



AGENDA
BREVARD CITY COUNCIL - REGULAR MEETING
Monday, May 19, 2025 - 5:30 PM
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Rev. Dr. Sharad Creasman, Brevard College

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

1. April 21, 2025 Regular Meeting
2. May 5, 2025 Regular Meeting

G. Public Comments

H. Certificates / Awards / Recognition

1. Proclamation No. 2025-17 Honoring Rhodes Scholar Madeline Dierauf and Presentation of Key to the City
2. Proclamation No. 2025-18 National Public Works Week

I. Special Presentation(s)

J. Public Hearing(s)

1. Proposed FY 2025-2026 Budget and Ordinance
2. Proposed Amendments to City of Brevard Traffic Schedule - Four-Way Stops at West Main St / Oaklawn Ave; and S Oaklawn Ave / W Morgan St / Carver St

K. Consent and Information

1. Tax Settlement Report - April, 2025
2. Ordinance Declaring Street Closures - White Squirrel Weekend

3. Sewer Pump Station Rehabilitation Project Capital Project Amendment, Acceptance of Funds, and Approval of Additional Agreement with CDM Smith
4. Establishment of Hillview Street Culvert Replacement Capital Project and Approval of Hillview Street Culvert and Road Repairs Design Services
5. Council Finance, Human Resources & Citizen Appointment Committee Meeting Minutes - March 24, 2025
6. Council Public Safety Committee Meeting Minutes - March 24, 2025
7. Council Public Works & Utilities Committee Meeting Minutes - April 2, 2025
8. Council Housing Committee Meeting Minutes - April 8, 2025
9. Council Public Works & Utilities Committee Meeting Minutes - April 8, 2025
10. Council Downtown Master Plan Committee Meeting Minutes - April 9, 2025
11. Council Public Works & Utilities Committee Meeting Minutes - April 10, 2025

L. Unfinished Business

1. Ordinance - Voluntary Non-Contiguous Annexation - John Valenti and MTS Properties, 4 Parcels on Reservoir Rd. and Hampton Rd.
2. Request to Rezone 4 Parcels on Reservoir Road and Hampton Road from GR4 to GR8 - John Valenti and MTS Properties

M. New Business

1. FY25 Supplemental Spending Plan
2. Fire Engine Replacement and Funding Strategy
3. Endorsement of KCI Recommendations re Wastewater Treatment Plant Improvements
4. Cashiers Valley Road Land Disposition
5. Interlocal Agreement with Transylvania County Sheriff's Office for Supplemental Patrol Services
6. Advisory Board/Committee Appointments

N. Remarks / Future Agenda Considerations

O. Closed Session(s)

P. Adjourn

Agenda Posted, Website, Sunshine List (May 15, 2025)
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
April 21, 2025 – 5:30 PM

The Brevard City Council met in regular session on Monday, April 21, 2025, at 5:30 p.m. in the Council Chambers of City Hall with Mayor Copelof presiding.

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

Absent – Mayor Pro Tem Gary Daniel

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, City Clerk Denise Hodsdon, Assistant City Manager/Finance Director Dean Luebbe, Assistant City Manager David Todd, Assistant to the City Manager Selena Coffey, Human Resource Director Kelley Craig, Communications Coordinator Becky McCann, Planning Director Paul Ray, Assistant Planning Director Aaron Bland, Police Chief Tom Jordan, Public Works Director Wesley Shook, Wastewater Treatment Plant ORC Aaron Winans, Water Treatment Plant ORC Dennis Richardson, and Community Center Director Tyree Griffin

Guests/Presenters – John Lapsley of CDM Smith via Zoom

Press – Dave Bradley, Transylvania Times; Dan DeWitt, Brevard NewsBeat

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

B. Invocation – Pastor Brian Land of Grace Brevard Church offered an invocation.

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

D. Certification of Quorum – City Clerk Denise Hodsdon certified that a quorum was present. Mr. Morrow moved, seconded by Mr. Baker to excuse Mayor Pro Tem Daniel. The motion carried unanimously.

E. Approval of Agenda – Mr. Hooper referred Council to the updated Staff Report and resolution for Item L-1. Loan Information for Azalea Avenue Property. Mr. Morrow moved, seconded by Mr. Baker to approve the agenda as presented. The motion carried unanimously.

F. Approval of Minutes

F-1. April 7, 2025 Regular Meeting – Mr. Baker moved, seconded by Ms. Holder to approve the minutes of the April 7, 2025 Regular Meeting as presented. The motion carried unanimously.

G. Public Comments

Bruce Gleasman of 1012 Seven Springs Rd. in Pisgah Forest said I am here to talk about the sewerage treatment plant and the smells that have been occurring, and also is it safe for water levels going into the French Broad. We live about 1½ miles away from the treatment plant on a ridge, 800+ feet above the French Broad basin. We have had at least ten smells this year, which is more than most years. The river basin is about 1½ miles away from the plant and it smells a lot more. Near the Pisgah Forest Post Office and surrounding areas, when the treatment plant is smelling, it can almost make you cry. I have talked to the last mayor. He was able to get some funding for maintenance which was needed, and it helped it out for a while. I talked with the past city engineer

and technicians in the plant, and they were doing whatever they could do with the money they had to keep the smells down. I talked to the current site manager and technicians, and they were hoping that the new money will help in some way to control the smell, but they really are unknown at this point. They need dollars to find out what source and how to correct it. I also talked to the current mayor about the smells. I also talked to the Assistant City Manager, and he indicated there was a grant money of about \$14M coming in, but on the side he said to really make it work you need \$50M to \$60M and have a new waste treatment plant because it is out of date; it's way past its life. My point is two-fold: 1) smell-elimination, and 2) the treatment plant should stay within the permit limits because of the drinking water. Everybody gets drinking water out of the French Broad River and we get drinking water out of groundwater. So, what I am asking is can the City Council post a response on the current future progress on the repairs, address the smell, and how to keep the plant in operations for safe drinking water consumption. I think it is very important that the waste treatment plant is operating correctly, and the people in the area should not walk outside and cry; that is just plain wrong.

Rebecca Wynn of 180 Duckworth Ave. said I am a member of Bethel "A" Baptist Church. I just want to point out something that may be petty to many, but to me I felt very disrespected. I have been attending these meetings bi-weekly for over three years and I notice that you invite different clergy men and women of different faiths to give the invocation. Many of these people wear many hats in the community. After each prayer they were asked to tell a little about themselves, their churches or organizations. This may be petty, but if you listen to some of the complaints about paying too much for parking tickets, dogs barking after midnight, the fact that they did not like the protest rally that was held on Main Street, or the grass is growing between the cracks in the bricks in the sidewalk, please listen to me. I am hoping it was an oversight because Rev. Dr. Holder, as you pointed out, is a councilwoman who wears many hats and travels in the same circle as you, which means you know a lot about her. However, for a brief moment, she was a clergy; she had on her clergy hat when you asked her to give the invocation, but she was not given the same courtesy given to other clergy men and women who have come and given invocation. I am sure there were many persons who were attending the April 7 meeting, either in person or by Zoom, that did not know very much about her. I just wonder if there was a reason why she was not given the opportunity to elaborate as to who she is, the location of her church, and her current concerns and contribution for and to this community. Bethel "A" has been a pillar of the community for many years. They were responsible for integration, they were responsible for low-income houses, they created an outreach ministry called Neighbors in Ministry, and Rise and Shine, an afterschool program that is in force now. And we also donated property and \$10,000 for the Silversteen Park to the City. All I'm asking is that in the future you give Pastor Holder, Councilwoman Holder, the respect you have given any other clergy when she is wearing her clergy hat.

Scott Barnett of 123 Gillespie Circle asked City Council to please narrow the window for display of political signs. He said they get to be a real clutter as the election approaches and they're an eyesore too in my opinion. There is just a whole lot of them and some of them have already started to appear last month in March. That's ridiculous in my opinion. Allowing them to be displayed maybe 30 to 60 days before the election seems like adequate time. Also, maybe include private property. I have discovered that you can display a political sign on private property 365 days a year, but it seems like that should be included in the overall ordinance, which is about display on public property or rights-of-way.

Linda Gallo of 671 Probart St. said I want to thank Bobby Cooper for all the effort he has put in. We are constantly seeing them at work out on the street, the sirens, and the work that he has done in our community and just thank him for that. I also want to say that I totally appreciate that we now have 11 speed bumps on Probart, and the effort that went into that. I didn't quite appreciate how long that took and of the documentation that went into that, and now I see how necessary that was. I appreciate that now we have documentation that shows why we did what we did, why we have the number we have, and that it is effective. Thank you for doing that.

Rodney Locks of 187 S. Rice St. said first I'd like to compliment you for your last budget session that you had. You went through every item in detail and you realize that it is hard fixing a budget. There are some things that you did that you didn't like to do. For example, you decided that you're not going to have a lot of Fire Department people and you're not going to fill the Public Works staff. But those aren't the things that really bothered most people. What they bother about is the \$60 a month that they have to pay, even if they don't turn the water on. There are some things you're still going to work on, like the \$1.2M for the boardwalk, and you're going to push back on DOT, I hope, for charging you 20% for paying for their projects. But you still have time to do that. Just remember that the people here still cannot afford to live here. You have a vision; you don't have to accomplish it in 4 years or the time you're sitting here. The city's not going anywhere; you can stretch this out for a long time. But if your vision is sound, it will get accomplished.

Kevin Gallo of 671 Probart St. said I am representing several residents on West Probart that couldn't be here, but they wanted to express their appreciation and thankfulness to the leadership of the City that they established a Traffic Calming Policy and were willing to pursue the various options based on the policy and guidelines for the installation of the speed cushions on Probart. They wanted to thank the Council Members, Mayor, City Staff, especially including the Public Works Department that installed them, and any others that contributed to the completion of the project as it provides greater safety for the pedestrians, cyclists, and for vehicles that utilize Probart Street. I also want to add my gratitude for Chief Cooper's many years of service here at the City of Brevard.

Harvey Sankey of 51 Lake House Trail said I would like to talk about the recent budget meeting that the City Manager had presented to the City Council. The revenue neutral tax rate is the property tax that would generate the same tax levy on the County's new post-reappraisal tax base next year as the County received this year on its existing tax base. In other words, a revenue neutral tax rate is the rate that would keep the countywide tax bill the same next year as it was this year despite the change in the tax base. This revenue neutral tax rate was 33 cents according to the City Manager and as the discussion happened over the period, everybody was looking at a 35.5 cent tax rate. This is about a 7% tax increase. However, if you take a look at some of the people, and this was presented by the City Manager, these are facts. Impact on a city household of \$191,660 appraised value – last year it was appraised at \$98,960; that's a 48% increase in their appraisal. These people are going to get hit harder with the tax rate even at 33 cents, but you want to add another 7% to that amount of money to these people. These are middle-income people, lower-income people that cannot afford this increase on the tax rate, so I'm imploring you to go back and look at that 33-cent tax rate the City Manager provided you here and give that tax rate to the city residents. I know you're going to come up with the tax revaluation shouldn't have happened this year because of Hurricane Helene. I'm sure the people who evaluated the properties took that into consideration, so don't use that as an excuse as to why this tax rate is going to go up. And the people out there on Saturdays are saying we're going to have a reduction in Medicare, Medicaid, and Social Security. That increase in taxes is going to hurt the middle income and lower income people even more. Hands off our property taxes!

Rob Stein of 249 Pine Mountain Trail said a few minutes ago we all stood up and pledged allegiance to the flag, which I have done hundreds and hundreds of times, and many of you have done all your life. We pledged to liberty and justice for all if you remember those words. Let me take one word – liberty. Liberty is freedom from arbitrary or despotic government control; the right of doing, thinking, speaking according to choice. Thank you Mayor, thank you City Council for your stand in reminding all of us that freedom is not free, it is something that has to be won, and I appreciate living in Brevard and living with a City Council and a Mayor who remind us of that often.

H. Certificates/Awards/Recognition

H-1. Recognition of Retired Fire Chief Bobby Cooper – Mayor Copelof read Proclamation No. 2025-11 Honoring Chief Bobby Cooper and Designating April 28, 2025 as “Bobby Cooper Day” in the City of Brevard. She presented the Proclamation and a Mayor’s Challenge Coin to Chief Cooper.

**PROCLAMATION NO. 2025-11
A PROCLAMATION HONORING CHIEF BOBBY COOPER
AND DESIGNATING APRIL 28, 2025 AS
“BOBBY COOPER DAY” IN THE CITY OF BREVARD**

WHEREAS, Bobby had been a familiar face across the Transylvania County emergency services community for over thirty years, serving several agencies concurrently; and

WHEREAS, in November 2018 Robert “Bobby” Cooper was named the Brevard Fire Department’s first full-time Fire Chief; and

WHEREAS, upon his appointment Bobby had ten years of experience as a part-time firefighter for BFD, twenty-six years of experience across multiple positions with Lake Toxaway Fire Rescue, and more than twenty years of experience as a paramedic with Transylvania County Emergency Medical Services, the last few as its Director; and

WHEREAS, Bobby is trained in most of the discrete disciplines within the emergency response field, and he has completed the University of North Carolina Charlotte’s EMS Management Institute; and

WHEREAS, Bobby holds a Bachelor of Science degree in Management from Clemson University, and a Masters of Public Affairs degree from Western Carolina University; and

WHEREAS, in his time as Brevard Fire Department’s Chief, Bobby led the department’s transition from a part-time department staffed exclusively by part-time and volunteer firefighters to a hybrid department with a roster that now includes four full-time engineers; and

WHEREAS, Bobby also oversaw the department’s transition into the agency responsible for all medical first responder calls within the City, which resulted in the doubling of the number of calls Brevard Fire Department was responsible for but also enhanced services to the residents of Brevard; and

WHEREAS, Bobby’s abilities across disciplines helped create a department that could respond quickly, efficiently, and professionally to all types of calls for service, giving Brevard’s residents peace of mind; and

WHEREAS, Bobby resurrected the tradition of having a firehouse dog, bringing his chocolate lab Birdie with him to work. Birdie’s presence brought joy to all those who worked at the Brevard Fire Department and Brevard City Hall; and

WHEREAS, Bobby’s professional accomplishments, his exemplary leadership, and his character as a friend and colleague at the Brevard Fire Department/City of Brevard are all worthy of recognition.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BREVARD THAT:

1. This body expresses to you, Robert Cooper, on behalf of its citizens and officials, our thanks and appreciation for your service to the Brevard Fire Department and the City of Brevard.
2. April 28, 2025 shall be recognized as “Bobby Cooper Day” in the City of Brevard, and its observance commended to all Brevard’s residents and visitors.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 21st day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk s/ Maureen Copelof, Mayor

H-2. Proclamation No. 2025-09 Older Americans Month, May 2025 – Mayor Copelof read the proclamation aloud and presented it to Dr. Paula Hartman-Stein, Community Coordinator for Brevard’s Age-Friendly Community Initiative.

**Proclamation No. 2025-09
Older Americans Month**

WHEREAS, May is Older Americans Month, a time for us to recognize and honor older adults and their immense influence on every facet of American society; and

WHEREAS, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

WHEREAS, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

WHEREAS, we must ensure that older Americans have the resources and support needed to stay involved in our community – reflecting our commitment to inclusivity and connectedness.

NOW, THEREFORE, I, Maureen Copelof, Mayor of Brevard, do hereby proclaim May 2025 as Older Americans Month in the City of Brevard. This year's theme, "Flip the Script on Aging," focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions.

We call upon all residents to join us in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Brevard to be affixed on this 21st day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

I. Special Presentations – None.

J. Public Hearing(s)

J-1. Proposed Text Amendment to City of Brevard Unified Development Ordinance Chapters 3 and 19 – New Flea Market Retail Land Use – Aaron Bland explained that this is a staff-initiated text amendment to clarify two definitions in the UDO that pertain to the abandonment of land uses and retail land uses.

Abandonment – Mr. Bland noted that “abandonment” is a critical definition that is currently not in the UDO, but is an important word because it is a trigger point for compliance with nonconforming land uses. Section 14.2 states that nonconforming land uses that are abandoned for 180 consecutive calendar days shall not be allowed to be reestablished. It is important to know what it means to be abandoned for those 180 days in order to enforce that fairly and consistently. The proposed definition of “Abandon” is “to intentionally discontinue from actively using land, structures, or any premises for the intended or previous use for a specified period of time, but excluding temporary periods of inactivity due to remodeling, maintaining, restoring, or otherwise improving a facility.”

Retail Land Uses – Mr. Bland explained that currently the UDO has a “catchall” category for retail uses. In administering the ordinance and in fielding phone calls about potential retail uses, the need to add a definition for a more outdoor-focused retail establishment, as opposed to the typical brick-and-mortar indoor establishment, became clear. Staff is proposing to create a new sub-category called “Flea Market”. That would be allowed by Special Use Permit only in the Corridor Mixed Use District. The retail definition has also been tweaked to clarify that that is conducted primarily indoors within an enclosed building. The new use “Flea Market” is defined as “an occasional or periodic sales activity held in an open area, semi-open facility, or temporary structure, where individual merchants offer goods, new and used, for sale to the general public. This definition shall not include private yard sales or garage sales that are conducted on a residentially developed lot by members of the household.”

At 6:16 p.m. Mr. Morrow moved, seconded by Mr. Baker to open the public hearing. The motion carried unanimously.

Public Participation: None.

At 6:17 p.m. Ms. Holder moved, seconded by Mr. Wise to close the public hearing. The motion carried unanimously.

During discussion, Mr. Baker asked Attorney McKeller whether the abandon provision would apply to short-term rentals that were listed but not rented for 180 days. Attorney McKeller said he would have to look into that and report back at the next meeting. Mr. Wise asked if there was a definition for “occasional” or “periodic” and noted that he would not want to see a full-time flea market. Mr. Bland said that if an ordinance doesn’t specifically define something, staff would use a general definition and would look at on a case-by-case basis and it might look different for different land uses.

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. Morrow moved, seconded by Mr. Wise to approve the consent agenda. The motion carried unanimously.

K-1. Proclamation No. 2025-10 National Day of Prayer

Proclamation No. 2025-10 National Day of Prayer

WHEREAS, a National Day of Prayer has been part of our heritage since it was declared by the First Continental Congress in 1775, and the United States Congress in 1952 approved a Joint Resolution setting aside a day each year to pray in our nation; and

WHEREAS, the United States Congress, by Public Law 100-307, in 1988, as amended, affirms that it is essential for us as a nation to pray and directs the President of the United States to set aside and proclaim the first Thursday of May, annually, as a National Day of Prayer to be celebrated by all faiths and religions; and

WHEREAS, a National Day of Prayer is an occasion for each of us to pause in our normal daily routine and come together as one community giving thanks for all that we enjoy as Americans and as residents of Brevard, including our treasured freedom to practice religion as we choose; and

WHEREAS, regardless of one’s faith tradition, prayer helps remind us of our humanity and helps connect all of us to the greater community, nation and world in which we all share; and

WHEREAS, on this National Day of Prayer I encourage all members of our community to pray, reflect or meditate in a manner most appropriate to their own religious or spiritual beliefs.

NOW, THEREFORE, I, Maureen Copelof, Mayor of The City of Brevard, North Carolina do hereby proclaim May 1, 2025, as a Day of Prayer throughout the City of Brevard, NC and encourage all members of our Brevard community to join in thankfulness, prayer and reflection for:

Our nation and other nations especially for all those who battle for freedom throughout the world including our brave men and women in uniform;

For those who help keep us safe here at home – our Law Enforcement, Fire Department and EMS personnel;

For those entrusted with the care and education of our children – our parents, our teachers and child care workers;

For those who are still recovering from the impact of Hurricane Helene and the recent fires;

For our most vulnerable neighbors and for all who are struggling and need compassion and assistance;

For our leaders, so that they have the strength to meet the challenges we face today and tomorrow and the wisdom to know what to do and the commitment to do what is right; and

For our nation and the diversity that makes us strong; may we treat everyone with respect and come together in unity as Americans.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 21st day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

K-2. Tax Settlement Report – March 2025

K-3. Audit Contract for the Year Ending June 30, 2025

K-4. Stormwater Master Plan Designer Selection

RESOLUTION NO. 2025-28

RESOLUTION TO APPROVE 2025 STORMWATER MASTER PLAN DESIGNER RECOMMENDATION AS PER NORTH CAROLINA GENERAL STATUE G.S. 143-64.31

WHEREAS, the City Council of Brevard, NC has determined that it is in the best interests of the City to develop an updated Stormwater Master Plan; and

WHEREAS, the development of the 2025 Stormwater Master Plan will be supervised by City staff; and

WHEREAS, G.S. 143-64.31 (referred to as the “Mini Brooks Act”) requires the initial solicitation and evaluation of firms to perform architectural , engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee; and,

WHEREAS, the City Staff has issued Request for Qualifications (“RFQs”) to obtain the services of qualified designers and engineering firms for the project; and

WHEREAS, the Public Works and Utilities Committee in conjunction with City staff has carefully evaluated each response to those RFQs utilizing a number of criteria as specified by the North Carolina State Construction Office rules and guidelines including such elements as qualifications, prior experience with the City of Brevard, whether the design or engineering firm represents a historically underutilized business, whether the design or engineering firm represents a local business entity, and other relevant factors; and

WHEREAS, the Public Works and Utilities Committee in conjunction with City staff and the City Manager has selected and interviewed two qualified designers or engineering firms and recommends them in priority order: McAdams of Asheville/Charlottle, NC, and TRC of Charlottle/Cary, NC (“Recommended Designers”); and

WHEREAS, the City Council is charged by the State of North Carolina with the authority and responsibility to approve the selection of designers and engineers for projects in the City of Brevard, NC; and

WHEREAS, the Public Works and Utilities Committee recommends approval by City Council of the Recommended Designers for the 2025 Stormwater Master Plan.

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

Section 1. City Council hereby approves the Recommended Designers.

Section 2. The City Manager, or his designee, is authorized to select one of the Recommended Designers in priority order, and to execute a contract dependent on successful negotiations, for the 2025 Stormwater Master Plan.

Adopted and approved this 21st day of April 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayr

K-5. Health Insurance Transition to Carolina Public Entity Cooperative

RESOLUTION NO. 2025-29

RESOLUTION APPROVING MEMBERSHIP IN THE CAROLINA PUBLIC ENTITY COOPERATIVE FOR THE PURPOSES OF EMPLOYER-PROVIDED HEALTH INSURANCE

WHEREAS, on April 21, 2025 the Brevard City Council heard a presentation from staff, summarized in the affixed staff report, on the proposed switch from the Intergovernmental Healthcare Alliance to the Carolina Public Entity Cooperative (CPEC); and

WHEREAS, the Council’s Finance, Human Resources, and Citizen Appointment Committee discussed the proposed switch at its March 24, 2025 meeting and recommended the change to full City Council.

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

Section 1. Membership in the Carolina Public Entity Cooperative beginning July 1, 2025 is hereby approved.

Section 2. The City Manager or his designee is hereby authorized to execute the switch from the current plan to CPEC.

Adopted and approved this the 21st day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk s/ Maureen Copelof, City Clerk

K-6. Budget Amendment – \$100,000 County Vehicle Maintenance

**ORDINANCE NO. 2025-16
AN ORDINANCE AMENDING THE FY2024-2025 BUDGET.
BUDGET AMENDMENT NUMBER 25-07**

SUBJECT: Budget Amendment for County Vehicle Maintenance, \$100,000

AGENDA INFORMATION

Agenda Location	New Business
Department:	Finance
Contact:	Dean Luebbe, Assistant City Manager and Finance Director

BRIEF SUMMARY: The City of Brevard Public Works Garage division is expending significantly more funds on County vehicles than anticipated in the FY24-25 original budget, and a budget amendment is needed to account for the higher expenditures. The City passes these costs on to the County on a monthly basis, and the corresponding revenue account will be adjusted at the same amount.

MOTION FOR CONSIDERATION: To approve Budget Amendment 25-07, as submitted, increasing the budget in expenditure account:

10-5550-3120 (Maint and Repair - County)	\$120,000
10-5550-3120 (Maint and Repair - County)	\$100,000
TOTAL	\$220,000

And increasing the budget in revenue account:

10-3970-1100 (County Veh Maint Revenue)	\$200,000
10-3970-1100 (County Veh Maint Revenue)	\$100,000
TOTAL	\$300,000

ATTACHMENTS: None.

MANAGER’S RECOMMENDATION: Adopt as presented.

Approved and adopted this 21st day of April 2025.

Attest: Denise Hodsdon, CMC, City Clerk s/ Maureen Copelof, Mayor
Approved as to Form: Mack McKeller, City Attorney

L. Unfinished Business

L-1. Loan Information for Azalea Avenue Property – Mr. Hooper explained that Staff solicited loan proposals from seven banking institutions. Three proposals were received, and Staff recommend moving forward with the proposal from United Community Bank at a rate 4.33% with no upfront fees, no prepayment fees, and costs not to exceed \$5,000. It would require monthly payments of \$17,459 for 59 months starting July 1, 2025. North Carolina law requires that before entering into an installment loan contract to purchase real estate, units of local government must hold a public hearing on the contract. The proposed resolution sets the public hearing for Council’s next meeting on May 5th. Mr. Morrow moved, seconded by Mr. Wise to approve the resolution accepting the terms of a loan offer from United Community Bank and to set the public hearing for May 5, 2025. The motion carried unanimously.

RESOLUTION NO. 2025-30
RESOLUTION APPROVING THE SUMMARY OF INDICATIVE TERMS OF A LOAN OFFER FROM
UNITED COMMUNITY BANK INC. FOR THE PURCHASE OF REAL PROPERTY OFF AZALEA AVENUE
FOR LOW-TO-MODERATE INCOME HOUSING.

WHEREAS, the City of Brevard wishes to acquire developable property for the construction of low-to-moderate income housing; and

WHEREAS, in late 2024 the City, after consultation with Development Finance Initiative (DFI) on the developability of three adjacent parcels off Azalea Ave, entered into a Purchase Option agreement with the properties' owners so as to have some control over the property in order to conduct further due diligence; and

WHEREAS, in the interim geotechnical analysis, architectural renderings, community engagement, and preliminary financial proforma have been conducted, each affirming that the property is a good candidate for low-to-moderate income housing development; and

WHEREAS, the balance of the City's Housing Trust Fund is not adequate enough to purchase the property outright, so the purchase must be financed; and

WHEREAS, this information was shared with City Council at its April 7, 2025 meeting, and the Council informally agreed to proceed with the purchase.

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

Section 1. The City Council accepts the terms and conditions of the \$925,000 loan offered by United Community Bank, Inc. that are summarized in the affixed staff report.

Section 2. Staff are directed to advertise for and hold a Public Hearing on May 5, 2025 regarding the purchase of parcels 8596-05-5538-000, 8596-05-6391-000, and 8596-05-8315-000 via installment financing.

Section 3. The City Manager or his designee is authorized to take necessary steps to finalize the loan and purchase of the three parcels identified above according to the terms memorialized in the October 2024 Purchase Option pending the completion of necessary Public Hearing and other legal requirements.

Adopted and approved this the 21st day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

M. New Business

M-1. Proposed Police Department Pay Plan Enhancement – Kelley Craig explained the Staff recently completed a compensation study for sworn law enforcement positions. Based on the findings of the study, staff is recommending adjustments to the pay scales for all sworn law enforcement positions to bring the city's compensation levels to the top of the market for comparable positions in our region, and to pull them off into a separate pay plan that can be modified and adjusted as needed. Staff is recommending implementation of the proposed increases for current employees effective April 28, 2025 in order to remain competitive for recruitment and retention purposes. The proposed adjustments are as follows:

Current FY25 Pay Plan								
Grade		Scheduled				Min + 5%	Annual @ 1 yr	Max of Pay Range
		Hours	Hourly Min	Annual Min				
15	Police Trainee	2080	\$ 20.19	\$ 41,996.19			\$ -	
16	Police Officer	2229.5	\$ 21.20	\$ 47,265.40		\$ 22.26	\$ 49,628.67	\$ 70,886.40
17	Police Detective	2080	\$ 23.86	\$ 49,628.80		\$ 25.05	\$ 52,110.24	\$ 74,443.20
18	Police Sergeant	2229.5	\$ 23.38	\$ 52,125.71		\$ 24.55	\$ 54,732.00	\$ 78,156.00
18	Police Sergeant	2080	\$ 25.05	\$ 52,104.00		\$ 26.30	\$ 54,709.20	\$ 78,156.00
21	Police Lieutenant	2229.5	\$ 27.06	\$ 60,330.27		\$ 28.41	\$ 63,346.78	\$ 90,708.00
24	Police Captain	2080	\$ 33.57	\$ 69,826.60		\$ 35.25	\$ 73,317.93	\$ 104,738.40

* Employees currently get a 5% increase at the end of a 1 year probationary period (Min + 5%)

Proposed Plan									
Grade		Scheduled			Min +2.5%	Annual @ 6 months	+ 2.5% (1yr)	Annual @ 1 yr	Max of Pay Range
		Hours	Hourly Min	Annual Min					
P1	Police Trainee	2080	\$ 22.24	\$ 46,255.24					
P2	Police Officer	2229.5	\$ 23.35	\$ 52,058.83	\$ 23.93	\$ 53,360.30	\$ 24.53	\$ 54,694.30	\$ 78,088.24
P3	Police Detective	2080	\$ 25.76	\$ 53,578.09					\$ 80,367.14
P4	Police Sergeant	2229.5	\$ 26.99	\$ 60,163.73					\$ 90,245.60
P4	Police Sergeant	2080	\$ 26.99	\$ 56,129.43					\$ 84,194.15
P5	Police Lieutenant	2229.5	\$ 29.68	\$ 66,180.11					\$ 99,270.16
P6	Police Captain	2080	\$ 34.14	\$ 71,003.73					\$ 106,505.59

* Proposed provides 2.5% increase to new officers at the end of 6 months and then an additional 2.5% increase at end of one year probationary period.

Ms. Craig added that in July Staff will be requesting with the budget that the City implement some incentive programs to further enhance our competitiveness compared to what other agencies are doing.

Mr. Baker moved, seconded by Mr. Morrow to approve the proposed pay plan enhancement. The motion carried unanimously.

M-2. Sewer Pump Station Rehabilitation Bid Award – David Todd explained that in October 2022 Council approved the Sewer Pump Station Rehabilitation Project in the amount of \$2,873,000 to be funded through the American Rescue Plan funding from the State Recovery Fund. The project was put out to bid and the bid opening on April 8, 2025 revealed a significant funding shortfall of approximately \$3M attributed largely to 3 primary factors: 1) escalation from time between the initial estimate development and bid date; 2) a more comprehensive scope including additional controls and variable speed drives than what was included in the original design; and 3) a difficult project with many construction challenges primarily related to installation of the new wet well at the Gallimore Road Sewer Pump Station that is deeper and larger than initially conceived.

CDM Smith reviewed the three bids received and prepared a certified detailed bid tabulation. Based on the review of the three bids, Staff’s recommendation of award is to the lowest responsible bidder, TP Howard’s Plumbing Co., Inc. for \$4,444,000. Mr. Todd noted that the proposed resolution includes that Staff has identified two funding sources for the remaining \$3,000,000 of needed project funds from NCDWI via either a 0.0% interest rate 20-year loan, or via using a portion of the \$12,805,000 already approved appropriation initially identified as funding for the Wastewater Treatment Plant Upgrade or Replacement. Staff is recommending to proceed with the project utilizing \$3M of the \$12.8M current authorization to supplement the shortfall, which would allow us to immediately move forward upon full confirmation from NCDEQ on use of those funds. The proposed resolution would be modified to include whichever option Council approves.

Mr. Morrow moved, seconded by Mr. Wise to award the construction contract to T.P. Howard’s Plumbing Co., Inc. and to use \$3M of the earmark upon approval from NCDEQ; and if the project is not eligible for funding from the earmark, to pursue loan funding. The motion carried unanimously.

RESOLUTION NO. 2025-31
A RESOLUTION AWARDING THE CONSTRUCTION WORK FOR THE
CITY OF BREVARD SEWER PUMP STATIONS REHABILITATION PROJECT

WHEREAS, The City of Brevard has previously approved the Sewer Pump Station Rehabilitation Project (The Project) on October 3rd, 2022 in Ordinance Number 2022-64; and

WHEREAS, The Project has received approval and permits from the North Carolina Division of Water Infrastructure (NCDWI) state regulating agency; and

WHEREAS, The City of Brevard has placed The Project to public bid under state requirements, and has received bids that exceeded the established budget for The Project; and

WHEREAS, The City of Brevard has secured \$2,873,000 of funding of the total needed \$5,873,000 Budget for The Project through the American Rescue Plan funding from the State Recovery Fund; and

WHEREAS, The City of Brevard has identified two funding sources for the remaining \$3,000,000 of needed projects funds from NCDWI, via either a 0.0% interest rate 20-year loan or via using a portion of the \$12,805,000 of already approved appropriation initially identified as funding for the Wastewater Treatment Plant Upgrade or Replacement; and

WHEREAS, The City of Brevard has placed The Project to public bid under state requirements, and has received bids that exceeded the established budget for The Project; and

WHEREAS, The City of Brevard, upon recommendation of the City's Consulting Engineers, CDM Smith, desires to accept the low bid, award and construct The Project; and

WHEREAS, in accordance with G.S. 143-129, the City of Brevard received formal bids for the Sewer Pump Stations Rehabilitation Project at 1:00 P.M. on Tuesday, April 8, 2025 at Brevard City Hall; and,

WHEREAS, after receiving the Bid Tabulation from this bid opening for the proposed project, the Brevard City Council now desires to approve an award of contract.

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

Section 1. The City Manager or his designee is authorized to award a construction contract for the Sewer Pump Station Rehabilitation Project, Ordinance No. 2022-64 to T.P. Howard's Plumbing Co., Inc., of Asheville, NC for the bid price of **\$4,444,000** as received at 1:00 P.M., on Tuesday, April 8, 2025, in accordance with the City's bid documents, produced by CDM Smith, the designer of record for this Project.

Section 2. City Council elects to dedicate a portion of its \$12,805,000 earmark from the State of North Carolina to fund the difference between the bid cost and the portion of the grant funded via American Rescue Plan funding, and the City Manager or his designee is authorized to take necessary steps to secure that funding and, upon award approval from the NCDEQ, is authorized and directed to sign a contract with T.P. Howard's Plumbing Co., Inc.

Section 3. Should the project not be eligible for funding from the earmark, City Council also authorizes the City Manager or his designee to pursue and execute above referenced loan funding from the State of North Carolina.

Section 4. The City Manager is authorized and directed to take all necessary actions required by the NCDEQ to complete The Project, including all close out documents.

Section 5. The City Manager is authorized and directed to process and approve any required change orders up to The Project's budget limit that may be needed to complete The Project.

Section 6. The City Manager shall advise the Council periodically on the status of The Project.

Section 7. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this 21st day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

M-3. Water Treatment Plant Improvements Bid Award – David Todd explained that in January 2023 Council approved the Water Treatment Plant Improvements Project with a budget of \$4,929,000, entirely funded through

American Rescue Plan funding from the State Recovery Fund. Staff solicited bids for a bid opening on March 25, 2025, but only received two bids. In accordance with NC Public Contracting Statutes, the project was rebid for a bid opening on April 15, 2025. At that time three bids were received and Brown Consultants, PA analyzed the bids and prepared a Bid Tabulation. Brown Consultants recommends award of the project to the low bidder, Carolina Specialties Construction, LLC in the amount of \$3,177,628. This amount is within the scope of the overall project budget for construction which is \$3,994,000.

Mr. Morrow moved, seconded by Mr. Wise to approve the resolution awarding the construction work for the Water Treatment Plant Improvements Project to Carolina Specialties. The motion carried unanimously.

RESOLUTION NO. 2025-32
A RESOLUTION AWARDING THE CONSTRUCTION WORK FOR THE
CITY OF BREVARD WATER TREATMENT PLANT IMPROVEMENTS PROJECT

WHEREAS, The City of Brevard has previously approved the Water Treatment Plant Improvements Project (The Project) on January 3rd, 2023 in Ordinance Number 2023-01; and

WHEREAS, The Project has received approval and permits from the North Carolina Division of Water Infrastructure (NCDWI) state regulating agency; and

WHEREAS, The City of Brevard has secured \$4,929,000 of funding, the total needed budget for The Project through the American Rescue Plan funding from the State Recovery Fund; and

WHEREAS, The City of Brevard has placed The Project to public bid under state requirements, and has received bids that are within the established budget for The Project; and

WHEREAS, The City of Brevard, upon recommendation of the City's Consulting Engineers, Brown Consultants, desires to accept the low bid, award and construct The Project; and

WHEREAS, in accordance with G.S. 143-129, the City of Brevard received formal bids for the Water Treatment Plant Improvements Project at 11:00 AM on Tuesday, April 15, 2025 at Brevard City Hall; and

WHEREAS, after receiving the Bid Tabulation from this bid opening for the proposed project, the Brevard City Council now desires to approve an award of contract.

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

Section 1. A construction contract for the Water Treatment Plant Improvements Project, Ordinance No. 2023-01 is hereby awarded to Carolina Specialties Construction LLC, Inc. of Asheville, NC for the bid price of **\$3,177,628** as received at 1:00 P.M., on Tuesday, April 15, 2025, 2022, in accordance with the City's bid documents, produced by Brown Consultants, the designer of record for this Project.

Section 2. The City Manager upon award approval from the NCDEQ, is authorized and directed to sign a construction contract with Carolina Specialties Construction LLC, Inc.

Section 3. The City Manager is authorized and directed to take all necessary actions required by the NCDEQ to complete The Project, including all close out documents.

Section 4. The City Manager is authorized and directed to process and approve any required change orders up to The Project's budget limit that may be needed to complete The Project.

Section 5. The City Manager shall advise the Council periodically on the status of The Project.

Section 6. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this 21st day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

M-4. Sewer Asset Inventory Assessment Project Change Order – Capital Project Amendment – Dean Luebke explained that in December 2022 the City received a grant in the amount of \$387,500 from NCDEQ to complete a Water and Sewer Asset Inventory Assessment (AIA). Summit Engineering was selected to

perform the work at a cost of \$431,500, with the Water and Sewer Fund transferring an additional \$44,000 to completely fund the project. As the Sewer portion of the Project has progressed, it has become apparent that there are more manholes in need of assessment than initially anticipated, and Summit Engineering has submitted a change order in the amount of \$68,500 to complete the sewer portion of the AIA. Council is asked to approve a Capital Project amendment and a Budget Amendment transferring an additional \$75,000 into this project to complete the sewer portion of this assessment.

Ms. Holder moved, seconded by Mr. Morrow to approve the Capital Project Amendment and Budget Amendment as presented. The motion carried unanimously.

ORDINANCE NO. 2025-17
CAPITAL PROJECT ORDINANCE TO AMEND ORDINANCE
NO. 2022-77 WATER AND SEWER ASSET INVENTORY AND ASSESSMENT PROJECT

BE IT ORDAINED by the City Council of the City of Brevard, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1: The budgeted expenditures and revenues listed under the ordinance 2022-77 will be increased by \$75,000.

Section 2: Summit Engineering has notified City staff that a change order will be necessary to complete the Sewer Asset Inventory and Assessment Project. The Project was established in December of 2022, mainly funded through a grant of \$387,500 from NCDEQ, and included both a Water and Sewer Assessment. The original agreement of the Sewer Assessment included the location and assessment of 1,500 manholes, but staff has now concluded there are actually closer to 2,000 manholes.

Section 3: The following amounts are appropriated for the project:

Account Number	Account Name	Budget Amount
31-8540-4900	Asset Inventory...	\$431,500
31-8540-4900	Asset Inventory...	\$75,000
TOTAL PROJECT APPROPRIATION		\$406,500

Section 4: The following revenues are anticipated to be available for the project:

Account Number	Account Name	Budget Amount
31-3760-0140	AIA Grant – ARP 0124-0106	\$387,500
31-3760-1907	Transfer from 30 – AIA	\$44,000
31-3760-1907	Transfer from 30 – AIA	\$75,000
TOTAL PROJECT REVENUE		\$406,500

Section 5: The Finance Director is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the disclosure requirements of all the contractual agreements, if applicable.

Section 6: Funds may be advanced from the General Fund or from any Enterprise Fund as necessary for the purpose of making payments as due. Reimbursement requests shall be made in an orderly and timely manner.

Section 7: The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and Section 4.

Section 8: The Finance Director is further instructed to include a detailed analysis of past and future revenues and expenses during each annual budget submission made to the Governing Board.

Section 9: Copies of this capital project shall be furnished to the City Clerk, Finance Director and City Manager for direction in carrying out this project.

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 21st day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk
Approved as to Form: Mack McKeller, City Attorney

s/ Maureen Copelof, Mayor

ORDINANCE NO. 2025-18
AN ORDINANCE AMENDING THE FY2024-2025 BUDGET.
BUDGET AMENDMENT NUMBER 25-08

SUBJECT: Budget Amendment for additional Sewer Asset Inventory and Assessment, \$75,000

AGENDA INFORMATION

Agenda Location	New Business
Department:	Finance
Contact:	Dean Luebbe, Assistant City Manager and Finance Director

BRIEF SUMMARY: In the FY25 budget, the City originally intended to transfer \$357,000 from the Water and Sewer Fund to fund preliminary engineering at the Wastewater Treatment Plant. Shortly after the budget was passed, the City received notification from NCDEQ, that we would be allowed to use a portion of our 13M earmark for this purpose, so this transfer was not made.

To fund the additional work needed for the Sewer Asset Inventory and Assessment the City is requesting to use \$75,000 of this amount to complete the project.

MOTION FOR CONSIDERATION: To approve Budget Amendment 25-08, as submitted, increasing the budget in expenditure account:

30-6600-9407 (Transfer to Fund 31 - AIA)	\$75,000
TOTAL	\$75,000

And decreasing the budget in expense account:

30-6600-9408 (Transfer to WWTP Upgrade)	(\$75,000)
TOTAL	(\$75,000)

ATTACHMENTS: None.

MANAGER'S RECOMMENDATION: Adopt as presented.

Approved and adopted this 21st day of April 2025.

Attest: Denise Hodsdon, CMC, City Clerk
Approved as to Form: Mack McKeller, City Attorney

s/ Maureen Copelof, Mayor

N. Remarks/Future Agenda Considerations.

Mr. Wise said this year’s budget workshop is the second one I have done, and they have been radically different from each other. This was a challenging one and I feel like we stuck to our clearly stated goals from our strategic priorities retreat to get this budget into a place where we’re able to move forward with critical things, and we had to let some things go that hurt all of us differently at different amounts. We would still encourage input from the public about anything that you’re concerned about. Just know that this weighs heavily on all of us.

Ms. Holder agreed with Mr. Wise. She said this was my second budget workshop as well and I was not looking forward to it. We take it personally when we can’t bring in staff that we know is needed because the funds are not there, or to give staff the raises that are due because the funding is not there. But, we are glad that we are able to continue to move on as we are based on what we do have. For that I am grateful, and grateful to staff for all that you do, and please extend it to the ones who are not here. We really do appreciate it.

Mr. Morrow said everybody has probably realized that we've got a new graffiti artist around town on various places. Just recently it seems to be that's something that we need to offer another place for them to do that in. Maybe at the skate park – we've talked about doing that and having an art competition with street art at the skate park, but it does not need to be on the side of buildings or backs of stop signs, or even on the construction screens down by the Pardee project. I offer that as a challenge. At last week's Transylvania County Transportation Advisory meeting, the discussion about speeding everywhere in the city and county was a big deal. They want to get City Police and the Sheriff together and talk about why is speeding such an issue and what can we do better together? During our budget workshop when we saw the property appraisals we were all shocked that some of the commercial and institutional appraisals seem to be low. Had they been normal, we wouldn't be faced with where we were. I understand that the County's Tax Collector is going to come talk to us and I am glad that we will have an opportunity to ask questions.

Mr. Baker thanked Chief Cooper for all his hard work. He said I first encountered Bobby long before I was up here. When we had events at Oskar Blues, we would have to meet with Fire and Police about safety and emergency plans, and Bobby was always very professional but also just really nice to be around. We are going to miss him a lot. I was very shocked when looking at some of the revaluation numbers we were comparing between residences and some of our large commercial properties. Anytime that a revaluation causes the entire tax base to essentially jump 48%, which also lowers your tax rate such a large amount, and yet people are going to be paying more, it's a big change. And, it's hard for a budget to adjust for that. What was especially shocking was that it did seem like the revaluation was shifting the tax burden from large commercial properties, like HCA and Ingles, who, if we move forward with the Manager's Recommended Budget, are going to be seeing a tax bill that is tens of thousands dollars less than they paid last year. That has nothing to do with what we're tasked with up here setting the tax rate. That has everything to do with the revaluation that occurred and how different types of properties were valued. I don't have enough answers to know why that is, but I think we should definitely follow up on that and I am glad to hear that we are going to have them at the next meeting. But, I also think we should be prepared to have an ongoing effort, because I'm not sure one presentation is going to be enough for us to really hear all the answers that we need, so I would recommend that perhaps the Finance, Human Resources and Citizen Appointment Committee take up that task and have an ongoing effort. These revaluations are a significant change for the entire community and I think it is important for us to really drill down on the methodology that was employed, the reasoning behind that methodology, and the impact that it has. It does take some of the decision-making abilities and our ability to provide relief or services to the citizens out of our hands in a way, because we cannot affect what the properties are valued at. I am not suggesting that we should affect how the properties are valued, but we need to make sure that they are accurate because if we are shifting the tax burden to everyday people instead of some of our commercial properties, well then everything we're doing on the housing front can be wiped out in a very short period of time because that represents a massive amount of increase in housing costs potentially.

Mr. Hooper informed Council that this week he intends to sign a listing agreement with Jeremy Owen and Lizzie McGann of Beverly Hanks to advertise our Cashiers Valley Road and James Street properties that we're going to sell. He also asked if Council was okay with him and Mayor Copelof sending letters to our elected officials opposing HB 765 and HB 1009, which would throw out the ETJ and shift the entire zoning authority away from municipalities to the state. There was consensus to send the letters.

Mayor Copelof said I am thrilled about several things that we did tonight. First was approving and moving forward on a city-initiated affordable housing project. We have been working on that for a long time and I want to say thank you to staff and everybody who has worked so hard to get us where we are. It is one of three affordable housing projects that the City is directly involved in making it happen. Second was the incredible amount of infrastructure upgrades coming up. One of the public comments

was about what are we doing with the Wastewater Treatment Plant. There was an article in our latest quarterly newsletter that described a lot of what we are doing in terms of working to upgrade that facility, both for capacity eventually, the type of biologic treatment that we're using, and the phased approach. We try to be extremely thorough and transparent with what we are doing and I encourage people to take advantage of the information we put out there. You heard tonight the authorization to move forward with over \$8M of grant-funded infrastructure upgrades, which is massive for a little town. And when you add in some of the other projects, we have over \$27M of infrastructure upgrades under way or about to be under way. It is not something shiny and nice that you see, but it is an incredible amount of work, and I am proud that our city is able to make this work. Thank you to all of the staff that has worked so hard on these projects. Third, our Police Department is a priority and what you saw tonight was a proactive approach to try to make sure that we can attract good man/womanpower by making sure we are competitive with the pay. I am proud of how our Police Department operates and the job they do to keep our city safe, and I am proud of how we have been proactively working to make it competitive. I think we have come up with a great approach. I think we have to take care of our people; our people are our greatest resource. Yes, the budget this year has been difficult and a challenge, because as much as we have seen costs increase for us personally, the city has seen cost increase also. We have a cost of living for all our employees that they need; we need to be competitive and to keep those good people working for us. The budget is going to be presented at our next meeting, and then a public hearing on the budget on May 19th. That is the opportunity for the public to look at the budget and if you think we have the wrong priorities in that budget, that public hearing is your opportunity to tell us. I want to address and thank Rebecca Wynn for her comments. That was a total oversight and there was no disrespect to Councilwoman Pastor Reverend Dr. Holder. I totally forgot to ask her to explain about Bethel "A" and I apologize publicly for forgetting that. Mayor Copelof then thanked the Heart of Brevard and Comporium for creating a 25-space parking lot specifically for downtown employees, and mentioned a number of upcoming events.

O. Closed Session – None.

P. Adjourn – There being no further business, at 7:35 p.m. Mr. Morrow moved, seconded by Ms. Holder, to adjourn the meeting. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: May 19, 2025

**MINUTES
BREVARD CITY COUNCIL
Regular Meeting
May 5, 2025 – 5:30 PM**

The Brevard City Council met in regular session on Monday, May 5, 2025, 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, Lauren Wise and Pamela Holder

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, City Clerk Denise Hodsdon, Assistant City Manager/Finance Director Dean Luebbe, Assistant City Manager David Todd, Assistant to the City Manager Selena Coffey, Human Resource Director Kelley Craig, Communications Coordinator Becky McCann, Assistant Planning Director Aaron Bland, Police Chief Tom Jordan, Public Works Director Wesley Shook, Wastewater Treatment Plant ORC Aaron Winans, Water Treatment Plan ORC Dennis Richardson, Community Center Director Tyree Griffin, Fire Engineer Michael Owens, and Police Lt. Brent Sorrells

Guest/Presenter – Chris Owen, Transylvania County Tax Office

Press – Dave Bradley, Transylvania Times

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

B. Invocation – Reverend Elizabeth Roles of St. Philips Episcopal Church offered an invocation.

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

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

E. Approval of Agenda – Mr. Wise moved, seconded by Ms. Holder to approve the agenda as presented. The motion carried unanimously.

