

**MINUTES
BREVARD CITY COUNCIL
January 28 and 29, 2016 - 8:30 A.M.**

Annual City Council Retreat- Day One

The City Council of the City of Brevard met for their annual Council Retreat on Thursday, January 28, 2016, starting at 8:00 a.m. with breakfast with the meeting starting at 8:30 a.m. in the Rogow Room at Transylvania County Library with Mayor Pro Tem Mac Morrow and Mayor Jimmy Harris presiding.

Present - Mayor Pro-Tem Mac Morrow, Council Members Maurice Jones, Charlie Landreth, Ann Hollingsworth and Gary Daniel. Mayor Jimmy Harris joined the meeting in progress at 10:14 a.m.

Staff Present – City Manager and Finance Director Jim Fatland, City Clerk Desiree Perry, Assistant to the City Manager LeAnn McCraw, Special Project Director Josh Freeman, Planning Director Daniel Cobb, Police Chief Phil Harris, Fire Chief Craig Budzinski, Human Resources Director Derrick Swing, Parks and Property Management Director Lynn Goldsmith and Deputy City Clerk Jill Murray.

Press - Kevin Fuller, Transylvania Times

Others Present - Retreat Facilitators Land of Sky Executive Director Justin Hembree and Deputy Executive Director Danna Stansbury; Heart of Brevard Executive Director Heath Seymour and NC Senate Candidate Lisa C. Baldwin

A. Welcome and Call to Order - Mayor Pro Tem Mac Morrow called the retreat to order, welcomed all present, and explained Mayor Harris plans to join the meeting in a few hours. Proper Notice has been provided and the retreat will be held in a workshop setting.

Mr. Fatland thanked Council and staff for coming and shared he was glad to be in attendance this year as he missed attending last year with the birth of his twin granddaughters who are one year old today.

B. Certification of Quorum – City Clerk certified a quorum present.

C. Agenda – Mr. Landreth moved, seconded by Mr. Jones, the two-day Retreat Agenda be approved as presented. Motion carried unanimously.

D. Retreat Facilitators - Mr. Hembree shared one of the services Land of Sky has to offer the City is their service as facilitators. He provided Council and staff members with a copy of their recommended ground rules. (On file-Agenda Packet). Throughout the retreat ideas or issues may come up that may not have a direct relation to the specific agenda item; they will capture these items and place them upon the "Parking Lot" listing for future discussion. (Exhibit A)

E. Retreat Materials - A complete copy of the Agenda and retreat notebook materials and information provided to Council, staff and the press is on file. Following are summaries of discussions held at the retreat:

F. Retreat Presentations and Discussions

City Manager Message and Financial Framework

Mr. Fatland shared at last year's retreat (January 2015) four infrastructure needs were discussed: (A) Whether the City needed to renovate the Waste Water Treatment Plant at an estimated cost of 9 million dollars, and, in order to do so should the City accept a 9 million no-interest loan offer from NCDENR; (B) If the City should abandon the City's Water Treatment Plant and build a new plant at another intake at an estimated cost of \$40 million; (C) Consider a parking structure at an estimated cost of \$2.9 million; and, (D) Comprehensive Pedestrian Plan consideration and question of how much is Council willing to invest each year in pedestrian infrastructure improvements.

In 2015 City Council made some organizational changes that included the establishment of five City Council Committees:

1. Council Downtown Master Plan Committee
2. Council Finance and Human Resources Committee
3. Council Parks, Trails and Recreation Committee
4. Council Public Safety (Police & Fire) Committee
5. Council Public Works & Utilities Committee

With the establishment of the Council Committees, the four above-described infrastructure needs were forwarded to the appropriate Council committee for review, and the following Committee recommendations have already been forwarded to Council:

- A. Waste Water Plant – Council PW&U Committee recommends Council not accept the NCDNR loan for the WWTP as they determined the City's needs could be met with an investment of less money and alternative plan would also bring the WWTP into compliance earlier than the previously stated four-year time frame.
- B. Water Plant - Council PW&U Committee recommends Council not build a new water plant, but rather to make some improvements the City's current Plant. Water Study shows the City could get 5 million gallons per day by having an intake at the confluence of Cathey's Creek (before the French Broad River). Doing so would meet or exceed the City's daily water needs for many years to come.
- C. Parking / Parking Deck – Question of long-term parking needs further study. In the meantime, short-term additional parking needs have been met by the Manager leasing for the City parking spaces at the former First Union Bank, and, by his having improvements made upon the lot across from City Hall to creating additional parking spaces.
- D. Comprehensive Pedestrian Plan – Committee recommended using the one cent tax increase to do the Probart Street sidewalk project now rather than later; project cost will be about \$500,000.

Mr. Fatland described several organizational staffing changes he has made since being appointed Interim City Manager in March 2015 and Manager in August 2015. He then provided the financial overview. (On file-Agenda Packet)

1. State Legislature no longer sends the City franchise fees, however, they are now sending utility sales tax revenue of about \$200,000.
2. General Fund Debt is relatively low and the old City Hall loan has been paid off.
3. Neely Road, Kings Creek Phase I and Phase II projects interest rates range from zero to 2 ¼ percent. As this debt drops off, Council will be able to consider additional improvements – attention now is on the sewer infrastructure.

