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Montgomery, Nora Jane
202200015 ADVISORY COMMITTEE MEMBER

Received: 12/31/23
11:25 AM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Montgomery, Nora Jane	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 760 Burrell Mountain Rd , Brevard, North Carolina 28712	EMAIL ADDRESS: njmontgomery11@gmail.com
HOME PHONE: 502-262-6796	NOTIFICATION PREFERENCE: Email
LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No	
What is your highest level of education? Master's Degree	

PREFERENCES

MINIMUM COMPENSATION: \$30.00 per hour	ARE YOU WILLING TO RELOCATE? ☐ Yes ☒ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time,Part Time,Per Diem	
SHIFTS YOU WILL ACCEPT: Day,Evening,Night	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
No
2. Please list your current place of employment and your occupation.
Currently unemployed.
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
none
4. Why do you want to be a member of this Board and/or Committee?
This year I helped start Brevard Bike Alliance, a citizen formed organization that works to bring attention to micromobility users in Brevard and advocate for improved safety and infrastructure for non-car users. I feel the Ecusta Trail is a critical asset and I am thankful we are on the path to completion. I would love to help contribute my knowledge and experiences as a cyclist and Brevard Bike Alliance representative to aid in the continued thoughtful development of the Ecusta Trail. Alternatively, I would love to see us continue to push the recently adopted Bike/Ped Plan so I would be happy to serve on the Parks, Trails, and Recreation committee which oversees this plan. I believe we need to focus efforts on a clear and effective connection from the Ecusta Trail to the Estatoe Path and down into the city.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
My post-graduate education was primarily focused on the importance of outdoor access and education. I spent a lot of time and energy researching the necessity of outdoor spaces for society's well-being. I have also had the privilege of working for a non-profit called Bike & Build, which led young adults on cross-country cycling trips. As a result, I have been able to ride my bike in towns all over America and on a variety of bike paths and trails. Through Brevard Bike Alliance, I have continued to deepen my knowledge and understanding of planning and development for pedestrians and cyclists. I have spent the past year reading books and articles focused on complete street development.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
My involvement with Brevard Bike Alliance as well as my interest in local government make me an ideal candidate for this role.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
none.

Job Specific Supplemental Questions

1. Please select from the list below which Advisory Committee and/or Committees you are interested in serving on.
City Council Parks, Trails and Recreation Committee, Ecusta Trail Advisory Board (Task Force)
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

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- I understand that I may be required to verify any and all information on this application.
- I understand that this completed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
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- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Nora Jane Montgomery on 12/31/23 11:25 AM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Walker, Willow
202200015 ADVISORY COMMITTEE MEMBER

Received: 1/8/24 6:28 PM
For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Walker, Willow	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 77 Habitat Way, Brevard, North Carolina 28712	EMAIL ADDRESS: Salixsprig@gmail.com
HOME PHONE: 828-775-3219	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Bachelor's Degree	

PREFERENCES

MINIMUM COMPENSATION: \$0.00 per hour	ARE YOU WILLING TO RELOCATE? ☐ Yes ☒ No ☐ Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Temporary	
TYPES OF WORK YOU WILL ACCEPT: Part Time	
SHIFTS YOU WILL ACCEPT: Evening	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
No
2. Please list your current place of employment and your occupation.
The Cindy Platt Boys & Girls Club of Transylvania County, Finance Director
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
n/a
4. Why do you want to be a member of this Board and/or Committee?
I am in favor of expanding green ways in Transylvania County, and would like to be involved with the planning for the Ecusta Trail project, providing a pedestrian and bicycle link to Henderson County, etc.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I have served on nonprofit boards in the past (mainly in CA). I have exceptional project and time management skills, and am well qualified to understand and create budgets and financial projections.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
I just completed the NC Extension Office Master Gardener's program where I helped to create a new garden space at Silvermont, and plan to continue that in 2024. Since moving to Brevard, I have chosen employment at the T Times, the Chamber of Commerce, and the Boys & Girls Club which has allowed me to support the community through my work.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
Late afternoon or evening meetings, and meetings held toward the end of the month are preferred due to my work schedule.

Job Specific Supplemental Questions

1. Please select from the list below which Advisory Committee and/or Committees you are interested in serving on.
Ecusta Trail Advisory Board (Task Force)
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept and Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information may be grounds for not employing me and for termination from employment, after employed.