F. Approval of Minutes

F-1. March 7, 2025 Priority Setting Retreat – Mr. Morrow moved, seconded by Mr. Baker to approve the minutes of the March 7, 2025 Priority Setting Retreat as presented. The motion carried unanimously.

G. Public Comments

Peter Rossi of 154 White Oak Lane said I will start with a quote: “I’m proud of how our Police Department operates and I am proud of how we have been proactive in working to make it competitive”. That is a quote from our Mayor during her last closing remarks at the last meeting. Two days later a lawsuit was filed against the Chief of Police and the City Manager for retaliatory firing of a Sergeant with an unblemished 12-year career who reported missing evidence in the Police Evidence Room that he was setting up an organizational system for an evidence room that had not been audited since 1996. They also tried to have this police officer’s credentials stripped from him, but the State saw no evidence of wrongdoing to relieve him of his credentials. This is who the Mayor is proud of. During an interview on WLOS after a report of the missing evidence was leaked to the press, the Police Chief said no one told him about the missing evidence after he had started the disciplinary action against the Sergeant for advising him for the missing evidence through his attorney and the Police Benevolent

Association. This is who the Mayor is proud of. You protest the rights of people, while your Police Chief and City Manager are being sued for violating someone's Constitutional rights. This is who you are proud of. In a 2023 survey, only 12% of the officers felt heard in the department and 6% felt supported. The department lost good officers because of a toxic work environment, including accusations of sexual harassment. Our department is short around 10 to 12 officers, causing the Brevard Police Department to have to ask the County to cover the city during the night shift. They also cannot cover Brevard College during events and had to cancel a 5K fun. This is who the Mayor is proud of. "I am proud how we have been proactive in working to make it competitive" – nothing you have done for the department has been proactive; it has all been reactive to fill the gaps that the toxic work environment has created. Even some Councilmembers have tried to tout the good work that they have done. Quit lying to us and quit blowing smoke up our butts. This is not true; this has all been reactive stuff to try to rebuild the police force that this toxic environment has created. And, it is because of the actions of the Chief of Police, the City Manager, and the Council for letting this happen. "Continuing to employ a police officer with credibility issues could be problematic for law enforcement agencies and prosecutors". That is correct; that is a quote from the City Manager. I agree with you on that; that is a very good quote, and I say you should fire the Police Chief, and the board should fire the City Manager for causing the toxic work environment that is hampering our police force.

Theresa Wynn of 105 Hillview Circle said I have been living there awhile, but what I want to ask is, I know we pay taxes and still in the same area, why are city and county taxes separated. Why aren't they put together? Some people can't afford to do that, and some lose their homes, and it's not fair, because the ones that can afford it end up buying them out or sell it to somebody out of state. Most of the stuff we have here in this county...the gas company sold out, Duke Power sold out and went somewhere else, and most of them change their name. So, we are losing. If we haven't got enough money, how can we dig...there's more sidewalks and roads dug up, and the city has to pay for that. We didn't ask them to do that when the roads and stuff is already there, been there for years; I've been here all my life. I'm concerned about that, and it isn't fair to the poor and middle class. The others got theirs together. And, I just want to know why if we're paying all these taxes, where is all the money going? It's a question that should be answered.

Steven Keate of 269 Evergreen St. said I am here to urge you to reconsider the direction of your progressive agenda; an agenda transforming Brevard into a shadow of Asheville. Here are a few of your policy decisions that I find particularly troubling: first, allowing open outdoor drinking on city streets has normalized public alcohol consumption, changing the family-friendly atmosphere of Brevard; second, prioritizing bike trails over basic infrastructure like fixing potholes on city streets and repairing sinkholes impacting private property neglects the practical needs of residents; third, removing downtown parking spaces for aesthetic purposes has impacted local businesses. I am also concerned about the rise in homeless encampments you have allowed to take hold in our community. Additionally, your recent public statements perceived as welcoming to criminal illegal aliens have made it more likely that they'll move here. Meanwhile, you're pursuing big-government solutions putting taxpayers on the hook to solve housing issues that should be left to the private sector. Even the growth of hemp and cannabis retail outlets, while legal, represent a significant departure from Brevard's traditional values. But, nowhere is the impact of your priorities more alarming than on the Brevard Police Department. Public safety should be the highest priority of local government. Yet our Police Department continues to be understaffed, putting a strain not only on Brevard's police officers, but also on the County Sheriff's Office as they try to help. The recently filed lawsuit against the City underscores other potentially serious internal challenges, issues that cannot be ignored. Our officers and the public deserve leadership that prioritize keeping our streets safe. Mayor and Council, I ask you to pause this agenda, listen to the residents who cherish Brevard for its small-town nature, not those who see it as a testing ground for progressive experiments. Redirect your focus to practical solutions; strengthen our police force; protect the taxpayers; repair our roads; support our businesses; and

restore the values that make Brevard home. Please protect what makes this city special. Do not chase a vision that risks making it unrecognizable.

Dr. Paula Hartman-Stein of 249 Pine Mountain Trail said I am your Age Friendly Coordinator. Did you know that 2.5% of every NC driver's license fee that we all pay goes to the NC License to Give Trust Fund? I learned that a few months ago and with those fees, they provide free workshops to communities who simply ask them. I heard the speaker at Chapel Hill, NC and was wowed by her; and so we are having a free to the public advanced care planning workshop on Wednesday, May 28th from 10am to 12:30pm at the Library, and this is for all ages. The topics that will be covered include: what is involved in advanced care planning, why it's important, the NC advanced care planning forms, and an opportunity to complete the forms right then and there and have them notarized, and to upload and store these planning documents using what is called "Mind My Health", a safe digital platform. Just, as an aside, I asked if these documents from another state are valid, and the answer was "maybe, and if you're from another state, you should get them done here in North Carolina." This is something Age Friendly Brevard is sponsoring along with AARP and I hope you all come.

Ron Young of 77 Kaden Lane said I am here to talk about a development that is going in just off of Probart Street and I've got a little flyer I made out and I'm going to hand it out to each one of you (copy on file in the Clerk's Office). The development is 11½ acres just off of Probart, right behind Kaden Lane and they're going to be putting in 68 homes there. I think that is a very high-density development and we're all worried about it, the people that live up and down on Probart, and especially people on Kaden Lane that I know. The area I think, is susceptible to a lot of water coming off it. If you do the math on it, a 1-inch rain on 11 acres produces 300,000 gallons of water. So if you multiply that by 5 or 10 inches of rain, you've got a massive amount of water coming off of that hill, which they are going to flatten out and take all the tress off of. I think that is very dangerous for our neighborhood and according to the Brevard Land Use Plan, we're supposed to be preserving steep slopes and natural areas, which that area I believe certainly falls into that type. We also want to limit the size and scope of new developments. That's in your Plan for Brevard and I don't think that type of development is limiting in any way. If it was a lower density development, I still wouldn't like it, but I could understand it, and I think it would be a lot better for our community. When you look at the number of vehicles, and I got this from the City Planner herself, 650 more vehicles going up and down Probart every day, and that is a massive amount of traffic trying to go through downtown or turning left there on Railroad. I don't know how that's going to work; I just don't think it can. So, I hope that people here will get involved with this and find out what's going on. I do realize the tax base and businesses do need more population.

Laura Raintree of 70 Kaden Lane said I appreciate the opportunity to voice concerns about this new neighborhood that we just found out about called Burl Haven on 11½ acres behind our house on Kaden Lane. The history of the area was that John Taylor who owns OP Taylor's petitioned the City like 30 years ago to do a bumpout of our traditional downtown high-density area, which is supposed to be a one mile perimeter from downtown. So, when you look on the city website, it shows that perimeter and then it shows just this tiny little bumpout for Kaden Lane and the adjoining properties. So, he had planned a development, and I live there, my neighbors live there, and we have 8 houses on the street. Even though it might have been deemed high density back 30 years ago, that's the nature of our neighborhood and our neighborhood is uniquely positioned on Probart Street on the other side of the County extension. So, when you go down Probart, you jump into county from the Brevard Music Center, and after you pass through a very rural area with two intact old farms, it comes back into city. So, our street is the first street in the city limits, and we pay city taxes. Then you have Dr. Nash's office and the Hillview or the Crest public housing development, and then you hit Cashiers Valley. What we found out about, through the sale from a realtor who said, "we sold the property behind your house", is that some developer from Florida has drawn up plans to squeeze 68 homes in this 11½ acres between us and the Crest public housing development. We met the City Planner 10 days ago for her to show us the plans so we could understand what was going on. They

did say, from their math, that they give 10 trips a day per home, so that is 680 car vehicle trips increased on Probart, whether it goes out Cashiers Valley or out towards Caldwell and Railroad, that is a tremendous increase in traffic. The other problem is that part of Probart, even though we were bumped out and included in the city limits, is a state road, so we have no sidewalks, we have no bike lane. We're concerned because we went through the 10-year public commentary of building the Comprehensive Land Use Plan and we're just asking that this development be viewed in the lens of those goals that were put in there for preserving community integrity in neighborhoods. Ducktown is a neighborhood; it's rural; that we want livable healthy communities where people have multi modes of transportation. There is no way to safely walk or bike on that part of Probart and it is going to just incredibly increase the pressures for this small rural area and for the Rosenwald Community. So, we're really asking for help and for guidance.

Bruce Gleasman of 1012 Seven Springs Rd. in Pisgah Forest said this is Chapter 2 of a book that I'm going to start...there's 85 chapters to the book and it's about the treatment plant. I want to thank the Mayor for the email you sent on the Wastewater Treatment Plant project and the direction that it's going in the future, for flow and elimination of the smells. And I also want to thank Willmer of the NC Div. of Water Resources, which sent the permit limits of the treatment plant and also the current violations. Finding the cause of the hydrogen sulfide and emissions is a hard thing to solve and the program that is coming up is going to help do that for the community. And, the current engineer that is driving this down there, he's topnotch and exactly knows what needs to be done, but the one factor that he needs is cash. You've got to give him money to make it happen. Through the plant expansion you're going to have a lot more input and it's going to impact the community even more through flow through the plant and also smells. As you speed up there may be smells, so you have to get a handle around it before and then after. I hope the City Council keeps the people impact as a focal point because the state says what you discharge to the French Broad River is what your permit is. Your smells are not. You can smell all you want down there and they're not going to come after you. Thanks again for listening to this and I hope Brevard can keep it as a great place to visit; and I hope people that come to visit don't say "what's that smell?" – we don't want that.

Peter Reeves of 79 Kaden Lane said I am also here to talk about the same development that is coming in behind Kaden Lane. There is not much they haven't said. It doesn't make sense and that's basically all I could say. I would like you to look at it and to see if you would consider making it a low-density area, which I don't know what that number is, but if you drive over there, it is not something that I think the area can sustain and it doesn't really make sense for what Brevard has been about for many years.

Hannah Bowers of Elm Bend Rd. said I also brought handouts (copy on file in the Clerk's office) and I came to chat about property taxes. I know that this Council does not assess property values, but I think it is important that this Council understands the effects that assessment is having on members of the city. I did, we're not going to call it a study because it's not official yet, but basically I chose 20 properties from the Rosenwald neighborhood. I left out new construction; I chose properties that have been owned by the same person as far back as I could get records; 2014 are the furthest records back that I could get. I noted the new assessed values of those properties and also what they assessed for in 2014. Then I chose 20 properties from the East French Broad neighborhood – Franklin St., E. French Broad, that side of town – and I did the same thing. I looked at what they assessed recently and what they assessed for in 2014. Then I compared those, and what I found was that the French Broad properties experienced about 169% increase in their property taxes in that 10-year period of time. The Rosenwald Community experienced 209%, and those are averages over the 20 properties. That is a pretty big discrepancy. Granted, that's a small sample size, but it does illustrate that gentrification can be quantified and it is having real effects on our Black neighbors. Then I ran the numbers and said if the properties in Rosenwald had experienced that 169% increase, what would the values be like today? Their tax assessed value would be \$25,000 less on average today. If the French Broad homes had

increased as much as the Rosenwald neighborhood did, those properties would be worth on average \$75,000 more than they are today. So, again, gentrification can be quantified; it's having real effects on the people that live in these communities, and on the city and the county's tax base as well. At best, the neighbors in the Rosenwald Community are paying more than what you might consider to be their fair share in property taxes. We're seeing a shift in the property tax burden to the Black community, and at worst they are being displaced. I think that you have heard and will continue to hear stories about that. There are groups all over the country that are looking at this and deciding to change the way that they assess and the way that they collect taxes. I think that this reassessment is a really good opportunity to look at the way that we do this and work together to make it more equitable. Because again, small sample size, but I also have looked at larger studies that confirm that this exists, it's very real and it is affecting people in our community.

Ella Jones of 86 McMinn Ave. said I would like to compliment the young lady that spoke and I think the Rosenwald Community feels the same way as the evidence that she looked at was accurate in our feelings. First of all, I read where there was not going to be a property tax imposed in 2025 because the budget had already been set and they had not gone over that, whether that's true or not, that's what I read. However, there is going to be a property reassessment and in my way of thinking, if they do a reassessment it's the same the thing as the taxes going up, because the property would be revalued and taxed in a different way. There was supposed to be a reappraisal form sent out and I guess it was, and it was supposed to be sent out for a revaluation. I don't know if the property owners got it or not, but that is going to be important. Last year I came to the Council and talked about the people in the Rosenwald Community that could not afford to have their taxes go up because of money. I see a trend happening and I hope that I'm wrong, but my parents a long time ago told me that, back in the day they owned property in different areas in the city, and when the property taxes went up so high they could not afford to pay it, they wind up losing their property. So, what happens is, what I'm seeing now, if the property keeps going up, people are not able to pay for their property tax. It's moving us out so we would no longer have a Rosenwald Community. I'm not just speaking for Rosenwald Community, but the City needs to look at what's happening there. I know that she mentioned gentrification, yes it is happening, and we see a lot in our community, because we can't afford it, having moved out. So, we no longer have what used to be ours, or culturally speaking, our community. Please don't move us out; give us a chance to live.

Harvey Sankey of 51 Lake House Lane said I too want to tell everybody here how these property taxes that you set are going to hurt the middle-income and lower-income people in this city. I have a few figures here that were given out by the City Manager. Take for instance, this house got appraised in 2025 for 98,000 and now it is appraised at \$192,000. That's a 94% increase in the valuation of that house and as a result if we use the revenue neutral tax rate, which is 33-cents per \$100, and I'll explain what that is...a revenue neutral tax rate is the rate that would keep the countywide tax bill the same in FY 2026 as it was in 2025, despite the change in the tax base. Now, that property, based on 33-cents per \$100, their tax rate is going to go up to \$632. Last year they paid \$475; that's a 33% increase in the taxes that they're going to have to pay just on the 33-cent revenue neutral tax rate. And now the City Council wants to increase that 33-cent tax rate to 35.75 cents – that's another 8.3% increase in the tax rate for these people. Total increase for that one household will be 44.3% over last year. There is another one also – appraised last year at \$311,000, this year at \$595,000 – that's a 48% increase. Fiscal year taxes that they paid last year was \$1495; this year with a revenue neutral tax rate of 33 cents, they're going to pay \$1963.50 – that's a 31% increase, and yet the City Council and the Mayor want to increase it by another 8.3%. Middle and lower-income homes face inflation right now; the people who own those homes. Their groceries are going up, their gas has gone up and there's a possibility there are going to be cutbacks in Medicare, Medicaid and Social Security. There are a lot of these people on fixed income and they can't afford that 8.3% increase that you're proposing.

Rodney Locks of 187 S. Rice St. said I would like to suggest some budget reductions to avoid a tax increase and implement revenue neutral and help citizens afford to live here. Number one is reduce the basic charge on the utility water bill. The basic charge is the amount we pay before we even turn the water faucet on and flush the toilet – it's \$55 a month. The question is how much will the basic charge go up because of improvements to the Wastewater Treatment Plant and infrastructure. Council cannot reduce the basic charge; our only option is to conserve and ration the use of water to reduce our utility bill. Second recommendation is negotiate with DOT the 20% being charged to the City for roundabouts. Roundabouts are not the City's project and the City should not be charged 20% to help the State. Will the DOT start charging the City to help maintain the state roads? How much will we reduce the budget if this charge is eliminated and/or we not build the roundabouts. Review all your projects and only consider projects that have the most impact on the community and reduce the citizens' needs. There are 22 projects; I can recommend 9, but only have 3 minutes. I don't think spending \$1.2M on the boardwalk is a necessity. The boardwalk may have to be fixed, it will be closed, torn down, repaired and even rebuilt and in the process people will have created an alternative and will no longer need the new boardwalk. The boardwalk will become a nice to have. You didn't recommend economic development, but you should create high paying job opportunities for residents that exceed the AMI to increase residents' wealth and reduce reliance on municipal assistance. Create jobs and opportunities for young people to live here; diversify your revenue streams; create a property management division to handle leases, rentals, disposals and sale and acquisitions of vacant and existing property; enhance public safety and emergency preparedness; and partner with the County on projects of shared interest – public safety, police and fire, vehicle maintenance, taxes, traffic control, transportation, economic development, and revenue streams.

Charles Gardin of 69 North Lane said I have an issue that I would like to address with Council because I haven't been able to get help from anyone else. I have been to the City Code Enforcement, he sent me to the County Code Enforcement. I have a new construction that has been built beside my property who was given a 2% back line. He has used every bit of the 2% back line and I have construction debris on my property. I cannot get anybody to address that. Also I am going to ask this question, I don't if anybody else has this question, but why are my county taxes higher than my city taxes? I have no explanation for that, but my tax bill was quite a bit higher from the County than it was from the City and I don't understand that. Also, I want to address Madame Mayor about that water drain that is still in my yard. If you come by and look at it, you will see it is still an issue and I have been at this for about 5...Mr. Wilson came out and said if it's not flooding, we won't worry about it, but it's in my yard and I would like to have it moved.

H. Certificates/Awards/Recognition

H-1. Proclamation No. 2025-12 Historic Preservation Month – Mayor Copelof read the proclamation aloud and presented it to John Koury of the Joint Historic Preservation Commission.

PROCLAMATION NO. 2025-12 HISTORIC PRESERVATION MONTH

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing the livability of a community; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life, and all ethnic backgrounds; and

WHEREAS, in the City of Brevard it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS, the City of Brevard has two National Register Districts and 18 of 23 Locally Designated Local Landmarks for Transylvania County; and

WHEREAS, May has been celebrated as National Historic Preservation Month throughout the United States of America since 1973; and

WHEREAS, This May there will be a host of events that have been prepared by local historical organizations and co-sponsored by Transylvania County Joint Historic Preservation Commission, whose mission is to help preserve the historic identity of the City of Brevard and Transylvania County.

NOW, THEREFORE, I, Mayor Maureen Copelof and the Brevard City Council do hereby proclaim and recognize the month of May 2025 as Historic Preservation Month.

Adopted and approved this the 5th day of May, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

H-2. Proclamation No. 2025-16 National Bike Month, May 2025 – Mayor Copelof read the proclamation aloud and presented it to Nora Jane Montgomery and Eric Nicoletti of the Brevard Bike Alliance.

**PROCLAMATION NO. 2025-16
NATIONAL BIKE MONTH**

WHEREAS, the bicycle is an economical, healthy, convenient, viable, and environmentally sound form of transportation and an excellent form of recreation and enjoyment of Brevard and Transylvania County's scenic beauty; and

WHEREAS, Brevard and Transylvania County trails and roads attract bicyclists each year from across the country and the world; and

WHEREAS, Brevard hosts several major cycling races and events, including the Assault on the Carolinas, the WNC Flyer, and the Pisgah Stage Race; and

WHEREAS, these bicycling activities and attractions have great potential to have a positive impact on Brevard's economy and tourism industry, as well as to stimulate economic development by making the city attractive to businesses and citizens who enjoy the out of doors and healthy lifestyles; and

WHEREAS, creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, to boost community spirit, to improve traffic safety, and to reduce pollution and congestion; and

WHEREAS, May has been declared National Bike Month since 1956 and is so again in 2025; and

WHEREAS, the League of American Bicyclists, bicycle clubs, schools, parks and recreation departments, police departments, hospitals, companies, and civic groups throughout North Carolina will be promoting bicycling as a leisure activity as well as an environmentally-friendly alternative to the automobile during the month of May 2025; and

WHEREAS, the education of bicyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and

WHEREAS, the City of Brevard Comprehensive Plan includes several objectives and policies aimed at improving cycling as both a form of recreation and transportation.

NOW, THEREFORE, I, Mayor Maureen Copelof and the Brevard City Council do hereby proclaim and recognize the month of May 2025 as National Bike Month and Bicycle Safety Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 5th day of May, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

H-3. Proclamation No. 2025-13 National Police Week & Peace Officer's Memorial Day 2025 – Mayor Copelof read the proclamation aloud and presented it to Lt. Brent Sorrells of the Brevard Police Department.

**Proclamation No. 2025-13
National Police Week and
Peace Officer's Memorial Day 2025
Brevard, North Carolina**

WHEREAS, the Congress and the President of the United States have designated that there be a national Law Enforcement Officers Week; and

WHEREAS, the members of the law enforcement agencies of North Carolina play an essential role in safeguarding the rights and freedom of the citizens of the State; and

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Brevard Police Department and the Transylvania County Sheriff's Office; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 37th Annual Candlelight Vigil, on the evening of Tuesday, May 13, 2025; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their law enforcement offices and agencies, and that members of those agencies recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the citizens of Brevard recognize and appreciate the contributions made by law enforcement officers at all levels of government.

NOW, THEREFORE, I, Mayor Maureen Copelof and the Brevard City Council, call upon all citizens to observe Thursday, **May 15, 2025**, as "**PEACE OFFICER'S MEMORIAL DAY**" and **May 11-17, 2025** as "**NATIONAL POLICE WEEK**" in Brevard, North Carolina, and that all of our people join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities. In so doing, they have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 5th day of May, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

H-4. Proclamation No. 2025-14 Professional Municipal Clerks Week –
Mayor Copelof read the proclamation aloud and presented it to City Clerk Denise Hodsdon.

PROCLAMATION NO. 2025-14
56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 4 - May 10, 2025

Whereas, the Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

Whereas, the Office of the Professional Municipal Clerk is the oldest among public servants; and

Whereas, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels: and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, the Professional Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Maureen Copelof, Mayor of the City of Brevard, do recognize the week of May 4 through May 10, 2025, as the 56th Annual Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Denise Hodsdon, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed on this 5th day of May, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Mayor Copelof, Mayor

I. Special Presentations

I-1. Transylvania County Tax Collector's Office re 2025 Revaluation – Mr. Hooper introduced Chris Owen, Transylvania County's Reappraisal Manager who gave a presentation on why they performed the revaluation, the methods they used, and the process for appeals. A copy of his presentation materials is attached. Mr. Owen explained that North Carolina law requires that all counties conduct a county-wide reappraisal at least once every eight years, but Transylvania County has moved to a four-year cycle in order to capture market value in a more accurate fashion. He explained that the overall county-wide property values came in at \$11.68B after this 2025 reappraisal. That is an unprecedented increase in property tax base of over \$4B from the prior tax base of approximately \$7.5B. The City of Brevard is at \$1.88B after the reappraisal, a 74% increase on any property that had a home, business or structure on it. Transylvania County is broken into 279 neighborhoods for tax valuation purposes, based on geographic lines and the types of residential/commercial structures, and the goal is to try to avoid inequities in assessment from one neighborhood to the next.

Mr. Owen explained that the informal appeal process for any property owner who disagrees with their 2025 assessed value opened up in January. Each appeal is reviewed by a Tax Administration Real Property Appraiser. They received approximately 2000 informal appeals this year and adjusted around 2/3 of those. They are currently in the formal process as the County Board of Equalization and Review convened on April 28th, but there is still time for property owners to appeal until that Board adjourns on May 27th.

Questions/Comments from Council: Mr. Baker remarked that Council was shocked with the difference in increased values between residential and commercial properties and noted that some of the larger commercial properties will see a decrease in their taxes. He said the shift of the burden from commercial properties to residential properties is a challenge for people and there is a concern it will cause displacement. He also asked questions as to how vacant commercial properties are appraised compared to occupied commercial properties. He suggested that this issue warrants a longer-term effort on the City's part to try to understand how the County is doing these reappraisals.

Mr. Daniel expressed concern regarding homes in the Rosenwald Community and said the revaluation is based on sales, which are primarily homes being built that are creating gentrification in that neighborhood. He said historically Black-owned properties value less than properties owned by Caucasian folks, so what you have is an artificial skewing of the data in my mind. You are basing your tax valuation on properties that are not owned by people that live in that neighborhood traditionally. He suggested that the Rosenwald Community Advisory Board could help make community members aware of their right to appeal and guide them in the process.

Ms. Holder said it feels like the residents of Rosenwald are being punished because of gentrification and asked if they evaluate every home or just a sampling. Mr. Owen explained that the goal of their office is to get to every neighborhood and do a physical review of every property on a 6-year basis.

Mr. Wise said I would like to reinforce that between some of our less affluent neighborhoods and some of our most affluent, there was more than a 30% spread in increases. I would like for us to think about what we can do, or the County can do, to get information to the public to help them understand what their options are, what the timelines are, and when they need to act.

~~ At 6:47 p.m. Mayor Copelof called for a five-minute break ~~

I-2. FY2026 Recommended Budget Presentation and Set Date for Public Hearing – Mr. Hooper presented his Recommended FY 2025-2026 Annual Budget to

Council (copy on file in the Clerk's Office). A copy of Mr. Hoopers PowerPoint presentation is attached.

The City of Brevard FY25-26 Recommended Budget is \$27,663,815 across all funds, an increase of 6.1% overall compared to last year. Mr. Hooper noted that the proposed budget maintains service levels in all departments; focuses resources on providing fair compensation and benefits for our employees by increasing employee compensation by 3.5%; intentionally overbudgets water/sewer utilities to be prepared for future water/sewer utility projects; and continues contributions to the Housing Trust Fund, Multi-Use Path Fund, and Downtown Master Plan Fund. Increased expenses far exceed our natural growth in revenue this year and to maintain our services we need more revenue. Following the 2025 reappraisal conducted by Transylvania County, the new revenue neutral tax rate is \$.3282. Mr. Hooper explained that the revenue neutral rate is meant to describe a rate that brings in the same amount of revenue to the City; it does not denote a rate that keeps everyone's property tax bill the same. In order to fund the Recommended Budget Mr. Hooper is recommending increasing the tax rate to \$.3575, and a 4% increase to utility consumption fees. He is recommending adopting the revenue neutral tax rate for Heart of Brevard.

Mr. Hooper reviewed the balances of the City's seven largest reserve funds. He is recommending an FY25 Supplemental Spending Plan that would use some of the existing dollars in these funds to pay for a downtown parking study, SCADA upgrades, and replacement of a dump truck.

Mr. Hooper then reviewed examples of the cumulative impact of the proposed tax rate and fee increases on taxpayers/ratepayers. He said as we heard from Mr. Owen earlier, residential properties were indeed the category that saw the largest jump in values countywide. He noted that the difference in tax bills that people see this year is mainly attributable to their new tax value, not our tax rate.

During Council comments/questions, Ms. Holder and Mr. Baker recalled that during the Budget Workshop Council recommended that in order to keep pace with the living wage in Brevard that some employees would receive a 3.5% COLA but all others would see a 2.8% increase. Ms. Holder asked to see calculations if all employees were to receive a 2.75% COLA.

Mr. Baker asked if staff could find some tax rate comparisons of similar-sized municipalities that have recently undergone a revaluation.

Mr. Morrow moved, seconded by Ms. Holder to set May 19, 2025 as the required public hearing date for the FY 2025-2026 Budget. The motion carried unanimously.

J. Public Hearing(s)

J-1. Ordinance – Voluntary Non-Contiguous Annexation – John Valenti and MTS Properties, 4 Parcels on Reservoir Road and Hampton Road – Aaron Bland explained that on February 24, 2025 John Valenti and MTS Properties, LLC submitted a petition for a voluntary non-contiguous annexation for four properties located between Reservoir Road and Hampton Road, identified by PINs 8586-24-2193-000, 8586-24-3036-000, 8586-24-3061-000, and 8586-24-3984-000. The subject properties are located within the City's ETJ in close proximity to the corporate limits. City staff have confirmed the eligibility of the properties for voluntary non-contiguous or "satellite" annexation under the provisions of NCGS 16-A Article 4A. The Planning Board discussed this matter at their March 25, 2025 meeting and unanimously recommended approval.

At 8:25 p.m. Mr. Morrow moved, seconded by Mr. Baker to open the public hearing. The motion carried unanimously.

Public Participation: None.

At 8:25 p.m. Mr. Morrow moved, seconded by Mr. Baker to close the public hearing. The motion carried unanimously.

J-2. Request to Rezone 4 Parcels on Reservoir Road and Hampton Road from GR4 to GR8 – John Valenti and MTS Properties – Aaron Bland explained that this is a concurrent rezoning request by John Valenti for the same four parcels. They are currently zoned General Residential-4 (GR-4) and the request is to rezone these parcels to General Residential-8 (GR-8). The requested rezoning only changes maximum dwelling unit density and the maximum ground floor area for principal structures. Mr. Bland noted that typically properties located within the corporate limits of the City of Brevard are zoned GR-8. The Planning Board discussed this matter at their March 25, 2025 meeting and unanimously recommended approval.

At 8:28 p.m. Mr. Wise moved, seconded by Mr. Morrow to open the public hearing. The motion carried unanimously.

Public Participation: None.

At 8:28 p.m. Ms. Holder moved, seconded by Mr. Morrow to close the public hearing. The motion carried unanimously.

J-3. Proposed Installment Financing Contract with United Community Bank to Purchase Azalea Avenue Property – Mr. Hooper explained that at its April 21st meeting Council agreed to accept the terms of a \$925,000 loan offer made by United Community Bank to purchase three adjacent parcels off Azalea Ave. for a future low-to-moderate income housing complex. This public hearing is a procedural step needed to legally enter into an installment financing contract for the purchase of real property. Council is asked to pass the resolution reaffirming its April 21, 2025 acceptance of the loan, and instructing staff to execute the purchase of Azalea Ave. properties

At 8:30 p.m. Mr. Daniel moved, seconded by Mr. Morrow to open the public hearing. The motion carried unanimously.

Public Participation: None.

At 8:30 p.m. Mr. Morrow moved, seconded by Mr. Daniel to close the public hearing. The motion carried unanimously.

Mr. Wise moved, seconded by Mr. Baker to adopt the resolution affirming acceptance of the loan and instructing staff to execute the purchase of the Azalea Avenue properties. The motion carried unanimously.

**RESOLUTION NO. 2025-33
RESOLUTION ACCEPTING LOAN OFFER FROM UNITED COMMUNITY BANK INC.
FOR THE PURCHASE OF REAL PROPERTY OFF AZALEA AVENUE FOR
LOW-TO-MODERATE INCOME HOUSING, AND INSTRUCTING STAFF TO EXECUTE PURCHASE OF
SAID PROPERTY**

WHEREAS, the City of Brevard wishes to acquire developable property for the construction of low-to-moderate income housing; and

WHEREAS, in late 2024 the City, after consultation with Development Finance Initiative (DFI) on the developability of three adjacent parcels off Azalea Ave, entered into a Purchase Option agreement with the properties' owners so as to have some control over the property in order to conduct further due diligence; and

WHEREAS, in the interim geotechnical analysis, architectural renderings, community engagement, and preliminary financial proforma have been conducted, each affirming that the property is a good candidate for low-to-moderate income housing development; and

WHEREAS, the balance of the City's Housing Trust Fund is not adequate enough to purchase the property outright, so the purchase must be financed; and

WHEREAS, this information was shared with City Council at its April 7, 2025 meeting, and the Council agreed to accept a loan offer from United Community Bank and proceed with the purchase pending the completion of a required Public Hearing; and

WHEREAS, a Public Hearing was held on May 5, 2025.

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

Section 1. The City Council reaffirms its acceptance of the terms and conditions of the \$925,000 loan offered by United Community Bank, Inc.

Section 2. The City Manager or his designee is authorized to take necessary steps to finalize the loan and purchase parcels 8596-05-5538-000, 8596-05-6391-000, and 8596-05-8315-000 according to the terms memorialized in the October 2024 Purchase Option.

Adopted and approved this the 5th day of May, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Mayor Copelof, Mayor

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. Ms. Holder moved, seconded by Mr. Morrow to approve the consent agenda. The motion carried unanimously.

K-1. Proclamation No. 2025-15 Public Service Recognition Week

PROCLAMATION NO. 2025-15 PUBLIC SERVICE RECOGNITION WEEK May 4-10, 2025

WHEREAS, Americans are served every single day by public servants at the federal, state, county and municipal levels. These unsung heroes do the work that keeps our nation working; and

WHEREAS, public employees take not only jobs, but oaths; and

WHEREAS, many public servants, including military personnel, police officers, firefighters, border patrol officers, embassy employees, health care professionals and others, risk their lives each day in service to the people of the United States and around the world; and

WHEREAS, public servants include teachers, doctors and nurses, scientists, social workers, train conductors and astronauts, safety inspectors, laborers, computer technicians, and countless other occupations. Day in and day out they provide the diverse services demanded by the American people of their government with efficiency and integrity; and

WHEREAS, without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials.

NOW THEREFORE, I, Maureen Copelof, Mayor of the City of Brevard, do hereby announce and proclaim to all citizens, that May 4-10, 2025 is Public Service Recognition Week in Brevard, North Carolina. All citizens are encouraged to recognize the accomplishments and contributions of government employees at all levels – federal, state, county and municipal.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed on this 5th day of May, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

K-2. Resolution Adopting Rotary Club Peace Poles as Official Government Speech

RESOLUTION NO. 2025-34 RESOLUTION ADOPTING ROTARY CLUB OF PISGAH FOREST'S PEACE POLES AS GOVERNMENT SPEECH AND APPROVING THEIR INSTALLATION

WHEREAS, at the March 2025 meeting of Brevard's Parks, Trails, and Recreation Committee, the group heard a proposal from the Rotary Club of Pisgah Forest to promote peace and unity by installing "Peace Poles" at visible locations through the city; and

WHEREAS, two of the proposed locations were on city-owned property, specifically the right-of-way for the Estatoe Trail at its junction with the Cherry St. connector and near the dog park/pollinator garden; and

WHEREAS, the poles would be between four and eight feet tall and bear the message “May Peace Prevail on Earth”; and

WHEREAS, the poles would be installed and maintained by the Rotary Club of Pisgah Forest under the supervision of the City; and

WHEREAS, the Parks, Trails, and Recreation Committee endorsed the installation at their April 16, 2025 meeting.

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

Section 1. The Brevard City Council adopts the “May Peace Prevail on Earth” slogan displayed on Peace Poles as described above as official government speech.

Section 2. The Brevard City Council approves the installation of poles bearing this message at the above-mentioned locations.

Adopted and approved this the 5th day of May, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

K-3. Council Housing Committee Meeting Minutes – January 14, 2025

K-4. Council Parks, Trails & Recreation Committee Meeting Minutes – February 19, 2025

K-5. Council Finance, Human Resources & Citizen Appointment Committee Meeting Minutes – February 24, 2025

K-6. Council Public Safety Committee Meeting Minutes – February 24, 2025

K-7. Council Downtown Master Plan Committee Meeting Minutes – March 18, 2025

K-8. Council Parks, Trails & Recreation Committee Meeting Notes – March 19, 2025

K-9. Correspondence *(No Action. Offered as information only.)*

K-9-a. ABC Board Meeting Minutes – March 27, 2025

L. Unfinished Business

L-1. Proposed Text Amendment to City of Brevard Unified Development Ordinance Chapters 3 and 19 – New Flea Market Retail Land Use – Aaron Bland recalled that Council held a public hearing on the proposed staff-initiated text amendment on April 14th. The text amendment is to clarify two definitions in the UDO as follows:

Abandonment: This is a critical definition that is currently not included in the definitions chapter of the UDO. The importance of defining the word "abandoned" is due to its use as a trigger for compliance with nonconforming land uses. Because the continuance of a nonconforming land use hinges on whether it was "abandoned for 180 consecutive calendar days," the definition of what it means to "abandon" a use is important.

Retail Land Uses: Currently, the UDO groups most retail land uses into one "catchall" use and definition. This definition is open to including temporary outdoor-based retail uses that are markedly different from typical brick-and-mortar retail uses. In fielding questions about potential retail uses, the need to add a definition for outdoor or "pop-

up" retail uses became clear. To this end, the "Flea Market" land use has been added to the use matrix.

Mr. Bland noted that in response to Council's discussion following the public hearing, Staff has amended the proposed flea market definition by removing the word "occasional" to clarify the types of operations that would fall into this new category. He added that Council did not discuss in what zoning districts the new flea market use is an appropriate land use. As written, this use would only be allowed in the Corridor Mixed Use district upon the issuance of a Special Use Permit by the Board of Adjustment. Staff recommends that Council carefully consider this aspect of the proposed amendments and discuss if any changes wish to be made.

Mr. Morrow moved, seconded by Mr. Wise to approve the amendment as presented. During discussion, Mr. Daniel said that limiting the flea market use to Corridor Mixed Use seems restrictive and suggested amending the motion to allow flea markets in all mixed use districts. Mr. Morrow and Mr. Wise agreed to amend the motion to include all mixed use districts. Vote on the motion as amended was unanimously in favor; the motion carried.

ORDINANCE NO. 2025-19
AN ORDINANCE AMENDING CITY OF BREVARD UNIFIED DEVELOPMENT
ORDINANCE CHAPTER 2 – DISTRICTS AND GENERAL PROVISIONS, CHAPTER 3 – USE DEFINITIONS
AND STANDARDS, AND CHAPTER 19 – DEFINITIONS TO CODIFY NEW DEFINITIONS AND A NEW
LAND USE

WHEREAS, the City of Brevard Planning Board has recommended that the Brevard City Code, Unified Development Ordinance be amended; and,

WHEREAS, the City Council of the City of Brevard finds that the proposed amendment is neither consistent nor inconsistent with adopted plans and policies of the City of Brevard; and,

WHEREAS, a public hearing was conducted on Monday, April 21, 2025, by the 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 City Council of the City of Brevard Unified Development Ordinance be amended as outlined below.

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

SECTION 1. Brevard City Code, Unified Development Ordinance is hereby amended as depicted in Exhibit A and Exhibit B, which are attached hereto and incorporated herein by reference.

SECTION 2. As to any conflict between this Ordinance and any parts of existing ordinances, the provisions of this Ordinance shall control.

SECTION 3. 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 4. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved this the 5th day of May 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

Approved as to Form: s/ Mack McKeller, City Attorney

M. New Business – None.

N. Remarks/Future Agenda Considerations.

Ms. Holder said I want to go back to the report we got tonight and it is something to seriously consider and think about. I know this is going on in many areas of the country, but as Brevardians, what are we going to do to make it right? I am looking forward to working with the community to do that. I am excited about the Azalea Ave. project and affordable housing.

Mr. Wise thanked everyone that spoke tonight. He said that input is vital for the Council and we take it very seriously. We heard a lot of stuff today from a lot of talented people and I thank them. But, I think one of the things that we did learn is that revaluation, as a system, is fatally flawed and is not sustainable. I also realize that Transylvania County is not going to be the spearhead to change that; they don't have the power, but we can work to make it a better system and we can give tools to our public to help them make sure they are taxed and assessed fairly. I think that is something we can do and we should do. Unfortunately, we don't hold a lot of the tools to change our own fate, thanks to being a Dillon Rule state, but we can do that.

Mr. Baker asked for an update on the Mills Avenue culvert and when the residents might expect that to be reopened. Mr. Todd said we had initially proposed a repair to the culvert, but based on the 2007 Stormwater Master Plan's identification of the culvert being undersized for a 100-year flood and in need of replacement, the Public Works Committee decided to investigate the cost of replacement of the culvert vs. a repair and to see if FEMA would help us fund the replacement. A repair was in the neighborhood of \$200,000 and replacement of the culvert is more in the neighborhood of \$1.5M. Staff has been in discussions with FEMA and it appears that that cost would very likely be covered. Mr. Todd said I have been working with a designer to get a proposal finalized to design a replacement. That design will include a certified cost estimate that we will send to FEMA. Mr. Todd estimated that it will take a couple months to get the full design, then it will need to go to bid, and with construction time, we are looking at an approximate timeline of six to eight months. Mr. Baker said it does have an impact and we owe it to the public to communicate to them, and asked if there was a way to post an update physically near the barricades. Mr. Baker added that we do need an ongoing effort to study tax revaluation and there is a firm that operates out of Asheville called Urban 3 that has actually studied inequity in tax valuations in Buncombe County and other places, so I would recommend that staff reach out to them.

Mr. Hooper reported that he has signed the loan documents for the Fairhaven Meadows and hopefully there will be a groundbreaking ceremony there soon.

Mayor Copelof mentioned that City Hall is lit up with green lights in support of Mental Health Awareness Month. Although it is important for everybody, I think for our community the fact that we recently have had a tragedy with some of our youth taking their lives, makes it that much more important that we take time to raise our awareness and get rid of the stigma attached to mental health. She reported that the America 250th American Revolution poetry contest was very successful, with over 60 entries. There will be a ceremony on Saturday at the Mary C. Jenkins Community Center, and the winners will be honored during White Squirrel Weekend. Mayor Copelof commended staff on the budget and noted that this was a tough year. She agreed with looking at the revaluation, how it is done, and what we can do as a city to push back to the County. She said I am so thrilled we are moving forward with two affordable housing projects.

O. Closed Session

O-1. NCGS 143-318.11(3) Pending Litigation - NCDOT v. Cottages at Brevard, LLC Et Al. – At 8:57 p.m. Mr. Baker moved, seconded by Ms. Holder to go into closed session to discuss pending litigation matter NCDOT v. Cottages at Brevard, LLC et al. 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 9:01 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-2. NCGS 143-318.11(3) Pending Litigation - City of Brevard v. Brevard Board of Adjustment – At 9:01 p.m. Mr. Wise moved, seconded by Mr. Daniel to go into closed session to discuss pending litigation matter City of Brevard v. Brevard Board of Adjustment. 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 9:03 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-3. NCGS 143-318.11(3) Pending Litigation - Bunn/SSPBA v. Brevard/Jordan/Hooper – At 9:03 p.m. Mr. Daniel moved, seconded by Mr. Baker to go into closed session to discuss pending litigation matter Bunn/SSPBA v. Brevard/Jordan/Hooper. The motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were City Manager Wilson Hooper, City Clerk Denise Hodsdon, Police Chief Tom Jordan, and Human Resources Director Kelley Craig.

Council Returned to Regular Session – at 9:49 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.

P. Adjourn – There being no further business, at 9:49 p.m. Mr. Daniel moved, seconded by Mr. Baker, to adjourn the meeting. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: May 19, 2025

Transylvania County Tax Administration

2025 Reappraisal

Jessica McCall, Tax Administrator

What is a Reappraisal?

North Carolina General Statute 105-286 requires North Carolina counties to appraise all real property at 100% of market value as of the date of the Reappraisal. Counties are required to conduct a county-wide Reappraisal at least once every eight years, although many counties have moved toward a four year cycle.

Why Do We Reappraise Real Property?

- State law requirement.
- Assure all properties reflect current market values.
- Create equality among all classes of property.

How is the Value of Real Property Determined?

- Property owners set the value by buying and selling real estate.
- Appraisers must recognize values established by buyers and sellers within neighborhoods and apply values to all properties (Mass Appraisal).
- Appraisers identify and list basic characteristics on every property such as building dimensions, total square footage, type and quality of construction, type of heating and cooling, amount of plumbing, age, condition, desirability, location, usefulness, etc.

What is Market Value?

Market Value is the most probable price that a property should bring in a competitive and open market, under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably and assuming the price is not affected by undue stimulus.

Valid Reasons to Appeal

- Assessed value is higher than Market value.
- Equity with comparable properties.

Invalid Reasons to Appeal

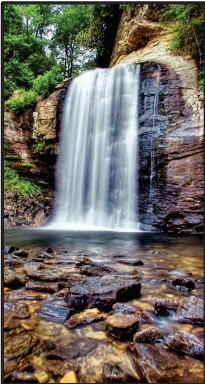
- Taxes are too high.
- Inability to pay.
- Level of services received.
- Amount of increase.

Appeal Process

- If you disagree with the value placed on your property when you receive your Notice of Value, you may complete and return the appeal portion of the notice. There is also an online appeal form available on the Tax Administration page on the Transylvania County website. www.transylvaniacounty.org
- Each appeal will be reviewed by a Tax Administration Real Property Appraiser and a second Notice of Value will be mailed with the decision. If you still disagree with the property value, you may appeal to the Board of Equalization and Review.
- Additional steps in the appeal process are available after the Board of E & R. Please contact the Tax Administration office for more information.

Transylvania County Tax Administration
20 E Morgan St. Brevard, NC 28712
(828) 884-3200 or (828) 884-3202
www.transylvaniacounty.org

Jessica McCall, Tax Administrator
jessica.mccall@transylvaniacounty.org
Shasta Moretz, Asst. Tax Admin.
shasta.moretz@transylvaniacounty.org
Chris Owen, Reappraisal Mgr.
chris.owen@transylvaniacounty.org
Mike Jones, Real Prop Appr.
mike.jones@transylvaniacounty.org
Blair Greiter, Real Prop Appr.
blair.greiter@transylvaniacounty.org
Brent Strike, Real Prop Appr.
brent.strike@transylvaniacounty.org



District	Property Value	Improvements	Land	OB/XF	Imp Change	Land Change
County-wide	\$ 11,688,635,388.00	\$ 8,566,731,162.00	\$ 3,014,815,466.00	\$ 107,088,760.00	102%	19%
City of Brevard	\$ 1,888,705,769.00	\$ 1,414,380,372.00	\$ 462,947,383.00	\$ 11,378,013.00	74%	15%
Heart of Brevard	\$ 86,670,260.00	\$ 52,485,500.00	\$ 33,849,460.00	\$ 335,300.00	60%	3%
Town of Rosman	\$ 39,127,753.00	\$ 27,636,644.00	\$ 9,066,629.00	\$ 2,424,480.00	79%	6%
Brevard Fire	\$ 1,685,829,927.00	\$ 1,331,229,118.00	\$ 340,690,773.00	\$ 13,910,037.00	86%	15%
Rosman Fire	\$ 867,602,460.00	\$ 588,825,160.00	\$ 265,665,440.00	\$ 13,111,860.00	103%	10%
Little River Fire	\$ 1,034,894,781.00	\$ 726,991,541.00	\$ 295,036,560.00	\$ 12,866,680.00	92%	40%
Connestee Fire	\$ 1,970,450,820.00	\$ 1,566,889,980.00	\$ 394,984,360.00	\$ 8,576,480.00	92%	21%
Cedar Mtn Fire	\$ 298,699,430.00	\$ 181,553,580.00	\$ 114,044,300.00	\$ 3,101,550.00	90%	35%
Lake Toxaway Fire	\$ 3,500,922,021.00	\$ 2,456,800,991.00	\$ 1,006,744,130.00	\$ 37,376,900.00	153%	20%
Balsam Grove Fire	\$ 169,090,980.00	\$ 103,842,080.00	\$ 61,841,940.00	\$ 3,406,960.00	106%	1%
N Transylvania Fire	\$ 272,439,200.00	\$ 196,218,340.00	\$ 72,860,580.00	\$ 3,360,280.00	95%	14%

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2025 Reappraisal Data

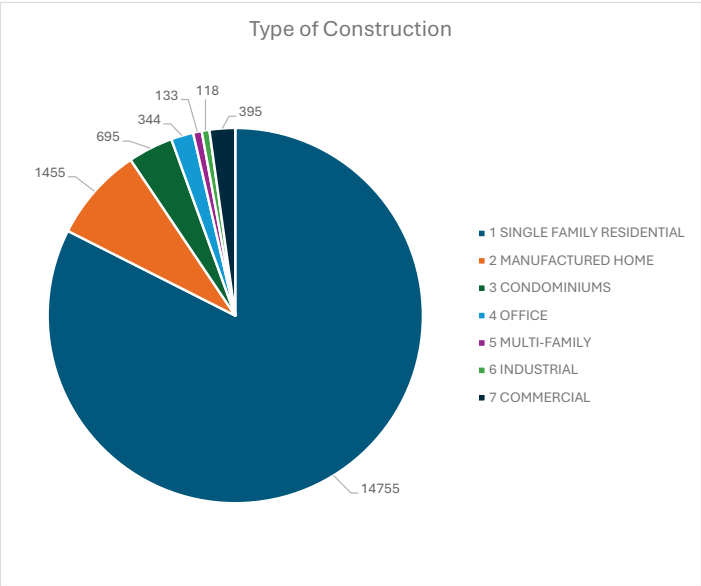
County Demographics & Statistics:

County Information:

- Transylvania County currently has 29,281 parcels.
- Approximately 17,895 parcels are improved or around 61% have a structure.
- Approximately 1,581 parcels are exempt from taxation or around 5%. These would include government owned property, churches, HOA's...etc. Resulting in \$753,571,818 dollars in assessed value.
- Approximately 810 parcels are receiving a tax deferment for participating in a Present Use Value program, Wildlife Program, or another deferred tax program. Resulting in \$233,343,650 dollars in assessed value
- The overall county tax base for the 2024 tax year was \$7,633,197,805 dollars. The estimated county tax base for 2025 is?