4. City will continue to have sanitary sewer overflows (SSO). The City is committed to spend over 19 million dollars to handle the issue and to be good stewards of the resources and our environment.
5. Water Plant has consistently processed 1 million gallons per day. With planned improvements to the plant and utility lines, water processed that is not delivered due to waste will be reduced.

Mr. Morrow shared in looking back in the City's history one can see there has been an interest and commitment to be good stewards of our natural resources and good stewards by fixing what needs to be fixed. Making improvements to our water and wastewater plants is serious money and it underscores the commitment we started years ago.

Mr. Landreth added there is a risk when talking about water and sewer infrastructure of people thinking of only pipes and process plants, which is a part of it. However, it also means we are taking water out of the river and putting it back into the river – that needs to be out as our message too.

Ms. Hollingsworth asked for a status of the radio read meters. Mr. Fatland explained they are currently being installed. Some meters may still need to read by hand; however, when project is completed the meters will be read by use of antennae's. A meter at the water plant will read the amount of water that leaves the plant vs readings from the customer's meters allowing the two numbers to be compared and to aid in determining any water loss. New meters will be more efficient and will aid in more quickly determining when a customer has a water leak.

Mr. Daniel asked about the \$909,138 unassigned fund balance. Mr. Fatland explained a balanced budget is required and that sometimes expenditures exceed revenue; when so, Council may request to use some of the general fund balance. Fund is to always maintain a minimum 30% balance. Funds could be used as project matching grant monies, etc.

~~ 9:30 AM – 5 Minute Break ~~

Downtown Master Plan – Clemson (Park) Plaza

Mr. Freeman introduced Ms. Teresa Buckwalter, Destination by Design. City staff and the Council DTMP Committee have been working with this firm to finalize plans for the rebuild of Clemson (Park) Plaza. Committee feels they have reached a good concept plan and recommends Council approve the drafted project ordinance to allow construction to begin this spring.

Ms. Buckwalter provided a power-point presentation showing the various details of the proposed Clemson Plaza and the construction budget. Material selections for some of the design features, like the water feature, will be determined in the future at the construction phase. Also shown were some design concept renderings of the Austin and Williams properties, should the properties be considered in the future as an extension to the Clemson Plaza. Mr. Freeman explained today's requested action (project ordinance) is specific to Clemson Plaza only.

Council members thanked Mr. Freeman and Ms. Buckwalter for the presentation and added having the design conceptual drawings of the Austin and Williams property

could be used as a tool to get a better product in the end by sharing them with potential developers, Brevard Music Center, etc.

- ❖ Action Item – Mr. Morrow stated he would prefer underground utilities in downtown redevelopment as overhead power lines impact our downtown, historic neighborhoods, parks, etc. What is the power company's long range plan? Electric grid plan or overlay is needed.

Motion - Mr. Landreth moved, seconded by Mr. Jones, Council approve the drafted project budget **Ordinance No. 2016-04** for the reconstruction of Clemson Plaza. Motion carried unanimously.

ORDINANCE NO. 2016-04

**AN ORDINANCE ESTABLISHING A PROJECT BUDGET FOR
RECONSTRUCTION OF CLEMSON PLAZA**

WHEREAS, in accordance with the applicable provisions of the North Carolina Local Government Budget and Fiscal Control Act; and

WHEREAS, the City of Brevard requires certain fiscal actions to effectively provide continued and improved service to its citizens; and

WHEREAS, the Brevard City Council now desires to establish a project budget to account for the revenues and expenditures associated with the Clemson Park reconstruction project.

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

Section 1. The Clemson Plaza Conceptual Master Plan is hereby approved, and Staff is hereby directed to proceed with implementation thereof.

Section 2. Revenue for the Clemson Park reconstruction project is budgeted as follows:

REVENUE

83-3990-0000 Downtown Master Plan Fund Balance	<u>\$337,018</u>
Total Revenue	\$337,018

Section 3. Expenditures for the Clemson Plaza reconstruction project are budgeted as follows (Fund 83-6200-4500 Clemson Plaza & Other Downtown):

EXPENDITURES

Construction	\$ 274,469.35
Engineering, Bidding, Construction Oversight	\$ 46,500.00
Contingency	<u>\$ 16,048.65</u>
Total Expenditures	\$ 337,018.00

Section 4. This Ordinance shall remain in effect until the Clemson Plaza reconstruction project is completed.

Section 5. The City Manager is hereby authorized and instructed to take appropriate actions to implement this Ordinance, including but not limit to the execution of contracts and agreements.

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

Approved and adopted this the 28th day of January, 2016.

Downtown Master Plan Committee Update

Mr. Freeman provided an update on the status of the DTMP and shared "Brevard Streetscape" slides prepared by Cole-Jenest & Stone that included the project scope, timeline, recommendations and next steps. (On file-Agenda Packet)

At 10:14 a.m. Mayor Harris joined the meeting in progress and began presiding over the meeting.

