



AGENDA
BREVARD CITY COUNCIL - REGULAR MEETING
Monday, October 6, 2025 - 5:30 PM
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Howard Rock, Brevard Jewish Community

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

1. September 15, 2025 Regular Meeting

G. Certificates / Awards / Recognition

1. Confirmation of Interim Police Chief Appointment and Oath of Office
2. Proclamation No. 2025-24 Domestic Violence Awareness Month
3. Proclamation No. 2025-25 Fire Prevention Month
4. Proclamation No. 2025-26 Breast Cancer Awareness Month

H. Public Comments

I. Special Presentation(s)

1. Helene Response 1-Year Update

J. Public Hearing(s)

K. Consent and Information

1. Property Tax Releases - September, 2025
2. Award of Contract for Bracken Climbing Loop Trail
3. Personnel Policy Update
4. Amendment to 2025 City Council Meeting Schedule - Organizational Meeting

5. Ordinance Declaring Road Closures for Halloweenfest and Veterans Day
6. Capital Project Closeout - Main Street Streetscapes
7. Resolution to Approve Debt Financing for Three Capital Vehicle Purchases - First Citizens Bank
8. Award of Garbage Truck Bid
9. Council Public Works & Utilities Committee Minutes - August 6, 2025
10. Council Housing Committee Minutes - August 12, 2025
11. Council Downtown Master Plan Committee Minutes - August 13, 2025
12. Council Parks, Trails & Recreation Committee Minutes - August 20, 2025
13. Council Rosenwald Community Advisory Board Minutes - August 21, 2025
14. Council Finance, Human Resources & Citizen Appointment Committee Minutes - August 25, 2025
15. Council Public Works & Utilities Committee Minutes - September 3, 2025
16. Correspondence *(No action. Offered as information only.)*
 - a. ABC Board Meeting Minutes - August 28, 2025

L. Unfinished Business

M. New Business

1. Planning Board Appointments

N. Remarks / Future Agenda Considerations

O. Closed Session(s)

1. Property Acquisition: GS §143-318.11.(a)(3)(5)
2. Economic Development: GS § 143-318.11.(a)(4)

P. Adjourn

Agenda Posted, Website, Sunshine List (October 2, 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
September 15, 2025 – 5:30 PM

The Brevard City Council met in regular session on Monday, September 15, 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, and Lauren Wise

Absent – 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, Communications Coordinator Becky McCann, Human Resources Director Kelley Craig, Planning Director Paul Ray, Planner Stephanie Holland, 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

Guest/Presenter – Kyle Seaman of KCI Associates

Press – Laura Denon, Transylvania Times

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

B. Invocation – Dr. Andrew White, Pastor of Calvary Baptist 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. Daniel to excuse Council Member Holder. The motion carried unanimously.

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

F. Approval of Minutes

F-1. August 25, 2025 Special Meeting – Mr. Baker moved, seconded by Mr. Wise to approve the minutes of the August 25, 2025 Special Meeting as presented. The motion carried unanimously.

F-2. September 2, 2025 Regular Meeting – Mr. Wise moved, seconded by Mr. Daniel to approve the minutes of the September 2, 2025 Regular Meeting as presented. The motion carried unanimously.

G. Certificates / Awards / Recognition

G-1. Proclamation No. 2025-23 Constitution Week – Mayor Copelof read the proclamation aloud and presented it to Sharon Powell, of the Waightstill Avery Chapter of the NSDAR.

**PROCLAMATION NO. 2025-23
CONSTITUTION WEEK**

WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2025, marks the two 238th anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE I, Maureen Copelof by virtue of the authority vested in me as Mayor of the City of Brevard, North Carolina, do hereby proclaim the week of September 17 through 23 as **“CONSTITUTION WEEK”** in the City of Brevard, and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 15th day of September, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

H. Public Comments

Joellen Risacher of 25 Chipmunk Ct. spoke on behalf of the Brevard Sustainability Council (BSC) in support of the proposed Adopt-a-Storm Drain program resolution. She said it is easy to participate in the program and she believes that everyone would agree that water quality is very important to them and their families. The BSC would like very much to be a partner with the City in the Adopt-a-Storm Drain program to bring awareness and educate our fellow citizens on this important matter.

Bob Agnew of 868 Stone Drive, a member of BSC, also spoke in support of the resolution of creating an Adopt-a-Storm Drain program in Brevard. He mentioned that he started a volunteer program in his home community and then became aware of the program that RiverLink ran in Asheville, and said it seemed like this would be an excellent thing for Brevard to do as well. He added that he spends a lot of time walking around the city and regularly encounters storm drains that are fully or partially blocked. This is the case all year long; it is especially bad in the fall when leaves come down and in the spring when trees drop a lot of debris. Although the City makes some effort to clear these drains, they simply don't have the workers or the money to clear all the storm drains in the city on a regular basis. The clogged drains are a problem for several reasons—they lead to localized flooding during heavy rains, often threatening homes and businesses; they create hazards to drivers and pedestrians; often leads to the erosion of soil and pavements; they sometimes creates standing water which attracts mosquitos; and the debris and pollutants that clog the drains flow into the creeks that feed the French Broad River, which could cause serious harm to the aquatic life in these waterways. Partnering with RiverLink is a solution that will save the city some money and staff time. RiverLink will seek outside funding to create an Adopt-a-Storm Drain program and they have had much success in procuring grants, they have a lot of expertise in stormwater management, and they will set up and manage the program. If they need any local assistance, members of the BSC will supply it, and BSC will help advertise the program and recruit volunteers.

Mary Ellen Stanley-Heber of 546 Old Hendersonville Hwy said I am here because of our eight remaining...I now know that we have a fully staffed group of police officers, but I am speaking for the eight officers that came to the rescue of our community. Fortunately they did not throw up their hands and walk out of their jobs under the conditions that were going on. These officers deserve a commission and a big thank you for keeping the city and Police Department available to the Brevard residents. Believe me, I challenge any of you to put on a uniform and walk out that door, and I'm

going to tell you, you don't know whether you're going to come back again. My husband was a law enforcement officer for 20 years—how they put their lives on the line, besides being underpaid and overworked. I'm shocked that none of the city people have given credit to these workers that stayed on the job. I personally want to express my sincere thanks to the officers who showed up for duty. I deeply appreciate it because if they weren't here, they could have walked off also, and we would have had no city protection. But, not one person have I seen in the paper ever mention any appreciation for these young people, or older people, showing up to protect us, while the others walked off. When you put on a uniform and a badge, you're a real person because most people don't have the guts to do it. The other thing that upsets me is expanding the drinking. I'm not against drinking. When we only had two officers to cover a drinking area and you expanded it. Where's the respect to our officers? I think people who are elected to these positions should try to realize that they should take into consideration what their officers are put under and how hard their jobs are to enforce the law. They're not respected, they're looked down on, and they're spoken ill to, and I don't believe they deserve that. Hopefully someone in here will thank these young men for the job well done.

Rodney Locks of 187 S. Rice St. said I was hoping that you would explain the resolution for the contiguous annexation for the City of Brevard. But since you didn't do that, now you have three things to explain to the community: 1) that, before the public hearing; 2) when are you going to do the culvert? There's a sign that says summer construction; summer is over and construction hasn't even started; and 3) when are you going to repave Cashiers Valley Road, because people are sick and tired of going down Mills Ave. and then turning around and coming up to Main St., going down to Oaklawn, coming down Carver St., going back up Cashiers Valley Rd. So, you've got another problem. Hopefully you'll explain this to the people so that they can understand what you Council are doing.

Paula Hartman-Stein of 249 Pine Mountain Trail, Volunteer Coordinator of the Age-Friendly Brevard Task Force, urged everyone to consider attending a workshop at the community event on September 27th that will commemorate the survival of all of us from the hurricane last year. The workshop is part of the Community Challenge grant that AARP gave to the City of Brevard and the topic is "Ready and Resilient".

Doug Powell of 170 Oakdale Rd. thanked Council for the Constitution Week proclamation and shared a few thoughts on the Constitution and the First Amendment. He said there were 55 framers of the Constitution, but only 39 men signed this sacred document. Some of the 16 who didn't sign it already left the convention, but there were others, namely George Mason, who refused to sign because the Constitution did not abolish slavery, and it didn't contain a bill of rights. Many of the 39 did sign with the hope and promise that both objections would eventually be rectified. This is why George Mason is called the "Father of the Bill of Rights". The first ten amendments to the Constitution made up the Bill of Rights and obviously begins with our most pronounced God-given freedoms in the First Amendment. If you aren't familiar with every one of the five freedoms contained in the First Amendments, you aren't alone. Some surveys show that over 90% of Americans can't even name two of these basic five fundamental freedoms. I encourage everyone in this meeting and online to review all five of them before Wednesday, Constitution Day. The first two freedoms in the First Amendment are the freedom of religion and the freedom of speech, where we codify both our religious and civil rights. I would like to commend civic meetings like this one and Transylvania County, as they often begin with an invocation or prayer and then follow with public comment. Both of these God-ordained freedoms of religion and speech are protected by the Constitution, in order that controversial and sometimes off-putting subjects and topics are respectfully and peaceably debated, discussed and processed, whether agreement is ever reached. That's one of the fundamental tenets in this Constitutional Republic of ours, and that's why a well-known liberal principle is "I disapprove of what you say, but I will defend to the death your right to say it". Growing up I learned another expression "sticks and stones may break my bones, but words will never hurt me". For a kid, that was an easy way to understand the vital importance of exercising our First Amendment rights in the public square, without fear of retribution

or physical harm from our fellow citizens or from our government. Without being able to debate hard and messy issues freely, the alternative can often lead to violence. France, for instance, who did not codify a bill of rights into their original constitution, solved their political differences with 30,000 citizens beheaded with the guillotine when they disagreed with the mob. No matter where someone stands politically or religiously, it is impossible to assassinate an idea or point of view, and the Rule of Law and the biblical principles engrained into our Constitution protects each individual American citizen's right to speak freely.

James Veal of 187 Pinnacle Rd. said I would yield the floor to any councilperson that would make a motion that you guys direct Mr. Ray and his planning staff to work with me and the other plaintiffs in the pending lawsuit to resolve this issue, but it has to be duly seconded and it has to happen in a minute. No takers? (Attorney McKeller warned that that would be inappropriate at this time.) Mr. Veal said interesting how the law works. So, I have an email here...I talked to Mr. Ray the other day and mentioned that Mr. McKeller had told my attorney that he was going to direct the Planning Department to come up with a solution or look at possible solutions, but Mr. Ray never heard about it. He also said that I wasn't open to any of his suggestions because there haven't been any. I also met with Mr. Morrow and he gave me the impression that he was going to work together and try to solve this problem, acknowledging that there is a problem, but I haven't heard back from him either. I was going to say does anybody believe there's a problem, except this email from Mr. McKeller I believe constitutes an awareness that there is a problem. Otherwise, why would we want to work towards a solution? Interesting kind of conundrum I would say. So, I'm really honored and privileged to have acquired property up at the end of Pinnacle Road, also known as Community Pinnacle. It's got a fabulous history that everybody needs to know more about. At the last meeting, I gave you guys all this book "A Walk Around the World", which has references to Pinnacle a number of times. Did anybody look at it? That's my whole thing; I come and ask these questions and say I told you this, and I go like did anybody do anything, and I get these stares that are really troubling to me. But, one of my favorite passages in the book is "Pinnacle was a close-knitted family; they were all related sisters." I come from a matriarchal family and it's really inspiring to have these women folks...but I'm going to skip right ahead to minutes from the August 19, 2024 meeting where Mr. Baker said "I am proud to be in this space at MCJCCC. So much work went into creating this space...it is a great representation of the City of Brevard, but it is also a very symbolic building, and I think it is symbolic for us to be here and celebrate the importance of history...because our future is one of a collection of communities."

Harvey Sankey of 51 Lake House Trail congratulated the Public Works & Utilities Committee for the fine work they are doing on the Wastewater Treatment Plant. He also expressed appreciation to the Public Works Department for the work they are putting into this project; and also to David Todd for directing this project and to Wilson Hooper for putting all the numbers together. However, from a taxpayers standpoint, it looks like it's going to cost \$113M to \$143M to do this WWTP project. I've heard in the past that it was discussed that it might cost around \$65M. Now, it's up to maybe double that price. I don't know where that \$65M came from, but the fact is we should have started on this two to three years ago and if we had, this price wouldn't be as high as it is right now. We're assuming that the City is going to be granted a SRF loan of \$7.5M and it would be subject to a 2% loan fee of \$150,000. Also if we do a \$625K loan, there will be an annual loan payment of \$31,250. Where is this money coming from? I indicated that there might be a shortfall here between the total project and any grants that we might get. I was told that that shortfall will not be paid for by property taxes, but in any case I want to know where the fiscal money is coming from and in what years will it be appropriated.

I. Special Presentations

I-1. Wastewater Treatment Plan Funding Strategy – David Todd and Kyle Seaman of KCI reviewed the three phases of the WWTP expansion, with Phase 1 taking plant capacity to 2.5 MGD, Phase 2 taking Plant Capacity to 3 MGD, and Phase 3

taking plant capacity to 4 MGD. As design work has progressed, better cost estimates for the construction of Phase 1 have been developed. Phase 1 design through construction is now estimated to cost approximately \$13M assuming the Primary Filtration unit is included. The Primary Filtration unit will still likely be bid as an Add Alternate to ensure adequate budget is on hand and the project can be awarded. The Primary Filtration unit would be included in Phase 2 if bidding reveals an inadequate budget. There is currently \$8.575M remaining of the State Appropriation to the City, and the City has approval to use these remaining funds for the WWTP. Based on KCI's more refined estimates they are projecting a current additional need of \$4.425M to complete design and construction of Phase 1, for a total project cost of \$13M. KCI has researched funding opportunities and has developed a potential plan to fund all of Phases 1, 2 and 3. KCI is recommending the City seek a \$7.5M loan from the NCDEQ State Revolving Fund (SRF) using \$4.425M for the completion of design and construction of Phase 1, and the remaining \$3.075M to start design on Phase 2. The terms of the loan are such that applicants with less than 20,000 residential connections and 2 or more LGU indicators are eligible for the first \$5M at 100% Principal Forgiveness (PF), and 75% PF with a 25% Loan at 0% interest for amounts above the \$5M, and a loan fee of 2%. It is highly likely that the funding needed for Phases 2 and 3 will require a multiplicity of sources. Phase 2 is estimated to cost \$75M - \$90M, Phase 3 is estimated to cost \$25M - 30M, for a total project cost for all three phases of \$113M - 143M.

Current Funding and Budgetary Shortfall

➤ Current Available Funding

State Appropriation Summary	
Appropriated Funds	\$12,805,000
WWTP KCI Engineering PER	-\$352,000
WWTP KCI Engineering Phase I Design-Construction	-\$878,000
Sewer Pump Station Rehabilitation Project Funding	-\$3,000,000
Remaining Unallocated	\$8,575,000

➤ Budget Shortfall

	Phase 1 Design through Const	Phase 1 Const. + Phase II Design
Remaining Unallocated	\$8,575,000	\$8,575,000
Phase I Construction Budget Estimate	-\$13,000,000	-\$13,000,000
Phase II Est. Design Budget up to Bidding	\$ -	-\$2,500,000
Budget Shortfall	\$(4,425,000)	\$(6,925,000)

Recommended Phase 1 Additional Funding for Construction

Phase 1 Construction Funding:

➤ NC DEQ State Revolving Fund (SRF) Helene (SA -HMW) Loans ([I Need Funding | NC DEQ](#))

- Timing – Applications are accepted on a rolling basis
 - November 3, 2025 for December 10, 2025 awards**
 - January 9, 2026 for February 18, 2026 awards
 - March 2, 2026 for April 15-16, 2026 awards
- CWSRF SA-HMW funding available = \$253.7 million (minus 6% for administration)
 - 30% reserved for systems with 10,000 or less people
- No interest loans, with possible principal forgiveness
- 20-year loan terms (can potentially be extended to 30 year)
 - 0% interest rate
 - Applicants with <20,000 residential connections and 2 or more LGU indicators first \$5M 100% PF, then remainder at 75% PF and 25% loan.
 - Loan fee of 2%
- Current Cap of \$5 million for wastewater projects
 - Capped awards may receive an increase after April 2026 based upon availability

Recommended
Phase 2 Design
Funding

Phase 2 Design Funding:

- FEMA HMGP Advance Assistance funding could be used for expanding usable land at the existing WWTP site by armoring (flood wall) existing property within the 100-year and 500-year flood plain, improvements to the chlorine contact chamber to allow for continuous discharge during flood events and possibly the replacement of the RBCs. ([Disaster Hazard Mitigation Grants | NC DPS](#))
 - Timing – the state is accepting Advance Assistance applications now
 - Advance Assistance funding can only be used for **design** activities
 - NC has \$2.5 Billion in HMGP construction funding. Window is closed for applications currently but could reopen in 2026.
 - Funds have to be spent within 36 months of award, but can be extended up to 24 additional months
- The second avenue KCI will explore for funding the design of Phase 2 will be the NCDEQ SRF Helene funding in January 2026. Since this program limits the funding to \$5 million per applicant, this will only be pursued if the Phase 1 application is unsuccessful.

BREVARD WWTP - ESTIMATED FUNDING SCHEDULE



ITEM #	DESCRIPTION	Funding Review / Award Duration	Maximum Budget	2025					2026											
				Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Proposed Schedule																			
1	NC State Direct Appropriation	State Budget Cycle	No Cap	★								★				★				
2	NC DEQ State Revolving Fund (SRF) Helene (SA-HMW) Loans	2 Mon (3 App Periods)	\$ 5,000,000				★	★	★	★	★	★	★							
3	NC DEQ State Revolving Fund/State Reserve Program (SRF/SRP)	2 Mon (2 App Periods)	\$ 35,000,000		★	★	★	★	★	★	★	★	★	★	★					
4	FEMA HMGP Advanced Assistance	2 Mon	No Cap		★	★	★	★												
5	WIFIA	Rolling submittal, 4 Mon	\$ 39,000,000																	

- ★ Application
★ Award

FUNDING SCHEDULE

Mr. Todd noted that the Public Works and Utilities Committee recommends Council approve the proposed resolution authorizing City Staff, in conjunction with KCI, to pursue a NCDEQ State Revolving Fund (SRF) loan for \$7.5M.

Mr. Morrow moved, seconded by Mr. Baker to approve the resolution. The motion carried unanimously.

RESOLUTION NO. 2025-54
RESOLUTION AUTHORIZING APPLICATION FOR LOAN AND/OR GRANT ASSISTANCE
FOR WASTEWATER TREATMENT PLANT UPGRADES – PHASE 1

WHEREAS, The City of Brevard has need for and intends to construct a project described as the Wastewater Treatment Plant Upgrades - Phase 1; and

WHEREAS, The City of Brevard intends to request State loan and/or grant assistance for the project.

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

Section 1. That the City of Brevard, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

Section 2. That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

Section 3. That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

Section 4. That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Brevard to make a scheduled repayment of the loan, to withhold from the City of Brevard any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

Section 5. That Wilson Hooper, City Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

Section 6. That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

Section 7. That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 15th day of September, 2025 in Brevard, North Carolina.

Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

s/ Maureen Copelof, Mayor

J. Public Hearing(s)

J-1. Order – Proposed Closure of Unopened Right-of-Way off W. Jordan Street – Paul Ray explained that Hendersonville Pediatrics is in the process of remodeling the former PNC Bank building at 90 S. Caldwell St. Their property spans three parcels divided by a 25-foot wide unopened City right-of-way discovered during development review. The right-of-way lies within their parking lot, which adjoins the City's Jordan St. public lot. Hendersonville Pediatrics has requested closure of the right-of-way and Staff has proposed a land swap of equal size. This exchange of land would allow the City to expand its existing public parking lot on Jordan Street adjacent to Hendersonville Pediatrics. Staff and Hendersonville Pediatrics are working toward an agreement that would allow closure of the unopened right-of-way, while the City retains a permanent maintenance easement for existing sewer and stormwater utilities. Negotiations and legal review are still underway, and staff anticipates bringing the final agreement to City Council for consideration at its October 6, 2025 meeting prior to voting on the closure. On August 18, 2025, City Council adopted a Resolution of Intent to close the right-of-way and directed the City Clerk to advertise the required Public Hearing. Notice has been duly published, mailed, and posted. Mr. Ray noted that tonight's hearing is to determine whether the closure would harm the public interest or private property rights.

At 6:26 p.m. Mr. Morrow moved, seconded by Mr. Baker to open the public hearing. The motion carried unanimously.

Public Participation – None.

At 6:26 p.m. Mr. Wise moved, seconded by Mr. Baker to close the public hearing. The motion carried unanimously.

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

K-1. Tax Settlement Report – August 2025

**K-2. Resolution Fixing a Date of Public Hearing for Contiguous Annexation
– City of Brevard, Cashiers Valley Road Property**

RESOLUTION NO. 2025-55

**A RESOLUTION FIXING A DATE OF PUBLIC HEARING ON THE QUESTION OF ANNEXATION
PURSUANT TO NCGS 160A-31, AS AMENDED**

WHEREAS, a petition was received on August 6, 2025, requesting the annexation of a contiguous area described in said Petition as a portion of property owned by the City of Brevard located on Cashiers Valley Road, Brevard, NC 28712, consisting of 0.886 acres, more or less, be annexed into the City of Brevard. (Tax Property Identification Number: 8585-19-5389); and

WHEREAS, the Brevard City Council has by Resolution No. 2025-50 directed the City Clerk to investigate the sufficiency thereof; and

WHEREAS, certification by the City Clerk as to the sufficiency of said petition has been made.

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

Section 1. That a public hearing on the question of annexation of the contiguous area described below as requested by the City of Brevard will be held at Brevard City Hall at 5:30 P.M. on the 6th day of October, 2025.

Section 2. The area proposed for annexation is described as follows:

Metes and Bounds Property Description:

Beginning at an existing concrete monument which has North Carolina NAD 83/2011 grid coordinates of Northing: 559254.05' and Easting: 881654.64';

thence N 49°56'27" W a distance of 195.52' to a deeded 30" Oak Tree;

thence N 50°55'39" W a distance of 127.49' to a found iron rod 1.0' above grade on the east side of a soil road bed;

thence along the eastern margin of the soil road bed N 15°41'21" E a distance of 74.96' to a set 5/8" rebar with a plastic I.D. cap on the east margin of the soil road bed;

thence N 72°06'25" E passing through a deeded 26" Oak tree at a distance of 7.49' and a deeded 34" double Hemlock tree at a distance of 61.21', a total distance of 70.11' to a found rebar with a plastic I.D. cap set at grade;

thence S 03°46'52" W a distance of 59.43' to a found ¾" iron pipe at grade;

thence S 62°42'08" E a distance of 147.82' to a found ¾" iron pipe 0.5' above grade;

thence S 62°46'10" E a distance of 53.81' to a calculated point at the intersection of the existing city limit line;

thence with the existing city limit line on a curve to the southeast with an arc length of 168.28', with a radius of 3,207.69', with a chord bearing of S 25°59'41" E, a chord length of 168.24' to a calculated point on the deeded property line for parcel 5389 in the center of Cashiers Valley road;

thence along the centerline of the existing asphalt road the following 2 calls S 67°20'11" W a distance of 35.92' to a calculated point;

thence S 70°00'39" W a distance of 25.99' to a calculated point in the centerline of the road;

thence leaving the centerline of Cashiers Valley road N 49°10'11" W a distance of 39.42' to an existing concrete monument which is the place and point of beginning.

Section 3. Notice of said public hearing shall be published in the Transylvania Times, a newspaper having general circulation in the City of Brevard, at least ten (10) days prior to the date of said public hearing.

Section 4. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 15th day of September, 2025.

Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

s/ Maureen Copelof, Mayor

K-3. Council Public Works & Utilities Committee Minutes – July 2, 2025

K-4. Council Housing Committee Minutes – July 8, 2025

K-5. Council Downtown Master Plan Committee Minutes – July 9, 2025

K-6. Council Parks, Trails & Recreation Committee Minutes – July 16, 2025

K-7. Council Finance, Human Resources & Citizen Appointment Committee Minutes – July 28, 2025

K-8. Council Public Safety Committee Minutes – July 28, 2025

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

K-9-a. ABC Board Meeting Minutes – July 24, 2025

L. Unfinished Business – None.

M. New Business

M-1. Approval of Stormwater Master Plan Proposal – David Todd explained that the initial proposal from McAdams was very intensive in scope and detail and proposed an initial fee in excess of \$600k. After further discussion by the Public Works & Utilities Committee (PWUC) a decision was made to move forward with a Due Diligence effort to help refine the scope of work and potentially lower the cost. Following the Due Diligence effort, McAdams provided a revised proposal with potential reductions in fee, by removing additional scope, that ranged from approximately \$350k to \$450k. Additional discussions within the PWUC followed based on an expected stormwater fee collection of approximately \$200K annually. Given this annual budget limitation, negotiations continued with McAdams to seek an approach that worked within our budget and yet maintained the desired scope. These discussions resulted in a 3-phased approach, with the 3rd Phase being a future phase. Phases 1 & 2 are designed to have work completed and billed in a manner that is compatible with our budget. Given the phased approach and reduced fee and scope of work, the PWUC agreed to recommend moving forward with a scope of work as defined by the McAdams proposal in 2 phases for a total cost of \$435,000 plus the \$15,000 Due Diligence effort. To date the City has spent \$15k for the due diligence effort. Phase 1 will cost \$297,000, Phase 2 will cost \$138,000. The total project cost for McAdams design work for the updated Stormwater Master Plan will be \$450,000, to be funded as follows:

- Approximately \$200,000 will be funded by FY 25-26 Stormwater Fees
- Approximately \$200,000 will be funded by FY 26-27 Stormwater Fees, and
- Approximately \$50,000 of which will be funded by other cash on hand.

The PWUC recommends approval of the Resolution Declaring McAdams as the Engineer of Record for the 2025 Stormwater Master Plan and Authorizing Acceptance of their Proposal.

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

**RESOLUTION NO. 2025-56
RESOLUTION DECLARING MCADAMS AS THE ENGINEER OF RECORD
FOR THE 2025 STORMWATER MASTER PLAN**

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, following a qualifications-based selection process, negotiations by the Public Works and Utilities Committee were initiated with McAdams, the priority selected firm; and

WHEREAS, following a due diligence effort by McAdams a scope of work and associated design fee were negotiated that was in keeping with the scale of the City's Stormwater Fee collections; and

WHEREAS, the Public Works and Utilities Committee in conjunction with City staff carefully reviewed and determined a two-phased approach to developing the City's Stormwater Master Plan was in keeping with the City's budget for this effort; and

WHEREAS, the Public Works and Utilities Committee recommends McAdams be declared the Engineer of Record for the 2025 Stormwater Master Plan and that their proposal via a two-phase approach be accepted.

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

Section 1. City Council hereby approves the recommendation of McAdams as the Engineer of Record for the 2025 Stormwater Master Plan.

Section 2. The City Manager, or his designee, is authorized to execute the Design Agreement and Proposal with McAdams for the 2025 Stormwater Master Plan for \$435,000, not including the \$15,000 already encumbered Due Diligence fee.

Adopted and approved this 15th day of September 2025.

Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

s/ Maureen Copelof, Mayor

M-2. Adopt-a-Storm Drain Program – David Todd noted that this idea is supported by the Brevard Sustainability Council. He explained that the proposal is to partner with RiverLink, a non-profit organization located in Asheville that promotes the environmental and economic vitality of the French Broad River and its watershed. RiverLink has partnered with the City of Asheville and local volunteers there to protect water quality through a grant-funded Adopt-a-Storm Drain program. At its September 3, 2025 meeting the Public Works & Utilities Committee endorsed partnering with RiverLink to create a similar Adopt-a-Storm Drain program in Brevard, that would also be fully grant funded.

Mr. Baker moved, seconded by Mr. Wise to approve the Resolution Authorizing Partnership with RiverLink for an Adopt-a-Storm Drain program. The motion carried unanimously.

**RESOLUTION NO. 2025-57
RESOLUTION AUTHORIZING A PARTNERSHIP BETWEEN THE
CITY OF BREVARD AND RIVERLINK FOR THE PURPOSE OF
FORMING AN ADOPT-A-STORM DRAIN PROGRAM**

WHEREAS, the City of Brevard is committed to protecting our natural resources, including our rivers and streams; and

WHEREAS, the implementation and proper operation of the City's stormwater systems is essential to the protection of our waterways and the safety and wellbeing of our residents; and

WHEREAS, RiverLink has offered to partner with the City to create an Adopt-A- Storm Drain program; and

WHEREAS, RiverLink has offered to seek grant funding or provide any needed funding for the program; and

WHEREAS, the City will benefit from having additional resources to assist with cleaning and maintaining storm drains.

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

Section 1. The City of Brevard and RiverLink will form a partnership for the sole purpose of creating an Adopt-A-Storm Drain Program

Section 2. City Staff are authorized to work with RiverLink as needed to assist RiverLink with developing and implementing the program.

Adopted and approved this 15th day of September, 2025.

Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

s/ Maureen Copelof, Mayor

M-3. Award Contract for Parking Study – Paul Ray explained that the City received nine responses to the Request for Qualifications for a downtown parking study. An ad-hoc group of Planning Director Paul Ray, Assistant Planning Director Aaron Bland, Downtown Master Plan Committee Chair Gary Daniel, and Downtown Master Plan Committee member Parker Platt reviewed the responses and conducted interviews with the top two firms. At its September 10th meeting the Downtown Master Plan Committee recommended awarding the contract for a Parking Study to Benchmark Planning. Staff is requesting Council’s approval of the Resolution Authorizing Contract Negotiations to Conduct a Downtown Parking Study. Mr. Ray noted that if awarded, Staff expects the study to take 6-8 months to complete

Mr. Daniel moved, seconded by Mr. Wise to approve the Resolution. The motion carried unanimously.

**RESOLUTION NO. 2025-58
A RESOLUTION AUTHORIZING CONTRACT NEGOTIATIONS
TO CONDUCT A DOWNTOWN PARKING STUDY**

WHEREAS, the City last conducted a downtown parking study in 2013; and

WHEREAS, it is the desire of City Council to update this study, in order to better understand the current and future needs of Brevard’s downtown parking system; and

WHEREAS, the City issued a request for qualifications for such a study on May 30, 2025; and

WHEREAS, the Downtown Master Plan Committee in conjunction with City staff has selected and interviewed two qualified designers or engineering firms and recommends them in priority order: Benchmark Planning of Charlotte, NC, and J.M. Teague Engineering and Planning of Waynesville, NC (“Recommended Designers”); and

WHEREAS, the Downtown Master Plan Committee recommends approval by City Council of the Recommended Designers for the downtown parking study.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY 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 downtown parking study.

Section 3. The Resolution shall become effective upon its adoption and approval.

Adopted and approved this, the 15th day of September 2025.

Attest: s/ Denise Hodsdon, CMC, NCCMC, City Clerk

s/ Maureen Copelof, Mayor

M-4 DMPC Recommendation on Stamped Crosswalks and Times Arcade Alley Bumpout Reconfiguration – Mr. Hooper explained that over the summer Staff have been compiling up-to-date information on the various Downtown Master Plan projects so that the Downtown Master Plan Committee (DMPC) could make important decisions about which projects to move forward. At its September 10th meeting the DMPC recommended that the City use Downtown Master Plan Fund (Fund 83) dollars to complete two ad-hoc projects: the installation of stamped crosswalks at Broad/Jordan St., and reconfiguration of the Jordan St. bumpout at the mouth of Times Arcade Alley.

The stamped crosswalks will mimic the work recently completed at the intersection of Main and Broad Streets. The scope of work includes the addition of four brick-colored stamped crosswalks and the DMPC authorized using up to \$100,000 from Fund 83. The work should be completed by the middle of October.

The Times Arcade Alley project includes safety and aesthetic enhancements and cleanup of the Jordan Street Bump Out. Mr. Todd explained that during construction, a major Duke Energy pole was relocated in such a fashion as to create a pedestrian barrier especially for the visually impaired. He reviewed the changes that will be made to the bump out to create a less obstructed pedestrian pathway and create a safe path for the visually impaired. The DMPC approved this approach at an estimated cost of \$15,000 to \$25,000.

Mr. Daniel moved, seconded by Mr. Baker to adopt DMPC's recommendation to move forward with the two projects as described using Fund 83 dollars. The motion carried unanimously.

N. Remarks/Future Agenda Considerations.

Mr. Baker commented that the time is right to hold an Ecusta Trail strategy meeting. He thanked the County for considering the City's funding request. He offered congratulations to the Heart of Brevard and Pisgah Forest Rotary for the two great events this past weekend. He requested that the City publish an update on the Mills Avenue closure and suggested investigating reopening the closure on North and West Lanes to provide an alternate detour. Mr. Baker said I went for a long bike ride today from my house in town, down the bike trail to the Forest, up Joel Branch, up Stoney Knob, and then down Bracken. I was thinking about that loop and all the different projects that are represented in that, and it reminded me that sometimes partnerships like that sometimes extend far beyond what you might originally conceive. The fact that we have that loop so close to town is amazing, and we owe Councilman Morrow so much in terms of the Bracken Preserve and the Estatoe Trail. I think the Pisgah Conservancy is still looking to name that route, and I submitted a proposal for it to be called the Morrow Loop.

Mr. Wise commented that it is exciting that this is Constitution Week and said it is hard to put into words a lot of the discourse that has happened recently, but I do like to revisit the founding principles, and it keeps me sane and centered through all the chaos. He noted that this month is Hispanic Heritage Month and encouraged everyone to celebrate that vibrant culture, both locally and nationally, because that is an amazing group of people who have contributed so much to this melting pot of the United States. He noted that next Monday the County Commissioners will be discussing how they want to allocate the \$11.6M in grant funding they have for infrastructure improvements, and encouraged Councilmembers to speak to them and let them know that our asks are all about helping families in our community/county as a whole.

Mr. Morrow said he was pleased to see that the City received 35% of the budget in the month of August.

Attorney McKeller said I wanted to underline something I saw in the newspaper today. The City of Brevard over the last two years has actually had a substantial drop in crime, according to the State Bureau of Investigations, which is amazing, considering all the keyboard warriors who are out there talking about how dangerous it is in Brevard. He said it seems that Brevard is getting a lot safer and he thanked Chief Jordan for all the efforts of the Police Department, especially the eight that stayed behind and kept this city safe.

Mr. Hooper reported that NCDOT has advised that the contractor doing the milling and repaving project is deviating from their original plan a little bit and we will be contacting them for more information. He noted that this will be Chief Jordan's last meeting with us and thanked him for his service to this organization and to the community of Brevard.

Mayor Copelof said I want to remind people that our city is over 150 years old and a lot of our infrastructure dates back to the beginning of our city. We are tackling those difficult issues of updating major pieces of our infrastructure. She said she was

proud of staff for their work on this, and we have worked with some top-rate contractors and have a plan forward to take care of our city for decades to come. We are also looking toward the future regarding the parking issue. She thanked staff from the Police Department, Fire Department and Public Works for their efforts at the two events this past weekend. She said she received great feedback from the participants of both the Attack on the Carolinas and the Plein Air Festival. She remarked that it is important to remember what is in the Constitution and that we have incredible freedoms in this country that apply to everybody and encouraged everyone during Constitution Week to take a step back from some of the heated vitriolic messaging. She mentioned the upcoming Helene Anniversary event on September 27th and the next Meet the Mayor on September 25th.

O. Closed Sessions

O-1. Personnel and/or Employment: NCGS §143- 318.11.(a)(3)(5)(6) – At 7:35 p.m. Mr. Morrow moved, seconded by Mr. Baker to go into closed session to discuss a personnel matter and to clear Council Chambers. The motion carried unanimously. Authorized to remain for the closed session with Council and Attorney McKeller were City Manager Wilson Hooper, City Clerk Denise Hodsdon, and Human Resources Director Kelley Craig.

Council Returned to Regular Session – at 7:59 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 7:59 p.m. Mr. Wise moved, seconded by Mr. Morrow, to adjourn the meeting. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: October 6, 2025

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Confirmation of Interim Police Chief Appointment and Oath of Office

Speaker: Wilson Hooper, City Manager

Prepared by: Wilson Hooper, City Manager

Approved by: Wilson Hooper, City Manager

Background

Chapter 50-73 of the Brevard Code of Ordinances reads: "The chief of police shall be appointed by the city manager subject to confirmation by the city council."

At a closed session at its September 16, 2025 meeting, the City Council discussed the qualifications, competence, performance, character, fitness, and conditions of employment of the City Manager's recommended candidate for interim chief of police. At the conclusion of the session, they instructed Manager Hooper to proceed with the hiring of Dr. Jack Moorman to fill the position.

Discussion

Dr. Moorman has a long career in law enforcement, having previously served as the Chief of Police for the NC State University police department. Prior to that, he served nearly twenty years with the Raleigh Police Department achieving the rank of District Captain. Since his retirement from NC State, he has served stints as interim chief of the NC A&T State University and Presbyterian College police departments. He also brings academic credentials to Brevard, having completed a masters degree in public administration, and a doctorate of education in adult and continuing education.

If confirmed by Council, Dr. Moorman is expected to serve a three month stint while the selection process for the permanent chief wraps up. Month-by-month extensions may be negotiated if necessary.

Action

Council is asked to approve the attached resolution memorializing its confirmation of Dr. Jack Moorman as Interim Chief of Police.

Attachments:

1. Resolution Confirming Appointment of Interim Chief of Police
2. Jack Moorman Oath of Office
3. Jack Moorman Oath - GS11-11

RESOLUTION NO. 2025-XX

**RESOLUTION CONFIRMING CITY MANAGER’S APPOINTMENT OF
DR. JACK MOORMAN AS INTERIM CHIEF OF POLICE**

WHEREAS, Chapter 50-73 of the Brevard Code of Ordinances states “the chief of police shall be appointed by the city manager subject to confirmation by the city council”; and

WHEREAS, during a Closed Session following the September 16, 2025 City Council meeting, held according to the provisions of NCGS 143-318.11(6), the city manager shared his intention to appoint Dr. Jack Moorman as interim chief of police; and

WHEREAS, the City Council accepted the recommendation and agreed to hold a public vote on their confirmation at their October 6, 2025 meeting; and

WHEREAS, on October 6, 2025 the city manager publicly presented Dr. Moorman’s credentials and terms of employment.

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

The Brevard City Council does hereby confirm Dr. Jack Moorman as Interim Chief of Police according to the terms and conditions outlined by the city manager at the October 6, 2025 City Council meeting.

Adopted and approved this the 6th day of October, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk



City of Brevard, North Carolina

Oath of Office

State of North Carolina
County of Transylvania
City of Brevard

I, Jack Moorman, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Interim Chief of Police for the City of Brevard, so help me God.

Jack Moorman

Oath Administered By:

Denise Hodsdon, CMC, NCCMC
City Clerk

October 6, 2025

Date



City of Brevard, North Carolina

Oath of Office

State of North Carolina
County of Transylvania
City of Brevard

I, Jack Moorman, do solemnly swear that I will be alert and vigilant to enforce the criminal laws of this State; that I will not be influenced in any matter on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as a Interim Chief of Police according to the best of my skill, abilities, and judgment; so help me God.

Jack Moorman

Oath Administered By:

Denise Hodsdon, CMC, NCCMC
City Clerk

October 6, 2025

Date



PROCLAMATION NO. 2025-24

**DOMESTIC VIOLENCE AWARENESS MONTH
OCTOBER 2025**

WHEREAS, intimate partner violence alone affects more than 12 million people every year; and

WHEREAS, an average of 24 people per minute are victims of rape, physical violence or stalking by an intimate partner in the United States – more than 12 million women and men over the course of a single year; and

WHEREAS, nationally nearly 3 in 10 women and 1 in 10 men have experienced rape, physical violence, and/or stalking by a partner and reported it having a related impact on their functioning; and

WHEREAS, almost half of all women and men in the US have experienced psychological aggression by an intimate partner In their lifetime; and

WHEREAS, women ages 18 to 34 generally experience the highest rates of intimate partner violence; and

WHEREAS, current or former intimate partners account for roughly one-quarter of women killed in US workplaces; and

WHEREAS, the presence of a gun in domestic violence situations increases the risk of homicide for women by 500%; and

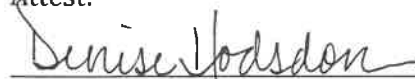
WHEREAS, the City of Brevard recognizes the significant impact domestic violence has on Transylvania County individuals, families, children, schools, workplaces, and places of worship; and

WHEREAS, by working together, we can build a community where intimate partner violence is not tolerated and all individuals can be safe, feel respected, and live free from abuse.

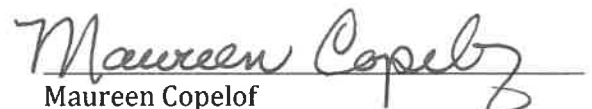
NOW, THEREFORE, I, Maureen Copelof, Mayor of the City of Brevard hereby proclaim the month of October 2025 as "**Domestic Violence Awareness Month**" in the City of Brevard and urge the citizens of Brevard to work together to eliminate domestic violence from our community, to keep our community members safe from this crime and to stand with survivors and victims of domestic violence.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 6th day of October, 2025.

Attest:


Denise Hodsdon, CMC
City Clerk




Maureen Copelof
Mayor



PROCLAMATION NO. 2025-25

FIRE PREVENTION MONTH October 2025

WHEREAS, the City of Brevard has been committed to ensuring the safety and security of all those living in and visiting Brevard; and

WHEREAS, the 2025 Fire Prevention Week™ theme, “**Charge into Fire Safety™: Lithium-Ion Batteries in Your Home,**” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and

WHEREAS, most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

WHEREAS, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

WHEREAS, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and

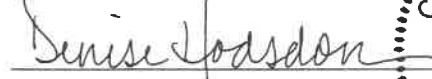
WHEREAS, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risks in the home and community; and

WHEREAS, Brevard Fire Department is dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach.

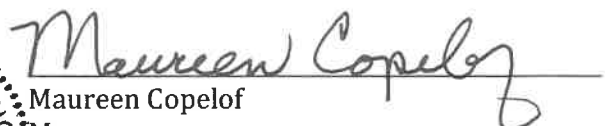
NOW, THEREFORE, I, Mayor Maureen Copelof and the Brevard City Council, do hereby proclaim October 2025 as Fire Prevention Month throughout this community. We urge all Brevard citizens to help prevent battery-related fires and to support the many public safety activities and efforts of Brevard’s fire and emergency services.

ADOPTED and approved this the 6th day of October, 2025.

ATTEST:


Denise Hodsdon, CMC
City Clerk




Maureen Copelof
Mayor



PROCLAMATION NO. 2025-26
BREAST CANCER AWARENESS MONTH
October 2025

WHEREAS, the City of Brevard joins our nation in recognizing October as Breast Cancer Awareness Month; and

WHEREAS, breast cancer is the most commonly diagnosed cancer among women in the United States, and is the second-leading cause of cancer deaths among women in North Carolina and our nation; and

WHEREAS, Breast cancer death rates have slowly decreased over time, for an overall decline of 44% since 1989. This is in part due to better screening and early detection efforts, increased awareness, and continually improving treatment options.

WHEREAS, early detection can be an effective tool in combating breast cancer, with regular screenings preventing 15 to 30 percent of all deaths from breast cancer in women over 40; when diagnosed while still confined to the breast, the 5-year relative survival rate is 99 percent; and

WHEREAS, on average, every 2 minutes a woman is diagnosed with breast cancer in the United States; and

WHEREAS, 1 in 8 women, or approximately 13% of the female population in the United States will be diagnosed with breast cancer in her lifetime and although rare, men get breast cancer too; and

WHEREAS, in the U.S. an estimated 316,950 new cases of invasive breast cancer are expected to be diagnosed in women, and an estimated 2,800 new cases are expected to be diagnosed in men in 2025; and

WHEREAS, in 2025 an estimated 42,170 women and 530 men will die from breast cancer in the U.S.; and

WHEREAS, the City of Brevard encourages citizens to talk with their health care providers about regular screenings, examinations and mammograms, and to practice self-examination.

NOW, THEREFORE, I, Mayor Maureen Copelof and Brevard City Council, do hereby proclaim **October 2025**, as "**Breast Cancer Awareness Month**" in the City of Brevard, North Carolina, and call on all citizens to join us in recognizing and commend this observance to all citizens.

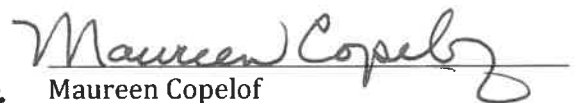
Adopted and approved this the 6th day of October, 2025.

ATTEST:



Denise Hodsdon, CMC
City Clerk





Maureen Copelof
Mayor

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Helene Response 1-Year Update

Speaker: Wilson Hooper, City Manager
Cara Bradshaw, FWRD Transylvania
Paul Ray, Planning Director
David Todd, Assistant City Manager
Bradley Elmore, Interim Fire Chief

Prepared by: Paul Ray, Planning Director, David Todd, Assistant City Manager, Wilson Hooper, City Manager

Approved by: Wilson Hooper, City Manager

Background/Discussion

Staff and partners from FRWD Transylvania, the area's long-term recovery group, will give a presentation on the state of the city one-year post Hurricane Helene. The presentation is intended to recognize the accomplishments of the city and its partners in the aftermath of the storm, but also to update the Council on the organization's outstanding challenges. The presentation will cover four distinct but interrelated themes:

1. Long term recovery - Cara Bradshaw will share information on the establishment and purpose of FWRD Transylvania, the area's long-term recovery group (LTRG). LTRGs are a Red Cross-approved model for meeting unmet community needs in the wake of a disaster and building resiliency for future disasters.
2. Rebuilding and floodplain matters - City staff will update Council on the status of several Planning Dept-related initiatives around housing repair and flood plain management.
3. FEMA Public Assistance (PA) - City staff will update Council on the status of the projects for which it is seeking monetary reimbursement from FEMA. Each of the city's seven remaining projects are in different states of review, with only one having been reimbursed. Several small dollar repair expenses were written off, as the small dollar amount did not justify the time and effort required to apply for a FEMA reimbursement.
4. Public safety services - BFD staff will share information on the latest challenges to emergency management in the wake of the storm

Action

No action necessary; for information and discussion only.

Attachments:

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Property Tax Releases - September, 2025

Speaker:

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

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

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

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

General Statute 105-381

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

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

Release Amount for September 2025 : \$607.75

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

Attachments:

1. Resolution Approving Property Tax Releases-October 2025

RESOLUTION 2025-XX

A RESOLUTION APPROVING PROPERTY TAX RELEASES

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

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

The Tax Collector is hereby authorized to remove September 2025 property values from the tax scroll in the amount of:

2025: \$ 607.75

Adopted and approved this 6th day of October 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Award of Contract for Bracken Climbing Loop Trail

Speaker: Aaron Bland, Asst Planning Director

Prepared by: Aaron Bland, Asst Planning Director

Approved by: Wilson Hooper, City Manager

Background

Since acquiring an additional 34 acres of land to expand Bracken Preserve in 2023, the City has been exploring options for building additional trails that will expand Bracken's offerings to users of all types, ages, and abilities. A rough trail layout has been designed that would create an easier loop option with less elevation gain; this proposal also has the added bonus of making the existing climb from the parking lot somewhat easier for users heading to the main Bracken parcel.

Discussion

Staff has been working closely with Pisgah Area SORBA (PAS), utilizing their experience and knowledge of soliciting and evaluating proposals from trail builders to make this conceptual proposal a reality. Over the past several months, the City and PAS have reviewed RFQ responses and interviewed qualified trail builders. After careful evaluation, both Staff and PAS recommend the City engage with Long Cane Trails LLC for the construction of this new trail. It is expected that construction would be complete within two months of mobilization.

Policy Analysis

The Parks, Natural Resources & Cultural Resources chapter of the *Building Brevard Comprehensive Land Use Plan* states:

PNRC-1: Maintain and improve existing parks.

- Consider opportunities to expand or connect to existing public parks and lands including Bracken Preserve.

Recommendation

Staff recommends Council approve the attached resolution authorizing the City to engage in a contract with Long Cane Trails LLC for the construction of the new trail within the expanded Bracken Preserve.

Fiscal Impact

The City has received \$49,999 from the Transylvania County Tourism Development Authority for this project and there are several thousand dollars of donations and proceeds from the Brackenfest event held by Conserving Carolina that are also available to help fund this project. Pisgah Area SORBA has been fundraising and applying for grants to cover any remaining gap in funding the construction costs and will continue to do so until enough

money is secured.

Action

Council may approve or not approve the attached resolution.

Attachments:

1. Bracken Trail Resolution

RESOLUTION NO. 2025-XX

**A RESOLUTION AWARDDING A CONSTRUCTION CONTRACT
FOR ADDITIONAL TRAILS IN BRACKEN PRESERVE**

WHEREAS, the City recently added additional land to Bracken Preserve to provide less strenuous trail options for a wider range of trail users; and

WHEREAS, in coordination with Pisgah Area SORBA, City staff has issued a request for proposals, evaluated three responses, and interviewed two qualified trail builders; and

WHEREAS, following this evaluation process, City Staff and Pisgah Area SORBA recommend Long Cane Trails LLC of Pisgah Forest, NC as the preferred contractor.

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

Section 1. City Council hereby approves the preferred contractor.

Section 2. The City Manager, or his designee, is authorized to execute a contract, dependent on successful fundraising efforts, for the construction of new trails in Bracken Preserve.

Section 3. The Resolution shall become effective upon its adoption and approval.

Adopted and approved this, the 6th day of October 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Personnel Policy Update

Speaker:

Prepared by: Kelley Craig, Human Resources Director

Approved by: Wilson Hooper, City Manager

Background/Discussion

A new state law ([Session Law 2025-16](#)) enacted this summer will require all counties and cities in North Carolina to subject all applicants for positions that require working with children in any way to criminal history record checks conducted by the North Carolina State Bureau of Investigation (SBI). The SBI uses fingerprints to search the state criminal history record file and forwards a set of fingerprints to the Federal Bureau of Investigation for a national criminal history record check. These requirements became effective October 1, 2025 and apply to offers of employment made on or after that date.

