

MINUTES
BREVARD CITY COUNCIL
Special Meeting
March 6, 2023 – 5:30 PM

The Brevard City Council met for a special called meeting on Monday, March 6, 2023, 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 Aaron Baker, Mac Morrow, Maurice Jones and Geraldine Dinkins.

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, City Clerk Denise Hodsdon, Assistant Manager/Finance Director Dean Luebbe, Assistant Planning Director Aaron Bland, and Communications Coordinator Becky McCann

Press – Jon Rich, Transylvania Times

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

B. Invocation – Council Member Maurice Jones offered an invocation.

C. Pledge of Allegiance – Mayor Copelof led the pledge of allegiance.

D. Certification of Quorum - City Clerk Denise Hodsdon certified a quorum present.

E. Approval of Agenda – Mr. Morrow moved, seconded by Mr. Jones, to approve the agenda as presented. The motion carried unanimously.

F. Unfinished Business

F-1. Main Street Streetscape Project Contract Award and Funding Strategy

Mr. Hooper informed the Council that two bids were received for this project on March 1, 2023 and the low bid was from Sossamon Construction in the amount of \$1,738,466, which is over \$400,000 more than we were projecting. He presented a revised funding strategy for Council's review, which included the following:

Available Balance in Downtown Master Plan Fund	\$820,527
General Fund Capital Reserve Fund (sidewalk projects)	\$91,126
ABC one-time surplus payment	\$20,000
Projected surplus sales tax revenue	\$200,481
Projected surplus investment income	\$294,170
Exec/Admin salary savings	\$47,233
Parking meter revenue (FY22 and FY23 collections)	\$140,000
Tourism Development Authority (TDA) Grant (Tentative)	\$125,000

Mr. Hooper noted that he presented the \$125,000 grant request to the TDA's Tourism Infrastructure subcommittee on February 28th. We have not received an official commitment from them yet as they have requested more information from us, but the response overall was favorable and they have suggested that they may be willing to contribute more than \$125,000. He said the budget amendment he is asking Council to approve only includes the \$125,000.

Mr. Jones moved, seconded by Ms. Dinkins, to approve the proposed Budget Amendments. Following discussion, the motion carried unanimously.

**ORDINANCE NO. 2022-10
AN ORDINANCE AMENDING THE FY2022-2023
BUDGET AMENDMENT NUMBER 22**

SUBJECT: Budget Amendment to increase funding in the Downtown Masterplan Fund in order to complete the Downtown Masterplan Implementation.

AGENDA INFORMATION

Agenda Location: Unfinished Business/
Department: Finance
Contact: Dean Luebbe, Finance Director

BRIEF SUMMARY: As of February 28, 2023 the fund balance in the Downtown Masterplan Fund was \$732,399.78. The City will be transferring an additional \$125,000 from the General Fund, as a part of the two cent of tax rate committed to the fund in the FY23 budget. Additionally, there are outstanding commitments the City has with Arbor Engineering on this project for \$36,872.05. After adding and subtracting these amounts, the fund will have a balance of \$820,527.73.

The low bid on the project was \$1,738,466, meaning the City needs to transfer in \$918,000 to have the project funded. The City will obtain this funding from the following sources

\$91,200 from the Capital Projects Fund

\$140,000 from parking kiosk revenue

\$125,000 from the Tourism Development Authority

A total of \$562,000 to be transferred from the General Fund. This transfer does not affect fund balance, and comes from the following sources

\$20,000 additional ABC distributions

\$200,500 sales tax revenues are higher than projections.

\$294,000 investment earnings are higher than projections.

\$47,300 salary savings in the Administration Department.

MOTION FOR CONSIDERATION: To approve Budget Amendment Twenty-two as submitted, increasing the budget in expenditure accounts

35-5000-0630 (Transfer to Downtown Masterplan)	\$91,200
89-5000-0630 (Transfer to Downtown Masterplan)	\$140,000
10-6600-9251 (Transfer to Downtown Masterplan)	\$562,000

And increasing the budget in the revenue account

83-3950-0500 (Contribution from TDA)	\$125,000
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ATTACHMENTS: None

MANAGER'S RECOMMENDATION: Adopt as presented

Approved and adopted this 6th day of March, 2023.

Mr. Morrow moved, seconded by Mr. Daniel, to approve the Resolution Awarding Contract to Sossamon Construction. The motion carried unanimously.

RESOLUTION NO. 2023-12

**RESOLUTION AWARDING CONTRACT TO SOSSAMON CONSTRUCTION FOR MAIN STREET
STREETSCAPE PROJECT**

WHEREAS, the City of Brevard Downtown Master Plan calls for streetscape improvement to beautify and enhance safety along Main St. between Caldwell and Gaston streets;

WHEREAS, the City seeks to have the project completed prior to NCDOT's scheduled milling and repaving of this section of Main St.;

WHEREAS, the City has a separate project underway maintaining and upgrading the underground utilities along Main St.;


WHEREAS, the City's consulting engineering firm, Arbor Land Design, conducted a competitive bidding process for the Main St. Streetscape Project improvements and Sossamon Construction LLC submitted the apparent low bid;

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

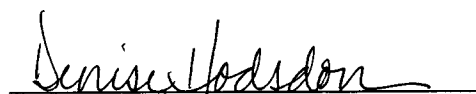
A contract for \$1,723,466 for Main St. Streetscape Project is hereby awarded to Sossamon Construction LLC, which the City Manager (or his designee) is hereby authorized to execute.

Approved and adopted this 6th day of March, 2023.

G. Adjourn – There being no further business, Mr. Morrow moved, seconded by Mr. Baker, to adjourn the meeting at 5:47 p.m. The motion carried unanimously.



 Maureen Copelof
 Mayor



 Denise Hodsdon, CMC
 City Clerk

Minutes Approved: March 20, 2023