

MINUTES
BREVARD CITY COUNCIL
Work Session
May 5, 2014 – 5:30 PM

The Brevard City Council met on Monday, May 5, 2014, starting at 5:00 p.m. with a light dinner. The scheduled work session started at 5:30 p.m. in City Council Chambers with Mayor Jimmy Harris presiding.

Present: Mayor Jimmy Harris, Mayor Pro Tem Mac Morrow, Council Members Charlie Landreth, Wes Dickson, Maurice Jones and Ann Hollingsworth.

Staff: City Manager Joe Moore, City Clerk Desiree Perry, City Attorney Michael Pratt, Finance Director Jim Fatland, Utility Director and City Engineer Jay Johnston, PE, Planner Sarah Lutz, Planning Director Josh Freeman, Building & Grounds Director Lynn Goldsmith, Police Chief Phil Harris, Fire Deputy Chief Bradley Elmore, and Public Service Director David Lutz

Press: Derek McKissock, Transylvania Times

A. Welcome - Mayor Harris called the meeting to order and welcomed those present to the regular scheduled work session.

B. Quorum – City Clerk certified a quorum present.

C. Agenda - Mr. Morrow moved, seconded by Ms. Hollingsworth, the Agenda be amended by moving item D-2 to follow item D-4 to allow Planner Sarah Lutz to complete her presentations and then attend the TC Board of Education meeting that is also scheduled for this evening; and to approve the Agenda as amended. Motion carried unanimously.

D. Work Session Business

In introduction, Mr. Moore shared the need and importance to be very clear which projects in the Capital Improvement Project (CIP) are funded, and those that are not. Council members were provided a spreadsheet indicating the funded and unfunded CIP projects (Exhibit A), along with other handouts to aid in the discussion of the Agenda discussion topics. (A copy is on file with the agenda packet materials.)

1. Capital Improvement Budget and 5-Year Capital Improvement Plan

Below are comments from Council's review of the listed of funded and unfunded projects:

- a. (Sheet 5) – Listing of current (unfunded) top five sidewalk projects; priorities may change with the update of the Master Plan.
- b. (Sheet 2) – Azalea Avenue is unfunded; however, there is potential for a Community Development Block Grant (CDBG).
- c. (Sheet 3) – Funds established, such as Housing Trust Fund set up three years ago where the City, having received a CDBG grant, issued a loan to Broad River Terrace Developer; the developer is now paying back to the City. At present we have about \$50,000 in that account and will soon receive similar funds from The Cottages Development. Funds used must comply with CDBG grant standards, as example, for low income scattered site housing, putting in water and sewer infrastructure, repair sidewalks, economic development projects provided it meets the neighborhood characteristics, etc. Giving thought towards using the funds for engineering and design for Azalea Avenue sewer/water.
- d. Bracken Mountain Preserve - Staff postponed work on the trail until sign costs were better determined; close to final signage. \$30,000 balance can be rolled into next year. If Council desires to do the next phase of the trail, will need to appropriate funds to do so. Have not found a grant that would help pay for next phase. Money being spent on Bracken now are operational expenses.

- e. Rosenwald Revitalization – Future park improvements not funded; however, there are grant possibilities for Rosenwald Park.
- f. Downtown Master Plan – Funds to do conceptual design for third phase in front of Brevard College and utility relocation. Cannot do too much more until Caldwell Street improvements are made as we don't want both Broad and Caldwell under construction at the same time.
- g. (Sheet 4) – Planning Department Co-Location. Meeting held today with County to discuss co-location with positive input. Will bring further information and details to Council in near future. No cost estimates available at this time.
- h. Property Tax Power and Return on Investments – Can we show a return of investment on one sidewalk project over another? What is the ROI of Railroad Avenue vs Pisgah Forest Small Area Plans? We have a struggling tax base and therefore these questions must be asked.
- i. Wayfinding – Grant still coming in from TDA for the project. Will need discussion on future phases. NCDOT has removed some of the old/duplicated signs. City will not remove any signs until NCDOT has completed their removal of signs.

2. Alternate Revenue Sources Follow-up

- a. At January's Retreat, discussions began on impact fees, capital recovery and reinvestment funding, and the capital costs coming for capacity improvements towards a new water plant. Work session discussion will focus on how to get revenue rather than on how much to charge.
- b. Water and Sewer Utility Revenue Graph – Noted the climb in debt as some loans are due in 2016. Utility funds will not cover debt, and, it is not recommended utility fund balance to cover. Mr. Fatland explained he will continue to look for low interest, no interest and grants, and, further shared as debt will have the biggest impact, his recommendation is Council consider lowering minimum gallons and to look at capital recovery fees.

~~At 7:00 p.m. Mayor Harris called for a 10-minute break. ~~

3. Commercial Cardboard Recycling

- a. Mr. Moore shared unlike the previous discussion items, Council direction is being sought to determine if Council is interested in changing the commercial recycling fee and how it is administered.
- b. Motion: Following discussion, Mr. Landreth moved, seconded by Ms. Hollingsworth, staff to be directed to request for proposal that would include full service recycling (glass, cardboard, paper, etc.) for commercial customers of the City and single stream recycling (receptacles).
 - Discussion: Is a RFP the way to go, or, is there something less formal to consider?
 - Mr. Lutz offered he could contact the City's current recycling provider to get costs involved to expand their services for both once a week and every other week commercial pickup.
 - Council agreed to Mr. Lutz's offer rather than to proceed with a formal RFP.
 - Vote on motion: Unanimous

4. Alternative Revenue Sources Follow-Up

- a. At Council's Retreat staff was asked to hold some public input sessions in order to get the community's feelings on two funding options, Occupancy Tax and Prepared Foods and Beverage Tax, to help fund the Downtown Master Plan. In follow-up, Ms. Lutz reported of the 300 letters mailed, there was a total of 20 participants. General consensus was that property and business owners want visitors to help pay a portion of the DTMP.
- b. Occupancy Tax – Funds are expended at the discretion of the Tourism Development Authority (TDA); therefore, if an occupancy tax increase is

- considered the possibility of an inter-local agreement needs to be considered designating revenue to DTMP.
- c. Mayor Harris suggested the City seek legislative approval for both, Occupancy Tax and Prepared Food and Beverage Tax.
 - d. City Attorney advised it may be too late in the year to introduce a local bill to the Legislature; usually local bills are presented prior to May.
 - e. Discussed rather than requesting local bill for Occupancy Tax, to first meet with the TDA to discuss this, and, to have opportunity to research inter-local agreement/contract options that can be considered.
 - f. Motion: Ms. Hollingsworth moved, seconded by Mr. Morrow, we engage our legislators with a Resolution for a local bill that enables the City to levy and collect a one percent food beverage tax.
 - Discussion on motion:
 - Should we seek a 1.5%?
 - Mr. Pratt suggested that in keeping with Council's past practice, to present and consider a Resolution at Council's next regular scheduled meeting rather than at this work session.
 - Ms. Hollingsworth withdrew her motion.
 - g. Motion: Ms. Hollingsworth moved, seconded by Mr. Morrow, staff be directed to draft and bring a Resolution for enactment of a Prepared Food and Beverage Tax at Council's next regular meeting. Motion carried unanimously.
5. Public Works Week Proclamation – Mayor Harris read aloud and presented the Public Works Week Proclamation to Public Service Director David Lutz.

Proclamation
Public Works Week – May 18-24, 2014
Brevard, North Carolina

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets, public buildings, and solid waste collection; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, I, Mayor Jimmy Harris and the Brevard City Council, do hereby proclaim the week of May 18-24, 2014 as "**PUBLIC WORKS WEEK**" in the City of Brevard, and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Proclaimed this 5th day of May, 2014.

6. National Police Week and Peace Officer's Memorial Day Proclamation – Mayor Harris read aloud and presented the National Police Week and Peace Officer's Memorial Day Proclamation to Police Chief Phil Harris.

Proclamation
National Police Week and
Peace Officer's Memorial Day
Brevard, North Carolina

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

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

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

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

NOW, THEREFORE, I, Mayor Jimmy Harris and the Brevard City Council, call upon all citizens to observe **May 15, 2014**, as “**PEACE OFFICER’S MEMORIAL DAY**” and **May 11-17, 2014** as “**NATIONAL POLICE WEEK**” in Brevard, North Carolina, and that all of our people join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities. In so doing, they have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Proclaimed this 5th day of May, 2014.

D. Remarks by Officials

Mayor Harris emphasized as Council is about to enter the coming fiscal year budget discussions the importance to protect what we have to continue to pursue no interest, low interest and grant possibilities.

Mr. Dickson shared last week’s Safe Routes to Schools Program organized and ran by Planner Sarah Lutz was great. Program was a coordinated effort with schools and was held at South Broad for three days in a row. It was well done, lots of children were there, and more than 200 bike helmets were given out. Program received a great response from our community.

Ms. Hollingsworth moved, seconded by Mr. Jones, that discussion of a committee be set up to study the Human Relations Council be placed upon the May 19th Council meeting Agenda.

Discussion:

- Rather than study if there should be a Human Relations Committee, consider study group to assess the needs within our Community.
- HRC was setup years ago; changing community; bring people of community together to study and figure out needs.
- Concern with saying we are going to study the HRC, rather than focusing on if there is a need and whether or not or to what extent the City needs to be involved.

Ms. Hollingsworth withdrew the motion.

Following additional discussion, Ms. Hollingsworth moved, seconded by Mr. Jones, the “Human Relations Commission Study Committee – Preliminary Outline of Tasks” as drafted by the City Attorney (copy on file with Agenda materials), be placed upon Council’s May 19th Agenda for discussion. Motion carried unanimously.

Mr. Landreth extended appreciation to the Planning Department for the work done this past weekend in the Rosenwald Community. Citizens were engaged and there was good community participation.

Mr. Pratt shared the landmark decision made today by the Supreme Court (Town of Greece, N.Y.) that upheld to allow the offering of an invocation at the start of government/Council meetings as is practiced in Brevard.

E. Adjourn – There being no further discussion, Mr. Landreth moved, seconded by Mr. Dickson, the meeting be adjourned. Motion carried and the meeting adjourned at 8:57 p.m.

s/ _____
Jimmy Harris
Mayor

s/ _____
Desiree D. Perry, CMC, NCCMC
City Clerk

Minutes Approved: August 18, 2014