Parcel Breakdown & Appraisal Data:

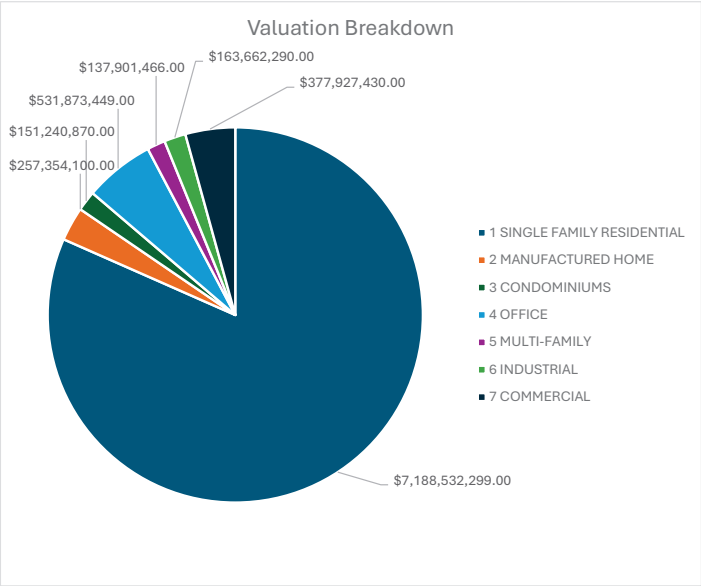
Transylvania County breaks down construction into 7 main categories.



Approximately 82% of improved parcels in our county are Single Family Residential with only 3% consisting of Industrial/Commercial.

Parcel Breakdown & Appraisal Data:

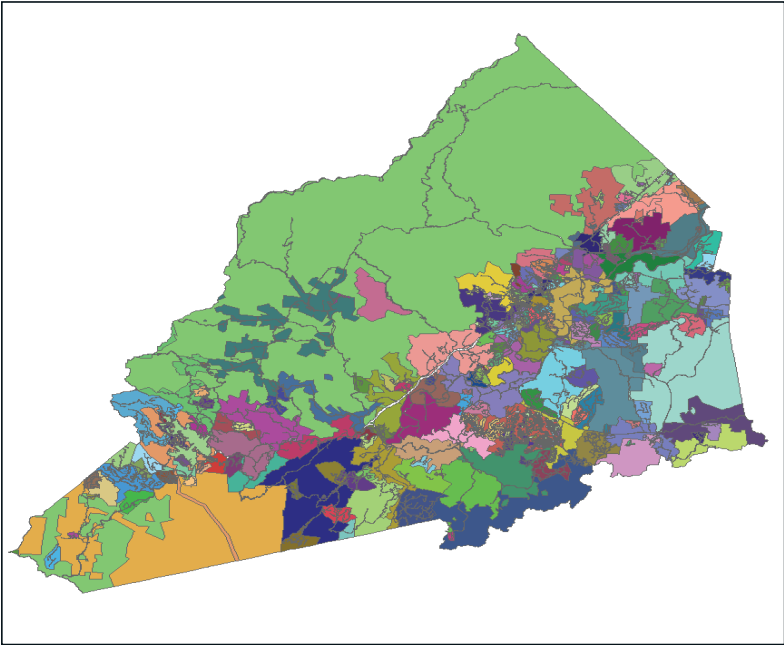
Current breakdown of how much value is associated with each construction type.



The above chart shows the significance of Residential Properties when it comes to overall value in Transylvania County.

Parcel Breakdown & Appraisal Data:

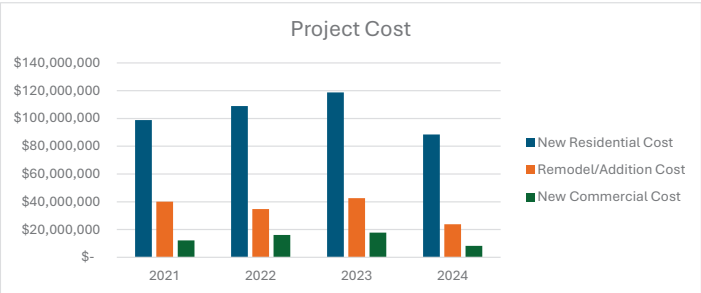
Neighborhood Delineation is an important step to ensure that like properties are being treated the same.



Transylvania County is broken into 279 neighborhoods for valuation purposes.

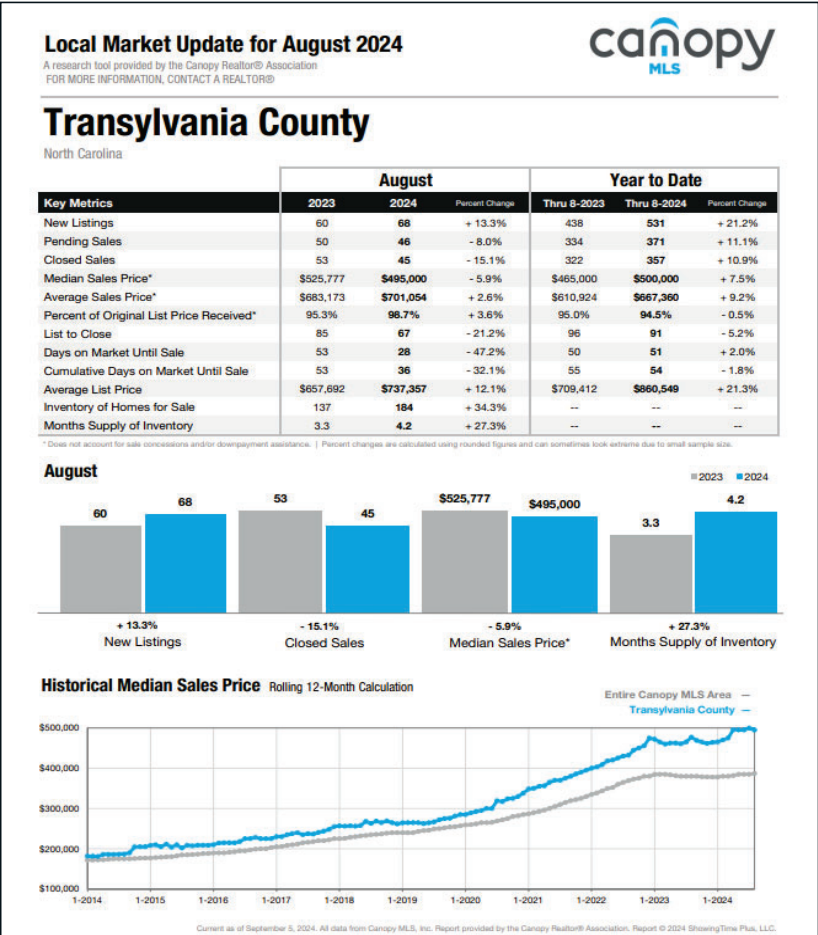
Construction Information:

Building Permits are reviewed routinely, and values are adjusted accordingly.

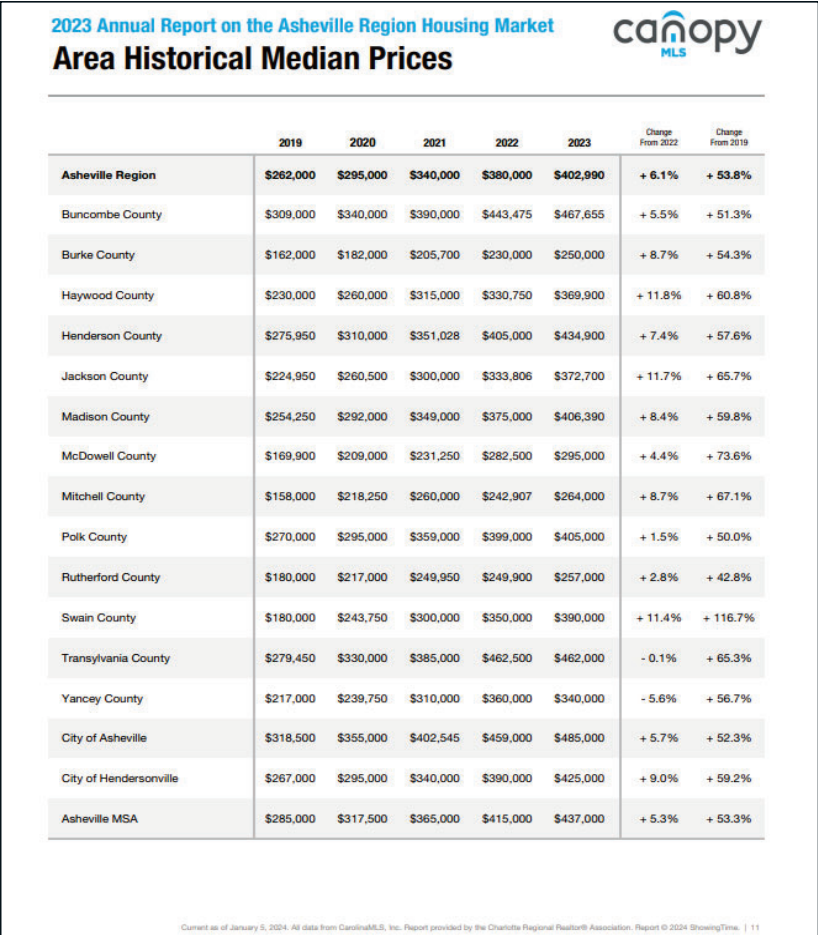


Building permits add value to the county tax base each year.

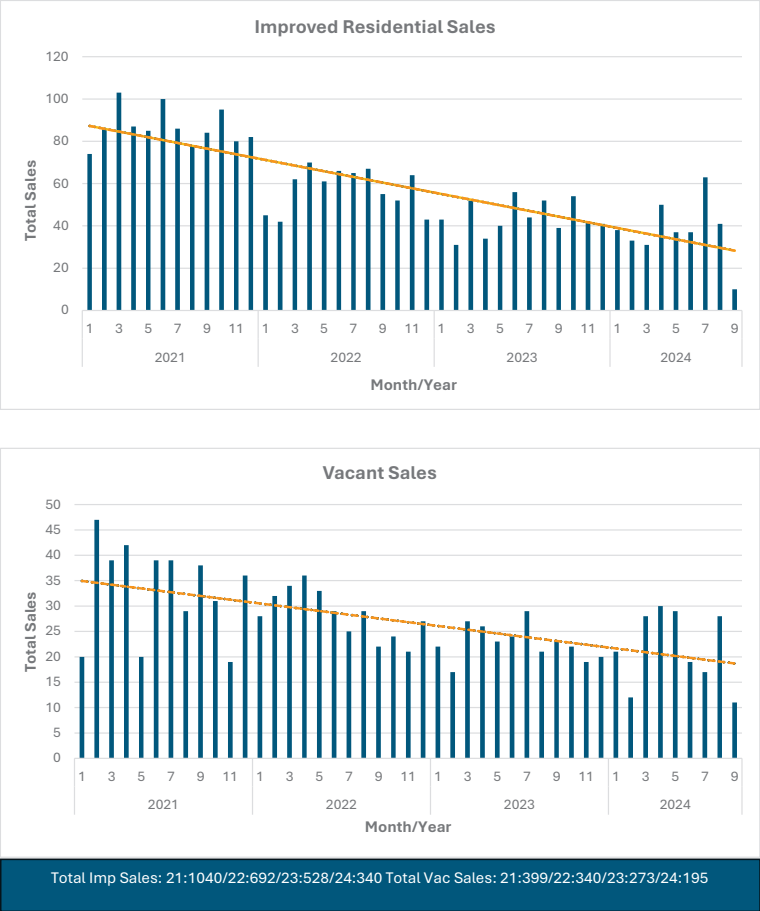
Local Market Information:



Local Market Information:



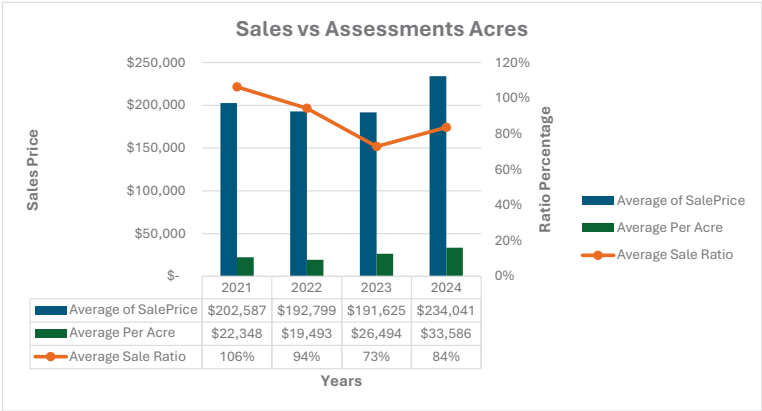
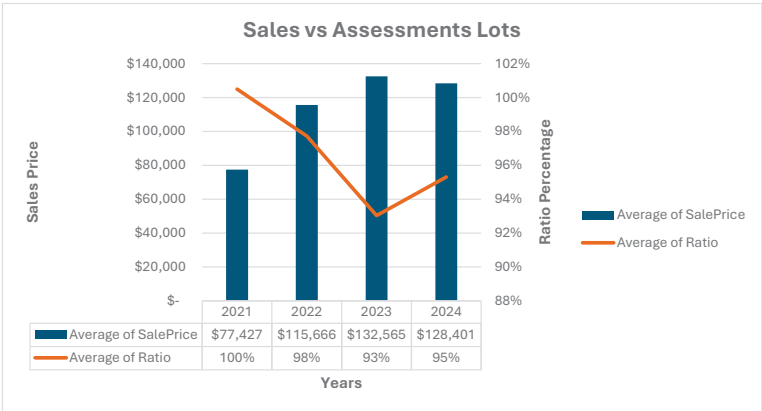
Transylvania County Sales Statistics:



Transylvania County Sales Statistics:



Transylvania County Sales Statistics:



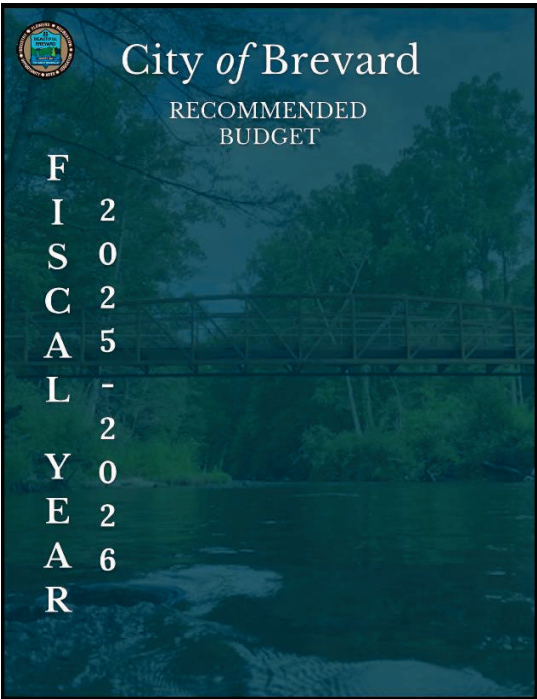


City Manager’s Recommended FY26 Budget

May 5, 2025

Presentation Summary

- Statutory and ordinance responsibilities
- Transparency and public hearing
- Budget building process
- Priorities
- Revaluation and revenue neutral disclosure
- Recommended budget
 - General Fund revenue
 - General Fund expenses
 - Fire Fund
 - Stormwater Fund
 - Water/Sewer Fund revenue
 - Water Sewer Fund expenses
- Reserve funds
- FY25 Supplemental Spending Plan
- Impact on taxpayers/ratepayers



Statutory and ordinance responsibilities

- Brevard Code of Ordinances Sec. 2-113(5)

City Manager must “prepare and submit the annual budget and capital program to Council.”

- NCGS 159-9

“Each local government...shall appoint a budget officer to serve at the will of the governing board. In cities...having the manager form of government, the city manager shall be the budget officer.”

The Local Government Budget and Fiscal Control Act.

Part 1. Budgets.

§ 159-7. Short title; definitions; local acts superseded.

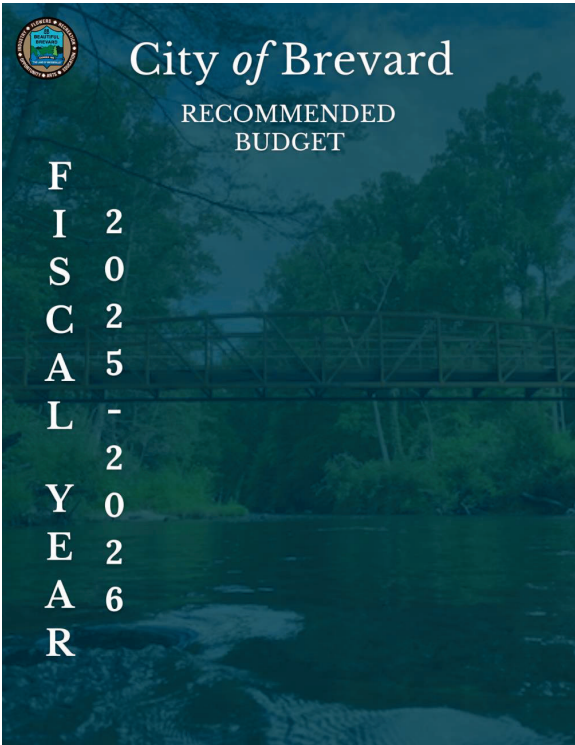
(a) This Article may be cited as "The Local Government Budget and Fiscal Control Act."

(b) The words and phrases defined in this section have the meanings indicated when used in this Article, unless the context clearly requires another meaning.

- (1) "Budget" is a proposed plan for raising and spending money for specified programs, functions, activities or objectives during a fiscal year.
- (2) "Budget ordinance" is the ordinance that levies taxes and appropriates revenues for specified purposes, functions, activities, or objectives during a fiscal year.
- (3) "Budget year" is the fiscal year for which a budget is proposed or a budget ordinance is adopted.
- (4) "Debt service" is the sum of money required to pay installments of principal and interest on bonds, notes, and other evidences of debt accruing within a fiscal year, to maintain sinking funds, and to pay installments on debt instruments issued pursuant to Article 7A of this Chapter or Chapter 159G of the General Statutes accruing within a fiscal year.
- (5), (6) Repealed by Session Laws 1975, c. 514, s. 2.
- (7) "Fiscal year" is the annual period for the compilation of fiscal operations, as prescribed in G.S. 159-8(b).
- (8) "Fund" is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other resources, together with all related liabilities and residual equities or balances, and changes therein, for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
- (9) Repealed by Session Laws 1975, c. 514, s. 2.
- (10) "Public authority" is a municipal corporation (other than a unit of local government) that is not subject to the State Budget Act (Chapter 143C of the General Statutes) or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation, (ii) is not subject to the State Budget Act, and (iii) operates on an area, regional, or multi-unit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (11) Repealed by Session Laws 1975, c. 514, s. 2.
- (12) "Sinking fund" means a fund held for the retirement of term bonds.
- (13) "Special district" is a unit of local government (other than a county, city, town, or incorporated village) that is created for the performance of limited governmental functions or for the operation of a particular utility or public service enterprises.
- (14) "Taxes" do not include special assessments.
- (15) "Unit," "unit of local government," or "local government" is a municipal corporation that is not subject to the State Budget Act (Chapter 143C of the General Statutes) and that has the power to levy taxes, including a consolidated city-county, as defined by G.S. 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

Transparency and public hearing

- The law merely requires that this presentation be filed with the City Clerk and be sent to all news media in the county.
- Brevard will also post prominently on its website, with links on all social media platforms. Hard copies will be sent to the Public Library for reference.
- If so directed by Council this evening, the Public Hearing will take place two weeks from tonight.
- Mayor/Council appreciate public input on this proposal.



Budget building process

- Staff begins work in December, collecting data on the base costs of providing services.
- Requests for “new money” submitted in January.
- Revenues come into focus in February.
- Council names priorities in February/ March. Staff filters requests through these.
- Council gets first look at numbers in April. Conducts straw votes on spending plan and revenues.
- Manager incorporates Council’s feedback into recommendation presented in May.

FY26 BUDGET CALENDAR	
December 12, 2024	Budget Kick-Off
Before Christmas	Send funding letters to non-profits
January 6-10	Individual Department Kick-Off Meetings w/Wilson, Dean, David, and Selena
February 3	Base operating budget, capital needs, and Service Level Change requests (SLCs) due
February 4-14	Pursue preliminary reval numbers from County Dean/Finance compile expenses and prepare revenue projection
February 17-28	Evaluate corporate-wide resource demands (compensation, ins. etc) Wilson/Dean/David review SLCs Prep for Strategic Planning Retreat
Late February TBD	Council Strategic Planning Retreat
March 3-28	Craft first draft budget
Early April TBD	Budget retreat w/straw votes
April 14-May 2	Craft recommended budget Produce recommended budget document
May 5	Manager presents recommended budget Call for public hearing
May 19	Conduct public hearing
June 2	Approve budget
June 16	Relief date if not approved June 2.

Priorities

- Six goals set by Council during the March Strategic Planning Session
- Affirmed at April 7 City Council meeting.
- Core of April 11 Budget Workshop discussion
- The filter through which funding requests or proposals are considered
- Even if little funding applied, this will guid staff’s activities in the year to come.

Priorities Identified at the March 2025 Strategic Planning Retreat

- Affordable Housing
- Connected Transportation Network
- Healthy and Diverse Economy (+ Economic Incentives)
- Infrastructure Investments
- Community Partnerships and Engagement
- High-Quality Organization

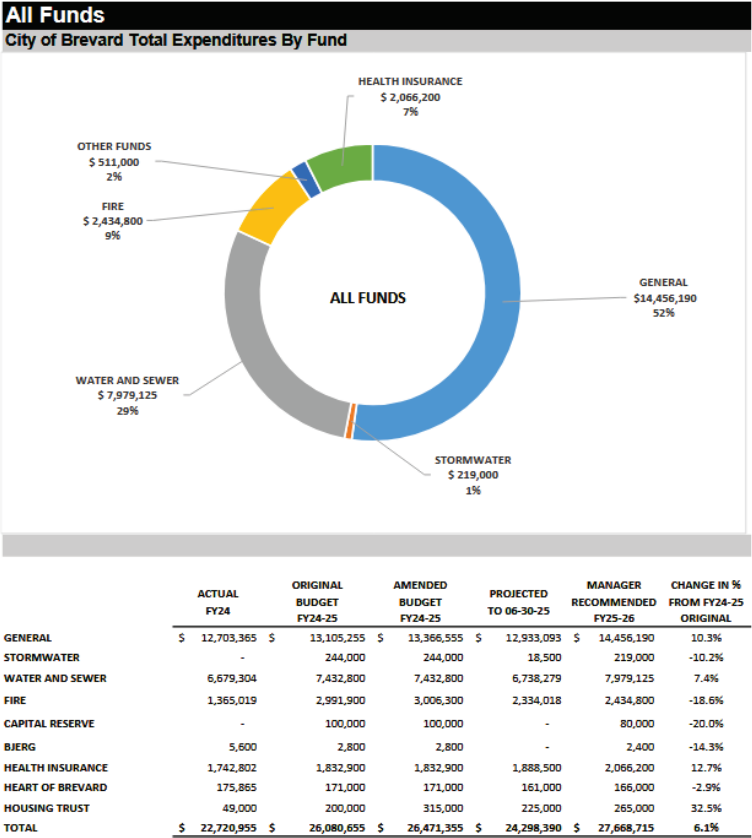
FY26 BUDGET DATA POINTS

- New tax base as of 4/9/2025 - \$1,995,900,000 (up 48.6%¹ from \$1,342,933,225)
- New revenue neutral tax rate as of 4/9/2025 - \$.3282²
- Projected “penny on the tax rate” with above revenue neutral rate - \$198,527
- Current tax rate - \$.48
- Recommended FY26 tax rate - \$.3575

- New HoB tax base as of 4/9/2025 - \$89,600,000 (up 23.5% from \$72,535,291)
 - New revenue neutral HoB rate as of 4/9/2025 – \$.175
 - Projected “penny on the tax rate with above revenue neutral rate - \$9,100
 - Current HoB rate - \$.2130

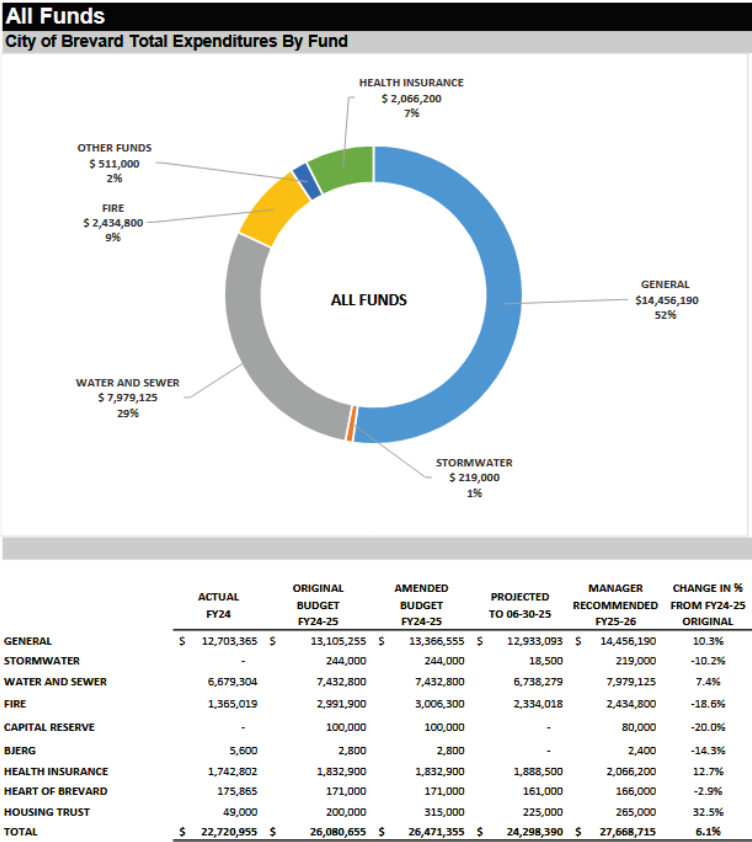
Notables

- Maintains service levels in all departments
- Proposed budget focuses resources on providing fair compensation and benefits for our employees even during times of austerity.
- Increases employee compensation 3.5%
 - However, asks employees to contribute a bit more to the cost of health insurance
- Proposed budget socks away money for future water/sewer utility project
- Continues contributions to Housing Trust Fund, Multi-Use Path Fund, and Downtown Master Plan Fund



Budget recommendation

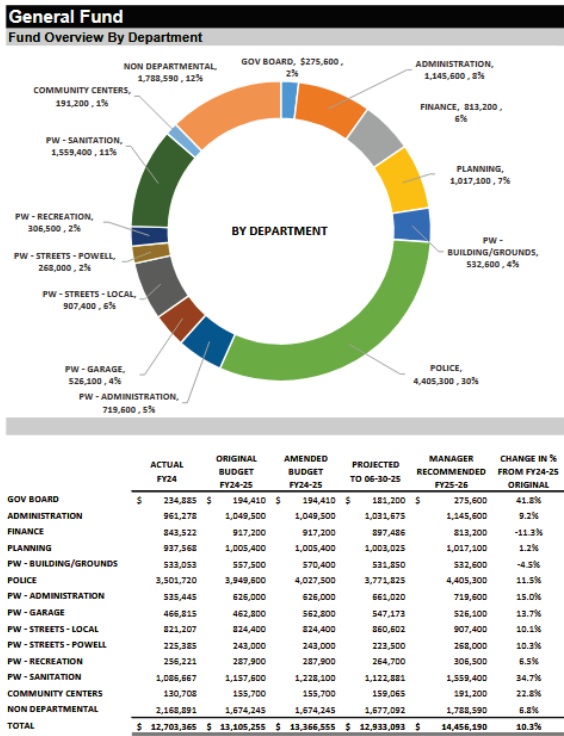
- Total across all fund - \$27,663,815
 - GF – \$14,456,190
 - Fire Fund – \$2,434,800
 - W/S Fund - \$7,979,125
 - Stormwater Fund - \$219,000
- Up 6.1% overall compared to last year
- Funded via:
 - \$.0275 increase to millage rate (to \$.3575) (yields \$550,000)
 - Debt proceeds
 - Appropriated from various reserve funds
 - A 4% increase to utility consumption fees



Budget recommendation

General Fund

- Total - \$14,456,190
- By function
 - Public safety (34.1%) - \$5,271,440
 - Public Works (31.2%) - \$4,512,700
 - General Govt. (22.8%) - \$3,291,500
 - Recreation/Culture (4.1%) – \$592,700
 - Debt (2.8%) - \$408,450
 - Housing (1.4%) - \$198,000
 - Non-Departmental (1.25%) - \$181,000



Budget recommendation

Fire Fund

- Total - \$2,434,800
- Includes \$850,000 in debt proceeds for new engine expected to arrive in FY26. The proceeds were received and booked as revenue in a previous budget. They appear as an expense here.
- County contribution not yet finalized.

Fire Fund

Total Revenue

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FY24	ORIGINAL BUDGET FY24-25	AMENDED BUDGET FY24-25	ACTUAL 3-31-25	PROJECTED FY25	MANAGER RECOMMENDED FY26
40-3350-0000	MISC REVENUE	\$ 193	\$ -	\$ -	\$ 5,205	\$ 7,500	\$ -
40-3530-0100	DONATIONS	1,735	-	-	-	-	-
40-3600-0000	INSURANCE PROCEEDS	6,578	-	14,400	18,082	20,000	-
40-3600-0100	STAND BY PAY	12,904	6,000	6,000	9,960	14,000	10,000
40-3830-0000	SALE OF FIXED ASSETS	-	-	-	42,500	42,500	-
40-3970-0000	FIRE DISTRICT TAX - CURRENT YEAR	606,728	646,155	646,155	401,222	532,000	708,660
40-3970-0500	LOAN PROCEEDS	1,544,588	1,550,000	1,550,000	-	-	-
40-3970-0600	TRANSFER FROM GENERAL FUND	726,000	789,745	789,745	592,309	789,745	866,140
40-3990-0000	FUND BALANCE APPROPRIATED	-	-	-	-	-	850,000
TOTAL REVENUE		\$ 2,898,726	\$ 2,991,900	\$ 3,006,300	\$ 1,069,278	\$ 1,405,745	\$ 2,434,800

Fire Fund

Total Expenditures

	ACTUAL FY24	ORIGINAL BUDGET FY24-25	AMENDED BUDGET FY24-25	PROJECTED TO 06-30-25	MANAGER RECOMMENDED FY25-26	CHANGE IN % FROM FY24-25 ORIGINAL
SALARY & BENEFITS	\$ 743,233	\$ 730,500	\$ 730,500	\$ 844,000	\$ 810,800	11.0%
OPERATING	376,248	362,400	376,800	366,300	424,700	17.2%
CAPITAL	114,306	1,550,000	1,550,000	775,000	850,000	-45.2%
DEBT	131,232	349,000	349,000	348,718	349,300	0.1%
TOTAL	\$ 1,365,019	\$ 2,991,900	\$ 3,006,300	\$ 2,334,018	\$ 2,434,800	-18.6%

Budget recommendation

Stormwater Fund

- Total - \$219,000
- Second year of fund designed to raise money to repair and enhance Brevard’s stormwater conveyance system.
- No rate changes recommended
- Revenues and expenses slightly down to reflect actual collections, rather than projections like last year.
- Expenses anticipated to be completion of stormwater master plan and, perhaps, contributions to small stormwater projects.

Stormwater Fund

Total Revenue

ACCOUNT NUMBER	DESCRIPTION	ACTUAL FY24	ORIGINAL BUDGET FY24-25	AMENDED BUDGET FY24-25	ACTUAL 3-31-25	PROJECTED FY25	MANAGER RECOMMENDED FY26
21-3800-3000	TIER 1 REVENUE	-	147,120	147,120	141,696	142,000	145,000
21-3800-4000	TIER 2 REVENUE	-	82,480	82,480	58,680	59,000	62,000
21-3800-5000	TIER 3 REVENUE	-	14,400	14,400	9,000	9,000	12,000
TOTAL REVENUE		\$ -	\$ 244,000	\$ 244,000	\$ 209,376	\$ 210,000	\$ 219,000

Stormwater Fund

Detailed Expenditures

Operating							
ACCOUNT NUMBER	DESCRIPTION	ACTUAL FY24	ORIGINAL BUDGET FY24-25	AMENDED BUDGET FY24-25	ACTUAL 3-31-25	PROJECTED FY25	MANAGER RECOMMENDED FY26
21-8500-0925	PROF SERVICES	\$ -	\$ -	\$ -	\$ 150	\$ 500	\$ -
21-8500-4500	CONTRACTED SERVICES	-	244,000	244,000	15,234	18,000	219,000
TOTAL OPERATING		\$ -	\$ 244,000	\$ 244,000	\$ 15,384	\$ 18,500	\$ 219,000

Budget recommendation

Water/Sewer Fund

- Total - \$7,979,125
- By function:
 - Water treatment - \$1,171,600
 - Wastewater treatment - \$2,500,400
 - Water/sewer maintenance - \$1,567,500
 - Non-department (e.g. capital expenses) - \$2,736,625
- Funded via:
 - Proposed 4% increase in per 1000/gallon rate
 - Debt proceeds

Water and Sewer Fund							
Total Revenue							
ACCOUNT NUMBER	DESCRIPTION	ACTUAL FY24	ORIGINAL BUDGET FY24-25	AMENDED BUDGET FY24-25	ACTUAL 3-31-25	PROJECTED TO 06-30-25	MANAGER RECOMMENDED FY25-26
30-3350-0100	MISC UTILITY FEES	\$ 1,400	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,800	\$ 1,000
30-3710-0100	WATER CHARGES	3,289,845	3,450,500	3,450,500	2,584,883	3,445,000	3,331,125
30-3710-0200	SEWER CHARGES	3,249,324	3,480,800	3,480,800	2,444,854	3,260,000	3,341,500
30-3710-0300	METER CHARGES	181,484	180,000	180,000	137,350	180,000	185,000
30-3710-0400	METER REACTIVATION	1,320	500	500	720	1,000	500
30-3710-0500	HIGH STRENGTH WASTE	-	-	-	72,390	112,000	150,000
30-3730-0100	WATER TAP & CONNECT FEE	95,889	100,000	100,000	15,000	25,000	60,000
30-3730-0200	SEWER TAP & CONNECT FEE	45,875	60,000	60,000	12,375	25,000	30,000
30-3750-0200	LATE - RECONNECT FEES	61,465	60,000	60,000	24,410	38,000	55,000
30-3760-0000	SEPTAGE PRETREATMENT	70,725	100,000	100,000	52,148	80,000	85,000
30-3350-0000	MISC REVENUE	50,000	-	-	-	-	-
30-3970-0800	LOAN FORGIVENESS	2,882,583	-	-	-	-	-
30-3970-0300	DEBT PROCEEDS	-	-	-	-	-	540,000
30-3990-0000	FUND BALANCE APPROP	-	-	-	-	-	-
TOTAL REVENUE		\$ 9,929,910	\$ 7,432,800	\$ 7,432,800	\$ 5,345,640	\$ 7,167,800	\$ 7,979,125

	ACTUAL FY24	ORIGINAL BUDGET FY24-25	AMENDED BUDGET FY24-25	PROJECTED TO 06-30-25	MANAGER RECOMMENDED FY25-26	CHANGE IN % FROM FY24-25 ORIGINAL
WATER TREATMENT	\$ 1,012,069	\$ 1,081,200	\$ 1,081,200	\$ 1,009,494	\$ 1,171,600	8.4%
WASTEWATER TREATMENT	1,577,571	1,896,200	1,896,200	1,590,898	2,500,400	31.9%
W/S MAINTENANCE	1,899,330	1,731,900	1,731,900	1,678,656	1,567,500	-9.5%
NON DEPARTMENTAL	2,190,334	2,723,500	2,723,500	2,459,232	2,739,625	0.6%
TOTAL	\$ 6,679,304	\$ 7,432,800	\$ 7,432,800	\$ 6,738,279	\$ 7,979,125	7.4%

Water and Sewer Fund - Non Departmental		
Budget By Line Item / 30-6600-XXXX		
1110	Postage	\$ 30,000
	Utility Bill Postage	
4500	Contracted Services	\$ 14,000
	Utility Bill Other	
5800	Banking Fees	\$ 44,000
9100	Reimburse General Fund for Services	\$ 750,000
9408	Transfer to Water Capital Reserve Fund	\$ 151,825
9250	Debt Principal Due - FY20Cap-Unit 1078	\$ 20,500
9251	Debt Interest Due - FY20Cap-Unit 1078	\$ 2,300
9270	Debt Principal Due - FY18 Cap -Unit 7431	\$ 7,500
9271	Debt Interest Due - FY18 Cap- Unit 7431	\$ 600
9310	Debt Principal Due - Belt PR - DEQ476-03	\$ 71,500
9311	Debt Interest Due - Belt PR - DEQ476-03	\$ 7,100
9320	Debt Principal Due - Burrell -11-1778	\$ 132,400
9330	Debt Principal Due - 6-8 UPG - DEQ476-04	\$ 84,000
9331	Debt Interest Due - 6-8 UPG-DEQ476-04	\$ 18,500
9340	Debt Principal Due - Radio M-12-1787	\$ 74,900
9350	Debt Principal Due - KC1-DEQ476-05	\$ 37,500
9351	Debt Interest Due - KC1 - DEQ476-05	\$ 6,000
9360	Debt Principal Due - KC2 - DEQ476-06	\$ 71,800
9370	Debt Principal Due - KC3 - DEQ476-07	\$ 74,200
9380	Debt Principal Due - Sewer - DEQ476-08	\$ 649,400
9381	Debt Interest Due - Sewer - DEQ476-08	\$ 155,400
9410	Debt Principal Due - FY19 Cap - ST001	\$ 22,700

Water and Sewer Fund - Non Departmental		
Budget By Line Item / 30-6600-XXXX		
9411	Debt Interest Due - FY19 Cap - ST001	\$ 2,300
9430	Debt Principal Due - WATMET - ST600-002	\$ 25,300
9431	Debt Interest Due - WATMET - ST600-002	\$ 2,700
9440	Debt Principal Due - Gallimore Road	\$ 87,100
9460	Debt Principal Due - King St	\$ 12,400
9470	Debt Principal Due - Burrell Mountain Tank	\$ 48,700
9480	Debt Principal Due - FY26 Vac Truck	\$ 122,000
9470	Debt Interest Due - FY26 Vac Truck	\$ 13,000
TOTAL		\$ 2,739,625

FUND	Avail Bal. as of 3/31	Encumbrances/ Commitments	Avail Balance as of 7/1 W/O Notable Changes ¹	
			Credit/(Debit)	Avail
Housing Trust Fund (76) --Azalea Ave. --Fairhaven Mdws	\$546,782	(\$1,503,280) --Azalea Ave. option (\$30,000) --Rowhouse Architects (\$23,280) --Loan Tranche 1 (\$262,500) --Loan Tranche 2 (\$262,500) --Azalea Ave. purchase debt (\$925,000)	\$317,500 --Q4 FY25 transfer \$49,500 --FY26 transfer \$198,000 --Sale of properties TBD, est. \$70,000 ²	(\$638,998)
Rosenwald (82) --Norton Crk Streambank	\$50,411	(\$169,635) --Streambank design/engineering (\$19,635) --Construction (est. \$150,000)	\$72,000 --DEQ grant \$72,000	(\$47,224)
Roundabouts (75) --Roundabouts --R5800 Improve.	\$24,421 --\$24,421	(\$177,520) --NCDOT betterments (\$113,727) --NCDOT landscaping (\$40,410) --R5800 trail-related Improve (\$23,383)	\$123,750 --Q4 FY25 transfer \$18,750 --FY26 GF transfer \$75,000 --NCDOT reimb for art relocation \$30,000	(\$29,349)
Multi-Use Path (78) --Bracken Preserve --Estatoe Trl	\$1,199,156 --\$9,999 --\$1,189,157	(\$827,118) --\$0 --30% design (\$59,330) --Tannery North match (\$112,000) --Davidson River bridge (\$310,000) --HS path (\$345,788)	\$118,750 --Q4 FY25 transfer \$23,750 --FY26 GF transfer \$95,000	\$490,788 \$9,999 \$480,789
Downtown Master Plan Fund (83) --Times Arcade --Streetscape Improve	(\$767.53)	(\$257,729) --Remaining construction (\$53,012) --Remaining design (\$7,550) --NCDOT sidewalks/crosswalks (\$197,167)	\$452,272.50 --FY25 GF contr. \$83,806 --FY26 GF contr. \$95,000 --FY25 SW contr. \$194,194 --DEQ reimb \$79,272.50	\$193,776
Capital Reserve Fund (35) --Utilities	\$550,036	(\$387,119) --Fairhaven Meadows Loan Tranche 1 (\$193,560) --Fairhaven Meadows Loan Tranche 2 (\$193,560)	\$100,000 --Q4 FY25 sys dev fee collections \$20,000 --FY26 sys dev fee collections \$80,000 est.	\$262,917
Unassigned Fund Balance	\$3,355,857	(\$470,806) --FY25 budget balance (\$70,000) --ABC fund purchase (\$24,100) --NCLM risk mgmt.. fund match (\$7,900) --Contribution to TAA (\$83,806) --Supplemental PD coverage contract (\$285,000)	See Audit	See Audit

FY25 Supplemental Spending Plan (May 2025)							
PROJECT	FUND	AMOUNT	SOURCE	STATUS	FISCAL YEAR	ACTION	NOTE
Downtown parking study	GF	\$50,000	Restricted funds from sale of city camper property	Mgr. Proposed	Current	No accounting action needed	DMPC recommendation
SCADA upgrade	W/S	\$80,000	FY25 budget surplus ¹	Mgr. Proposed	Current		Affordable by virtue of funding KCI w/state earmark
Dump truck replacement	W/S	\$220,000	FY25 budget surplus	Mgr. Proposed	Current		Affordable by virtue of funding KCI w/state earmark

¹ This surplus was intentional.

Cumulative Impact of Potential Fee and Tax Increases (FY26)

Representative Sample of Properties

Impact on household of \$191,760 appraised value, residential refuse collection, and 800 gallons/mo. utility consumption (\$98,960 appraised value prior to 2025)							
	Annual property taxes		Annual refuse fees	Annual Utility fees	Annual Stormwater fees	TOTAL ANNUAL BURDEN	DIFFERENCE
FY24	\$475.01		\$288	\$502.70		\$1,265.71	
FY25	\$475.01		\$300	\$509.62	\$48	\$1,332.63	\$66.92
FY26	\$.33 \$.3575	\$632.80 \$685.54	\$300 (No Change)	\$516.91 (Total w/typical annual 4% consumption rate increase)	\$48 (No Change)	\$1,497.72 \$1,550.45	\$165.09 \$217.82
Impact on household of \$595,000 appraised value, residential refuse collection, and 2,700 gallons/mo. utility consumption (\$311,440 appraised value prior to 2025)							
	Annual property taxes		Annual refuse fees	Annual Utility fees	Annual Stormwater fees	TOTAL ANNUAL BURDEN	DIFFERENCE
FY24	\$1,494.91		\$288	\$918.58		\$2,701.49	
FY25	\$1,494.91		\$300	\$941.90	\$48	\$2,784.81	\$83.32
FY26	\$.33 \$.3575	\$1963.50 \$2127.12	\$300 (No Change)	\$966.53 (Total w/typical annual 4% consumption rate increase)	\$48 (No Change)	\$3,278.02 \$3,441.65	\$493.22 \$656.85
Impact on household of \$1,181,620 appraised value, residential refuse collection, and 4,200 gallons/mo. utility consumption (\$906,820 appraised value prior to 2025)							
	Annual property taxes		Annual refuse fees	Annual Utility fees	Annual Stormwater fees	TOTAL ANNUAL BURDEN	DIFFERENCE
FY24	\$4,352.73		\$288	\$1,246.89		\$5,887.62	
FY25	\$4,352.73		\$300	\$1,283.18	\$180	\$6,115.97	\$228.29
FY26	\$.33 \$.3575	\$3899.35 \$4224.29	\$300 (No Change)	\$1,321.49 (Total w/typical annual 4% consumption rate increase)	\$180 (No Change)	\$5,700.83 \$6,028.78	(\$415.17) (\$87.18)

Annual Impact of New Tax Rate and Fees on Various Commercial Entities								
		Prop Tax		Refuse Fees	Existing Utility Fees	HSWS	Stormwater Fee	TOTAL BURDEN
Ingles	FY25	\$49,343		\$0	\$44,006	\$2,424	\$1,800	\$97,573
	FY26	Based on valuation of \$11,065,990		Not applicable	Based on Avg. of 191,975 gal./mo. (Total w/typical 4% annual consumpt increase)	Tier 3 rates Based on Avg. of 191,975 gal./mo. (No Change)	>250,000 sq. ft. of impervious @ \$150/mo. (No Change)	
	FY26	\$.33 \$.3575	\$36,518 \$39,560	\$0	\$45,756.56	\$2,424	\$1,800	\$86,498 \$89,541 (\$11,074 (\$8,032)
Belk	FY25	\$12,628		\$2,880	\$17,482.61	\$0	\$180	\$33,170
	FY26	Based on valuation of \$2,553,900		Based on 19 collections per month (No change)	Based on Avg. of 75,400 gal./mo. (Total w/typical 4% annual consumpt increase)	Tier 2 rates Based on Avg. of 75,400 gal./mo. (No change)	>7,000 sq. ft. of impervious @ \$15/mo. (No change)	
	FY26	\$.33 \$.3575	\$8,428 \$9,130	\$4,560	\$18,170	\$0	\$180	\$31,338 \$32,040 (\$1,831 (\$1,130)
Charles Tire	FY25	\$5,000		\$5,760	\$7,608	N/A	N/A	\$18,368
	FY26	Based on valuation of \$1,191,970		Based on 15 collections per month	Based on Avg. of 32,000 gal./mo. (Total w/typical 4% annual consumpt increase)	Tier 3 rates Based on Avg. of 32,000 gal./mo. (No change)	>7,000 sq. ft. of impervious @ \$15/mo. (No change)	
	FY26	\$.33 \$.3575	\$3,932 \$4,261	\$5,760	\$7,900	\$408	\$180	\$17,772 \$18,509 (\$596) \$141

TR Hospital	FY25	\$114,965		\$0	\$129,773	\$7,164	\$1,800	\$253,702	
	FY26	Based on valuation of \$21,915,080		Not applicable	Based on Avg. of 568,941 gal./mo. (Total w/typical 4% annual consumpt increase)	Tier 3 rates Based on Avg. of 568,941 gal./mo. (No change)	>250,000 sq. ft. of impervious @ \$150/mo. (No change)		
	FY26	\$.33 \$.3575	\$72,319 \$78,346	\$0	\$129,763	\$7,164	\$1,800	\$216,245 \$217,073	(\$37,456 (\$36,625

Hunters & Gatherers	FY25	\$1,884		\$0	\$3,103	N/A	N/A	\$4,987	
		Based on valuation of \$662,540		Not applicable	Based on Avg. of 12,200 gal./mo. (Total w/typical 4% annual consumpt increase)	Tier 2 rates Based on Avg. of 12,200 gal./mo. (No change)	<7,000 sq. ft. of impervious @ \$4.00/mo. (No change)		
	FY26	\$.33 \$.3575	\$2,186 \$2,368	\$0	\$3,214	\$0	\$48	\$5,448 \$5,630	\$461.99 \$528.24

Triangle Stop 208	FY24	\$7,206		\$0	\$23,398	\$108	\$180	\$30,892	
		Based on valuation of \$4,535,350		Not applicable	Based on Avg. of 101,400 gal./mo. (Total w/typical 4% annual consumpt increase)	Tier 3 rates Based on Avg. of 101,400 gal./mo. (No Change)	>7,000 sq. ft of impervious @ \$15.00/mo. (No Change)		
	FY25	\$.33 \$.3575	\$14,999 \$16,213	\$0	\$24,322	\$108	\$180	\$39,610 \$40,823	\$8,718 \$9,931

IN CONCLUSION

- Budget preserves all services and maintains service levels.
- Values employees by keeping them fairly compensated.
- Intentionally overbudgets water/sewer utilities so that we’ll be prepared in the future to shoulder the cost of capital improvements.
 - Addl. burden on tax payers/ratepayers is modest.



QUESTIONS?



