Tuesday - August 3, 1999 - 3:00 p.m.

Worksession

Present: Mayor Leni Sitnick, Presiding; Vice-Mayor Edward C. Hay Jr. (arrived at 3:25 p.m.); Councilman M. Charles Cloninger; Councilman Earl Cobb; Councilwoman Barbara Field; Councilman Thomas G. Sellers; and Councilman O.T. Tomes; City Attorney Robert W. Oast Jr.; City Manager James L. Westbrook Jr.; and City Clerk Magdalen Burleson

Absent: None

CONSENT:

Engineering Services Contract for Critical Needs Grant Project for Water Distribution

Summary: The consideration of (1) approving a contract with McGill Associates to implement engineering services for a recently awarded \$3 million State Grant for water distribution improvements and (2) authorizing the Director of Water Resources to establish a Memorandum of Understanding with the City of Asheville Engineering Director for engineering services.

On Thursday, July 15, 1999, five proposals were received from consulting engineering firms for engineering services for Contracts 1-3 of 4 contracts defined under the \$3 million State grant. On Monday, July 19, 1999, a selection committee approved by the Water Authority's_Policies & Priorities Committee and consisting of Mr. Gary Semlak, Mr. Mike Brookshire, and Mr. Tom Frederick met after reviewing the proposals. The selection committee ranked the proposals based on the following criteria set out in the RFP: firm's demonstrated qualifications, ability to meet the design schedule, project approach, financial standing of firm, and the firm's minority business plan. Based on these criteria, the committee selected McGill Associates as the most qualified for this work and determined that McGill Associates satisfactorily demonstrated the ability to perform all three projects.

Following the evaluation based on RFP criteria, the committee also reviewed McGill Associates' separately submitted fee schedule and determined the proposed fee to be within the project budget for these services. Through further negotiations with McGill, the final recommended contract amount was reduced to \$204,600.

Other firms submitting proposals include W. K. Dickson, William G. Lapsley & Associates, Mattern & Craig, and Vaughn & Melton.

The Director of Water Resources has also received and recommends a written proposal from the City of Asheville Engineering Department to provide engineering services for Contract 4 of this grant not to exceed \$76,560, which is also well within the project budget.

On July 20, 1999, the Regional Water Authority unanimously approved both staff recommendations. The grant requires engineering design and permitting to be completed by November 1, 1999; therefore, City Council's earliest consideration of this recommendation would be appreciated.

Staff recommends the City Council approve the execution of an engineering contract to McGill Associates for \$204,600 and authorize the Director of Water Resources to establish a Memorandum of Understanding with the City of Asheville Engineering Director for engineering services not to exceed \$76,560.

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Budget Amendment to Fund the Critical Needs Grant Project

Summary: The consideration of a budget amendment, in the amount of \$3,000,000, amending Capital Project Ordinance 82-25 (35 Fund - Water Major Capital Improvements Fund) to fund the \$3 million State Grant Projects.

By Resolution 82-25 dated October 5, 1982, the Regional Water Authority authorized and budgeted for various capital projects to be funded by Investment Earnings, Contributions From Other Funds, and Appropriated Fund Balance.

Capital Project Ordinance 82-25 needs to be amended to include appropriations for the following projects which will be funded with a \$3,000,000 Grant and a local match of \$289,960:

- \$646,820 for Critical Needs Contract #1 North Asheville to include Madison Avenue, Country Club Road/Grovemont Road/Lynnwood, Woodward Avenue, Richie Street, Orchard Street, Robindale Road, Lee Street/Prospect Street
- \$897,700 for Critical Needs Contract #2 Town Mountain/Beaverdam Areas to include Lynn Cove Road, Lawterdale Road, Cogswood Road, Cherokee Road, Sunset Drive
- \$684,760 for Critical Needs Contract #3 East and South Buncombe to include Chunns Cove Road, Buckeye Cove Road, Beacon Village, Wilson Avenue/Grovemont, Upper Moffit Branch, Deaver Street, Crescent Hill Road
- \$1,060,680 for Critical Needs Contract #4 Northwest Buncombe to include Smith Graveyard Road/Eliada Home, Adams Hill Road/Wolf Park Circle

Staff recommends approval of a budget ordinance amending Capital Project Ordinance 82-25 (35 Fund) to provide funding in the amount of \$3,289,960 for Critical Needs Contracts 1, 2, 3, and 4 to be funded with a \$3,000,000 Grant and matching funds of \$289,960.