Caldwell and Broad Streets - Mr. Freeman explained that in theory both the Caldwell Street and Broad Street projects could be under construction at the same time and therefore discussion is taking place between the City, Cole-Jenest & Stone and NC DOT to see what, if any, coordination of the two projects can take place. Ultimately the decision on whether the projects, or portions, can be coordinated to be done at the same time is the decision of NC DOT.

Mr. Freeman stated frequently questions of, "Why are we doing this Caldwell Street widening now?" are surfacing. We need to remind the public that the Caldwell Street widening is not to solve a problem that we are experiencing today, but rather it is intended to meet future traffic needs based upon regional population and growth projections.

Parking Study - Mr. Daniel asked if the Parking Study is the same as presented a while ago to the Planning Board by Planner Aaron Bland. Mr. Freeman replied, "Yes", and added the study shows the total number of parking spaces is sufficient; however, the location of some parking spaces are not convenient. Mr. Jones added that part of the difficulty or concern is the fact that approximately seventy percent (70%) of the parking spaces provided in the downtown are privately owned.

Council DTMP Committee - Future Endeavors - Mr. Freeman reported the Committee has several smaller scale projects they would like to tackle, such as Downtown Urban Forest, Downtown Planters, Downtown Alleys, Caldwell Street Revegetation, Caldwell/Probart Property, Downtown Redevelopment grant opportunities, to name a few.

- ❖ Action Item - Mayor Harris suggested Council consider in the coming budget to establish a line item to fund/support replanting to beautify the downtown. Ms. Hollingsworth suggested it would be good opportunity for public/private to work together for revegetation. Mr. Morrow added he is distressed that we have not been able to replace the trees on Main Street and that perhaps the Garden Clubs and Master Gardeners would be willing to participate in this or other planting efforts.

Ms. Goldsmith explained to replace trees on Main Street would require pulling the stumps out with care as there are underground utilities. If considering doing so, she suggested in the long run it would be best to go in and cut the brick apron, take out trees, and refurbish the utilities at the same time. Mr. Morrow added doing so may also be an opportunity to add outlets and provide a larger electrical service for special events.

- ❖ Action Item - Mr. Jones asked staff to take this matter to the Committee asking that they look at the possibilities and costs involved to consider these ideas.

Public Safety (Police & Fire) Committee Update

Mr. Jones, Council Public Safety Committee Chair, stated the Committee has met once and that they like the committee format. The Police portion of the report will be presented tomorrow by Chief Harris. Mr. Jones called upon Chief Budzinski to present the Fire Department portion of the report.

Brevard Fire Department

Chief Budzinski presented the report on file. Transylvania County has secured the services of Public Safety Solutions, Inc., (PSSI) out of Maryland to perform a county-wide Emergency Services Agency Evaluation and Emergency Services Master Plan Study, which he believes will be beneficial to both the County and City. Study will help evaluate the number of fire departments needed, staffing and equipment needs, finances, chain of how funds are spent, etc.

Brevard Fire Department (BFD) provides service to the City (Sylvan Valley District) as well as offers mutual aid to the County Fire Departments and cover Pisgah National Forest. BFD district has one fire station; three are needed. Because the distance from the fire station to structures located within our area of our responsibility, areas like Sylvan Valley Habitat near Glen Cannon, is greater than six miles, they have an insurance rating of 10. Ratings are based upon the distance from the station to the structure. The higher the rating, the higher the insurance.

Due to staffing difficulties, for the past several months Brevard Rescue Squad has had difficulty responding to calls on their first dispatch; therefore, BFD is then dispatched to respond. BFD is the only fire department in the Transylvania County certified for heavy rescue.

Chief Budzinski described equipment (rescue truck, air packs/compressor, masks, etc.) and staffing needs. Requested Council's consideration to provide evening staffing at the fire station to reduce stress on our firefighters and their families and would greatly impact BFD's ability to more quickly respond to an evening emergency call.

- ❖ Action Item - Council members discussed Brevard providing fire service coverage to Pisgah National Forest and asked the Manager to check into opportunities for the City to receive some funding by either the US Forest Service, or, by the County who receives some funds from the US Forest Service.

Mr. Jones and Council members thanked Chief Budzinski for the report and for the fine work he and the BFD staff does.

Board of Adjustment Member Appointments

Mayor Harris explained at Council's January 19th meeting Mr. Paul Welch and Mr. Kevin Jones were appointed to the Board of Adjustment; however, it was not made clear if they were appointed to serve as alternate or regular members. Also, it was his intention to include recommending Mr. Mike Young be re-appointed for another term but overlooked doing so.

Motion - Mr. Morrow moved, seconded by Ms. Hollingsworth, Council re-appoint Mr. Mike Young to serve as a regular member (term expires 11/2018), move Mr. Tad

Fogel who is currently serving as an alternate to now serve as a regular member (term expires 11/2016), and, Mr. Paul Welch and Mr. Kevin Jones are both to serve as alternates (terms expire 11/2018). Motion carried unanimously.

~~ Lunch Break from 11:30 a.m. to 12:30 p.m. ~~

The following joined Council for lunch and to participate in the afternoon portion of the meeting. City Staff: WWTP ORC Emory Owen, WP ORC Dennis Richardson, and Public Works Director David Lutz. Others: WT Plant Consultant Ray McCall, Brown Associates Harlow Brown, PE, and Jeffrey Brown, PE.

Public Works & Utilities Committee Updates

Inflow & Infiltration (I&I) Project

Mr. Morrow, Council Public Works & Utilities Committee Chair, stated the Committee has met several times and, like Mr. Jones stated earlier, he too likes the committee format. Mr. Morrow called upon Mr. Lutz to present the report.

Mr. Lutz introduced Mr. Wayne Miles, CDM Smith. Mr. Miles presented the first portion of the report "Outline, Background, Problem Statement, Alternatives Evaluation, and Recommended Improvements", Mr. Jeffrey Brown, Brown Consultants, presented the second portion "Gravity Sewer Projects", followed by Mr. Michael Sloop, CDM Smith, who presented "Neely Road Pump Station and Equalization Improvements Project: Background, Funding, Schedule, Design, Permitting, Construction Cost and Next Steps". (On file-Agenda Packet.)

Presentation / Discussion Comments:

1. Mr. Lutz stated the Flow Study has provided him with information that helps identify problem areas that need to be fixed. Some of the higher elevation areas where SSO discharges were taking place have been improved reducing the discharge occurrences.
2. Mr. Lutz explained rather than starting at one point on the City's sewer line system and replacing throughout; identified problem areas are repaired/replaced. Unlike materials used years ago, present day use of PVC pipe materials with gaskets pretty much prevent infiltration.
3. City's 6" sewer upgrade project is approximately 75% completed; Kings Creek Phase II scheduled to begin work in March or April 2016, and, bidding on the Kings Creek Phase III project is scheduled for March 2016.
4. Ms. Hollingsworth stated several of the City's utility lines are not mapped and asked if they are now being mapped. Mr. Jeffrey Brown replied that as City utility lines are discovered and/or are replaced, both they (Brown Consultants) and CDM Smith are documenting and mapping.
5. Neely Road Pump Station – Majority of City flow goes through the Neely Road pump station. Plan to install 20" lines that will go into the equalization tank.
 - a. Neely Road Pump Station - Funding: June 2014 Letter of Intent to Fund \$12,597,900 at 2.21%; October 2015 received offer and acceptance of a State loan \$13,660,000 at 1.84%. Mr. Sloop explained the reduced interest rate is due to the hard work and effort of Mr. Fatland.
 - b. Plan to install 20" PVC lines. Mr. Sloop explained Mr. Lutz had asked him if 20" lines rather than 18" lines should be considered. When looking into this question, they found it is actually less expensive to put in the 20"

because of the dollar savings due to cost of pumps to handle the amount of water pressure.

- c. French Broad River Open Cut Crossing – After exploring different options, decision is to do an open cut crossing of the French Broad River. Usually takes two to three weeks (weather permitting), and, requires a specialized contractor to perform the work.
- d. Equalization Tank – 130' diameter; 38 feet tall, open top with walkway around it. Will require to fill in some wetland areas; working with Corp of Engineers on this. Tank will be constructed to be strong enough to add, if desired in the future, a roof, flooring and equipment.

Mayor and Council thanked Mr. Miles, Mr. Brown, Mr. Sloop and Mr. Lutz for their presentations and information provided.

~~ At 2:20 p.m. Mayor Harris called for a ten minute break. ~~

Waste Water Treatment Plant Status Report

Mr. Harlow Brown explained the City has a Settlement Agreement to get the WWTP compliant that is in force and will expire this coming Sunday. Happy to report that the plant was complaint with the NPDES permit for November, December and will be complaint in January. Thus, the Settlement Agreement will be discharged this month by the State upon their receiving from the City the reduced penalty fee of \$4,840.

Presentation/Discussion Comments:

1. Future of the WWTP – When looking at the growth rate projections, plant will reach 80% capacity in 2045. Mr. Brown believes the City can get a good 30 more years at this plant.
2. Mr. Brown's report included the four following recommendations:
 - a. Annually evaluate all components of the WWTP and budget up-grades appropriately.
 - b. Add RBC influent and effluent aeration basins.
 - c. The current RBC's are configured for 3-stage treatment, while the original design was for a 4-stage treatment. Two RBC's were eliminated between design and construction. These need to be added back to achieve the original designed 4-stage treatment process.
 - d. Re-locate the chlorine contact chamber and add a tertiary "Polishing" basin to filter out any remaining TSS and settleable BOD.
3. Mr. Owen explained the information represented in the bar graph titled "2015 BOD-TSS Concentration Trend", and described the process done by WWTP staff, with the assistance of the Mr. Lutz and Public Works staff, to discover and address blockage areas at the plant that were preventing water from going through the pipes resulting in a bad smell that was a problem for the neighboring property owners. Once they got the pipes cleared it addressed the smell issues.
4. RBC's – City purchased 8 used RBC's to replace the ones that have been in service at the plant.
5. Chlorine Contact Chamber – Discovered when plant was constructed the chlorine compact chamber was not installed at the correct elevation resulting in water standing in the clarifiers. Mr. Brown did the engineering and Carolina Specialties did the work to remedy the situation.

