

**MINUTES  
BREVARD CITY COUNCIL  
Regular Meeting  
September 21, 2020 - 5:30 PM**

The Brevard City Council met in regular session on Monday, September 21, 2020, at 5:30 p.m. in the Multipurpose Chambers-County Administration Building with Mayor Jimmy Harris presiding. The meeting was held at the County as they have the technical equipment for us to stream our meeting live on their website, the City's website and Facebook. Due to COVID19 restrictions, we kept the amount of people at the meeting according to the Governor's orders.

**Present** – Mayor Jimmy Harris, Mayor Pro Tem Mac Morrow, Council Members Maurice Jones, Maureen Copelof, Gary Daniel and Geraldine Dinkins.

**Staff Present** – City Attorney Michael Pratt, Finance Director and City Manager Jim Fatland, City Clerk Jill Murray, Planning Director Paul Ray, Assistant Planning Director Aaron Bland, Planner Kaitland Finkle and Police Chief Phil Harris.

**Others** – Tore Borhaug, John Brown, Josh Hallingse, Chelsea Preciado, Clark Lovelace, Michael Goforth, Davis Cargyle-Whitfield

**Press** – None

**A. Welcome and Call to Order** – Mayor Harris called the meeting to order, welcomed those present and introduced Council members, Attorney and City Clerk.

**B. Invocation** – Mayor Harris offered an invocation.

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

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

**E. Approval of Agenda** – Mr. Morrow moved, seconded by Mr. Jones, that items H2 Public Hearing on Proposed Amendment to the Official Zoning Map of the City of Brevard-West Morgan Street and Duckworth Avenue and item M2 Ordinance for West Morgan Street and Duckworth Avenue be removed and the agenda be approved as amended. Motion carried unanimously.

**F. Approval of Minutes** – With regards to the August 17, 2020 regular meeting minutes, Ms. Dinkins asked that comments regarding the Tannery Skate Park be included in the minutes. She asked that Mr. Morrow's comments be included and a discussion between Mr. Daniel and Mr. Morrow should be included. Mr. Jones confirmed that minutes are about actions taken and not about conversations had. Mr. Pratt suggested not approving the minutes in order for them to be reviewed and be brought back to the October meeting. Mr. Morrow said the Clerk will review the minutes and bring them back to the next meeting in October.

Mr. Morrow moved, seconded by Mr. Jones, the August 31, 2020 Deer Lake Site Visit minutes be approved as presented. Motion carried unanimously.

**G. Certificates/Awards/Recognition** - None

**H. Public Hearing(s)** –

**H-1. Proposed Amendments to City of Brevard UDO Chapters 2, 3 and 19.**

Kaitland Finkle explained that this a staff-initiated text amendment after struggling with a suitable category in the City's Unified Development Ordinance to permit landscaping services. City Council first discussed this proposed amendment at their August 17, 2020 City Council meeting citing concerns regarding length of

operating hours and of the potential for landscaping services to be located in existing residential neighborhoods. The change will approve landscaping services be allowed in general residential districts with a special use permit and the parcels shall be at least 2 acres in size.

Public Hearing Participation – None

Public Hearing Closed – There being no further questions or comments, Mayor Harris closed the hearing at 5:58 p.m.

**I. Public Participation –**

Carole Deddy said she wished to speak on observations. The term workforce and affordability housing is a term that may be a form of discrimination. It feels like it comes with some luggage about people's ability to earn a living and pay rent. That said, I am happy that the City is providing its own tax bills for City residents and saving money at the same time. No one can deny that this administration has access to tax records and are capable of slicing and dicing the data. I spent some time on the Transylvania GIS site and went around the County with some exceptions such as the developments in Connesstee and Straus Park and I guess maybe Sylvan Heights. The majority of the County is rural and the tax records reflect assessments less than \$200,000 for houses and I'm not talking about the trailer park, I'm talking about independent free-standing houses and I noticed that it constantly said that the average house is between \$450,000 and over one million dollars and that's true in certain neighborhoods, but that's not true in the majority of this County. We're talking about workforce housing and affordable housing and what I feel is going on is that many houses are listed for \$200,000 and sell for more than \$200,000 which should give you pause if you put the two and two together and say "well they're under assessed". That's the point I'm making, they're under-assessed and the values are higher than the assessment. Therefore those of us who might live in those other communities whose houses are from \$450,000 to over a million are paying the majority of the City taxes. It's annoying. I wanted to share the contradiction that there is a need for affordable housing or there's an error in assessment of homes and I would like you to take that into consideration.