Agreement with N.C. Dept. of Transportation for Bicycle Racks

Summary: The consideration of (1) a resolution authorizing the Mayor to enter into an agreement with the N. C. Dept. of Transportation (NC DOT) to provide for the installation of bicycle parking racks in various locations in the City of Asheville and (2) a budget amendment, in the amount of \$60,000, for said project.

The 1997-2003 Bicycle Transportation Improvement Program provides for the installation of bicycle racks at various locations throughout the City of Asheville. Public Works staff, in conjunction with the Bicycle Task Force, has developed plans for the installation of approximately 114 bicycle racks in key downtown, park, and other public locations in accordance with the NC DOT standards and specifications. City staff has verified appropriateness based upon pedestrian access issues, streetscape impact, etc. The breakdown of locations is as follows:

<u>Parks and Recreation</u>: 42 - to be installed at park locations throughout the city parks. Some may be stockpiled for future projects.

<u>Central Business District</u>: 31 - Some locations still need to be verified with adjoining property owners. However, definitive sites are on Biltmore Avenue, Battery Park, Page Avenue, Haywood Street, Wall Street, Broadway, Patton Avenue, City Hall, South Market Street, Public Works Building, etc. City staff will present a map at the City Council meeting showing the criteria for selecting a site.

Park and Ride Lots: 3 - Staff is coordinating with Transit Services Director on locations. -3-

Parking Garages: 2 - Staff is coordinating with Parking Services on locations.

Asheville High School: 2

Other Areas: 34 - These will be determined as the project unfolds, and/or stockpiled for future installation. Staff has a list of interested parties that want to be considered for placement (Buncombe County locations, etc.)

The NC DOT has left a lot of flexibility in where the bicycle racks will be ultimately installed. Their main criteria is that they must be on public property or right-of-way. We have to go through formal bid procedures for the racks. Once the Municipal Agreement is signed, we have to get approval from the NC DOT to bid. The racks will probably not be in until the Winter of 1999 and hopefully the installation will be contracted out under the grant. If not, it will be a rainy day winter project and we will be reimbursed for labor and equipment costs. This will depend on the bid results.

The Public Works Department (Bike/Pedestrian Coordinator) will oversee administering the agreement which includes rack installation and distribution to Parks and Recreation, Transit Services, Parking Services, and City Schools. As limited bicycle parking facilities exist, the City of Asheville will greatly benefit from this project.

A budget amendment, in the amount of \$60,000, is necessary for the project. Upon completion of the project, the NC DOT will reimburse 100% of all costs for equipment and rack installation for an amount not to exceed \$60,000.

The Public Works Department staff recommends adoption of (1) a resolution authorizing the Mayor to enter into an agreement with the N. C. Dept. of Transportation (TIP Project C-3415) to provide for the installation of bicycle parking racks in various locations in the City of Asheville; and (2) a budget amendment, in the amount of \$60,000, for said project.

Grant Proposal to N.C. Dept. of Transportation for Transportation Enhancement Program

Summary: The consideration of a resolution authorizing the City Manager to apply to the N. C. Dept. of Transportation (NC DOT), through the Transportation Enhancement Program, for a grant for (1) sidewalk improvements surrounding the Grove Arcade, (2) Pritchard Park, and (3) the Urban Trail.

Funds are available through the NC DOT in the Transportation Enhancement Program for the Transportation Equity Act for the 21st Century (TEA21). The Transportation Enhancement Program is designed to provide links to traditional and alternative transportation by improving safety, protecting the environment and public health, and creating the opportunity for communities to improve their quality of life.

The Transportation Enhancement Program is a cost reimbursement grant requiring at least a 20% cash match from the local sponsor. Projects must fit within one or more of the eleven enhancement categories, provide a transportation link, all right-of-way must be in public ownership, demonstrate high visibility, and be ready to implement and complete within one year after the award date.

The NC DOT has approximately \$12 million to distribute statewide each year for the next three years. The NC DOT is currently in the first call for proposals, and plans to call for proposals in March 2000 and March 2001. The City of Asheville will have the opportunity to apply each year.