- I understand that I will have to produce documentation verifying identity and eligibility to work in the United States if offered employment.
- I understand that I may required to verify any and all information on this application.
- I understand that this competed application is the property of the City of Brevard and will not be returned.
- I understand it is my responsibility to notify Human Resources of any change to my name, address and/or phone number
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the City; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the City receives from an employer or educational institution under a promise of confidentiality.
- I also permit the City to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could prevent my employment.
- I understand and acknowledge that should I be employed by the City, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the City Manager

This application was submitted by Willow Walker on 1/8/24 6:28 PM

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Jones, Philip A
202200015 ADVISORY COMMITTEE MEMBER

Received: 1/12/24 9:50 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Jones, Philip A

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
293 Lyday Creek Rd, Pisgah Forest, North Carolina 28768

EMAIL ADDRESS:
ptrain8@yahoo.com

HOME PHONE:
229-740-1283

NOTIFICATION PREFERENCE:
Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
No
2. Please list your current place of employment and your occupation.
Retired Financial Service, Education
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
Positive Interest
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
At age 15, I organized and began a town in South Georgia. Always interested in admin. Prudential Finance 10 yrs. Educator 20 yrs.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
above, Community Champion Valdosta, Georgia 1998, school parade organization 8 yrs, over 60 entrees. Young Harris College Alumni Association Board of Officer 2 years.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None

Job Specific Supplemental Questions

1. Please select from the list below which Advisory Committee and/or Committees you are interested in serving on.
Ecusta Trail Advisory Board (Task Force)



Check One: ☐ Initial Application
☐ Reappointment Application

CITY OF BREVARD APPLICATION FOR BOARDS/COMMITTEES

RECEIVED
1/12/2024

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • City Council Public Safety Committee
- City Council Finance, Human Resources & Citizen Appointment Committee
- Housing Committee • Planning and Zoning Board • Rosenwald Community Advisory Board
- Terrell Scruggs Scholarship Committee • Transylvania Economic Alliance

Name of Board or Committee Interested In: Ecu sta Trail
* List only one per Appointment Application form.

Date 1-12-24

Name Philip A Jones

Home Address 293 Lyday Creek Rd Pisgah Forest

Phone (home) Pisgah Forest (cell) 229-740-1283

E-Mail Address: ptrain8@yahoo.com

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.

No

2. Please list your current place of employment and your occupation.

Retired Financial Services, Education

3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"

None

4. Why do you want to be a member of this Board and/or Committee?

Positive Interest

5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?

At age 15, I organized and began a town in South Georgia. Always interested in admin. Prudential Finance 10 yrs. Educator 20 yrs

6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.

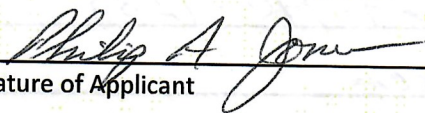
a bore, Community Champion Valdosta, Georgia 1998, school parade organization 8 yrs, over 60 entries. Young Harris College Alumni Association Board Officer 2 years.

7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?

None

**Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.*

Signature of Applicant



Please return this application to:

City of Brevard-Attn: Denise Hodsdon, City Clerk
95 W. Main Street, Brevard NC 28712

Phone: 828-885-5614

Email: denise.hodsdon@cityofbrevard.com

FOR CITY USE ONLY

DATE APPLICATION RECEIVED: _____

COUNCIL ACTION: _____ DATE: _____

NEW APPOINTMENT REAPPOINTMENT

DATE APPOINTMENT EXPIRES: _____

RESOLUTION NO. 2024-XX

**RESOLUTION APPOINTING MEMBER TO BREVARD/TRANSYLVANIA COUNTY
ECUSTA TRAIL ADVISORY BOARD**

WHEREAS, in Fall 2022 the City of Brevard City Council held a work retreat to reform its committee structure; and

WHEREAS, the Council initiated a new system for making appointments that would apply to every body to which the Council makes appointments which includes the Brevard/Transylvania County Ecusta Trail Advisory Board; and

WHEREAS, the Finance and Human Resources Committee was renamed the Finance, Human Resources and Citizen Appointment Committee and charged with reviewing applicants for the various committees/advisory groups and making appointment recommendations to the full Council; and

WHEREAS, a seat on the Brevard/Transylvania County Ecusta Trail Advisory Board opened upon the resignation of Lauren Wise to serve on City Council; and

WHEREAS, under the direction of the Finance, Human Resources and Citizen Appointment Committee, city staff conducted an open recruitment for citizens interested in serving on the advisory board; and

WHEREAS, the applications received during the recruitment period were reviewed by the Finance, Human Resources and Citizen Appointment Committee at their January 22, 2024 meeting;

WHEREAS, the Finance, Human Resources and Citizen Appointment Committee voted to recommend Madeline Hanley to full City Council for appointment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

- 1) The Brevard City Council does hereby appoint Madeline Hanley to the Brevard/Transylvania County Ecusta Trail Advisory Board effective immediately.