To comply with this new law, the Human Resources Department is recommending we update the Personnel Policy to reflect this new requirement. The revised language can be found on page 23 of the attached policy.

Staff will evaluate each position as filled to determine if this requirement is needed; but at this time we have identified this including all Fire Department new hires and anyone hired in the Community Center Director position. All of our law enforcement employees already have this level of background completed so there is no impact to that department.

This process will require the City to pay a fee to cover the cost of the record check process (currently set at \$38 for the combined national/state check), but given the low number of new hires, staff is confident this additional cost can be absorbed by the current allocated budget for this year.

This recommendation was presented to the Finance, Human Resources and Citizen Appointment Committee, which supported the recommended changes and referred them to Council.

Action

Council is asked to approve the HR/F Committee's recommended changes to the City's Personnel Policy.

Attachments:

1. NC Gen Statute_Criminal History Req 2025
2. Proposed Amendments to Personnel Policy
3. Resolution Amending the City of Brevard Personnel Policy

SECTION 4.2. G.S. 160A-164.2 reads as rewritten:

§ 160A-164.2. Criminal history record check of employees permitted.

(a) The council may adopt or provide for rules and regulations or ordinances concerning a requirement that any applicant for employment be subject to a criminal history record check of State and National Repositories of Criminal Histories conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.25 [G.S. 143B-1209.26]. G.S. 143B-1209.26. The city may consider the results of these criminal history record checks in its hiring decisions.

(b) Notwithstanding the provisions of subsection (a) of this section, if the position being filled requires an applicant for employment to work with children in any capacity, the council shall require the applicant, if offered the position, be subject to a criminal history record check conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.26. The city must extend a conditional offer of the position pending the results of a criminal history record check required by this section."

SECTION 4.3. Sections 4.1 and 4.2 of this act become effective October 1, 2025, and apply to offers of employment on or after that date.

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

SECTION 1. EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City to foster, maintain and promote equal employment opportunity. The City shall select employees on the basis of the applicant's qualifications for the job and award them with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), political affiliation, marital status, disability or genetic information. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties with or without reasonable accommodation.

SECTION 2. IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

All personnel responsible for recruitment and employment will continue to review regularly the implementation of this personnel policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), political affiliation, marital status, disability or genetic information. Notices with regard to equal employment matters shall be posted in conspicuous places on City premises in places where notices are customarily posted.

SECTION 3. RECRUITMENT, SELECTION AND APPOINTMENT.

When full-time and part-time position vacancies occur the Human Resources Director shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within departments. Individuals shall be recruited from a geographic area as wide as necessary to establish a diverse and qualified applicant pool.

Job Advertisements.

Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment.

All persons expressing interest in employment with the City shall be given the opportunity to file an application for positions which are currently vacant and open for applications.

Selection.

Department Heads, with the assistance of the Human Resources Director, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience

qualifications required for the position. All selection devices administered by the City shall be valid measures of job performance.

Before any commitment is made to an applicant, the City will conduct checks to evaluate the employee's qualifications background; including criminal history reference checks, criminal background investigation, drug screening, driver's license history, and physical examination. where job-related using the DCI when needed. All selection devices administered by the City shall be valid measures of job performance.

In compliance with G.S. 160A-164.2(b), if the position being filled requires an applicant for employment to work with children in any capacity, the City must require the applicant, if offered the position, to be subject to a criminal history record check conducted by the SBI. These checks must be performed in accordance with G.S. 143B-1209.26, which authorizes the SBI to provide fingerprint-based state and national criminal record check to cities and counties.

If an internal candidate is selected to transfer, promote or demote from a position that was not required to work with children to a position working with children, the internal candidate will be subject to criminal history record check after they are extended a conditional offer.

Appointment.

Before any commitment is made to an applicant either internal or external, the Department Head shall make recommendations to the Human Resources Director including the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Human Resources Director and Department Head shall recommend approval of appointments and the starting salary for all applicants to the City Manager. The City Manager will make the final decision on all internal and external applicants.

RESOLUTION NO. 2025-XX

A RESOLUTION AMENDING THE CITY OF BREVARD PERSONNEL POLICY

WHEREAS, the City of Brevard is a governmental entity employing many persons for the purpose of carrying out the operations of local government; and

WHEREAS, the rules, regulations, mandates, court interpretations and laws governing personnel administration have changed since the last amendment to the Personnel Policy on December 2, 2024; and

WHEREAS, North Carolina Session Law 2025-16 requires that all applicants for employment in positions that require working with children are subject to criminal history record checks conducted by the North Carolina State Bureau of Investigation, effective October 1, 2025; and

WHEREAS, to keep the Personnel Policy current with the revised rules, regulations, laws, etc., those responsible for the maintenance of the policy recommend that the Personnel Policy dated December 2, 2024 be amended to comply with the provisions of Session Law 2025-16.

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

Section 1. Article IV, Section 3 of the City of Brevard Personnel Policy shall be amended as follows:

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

SECTION 3. RECRUITMENT, SELECTION AND APPOINTMENT.

When full-time and part-time position vacancies occur the Human Resources Director shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within departments. Individuals shall be recruited from a geographic area as wide as necessary to establish a diverse and qualified applicant pool.

Job Advertisements.

Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment.

All persons expressing interest in employment with the City shall be given the opportunity to file an application for positions which are currently vacant and open for applications.

Selection.

Department Heads, with the assistance of the Human Resources Director, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position. All selection devices administered by the City shall be valid measures of job performance.

Before any commitment is made to an applicant, the City will conduct checks to evaluate the employee's qualifications background; including reference checks, criminal background investigation, drug screening, driver's license history, and physical examination.

In compliance with G.S. 160A-164.2(b), if the position being filled requires an applicant for employment to work with children in any capacity, the City must require the applicant, if offered the position, to be subject to a criminal history record check conducted by the SBI. These checks must be performed in accordance with G.S. 143B-1209.26, which authorizes the SBI to provide fingerprint-based state and national criminal record check to cities and counties.

If an internal candidate is selected to transfer, promote or demote from a position that was not required to work with children to a position working with children, the internal candidate will be subject to criminal history record check after they are extended a conditional offer.

Appointment.

Before any commitment is made to an applicant either internal or external, the Department Head shall make recommendations to the Human Resources Director including the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Human Resources Director and Department Head shall recommend approval of appointments and the starting salary for all applicants to the City Manager. The City Manager will make the final decision on all internal and external applicants.

Section 2. This resolution shall become effective upon its adoption and approval on this the 6th day of October, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Amendment to 2025 City Council Meeting Schedule - Organizational Meeting

Speaker: Denise Hodsdon, City Clerk

Prepared by: Denise Hodsdon, City Clerk

Approved by: Wilson Hooper, City Manager

Background

City Council adopted its 2025 Meeting Schedule on December 2, 2024, which included Regular Meetings on the first and third Mondays of each month. The City Council Meeting Schedule, as amended on January 6, 2025, is published on the City's website. Council may amend its meeting schedule at any time when necessary.

Discussion

The adopted schedule included a Regular Meeting on December 2, 2025. Pursuant to NCGS 160A-68 following the municipal election, Council is required to hold its Organizational Meeting no later than the first meeting date in December. At this meeting, the newly elected Mayor and Councilmembers will take their oath of office and the Mayor Pro Tem will be selected. The attached amended schedule designates the December 2nd meeting as Council's Organizational Meeting.

Action

Adoption of the attached Brevard City Council 2025 Meeting Schedule as amended. The adopted amended schedule will be posted on the City's website.

Attachments:

1. Amended 2025 Council Meeting Schedule

Brevard City Council 2025 Meeting Schedule

Day / Date	Time	Type	Location
Monday, January 6, 2025	5:30 PM	Regular Meeting	Council Chambers
Tuesday, January 21, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, February 3, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, February 17, 2025	5:30 PM	Regular Meeting	Council Chambers
Friday, March 7, 2025	8:30 AM	Priority Setting Retreat	Mary C. Jenkins Community Center
Monday March 17	5:30 PM	Regular Meeting	Council Chambers
Monday, April 7, 2025	5:30 PM	Regular Meeting	Council Chambers
Friday, April 11, 2025	8:30 AM	Budget Workshop	TBD
Monday, April 21	5:30 PM	Regular Meeting	Council Chambers
Monday, May 5, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, May 19, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, June 2, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, June 16, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, July 21, 2025 (If Needed)	5:30 PM	Regular Meeting	Council Chambers
Monday, August 4, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, August 18, 2025	5:30 PM	Regular Meeting	Council Chambers
Tuesday, September 2, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, September 15, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, October 6, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, October 20, 2025	5:30PM	Regular Meeting	Council Chambers
Monday, November 3, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, November 17, 2025	5:30 PM	Regular Meeting	Council Chambers
Monday, December 1, 2025	5:30 PM	Regular Meeting Organizational Meeting	Council Chambers
Monday, December 15, 2025 (If Needed)	5:30 PM	Regular Meeting	Council Chambers

Amended: October 6, 2025
Amended: January 6, 2025
Adopted: December 2, 2024
Distribution: December 3, 2024
D Hodsdon, City Clerk

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Ordinance Declaring Road Closures for Halloweenfest and Veterans Day

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 HalloweenFest and Veteran's Day events.

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.

Action

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

Attachments:

1. Closure Ordinance

ORDINANCE NO. 2025-XX

**AN ORDINANCE DECLARING STREET CLOSURES
FOR MULTIPLE CITY-SPONSORED SPECIAL EVENTS**

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:

Event: Halloweenfest
Date: Saturday, October 25, 2025
Time: 6:00 AM – 10:30 PM
Description: Main Street (U.S. 276) from Caldwell Street to Rice Street
Broad Street (U.S. 64) from Probart Street to Morgan Street

Event: Veteran’s Day Ceremony
Date: Tuesday, November 11, 2025
Time: 10:00 AM – 1:00 PM
Description: Main Street (U.S. 276) from Broad Street to Gaston 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 6th day of October 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Capital Project Closeout - Main Street Streetscapes

Speaker: Dean Luebbe

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

Approved by: Wilson Hooper, City Manager

Background

The Main Street Streetscapes Capital Project was initiated in early 2023 and essentially completed by the fall of 2023. The Project included mid-block bump-outs, corner bump-outs at Main and Broad, landscaping on Main Street, and the stamping of three crosswalks on Main Street (England, Broad, and Gaston). The stamping of the crosswalks was contracted through NCDOT, and the City received and paid the bill for these services in June of 2025 in the amount of \$148,160.

Recommendation

Approve Main Street Streetscapes Capital Project close out ordinance as presented.

Attachments:

1. CPO Closeout - Main Street Streetscapes
2. Main St Streetscapes financial recap

ORDINANCE NO. 2025-XX

CAPITAL PROJECT ORDINANCE TO CLOSE ORDINANCE
NO. 2022-47, 2023-11, AND 2023-23, MAIN STREET STREETSCAPES 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 closed:

Section 1: The project was initiated in early 2023 and consisted of 3 mid-block bumps-outs on Main Street, corner bump-outs at Main and Broad, and landscaping on Main Street. The Project was essentially completed by the fall of 2023, but the City had to wait for NCDOT to complete their billing for the stamped crosswalks. That final invoice on the Project was received in late June of 2025.

Section 2: The project will be closed with actual revenues and expenditures of \$1,904,171, which is \$94,000 under budgeted amounts. Actual and budgeted revenues and expenditures will be reversed on the City financial software, and no further expenditures will be required on the project. The Project was funded by a variety of sources, including federal ARPA funds, four separate City of Brevard funds, and a \$175,000 contribution from the Tourism Development Authority.

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

Account Number	Account Name	Budget Amount
83-6600-4570	Main Street Streetscapes	\$1,998,200
TOTAL PROJECT APPROPRIATION		\$1,998,200

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

Account Number	Account Name	Budget Amount
83-3020-0100	Transfer from ARPA	\$357,100
83-3990-0000	Fund Balance Approp	\$272,900
83-3010-0000	Transfer from Cap Reserve	\$91,200
83-3020-0300	Transfer from Parking Fund	\$140,000
83-3020-0000	Transfer from General Fund	\$812,000
83-3950-0500	Contribution from TDA	\$175,000
83-3020-0400	Transfer from Powell Bill	\$150,000
TOTAL PROJECT REVENUE		\$1,998,200

Section 5: The Finance Director will 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: The Finance Director will maintain a detailed analysis of all revenues and expenses associated with the project since its inception.

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

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 6th day of October 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

**City of Brevard Capital Project - Downtown Masterplan Fund
Main Street Streetscapes**

Original Ordinance	2022-47	330,000	8/1/2022
		550,000	
	2023-11	918,200	3/20/2023
	2023-23	200,000	6/5/2023
TOTAL		1,998,200	

As of June 30, 2025		Budget	Prior Year	Current Year	Total prior plus current
Expenditures					
83-6600-4570	Downtown Masterplan Implemen	1,998,200	1,756,011	148,160	1,904,171
Revenues					
83-3020-0100	Transfer from ARPA	357,100	357,100	-	357,100
	2023 transfer from GF	-	-	-	-
83-3990-0000	Fund Balance Approp	272,900	167,871	-	167,871
83-3050-0000	Transfer from HOB	-	11,000	-	11,000
83-3010-0000	Transfer from Cap Res Fund	91,200	91,200	-	91,200
83-3020-0300	Transfer from Parking	140,000	140,000	-	140,000
83-3020-0000	Transfer from General Fund	812,000	812,000	-	812,000
83-3950-0500	Contribution from TDA	175,000	175,000	-	175,000
83-3020-0400	Transfer from Powell Bill	150,000	150,000	-	150,000
TOTAL		1,998,200	1,904,171	-	1,904,171

Expenditure Detail	Contract Amount	Prior Year Expenses	Current Year Expenditure	Total prior plus current	Amount Remaining on Contract
Arbor	62,852	45,962	-	45,962	-
Sossamon	7304 1,738,466	1,710,049	-	1,710,049	-
NCDOT-stamped crosswalk	7356 197,168	-	148,160	148,160	-
	1,998,486	1,756,011	148,160	1,904,171	-

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Resolution to Approve Debt Financing for Three Capital Vehicle Purchases - First Citizens Bank

Speaker: Dean Luebbe

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

Approved by: Wilson Hooper, City Manager

Background

At the August 18, 2025, City of Brevard Council meeting the Finance Director was authorized to contract with First Citizens Bank for financing in the amount of \$965,000 for the purchase of a garbage truck, a bucket truck, and a vacuum truck. First Citizens Bank quoted the City an interest rate of 3.80% over the fifty-nine month term for the vehicle financing, which was the lowest interest rate of the four financial institutions that responded.

Fiscal Impact

The City budgeted anticipated debt payments for the vacuum truck and the garbage truck in the original FY25-26 budget. Debt payments for the bucket truck were not originally budgeted, but because actual debt payments will not begin until November of 2025, the Finance Director does not expect additional budget amendments to be necessary.

Recommendation

Approve the Resolution presented with First Citizens Bank to provide fifty-nine month financing at an interest rate of 3.80% for the purchase of three heavy duty vehicles.

Attachments:

1. 10-6-25 debt resolution 965K First Citizens
2. City of Brevard 2025 IPC- proposal First Citizens

RESOLUTION NO. 2025-xx

A RESOLUTION APPROVING FINANCING TERMS

WHEREAS: The City of Brevard (“City”) has previously determined to undertake a project for purchasing capital equipment (the “Project”) costing \$965,000 and the Finance Officer has now presented a proposal for the financing of such Project as listed below:

DEPARTMENT	EQUIPMENT
STREETS	Bucket Truck (\$150,000) budgeted
WATER AND SEWER MAINT	Vacuum Truck (\$540,000) budgeted
SANITATION	Garbage Truck (\$275,000) budgeted

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the Project through First Citizens Bank Inc., in accordance with the proposal dated August 12, 2025. The amount financed shall not exceed \$965,000 for a fifty nine month loan, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.80%, and the financing term shall not exceed fifty nine months from closing.
2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The City shall not take or omit to take any action, the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the First Citizens Bank Inc. financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general and water/sewer funds, or any other City fund related to the purchases.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted and approved this 6th day of October 2025.

Maureen Copelof, Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk



August 12, 2025

To: Dean Luebke, Assistant City Manager/Finance Director

Re: Proposal for 2025 Installment Purchase Contract, City of Brevard, North Carolina

Following is our offer for the financing requested in the amount of \$965,000 (prepayable in whole at par):

Interest Rate	Final Maturity	Proposed Payment Structure
3.80% BQ	59 months	Monthly principal and interest payments

This transaction can be closed using draft documents provided by First-Citizens Bank & Trust Company. There will be no closing costs or ongoing fees due to the Bank. In addition to executed transaction documents in form satisfactory to the Bank, you must provide an opinion of your attorney addressing certain matters, including, but not limited to:

1. The Installment Purchase Contract is valid, legal, binding, and enforceable;
2. The tax-exempt status of the interest component of payments due under the financing. The attorney's opinion must state that the borrowing is designated as a "qualified tax-exempt obligation" under Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

The borrowing entity must also designate the obligation as a "qualified tax-exempt obligation" prior to closing. It is recommended that this designation be included or recited in the borrowing ordinance/resolution. You or your advisors will be responsible for preparing and filing any IRS required documents.

The rate contained in this proposal is subject to change unless the loan is closed within 30 days of the date hereof. If you have any questions, please contact Courtney Dunlap at 803-931-1721 or me at 803-931-1723.

Thank you for the opportunity to submit this proposal.

First-Citizens Bank & Trust Company

By: Steve Groth
Director of Government Lending

The foregoing proposal is
accepted and approval of
rate and funding is requested:

City of Brevard, North Carolina

By: _____

Title: _____

Date: _____

City of Brevard 2025 IPC

Computation Interval: Annual

Nominal Annual Rate: 3.800%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	09/17/2025	965,000.00	1		
2	Payment	08/17/2026	214,891.14	4	Annual	08/17/2029
3	Payment	08/17/2030	214,891.16	1		

TValue Amortization Schedule - U.S. Rule, 30E3/360

	Date	Payment	Interest	Principal	Balance
Loan	09/17/2025				965,000.00
2025 Totals		0.00	0.00	0.00	
1	08/17/2026	214,891.14	33,614.17	181,276.97	783,723.03
2026 Totals		214,891.14	33,614.17	181,276.97	
2	08/17/2027	214,891.14	29,781.48	185,109.66	598,613.37
2027 Totals		214,891.14	29,781.48	185,109.66	
3	08/17/2028	214,891.14	22,747.31	192,143.83	406,469.54
2028 Totals		214,891.14	22,747.31	192,143.83	
4	08/17/2029	214,891.14	15,445.84	199,445.30	207,024.24
2029 Totals		214,891.14	15,445.84	199,445.30	
5	08/17/2030	214,891.16	7,866.92	207,024.24	0.00
2030 Totals		214,891.16	7,866.92	207,024.24	
Grand Totals		1,074,455.72	109,455.72	965,000.00	

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
3.800%	\$109,455.72	\$965,000.00	\$1,074,455.72

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Award of Garbage Truck Bid

Speaker: David Todd

Prepared by: David Todd, Assistant City Manager

Approved by: Wilson Hooper, City Manager

Background

The FY26 Budget included a line item for the purchase of a Garbage Collection Truck in the amount of \$275,000. The Garbage Collection Truck was advertised for bid and 11 bids were received, ranging from \$207,832.00 to \$278,014.00. The low bid was deemed to meet the minimum specifications and this truck was selected. The low bid truck at \$207,832.00, not including tax and title fees, was determined to meet the bid specifications.

Fiscal Impact

A loan was recently solicited and accepted for the purchase of the Vacuum Truck, a 40' Bucket Truck, and a 20-Yard Rear Loader Garbage Truck. The loan amount for the garbage collection truck was requested at \$275,000. The purchase price of the garbage collection truck, including tax and title, is estimated to be \$214,133.71, which is within the allotted budget.

Action

Staff requests that Council approve the purchase of the low-bid garbage collection truck from Joe Hol-Mac Corporation, the low bidder.

Attachments:

1. Resolution Approving Purchase of Garbage Collection Truck

RESOLUTION NO. 2025-XX

RESOLUTION APPROVING THE PURCHASE OF A GARBAGE COLLECTION TRUCK

WHEREAS, new development and planned additional new development across the City has created the need for additional waste and recycling collection; and

WHEREAS, the City's current garbage collection truck fleet is aging and several trucks have reached or are nearing end of useful life; and

WHEREAS, reliable garbage collection trucks are essential for the operation and maintenance of the City's waste collection and recycling programs; and

WHEREAS, the City solicited bids for the purchase of a new 20 Yard, rear loader garbage collection truck, received 11 bids, and determined the low bid truck meets the City's specifications; and

WHEREAS, Hol-Mac Corporation was the low bidder.

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

The City Manager or his designee is authorized to proceed with the purchase of the new garbage collection truck as bid from the low bidder Hol-Mac Corporation in the amount of \$207,832.00 not including tax and title fees.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

MINUTES

City Council Public Works & Utilities Committee

Tuesday, August 6, 2025 – 3:30pm
City Council Chambers

Members Present: Mac Morrow, Chair, Council Member (arrived late)
Lauren Wise, Vice-Chair, Council Member
Owen Carson, Citizen Member
Mayor Copelof, Ex-Officio Member

Staff Present: Wilson Hooper, City Manager
David Todd, Assistant City Manager
Dennis Richardson, Water Treatment Plant Supervisor
Aaron Winans, Wastewater Treatment Plant Superintendent
Dean Luebbe, Finance Director
Selena Coffey, Assistant to the City Manager

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 3:30pm.

B. Certification of Quorum

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

C. Approval of Agenda

Mr. Wise made a motion to approve the agenda after moving item G to E. This was seconded by Mr. Owen. All in favor.

D. Approval of Minutes

Mr. Carson made a motion to approve the agenda, which was seconded by Mr. Wise. All in favor.

E. Project Updates:

1. Hillview Street Culvert

Mr. Todd reported that the survey work has been done, and the H&H study is underway and staff has been working with FEMA to get funding secured for the A&E study.

Mr. Todd then provided a review of the following tables showing a timeline for the project.

2. Norton Creek Restoration Phase 2

Mr. Todd reported that this project was put out to bid with four bidders and we only received one bid. This bid was well within the budget and staff is in the process of rewarding the project to the bidder in order to begin the project.

3. Water Treatment Plant Renovation Update

Mr. Todd reported that the contractor, Carolina Specialties, has started their work and have excavated for the new clear well and are progressing well with the project. He reiterated that the project is estimated to be completed on time.

4. Water and Sewer Asset Inventory Assessments

Mr. Todd shared that the water asset inventory is moving along well and the sewer asset inventory is progressing even better. They are currently verifying that the flow model is working well. He feels that the schedule is going well and he anticipates that they may complete their work by the upcoming September.

Mr. Todd reported that the sewer asset inventory field work is 90% complete, mapping is 90% complete, mapping is 95% complete, smoke testing had been completed, and that work was ongoing. The smoke testing did show some issues for addressing and staff will continue to work on infrastructure as necessary based on this testing. Mr. Todd is comfortable the progress being made.

5. Gallimore Basin Sewer Rehab Update

Mr. Todd reported that this project is progressing well, but the contractor has been having trouble finding subcontractors.

6. Sewer Lift Station Rehabilitation Project

Mr. Todd reported that the necessary easements have been resolved, and this project can move forward as soon as the easements have been signed formally.

F. Stormwater Master Plan Update

Mr. Carson asked to be recused from the conversation on this topic. Mr. Wise made a motion to recuse Mr. Carson, which was seconded by Mr. Morrow. Both in favor.

Mr. Todd introduced the project manager and assistant project manager from McAdams. Mr. Todd updated that McAdams has completed their due diligence work, which is attached to these minutes. Mr. Todd asked the committee to call a special-called meeting to review a final proposal from McAdams that will include cost estimates. This meeting was scheduled for Thursday, August 28, 2025 at 3:30pm in council chambers.

[See Attachments for presentation]

The committee had brief discussions about the presentation but took no further action.

After the presentation, Mr. Wise made a motion to remove the recusal of Mr. Carson and this motion was seconded by Mr. Morrow. Both voted in favor.

G. Wastewater Treatment Plant Update

Mr. Todd updated the committee that staff met with KCI two weeks ago and KCI is moving through the schematic design quickly. He shared that there are three ways that the plant can be built:

1. Build concrete structures like now, with the expected life of 50-to-100-year structures; or
2. Build prefabricated structures that are made of steel or stainless steel and is modular so the city can buy as many as necessary to meet capacity needs with an estimated 25-year life span; or
3. Build a combination of the latter with a 25-to-50-year life span.

Mr. Todd stated that he recommended the first option of building concrete structures for longevity and effectiveness. Staff and the committee discussed the pros and cons of all options as well as the costs for each option. No final decisions were necessary at this meeting but will be necessary in the near future.

H. Public Comment

Doug Miller spoke and complimented the staff and committee for their work in making all the significant improvements in the city's utility infrastructure.

Harvey Sankey spoke and asked about the funding necessary for the water treatment plant upgrades. Mr. Hooper shared that staff wouldn't know the full cost until KCI finishes their work.

I. Set Next Meeting

The next meeting of the committee will be a special-called meeting on August 28, 2025 at 3:30pm and the next regular meeting of the committee will be September 3, 2025 at 3:30pm.

