

August 7, 2014
Regular Meeting of the City Council
Council Chambers – City Hall
5:45 p.m.

Present: Mayor Barbara G. Volk, Mayor Pro Tem Ron Stephens and Council Members: Steve Caraker, Jerry Smith and Jeff Miller

Staff Present: City Manager John F. Connet, City Attorney Sam Fritschner, City Clerk Tammie Drake, Planning Director Sue Anderson, Police Chief Herbert Blake, Fire Chief Dorian Flowers, Budget Analyst Brian Pahle, Utilities Director Lee Smith, Finance Director Lisa White, Deputy Fire Chief Joe Vindigni, Public Works Director Tom Wooten

1. Call to Order: Mayor Volk called the meeting to order at 5:45 p.m. and welcomed those in attendance. A quorum was established with all five members in attendance.

2. Invocation and Pledge of Allegiance: A moment of silence for prayer was followed by the Pledge of Allegiance to the Flag.

3. Public Comment Time: *Up to 15 minutes is reserved for comments from the public for items not listed on the agenda.* Mayor Volk asked those speaking to limit their comments to five to seven minutes.

Carl Hill, 25 Kyndra Knoll, Horse Shoe, NC, cited the Supreme Court decision regarding the prohibition of prayers before government-sanctioned events. He asked the Council to consider returning to the tradition of audible invocations. He stated he is representing 40 people who live in the City. He offered his services of lining up people from community to provide the invocation.

Barbara Hughes, Narnia Studios, 315 N. Main Street, stated she came before the City Council 15 years ago with a request to change the NCDOT signs on I-26 to brown historic designation signs. She stated she had done research on the economic impact of these signs. This month these signs are now a reality. She stated the one-time investment will have long-term positive economic impact and expressed appreciation to the Council. Mayor Volk expressed appreciation to Ms. Hughes for her persistence.

4. Consideration of Agenda:

A. Under Comments from Mayor and City Council Members: Setting date for Closed Session to Evaluate the Performance of the City Attorney

B. Under Staff Comments: Announcement of NCLM 2014 Annual Conference

C. Under Staff Comments: Update on PARTF Grant Process

Council Member Caraker moved Council's approval of the agenda with the additions noted. A unanimous vote of the Council followed. Motion carried.

5. Consideration of Consent Agenda: *These items are considered routine, non-controversial in nature and are considered and approved by a single motion and vote.*

A. Consideration of Minutes: July 3 Regular Meeting

B. Consideration of Budget and Management Analyst Position: In an attempt to improve the efficiency and effectiveness of the organization, Mr. Connet requested the creation of a Budget and Management Analyst position. This position will work closely the Finance Director and report to the City Manager. Their

responsibilities will be to manage the budget and performance management processes and assist the City Manager and Finance Director with special projects. This position will replace the Customer Service Supervisor position, pay grade 14, that is vacant and will not be filled. The position will be classified in Pay Grade 12.

C. Consideration of Special Event Permits:

i. String Quartet on the Street: The Special Events Committee voted unanimously to recommend that Council approve the event permit for the String Quartet on the Street event on August 9, 2014 from 11:00 a.m. – 1:30 p.m. This will be held on the stage in the 400 block on the east side of Main Street. This is a new event. Neither the street nor sidewalk will be closed.

ii. Outreach Ministry Gospel Singing: The Special Events Committee voted to recommend that Council approve the event permit for the Outreach Ministry Gospel Singing to be held on August 22, 2014 from 4:00 p.m. – 8:00 p.m. at Sullivan Park. No power or clean-up will be needed.

D. Consideration of Petty Cash Policy: Ms. Lisa White presented a Petty Cash Policy for Council's consideration that provides guidelines for the appropriate establishment, use, and accountability of petty cash funds. The purpose of the policy is to improve internal controls over cash and ensure the safekeeping of public funds. The objective of the policy is: to safeguard public cash against waste, fraud, and inefficiency; to ensure a higher level of accuracy and reliability in the accounting records and to reduce the opportunity for errors or losses.

PETTY CASH POLICY POLICY STATEMENT

Petty cash accounts are to be used for small, incidental purchases for City purposes. Procedures are hereby established to encourage an effective administration and internal control of cash handling operations throughout the City.

