

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

Wednesday, April 6, 2022 – 4:00 PM

City Hall Council Chambers

Members Present: Gary Daniel, Chair, Council Member
Geraldine Dinkins, Vice Chair, Council Member (arrived at 4:09 pm)
Steve Harrell, Interim City Manager
Paul Ray, Planning Director
Billy Parrish, Heart of Brevard Representative
Nicole Bentley, Heart of Brevard Executive Director
Parker Platt, Council Appointed At-Large Member

Absent: Lee McMinn, Citizen Member

Staff Present: Dean Luebbe, Finance Director
Denise Hodsdon, Executive Assistant

Media: Jonathan Rich, *Transylvania Times*

A. Welcome & Call to Order

Committee Chair Gary Daniel welcomed everyone and called the meeting to order at 4:01 PM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Motion by Mr. Platt, seconded by Mr. Ray to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes of March 2, 2022 Meeting

Motion by Mr. Ray, seconded by Ms. Bentley to approve the minutes of the March 2, 2022 meeting as presented. The motion carried unanimously.

E. Financial Report

Mr. Harrell reviewed the attached financial report for the Downtown Master Plan Fund.

He noted that the projected fund balance at the end of this fiscal year is \$268,954 and the estimated contribution to the fund for FY22-23 is \$250,000. The fund should have approximately \$519,000 available to spend in FY23.

Mr. Harrell noted that the dollars in the fund were intended to be applied towards the infrastructure needs of the Downtown Master Plan. It was not meant to buy plants and planters and tree lights and things of that nature, which is really outside the scope of the fund. Mr. Harrell mentioned that in past years, the committee generally spent about \$40,000 on things like that, so the plan with the budget this year would be to include an operating cost line item in the General Fund for those kinds of expenditures, rather than putting it into the fund.

Mr. Harrell informed the committee that the plan going forward is to bring any project of this magnitude to City Council as a project ordinance that will be adopted by Council. He explained that the purpose of a project ordinance is for large infrastructure projects that are multi-year, and by putting it in the form of an ordinance and putting the money there, the only way for that money to be accessed for something else, is to go back to Council for a project ordinance amendment. It also establishes that those dollars are for a multi-year project and by State statute it is not required to be in the budget. Mr. Harrell explained that this project ordinance will be for the entire Downtown Master Plan and it would be set up so that each year you put money into it toward the next phase of the Master Plan.

F. FY 2022-2023 Budget Priorities

Mr. Harrell informed the committee that a piece of the project ordinance will be the Times Arcade Alley project and the proposed FY22-23 Budget includes funding to complete that project. We will have \$125,000 from a stormwater grant and \$125,000 from ARPA funds. That \$250,000 will take care of the stormwater work in the alley. The \$250,000 contribution that we put in the fund this year, along with the fund balance, will provide enough dollars to complete the other pieces of the alley project and the engineering cost. He pointed out that this will complete a major portion of the Downtown Master Plan, but it will leave very little dollars at the end of the year.

There was discussion about this fund being used only for the implementation of the adopted Downtown Master Plan. Mr. Platt suggested that the name of the committee should be changed to the Downtown Master Plan Implementation Committee and that our focus should be on implementing the plan for a renovated downtown, and not on beautification and maintenance issues. He would like to see an effort to focus on a plan and strategy for paying for the implementation of the Master Plan and not take 20 years to do it. He asked if the City could borrow money to do this all at once and use the annual fund contribution of \$250,000 to make the payments. Mr. Luebbe thought a loan may be a possibility and said he could run some numbers and look into whether we could do a loan with a guarantee of 2 cents on the tax rate.

It was noted that the Downtown Master Plan, outside of the Times Arcade Alley, is 60% designed and that the 40% that remains is basically the construction documents, which should be completed for each phase as it is funded, instead of completing all the construction documents for 100% of the plan. We don't want to engage the cost of the engineering in final design work for a project until we are sure that is the next one we are going to do and that we know how it is going to be funded and we are ready to proceed.

Following further discussion, there was consensus that Phase 2 would be the Main Street improvements project because that is tied into the alley and the DOT paving project. The committee decided to meet with Melanie Spreen at the next meeting to discuss prioritizing the remaining phases of the Master Plan and coming up with a budget range for each phase.

G. Set Date for Next Meeting

The next meeting of the Council Downtown Master Plan Committee was scheduled for Wednesday, May 11, 2022 at 4:00 PM.

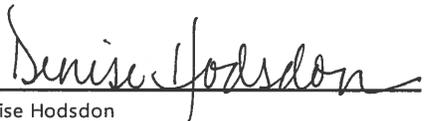
H. Adjourn

There being no further business, the meeting was adjourned at 4:58 PM.

X 

Gary Daniel
Chair, Council Member

Minutes Approved - June 8, 2022

X 

Denise Hodsdon
Executive Assistant

Fund 83 Downtown Master Plan

Fund Balance at 7-1-2021	434,393
Additions which have been (will be) contributed during FY22	219,000
Subtotal	653,393
Money we have spent in FY22	(314,134)
Money we will likely spend by 6/30/22	(70,305)
Subtotal	268,954
Estimated contributions in FY22-23 budget	250,000
Total	518,954

The Fund should have approximately \$519,000 available to spend during FY23.

The Clemson Plaza project should be completed prior to June 30, 2022, so the only active project remaining in this fund, at this time, is the Streetscape Design project.

This project is intended to design and implement phases of the Downtown Master Plan. It does **NOT** include any infrastructure related costs.