Mayor Harris asked Mr. Borhaug about clarifying the parking situation between Plan A and Plan B. Mr. Borhaug stated that the difference between Plan A and Plan B is that Plan B is basically the same plan except for apartment buildings 3 and 4 are eliminated. The number of units in apartment building 1 is reduced from 45-60 units down to 30 and apartment building 4, the total number of units will be reduced down by 4. So now the density under Plan B is consistent with 8 units per acre. So we are eliminating 54 apartments under Plan B.

**J. Special Presentation(s) –**

**J-1. Update on Brevard Dog Park by Maureen Copelof and Chelsea Preciado**

Maureen Copelof gave Council and the public an update saying that we have an amazing team of people working on the dog park. There are some very talented people, City staff and some Council members. We started with site preparation. The 2.7 acres that was donated from the hospital was covered in trees and brush and you couldn't walk in it and Public Works has been clearing this and from June through the end of August, they have used 446 man hours of effort, we've had 388 equipment hours and they have removed over 43 loads of brush from the site. They also started putting in some drainage. They put in several french drains because it's a very wet site. So there has been an incredible amount of work that has been done so far. We've also marked the legal boundaries and we still have about three more trees that we're planning to remove and then we have a lot of cleanup that we're waiting to do until the weather clears up and the equipment won't sink. We have also been looking at the rules and we came up with this by reviewing best practices from several dozen dog parks around the country. We worked with our animal control officer and shelter director, the Chief of

Police and our City Attorney for review. So these are the rules that we are planning to have as the operational guidelines for the park. So after the rules and site cleanup, we started on the design and I'm going to ask Chelsea Preciado to come up and she is one of our community volunteers and we are extremely lucky to have her because she is a professional landscape designer and she has, on a volunteer basis, been using those skills and she's going to talk to you about the design.

Chelsea Preciado said this was a project that she heard about and contacted Maureen because I've wanted to see this happen for so long and I wanted to be a part of creating a really cool space for our community and I think we're beginning to realize how important outdoor public spaces are. I want to make it bright and fancy so that we can get public support and public funding so we can bring it to life. She showed a draft map of what the park will look like (Exhibit A). We come right off of the bike trail and there is an access point in the lower right hand side. You can enter into either a small dog area or a large dog area. For the small dogs, I believe we have half an acre and for the large dogs, we've got about an acre and a half. Both sides have gravel walking trails, grassy area and we kept some trees to have some cover. I imagine there's going to be some phasing because we want to do more than just the minimum so there are things in the dog park design that are pushing that bill a little bit and those will come in time as we raise more funds. To get us started though, we have a nice big fenced in area, we have gravel walking trails, we have ground cover, and we'll have public amenities, like water, trash can, benches. As we get a little bit more involved and get some fundraising going, we can look at some more fun options, like an agility field on both sides. We have a small covered pavilion and in the center we have a splash fountain which you can see is shaped like a tennis ball. We also want to integrate in some sustainability principles. We've got a lot of birders that come to this site who want to embellish that habitat for them. Let's bring in some pollinator boarder plantings and then we have a fantastic wetland environment that we're talking with Conserving Carolina on doing a restoration of that site.

Gary Daniels said it looks really great but you can't have gravel paths can you? Maureen said that they will be ADA gravel paths.

Mr. Jones asked if since the park will be separated between small dogs and large dogs, have you talked about having two shelters or one shared shelter. Ms. Copelof said that we can definitely discuss that and make changes as we raise money.