J. Adjourn

Mr. Morrow made a motion to adjourn, which was seconded by Mr. Carson. All voted in favor and the meeting was adjourned at 5:05pm.

Minutes Approved: September 3, 2025



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



Selena D. Coffey
Assistant to the City Manager



Due Diligence + Preliminary Design Phase

A4.10 PROJECT MANAGEMENT + ADMINISTRATION (PHASE 1 + PHASE 2):

FEE: \$xx,xxx (lump sum)

- Project work plan development + kickoff meeting with City of Brevard staff, including identifying and prioritizing work areas;
- ~~Assistance with creation of project notifications and communication to impacted residents;~~
- Periodic project updates and status reports;
- General project management and administration throughout duration of contract;
- Up to ~~four (4)~~ two (2) meetings (either in person or virtual) with City Staff to discuss progress, updates and for planning purposes, including at least one meeting to discuss prioritization design criteria for infrastructure;
- Up to ~~two (2)~~ one (1) public informational meetings / presentations with City stakeholders, including any committee or council meetings as directed by the City; and
- One (1) final presentation meeting to City staff associated with draft Stormwater Assessment Report and product deliverables.

A4.11 ASSESSMENT OF CURRENT DATA + INFORMATION (PHASE 1):

FEE: \$xx,xxx (lump sum)

- Obtain and review all existing stream, flood, and other general hydrologic and topology data from available resources for use as background system data for stormwater analysis;
- Meet with other project stakeholders / City officials / staff to gather local knowledge of stormwater systems and flooding history;
- Assimilate information on previous basin studies and stormwater analyses within the City;
- Conduct initial project area assessments and field walks of the existing drainage basin;
- Assimilate available data of existing utilities to determine potential conflicts for storm drainage; and
- Review existing base system maps and strategic planning for additional field surveys and asset inspections.

L4.12 PIPE CLEANING / CCTV + TRAFFIC CONTROL (PHASE 1):

FEE: Not to Exceed \$xxx,xxx without prior written approval

Work under this phase will include several components of the inspections process, including ~~200~~ 100 hours with a two-man crew (~~400~~ 200 man-hours total), or approximately ~~25-12~~ days of CCTV work; ~~10~~ 5 days of heavy pipe cleaning and use of a vacuum truck; and ~~5~~ 2 days of subcontracted traffic control. See below breakout of tasks to be completed as a part of this scope:

CLOSED CIRCUIT TELEVISION (CCTV) INSPECTIONS AND DOCUMENTATION:

FEE: \$xxx,xxx (not to exceed, approximately xx days of CCTV work + Engineering Desktop Analysis)

The purpose will be to explore dimensions, alignment, and potential distresses of the storm drainage pipes along the requested pipe sections to help evaluate the existing conditions of the storm drainage system:

- I CCTV video documentation using a two-person crew. The pipe CCTV video documentation will be conducted during daytime (typically between 8am to 6pm). The CCTV video documentation will include location ID's, direction of travel, and a linear footage counter.

Limitations of CCTV Services

- I CCTV operators can only remotely video document what is safely accessible. Some pipes may contain a clog. CCTV operators will take care in not passing or traversing obstacles / debris that we do not feel we can safely advance or retreat from;
- I The CCTV remote operated vehicle can transverse a minimum pipe size of 8 inches up to a maximum of 96 inches in diameter;
- I To avoid loss of equipment, CCTV operators cannot cross obstacles such as debris and large defects in the pipeline. If an obstruction is found, CCTV operators will attempt to traverse the pipe from the opposite direction to capture the remaining pipeline data; and
- I If required, a pipe cleaning contractor shall remove debris so that we can then access the pipe for video documentation (this is described in Pipe Cleaning / Vacuum Truck below).

A report summarizing the results of our CCTV video documentation will be prepared. The videos and data will be reviewed and transmitted to the client via an external flash drive (mailed or hand delivered to the client). The report will include the following:

- I The extent of existing storm drainage system explored;
- I A description of misalignments and potential distresses of the storm drainage pipe, if observed;
- I A description of obstacles encountered such as debris and visible defects in the pipelines; and
- I Opinion regarding the operating condition of the stormwater system documented.

PIPE CLEANING / VACUUM TRUCK:

FEE: \$xx,xxx (not to exceed, assumes xx hours @ \$xxx.xx / hour)

- I Process involves hydro-vac suction of material from drains and lines as well as high-pressure jetting of storm systems. We note that severe blockages with tree parts, concrete, rubble, etc may not be able to be practically removed with these methods; and
- I Up to xx days of subcontracted heavy pipe cleaning and use of a vacuum truck for the purposes of this proposal. The budget assumes the City will allow the materials collected to be disposed of on city property in Brevard. If disposal of the materials outside of Brevard is required, additional charges will be incurred.

TRAFFIC CONTROL:

FEE: \$xx,xxx (not to exceed, assumes x days @ \$x,xxx/day)

- | Use of traffic control as need to access structures or provide cleaning / vacuum truck work;
- | The traffic control will provide lane closures, proper signage, qualified flaggers, etc as necessary to help facilitate CCTV work safely; and
- | Up to x days of subcontracted traffic control services for the purposes of this proposal.

A4.20 FIELD DATA COLLECTION (PHASE 1):

FEE: \$xx,xxx (lump sum)

Work under this task includes time for field walks to verify storm system connectivity and additional pole camera and asset inspections within priority areas and will include the following:

- | Initial field walks to verify and confirm system connectivity and limits;
- | All field work support associated with pipe, structure, and outfall inspections (including site visits and any support during pipe cleaning and inspection work), plus additional pole camera inspections as determined appropriate; and
- | Asset locations and verification as necessary or required for basemapping updates.

Existing Conditions Analysis**A4.30 GEODATABASE MANAGEMENT + DASHBOARD CREATION (PHASE 1):**

FEE: \$xx,xxx (lump sum)

McAdams will update the City's stormwater GIS inventory and integrate into a project dashboard where information on the City's drainage system will be updated based on inspection results and problem identification. This work will include:

- | Data assembly and geodatabase development and maintenance;
- | GIS Dashboard creation, including real-time updates during data collection and formatting based on feedback with City staff;
- | Ongoing maintenance throughout the life-cycle of the Stormwater Master Plan study; and
- | ~~For condition assessments, we will take detailed pipeline ratings and defect codes and build related tables that can be viewed via a GIS geodatabase. We will also catalogue CCTV inspection video and attach to the pipeline condition rating and records for the applicable features via a video link from an online library.~~

A4.40 ANALYSIS OF EXISTING STORMWATER SYSTEMS (PHASE 1):

FEE: \$xx,xxx (lump sum)

For this task, McAdams will provide the following scope of services:

- | Hydrologic and Hydraulic modeling software(s) will be used to analyze existing storm drainage systems within project area, including both closed conduit and open channel systems. For the majority of the H+H modeling, McAdams will primarily utilize PC-SWMM to prepare an analysis of integrated systems across City;
- | For each drainage system, McAdams will determine peak flow rates, provided levels of service, and preliminary sizing of pipes and drainageways to meet intended level of service and / or drainage improvements for problem areas;
- | McAdams will evaluate 2-, 10-, 25-, ~~50-~~, and 100-year, 24-hour SCS Type II rainfall distribution events as part of our modeling efforts. Rainfall depths will be based on NOAA Atlas 14 data;
- | Field survey data and drainage basin maps will be used to develop the hydrologic models. Connectivity will be verified, and model calibrated through additional field work and engineering analysis; and
- | Utilize hydrologic models to verify infrastructure capacities, flood prone areas, and identify system deficiencies and critical assets.

L4.41 ENVIRONMENTAL REGULATIONS (PHASE 2):

FEE: \$ x,xxx (lump sum)

For this task, Equinox will provide the following scope of services:

- I Develop "Environmental Regulations" chapter for SWMP document, which will include, but is not limited to, the following items:
 - Watershed Characterization;
 - Surface Water Classifications, Impairments, and Special Designations;
 - Summary of changes to the Clean Water Act since the 2007 Master Plan;
 - Stormwater Ordinance Review;
 - Inventory and assessment of existing NPDES permits and requirements; and
 - Discussion of nutrient load reduction standards.

Engineering Concept + Design Plans

A4.50 CIP PRIORITIZATION DEVELOPMENT + IMPLEMENTATION (PHASE 1):

FEE: \$xx,xxx (lump sum)

Based on the results of the above investigations and analyses, McAdams will perform the following tasks and prepare the following final deliverable items:

We will ~~review video recordings and~~ assess the storm drainage system to determine current condition and where immediate, remedial action may be necessary. A prioritization list relative to repairs needed based on current conditions will be provided. Based on assessment and analysis of storm drainage, McAdams will develop a detailed prioritization of capital improvement projects (CIP) for the City to utilize for budgetary planning purposes.

Deliverables:

- ~~I Structural assessments of pipes, catch basins, and other storm structures within the area of interest;~~
- I Development of scoring matrix based on ~~structural conditions~~ level of service of pipe;
- I Development of Capital Improvement Plan, including prioritization development and design criteria; and
- I Revisions and updates based on feedback from City of Brevard.

A4.51 PRELIMINARY PLANS + ALTERNATIVES (PHASE 2):

FEE: \$xx,xxx (lump sum)

McAdams will provide services associated with suitable alternatives for flood mitigation or necessary stormwater management within the area of interest, subject to the following:

- I Alternatives analysis and replacement recommendations should balance the replacement longevity and the cost to each community including upfront and maintenance costs. It is envisioned that alternatives will likely include the following:
 - ~~Integration of stormwater management into the proposed parks masterplan;~~
 - Upgrade of culvert / drainage systems to meet established design criteria;
 - Improvements along alternative alignments to minimize construction cost and impacts to private property, transportation systems, and other existing infrastructure;
 - Non-structural floodproofing options, including alternative flood-hazard mitigation strategies;
 - ~~Review and consider alternatives and "what-if" scenarios to identify the most critical improvements and their sensitivity to changes in flooding conditions;~~
 - Recommend potential stormwater retrofit locations and identify potential GSI retrofit opportunities to be assessed, compared, and ranked to determine the most feasible and beneficial projects for the City;
- I For the majority of minor drainage systems, one (1) alternative will be proposed. ~~For more complex or larger infrastructure repairs, up to two (2) alternatives may be proposed as appropriate;~~
- I To the degree appropriate, future conditions hydrology will be used in development of alternatives and proposed conditions. Future conditions will be based on City / County zoning and/or comprehensive planning info;
- I Assist with the preparation of conceptual / schematic plans for additional stormwater conveyance infrastructure, or improvements to existing infrastructure, to alleviate or mitigate against future flooding in those areas with consistent flooding problems;
- I Concept level plans are proposed to be exhibits generated from GIS, and will show locations, type, sizes, and preliminary elevation information for proposed drainage infrastructure; and
- I Opinions of Probable Construction Costs (OPCC) for necessary improvements.

A4.52 STORMWATER INFRASTRUCTURE O&M PLAN (PHASE 2):

FEE: \$xx,xxx (lump sum)

We will assess the storm drainage system to determine current condition and where immediate, remedial action may be necessary. A prioritization list relative to repairs needed based on current conditions will be provided. From this information, McAdams will develop an optimized stormwater infrastructure and operation maintenance plan for the City of Brevard considering the full inventory of all stormwater control structures and other planned City developments. The purpose of this O&M plan will be to extend the life of the existing infrastructure and to optimize its existing operation. Other tasks include:

- ~~I For components of the system that have significant trash and / or sediment accumulation, determine the likely sources of that within the watershed and develop a plan to minimize those impacts to the drainage system;~~
- I Development of a routine inspection and maintenance schedule to assure the system operates at peak efficiency;
- I Identification of any sources of illicit discharge into the drainage system and potential corrective action required;
- I Assessment of the existing drainage system to determine areas of the existing system require significant maintenance, repair or replacement; and
- ~~I For areas requiring repair and / or replacement, consideration will be given to future conditions flowrates within that system during design and whether drainage from adjacent overtaxed existing systems can be diverted to the replacement system to extend the existing systems' useful life and level of service.~~

A4.53 STORMWATER ASSESSMENT REPORT (PHASE 1):

FEE: \$xx,xxx (lump sum)

McAdams will prepare a final Stormwater Assessment Report detailing all findings, recommendations, and prioritization of projects. This task includes the following:

- I Development of comprehensive inventory of all system components, documentation of the condition of all assets, and development of a system for future management of the assets;
- I Development of preliminary / draft version of the Stormwater Assessment report based on initial findings and review with project stakeholder staff;
- I Participate in group meetings with City personnel and project stakeholders to share and discuss draft report;
- I Development of the final Stormwater Assessment Report based on feedback and revisions discussed on the draft review; and
- I Assist with presentation of the final report and findings to City leadership and other project stakeholders

Policy + Program Recommendations

A14.60 IDENTIFICATION OF FUNDING OPPORTUNITIES (PHASE 2):

FEE: \$xx,xxx (lump sum)

McAdams will perform a funding scan to assist the City of Brevard to identify potential grant and loan programs, with an emphasis on Disaster recovery and emergency funding, for up to ~~twenty (20)~~ fifteen (15) projects and programs identified in the City’s Capital Improvement Plan (CIP). The funding scan will assess the eligibility and competitiveness of the projects for various Federal, state, and private grants and loans, and provide strategies to maximize the City’s chances of securing funding for these projects.

Upon completion of the CIP, McAdams will convene up to one (1) kickoff meeting with City staff and collect data on the CIP projects, including project descriptions / scopes, challenges addressed, benefits, project locations, timelines, costs, and project partners. Upon receipt of this information, McAdams will perform a review of currently active federal, state, and private grant and loan programs and evaluate the eligibility criteria and requirements of each program to determine those for which the project is eligible and may be most competitive. A project’s competitiveness will be evaluated based on the project information provided in Task 1 as well as previous grant recipients, success rates, and funding trends for the funding programs evaluated. McAdams will consider the ongoing changes in the federal funding landscape (including authorized programs and funding levels) and provide information in the scan on any identified uncertainties to assist the City in managing risk. This task will also identify opportunities to “stack” funding sources (e.g., use a state-funded grant to provide the non-Federal match for a Federal grant). A memo documenting the results of the funding scan, as well as up to one (1) PowerPoint slide to use for City Council briefing(s) shall be provided to the City upon completion. One (1) consultant staff will participate in up to two (2) City Council meeting or other stakeholder meetings at the discretion of City staff.

McAdams will also provide a table or funding matrix that includes key attributes of the funding sources, including overview, eligibility criteria, match requirements, application deadlines, evaluation criteria, and the competitive landscape (e.g., historical success rates or information on the number of applicants versus the number of grants awarded where such data is available). This table will also reflect the results of the funding scan and link the identified grant programs to those projects that are eligible and most competitive for these grant programs. This funding matrix may also include information about grant programs that have not been matched to projects but are worth tracking. These additional programs will be added at the discretion of McAdams and the City.

A4.61 ~~STORMWATER UTILITY FEE ANALYSIS~~ STORMWATER ERU ANALYSIS (PHASE 2):

FEE: \$xx,xxx (lump sum)

For this phase, McAdams will advise the key policy issues and goals for the existing stormwater utility. This phase will involve the following tasks:

- ~~—Determining capital requirements based on the Asset Inventory / GIP based on the selected Level of Service (LOS);~~
- ~~—Estimating program costs related to MS4 compliance;~~
- ~~—Conducting GIS analysis and developing a database to calculate built-upon area (BUA) per parcel in support of utility fee development;~~
- ~~—Establishing the Equivalent Residential Unit (ERU);~~
- ~~—Creation of the updated utility rate structure;~~
- ~~—Providing guidance on methodology; and~~
- ~~—Updating the stormwater utility ordinance;~~
- Using recent, high-quality aerial photography to estimate the built-upon area on ten percent of the City's single-family lots to calculate the ERU for the City's stormwater utility.
- Applying the same aerial photography to determine the built-upon area for all commercial, institutional, industrial, and multi-family properties within the City.
- Calculating the total number of ERUs citywide and providing an interactive spreadsheet that enables the City to test various stormwater utility fee scenarios and project potential revenue based on the fee assessed per ERU.

A4.62 UDO UPDATE (PHASE 1):

FEE: \$xx,xxx (lump sum)

McAdams will prepare an update to Chapter 6.6 of the Unified Development Ordinance (UDO) to clarify and streamline the existing stormwater management requirements while addressing the City's identified goals. The scope of work for this task includes:

- A comprehensive review of Chapter 6.6 [Stormwater runoff provisions], with annotated notes for discussion prior to a meeting with City staff. The review will evaluate clarity, structure, alignment with state and federal regulations, technical accuracy, and any additional concerns raised by the City;
- Up to two one-hour virtual meetings with the City to present McAdams' findings and gather initial feedback;
- Development of a draft revised Chapter 6.6, incorporating underlines and strikethroughs to clearly show proposed changes, along with comments explaining the rationale behind each recommendation;
- Up to two one-hour virtual meetings with the City to review and refine the draft based on feedback received; and
- Preparation of the final updated version of Chapter 6.6, incorporating all approved changes.

Stormwater Hotspot Flooding Areas

Area 1 – Silverstein Park

- FEMA Floodplain
- Recent stream restoration + current design for new culvert
- Frequent park and road flooding in flashy storms
- Mills Avenue closed due to sink hole over culvert alignment
- Overtopping closes Cashiers Valley Road
- Failing, corroded corrugated metal pipe



Stormwater Hotspot Flooding Areas

Area 2 – Silversteen Community Garden

- FEMA Floodplain
- Frequent greenway and road flooding in flashy storms
 - Silversteen Drive frequently closed
 - Failing, corroded corrugated metal pipe
 - Prior to Helene, stabilization needed on downstream side with riprap

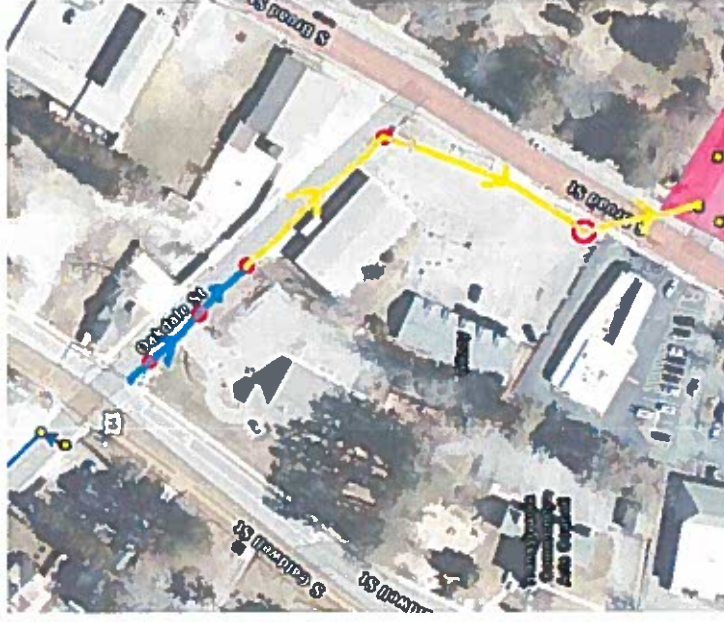
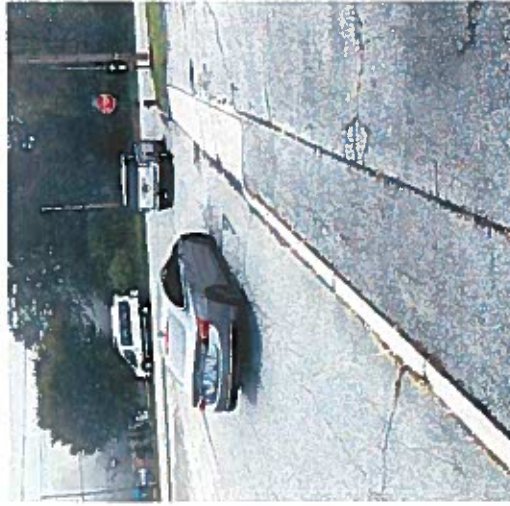


City of Brevard | Citywide Stormwater Master Plan

Stormwater Hotspot Flooding Areas

Area 3 – Oakdale Street between Caldwell and Broad Street

- Frequent road flooding in flashy storms
- Stormwater has moved dumpster into road
- System 8 years old
- Yellow replaced by City
- Blue replaced by NCDOT
- Large blind junction in front of Cardinal



Stormwater Hotspot Flooding Areas

Area 4 – Varsity and Gaston Street

- Frequent road and parking lot flooding in flashy storms
- Replaced pipe through church parking lot
- Old alignment causing sink holes
- Sheet flow across Gaston from NE to SW
- Varsity street experiences road flooding



Stormwater Hotspot Flooding Areas

Area 5 – Cherry Street Neighborhood

- FEMA Floodplain
- Entire neighborhood experiences flooding issues
- Flat grading through neighborhood
- Roads and utilities are public R/W
- Mostly driveway culverts and swales but also has storm network



Stormwater Hotspot Flooding Areas

Area 6 – Oakwood Drive Neighborhood

- North side of road has frequent property flooding issues
 - Multiple dwellings along Oakwood experience yard and driveway flooding
- Public and private drainage in area
 - No curb or gutter



Stormwater Hotspot Flooding Areas

Private Business Property



- Walmart
- Just outside of FEMA floodplain
- Lowe's
- Within FEMA floodplain
- Outside of City limits – within ETJ
- Brevard College
- Half of campus within FEMA floodplain



Stormwater Hotspot Flooding Areas

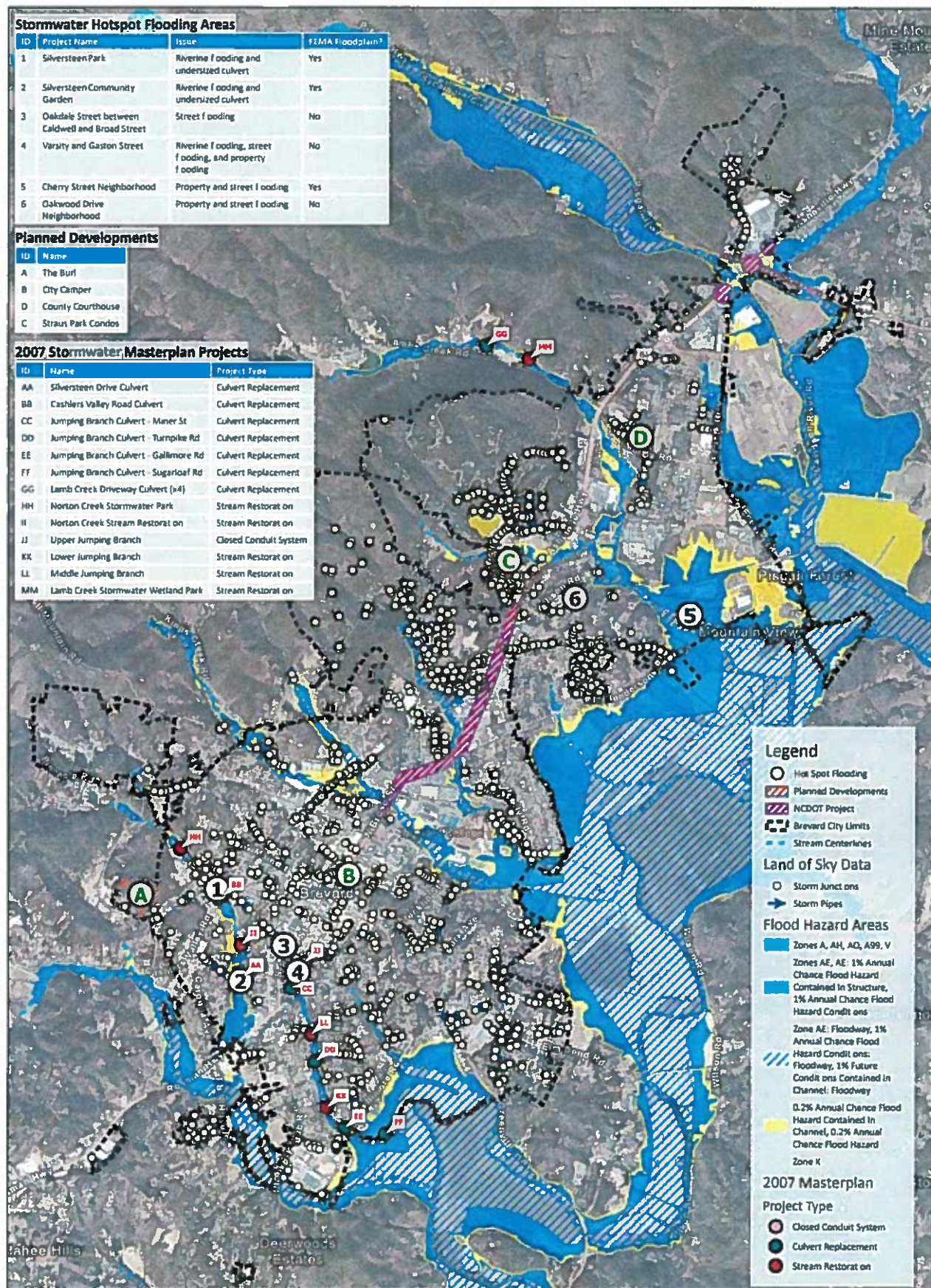
ID	Project Name	Issue	FZMA Floodplain?
1	Silverstein Park	Riverine flooding and undersized culvert	Yes
2	Silverstein Community Garden	Riverine flooding and undersized culvert	Yes
3	Oakdale Street between Caldwell and Broad Street	Street flooding	No
4	Varsity and Gaston Street	Riverine flooding, street flooding, and property flooding	No
5	Cherry Street Neighborhood	Property and street flooding	Yes
6	Oakwood Drive Neighborhood	Property and street flooding	No