6. While some consider RBC's to be older technology; they are still being manufactured. Brevard's plant uses square shaft RBC's and recently purchased some used ones that should last for many years.

~~ At 3:40 p.m. Mayor Harris called for a fifteen minute break. ~~

Water Treatment Plant Rehabilitation Update

Mr. Richardson thanked Mr. McCall for preparing the power-point, Ms. McCraw and Ms. Kerry Lindsay for their printing the report, and extended his appreciation to Committee Chair Morrow and Vice-Chair Jones for their and City staff working together on the Committee which has accomplished much. With the assistance of the Manager, the Committee has been instrumental in addressing areas of the plant that have needed attention for years. He then presented the power point slides to illustrate many of the improvements. Included were several slides showing before and after photos. (On file-Agenda Packet)

Presentation/Discussion Comments:

1. Chemical Transfer Lines – Contractor estimated \$22,000 to make needed repairs. PW Director Lutz and City staff members Wayne Simms, Brett Taylor and Tommy Williamson performed the work for about \$3,000. They did a great job and at a considerable savings to the City.
2. Analog Panels – Mr. McCall recommends the City replace the existing outdated analog panels with current computer technology.
3. Brief Plant History – Mr. Morrow shared in 1975 the City decision to build the water plant was based upon a water study, and, the question was put to the voters and a 2-million bond referendum was passed to build the water plant. Believe ARC, the State, and Clean Water Act provided some funding too. City policy makers at the time were determined to do the project, stayed the course, and the plant was built. Today, we too are staying the course by following the commitment to use Cathey's Creek as our water source.
4. Mr. Landreth suggested Council members read a recent article published by the UNC SOG that analyzes the Flint Michigan problem from a policy perspective and talks about regionalization and partnership by adjoining municipalities that led to Flint having a system that they could not afford to maintain.

Mayor and Council thanked Mr. Owen, Mr. Brown, Mr. McCall and Mr. Richardson for their presentations and information provided.

Motion - At 4:25 p.m. Mayor Harris explained retreat day-one agenda items have been completed and he called for a motion to recess day-one of the retreat and to reconvene tomorrow morning at 8:00 a.m. for breakfast and 8:30 a.m. to begin day-two of the retreat. So moved, seconded and approved.

January 29, 2016 - Annual City Council Retreat- Day Two

The City Council of the City of Brevard reconvened for day-two of their annual Council Retreat on Friday, January 29, 2016, starting at 8:00 a.m. with breakfast with the meeting starting at 8:30 a.m. in the Rogow Room at Transylvania County Library with Mayor Jimmy Harris presiding.

Present - Mayor Jimmy Harris, Mayor Pro-Tem Mac Morrow, Council Members Maurice Jones, Charlie Landreth, Ann Hollingsworth and Gary Daniel.

Staff Present – City Manager and Finance Director Jim Fatland, City Clerk Desiree Perry, Assistant to the City Manager LeAnn McCraw, Special Project Director Josh Freeman, Planning Director Daniel Cobb, Planner Aaron Bland, Police Chief Phil Harris, Fire Chief Craig Budzinski, Human Resources Director Derrick Swing, Parks and Property Management Director Lynn Goldsmith, Water Plant ORC Dennis Richardson and Deputy City Clerk Jill Murray.

Press - Kevin Fuller, Transylvania Times

Others Present - Retreat Facilitators Land of Sky Executive Director Justin Hembree and Deputy Executive Director Danna Stansbury; Former City Council Member Rodney Locks, Michael Goforth, PE, and Dr. Marty Ingram

A. Welcome and Call to Order - Mayor Harris called the meeting to order, welcomed all present, and explained this is a continuation of yesterday's meeting. He thanked staff for the hard work in preparation for the retreat and for the updates on City projects, sharing it is helpful for him and Council members to have the information provided to better equip them to respond to citizen questions.

B. Certification of Quorum – City Clerk certified a quorum present.

Mr. Fatland shared he is pleased with this year's retreat format as it is allowing more dialog between staff and Council members. He then called upon Mr. Jones, Council Public Safety Committee Chair, to introduce Fire Chief Craig Budzinski and Police Chief Phil Harris.

Public Safety (Police and Fire) Committee Update

Chief Budzinski shared at yesterday's meeting Council asked to see a map showing the boundary of the BFD responsibility, he then presented a large map showing the boundary areas of their responsibility. Areas includes (shown in blue) corporate limits, (green) 5-mile district rated 5, (yellow) 6-mile district including parts of Glen Cannon, Williamson Creek and N Country Club rated 9E, and (brown) areas are the top of Glen Cannon and Sylvan Habitat rated 10. The remaining area upon the map was Pisgah National Forest. Total of 106 square miles from one station located in the center of town.

Two additional fire stations are needed. One on Ecusta Road at Davidson River Village where 2.9 million dollars to build a fire station is included within the DRV Development Agreement. A second one is needed in the US #276/Wilson Road area to provide coverage to Williamson Creek and Glen Cannon.