PROCLAMATION NO. 2025-17

A PROCLAMATION HONORING RHODES SCHOLAR AND BREVARD NATIVE MADELINE DIERAUF, AWARDING HER A KEY TO THE CITY OF BREVARD, AND NAMING JUNE 1st THROUGH 7th, 2025 AS "MADELINE DIERAUF WEEK" IN THE CITY OF BREVARD

WHEREAS, Madeline Dierauf is a culture preservationist and folk musician from the City of Brevard who in 2025 was awarded a Rhodes Scholarship to Oxford University; and

WHEREAS, Madeline is the daughter of the late Beth Dierauf and Roland Dierauf. She is a graduate of Brevard High School and Davidson College; and

WHEREAS, Brevard's culture has influenced Madeline's successful scholarly pursuits in folk arts, literature, and the people of the Appalachian region; and

WHEREAS, Oxford University is considered to be one of the world's top universities, and the Rhodes Scholarship is one of the most prestigious academic awards in existence; and

WHEREAS, noteworthy Rhodes Scholars include former President Bill Clinton, former National Security Advisor Susan Rice, journalist George Stephanopoulos, and columnist Nicholas Kristoff; and

WHEREAS, Rhodes Scholars that are perhaps not as famous occupy positions of prominence in the fields of human service, government, science, business, law, medicine, arts, journalism, athletics, religion, academia, and others; and

WHEREAS, the City of Brevard holds most high the virtues that earned Madeline this monumental recognition: scholarship, service, and commitment.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BREVARD THAT:

- 1.) This body expresses to you, Madeline Dierauf, on behalf of our citizens and officials, our utmost pride in and appreciation of your achievements, and our deepest thanks for representing the best of Brevard around the world.

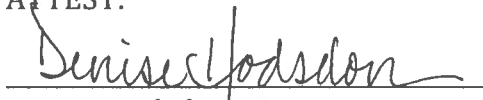
2.) A Key to the City is hereby bestowed to you, Madeline Dierauf, in recognition of your service to humankind, your achievements, and your character.

3.) June 1, 2025 through June 7, 2025 shall be recognized as "Madeline Dierauf Week" in the City of Brevard, and its observance commended to all Brevard's residents and visitors.

IN WITNESS WHEREOF, I have set my hand and executed the Great Seal of the City of Brevard on this the 19th day of May, 2025.


Maureen Copelof
Mayor

ATTEST:


Denise Hodsdon, CMC
City Clerk





**PROCLAMATION NO. 2025-18
NATIONAL PUBLIC WORKS WEEK
May 18–24, 2025
“People, Purpose Presence”**

WHEREAS, Public Works Professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Brevard; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Brevard to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

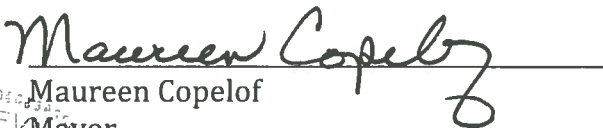
WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association.

NOW THEREFORE, I, Maureen Copelof, Mayor of the City of Brevard, do hereby designate the week May 18–24, 2025, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our Public Works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed on this 19th day of May, 2025.

Attest:

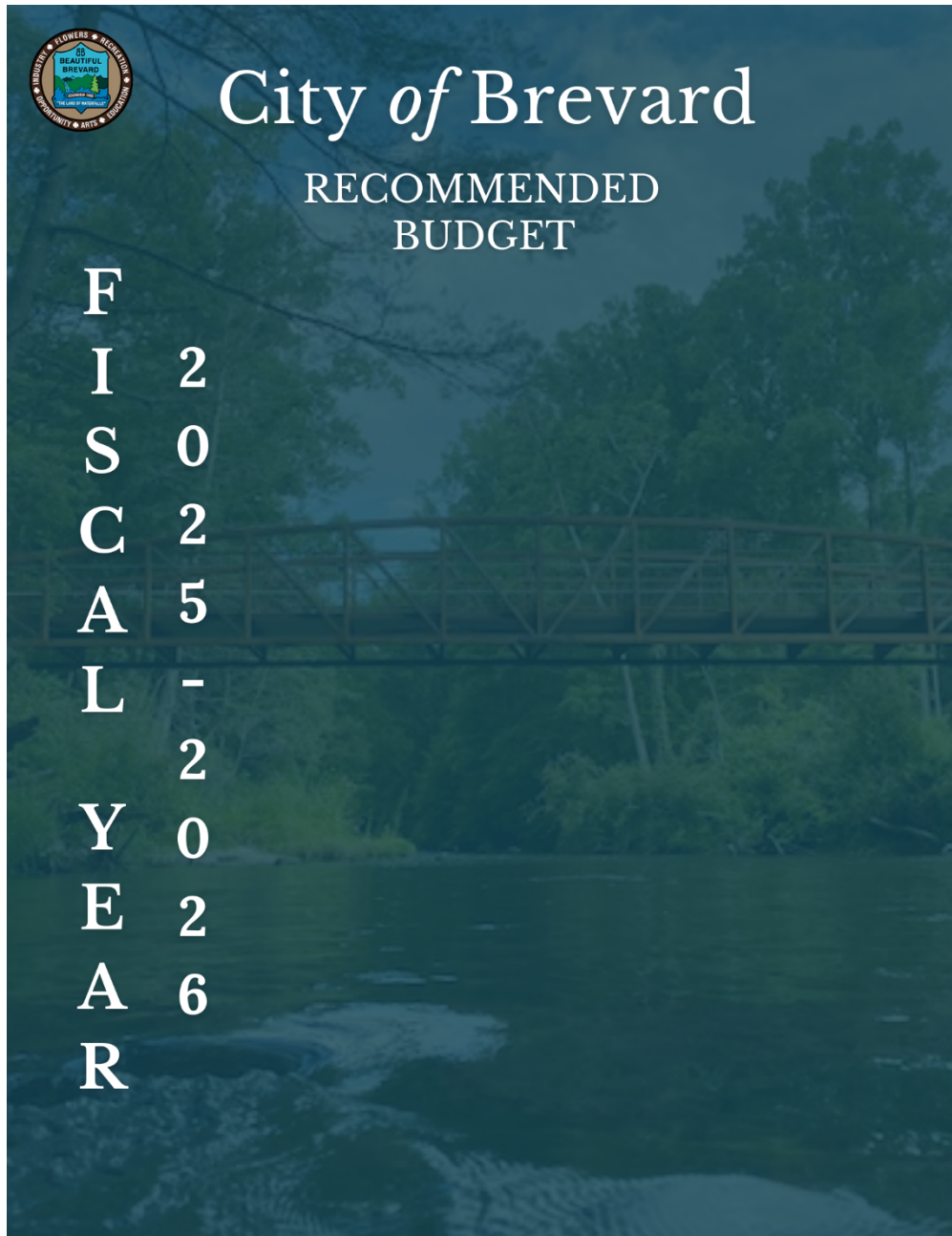

Denise Hodsdon, CMC
City Clerk


Maureen Copelof
Mayor



The City of Brevard FY26 Manager's Recommended Budget is available at the link below:

[FY26 Manager's Recommended Budget page](#)



STAFF REPORT

City Council, Monday, May 19, 2025

Title: Proposed Amendments to City of Brevard Traffic Schedule - Four-Way Stops at West Main St / Oaklawn Ave; and S Oaklawn Ave / W Morgan St / Carver St

Speaker: Aaron Bland, Asst Planning Director

Prepared by: Aaron Bland, Asst Planning Director

Approved by: Wilson Hooper, City Manager

Background

Staff proposes amending the City of Brevard Traffic Schedule (Section 66-5 of the City Code of Ordinances) to create four-way stops at the following two intersections:

- West Main Street / Oaklawn Avenue
- South Oaklawn Avenue / West Morgan Street / Carver Street / Hamlin Avenue

The attached amendments remove these intersections from *Schedule XI-A: Stop Before Entering* and add them to *Schedule XI-B: Four-Way Stop Intersections*.

Discussion

An All Way Stop Control (AWSC) is a low-cost and highly effective traffic countermeasure that addresses frontal impact and angle crash patterns at intersections. An AWSC works best at intersections where approaching traffic volumes are relatively equal. An AWSC is the safest feasible intersection design (SaFID) for an intersection where each approach is a 2-lane road and has traffic volumes of less than 7,500 vehicles per day (NCDOT Updated SaFID Charts, see Attachment).

Per available NCDOT data, the annual average daily traffic (AADT) of these streets are:

Street	W Main	N Oaklawn	S Oaklawn	Carver
AADT	3,600	1,400	1,900	4,200

Each of these intersections have unique characteristics that make them potentially hazardous. The slightly offset intersection of Hamlin Avenue at South Oaklawn and Carver Street makes the intersection confusing for motorists, as well as pedestrians looking to cross any of the intersecting streets. This intersection is currently a 3-way stop, with traffic approaching on Carver Street free-flowing. However, this usual situation where only one leg does not stop, without being an obviously higher-classification street, leads to confusion and motorists on the Carver Street approach often stop anyway, despite there being no sign.

The West Main/Oaklawn intersection has sight distance issues for cars waiting at the

Oaklawn stop signs looking to see if Main Street is clear of traffic. Drivers often "nose forward" to get a better view of oncoming cross traffic, and end up blocking the crosswalk for pedestrians hoping to cross Oaklawn. It is possible that the addition of stop signs on West Main Street will necessitate the elimination of one parking space on the south side of the street to facilitate sight distances for drivers to see the new sign.

Policy Analysis

Ensuring safety for all users of transportation networks within the city meets Goal #4 of the *Building Brevard Comprehensive Land Use Plan*: "Create a built environment that prioritizes a safe, active, multi-modal transportation system and community health and wellness."

Recommendation

The Planning and Police Departments recommend in favor of these amendments.

Fiscal Impact

Minimal. The addition of stop signs will require staff time and the purchase of paint, signs, and posts by Public Works.

Action

This presentation is for public hearing purposes only and no action is requested at this time.

Attachments:

1. Schedule XI-A Draft Amendments
2. Schedule XI-B Draft Amendments
3. NCDOT SaFID Chart
4. Ord 2025-XX Traffic Schedule Oaklawn Stops



SCHEDULE XI-A. STOP BEFORE ENTERING CERTAIN INTERSECTIONS (Section 66-72)

A

Ashworth Avenue from Monroe Street.
Asheville Highway starting from Old Hwy 64.
Asheville Highway from Brain Berg Lane.
Asheville Highway from Jack Hudson Way.
Asheville Highway from Pisgah Heights (Allison Road and Hawthorne Drive).
Asheville Highway from Straus Parkway.
Asheville Highway from Big Bend Road.
Asheville Highway from Morris Road.
Asheville Highway from Hillside Heights.
Asheville Highway from Maple Grove Lane.

B

Batson from Jordan Lane.
Batson from Willow.
Batson from Wilson Drive.
Batson from Wilson Street.
Big Bend from Branch Street.
Big Bend from Little Bend.
North Broad from East and West Probart Streets.
North Broad from Appletree Street.
North Broad from Green Acres.
South Broad from Varsity Street.
South Broad from Oakdale Street.
South Broad from Miner Street.
Burrell Avenue from Kilpatrick.
Burrell Avenue from Peace Drive.

C

Cadence Circle at both intersections with Forest Hills Circle.
North Caldwell from West Probart Street.
North Caldwell from King Street.



North Caldwell from Appletree Street.

South Caldwell from West Morgan Street.

South Caldwell from Silversteen Drive.

South Caldwell from Colwell Drive.

Cambridge from Sheffield Place.

Camptown from Blueberry Hill.

Camptown from Camp Sapphire.

Camptown from Meadow View Road.

Camptown from Stone House Road.

Carolina Avenue from Henderson Avenue.

Carolina Avenue from Shipman Avenue.

Carolina Avenue from Silversteen Drive.

Carolina Avenue from Verdery Avenue.

Carolina Avenue from Washington Avenue.

[Carver Street from Hamlin Street.](#)

Carver Street from Jordan Lane.

Carver Street from Oakdale Street.

Carver Street from Oaklawn Street.

Cashiers Valley Road from Carolina Avenue.

Cherry Street from Burnette Drive.

Cherry Street from Spruce Street.

Cherry Street from Ildewood.

Country Club Road from Asheworth Avenue.

Country Club Road from Gallimore Road.

Country Club Road from Gillespie Road.

Country Club Road from Gillespie Circle.

Country Club Road from Goodwin Lane.

Country Club Road from Hayes Street.

Country Club Road from High School Road.

Country Club Road from Monroe Street.

Country Club Road from South View.

Country Club Road from Turnpike Road.



D

Danbury from Tutor Lane.
Deerlake from Cambridge.
Deerlake from Fox Cross.
Deerlake from Siniard Court.
Deerlake from Stone Drive.
Deerlake from White Squirrel.
Deer Run from Chipmunk Court.
Deer Run from Eagle Run.
Deer Run from Fox Cross.

E

Eastview Drive from Quinn.
Ecusta Road from Big Bend Road.
Ecusta Road from Excelsior Drive.
Ecusta Road from Morris Road.
Ecusta Road from Welcome Street.
Elk Mountain Road from Sunset Trace.
Elm Bend Road from Bluebird Lane.
Elm Bend Road from Eagle Point.
Elm Bend Road from Magnolia.
Elm Bend Road from Warren Lane.

F

Fisher Road from Middle School Road.
Fisher Road from Montview Circle at both intersections.
Fisher Road from Poplar Street.
Fox Cross from Quail Run.
Fox Cross from Red Fox Lane.
Fox Cross from Wintergreen.
Franklin from Lakeview Drive.
Franklin from Robinson Avenue.
East French Broad from Appletree Street.
East French Broad from Franklin Street.



East French Broad from Hilt Street.

East French Broad from Johnson Street.

West French Broad from Salem Street.

G

Gallimore Road form High School Road.

Gallimore Road from Jordan Road.

Gallimore Road Placid Drive.

Gallimore Road from Sugarloaf Road.

Gaston Street from Varsity Street.

Grandview from Far Hills Terrace.

Greenville Highway from East Main Street Extension.

Greenville Highway from Gallimore Road.

Grove from Grove Circle.

Grove from Grove Lane.

Grove Circle from Wilson Street.

Grove Street from Willow.

H

Hamilton Avenue form Jordan Lane.

Hillcrest Avenue from Yongue Street.

Hilt from Hilt Street Extension.

Hopewell from Knight Court.

Hopewell from London Court.

J

Johnson Street from Appletree Street.

Johnson Street from Jordan Street.

Johnson from Morgan Street.

Johnson Street from Rice Street.

(West) Jordan from England Street.

Jordan from Placid Drive.

K

King Street from Railroad Avenue.

King Street from Salem Street.



Kings Mill from Curlee Street.

Kings Mill from Pisgah Lane.

L

Lake House from Trailside Road.

Lake View from Harold Street.

Lake View from Hilt Street.

Laurel Lane and Aspen Place.

Laurel Village Drive at intersection with Outland Avenue and Grandview Drive.

East Laurel Court where it intersects with Laurel Village Drive.

West Laurel Court where it intersects with Laurel Village Drive.

M

East Main from Franklin Street.

East Main from Park Avenue.

East Main from Rice Street.

East Main from St. Phillips Lane.

East Main from Wilson Drive.

East Main from Woodside Drive.

West Main from England Street.

West Main from Galloway Street.

West Main from James Street.

West Main from Mills Avenue.

West Main from North Lane.

[West Main from Oaklawn Avenue.](#)

West Main from Rosenwald Lane.

Maple from Batson Road.

Maple from Gaston Street.

Maple from Grove Circle.

Maple from Grove Street.

Maple from Johnson Street.

Maple from Jordan Lane.

Maple from Miner Street.

Maple from Overlook Drive.



Maple from Turnpike Road.
McLean Road from Fisher Road.
McLean Road from Holden Road.
McLean Road from Railroad Avenue.
McMinn Avenue from Verdery Avenue.
Mills Avenue from Hillview Circle.
Miner Street from Laurel Lane.
Miner Street from Varsity Street.
Monroe Street from Stratford Avenue.
West Morgan Street from Duckworth Avenue.
Morris Road from Pisgah Drive.
Morris Road from Temple Church Road.

N

Neely Road from Broadview Circle.
Neely Road from College Walk Drive.
Neely Road from North Oak Street.
North Lane from Brown Lane.
North Lane from Thomas Street.
North Lane from West Lane.
North Oak Street from Cedar Crest Drive.

O

Oakdale Street from Duckworth Avenue.
Oakdale Street from Hamlin Street.
Oakdale Street from Mills Avenue.
Oaklawn Avenue from West Jordan Street.
[Oaklawn Avenue from West Morgan Street.](#)
Oak Park Drive from Forest Ridge Avenue.
Oak Park Drive from Oakwood Drive.
Old Cottage Lane from Ridge Top Circle.
Old U.S. 64 (Old Hendersonville Highway) from Cherry Street.
Old U.S. 64 (Old Hendersonville Highway) from Hillcrest Avenue.
Old U.S. 64 (Old Hendersonville Highway) from Mountain Industrial Lane.



Old U.S. 64 (Old Hendersonville Highway) from Osborne Road.

Old U.S. 64 (Old Hendersonville Highway) from Owens Street.

Old U.S. 64 (Old Hendersonville Highway) from Wilson Road.

Osborne Road from Hopewell Street.

Osborne Road from Oak Park Drive.

Osborne Road from Tree Haven Drive.

Owens Street from Yongue Street.

P

Park Avenue from Boxwood Lane.

Park Avenue from Elks Club Road.

Park Avenue from Harold Street.

Park Avenue from Morningside Drive.

Park Avenue from Outland Avenue.

Pine Mountain Trail from Camptown Road.

Pine Mountain Trail from Elk Mountain Trail.

Pine Mountain Trail from Hawk's Crest.

Pine Mountain Trail from Lake House Place.

Pine Mountain Trail from Stone Creek Trail.

Pisgah Lane from Short Street.

Probart Extension (Cashiers Valley Road) from Hillview Avenue.

West Probart Street from Eastabrook Avenue.

West Probart Street from England Street.

West Probart Street from Galloway Street.

West Probart Street from James Street.

West Probart Street from Kings Mill Road.

West Probart Street from Oaklawn Avenue.

West Probart Street from Railroad Avenue.

West Probart Street from Rosenwald Lane.

West Probart Street from Thomas Street.

West Probart Street from White Oak.

West Probart Street from Whitmire Extension.

R



Railroad Avenue from Burrell Avenue.
Railroad Avenue from Commerce Street.
Railroad Avenue from King Street.
Railroad Avenue from West French Broad Street.
Railroad Avenue from Whitmire Street.
Rice Street from Jordan Street.
Rosman Highway from South Caldwell Street.
Rout Street at intersection with Hillview Street.

S

Silversteen Drive from Aiken Street.
Silversteen Drive from Loeb Drive.
Silversteen Drive from McMinn Avenue.
Silversteen Drive from Washington Avenue.
Stone Drive from White Squirrel Lane.
Stone Drive from Wintergreen Drive.
Stone Creek from Homestead Trace.
Straus Parkway from Allison Creek Trail.
Straus Parkway from Meadow View Road.
Straus Parkway from Old Cottage Lane.
Straus Parkway from Park Place East.
Straus Parkway from Park Place West.
Straus Parkway from Pine Mountain Trail.
Straus Parkway from Stonehouse Drive.

T

Tinsley Road from Burrell Avenue.
Tinsley Road from Kilpatrick Avenue.
Tinsley Road from Rasada.
Trailside from Trailside Court.
Turnpike Road from Ashworth Avenue.
Turnpike Road from Aspen Place.
Turnpike Road from Laurel Lane.

V



Varsity Street from Gaston Street.

W

Whitmire Street from Burrell Mountain Road.

Whitmire Street from Curlee Street.

Whitmire Street from Kings Mills Road.

Whitmire Street from Palmer Street.

Whitmire Street from Railroad Avenue.

Whitmire Street from Reservoir Road.

Whitmire Street from Salem Street.

Whitmire Street from Tinsley Road.

Wilson Drive from Dogwood Drive.

Wintergreen Drive from Autumn Glen.

Wintergreen Drive from Spring Vista Court.

Wintergreen Drive from Summer Place Court.

DRAFT



SCHEDULE XI-B. FOUR-WAY STOP INTERSECTIONS (Section 66-72)

Jordan Street and Gaston Street.

Jordan Street from Johnson Street.

[West Main Street from Oaklawn Avenue.](#)

Maple Street, Turnpike Road and Grove Lane.

Maple Street, Gaston Street and the entrance to the Transylvania County Library.

Morgan and Gaston Streets.

[South Oaklawn Avenue, West Morgan Street, Carver Street, and Hamlin Avenue.](#)

Whitmire Street and Railroad Avenue.

DRAFT

			Minor street							
			Number through lanes:	2				4		6 or 8
Major street			Low AADT:	0	5,000	7,500	10,000	10,000	25,000 and above	Any
Number through lanes	Low AADT	High AADT	High AADT:	5,000	7,500	10,000	15,000	25,000		
2	0	7,500		AWSC	AWSC	n/a	n/a	n/a	n/a	n/a
	7,500	15,000		Roundabout	Roundabout	Roundabout	Roundabout or signal	n/a	n/a	n/a
4	10,000	15,000		TWSC	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	n/a	n/a
	15,000	20,000		TWSC	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	n/a	n/a
	20,000	25,000		TWSC	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	n/a	n/a
	25,000 and above			TWSC	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	MUT	n/a
6 or 8	Any			TWSC	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	Bowtie or MUT	MUT	MUT

ORDINANCE NO. 2025-____

**AN ORDINANCE AMENDING CITY OF BREVARD CODE OF ORDINANCES
AND TRAFFIC SCHEDULE TO CREATE FOUR-WAY STOPS AT WEST
MAIN STREET/OAKLAWN AVENUE & SOUTH OAKLAWN AVENUE/WEST
MORGAN STREET/CARVER STREET/HAMLIN AVENUE**

WHEREAS, the NCDOT Board of Transportation has removed West Main Street from Caldwell Street westward from the State Highway System, thereby making this section a City owned and maintained street; and,

WHEREAS, a public hearing was conducted on Monday, May 19, 2025, by the 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 City Council of the City of Brevard Traffic Schedule be amended as outlined below.

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

SECTION 1. Brevard City Code of Ordinances Chapter 66: Traffic is hereby amended as depicted in Exhibit A and Exhibit B, which are attached hereto and incorporated herein by reference.

SECTION 2. The City Clerk of the City of Brevard is hereby authorized and directed to revise and amend the official records and the Brevard Traffic Schedule to reflect the change as set forth herein.

SECTION 3. The City Manager of the City of Brevard is hereby authorized and directed to cause the appropriate signs and pavement markings to be installed and enforcement of the foregoing provisions to be implemented.

SECTION 4. As to any conflict between this Ordinance and any parts of existing ordinances, the provisions of this Ordinance shall control.

SECTION 5. 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 6. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved this the 2nd day of June 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney



CITY of BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture

TAX SETTLEMENT REPORT FOR MONTH ENDED APRIL 30, 2025

Tina Tanner
Certified Tax Collector

CITY OF BREVARD TAX SETTLEMENT REPORT
MONTH ENDING APRIL 30, 2025

UPDATED: 05.13.2025

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
2024		\$ 4,145,519.25	\$ 355,192.81	\$ 150,837.61	\$ 169,949.16	\$ 660,227.95
2023-2011	\$ 3,514.80	\$ 4,462.58	\$ 2,327.19	\$ 4,626.24	\$ 2,855.63	\$ 1,778.13
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 3,514.80	\$ 4,149,981.83	\$ 357,520.00	\$ 155,463.85	\$ 172,804.79	\$ 662,006.08

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2024	\$ 395,194.02	\$ 42,533.66	\$ 67,943.21	\$ 39,878.70			\$ 6,027,276.37
2023-2011	\$ 3,258.13	\$ 743.42	\$ 3,740.29	\$ 982.09			\$ 28,288.50
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 398,452.15	\$ 43,277.08	\$ 71,683.50	\$ 40,860.79	\$ -	\$ -	\$ 6,055,564.87

HEART OF BREVARD TAX SETTLEMENT REPORT
MONTH ENDING APRIL 31, 2025

UPDATED: 05.13.2025

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
2024		\$ 64,583.54	\$ 12,538.17	\$ 45.99	\$ 8,318.48	\$ 28,612.21
2023-2011	\$ 28.47	\$ 137.22			\$ 625.39	
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 28.47	\$ 64,720.76	\$ 12,538.17	\$ 45.99	\$ 8,943.87	\$ 28,612.21

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2024	\$ 18,255.99	\$ 929.82	\$ 1,285.50	\$ 1,825.86			\$ 136,395.56
2023-2011	\$ 737.92		\$ 0.71	\$ -			\$ 1,529.71
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 18,993.91	\$ 929.82	\$ 1,286.21	\$ 1,825.86	\$ -	\$ -	\$ 137,925.27

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Ordinance Declaring Street Closures - White Squirrel Weekend

Speaker: Aaron Bland, Asst Planning Director

Prepared by: Aaron Bland, Asst Planning Director

Approved by: Wilson Hooper, City Manager

Background

The North Carolina Department of Transportation (NCDOT) requires local approval for special events that involve the closing or repurposing of state-owned highways and roads.

Discussion

The NCDOT guidelines state the local municipality must pass an ordinance for each street closure of City-sponsored events. The State will neither approve nor deny such requests for closures. They will, however, recommend alternative routes should they have a project scheduled for the same day as a special event. The attached ordinance is for this year's White Squirrel Weekend event.

Policy Analysis

The City has been sponsoring and permitting special events for several years. The passing of an ordinance only applies to City-sponsored special events on state roads. Permits sponsored by individuals or non-profits are permitted differently and do not require an ordinance. Council has passed ordinances for City-sponsored festivals since 2015.

Fiscal Impact

None.

Action

Council's options are to adopt or reject the street closure ordinance.

Attachments:

1. ORD_2025-XX White Squirrel Festival Street Closure Ordinances

ORDINANCE NO. 2025-XX

**AN ORDINANCE DECLARING STREET CLOSURES
FOR THE 2025 WHITE SQUIRREL WEEKEND FESTIVAL**

WHEREAS, Brevard City Council acknowledges a tradition of providing for festivals and special events downtown for the pleasure and enjoyment of citizens and visitors alike; and,

WHEREAS, Brevard City Council acknowledges that festivals and special events provide an opportunity for family-oriented activities that celebrate our small-town charm; and,

WHEREAS, Brevard City Council acknowledges these events require NCDOT system roads to be closed for setup, activities, and cleanup; and,

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

SECTION 1. Pursuant to authority granted by G.S. 20-169, the City of Brevard hereby declares the following temporary road closures on the following described portions of the State Highway System:

Friday, May 24th – 6:00 AM – Midnight

Main Street (US 276) between Broad Street and Rice Street

Saturday, May 25th – All day

Main Street (US 276) between Caldwell Street and Rice Street

Broad Street (US 64) between Probart Street and Morgan Street

Sunday, May 26th – All day

Main Street (US 276) between Caldwell Street and Rice Street

Broad Street (US 64) between Probart Street and Morgan Street

Monday, May 27th – Until 2:00 PM

Main Street (US 276) between Broad Street and Gaston Street

Broad Street (US 64) between Probart Street and Jordan Street

SECTION 2. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted and approved this the 19th day of May 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Sewer Pump Station Rehabilitation Project Capital Project Amendment, Acceptance of Funds, and Approval of Additional Agreement with CDM Smith

Speaker: Dean Luebbe

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

Approved by: Wilson Hooper, City Manager

Background

On April 28, 2025 the City received approval to utilize \$3,000,000 of S.L. 2023-134 Appropriated Act Directed Project funding to cover a significant cost overage on the Sewer Pump Stations Rehabilitation Project. NCDEQ requires the City to pass a resolution to accept the funding offer, and a Capital Project Amendment is also needing to be approved. Additionally, staff is requesting Council approval for the City Manager to contract with CDM Smith Inc. for Construction Administration and other services in the amount of \$362,000.

Actions

1. Approve the resolution as submitted, accepting the \$3,000,000 of funding on DWI Project SRP-W-134-0277
2. Approve as submitted, Capital Project Amendment increasing expenditures and revenue in the Sewer Pump Station Rehabilitation Project by \$3,000,000.
3. Authorize the City Manager to contract with CDM Smith Inc for construction administration in the amount of \$362,000.

Attachments:

1. Resolution accepting \$3M for Sewer Pump Station
2. Funding Offer and Acceptance SRP W 134 0277
3. CPO Amendment \$3,000,000 Sewer Pump Station
4. CDM Smith Construction Admin contract \$362,000
5. Sewer Pump Stations Rehab financial summary

RESOLUTION NO. 2025-XX
BY THE CITY OF BREVARD CITY COUNCIL

WHEREAS, the City of Brevard has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs; and

WHEREAS, the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$3,000,000 to perform work detailed in the submitted application for Project No. SRP-W-134-0277 Sewer Pump Station Rehabilitation and Replacement; and

WHEREAS, the City of Brevard intends to perform said project in accordance with the agreed scope of work.

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

- 1) That the City of Brevard does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$3,000,000.
- 2) That the City of Brevard does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.
- 3) That Wilson Hooper, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted and approved this the 19th day of May, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

JOSH STEIN

Governor

D. REID WILSON

Secretary

SHADI ESKAF

Director



NORTH CAROLINA
Environmental Quality

April 28, 2025

Wilson Hooper, City Manager
City of Brevard
95 West Main Street
Brevard, North Carolina 28712

SUBJECT: Funding Offer
Project No. SRP-W-134-0277
*Co-funded with SRP-W-ARP-0236
Sewer Pump Station Rehabilitation and Replacement

Dear Mr. Hooper:

The City of Brevard has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions attached to this document.

This S.L. 2023-134 project is co-funded with federal funds from the American Rescue Plan Act (ARPA); therefore federal ARPA conditions and requirements will apply. Grant funds expended on this project through December 2026, including from S.L. 2023-134, may be from the ARPA State Fiscal Recovery Fund. However, funds from the S.L. 2023-134 offer can continue to be expended after the federal ARPA expenditure deadline of December 2026.

Upon your acceptance, please submit the following items via Laserfiche at the following link:

<https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

1. One (1) copy of the original Offer and Acceptance Document executed by the Authorized Representative for the project, along with the Conditions and Assurances. **Retain the other copy for your files.**
2. A resolution adopted by the governing body accepting the funding offer and making the applicable Conditions and Assurances contained therein. (Sample copy attached)
3. Federal Identification Number and Unique Entity ID Number of the Subrecipient (UEID required for federally funded projects)
4. Sales-Tax Certification (attached)

Disbursement requests are to be submitted via Laserfiche at the following link:

<https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>. A reference copy of the Disbursement Request Form (also found on the DWI website) has been enclosed for your convenience.



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

On behalf of the Department of Environmental Quality, I am pleased to make this funding offer. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact Jeff Poupart at jeff.poupart@deq.nc.gov or 919-707-9248.

Sincerely,

Shadi Eskaf, Director
Division of Water Infrastructure, NCDEQ

Enclosures: Offer and Acceptance Document (two copies)
Assurances & Conditions
Federal ID and UEID Number Request Memo
Resolution to Accept Funding Offer (suggested format)
Sales-Tax Certification Form
Disbursement Request Form
Guidance Document (North Carolina Wastewater Funding Programs Overview)
Site Certification
Water Infrastructure Grants Legal Requirements Quick Reference Guide

cc: Wilson Hooper (Wilson.Hooper@cityofbrevard.com)
Jonathan Lapsley, CDM Smith (LapsleyJS@cdmsmith.com)
Mark Hubbard (Via DocuSign)
Jeff Poupart (Via DocuSign)
DWI Administrative Unit (Via DocuSign)
Anita Spencer (Via DocuSign)
DEQ.DWI.FundingOffer@deq.nc.gov
FILE: SRP Project File (COM_LOX)
Agreement ID#: 2000061506



STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE

Funding Offer and Acceptance

Legal Name and Address of Award Recipient
City of Brevard
95 West Main Street
Brevard, North Carolina 28712

Project Number(s): SRP-W-134-0277

Assistance Listing Number: N/A
Unique Entity ID Number: JDX5KBDPSQH8

Funding Program		Additional Amount for Funding Increases	Previous Total	Total Offered
Drinking Water	☐			
Stormwater	☐			
Wastewater	☒			
State Revolving Fund-Repayable Loan (ASADRA)	☐			
State Revolving Fund-Principal Forgiveness	☐			
State Reserve Loan	☐			
State Reserve Grant	☐			
State Reserve Earmark (S.L. 2023-134)*	☒			\$ 3,000,000
American Rescue Plan Act - Choose an item.	☐			

Project Description:

Sewer Pump Station Rehabilitation and Replacement

Cofunded with SRP-W-ARP-0236

Total Financial Assistance Offer: \$ 3,000,000
Total Project Cost: \$ 5,873,000
Estimated Closing Fee**: -0-
For Loans
Interest Rate: -
Maximum Loan Term: -

* Federal conditions and requirements will also apply to S.L 2023-134 projects co-funded with federal funds.
** Estimated closing fee calculated based on grant and loan amount.

- Pursuant to North Carolina General Statute 159G:
- The applicant is eligible under Federal and State law,
 - The project is eligible under Federal and State law, and
 - The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance.

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

Shadi Eskaf, Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality

Signature

Date

On Behalf of: City of Brevard

Name of Representative in Resolution:

Title (Type or Print):

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the attached Assurances and the Standard Conditions.

Signature

Date

ORDINANCE NO. 2025-XX

CAPITAL PROJECT ORDINANCE TO AMEND ORDINANCE
NO. 2022-64 SEWER PUMP STATIONS REHABILITATION PROJECT

BE IT ORDAINED by the City Council of the City of Brevard, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1: The budgeted expenditures and revenues listed under the ordinance 2022-64 will be increased by \$3,000,000.

Section 2: As highlighted at the April 21, 2025 City Council meeting, construction bids were received on the Sewer Pump Stations Rehabilitation Project and the project is considerably over budget. The City requested to utilize \$3,000,000 of directed funding from NCDEQ to cover the overage, and in late April of 2025 received notification from NCDEQ that the request had been granted.

Section 3: The following amounts are appropriated for the project:

Account Number	Account Name	Budget Amount
31-8540-6000	Sewer Pump Stations Rehab	\$2,873,000
31-8540-6000	Sewer Pump Stations Rehab	\$3,000,000
TOTAL PROJECT APPROPRIATION		\$5,873,000

Section 4: The following revenues are anticipated to be available for the project:

Account Number	Account Name	Budget Amount
31-3970-0700	ARPA SRP-W-ARP-0236	\$2,873,000
31-3970-0900	SRP-W-134-0277	\$3,000,000
TOTAL PROJECT REVENUE		\$5,873,000

Section 5: The Finance Director is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the disclosure requirements of all the contractual agreements, if applicable.

Section 6: Funds may be advanced from the General Fund or from any Enterprise Fund as necessary for the purpose of making payments as due. Reimbursement requests shall be made in an orderly and timely manner.

Section 7: The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and Section 4.

Section 8: The Finance Director is further instructed to include a detailed analysis of past and future revenues and expenses during each annual budget submission made to the Governing Board.

Section 9: Copies of this capital project shall be furnished to the City Clerk, Finance Director and City Manager for direction in carrying out this project.

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 19th day of May, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

APPENDIX

EXHIBIT A

This Exhibit A is for professional engineering services by CDM Smith Inc. (ENGINEER) for Construction Administration and Observation Services for the City of Brevard's (CITY) Sewer Pump Station Rehabilitation and Replacement Project (Project).

1.0 PROJECT BACKGROUND AND DESCRIPTION

ENGINEER was retained by CITY under a previous agreement to provide final design, permitting, and bid phase services for improvements to existing wastewater pump stations as summarized below:

1. Fish Camp Pump Station

- a. Demolish existing submersible pumps, discharge piping and valves, controls, and instrumentation.
- b. Refurbish existing wet well with new coating system, and raise wet well top slab by 2-ft above the base flood elevation (BFE).
- c. Provide new, in-kind submersible pumps, discharge piping, and valves.
- d. Provide new control panel and instrumentation (flow meter and level indicators).
- e. Provide a new perimeter fence with locking gate.
- f. Provide new, outdoor, sound-attenuated, natural gas generator set with automatic transfer switch.

2. Gallimore Road Pump Station

- a. Demolish and abandon the existing pump station including equipment, controls, and infrastructure located above grade and 3-ft below grade. Remove utilities located 5-feet below grade, and backfill infrastructure located greater than 3-ft below grade.
- b. Provide a new, duplex, wet-pit submersible pump station with precast concrete wetwell, valve vault, and meter vault.
- c. Provide new electrical pad with canopy and equipment rack for a utility meter, power distribution panels, control panels, and telemetry equipment.
- d. Provide new discharge force main to convey pumped flow to an existing 10-inch force main located in the Gallimore Road Right-of-Way.
- e. Redirect existing force mains and gravity sewers to the new pump station site. It is assumed that new piping will be by open cut installation.
- f. Coordinate and provide new utility connection for electric power.
- g. Relocate and reconnect the 200-kW diesel generator from the existing Gallimore Road Pump Station to the new pump station location.

3. Wilson Road Pump Station

- a. Remove the existing trailer-mounted diesel generator and appurtenances.
- b. Provide a new, outdoor, sound-attenuated, natural gas generator set with automatic transfer switch. No upgrades to other existing electrical or control equipment is anticipated.

Under this Agreement, ENGINEER will provide support to the CITY during the construction phase of these improvements as further defined in the scope below. Tasks 100 through 600 were completed under the previous Agreement.

- Task 700 – Construction Contract Administration, Startup Services, Record Drawings, and Closeout
- Task 800 – Resident Project Representative Services
- Task 900 – Gallimore Road Pump Station Change to Variable Frequency Drives
- Task 1000 - Unspecified Additional Services

2.0 SCOPE OF SERVICES

The detailed scope of services for the basic services included under this Agreement (Tasks 700 through 900) follows:

The detailed scope of services for the basic services included under this Agreement follows:

TASK 700 CONSTRUCTION CONTRACT ADMINISTRATION, STARTUP SERVICES, RECORD DRAWINGS, AND CLOSEOUT

The ENGINEER shall provide Contract Construction Administration services for the construction Project over an 18-month construction period (from Notice to Proceed to Final Completion). This Agreement would need to be amended to provide additional compensation should an increase in the 18-month construction period duration occur. It is assumed that conforming the documents following the bid phase will not be required.

701 Definitions

“Work” means the entire completed construction or the various separately identifiable parts thereof required to be provided under the Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction, and furnishing, installing, and incorporating all materials and equipment into such construction, all as required by the Contract Documents.

702 General Administration of Construction Contract

ENGINEER shall consult with and advise CITY and act as CITY’s representative as set forth herein. CITY’s instructions to the Contractor(s) shall be issued through ENGINEER who shall have the

authority to act on behalf of CITY in dealings with Contractor to the extent provided in this Agreement.

This task will include the attendance, administration, and preparation of minutes of appropriate project meetings including:

- Pre-Construction Meeting (In-person)
- Monthly progress meetings (16 monthly progress meetings are estimated). It is assumed that up to 4 meetings will be virtual and 12 meetings will be held in-person at CITY facilities.

703 Visits to Site and Observation of Construction

ENGINEER shall make visits to the site at intervals appropriate to the stage of construction, or otherwise agreed to by ENGINEER in writing, to observe as an experienced and qualified design professional the progress and quality of the Work and to determine if the Work is proceeding in accordance with the Contract Documents. ENGINEER's inspections shall not be intended to involve work beyond the responsibility specifically assigned to ENGINEER in this Agreement and the Contract Documents.

On the basis of on-site inspections, ENGINEER shall keep the CITY informed of the progress and quality of the Work and shall alert the CITY to defects and deficiencies in the Work of the Contractor. ENGINEER shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures of construction selected by Contractor or for safety and environmental programs and precautions incidental to the Work. ENGINEER shall not be responsible for the failure of the Contractor, his Subcontractors, or any other persons performing any of the Work to comply with laws, rules, regulations, ordinances, code, or orders, or for failure of any of them to carry out the Work in accordance with the Contract Documents except as otherwise expressly provided herein.

The purpose of ENGINEER's visits will be to enable ENGINEER to better carry out the duties and responsibilities assigned to and undertaken by ENGINEER during the Construction Phase, and, in addition, by the exercise of ENGINEER's efforts as an experienced and qualified design professional, to provide for CITY a greater degree of confidence that the completed work of Contractor will conform to the Contract Documents, and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor.

This scope assumes 4 site visits will be made by the electrical engineer and 1 site visit by the instrumentation engineer to verify proper installation and system startup. Each visit assumes 4 hours of onsite time. Visits will be conducted by a Professional Engineer to observe the work and prepare appropriate inspection reports.

Inspection reports will be generated for each site visit and shall record Contractor's hours on the job site, weather conditions, number and types of labor personnel onsite, equipment onsite,

equipment in use, work completed each day, data relative to questions of Work Change Directives, Change Orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures. Site visits are budgeted as partial day visits, the above information will be gathered for the time the ENGINEER is onsite.

704 Defective Work

ENGINEER shall have authority to disapprove or reject Contractors' Work while it is in progress if ENGINEER believes that such Work does not conform to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents. ENGINEER shall have access to the Work at all times wherever it is in preparation or progress.

705 Shop Drawings

ENGINEER shall review and approve or take other appropriate action with respect to Shop Drawings, samples, and other data which Contractor is required to submit, but only for conformance with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents and in compliance with the information given in the Contract Documents. Means, methods, techniques, sequences, or procedures of construction or safety programs and precautions incident thereto will be reviewed, when appropriate, for information purposes only.

This task will include the evaluation of substitute materials and equipment proposed by the Contractor for acceptability. A total of 75 "A" submittals are assumed.

706 Clarifications and Interpretations: Field Orders

ENGINEER shall issue necessary clarifications and interpretations, including preparation of supplementary sketches and drawings if required, of the Contract Documents as appropriate to the orderly completion of the Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. ENGINEER may issue Field Orders authorizing minor variations from the requirements of the Contract Documents. Field Orders shall not involve change in Contract Price or Time. A total of 2 Field Orders and 25 Requests for Information are assumed.

707 Change Orders and Work Change Directives

ENGINEER shall recommend Change Orders and Work Change Directives to CITY as appropriate, and shall prepare Change Orders and Work Change Directives as required. ENGINEER shall not issue such Change Orders and Work Change Directives until CITY has approved and accepted Contractor's cost and schedule change to implement such Change Orders and Work Change Directives. A total of 2 Change Orders are assumed.

708 Inspections and Tests

ENGINEER shall make recommendations to CITY regarding the advisability of requiring special inspections or testing of the Work and have authority to receive and review all certificates of inspections, testing, and approvals required by laws, rules, regulations, ordinances, codes, orders, or the Contract Documents to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents. It is assumed that the CITY will procure and pay for all required specialty inspections and materials testing as required by the Contract Documents except where specified for the Contractor to provide such services. ENGINEER shall coordinate such work with the firm procured by the CITY as required during the project duration. ENGINEER will review reports prepared by the CITY'S firm for compliance with the design documents and take appropriate action to address deficiencies. Any third party construction materials testing/inspections required will be completed by the Contractor.

709 Applications for Payment

ENGINEER shall determine the amount owing to Contractor based on ENGINEER's observations and inspections at the site and the data comprising the Application for Payment, and the accompanying data and schedules, and recommend in writing payments to Contractor in such amounts. Such recommendations of payment will constitute a representation to CITY that the Work has progressed to the point indicated and that, to the best of ENGINEER's knowledge, information, and belief, the quality of the Work is in accordance with the Contract Documents. The issuance of a recommendation will further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a recommendation for payment will not be a representation that the ENGINEER is responsible for construction means, methods, techniques, sequences, or procedures or has ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Price. In the case of unit price work, ENGINEER's recommendations of payment will include final determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents). A total of 16 pay applications are assumed.

710 Contractor's Completion Documents

ENGINEER shall receive, review, and transmit to CITY with written comments maintenance and operating instructions, schedules, guarantees, certificates of insurance, marked-up record drawings (including shop drawings, samples and other pertinent data), bonds, certificates of inspection, and tests and approvals of equipment which are to be provided by Contractor in accordance with the Contract Documents. ENGINEER shall determine that their content complies with the requirements of the Contract Documents.

711 Substantial Completion

Following notice from Contractor that Contractor considers the entire work ready for its intended use, ENGINEER and CITY, accompanied by Contractor, shall conduct an inspection to determine if the work is substantially complete. If after considering any objections by the CITY,

ENGINEER considers the Work substantially complete, ENGINEER shall deliver a notice of substantial completion to CITY and Contractor.

712 Final Notice of Acceptability of Work

Prior to final payment to the Contractor, and in company with the CITY, ENGINEER shall visit the Project to observe any apparent defects in the completed work, assist CITY in consultations and discussions with Contractor concerning correction of such defects, and make recommendations as to replacement or correction of defective work.

ENGINEER shall conduct a final inspection to determine if the completed Work is acceptable to ENGINEER and CITY so that ENGINEER may recommend, in writing, final payment to Contractor and may give written notice to CITY and Contractor that the Work is acceptable, subject to any conditions therein expressed. Accompanying the recommendation for final payment, ENGINEER shall indicate that the work is acceptable to the best of ENGINEER's knowledge, information, and belief and based on the extent of the services performed and furnished by ENGINEER under this Agreement.

ENGINEER shall provide ENGINEER's certification that the work has been completed in accordance with CITY's approved plans and specifications.

Upon final acceptance of the work, ENGINEER will obtain from the Contractor the required closeout paperwork including Release and Waiver of Liens, Final Payment Affidavits, and warranty paperwork as appropriate.

713 Startup Services

ENGINEER, in conjunction with the appropriate equipment manufacturers, shall provide assistance in connection with the refining and adjusting of installed equipment and systems during the startup and commissioning of the new facilities. ENGINEER will utilize an Operations and Maintenance (O&M) Specialist to assist with this task. A total of six (6) 8-hour days onsite are assumed (2 days for Fish Camp Pump Station, 3 days for Gallimore Road Pump Station, and 1 day for the Wilson Road Pump Station).

714 Record Drawings and Closeout

ENGINEER shall prepare a set of reproducible record prints of Record Drawings showing those changes made during the construction process based on the marked-up prints, shop drawings, drawings, and other data furnished by the Contractor to ENGINEER. The record prints shall also incorporate the ENGINEER's observation of changes made during construction. These record drawings shall be prepared and delivered electronically in PDF format.

ENGINEER shall provide miscellaneous services as necessary in conjunction with Project closeout including submission of record drawings to permitting agencies for final certifications as necessary.

TASK 800 **RESIDENT PROJECT REPRESENTATIVE SERVICES**

Anticipated construction schedule is 510 days (17 months) to substantial completion and 540 days (18 months) to final completion. This Agreement includes one Resident Project Representative (RPR) (budgeted at 4 hours/week) over 14 months (60 weeks) active construction period for a total of 240 hours. This Agreement would need to be amended to provide additional compensation for RPR services should an increase in the estimated active construction period be required and the total hours be exceeded.

801 CITY and ENGINEER agree that representation at the site shall be provided. ENGINEER shall provide one RPR to assist ENGINEER in inspecting the progress and quality of the work of the Contractor. Project representation shall be on a part-time basis and is intended to be at a sufficient level to inspect the Contractor's Work and discharge its responsibilities under Task 700. ENGINEER shall notify CITY promptly if above level of field representation is insufficient to inspect work as defined by ENGINEER and CITY.

802 Such Project Representative shall be selected, employed, and directed by ENGINEER. The duties, responsibilities, and limitations of authority of such Project Representatives shall be described in the General Conditions of the Contract Documents and as detailed herein.

803 Through more extensive on-site inspections of the work in progress and field checks of materials and equipment by the RPR, ENGINEER shall use reasonable effort to provide further protection for CITY against defects and deficiencies in the work of Contractor. However, ENGINEER shall not, during such visits or as a result of such inspections of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall ENGINEER have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by Contractor, for safety procedures and programs incident to the work of Contractor, for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractor's performing and furnishing the work, or responsibility of construction for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents except as expressly provided herein.

The duties and responsibilities of the RPR are limited to those of ENGINEER in ENGINEER's Agreement with the CITY and in the construction Contract Documents and are further limited and described as follows:

803.1 General

RPR is ENGINEER's agent at the site, will act as directed by and under the supervision of ENGINEER, and will confer with ENGINEER regarding RPR's actions. RPR's dealings in matters pertaining to the on-site work shall in general be with ENGINEER and Contractor, keeping CITY advised as necessary. RPR's dealing with Contractor's subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with CITY with the knowledge of and under the direction of ENGINEER.

803.2 Duties and Responsibilities of RPR

- Schedules: RPR shall review the progress schedule, schedule of Shop Drawing submittals, and schedule of values prepared by Contractor and consult with ENGINEER concerning acceptability.
- Conferences and Meetings: RPR shall attend meetings with Contractor such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings.
- Liaison: RPR shall serve as ENGINEER's liaison with Contractor, working principally through Contractor's superintendent, and assist in understanding the intent of Contract Documents; and assist ENGINEER in serving as CITY's liaison with Contractor when Contractor's operations affect CITY's on-site operations.
- RPR shall assist in obtaining from Owner additional details or information when required for proper execution of the Work.