Maureen Copelof added that they had a very good meeting with the hospital about getting an access path from the hospital to the dog park and there is parking in the roundabout and so we'd like to maybe put some handicap parking there, a path leading down to it where someone could walk that outer perimeter and get to the entrance. The hospital director was very positive. We're working on a document that will have to go to HCA legal before they grant us any type of lease. Conserving Carolina has been very supportive and we are going to be getting a wetland conceptual drawing from a wetland restoration expert. It's a gentleman who has a public company who does this and he will be providing the conceptual drawing to us at no cost and we will be looking in this area to see what type of grant funding there is because wetland restoration is very often a high priority for grants and it is my understanding that there are some grants available that we can go after. We are talking with the County because the area that we're going to turn into a wetland is this ugly drainage ditch and we'd like to restore it back to native plants, attracting frogs and other amphibians. Also the dog park is within walking distance of two schools so the educational aspect of creating this wetland environment is also something that we're very excited about.

**K. Consent and Information** - Consent Agenda items are considered routine and are enacted by one motion. Mayor Harris read aloud the items listed and asked if Council desired to remove any other items for discussion. Mr. Morrow moved, seconded by Mr. Jones to approve the consent agenda as presented.

**K-1. Staff Reports:**

**a. Financial Report for month ending August 2020.**

**K-2. Council Public Works & Utilities Committee Minutes-February 13, 2020.**

**K-3. Mary C. Jenkins Community Center Task Force Minutes-June 9, 2020.**

**K-4. Council Parks, Trails & Recreation Committee Minutes-July 22, 2020.**

**K-5. Council Downtown Master Plan Committee Minutes-July 23, 2020.**

**K-6. Council Downtown Master Plan Committee Minutes-August 13, 2020.**

**K-7 Resolution No. 2020-25 Approving Property Tax Releases-September, 2020.**

**A RESOLUTION APPROVING PROPERTY TAX RELEASES**

**WHEREAS**, The City of Brevard has previously determined to collect property taxes for the City of Brevard and the Heart of Brevard and it is necessary to release the below shown amount from the city tax records.

**BE IT NOW, THEREFORE, RESOLVED THAT:**

The Tax Collector is hereby authorized to remove September 2020 property values from the tax scroll in the amount of:

2020:            \$1,003.92

Adopted this the 21<sup>st</sup> day of September, 2020.

**K-8. Tax Settlement Report for month ending August 31, 2020.**

**K-9. Resolution No. 2020-26 Directing the City Clerk to Investigate Sufficiency of a Petition for Annexation-Jackson Wine.**

**RESOLUTION NO. 2020-26  
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 August 11, 2020, requesting the annexation of a contiguous area described in said Petition as two parcels on Fisher Road property located in Brevard, NC 28712, consisting of 0.21879474 acres, be annexed into the City of Brevard. (Tax Property Identification Numbers: 8586-64-0931-000; 8586-64-0994-000; 8586-64-0857-000);

Metes and Bounds Property Description:

Parcel One:

BEGINNING on an iron pin the West margin of Fisher Road, S.R. #1356, said iron pin being the northeast corner of Lot No. 5 and the southeast corner of Lot No. 6 of the McMinn, Verdery, Shipman and Whitmire Subdivision; and runs thence with the west margin of Fisher Road, North 28 deg. East 40 feet to a stake; thence leaving said road S 72 deg. West, 143 feet to a stake in the East margin of Elliott Road; thence with the East margin of said road, South 36 deg. West (passing an iron pin the southwest corner of Lot No. 6 and northwest corner of Lot No. 5 at 40 feet) 80 feet to a stake; thence North 72 deg. East, 158 feet to a stake in the West margin of the aforesaid Fisher Road; thence with the West margin of Fisher Road, North 28 deg. East, 40 feet to the point of BEGINNING.

Being the northern two-thirds of Lot No. 5 and the southern two-thirds of Lot No. 6 of the McMinn, Verdery, Shipman and Whitmire Subdivision as found in Plat Book 1, page 114, office of the Register of Deeds for Transylvania County.

Parcel Two:

BEGINNING at a stake in the western margin of Fisher Road (SR 1356) said stake being the Northeast corner of Lot No. 1 and the Southeast corner of Lot No. 4, and runs thence with the western margin of said Fisher Road, North 28 deg. East 80 feet to a stake; thence North 72 deg. West 158 feet to a stake in the East margin of Elliott Road and in the Western line of Lot No. 5; thence with the Eastern margin of Elliot Road, South 36 deg. West 80 feet to a stake, the Southwest corner of Lot No. 4 and the Northwest corner of Lot No. 3; thence with the Northern line of Lots 2, 3, and 4, South 72 deg. East 165 feet to the BEGINNING.

BEING all of Lot No. 4 and the Southern one-third of Lot No. 5 of the McMinn, Shipman, Verdery and Whitmire land as surveyed by A.L. Hardin on November 20, 1913, which plat is recorded in the Office of the Register of Deeds for Transylvania County in Deed Book 33, Page 19, and in Plat Book 1, Page 114.

Together with (and less) the property added (and conveyed) pursuant to the Boundary Agreement recorded in Document Book 881, Page 352.

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 21<sup>st</sup> day of September, 2020.

**K-10. Heart of Brevard Community Development Agreement.**

**K-11. Public Works Wastewater Collections System Performance Report.**

**K-12. Correspondence (No Action. Offered as information only.)**

- a. Transylvania County Building Permit Activity, August 2020.
- b. Train Depot Brochure.

**L. Unfinished Business - Independent Living at Tore's Home.**

Attorney Mike Pratt made a statement before proceeding. Just to clarify, he said there was an error in the agenda packet that seems to indicate that Tore has agreed to construct a bike/hike path. Tore never agreed to construct it but did agree to give an easement to the path. Also, this is a time for Council to discuss and make any motions. If you need information you can ask people like Tore, Planning or Mr. Brown but it is not time for public comment. You have a couple of different options that have been provided to you and my recommendation is to gather what info you need and then look at the options before you. I suggest you look at option A then option B and make a decision on each. I am here to help with any questions you may have.

Council had some questions about the public comment period and requirements of advertising now that Plan B is on the table so Mr. Pratt explained the following:

The public comment period was extended to Tuesday, September 8<sup>th</sup>, because of the Labor Day holiday. There was no requirement that it be publicized for posting. Tore was at the site to tell whoever he wanted and Davis was there to tell whoever. There was not any requirement by law to advertise the public comment was being extended. To clarify, Tore presented Plan B before the site visit and did it in a timely and appropriate manner. The reason for the extension of the comment period was

because the site visit was occurring and there was a 24 hour period of time and that would have fallen on the Labor Day weekend and so we extended it to after the Labor Day weekend. Nothing in regards to Plan B was discussed at the public hearing. Mr. Brown mentioned to me he wondered how people could see Plan B. All that happened was a procedural motion and I am here to keep you on track and we are. I do know that Plan B was on the website and that the public comment period was extended. To give you more info this is a very unusual time we're in. This public hearing is under rule of COVID-19 and by rules instituted by the School of Government. If this was a normal time, Tore could have shown Plan B without further notice to anyone. Nothing in the statute requires any additional notice to go out. All I can tell you is from a legal standpoint, legally we are on track.

First Council has a petition in front of them who has asked for something and now he's asked for something in the alternative. The original notice went out and there was a lot of talk about Plan A. Plan B came along so now you've heard about Plan B. The situation is you have both before you. I recommend considering Plan A and if it's not approved then consider Plan B. If that's not approved, then approve something else.

Ms. Copelof said that she would like a better understanding of the phasing and asked when the amenities would be put in.

~~ At 6:57 PM Mayor Harris called for a ten minute break. ~~

Tore explained that phase one is crucial and must be done first. The banks will require that I have a certain level of occupancy before I can do the next phase. Also, once we go to construction, you will see a lot more of the details. There is a lot more to this development than what is being discussed here and I will do my best to be a good neighbor as we go forward.

Ms. Copelof said that amenities are important and waiting 5 years is not something that I'm comfortable with.

Ms. Dinkins said that it has her vote, however, she would like to see a few things added because when Tore asks for flexibility, it makes people nervous. I would like to see if something can be attached that would give us some assurance that outside places are being developed.

Mr. Daniel said that I think it's a point of interest that Deer Lake is a planned development and we're just doing another planned development next to it. In my opinion, Mr. Borhaug in changing the density of the duplexes that are adjacent to Deer Lake is a substantial concession. The density increases as you get to commercial grip on the corridor which seems to be that it would reduce the effect on the adjacent neighborhood as far as that density is concerned. The other thing is by eliminating the apartments that are available for general occupancy kind of does away with the whole point of planned development. I would rather he just do it by right. We do need housing for the people that work in our community and it's something that I personally feel like we need to be very active about and this is a case where this can happen. That's some of the reasons for my support.

Mr. Morrow said that he was the only one on Council when Tore built the property on Gallimore and there was opposition for that too. I'm a fan. I've known Tore and his dream for a long time. This is no cost to us or the Federal Government, it's an opportunity. I'm excited about this and I can block out the noise. I think Council needs to think about the community at large.

After much back and forth Mr. Morrow motioned, seconded by Mr. Daniel to approve the ordinance in the packet as amended with regards to 7a that Tore will give a 15 foot right-of-way with the expectation that the City will build the right-of-way and the City will pay for it. The applicant will meet the UDO standards for parking for each

apartment building, as well as, apartment buildings 2, 3 and 4, only after the Community Center is built. Motion carried unanimously.

#### **M. New Business –**

#### **M-1. Ordinance No. 2020-17 Amendment to UDO Chapters 2, 3 & 19**

##### **ORDINANCE NO. 2020-17**

##### **AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE CHAPTERS 2, 3 AND 19**

WHEREAS, the City of Brevard Planning Board and Planning Department Staff have recommended that Brevard City Code, Unified Development Ordinance, Chapters 2, 3 and 19, be amended to establish the Landscaping Services land use; and,

WHEREAS, the City Council of the City of Brevard finds that the proposed amendment is consistent with the City of Brevard Comprehensive Plan, specifically the following sections:

*ELEMENT 4: LIVABLE COMMUNITIES*

*POLICY 4.1.A: Evaluate and amend development ordinances to facilitate infill development on vacant and under-developed parcels, as well as revitalization of developed parcels.*

*POLICY 4.1.G: Modify development ordinances and regulations to incorporate design standards and guidelines that respect existing community character while allowing greater residential density and intensity of nonresidential development within mixed use zoning areas.*

and,

WHEREAS, a legislative public hearing was conducted on Monday, September 21, 2020, by Brevard City Council, and, after hearing all persons wishing to comment, and upon review and consideration of the proposed amendments, it is the desire of the City Council of the City of Brevard that Brevard City Code, Unified Development Ordinance be amended as outlined below.

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

SECTION 01. Brevard City Code, Unified Development Ordinance Chapters 2, 3 and 19 are hereby amended as depicted in Exhibit A, which is attached hereto and incorporated herein by reference.

SECTION 02. As to any conflict between this Ordinance and any parts of existing ordinances, the provisions of this Ordinance shall control.

SECTION 03. If any section, subsection, paragraph, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 04. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved upon second reading this the 21<sup>st</sup> day of September, 2020.

#### **M-3. Introduction to Signs Part 1-Text Amendment.**

Aaron Bland explained that the City's current sign ordinance, Chapter 12 of the Unified Development Ordinance, has been in place since the adoption of the UDO in 2006. In the ten years since adoption, Brevard's sign regulations have seen numerous minor changes through text amendments. In January, 2015, the US Supreme Court heard arguments in the case of Reed et al v. Town of Gilbert, Arizona et al and was based on a municipality's constitutional authority to regulate signs. The City's current sign ordinance is inconsistent with the Reed ruling and it is in the City's best interest to undertake a full-scale review of the sign ordinance to ensure our regulations are consistent with the Supreme Court ruling. The ruling had the most impact on temporary signage and this section has been completely restricted to create four different types of temporary ground signs based on distinctions of structure, size and duration of display. These create four different signage templates that can be utilized

by businesses and organizations, regardless of the sign's message or content. Temporary signs on walls, signs used by temporary vendors, signs during City approved special events and community banners are also covered in this section. This presentation is for Council's information only and no action is required. Staff requests guidance from Council as to if Staff should present another portion of the updated ordinance at Council's next meeting or if Council would like to continue discussions and review this section before moving on. After Council has reviewed and discussed the entire ordinance, a public hearing date for the whole ordinance can be set. Consensus from Council is to talk about signage again at the October meeting.

**M-4. Board and Committee Appointment(s):** Mr. Morrow moved, seconded by Mr. Jones that James Carli be appointed to the Planning Board and that Frank Pearsall be appointed to the ABC Board. Motions carried unanimously.

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

Mayor Harris thanked the staff, Police, Fire, HR, Water, Public Works, everyone. I think Brevard is the best community.

Geraldine Dinkins asked about the upcoming budget session and how long they usually take and if masks will be worn. Mr. Fatland said it should take about an hour and a half and yes masks will be worn. She also asked about the plaque for the Depot Railroad Avenue Park and wondered why her name was on it instead of Charlie Landreth's since she did not vote on it. Mr. Fatland explained that whoever is sitting on Council when the project is complete, is whose names go on the plaque. She then asked for an update on the Depot Park. Mr. Fatland explained that as far as the easements go from the depot up to West Main, those have all been acquired. Getting McLean connected to the depot, public works is coordinating the contractors for the storm water and retaining wall. Things aren't moving as fast as I sometimes like, but it's moving forward. Ms. Dinkins if we have a timeframe of when that will be done and Mr. Fatland said that he doesn't want to promise something that he can't deliver.

Maureen Copelof said that there is a brochure included in your packet for the depot. It is a draft and we are still making edits to it. Also, this Saturday, the Transylvania Garden Club is having a work day and I am extending an invitation to Council to help garden. The Downtown Master Plan Committee put out our curbside parking signs and we are going to do a survey of the businesses but all of the businesses were very happy that the new signs were put out there. We need to make the spaces more visible so we are going to be painting the curbside parking spaces so that they stand out. We are also working on other plans for alleyways and how to jazz up the alleyways. We need more color. We are happy to report that have finally taken down all of the dead trees but after we took them down, I counted how many empty tree wells that we have. 28. We are looking at sprucing up our downtown and coming up with a plan to enhance downtown with a series of planters by a professional landscaper. Also, I keep hearing that the county is relooking at the courthouse. It seems to me that maybe its time that we ask to hold a joint City-County meeting to just talk about the courthouse and talk about the City and County priority and how we can partner.

Ms. Dinkins added that she attended a Chamber meeting recently where Jaime Laughter spoke and said there was no appetite to consider that until after the election.

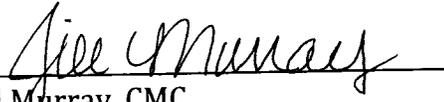
Ms. Copelof said that she thinks we could start the discussion now and alert them that we're interested. Ms. Copelof moved, seconded by Mr. Morrow, to have staff approach the County to set up a joint City-County meeting to discuss the courthouse. Motion carried unanimously.

Mr. Fatland said that we did not get the BUILD grant. He thanked our Planning staff that worked very diligently. The City of Lexington received 24.9 million and this was their 7<sup>th</sup> time applying and the Town of Pembroke received 5.2 million and this was their 5<sup>th</sup> time applying. He also thanked the Public Works department for the many projects that have been completed and that would not have been possible without them.

**O. Closed Session(s) – None**

**P. Adjourn** – There being no further business, Mr. Morrow moved, seconded by Mr. Daniel, the meeting be adjourned. Motion carried unanimously. Meeting adjourned at 8:53 p.m.

  
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Jimmy Harris  
Mayor

  
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Jill Murray, CMC  
City Clerk

Minutes Approved: October 19, 2020