Presentation/Discussion Comments:

1. BFD has the greater coverage within Pisgah National Forest; however, two other County fire departments, Balsam Grove and North Transylvania provide service.
2. Around \$190,000 revenue is provided to Transylvania County from the Federal Government for fire services. No funds have been provided to BFD.

- ❖ Action Item – Requested the Manager to look further into this as it appears the Federal Governments intent is for the revenue to go to those who are providing public services within the Forest.

Brevard Police Department

Police Chief Harris thanked the Fire Department for their service adding he has the deepest respect for them and believes we receive more service than is paid for.

Chief Harris's report included presenting a power point and included: Outline; Police Mission; Climate – Less Trust in Police; Conflicting Message to Police; Expectation; Crime Rates; Current Updates - Body Cameras and Community Connections Meetings; and Future Funding Needs (On file-Agenda Packet)

Presentation/Discussion Comments:

1. Less trust in police is based upon one's personal history with police, others history with police and the national narrative, and, the "narrow view" that if one is bad, all are bad. This is the environment we are living in right now. There is a struggle right now on ethics – a large part of our population is strong in ethics, and, a large part of our population is not strong on ethics.
2. Unlike in years past, today a police officers' training is to include terrorism as they are now a key part of our nation's terrorism response.
3. Body Cameras – Body Cams. Based upon recent studies, Police Departments are encouraged to use body camera equipment. When the body cam is on people calm down and it allows for better interaction.
4. Federal Government strongly encourages local police to use body cams; however, they do not fund or provide body cams. Cost is about \$800 each. In addition to the cost of this equipment, there is the added cost of maintaining the storage of data from the body cams.
5. BPD has purchased, with help from a grant from the Governor's Crime Commission, sixteen (16) body cams. Having completed their training, officers began wearing the body cams on January 1st.
6. Sgt. Ronnie Bickford was asked to come forward to show and demonstrate how the body cam is used and he described the BPD protocol.
7. In addition to the cost of the cameras, there is the added high cost of storage of the data. Fortunately, Brevard's IT has found another way to store the body cam data that has saved the City thousands and thousands of dollars.
8. Crime Rate – Data available from 2003 to present shows 2015 has the lowest crime rate since 2003.
9. Community Connections – Mr. Jones shared he has attended several and has been impressed with the number of citizens who have come out to attend and he encouraged more Council members and staff to attend. Next meeting is February 2nd at 5:45 PM in City Council Chambers.
10. Future Funding Needs – Radio system upgrade from analog to digital, and, Range/Training complex to replace range at the WWTP.
11. The WWTP Equalization Tank is scheduled to be constructed at the BPD's current firing range and training area. Department will need another firing range/training area. Checking into the possibility of relocating on the same property; however, portions of the land are identified as wetland and therefore may not be able to do so.
12. May have additional needs with respect to animal control as the BPD receives a sizeable number of calls related to animal control.

- ❖ Ms. Hollingsworth shared how she likes seeing officers walking or cycling within the community as she believes it makes for good community relations and provides opportunity for interaction. Saw a greater police presence in the past than she does in the present.

Mayor and Council members thanked Chief Budzinski, Chief Harris and Sgt. Bickford for their presentations and information.

~~ At 9:45 a.m. Mayor Harris called for a five minute break. ~~

Parks, Trails & Recreation Committee Update

Mayor Harris called upon Mr. Daniel, Council Parks, Trails & Recreation Committee Chair, and Ms. Hollingsworth, Committee Vice-Chair to provide the report. Mr. Daniel and Ms. Hollingsworth shared the committee has met several times and a lot of work has been accomplished in a short period of time. They welcomed and introduced Committee member Dr. Marty Ingram and called upon Mr. Freeman to make the presentation.

Mr. Freeman explained the Committee started with a list of eighty projects and has trimmed them down to forty. Some projects are relatively expensive, while other smaller projects would require less funds and less time to accomplish. To aid in illustrating many of the proposals, he provided a 24-page 11x17 handout with mapping to Council members titled, "Brevard Area Trails – Existing & Proposed Bicycle & Pedestrian Infrastructure". (On file-Agenda Packet)

Presentation/Discussion Comments:

1. Neighborhood Connectivity Map – Shows several neighborhoods have no connectivity to the City's pedestrian network.
2. Pedestrian Safety Map – Several streets do not have sidewalks. Focus of recommendations was not to put sidewalks on every street, but, to connect to allow pedestrians to connect to a sidewalk or greenways.
3. Spread sheet with listing of 39 projects comes to a total price of 9.7 million. However, looking at the individual costs of the projects are relatively inexpensive with many being small connections that would tie neighborhoods together.
4. Mr. Michael Goforth, PE, has been working with staff and the Committee to provide cost estimates, ROW acquisition, floodway, NCDOT requirements, and utility services, in addition to topography.
5. A few examples connector examples described were: A pedestrian bridge across the Davidson River; moving south improvements that would create a pathway to the front doors of the Recreation Department, Schools, Temple Church Road community, TR Hospital and the TVS/Pisgah Forest Post Office neighborhoods; moving east Laurel Village connectors would open up the eastern side of Brevard to allow connectivity to the Farmers Market, Brevard Elementary School and the High School, etc., by using Owen Streets, Grandview, Morningside and onto Gallimore – keeping pedestrians/bicyclists off some of the main roads.
6. Brevard Middle School – Cleanup of the Fanning property is needed.
7. Mr. Morrow shared Brevard's connection to the river is very important. Last year the French Broad River Stewards submitted an application that, if granted, would have made provision to construct a pathway connecting to the Gallimore Road pathway to a fishing pier at the French Broad River. (Area near the Boys

and Girls Club.) Would have been a great educational opportunity for students at Brevard Elementary School, and, would bring attention to the river.