803.3 Shop Drawings and Samples:

RPR shall advise ENGINEER and Contractor of the commencement of any Work requiring a Shop Drawing or Sample if the submittal has not been approved by ENGINEER.

803.4 Review of Work, Rejection of Defective Work, Inspections and Tests:

- RPR shall conduct on-site inspections of the Work in progress to assist ENGINEER in determining if the Work is proceeding in accordance with the Contract Documents.
- RPR shall report to ENGINEER whenever RPR believes that any Work will not produce a completed Project that conforms to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise ENGINEER of Work that the RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- RPR shall verify that tests, equipment and systems start-ups, and operating and maintenance training are conducted in the presence of appropriate personnel; and that Contractor maintains adequate records thereof; and observe, record, and report to ENGINEER appropriate details relative to the test procedures and start-ups.
- RPR shall accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to ENGINEER.
- RPR shall coordinate and review the results of tests made by the independent soils and materials testing laboratory.
- Interpretation of Contract Documents: RPR shall report to ENGINEER when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by ENGINEER.

- Modifications: RPR shall consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to ENGINEER. Transmit to Contractor in writing decisions as issued by ENGINEER.

803.5 Records:

- RPR shall maintain orderly files for correspondence, reports of job conferences, Shop Drawings and Samples, reproductions of original Contract Documents including Work Changes, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Contract, ENGINEER's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing submittals received from and delivered to Contractor, and other Project related documents.
- RPR shall prepare a daily report, keep a diary or log book, recording Contractor's hours on the job site, weather conditions, number and types of labor personnel onsite, equipment onsite, equipment in use, work completed each day, data relative to questions of Work Change Directives, Change Orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to ENGINEER.
- RPR shall record names, addresses and telephone numbers of Contractors, subcontractors, and major suppliers of materials and equipment.

803.6 Reports:

- RPR shall furnish to ENGINEER periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and sample submittals.
- RPR shall consult with ENGINEER in advance of scheduled major tests, inspection, or start of important phases of the Work.
- RPR shall draft proposed Change Orders and Work Change Directives obtaining backup material from Contractor and recommend to ENGINEER Change Orders, Work Change Directives, and Field Orders.
- RPR shall report immediately to ENGINEER and CITY the occurrence of any accident.

803.7 Payment Requests:

RPR shall review Applications for Payment with Contractor for compliance with the established procedures for their submission and forward with recommendations to ENGINEER, noting particularly the relationship of the payment requests to the schedule of values, Work completed, and materials and equipment delivered at the site but not incorporated in the Work.

803.8 Certificates, Maintenance and Operation Manuals:

During the course of the Work, RPR shall verify that certificates, maintenance and operation manuals, and other data required to be assembled and furnished by Contractor are applicable to the

items actually installed and in accordance with the Contract Documents and have this material delivered to ENGINEER to review for forwarding to CITY prior to final payment for the Work.

803.9 Completion:

- Before ENGINEER issues a Certificate of Substantial Completion, RPR shall submit to Contractor a list of observed items requiring completion or correction.
- RPR shall observe whether Contractor has performed inspections required by laws, rules, regulations, ordinances, codes, or orders applicable to the Work including but not limited to those to be performed by public agencies having jurisdiction over the Work.
- RPR shall conduct a final inspection in the company of ENGINEER, CITY, and Contractor and prepare a final list of items to be completed or corrected.
- RPR shall observe whether items on final list have been completed or corrected and make recommendations to ENGINEER concerning acceptance and issuance of the Notice of Acceptability of the Work.

804 Limitations of Authority by RPR:

- RPR shall not authorize any deviation from the Contract Documents or substitution of materials or equipment (including “or-equal” items) unless authorized by ENGINEER.
- RPR shall not exceed limitations of ENGINEER’s authority as set forth in the Agreement or the Contract Documents.
- RPR shall not undertake any of the responsibilities of Contractor, Subcontractors, Suppliers, or Contractor’s superintendent.
- RPR shall not advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, procedures of construction, or health and safety procedures unless such advice or directions are specifically required by the Contract Documents.
- RPR shall not accept Shop Drawing or sample submittals from anyone other than Contractor.
- RPR shall not authorize CITY to occupy the Project in whole or in part.
- RPR shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by ENGINEER.

805 When the RPR observes, or has knowledge of, a violation of OSHA or other established safety regulations, he shall notify the CONTRACTOR of such violation. If, to the best of the ENGINEER’s knowledge and belief, the violation is not promptly corrected, the RPR shall notify the CITY and the OSHA enforcement agency. Notwithstanding the foregoing, the Contractor shall be responsible for compliance with all OSHA and safety rules and regulations.

TASK 900 GALLIMORE ROAD PUMP STATION CHANGE TO VARIABLE FREQUENCY DRIVES

During the bid phase of the project, the CITY requested that the pumps at the Gallimore Road Pump Station be changed from constant speed to have variable speed operational capability by adding variable frequency drives (VFDs) to this pump station. This required modification to the drawings and specifications and reissuance of the revised documents as part of an addenda during the bid phase.

TASK 1000 UNSPECIFIED ADDITIONAL SERVICES

During the Project, additional services not specified in this Scope of Work may be needed to support the completion of the work effort. Examples of additional services include additional RPR time beyond that defined above or design changes. These services will be performed by the ENGINEER as needed only after being authorized in writing by the CITY. ENGINEER will prepare a scope and fee and submit to the CITY for approval.

3.0 SCEHDULE AND COMPENSATION

The ENGINEER shall complete Project as follows:

- Substantial and Final Completion shall be completed within 17 and 18 months, respectively, from the Notice to Proceed Date.
- RPR services will be provided over an estimated 60 week active construction period.
- Record Drawings will be delivered to the CITY within 6 weeks of receipt of documents from the Contractor.

As compensation for the engineering services described in the Agreement and this Exhibit, the ENGINEER will be paid on a lump sum basis for tasks 700 and 900. Payments will be made monthly based on percentage of the work completed with the balance due at project completion. Task 800 will be paid on an hourly rate not to exceed basis based on the ENGINEER and subconsultant standard bill rates. Subconsultants will be invoiced at cost plus 10-percent markup. An estimated breakdown of cost by task is provided for informational purposes below.

Task Number	Task Name	Payment Method	Total Cost
700	Construction Contract Administration	Lump Sum	\$321,000
800	Resident Project Representative Services	Hourly Rate	\$31,000
900	Gallimore Road Pump Station Change to Variable Frequency Drives	Lump Sum	\$10,000
	Total		\$362,000

4.0 CITY'S RESPONSIBILITIES

- Provide the specialty inspection and materials testing services from a qualified third-party company and assist the Engineer and RPR with the scheduling of these services as required during construction of the work.
- Timely review and input of deliverables and/or construction issues.
- Attendance at monthly construction progress meetings to assist with resolution of issues arising during construction.
- Construction observation/inspection/coordination with Contractor when ENGINEER's RPR is not onsite.
- Coordination with the public and property owners.
- CITY shall be responsible for, and ENGINEER may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CITY to ENGINEER pursuant to this Agreement. ENGINEER may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement. ENGINEER's scope of work does not include verifying CITY Provided Information for accuracy or completeness. CITY may request an independent review of CITY Provided Information by ENGINEER pursuant to a mutually agreed amendment to this Agreement. ENGINEER shall be entitled to an adjustment in price and schedule to the extent that any corrective action in ENGINEER's Services arises out of inaccurate CITY Provided Information.

5.0 ASSUMPTIONS AND EXCLUSIONS

- As noted within the scope of work above.

City of Brevard Capital Project - Water and Sewer Capital Project Fund
Sewer Pump Stations Rehab

Original Ordinance 2022-64 2,873,000 10/3/2022

SRP-W-ARP-0236

TOTAL 2,873,000

As of	4/28/2025	Budget	Prior Year Activity	Current Year Expenditure FY25	Total prior plus current
Expenditures					
31-8540-6000	Sewer Pump Stations Rehab	5,873,000.00	572,711.00	57,776.54	630,487.54
Revenues					
31-3970-0700	SRP-W-ARP-0236	2,873,000.00	-	433,510.58	433,510.58
31-3970-0900	SRP-W-134-0277	3,000,000.00			
Total Revenues		5,873,000.00	-	433,510.58	433,510.58

Expenditure Detail	Contract Amount	Prior Year Expenses	Current Year Expenditure	Total prior plus current	Amount Remaining on Contract
7200 CDM Smith	77,000	77,000	-	77,000	-
7359 CDM Smith	575,000	494,511	57,490	552,001	22,999
NCDEQ		1,200	-	1,200	
Other			287	287	
TP Howard	4,444,000			-	4,444,000
CDM Smith	362,000			-	362,000
	5,458,000	572,711	57,777	630,488	4,828,999

City of Brevard Capital Project - Water and Sewer Capital Project Fund
Sewer Pump Stations Rehab

Original Ordinance 2022-64 2,873,000 10/3/2022

TOTAL 2,873,000

As of June 30, 2024		Budget	Prior Year Activity	Current Year Expenditure FY23	Total prior plus current
Expenditures					
31-8540-6000	Sewer Pump Stations Rehab	2,873,000	77,000	495,711	572,711
Revenues					
31-3970-0700	Sewer Grant Funding ARPA	2,873,000	-	-	-
Total Revenues		2,873,000	-	-	-

Expenditure Detail	Contract Amount	Prior Year Expenses	Current Year Expenditure	Total prior plus current	Amount Remaining on Contract
7200 CDM Smith	77,000	77,000	-	77,000	-
7359 CDM Smith	575,000	-	494,511	494,511	80,489
NCDEQ		-	1,200	1,200	
	652,000	77,000	495,711	572,711	80,489

City of Brevard Capital Project - Water and Sewer Capital Project Fund
Sewer Pump Stations Rehab

Original Ordinance 2022-64 2,873,000 10/3/2022

TOTAL 2,873,000

As of June 30, 2023		Budget	Prior Year Activity	Current Year Expenditure FY23	Total prior plus current
Expenditures					
31-8540-6000	Sewer Pump Stations Rehab	2,873,000	-	77,000	77,000
Revenues					
31-3970-0700	Sewer Grant Funding ARPA	2,873,000	-	-	-
Total Revenues		2,873,000	-	-	-

Expenditure Detail	Contract Amount	Prior Year Expenses	Current Year Expenditure	Total prior plus current	Amount Remaining on Contract
7200 CDM Smith	77,000	-	77,000	77,000	-
7359 CDM Smith	575,000	-	-	-	575,000
	652,000	-	77,000	77,000	575,000

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Establishment of Hillview Street Culvert Replacement Capital Project and Approval of Hillview Street Culvert and Road Repairs Design Services

Speaker: Dean Luebbe

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

Approved by: Wilson Hooper, City Manager

Background

City staff wishes to establish a new Capital Project, Hillview Street Culvert Replacement, to account for monies needed to replace the culvert underneath Hillview Street (aka Mills Avenue) near Silversteen Park and the Mary C. Jenkins Community Center. City staff has been in communication with FEMA officials and are expecting costs associated with this project will be reimbursed from FEMA, as the initial damage was caused by Hurricane Helene. At this time, the City has not received formal notification from FEMA that this will be considered a covered event.

A report explaining the need and status of the situation is attached as Attachment 2.

Recommendation

Approve Capital Project Ordinance as submitted and authorize the City Manager to contract with WSP for engineering services on the Hillview Street Culvert Replacement.

Attachments:

1. CPO Establishment - Hillview St. Culvert Replacement 1.3M
2. Staff Report Mills Avenue Culvert Replacement

ORDINANCE NO. 2024-XX

CAPITAL PROJECT ORDINANCE TO ESTABLISH HILLVIEW STREET CULVERT REPLACEMENT CAPITAL PROJECT

BE IT ORDAINED by the City Council of the City of Brevard, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: In January 2025, the culvert running beneath Hillview Street (aka Mills Avenue), near Silversteen Park failed, causing the City to close the street. The issue was initially noted during an inspection immediately following Hurricane Helene, which occurred in late September of 2024. The sinkhole expanded drastically and began to undermine Mills Avenue, resulting in the closure of the sidewalk and street. Staff wishes to contract with the engineering firm, WSP, in the amount of \$119,130, as a first step in resolving this issue. Total costs on the project are not known at this time, but could be as high as 1.3M.

Section 2: The City has been in contact with FEMA in regards to this and other issues caused by Hurricane Helene. Although we have not received formal approval at this time, we are expecting that these repairs will be covered by FEMA. Any future commitments on this project will require City Council approval.

Section 3: The following amounts are appropriated for the project:

Account Number	Account Name	Budget Amount
31-8540-5200	Hillview St. Culvert Repair	\$1,300,000
TOTAL PROJECT APPROPRIATION		\$1,300,000

Section 4: The following revenues are anticipated to be available for project expenses:

Account Number	Account Name	Budget Amount
31-3760-0250	FEMA Reimb – Hillview St. Culvert	\$1,300,000
TOTAL PROJECT REVENUE		\$1,300,000

Section 5: The Finance Director is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the disclosure requirements of all the contractual agreements, if applicable.

Section 6: Funds may be advanced from the General Fund or from any Enterprise Fund as necessary for the purpose of making payments as due. Reimbursement requests shall be made in an orderly and timely manner.

Section 7: The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and Section 4.

Section 8: The Finance Director is further instructed to include a detailed analysis of past and future revenues and expenses during each annual budget submission made to the Governing Board.

Section 9: Copies of this capital project shall be furnished to the City Clerk, Finance Director and City Manager for direction in carrying out this project.

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 19th day of May, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT

City Council, Thursday, May 15, 2025

Title: Hillview Street Culvert Replacement (aka Mills Avenue Culvert)

Speaker: David Todd

Prepared by: David Todd, Assistant City Manager, and Dean Luebbe, Assistant City Manager

Approved by: Wilson Hooper, City Manager

Background

An inspection of Brevard's roads and sidewalks post Helene revealed a small sinkhole adjacent to the sidewalk along Mills Avenue below the Mary C. Jenkins Community Center. Repairs to this sinkhole had not yet occurred but the sinkhole was being continuously monitored. Following a post Helene large rain event the sinkhole expanded significantly and clearly was beginning to undermine the sidewalk along Mills Avenue. In response the sinkhole was marked and the sidewalk blocked off. Over the course of the following several days the sinkhole expanded drastically and began undermining Mills Avenue, resulting in a closure of the sidewalk and road. The expanded sinkhole also clearly revealed the source, the failure of a large approximate 6' culvert that crosses under Mills Avenue, the parking lot across from Silversteen Park, Cashiers Valley Road/Carver Street and two sidewalks. The culvert also runs immediately adjacent to a large Duke Power utility pole and the sinkhole is close to undermining the pole. The culvert bottom has failed, largely due to rust and age. Staff's guess is that the culvert was old but intact until Helene, at which time enough water and the associated velocity caused the bottom of the culvert to fail. With the bottom of the culvert failed the water eroded surrounding areas, resulting in the sinkhole. City Staff have been reviewing multiple repair options up to and including replacing the culvert. We have talked with several contractors about possibly "lining" the culvert but the problem is exasperated by both a water and sewer line that penetrate and cross through the culvert.

Discussion

At the Public Works and Utilities Committee meeting on Wednesday, April 2, 2025, Chair Morrow raised a concern related to flow rates of the Mills Avenue Culvert addressed in the 2007 Stormwater Master Plan. In the 2007 Stormwater Master Plan, McGill Associates analysis of the Mills Avenue culvert showed that the culvert would fail and overtop during a 100-year storm event as witnessed during Helene and on a few previous occasions. McGill's report recommends the culvert be replaced with a rectangular culvert nearly double the size of the current culvert. Staff's previous recommendation was to repair the existing culvert, which would not increase its capacity. The recommendation to repair rather than replace was based on cost and quickness, as staff assumed that the reopening of Mills Avenue was Council's highest priority. In the hydraulic analysis of the Norton Creek watershed the the 2007 Master Plan Stormwater Report also identified that the culvert on Silversteen Drive needed to be replaced as well as it would likely fail in anything greater than a 10-year storm event. Given the Silversteen culvert is downstream of the Mills Avenue culvert careful consideration will need to be given to the impact on the Silversteen culvert if only the Mills Avenue Culvert is upgraded as the McGill 2007 report advised replacing the Silversteen culvert first. In other words, it may be necessary to upgrade both culverts if the Mills Avenue culvert is increased in size. However, a preliminary engineering review indicates we can likely only replace the Mills Avenue Culvert without creating additional downstream issues at the Silversteen Culvert. Based on Chair Morrow's recommendation and the Committee's concurrence, staff have redirected their efforts to replacing the Mills Avenue Culvert. The Committee's hope and FEMA's preliminary indication is that FEMA funds can be used for the replacement of the Mills Avenue Culvert, which will ultimately result in better mitigation of a 100-year storm event. It is worth noting that Helene has been called a 2000-year storm. FEMA is requiring both a No Rise Study and a Hydrologic and Hydraulic Study (H&H) as a part of either repair or replacement of the culvert. Staff's plan is to conduct the needed studies, design the associated needed repairs, develop opinions of costs for these measures, and then assure FEMA will assist us with funding before formally moving forward with repairs. Staff are involving FEMA throughout the process to ensure our efforts will have the highest likelihood of reimbursement. FEMA financial assistance will be necessary as a full replacement will likely have a seven-figure price tag. WSP has been selected from our Annual Service Agreements under Civil Utility to assist with this effort as they have extensive experience in dealing with stormwater and culvert replacement. The design will be challenging due to the know unsuitable soil conditions, penetration of the culvert by both a water and sewer line, road and sidewalk crossings, needed permits and a plan to redirect the creek during repairs.

Fiscal Impact

The total cost of the culvert replacement is estimated to be approximately as high \$1.1M, including engineering costs which are currently proposed at \$119,130.

Action:

Staff request Council create a capital project for this work, approve any needed project amendments and approve the selection of WSP as the Engineer of Record based on their current proposal of \$119,130.

MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, March 24, 2025 – 11:00 AM
City Hall Council Chambers

Members Present: Lauren Wise, Chair, Council Member
Gary Daniel, Vice-Chair, Council Member
Susan Miller, Citizen Member

Staff Present: Wilson Hooper
Dean Luebbe, Finance Director
Kelley Craig, Human Resources Director
Becky McCann, Communications Coordinator
Tom Jordan, Chief of Police
Denise Hodsdon, Town Clerk

Guests: Harvey Sankey

A. Welcome & Call to Order

Committee Chair Lauren Wise welcomed everyone and called the meeting to order at 11:00am.

B. Certification of Quorum

Quorum was certified by Town Clerk Denise Hodsdon

C. Approval of Agenda

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

D. Approval of Minutes

Motion by Mr. Daniel and second by Ms. Miller to approve the minutes of the February 24, 2025 meeting as presented. The motion carried unanimously.

E. Review of Non-Profit Application Submissions

Mr. Wilson introduced the agenda item and gave a brief background from last meeting on this topic. Committee members had discussion regarding next steps, with the non-profits to be reviewed and potentially approved by city council. Mr. Luebbe noted that

Sharing House, Heart of Brevard, and the farmers market will likely be budgeted in the city's contracted services budgets. The committee agreed that they had no further recommendations regarding the non-profits as discussed at the February meeting.

Mr. Daniel made the motion to recommend that city council provide non-profit funding to non-profits as it had discussed at the February meeting. Ms. Miller seconded the motion. All voted in favor.

F. Medical Insurance

Mr. Hooper introduced the medical insurance topic noting the city budgets approximately \$15,000 annually per employee to fund medical insurance. He noted that this covers approximately 100 employees and almost that amount in employee dependents. He shared that the city's broker stated that this insurance was estimated to increase by approximately \$300,000 using the city's traditional plan. Mr. Hooper noted that the city has had many expensive claims within the last year. He felt that it would be prudent to consider another option which was offered by the city's broker. In this new approach, the city's insurance would be pooled with approximately 50 other entities and make the new policy seem "invisible," meaning that the potential change would not have a negative impact on city employees. Mr. Wise asked about the financial impact with going with the new method. Mr. Wilson shared that the city's broker estimated that it would be an additional \$97,000 versus the traditional approach.

Ms. Craig recommended that the city increase the employees' family/dependent premiums incrementally since employees had not seen any increase in approximately 5 years. Mr. Wise shared that he was in favor of going with the alternative insurance versus the traditional approach and that he was in favor of a slight increase in employee family/dependent pay. Committee members continued sharing their input with staff answering questions.

G. Police Department Compensation

Mr. Hooper introduced the agenda item and asked Ms. Craig to continue the presentation. Ms. Craig shared information about the city's ability to attract and retain employees within the Brevard Police Department. She noted that the city is currently under the average for police officer starting pay of \$47,000. Pay for police officers varies drastically across the street. Ms. Craig shared information with the committee regarding compensation via salaries and wages, as well as incentives. She recommended that the police department be removed from the city's current pay and classification structure and that the city become aggressive with police pay and move the minimum for a police officer to \$52,000 annually in hourly wages. She also included increasing pay based on rank, division worked, etc. Ms. Craig stated that she would like to make these pay adjustments during the current fiscal year and apply the cost of living to the new pay plan. She noted that the city should also consider adding one-time incentive bonuses and stated that she will continue to look into sign-on bonuses and referral bonuses.

Mr. Daniel posed questions to which Ms. Craig responded directly or said she would bring back a response to some of the questions being posed. Ms. Miller asked how using a separate pay plan for police would impact the fire department employees. Mr. Jordan spoke up and shared that it has become harder to attract lateral candidates without using city incentives such as those proposed. Ms. Craig also noted that she did not see any issues for pay compression should the city implement the plans being proposed.

The committee and staff had additional discussion before indicated that they were in agreement with the city considering this new approach to funding higher pay and better incentives for the city's police department. Ms. Miller asserted that the city should look find ways to also reward other city staff, not just those in police. Mr. Wise agreed and shared that he felt that the city needs to ensure that all employees are receiving appropriate pay raises, and incentives.

H. Public Comment

Mr. Sankey commended Ms. Craig for her presentation regarding health insurance. He also agreed that the city should pay police department employees well. He asked if there would be a net increase to the budget for police department employees and Ms. Craig responded that freezing two detective positions would offset the cost for the police salaries and wages. He also asked about exit interviews and employee turnover, to which Ms. Craig responded. He asked Mr. Jordan about the city's crime rate, to which he responded. He also had questions regarding current vacancies, etc.

I. Set Date for Next Meeting

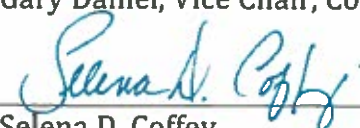
The next meeting of the Committee was scheduled for April 28, 2025 at 11:00am.

J. Adjourn

There being no further business, Mr. Daniel made a motion to adjourn, seconded by Ms. Miller, and all in favor. Meeting adjourned at 11:59am.

Minutes Approved: April 28, 2025

X 
Lauren Wise, Chair, Council Member or
Gary Daniel, Vice Chair, Council Member

X 
Selena D. Coffey
Assistant to the City Manager

MINUTES
City Council Public Safety Committee

Monday, March 24, 2025 – 3:30 PM
City Hall Council Chambers

Members Present: Aaron Baker, Chair, Council Member
Mac Morrow, Vice Chair, Council Member
Kevin Gallo, Citizen Member

Members Absent: Mayor Maureen Copelof, Ex-Officio Member

Staff Present Wilson Hooper, City Manager
David Todd, Assistant City Manager
Tom Jordan, Police Department
Bradley Elmore, Interim Fire Chief
Becky McCann, Communications Coordinator
Denise Hodsdon, City Clerk
Aaron Bland, Assistant Planning Director

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:31pm.

B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

C. Approval of Agenda

Motion by Vice Chair Morrow, seconded by K. Gallo to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes

Gallo requested revisions to the minutes to S. Coffey, but Coffey was absent and did not have the opportunity to review Gallo's input. The consensus was that the minutes would be tabled until the next meeting when Coffey was present and had the opportunity to consider Gallo's input.

E. County Single Fire District Proposal

Manager Hooper introduced Transylvania County Assistant County Manager David McNeil and stated that the County would be updating their ordinance that governs fire services within the county. They are also considering their funding model for countywide fire services funding.

Hooper provided background information noting that city residents don't pay fire tax as county residents do, but city residents pay property taxes, which covers their fire protection. He noted that the city has an agreement with the county, whereby the county pays approximately 45% of the Brevard Fire Department budget in return for the city providing fire protection for the city and a portion of the Sylvan Valley II rural fire district. He noted that the funds that the county pays to the city for that portion of their contract is supposed to come exclusively from the Sylvan Valley II fire district. He noted that on occasions, the county supplements with General Fund dollars. Hooper further shared that because the county has realized drawbacks to this model and is considering transitioning to a single countywide fire district, thereby collecting the fire tax countywide and then distributing the funding according to needs regardless of district lines. Hooper stated that McNeill was present at the meeting to hear the committee members' input about opting into this new model. Hooper noted that he hoped that the committee would take action regarding its recommendation to city council. Hooper outlined the following points for the committee members' consideration in evaluating the pros and cons of the new model:

Pros	Cons
• City of Brevard "fire district" will be eligible for funding from county. • City tax rate can decrease by 3-10 cents, depending on how much the city wishes to supplement base service level.¹ • Proceeds from fire tax could be used countywide. Individual departments' funding levels could be based on actual need and not limited by district lines. • Provides operational flexibility.	• County will decide funding levels. • Brevard residents will be subject to countywide fire tax.² • Funding levels, and thus base service levels, set the county commissioners. Unknown at this time what criteria they would use to establish funding levels.³ • May change who responds to calls within city limits.

¹ FY26 projection sees between \$0.048-\$0.063 of the projected revenue neutral rate going to fire depending on service levels.

² Countywide fire tax rate unknown at this time.

³ Historically Transylvania County's approach has been to fund each department in a way that maintains comparable service levels across districts. Under current funding model, Brevard Fire Department service levels exceed those of other departments.

After Hooper reviewed the pros and cons, McNeill added that the county currently has eight service districts and all of them were established at different times with different tax rates. He noted that the fire districts weren't necessarily "tax districts," but were "service districts." McNeill explained that there were issues that need to be addressed regarding the consistency of funding for the fire districts, the need for revision of service district resolutions for all eight districts and noted that the board of commissioners could ask Brevard and Rosman if they would like to opt in on the single countywide fire district proposal. McNeill also shared some advantages and disadvantages of the proposed funding model and its impact on the city's residents, similar to the points that Hooper referenced earlier in the meeting (see table above). McNeill indicated that he anticipated that Rosman will opt in on the new funding model because they do not have a municipal fire department.

Baker inquired about the county's established funding levels going forward if the city opted in for the single countywide proposal. McNeill responded that he doesn't anticipate that this method would change and explained that the county evaluates property values within the district, call volumes, any special requirements within the district, the need for specialized response teams, and the geographic size of districts when making decisions regarding fire department/district funding levels. Morrow noted that the city has had difficulties getting replacement equipment and the county hadn't supported the city when it went to full time staffing, thereby leaving the city independent of the county with regard to fire services. Morrow asked if the county considered call volumes in the city when determining funding levels and McNeill responded "no" and stated that the "level of services you want to provide within city limits is left to the city." Committee members continued their discussion, asking questions of McNeill. McNeill stated that EMS and rescue calls are the most significant drivers for calls for service throughout the county.

Baker noted that the county requested that the Brevard Fire Department begin responding to calls for service for rescues and EMS a few years ago. As the committee and staff proceeded with discussion, members of the committee expressed interest in learning more about the funding formula and methodology and its impact on city fire services funding but indicated that they were not prepared to recommend that the city opt in on the countywide formula without this pertinent information. Gallo asked if the city could opt if it wished to do so in the future. McNeill responded that this would not be possible. Morrow reminded the committee members that the city owns its equipment this would need to be considered as well. Hooper summarized the committee's feedback that without having a fixed formula showing how the new funding model would benefit the city, the committee would recommend that the city decline opting in and therefore remain independent. The committee agreed with Hooper's summary.

Mr. Todd asked McNeill if the city would continue to receive the 45% funding as stipulated in the current interlocal agreement. McNeill clarified that the county

would continue to contract with the city to provide fire protection in the district and the funding would be based on property valuations within the city and within the Sylvan Valley II district. McNeill noted that the funding percentages would not change from the current agreement between the county and the city. McNeill left the meeting at this point and the committee continued with its agenda.

F. Review of Bike-Ped Plan Safety Components

Mr. Bland provided a brief background on the bike-ped plan, which was adopted in 2020, and shared the methodology for the plan development and its implementation. He noted that priorities had been developed regarding safety metrics and stated that the top recommendations were the completion of the Estatoe Trail and Ecusta Trail. Bland noted that safety-specific priorities related to infrastructure projects focused primarily on crossing improvements and enforcement of vehicular speed and law enforcement training related to safety, as well as the potential installation of flashing beacons and on-street markings such as those for bike lanes. He shared that the top safety crossing improvement projects included greenway crossings in high-traffic, high-volume, and high-speed areas such as Asheville Highway at Hospital Drive and Broad Street at the library.

Committee members and staff continued discussion of the plan priorities, staff's collaboration with McAdams as the city's traffic consultants and NCDOT in implementing the plan's safety recommendations and priorities. With no action required on this agenda item, Hooper summarized the continued work in achieving the bike-ped plan goals and expressed that council members should be prepared to provide direction to staff on these initiatives during upcoming budget deliberations if applicable.

Bland shared information regarding the "Safe Streets for All" program and agreed to forward printed information on the program and potential external funding to address the plan priorities. Hooper also noted that staff will use the bike-ped plan in negotiations with NCDOT in making sure that city requests of NCDOT align with the plan. The committee briefly discussed crash data and the State's regulations regarding the use of cameras to monitor vehicular traffic. Chief Jordan shared information in this regard.

G. Update on Traffic Calming Measures

McLean and Railroad Intersection

Hooper noted that staff had learned that there are more complications to employing some traffic calming measures than expected. He stated that the flashing sign that had been considered for used at the McLean/Railroad intersection is not ADA compliant and it will not be sufficient on its own. He stated that the city would need to buy a compliant sign and make additional updates in that intersection, which will increase the complexity and cost of addressing these issues. Todd noted that the sign that the city has in stock is not viable for use at all because signage must be

audible, have content of both sides of the sign, and have handicapped accessible push buttons. He noted that McAdams traffic consultants are continuing to look at alternative options for addressing traffic calming at this intersection.

Fisher and McLean Intersection

Hooper noted that data collected for this intersection in January 2025 was incomplete because the device malfunctioned, and their validity of the data was questionable. Most recently, staff has implemented two traffic calming devices at this intersection are hidden and will collect data in the necessary directions to address speeding vehicles.

Carver and Oaklawn Intersection

Hooper reminded the committee that this intersection is irregular, which explains why there is no stop located here. The staff team is working with the city's traffic consultants to continue to provide traffic calming and address pedestrian safety concerns in this intersection. The committee will receive an update on this intersection once McAdams traffic consultants have made a recommendation.

Carolina and Shipman Intersection

Hooper provided data for Carolina Avenue and stated that NCDOT has said that they will consider this southern portion of Carolina Avenue to be a city street. He shared that this would provide the city with more opportunities to address safety concerns here. The city's traffic consultant remains reluctant to agree to a three-way stop at this intersection because the streets are so dissimilar that installing a three-way stop on Shipman could have the opposite effect, meaning that a vehicle on Shipman waiting to turn left on a narrow road with little traffic may not see the stop sign, which could cause accidents. Hooper noted that staff and the traffic consultants will continue to find resolutions for this intersection's safety.

Jordan summarized speed monitoring device data from Carolina Avenue, noting that he wants to continue to monitor the data before making further recommendations for a revised traffic calming policy. Baker asked Jordan questions about new bike-pedestrian lanes that were going to be added. Hooper noted that this has not been added to the MUTCD yet, but some cities have been testing it. He shared that the State would likely need to approve this since it had not been approved yet. Gallo asked about a speed hump on each side of Carolina. Hooper answered that this is a possibility.

H. Public Comment

Linda Gallo spoke regarding the speed cushions installed on Probart and stated that she felt that the community was starting to see positive results from their installation. She also noted that the crosswalks at Caldwell, French Broad, and Broad Street aren't operational. D. Todd responded that he would look into the crosswalk signaling issues.

Kellyn Haight spoke and thanked the city for collecting traffic speed data. She stated that she felt that the new data seemed accurate, although she questioned the number of units being high. Chief Jordan agreed that these units seemed high. Hooper noted that the volume rather than speed will justify the resolution. Hooper noted that he will bring back options as they relate to the MUTCD to a public meeting in the near future. Brief discussion regarding the MUTCD continued.

Vice-Chair Morrow thanked staff for their tree removal on McLean.

Hooper shared that Mayor Copeloff had been accepted into the Mayor's Institute on Pedestrian Safety.

I. Set Date for Next Meeting

The next meeting was scheduled for Monday, April 28, 2025, at 3:30pm.

J. Adjourn

There being no further business, Mr. Gallo made the motion to adjourn, which was seconded by Mr. Morrow. The vote was unanimous. The meeting was adjourned at 5:27pm.

Minutes Approved: April 28, 2025

X 
Aaron Baker, Chair, Council Member or
Mac Morrow, Vice Chair, Council Member

X 
Selena D. Coffey
Assistant to the City Manager

MINUTES

City Council Public Works & Utilities Committee

Wednesday, April 2, 2025 – 3:30 PM
City Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Lauren Wise, Vice-Chair, Council Member
Owen Carson, Citizen Member (Joined via Zoom at 4:15pm)
Mayor Maureen Copelof, Ex-Officio

Staff Present: David Todd, Assistant City Manager
Dennis Richardson, Water Treatment Plant Supervisor
Wesley Shook, Public Works Director
Aaron Winans, Wastewater Treatment Plant Supervisor
Becky McCann, Communications Coordinator
Selena Coffey, Assistant to the City Manager

Guests: Harvey Sankey, Dave Bradley (Transylvania Times)

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 3:31pm.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified that a quorum was present.

C. Approval of Agenda

Todd requested to add an update on the new Wastewater Treatment Plant Supervisor. Wise made a motion to approve the amended agenda, seconded by Morrow. The motion carried unanimously.

D. Approval of Minutes

Wise made a motion to approve the agenda as amended, seconded by Morrow, and all voted in favor.

E. Introduction of New Wastewater Treatment Plant ORC

Todd announced that a thorough interview process had resulted in Aaron Winans being selected to succeed Emory Owen as Wastewater Treatment Plant ORC upon his retirement recently.

F. Project Updates

1. Stormwater Masterplan

Todd reported that staff advertised and received submittals from four firms: CDC of Asheville, McAdams of Charlotte-Asheville, TRC of Cary-Asheville, and WSB of Charlotte. Based on the firms' submittals, the review committee will be interviewing the two top firms on April 8 at 10am (McAdams) and April 10 at 10am (TRC). After the interviews, staff anticipates presenting the final recommendation to city council for their approval. Once council approves the final firm, staff will begin negotiating with the selected firm on cost and scope of work.

2. Mills Avenue-Hillview Culvert

Todd provided an update on the Mills Avenue/Hillview Street culvert that was heavily damaged during storm Helene and subsequently caused a sinkhole. He reported that staff has considered several options for the repairs, including the installation of pre-cast fiberglass liners, build-in-place fiberglass liners, and slip lining. Staff contacted six general contractors and received cost estimates from two of them for a full replacement of the culvert, which ranged from \$200,000 to \$600,000 and indicated a much longer time frame than was anticipated. Todd stated that the final method that staff has considered involves a cast-in-place new pipe, which uses the existing culvert as a form and the culvert is lined with concrete type material. He indicated that this is a method that is not quite as reliable as some. Todd then provided an overview of the spin casting method whereby a machine is run through the pipe and applies concrete using centrifugal force, allowing the use of a high strength polymer material. In reviewing all the options for the culvert repair, Todd stated that he is recommending the spin-cast repair, which will cost approximately \$150,000. This does not include the work that staff will need to perform, which is estimated to cost approximately \$50,000. Because this total amount exceeds purchasing limits, council approval will be required. Todd stated that he hopes to place this item and recommendation on the upcoming agenda.

Morrow noted that the city's 2007 Stormwater Master Plan indicated that the existing sized culvert would not meet anything above a 50-year flood and recommended that the city upgrade the culvert to accommodate for a 100-year flood. Wise asked what size of culvert would be required for a 100-year flood. Todd read from the report that this may require a six-foot box culvert and stated that staff would need to work with the contractor to determine a new approach to address the 100-year flood structure. Todd agreed that we do need to consider this and estimated that this larger culvert project may cost upwards of \$500,000. Copelof reminded the committee that the city is requesting reimbursement from FEMA for the project. Todd stated that staff will work with an engineer to determine how to proceed in increasing the size of the culvert to meet the 100-year flood requirements and proceed as necessary.

3. Gallimore Sewer Basin Rehabilitation Project

Todd stated that he anticipates this project to be completed within a couple of weeks, noting that a couple of point repairs had not yet been scheduled. Once all elements are repaired, the contractor anticipates final completion in mid-May. Todd stated that he believes that the city remains on target on timing for the Gallimore project.

4. Sewer Lift Station Rehabilitation Project

Todd noted that the bid opening for sewer lift project had to be pushed out because there were changes made to the project after it was out to bid. The bids are now due to be opened on April 8 and we should expect project completion by the end of October 2025. He noted that the city's engineer expected that the city would have five bidders for this project. Todd re-stated that staff continues to work with the affected property owners to obtain the necessary easements.

5. Water Treatment Plant Improvements

Todd updated the committee stating the bid opening on this project was held and received only two bidders, which means that staff will need to re-bid the project. He noted that the city's designer is reaching out to the initial eleven interested bidders encouraging them to submit a bid for the next bidding process, which will begin April 15.

6. Wastewater Treatment Plant

Todd noted that KCI reports that they have completed the analysis of the existing plant and continue to model the processes. He noted that he anticipates receiving the phase 1 preliminary engineering report in April and the phase 2 and 3 preliminary engineering reports in May. Once these reports are received, the city will need to decide if it wants to move forward using KCI or advertise for proposals for a new designer. Staff noted that they had been pleased in working with KCI, who were knowledgeable and had been responsive to staff.

G. Public Comment

Harvey Sankey congratulated Aaron Winans on his promotion. He asked Todd how the list of projects that had been reviewed were classified. Morrow responded that the culvert on Mills Avenue/Hillview Street is an emergency project but that the other projects that Todd reviewed had been in the works for years as the city had been committed to the environment and resiliency in upgrading the city's utilities.

H. Set Date for Next Meeting

The next meeting was scheduled for Wednesday, May 7, 2025 at 3:30pm.

I. Adjourn

With no additional business before the committee, the meeting was adjourned at 4:22pm with a motion by Wise, second by Morrow, and both in favor.

Minutes Approved: May 7, 2025



Mac Morrow, Chair, Council Member

Lauren Wise, Vice Chair, Council Member



Selena D. Coffey

Assistant to the City Manager

MINUTES

CITY COUNCIL HOUSING COMMITTEE

Tuesday, April 8, 2025 – 3:45 PM

City Hall Council Chambers

Members Present: Pamela Holder, Chair, City Council Member
Aaron Baker, Vice Chair, City Council Member
Mayor Maureen Copelof, Ex-Officio

Members Absent: Victor Foster, Citizen Member

Staff Present: Paul Ray, Planning Director
Selena Coffey, Assistant to the City Manager

Guests: Meg Lebeck (Housing Assistance Corporation), Sean Rose (Housing Assistance Corporation), Crystal Watkins (Housing Assistance Corporation), Harvey Sankey, David Bradley (representing *Transylvania Times*)

A. Welcome and Call to Order

Chairwoman Pamela Holder welcomed everyone and called the meeting to order at 3:54pm.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified that a quorum was present.

C. Approval of Agenda

Mr. Baker made the motion to approve the agenda, seconded by Ms. Holder. The motion carried unanimously.

D. Approval of Minutes

Mr. Baker made the motion to approve the January 14, 2025 meeting minutes and the motion was seconded by Ms. Holder. The motion carried unanimously.

E. Housing Assistance Corporation – Cashiers Valley Road Land Disposition

Paul Ray introduced the agenda item and introduced representatives from Housing Assistance Corporation (HAC) to share their proposal for the development of 7 acres of land in the Rosenwald community for affordable housing.

Meg Lebeck, the Executive Director of HAC, joined via Zoom, and provided an overview of HAC's goals for providing affordable housing, home repairs, and housing-related outreach programs in Transylvania, Henderson, and Polk counties. Ms. Lebeck then asked Sean Rose, HAC's Director of New Construction, to present information about projects that the organization has built in Hendersonville and Columbus.

Crystal Watkins, HAC's Housing Counselor, then spoke and stated that HAC met with members of the community on October 17, 2024, and shared a proposed project in the Rosenwald community, off Cashiers Valley Road. This project would include the construction of 14 single family affordable homes for those at 80% AMI and below. The homes are proposed to be constructed on 7 acres of land that are currently owned by the City of Brevard. These homes would offer 3- and 4-bedroom options, would include public utilities, and require sweat equity by home buyers. Ms. Watkins informed the committee of the homeowner requirements and noted that there are currently 9 Transylvania County residents who are interested in the proposed homes. Ms. Lebeck added that HAC has received interest in the homes from city employees and local schoolteachers.

Mr. Rose shared photos of the proposed land off Cashiers Valley Road and noted that 3 home designs are proposed, including 3 bedroom/2 bath and 4 bedroom/2 bath with sizes ranging from 1,176-1,493 sq. ft. These homes will be constructed using USDA funding and purchased through the self-help program. He also noted that those who purchase the homes will be able to keep them throughout their lives and can be passed along to their children.



Mr. Rose shared that HAC is waiting to hear about funding and could potentially break ground in 2025 if they are able to fill the funding gaps. During the discussion, Ms. Watkins shared that she aids new homeowners, helping them with scheduling maintenance and educational guidance on home ownership.

Ms. Holder asked additional questions regarding the home counseling provided and how homeowners might be able to build generational wealth in the purchase of the proposed homes. Ms. Watkins responded to the questions, noting that those who purchase the homes can sell to others, and if they transfer the home to someone in their family, the new owner will need to pay the subsidy back to USDA, but it will stay in the family. The committee continued to discuss the positive impacts and complexities of the homebuyers being able to build generational wealth with the purchase of these homes.

Ms. Holder asked if HAC feels that their funding stream remains strong with current uncertainty at the federal level. Ms. Lebeck responded that HAC maintains a strong line of credit to continue providing affordable housing stock and they are looking into the potential of gaining CDBG-DR funds, which are used for rehabilitation and reconstruction, as well as potential partnerships with credit unions.

Ms. Holder asked who will own the land after a person buys one of the perspective homes. Ms. Watkins confirmed that the homebuyer will also own the land on which the home is constructed.

Mr. Baker spoke about his interest in maximizing the use of the city lot that is being considered for the project because available land is becoming sparse within the city. He noted the importance of maintaining diversity in housing within the city. He questioned whether HAC has constructed projects that offer multi-family housing. Mr. Rose responded that there is precedent in other places for building townhome-style homes using the self-help model with USDA funds. Ms. Lebeck noted that HAC is considering this approach for a development in Henderson County as well. Mr. Ray added that including some duplexes may be helpful in keeping costs down and Mr. Rose suggested that they may explore this idea further for the proposed project.

The committee and HAC representatives talked about the topography of the proposed property, resale values of homes within projects in neighboring counties, the homes' design and construction, and homebuyer incomes and subsidies.

Mr. Ray addressed the previously provided draft development agreement between the city and HAC, asking the committee if they were prepared to recommend that it go forward to city council. Ms. Holder responded that her preference would be to wait until all committee members were present and had the opportunity to review the agreement. She asked that the agreement be included on the next agenda of the committee.

F. Public Comment

Harvey Sankey asked about the cost of this to the city in the future. Mr. Ray responded that there would be no additional cost to the city over the cost for services that the city provides other residents. Mr. Sankey then asked if the city's employees could buy the homes. Ms. Watkins responded that she, in accordance with fair lending regulations, cannot market only to specific groups, but was available to speak to groups as requested. Mr. Sankey asked if the mortgages were fixed rate. Ms. Watkins responded that they are fixed rates. Mr. Sankey asked about HCA's average construction cost per square foot and Mr. Rose estimated that the average is \$168 per square foot with sweat equity.

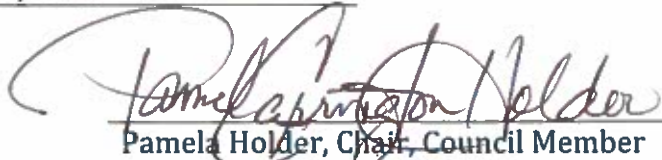
G. Next Meeting Date

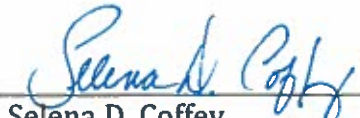
The next meeting of the committee was scheduled for Tuesday, May 13, 2025 at 3:45pm.

H. Adjourn

Ms. Holder asked for a motion to adjourn. Mr. Baker moved to adjourn and the motion was seconded by Ms. Holder. The meeting adjourned at 5:22pm.

Minutes Approved: May 13, 2025


Pamela Holder, Chair, Council Member
Aaron Baker, Vice Chair, Council Member


Selena D. Coffey
Assistant to the City Manager

MINUTES
City Council Public Works & Utilities Committee

Tuesday, April 8, 2025 at 10:00am
City Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Lauren Wise, Vice-Chair, Council Member

Members Absent: Owen Carson, Citizen Member
Maureen Copelof, Ex Officio Member

Staff Present: David Todd, Assistant City Manager
Wesley Shook, Public Works Director
Paul Ray, Planning Director
Selena Coffey, Assistant to the City Manager

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 10:00am.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified that a quorum was present.

C. Interview

The committee conducted an interview for the development of the City's stormwater master plan with TRC Firm, which included Danvey Walsh, Tyrus Clayton, Luke Baker, and Mathew Burnette.

D. Adjourn

The meeting was adjourned at 11:00am with a motion by Wise, second by Morrow, and both in favor.



Mac Morrow, Chair, Council Member
Lauren Wise, Vice Chair, Council Member



Selena D. Coffey
Assistant to the City Manager

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

Wednesday, April 9, 2025 – 4:00pm
City Hall Council Chambers

Members Present: Gary Daniel, Chair, Council Member
Pamela Holder, Council Member
Lee McMinn, Citizen Member
Nicole Bentley, Executive Director, Heart of Brevard
Dee Dee Perkins, Heart of Brevard Representative
Parker Platt, At-Large Member
Mayor Maureen Copelof, Ex-Officio

Staff Present: David Todd, Assistant City Manager
Paul Ray, Planning Director
Selena Coffey, Assistant to the City Manager

Guests and Media: Dave Bradley, Transylvania Times. Doug Miller

A. Welcome & Call to Order

Committee Chair Gary Daniel welcomed everyone and called the meeting to order at 4:01pm.

B. Certification of Quorum

A quorum was certified by Assistant to the City Manager Selena Coffey.

C. Approval of Agenda

Mr. Platt asked for an adjustment to the agenda to add the status of the parking study and the implementation of the Downtown Master Plan. Ms. Bentley asked to add an update on the Sidewalk Ordinance rollout and communication to businesses, and commitment to add city amenities. Mr. McMinn made the motion to add the items to the agenda, which was seconded by Ms. Bentley. All voted in favor of the motion.

D. Approval of Minutes

Ms. Bentley made a motion to approve the minutes. The motion was seconded by Mr. McMinn. All voted in favor.

E. Jordan Street Striping Plan

Mr. Ray distributed a hard copy proposal for the striping of Jordan Street. He noted that the street had to be repaved after the Times Arcade Alley work, which gives the city the opportunity to re-stripe the street to better fit the downtown businesses' wishes. He shared that staff had heard from some that it would be beneficial to eliminate the loading zone on Jordan Street in return for fixing the loading zone in front of Quixote's that has a handicapped parking space that isn't beneficial.

Ms. Perkins stated that the delivery trucks will unload wherever they want, whether spaces are striped or not, which causes dangerous conditions for vehicular traffic. The committee members discussed this extensively, sharing their individual thoughts about Mr. Ray's restriping proposal. A member of the public and downtown business owner, Doug Miller, was permitted to speak on this issue and agreed with Ms. Perkins' points.

Mr. Todd offered the solution of placing signage at the entrance of Jordan Street on Broad Street to prohibit tracker trailers. The committee discussed this idea and offered their input, including an emphasis on ensuring that business owners were aware of any changes to the regulations regarding delivery trucks. Mr. Todd also suggested that other loading areas downtown could be converted back into parking spaces and identified three potential loading zone spaces, one in front of Sully's Steamers, another in front of Smoky Sunrise, and the third in front of Blue Ridge Bakery. Ms. Bentley stated that she wanted the opportunity to engage with these and other businesses before any changes were finalized. Ms. Perkins reiterated that moving the loading zones would be difficult for delivery drivers and subsequently for the businesses receiving deliveries. Individual committee members continued extensive discussion on the issues with downtown parking and loading zones. Mr. Daniel suggested that the Jordan Street restriping could be addressed within the downtown parking study. He also noted that there are pros and cons for all the options proposed by Mr. Todd. Mr. Platt agreed and stated that it may be beneficial to move the loading zone to the front of Looking Glass Realty, as a potential solution as well. Ms. Perkins reiterated the importance of loading zone signage in any scenario.