A team of staff from the Engineering, Parks and Recreation, and the Public Works Departments met to review the proposed projects using the criteria directed by the NC DOT. One of the primary -4-

criteria, as previously outlined, was the requirement to have allocated matching funds budgeted for each

project. As a result, the City of Asheville wishes to apply for funds during the first call of proposals for (1) sidewalk improvements surrounding the Grove Arcade, (2) construction of Pritchard Park, and (3) pedestrian streetscape improvements to complete the Urban Trail.

<u>Grove Arcade Pedestrian/Sidewalk Improvements</u> - The project will enhance and facilitate pedestrian and vehicular traffic to and from the Grove Arcade with wider and improved pedestrian access, landscaping, and resurface streets due to sidewalk improvements.

Total project cost: \$310,000

Grant request: \$175,000

Local match: \$135,000 (43%);

<u>Pritchard Park</u> - The project will construct Pritchard Park including pedestrian facilities and access, streetscape improvements, bicycle route connections, and safety features for pedestrians and bicyclists. Traffic analysis is currently in progress and will be available prior to grant award date.

Total project cost: \$1,275,000

Grant request: \$800,000

Local match: \$475,000 (37%);

<u>Urban Trail</u> - The project consists of pedestrian streetscape improvements along the 1.7 mile trail, including decorative pedestrian crossing, installation of ADA ramps, removal of ADA obstacles, installation of the transportation station and a trail information station, installation of tree grates, improved pedestrian lighting, landscaping, and necessary sidewalk improvements.

Total project cost: \$584,834

Grant request: \$429,134

Local match: \$155,700 (26.6%).

The City has several other projects that are potentially eligible for the Transportation Enhancement Program, such as pedestrian improvements in Biltmore Village, College Street Corridor, and construction of the Broadway Greenway. Due to the current position of the projects, staff recommends they not be considered at this time. Necessary details are being pursued on these projects for the next application cycle.

The Engineering, Parks and Recreation, and the Public Works Departments request the City Council review and concur with the recommendation for projects to be included in City of Asheville proposal for the TEA21 Transportation Enhancement Program. The Departments also recommend the City Manager be authorized to apply for and enter into an agreement in the event the City of Asheville receives the grant award.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to place these items on the next formal City Council agenda.

HONDA HOOT 2000 PARKING PROPOSAL

Finance Director Bill Schaefer said that this is the consideration of a proposal by Honda Rider's Club of America regarding parking fees for Honda Hoot 2000 and adoption of an enabling resolution.

The Honda Rider's Club of America has sponsored the Honda Hoot Rally in Asheville, North Carolina, for the

past six years, and desires to bring the rally to Asheville again in 2000.

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For parking arrangements, Honda Rider's Club has proposed a permit system like that used during this year's Rally. Subsequent dialog between Honda Rider's Club and City staff has resulted in the following verbal proposal from Honda:

- Honda will produce and provide a sticker, suitable for affixing to each motorcycle's headlamp, to indicate payment of the parking fee.
- Motorcycles bearing headlamp stickers will be allowed to park in a designated area of the Civic Center parking garage, in designated areas of closed streets and at metered spaces throughout the downtown area for the duration of the rally.
- Honda would remit to the City \$3.00 for each pre-registered motorcycle and would provide additional stickers for sale by Parking Services staff on-site at \$5.00 each.
- The City will grant "festival status" for Honda Hoot 2000.
- The City will provide overflow motorcycle parking from the Civic Center parking garage along one lane of Rankin Ave. from Walnut to Hiawassee and provide the same street closures as for this year. Honda is aware that Page Ave. closure may not be feasible due to Grove Arcade activity or street/sidewalk construction.

Assuming the same number of pre-registrations and on-site sales as this year, the proposal for 2000 would generate approximately \$11,455 from sticker sales. This year's revenue from sticker sales was \$4,194.

In order to proceed with planning for the 2000 Rally, Honda had requested a response to their proposal by August 1, 1999. Prior to receipt of their proposal, Honda had been informed that formulation of a plan to accommodate their parking needs would probably extend beyond August 1. On July 20, 1999, following confirmation that the Grove Arcade did not anticipate opening prior to July 1, 2000, they were informed that their proposal would be scheduled to be presented to Council at the August 3 worksession.

If City Council finds the Honda proposal acceptable, staff requests the adoption of the enabling resolution which sets the limited event fee for Honda Hoot 2000.

Upon inquiry of Councilwoman Field, Mr. Schaefer said that less than 12 monthly parkers in the Civic Center Parking Garage were displaced into the Rankin Avenue Parking Garage.

When Councilwoman Field asked how many parking meters were closed down for the Grove Arcade construction, Mr. Schaefer said that about 50 meters are down, out of approximately 730 total in the downtown area.

Mayor Sitnick asked if there was any way to predict if the fence around the Grove Arcade would be gone before the Honda Hoot in 2000. Mr. Schaefer said that he could not predict if the fence would be gone, but even if the fence is removed, there may be other things that hamper traffic, such as, committed sidewalk and lane changes, and repaving. He said they will watch that area through the process and accommodate it the best they can.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to place this item on the next formal City Council agenda.

POTENTIAL EXTRATERRITORIAL JURISDICTION EXTENSION INTO THE REYNOLDS MOUNTAIN AREA

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Due to a conflict of interest, Councilman Cobb excused Councilman Cloninger from participating in this matter. This motion was seconded by Councilman Sellers and carried unanimously.

Mr. Mike Matteson, Urban Planner, said that the Planning and Zoning Commission has directed the Planning and Development Department staff to pursue the extension of the City's ETJ in the Reynolds Mountain area - north of the City's corporate limits.

This request by the Commission resulted from the Commission's review of the proposed Reynolds Mountain Subdivision, a 174 lot single family subdivision to be located on Reynolds Mountain. Although the proposed subdivision is to be located almost entirely outside of the City's zoning jurisdiction, it is anticipated to have a significant impact on the City's infrastructure and the Lakeview Park neighborhood, through which one of the two access points to the subdivision is proposed.

The proposed ETJ extension would include a portion of the Reynolds Mountain Subdivision (Phase I) as well as additional properties to the north and east which are similar to Reynolds Mountain Subdivision in their potential for development and in the potential impact which future development may have on the City.

The Town of Woodfin is also exploring ETJ extension to include a portion of the subdivision. The Planning and Development Department staff has met with staff from the Town of Woodfin to develop a line of demarcation separating the proposed Town of Woodfin's ETJ from the potential City of Asheville's ETJ. This line of demarcation has been viewed favorably by the Town of Woodfin's Board of Aldermen. The proposed Subdivision will be developed in two phases. Phase I of the Subdivision would fall within the City and Phase II would fall within the Town of Woodfin.

By extending ETJ in this area, the City would gain the ability to anticipate, plan and manage future growth in this area.

Planning and Development Department staff is seeking direction from the City Council regarding the potential extension of the City's ETJ in the Reynolds Mountain area.

City Attorney Oast pointed out that there are certain limitations on what the City can extend to geographically. He said that this boundary line is not etched in stone and is subject to verification on the ground.

City Manager Westbrook explained to Councilman Cobb how the City's extraterritorial jurisdiction area is applied and why we have it in some areas and not in others.

When Councilman Cobb asked about the process, City Attorney Oast said that the initial step is to identify the area Council would like staff to investigate for a potential ETJ extension and then the Planning & Zoning Commission would make their recommendation, along with a zoning recommendation, to City Council.

Mr. Charlie Cunningham felt that City Council should not consider including this area into their ETJ unless they know what zoning will be placed on the property.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to place this item on the next formal City Council agenda.

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INTERNET BRIEFING

Mr. Larry Bopp, Information Services Director, said that the City began using its Internet web site during 1996. While there have been many updates and additions to its content since then, some of the more advanced Internet capabilities have not yet been implemented at the City. The City has reviewed the content of its current Internet web site and that of several cities and counties across the state. He then identified the current content and capabilities as well as additional capabilities which will be implemented in the future.

TRANSFER OF CABLE TELEVISION FRANCHISE FROM BRENMOR CABLE PARTNERS, L.P., TO ROBIN MEDIA GROUP INC. (d/b/a CHARTER)

Ms. Patsy Meldrum, Assistant City Attorney, said that Brenmor Cable Partners, L.P. (d/b/a InterMedia) and Robin Media Group Inc. (d/b/a Charter) are seeking approval of the assignment and transfer of the cable system from InterMedia to Charter.

InterMedia owns, operates, and maintains a cable television system ("System") in the City of Asheville (the "City"), pursuant to City of Asheville Ordinance No. 2496 and Ordinance No. 2500, dated June 23, 1998, and July 28, 1998, respectively (the "Franchise") and is the current authorized holder of the Franchise.

InterMedia is proposing to assign and transfer the assets, including the Franchise, of the System to Robin Media Group, Inc. ("RMG"), which will then be owned and controlled by Charter Communications, LLC, ("Charter"), subject to, among other conditions, any required approval of the City with respect thereto.

InterMedia and Charter have requested consent from the City to assign and transfer the System, including the Franchise, to RMG in accordance with the requirements of the Franchise by filing FCC Form 394, and accompanying documents, (the "Application") with the City. The terms of the Franchise require that prior to an assignment or transfer of the Franchise, the City must grant its prior written consent thereto. Federal law and the Franchise require a determination by the City that RMG has the requisite legal, technical and financial capability as described in the Application before the transfer is approved.

Based upon a review of the Application and Franchise, City staff is recommending approval of the assignment and transfer of the System, including the Franchise, from Brenmor Cable Partners, L.P. to Robin Media Group Inc., subject to compliance with certain conditions:

- (a) RMG assumes all rights, obligations and liabilities of Franchisee under the Franchise including, without limitation, all obligations, if any, of Franchisee as are currently required to have been performed but have not been performed.
- (b) The transfer approval shall not in any way waive, diminish or otherwise affect adversely any right that the City has, may have, or may at any time or in any manner subsequently acquire, with respect to any matter, including, without limitation, the right of the City to require compliance with the terms of the Franchise.
- (c) RMG shall furnish a performance bond to the City in the minimum amount of \$350,000, as required by the Franchise, no later than the Closing Date and shall maintain the performance bond as required by the Franchise.
- (d) RMG shall furnish the City with the certificates of insurance required under the Franchise, no later than the Closing Date, and shall maintain the insurance required under the Franchise. -8-
- (e) RMG shall furnish certificates from the North Carolina Secretary of State for RMG and Charter Communications, Inc., showing that they are authorized to transact business in North Carolina and that they are in good standing in North Carolina, no later than the Closing Date.

- (f) RMG shall furnish the City of Asheville with satisfactory financial statements for Charter Communications, Inc., the parent corporation.
- (g) RMG shall furnish to the City, no later than the Closing Date, a financial guaranty from Charter Communications, Inc. in a form and substance satisfactory to the City of Asheville, securing the performance of RMG under the Franchise.
- (h) Assumption by Robin Media Group, Inc. in a separate document of the obligations of Brenmor Cable Partners L.P. in that document known as the "Side Letter" dated June 23, 1998, from Bruce J. Stewart, General Counsel, InterMedia, to City Manager James L. Westbrook, Jr.
- (i) Payment of past due franchise fees to the City of Asheville by Charter Communications, Inc. in the amount of \$25,421 for areas served by Charter Communications, Inc. within the corporate limits of the City of Asheville and for which no franchise had been previously secured from the City of Asheville and for which no franchise fees have been previously paid to the City of Asheville.
- (j) Agreement by Robin Media Group, Inc. that it will use its best efforts to secure a provision in its cable system franchise with Buncombe County that, when areas are annexed into the City of Asheville, franchise fees will no longer be paid to Buncombe County but will be paid to the City of Asheville for those areas.
- (k) Agreement by Robin Media Group, Inc. that the quarterly reports furnished to the City of Asheville by Robin Media Group, Inc. for franchise fee payments be in a form and substance satisfactory to the City of Asheville and which show the calculations upon which "Gross Annual Revenues," as defined in the Franchise, are made.
- (I) Some type of modification to the "state-of-the-art" provisions in the Franchise satisfactory to the City of Asheville to incorporate other cable systems owned by Charter Communications, Inc. for comparison purposes, to ensure that comparisons can be made practically with systems owned by others in North Carolina and to place responsibility on Robin Media Group, Inc. to furnish data from other comparable systems owned by Charter Communications, Inc.
- (m) Brenmor and RMG have agreed to the conditions specified in this transfer resolution and shall confirm their consent by signatures set forth below and shall execute and deliver to the City any and all other documents embodying their agreement to and implementing the above conditions, in form and substance satisfactory to the City Attorney, no later than the Closing Date.

