MINUTES

COUNCIL FINANCE, HUMAN RESOURCES and CITIZEN APPOINTMENT COMMITTEE

Monday, November 24, 2025 – 1:00pm
City Hall Council Chambers

Members Present:	Lauren Wise, Chair Gary Daniel, Vice-Chair, Council Member Susan Miller, Citizen Member
Staff Present:	Dean Luebbe, Assistant City Manager/Finance Director Kelley Craig, Human Resources Director Emily Brewer, Senior Planner Becky McCann, Communications Coordinator Denise Hodsdon, City Clerk
Members of Public:	Harvey Sankey

A. Welcome & Call to Order

Committee Chair Wise welcomed everyone and called the meeting to order at 1:03pm.

B. Certification of Quorum

City Clerk Denise Hodsdon certified that a quorum was present.

C. Approval of Agenda

Mr. Daniel moved, seconded by Ms. Miller to approve the agenda as presented. The motion carried unanimously.

D. Approval of Minutes – September 22, 2025 Meeting

Mr. Daniel moved, seconded by Ms. Miller to approve the minutes of the September 22, 2025 meeting as presented. The motion carried unanimously.

E. Vendors on City Property

Emily Brewer explained that this has been part of a much larger effort to update temporary uses, special events and vendors on city property, and the goal is to separate those three things and outline policies and procedures for all of them. Temporary uses are meant to be those on private property entirely, and special events are those that are

within public rights-of-way and impact vehicle and pedestrian traffic. There has been more interest regarding vendors on city property, specifically from vendors who want to set up at Clemson Plaza or in the food truck site at the Depot. Ms. Brewer said we really don't have a place to put these requests, as they are not a temporary use because they are not on private property, nor do they fall under special events. She recalled that the committee discussed this at the September meeting and identified some possible areas to allow vendors and asked her to bring back a full policy.

Ms. Brewer presented the attached draft policy for the committee's review and discussion. She explained that the draft policy includes only non-motorized pushcarts, with proposed locations at Clemson Plaza (2), Franklin Pool, Dog Park, and Sports Complex (Soccer Field and Skate Park). The one spot at the Depot would require permission from the parking lot property owner before including it in the policy. She noted that the reservation requirements are similar to those of other municipalities, where vendor reservations would be for a period not to exceed 30 days, and the vendor would not be allowed to reserve the same space for another 30 days. Operating requirements mimic those in the temporary use ordinance that has gone to City Council.

During discussion, Mr. Daniel suggested that the policy state that vendors must remove the cart after the allowed operating hours. Mr. Wise asked if the Franklin Pool location would include Franklin Park in general, or just the pool. Ms. Brewer said Staff has had a lot of discussion about that and felt it was not a good idea to put vendor spots near a playground where there may not be frequent traffic, so the intention was to have it by the pool entrance. There was discussion about proposing two vendor spots in Clemson Plaza, and because Clemson has been proposed for a bike depot location, there was consensus that it may appear to be over commercialized with two vendor spots, and to reduce it to one spot.

Ms. Miller moved, seconded by Mr. Daniel to approve the draft policy as amended and forward to Council with a recommendation to approve. The motion carried unanimously. The proposed policy will also be shared with the Downtown Master Plan Committee as information only.

F. Policy Committee Applications – Review & Recommendation

The committee reviewed applications and made recommendations for the following policy committees:

- Finance, Human Resources & Citizen Appointment Committee
- Housing Committee
- Public Safety Committee
- Public Works & Utilities Committee

Mr. Daniel moved, seconded by Mr. Wise to recommend the reappointment of Susan Miller to the Finance, Human Resources & Citizen Appointment Committee. Ms. Miller recused herself. The motion carried 2-0.

Mr. Daniel moved, seconded by Ms. Miller to recommend the reappointment of Victor Foster to the Housing Committee. The motion carried unanimously.

Mr. Daniel moved, seconded by Ms. Miller to recommend the reappointment of Kevin Gallo to the Public Safety Committee. The motion carried unanimously.

Ms. Miller moved, seconded by Mr. Daniel to recommend the reappointment of Owen Carson to the Public Works & Utility Committee. The motion carried unanimously.

G. Draft Procurement Card (P-Card) Policy & Procedures

Mr. Luebbe explained that currently the City uses credit cards that are issued to the departments which individuals in the specific department use for purchases. He said we have a good control system in place, but it takes a lot of time for each department and the Finance Department to reconcile the accounts on a monthly basis. The best policy is to have cards issued to individuals so that each individual is the only one responsible for purchases on the card. Each individual would have a daily/monthly limit, and purchases would flow to their supervisor for approval and then to the Finance Dept.
He presented the attached draft Procurement (P-Card) Policy for the committee's review and noted that he is currently talking with United Community Bank and Bank of America about their P-Card programs and procedures. He is looking at working with United Community Bank to do a test with just one or two cards to see how it works out.

During discussion, Ms. Miller suggested looking at Wells Fargo's Basic Business Card that offers 2% cash back on purchases. Mr. Luebbe will contact them to inquire about their program. Ms. Miller also asked if there was any concern about employees using their personal phones to upload copies of receipts and that being subject to public records requests. Mr. Luebbe said employees could choose to scan the receipt from a printer rather than using their phone, and he could get all that information from the bank's website, but he will do some research on that.

There was consensus that the policy would be an uptick in efficiency. Mr. Luebbe noted that it might be a couple of months before he decides which bank to use and the policy is fully in place.

H. Public Comment

Harvey Sankey asked some clarifying questions regarding the Vendors on City Property policy and the P-Card policy, which committee members and staff answered.

I. Set Date for Next Meeting

The December meeting was canceled. The next regular meeting is scheduled for Monday, January 26, 2026 at 11am.

J. Adjourn

There being no further business, the meeting was adjourned at 2:00pm.

Minutes Approved: February 23, 2026

X _____
Dean Lytle, Chair, Council Member or
Pamela Holder, Vice Chair, Council Member

X Denise Hodsdon
Denise Hodsdon
City Clerk

VENDORS ON CITY PROPERTY POLICY DRAFT 11/24

1. Purpose

The City of Brevard allows vendors to non-motorized pushcarts that are designed and equipped to sell food, beverages, or other goods directly to consumers at certain locations on public property.

The purpose of this policy is to regulate the operation of non-motorized pushcarts at designated locations on city-owned property to promote local entrepreneurship, enhance public space use, and ensure safety, accessibility, and cleanliness in public areas.

Note: This does not apply to vendors included as part of a permitted special event on public rights-of-way or a permitted temporary use on private property.

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2. Locations

Vendors with non-motorized push carts are only allowed at the following locations:

- Clemson Plaza (2)
- Franklin Pool (1)
- Dog Park (1)
- City Sports Complex (1 – Soccer Field, 1 – Skate Park)

Mobile vendors with a truck or trailer are only allowed at the following locations:

- Jimmy Harris Railroad Depot Park (1)

Commented [EB1]: Need to get permission from the property owner before including this in the policy.

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3. Reservation Requirements

When requesting a reservation, the applicant is required to provide , which includes:

- Completed application form
- Detailed cart design and dimensions (if non-motorized pushcart)
- Proof of insurance (see Section 7)
- Applicable business licenses and sales tax registration
- Health Department permit (if vending food or beverages)
- Payment of applicable fees
- Any other information required by the administrator

Mobile vendor reservations are limited to a period not to exceed 30 consecutive days at one location. After the reservation expires, the vendor shall not be allowed to reserve the same space for another 30 days.

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3. Operating Requirements

- The dimensions of any outdoor mobile vending cart may not exceed the following:
  - 5 square feet in area
  - A maximum length or width of 10 feet.

    - A maximum height of 8 feet, including any umbrellas or protective coverings attached to the cart.
- No temporary structure, tables, etc. are permitted with a temporary mobile vendor. Umbrellas or protective coverings may be permitted if attached to the cart.
- Mobile vendors may only operate during park hours. Vendors in Clemson Plaza may only operate between 9:00 AM to 10:00 PM.
- No audio amplification is allowed as part of the outdoor mobile vending operations.
- The outdoor mobile vending cart must be located so the cart is:
    - At least 5 feet from the edge of any driveway, traffic lane, handicapped ramp, building entrance, exit or emergency exit;
    - At least 15 feet from any fire hydrant; and
    - Does not impede, endanger or interfere with pedestrian or vehicular traffic.
- The mobile vending cart operator or their designee must be present at all times, except in cases of an emergency.
- Each mobile vendor shall supply at least one waste receptacle which must be removed at the end of each day. All waste receptacles must be emptied at the end of each day and as necessary during the day. City trash receptacles shall not be used for the vendor's waste.
- Vendors must maintain professional behavior. No harassment of passersby or aggressive solicitation will be tolerated.

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4. Assumption of Liability

For and in consideration of the use of any Vendor Location, the Responsible Party/Organization agrees to indemnify and hold harmless the City of Brevard, a local government entity, from and against any and all loss, damage, claim, demand, liability, or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with my/our organization's occupancy or use of said premises. Furthermore, I and/or our organization hereby agree to reimburse the City of Brevard for any and all costs to repair any and all damage that may be caused directly or indirectly to the facility during the time period of occupancy and/or use of said premises.

Failure to follow the rules and regulations as described in this Vendor Use Policy and Rental Agreement will result in forfeiture of deposit. Applicant will be responsible for all costs associated with damage incurred to the facility and grounds in excess of the security deposit.

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5. Prohibited Activities

- Use of motorized equipment
- Sale of alcohol, tobacco, cannabis, hemp products, or controlled substances
- Sale of counterfeit goods or prohibited items
- Operation in non-designated areas or during prohibited hours

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6. Cleanliness & Waste Disposal

Vendors are responsible for:

- Keeping their area clean during and after operation
- Proper disposal of trash and food waste
- Not dumping waste in public trash bins beyond reasonable use

Failure to maintain cleanliness may result in fines or permit revocation.

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7. Insurance Requirements

Vendors must carry the following insurance:

- **General Liability Insurance**: Minimum of $1,000,000 per occurrence
- City of Brevard must be named as an additional insured
- Proof of insurance must be submitted with the application

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8. Enforcement & Penalties

Violations of this policy may result in:

- Written warnings
- Fines up to $500 per violation
- Suspension or revocation of permit
- Confiscation of cart if operating without a valid permit

City of Brevard

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

CITY OF BREVARD PROCUREMENT (P-CARD) POLICY

1.0 Purpose

To establish a methodology for and to define the appropriate use of the City of Brevard's Procurement Cards (P-Cards) provided to authorized personnel to purchase non-restricted goods and/or services for official use by the City of Brevard.

2.0 Overview of P-Card Program

2.1 The goal of this program is to provide a more rapid turnaround of requisitions for low dollar goods and to reduce paperwork and handling costs.

2.2 Department Directors may request that permanent City personnel be issued a P-Card. All requests are subject to approval by the Finance Department.

2.3 All approved Cardholders must attend (view) a P-Card training class prior to receiving their card and must sign a cardholder agreement indicating that the employee understands these policies and procedures.

2.4 Changes may be made to a P-Card account according to the process outlined in the Procurement Card Procedures. If a Cardholder separates from the City, transfers departments, or their P-Card account is closed for any other reason, it is the issuing department's responsibility to collect and return the P-Card to the Finance Department.

2.5. Budget/Pre Audit:

2.5.1. Cardholders shall follow all procedures set forth by the City for the pre audit of procurement card transactions in accordance with North Carolina Administrative Code (20 NCAC 03.0409 and 0410.

*Ensures there is an appropriate budget ordinance or project ordinance appropriation authorizing the obligation.

*Ensure that sufficient monies remain in the appropriation to cover the amount that is expected to be paid out in the current fiscal year or the entire amount.

2.6 Authorized P-Card Use

2.6.1. It is the responsibility of the issuing department to communicate to the Cardholder what constitutes authorized use of the P-Card beyond compliance with this P-Card policy.

2.6.2. No person other than the Cardholder is authorized to make purchases on the P-Card. While the Cardholder may make transactions on behalf of others in their department/division, they remain responsible for all purchases charged to their account.

2.6.3. Any unauthorized use of a P-Card will result in violations for the P-Card user. Violations include, but are not limited to:

*Personal purchases

*Items shipped to the Cardholder's home or other non City of Brevard addresses.

*Purchases in excess of Cardholder's purchase limits.

*Meals except as specifically pre-authorized by the Department Director.

Meal receipts must be accompanied by a list of benefitting employees and other guests.

Tips charged to a P-Card shall not be in excess of 20% of the pre-tax total.

*Gift cards, unless approved by City Manager AND Finance Director.

*Cash Advances.

*Parking Tickets.

*Alcoholic beverages.

2.6.4 Accidental personal charges should be reported immediately to the Finance Department and reimbursed to the City according to the

Procurement Card Procedures. The intentional use of a City P-Card for other than official use of the City is fraudulent and may result in dismissal and/or legal action.

3.0 Card Security

3.1 It is the Cardholder's responsibility to safeguard their P-Card, review posted transactions for fraudulent activity, and to report any suspicious charges to the Bank and to the P-Card Administrator. Lost or stolen P-Cards must be reported to the Bank and the P-Card Administrator.

4.0 Deadlines and Compliance

4.1 P-Card transactions shall be imported by the Finance Department on a monthly basis, and the Cardholder shall attach receipts and input General Ledger codes as outlined in the Procurement Card Procedures.

4.2 Once released into workflow, P-Card transactions must be approved by the Approver on a timely basis.

4.3 Finance staff will conduct audits of P-Card transactions, both randomly and selectively to ensure purchases are made in accordance with this policy.

4.4 Failure to comply with this policy or with the Procurement Card Procedures may result in the suspension or revocation of P-Card privileges, as well as disciplinary action up to and including dismissal.

5.0 Exceptions

These general policies are not expected to address every issue, exception, or contingency that may arise in the use of City P-Cards. Accordingly, the basic standard that should always prevail in dealing with exceptions is the exercise of good judgement in the use and stewardship of the City's resources. Unless specified herein, exceptions will require the approval of the Finance Director.