Ms. Bentley stated that she was flexible about exploring the options proposed by Mr. Todd but stated that she was not in favor of making a final decision at this meeting and wanted more time to speak with businesses as well as the Heart of Brevard board. She stated that Heart of Brevard has a plan to restripe the crosswalks on the east and west sides of Jordan Street.

Mr. Todd asked if there was agreement on creating the loading zone in front of Looking Glass Realty and creating a smaller loading zone in front of Quixote's. Mr. Daniel indicated that there seemed to be consensus in favor of both. Mr. Todd asked if the committee agreed with making all of Jordan Street as parking with parking prohibiting tractor trailers installed. The committee agreed that they were comfortable with the proposal, but that there would not be a committee vote until the Heart of Brevard board and the affected businesses receive communication regarding the proposal(s) for restriping and the loading zone relocation. Mr. McMinn made a motion to accept the

preliminary plan as discussed and that the proposal go before the Heart of Brevard and affected merchants for their input. Ms. Bentley seconded the motion and all voted in favor.

F. Committee Member Term Expirations

Ms. Coffey shared that the city would like input on committee membership that was distributed with the agenda. She shared that Ms. Perkins was chosen by the Heart of Brevard for their vacant position and Mr. Platt had applied for renewal to the committee. Ms. Bentley made a motion to recommend that Mr. Platt be reappointed to the committee. This motion was seconded by Ms. Perkins and all voted in favor.

G. Status of Commissioning the Downtown Parking Study

Mr. Ray stated that the downtown parking study and Downtown Master Plan implementation would be discussed during city council's budget workshop on Friday, April 11. Ms. Copeloff reminded the committee that there had been \$50,000 set aside from the City Camper property within the budget for a parking study or for parking. There was some discussion among the committee about the estimate for the parking study. The committee members expressed their desire to discuss this further at a meeting soon.

H. Implementation of the Downtown Master Plan

Mr. Platt asked about the timeline for completion of the various projects that are included within the Downtown Master Plan. Mr. Ray shared that the city manager had noted that the upcoming budget workshop would likely inform the implementation of the Plan. Mr. Daniel stated that the city knows that the implementation will require additional funds and wants everyone to continue to look for grant funding for the implementation of the plan. The committee had subsequent discussion of potential grants, implementation of the plan to date, and next steps in continuing to revisit the master plan.

Ms. Perkins asked to return to committee membership and recommended that city council consider appointing Dakota Chapman to the Downtown Master Plan Committee. She also recognized Emma Goze's application as very qualified to serve as well. Ms. Coffey asked for clarification about Mr. McMinn's term. Mr. McMinn noted that he will not be renewing his application and term. Ms. Perkins then nominated Dakota Chapman to serve on the committee and Mr. McMinn seconded the motion. All voted in favor of the motion.

I. Update on Sidewalk Ordinance Implementation

Ms. Bentley asked for an update on the permit applications for sidewalk amenities, to include an update on the butterfly bench, phone booth, dinosaur, and newspaper racks. Mr. Ray noted that all of the items mentioned had been removed. Ms. Bentley asked that the city install amenities on the Jordan Street sidewalk to replace planters and benches

that had to be removed with the implementation of the sidewalk ordinance. She noted that this would include Newfound Artisan, Ginger Salon, and Jordan Street Café. Ms. Copeloff noted that the city pays \$20,000 annually for the planters and this will be discussed at the upcoming budget workshop.

J. Public Comment

There were no additional public comments outside of those offered earlier in the meeting from Doug Miller.

K. Set Date for Next Meeting

The next meeting of the Downtown Master Plan Committee was scheduled for Wednesday, May 14, 2025 at 4:00pm.

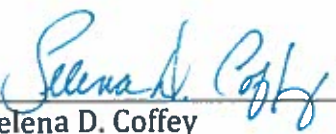
L. Adjourn

Ms. Bentley made a motion to adjourn, which was seconded by Mr. McMinn. All voted in favor. The meeting adjourned at 5:19pm.

Minutes Approved: May 14, 2025

X 

Gary Daniel, Committee Chair or
Pamela Holder, Committee Vice Chair

X 

Selena D. Coffey
Assistant to the City Manager

MINUTES
City Council Public Works & Utilities Committee

Thursday, April 10, 2025 at 10:00am
City Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Lauren Wise, Vice-Chair, Council Member

Members Absent: Owen Carson, Citizen Member
Maureen Copelof, Ex Officio Member

Staff Present: David Todd, Assistant City Manager
Paul Ray, Planning Director
Selena Coffey, Assistant to the City Manager

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 10:00am.

B. Certification of Quorum

Assistant to the City Manager Selena Coffey certified that a quorum was present.

C. Interview

The committee conducted an interview for the development of the City's stormwater masterplan with McAdams, which included Christy Staudt, Brie Saur, Chris Stanley, and Max Grogan from the firm.

D. Adjourn

The meeting was adjourned at 11:00am with a motion by Wise, second by Morrow, and both in favor.



Mac Morrow, Chair, Council Member
Lauren Wise, Vice Chair, Council Member



Selena D. Coffey
Assistant to the City Manager

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Ordinance - Voluntary Non-Contiguous Annexation - John Valenti and MTS Properties, 4 Parcels on Reservoir Rd. and Hampton Rd.

Speaker: Aaron Bland, Asst Planning Director

Prepared by: Aaron Bland, Asst Planning Director

Approved by: Wilson Hooper, City Manager

Background

On February 24, 2025, an application was submitted by John Valenti requesting a voluntary non-contiguous annexation for four of his properties. The properties are located between Reservoir Road and Hampton Road within the City's Extra-Territorial Jurisdiction, identified by PINs 8586-24-2193-000, 8586-24-3036-000, 8586-24-3061-000, and 8586-24-3984-000. The parcels are currently zoned General Residential-4 (GR-4), but the applicant has also submitted a request to rezone these parcels to General Residential-8 (GR-8).

Council held a public hearing for this request at their May 5th meeting.

Discussion

The subject properties are located within the City's Extra-Territorial Jurisdiction (ETJ) in close proximity to the corporate limits, therefore delivering full City services to the parcels is not expected to be problematic.

Policy Analysis

Voluntary annexations are governed by NCGS 160A Article 4A. City staff have confirmed the eligibility of the properties for voluntary non-contiguous or "satellite" annexation under the provisions of NCGS.

Fiscal Impact

Given the proximity of the parcels to the main city limits, the financial and service delivery impacts are estimated to be minimal.

Recommendation

The Planning Board discussed this matter at their March 25, 2025 meeting and unanimously recommended approval.

Action

Council's options are to grant or deny the annexation request.

Attachments:

1. Petition for Non-contiguous Annexation

2. Valenti & MTS Properties Preliminary Annexation Plat
3. Ordinance Extending Corporate Limits

RECEIVED
2/24/2025
dh

STATE OF NORTH CAROLINA
COUNTY OF TRANSYLVANIA
CITY OF BREVARD



**PETITION REQUESTING A NON-CONTIGUOUS
ANNEXATION**

G.S. 160A-58.1 (As Amended)

Date: _____

To the City Council of the City of Brevard:

1. We the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed to the City of Brevard.
2. The area to be annexed is non-contiguous to the City of Brevard and the boundaries of such territory are as follows:

Transylvania County Property Identification Number(s): 8586-24-2193;
8586-24-3036; 8586-24-3041; 8586-23-3984

Street Address: 1054 117 Reservoir Rd; 82 & 84 Hampton Road

**(ATTACH A METES AND BOUNDS PROPERTY
DESCRIPTION AS "ATTACHMENT A")**

3. A map is attached showing the area proposed for annexation in relation to the primary corporate limits of the City of Brevard. (ATTACH MAP AS "ATTACHMENT B", including the Tax Map PIN)
4. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

Property Owner(s) Do you declare **vested rights**? Yes ___ No ✓
(Vested rights are rights belonging completely and unconditionally to a person which cannot be impaired or taken away by another party.)

Property Owners Contact Information (If there are more than three property owners, provide their names, contact information and signatures upon a separate and attached sheet.)

- a. Name John A. Valenti
Address 84 Hampton Rd
Brevard, NC 28712
Telephone 828 342 0204 Email jademvalenti@gmail.com
Signature [Signature]
- b. Name _____
Address _____
Telephone _____ Email _____
Signature _____
- c. Name _____
Address _____
Telephone _____ Email _____
Signature _____

Property Ownership by Corporation or LLC: (If there are more than three principals or managing members then provide their names, contact information and signatures upon a separate and attached sheet.)

- a. Name John A. Valenti
Address 84 Hampton Rd
Brevard, NC 28712
Telephone 828 342 0204 Email jademvalenti@gmail.com
By: [Signature] Managing Member
Type or Print Name and Title (President / Managing Member)
Signature [Signature]

MTS Properties, LLC

b. Name John Valenti
Address 84 Hampton Rd
Brevard NC 28712
Telephone 828 342 0204 Email jadamvalenti@gmail.com
By: John A. Valenti Managing Member
Type or Print Name and Title (President / Managing Member)
Signature [Signature]

c. Name _____
Address _____
Telephone _____ Email _____
By: _____
Type or Print Name and Title (President / Managing Member)
Signature _____

AGENT:

Name: _____
Address: _____
Telephone: _____ Email: _____

Petition along with a copy of the property Deed, Metes and Bounds description (Attachment A), Map / Survey (Attachment B) and cash/credit or check in the amount of \$500 made payable to the City of Brevard is to be returned to:

Denise Hodsdon, City Clerk
City of Brevard
95 West Main St., Brevard, NC 28712

CITY ANNEXATION LEGAL DESCRIPTION
FOR PIN#'S 8586-24-2193; 8586-24-3036; 8586-24-3061 AND 8586-23-3984

Beginning at a found rebar with a plastic ID cap 0.1' below grade and having North Carolina NAD 83/2011 grid coordinates of North: 563933.72 East: 882529.34; said rebar standing N 88°15'59" W a distance of 287.74' from NCGS BURL AZ MK which has North Carolina NAD 83/2011 grid coordinates of North: 563925.02 East: 882816.94;

thence S 53°56'47" W a distance of 82.25' to a ½" iron pipe;

thence S 53°45'51" W a distance of 74.75' to a ½" iron pipe;

thence N 41°40'29" W a distance of 103.15' to a 1/2" rebar;

thence N 28°27'17" W a distance of 49.43' to a 3/4" iron pipe;

thence N 28°17'47" W a distance of 48.93' to a 1 ½" leaning iron pipe;

thence N 22°23'09" W a distance of 98.94' to a axle;

thence N 67°29'48" E a distance of 157.61' to a 1 ½" leaning iron pipe;

thence S 33°41'55" E a distance of 98.10' to a ¾" iron pipe;

thence S 29°17'29" E a distance of 44.39' to a ½" iron pipe;

thence S 30°55'47" E a distance of 39.32' to a rebar with a plastic cap;

thence S 28°49'39" E a distance of 78.46' to a rebar with a plastic cap;

which is the place and point of beginning.



2024001279
TRANSYLVANIA COUNTY NC FEE \$26.00
STATE OF NC REAL ESTATE EXT
\$20.00
PRESENTED & RECORDED
03/22/2024 01:16:34 PM
BETH C LANDRETH
REGISTER OF DEEDS
BY: DELIA MCCALL
DEPUTY REGISTER OF DEEDS
BK: DOC 1109
PG: 111 - 113

Please do not place anything in the 3" margin above – (for recording information only)
NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax \$ 20.00
Parcel Identifier No.: 8586-24-2193-000
Mail after recording to: The Van Winkle Law Firm
422 S. Main St., Hendersonville, NC 28792
This instrument was prepared by: Van Winkle, Buck, Wall, Starnes & Davis, P.A. (Michael M. Thompson)
Brief description for the Index:
THIS DEED made this 22 day of March 2024, by and between:

<u>GRANTOR</u>	<u>GRANTEE</u>
Alan Kyle Young, individually and as Executor of the Estate of Wesley Hughes Young aka Wesley H. Young and wife, Teresa Young and Marilyn Elaine Cook nka Marilyn Young Cook, single and Wanda Faye Ackroyd nka Wanda Young Robinson, single	MTS Properties, LLC, A North Carolina limited liability company 84 Hampton Road, Brevard, NC 28712

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e. g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

This instrument was prepared by Michael M. Thompson, a licensed North Carolina attorney. Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds.

WITNESSETH, that Grantor, for a valuable consideration paid by Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto Grantee in fee simple, all that certain lot or parcel of land situated in the County of Transylvania, North Carolina, and more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE
submitted electronically by "Van Winkle Law Firm"
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Transylvania County Register of Deeds.

The property hereinabove described was acquired by Grantor by instrument recorded in Deed Book 268 Page 86, Transylvania County Registry and re-recorded February 22, 1985 in Book 274 Page 108, Transylvania County Registry.

All or a portion of the property herein conveyed _____ includes or _____ does not include the primary residence of a Grantor.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to Grantee in fee simple.

And Grantor covenants with Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated.

Title to the property hereinabove described is subject to the following exceptions:

Easements, covenants, conditions, and restrictions of record; 2024 ad valorem taxes; and utilities physically located on the property.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

Alan Kyle Young (Seal)
 Alan Kyle Young, individually and as Executor of the Estate of Wesley Hughes Young aka Wesley H. Young

Teresa Young (Seal)
 Teresa Young

Marilyn Elaine Cook (Seal)
 Marilyn Elaine Cook nka Marilyn Young Cook

Wanda Young Robinson (Seal)
 Wanda Faye Ackroyd nka Wanda Young Robinson

STATE OF NORTH CAROLINA
 COUNTY OF HENDERSON

I, MORGAN E. GORDON, a Notary Public of the County and State aforesaid, certify that Alan Kyle Young, individually and as Executor of the Estate of Wesley Hughes Young aka Wesley H. Young and wife, Teresa Young and Marilyn Elaine Cook nka Marilyn Young Cook, single and Wanda Faye Ackroyd nka Wanda Young Robinson, single, personally appeared before me this day and acknowledged the execution of the foregoing instrument for the purposes therein expressed. Sworn and subscribed to before me. Witness my hand and official stamp or seal, this 22 day of March 2024.

SEAL / STAMP

Morgan E. Gordon
 Notary Public
 My Commission Expires: 10-19-2024

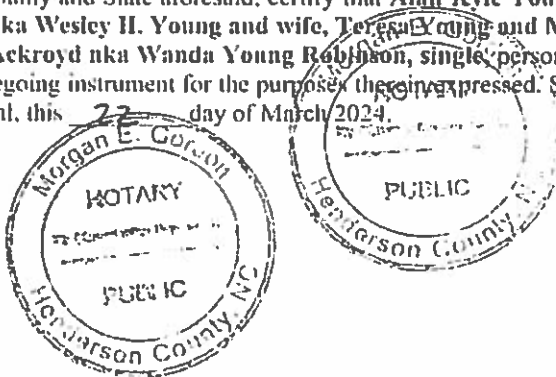


EXHIBIT A

WHEREAS, the subject property was conveyed to Wesley Hughes Young and wife, Mary Joyce Young by deed recorded June 25, 1984 in Deed Book 268 Page 86, Transylvania County Registry and re-recorded February 22, 1985 in Book 274 Page 108, Transylvania County Registry; and

WHEREAS, Mary Joyce Young died June 20, 2021 and title to the subject property passed to her surviving spouse Wesley H. Young, by right of survivorship; and,

WHEREAS, Wesley H. Young aka Wesley Hughes Young died testate in Transylvania County, NC on June 1, 2023, and pursuant to the terms of his Last Will and Testament duly admitted to probate in Transylvania County Clerk of Superior Court File 23-E- 209, the subject property was devised to his devisees, his children, namely Alan Kyle Young, Marilyn Elaine Cook now known as Marilyn Young Cook, Wanda Faye Ackroyd now known as Wanda Young Robinson; and,

WHEREAS, Alan Kyle Young was qualified and duly appointed as Executor of said estate; and,

WHEREAS, the spouses, if any, join in this instrument to convey their marital interests in and to the subject property.

NOW THEREFORE THIS CONVEYANCE:

BEGINNING on an iron stake standing on the east side of Hampton Road, the same being Clarence Holden's corner, and runs with Clarence Holden's line, North 66 deg. 30 min. East 176 feet to an iron stake at the Reservoir Road; thence with said Reservoir Road, South 30 deg. 30 min. East 42½ feet to an iron stake; thence South 63 deg. 30 min. West 182 feet to a stake at the Hampton Road; thence with the Hampton Road, North 23 deg. West 50 feet to the BEGINNING.

As surveyed and platted by T. N. Davis, RLS, on May 24, 1947.

BEING all of that same real property as deed recorded June 25, 1984 in Deed Book 268 Page 86, Transylvania County Registry and re-recorded February 22, 1985 in Book 274 Page 108, Transylvania County Registry

This property is conveyed together with and subject to the terms and conditions of that right of way agreement recorded in Book 316 Page 296, Transylvania County Registry, reference to which is hereby made and incorporated herein for greater certainty of description.

2024001294

TRANSYLVANIA COUNTY NC FEE \$26.00
STATE OF NC REAL ESTATE EXTX

\$300.00

PRESENTED & RECORDED

03/25/2024 10:49:06 AM

BETH C LANDRETH

REGISTER OF DEEDS

BY: KARIN SMITH

ASSISTANT

BK: DOC 1109

PG: 160 - 162

Please do not place anything in the 3" margin above - for recording information only

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax \$ 300.00

Parcel Identifier No.: 8586-24-2193-000

Mail after recording to: The Van Winkle Law Firm
422 S. Main St., Hendersonville, NC 28792

This instrument was prepared by: Van Winkle, Buck, Wall, Starnes & Davis, P.A. (Michael M. Thompson)

Brief description for the Index:

THIS DEED made this 22 day of March 2024, by and between:

<u>GRANTOR</u>	<u>GRANTEE</u>
Alan Kyle Young, individually and as Executor of the Estate of Wesley Hughes Young aka Wesley H. Young and wife, Teresa Young and Marilyn Elaine Cook nka Marilyn Young Cook, single and Wanda Faye Ackroyd nka Wanda Young Robinson, single	MTS Properties, LLC, a North Carolina limited liability company 84 Hampton Road, Brevard, NC 28712

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e. g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

This instrument was prepared by Michael M. Thompson, a licensed North Carolina attorney. Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds.

WITNESSETH, that Grantor, for a valuable consideration paid by Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto Grantee in fee simple, all that certain lot or parcel of land situated in the County of Transylvania, North Carolina, and more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE

submitted electronically by "Van Winkle Law Firm"
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Transylvania County Register of Deeds.

The property hereinabove described was acquired by Grantor by instrument recorded in Deed Book 185 Page 505, Transylvania County Registry.

All or a portion of the property herein conveyed ____ includes or ____ does not include the primary residence of a Grantor.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to Grantee in fee simple.

And Grantor covenants with Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated.

Title to the property hereinabove described is subject to the following exceptions:

Easements, covenants, conditions, and restrictions of record; 2024 ad valorem taxes; and utilities physically located on the property.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

Alan Kyle Young {Seal}
Alan Kyle Young, individually and as Executor of the Estate of Wesley Hughes Young aka Wesley H. Young

Teresa Young {Seal}
Teresa Young

Marilyn Elaine Cook {Seal}
Marilyn Elaine Cook aka Marilyn Young Cook

Wanda Young Robinson {Seal}
Wanda Faye Ackroyd aka Wanda Young Robinson

STATE OF NORTH CAROLINA
COUNTY OF HENDERSON

I, MORGAN E. GORDON, a Notary Public of the County and State aforesaid, certify that Alan Kyle Young, individually and as Executor of the Estate of Wesley Hughes Young aka Wesley H. Young and wife, Teresa Young and Marilyn Elaine Cook aka Marilyn Young Cook, single and Wanda Faye Ackroyd aka Wanda Young Robinson, single, personally appeared before me this day and acknowledged the execution of the foregoing instrument for the purposes therein expressed. Sworn and subscribed to before me. Witness my hand and official stamp or seal, this 14th day of March 2024.

SEAL / STAMP

Morgan E. Gordon
Notary Public
My Commission Expires: 10-19-2024

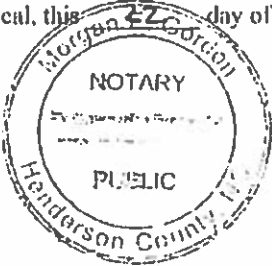


EXHIBIT A

WHEREAS, the subject property was conveyed to Wesley H. Young and wife, Mary Joyce Young by deed recorded July 17, 1970 in Deed Book 185 Page 505, Transylvania County Registry; and

WHEREAS, Mary Joyce Young died June 20, 2021 and title to the subject property passed to her surviving spouse Wesley H. Young, by right of survivorship; and,

WHEREAS, Wesley H. Young aka Wesley Hughes Young died testate in Transylvania County, NC on June 1, 2023, and pursuant to the terms of his Last Will and Testament duly admitted to probate in Transylvania County Clerk of Superior Court File 23-E- 209, the subject property was devised to his devisees, his children, namely Alan Kyle Young, Marilyn Elaine Cook now known as Marilyn Young Cook, Wanda Faye Ackroyd now known as Wanda Young Robinson; and,

WHEREAS, Alan Kyle Young was qualified and duly appointed as Executor of said estate; and,

WHEREAS, the spouses, if any, join in this instrument to convey their marital interests in and to the subject property.

NOW THEREFORE THIS CONVEYANCE:

BEGINNING on an iron pin in the Eastern margin of Hampton Road, formerly known as Subdivision Drive and runs thence with the Eastern margin of said road North 25 degrees 40 minutes West 98.30 feet to an iron pin; thence North 64 degrees East (passing an iron pin at 151.74 feet) 158.63 feet to a stake in the Western margin of Reservoir Road; thence with the Western margin of said road South 35 degrees 29 minutes East 100 feet to a stake; thence leaving said road South 64 degrees West 176 feet to the point of **BEGINNING** as surveyed and platted by P.R. Paxter, R.L.S., July 8, 1970.

It is intended to convey by this Deed all of the property included in the conveyance from Hilliard Pressley and wife, Mariska Pressley to Clarence Holden and wife, Marv Holden dated November 13th, 1940 and recorded in Deed Book 90, Page 284 of the Deed records of Transylvania County.

BEING all of that same real property as recorded in Book 185 Page 505, Transylvania County Registry.

This property is conveyed together with and subject to the terms and conditions of that right of way agreement recorded in Book 316 Page 296, Transylvania County Registry, reference to which is hereby made and incorporated herein for greater certainty of description.

**2013005335**

TRANSYLVANIA CO, NC FEE \$26.00

NO TAXABLE CONSIDERATION

PRESENTED & RECORDED

09-25-2013 02:56:52 PM

CINDY M OWNBEY

REGISTER OF DEEDS

BY: KARIN SMITH

DEPUTY REGISTER OF DEEDS

BK: DOC 671**PG: 244-246****NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax: \$0.00

Parcel Identifier No. 8586-23-3984-000 & 8586-24-3061-000 Verified by _____ County on the 25 day of Sept, 2013
By: [Signature]Mail/Box to: H. Paul Averette, Attorney, P.C., P. O. Box 348, Brevard, NC 28712This instrument was prepared by: H. Paul Averette, Attorney at Law (NO TITLE SEARCH PERFORMED)Brief description for the Index: 2 Tracts – Brevard TownshipTHIS DEED made this 24th day of September, 2013, by and between**GRANTOR****ALAN VALENTI and wife,
MARY VALENTI****37 Huntcliff Drive
Taylors, SC 29687****GRANTEE****JOHN VALENTI****84 Hampton Road
Brevard, NC 28712**

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____, _____ Brevard _____ Township, _____ Transylvania _____ County, North Carolina and more particularly described as follows:

Being all of that property as described in Exhibit "A" attached hereto and incorporated herein by reference.**All or a portion of the property herein conveyed _____ includes or X does not include the primary residence of the Grantor.**

NC Bar Association Form No. 3 © 1976, Revised © 1977, 2002

Printed by Agreement with the NC Bar Association – 1981 - Chicago Title Insurance Company

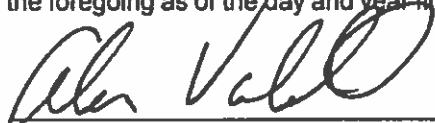
The property hereinabove described was acquired by Grantor by instrument recorded in Book _____, page _____.

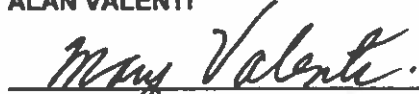
A map showing the above described property is recorded in Plat Book _____ page _____.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

 (SEAL)
ALAN VALENTI

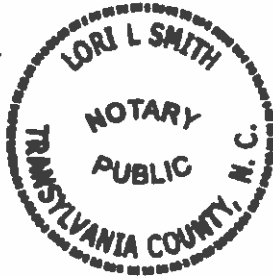
 (SEAL)
MARY VALENTI

State of North Carolina - County of Transylvania

I certify the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: ALAN VALENTI and MARY VALENTI.

Date: September 24, 2013

My Commission Expires:
09/10/2016




Lori L. Smith, Notary Public

EXHIBIT "A"

All of our undivided one-half (1/2) interest in and to the following described parcels:

TRACT I:

Being all of that property as described in a deed from Carolyn J. Gillespie and husband, Alvin B. Gillespie to John Valenti and Alan Valenti, recorded on October 4, 2002 in Document Book 123 at Page 547 of the Transylvania County Registry.

TRACT II:

Being all of that property as described in a deed from Carolyn J. Gillespie, acting Individually and as Administrator of the Estates of Vessie Stamey and Clara Louise Stamey and husband, Alvin B. Gillespie; Dawn D. Sentelle and husband, Kerry Sentelle; and Forrest Duane Stamey, (a divorced and unremarried man) to John Valenti and Alan Valenti, recorded on October 4, 2002 in Document Book 123 at Page 550 of the Transylvania County Registry.

TOGETHER WITH and subject to all rights of way, easements and restrictions appurtenant to the Grantors.

CITY OF BREVARD
CASH RECEIPT
DUPLICATE

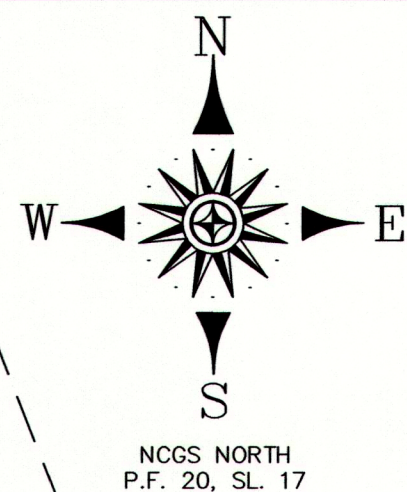
Receipt No: 700074
Date: 2/24/2025
Time: 1:58:12PM

Received From:
JOHN VALENTI

Received: 500.00

For
ZONING ADMIN 500.00
105 RESERVOIR RD-S

Credit 500.00
V 0517
RECEIVED BY WINDOW



OWNER CERTIFICATION-ANNEXATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT I (WE) HEREBY ADOPT THIS PLAT OF ANNEXATION WITH MY (OUR) FREE CONSENT

DATE

OWNER(S)

STATE OF NORTH CAROLINA COUNTY OF TRANSYLVANIA

I, _____, REVIEW OFFICER
OF TRANSYLVANIA COUNTY, CITY OF BREVARD, CERTIFY THAT
THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED
MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER

DATE

CITY OF BREVARD-ANNEXATION

I HEREBY CERTIFY THAT THIS PLAT FOR ANNEXATION HAS FOLLOWED ALL
REQUIREMENTS AND PROCEDURES AND A PUBLIC HEARING WAS HELD
BY THE CITY OF BREVARD TO ANNEX THE PROPERTY HEREIN DESCRIBED.
THE CITY OF BREVARD ADOPTED ORDINANCE NUMBER _____ TO ANNEX
THE PROPERTY DESCRIBED HEREIN ON _____ WITH THE EFFECTIVE
DATE OF ANNEXATION ON _____

CITY CLERK

STATE OF NORTH CAROLINA COUNTY OF TRANSYLVANIA

I, _____, A NOTARY PUBLIC
OF SAID STATE AND COUNTY, DO HEREBY CERTIFY THAT

PERSONALLY APPEARED
BEFORE ME THIS DAY AND ACKNOWLEDGED THE DUE
EXECUTION OF THE FOREGOING INSTRUMENT.

WITNESS MY HAND AND NOTARIAL SEAL, THIS THE _____ DAY
OF _____, 20____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

LEGEND

PIN	TAX PARCEL IDENTIFICATION NUMBER
NTS	NOT TO SCALE
SR	5/8" SET REBAR WITH IDENTIFICATION CAP
FIP	FOUND IRON PIPE
FR	FOUND REBAR
FIR	FOUND IRON ROD
CP	CALCULATED POINT
C.F.	COMBINED SCALE FACTOR
P.F. SL.	PLAT FILE, SLIDE
DOC. BK., PG.	DOCUMENT BOOK, PAGE
D.B., PG.	DEED BOOK, PAGE
O/A	OVERALL
LEAN	LEANING OVER, LOCATED AT BASE
ABG	ABOVE GRADE
@G	AT GRADE
BG	BELOW GRADE

P	UTILITY POLE
S	SANITARY SEWER MANHOLE
C	SEWER CLEAN OUT
G	GAS METER
H	HVAC PUMP
M	H2O METER

CONCRETE

ASPHALT

GRAVEL

ANNEX AREA

	BUILDING WALL
— OHW —	OVER HEAD WIRE
— • —	PRIVACY FENCE
— x —	WIRE FENCE
— . —	ADJOINING LINE NOT SURVEYED
— — —	TIE LINE
- - -	INTERNAL LINES

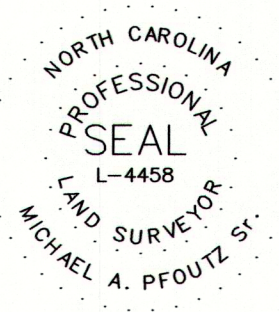
THIS PLAT WAS PREPARED FOR MTS PROPERTIES LLC AND JOHN VALENTI AND IS PROVIDED AS PART OF THE WORK PRODUCT TO OUR CLIENTS. THIS PLAT IN PART OR IN WHOLE IS NOT TRANSFERABLE AND SHALL NOT BE ALTERED IN ANY WAY OR REUSED IN ANY FORM BY ANY INDIVIDUAL OR ENTITY WITHOUT WRITTEN AUTHORIZATION BY MICHAEL A. PFOUTZ SR. AND IS INTENDED SOLELY FOR THE USE OF THE ORIGINAL CLIENT. THIS DRAWING IS NOT VALID UNLESS THE ORIGINAL SIGNATURE AND STAMP OF THE SURVEYOR ARE ATTACHED. ANY REPRODUCTION OR VARIANCE TO THIS SURVEY BY ELECTRONIC OR ANY OTHER MEANS ARE NOT TO BE CONSIDERED ISSUED BY THE LICENSED SURVEYOR.

G.S. 47-30 f(11) d.

I, MICHAEL A. PFOUTZ Sr., PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION
I, MICHAEL A. PFOUTZ Sr., PROFESSIONAL LAND SURVEYOR, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY DIRECTION FROM INFORMATION REFERENCED HEREON; AND THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED BY LATITUDES AND DEPARTURES BEFORE ADJUSTMENT IS NOT LESS THAN 1:10,000; AND THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, LICENSE
NUMBER, AND SEAL THIS THE 12th DAY OF
NOVEMBER, 2024, A.D.

MICHAEL A. PFOUTZ Sr.
PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER L-4458



ORDINANCE No.

105,117 RESERVOIR RD & 82,84 HAMPTON RD
and
PIN's 8586-24-3036 & 8586-24-3061
PROPERTY SITUATE IN
BREVARD TOWNSHIP
TRANSYLVANIA COUNTY, NORTH CAROLINA
OWNERS OF RECORD: MTS PROPERTIES LLC
and JOHN VALENTI

CITY ANNEXATION PLAT

PREPARED FOR

MTS PROPERTIES LLC and
JOHN VALENTI

DATE

NOVEMBER 12, 2024

FIELD RECORDS

DATA COLLECTOR

DRAWING

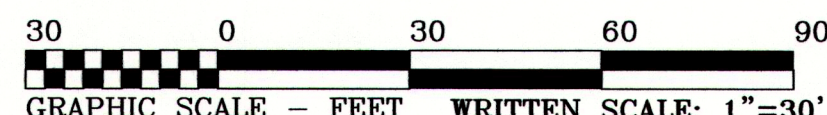
CMS24017-ANNEX

COORD. FILE

CMS24017.CRD

PROJECT NUMBER

CMS24017



ORDINANCE NO. 2025-XX

**AN ORDINANCE TO EXTEND THE CORPORATE
LIMITS OF THE CITY OF BREVARD, NORTH CAROLINA**

WHEREAS, the Brevard City Council has been petitioned under G.S. 160A-31, as amended, to annex the non-contiguous area described herein; and,

WHEREAS, the City Council has by Resolution No. 2025-18 directed the City Clerk to investigate the sufficiency of said petition; and,

WHEREAS, the Brevard Planning Board reviewed the Petition at their meeting held on March 25, 2025 and recommended approval of the voluntary contiguous annexation; and,

WHEREAS, the City Clerk has certified the sufficiency of said petition (relying on the opinion of the City Attorney) and the City Council adopted Resolution No. 2025-25 fixing a date of public hearing. By authority granted by G.S. 160A-31, a public hearing on the question of this annexation was held at the City Council Chambers at 5:30 P.M. on the 5th day of May, 2025, after due notice by publication on the 21st day of April, 2025; and

WHEREAS, the City Council does hereby find as a fact that the petition meets the requirements of G.S. 160A-31, as amended.

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

Section 1. By virtue of the authority granted by G.S. 160A-31, as amended, all of that property lying in Transylvania County, owned by John Valenti and MTS Properties LLC, as shown and being that property described in the deed recorded in Document Book 671, Pages 244-246; Book 1109, Page 111-113; and Book 1109, Pages 160-162, in the Transylvania County Register of Deeds and that certain plat provided by the Petitioners to be duly recorded upon annexation is hereby annexed and made a part of the City of Brevard as of the 19th day of May, 2025.

Said property is more fully described as follows:

Location: Between Reservoir Road and Hampton Road, Brevard, NC 28712. Transylvania County Tax Property Identification Numbers: 8586-24-3036-000; 8586-24-3061-000; 8586-23-3984-000; and 8586-24-2193-000

Property Description:

Beginning at a found rebar with a plastic ID cap 0.1' below grade and having North Carolina NAD 83/2011 grid coordinates of North: 563933.72 East: 882529.34; said rebar standing N 88°15'59" W a distance of 287.74' from NCGS BURL AZ MK which has North Carolina NAD 83/2011 grid coordinates of North: 563925.02 East: 882816.94;

thence S 53°56'47" W a distance of 82.25' to a ½" iron pipe;

thence S 53°45'51" W a distance of 74.75' to a ½" iron pipe;

thence N 41°40'29" W a distance of 103.15' to a ½" rebar;

thence N 28°27'17" W a distance of 49.43' to a ¾" iron pipe;

thence N 28°17'47" W a distance of 48.93' to a 1½" leaning iron pipe;

thence N 22°23'09" W a distance of 98.94' to an axle;

thence N 67°29'48" E a distance of 157.61' to a 1½" leaning iron pipe;

thence S 33°41'55" E a distance of 98.10' to a ¾" iron pipe;
thence S 29°17'29" E a distance of 44.39' to a ½" iron pipe;
thence S 30°55'47" E a distance of 39.32' to a rebar with a plastic cap;
thence S 28°49'39" E a distance of 78.46' to a rebar with a plastic cap; which is the place of beginning.

Section 2. Upon and after the 19th day of May, 2025 the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Brevard and shall be entitled to the same privileges and benefits as other parts of the City of Brevard. Said territory shall be subject to the municipal taxes according to G.S. 160A-31.

Also being all of that property described in a plat prepared by Michael A. Pfoutz Sr., PLS for John Valenti and MTS Properties LLC, dated November 12, 2024 and recorded in Plat File _____, Slide _____, of the Transylvania County Registry.

Section 3. Pursuant to 160A-29 it shall be the duty of the Mayor of the City of Brevard to cause an accurate map of the annexed territory as described in Section 1 hereof, together with a duly certified copy of this Ordinance, to be recorded in the office of the Register of Deeds of Transylvania County, North Carolina, and in the office of the Secretary of State at Raleigh, North Carolina. Such a map shall also be delivered to the Transylvania County Board of Elections as required by G.S. 163.288.1.

Section 4. Notice of adoption of this Ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the City of Brevard.

Adopted and approved this the 19th day of May, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Request to Rezone 4 Parcels on Reservoir Road and Hampton Road from GR4 to GR8 - John Valenti and MTS Properties

Speaker: Aaron Bland, Asst Planning Director

Prepared by: Aaron Bland, Asst Planning Director

Approved by: Wilson Hooper, City Manager

Background

On February 24, 2025, an application was submitted by John Valenti requesting a map amendment (rezoning) for four properties located between Reservoir Road and Hampton Road outside the City's corporate limits (note the applicant has also applied for a non-contiguous annexation), identified by PINs 8586-24-2193-000, 8586-24-3036-000, 8586-24-3061-000, and 8586-24-3984-000. The parcels are currently zoned General Residential-4 (GR-4). The request is to rezone these parcels to General Residential-8 (GR-8). The properties abut GR-4 on all sides but are in close proximity to GR-8 within the corporate limits.

Council held a public hearing for this request at their May 5th meeting.

Discussion

The requested rezoning only changes maximum dwelling unit density from 4 per acre to 8 per acre, and the maximum ground floor area for principal structures from 10,000 sqft to 8,000 sqft. All other standards, including setbacks, maximum height, and allowable uses, are not affected by this rezoning. Typically, properties located within the corporate limits of the City of Brevard are zoned GR-8 instead of GR-4.

Policy Analysis

The Building Brevard 2030 Comprehensive Land Use Plan designates the properties as "Traditional Neighborhood" and, according to the Future Land Use Character Area Table, GR-8 is an applicable zoning district for Traditional Neighborhood but GR-4 is not. Therefore, the proposed rezoning is consistent with the CLUP and FLUM.

Recommendation

The Planning Board discussed this matter at their March 25, 2025 meeting and unanimously recommended approval. In accordance with North Carolina General Statutes, the Planning Board also submits the attached statement analyzing the consistency and reasonableness of this proposal with regards to existing policies or plans of the City of Brevard.

Action

Council's options are:

- i. Grant the zoning map amendment as requested
- ii. Grant the zoning map amendment with a reduction in the area requested
- iii. Grant the zoning map amendment to a more restrictive general zoning district
- iv. Grant the zoning map amendment with a combination of (ii) and (iii) above
- v. Deny the application
- vi. Send the application back to the BPB for further study and consideration
- vii. Call for additional legislative hearings on petitions brought before them

Attachments:

- 1. Application
- 2. Current Zoning Map
- 3. Consistency and Reasonableness Statement
- 4. Enacting Ordinance



The City of
Brevard
North Carolina

REQUEST FOR ZONING MAP AMENDMENT (REZONING)

Applicant Information:

Name: John A. Valent
Address: 84 Hampton Rd Brevard, NC 28712
Phone: 828 342-0204

Property Owner Information (if different than applicant):

Name: _____
Address: _____
Phone: _____

Location of Property: 105 + 117 Reservoir Rd., 82, 84 Hampton Rd

Property Identification Number (PIN): 8586-24-2193; 8586-24-3036
8586-24-3061; 8586-24-3984

Present Zoning District: GR4

Request District to be Changed to: GR8 (attach additional explanation if necessary)

Existing Use of Adjacent Properties:

North RESIDENTIAL South RESIDENTIAL
West RESIDENTIAL East RESIDENTIAL

M. KA. 6/26/24
Signature of Applicant Date

* * * * *

Planning Department must receive the following prior to placement on BPB agenda:

☒ Completed Application Form
☒ Survey of Property
☒ Application Fee (\$500.00) - Date Paid 2/24/25 Receipt # 700073

Heard by Planning Board on: _____

Planning Board's Recommendation: Approval Denial

Heard by City Council on: _____

City Council Action: Approval - Ord. Number Effective Date
Denial



**STATEMENT OF CONSISTENCY AND REASONABLENESS WITH
ADOPTED PLANS AND POLICIES OF THE CITY OF BREVARD
REZ-25-001**

NCGS 160D-604 and NCGS 160D-605 requires that the Planning Board shall advise and comment on whether the proposed amendment is reasonable and 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 **reasonable and consistent** with the following elements of the City's adopted plans and policies:

Comprehensive Land Use Plan

The *Building Brevard 2030 Comprehensive Land Use Plan* designates the properties as "Traditional Neighborhood." The Traditional Neighborhood character area is designed to maintain the character of established neighborhoods while allowing some flexibility in housing types. According to the Future Land Use Character Area Table, GR-8 is an applicable zoning district for Traditional Neighborhood but GR-4 is not. With this in mind, the proposed rezoning is consistent in regard to the City's long-range plans.

ORDINANCE NO. 2025-____

**AN ORDINANCE AMENDING THE CITY OF
BREVARD OFFICIAL ZONING MAP TO REZONE
FOUR PARCELS ON RESERVOIR ROAD**

WHEREAS, John Valenti request that the Official Zoning Map of the City of Brevard be amended by rezoning four parcels of land, identified by the PINs 8586-24-2193-000, 8586-24-3036-000, 8586-24-3061-000, and 8586-24-3984-000, and hereafter referred to as the “Subject Properties,” from the General Residential – 4 district to the General Residential – 8 district; and,

WHEREAS, the City of Brevard Planning Board considered this proposed map amendment on March 25, 2025 and has recommended approval; and,

WHEREAS, the City Council of the City of Brevard finds that the proposed amendment is consistent with the following elements of the Building Brevard 2030 Comprehensive Land Use Plan:

***Future Land Use Map:** designates the properties as "Traditional Neighborhood." The Traditional Neighborhood character area is designed to maintain the character of established neighborhoods while allowing some flexibility in housing types. According to the Future Land Use Character Area Table, GR-8 is an applicable zoning district for Traditional Neighborhood but GR-4 is not.*

and,

WHEREAS, in accordance with North Carolina General Statute 160D-605, the Brevard City Council finds that this proposed zoning map amendment is reasonable due to the following factors:

- The size of the proposed rezoning area.
- There is a strong relationship between the currently allowed uses and the allowed uses of the proposed new district.
- The Plan is consistent with the above elements of the Comprehensive Land Use Plan and the Future Land Use Map.

WHEREAS, a public hearing was conducted on Monday, May 5, 2025, by the Brevard City Council, and, after hearing all persons wishing to comment, and upon review and consideration of the proposed amendment, it is the desire of the City Council of the City of Brevard Official Zoning Map be amended as outlined below.

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

SECTION 1. The zoning classification of the parcels identified by the Parcel Identification Numbers (PINs) 8586-24-2193-000, 8586-24-3036-000, 8586-24-3061-000, and 8586-24-3984-000 is hereby rezoned to General Residential – 8 (GR8) as depicted in Exhibit A to this Ordinance, which is attached hereto and incorporated herein by reference.

SECTION 2. The Planning Director is hereby authorized and directed to modify the City’s Official Zoning Map, Comprehensive Land Use Plan, and Future Land Use Map consistent with this Ordinance.

SECTION 3. As to any conflict between this Ordinance and any parts of existing ordinances, the provisions of this Ordinance shall control.

SECTION 4. 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 05. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved this the 19th day of May 2025.

ATTEST:

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT

City Council, Monday, May 19, 2025

Title: FY25 Supplemental Spending Plan

Speaker: Dean Luebbe, Assistant City Manager/Finance Director
Wilson Hooper, City Manager

Prepared by: Wilson Hooper, City Manager, Dean Luebbe, Assistant City Manager/Finance Director

Approved by: Wilson Hooper, City Manager

Background

To relieve pressure on the FY26 budget, staff recommend that some projects/Council priorities be funded from existing resources. Therefore the budget discussed earlier this evening comes accompanied by a Supplemental Spending Plan which uses operational savings and certain reserve funds to pay for proposed items.

Discussion

This year's Supplemental Spending Plan contains fewer items than the FY24 plan, a testament to the City's tighter financial situation compared to previous years.

One item, in particular, requires explicit Council approval. The City's purchasing policy requires that, due to its cost, the proposed \$220,000 dump truck replacement be approved by Council. The policy also requires that staff either 1.) formally bid the project or 2.) "piggyback" on previously bid contracts. In this case, staff collected quotes from 4 sources, with its preferred option being a "piggyback" purchase via Sourcewell Government Contract.

Staff recommends Sourcewell even though their quote is the second lowest, approximately \$2,300 higher than the low quote. However, the Sourcewell proposal is for a truck currently in-stock at a dealership in Greenville, SC which can be attained within days of Council's approval. The other quote requires the truck be ordered with a five to six-month waiting period.

Action

Council is asked to approve the attached FY25 Supplemental Spending Plan, directing staff to proceed with the purchases described therein with current year resources.

Also, Council is asked to specifically approve a \$190,000 budget amendment for the purchase of a replacement dump truck from Sourcewell Government Contract.

Attachments:

1. FY25 Supplemental Spending Plan (proposed)
2. Budget Amendment Dump Truck, \$190,000

FY25 Supplemental Spending Plan
(May 2025)

PROJECT	FUND	AMOUNT	SOURCE	STATUS	FISCAL YEAR	ACTION	NOTE
Downtown parking study	GF	\$50,000	Restricted funds from sale of city camper property	Mgr. Proposed	Current	No accounting action needed	DMPC recommendation
SCADA upgrade	W/S	\$80,000	FY25 budget surplus ¹	Mgr. Proposed	Current		Affordable by virtue of funding KCI w/state earmark
Dump truck replacement	W/S	\$220,000	FY25 budget surplus	Mgr. Proposed	Current		Affordable by virtue of funding KCI w/state earmark

¹ This surplus was intentional.

ORDINANCE NO. 2025-XX
AN ORDINANCE AMENDING THE FY2024-2025 BUDGET.
BUDGET AMENDMENT NUMBER 25-09

SUBJECT: Budget Amendment for Dump Truck purchase in FY24-25 from the Supplemental Spending Plan, \$190,000.

AGENDA INFORMATION

Agenda Location	New Business
Department:	Finance
Contact:	Dean Luebbe, Assistant City Manager and Finance Director

BRIEF SUMMARY: As highlighted in the FY25-26 Manager Recommended Budget, FY24-25 Supplemental Spending Plan, the City wishes to purchase a dump truck for the Wastewater Treatment Plant, from expected savings in various budgeted accounts in the Water and Sewer Maintenance Division. Savings occurred because of personnel vacancies, and lower than expected repair costs in two operating lines.

MOTION FOR CONSIDERATION: To approve Budget Amendment 25-09, as submitted, increasing the budget in expenditure account:

30-8220-7400 (Capital Outlay)	\$190,000
TOTAL	\$190,000

And decreasing the budget in expense accounts:

30-8140-0200 (Salaries - Regular)	(\$90,000)
30-8140-3400 (Inflow and Infiltration)	(\$50,000)
30-8140-1600 (Maint & Repair – Equipment)	(\$50,000)
TOTAL	(\$190,000)

ATTACHMENTS: None.

MANAGER’S RECOMMENDATION: Adopt as presented.

Approved and adopted this 19th day of May 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Fire Engine Replacement and Funding Strategy

Speaker: Bradley Elmore, Interim Fire Chief
Dean Luebbe, Assistant City Manager/Finance Director

Prepared by: Wilson Hooper, City Manager

Approved by: Wilson Hooper, City Manager

Background

Brevard Fire Department's (BFD) 2004 American LaFrance Fire Engine is reaching its end of life. A replacement Engine will cost, at the high end, \$1,000,000 (approximately \$550,000 of which will be the city's responsibility) and require three to four years of lead time. To reserve the department's place in line and lock in the price, BFD is requesting that the City commit to purchasing the truck now. This evening, BFD staff will make a presentation on the need for the new truck, and Admin. staff will present a proposed funding strategy.

Discussion

Council are asked to refer to the attached document from BFD explaining the need for the new apparatus .

Fiscal Impact

In September 2021 the City entered into a direct placement installment contract of \$1,020,000 for the purchase of two sanitation trucks and one fire truck. The fire truck constituted approximately \$693,000 of the total. The City pays monthly principal and interest payments of \$13,039 (\$156,468 annually) on that debt, which is scheduled to be retired in July 2028. Funds for the monthly payments have been included in the FY25 and proposed FY26 budgets, and the funds include the County's 45% share of the debt. Staff proposes that the City continue budgeting those dollars through the expiration of the current loan (July FY28) and into the subsequent fiscal years (FY29-FY33). Rolling the debt service payments into FY29 and beyond will give Brevard the capacity to cover 2/3 of the cost of the truck. Transylvania County has tentatively agreed to this arrangement, pending full Commissioners' approval of their budget in late June.