- ❖ Action Item – Requested Planning Staff to share river connection information previously mentioned by Mr. Morrow with the Council Parks, Trails & Recreation Committee.
- ❖ Action Item – Suggested not “ranking” priorities so that as opportunities come available we can proceed based upon the needs of the community and opportunities, which are not always predictable.
- ❖ Action Item - Brevard Middle School – West Loop will require changes to trail to be done. Consider reconfiguring the bike trail at Middle School area to travel Burrell Avenue and go around and drop down onto Railroad. Doing so would connect Middle School and public housing neighborhoods to the trail system.

Mr. Locks expressed appreciation for Dr. Ingram’s comments and the Committee work of recommending small connectors that would connect Pisgah Forest Elementary to Brevard Elementary School, as well as to the County Recreation Department, Blue Ridge Community College, etc.

Chair Daniel concluded by sharing the Committee feels some items are more critical than others. Safety, connectivity and quality of life are really important to the health of the City. Committee recommendations will come to Council in order of priorities, today Council has been provided with a brief review of the various projects that are being considered.

Mayor and Council thanked Mr. Freeman and Dr. Ingram for the presentation and information provided.

Council Brainstorming

Mayor Harris offered the bike/hike path would not be here were it not for it once being “dreamed out loud” about as that was the beginning of getting it considered and upon the radar. He encouraged Council members to have a five year plan, a ten year vision and a twenty year dream, and asked them to share items that are upon their list.

Mayor Jimmy Harris

1. Kiosks on bike/hike trails.
2. River Walks’
3. Skateboard Park - perhaps at Tannery property.
4. Cover Franklin Park pool to provide year round swimming.
5. City Web site to have a community calendar of events. Considering coordinating with Brevard College, HOB, TDA. At one time there was talk about creating a position.
6. Mast arm statues. Example - like the white squirrels at Main and Broad.
7. More picnic shelters. Like the one constructed at Franklin Park.
8. Public water fountains at City Hall and some along the bike/hike path.

Council Member Maurice Jones

1. Work towards getting more community buy-in and involvement.
2. Quarterly Community Focus forum upon the City’s website. Select a neighborhood in the City and see whatever police/fire/staff interaction has had with that portion of our community, or, focus on what is going on in that community. Example: Could have focus on Rosenwald, Deer Lake, College Walk, etc.
3. Schools. More interaction with the schools; opportunity to teach children/students about their government, how the City works, etc. Currently somewhat limited to 11th

Grade Vision – would like to see it expanded. Important to participate more with children starting at an early age – and continue through high school.

Council Member Charlie Landreth

1. Like the work that is coming out from all of the Council committees as Council members, staff and citizens are providing valuable input as they work together.

Council Member Mac Morrow

1. River. Very important. (Described earlier in Retreat.)
2. TC Courthouse function (Option 3) – Continue collective effort to keep the courthouse civic function in the downtown.
3. Vehicle Taxes. City paid \$4,000 from July/December for vehicle taxes – what do we get for that? (Requested City Manager to look into.)
4. Sculpture Project. Sculptures at public buildings that honor our heritage.
5. De-cluttering of signs. Still have old signs that need to be taken down; duplicate signage.
6. Electrical Grid of downtown needed.
7. Nigh Sky Initiative – concern with mercury lights.
8. Fire Department – Evaluate and mechanism to pay. (Coverage of National Forest)
9. Settlement Agreement
10. Utility Extension Policy
11. Municipal Bridge replacement by NCDOT – Why is City taxpayers paying 25% of the design? Would rather dollars go towards sidewalks.

Council Member Gary Daniel

1. Railroad Avenue neighborhood (three block area). Like to see the area considered for rezoning that would allow what is trying to happen to happen.
2. Corridor coming into the City. Work to insure (like in the Form Base Codes) corridors are developed nicely as they lead one into the downtown.
3. Bike Friendly City. Be more intentional in working towards Brevard being designated as a bike friendly city.
4. Parking Deck. Would like for staff to look into what the options are on the issue; determine what the parking needs are, what are our options, and feasible courses of action.
5. Website. Does the City need a technical position for one to manage the City's website, City's brand/vision, etc.? Don't know the answer, just asking the question. Website is becoming more and more a part of everyone's life.