Adopted and approved this the 5th day of February, 2024.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, February 5, 2024

Title: Brevard Housing Authority

Speaker: Denise Hodsdon, City Clerk

Prepared by: Denise Hodsdon

Approved by: Wilson Hooper, City Manager

Background/Discussion

Council appointed Jennifer Kerr to the Brevard Housing Authority on March 20, 2023 to fill a vacancy resulting from Judith West's resignation. Because she was filling a vacancy, Ms. Kerr's term expired when Judith West's term would have expired in November 2023. Ms. Kerr is seeking reappointment for another 5-year term and a copy of her application is attached.

Recommendation

The application was forwarded to the Finance, Human Resources and Citizen Appointment Committee for review and recommendation. At its meeting on January 22, 2024 the Committee unanimously voted to recommend the reappointment of Jennifer Kerr to the Brevard Housing Authority.

Action

Staff requests Council approve the Finance, Human Resources and Citizen Appointment Committee recommendation and appoint Jennifer Kerr to the Brevard Housing Authority Board

Attachments:

1. Brevard Housing Authority Application - Jennifer Kerr Reappointment
2. Resolution 2024-XX - Brevard Housing Authority Appointment

EMPLOYMENT APPLICATION



CITY OF BREVARD
95 W Main St
Brevard, North Carolina 28712
<http://www.cityofbrevard.com>

Kerr, Jennifer
202200016 STATUTORY / CODE COMMITTEE MEMBER

Received: 1/18/24 11:26 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
STATUTORY / CODE COMMITTEE MEMBER

EXAM ID#:
202200016

NAME: (Last, First, Middle)
Kerr, Jennifer

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
89 Hillside Heights, Brevard, North Carolina 28712

EMAIL ADDRESS:
JenniferKerrBSW@gmail.com

HOME PHONE:
828-243-6358

ALTERNATE PHONE:
828-884-3464

NOTIFICATION PREFERENCE:
Email

PREFERENCES

Nothing Entered For This Section

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Transylvania Habitat for Humanity
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
None
4. Why do you want to be a member of this Board and/or Committee?
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I have extensive experience working with low income families and individuals experiencing housing instability. Previously I was the Executive Director of the Haven Homeless Shelter working directly with BHA to transition families from homelessness to housed.
6. Please briefly describe any community involvement you have that may be related and beneficial for City Council to know as they evaluate applicants to serve on this Board and/or Committee.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Brevard Housing Authority



Check One: ☐ Initial Application
☒ Reappointment Application

CITY OF BREVARD
APPLICATION FOR BOARDS/COMMITTEES

RECEIVED
1/18/2024

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- City Council Downtown Master Plan Committee • City Council Parks, Trails and Recreation Committee
- City Council Public Works & Utilities Committee • Dangerous Dog Appellate Board
- Housing Trust Fund Selection Committee • Personnel Board • Planning and Zoning Board
- Terrell Scruggs Scholarship Committee • Western Carolina Community Action Board

Name of Board or Committee Interested In: Brevard Housing Authority Board of Directors
** List only one per Appointment Application form.*

Date January 17, 2024

Name Jennifer Kerr

Home Address 89 Hillside Heights

Phone (home) 828-243-6358 (work) 828-862-5117

Occupation Family Services Manager/Transylvania Habitat E-Mail JenniferKerrBSW@gmail.com

May you be contacted at work? Yes Do you live within the corporate City Limits? Yes

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

None

How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard? (Use back of sheet if additional space is needed.)

I have extensive experience working with low income families and individuals experiencing housing instability. Previously I was the Executive Director of the Haven Homeless Shelter working directly with BHA to transition families from homelessness to housed.

*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Jennifer Kerr
Signature of Applicant

FOR CITY USE ONLY

COUNCIL ACTION: _____ DATE: _____
____ NEW APPT ____ REAPPOINTMENT DATE APPT EXPIRES: _____

Please return this application to:

City of Brevard-Attn: Jill Murray, City Clerk
95 W. Main Street, Brevard NC 28712
Phone: 828-885-5614
Email: jill.murray@cityofbrevard.com

RESOLUTION NO. 2024-XX

RESOLUTION REAPPOINTING MEMBER TO BREVARD HOUSING AUTHORITY

WHEREAS, the Brevard City Council's Finance, Human Resources and Citizen Appointment Committee is charged with reviewing applicants for the bodies to which the City appoints members and making appointment recommendations to the full Council; and

WHEREAS, the term of a member of the Brevard Housing Authority expired in November 2023; and

WHEREAS, board incumbent Jennifer Kerr applied for reappointment; and

WHEREAS, Ms. Kerr's reapplication to the Brevard Housing Authority was reviewed by the Finance, Human Resources and Citizen Appointment Committee at their January 22, 2024 meeting;

WHEREAS, the Finance, Human Resources and Citizen Appointment Committee voted to recommend Jennifer Kerr for reappointment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

- 1) The Brevard City Council does hereby reappoint Jennifer Kerr to the Brevard Housing Authority effective immediately and expiring in November 2028.

Adopted and approved this the 5th day of February, 2024.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk