

**MINUTES
BREVARD CITY COUNCIL
March 6, 2015 – 9:00 AM**

Open House

The City Council of the City of Brevard met on Friday, March 6, 2015, at 9:00 A.M. in the Council Chambers of City Hall with Mayor Jimmy Harris presiding.

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

Staff: City Manager Joe Moore, City Attorney Mike Pratt, City Clerk Desiree Perry, Deputy City Clerk Jill Murray, Planning Director Josh Freeman, Assistant to the City Manager LeAnn McCraw, Utility Director and City Engineer Jay Johnston, PE, Assistant Planning Director Daniel Cobb and IT Consultant Kirk Daniels, Advance Data Service.

Press Present: None

Welcome - Mayor Harris called the Open House to order. Purpose of the Open House is to provide Council with insight into the operational aspects of site development review and approval, an overview of the maintenance of infrastructure, and a more detailed description on the creation and provision of potable water.

Certification of Quorum – City Clerk certified a quorum present.

Agenda – Mr. Landreth moved, seconded by Mr. Jones, Council accept the Agenda as presented. Motion passed unanimously.

IPad Distribution and Tutorial – Mr. Moore explained transition from hardcopy to electronic pdf (paperless) Agenda Packet will soon take place. In preparation iPads have been purchased for Council members and the City Attorney for their use to access and download meeting agenda packets.

Mr. Moore introduced Mr. Kirk Daniels of Advance Data Service. Mr. Daniels provided a brief description of the IPad application “Good Notes” that has been uploaded onto the IPad. Good Notes application will assist Council while reviewing the Agenda packet items by allowing them to make notes, highlight, etc. Council was provided a notebook containing instructions on setup their City of Brevard email account and users guide for Good Notes. Mr. Daniels offered to meet with anyone one-on-one to assist with the setup of their email account. An electronic version of the user guide handout will also be emailed to them.

Mr. Landreth inquired about the scope of services Advance Data provides to the City. Mr. Daniels responded explaining they serve local governments and businesses with provide network infrastructure including service contracts, setups and telephone service.

Council members expressed interest in being provided the Council meeting schedule and similar appointments upon the IPad calendar (email/Outlook).

On-Site Visits – Beginning at 10:00 AM, three City department vehicles were used to transport Council members and staff to the facilities and sites on the Agenda schedule. Mr. Pratt left and will not be attending the on-site visits.

Public Services / Public Works Facility (10:10 AM) – An on-site tour of the City’s recently purchased property on Cashiers Valley Road (former Duke Power facility) was provided by Public Works Director David Lutz and staff. Throughout the tour, staff explained ways they troubleshoot to address I & I issues, as well as, described

several of the daily operational practices for their Divisions (Administration, Water Distribution and Sewer Collections, Streets Division, and Vehicle Maintenance Division). The Operations Center (new building) provides office space for the Streets & Sanitation Supervisors office, Water Distribution and Sewer Collections Supervisors office, and much needed equipment storage is at the new facility. The Administration staff and Vehicle Maintenance remains at the original PS building across the street.

Mr. Landreth asked if the City's Building and Grounds Department is providing janitorial services for the new facility building. Mr. Lutz explained at present they are doing their own janitorial and maintenance of the building.

Waffle House Site Visit (11:07 AM) – Mr. Freeman provided an aerial photo of the site to illustrate some challenges the developer faced in developing the somewhat small triangle shaped lot that has NCDOT rights-of-way along two property lines. (Exhibit A) Using the Waffle House site as an example of a single lot by right project, he described to Council the step-by-step process involved to achieve permit approval. In addition to the City's Planning Department, a number of other agencies are involved in the review of development plans and approval process prior to final plan approval to allow construction to begin. Agencies such as NC DOT, Fire Marshall, Duke Energy, NC Emergency Mgmt. to address flood issues, Storm Water plan approval by agency in Raleigh, NC Corp of Engineers, Transylvania County Building Inspection Dept., etc. Development time-frame is driven by the developer; City uses the "cradle to grave" approach whereby an experienced staff member works with the developer from the beginning to completion of a project; and he described information on the sites detention pond, landscape and sidewalk.

Mayor Harris needed to leave towards the end of the site visit; he may return later. A quorum of Council remains. Mayor Pro Tem Morrow now presiding.

Hawg Wild Restaurant (12:23 PM) – Council members and staff were provided lunch. In attendance were Council members, Mr. Morrow, Mr. Dickson, Ms. Hollingsworth, Mr. Jones and Mr. Landreth. Staff members, Mr. Moore, Mr. Freeman, Mr. Johnston, Mr. Cobb, Ms. Murray and Ms. Perry.

Aethelwold Site Visit (1:50 PM) – Development Manager, Mr. Jason Rhodes, described some of the difficulties faced in developing the property due to space restraints, NC DOT standards that will not allow them the ability to close off the sidewalk and parking spaces along a portion of Broad Street, Duke Energy's requirement for them to provide 3-phase electrical service panel to the project rather than what they originally discussed with the Company's engineer of a single-phase electrical service to the project. Additional somewhat typical challenges are those faced when remodeling an older structure while adding new construction. He took members to see the fire suppression system and pump that was required to be installed in order to provide the needed water pressure for the fire sprinkler system for the multi-level building project.

Council members then walked to South Alley to view the portion of the alley that is now limited to pedestrian traffic only, and to view where a boardwalk may be constructed in the future. Mr. Lutz identified on-ground where existing City utility service lines are located and he then described where several on both the Aethelwold and South Alley sites will be relocated.

Burrell Mountain Reservoir (2:41 PM) – Visited the site to see the new 750,000 gallon water tank, as well as, the City's two existing water storage tanks. Mr. Johnston explained once the new tank is disinfected water from the City's Water Treatment Plant will be pumped into it for storage, as is done for the two existing tanks. This new tank and the tank the City repaired five or six years ago, will provide 1.75 million gallons of storage. The center tank (with blue tarp) needs to be replaced rather than repaired. Once center tank is replaced, the three tanks will provide a combined storage capacity of 2.5 million gallons of water.

Using Straus Park as an example, Mr. Lutz described the process followed in order to provide water service. (a) The developer's engineer determined the water needs of the development including fire hydrant requirements; (b) Construction of the water storage tank, pump station and water lines are installed by the contractor to the City's standards; (c) Developer then dedicates all to the City with a one year warranty; and, (d) after one year it becomes the responsibility of the City to maintain and repair when needed.

Mr. Moore commended Mr. Johnston for coordinating the project in a way that did not disrupt Brevard Music Center, and for his recognizing the need for and having a retaining wall installed.

Water Treatment Plant (3:25 PM) – Plant Operator Dennis Richardson and Mr. Johnston provided a tour of the Plant facilities while describing the process to provide water throughout the City. Tour started at Cathey's Creek intake and they then proceeded to show the various stages / processes followed to produce Brevard's high quality drinking water.

At the intake the location of the recent stream bank restoration project was shown and described. Tour also included seeing the recent structural addition to the Plant that provides coverage for the filter stage/process of water production.

At 4:45 PM Council and staff left the Water Treatment Plant to return to City Hall. Upon Council's return to Council Chambers they thanked the Manager and staff for the site visits, tours, and information provided to them throughout the day.

Adjourn – Mr. Jones moved, seconded by Mr. Dickson, the meeting be adjourned. Motion carried. Meeting adjourned at 5:00 PM.

Jimmy Harris
Mayor

Mac Morrow
Mayor Pro Tem

Desiree D. Perry, CMC, NCCMC
City Clerk

Minutes Approved: March 16, 2015