City staff recommends approval of the assignment and transfer of the cable system, subject to the conditions set out in the resolution.

Ms. Meldrum responded to various questions and comments from Council relative to the transfer, some being, but are not limited to, what do we know about Charter with regard to the "state-of-the-art" provisions; can we try to re-negotiate some of the franchise provisions, such as -9-

PEG channels and senior citizen discounts; pleased that there is a better accounting procedure in place now for franchise payments; what kind of changes to the service can City residents expect; and will the management change.

Ms. Diane Gilkeson, General Manager for the local Charter office, said that there is no immediate plan in the future to disrupt channels for City residents and when changes are made, customer notifications will be sent out.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to place this item on the next formal City Council agenda.

NEXT COMMUNITY MEETING LOCATION

It was the consensus of City Council to cancel the City Council community meeting scheduled for the central area on Tuesday, August 31, 1999, in the Public Works Building. This meeting will be held in conjunction with the Mayor's Roundtable on the Downtown which is scheduled on Thursday, October 7, 1999, at 7:00 p.m. The location of the Roundtable/ Community Meeting has yet to be determined.

BRACKETTOWN ROAD - ASHEVILLE MALL EXPANSION

City Manager Westbrook said that at the City Council meeting held on July 27, 1999, City Council asked staff to analyze several options pertaining to Brackettown Road including closing the road, or making it one-way in or out of White Pine Drive. At that meeting, staff agreed to analyze the data and report back to City Council in approximately 30 days.

The developers for the project have requested that the recommendation regarding Brackettown Road be made sooner, because this condition may have significant impact on the project. The developer's traffic consultant has provided the analysis to City staff and they will review the analysis and be prepared to make a recommendation to City Council at their formal meeting on August 10, 1999.

It was the consensus of City Council to have staff report back to them at their August 10, 1999, their recommendation regarding Brackettown Road in order to give City staff further guidance on that condition.

City Attorney Oast said that this will be an update of Council only by City staff and that no final vote will be taken on the Order until the formal meeting on August 24, 1999.

City Manager Westbrook said that notice of this report will be sent to property owners in the area and a copy of the report will be made available to them as well.

REPORTS ON BOARDS/COMMISSIONS

Vice-Mayor Hay reported that the following vacancies are being advertised: Planning & Zoning Commission, Tourism Development Authority, Tree/Greenway Commission and Regional Water Authority. Councilwoman Field noted that City Council will be hearing a report from City staff in September about splitting the Tree/Greenway Commission into two separate commissions. It was the consensus of City Council to hold their appointment to the Tree/Greenway Commission until appropriate ordinance revisions are made.

It was the consensus of City Council to allow Councilwoman Field look into the possibility of some type of ethics document for City Council. Councilwoman Field said that in the VISION report, it looks as though City Council is unwilling to address the issue, however, City Council -10-

feels that they are already doing it. Therefore, she said that she would be happy to research this issue and come back to City Council for a recommendation.

Councilwoman Field briefed City Council on a recent American Institute of Architects Conference she attend which included a roundtable on livable communities. She shared the information with City Council and felt that that it would be very beneficial to Council to hear the presentation made. She suggested at least one of the speakers be invited to attend a Mayor's Roundtable on sustainability. She also suggested that it was important for our Planning & Zoning Department to define neighborhood boundaries so that we can clearly understand how our neighborhoods work together.

At the request of Councilman Cloninger, it was the consensus of City Council to reschedule the public hearing to amend the Unified Development Ordinance to revise the standards of the wireless

ADJOURNMENT:

telecommunication facilities from August 24, 1999, to September 14, 1999.

Mayor Sitnick said that she has instructed the City Manager to develop a policy that focuses on any organization, including non-profits, that receives money from the City be required to have open meetings and open records. After that policy is developed, she will present it to City Council for consideration.

Mayor Sitnick said that she will be bringing up to City Council the possibility of hiring a public information officer in the next fiscal year. In addition, she will discuss with City Council the potential of hiring a full-time grants officer.

Mayor Sitnick adjourned the meeting at 4:37 p.m.	
CITY CLERK MAYOR	