Planned Developments

ID	Name
A	The Buri
B	City Camper
D	County Courthouse
C	Straus Park Condos

2007 Stormwater Masterplan Projects

ID	Name	Project Type
AA	Silverstein Drive Culvert	Culvert Replacement
BB	Cashiers Valley Road Culvert	Culvert Replacement
CC	Jumping Branch Culvert - Miner St	Culvert Replacement
DD	Jumping Branch Culvert - Turnpike Rd	Culvert Replacement
EE	Jumping Branch Culvert - Gallimore Rd	Culvert Replacement
FF	Jumping Branch Culvert - Sugarloaf Rd	Culvert Replacement
GG	Lamb Creek Driveway Culvert (x4)	Culvert Replacement
HH	Norton Creek Stormwater Park	Stream Restoration
II	Norton Creek Stream Restoration	Stream Restoration
JJ	Upper Jumping Branch	Closed Conduit System
KK	Lower Jumping Branch	Stream Restoration
LL	Middle Jumping Branch	Stream Restoration
MM	Lamb Creek Stormwater Wetland Park	Stream Restoration



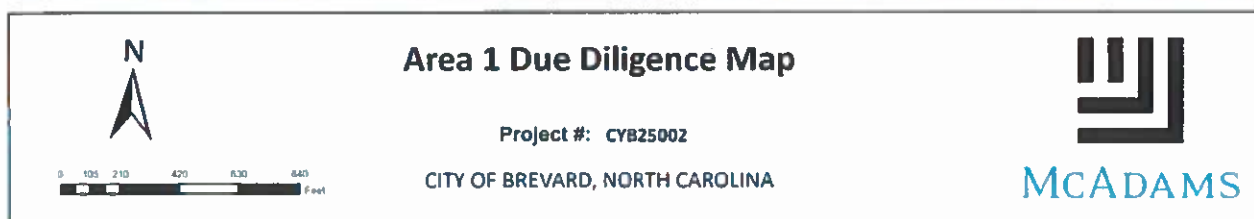
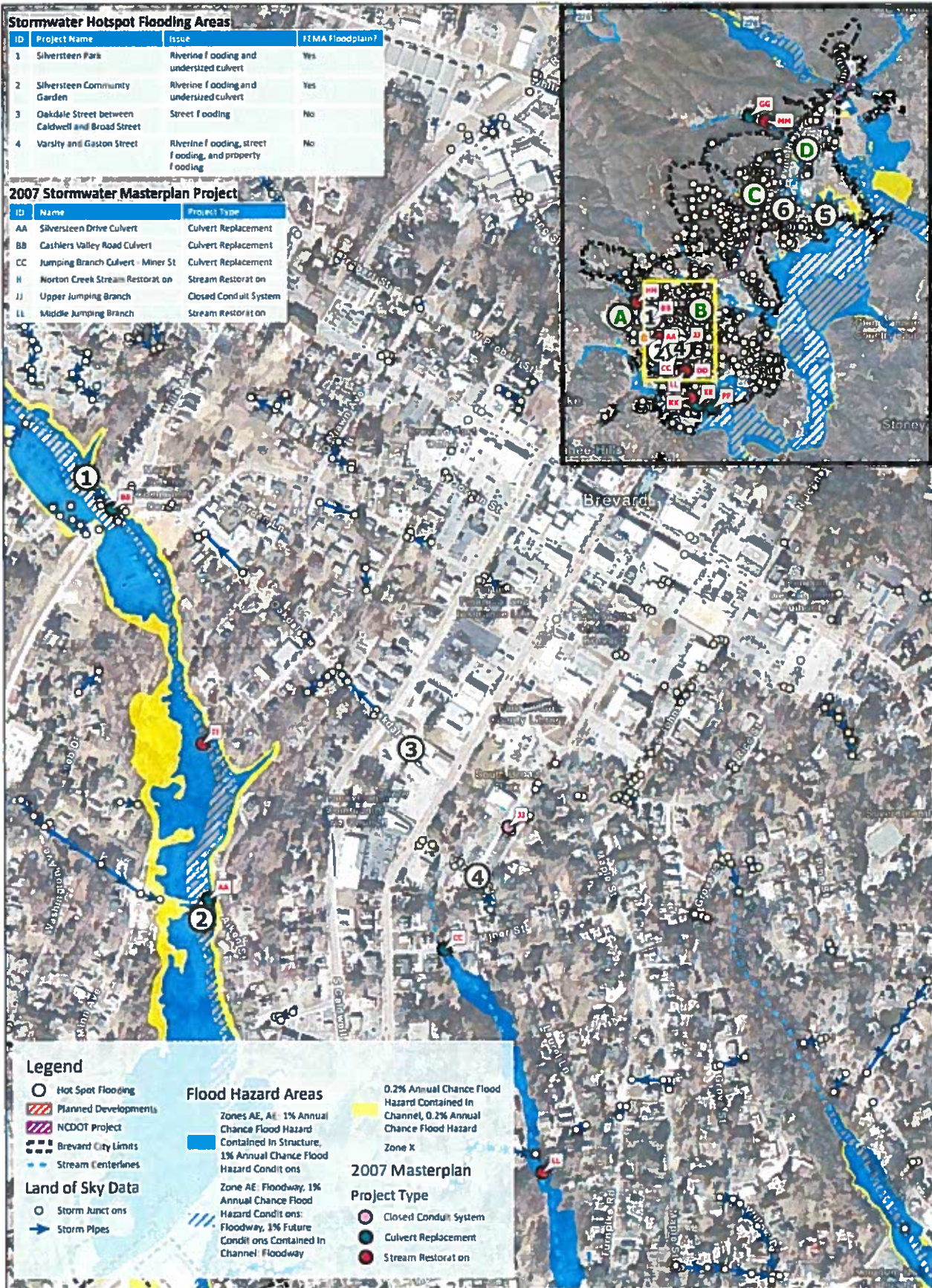
Overall Due Diligence Map

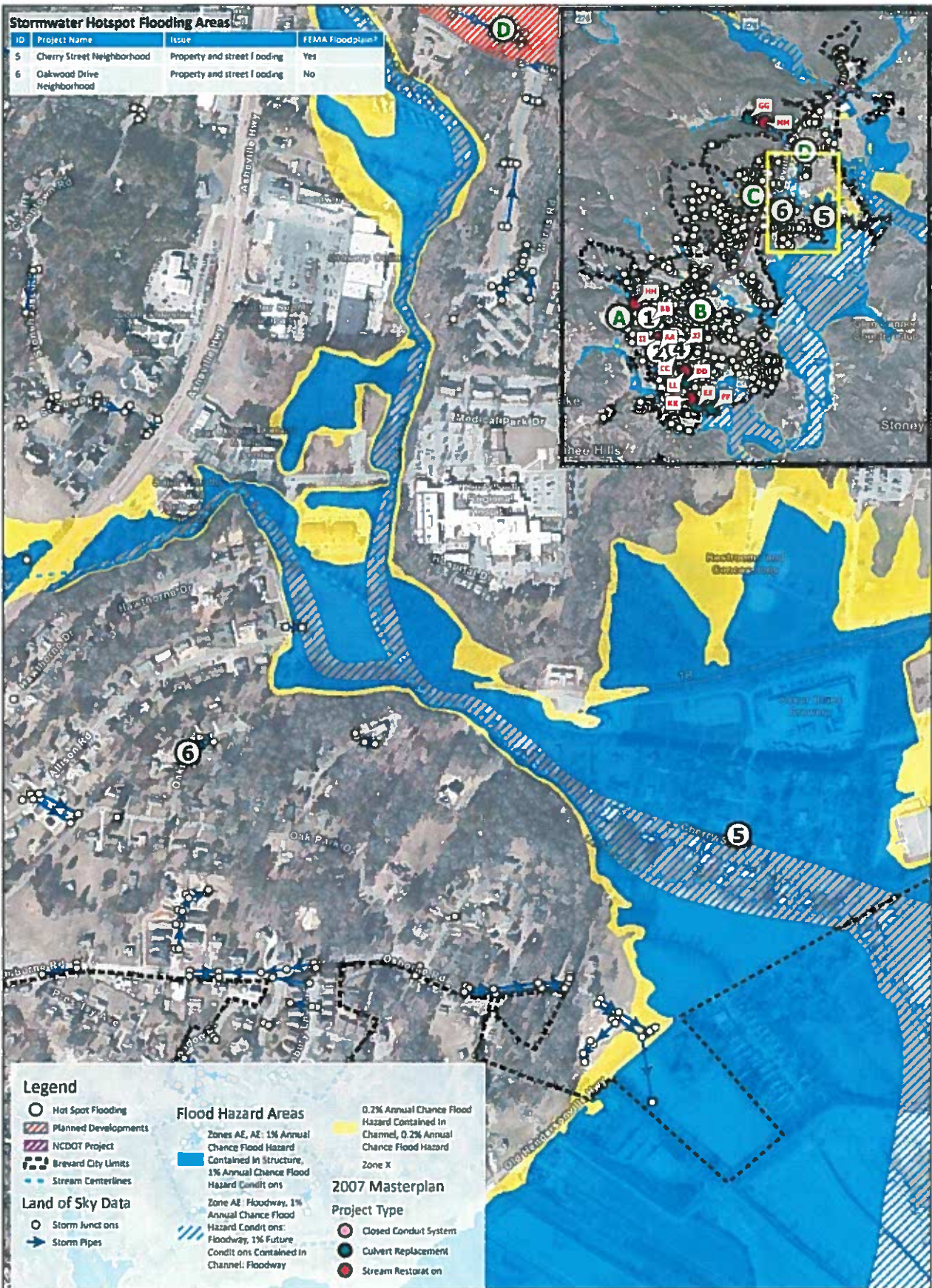
Project #: CYB25002

CITY OF BREVARD, NORTH CAROLINA

0 500 1,000 2,000 3,000 4,000 Feet







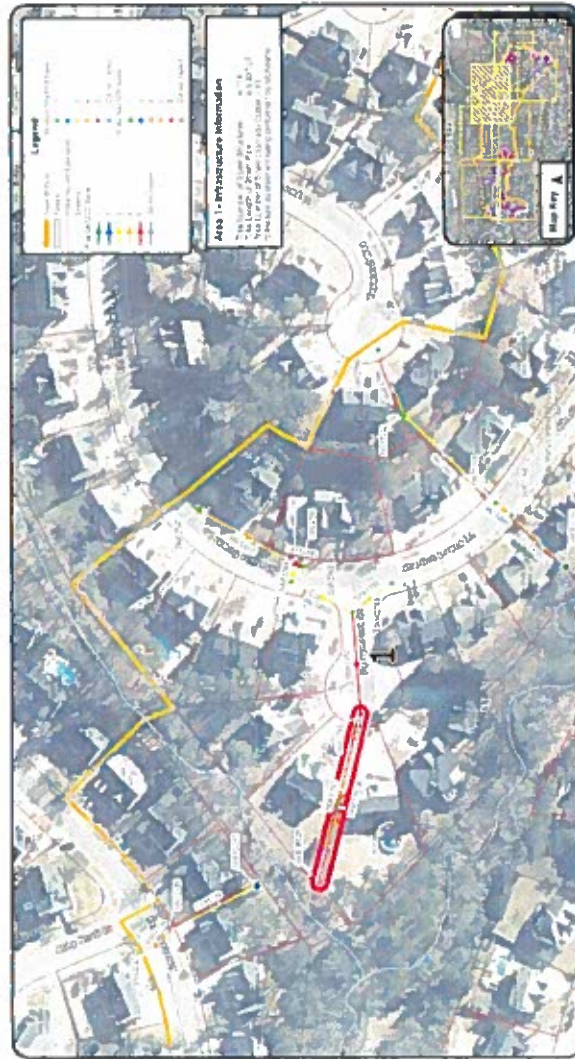
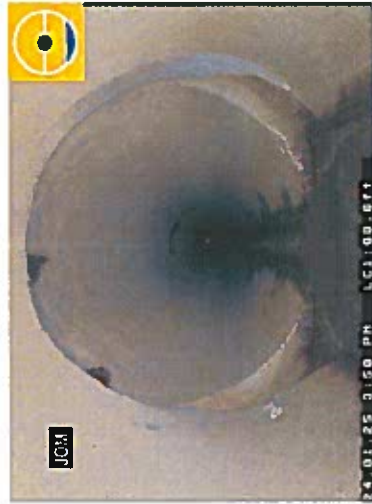
Pipe SWP1793
*Indicated NASSCO scoring performed by MCA Adams

Prioritization Parameter	Description	Score
Physical Integrity (NASSCO)	NASSCO Score = A	7
Class	Class 255	0
Material	Concrete / GHD	3
Maintenance Access / Constructability	Permanent Structures (Buildings, sheds, etc.)	10
	Raw Score	30
	Weighted Score	4.25

Prioritization Parameter	Description	Score
Proximity to roads and roadways type	Residential / Local	5
Proximity to structures	Overlaping	0
Proximity / Right of Way	1.50' (1.8')	1
Public Responsibility / Safety	Private Property within Easement	10
Public Interest	No Resident Concern / Compliant	0
Benefit to Asset	1' 5"	3
	Raw Score	22
	Weighted Score	5.6

Product Weighted Score	24.82 / 100
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Notes





Defect Listing Plot

Pipe Segment Reference SWP1793	City* APEX	Street* PERRYMOUNT CT	Material* Reinforced Concrete Pipe	Location Code Local rural streets	Pipe Use Stormwater
Upstream MH* SWCI761	Total Length	Year Constructed	Shape* Circular	Location Details	
Length surveyed 166.5		Year Renewed	Height* 18	Width*	Pipe Joint
SPR 25	MPR 10	PO Number		Customer McAdams	
SPRI 3.1	MPRI 1.4	Work Order Number		Purpose Routine Assessment	
QSR 4235	QMR 2314				
OPR 35	Surveyed By* Jacob	Direction* Downstream	Date* 1/24/2025 3:34:30 PM	Media label	
OPRI 2.3	Certificate Number* P0047022-032024	Pre-Cleaning Heavy Cleaning	Time 1/24/2025 3:43:24 PM	Weather Dry - No	
Date Cleaned			End Time 1/24/2025 4:02:51 PM	Additional Info	



SWCI761

0 ft Miscellaneous Water Level

0 ft Miscellaneous General Photograph

0 ft Access Points Catch Basin

12.9 ft Intruding Sealing Material
Sealing Ring

20.7 ft Infiltration Stain

29.1 ft Infiltration Stain

53.7 ft Infiltration Stain

60.6 ft Broken Pipe

60.6 ft Joint Offset Medium

67.2 ft Crack Multiple

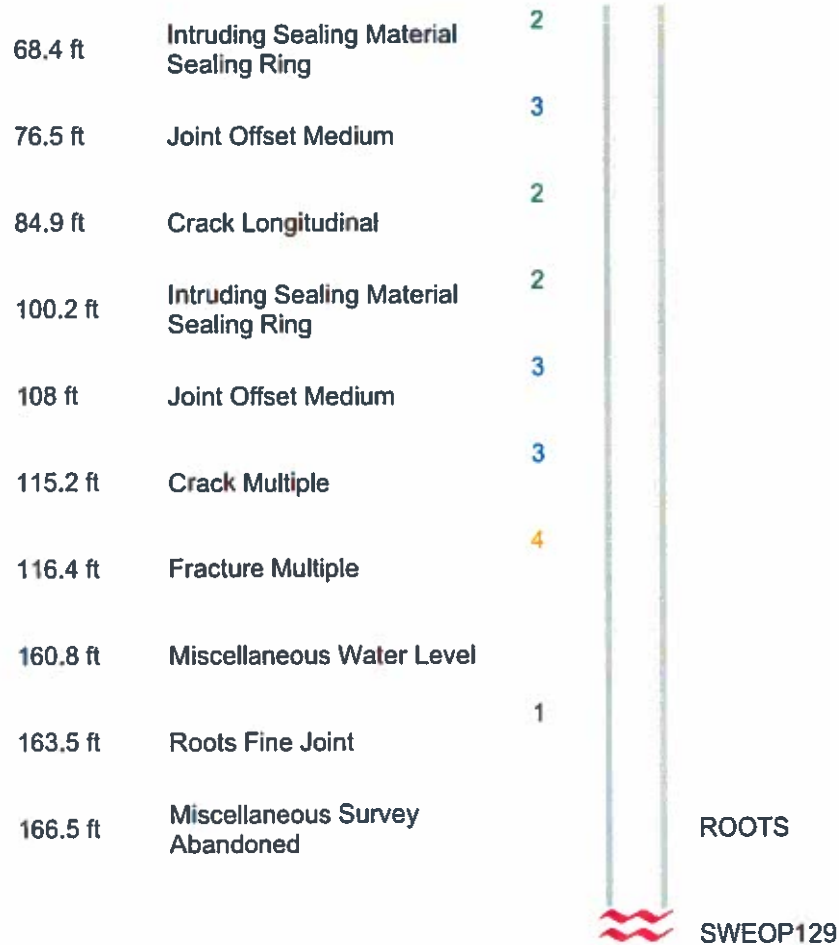
SWCI761

*Indicates required field



Defect Listing Plot

Pipe Segment Reference	City*	Street*	Material*	Location Code	Pipe Use
SWP1793	APEX	PERRYMOUNT CT	Reinforced Concrete Pipe	Local rural streets	Stormwater
Upstream MH*	Total Length	Year Constructed	Shape*	Location Details	
SWCI761			Circular		
Length surveyed		Year Renewed	Height*	Width*	Pipe Joint
166.5			18		



* Indicates required field



Image 4 Per Page

Pipe Segment Reference SWP1793	City* APEX	Street* PERRYMOUNT CT	Material* Reinforced Concrete Pipe	Location Code Local rural streets	Pipe Use Stormwater
Upstream MH* SWCI761	Total Length	Year Constructed	Shape* Circular	Location Details	
Length surveyed 1665		Year Renewed	Height* 18	Width*	Pipe Joint



Distance: 0 ft **Grade:**
Conditions: Miscellaneous Water Level
Remarks:



0 ft **0 ft** **Grade:**
Conditions: Miscellaneous General Photograph
Remarks:



Distance: 0 ft **Grade:**
Conditions: Access Points Catch Basin
Remarks: SWCI761



12.9 ft **12.9 ft** **Grade:** 2
Conditions: Intruding Sealing Material Sealing Ring
Remarks:

*Indicates required field

Image 4 Per Page

Pipe Segment Reference SWP1793	City* APEX	Street* PERRYMOUNT CT	Material* Reinforced Concrete Pipe	Location Code Local rural streets	Pipe Use Stormwater
Upstream MH* SWC1761	Total Length	Year Constructed	Shape* Circular	Location Details	
Length surveyed 166.5		Year Renewed	Height* 18	Width*	Pipe Joint



Distance: 20.7 ft Grade: 1
Conditions: Infiltration Stain
Remarks:



29.1 ft 29.1 ft Grade: 1
Conditions: Infiltration Stain
Remarks:



Distance: 53.7 ft Grade: 1
Conditions: Infiltration Stain
Remarks:



60.6 ft 60.6 ft Grade: 4
Conditions: Broken Pipe
Remarks:

*Indicates required field

Image 4 Per Page

Pipe Segment Reference	City*	Street*	Material*	Location Code	Pipe Use
SWP1793	APEX	PERRYMOUNT CT	Reinforced Concrete Pipe	Local rural streets	Stormwater
Upstream MH*	Total Length	Year Constructed	Shape*	Location Details	
SWC1761			Circular		
Length surveyed		Year Renewed	Height*	Width*	Pipe Joint
166.5			18		



Distance: 60.6 ft Grade: 3
Conditions: Joint Offset Medium
Remarks:



67.2 ft 67.2 ft Grade: 3
Conditions: Crack Multiple
Remarks:



Distance: 68.4 ft Grade: 2
Conditions: Intruding Sealing Material Sealing Ring
Remarks:



76.5 ft 76.5 ft Grade: 3
Conditions: Joint Offset Medium
Remarks:

*Indicates required field

Image 4 Per Page

Pipe Segment Reference	City*	Street*	Material*	Location Code	Pipe Use
SWP1793	APEX	PERRYMOUNT CT	Reinforced Concrete Pipe	Local rural streets	Stormwater
Upstream MH*	Total Length	Year Constructed	Shape*	Location Details	
SWC1761			Circular		
Length surveyed		Year Renewed	Height*	Width*	Pipe Joint
166.5			18		



Distance: 84.9 ft Grade: 2
Conditions: Crack Longitudinal
Remarks:



100.2 ft 100.2 ft Grade: 2
Conditions: Intruding Sealing Material Sealing Ring
Remarks:



Distance: 108 ft Grade: 3
Conditions: Joint Offset Medium
Remarks:



115.2 ft 115.2 ft Grade: 3
Conditions: Crack Multiple
Remarks:

* Indicates required field

Image 4 Per Page

Pipe Segment Reference SWP1793	City* APEX	Street* PERRYMOUNT CT	Material* Reinforced Concrete Pipe		Location Code Local rural streets	Pipe Use Stormwater
Upstream MH* SWC1761	Total Length	Year Constructed	Shape* Circular		Location Details	
Length surveyed 166.5		Year Renewed	Height* 18	Width*	Pipe Joint	



Distance: 116.4 ft Grade: 4
Conditions: Fracture Multiple
Remarks:



160.8 ft 160.8 ft Grade:
Conditions: Miscellaneous Water Level
Remarks:



Distance: 163.5 ft Grade: 1
Conditions: Roots Fine Joint
Remarks:



166.5 ft 166.5 ft Grade:
Conditions: Miscellaneous Survey Abandoned
Remarks: ROOTS

*Indicates required field

MINUTES

CITY COUNCIL HOUSING COMMITTEE

Tuesday, August 12, 2025 - 3:45 PM

City Hall Council Chambers

Members Present: Aaron Baker, Vice Chair, City Council Member
Victor Foster, Citizen Member
Mayor Maureen Copelof, Ex-Officio

Staff Present: Emily Brewer, Senior Planner
Dean Luebbe, Assistant City Manager/Finance Director
Denise Hodsdon, City Clerk

Guests: Dave Bradley (*Transylvania Times*)

A. Welcome and Call to Order

Vice Chair Baker welcomed everyone and called the meeting to order at 3:52pm.

B. Certification of Quorum

City Clerk Denise Hodsdon certified a quorum.

C. Approval of Agenda

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

D. Approval of Minutes

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

E. Update - Adding Tax Relief to Housing Trust Fund Eligible Expenses

Ms. Brewer presented draft by-laws for this program for the committee's consideration and approval. She noted that she clarified section 3 and section 4.

[See attached]

F. Dogwood Health Trust Older Adults Grant

Ms. Brewer shared that staff has submitted a grant application through Dogwood Health Trust for Older Adults in the amount of \$60,000. The goal for this program would be to assist older adults and their caregivers.

Ms. Brewer shared that the requirements as drafted included:

- Applicants must reside in the City of Brevard
- Applicants must reside in their home for 3 years
- Applicants must be 60 years or older
- Applicants must be at or below 80% of AMI income
- Applicants must remain current on all property taxes

She shared that this is a 3-tiered model, and the applicant may be eligible to receive \$500 - \$1,500, but only up to the actual tax bill amount. She shared that the funds could be a reimbursement, or the funds could be provided up front before property tax bills went out each year.

Committee members discussed the timing of the bills going out and communicating to applicants receiving assistance. Ms. Brewer shared that staff anticipates hearing back from Dogwood on the grant in September or October.

Mr. Foster made a motion to approve the changes to the City of Brevard Housing Trust Fund Bylaws and recommends City Council's approval. Mr. Baker seconded this motion and all voted in favor.

G. Public Comment

There was no public comment.

Ms. Copelof shared and updated the committee on new subsidized apartments off Gallimore Road. The committee discussed how these apartments would be of great benefit to city residents. The committee discussed better ways to get information out to make sure people know about affordable housing opportunities.

H. Next Meeting Date

The next meeting of the committee was scheduled for September 9, 2025 at 3:45pm.

I. Adjourn

Mr. Foster made a motion to adjourn. Mr. Baker seconded the motion, and the meeting was adjourned at 4:25pm.

Minutes Approved: September 9, 2025



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



Selena D. Coffey
Assistant to the City Manager

City of Brevard Housing Trust Fund Bylaws

Proposed Changes – August 2025

ARTICLE I: PURPOSE AND DEFINITIONS

I. Purpose

Affordable and workforce housing have been recognized as a substantial need for residents of Brevard and the surrounding area. In an effort to promote increased development and retention of affordable housing within its jurisdiction, the City of Brevard has established the Housing Trust Fund. The Housing Trust Fund serves as a flexible source of funding that can be used to support a variety affordable housing activities and initiatives.

