### MINUTES

April 23, 2025

SECOND MONTHLY MEETING OF THE CITY COUNCIL CITY HALL -  $2^{ND}$  FLOOR MEETING ROOM |  $160 6^{TH}$  AVENUE E. | 4:00 p.m.

Present: Mayor Barbara G. Volk, Mayor Pro Tem Dr. Jennifer Hensley and Council Members Lyndsey

Simpson, Melinda Lowrance and Gina Baxter

Staff Present: City Manager John Connet, Assistant City Manager Brian Pahle, City Clerk Jill Murray, Staff

Attorney Daniel Heyman, Communications Manager Allison Justus, Communications

Coordinator II Brandy Heatherly and others.

### 1. CALL TO ORDER

Mayor Barbara Volk called the meeting to order at 4:00 p.m. and welcomed those in attendance. A quorum was established with all members in attendance.

#### 2. CONSIDERATION OF AGENDA

Council Member Melinda Lowrance moved that City Council approve the agenda as presented. A unanimous vote of the Council followed. Motion carried.

### 3. PRESENTATIONS

### A. Employee Wellness Program Update – John Connet, City Manager

City Manager Connet explained that several weeks ago Mayor Pro Tem Hensley asked for an update on the Employee Wellness Program and Benefit and we asked our HR department to be here to present but they are not here so Assistant City Manager Brian Pahle will give a brief PowerPoint presentation of the current City benefits.



**Topics** 

- Wellness Program
- Screening
- Medical Insurance
- Paid Family Leave
- Short Term Disability

### Wellness

Incentive program. Currently, 250 employees are registered, and we average 145 meeting the quarterly goal. Employees meeting the goal receive two vacation days.

Employee clinic. Employees may visit the health professionals at Pardee@Work for non-work related medical issues. There were 341 employee visits in 23-24 and, thus far in this fiscal year, 248 visits.

Events. The City offers on-site activities such as wellness fairs, skin cancer screenings, flu & TDAP shots, along with a hiking series, softball team and more.







"So I started with the City of Hendersonville in March of this year, 2024. I found out about this program and basically did it for the extra days off. Since being on the goal, I've lost weight and a clothing size. It's been a win / win."

Engineering Technician III

## Screenings

The City provides on-site health screenings every year for employees and spouses on the medical insurance. Anyone who does not meet at least three standards is offered health coaching.

2022 – 49 did not meet standards

2023 - 35 did not meet standards

2024 - 21 did not meet standards



### MODERATE CONTROL STANDARDS (need to meet three)

1. Blood Pressure < 140/90 or decrease by 10%

2. Cholesterol/HDL Ratio < 4 or decrease by 10%

3. Blood Glucose Fasting glucose < 126 or decrease by 10% OR A1C < 7.0%

4. Waist Circumference <= 35" (female) or <= 40" (male) or decrease 5%

5. Average 200 points quarterly with AccelWell (employees only)

## Medical Insurance

Employee only - 220

Employee & spouse - 32

Employee & child - 20

Employee & children - 22

Employee & family - 43

Waived medical - 11



<b>2023</b> Admin	1	1	Paid	Family Le	ave
Comm Devel	1				
Engineering	1	2024		2025	
Finance	1	Fire	4	Finance	1
Fire	5	HR	2	Fire	2
HR	1	Police	4	HR	2
Legal	1	Public Works	1	Police	2
Police	5	Water/Sewer	<u>5</u>	Public Works	1
Public Works	2	Total	16	Water/Sewer	1
Water/Sewer	<u>5</u>			Total	9
Total	23				

## Short Term Disabilty

2023	
Engineering	1
Finance	1
Fire	3
Police	5
Public Works	4
Water/Sewer	4
Total	18

2024	
Finance	1
Fire	1
Police	1
Public Works	1
Water/Sewer	<u>3</u>
Total	7

2025	
Fire	1
Police	1
Public Works	1
Total	3



## Absence Utilization

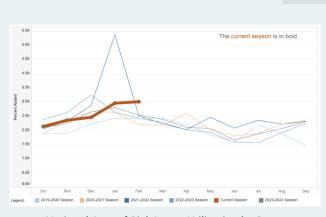
Total 2024. In total 6,926 days were utilized in 2024.

- Sick = 2,200
- Vacation = 3,387
- Wellness = 1,339

On Average. This equates to approximately 18 days per year per employee, or 7.26% of total working days (248).

- Sick = 2.26% or 5.6 Days
- Vacation = 3.44% or 8.54 Days
- Wellness = 1.54% or 3.82 Days

Impacts. The only budgetary impacts felt by sick, vacation, and wellness utilization are overtime costs. If a sanitation worker utilizes 4 days of wellness during the year, this would equate to approx. \$900 in salary costs for overtime. Wellness days supplement vacation and sick use, which would likely be used anyway if wellness days were not available.



National Avg. of Sick Leave Utilization by Season

Assistant City Manager Brian Pahle gave a brief overview of what is going to be discussed. Lew Holloway, Craig Shoreling, Blake Fulgham, Brian Pahle, Matt Manley and Brent Detwiler all discuss the options below.

## City Council Workshop – PCI + ADA Plan

City of Hendersonville

April 23, 2025

Considerations For FY26 Recommended Budget



## **PRESENTATION OBJECTIVES**

O1

To update City Council with current conditions of City streets and impacts of current PROWAG requirements. 02

To prioritize the level of services to be strived for and potential rates to fund them.

### AGENDA

**Topics to Cover:** 

- 1. PCI Process, Score, and Map
- 2. PROWAG What it is and the impacts...
- Bike/Ped Impacts
- 4. Project Examples
  - 7<sup>th</sup> Ave. (Tracks to Gwv)
  - Blythe St. (5<sup>th</sup> to 6<sup>th</sup>)
- 5. Revenue Options
  - PILO Sidewalks
  - MFV Benchmarks
  - G.O. Bond

- 6. Why is this important?
  - Larger Impacts (NCDOT/MPO)
  - Corridors/High Risk Network
  - Ped./Veh. Accidents
  - Do it right...complete street
  - Enhance NCDOT Projects



Craig Shorling from Transmap Engineering PLLC began with the pavement condition index. We've been doing your pavement sinve 2018 and this is your second inspection.

## Section 1 – PCI Overview

Transmap Engineering, PLLC



## **EXECUTIVE SUMMARY**

Hendersonville, NC – Reporting Details						
PMS Report Date	September 2024					
Number of Miles in Network Asphalt and Concrete Roads only	68.62					
Value of the Network	\$107 Million					
Cost to Fix Everything	\$5.2M					
Average Network PCI	74					
Work Planning Horizon	5 Years					
Do-Nothing Budget	PCI = 56 after 5-Yrs					
Budget to Maintain the Current Network PCI	\$1.402M					
Given Projected Annual Budget - \$925k	PCI drops 7 points after 5-Yrs					

## **EXECUTIVE SUMMARY**

The results of a Pavement Management System analysis provide a quantitative performance score called the Pavement Condition Index (PCI).

Pavement Condition Index (PCI) is a term representing the surface condition of the pavement on a scale of 0 to 100.

### For example:

- PCI of 100 is a pavement in perfect condition
- PCI of 0 is a pavement that is failed

## **CURRENT PCI - SEPT. 2024**

Hendersonville, NC **PCI = 74** 

PCI Range	Condition
86-100	Good
71-85	Satisfactory
56-70	Fair
41-55	Poor
26-40	Very Poor
11-25	Serious
0-10	Failed

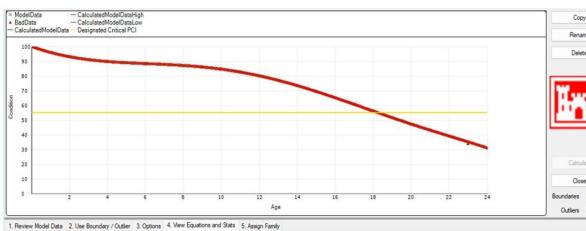
Jul. 2018 **PCI = 71** 

## DATA COLLECTION



## **PAVEMENT TREATMENT OPTIONS**

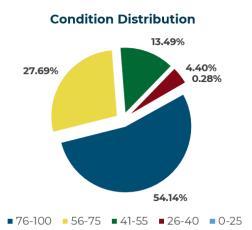
### **Deterioration Curve**



 $1*(100-4.65379810333252~X^{\circ}1+0.636216700077057~X^{\circ}2-0.0199684072285891~X^{\circ}3-0.00277889263816178~X^{\circ}4+0.0001826555817388~X^{\circ}5-3.036108410015E-06~X^{\circ}6)~PCI~Pts$ 

### **PAVEMENT TREATMENT OPTIONS**

M&R Category	M&R Treatment	Price per Sq. Yard	Expected Result
Do Nothing (PCI 76-100)	N/A	\$0.00	N/A
Conventional (PCI 56-75)	1.5" Mill & Overlay	\$10.90	10 Year Stabilization (Reset PCI = 100)
Conventional (PCI 41-55)	2.0" Mill & Overlay	\$15.20	15 Year Stabilization (Reset PCI = 100)
Conventional (PCI 26-40)	3.0" Mill & Overlay	\$24.90	20 Year Stabilization (Reset PCI = 100)
Reconstruction (PCI 0-25)	FDR	\$27.00	25 Years (Reset PCI = 100)



## **PAVEMENT TREATMENT OPTIONS**



**Full Depth Reclamation** 



#### PAVEMENT TREATMENT OPTIONS



Mill & Overlay

**Slurry Seal** 



### PCI @ DIFFERENT SERVICE LEVELS

Year Beginning July 1, 2025	Do Nothing	\$1.4m to Maintain PCI 74	\$925k Annual Budget Consequences	\$1.9m Annual Budget to Achieve PCI 80
2025	70	74	73	76
2026	67	74	72	78
2027	63	75	70	80
2028	59	74	69	81
2029	56	74	67	80

Asphalt - All Roads

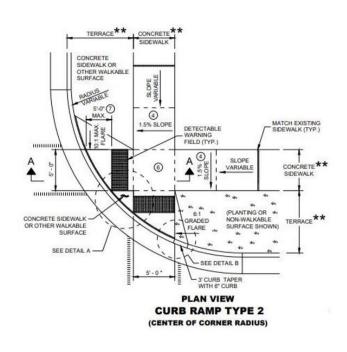




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Management Analyst for Strategy and Performance Blake Fulgham spoke abou the ADA Transition Plan

## Section 2 – ADA Transition Plan



### **ADA ASSESSMENT**

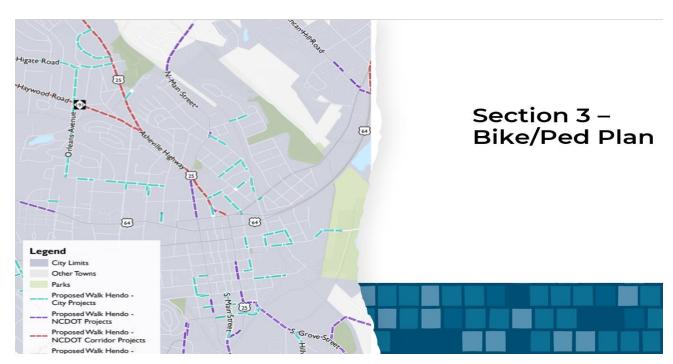
- Between March & April of 2024, Precision Infrastructure Management conducted an Americans with Disabilities Act Self-Assessment of our City's public rights-of-ways.
- Hendersonville aims to provide its community fair access to public <u>right-of-ways</u> and ensuring safe conditions for pedestrian travel.
- Current barriers may pose safety/injury risk for pedestrian travelers, reduced access to local facilities, as well as a decreased quality of life.
- The City partnered with the public to announce the ADA assessment, disseminated a public survey which received 86 responses, and plans to publicize the final report.

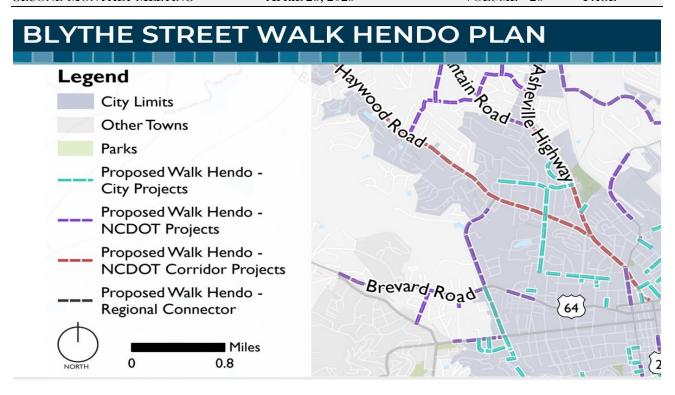
### **ADA BARRIERS**

 Vertical Height Displacements and sidewalk Demolition & Replacement account for 63.6% of ADA barriers.