The City plans on selling the old engine and estimates it will receive \$100,000 for it on the secondhand market.

The remaining \$157,000-\$257,000 cost of the truck will need to be budgeted starting in FY29, and will equate to approximately \$31k-\$50k in debt service each year.

Action

Council is asked to weigh the need vs the cost and, if ready, authorize staff to order the

apparatus upon approval of commitment from Transylvania County for their share.

Attachments:

1. BFD Engine Replacement Explanation



Brevard Fire Department
95 West Main Street
Brevard, NC 28712

Bradley Elmore, Interim Fire Chief
(828) 883-3333
Fax: (828) 883-8476

Engine Replacement

The engine needing to be replaced is a 2004 chassis and body built by American LaFrance that has a 2000 GPM pump, carries 1000 gallons of water and has approximately 40,000 miles on it. The engine is currently 21 years old but will be 25 years old when a new engine arrives. This engine has served its purpose with the fire department and is well passed time for replacement.

We recently updated our Apparatus Replacement Schedule, after we delayed the replacement of the Rescue Truck for six years, making our old Apparatus Replacement Schedule obsolete. The new Apparatus Replacement Schedule is based on a 15-year average/ideal life cycle for frontline apparatus, with the possibility of extending the life cycle another ten years in a reserved status, based on current conditions. Beyond 25 years, large apparatus are obsolete for a municipal department like Brevard, tend to have more frequent repair issues, and it becomes more difficult to find some manufacturer specific replacement parts. For example, American LaFrance has since gone out of business, and manufacturer replacement parts are extremely difficult to find.

The current Apparatus Replacement Schedule allows for a more normalized replacement timeline, helps maintain an up-to-date fleet, and helps to regulate our ongoing long-term debt schedule. It is also important to note that all our large apparatus are considered frontline with the exception of one engine that is designated as a Reserve.

When this Engine is replaced, it will be used more often than the other Engines in the fleet, as they are getting closer to replacement and have much higher mileage on them.

Issues

This American LaFrance engine is currently 21 years old and will be obsolete in terms of firefighter/public safety, functionality and performance standards when the replacement engine arrives. It has had multiple brake and electrical wiring issues.

Storage space is very limited on the engine. Our goal for many years now has been to standardize the design and layout of our Engines, so that we can carry the same compliment of equipment, and in roughly the same layout.

Replacement Apparatus

The fire department has spec'd a new apparatus that would meet all current and applicable NFPA 1901 standards. The new apparatus would have the capacity to hold all our needed equipment, now and into the future. It will be a Spartan custom chassis with all the current safety features, roll stability, ABS brakes, knee and head air bags, seat belt warning alarm, and LED display / safety lighting. The current cost of this truck is estimated at \$1,000,000. The

replacement of this truck is beneficial to the fire department because it will allow for safer response for fire department members. This truck is instrumental in the department maintaining the City district rating of Class 3, and the SV2 rating of Class 4.

It is important to note that most of the major fire truck manufacturers are estimating future price increases of 5-7%/year. The current estimated build time for fire apparatus is 48 months. If this Engine is approved for FY26, and ordered in July 2025, delivery would not likely be until sometime in the summer of 2029. It would be extremely difficult to delay the replacement of this apparatus any longer.

NFPA 1911/NCRRS

NFPA 1911 is standard on Fire Department Automotive Apparatus Inspection, Maintenance and Retirement. This standard outlines areas such as firefighter safety, maintenance, design, required equipment, and replacement schedules. NFPA states that the replacement schedule for fire department apparatus is 15 years for first-line apparatus. At 15 years, it can be moved to reserve status and replaced at 25 years. The 1901 standard requires ABS brakes, automatic transmission, secondary braking, shorter braking distances, a load management system, better firefighter seating/seat belts, air bags, a lower center of gravity, rear reflective striping, and it must be governed to a maximum speed of 60 MPH. Fire department apparatus is just like any other piece of equipment that is in the fire service in that it must be phased out when it has served its purpose.

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Endorsement of KCI Recommendations re Wastewater Treatment Plant Improvements

Speaker: David Todd

Prepared by: David Todd, Assistant City Manager

Approved by: Wilson Hooper, City Manager

Background

Brevard's Wastewater Treatment Plant is currently made up of dated and aging technology and due to recent growth, including particular high strength dischargers like breweries, it is operating at capacity and struggles daily to meet the State approved permit.

In July of 2024 the City of Brevard contracted with engineering firm KCI to, in short, evaluate the current wastewater treatment plant capacity and technology, evaluate current flows, predict future flows, and review the need for a renovation of the current plant or construction of a new plant including any associated site analysis. KCI's review quickly determined that based on current and predicted future flow rates the current plant could be renovated within the present site to meet present and future demand. This shorter analysis resulted in KCI expending less funds than expected as there was not a need to review other sites and start from scratch with plant design including rework of the associated collection system.

The current plant is designed for 2.5 MGD but due to the aging technology and high strength dischargers the actual capacity of the plant is closer to 1.6 MGD. KCI's predictive flow analysis estimated the City's treatment plant will only need to be able to treat approximately 2.5 MGD over the next 5- 10 years. Meaning if the plant could operate at a true 2.5 MGD capacity we could easily but 5-10 years. Following this period of time, KCI estimated a plant capacity of approximately 3 MGD would serve the City for an additional 10-20 years, depending on growth, at which time the plant will need to handle about 4 MGD. KCI's predictive flow analysis considered maximum development in all of the City owned land that is developable with some contingency for the addition of a minor amount of manufacturing and other customers in the County but outside of the City.

Discussion

Based on the predictive flow analysis, KCI has recommended a 3 phased approach to plant expansion over the period of the next 20 -30 years, depending growth, with Phase 1 taking plant capacity to 2.5 MGPD, Phase 2 taking Plant Capacity to 3 MGPD, and Phase 3 taking plant capacity to 4 MGPD. The phased approach would look like the following:

Phase 1 Upgrades

- Rated capacity of the WWTP will remain 2.5 MGD

- Installation of new Influent Screening, Grit Removal and EQ Pump Station
- Upgrades to the existing Equalization Basin including mixing and piping modifications for better flow control
- Installation of new Primary Filters to improve treatment capacity of the plant to 2.5 MGD and to handle wet weather flows
- Primary Filtration will be included in the design and bidding of Phase 1, but can be shifted to Phase 2 if bids received exceed available funding

Phase 2 Upgrades

- Rated capacity of the WWTP will be expanded 3.0 MGD
- Conversion of EQ Pump Station installed in Phase 1 to Influent Pump Station with new pumps
- Installation of new Biological Treatment Process
- Upgrades to the existing Solids Handling facilities and Disinfection system
- Conversion of existing Equalization Basin to a Digester
- Conversion of existing Digester to Post Equalization Basin

Phase 3 Upgrades

- Rated capacity of the WWTP will be expanded 4.0 MGD
- Installation of new pumps in the Influent Pump Station installed in Phase 2
- Expansion of Biological Treatment Process installed in Phase 2

These phases are also shown on the attached flow diagrams, which Staff will plan to discuss in detail at the Council Meeting.

Phase 1 is estimated to cost between \$9M - \$12M and will be designed such that the Primary Filtration could be bid as an Add Alternate or included in Phase 2 if bidding reveals an inadequate budget.

KCI has submitted Design Amendment No.1 asking to reallocate the remaining funds of their original contract to further the design of Phase 1. This will be a no-cost change order as follows:

- **Amendment #1:**
 1. Re-purposes the remaining unspent fee (\$110,890) and uses it for Phase 1 Preliminary Design.
 2. Original contract value of \$352,000 remains unchanged.

Staff is also recommending that we continue to work with KCI to finalize the Phase 1 design and complete the Preliminary Engineering Report for Phases 2 & 3. KCI has

provided a preliminary proposal for this remaining work, but this needs further review by staff before being executed.

- **Amendment #2:**

1. Includes Final Design through Construction Phase services for Phase 1
2. Includes completing the Phase 2 & 3 PER
3. Also included \$25,000 for funding assistance for Phases 2 & 3
4. CA & RPR were assumed for 18 month duration

Upon approval by the State to use the remaining approximately \$9M appropriation we have on hand for the renovation to the wastewater treatment plant, staff recommends the City proceed with a negotiated Amendment No. 2 and get Phase 1 out for bid as soon as practicable.

This phased approach to renovation of the wastewater treatment plant has been approved and is recommended by the Public Works & Utilities Committee.

Fiscal Impact

There is no fiscal impact for the adoption and approval of KCI Amendment No.1.

Upon approval by the State of the use for the current remaining \$9M appropriation for the wastewater plant renovation there will again be no noted impact to the City's finances, and if bids are higher than expected, Phase 1 will be designed to value engineer out the primary filter, moving it to Phase 2.

Action

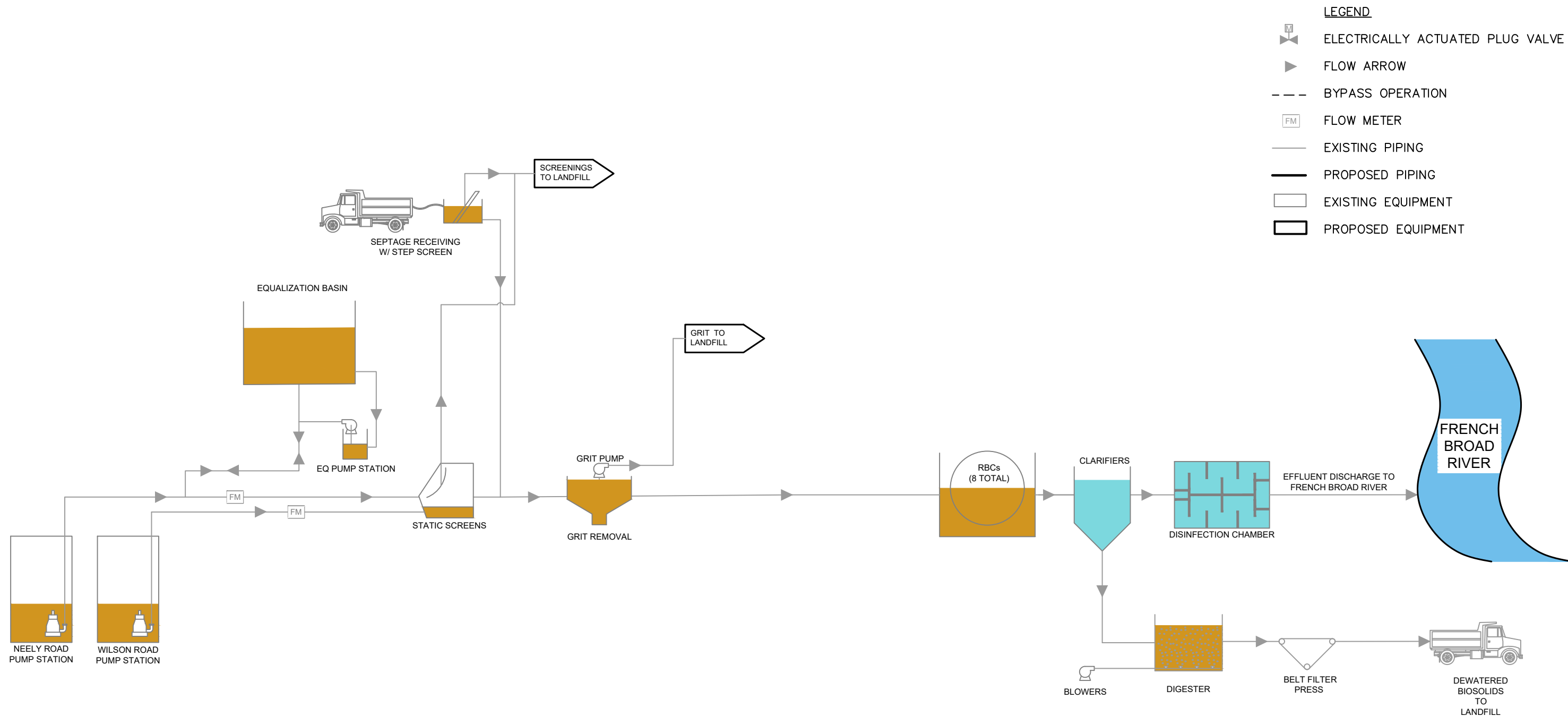
Staff request Council approve KCI's recommendation for a phased approach to renovation of the wastewater treatment plant as recommend and approved by the Public Works and Utilities Committee.

Staff also recommends Council approve KCI Amendment No.1.

Staff also request that Council delegate the authority to Staff to negotiate in good faith with KCI a scope of work and fee for Amendment No.2.

Attachments:

1. KCI Phased Approach WWTP Diagrams
2. Brevard WWTP - KCI Amendment 1- Draft (05-12-25)
3. Brevard WWTP - KCI Amendment 2- Draft (05-12-25)
4. Resolution Adopting KCI Recommended Plan to Phase the Wastewater Treatment Plant Renovation



Date: 03/01/2024

Scale: N.T.S.

Project #:



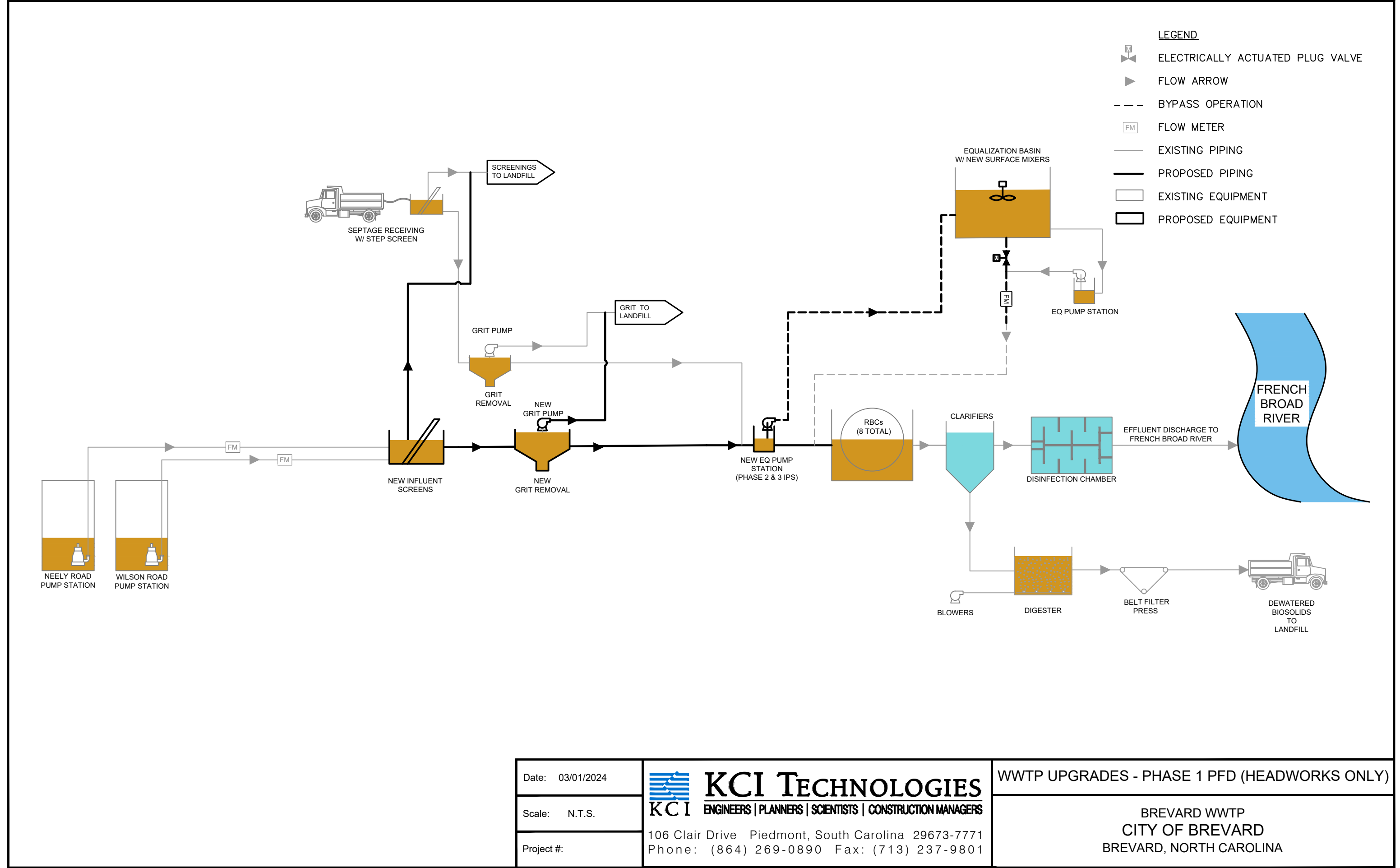
KCI TECHNOLOGIES

ENGINEERS | PLANNERS | SCIENTISTS | CONSTRUCTION MANAGERS

106 Clair Drive Piedmont, South Carolina 29673-7771
Phone: (864) 269-0890 Fax: (713) 237-9801

WWTP UPGRADES - EXISTING PFD

BREVARD WWTP
CITY OF BREVARD
BREVARD, NORTH CAROLINA



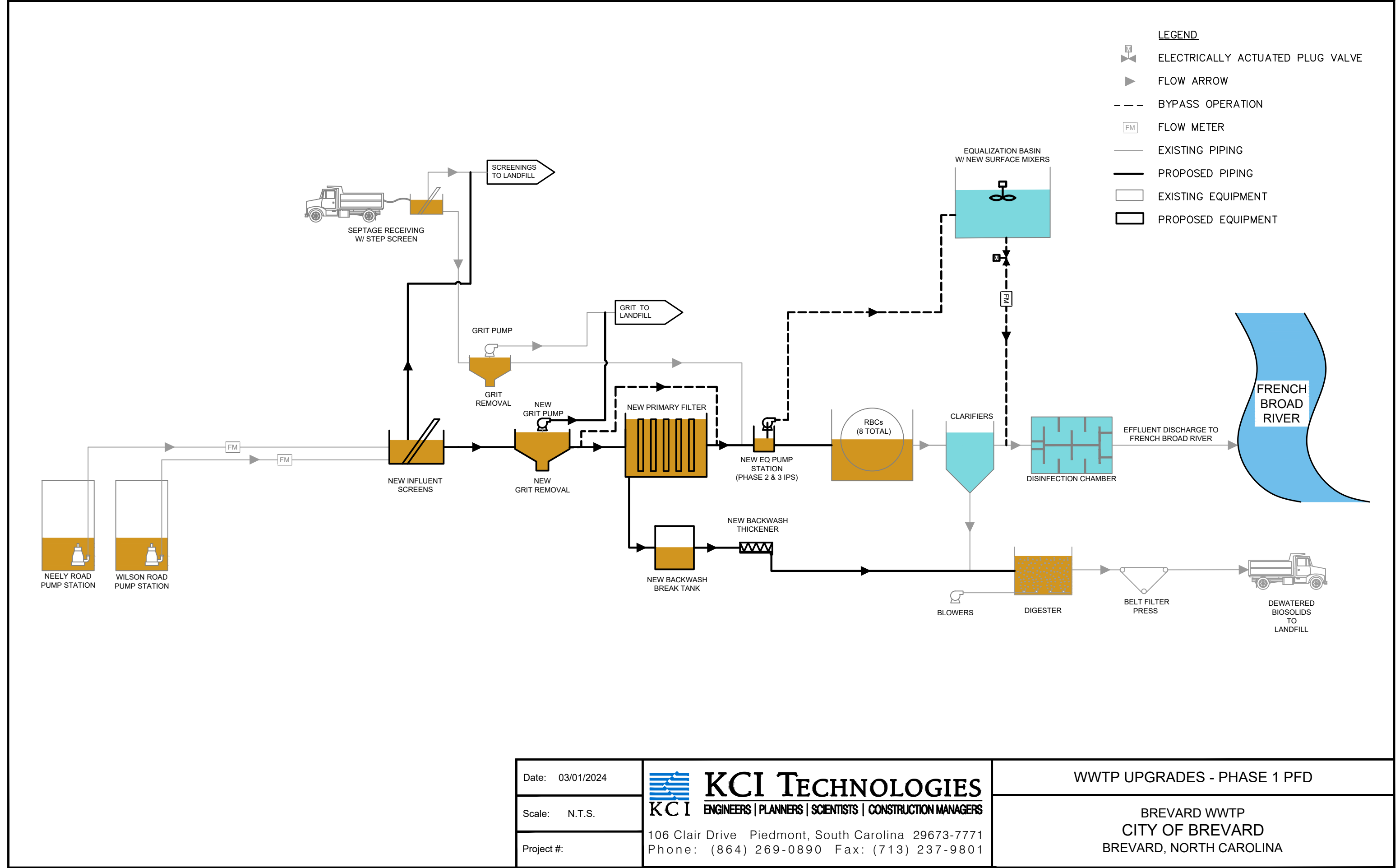
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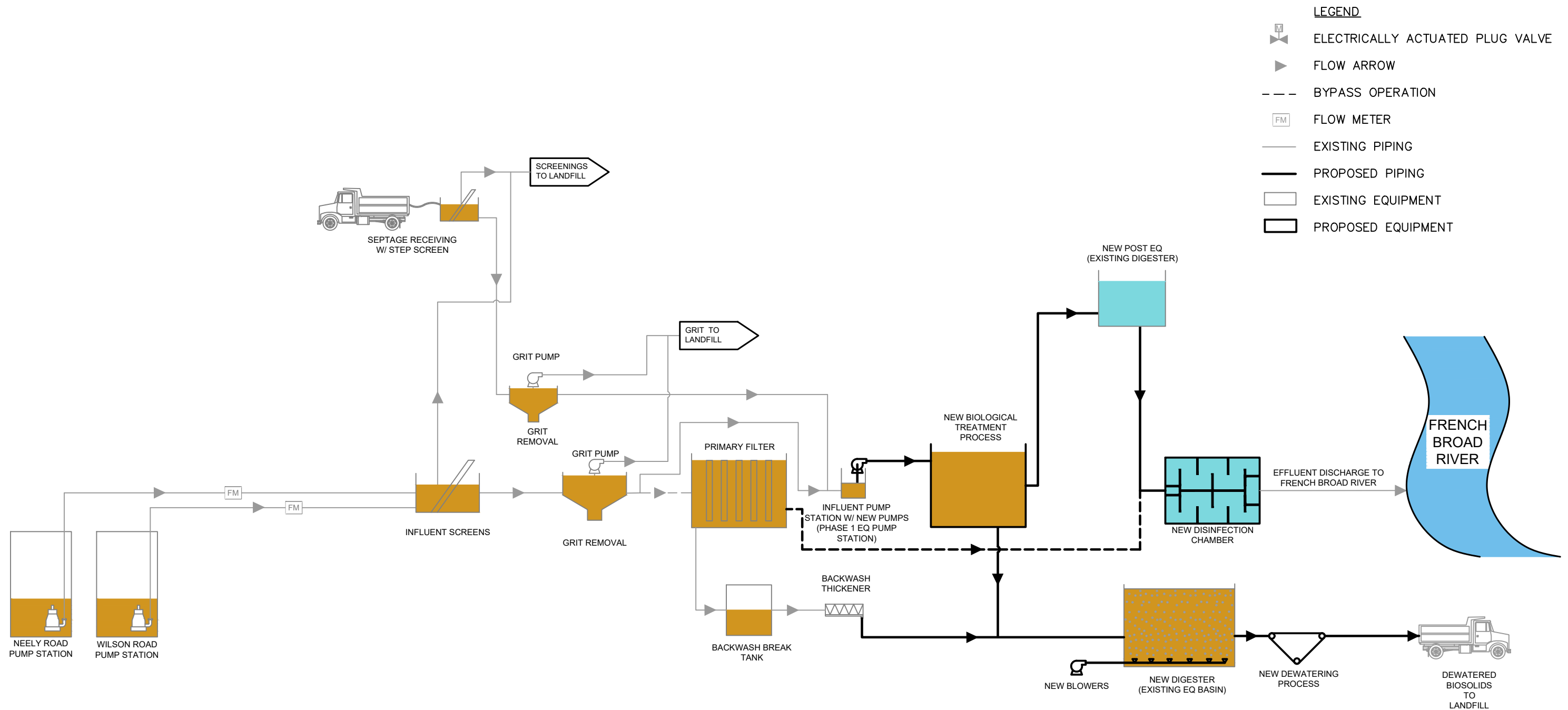
KCI TECHNOLOGIES
ENGINEERS | PLANNERS | SCIENTISTS | CONSTRUCTION MANAGERS

106 Clair Drive Piedmont, South Carolina 29673-7771
Phone: (864) 269-0890 Fax: (713) 237-9801

WWTP UPGRADES - PHASE 1 PFD (HEADWORKS ONLY)
BREVARD WWTP CITY OF BREVARD BREVARD, NORTH CAROLINA



Date: 03/01/2024	 KCI TECHNOLOGIES ENGINEERS PLANNERS SCIENTISTS CONSTRUCTION MANAGERS 106 Clair Drive Piedmont, South Carolina 29673-7771 Phone: (864) 269-0890 Fax: (713) 237-9801	WWTP UPGRADES - PHASE 1 PFD
Scale: N.T.S.		BREVARD WWTP CITY OF BREVARD BREVARD, NORTH CAROLINA
Project #:		



Date: 03/01/2024

Scale: N.T.S.

Project #:



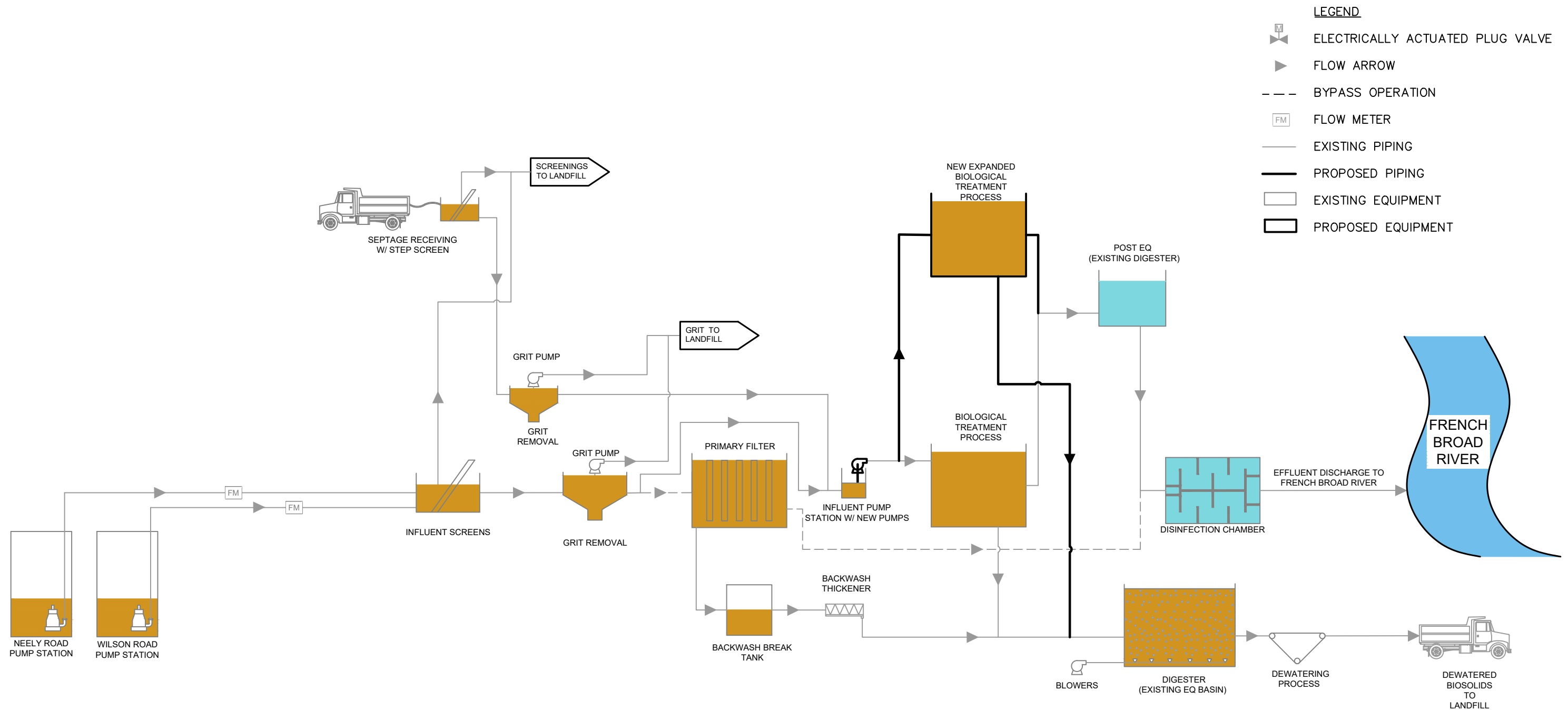
KCI TECHNOLOGIES

ENGINEERS | PLANNERS | SCIENTISTS | CONSTRUCTION MANAGERS

106 Clair Drive Piedmont, South Carolina 29673-7771
Phone: (864) 269-0890 Fax: (713) 237-9801

WWTP UPGRADES - PHASE 2 PFD

BREVARD WWTP
CITY OF BREVARD
BREVARD, NORTH CAROLINA



Date: 03/01/2024

Scale: N.T.S.

Project #:



KCI TECHNOLOGIES

ENGINEERS | PLANNERS | SCIENTISTS | CONSTRUCTION MANAGERS

106 Clair Drive Piedmont, South Carolina 29673-7771
Phone: (864) 269-0890 Fax: (713) 237-9801

WWTP UPGRADES - PHASE 3 PFD

BREVARD WWTP
CITY OF BREVARD
BREVARD, NORTH CAROLINA

**AMENDMENT #1 TO
BREVARD WWTP PRELIMINARY ENGINEERING REPORT
STATEMENT OF WORK**

KCI Project No. 412403571

THIS AMENDMENT NO. 1 TO BREVARD WWTP PRELIMINARY ENGINEERING REPORT STATEMENT OF WORK (“**Amendment**”) is entered into as of the date of last signature between City of Brevard (“**Client**”) and KCI Associates of North Carolina, P.A. (“**KCI**”), hereinafter referred to jointly as the “**Parties**” or singularly as the “**Party**”.

1. **Amendment to the Statement of Work.** The following Section of the Statement of Work between the Client and KCI dated July 1, 2024 (“**Statement of Work**”) is hereby amended by mutual agreement of the Parties as of the Effective Date:

a) PURPOSE OF AMENDMENT

KCI to provide the 30% design engineering for the Phase 1 upgrades to the City of Brevard WWTP in lieu of completing Tasks 5, 6 and A-1 in the original Statement of Work at no additional charge. The unused fee from Tasks 5, 6 and A-1 will be re-scoped to Task 7 as described below.

REVISED PROJECT SCOPE

KCI shall modify the existing scope of work as proposed in the Engineer’s Statement of Work, dated July 1, 2024, by deleting Task 5, 6 and A-1 and replacing them with the following Task 7.

TASK 7: PHASE 1 PRELIMINARY DESIGN

- Perform a site survey and underground utility locates to provide base drawings. Survey will provide topography of the site and indicate marked underground utilities, and existing above-grade structures and features
- Prepare preliminary design drawings including civil/site, general arrangement, and process flow diagram(s).
- Perform existing site electrical evaluation.
- Prepare 30% specification documents, including: Major Equipment List and Preliminary Specification List.
- Prepare preliminary plans for 30% design review by Client.
- Prepare preliminary Opinion of Probable Cost (OPC) based on 30% design.
- Prepare preliminary project schedule.
- Schedule and attend a 30% design review meeting with Client (on-site).
- Deliverables:
 - Preliminary (30%) Plans
 - Major Equipment List
 - Electrical Site Assessment

- Preliminary Specification List
- Preliminary OPC
- Preliminary Project Schedule

b) The Fee and Payment Section of the Statement of Work is modified as follows:

Task No	Task Description	Duration ¹ (Months)	Fee Type Lump Sum / T&E	Revised Estimated Fee
1	<i>Project Goal Definition</i>	1	<i>Lump Sum</i>	<i>\$ 36,900</i>
2	<i>Data Collection and Existing Equipment Review</i>	1	<i>Lump Sum</i>	<i>\$ 86,100</i>
3	<i>Flow Projections and Design Basis</i>	2	<i>Lump Sum</i>	<i>\$ 63,000</i>
4	<i>Engineering Alternatives Analysis – Site Selection</i>	3	<i>Lump Sum</i>	<i>\$ 11,700</i>
5	<i>Treatment Technology Evaluation</i>	3	<i>Lump Sum</i>	<i>\$ 38,610</i>
6	<i>Prepare Final Recommendations and Consolidated Report</i>	2	<i>Lump Sum</i>	<i>\$4,800</i>
7.1	Phase 1: Preliminary Design	5	Lump Sum	\$110,890
A-1	<i>Funding Assistance Allowance</i>	<i>TBD</i>	<i>Lump Sum</i>	<i>\$ 0</i>

Total

\$ 352,000

*Tasks 1, 2, 3, 4, 5 & 6 (in *Italics*) have been invoiced and no new charges will be applied to these tasks. Task A-1 will be moved to a future amendment. The tasks fee amounts from the original contract have been revised to reflect the actual invoiced amounts for work performed and are highlighted in *Gray Italics*.

2. **Definitions.** Capitalized terms used and not defined in this Amendment have the respective meanings assigned to them in the Statement of Work.
3. **Statement of Work Remains in Effect.** Except as expressly provided in this Amendment, all of the terms and provisions of the Statement of Work are and shall remain in full force and effect and are hereby ratified and confirmed by the Parties. On and after the Effective Date, each reference in the Statement of Work to “this Statement of Work,” “the Statement of Work,” “hereunder,” “hereof,” “herein,” or words of like import will mean and be a reference to the Statement of Work as amended by this Amendment.
4. **Counterparts.** This Amendment may be executed in counterparts, each of which is deemed an original, but all of which constitute one and the same agreement. Delivery of an executed counterpart of this Amendment electronically shall be effective as delivery of an original executed counterpart of this Amendment.

(Remainder of page intentionally left blank.)

IN WITNESS WHEREOF, the Parties have caused this Amendment to be duly executed. Each Party warrants and represents that its respective signatories are duly authorized to execute this Amendment.

KCI:

KCI Technologies, Inc.

BY:

Signature

Name

Title

Date

City of Brevard.:

BY:

Signature

Name

Title

Date

**AMENDMENT #2 TO
BREVARD WWTP PRELIMINARY ENGINEERING REPORT
STATEMENT OF WORK**

KCI Project No. 412403571

THIS AMENDMENT NO. 1 TO BREVARD WWTP PRELIMINARY ENGINEERING REPORT STATEMENT OF WORK (“**Amendment**”) is entered into as of the date of last signature between City of Brevard (“**Client**”) and KCI Associates of North Carolina, P.A. (“**KCI**”), hereinafter referred to jointly as the “**Parties**” or singularly as the “**Party**”.

1. **Amendment to the Statement of Work.** The following Section of the Statement of Work between the Client and KCI dated July 1, 2024 (“**Statement of Work**”) is hereby amended by mutual agreement of the Parties as of the Effective Date:

a) PURPOSE OF AMENDMENT

KCI to provide the following additional services:

- 7.2 Phase 1: Final Design
- 7.3 Phase 1: Bidding
- 7.4 Phase 1: Construction Administration
- 7.5 Phase 1: RPR
- 8 Phase 2 & 3 Preliminary Engineering Report
- A-1 Funding Assistance Allowance

TASK 7.2: PHASE 1: FINAL DESIGN

- Provide geotechnical investigation of the proposed construction site for use in structural design.
- Prepare detailed design drawings including civil/site, mechanical process, piping and instrumentation diagrams, electrical, structural, and other disciplines as required.
- Perform no-rise modeling study and prepare necessary documents for submission to the Brevard Floodplain Manager.
- Incorporate 30% design review comments into drawings and technical specifications.
- Coordinate with the Client staff and funding agency to prepare Contract Documents (“front-end” documents) conforming with Client and/or funding agency requirements.
- Prepare 60% OPC.
- Deliver 60% Plans, Specifications, Contract Documents, and OPC for Client review.
- Schedule and attend a 60% design review meeting with Client (on-site).
- Incorporate 60% design review comments into Plans, Specifications, and Contract Documents.
- Prepare Final OPC based on 90% Plans and Specifications.
- Update Project Schedule.
- Deliver 90% Plans, Specifications, Contract Documents, OPC, and schedule for Client

review.

- Schedule and attend a 90% design review meeting with Client (remote).
- Incorporate 90% design review comments into Final Construction Documents (Contract Documents, Plans, and Specifications).
- Deliver Final Construction Documents and application packages, as required, to appropriate review and permitting agencies for approval. KCI assumes agency review is limited to NCDEQ Division of Water Infrastructure for Plan and Specification approval to bid, NCDEQ Water Quality permitting for an Authorization to Construct and Transylvania County for a Floodplain Development Permit.
- Respond to one set of comments from each agency and update Construction Documents accordingly.

Task 7.2 Assumptions:

- Three (3) virtual progress meetings are included in this Task
- Three (3) in-person 3-4 hour workshop will be conducted to review the 60% Plans and Specifications, 90% Plans and Specifications and Final Construction Documents after agency review and approval.

Task 7.2 Deliverables (all in PDF format):

- 60% Plans and Specifications
- 60% OPC
- 90% Plans and Specifications
- 90% OPC
- 90% Contract Documents
- Final Construction Documents for Agency review

TASK 7.3: PHASE 1: BIDDING

- Prepare Contract / Bid Documents and obtain approval to advertise from the City and the funding agencies. It is anticipated that the project will consist of one prime construction contract.
- Coordinate the insertion of an advertisement or invitation to bid in a local newspaper. Notification of the advertisement or invitation to bid will also be sent to area contractors who might be interested in bidding the project.
- Host the Contract / Bid Documents on our website, Quest, for bidders to download.
- Conduct a Pre-bid conference and provide meeting minutes to all plan holders.
- During the bid advertisement / invitation period, provide necessary information to satisfactorily resolve any questions which might arise from potential bidders or equipment/material suppliers.
- Conduct bid opening, review and tabulate all bids received and review the qualifications of any bidder, if deemed appropriate.
- Provide a Recommendation of Award.
- Submit Approval to Award package to NCDEQ.

Task 7.3 Assumptions:

- One (1) in-person 1-2 hour pre-bid meeting will be conducted for potential bidders.

Task 7.3 Deliverables (all in PDF format):

- Recommendation of Award
- Approval to Award package for NCDEQ approval

TASK 7.4: PHASE 1: CONSTRUCTION ADMINISTRATION (CA)

- Upon authorization to award the construction project, prepare and coordinate the completion and execution of the contract documents. It is anticipated that the project will consist of one prime construction contract.
- Schedule and conduct a pre-construction conference.
- Shop Drawings:
 - Establish and administer a procedure for receiving all tracking all submittals made by the Contractor.
 - Review, approve, or take other appropriate action in respect to Shop Drawings, Samples, and other data in which Contractor is required to submit, but only for conformance with the requirements set for the in the Contract Documents and compatibility with the design concept of the completed project as a functioning whole as indicated by the Contract Documents. Such reviews, approvals, or other actions will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
 - KCI shall meet the review schedule as required by the Contract Documents.
- Construction Site Visits
 - Make periodic site visits to the construction site to confirm that design is completed in accordance with the design documents.
 - Visits shall be appropriate to the various stages of construction and may include attendance at critical activities such as concrete pours.
 - A total of thirty (30) visits is included in the scope. Note that these site visits are exclusive of the routine construction observation included in Task 6 (Resident Project Representative).
- Schedule, prepare for, attend, and conduct progress meetings at the project site to include City staff and Contractor's representative(s). These meetings will normally be held on a monthly basis. Prepare and distribute meeting minutes to all attendees and key team members. A total of twenty-one (21) on-site progress meetings is assumed in the scope, plus three (3) remote meetings during mobilization, demobilization, or other low activity periods.
- Recommend to the City that Contractor's Work be rejected while it is in progress if, on the basis of the KCI's observations, KCI believes that such Work will not produce a completed project that conforms generally to the Contract Documents or that it will threaten the integrity of the design concept of the completed project as a functioning whole as indicated in the Contract Documents.
- Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will

be consistent with the intent of and reasonably inferable from the Contract Documents.

- Should the Contractor submit claims related to the project and/or modifications become necessary to meet the City's needs for the project, KCI shall review the claims and/or proposed modifications and advise the City on the approach for resolution of the related issues. KCI shall review justification for all claims for modifications to the project cost and/or schedule and develop recommendations to the City for the fair and equitable resolution of such claims. This will include the review and preparation of Change Orders to the Contract.
- Receive and review certificates of inspections, tests, and approvals required by the Contract Documents. KCI's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. KCI shall be entitled to rely on the results of such tests.
- Pay Request Review
 - Determine the amounts that KCI recommends the Contractor be paid, based on such observations and review, that, to the best of KCI's knowledge, information, and belief, Contractor's Work has progressed to the point indicated, the quality of such Work is generally in accordance with the Contract Documents, and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is KCI's responsibility to observe Contractor's Work.
 - By recommending any payment, KCI shall not thereby be deemed to have represented that observations made by KCI to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to KCI in this Agreement and the Contract Documents. Neither KCI's review of Contractor's Work for the purposes of recommending payments nor KCI's recommendation of any payment including final payment will impose on KCI responsibility to supervise, direct, or control Contractor's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on KCI to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the Work in progress, materials, or equipment has passed to Owner free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.
- Receive, review, and transmit to the City maintenance and operating manuals, schedules, guarantees, bonds, certificates, or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples, and other data approved as described above.
- Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with the City and the Contractor, conduct a pre-final inspection to determine if the Work is substantially complete. If after considering any objections of the City, KCI considers substantially complete, KCI shall deliver a letter

certifying the date of the Substantial Completion to the City and Contractor.

- Prepare a punch list of items for the Contractor to address, assist in resolving punch list items with the Contractor, and perform follow-up visits to verify the satisfactory resolution of all punch list items.
- In company with the City's representative, conduct a final inspection to determine if the completed Work of Contractor is acceptable so that KCI may recommend, in writing, final payment to Contractor.
- Startup Services
 - Prior to final acceptance, observe operational testing of the new WPCP components including: influent pump station, headworks, equalization basin, mixed liquor recycle system, recycle pump station, biosolids handling system, disinfection system, effluent pump station, and effluent and site piping. A total of four (4) one-day startup site visits are included in the scope.
- Based on "as-built" drawings provided by the contractor, prepare final "Record Drawings" and provide to City both a digital PDF copy and one (1) hard copy.
- Arrange for the final inspections with appropriate representatives of the Contractor(s), City, NCDEQ, and other appropriate parties.
- Compile an O&M Manual for the upgraded facility. O&M Manual will address overall facility management; unit process descriptions, design conditions, process narratives, and setpoints; plant operations during normal and emergency conditions; equipment maintenance (including references to manufacturer's manuals and maintenance schedules); and safety.
- Provide related engineering services necessary to complete/close-out the project as required by City, funding agencies, or permitting authorities.

TASK 7.5: PHASE 1: RESIDENT PROJECT REPRESENTATIVE (RPR)

- Provide observations services by a Resident Project Representative (RPR) during construction of the work to ascertain the progress of the work and to ensure general compliance with the contract documents. Observation services shall include an average of 12 hours on-site per week (during the active construction periods, assume 18 months active construction) by a qualified project representative. Additional visits will be provided as required during concrete placement, jacking/boring activities, open cuts of NCDOT roadways, creek crossings, pump station and equipment start-ups, testing activities, and coordination of critical WWTP tie-ins.
- Completion time for all construction activities is anticipated within 550 days of the issuance of a Notice to Proceed to the successful bidder(s).
- Provide a Resident Project Representative (RPR) to be periodically present at the project site to observe and document quality and progress of construction. RPR tasks are inclusive but not limited to the following:
- Report to the City whenever Resident Project Representative (RPR) believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.

- Inspections, Tests, and System Start-ups:
 - Consult with the City staff in advance of scheduled inspections, tests, and systems start-ups.
 - Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Engineer's personnel, and that Contractor maintains adequate records thereof.
 - Observe, record appropriate details relative to the test procedures and systems start-ups.
- Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
- Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work and record the results of these inspections.
- Records:
 - Prepare a report (for each site visit) recording Contractor's hours on the site, subcontractors present at the site, weather conditions, data relative to questions of change orders, work change directives, or changed conditions, site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures.
 - Photograph (or video when practical) work in progress or site conditions.
- Reports:
 - Furnish to the City periodic reports (monthly) of the progress of the work and of Contractor's compliance with the progress schedule.
 - Furnish to the City copies of inspection, test, and system start-up reports.
 - Review applications for payment with Contractor for compliance with the contract documents and progress of work.
- Completion:
 - Participate in visits to the site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
 - Participate in the visit to the site in the company of Engineer and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.

TASK 8 – PHASE 2 & 3 PRELIMINARY ENGINEERING REPORT

- Evaluate up to three (3) treatment technology alternatives utilizing a decision matrix for replacement of the existing 2.5 MGD WWTP capacity and expandability for future flow needs for 3.0 MGD and 4.0 MGD. The equipment decision matrix will consider such factors as:
 - Capital costs
 - Overall footprint
 - Equipment efficiency and energy usage
 - Equipment availability
 - Manufacturing and delivery lead times

- Construction sequencing
- O&M costs
- Spare parts and maintenance support from the manufacturer
- Preliminary process and hydraulic models will be created for each alternative to confirm feasibility of operation and ability to meet project parameters.
- Conduct a final in-person workshop to review the treatment technology alternatives with Client staff.
- Summarize the workshop conclusions and our final recommendation in a TM for concurrence by the Client.
- After approval of the TM, KCI will prepare a full Preliminary Engineering Report suitable for NCDEQ funding submission.

Task 8 Assumptions:

- Three (3) virtual progress meetings are included in this Task
- Two (2) in-person 3-4 hour workshops will be conducted to review treatment technologies and the engineering alternatives TM (if regionalization partner(s) are identified, intent would be for them to attend this workshop for input/comment).

Task 8 Deliverables:

- Technical Memorandum summarizing treatment technology alternatives.
- Preliminary Engineering Report with proposed treatment technology and equipment alternatives.

TASK A-1: FUNDING ASSISTANCE ALLOWANCE

KCI recommends setting aside an owner-directed allowance for funding assistance to allow KCI to assist in exploring potential funding opportunities with the Client. This task will be billed on a Lump Sum Basis based on the percentage of work completed as authorized by the Client. This could include coordination with existing Division of Water Infrastructure funds, and other potential funding sources (i.e. ARC, WIFIA, SRF, etc.)

EXCLUSIONS AND ADDITIONAL SERVICES

Specific exclusions from the Scope of Services that may be performed as Additional Services at an additional cost are as follows:

1. Preparation of application for individual wetlands permit(s).
2. Additional site visits.
3. Preparation of Environmental Assessments or Environmental Impact Statements.
4. Applicable permit fees (construction, land disturbance, stormwater, etc.).
5. Easement negotiation and preparation of easement documents.
6. New SCADA system design for future upgrades is excluded from Phase 1 scope of services. If Client desires to implement new SCADA system under Phase 1, this can be

provided for an additional fee.

7. Public road ROW encroachment permit applications.
8. Materials testing (soil compaction, concrete testing, etc.) during construction.

b) The Fee and Payment Section of the Statement of Work is modified as follows:

Task No	Task Description	Duration¹ (Months)	Fee Type Lump Sum / T&E	Estimated Fee
1	<i>Project Goal Definition</i>	1	Lump Sum	\$ 36,900
2	<i>Data Collection and Existing Equipment Review</i>	1	Lump Sum	\$ 86,100
3	<i>Flow Projections and Design Basis</i>	2	Lump Sum	\$ 63,000
4	<i>Engineering Alternatives Analysis – Site Selection</i>	3	Lump Sum	\$ 11,700
5	<i>Treatment Technology Evaluation</i>	3	Lump Sum	\$ 38,610
6	<i>Prepare Final Recommendations and Consolidated Report</i>	2	Lump Sum	\$4,800
7.1	<i>Phase 1: Preliminary Design</i>	4	Lump Sum	\$110,890
7.2	Phase 1: Final Design	5	Lump Sum	\$374,000
7.3	Phase 1: Bidding	2	Lump Sum	\$40,000
7.4	Phase 1: Construction Administration	18	Lump Sum	\$238,000
7.5	Phase 1: RPR	18	T&E	\$189,000
8	Phase 2 & 3 Preliminary Engineering Report	5	Lump Sum	\$109,000
A-1	Funding Assistance Allowance	TBD	Lump Sum	\$ 25,000

Total

\$ 1,327,000

*Tasks in *Gray Italics* were part of Amendment #1

c) Amendment Summary:

Original Contract Amount	\$ 352,000
Amount from Previous Amendments	\$0
Amount this Amendment	\$975,000
Total Revised Contract Amount	\$1,327,000

2. **Definitions.** Capitalized terms used and not defined in this Amendment have the respective meanings assigned to them in the Statement of Work.
3. **Statement of Work Remains in Effect.** Except as expressly provided in this Amendment, all of the terms and provisions of the Statement of Work are and shall remain in full force and effect and are hereby ratified and confirmed by the Parties. On and after the Effective Date, each reference in the Statement of Work to “this Statement of Work,” “the Statement of Work,” “hereunder,” “hereof,” “herein,” or words of like import will mean and be a reference to the Statement of Work as amended by this Amendment.
4. **Counterparts.** This Amendment may be executed in counterparts, each of which is deemed an original, but all of which constitute one and the same agreement. Delivery of an executed counterpart of this Amendment electronically shall be effective as delivery of an original executed counterpart of this Amendment.