II. Definitions

- 1) **"Affordability"** shall be defined as housing where total costs do not exceed 30% of household income.
 - a) For Homeowners, total housing costs include principal, interest, taxes and insurances.
 - b) For Renters, total housing costs include rent and utilities.
- 2) **"Area Median Income"** (AMI) shall be defined as United States Department of Housing and Urban Development (HUD)'s annual assessment of median family income for Transylvania County.
- 3) **"Low income"** (LI) shall be defined as households, adjusted for family size, making up to 60% of AMI, per North Carolina General Statute § 157-3.
- 4) **"Low/moderate income"** (LMI) shall be defined as households, adjusted for family size, making up to 80% of AMI.
- 5) **"Affordable Housing"** shall be defined as housing that costs no more than 30% of the total income for residents making 80% or less of AMI as defined by HUD.
- 6) **"Workforce Housing"** shall be defined as housing that costs no more than 30% of the total income for residents making 81% to 120% of AMI as defined by HUD.

ARTICLE 2: GOVERNANCE AND MEMBERSHIP

I. Housing Committee

The Housing Committee shall be the Policy Committee guiding housing-related activities being undertaken by the City of Brevard and serve as the Governing Board for the Housing Trust Fund. The responsibilities and duties of the Committee area as follows:

- 1) To review and make recommendations to Brevard City Council concerning new or reviewed policies and ordinances related to the City's adopted housing priorities, as set forth within the City of Brevard Comprehensive Land Use Plan and other plans, policies, resolutions, and ordinances adopted by City Council;
- 2) To review funding requests and applications and make recommendations to Brevard City Council for the Housing Trust Fund;
- 3) To consult with the Application Review Sub-Committee, established herein, when necessary;
- 4) To establish forms, procedures, guidelines and requirements as are necessary for the administration of this Housing Trust Fund;
- 5) To manage the fund balance and ensure requirements and restrictions for specific funding sources are met;
- 6) To annually review the City's housing-related goals, data, and other progress indicators, and to make recommendations to prioritize or adjust activities based on such review; and
- 7) To identify and research affordable and workforce housing trends and issues.

The Committee will meet monthly to discuss affordable housing projects and initiatives and conduct any business. Additional meetings may be scheduled at the discretion of the Committee.

The Committee shall be comprised of two members of City Council and one citizen member appointed by the City Council for a two-year term. The citizen member shall be a resident of the City of Brevard. City staff shall serve as non-voting liaisons for the Committee. Staff will not count towards quorum calculations.

II. Application Review Sub-Committee

The Application Review Sub-Committee may be an advisory group to the Housing Committee established to review funding applications and consult with the Housing Committee upon request.

Typically, the Sub-Committee will attend a meeting of the Housing Committee following a formal application cycle to participate in the review and discussion of applications received. The Housing Committee is ultimately responsible for recommending funding decisions to City Council, with input from the Sub-Committee. The Housing Committee may invite the Sub-Committee to additional meetings as necessary.

The Sub-Committee shall be comprised of up to eight community representatives, appointed by the Housing Committee. To the extent possible, appointed community representatives shall represent a variety of groups related to affordable housing and development, such as LMI residents, real estate developers, housing finance experts, homelessness service providers, and community leaders/advocates. Furthermore, the Sub-Committee should reflect the diverse composition of Brevard's community by race, ethnicity, gender and age, to the extent possible.

ARTICLE 3: FUNDING AND ELIGIBILITY

I. Funding Sources

The City of Brevard Housing Trust Fund may include, but not limited to, the following sources:

- 1) Community Development Block Grant (CDBG) loan repayments from developers of affordable housing. Only CDBG eligible activities, benefitting a majority of individuals whose income is below 80% of the median for Transylvania County, will be eligible for use with Housing Trust Fund monies accrued in this manner.
- 2) Funding created through appropriations from City Council's general fund as is deemed appropriate to assist with the development of affordable housing in Brevard.
- 3) Other funds, including grants, donations, loans, and principal and interest payments on funds received by previous funding recipients.

II. Eligible Applicants

The following are the eligible applicants for receiving awards from the Housing Trust Fund:

- 1) For-profit developers and providers of affordable housing
- 2) Non-profit developers and providers of affordable housing
- 3) Income-eligible homeowners
- 4) Income-eligible renters
- 5) Non-profit providers of homeowner/homebuyer education and resources
- 6) Non-profit providers of homelessness and supportive services
- 7) City of Brevard

For property-specific projects, the applicant must be the owner of the property or be under-contract/option to purchase the property, except the income-eligible renters applying for rental assistance. The property must be current on all applicable taxes and fees.

Funding may be provided for programs that support affordable housing efforts (e.g., home repair programs, education programs) that are not property-specific provided that the applicant can provide evidence that the program will support eligible beneficiaries.

Developers of mixed-income housing projects may be eligible for funding if at least 20% of the total units are set-aside for low-income persons, in accordance with North Carolina General Statute §157-3.

The City of Brevard shall be eligible to use funding for programmatic expenses. Administrative costs are not eligible for funding.

III. Eligible Beneficiaries

In order to qualify for funding through the Housing Trust Fund, all of the following criteria must be met by the beneficiaries of the affordable housing project:

- 1) Beneficiaries must be a resident (current or future) of:
 - a) the City of Brevard, if receiving City funds appropriated by City Council, or
 - b) the City of Brevard and its extra-territorial jurisdiction (ETJ), if receiving other funds through the Housing Trust Fund.
- 2) Beneficiaries must have a gross income of 80% of AMI or less for homeowners and 60% of AMI and below for renters (unless otherwise specified).
- 3) The affordable building or unit that is subject to program funding must be dedicated to beneficiaries at the designated income level for a minimum of 15 years.
 - a) This provision does not apply to projects included in subsection IV(5) below ("Other Projects").

In accordance with North Carolina General Statute §157-29, all subsidy must flow directly to the income-eligible household. Funds granted to developers (nonprofit or for-profit) may not be diverted for other purposes.

IV. Eligible Activities

The following activities are eligible for assistance through the Housing Trust Fund:

- 1) Developer Gap Financing
 - Loans or grants to developers for the installation of public infrastructure to facilitate the development of affordable housing, as defined herein.
 - Loans or grants to developers to purchase or prepare land to facilitate the development of affordable housing.
 - Loans or grants to developers to assist in the conversion of existing non-residential buildings into affordable housing.
- 2) Homeowner Assistance
 - Loans or grants serving income-eligible homeowners for housing repairs.
 - Loans or grants serving income-eligible homeowners for down payment assistance or other upfront costs associated with closing on a house.
- 3) Renter Assistance
 - Loans or grants serving income-eligible renter households for security deposits or other upfront costs associated with signing rental leases.
- 4) Critical Housing Repairs

- Grants serving income-eligible homeowners for emergency (health and safety related) housing repairs, which may include weatherization.
- Loans to developers to assist with the rehabilitation of existing substandard multi-family housing units and their conversion to affordable housing.

5) Other Projects

- Acquisition of land to be used for the creation of affordable housing in instances where the City is a project partner.
- Acquisition of vacant housing for rehabilitation and resale as affordable housing.
- Pre-development costs (such as feasibility studies, surveys, appraisals, land options, and preparation of an application) for projects to be developed for the creation of affordable housing.
- Grants for land trust projects that guarantee long-term affordability of a property through 99-year renewal ground leases or for maintenance of land trust housing stock.
- Clearance of blighted properties.
- Homeless services and assistance.
- Public utility improvements in predominately LMI areas.
- Public street, sidewalk, and other infrastructure improvements in predominately LMI areas.
- Programs to assist and educate LMI homeowners and homebuyers. This includes, but is not limited to, housing counseling, homebuyer education, property tax relief programs, and other assistance or education programs deemed appropriate by the Housing Committee to advance and maintain homeownership.
- Seeking out and implementing solutions for affordable and workforce housing in Brevard.

ARTICLE 4: PROCESS AND PROCEDURES

I. Application Process

The Housing Trust Fund shall have two application cycles throughout the year for local funds. The primary application cycle shall commence in fall, and the secondary cycle shall be in the spring. Funding is based on the availability of funds. Only as many funding cycles will be completed as necessary to use the available funds.

II. Approval Process

City of Brevard reserves the right to act as sole judge of the content of the applications submitted and may at its sole discretion, reject any or all applications.

Applications may not be considered if:

- The project does not align with the eligibility criteria.
- The applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines.
- The applicant fails to provide required information.
- The application is received after the deadline.

Based on initial staff review, compliance with procedures outlined in the Housing Trust Fund Program Guidebook, and availability of funds, the Housing Committee will forward a recommendation of funding allocations to City Council for approval. In some instances, an option of the requested grant or loan amount may be offered to the applicant.

In certain instances where an emergency housing repair is needed immediately to protect the health and safety of a resident or the general public or ensure the structural integrity of the dwelling unit, the City Manager may approve a grant or loan for repairs after staff has determined eligibility, not to exceed \$5,000 or 5% of the existing fund amount, whichever is lower. Local funds shall be the only eligible funding source.

III. Amendments & Administrative Procedures

The City of Brevard considers the financial status of the Housing Trust Fund during the annual budget cycle. City Council is responsible for overseeing the use and financial status of the Housing Trust Fund.

The City of Brevard Housing Trust Fund may be amended at any time through a majority vote of City Council. Council may not amend the Housing Trust Fund in a manner that would cause CDBG loan repayments to be expended for ineligible activities under CDBG program guidelines and requirements.

The Housing Committee is authorized and directed to establish such forms, procedures, guidelines and requirements as are necessary for the administration of this Housing Trust Fund. The Housing Committee, with assistance from City staff, will recommend policy changes to the City Council each year on an as-needed basis.

ARTICLE 5: MISCELLANEOUS PROVISIONS

I. Fair Housing requirements

The City of Brevard promotes Fair Housing principals that prohibit discrimination in housing based on race, age, gender, religion, national origin, disability or familial status. Developments assisted with Housing Trust Fund money will be required to abide by these principles.

MINUTES
City Council Downtown Master Plan Committee

Wednesday, August 13, 2025 – 4:00pm
City Hall Council Chambers

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

Members Absent: Pamela Holder, Vice Chair, Council Member

Staff Present: Wilson Hooper, City Manager
David Todd, Assistant City Manager
Selena Coffey, Assistant to the City Manager

A. Welcome & Call to Order

Chairman Daniel called the meeting to order at 4:00pm.

B. Certification of Quorum

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

C. Approval of Agenda

Ms. Bentley requested to add a potential public art application from Quixote as item I. Ms. Perkins made a motion to approve the agenda as revised. This motion was seconded by Mr. Platt. All voted in favor.

D. Approval of Minutes – May 14, 2025 Meeting

A motion was made to approve the May 14, 2025 meeting minutes by Ms. Perkins. The motion was seconded by Mr. Platt and all voted in favor.

E. Approval of Minutes – June 11, 2025 Meeting

A motion was made to approve the June 11, 2025 meeting minutes by Ms. Perkins. The motion was seconded by Mr. Platt and all voted in favor.

F. Approval of Minutes – May 14, 2025 Meeting

A motion was made to approve the July 19, 2025 meeting notes by Ms. Perkins. The motion was seconded by Mr. Platt and all voted in favor.

G. Discussion of Subcommittee for Public Art Applications

Mr. Hooper read from the minutes from minutes dating back to 2022 and summarized that it seemed that the intention of the subcommittee was to begin working on public art at Clemson Plaza, but its scope was broadened to all downtown art. Mr. Hooper and Ms. Bentley provided additional history and guidelines for the original subcommittee. The subcommittee chair, Nicole Bentley, indicated that the subcommittee has met recently and that the subcommittee is happy to continue in the role. Ms. Bentley indicated that the subcommittee had not considered the Earth Mountain Bicycle application.

After committee discussion, Mr. Hooper summarized the conversation that the public art subcommittee will review public art applications citywide. The public art applications for downtown will then make their way to this committee. Public art applications for public art outside downtown, but on public property, will go directly to city council. He further summarized that the constitution of the committee will change depending on the area of town that the application is located.

The conversation continued and Ms. Copelof stated that felt that she didn't think the public arts committee should be a subcommittee of the Downtown Master Plan Committee but should be an ad hoc committee. Ms. Bentley shared the former committee, called the Public Art Advisory Committee. separate and should include arts council representation, local artists, someone from the Heart of Brevard's hub, and a city staff member. She also stated that someone from tourism should be included. The committee continued with extensive conversation about the history and scope of the committee.

Mr. Wilson recommended that he and Ms. Bentley work together to clarify the scope of this public art committee and update the charge where necessary with the goal of bringing it back to council for approval. He indicated that in the meantime, there were a couple or applications that had been submitted.

Mr. Daniel suggested that the Quixote application should be reviewed by the committee. Ms. Bentley suggested that the Kaitlyn, from Earth Mountain Bicycle, be permitted to speak about their application.

H. Discussion of Subcommittee for Public Art Applications

Kaitlyn explained that she had been working with the city staff for approximately 3 months trying to get her public art application approved. She explained that the mural she was proposing was representative of Brevard. She stated that she had to get the mural completed by September. She shared a mockup image with the

committee. The committee discussed her proposed mural and reached consensus that the committee should act on this application due to timing.

Ms. Bentley made a motion to approve the mural. Mr. Platt seconded the motion. All voted in favor to forward a positive recommendation to city council. Mr. Hooper explained that the committee's recommendation would be considered by the city council next Monday.

I. Public Art Application from Quixote

Given that the committee recommended that the Quixote application be reviewed by the Public Arts Subcommittee, item I was noted as having been addressed.

J. Review or Downtown Master Plan

Mr. Todd reviewed Attachment A in detail with the committee, which included a review of the previous master plan and covered the "Brevard Downtown Master Plan and Streetscape Implementation Plan."

[See Attachment A]

The committee continued their discussion, which revolved around Mr. Todd's review of the attachment.

K. Public Comment

There was no public comment.

L. Set Date for Next Meeting

Some committee members were unsure of their availability for the September 10 meeting and Ms. Coffey shared that she would poll the committee for the next meeting date using Doodle polling.

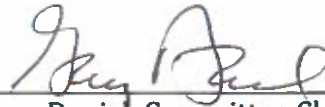
M. Adjourn

There being no further business, Ms. Bentley made the motion to adjourn, which was seconded by Mr. Platt. The meeting was adjourned at 5:52pm.

Minutes Approved:

9/10/2025

X



Gary Daniel, Committee Chair

Pamela Holder, Committee Vice Chair

X



Selena D. Coffey

Assistant to the City Manager

Brevard Downtown Master Plan and Streetscape Implementation Plan

Project	Project Length	Priority	Cost Estimate	Cost Estimate Notes
Gateways				
North Broad/Caldwell Street Gateway Signage and Landscaping	Near-term w/NCDOT R-5800	High (Unanimous)	\$204,000.00	
North Broad painted crosswalks	Short	High	\$39,428.00	7 crosswalks
North Broad Stamped and signalized crosswalks, sidewalk extension, and landscaped medians	Long	Medium		
South Broad Gateway: Signage, painted crosswalks, painted sharrows, re-stripping the street	Short	Medium		
South Broad Gateway: Stamped and signalized crosswalks, sidewalk extension, landscaped median, stormwater, and bury overhead utilities	Long	Medium		
East Main Gateway: Signage and painted sharrows	Short	High	\$42,940.00	
East Main Gateway: Stamped and signalized crosswalks, landscaped median, sidewalk repairs, stormwater, and bury overhead utilities	Long	Medium		
Bike Boulevards				
Morgan Street: Restriping with bike lane/sharrows and adding signage	Short	High	\$21,968.00	
Morgan Street: Sidewalk extensions, greening, stormwater, and bury overhead utilities	Long	Medium-Low		
Jordan Street: Restriping with bike lane/sharrows and adding signage	Short	High	\$12,215.00	
East Jordan Street: Sidewalk extensions, greening, stormwater, and bury overhead utilities	Long	Low		
West Jordan Shared Street: Restriping with 2-way traffic to parking lot and bike lane/sharrows, paint parklet, outdoor seating, planters/signage to restrict eastbound traffic	Short	High	\$55,001.00	
West Jordan Shared Street: Permanent curbless street constructed, street lighting, landscaping, stormwater, and bury overhead utilities	Long	Medium-High		
Connector Streets/Alleys				
Times Arcade Alley: Signage to limit thru traffic	Short	High	\$1,000.00	
Times Arcade Alley: Change the surface of the alley with stamping, painting, or new pavers; stormwater; lighting; remove 2 parking spaces to add outdoor seating and create safer pedestrian environment; buried utilities, controlled entry mechanism	Long	High (Unanimous)	\$236,477.00	
North Alley: Change the surface of the alley with stamping, painting, or new pavers; lighting; decorations; smaller tables/mounted tables	Medium	High (decided at April 15 meeting)	\$347,604.00	includes pedestrian and vehicular area
Probart Street Parking Lot: Paving, bury overhead utilities, stormwater, loading area, covered bike storage, pathways from parking to North Alley	Long	High (decided at April 15 meeting)	\$297,464.00	

South Alley: Change the surface of the alley with stamping, painting, or new pavers; lighted bollards; decorations; landscape clean up; screening; bike racks; planters	Medium	Medium		
Don Street: Mural wall and signage to parking	Short	Medium		
Gaston Street: Sidewalk extension and greening, corner bump-outs, covered bike storage area/rack; bury overhead utility lines	Long	Medium		
Primary Streets				
West Main Street: Restriping the road with proposed bump-outs, closed curb cut, crosswalks, lane widths, and sharrows; temporary barriers and planters; and parking signage	Medium	High	\$271,819.00	
West Main Street: Intersection bump-outs; sidewalk extensions; landscaping; stormwater; mountable mid-block crossings and loading zones	Long	High	\$1,801,758.00	rebuild
East Main Street: Restriping the road with proposed bump-outs, bus stop, crosswalks, lane widths, and sharrows; temporary barriers and planters; and parking signage	Medium	High	\$227,073.00	
East Main Street: Intersection bump-outs; sidewalk extensions; landscaping; stormwater; mountable mid-block crossings and loading zones; bus stop shelter; bury overhead utilities	Long	High	\$2,090,400.00	rebuild, does not include gateway signage
South Broad Street: Restriping the road with proposed bump-outs, loading zones, crosswalks, lane widths, and sharrows; temporary barriers and planters; and parking signage	Medium	High	\$51,896.00	
South Broad Street: Intersection bump-outs; sidewalk extensions; landscaping; stormwater	Long	High	\$2,055,909.00	rebuild, does not include gateway signage
Miscellaneous				
Speed limit reductions		High (Unanimous)		
Improve the existing pedestrian signals at intersections		High (Unanimous)		
Smart Zones loading zone pilot program/data gathering study		Medium		
Other loading zone strategies		Medium		
Surface parking lot agreements and coordination		High		
On-going tree replacement		High (Unanimous)		
Speed/Noise enforcement		High		
Parking enforcement		High		

NOTE: PRELIMINARY COST ESTIMATES ABOVE DO NOT INCLUDE ANY UTILITY WORK, TRAFFIC CONTROL ITEMS, EASEMENTS, OR SURVEY AND DESIGN WORK THAT MAY BE ASSOCIATED WITH THESE PROJECTS.



MINUTES

City Council Parks, Trails, & Recreation Committee

Wednesday, August 20, 2025 - 3:30 PM
City Hall Council Chambers

Members Present: Aaron Baker, Chair, Council Member
Lauren Wise, Vice Chair, Council Member
Howie Granat, Citizen Member
Reba Osborne, Citizen Member
Daniel Jesse, Citizen Member
Jackson Tate, Citizen Member
JD Powers, Citizen Member
Mayor Maureen Copelof, Ex-Officio

Staff Present: Wilson Hooper, City Manager
David Todd, Assistant City Manager
Paul Ray, Planning Director
Aaron Bland, Assistant Planning Director
Wesley Shook, Public Works Director
Becky McCann, Communications Coordinator



Guests: Dave Bradley, Gary Lowden, Doug Miller

A. Welcome & Call to Order

Committee Chair Aaron Baker welcomed everyone and called the meeting to order at 3:35pm.

B. Certification of Quorum

A quorum was certified by Communications Coordinator Becky McCann.

C. Approval of Agenda

Mr. Baker asked that agenda be amended to swap the Bracken Trail Update (item E.2) and the Estatoe Trail Update (item E.1). Mr. Hooper asked to add Main Street Bike Route Concepts as item E.4. Mr. Wise made a motion to approve the modified agenda, which was seconded by Mr. Powers. All voted in favor.

D. Approval of Minutes



Mr. Powers made a motion to approve the minutes, and Ms. Osborne seconded the motion. All voted in favor.

E. Presentation by Pisgah Health Foundation

Dean Saint Marie, a board member of the Pisgah Health Foundation, was in attendance to discuss the potential to allow Conserving Carolina to take Pisgah Health's donation of eleven acres of land to the Conserving Carolina executive committee on July 28. The Pisgah Health board also approved a contribution of \$4,000 to help with closing costs on this land. Pisgah Health provided this land to assist with continuing to build out the park and trailhead. Mr. Saint Marie shared that the vision for the land was for the city to receive the land to develop it out to fit its parks and recreation goals.

The committee expressed that they support Pisgah Health turning the land over to Conserving Carolina and then the city working with Conserving Carolina to create a vision for a park in that area in the future and potential for future grant funding.

F. Updates

1. Bracken Trail/Climbing Trail Loop Follow-up

Mr. Lowden reported that Pisgah SORBA has received 3 bids for the trail work, and they are evaluating the bids. He noted that all were local bidders. Once they finish SORBA's internal review, they will meet with city staff. He noted that they are looking at opportunities for grant funding and that the bids ranged from \$50,000 to over \$100,000. Mr. Lowden suggested that the bids may come before the committee in a month or two. The committee discussed the potential for price changes during the time that Pisgah SORBA and the city reviewed the bids and SORBA is working to find funding for the entire project.

Mr. Granat shared that Bracken Fest is Saturday, September 27, 2025, and distributed flyers and shared information about the event. It was noted that Bracken has been nominated as an "Old Growth Forest."

2. Estatoe Trail Update

Mr. Hooper shared that the city has received \$111,000 grant from the N.C. Great Trails program to complete the design work for the trail from Main Street to Mary C. Jenkins Community Center and from Rosman Highway to the High School. This grant was intended all the design, but council had asked staff to use city money last year to start the project early. Mr. Hooper also updated the committee that staff had negotiated with the state regarding the 4-F Certification, a certification for federally funded highway projects impacting recreational assets must obtain before proceeding. He stated that affecting a recreational facility requires a 1:1 replacement. Because R5800 will be impacted by state work, they will put back what is comparable there now. This will mean that they must advertise on the trail

offering the opportunity for the public to have input. The committee discussed the importance of encouraging public input.

Mr. Hooper shared that the right of way had been marked, and staff discovered that the property lines were in the middle of the rail bed and there would be some irregularities because of this. The committee discussed the work with homeowners and the construction of the trail at length.

3. Estatoe Boardwalk Update

Mr. Hooper then asked the committee whether the city should permanently reroute the trail onto the railbed or repair the boardwalk, with possible different alignments. He noted that this project is a good candidate for a specific grant that the city needs to repair the bridge. He shared that the reroute behind CVS has not been planned and designed yet and would likely not be a competitive candidate for the grant.

Mr. Todd then shared more about the boardwalk materials options. He stated that he had asked the city's designer to consider four options for replacing sections of the boardwalk. His recommendation was to figure out a way to get the trail off Highway 64. The committee discussed the grant and timing challenges.

Mr. Hooper asked the committee to make a recommendation to city council on which alignment should be submitted for the grant. Mr. Granat indicated that it seems that the committee would like to align the boardwalk with the old railway bed and complete the second boardwalk at grade. The committee discussed this option. Mr. Hooper asked if the committee was agreeable to spend some of the designated trail funds to pay the designer for the plans.

Mr. Granat a motion that the committee recommends moving forward with the grant application for the railroad bed realignment, moving the CVS section to on-grade, and allocating \$15,000 from the Multi-Use Path Fund to pay for the planning and design. Ms. Osborne seconded this motion. All committee members were in favor.

4. Main Street Bike Route

Mr. Hooper reported that the goal is to enhance several blocks of West Main Street to extend the Estatoe trail into the heart of downtown. He noted that the Downtown Master Plan Committee has already considered the concept, and he felt it important to share the concepts with this committee. Mr. Todd detailed the options as driven by the Downtown Master Plan Committee. He shared that each option had its own challenges, especially regarding downtown parking. In detailing the options, Mr. Todd noted the following points:

- a. Bi-directional bike lanes – Loss off more parking going to Clemson Plaza than to England Street.
- b. Sharrows – These were proposed as a way to look at not losing as much parking spaces.
- c. Dedicated bike lanes – Staff hopes that these will reduce the loss of parking.

Mr. Todd illustrated the options on the monitors as he described each option. The committee discussed the various options, but action was not necessary.

G. Public Comment

Doug Miller suggested that the committee try to use the best option for getting people away from the roads when they are riding their bikes.

H. Set Date for Next Meeting

The next meeting was scheduled for September 17, 2025 at 3:30pm.

I. Adjourn

Mr. Wise made a motion to adjourn, which was seconded by Ms. Osborne. All voted in favor and the meeting adjourned at 5:20pm.

Approved: September 17, 2025



Aaron Baker, Chair or
Lauren Wise, Vice Chair



Selena D. Coffey
Assistant to the City Manager

MINUTES
Rosenwald Community Advisory Board

Thursday, August 21, 2025 – 6:00pm
Mary C. Jenkins Community Center

Members Present: Randy Lytle, Co-Chair, MCJCC Board Member
Gary Daniel, Council Member
Victor Foster, MCJCC Board Appointment
Edith Darity, MCJCC Board Member
Ella Jones, Citizen Member
Karen Darity, MCJCC Board Appointment
Morgan Monshaugen, Citizen Member
Mayor Maureen Copelof, Ex-Officio Member

Members Absent: Pamela Holder, Co-Chair, Council Member

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

A. Welcome & Call to Order

Board Co-Chair Randy Lytle called the meeting to order at 6:00pm.

B. Invocation

An invocation was given by Victor Foster.

C. Certification of Quorum

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

D. Approval of Agenda

Mr. Lytle moved to approve the agenda, and the motion was seconded by Mr. Foster.
All voted in favor.

E. Approval of Minutes

Mr. Lytle made a motion to approve the minutes, and the motion was seconded by Mr. Daniel. All voted in favor.

F. Juneteenth Update

Mr. Lytle and Mr. Griffin provided an update on the recent Juneteenth celebration. Mr. Lytle reported that this year's Juneteenth celebration was the best yet, with high participation and positive feedback. He shared that the events spanned three days: Thursday, with the kick-off program and guest speaker, Saturday had playground festivities, vendors, music, raffles, etc., and Sunday rounded out the weekend with a joint worship service and dance performances.

Mr. Griffin highlighted ongoing efforts to build a sustainable culture around Juneteenth, emphasizing black and brown community leadership and regional engagement. He noted that the challenges included the hot weather and limited waterworks due to flooding concerns. Mr. Foster mentioned a 10-minute video recap is available and can be used for future promotion. Mr. Griffin discussed plans to update historical displays and expand the digital library and shared that there are photos from the event available on the website.

G. Outreach Strategy for Potential Property Tax Grant Program

Mr. Hooper explained recent council approval of housing trust fund bylaws revisions, which will make tax rebates/refunds available if the city receives a grant that it has applied for through the Dogwood Foundation. This totals \$60,000 and will span 2 years to provide tax relief to city residents who meet the following requirements:

- Applicants must reside in the City of Brevard
- Applicants must reside in their home for 3 years
- Applicants must be 60 years or older
- Applicants must be at or below 80% of AMI income
- Applicants must remain current on all property taxes

Mr. Hooper explained that the application process will be first-come, first-served; if oversubscribed, prioritization may shift to those applicants with the greatest need. Concerns were raised about advertising before grant funds are secured and about accessibility for applicants (mobility/electronic barriers). The Board discussed how they might timestamp applications to ensure fairness.

Mr. Hooper shared that payments will be credited to tax bills or refunded if taxes are already paid and AMI figures will be based on various household sizes. The committee agreed to help spread the word once grant status is confirmed and felt that it is important to avoid raising expectations before knowing if grant funds are awarded.

H. Code of Conduct

Mr. Hooper presented a recently adopted distributed code of conduct policy for appointed committee members of all city boards and committees. He shared that this policy is modeled after city employee standards and the reason for this policy is to emphasize transparency and conflict-of-interest avoidance. After briefly reviewing the policy, board members were asked to sign the distributed form acknowledging their understanding of the policy.

After discussion of the code of conduct policy, Mr. Foster shared a letter describing concerns about law enforcement interactions during July 4th fireworks and other incidents involving perceived bias and over-policing of black community members. Specific examples included sheriff's abrupt commands, negative comments from newcomers, and differential treatment of children of color at the playground. Mr. Hooper clarified sheriff's department is currently providing overnight patrols due to city staffing shortages. The board discussed the need for improved communication, relationship-building, and joint meetings with law enforcement. Ms. Karen Darity also raised concerns about playground lighting and safety at Silversteen Park. Mr. Hooper described recent updates to the Brevard Police Department's bias-free policing policy and encouraged reporting of future incidents with details for follow-up. Ms. Copelof suggested joint police-community meetings, referencing similar efforts with the Latino community.

Ms. Karen Darity proposed using any available funds for a basketball court cover or family-style enclosed bathroom facility, citing health and safety concerns with current port-a-potties. Mr. Hooper and Ms. Copelof shared some recent cost estimates indicative of the high costs for engineering and construction (engineering alone estimated at \$25,000; total projected at \$100,000-\$250,000). Ms. Edith Darity raised a discussion about using existing funds that were given for the park by Bethel A Church and the need for additional fundraising or grants.

I. Set Date for Next Meeting

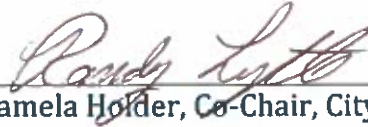
The next meeting was scheduled for Thursday, September 18, 2025 at 6:00pm at Mary C. Jenkins Community Center.

J. Adjourn

There being no further business, Mr. Lytle made the motion to adjourn, which was seconded by Ms. Jones. The meeting was adjourned at 7:20pm.

Minutes Approved: September 18, 2025

X



Pamela Holder, Co-Chair, City Council Member

Randy Lytle, Co-Chair, MCJCC Member

X



Selena D. Coffey

Assistant to the City Manager

MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, August 25, 2025 – 11:00am
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, City Manager
Dean Luebbe, Finance Director
Emily Brewer, Senior Planner
Becky McCann, Communications Coordinator
Selena Coffey, Assistant to the City Manager

A. Welcome & Call to Order

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

B. Certification of Quorum

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

C. Approval of Agenda

Ms. Miller moved to approve the agenda, and this was seconded by Mr. Daniel. All voted in favor.

D. Approval of Minutes

Mr. Daniel moved to approve the minutes of the July meeting and Ms. Miller seconded the motion. All voted in favor.

E. Discussion of P-Cards

Mr. Luebbe introduced this agenda topic sharing background about the city's use of p-cards for employees. He shared the pros and cons of issuing p-cards to more employees to improve efficiency but also developing firm policies to protect internal controls. The committee shared their thoughts and provided their input.

The committee was in favor of increasing the use of p-cards for more employees as long as staff implements the appropriate internal controls.

F. Proposed Planning Fee Schedule Revisions

Ms. Brewer shared that the Planning Department is transitioning to a new planning permitting and code enforcement software effective August 20, 2025 and staff has proposed changes to the planning and zoning fees in the fee schedule to better reflect the new permit types and procedures. Ms. Brewer explained the proposed fee revisions and justifications for these revisions. She explained that many of these revisions had previously been approved and listed the following changes:

- **Fee name changes:** Most of the proposed changes are to the fee names and/or consolidation of fees to match new permit types. For example, Brevard will have a new permit type for permanent signs ("Permanent Sign Permit"). The current fee schedule lists different types of signs as different fee amounts. The proposed changes call out the two sign types that are procedurally different (freestanding ground signs and A-frame signs) and consolidate the rest into one fee ("Permanent Sign - All Other")
- **Steep slope development:** Similar to the city's flood plain development, this was not revised for residential but is proposed for revision of commercial at \$200. She provided the rationale to cover the cost of the additional tasks that need to be completed by the Planning Department before approval.
- **Chicken permit:** The city allows chickens, but the former fee schedule did not include fees for no coop structures, and these are required if a resident has chickens. The department has proposed \$50 for this and one inspection by the city.
- **Public art application:** Previously there was a permit application, but previously no associated fee. The department is proposing a fee of \$100, but council has suggested that this should be lower.
- **Temporary uses:** Temporary uses require a higher level of review by various city officials and are more complex, therefore the fee is proposed to be increased to be reflective of the higher level of review and complexity.
- **Zoning consistency determination:** This is proposed for an increase from \$25 to \$50 due to the level of work required by the Planning Department.
- **ETJ modification:** This is a form matching state law and the Planning Department was attempting to match state law procedures.
- **MSD extension:** This one is like the annexation process and requires intensive staff work and this fee is reflective of the level of work required.
- **Closure of city streets:** According to the Public Works Department it takes approximately \$500 to close city streets, but the Planning Department is only recommending \$250.

[See attachment for details on the aforementioned proposed revisions.]

Mr. Daniel expressed his disagreement with the public art application fee. The committee continued with their discussion and Ms. Brewer answered their questions and clarified as necessary.

The committee reached consensus to recommend that city council approve recommendations except for the public art application, which they recommend at \$50.

G. Public Comment

Harvey Sankey asked clarifying questions about the use of the p-cards and the fee schedule. He also shared that he had not received his property tax bill. Mr. Sankey asked about the police chief's special separation allowance and Mr. Hooper explained that all law enforcement officers in NC are eligible for this.

H. Set Date for Next Meeting

The next meeting of the committee was scheduled for September 22, 2025 at 11am.

I. Adjourn

With no further business, Ms. Miller made a motion to adjourn the meeting, seconded by Mr. Daniel. All voted in favor and the meeting adjourned at 11:58am

Minutes Approved: September 22, 2025

X 

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

X 

Selena D. Coffey
Assistant to the City Manager

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Property Tax Rates

City-Wide	0.3575/ \$100 Valuation
Heart of Brevard MSD	0.1754 / \$100 Valuation

ABC Licensing Fees

Fees regulated by the State of North Carolina for the sale of beer and wine.

The license year for the following runs from May 1 through April 30 (NCGS 105-113.70(b). License is not to be pro-rated.

Code	NCGS	Business Activity	Rate
		Beer & Wine (Copy of ABC Permit required.)	
D-101		On premise malt	\$15.00
D-102		Off premise malt	\$5.00
D-103		Wholesale beer	\$37.50
D-104		On premise wine	\$15.00
D-105		Off premise wine	\$10.00
D-106		Wholesale wine	\$37.50
D-107		Wholesale beer & wine	\$62.50

Taxi Licensing Fees

Tax regulated by North Carolina General Statutes 20-97 and NCGS 160A-211

Code B-146 - NCGS 20-97 - Taxicabs *Requires Approval Rate: \$15 per vehicle

*Taxi / Vehicles for Hire. City of Brevard Code of Ordinances, Chapter 78

Solid Waste Removal Fees

Residential Garbage Collection	\$10.75 plus \$10.25 County Disposal Fee / \$21.00 per month total
Commercial Dumpster	\$100.00 per month total for two pickups per week. Each additional pickup is \$20.00 per pickup
Small Commercial Collection	\$10.75 plus \$10.25 County Disposal Fee times number of monthly pickups / \$21.00 per month total
Special Refuse Pick Up (Includes appliances & furniture)	\$20.00 per single item \$75.00 per load
Television / Computer Monitor Collection	ALL TV's - \$15.00

Recycling Fees

Residential Recycling Fee	\$4.00 per month
Commercial Recycling Fee	\$5.75 per month (Additional 96-gallon containers \$5.75 each)
Commercial Cardboard Recycling	\$10.00 per month per water meter for all commercial customers
Mulch Fee	Pickup truck loads, City Residents - \$0 All other loads - \$10 per yard

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Franklin Pool Fees

Admission	\$2.00 per day per individual
Individual Season Pass	\$50 per season
Family Season Pass	\$150 per season
Family Day Pass	\$7.00 per day
Party / Event Rental	\$200

Depot Railroad Avenue Park Rental Fees

WEEKDAYS (Monday through Friday)		
Outdoor Pavilion Only	Non-Profit	Private
Morning Block	\$50	\$75
Afternoon Block	\$50	\$75
Evening Block	\$50	\$75
Meeting Room Only	Non-Profit	Private
Morning Block	\$50	\$75
Afternoon Block	\$50	\$75
Evening Block	\$50	\$75
Meeting Room and Outdoor Pavilion	Non-Profit	Private
Morning Block	\$100	\$125
Afternoon Block	\$100	\$125
Evening Block	\$100	\$125

WEEKENDS (Saturday and Sunday)		
Outdoor Pavilion Only	Non-Profit	Private
Morning Block	\$150	\$200
Evening Block	\$150	\$200
Full Day	\$250	\$300
Meeting Room Only	Non-Profit	Private
Morning Block	\$150	\$200
Evening Block	\$150	\$200
Full Day	\$250	\$300
Meeting Room and Outdoor Pavilion	Non-Profit	Private
Morning Block	\$250	\$275
Evening Block	\$250	\$275
Full Day	\$350	\$375

Mary C. Jenkins Community Center Rental Fees

Community Room	Non-Profit 501(c)3	Individual/Organization
Weekday Hourly Rate (2 Hour Minimum Block)	\$25	\$40
Weekday Daily Rate	\$180	\$320
Weekend Hourly Rate (2 Hour Minimum Block)	\$60	\$160
Weekend Daily Rate	\$220	\$400
Additional Hourly Rate (After 2 Hour Minimum Block)	\$25	\$25
Security Deposit	\$100	\$100
Meeting Rooms	Non-Profit 501(c)3	Individual/Organization
During Regular Center Hours	No Fee	No Fee
Security Deposit - Outside Regular Center Hours Only	\$100	\$100
Outside Patio (Exclusive Use)	Non-Profit 501(c)3	Private Individual/Organization
Hourly Rate (In Addition to Room Rental)	\$25	\$25
Kitchen	Non-Profit 501(c)3	Individual/Organization
If Appliances Used for Meal Preparation	\$50	\$50

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Community Garden Fees

Garden Plot Rental	Fee
5-foot x 5-foot Plot	\$5
5-foot x 10-foot Plot	\$10
5-foot x 15-foot Plot	\$15
5-foot x 20-foot Plot	\$20
ADA Accessible Plot	\$5

Planning and Zoning Fees

Residential Development	Fee
New Construction	\$200 per dwelling unit ¹
Accessory Structures	\$50
Addition or Expansion	\$50
Deck or Other Improvement	\$50 ²
Floodplain Development	No Fee
Steep Slope Development	No Fee
Permit Extension	\$50

Non-Residential Development ³	Fee
Development Review ⁴	\$500
New Construction	\$0.06 per heated sq. ft.
Accessory Structures	\$100
Incidental Improvements	\$100
Significant Improvements	\$150
Substantial Improvements	\$200
Fee in Lieu – Parking	\$5,000 per parking space
Fee in Lieu - Sidewalk	Actual Cost
Fee in Lieu – Stormwater	Actual Cost
Floodplain Development	\$200
Steep Slope Development	\$200
Permit Extension	\$500

Other Development ⁵	Fee
Demolition, Grading and Other Land Disturbance	\$50 + \$500 deposit
Driveway or Other Encroachment on City Right-of-Ways	\$50
Fence	\$50
Utility Encroachments	\$500
Permanent Sign – Freestanding Ground	\$200
Permanent Sign – A-Frame / Sandwich Board	\$50
Permanent Sign – All Other	\$100
Temporary Sign	\$50

¹ Includes accessory dwelling units and manufactured home set ups.

² When a handicapped ramp or other accessibility accommodation is built by a tax-exempt organization, or by volunteers, without expense for either labor or materials being paid by the owners or occupants, the fee may be waived by the administrator.

³ Includes multifamily structures larger than 4 dwelling units, residential projects with 8 or more dwelling units, and subdivisions with 8 or more lots.

⁴ The development review fee shall apply to any project where landscaping plans, stormwater plans, lighting plans, architectural plans, etc. are to be reviewed in addition to a basic site plan. Other fees (e.g., new construction, substantial improvement) are paid in addition.

⁵ These fees apply when the application is not part of a larger development permit.

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Other Development ⁵	Fee
Parking Lot Resurfacing	\$50
Wireless Communication Facilities	\$1,000

Other Zoning	Fee
Change of Use / Occupancy	\$100
Chickens	\$50
Food Truck Site	\$150
Public Art	\$100
Sidewalk Usage	No fee
Sidewalk Usage – Sidewalk Dining	\$100
Street Banner Reservation	\$250
Social District Participation	\$200
Temporary Use	\$200 per location and permit period \$50
Temporary Vendors	\$200 per location and permit period
Carnivals & Circuses	\$500 per location and permit period
Farmers Markets & Tailgate Markets	\$200 per location
Tree Removal	\$25 per tree
Reinspection / Failed Zoning Inspections	\$50 per reinspection
Zoning Code Enforcement Abatement Administrative Fee	\$250
Zoning Consistency Determination	\$5025

Subdivision	Fee
Major Subdivision	\$500 + \$20 per lot (total)
Minor Subdivision	\$75 + \$20 per lot (total)
Exempt Subdivision ⁶	\$75

Petitions to City Council	Fee
Map Amendment – Base District Rezoning	\$400
Map Amendment – Conditional Zoning District ⁷	\$600
Text Amendment	\$500
Annexation	\$500
ETJ Modification	\$500
MSD Extension	\$100
Street or Right-of-Way Abandonment	\$500
Vested Right Determination	\$500

Petitions to Board of Adjustment	Fee
Appeal of Administrative Decision	\$100
Special Use Permit	\$250
Variance	\$250

Special Events ⁸ & Closures ⁹	Fee
Special Event – City-Sponsored	No fee

⁶ This category includes recombinations of previously subdivided lots, lot line adjustments, and other items defined by the Unified Development Ordinance Chapter 19 and NCGS Section 160D-802.

⁷ This fee includes the review of a preliminary and/or final master plan as part of the Conditional Zoning District.

⁸ The administrator may assess fees for the actual cost of services provided by City forces (i.e., personnel, deployment of fire apparatus, solid waste removal, provision of barricades, State Fire Code inspections, etc.) in support of special events or temporary uses. Refer to the Departmental Cost of Services fee schedule for additional “cost of service” fees.

⁹ Closures for maintenance and repairs not exceeding five days are not subject to a fee but may be required to pay a deposit in the amount specified. Closures for maintenance and repairs are charged for each day after the fifth day.

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Special Events ⁸ & Closures ⁹	Fee
Special Event – Not City-Sponsored	\$200 / day
Closure – City Street	\$100 250 / day + \$1,000 deposit
Closure – Public Alley	\$50 100 / day + \$500 deposit
Closure – Public Parking Space	\$100 / day + \$500 deposit
Closure – Public Sidewalk	\$500 / day + \$500 deposit
Closure – State Road	\$1,500 / day + \$2,000 deposit

State of Emergency: There shall be no permit fees for construction, reconstruction, alteration, repair, movement to another site, removal, or demolition of any structure damaged as a direct result of an event having been declared a disaster and subject to a “State of Emergency,” as defined by Chapter 21 of the City’s Unified Development Ordinance. Similarly, there shall be no permit fee for temporary uses associated with emergency response and recovery established in accordance with Chapter 21.

Professional Services: The Administrator may secure the services of a qualified professional (e.g., licensed architect, attorney, engineer, landscape architect, arborist, surveyor, or planner) in the review of any application. Professional services purposes include but are not limited to: the review of floodplain development proposals, proposed public infrastructure of stormwater systems, traffic impact analysis, specialized legal services, etc. The actual cost of professional services shall be the responsibility of the applicant. The applicant shall be informed in advance of the City’s intention to secure professional services. The applicant shall be provided with all reports generated by qualified professionals, and copies of all statements and receipts. The applicant shall reimburse the City for professional services expenditure prior to the issuance of a certificate of occupancy or final zoning / project approval.

Recording Fees: The Administrator may invoice the applicant for any recording fees incurred in officially filing records with the Transylvania County Register of Deeds, if applicable.

Traffic Violation Fees

Parking Ticket	\$50 per violation
Fire Hydrant, Fire Lane Obstruction, and designated handicap spaces	\$75 per violation
Vehicle Towing	True cost of towing
Late Fee	\$25 per violation

Departmental Cost of Service Fees for Special Events and Temporary Use

The following fees are intended to recoup cost for the delivery of services in support of Special Events, Temporary Uses, and unique emergency situations (including but not limited to bomb threats, hazardous materials events, manhunts, and other unique calls for service). The specific mechanism and timing of fee recovery will be determined by the applicable department heads on a case-by-case basis.

Fire Department Inspections for City Permits	Fee
Fireworks Tent Permit	\$300 per 30 days
Assembly Tent Permit	\$75 per 30 days

Fire Department, Deployment of Personnel, Apparatus & Equipment	Fee
Officer	\$45 per hour
Firefighter	\$40 per hour
Light Duty Quick Response Vehicle / Boat / Support Vehicle	\$20 per hour
Fire Engine	\$200 per hour
Rescue Truck	\$250 per hour
Ladder Truck	\$300 per hour

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

Public Services Department, Deployment of Personnel & Equipment	Fee
Special Dumpster Service	\$50

Police Department, Deployment of Personnel & Equipment	Fee
Officer	\$35 per hour

Miscellaneous Fees

Return Check Fee	\$30 per check per occurrence
Code Enforcement Abatement Administrative Fee	\$250

Economic Development Utility Rates

City Council may, as a means of supporting economic development within the City of Brevard and Transylvania County, authorize a business to receive a 30% reduction in utility rates, subject to an agreement that such business achieve certain economic development performance measures.

Water Charges

Description	In City	Outside City
Basic Charge (per month)	\$13.65	\$20.50
Water (per gallon, Residential, Commercial, and Institutional)	\$9.86/1,000 gal	\$14.84/1,000gal
Water (per gallon, Industrial)	\$8.69/1,000 gal	\$13.05/1,000 gal

Meter Fees

	3/4 inch	\$2.70/month	
	1 inch	\$2.70/month	
	1.5 inch	\$15.00/month	
	2.0 inch	\$18.00/month	
	3.0 inch	\$25.00/month	
	4.0 inch	\$44.00/month	
	6.0 inch	\$67.00/month	
	All multi-family dwellings, including apartments and condominiums, shall pay \$27.29 per unit or the meter reading, whichever is greater		
Meter Reactivation Fee	\$60.00		

Sewer Charges

Description	In City	Outside City
Basic Charge (per month)	\$13.65	\$20.50
Sewer Water (per gallon)	\$9.86/1,000 gal	\$14.84/1,000gal

Water Tap Fees

Tap Size (inches)	Tap and Meter Setting Fee ^{10 11}
3/4	\$1,375

¹⁰ The Public Works Director may impose additional fees to recover the true cost of water and/or sewer tap installation when such is warranted by site conditions. In such cases, fees shall be computed at the sum total of the cost of labor, materials, and equipment necessary for completion of the work plus 35 percent of the direct labor charge.

¹¹ During a "State of Emergency" as defined by Chapter 21.2 of the Brevard Unified Development Ordinance, the Zoning Administrator may temporarily waive such fees for temporary uses associated with emergency response and recovery as described in Chapter 21.3 of the UDO. The duration of the waiver shall correspond with the duration of the State of Emergency, after which the fees must be paid in full or the meters recovered, and the utility access terminated.

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

1	\$1,600
2	\$4,500
Charges for taps greater than 2", 6' in depth, or require disturbance to NCDOT infrastructure or right-of-way will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, meters, materials and equipment (including asphalt repair), plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than \$2,440.	

Sewer Tap Fees

Tap Size (inches)	Tap Fee ¹³
Up to 6" Tap	\$1,375
Charges for taps greater than 6", 6' in depth, or require disturbance to NCDOT infrastructure or right-of-way will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials and equipment (including asphalt repair), plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than \$955.	

System Development Fees ¹³

Connection Size (in)	Max Flow (gpm)	Water	Sewer
¾	30	\$500	\$1,000
1	50	\$830	\$1,670
1.5	100	\$1,660	\$3,340
2	160	\$2,660	\$5,340
3	320	\$5,320	\$10,680
4	500	\$8,310	\$16,690
6	1,000	\$16,620	\$33,380
8	1,600	\$25,590	\$53,410
10	2,300	\$38,220	\$76,780
12	3,100	\$51,510	\$103,490

Sewer Tap Relocation Fee	Fee ¹³
Flat Fee	\$1,375
Charges for sewer tap relocations will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials, and equipment, plus 35 percent of the direct labor charge. The minimum and maximum sewer tap relocation fees are set forth above.	

Septage and Digested Fees

Septic Tank Waste Disposal (Using Flow Based Billing/Monitored Keyed Access)	
Septic Fee (Domestic) In County	\$0.063/gal
Septic Fee (Domestic) Out of County	\$0.126/gal
Digester Tank Waste Disposal (Using Flow Based Billing/Monitored Keyed Access)	
Digester Fee (domestic digested sludge) In County	\$0.063/gal
Digester Fee (domestic digested sludge) Out of County	\$0.126/gal
Digester Fee (industrial digested sludge) In County	\$0.078/gal
Digester Fee (industrial digested sludge) Out of County	\$0.140/gal
Out of County Septage/Sludge Hauled to WWTP Double Rate of In County Fee	
NO LEACHATE ACCEPTED	

New Utility Account Deposit Fees

Use	Fee
Deposit fee for new utility accounts	\$ 100.00

Adopted Fee Schedule – Utility Fund

FY2026 Budget – As Amended August 18, 2025

High Strength Wastewater Collection and Treatment Surcharge Rates (Industrial)

Parameters	Rates
BOD 5	\$0.51/lbs. BOD 5
Total Suspended Solids	\$0.48/lbs. TSS
NO LEACHATE ACCEPTED	

High Strength Wastewater Collection and Treatment Surcharge Rates (Commercial and Institutional)

Category	Concentration of BOD/TSS	Rates	
1 – Residential	<500mg/L	No Charge	No Charge
2 - Standard	>501 mg/L	No Charge	No Charge
3 - Low	>501 mg/L and <1,000 mg/L	\$0.16/lbs. BOD	\$0.15/lbs. TSS
4 - Medium	>1,001 mg/L and <1,500 mg/L	\$0.28/lbs. BOD	\$0.26/lbs. TSS
5 - High	>1,500 mg/L and <2,000 mg/L	\$0.38/lbs. BOD	\$0.36/lbs. TSS
6 – Super High	>2,000 mg/L	\$0.51/lbs. BOD	\$0.48/lbs. TSS

Miscellaneous Utility Fees

Late Payment Fee	\$5 applied on the 21st day of each month
Cut-Off / Cut-On Fee	\$25 applied on the 28th day of each month
Return Check Fee	\$30 per check per occurrence
Meter Location	\$30 per occurrence
Meter Location Change	\$250
Meter reactivation	\$60
Fire Hydrant Flow Test (two or more hydrants)	\$250
Well Permit ^a	\$1,000
Tanker Truck Access Fee	\$25
Others as specified in Chapter 70 Sec. 70-38 of the Brevard City Code	

^aRefer to Chapter 70 of City Code

Adopted Fee Schedule – Stormwater

FY2025 Budget

Stormwater Fees

Category	Sq. Ft of Impervious	Rates*
Tier 1 – Exempt Government Properties	Exempt	None
Tier 2 - Undeveloped	None	None
Tier 3 – Minimal Impact	1 - 7,000	\$4.00/mo.
Tier 4 – Moderate Impact	7,001 – 250,000	\$15.00/mo.
Tier 5 – Heavy Impact	>250,001	\$150.00/mo.

*Rates will be billed on an annualized basis.

MINUTES
City Council Public Works & Utilities Committee

Wednesday, September 3, 2025 – 3:30pm
City Council Chambers

Members Present: Mac Morrow, Chair, Council Member
 Lauren Wise, Vice-Chair, Council Member
 Owen Carson, Citizen Member
 Mayor Copelof, Ex-Officio Member

Staff Present: David Todd, Assistant City Manager
 Wesley Shook, Public Works Director
 Dennis Richardson, Water Treatment Plant Supervisor
 Aaron Winans, Wastewater Treatment Plant Superintendent
 Dean Luebbe, Finance Director
 Denise Hodsdon, City Clerk

A. Welcome and Call to Order

Committee Chair Mac Morrow 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

Mr. Morrow asked to add an agenda item, “Storm Drain Program” to the agenda. Mr. Carson made a motion to approve the agenda. This was seconded by Mr. Wise. All in favor.

D. Approval of Minutes – August 6, 2025

Mr. Wise made a motion to approve the minutes, which was seconded by Mr. Carson. All in favor.

E. KCI Wastewater Treatment Plant Funding Discussion

Mr. Todd introduced KCI representatives Kyle Seaman, David DePratter, Matthew Broderick, and Thomas Vollmar to present information regarding funding choices for the wastewater treatment plant.

KCI shared that there is roughly \$4.5 million in a shortfall for phase I of the construction and design of phase I if the project is built the preferable way.

KCI summarized the methods in which they thought were best for funding the project.

[See attachment for presentation]

KCI summarized that, based on the current funding available, and additional funding being required for the Phase 1 and 2 improvements to the WWTP, they are recommending the city pursue additional funding for the construction of the Phase 1 improvements through the NCDEQ SRF Helene funding program. For the Phase 2 design, KCI recommended pursuing funding through the FEMA HMGP Advance Assistance program. With the City's approval, KCI will submit applications to both programs this fall. Funding for the construction of Phase 2 will likely require multiple sources and will be pursued in 2026.

F. Storm Drainage Program

Mr. Morrow shared about the "Adopt a Storm Drain" program through River Link. He shared that the committee would need to approve that program and allow River Link to apply for a grant to assist the city's storm drain program. Ms. Copelof also shared information with the committee and noted that River Link would do most of the work and would require very little city staff time. It was noted that the Sustainably Council would be involved. The committee members had a positive conversation about this possibility.

Mr. Carson made a motion to recommend that city council approve a letter of endorsement to River Link to pursue grant funding to start an Adopt a Storm Drain program in the city. Mr. Wise seconded the motion. All voted in favor.

G. Public Comment

No public comment.

H. Set Next Meeting

The next regular meeting of the committee will be October 1, 2025 at 3:30pm.

I. Adjourn

Mr. Morrow made a motion to adjourn, which was seconded by Mr. Carson. All voted in favor and the meeting was adjourned at 5:05pm.

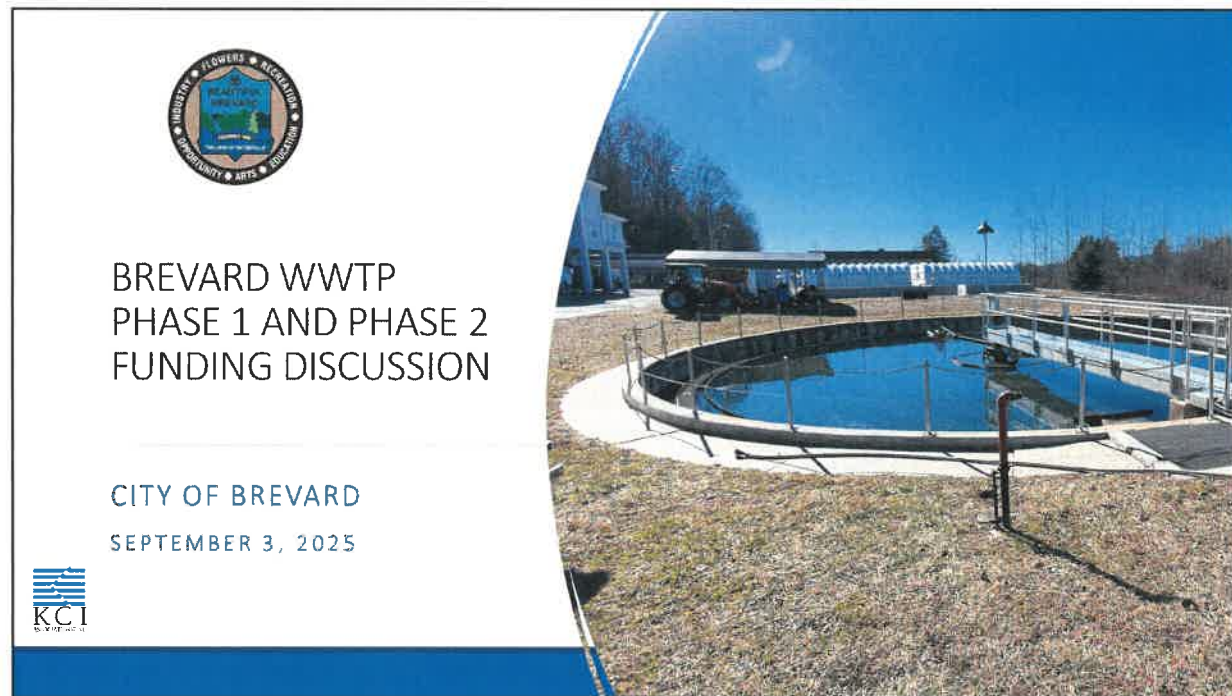
Minutes Approved: October 1, 2025



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



Selena D. Coffey
Assistant to the City Manager



1

Agenda	• Current Funding Available/Budget Shortfall • Phase 1 Construction Funding • Phase 2 Design Funding • Phase 2 Construction Funding • Funding Schedule • Closing/Next Steps
---------------	---

2

Current Funding and Budgetary Shortfall

➤ Current Available Funding

State Appropriation Summary	
Appropriated Funds	\$12,805,000
WWTP KCI Engineering PER	-\$352,000
WWTP KCI Engineering Phase I Design-Construction	-\$878,000
WTP Project Funds	-\$3,000,000
Remaining Unallocated	\$8,575,000

➤ Budget Shortfall

	Phase I Design through Const	Phase I Const. + Phase II Design
Remaining Unallocated	\$8,575,000	\$8,575,000
Phase I Construction Budget Estimate	-\$13,000,000	-\$13,000,000
Phase II Est. Design Budget up to Bidding	\$ -	-\$2,500,000
Budget Shortfall	\$(4,425,000)	\$(6,925,000)

3

Recommended Phase 1 Additional Funding for Construction

Phase 1 Construction Funding:

- NC DEQ State Revolving Fund (SRF) Helene (SA-HMW) Loans ([I Need Funding | NC DEQ](#))
 - Timing – Applications are accepted on a rolling basis
 - November 3, 2025 for December 10, 2025 awards
 - January 9, 2026 for February 18, 2026 awards
 - March 2, 2026 for April 15-16, 2026 awards
 - CWSRF SA-HMW funding available = \$253.7 million (minus 6% for administration)
 - 30% reserved for systems with 10,000 or less people
 - No interest loans, with possible principal forgiveness
 - 20-year loan terms (can potentially be extended to 30 year)
 - 0% interest rate
 - Applicants with <20,000 residential connections and 2 or more LGU indicators first \$5M 100% PF, then remainder at 75% PF and 25% loan.
 - Loan fee of 2%
 - Current Cap of \$5 million for wastewater projects
 - Capped awards may receive an increase after April 2026 based upon availability

4

Recommended Phase 2 Design Funding

Phase 2 Design Funding:

- FEMA HMGP Advance Assistance funding could be used for expanding usable land at the existing WWTP site by armoring (flood wall) existing property within the 100-year and 500-year flood plain, improvements to the chlorine contact chamber to allow for continuous discharge during flood events and possibly the replacement of the RBCs. ([Disaster Hazard Mitigation Grants | NC DPS](#))
 - Timing – the state is accepting Advance Assistance applications now
 - Advance Assistance funding can only be used for **design** activities
 - NC has \$2.5 Billion in HMGP construction funding. Window is closed for applications currently but could reopen in 2026.
 - Funds have to be spent within 36 months of award, but can be extended up to 24 additional months
- The second avenue KCI will explore for funding the design of Phase 2 will be the NCDEQ SRF Helene funding in January 2026. Since this program limits the funding to \$5 million per applicant, this will only be pursued if the Phase 1 application is unsuccessful.

5

Recommended Phase 2 Design and Construction Funding

Phase 2 Design and Construction Funding:

- NC State Direct Appropriations for Water and Wastewater Projects ([2023 Appropriations Act Directed Projects | NC DEQ](#))
 - Funding for 2023-2025 budget appears to be closed
- WIFIA Loan (\$5 million minimum project size, max 49% of project funded through the loan, ~4 - 5% interest rate, up to 35-year term, with 5 years of deferred payments) ([WIFIA Available Funding | US EPA](#))
 - Timing – Once we have defined the project in the development of the PER, an application can be developed. Applications can be submitted anytime.
 - Pre-Loan costs could be included in loan application
 - No maximum dollar amount for loans
 - Could be combined with CWSRF loans
- NC DEQ State Revolving Fund/State Reserve Program (SRF/SRP) ([I Need Funding | NC DEQ](#))
 - Timing
 - Spring (April) Not yet published, Previous Cycle April 30th.
 - Funding results published mid July 2026
 - Caps
 - \$35 M per applicant
 - \$200M total per recipient
 - Low interest loans (½ of market interest rates)
 - Brevard may be eligible for 50% grant (Available grant funding per cycle limited, only \$13M in PF in Fall 2025 cycle)

6

BREVARD WWTP - ESTIMATED FUNDING SCHEDULE



				2025					2026											
ITEM #	DESCRIPTION	Funding Review / Award Duration	Maximum Budget	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Proposed Schedule																			
1	NC State Direct Appropriation	State Budget Cycle	No Cap	★							★					★				
2	NC DEQ State Revolving Fund (SRF) Helene (SA-HMW) Loans	2 Mon (3 App Periods)	\$ 5,000,000				★	★	★	★	★									
3	NC DEQ State Revolving Fund/State Reserve Program (SRF/SRP)	2 Mon (2 App Periods)	\$ 35,000,000			★	★	★	★	★	★									
4	FEMA HMGP Advanced Assistance	2 Mon	No Cap					★												
5	WIFIA	Rolling submittal, 4 Mon	\$ 39,000,000																	

★ Application

★ Award

FUNDING SCHEDULE

7

Closing

Next Steps

- Meeting Summary
- Funding Documentation RFI
- Resolution for Council Approval
- Funding Documents for Signature

8

MINUTES
BREVARD ABC BOARD
August 28, 2025

The Brevard ABC Board met for their monthly meeting at 10:00 AM on August 28, 2025. The meeting was held in the conference room of Store #1 at 350A North Broad Street. The following were in attendance:

Board Members: Lisa Conner, Chair
Ron Brewer
Paula McKeller
Susan Miller
Tommy Carpenter

Staff: Jackie Jarvis, General Manager
Paxton McAbee, Assistant Manager
Glenda Sansosti, Acting Secretary
Trish Cheek, CPA

Welcome and Call to Order

Board Chair Lisa Conner called the meeting to order and welcomed those present. A special welcome was extended to Mr. Tommy Carpenter. Mr. Carpenter replaces Frank Pearsall on the Board and whose term has expired.

Certification of Quorum

Acting Secretary Glenda Sansosti noted the presence of all Board Members and further certified a quorum present. There was no conflict of interest or appearance of a conflict of interest expressed by any Board Member on any agenda item pursuant to G.S.18B-201.

Approval of Agenda

A motion was made by Ms. Miller, seconded by Mr. Brewer and unanimously passed approving the agenda as presented.

Approval of Minutes

A motion was made by Ms. McKeller, seconded by Mr. Brewer and unanimously passed approving the Minutes of July 24, 2025 as presented.

Auditors Report

Ms. Robin G. Black, CPA and her Office Assistant, Keri Clearwater submitted to the Board the Independent Auditors report which states that she has audited the financial statements of the City of Brevard Alcoholic Beverage Control Board for the year ended June 30, 2025. The audit report presented by Ms. Black is on file in the General Manager's Office and made a part of these Minutes by reference.

Financial Highlights included:

- The assets of the City of Brevard ABC Board exceeded its liabilities at the close of the Fiscal year by \$1,576,823 (net position)
- The ABC Board's total net position increased by \$69,073 due mainly to current year revenues exceeding expenses.
- Working capital decreased approximately 2% over the prior year due to the working capital distributions required by NC Statute .
- The City of Brevard ABC Board had a long term lease liability for two buildings in the amount of \$518,064 in the current fiscal year.

Ms. Black stated there are no serious issues and the stores are basically in good shape. She referred to page 7 of the report and reviewed Assets, pointing out the Prepaid Profit Distribution to the City of Brevard and Transylvania County was overpaid by \$140,112. Trish pointed out that revenues were down this year due to the closing of the store for a month and also salary increases that were given.

Ms. Black referred the Board to pages 30 and 31 of the report and reviewed the cash flow of each store. She commented that Paxton did a good job in allocating expenses for each store by sale, square footage, maintenance and general insurance.

Administrative expenses were over budget on Insurance. This is not a problem within the budget due to General Insurance and Health Insurance being budgeted in different line items.

The Board's bank reconciliations have several outstanding deposits and disbursements dating back to 2011. The outstanding disbursements for prior fiscal years exceeds \$28,000. The outstanding disbursements in the current fiscal year exceeds \$18,000. Outstanding deposits prior to April 2025 exceeds \$13,000.

In reviewing the stewardship report it was noted that Trish (Boards CPA) will meet with the auditor to clean up the A/P files first. The previous auditor did not address the Aging Adjustment Summaries. Other items not addressed are sick leave and retirement policies.

The Board requested copies of all policies be provided and two members volunteered to review the policies. Ms. Conner and Ms. Miller will review these policies and make recommendations at the next meeting for amendments to the standard policy.

Ms. Conner stated if board members have questions or concerns regarding the policies or the audit to let her know. Ms. Miller noted that she thinks the Board now sees validation in changing auditors this year and that over one million dollars in adjustments is flabbergasting.

Ms. Miller asked if Ms. Black received any input from the previous auditor and if the Board was responsible for paying him the \$900 he billed for providing information. Ms. Black stated he provided minimal information but it was most likely a legal obligation.. It was suggested the Board not pay the \$900 fee until the previous auditor provides a breakdown on what information was provided and the cost for providing the same. Board members were asked to review the proposed audit and be prepared to ask any questions at the next meeting.

Managers Report

Ms. Jarvis stated she had been working on the Forest Gate Store lease. Ingles provided a signed copy of the lease which addressed an increase when the previous lease expired. Ms. Jarvis recommended moving forward with the renewed Ingles lease as it will be in effect until 2030 and we do not want to break the lease or renegotiate at this time. Contingency can be used to cover the increase in rent at this time. The purchase of the new truck will also reduce expenses - plus there will be income from the sale of the old truck. Savings will also be realized in the Manager's salary when Jackie retires. When asked if prices could be increased, Ms. Jarvis replied that the State of North Carolina regulates and sets the prices for all stores in North Carolina.

Ms. Jarvis asked that before Trish issues the July report that a copy be sent to the Board electronically and Ms. Miller review these before receiving the final statement on the \$1.2 million in adjustments and how that will affect the financial position down the line. This should be reviewed prior to sending the Audit to the City as both the

City of Brevard and Transylvania County will have questions about their distributions.

Sales were down approximately \$24,000 due to the store being closed on July 4 (required by the State). The store will also be closed on Labor Day.

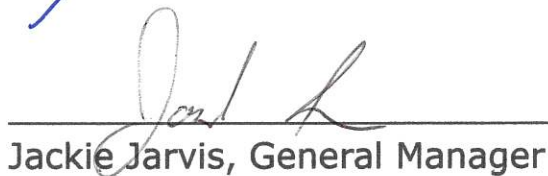
Ms. Jarvis stated the deadline for submitting resumes for a General Manager is August 29, 2025. Ms. Miller and Ms. McKeller will be provided copies of all employee policies and provide the duties and responsibilities of a General Manager. These will include policies on vacation and sick leave. The Board will also consider making any amendments retroactive to include the retirement of the current General Manager.

Adjourn

Motion by Mr. Brewer, seconded by Mr. Carpenter and unanimously passed, the meeting adjourned at 11:10 AM.



Lisa Conner, Chair



Jackie Jarvis, General Manager



Glenda Sansosti, Acting Secretary

The next meeting is September 25, 2025 at 10:00 AM.

STAFF REPORT

City Council, Monday, October 6, 2025

Title: Planning Board Appointments

Speaker: Denise Hodson, City Clerk

Prepared by: Denise Hodsdon, City Clerk

Approved by: Wilson Hooper, City Manager

Background

The Planning Board currently has a vacancy for an unexpired term and a vacancy for a full 3-year term.

1. James Carli tendered his resignation from the Planning Board on May 30, 2025. His **unexpired term runs through September, 2026**. Notice requesting applications was published on the City's website on June 4th and in *Transylvania Times* on June 12, 2025. The Finance, Human Resources and Citizen Appointment Committee reviewed applications at its July 28th meeting and made a recommendation to fill the vacancy. However, the applicant advised that he had just moved back to South Carolina. Thus Mr. Carli's seat remains vacant.
2. Molly Jenkins' term on the Planning Board expired on September 30th. Staff republished notice seeking applications on the City's website on August 25th and in *Transylvania Times* on August 28th.

Discussion

The following applications were received and forwarded to the Finance, Human Resources and Citizen Appointment Committee for review and recommendation:

1. John M. Brown, III - Application received 7/6/2025
2. Michael Hinds - Application received 9/17/2025
3. Gerald Yunker - Application received 8/20/2024; he was not selected in October 2024, but his application was kept on file for one year, and he asked that his application be considered again in this round)

At its September 22nd meeting, the Finance, Human Resources and Citizen Appointment Committee recommended Michael Hinds to fill the vacancy left by James Carli's resignation until September 2026, and recommended Gerald Yunker to serve a full 3-year term to fill the vacancy created by the expiration of Molly Jenkins' term.

Action

Council is asked to consider the attached Resolution Appointing Members to the Brevard Planning Board.

Attachments:

1. Planning Board Applications
2. Resolution Appointing Members to Brevard Planning Board

EMPLOYMENT APPLICATION



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

Brown III, John M
202200016 STATUTORY / CODE COMMITTEE MEMBER
PLANNING BOARD

Received: 7/6/25 2:47 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER		EXAM ID#: 202200016
NAME: (Last, First, Middle) Brown III, John M		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 689 Stone Drive, Brevard, North Carolina 28712		EMAIL ADDRESS: brownjmiii@aol.com
HOME PHONE: 8287129832	ALTERNATE PHONE: 8082656439	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 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: 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.
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?
Volunteer service to community.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
38 + years military service. Responsible for installations and military housing areas.
6 years service as President Deerlake Village Community Association.
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.
Member and board member, Rotary Club of Pisgah Forest.
Member Veterans History Museum Advisory Board.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
- Planning 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 John M Brown III on 7/6/25 2:47 PM

EMPLOYMENT APPLICATION



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

Hinds, Michael F.
202200016 STATUTORY / CODE COMMITTEE MEMBER
PLANNING BOARD

Received: 9/17/25 2:39 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER	EXAM ID #: 202200016
NAME: (Last, First, Middle) Hinds, Michael F.	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 129 Resada Drive, Brevard, North Carolina 28712	EMAIL ADDRESS: mfhinds@gmail.com
HOME PHONE: (205) 936-3839	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: Per Diem	
SHIFTS YOU WILL ACCEPT: Day, Night	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. Are you a resident of the City of Brevard? A resident is defined as someone who lives in within the corporate city limits the majority of the year and claims the City of Brevard as their domicile for legal purposes.
Yes
2. Please list your current place of employment and your occupation.
Co-Owner & Board Member, Sunbridge Energy Services ...
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?
My wife and I have moved to Brevard for long-term residency ... I hope to be able to assist the City & Community in working through their challenges to identify potential solutions through my background and knowledge ...
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
I hold very substantial experience as an entrepreneur (positive and negative), all areas of finance, including creative structured finance facilities, rating agencies, risk management, and government agencies ...
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.
None at this time ... have served on both public company Boards (TXU Communications) and several private company Boards serving in many positions from HSE to risk management ...
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None ...

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Planning 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 Michael F. Hinds on 9/17/25 2:39 PM

EMPLOYMENT APPLICATION



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

Yunker, Gerald
202200016 STATUTORY / CODE COMMITTEE MEMBER
Planning Board

Received: 8/20/24 8:42 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: STATUTORY / CODE COMMITTEE MEMBER	EXAM ID#: 202200016
NAME: (Last, First, Middle) Yunker, Gerald	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 374 Elk Mountain Trail, Brevard, North Carolina 28712	EMAIL ADDRESS: mylonitejy@gmail.com
HOME PHONE: 3372306905	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: 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.
Retired, Petroleum Geologist
3. Please list any other appointed positions you currently hold in Brevard or Transylvania County. If none, please type "none or n/a"
N/A
4. Why do you want to be a member of this Board and/or Committee?
I have experience working with numerous regulatory agencies and completing projects on time and within budget. I've seen Brevard grow and change since 1973. We built a home here and are fully engaged in the community. I'd like to contribute to a great town and help guide its future.
5. How would your experience, education and/or occupation be a benefit to this board or committee and the City of Brevard?
Brevard College grad (1975). BS, MA in Geology from Furman University & Univ. of Missouri respectively. 43 years experience in petroleum exploration in multiple U. S. basins managing exploration teams and up to \$500 million yearly budgets.
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 volunteer at the Pisgah National Forest Ranger Station Visitor Center
I am treasurer for a sub association of the Straus Park HOA.
I am a 2022 graduate of the Vision TC program.
7. Boards and Committees may meet in mornings, afternoons and or evening hours. What limitations do you have for attending meetings?
None

Job Specific Supplemental Questions

1. Please select from the list below which Statutory / Code Committee and/or Committees you are interested in serving on.
Planning Board
-

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This application was submitted by Gerald Yunker on 8/20/24 8:42 PM

RESOLUTION NO. 2025-XX

**RESOLUTION APPOINTING MEMBERS TO
THE BREVARD PLANNING BOARD**

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

WHEREAS, the Council initiated a new system for making appointments that would apply to every body to which the Council makes appointments; and

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

WHEREAS, the Brevard Planning Board currently has a vacancy for an unexpired term until September 2026, and a vacancy for a full three-year term until September 2028; and

WHEREAS, city staff, with the oversight of the Finance, Human Resources and Citizen Appointment Committee, conducted an open recruitment for citizens interested in serving on the Brevard Planning Board to fill the unexpired term, and for the full three-year term; and

WHEREAS, the Finance, Human Resources and Citizen Appointment Committee considered applications at their September 22, 2025 meeting and recommended appointment of Michael Hinds to fill the unexpired term until September 2026, and appointment of Gerald Yunker to a full three-year term until September 2028.

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 Michael Hinds to the Brevard Planning Board effective immediately to fill the unexpired term until September 2026.
- 2) The Brevard City Council does hereby appoint Gerald Yunker to the Planning Board to serve a full three-year term effective immediately and expiring in September 2028.

Adopted and approved this the 6th day of October, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC, NCCMC
City Clerk