PURPOSE

The purpose of this Policy is to communicate the effective use and security of the City's petty cash accounts. This policy guides individual departments on the use of petty cash, their responsibilities in preventing loss and/or discrepancies in the balance of petty cash account, and satisfying financial audit requirements through compliance with established procedures.

This policy defines the policies and procedures to be followed when starting, administering and ending the use of petty cash accounts for small incidental cash purchases by employees.

The City's policy is to create a petty cash account for a department when appropriate to improve operations based on providing availability to cash for small purchases of products and services where it is not practical or efficient to make the purchase through the normal process of a purchase order.

PROCEDURES

Request for Petty Cash – Creating a new Petty Cash Account

Requests for establishment of petty cash accounts from Departments should be directed to the Finance Department. All requests are subject to the approval of the department's supervisor, and the Finance Director. The custodian must be an employee of the City and must accept responsibility for the account. To create the new account the employee/custodian should complete an Accounts Payable check request for the approved amount with the petty cash account number provided by the Finance Department. The Custodian and the department head must sign this form. The custodian will receive the funding check after signing and agreeing to the terms of the petty cash policy.

This procedure should also be followed if a custodian or department head would like to request an increase in the total amount of their petty cash account.

Expenditures and Reimbursements

A receipt must be obtained for each petty cash expenditure. Such receipts normally include cash register or vendor receipts, paid vendor invoices, or only if no other receipt is available a properly approved "Petty Cash Receipt" see Appendix A. For each expense, the following information must be documented.

- a. Department – department of the custodian of the petty cash
- b. Date of purchase or reimbursement
- c. Dollar Amount
- d. Purpose or description of purchase
- e. General ledger account code where expenditure should be charged
- f. Custodian signature / City employee who dispersed payment
- g. Signature of person who received money. (Example: employees who make purchases and are reimbursed through petty cash must sign the Petty Cash Receipt that they received the money)

To obtain replenishment of petty cash accounts, an Accounts Payable Check Request Form must be used. The form, with all applicable receipts attached and individual expenditures itemized and coded, shall be submitted to the Accounts Payable Department for processing. See Appendix B. The Accounts Payable Check Request Form must be signed by the custodian of record and the department head or supervisor to which the expenses are being charged. Replenishment of petty cash must be made at least at the end of each quarter so that expenditures may be charged to the correct period.

Prohibited Uses

1. Petty cash reimbursement checks may not be deposited into personal bank accounts to obtain cash.
2. Departments may not establish bank accounts for petty cash accounts
3. Petty cash accounts must not be commingled with other monies, such as personal accounts of employees or City revenue collections.
4. Purchases of goods and services for more than \$50 should not ordinarily be made with petty cash. A check request or a City purchasing card, rather than petty cash accounts, should be used instead.
5. Petty cash accounts may not be expended for:
 - a. Employment salary and travel expenses or similar payments to employees or any individuals
 - b. Cashing/Payment of personal checks or IOU's
 - c. Payroll advances, travel advances, and loans to employees
 - d. Cashing checks for employees or other individuals
 - e. Reimbursement for entertainment expenses. Such expenditures must be submitted to Accounts Payable on a travel request.
 - f. Petty Cash accounts should not be used for any meals, purchasing food, beverages or kitchen supplies, a travel request or check request should be made for these expenditures.

Maintenance and Security of Accounts

1. Petty cash accounts should be properly secured at all times. When not in the physical possession of the custodian the petty cash box or funds must be in a locked cabinet/ locked desk drawer or locked office. Access to the accounts should be restricted to one-person (e.g., the petty cash custodian or the Department Supervisor only in the absence of the custodian).
2. Cash on hand and receipts for disbursements must always equal the assigned amount of the petty cash account. Therefore, the custodian responsible for the petty cash account must keep a log of each transaction with paid receipt describing the goods or service purchased.

Review and Reconciliation of Petty Cash Accounts

The Petty Cash custodian is responsible to count the petty cash account at the end of each month to ensure that the account has the correct total of petty cash and reimbursement vouchers. A record of these counts is to be reviewed and signed off by the department head each month. All receipts should be coded by the custodian and turned in to Accounts Payable for replenishment monthly so that the department's expenditures can be properly recorded.

Annually, the petty cash custodian and department head shall review each petty cash account under their control and prepare a report/memo verify the following:

- a. The account is still needed for the amount authorized
- b. The sum of cash on hand and receipts for unreimbursed expenditures is equal to the amount which has been authorized.
- c. The accounts are secured at all times.
- d. The current custodian is the custodian of record.
- e. This petty cash policy and supplemental guidelines have been reviewed and the account is being used in accordance with this policy.

The verification report/memo and all of the monthly reconciliation forms should be submitted to the Finance Department by July 15 following each fiscal year.

Records kept by individual departments should provide clear documentation of petty cash expenses. This information should always be readily available for review by the Finance Department or outside auditor.

Petty cash accounts are subject to unannounced verifications by the Finance Department or outside auditor.

Changes to a Petty Cash Account

When responsibility of the petty cash fund is transferred to another person, the original custodian must replenish the fund to its original cash balance by requesting reimbursement for all vouchers and receipts. The department head must notify the Finance Department of the change of custodian. The new custodian should count the petty cash account immediately upon receipt and notify the department head and Finance Department of any discrepancy in the account balance. The new custodian must sign the petty cash policy and provide the signed form to the Finance Department.

In case of theft, the Police department and the Finance Director's Office should be immediately notified. A copy of the Incident Report must be submitted to the Finance Director.

Closing a Petty Cash Account

When petty cash is no longer needed for a department the custodian shall bring notify the Finance department who will prepare a deposit form with the department's petty cash account number. The custodian will take this deposit form and the cash to the W&S payment window for deposit to close the account. The W&S employee will sign in receipt of the cash and provide the custodian with a receipt.

Adopted by the City Council on the seventh day of August 2014.

/s/Barbara G. Volk, Mayor

Attest: /s/Tammie K. Drake, City Clerk

E. Consideration of Budget Amendment (Salaries): Finance Director Lisa White presented a budget amendment to correct the salary budget for fiscal year 2015. She explained the Human Resource Officer's spreadsheet contained several errors in positions that are split between accounts and retiree insurance was not budgeted for.

Budget Amendment: To correct fiscal year 2015 Salary Budget Worksheet.

General Fund	\$93,072.00
Water & Sewer Fund	\$33,688.00
Sanitation Fund	\$16,625.00
Total Current Amended Budget	\$183,396.00

F. Consideration of Findings of Fact and Conclusions of Law for the following Special Use Permits:

- i. Farnam/McCraw:** The findings are available in Planning Department file #P14-17-SUR.
- ii. Foxchase, Phase II:** The findings are available in Planning Department file # P14-11-SUR.

Council Member Caraker moved approval of the items listed on the consent agenda. A unanimous vote of the Council followed. Motion carried.

6. Presentation of Gold National Champion Medallion by National Champions Expos 13: Mr. Jack Galbraith thanked the Council for the use of Berkeley Mills Park and expressed the gratitude of the Expos 13 Team by giving the City a gold national championship medallion and a team photo. Council Member Smith expressed appreciation to Mr. Wooten, Public Works Director, for their work on the park and congratulated Expos 13.

7. Recognition of Special Guest Rafael Ángel Almeida Valdés from Colorado, Ciego de Avila, Cuba: Mayor Volk recognized a special guest, Rafael Ángel Almeida Valdés, from Cuba. Council Member Smith has visited Mr. Valdés, who is on City Council where he lives. Mayor Volk presented a Certificate of Welcome and Mr. Valdés also made comments of appreciation.

8. Public Hearing – Consideration of Request for the Rezoning of Grace Blue Ridge Church Property Located off of Florence Street from R-15 Medium Density Residential and C-3 Highway Business to C-2 Secondary Business:

Ms. Anderson presented the application for a zoning map amendment from Charles Morris, President of Grace Blue Ridge Church, for parcel number 9578-21-5868 located off of Florence Street. The applicant is requesting to rezone this parcel from R-15 Medium Density Residential and C-3 Highway Business to C-2 Secondary Business. The parcel contains 1.72 acres and is the location of the Grace Blue Ridge Church. Approximately two-thirds of the parcel is zoned C-3 Highway Business.

Ms. Anderson reviewed the differences between the uses in C-2 and C-3 classifications, surrounding land uses and zoning classifications and the guidelines for rezoning contained in Section 11-4 of the Zoning Ordinance. The 2030 Comprehensive Plan's Future Land Use Map identifies this parcel as High and Medium Intensity Neighborhood and she reviewed the primary and secondary recommended land uses for these categories.

Ms. Anderson reported the Planning Board voted unanimously to recommend City Council approve the request to amend the official zoning map of the City.

Council Member Miller asked if this is the old Spearman Property and if a portion of it will continue to be used as a church. Ms. Anderson responded yes.

At 6:07 p.m., Mayor Volk opened the public hearing in accordance with North Carolina General Statutes by notice published in the Hendersonville Lightning. No one expressed a desire to speak. The public hearing was closed.

Council Member Smith moved City Council to adopt an ordinance amending the official zoning map of the City of Hendersonville, changing the zoning designation of parcel number 9578-21-5868 from R-15 Medium Density Residential and C-3 Highway Business to C-2 Secondary Business, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest. A unanimous vote of the Council followed. Motion carried.

Ordinance #14-0840

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF
THE CITY OF HENDERSONVILLE
IN RE: FILE NO. P14-31-Z**

Be it ordained by the City Council of the City of Hendersonville:

1. Pursuant to Article XI Amendments of the Zoning Ordinance of the City of Hendersonville, North Carolina, the Zoning Map is hereby amended by changing the zoning designation of parcel 9578-21-5868 from City of Hendersonville R-15 Medium Density Residential and C-3 Highway Business to C-2 Secondary Business.

2. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this seventh day of August 2014.

/s/Barbara G. Volk, Mayor

ATTEST: /s/Tammie K. Drake, MMC, City Clerk

Approved as to form: /s/Samuel H. Fritschner, City Attorney



9. Public Hearing - Consideration of Request for the Rezoning of Two Vacant Parcels at Interfaith Assistance Ministry Property Located on Freeman Street from PCD Planned Commercial Development to C-3 Highway Business:

Ms. Sue Anderson, Planning Director, presented application from David Cook of Interfaith Assistance Ministry for parcel numbers 9579-35-2013 and 9579-35-0042 located on Freeman Street. These two parcels are located adjacent to each other and are under the same approved Special Use Permit. Parcel number 9579-35-2013 includes 1.05 acres and parcel number 9579-35-0042 includes .61 acres. Both properties are vacant. The applicant is requesting to rezone these parcels from PCD Planned Commercial Development to C-3 Highway Business.

Ms. Anderson reviewed the history of the properties including the granting of a special use permit in 2006 to construct three office/retail buildings and a subsequent extension. Because the use, construction or activity authorized by the City Council did not commence with the required time frame, the Special Use permit has expired. The PCD zoning category is only used in conjunction with Special Use permits and therefore, the parcels will need to be rezoned.

Ms. Anderson reported the 2030 Comprehensive Plan's Future Land Use Map identifies these parcels as a Regional Activity Center. The two parcels are proposed to be rezoned to C-3 Highway Business, which is designed primarily to encourage the development of recognizable, attractive groupings of facilities to serve persons traveling by automobile and local residents. She reviewed the uses allowed in the C-3 Zoning classifications, dimensional requirements. She reviewed the surrounding land uses and zoning classifications.

Ms. Anderson reported the Planning Board voted unanimously to recommend City Council adopt an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation from PCD Special Use to C-3 Highway Business finding that the rezoning is consistent with the Comprehensive Plan, the

rezoning is reasonable and in the public interest because of the need for the community to have these services. She reviewed the guidelines for rezoning contained in Section 11-4 of the Zoning Ordinance.

Mayor Volk opened the public hearing at 6:14 p.m. in accordance with North Carolina General Statutes by notice published in the Hendersonville Lightning. No one expressed a desire to speak. Mayor Volk closed the public hearing.

Council Member Caraker moved City Council to adopt an ordinance amending the official zoning map of the City of Hendersonville, changing the zoning designation of parcel numbers 9579-35-2013 and 9579-35-0042 from City of Hendersonville PCD Planned Commercial Development Special Use to C-3 Highway Business, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest. A unanimous vote of the Council followed. Motion carried.

Ordinance #14-0841

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HENDERSONVILLE

IN RE: FILE NO. P14-31-Z

Be it ordained by the City Council of the City of Hendersonville:

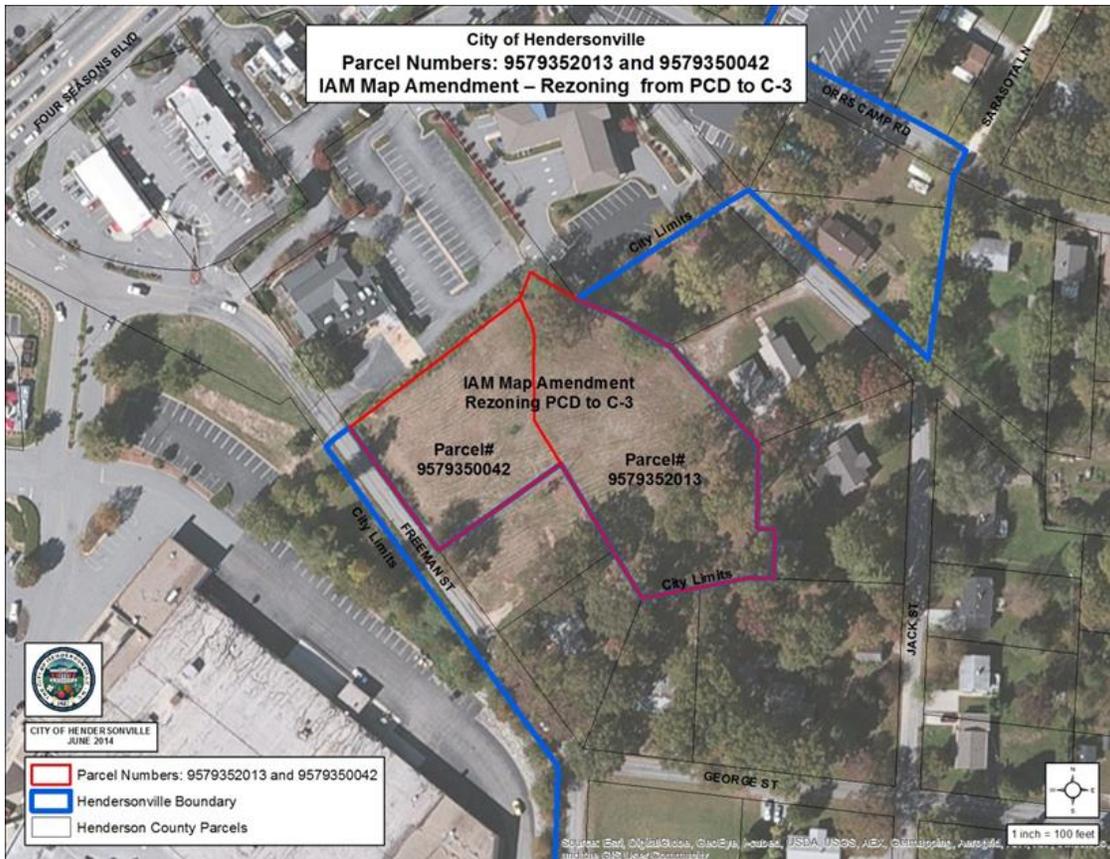
1. Pursuant to Article XI Amendments of the Zoning Ordinance of the City of Hendersonville, North Carolina, the Zoning Map is hereby amended by changing the zoning designation of parcel numbers 9579-35-2013 and 9579-35-0042 from City of Hendersonville PCD Planned Commercial Development Special Use to C-3 Highway Business.
2. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this seventh day of August 2014.

/s/Barbara G. Volk, Mayor

Attest: /s/Tammie K. Drake, City Clerk

Approved as to Form: /s/Samuel H. Fritschner, City Attorney



10. Presentation on Budget Document: Mr. Brian Pahle, Budget Analyst, reviewed the budget document explaining the information did not change but it is presented and formatted in accordance with the Government Finance Officer's Association (GFOA) to receive the distinguished budget presentation award. He provided some background information on the GFOA.

Mr. Pahle reviewed the sections of the document: Introduction, Community and Organization Profile, Financial Summaries, General Fund, Enterprise Funds, Other Funds, the CIP and Supplemental Information.

Mr. Connet explained the GFOA is the same organization that has given the Finance Officer an award for the CAFR. He congratulated Mr. Pahle on completing his Masters Degree and the budget document stating it is something an average citizen can read and understand how we operate and how their tax dollars are spent. **No action was required or taken.**

11. Consideration of Parking on Half Moon Trail, Foxchase, Phase II: Mr. Wooten addressed the Council stating the Council approved a special use permit and rezoning for Foxchase, Phase II, at their July meeting but delayed action on on-street parking. He stated neighbors have raised concerns about parking on Half Moon Trail once developed. He explained that he and Chief Blake met with several residents after the meeting and discussed their concerns.

While reviewing a photo of a parked vehicle on Half Moon Trail, Mr. Wooten stated there is excess room for vehicles to pass if one car is allowed to park along the edge of the road. If parking is allowed on both sides of Half Moon Trail, vehicles could still get through however, larger trucks and delivery trucks would not be able to get between the two parked cars. He explained there are many narrow streets in the City where on-street parking is allowed and there are rarely any vehicle accidents. He stated on-street parking may help address some of the speeding concerns along the road.

Discussion from the Council included whether emergency vehicles could get in if vehicles are parked on the street. Chief Flowers stated emergency vehicles will not have any problems if there is on-street parking only on one side of the street.

Mayor Volk explained this is not a public hearing but she will allow comments from residents. She acknowledged receipt of a petition from residents who object to parking in either lane of Half Moon Trail.

Beverly Leddon, 78 Brookstone Court, Wolfchase, referenced the petition with 54 signatures requesting no parking on Half Moon Trail which is their entrance/exit to private streets. She serves as a secretary for an advisory committee. The advisory committee will be making a recommendation on the parking issue. She stated on-street parking was not included in the original plan. She expressed concerns about blind spots.

Roger Hill, 42 N. Cove Summit Drive, Hendersonville, expressed concerns about parking. When they purchased property on Brookstone, he was told there would not be parking on Half Moon Trail. Parking there is a material fact that should have been disclosed when he purchased the property. He provided some photos of the roadway and asked that no parking be permitted on Half Moon Trail.

There was discussion of the right-of-way and lot #1.

Richard Hatton, 99 Brookstone Court, stated lot #1 is now a sales office and a spec house may be built on it.

Discussion followed on on-street parking on only one side of the street, painting lines on the pavement, marking the pavement to define the parking spaces, and allowing parking at lot #2 at least 30 feet away from the signalized intersections. Council Member Miller explained parking is permitted on the street in the City unless otherwise posted.

Ms. Anderson stated the minutes of the meeting when Council approved the project contained no discussion of parking on the roadway.

Mrs. Leddon stated the advisory board hopes to accomplish no parking on the private streets. Discussion followed on the covenants of the developments and whether the City could relinquish their acceptance of the street. Mr. Wooten stated there are sewer lines in the right-of-way so provisions should be made for retaining easements.

William Mitchell, 112 Brookstone Court, stated there are no speed limit signs on the street and speeding is an issue. He stated parking on one side of the street may be dangerous for walkers. He stated if a speed limit sign is posted, it should be policed.

Nina McGowan, 66 Brookstone Ct., Vice President of the advisory committee, asked Council to take into consideration the 54 signatures of those who are opposed to on-street parking. She stated they are very concerned about safety in the neighborhood for vehicles and pedestrians. She stated people walk all times of the day and ride bikes. She stated if parking is allowed on the street, it will affect the apartments. She stated it is difficult to enter onto Highway 64 because it is hard to see. Lots are close together.

Mr. Hill also commented that almost 100% of the people who live there do not want parking on Half Moon Trail.

Kathryn Costello stated there is already a parking area on Half Moon Trail with enough space for at least four cars and is there because the street was designed as a parkway and no parking was intended on that street. The parking area could be expanded if necessary.

Discussion from the Council included: the petition opposing the on-street parking signed by property owners representing 44 individual properties, the width of the road, on-street parking in the remainder of the City, a group that allows parking on both sides of the street telling others they cannot park on the street, on-street parking used as traffic calming and the safest way to park on the street.

Mayor Volk asked the Council if parking should be allowed on one side of road. The general consensus of the Council was yes. There was discussion on which side of the road would be safest for on-street parking. Chief Blake opined parking closer to homes may be safer because there are fewer break-ins of cars if they are parked closer to homes.

Council Member Caraker moved to allow parking on the east side, beginning at the line between lots 1 and 2, ending at the left-hand radius at the curve on Half Moon Trail, excluding the section with the curb, and the spaces marked.

Council Member Smith moved to amend the motion to allow parking on the west side with the same requirements. The vote to amend the motion failed (two in favor: Smith and Stephens; three opposed: Volk, Caraker and Miller). Discussion followed on the appropriate speed limit and 25 miles per hour was suggested. City Attorney Fritschner stated Council should consider setting the speed limit of 25 miles per hour by ordinance on the consent agenda next month.

The vote on the motion to allow parking on the east side of Half Moon Trail was four in favor (Volk, Stephens, Caraker and Miller, one opposed: Smith). Motion carried.

Mayor Volk expressed appreciation for the input stating Council has to balance the needs of the future property owners as well as the current property owners.

12. Consideration of Parking Issues and a Comprehensive Parking Study Proposal: Mr. Connet explained staff has been working on numerous parking issues. He stated the City sponsored a community meeting in the fall and other parking issues have surfaced.

1. *Three-hour parking limitation in the same block over a 24-hour period:* Mr. Connet reported two complaints from downtown property owners regarding the limitation of three-hour parking in the same block over a 24-hour period. Both property owners expressed concerns about the regulation and not knowing about the regulation (City Code Reference Section 50-247 Parking in limited parking zone). They requested the City change the limitation and provide better education/communication for downtown business owners and visitors.

Mr. Connet explained the provision is in place to keep employees and business owners from moving their cars every three hours and continuing to take up parking spaces on Main Street and downtown. He recommended developing a brochure to educate property owners, etc., explaining all the existing parking rules and regulations in the downtown area and distribute to property and business owners. He also suggested this be included in the comprehensive parking study and the information be placed on the City and Downtown Hendersonville websites.

2. *Loading zones:* Mr. Connet reported staff has received several requests for loading zones on King and Church Streets. He did not recommend any change at this point but that it also be included in the study.

3. *Request for Designated Parking at the Historic Courthouse:* Mr. Connet reported this issue has been resolved.

4. *Parking request for new business on Main Street:* Mr. Connet reported a new business on Main Street needs 18 spaces immediately and ultimately 40 spaces. He recommended designating 20 underutilized spaces in the Dogwood Lot as lease spaces. He would like to develop a lease agreement to allow use of the leased spaces on weekends and special events when businesses are not in operation. He also requested guidance from the Council on working with the Curb Market and other private businesses to lease spaces. There was discussion of securing a lease with the Curb Market, the times/days parking is available, securing as many spaces as possible for 24/7 use, parking enforcement and how to identifying lessees. After discussion, **the Council agreed by general consensus for the City Manager to discuss lease options with the Curb Market and other private businesses for parking.**

Update on Maple Lot improvements: Mr. Connet stated improvements to this parking lot will begin winter/spring.

Comprehensive Parking Study: Mr. Connet recommended moving forward with a comprehensive parking study. He stated the City received four proposals and three firms were interviewed. He recommended hiring Dixon Unlimited for the parking study for a cost not to exceed \$24,875. He stated the principal at Dixon is a former parking enforcement officer and has done a lot of work with parking in congested areas.

After discussion, **Council Member Caraker moved that the City Council approve the leasing of 20 underutilized parking spaces in the Dogwood Parking Lot under the condition that they are available on weekends and during special events for residents and visitors. A unanimous vote of the Council followed. Motion carried.**

Council Member Caraker moved that the City Council approve the hiring of Dixon Resources Unlimited to conduct a comprehensive parking study for Downtown Hendersonville with a not to exceed cost of \$24,875 and approval of the required budget amendment. A unanimous vote of the Council followed. Motion carried.

13. Consideration of the Installation of “Yield to Pedestrians” Signs at all Mid-block Crosswalks on Main Street: Mr. Connet explained Council Member Miller requested the City consider installing signs at all mid-block crosswalks on Main Street for consistency. He explained signs are in place near Allen Street but others were removed during the infrastructure improvements project.

Mr. Brandon Shanahan, Civil Engineer, presented information on “Yield to Pedestrian” signs including their effectiveness, costs and mandatory standards for use of traffic control devices and detailed standards for all applicable signs.

Discussion from the staff and Council included the fact that these signs are not required by State Law but drivers are required to stop for pedestrians, the aesthetics of the signs in the middle of the street and pedestrian’s responsibility when crossing the street. Council Member Miller asked that the City be consistent: either remove the signs on the south end of Main Street or add others. After discussion, **the Council directed staff to remove the existing “Yield to Pedestrians” signs.**

14. Consideration of Request of Southern Lights Square Dance Club for a Reduction in Building Rental Fees:

Mr. Wooten reported the request of the Southern Lights Square Dance Club for a reduction in the rental fees from \$100 to \$75 per session because of financial difficulties. Southern Lights Square Dance Club has been renting the Whitmire Building for more than twenty years. Currently, they have two dances per month. Their club is working on ways to correct their problem such as raising their membership rates, etc. There was discussion of the City’s costs: lights, heat, etc. Mr. Wooten stated there is not a lease agreement with the Club for the use of the building. **Council Member Miller moved Council to adjust the building rent from \$100 per rental to \$75 per rental beginning September 2014 with a review in August 2015. A unanimous vote of the Council followed. Motion carried.**

15. Comments from Mayor and City Council Members:

- a. *Schedule special meeting:* **A special joint meeting with the Seventh Avenue Advisory Committee was scheduled at 6:30 p.m., August 11, 2014 at the Operations Center.**
- b. The annual conference of the NC League of Municipalities will be held October 11-14 in Greensboro.
- c. *Schedule annual performance review for City Attorney:* **The special meeting was scheduled for August 18 at 2:00 p.m. at City Hall in the Second Floor Conference Room.**

16. Reports from Staff:

- a. Mr. Connet reminded the Council and the public of the dedication of Fire Station #2, August 8 at 4:30 p.m.
- b. *PARTF Grant for Berkeley Mills Park:* Mr. Connet reported staff has discussed applying for a PARTF Grant for the development of Berkeley Mills Park. He stated a time line was developed beginning with visiting civic groups and organizations in September to gain their support. Staff will be encouraging citizens’ attendance of City Council’s October meeting and seeking their input. Conducting a public hearing for citizen input will earn the City points for the Grant. The minutes of the meeting will be included with the Grant application.

Ms. Anderson reported the City will also receive points for the Master Plan and specific parts of the Plan will be included with the Grant application: dog park, greenway, mountain bike trails, etc. Council Member Miller suggested making Senator Apodaca and Representative McGrady aware of the application. Mr. Connet stated staff will also do some promotional materials and get the media involved. Letters from organizations endorsing the application will also be helpful. Mayor Volk also suggested including information from Engage Hendersonville.

Ms. Anderson stated the maximum amount of the Grant is \$500,000 with a 100 percent match from the City. She stated the City will probably apply for \$300,000-\$350,000. She stated Council will have the opportunity to review the application at their November meeting and decide whether to endorse the grant and commit to the funds. Mr. Connet stated funds are earmarked in the Capital Improvement Plan for the park improvements (\$350,000 over three years).

Ms. Anderson reported the competition for the grants is very high. **No action was required by the Council.**

17. Consideration of Appointments to Boards and Commissions

a. Consideration of Appointments:

Downtown Advisory Committee: City Clerk Tammie Drake reported a vacancy on this Committee and presented the applications on file. **The Council delayed a decision on this appointment until next month.**

Board of Adjustment: Mrs. Drake informed the Council that the terms of three members on the Board of Adjustment will expire September 1. One member declined reappointment. **Council Member Caraker moved Council to reappoint Bob Ward and Karen Livingston for three-year terms on the Board of Adjustment. This term will expire 09-01-2017. A unanimous vote of the Council followed. Motion carried.**

Environmental Sustainability Board: Mrs. Drake reported the terms of three members on the Environmental Sustainability Board will expire on September 1: Geri Conley, Guri Andermann and Richard Cagle. All are interested in continuing to serve. **Council Member Smith moved to reappoint Geri Conley, Richard Cagle and Guri Andermann to a two-year term on this Board. This term will expire 09-01-16. A unanimous vote of the Council followed. Motion carried.**

b. Announcement of Vacancies and Upcoming Appointments: Mrs. Drake announced the vacancies on the Board of Adjustment, the Environmental Sustainability Board and the Tree Board.

14. New Business: There was none.

15. Adjournment: The meeting adjourned at 7:57 p.m. upon unanimous assent of the Council.

Barbara G. Volk, Mayor

Tammie K. Drake, City Clerk