KCI:

KCI Associates of North Carolina, P.A.

BY:

Signature

Name

Title

Date

City of Brevard.:

BY:

Signature

Name

Title

Date

RESOLUTION NO. 2025-XX

**RESOLUTION APPROVING ADOPTION OF KCI ASSOCIATES OF NORTH CAROLINA, P.A.
RECOMMENDED PLAN TO PHASE THE WASTEWATER TREATMENT PLANT
RENOVATION PROJECT**

WHEREAS, in July of 2024 the City selected KCI Associates of North Carolina P.A. (KCI) as the engineer of record for the Wastewater Treatment Plant project to develop a Preliminary Engineering Report (PER) to determine the need for renovation or replacement of the City's Wastewater Treatment Plant; and

WHEREAS, the KCI analysis, which included a predictive flow analysis of current and future flows, determined the current plant could be renovated within the present footprint versus constructing a new plant on a different location; and

WHEREAS, the KCI analysis determined that flow increase would happen slowly over time allowing for a 3 phase approach over the next 20 to 30 years, depending on growth, to implement the renovation of the plant; and

WHEREAS, the Public Works and Utilities Committee approved and recommended proceeding with the 3 phase approach to implementing the renovation of the plant; and

WHEREAS, the budget for the initial analysis was not fully expended as a design investigation of other sites was deemed not necessary, allowing for a 30% design of Phase 1 to be completed with the remaining funding via KCI Design Amendment No. 1; and

WHEREAS, the City Manager and staff recommend proceeding with KCI to complete the design of Phase 1, and PERs for Phases 2 and 3 using the remaining \$9 million portion of the previous \$12 million appropriation designated for improvements to water and sewer systems, pending State approval.

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

Section 1. The Wastewater Treatment Plant Renovation will proceed in three phases as proposed by the engineering of record, KCI Associates of North Carolina, P.A.

Section 2. The City Manager and or his designee is directed to approve the KCI Design Amendment No.1.

Section 3. The City Manager and or his designee is directed to negotiate in good faith with KCI a scope of work and fee for the KCI Design Amendment No. 2 which includes completion of the Phase 1 design and a Preliminary Engineering report for Phases 2 and 3.

Section 4. This resolution shall be effective upon adoption.

Adopted and approved this 19th day of May, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Cashiers Valley Road Land Disposition

Speaker: Paul C. Ray, Planning Director

Prepared by: Paul Ray, Planning Director

Approved by: Wilson Hooper, City Manager

Background

Staff began working with the Housing Assistance Corporation in 2020, contemplating the highest and best use of a 7-acre parcel of City-owned land next to the Public Works facility in the Rosenwald Community. The vision was a single-family, affordable housing neighborhood, but a concept could not be brought to fruition due to regulatory constraints. At that time, the City's development regulations used an outdated methodology of calculating steep slope protection areas which had unintended consequences for developing this parcel. Since then, the City has updated its ordinance to better protect environmentally sensitive areas while still allowing meaningful development in this residential community. Staff recently resumed conversations with Housing Assistance Corporation to explore the development potential of this parcel on Cashiers Valley Road.

Discussion

In October of last year, City Staff invited Housing Assistance Corporation (HAC) to the Rosenwald Committee meeting to gather community input on the potential development of the vacant parcel at 16 Cashiers Valley Road. The committee expressed a desire to promote homeownership opportunities and generational wealth-building in the community, rather than additional multi-family rentals.

HAC conducted a high-level site analysis and believes a neighborhood of single-family homes and possibly duplexes can be constructed on the parcel. Their model combines low-interest financing with a "sweat equity" component, where qualified buyers of low to moderate income help with the construction of their homes under supervision.

Following presentations to the Housing Committee in April and May, the Committee recommended the City donate the land to HAC for this affordable housing neighborhood, ensuring the property is developed in alignment with the community's needs while preserving long-term affordability and neighborhood character. The attached Development Agreement outlines the mutual responsibilities. The attached Resolution authorizes the City Manager to donate the property to Housing Assistance Corporation.

Policy Analysis

A partnership with Housing Assistance Corporation aligns with the communities' need for affordable housing. The number one goal in the 2030 Comprehensive Land Use Plan is to: "Expand housing opportunities for all residents while preserving the character of Brevard and its neighborhoods."

LUH-14: "Seek developer agreements for divestment of City properties that guarantee affordable and workforce housing units for a defined period of time."

Fiscal Impact

- Land Value: \$630,000 (market value as of March 4, 2025) to be donated.
- Sewer Extension: Estimated City cost of \$20,000 using in-house workforce.

Action

Approve the attached resolution adopting the Housing Committee recommendation to donate 16 Cashiers Valley Rd. to Housing Assistance Corporation.

Attachments:

1. Development_Agreement
2. Resolution_Authorizing_Conveyance_of_Property

**CITY OF BREVARD, NORTH CAROLINA
DEVELOPMENT AGREEMENT**

THIS AGREEMENT made and entered into this _____ day of _____, 2025 at by and between THE CITY OF BREVARD, whose mailing address is 95 West Main Street, Brevard NC 28712 hereinafter referred to as, “The City” and HOUSING ASSISTANCE CORPORATION of _____, hereinafter referred to as “The Developer”.

WITNESSETH:

WHEREAS, NCGS 160D-1003(a) authorizes a local government to establish procedures and requirements to consider and enter into development agreements with developers, and a development agreement must be approved by the governing board of a local government following the procedures specified in G.S. 160D-1005.

WHEREAS, the Developer desires to develop a residential community on approximately 7.014 acres of real property situated in the State of North Carolina, within the City of Brevard, at 16 Cashiers Valley Road, with Property Identification Number 8586-20-0472-000, hereinafter referred to as "The Property"; and

WHEREAS, the City is the current owner of the Property; and

WHEREAS, in order to develop the residential housing community, the Developer must obtain ownership of the Property; and

WHEREAS, NCGS 160D-1316 authorizes local government to convey property by private sale to any public or private entity that provides affordable housing to persons of low or moderate income under procedures and standards established by the local government. The local government shall include as part of any such conveyance covenants or conditions that assure the property will be developed by the entity for sale or lease to persons of low or moderate income; and

WHEREAS, the Developer anticipates requiring certain public infrastructure improvements, including the extension of sanitary sewer service to the Property (hereinafter referred to as the "Sewer Extension"); and

WHEREAS, the Developer further anticipates needing other public improvements, as required by the City's Unified Development Ordinance, which may include, but not be limited to, roadways providing frontage for newly created parcels, sidewalks, waterlines, telecommunications utilities, stormwater systems, fire hydrants, streetlights, street trees, and related appurtenances, hereinafter referred to as the "Public Infrastructure".

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

CITY'S OBLIGATIONS:

Transfer of Property: The City agrees to convey the Property to the Developer by executing and delivering a fee simple deed for the Property.

Public Sewer Extension: The City will extend public sanitary sewer service to the Property, and will own and maintain the sewer lines within the public right-of-way.

Dedication of Public Infrastructure: Upon completion, the City agrees to accept in dedication all Public Infrastructure that is constructed in accordance with the City's specifications, including but not limited to roadways, sidewalks, waterlines, stormwater pipes and inlets located in the public right-of-way, fire hydrants, streetlights, and street trees.

DEVELOPER'S OBLIGATIONS:

Development of Housing Project: The Developer agrees to construct an affordable housing project exclusively serving low income or moderate income households. The project shall consist of between 10 to 20 for-sale single-family and/or duplex affordable housing units. For the purposes of determining income eligibility, the Developer shall use the thresholds established by the U.S. Department of Housing and Urban Development (HUD) for Transylvania County for the year the affordable housing units become available for sale. (For reference: see definition in 160D-1311(b)) The Housing Assistance Corporation shall only sell the property for "affordable housing" and may not sell the property at market rate. Once the developed property is sold to a purchaser as "affordable housing", this restriction shall terminate.

Compliance with Regulations: The Developer agrees to comply with all applicable development regulations as set forth in the Brevard Unified Development Ordinance and all other applicable laws, ordinances, and regulations.

MISCELLANEOUS PROVISIONS:

Commencement of Construction: In consideration of the City's obligations, the Developer is granted the right to begin and complete construction of the project in accordance with the terms of this Agreement upon obtaining all permits.

Indemnification: The Developer agrees to indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, damages, or liabilities arising from the Developer's actions or omissions in connection with the development of the Property, including construction and installation of the Public Infrastructure.

Amendment and Termination: This Agreement may be amended or terminated by mutual written consent of both parties. Any amendment or termination must be executed in writing and signed by authorized representatives of both the City and the Developer.

Binding Effect: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, and legal representatives.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

DEVELOPER

By: _____

Name: _____

Title: _____

BREVARD

By: _____

Mack McKeller, City Attorney

BREVARD

By: _____

Wilson Hooper, City Manager

APPROVED BY BREVARD CITY COUNCIL:

By: _____

Maureen Copelof, Mayor

Date: _____

ACKNOWLEDGMENT:

The foregoing Agreement was acknowledged before me this ____ day of _____, 2025, by _____ (name of person acknowledging), in the capacity of _____ (title or position), for the Housing Assistance Corporation.

NOTARY PUBLIC

My Commission Expires: _____

County of _____, North Carolina

RESOLUTION NO. 2025-XX

**RESOLUTION AUTHORIZING THE CONVEYANCE OF PROPERTY
LOCATED AT 16 CASHIERS VALLEY ROAD**

WHEREAS, the City of Brevard recognizes the importance of affordable housing for low to moderate income families;

WHEREAS, the City of Brevard is authorized pursuant to North Carolina General Statue 160D-1005 to convey property to a non-profit entity for affordable housing purposes;

WHEREAS, the City Council, during the May 19, 2025, meeting, heard a request to convey the 7.014 acre parcel located at 16 Cashiers Valley Road to Housing Assistance Corporation, for the purpose of developing a residential neighborhood consisting of single-family homes or duplexes;

WHEREAS, a condition of the conveyance will be that the homes must be initially sold to low to moderate income buyers as established by Housing and Urban Development;

WHEREAS, a Development Agreement, approved by City Council on this date, shall further clarify the responsibilities of each party;

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

Section 1. The City Manager is hereby authorized to convey real property, consisting of tax parcel 8586-20-0472-000 located at 16 Cashiers Valley Road, to Housing Assistance Corporation for the use of developing a residential neighborhood for low to moderate income families.

Section 2. The City Manager is authorized to execute a corresponding Development Agreement.

Adopted and approved this the 19th day of May, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Interlocal Agreement with Transylvania County Sheriff's Office for Supplemental Patrol Services

Speaker: Tom Jordan, Chief of Police
Wilson Hooper, City Manager

Prepared by: Tom Jordan, Police Chief, Wilson Hooper, City Manager

Approved by: Wilson Hooper, City Manager

Background

Brevard Police Department (BPD) has 16 budgeted patrol positions. When fully staffed, this roster enables BPD to field over a 48-hour period four 12-hour shifts of 4 officers. At the moment, six of the sixteen positions are vacant. What's more, one of the filled positions is on military leave and one is a cadet completing Basic Law Enforcement Training (BLET), so neither is available to help fill shifts. Therefore, BPD patrol division is operating with 8 sworn officers.

Through the use of mandatory overtime and support from investigations division, BPD is still able to field around-the-clock patrol coverage for residents of Brevard. Employees who work over 86 hours in a two-week period are entitled to time-and-a-half pay. Providing around-the-clock coverage with reduced staff is therefore both taxing for Brevard's officers and expensive. Brevard wishes to try and reduce the most critical of these two risks -officer fatigue- by acquiring supplemental patrol coverage from the Transylvania County Sheriff's Office (TCSO).

Under such an arrangement, TCSO would provide two dedicated officers to patrol within the Brevard city limits from 12AM-6AM nightly. BPD personnel assigned to that shift would be rescheduled to work either between 6AM-6PM or 12PM-12AM. The two "daytime" shifts would overlap from noon to 6PM, allowing BPD to concentrate its forces during the time of highest call volume. With nearly the full complement of sworn officers on duty during business hours, officers would have an easier time leaving patrol duties to participate in training, court, and other non-patrol employment activities. Most importantly, however, the schedule would permit officers to have a more consistent schedule with more regular days off.

Chief Jordan began informal conversations with Sheriff Owenby in March, with the latter sharing a willingness to assist. The city and county managers joined in April when specific terms started to be discussed. This evening, the Chief of Police and City Manager will give a presentation on the need for the supplemental contract, and the terms that are contained in the current draft agreement with TCSO.

Discussion

The form of the agreement shall be an Interlocal Agreement between the City of Brevard

and Transylvania County/Transylvania County Sheriff's Office. Upon receiving the request from Chief Jordan, Sheriff Owenby conducted an informal poll of his employees to gauge willingness to participate. The terms of the agreement are heavily influenced by the information gathered from this poll, along with certain legal requirements.

This arrangement is being made to reduce the risk of burnout for BPD officers. It is well established in the industry that overwork contributes to poor decision-making, increased complaints, vehicle crashes, low morale, and other liability issues. By moving to this arrangement, BPD officers will have a more consistent schedule, regular days off, and the opportunity to participate in more training and career development activities.

What's more, a schedule that sees more officers on-duty during times of highest call volume should result in better service from the BPD. BPD will again have the capacity to participate in non-emergency police activities like traffic enforcement and community policing again.

Fiscal Impact

The cost of the agreement for the remainder of FY25 (between \$36k-\$51k depending on when the agreement starts) will be covered by salary savings incurred from vacancies in BPD. The FY26 portion will be covered by \$285k in Unobligated Fund Balance the Council has tentatively agreed to allocate in the FY26 Budget. That allocation will cover approximately 37 additional weeks of supplemental coverage.

Action

City Council is asked to approve the attached resolution authorizing the City Manager to execute the Interlocal Agreement with Transylvania County/TCSO for Supplemental Patrol Services.

Attachments:

1. Res_2025-XX_Resolution re Supplemental Patrol Services

RESOLUTION NO. 2025-XX

**RESOLUTION APPROVING THE TERMS OF AN INTERLOCAL AGREEMENT WITH
TRANSYLVANIA COUNTY SHERIFF'S OFFICE FOR THE PROVISION OF SUPPLEMENTAL
PATROL SERVICES**

WHEREAS, the City of Brevard wishes to contract with Transylvania County and the Transylvania County Sheriff's Office to receive supplemental patrol services for Brevard Police Department; and

WHEREAS, a presentation on the need for the supplemental patrol services and the terms of the agreement with the Transylvania County Sheriff's Office was made by Brevard City Manager at the May 19, 2025 City Council Meeting.

WHEREAS, the staff report and agreement are affixed to this resolution.

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

Section 1. The City Council accepts the terms as described during the above-referenced presentation by the City Manager and reflected in the agreement.

Section 2. The City Council authorizes the City Manager to execute the agreement on behalf of the City of Brevard

Adopted and approved this the 19th day of May, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, May 19, 2025

Title: Advisory Board/Committee Appointments

Speaker: Denise Hodsdon, City Clerk

Prepared by: Denise Hodsdon

Approved by: Wilson Hooper, City Manager

Background

When Council updated the structure of City Council Committees in December 2022, and designated committees as either policy, advisory or statutory, the terms for citizen members on advisory committees were set at two years with all terms expiring on May 31st. There is a term limit of three 2-year terms. City residency is not required for membership on advisory committees, but applicants must have a personal or professional stake in affairs or commerce of the City of Brevard.

Staff advertised the upcoming vacancies and call for applications on the City's website, beginning on February 28th, and in *The Transylvania Times* on March 13th.

Discussion

Upcoming vacancies for Advisory Boards/Committees are as follows:

Downtown Master Plan Committee- Citizen Member terms expiring on May 31, 2025:

- Lee McMinn - (has served two full terms and is eligible to serve another term)
- Parker Platt - (has served two full terms and is eligible to serve another term)

Applications for membership on the Downtown Master Plan Committee were received from the following:

- Parker Platt
- Emma Goze – (Application also for Parks, Trails & Rec Committee)
- Dakota Chapman – (Application also for Parks, Trails & Rec Committee)

The Downtown Master Plan Committee reviewed the applications at their April 9th meeting and recommended reappointment of Parker Platt. Lee McMinn indicated that he was not seeking reappointment, and the committee recommended Dakota Chapman to fill Mr. McMinn's seat.

Parks, Trails & Recreation Committee- Citizen Member terms expiring on May 31, 2025:

- JD Powers - (has served 1 full term and is eligible for reappointment)
- Reba Osborne - (has served 1 full term and is eligible for reappointment)
- Howie Granat - (first appointment was to fill a vacancy; subsequently served two full terms, so is eligible for reappointment)
- Wyn Birkenthal - (has served 1 full term and is eligible for reappointment)
- Nancy DePippo - (has served 3 full terms and is not eligible for reappointment at this time)

Applications for membership on the Parks, Trails & Recreation Committee were received from the following:

- Howie Granat
- JD Powers
- Reba Osborne – (Application also for Downtown Master Plan & ETAB)
- John Monteith
- Jessica Winkler
- Jake Serek (Application also for Ecusta Trail Advisory Board)
- Emma Goze (Application also for Downtown Master Plan Committee)
- Dakota Chapman (Application also for Parks, Trails & Rec Committee)
- Jackson Tate
- Daniel Jessee – (Application received on 9/17/2024 also for ETAB; there were no committee vacancies when application was received but kept on file for one year)

The Parks, Trails & Recreation Committee reviewed applications and discussed the upcoming vacancies at its April 16th meeting. As of that date, no applications had yet been received from current committee members, but some current members did indicate their intention to apply for reappointment. The committee did not make a recommendation as there was uncertainty as to the number of new seats that would be available.

Upcoming term expirations on the **Rosenwald Community Advisory Board** include the two Council-appointed citizen members as well as the four members appointed by the MCJCC Board and :

Council Appointed Citizen Members- terms expiring May 31, 2025

- Ella Jones
- Rebecca Wynn

MCJCC Board Appointed Members- terms expiring May 31, 2025

- Randy Lytle
- Victor Foster
- Edith Darity

- Susan Threlkel's vacant seat

Applications for Council-appointed citizen membership on the Rosenwald Community Advisory Board have been received from the following:

- Ella Jones
- Morgan Monshaugen

Rebecca Wynn has indicated she is not seeking reappointment.

The Rosenwald Community Advisory Board's April meeting was canceled, but the City Clerk emailed board members regarding the upcoming term expirations. Since the board did not meet, there is no formal recommendation from them for the Council-appointed citizen members. However, the MCJCC Board submitted the following slate of its board members to be appointed to the Rosenwald Advisory Board:

- Randy Lytle - President
- Victor Foster - Vice President
- Karen Darity - Secretary/Treasurer
- Edith Darity - Member

Recommendation

The Finance, Human Resources and Citizen Appointment Committee reviewed all applications at its April 28, 2025 meeting and unanimously recommended the following appointments:

1. Downtown Master Plan Committee: Reappointment of Parker Platt; and new appointment of Dakota Chapman
2. Parks, Trails & Recreation Committee: Reappointment of JD Powers, Reba Osborne, and Howie Granat; and new appointments of Jackson Tate and Daniel Jessee
3. Rosenwald Community Advisory Board: Reappointment of Ella Jones; and new appointment of Morgan Monshaugen

Action

Staff requests Council approve the Finance, Human Resources and Citizen Appointment Committee recommendations for citizen member appointments to the Downtown Master Plan Committee; the Parks, Trails & Recreation Committee; and the Rosenwald Community Advisory Board. A draft resolution is attached for Council's consideration.

Attachments:

1. Downtown Master Plan Committee Applications
2. Parks, Trails & Recreation Committee Applications
3. Rosenwald Advisory Board Applications
4. Resolution Appointing Members to Advisory Committees

EMPLOYMENT APPLICATION



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

Platt, Parker
202200015 ADVISORY COMMITTEE MEMBER

DOWNTOWN MASTER PLAN COMMITTEE

Received: 4/1/25 1:43 PM
For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Platt, Parker

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
33 W Main St, Brevard, North Carolina 28712

EMAIL ADDRESS:
parker@platt.us

HOME PHONE:
8285532723

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

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?
Temporary

TYPES OF WORK YOU WILL ACCEPT:
Part Time

SHIFTS YOU WILL ACCEPT:
Day

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.
PLATT Architecture, PLATT Construction, PLATT Home, Witherspoon Platt Associates - Architect/Owner
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
Downtown Master Planning Committee
4. Why do you want to be a member of this Board and/or Committee?
I'm a current DTMP Committee member completing the first year of my current service on the committee. I've served on the committee in the past. I'd like to stay involved as the Master Plan is being implemented.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
Awareness of the history of the Downtown Master Plan Efforts
Downtown business owner
Downtown property owner
Architect and General Contractor
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.
Current and long-time member of Cindy Platt Boys and Girls Club of TC
Past member City of Brevard Board of Adjustments
Past member City of Brevard Planning Board
Past member TC Planning Board
Past member TC Joint Historic Preservation Commission
Past Heart of Brevard Board Member
Past Brevard/TC Chamber Board Member
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
I can generally attend but prefer late afternoons or evenings.

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 Downtown Master Plan Committee

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 Parker Platt on 4/1/25 1:43 PM

EMPLOYMENT APPLICATION



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

Chapman, Dakota
202200015 ADVISORY COMMITTEE MEMBER

DOWNTOWN MASTER PLAN COMMITTEE
PARKS, TRAIL & RECREATION COMMITTEE

Received: 3/6/25 3:46 PM
For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Chapman, Dakota

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
84 Far Hills Terrace, Brevard, North Carolina 28712

EMAIL ADDRESS:
dakota@sycamorebuilders.com

HOME PHONE:
8285531040

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?
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.
Sycamore Builders, LLC. President.
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 am passionate about our town and would like to offer another voice and perspective.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I believe my leadership experience, volunteer involvement, and industry background would be valuable assets to this board/committee and the City of Brevard.
Through my leadership roles, I have developed strong decision-making, collaboration, and problem-solving skills that would contribute to the board's strategic initiatives. My volunteer work has given me a deep understanding of community needs and the importance of civic engagement, while my industry experience provides insight into development, infrastructure, and resource management, which could help inform discussions and decision-making.
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.
As a dedicated volunteer, we have worked on various local initiatives, supporting efforts that enhance community well-being. As a local business owner, I understand the local economy, engage with residents daily, and are committed to fostering a thriving business environment. Additionally, my active participation in community events and organizations has given us valuable insight into the needs and priorities of Brevard's residents.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
Family with two young children, anything is possible.

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 Downtown Master Plan Committee, City Council Parks, Trails and Recreation Committee

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 Dakota Chapman on 3/6/25 3:46 PM

EMPLOYMENT APPLICATION



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

Goze, Emma
202200015 ADVISORY COMMITTEE MEMBER

DOWNTOWN MASTER PLAN COMMITTEE
PARKS, TRAIL & RECREATION COMMITTEE

Received: 3/1/25 8:53 AM
For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Goze, Emma

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
466 S Broad Street, Apt 202, Brevard, North Carolina 28712

EMAIL ADDRESS:
emma.k.goze@gmail.com

HOME PHONE:
5404940957

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?
Regular, Seasonal

TYPES OF WORK YOU WILL ACCEPT:
Part Time

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.
Employer: Accenture Federal Services.
Occupation: Growth & Strategy Associate Manager.
Bio: Highly skilled and results-driven Business Strategy and Proposal Manager with over 5 years of experience specializing in Federal proposals. Adept at leading cross-functional teams through all phases of the proposal process, from strategic planning and capture management to proposal writing and submission. Proven ability to develop compelling, compliant proposals that align with client needs and organizational goals, while ensuring high-quality deliverables. Strong communication and leadership skills, with a focus on building relationships, managing stakeholder expectations, and ensuring the timely delivery of winning proposals. Passionate about supporting long-term business strategy, driving process improvements, and fostering client trust.
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 am eager to serve as a member of the advisory board because I believe in the importance of community engagement and the value of collaborative efforts in shaping the future of our city, particularly when it comes to enhancing our parks, trails, and nature conservancy. As someone who is passionate about preserving and expanding green spaces, I am excited about the opportunity to contribute to decisions that impact the accessibility and sustainability of these important community resources.
With my background in business strategy and proposal management, particularly in leading cross-functional teams and driving strategic initiatives at Accenture Federal Services, I believe I can offer a unique perspective in helping facilitate discussions on how best to support our parks, trails, and natural areas. I have experience in managing stakeholder relationships, analyzing data to inform decision-making, and ensuring that projects align with long-term goals—skills that I'm eager to apply to ensure our natural spaces thrive for future generations.
I am also excited about expanding my knowledge of local government processes and working alongside others who share my commitment to preserving the beauty and ecological health of Brevard's parks and trails.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
Throughout my career at Accenture Federal Services, I've led cross-functional teams, managed stakeholder expectations, and developed strategic initiatives to drive business growth. These skills would translate well to addressing the City of Brevard's challenges and opportunities. Additionally, my passion for preserving green spaces and enhancing community engagement would allow me to bring a thoughtful, data-driven perspective to the board, helping to make informed decisions that benefit both the city's natural resources and its residents. My ability to analyze complex issues and work collaboratively with diverse groups would contribute to the board's efforts to foster sustainable growth and community well-being.
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.
From 2015-2019 I served as the Internal Director of SafeRides, a certified 501c3 non-profit dedicated to educating the Harrisonburg, VA community on the dangers of drinking and driving and providing sober rides to James Madison Students from 10PM-3AM every weekend. This role required me to manage over 100 members, organize all internal functions of the non-profit, and coordinate with the organizations leadership team weekly.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
I have a very flexible work schedule a do not have limitations for attending meetings.

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 Downtown Master Plan Committee, City Council Parks, Trails and Recreation Committee

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 Emma Goze on 3/1/25 8:53 AM

EMPLOYMENT APPLICATION



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

Powers, John David
202200015 ADVISORY COMMITTEE MEMBER

PARKS, TRAILS & RECREATION COMMITTEE

Received: 4/29/25 2:47 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Powers, John David

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
762 Burrell Mountain Road, Brevard, North Carolina 28712

EMAIL ADDRESS:
powers.jd@gmail.com

HOME PHONE:
9193277211

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

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?
Internship

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.
Retired Electrical Engineer
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
Current citizen member of Parks, Trails, and Recreation Committee
4. Why do you want to be a member of this Board and/or Committee?
I would like to serve the city by helping it expand the diversity of safe recreation.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I have 23 years of experience in the semiconductor industry designing integrated circuits. I was working on different size teams to push products to market in a timely fashion and within budget. I think that experience would translate well to this committee. I've also lived in the Brevard area, regulatory jurisdiction, for 10 years and have a good sense of the recreation opportunities here and what might be reasonable improvements.
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 spent the last 2 years on the Parks, Trails, and Recreation committee. I regularly volunteer for national forest trail maintenance through Pisgah Area SORBA and have spent some time on their events planning committee as well.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
May be traveling during some meetings but will do my best to plan around the dates that are set.

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
-

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 John David Powers on 4/29/25 2:47 PM

EMPLOYMENT APPLICATION



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

Osborne, Reba Morgan
202200015 ADVISORY COMMITTEE MEMBER

PARKS, TRAILS & RECREATION COMMITTEE
DOWNTOWN MASTER PLAN COMMITTEE
ECUSTA TRAIL ADVISORY BOARD

Received: 4/16/25 2:33 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Osborne, Reba Morgan	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 60 Walelu Court, Brevard, North Carolina 28712	EMAIL ADDRESS: rfmosborne@gmail.com
HOME PHONE: 6306986601	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

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	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, 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.
Yes
2. Please list your current place of employment and your occupation.
N.C. Licensed Real Estate Broker with Looking Glass Realty
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 a very diverse background and experiences, described below, which would offer a multifaceted insights into discussions. I love the City of Brevard and am committed to seeing it thrive in keeping the small town charm which draws our many visitors yet making smart economic strides to ensure we are well positioned to be relevant and financial solid in the future.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I have my masters degree in social work and have worked in many capacities with non-profits for over 20 years. Also, I have worked with local Chambers of Commerce for several years. Most recently, I was the director of government affairs of the second largest chamber in the state of IL. Both these diverse experiences afforded me insights into both the basic human needs of individuals and what policies are needed to support local businesses who contribute significantly to the city's tax base. I also, have my under grad degree in Parks, Recreation and Tourism Management from Clemson University which also gives me a lens of the value of green spaces as well as the economic impact of tourism in a community. Now as a realtor, I see first-hand the need for a diverse housing stock and how to create a strong climate for smart economic development and how these seemingly diverse issues can work in concert.
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 served as executive director of a non-profit providing literacy services for adults in Western Cook County, IL. I attended every Naperville City Council meeting while serving as the director of government affairs and many planning and zoning meetings. I was invited by the mayor of Naperville to serve on a housing task force, and was active in the development of Naperville Affordable Housing Plan and the Land Use Master Plan and presented position statements of the business community regularly as city council meetings.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
As a realtor, my schedule is very flexible.

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 Downtown Master Plan Committee, City Council Parks, Trails and Recreation Committee, Ecusta Trail Advisory Board (Task Force), Short Term Rental 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 Reba Morgan Osborne on 4/16/25 2:33 PM

EMPLOYMENT APPLICATION



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

Granat, Howard
202200015 ADVISORY COMMITTEE MEMBER

PARKS, TRAILS & RECREATION COMMITTEE
ECUSTA TRAIL ADVISORY BOARD

Received: 4/28/25 7:23 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Granat, Howard

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
74 Piccadilly Pl, Brevard, North Carolina 28712

EMAIL ADDRESS:
hgranat@comporium.net

HOME PHONE:
5089512908

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?
Temporary

TYPES OF WORK YOU WILL ACCEPT:
Per Diem

SHIFTS YOU WILL ACCEPT:
Rotating, On Call (as needed)

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.
Advanced Energy Industries, Inc. - Business Development Manager / Global Account Manager - remote office - HQ in Denver, CO
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
Parks Recreation and Trails Committee - City of Brevard
Transportation Advisory Committee - Bicycle and Pedestrian Advocate - Transylvania County
4. Why do you want to be a member of this Board and/or Committee?
I truly appreciate the work that this committee does and how we are able to help shape our city's amenities in a positive way. I would like to continue this progress.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
As an avid cyclist and recreational hiker and paddler - I feel I can lend an experienced perspective on the topics brought to the committee for evaluation. As a member of the global technology industry I can also lend business acumen, negotiations, and project management skills to larger decisions
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 also been a youth mountain biking coach with NICA for the last 4 years in the area and also a youth hiking leader for the Rise and Shine scholars for 3 summers. I also have been volunteering significantly with Conserving Carolina on the Bracken Expansion project
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
I have a flexible 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.
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 Howard Granat on 4/28/25 7:23 PM

EMPLOYMENT APPLICATION



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

Tate, Jackson
202200015 ADVISORY COMMITTEE MEMBER

PARKS, TRAILS & RECREATION COMMITTEE

Received: 4/15/25 11:19 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Tate, Jackson	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 107 Maple Street, Brevard, North Carolina 28712	EMAIL ADDRESS: tateacresllc@gmail.com
HOME PHONE: 843-697-8601	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?
Regular

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.
Managing partner of the North Carolina Appraisal Company, which is located in Brevard and Cashiers, NC. I'm a Certified General Real Estate Appraiser.
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
Transylvania County Board of Equalization & Review
City of Brevard Board of Adjustment
4. Why do you want to be a member of this Board and/or Committee?
The recreational aspect of our area is the driving force behind its popularity and what makes it a great place to raise a family, and anything I can do to help that continue into the future is very important to me.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I have a degree in wildlife biology and have always been passionate about the outdoors. I also have over 4 years of experience with dealing with the public through my current board seats on the Transylvania County Board of Equalization & Review and City of Brevard Board of Adjustment.
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 been a volunteer basketball coach in the community, and am involved in several local/regional public outreach organizations like Conserving Carolina.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
I am flexible as I can set my own schedule.

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

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 Jackson Tate on 4/15/25 11:19 AM

EMPLOYMENT APPLICATION



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

Jessee, Daniel
202200015 ADVISORY COMMITTEE MEMBER
Parks, Trails & Recreation Committee
Ecusta Trail Advisory Board

Received: 9/17/24 9:14 AM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Jessee, Daniel	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 48 Pisgah Dr, Brevard, North Carolina 28712	EMAIL ADDRESS: dgjessee@gmail.com
HOME PHONE: 7062549948	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

MINIMUM COMPENSATION: \$89,000.00 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: Full Time, Part Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, On Call (as needed)	

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.
Recreational Equipment, Inc. (REI). I am a program manager in the Experiences division (www.rei.com/adventures).
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 think a lot of people will approach "parks, trails and recreation" from a perspective of "nice to haves" but I approach them as "must haves." My wife and I moved here three years ago because of the progress this city has made in this realm. Beyond that, I have a broad base of experience and interest in multi-modal transportation, connectivity, health, wellness, and environmentally focused modes of transportation. I have seen some shortsighted planning and construction that undercuts these elements, making them less effective, less efficiently constructed, incongruous and potentially more dangerous. I want to ask questions and hopefully help project managers understand the potential risks and rewards with specific projects. Mostly I just want Brevard to be the most pedestrian and bicycle friendly community it can be, in addition to expanding our connection to the forest whenever possible. In addition, I am excited about currently planned and future opportunities for recreation in our park system and I am eager to contribute and maybe bring new ideas. I have lived and traveled extensively and I think I have a lot of good ideas worth considering for towns of all sizes.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I've worked at REI for over 18 years. During that time I have worked in retail sales, community outreach, marketing, events, and outdoor education and experiences. I have a broad understanding of what runners, walkers, and cyclists need and want to be successful in their commutes, fitness, or errands as I have worked with everyone from true beginners to experts in many outdoor activities. I think it's incredibly important to think about the final user experience in how we spend our money in these areas. I also have masters degree in environmental policy and management, which helps me understand the arduous bureaucratic process that can have an impact on how projects happen, from grants and funding to NEPA to FHSA and ADA. I understand the unique challenges that local agencies face when trying to approach a project. In my work and personal life, I have also had a lot of experience working with city, state and federal land managers. Finally, I use our trails, parks and roads for walking, running, cycling, mountain biking, dog walking, running errands by bike or foot, and generally enjoying the outdoor spaces we have.
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 on the Board of Directors for the Friends of Dupont Forest.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
Very few--I have a flexible remote job that allows me to move meetings around most of the time. My only conflicts would be some Dupont board meetings but those are every other month so it would be surprising if both happened to fall on the exact same time, every month, forever.

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 Daniel Jessee on 9/17/24 9:14 AM

EMPLOYMENT APPLICATION



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

Monteith, John H
202200015 ADVISORY COMMITTEE MEMBER

Parks, Trails & Recreation Committee

Received: 3/13/25 6:45 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Monteith, John H

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
1512 Old Hendersonville Hwy., BREVARD, North Carolina 28712

EMAIL ADDRESS:
joshwe3@aol.com

HOME PHONE:
8282928997

NOTIFICATION PREFERENCE:
Email

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☒ Yes ☐ No

What is your highest level of education?
Associate'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?
Internship

TYPES OF WORK YOU WILL ACCEPT:
Per Diem

SHIFTS YOU WILL ACCEPT:
On Call (as needed)

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.
Moody-Connolly Funeral Home - Location 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 would like to be considered for an appointment to the Parks, Trail and Recreation Committee. As an avid hiker, I would love to be a part of helping our community know about and understand the recreation opportunities available to them.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
Having lived in Brevard almost all of my life, I have seen Brevard grow from a "sleepy little town" to what it is today. My family has deep roots here. I have worked in Brevard for 36 of my 41 years of full-time employment, and have worked in management for 11 of those years.
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 a Vision Transylvania 2007 graduate, a member of First Baptist Church Brevard, currently serving on the Finance Team, a former member of the Transylvania County Abandoned Cemetery Committee, a Past President of the Brevard Jaycees, and served in many positions and committees in the Brevard Elks Lodge. I also was Chairman for the Brevard High School Class of 1981 30th Class Reunion.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
No limitations

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
-

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
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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 John H Monteith on 3/13/25 6:45 PM

EMPLOYMENT APPLICATION



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

Winkler, Jessica
202200015 ADVISORY COMMITTEE MEMBER

PARKS, TRAILS & RECREATION COMMITTEE

Received: 3/17/25 8:35 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID #: 202200015
NAME: (Last, First, Middle) Winkler, Jessica	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 100 Mountain Laurel Road, Pisgah Forest, North Carolina 28768	EMAIL ADDRESS: jesselynn0106@gmail.com
HOME PHONE: 6305963291	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

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, Rotating, 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.
Fleur de Vie Therapy LLC
Founder and Psychotherapist
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?
Serving as a committee member is essential because it allows me to deepen my understanding, strengthen my connections, and advocate for our public spaces. Our community relies on and enjoys these outdoor areas for exercise, social connection, and economic stability. I want to support and contribute to the future of these spaces in Transylvania County for generations to come. My move to greater Western North Carolina, specifically Transylvania County, was motivated by a desire to invest deeply in my community and immerse myself in nature. I appreciate how beautifully this area has been maintained, and I am committed to protecting its natural beauty in the future. I am concerned regarding the current administration's direction and its threat to our public lands. In times of uncertainty, community involvement is always the answer.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
My husband and I moved to this area to build deep and lasting connections within our community. We are committed to collaborating with our neighbors to improve and maintain our surroundings.
As a therapist, I have the privilege of working with individuals from diverse backgrounds. My role is to listen to their concerns and provide assistance based on my education and research. This experience helps me integrate into teams and balance different opinions while communicating my thoughts and beliefs respectfully.
Additionally, as a small business owner, I understand the complexities involved in decision-making. I recognize that there are rarely straightforward answers. With this awareness, I strive to grasp the full context of questions, opinions, or concerns before jumping to conclusions or solutions.
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.
Volunteer on trails and land clean up (Pisgah, Dupont, local community member assistance) Volunteer for trail maintenance and land cleanup (Pisgah, Dupont, local community assistance). Take classes at BRCC and actively attend book clubs hosted by Highland Books. I am a member and active participant of the Friends of the Library and a Vision applicant., take classes at BRCC, avidly attend book clubs hosted by Highland Books, Friends of the Library member and active participant, Vision applicant
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
With enough notice, I can adjust my schedule to accommodate any meeting time.

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
-

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 Jessica Winkler on 3/17/25 8:35 PM

EMPLOYMENT APPLICATION



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

Serek, Jake
202200015 ADVISORY COMMITTEE MEMBER

PARKS, TRAILS & RECREATION COMMITTEE
ECUSTA TRAIL ADVISORY BOARD

Received: 3/17/25 8:19 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Serek, Jake	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 100 Mountain Laurel Road, Pisgah Forest, North Carolina 28768	EMAIL ADDRESS: jake.serek@gmail.com
HOME PHONE: 8476871982	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?
Regular

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.
I am a self-employed small business owner. I build custom bass guitars for customers worldwide.
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?
First and foremost, I love Nature. My wife and I fell in love with this area for its community and wilderness. Getting out into nature is such an integral part of the lives of so many in this community. The City of Brevard has done a wonderful job to keep this relationship with our public lands healthy. But I have concerns about the direction of our current administration at the National and also State levels. The best way forward is to get involved at the local level and that is what I intend to do.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
My job has allowed me to meet a very diverse plethora of people, and as such I have kept my mind open to many different opinions and viewpoints. I have also managed employees in the past, giving me more confidence in my leadership style, which is of a more gentle, compassionate persuasion. I am also very environmentally conscious given that my job requires resources that come directly from our wild lands. This has led me to various ways of giving back in the hopes that we can continue a sustainable way of living in balance with nature.
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 are relatively new to this area, but a big drive in getting here was so that we could be more directly involved in our community. We have been active donors to local organizations that work to serve our communities. Furthermore, we are getting involved with trail maintenance volunteer crews. I have also applied to the VISION Transylvania leadership program.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
Being self-employed, I have a lot of flexibility with my day-to-day schedule.

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 Jake Serek on 3/17/25 8:19 PM

EMPLOYMENT APPLICATION



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

Goze, Emma
202200015 ADVISORY COMMITTEE MEMBER

DOWNTOWN MASTER PLAN COMMITTEE
PARKS, TRAIL & RECREATION COMMITTEE

Received: 3/1/25 8:53 AM
For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Goze, Emma

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
466 S Broad Street, Apt 202, Brevard, North Carolina 28712

EMAIL ADDRESS:
emma.k.goze@gmail.com

HOME PHONE:
5404940957

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?
Regular, Seasonal

TYPES OF WORK YOU WILL ACCEPT:
Part Time

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.
Employer: Accenture Federal Services.
Occupation: Growth & Strategy Associate Manager.
Bio: Highly skilled and results-driven Business Strategy and Proposal Manager with over 5 years of experience specializing in Federal proposals. Adept at leading cross-functional teams through all phases of the proposal process, from strategic planning and capture management to proposal writing and submission. Proven ability to develop compelling, compliant proposals that align with client needs and organizational goals, while ensuring high-quality deliverables. Strong communication and leadership skills, with a focus on building relationships, managing stakeholder expectations, and ensuring the timely delivery of winning proposals. Passionate about supporting long-term business strategy, driving process improvements, and fostering client trust.
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 am eager to serve as a member of the advisory board because I believe in the importance of community engagement and the value of collaborative efforts in shaping the future of our city, particularly when it comes to enhancing our parks, trails, and nature conservancy. As someone who is passionate about preserving and expanding green spaces, I am excited about the opportunity to contribute to decisions that impact the accessibility and sustainability of these important community resources.
With my background in business strategy and proposal management, particularly in leading cross-functional teams and driving strategic initiatives at Accenture Federal Services, I believe I can offer a unique perspective in helping facilitate discussions on how best to support our parks, trails, and natural areas. I have experience in managing stakeholder relationships, analyzing data to inform decision-making, and ensuring that projects align with long-term goals—skills that I'm eager to apply to ensure our natural spaces thrive for future generations.
I am also excited about expanding my knowledge of local government processes and working alongside others who share my commitment to preserving the beauty and ecological health of Brevard's parks and trails.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
Throughout my career at Accenture Federal Services, I've led cross-functional teams, managed stakeholder expectations, and developed strategic initiatives to drive business growth. These skills would translate well to addressing the City of Brevard's challenges and opportunities. Additionally, my passion for preserving green spaces and enhancing community engagement would allow me to bring a thoughtful, data-driven perspective to the board, helping to make informed decisions that benefit both the city's natural resources and its residents. My ability to analyze complex issues and work collaboratively with diverse groups would contribute to the board's efforts to foster sustainable growth and community well-being.
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.
From 2015-2019 I served as the Internal Director of SafeRides, a certified 501c3 non-profit dedicated to educating the Harrisonburg, VA community on the dangers of drinking and driving and providing sober rides to James Madison Students from 10PM-3AM every weekend. This role required me to manage over 100 members, organize all internal functions of the non-profit, and coordinate with the organizations leadership team weekly.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
I have a very flexible work schedule a do not have limitations for attending meetings.

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 Downtown Master Plan Committee, City Council Parks, Trails and Recreation Committee
-

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 Emma Goze on 3/1/25 8:53 AM

EMPLOYMENT APPLICATION



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

Chapman, Dakota
202200015 ADVISORY COMMITTEE MEMBER

DOWNTOWN MASTER PLAN COMMITTEE
PARKS, TRAIL & RECREATION COMMITTEE

Received: 3/6/25 3:46 PM
For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Chapman, Dakota

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
84 Far Hills Terrace, Brevard, North Carolina 28712

EMAIL ADDRESS:
dakota@sycamorebuilders.com

HOME PHONE:
8285531040

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?
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.
Sycamore Builders, LLC. President.
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 am passionate about our town and would like to offer another voice and perspective.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I believe my leadership experience, volunteer involvement, and industry background would be valuable assets to this board/committee and the City of Brevard.
Through my leadership roles, I have developed strong decision-making, collaboration, and problem-solving skills that would contribute to the board's strategic initiatives. My volunteer work has given me a deep understanding of community needs and the importance of civic engagement, while my industry experience provides insight into development, infrastructure, and resource management, which could help inform discussions and decision-making.
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.
As a dedicated volunteer, we have worked on various local initiatives, supporting efforts that enhance community well-being. As a local business owner, I understand the local economy, engage with residents daily, and are committed to fostering a thriving business environment. Additionally, my active participation in community events and organizations has given us valuable insight into the needs and priorities of Brevard's residents.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
Family with two young children, anything is possible.

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 Downtown Master Plan Committee, City Council Parks, Trails and Recreation Committee
-

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 Dakota Chapman on 3/6/25 3:46 PM

EMPLOYMENT APPLICATION



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

Jones, Ella Louise
202200015 ADVISORY COMMITTEE MEMBER

ROSENWALD COMMUNITY ADVISORY BOARD

Received: 4/14/25 5:58 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: ADVISORY COMMITTEE MEMBER	EXAM ID#: 202200015
NAME: (Last, First, Middle) Jones, Ella Louise	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 86 McMinn Avenue, Brevard, North Carolina 28712	EMAIL ADDRESS: Jonesella39@gmail.com
HOME PHONE: 8283840923	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? Temporary
TYPES OF WORK YOU WILL ACCEPT: Per Diem

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.
Retired
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 enhance the future of the Risenwakd Community and become a citizen for change.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I have worked 42 years with youth and believe I will be able to help the youth of our city/community.
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.
Sunday school teacher for 20 years, Human relations council years ago, Rosrneald Advisory Committee, MCJCC Board, Leadership Advisor for USDA Job Corps
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None with exception of Dr. Appts etc.

Job Specific Supplemental Questions

1. Please select from the list below which Advisory Committee and/or Committees you are interested in serving on.

Rosenwald Community Advisory Board

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
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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 Ella Louise Jones on 4/14/25 5:58 PM

EMPLOYMENT APPLICATION



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

Monshaugen, Morgan
202200015 ADVISORY COMMITTEE MEMBER

ROSENWALD COMMUNITY ADVISORY BOARD

Received: 3/2/25 12:24 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
ADVISORY COMMITTEE MEMBER

EXAM ID#:
202200015

NAME: (Last, First, Middle)
Monshaugen, Morgan

SOCIAL SECURITY NUMBER:
N/A

ADDRESS: (Street, City, State/Province, Zip/Postal Code)
270 Never Blue Road, Flat Rock, North Carolina 28731

EMAIL ADDRESS:
Morganmons@gmail.com

HOME PHONE:
(828)-747-9980

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

TYPES OF WORK YOU WILL ACCEPT:
Per Diem

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.
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?
I would like to help the community I work in become a better place. I would also like to learn more about local government and how I can affect positive change in my community.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I have experience working with Habitat for Humanity and their community revitalization programs. I have managed their critical home repair program in Henderson County and am currently working as the Transylvania Habitat for Humanity Critical Home Repair Supervisor.
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 was formerly part of the Professional Housing Rehabilitation Association of North Carolina. I was also on the work force development committee for the Blue Ridge Builders Association.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
I currently work for Habitat for Humanity from 8 am to 4:30 pm Monday through Friday. I am sure if there was a meeting during work hours, my employer would allow me to attend.

Job Specific Supplemental Questions

1. Please select from the list below which Advisory Committee and/or Committees you are interested in serving on.

Rosenwald Community Advisory Board

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 Morgan Monshaugen on 3/2/25 12:24 PM

RESOLUTION NO. 2025-XX

RESOLUTION APPOINTING MEMBERS TO ADVISORY COMMITTEES/BOARDS

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

WHEREAS, committees were designated into one of three categories: policy committees, statutory committees, and advisory committees; and

WHEREAS, the Council initiated a new system for making appointments that would apply to every body to which the Council makes appointments; and

WHEREAS, the terms of citizen members appointed to advisory committees were set at two years with all terms expiring on May 31st; and

WHEREAS, 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, 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 various advisory committees; and

WHEREAS, the applications received during the recruitment period were reviewed by the Finance, Human Resources and Citizen Appointment Committee at their April 28, 2025 meeting; and

WHEREAS, at that meeting the Committee recommended appointments to the Downtown Master Plan Committee; Parks, Trails & Recreation Committee; and Rosenwald Community Advisory Board to full City Council; and

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 Parker Platt and Dakota Chapman to the Downtown Master Plan Committee effective June 1, 2025 and expiring on May 31, 2027; and
- 2) The Brevard City Council does hereby appoint John David Powers, Reba Osborne, Howie Granat, Jackson Tate, and Daniel Jessee to the Parks, Trails and Recreation Committee effective June 1, 2025 and expiring on May 31, 2027; and
- 3) The Brevard City Council does hereby appoint Ella Jones and Morgan Monshaugen to the Rosenwald Community Advisory Board, effective June 1, 2025 and expiring on May 31, 2027.

Adopted and approved this 19th day of May, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk