

**Basic Motions**

Motion  
*Calls for Action*  
 Debatable  
 Simple Majority

Motion to Amend  
*Changes Original*  
 Debatable  
 Simple Majority

**Other Motions**

Table  
*Postpone Vote*  
 No Discussion  
 Simple Majority

Close Debate  
*End Debate & Vote*  
 No Discussion  
 2/3 Majority

Reconsider  
*Change Prior Decision*  
 Voted in Majority  
 Within One Meeting  
 Debatable  
 2/3 Majority

Recess  
*Take a Short Break*  
 No Discussion  
 Simple Majority

Consensus Process  
*If 1-Vote Majority*  
 Debatable  
 3 Votes to Pass

Adjourn  
*End the Meeting*  
 No Discussion  
 Simple Majority

Actions and discussion are governed by motions. Only 3 motions on the table at once (a 4<sup>th</sup> would be out of order). Most recent motion is considered first.

**☐ Convene meeting + Reminder: Turn off Cell Phone**

**I. Roll Call/Quorum \_\_\_\_\_ Board Members (quorum = 4)**

**II. Pledge of Allegiance**

**III. Additions/Deletions/Approval of Agenda**

**IV. Approval of November 3, 2016 Minutes (Attachment A)**

**V. Announcements**

**VI. Public Comment Period**

Public Comment Period is a period reserved for comments by the public. A total of 30 minutes is allocated with each individual being allowed no more than 3 minutes each. The Public Comment Period will be closed once the allocated time has been reached.

**VII. New Business**

- a. Elections (10 mins) – D. Tyson
- b. Greenville Transportation Activity Center Update (15 mins) – L. Jackson

**VIII. Old Business**

- a. Council Presentation - Finalize (Attachment B) (15 mins) – D. Tyson
- b. Goals & Objectives - Finalize (Attachment C) (20 mins) – D. Tyson
- c. Draft Calendar – (Attachment D) (15 mins) – D. Tyson
- d. Commission Assignments (Attachment E) (10 mins) – D. Tyson

**IX. Other – FYI**

- a. Recycling Report (No updated information received from Pitt County)

**X. Proposed Agenda Items – February 2, 2017**

- a. Council Presentation Update
- b. Watershed Master Plan Update
- c. Town Creek Culvert Update
- d. Stormwater Annual Report

**XI. Adjourn**

**Items for Future Consideration**

_____	_____
_____	_____
_____	_____

Board Members

**Chair**

1. Durk Tyson

**Commission Members**

2. David Ames
3. Drake Brinkley
4. Nathaniel Hamilton
5. Emilie Kane (Vice-Chair)
6. Ann Maxwell
7. Vacant

**Ex-officio**

Kevin Mulligan  
(Public Works)

**Staff Liaison**

Daryl Norris  
(Public Works)

**City Council Liaison**

McLean Godley

**Environmental Advisory Commission Mission:**

*The Environmental Advisory Commission is hereby created for the primary purpose of recommending matters of environmental concern and serve as technical advisory to the City Council.*

**Environmental Advisory Commission Purpose:**

- Inventory and review, on a continuing basis, the condition of and threats to the environmental resources of the City; and as technical advisors, to report all needs for improvement and corrective actions to the City Council.
- To be advisory to the City Council. The commission will recommend to the City Council matters of city-wide environmental concern and shall serve as technical advisors to the City Council on environmental matters. In addition, it will review Environmental Impact Statements required by the City on major development projects.

# ***ATTACHMENT A***

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***(November 3, 2016 Minutes)***

*Action:* For your review and approval.

**DRAFT OF MINUTES PROPOSED FOR ADOPTION BY THE  
ENVIRONMENTAL ADVISORY COMMISSION  
November 3, 2016**

**CALL TO ORDER**

Members of the Environmental Advisory Commission met on the above date at 5:30 p.m. in the Public Works Conference Room. Mr. Durk Tyson, Chairperson, called the meeting to order and welcomed all those present. The following attended the meeting:

**1. ROLL CALL**

**MEMBERS:**

David Ames  
Drake Brinkley  
Durk Tyson

Emilie Kane  
Ann Maxwell

**OTHERS PRESENT:**

Daryl Norris, City of Greenville  
Amanda Braddy, City of Greenville  
Chad Carwein, ECU

**2. PLEDGE OF ALLEGIANCE**

**3. ADDITIONS/DELETIONS TO THE AGENDA**

Dr. Ames requested New Business Item F be tabled to a future meeting. A motion was made by Dr. Kane to approve the agenda as amended. Dr. Ames seconded and the motion passed unanimously.

**4. APPROVAL OF OCTOBER 6, 2016 MINUTES**

A motion was made by Dr. Ames to approve the minutes of October 6, 2016 as presented. The motion was seconded by Dr. Kane and passed unanimously.

**5. ANNOUNCEMENTS**

There were no announcements.

**6. PUBLIC COMMENT PERIOD**

Mr. Chad Carwein announced there will be a public event at the Jenkins Fine Art Center on Wednesday, November 16<sup>th</sup> at 7pm for viewing of a film entitled Cowspiracy. Mr. Carwein invited the EAC members to attend. Mr. Tyson thanked Mr. Carwein for providing members with his sustainability newsletter emails.

**7. NEW BUSINESS**

**A. Boards & Commissions Attendance Policy**

Mr. Tyson stated the attendance policy was included within the agenda package and requested members to review the policy and sign and return the acknowledgement form to the secretary.

**B. 2017 Goals & Objectives**

Mr. Tyson directed attention to the 2016 Goals & Objectives provided in the agenda package. Mr. Tyson asked members to review the current work plan and make suggestions for 2017 Goals & Objectives. Mrs. Maxwell commented the Clean Energy Symposium may also develop more goals and objectives for 2017. Mrs. Maxwell also asked about the Plastic Bag Resolution and when it was presented to Council. Mr. Norris stated the Plastic Bag Resolution was sent via Notes to Council as information; however further discussion will follow in Old Business Item 8A.

Mrs. Maxwell asked if any further discussion had taken place between the City of Greenville and East Carolina University for merging the bus systems. Dr. Kane stated the Horizons Plan

addressed coordinating the systems between ECU, City of Greenville, and Vidant Medical Center. Mr. Tyson suggested having the City's Transit Manager present an update on the Greenville Transportation and Activity Center (GTAC) and its potential in coordinating bus routes in Greenville.

Mrs. Maxwell also asked if the EAC would receive an update on the Watershed Master Plan. Mr. Norris responded the update was planned for the January 5, 2016 meeting. Dr. Kane asked if the plan had to be revised due to the flood. Mr. Norris responded the plan did not have to be revised; however, it did provide valuable information during the course of recovery. Mrs. Maxwell asked if it would be beneficial for EAC to review the Watershed Master Plan and provide educational opportunities to the public on the targets of the Plan as well as ways to incorporate ideas to increase awareness.

Mr. Tyson suggested rolling the 2016 Goals & Objectives to 2017. In addition, Mr. Tyson suggested the Clean Energy Symposium to be held in December could potentially develop more goals for the EAC. Mr. Norris proposed members review the current goals & objectives and develop measurable action items to be accomplished in 2017.

**C. Council Presentation Discussion**

Mr. Tyson asked members to review the presentation as presented and provide comments and feedback by the January 5, 2017 meeting.

**D. 2017-2018 EAC Grant Update**

Mr. Tyson stated that a packet had been provided to each member that included a revised Newsletter that removed the requirement for youth organization, Call for Proposal, and Application package as well as a list of organizations for contact purposes. Mr. Tyson requested members make contact with the organizations listed as well as any other contacts that members may have that were not given and promote the grant.

**E. Public Transportation & Parking Commission Update**

Mrs. Maxwell reported the Public Transportation & Parking Commission reviewed the downtown Parking Deck including parking enforcements. Mrs. Maxwell also reported the Commission discussed advertising on City busses and the GTAC is on schedule to be complete in November 2017.

**F. Community Appearance Commission Update**

This item was tabled for future discussion.

**G. Bicycle & Pedestrian Commission Update**

Dr. Kane provided a written report of the Bicycle & Pedestrian Commission update. The report will be available with the November 3, 2016 meeting minutes. The Commission mentioned several surveys and opportunities for public comments which include the Citizen Survey 2016; Active Transportation Plan; and Evans Street Widening project. A public meeting is being held for comments today from 4pm-7pm at the Shrine Club for the Evans Street Widening project. Other items of interest that were discussed were roundabouts; road widening projects; and a north-south corridor for bikes extending from Winterville to uptown Greenville.

**8. OLD BUSINESS**

**A. Plastic Bag Resolution Discussion**

Mr. Tyson stated the Plastic Bag Resolution has been presented to City Council members by Notes to Council. Council Member Smiley has requested the resolution to be added to the November 10, 2016 Council Agenda. Mr. Norris stated City staff would provide the history of the resolution upon Council request. Mr. Norris recommended EAC members attend the meeting to speak during

public comments. Dr. Ames expressed concern in the EAC's role in the presentation. Dr. Ames stated the EAC's role in advocating the resolution is hindered by City staff presentation. Mrs. Maxwell asked if the letters of support from the various City boards and commissions and other organizations were provided to Council as well as the resolution. Mr. Norris stated the letters of support were provided with the Notes to Council; however, he did not believe the letters of support were included with the agenda item. Mr. Norris will make the letters of support available during comments or presentations given by City staff.

**B. Clean Energy Symposium Update**

Dr. Ames stated the subcommittee will be meeting on Thursday November 10<sup>th</sup> at 8:30am at the Public Works Conference Room. The speakers will be determined at that time and the symposium lineup finalized. The Symposium will be held on December 1, 2016 during the EAC's scheduled meeting.

**9. OTHER- FYI**

**A. Recycling Report**

**10. PROPOSED AGENDA ITEMS**

The following items are proposed for the December 1, 2016 meeting:

**A. Clean Energy Symposium**

**11. ADJOURNMENT**

There being no further business to discuss, Dr. Ames made a motion to adjourn. The motion was seconded by Mr. Brinkley and passed unanimously.

# ***ATTACHMENT B***

***(Council Presentation)***

Action: For your review.

1.9.2017  
**City Council Meeting**





# Environmental Advisory Commission Update

*Find yourself in good company®*

## Current EAC Members

- Durk Tyson – Engineer – 2016 Chair
- Emilie Kane – Retired ECU Administration (2016 Vice-Chair)
- David Ames – Physician
- Drake Brinkley – Lawyer
- Nathaniel Hamilton – Physician
- Ann Maxwell –
- Jon Weaver - Contractor

# Support to EAC

- **McLean Godley – Council Member**
- **Kevin Mulligan, Public Works Director**
- **Daryl Norris, Civil Engineer II**
- **Lisa Kirby, Senior Engineer**
- **Amanda Braddy, Administrative Assistant**

# 2016 EAC Goals

- 1. Identify and deploy ways to promote environmental education and engage citizens (including students) in addressing environmental [sustainability] issues.**

Increase public awareness of the Watershed Master Plans.

Continue to administer and champion the EAC Grant Program.

Participated in 2016 Earth Week Events and Environmental Symposium.

Develop educational segments for GTV that highlight EAC's mission and current initiatives.

## **2016 EAC Goals cont'd.**

### **2. Continue to increase deliberate and intentional engagement with Council and other Boards and Commissions**

Assign commission members (liaisons) to follow other Boards & Commissions that may consider and/or advise on environmental issues. The liaison will provide quarterly updates to EAC on topics that have potential for partnering or collaboration.

Meet with individual Council Members to discuss the importance of the resolution on single use plastic shopping bags.

## 2016 EAC Goals cont'd.

### 3. **Identify and suggest ways to reduce volume of our waste.**

Finalized resolution on single use plastic shopping bags in concert with other Commissions and presented to City Council.

### 4. **Seek ways to conserve and protect our water resources.**

Provide guidance and recommendations to City Council on the utilization of the Watershed Master Plans. This includes water quality monitoring results completed as part of the master planning process.

## 2016 EAC Goals cont'd.

- 5. Identify and suggest ways to reduce greenhouse gases and air pollution generated by municipal operations.**

Revisit the Cool Cities initiative and assess the need for a subcommittee that can focus on municipal operations and make recommendations for improvements (Greenville Climate Protection Partnership).

Prepare resolution focusing on recommendations made by subcommittee if applicable.

## 2016 EAC Goals cont'd.

**6. Identify and suggest ways to increase energy conservation and renewable energy production.**

Facilitate Commission and/or Council presentation on renewable energy options for City activities.

Develop resolution focusing on adoption of renewable energy initiatives.



# 2016 EAC Priorities

Insert Priorities here

# ***ATTACHMENT C***

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***(2016 Goals & Objectives)***

Action: For your information.

## 2016 EAC Goals

### 1. Identify and deploy ways to promote environmental education and engage citizens (including students) in addressing environmental [sustainability] issues.

- Actions:
- a) Increase public awareness of the Watershed Master Plans.
  - b) Continue to administer and champion the EAC Grant Program.
  - c) Participate in 2016 Earth Week Events and Environmental Symposium.
  - d) Develop educational segments for GTV that highlight EAC's mission and current initiatives.

### 2. Continue to increase deliberate and intentional engagement with Council and other Boards and Commissions.

- Actions:
- a) Assign commission members (liaisons) to follow other Boards and Commissions that may consider and/or advise on environmental issues. The liaisons will provide quarterly updates to EAC on topics that have potential for partnering or collaboration.

STATUS: The following Boards & Commissions have been identified as having the potential to making decisions impacting the environment.

Redevelopment Commission – Durk Tyson  
Greenville Utilities Commission – Durk Tyson  
Greenville Bike & Pedestrian Commission – Emilie Kane  
Recreation and Parks Commission – No one assigned  
Community Appearance Commission – David Ames  
Neighborhood Advisory Board – Ann Maxwell  
Public Transportation & Parking Commission – Ann Maxwell  
Planning & Zoning Commission – Jon Weaver

- b) Meet with individual Council Members to discuss the importance of the resolution on single use plastic shopping bags.

STATUS: Several Commission Members have met with individual Council Members regarding the Plastic Bag Resolution in an effort to educate the Council on the importance of plastic bag use and disposal.

Not related to the Plastic Bag Resolution, Commission Members met with the EAC Council Liaison and discussed other initiatives he felt the EAC could have an impact on.

### 3. Identify and suggest ways to reduce volume of our waste.

- Actions:
- a) Finalize resolution on single use plastic shopping bags in concert with other commissions and present to City Council.

STATUS: The resolution was finalized and forwarded to City Council for consideration. In addition EAC obtained letters of support from Keep Greenville Beautiful, Neighborhood Advisory Board, and Public Transportation and Parking Commission.

**4. Seek ways to conserve and protect our water resources.**

Actions: a) Provide guidance and recommendations to City Council on the utilization of the Watershed Master Plans. This includes water quality monitoring results completed as part of the master planning process.

**STATUS:** The Watershed Master Plans will not be finalized until August 2016. It is envisioned after staff presents the plans to City Council EAC will review the water quality recommendations and provide guidance to City Council.

**5. Identify and suggest ways to reduce greenhouse gases and air pollution generated by municipal operations.**

Actions: a) Revisit the Cool Cities Initiative and assess the need for a subcommittee that can focus on municipal operations and make recommendations for improvements (Greenville Climate Protection Partnership).  
b) Prepare resolution focusing on recommendations made by subcommittee if applicable.

**6. Identify and suggest ways to increase energy conservation and renewable energy production.**

Actions: a) Facilitate Commission and/or Council presentation on renewable energy options for City activities.

**STATUS:** In partnership with Sierra Club, EAC will be hosting a Clean Energy Forum in December 2016 to highlight best management practices that may be utilized within the City of Greenville.

b) Develop resolution focusing on adoption of renewable energy initiatives.

# ***ATTACHMENT D***

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***(Draft Calendar)***

Action: For your review.

PROPOSED EAC SCHEDULE

February-17						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February 2, 2017

1	<b><u>STORMWATER ANNUAL REPORT:</u></b> Summary
2	<b><u>WATERSHED MASTER PLAN:</u></b> Update
3	<b><u>STORMWATER ANNUAL REPORT:</u></b> Summary
4	<b><u>2017-2018 EAC GRANT:</u></b> Reminder to promote
5	
6	

PROPOSED EAC SCHEDULE

March-17						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 2, 2017

1	<b><u>KEEP GREENVILLE BEAUTIFUL:</u></b> Update
2	<b><u>2017-2018 EAC GRANT:</u></b> Reminder to promote
3	<b><u>GOALS/WORK PLAN:</u></b> Establish work plan and action items
4	
5	
6	

PROPOSED EAC SCHEDULE

April-17						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 6, 2017

1	<b><u>QUARTERLY UST REPORT:</u></b> Update
2	<b><u>2017-2018 EAC GRANT:</u></b> Review & discuss
3	
4	
5	
6	

PROPOSED EAC SCHEDULE

May-17						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 4, 2017

1	<b><u>2017-201 EAC GRANT:</u></b> Approve award recipient
2	<b><u>SYMPOSIUM DISCUSSION:</u></b> Develop symposium strategies
3	
4	
5	
6	

PROPOSED EAC SCHEDULE

June 1, 2017

June-17						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1	<b><u>EAC GRANT RECOGNITION CEREMONY:</u></b> Presentation.
2	
3	
4	
5	
6	

PROPOSED EAC SCHEDULE

July 6, 2017

July-17						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1	<b><u>NO MEETING</u></b>
2	
3	
4	
5	
6	

PROPOSED EAC SCHEDULE

August 3, 2017

August-17						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1	<b><u>QUARTERLY UST REPORT:</u></b> Update
2	
3	
4	
5	
6	

PROPOSED EAC SCHEDULE

September 7, 2017

September-17						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1	
2	
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4	
5	
6	

PROPOSED EAC SCHEDULE

October-17						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 5, 2017

1	<b><u>KEEP GREENVILLE BEAUTIFUL:</u></b> Update
2	<b><u>QUARTERLY UST REPORT:</u></b> Update
3	<b><u>2018-2019 EAC GRANT:</u></b> Discussion
4	
5	
6	

PROPOSED EAC SCHEDULE

November-17						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 2, 2017

1	<b><u>2017 GOALS &amp; OBJECTIVES:</u></b> Discussion
2	<b><u>COUNCIL PRESENTATION:</u></b> Discussion
3	
4	
5	
6	

PROPOSED EAC SCHEDULE

December-17						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 7, 2017

1	<b><u>COUNCIL PRESENTATION:</u></b> Review Draft
2	<b><u>STORMWATER:</u></b> Annual report to State (Goal #7)
3	<b><u>2018 GOALS &amp; OBJECTIVES:</u></b> Review Draft
4	
5	
6	

PROPOSED EAC SCHEDULE

January-18						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 4, 2018

1	<b><u>ELECTIONS</u></b>
2	<b><u>COUNCIL PRESENTATION:</u></b> Finalize
3	<b><u>2018 GOALS &amp; OBJECTIVES:</u></b> Finalize
4	<b><u>DRAFT CALENDAR:</u></b> Review
5	<b><u>QUARTERLY UST REPORT:</u></b> Update
6	



# ***ATTACHMENT E***

***(Commission Assignments)***

Action: For your information.

## **Original list of Commissions**

***Redevelopment Commission*** – (Duties): To promote redevelopment of the blighted areas within the territorial limits of the City of Greenville in the interest of the public health, safety, morals or welfare of the residents of the City of Greenville.

**EAC Commission Member: Durk Tyson**

***Greenville Utilities Commission*** – (Duties): To supervise and control the management, operation, maintenance, improvement, and extension of public utilities.

**EAC Commission Member: Durk Tyson**

***Greenville Bike & Pedestrian Commission*** – (Duties): To advance Greenville as a bicycle and pedestrian friendly community and to encourage bicycling and walking among its citizens and visitors. To provide advice and recommendations to the Greenville City Council on questions related to bicycle and pedestrian issues.

**EAC Commission Member: Emilie Kane**

***Recreation and Parks Commission*** – (Duties): To promote recreation and develop parks for the citizens of the City.

**EAC Commission Member:**

***Community Appearance Commission*** – (Duties): To promote, encourage, inform, suggest, and solicit improved community appearance on public and private property.

**EAC Commission Member: David Ames**

***Neighborhood Advisory Board*** – (Duties): Act as a bridge between neighborhood associations and local government to discuss common concerns and advocate for collective solutions.

**EAC Commission Member: Ann Maxwell**

***Public Transportation & Parking Commission*** – (Duties): To investigate, review, and study the transit needs of the citizens of Greenville, on-street public parking policies throughout the city and the parking needs of the Uptown Area.

**EAC Commission Member: Ann Maxwell**

***Planning & Zoning Commission*** – (Duties): To act in an advisory capacity to conduct planning studies within the City and its extraterritorial areas and to prepare and adopt plans for achieving objectives for future development; to administer and enforce planning and zoning regulations.

**EAC Commission Member:**