Council Member Ann Hollingsworth

1. County Courthouse. Would like for Council to be more in the loop with what is going on; receive updates from the Manager on what's going on before the general public knows. (Recent adopted Resolution that includes City representation on site selection should help.)
2. Powell Bill. Concerns with condition of many City streets and that the Powell Bill monies alone are not sufficient to perform needed repairs. What resources, other than Powell Bill, do we have to put towards repairs and maintenance of City streets? What is the City's plan to address our City streets? Wants the City to be proactive and not reactive.

Wrap Up

Mr. Fatland explained several of the Committee recommendations will be considered during the coming budget meetings. Given the opportunity as Finance Director to “pop the hood” so to speak on the Probart Street project allowed us to see how to fund things, to leverage pay as we go, and matchings funds for grants, etc. If Council and citizens desire to see the Downtown Master Plan be accomplished quicker and enjoy it now, floating a bond to do it could be considered by Council. Might be something for the Committee to look at.

Mr. Fatland asked if Council liked the retreat format and if they would like to have a similar format for the upcoming budget workshop meetings. Council affirmed they like the format and desire same for the budget workshops.

Mr. Fatland explained the Planning Department was not included upon the Retreat Agenda, however, he has asked Mr. Cobb to come and share with Council department current projects and updates.

Mr. Cobb described a variety of projects the Planning Department is working on. The complete listing is on file with the Agenda packet materials.

- ❖ Parking Lot / Action Item – Mayor Harris asked that Council look into feasibility of addressing what to do with abandoned/blighted buildings as they are a safety issue. Is there a way or trigger to make property be cleaned up, converted to greenway, etc.?

Public Participation

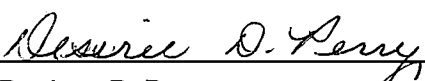
Mr. Locks shared he would like to add to the Mayor's list that along with water fountains along the trail is the need for benches and places to sit as 15 miles is too much to walk without benches; (b) Now that we have all these improvements to the City's water and sewer facilities, let citizens know how much their monthly water bills cost will be; (c) Ask County Commissioners who are about to spend many dollars on a County Courthouse to help more with the School System, teacher aids, salaries, and help with supplies for students; (d) The City's part of helping with the school system are infrastructure possibilities; and, (e) While Council doesn't help get jobs, do advertise what the City is doing to help get jobs.

Adjourn

Mayor Harris and Council members expressed their appreciation to Mr. Fatland and staff for their work and preparation that made for a good and productive retreat.

There being no further business, Mr. Landreth moved, seconded by Ms. Hollingsworth, the meeting be adjourned. Motion carried and the meeting adjourned at 12:09 p.m.

Jimmy Harris
Mayor



Desiree D. Perry
City Clerk

Minutes Approved: February 15, 2016

EXHIBIT A

Brevard City Council Retreat January 28-29, 2016

Thursday, January 28

Parking Lot

- How will FBAFA (fund balance available for appropriation) be used/invested (budget process)
 - Natural resource protection/water quality - Brevard has a story to tell
 - Clemson Plaza and other downtown improvements - underground utilities?
- Caldwell vegetation funding \$\$
- Lights on trees lining downtown streets
 - Federal forest land - what is fire coverage cost per year? Possible reimbursement?
- County's use of federal payment in lieu of taxes
- Emergency Services - economies of scale (if designing a new system from the bottom, how would we do it?)
- Public Works WWTP Committee - Develop stronger relationships with MSD

Friday, January 29

Parking Lot

- Fire services revisited - County is reimbursed, not city; possible newspaper/media coverage
- McLean Rd/Keir Mfg sidewalk issue - Map 8 Parks, Trails, and Recreation Committee
 - Fanning Property - bike/ped/clean up possibilities
 - Connection to River
 - Energy Dept program? Incentives available to change out street lamp bulbs to take burden off current grid?
 - Abandoned building options

Friday, January 29

Dreaming Out Loud and other issues

- Info kiosks
- River walk (can be educational - collaboration with other county departments)
- Skateboard park at Tannery property
- Year round pool
- Community calendar on website - maybe a new position?
- Statuettes that promote Brevard brand
- More picnic shelters

- More drinking fountains - maybe on bike/hike trail and at City Hall
- Quarterly committee focus on website
- Promote more interaction with middle school kids - focus on citizenship
- Option 3 - courthouse
- 1.5% tax - Manager Fatland is looking into it
- Native sons/daughters sculpture
- De-cluttering of directional and way-finding signs
- Night sky initiatives
- Settlement agreements - pass on?
- Utility extension policy
- Railroad Ave community - rezoning?
- Is the corridor turning into the city? How do we ensure visitors get to the downtown area? New signage? Code change?
- More formalized attempt to become designated as a bike friendly city
- Parking deck and/or options for more parking downtown? Request of Manager Fatland to look into this issue.
- Does the city need a tech position to manage the brand?
- Council needs to be more in the loop of what's happening with the Courthouse. Last month Council passed a resolution regarding this issue and that should help.
- What monies are available (other than Powell Bill \$) to address city roads. It is important to be proactive.

Public Input – Rodney Locks

- Add benches, along with fountains, for citizens to rest
- How can we help the school system?
- Courthouse is important but education is also important - we need a skilled citizenry and can raise them now