

**MINUTES  
BREVARD CITY COUNCIL  
Regular Meeting  
March 7, 2022 – 5:30 PM**

The Brevard City Council met in regular session on Monday, March 7, 2022, 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, Maurice Jones, and Aaron Baker.

**Absent** – Council Member Geraldine Dinkins.

**Staff Present** – City Attorney Mack McKeller, Interim City Manager Steve Harrell, City Clerk Jill Murray, Finance Director Dean Luebbe, Planning Director Paul Ray, Police Chief Tom Jordan, Public Works Director David Lutz, Planner/Assistant Zoning Administrator Emily Brewer, Human Resources Director Kelley Craig, ORC Water Plant Dennis Richardson, ORC Wastewater Treatment Plant Emory Owen.

**Press** – John Rich, Transylvania Times

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

**B. Invocation** – Pastor Dave Blackburn of One Church offered an invocation.

**C. Pledge of Allegiance** - Mayor Copelof led the pledge of allegiance.

**D. Certification of Quorum** - The City Clerk certified a quorum present.

**E. Approval of Agenda** – Mr. Harrell asked that we add Community Garden Fees to the Consent Agenda as item M-10. Attorney McKeller asked that a closed session for potential litigation be added to the agenda as well. Mr. Jones moved, seconded by Mr. Baker to approve the agenda as amended. Motion carried unanimously.

**Presentation of Long Leaf Pine Award to Mayor Harris.** Mayor Maureen Copelof read the award and presented it to former Mayor Jimmy Harris. This award is held for those who have made significant contributions to the state and their communities through their exemplary service. Mayor Harris thanked everyone for the award.

**F. Approval of Minutes** – Mr. Morrow moved, seconded by Mr. Jones to accept the minutes from the February 7, 2022 regular meeting as presented. Motion carried unanimously. Mr. Morrow moved, seconded by Mr. Daniel to accept the minutes from the February 23, 2022 Strategic Planning Session. Motion carried unanimously.

**G. Public Participation –**

**General Public Participation.**

Jim Hardy of 542 Middle Mount Road, Pisgah Forest said that for the last 23 years, he and his wife have lived in Pisgah Forest and the cinema has been a huge part of our lives. I'd like you to table it or perhaps extend it on a month to month basis so we can explore how the uses can be expanded to benefit all members of the community. Many other cities have done this and it has proven to be a magnet. My wife and I are in support of you tabling it or extending it for a short period.

Sally Burnett of 266 Quail Run, Pisgah Forest said that she is a longtime volunteer of Brevard Little Theater. The Brevard Little Theater has been a part of this community for over 80 years and has only paused performances twice in our history.

Once during WWII and another during the pandemic. As many of you know, we are not performing since we lost our home due to the perfect storm of the lease being up and the pandemic. Live theater adds so much to the community. Now that COVID rates are declining and gathering indoors is safe, we are continuing our search for a new home. We understand that there are discussions planned regarding the future of the Co-Ed Cinema and as we continue to look at options for our future performance space, we respectfully request to be a part of those discussions.

Peter Rosenthal of 166 Park Ave, Brevard, said my wife and I live in and Brevard and I would like to offer an opposition to not renewing the lease. We found it very troubling that this is a City-owned building which it leases to a private individual person or company which runs a business. The City is contemplating not renewing the lease which would be destroying the business of a private business owner in favor of another use which is actually a similar use. I don't think its proper action for a government to destroy someone's business to take it over and do the same thing with someone else. Once the government goes into this function, it will inevitably become politicized. It's not a good use of taxpayer's money.

Doug Denton of 46 Varsity Street, Brevard, said I am an advocate for a new Co-Ed cinema operated by a partnership between Council and the communities that you represent. I have provided you with information of benefits that our community would gain by the cinema being managed under a not-for-profit model. While support for our community cinema has been overwhelming and positive, there have been some concerns regarding this new vision. A primary concern has been expressed for the current leaseholder of the cinema. I have addressed those concerns in a letter to Council and Mayor Copelof and if anyone would like a copy of this letter, I have copies for the public. Today I ask you to defer your vote on the lease agreement and ask that you support and encourage dialogue between yourselves and the communities you represent. I'm reading a book called Creative Confidence and the author suggests when you're pitching a business idea to develop a prototype. I ask you to visualize the marquee outside. In passing, you might read one day the Brevard Film Festival, Kids Saturday Matinees, titles of films that represent a multitude of film genres, including thought provoking documentaries, independent and international films, classics and popcorn movies. How about a few of the 40 films nominated for a 2022 Oscar. I feel you got my point, thank you for listening to me and thank you for your service.

Judith Steel of 445 Edge Road, Brevard, said she is the current leasee's mother and I know there's a big controversy about how the City is going to move with the theater. She has kept it for profit even though it was barely alive during COVID. She has always considered the community. Every summer she has the children's programs that are free of charge, free advertisement for charities in town and has kept the community in mind. I ask you to please continue her lease. This theater has already been subsidized by the City to keep it alive but it needs to be a for-profit business. I'm not opposed to other films but in this case it needs to be a for-profit business.

#### **Pre-Budget Public Participation.**

**a. Boys & Girls Club. \$15,000** -They did not present in person, however, they did submit a request which was included in Council's packet.

**b. Bread of Life. \$5,500** - Michael Collins presented and said they are the only free community kitchen that serves hot meals every day. During COVID, we never missed days except during the big snow. Ever since we've been here (over 20 years), we've been giving out fresh fruits and veggies, bread and hot meals. You do not have to qualify to get food and our operation is vital to our community. Our food costs have gone through the roof. We not only serve Brevard, but we also have a food truck that goes to Balsam Grove on Wednesdays and by the summer, we hope to have four locations being served by the food truck.

**c. Chamber of Commerce. \$4,000** - Clark Lovelace thanked Council for their contribution last year and referred to his PowerPoint which was included in Council's packet. He requested Council's consideration for a \$4,000 grant in the upcoming budget year. (Request on file.)

**d. El Centro. \$5,000** – Sellers Shook spoke about the new bilingual club that is new to Brevard. We support our families who need help and who don't know how to navigate the City of Brevard or the State of North Carolina. Her request was included in Council's packet.

**e. Farmer's Market. \$20,000** – Leslie Logemann referred to her PowerPoint which was included in Council's packet.

**f. Heart of Brevard. \$30,000** – Nicole Bentley referred to her PowerPoint which was included in Council's packet.

**g. Kids in Camp. \$750.00** – Anne Bullard spoke and said we are a very small and quiet organization but we've been in operation for over 25 years and we've been sending kids to camp. We partner with the Boys and Girls Club, Rise and Shine, El Centro and we partner with 12 different camps in Western North Carolina and those camps provide partial financial aid. We have 29 campers who have applied to go to camp this year and our goal is to grow that and we are definitely looking for your support. There information was included in Council's packet.

**h. Rise & Shine. \$5,000** - They did not present in person, however, they did submit a request which was included in Council's packet.

**i. Sharing House. \$10,000** - They did not present in person, however, they did submit a request which was included in Council's packet.

**j. TCarts. \$10,000** – Kathy King thanked Council for their contribution last year and referred to her PowerPoint which was included in Council's packet.

**H. Certificates/Awards/Recognition** - Emily Brewer, accompanied by her husband Cole, was administered the Oath of Office to become Planner/Assistant Zoning Administrator, by City Clerk Jill Murray.

City of Brevard, North Carolina  
Oath of Office

State of North Carolina  
County of Transylvania  
City of Brevard

I, Emily Brewer, do solemnly swear/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;/and that I will endeavor/to support, maintain and defend/the Constitution of the United States,/to the best of my knowledge and ability/and that I will faithfully and impartially discharge/the duties of the Planner/Assistant Zoning Administrator/for the City of Brevard/imposed upon me by law, so help me God.

S/Emily Brewer

## **I. Special Presentation(s)**

### **I-1. Teresa Buckwalter-Traffic Planning and Design.**

Teresa Buckwalter from Traffic Planning and Design, Inc. showed her PowerPoint presentation to Council for the next phase of the roundabout betterments. (On File). The roundabout that she spoke of are as follows:

- Ecusta Road @ Davidson River Village Connector
- Wilson Road
- Chestnut Street & Asheville Highway
- Osbourne Street & Asheville Highway
- Pisgah Heights & Asheville Highway

The purpose of the presentation was to keep Council up to date.

~~ At 7:15 PM Mayor Copelof called for a ten minute break ~~

## **J. Public Hearing(s) None.**

**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. Jones moved, seconded by Mr. Daniel to approve the consent agenda as presented. Motion carried unanimously.

**K-1. Financial Report for month ending February, 2022.**

**K-2. Tax Settlement Report for month ending February, 2022.**

**K-3. Ordinance No. 2022-04 Amending the FY2021-2022 Budget Amendment No. 7-Co-Ed Theater Roof \$12,000.**

**ORDINANCE NO. 2022-04  
AN ORDINANCE AMENDING THE FY2021-2022 BUDGET  
AMENDMENT NUMBER SEVEN**

**SUBJECT:** Budget Amendment for roof and front wall repair at the Cinema.

**AGENDA INFORMATION**

<b>Agenda Location:</b>	<b>Consent Agenda</b>
<b>Department:</b>	<b>Finance</b>
<b>Contact:</b>	<b>Dean Luebbe, Finance Director</b>

**BRIEF SUMMARY:** The Cinema roof has had a water leak for many years. The City contracted with Joe Chapman Roofing to repair the substructure of the roof, and patch the roofing layer to prevent further leaks.

**MOTION FOR CONSIDERATION:** To approve Budget Amendment Seven as submitted, increasing the budget in expenditure accounts

10-5000-4500 (Contracted Services)      \$12,000

And increasing the budget in the revenue account

10-3450-0000 (Article 39 Sales Tax)      \$12,000

**ATTACHMENTS:** Roof Repair proposal

**MANAGER'S RECOMMENDATION:** Adopt as presented

Approved and adopted this 7<sup>th</sup> day of March, 2022.

**K-4. Resolution No. 2022-06 to Investigate Sufficiency for EJ and Megan Scalf Annexation.**

**RESOLUTION NO. 2022-06  
A RESOLUTION DIRECTING THE CITY CLERK TO INVESTIGATE  
THE SUFFICIENCY OF A PETITION FOR AN ANNEXATION PURSUANT TO NCGS  
160A-31, AS AMENDED**

WHEREAS, a petition was received on February 28, 2022, requesting the annexation of a contiguous area described in said Petition as EJ and Megan Scalf, 328 Forest Hill Road, Brevard, NC 28712, consisting of 0.210 acres, more or less, be annexed into the City of Brevard. (Tax Property Identification Number: 8585-25-8542-000).

**Metes and Bounds Property Description:**

Being all of Lot 13 of Block 4 of the Lakeview Section of Lawrence Land Company as originally shown on a plat thereof recorded in Plat Book 1, Page 5 records of Plats for Transylvania County and resurveyed and shown on a new plat thereof recorded in Plat File 16, Slide 933 Records of Plats for Transylvania County.

Subject to restrictions, easements and rights of way affecting the subject property as will appear by reference to the public records and any amendments thereto in the Henderson County, North Carolina Register of Deeds Office.

Being the same property conveyed in a Deed from Jeffrey Albert Ellwood to Richard E. Libby, married recorded November 18, 2016 in Book 785, Page 15-17 in the Transylvania County, North Carolina Register of Deeds Office.

WHEREAS, said Petition has been received by the City Council of the City of Brevard, North Carolina; and

WHEREAS, NCGS 160A-31, as amended, provides that the sufficiency of the Petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Brevard deems it advisable to proceed in response to this request for annexation.

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

Section 1. The City Clerk is hereby directed to investigate the sufficiency of the above described Petition and to certify as soon as possible to the City Council the result of her investigation.

Section 2. This Resolution shall become effective upon its adoption and approval. Adopted and approved this the 7<sup>th</sup> day of March, 2022.

### **K-5. Resolution No. 2022-07 Fixing a Date of Public Hearing-Pisgah Forest Outdoors Annexation.**

#### **RESOLUTION NO. 2022-07 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 December 12, 2021, requesting the annexation of a contiguous area described in said Petition as the Pisgah Forest Outdoors, LLC, 11 Mama's Place, Pisgah Forest, NC 28768, consisting of 7.13 acres, more or less, be annexed into the City of Brevard. (Tax Property Identification Number: 8597-46-3093-000); and,

WHEREAS, the Brevard City Council has by Resolution No. 2022-04 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:

Section 1. That a public hearing on the question of annexation of the contiguous area described below as requested by Pisgah Forest Outdoors, LLC., will be held at Brevard City Hall at 5:30 P.M. on the 21<sup>st</sup> day of March, 2022.

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

#### Metes and Bounds Property Description:

Beginning at a rebar marking the northwest corner of the parcel shown as Tract D on the Plat recorded in Plat File 16, Slide 363 and the same corner shown as Tract C (Revised) on the Plat recorded in Plat File 16, Slide 396, and being the southwest corner of the Hughes Tract (Book 210, Page 133), and then running with the Hughes line, North 82 degrees 15'03" East 222.20 feet to a rebar in a branch, the northwest corner of the Walmart parcel (Book 560, Page 344); then South 23 degrees 10'52" East 123.60 feet to a rebar; then South 34 degrees 48'26" East 161.11 feet to a rebar in a stump; then South 27 degrees 51'32" East 280.49 feet to a concrete monument; then South 06 degrees 51'31" East 8.35 feet to a concrete monument; then South 20 degrees 37'21" West 231.82 feet to a rebar; then continuing South 20 degrees 37'21" West to an iron rod set at the northeastern corner of Tract D (Revised) shown on the Plat recorded in Plat File 16, Slide 396; then North 69 degrees 23'38" West 129.95 feet to an iron pipe; then North 48 degrees 07'13" West 413.65 feet to a 1 3/4" iron pipe in the line of the U.S. Forest Service; then with the Forest Service line, North 05 degrees 01'25" East 514.33 feet to the point of Beginning; containing 7.13 acres, and shown as Tract C (Revised) on the Plat recorded in Plat File 16, Slide 396.

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 7<sup>th</sup> day of March, 2022.

### **K-6. Housing Trust Fund Selection Committee Minutes-November 16, 2021.**

**K-7. Council Downtown Master Plan Committee Minutes-December 2, 2021.**

**K-8. Council Public Works & Utilities Committee Minutes-December 13, 2021.**

**K-9. Parks, Trails & Recreation Committee Minutes-January 12, 2022.**

**K-10. Ordinance No. 2022-08 Amending the FY2021-2022 Budget Amendment Number Ten-Community Garden Fees.**

**ORDINANCE NO. 2022-08  
AN ORDINANCE AMENDING THE FY2021-2022 BUDGET  
AMENDMENT NUMBER TEN**

**SUBJECT:** Budget Amendment for Community Garden Fees.

**AGENDA INFORMATION**

<b>Agenda Location:</b>	<b>Consent Agenda</b>
<b>Department:</b>	<b>Finance</b>
<b>Contact:</b>	<b>Dean Luebbe, Finance Director</b>

**BRIEF SUMMARY:** The new Community Garden will have individual plots of 5X5, 5X10, 5X15 and 5X20, respectively.

**MOTION FOR CONSIDERATION:** The Community Garden Task Force recommends annual rental fees be added to the City's Fee Schedule as follows:

5X5 \$5  
5X10 \$10  
5X15 \$15  
5X20 \$20

The fees will be used as a stipend for a volunteer garden coordinator, essentially about \$600 per year for the coordination duties. Duties will include maintenance of tools in the tool shed, assisting gardeners with set up of plot, general grounds maintenance, etc.

**MANAGER'S RECOMMENDATION:** Adopt as presented

Approved and adopted this 7<sup>th</sup> day of March, 2022.

**L. Unfinished Business – None.**

**M. New Business.**

**M-1. Co-Ed Theater-Approval of Lease.** Attorney McKeller explained that back in 2015, the lease was transferred to Take One Entertainment. It expired on February 28, 2022 and it is up for renewal. Any lease under ten years has to be noticed stating intent. A lease was negotiated with the current lease holder for five years renewable each year after that. Each of you should have a lease in front of you. I modified the lease to clarify who owns what. There were some comments made during public comment that I think I need to address. One was a request to table it. I want to remind Council that if they table this, there will be no lease. It will go away, the equipment will be taken away and it will be a shell of a building. Having one entity own and operate this building, especially in the absence of a contrary plan, an actual offer from another entity or individual to put some skin in the game financially, we need to be careful in turning this down or we end up getting nothing because we grabbed too much. When I did a review of everything this afternoon, it appears it has always been, at least in the last 50 years, that Council's in the past have always determined that it is a public purpose to maintain movies running in this area and that the best way to do that was by public-private partnership as opposed to conveying it to someone else.

Mr. Morrow moved, seconded by Mr. Daniel to approve the lease as presented. Motion carried unanimously.

**M-2. Mary C. Jenkins Community Center Memorandum of Understanding.** Mr. Harrell explained that construction of the new Mary C. Jenkins Community Center is slated for completion late this spring with the Center opening this summer. A proposed Memorandum of Understanding (MOU) between the City and the Mary C. Jenkins Board

of Directors has been drafted. This MOU will set out the responsibilities of the City and the Board of Directors with regard to the operations of the Mary C. Jenkins Community Center. We are asking Council to approve the MOU and it has been looked at by both the City and the Directors and I would recommend approval tonight.

Mr. Jones moved, seconded by Mr. Baker to approve the MOU as presented. Motion carried unanimously.

**M-3. Ordinance No. 2022-05 Amending the FY2021-2022 Budget Amendment No. Eight-Powell Bill Sidewalk Survey \$34,800.** Mr. Leubbe explained that the City received higher than expected Powell Bill revenues in FY22, and wishes to use these unexpected funds for a sidewalk survey and to increase the number of streets to be paved. Mr. Jones moved, seconded by Mr. Baker to approve the Ordinance as presented. Motion carried unanimously.

**ORDINANCE NO. 2022-05  
AN ORDINANCE AMENDING THE FY2021-2022 BUDGET  
AMENDMENT NUMBER EIGHT**

**SUBJECT:** Budget Amendment for sidewalk survey and paving from Powell Bill funds

**AGENDA INFORMATION**

**Agenda Location:** New Business  
**Department:** Finance  
**Contact:** Dean Luebbe, Finance Director

**BRIEF SUMMARY:** The City received higher than expected Powell Bill revenues in FY22, and wishes to use these unexpected funds for a sidewalk survey and to increase the number of streets to be paved.

**MOTION FOR CONSIDERATION:** To approve Budget Amendment Eight as submitted, increasing the budget in expenditure accounts

10-5700-4500 (Contracted Services) \$19,000  
10-5700-0925 (Professional Services) \$15,800

And increasing the budget in the revenue account

10-3430-0000 (Powell Bill Revenues) \$34,800

**ATTACHMENTS:** Roof Repair proposal and paving proposal.

**MANAGER'S RECOMMENDATION:** Adopt as presented

Approved and adopted this 7<sup>th</sup> day of March, 2022.

**M-4. Ordinance No. 2022-06 Amending the FY202-2022 Budget Amendment No. Nine-911 Powell Bill Sidewalk Survey \$45,600.** Mr. Luebbe explained that for a while, we had our own dispatch services and the County was giving us some funds for that. The dispatch services were transferred from the City of Brevard to Transylvania County in June of 2020. The City needs to close the Communication Fund and transfer the remaining balance to Transylvania County. Mr. Baker asked if this was due to previous improper accounting and Mr. Luebbe said it could have been better. Mr. Morrow moved, seconded by Mr. Daniel to approve the ordinance as presented. Motion carried unanimously.

**ORDINANCE NO. 2022-06  
AN ORDINANCE AMENDING THE FY2021-2022 BUDGET  
AMENDMENT NUMBER NINE**

**SUBJECT:** Budget Amendment for transfer to Communications Fund.

**AGENDA INFORMATION**

**Agenda Location:** New Business  
**Department:** Finance  
**Contact:** Dean Luebbe, Finance Director

**BRIEF SUMMARY:** Dispatch services were transferred from the City of Brevard to Transylvania County in June of 2020. The City needs to close the Communication Fund and transfer the remaining balance to Transylvania County.

During the period the City operated its dispatch system, we received monies from the State of North Carolina for 911 services, intended to supplement our expenses related to this service. Annually we were required to submit a PSAP Revenue-Expenditure Report, which summarized the financial activity and ending fund balance. If the 911 Board decided that certain expenditures were not dispatch related, they were able to disallow them. This has occurred over the last six years, and these disallowed expenditures total \$45,562.59.

I will use FY19 as an example. Our general ledger (fund 80) recorded expenses of \$27,989.84, but the 911 Board only allowed \$17,020. The difference is \$10,969.84. It should not be implied that this \$10,969.84 in expenditures were not needed by the Police Department. The problem was, the 911 Board did not feel it was as closely related to dispatch as the City did.

In a perfect world, after the City received notification that the 911 Board was disallowing some of our expenditures, we should have recorded the \$10,969.84 as an expense in the General Fund, Police Department and reduced Fund 80 expenditures by that amount.

With this budget amendment, the General Fund will record an expense and a reduction of fund balance of \$45,562.59 in FY22. If properly accounted for, in the last six years, the General Fund would have recorded portions of this amount (FY19 would have been \$10,969.84) as an expense and reduction of fund balance in each fiscal year. In the end, the City ends up in the same place.

**MOTION FOR CONSIDERATION:** To approve Budget Amendment Nine as submitted, increasing the budget in expenditure accounts

10-6600-9258 (Transfer to Fund 80)	\$45,600
80-5100-4500 (Contracted Services)	\$45,600

And increasing the budget in the revenue account

10-3450-0000 (Article 39 Sales Tax)	\$45,600
80-3990-0000 (Fund Balance Approp)	\$45,600

**ATTACHMENTS:** FY19 PSAP report and FY19 Fund 80 expenses.

**MANAGER'S RECOMMENDATION:** Adopt as presented

Approved and adopted this 7<sup>th</sup> day of March, 2022.

**M-5. Ordinance No. 2022-07 Amending the City of Brevard Housing Trust Fund.** Attorney McKeller explained that he was asked to come and speak at the last meeting of the Housing Trust Fund Committee to talk about some options for addressing affordable housing issues. We've had a workshop on it and we've got a committee that appears to be in the proper place for it but as I was reviewing the implementing ordinance for that committee, I realized that they're only authorized to address applications and funding for the Housing Trust Fund. So after discussion, I believe they passed an Ordinance requesting that the Council modify their implementing Ordinance to go one step beyond just taking applications and deciding whether to fund them or not but also to initiate seeking out and implementing solutions for workforce housing in Brevard. They have asked to be given that authority. So we have drafted an amendment to the Ordinance and we would like you to consider approving it tonight. I would also suggest that we take a look at the purview of the rest of our committees to make sure that we're all acting within the scope. We need to make sure that everyone is acting within their power. Mr. Daniel moved, seconded by Mr. Jones to approve the ordinance as presented. Motion carried unanimously.

**ORDINANCE NO. 2022-07  
AN ORDINANCE AMENDING THE CITY OF BREVARD HOUSING TRUST FUND**

**WHEREAS**, the Brevard City Council created the Housing Trust Fund for the purposes of supporting the development of affordable and work force housing within the City of Brevard on January 23, 2012 by adopting Ordinance 2012- 02; and

**WHEREAS**, the Housing Trust Fund Selection Committee has met since its formation to discuss the Housing Trust Fund and has identified a need to amend the existing Ordinance to better facilitate furthering the goals of the Housing Trust Fund; and



**WHEREAS**, City Council' s adopted goals for the development of affordable and workforce housing within the City of Brevard are set forth within the City of Brevard Land Use Plan, the Focus 2020 Plan, the 2010- 2015 Consolidated Strategic Housing & Community Development Plan, and the 2015 Comprehensive Plan; and,

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

Section III. Eligible Activities be amended to add the following eligible activity:

15. Seeking out and implementing solutions for workforce housing in Brevard.

Approved and adopted this 7<sup>th</sup> day of March, 2022.

**M-6. Approval of Civic Clerk Agenda Management System.** Mr. Harrell explained that this proposal is more expensive than was estimated in January with the first-year implementation being \$12,690 (including training and set up) and an annual maintenance fee of \$8,190. This app is far more enhanced than it was in 2018 and includes automated minutes recording, a very interactive citizen portal that allows a citizen to see a meeting's agenda alongside the video of that meeting and easily click where in the video the citizen wants to watch. It also includes a live streaming feature that Council mentioned at its Strategic Planning Session. The automated minutes feature will be a real timesaver for the City Clerk, especially since there are two Council meetings a month now. Mr. Jones moved, seconded by Mr. Morrow to approve purchase of the Civic Clerk Agenda Management System. Motion carried unanimously.

**N. Remarks/Future Agenda Considerations.**

Mr. Jones said that he will have a brief presentation from the Community Relations Board that he would like on the next agenda.

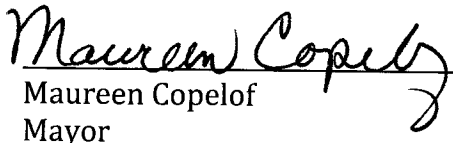
Mayor Copelof said that she has asked our City Attorney to look at our Council Procedures Handbook because it's outdated. And I would like him to update it for us. I am holding my next Meet the Mayor on March 24<sup>th</sup> at Food Matters Market. The last one was at Papa LEW and there was about 30 people there and I'd like to thank the owner for letting us be there. The Mary C. Jenkins Community Center Poetry Contest has been extended and the deadline is now March 12<sup>th</sup> so you still have time. It's on our website so you can look up the rules so please think about writing a poem. This is in honor of African American History Month. The Western North Carolina Leadership Forum will be here next week at Brevard College in the Porter Center. We held our first Ecusta Trail Advisory Board meeting last week and this was a wonderful example of collaboration working towards one goal. I will be joining with Conserving Carolina and we will be presenting to the County Commissioners next week at their meeting. This Saturday we're going to be having a working day at the Community Garden and putting two picnic tables donated by Lowe's and you can help me and Mr. Morrow try to construct these beds.


**O. Closed Session(s)** - Mayor Copelof asked the City Attorney if it would be appropriate for Council to hold a closed session to discuss a property acquisition. City Attorney advised pursuant to **GS § 143-318.11. (a)(3)(5)** it would be appropriate to convene a closed session on the matter. A closed session requires a separate motion, second and vote to discuss the matter. Council will enter and exit regular session for each closed session.

**Closed Session #1** - At 8:16 p.m. Mr. Jones moved, seconded by Mr. Daniel to enter into closed session to discuss a property acquisition and clear Council Chambers. Motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were the City Manager, City Clerk and Planning Director Paul Ray.

Council Returned to Regular Session - at 8:43 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, Mr. Jones moved, seconded by Mr. Daniel, the meeting be adjourned. Motion carried unanimously. Meeting adjourned at 8:43 p.m.

  
Maureen Copelof  
Mayor

  
Jill Murray, CMC  
City Clerk

Minutes Approved: March 21, 2022