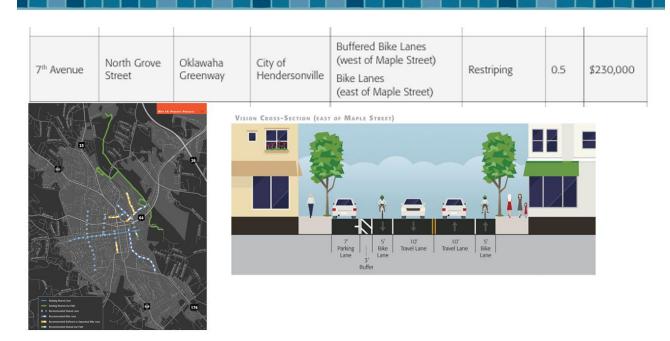
Barrier Class	<b>Total Barriers</b>	Cost to Repair
Cross Slope>50 ft.	344	\$ 1,301,250
Crosswalks	1116	\$ 1,954,750
Curb Ramps	1659	\$ 6,510,000
No Curb Ramp	185	\$ 6,510,000
Driveway Cross Slopes	846	\$ 1,825,750
Obstructions	524	\$ 185,000
Vertical Height Displacements	7582	\$ 815,189
Demolition & Replacement	675	\$ 577,500
Sidewalk Gaps & Footpaths	17	\$ 101,250
Sidewalk < 4 ft.	37	\$ 147,000
Total	12985	\$ 13,417,689

Long-Range Planning Manager Matt Manley spoke about the bike/pedestrian plan.









Public Services Director Brent Detwiler spoke about project examples and what it looks like from a cost standpoint.

Section 4 – Project Examples

	illiams Street rsonville, NC 28792	PROJECT: Blythe Street, Complete Street					
Estimate For: Preliminary Costs: Design Costs:		PREPARED BY: Brent Detwiler, PE					
	uction Costs:   : 4/20/25	REVIEWED BY: Brent Detwiler, PE					
ITEM	DESCRIPTION	EST.	UNIT	UNIT	TOTAL		
		QUAN		PRICE			
1	Mobilization	1	LS	\$50,000.00	\$50,000.00		
2	Construction Surveying	1	LS	\$15,000.00	\$15,000.00		
3	Grading (Including Pavement Removals)	1	LS	\$300,000.00	\$300,000.00		
4	Aggregate Base Cources	750	TON	\$50.00	\$37,500.00		
5	4" Concrete Sidewalk	2000	SY	\$75.00	\$150,000.00		
6	Concrete Curb Ramp	15	EA	\$3,500.00	\$52,500.00		
7	6" Concrete Driveway	700	SY	\$125.00	\$87,500.00		
8	Prime Coat	2500	GAL	\$12.50	\$31,250.00		
9	Milling Asphalt Pavement, 2" Depth	5000	SY	\$8.00	\$40,000.00		
10	Asphalt Concrete Surface Course, Type \$9.5C	600	TON	\$100.00	\$60,000.00		
11	Asphalt Binder for Plant Mix	60	TON	\$700.00	\$42,000.00		
12	Temporary Traffic Control	1	LS	\$100,000.00	\$100,000.00		
13	Drainage Allowance	1	LS	\$80,000.00	\$80,000.00		
14	Minor Items (5%)	1	LS	\$50,000.00	\$50,000.00		
	Construction Subtotal				\$1,095,750.00		
	Construction Contingencies (20%)				\$219,150.00		
	Design Costs (Engineering, Survey, Geotech, Permittin	g - Assume 1	5%)		\$197,235.00		
	Construction Management (10%)				\$131,490.00		
	Adminstration Costs (Legal, Acquisition - Assume 5%)				\$65,745.00		
	Total Estimated Project Cost (Rounded)				\$1,709,000.00		
320 (end Curi	cription:  OLF 5-ft concrete sidewalk replacing existing along east of NCDOT projecy), add sidewalks to west side or amp and driveway improvements from ADA of resurfacing for the full roadway, including striping sha				ar 6th Avenue		

# What is a Complete Street?

In the state of NC, NCDOT developed policy to consider and incorporate several modes of transportation when building new projects or making improvements to existing infrastructure. The benefits of this approach include:

- Making it easier for travelers to get where they need to go;
- Encouraging the use of alternative forms of transportation;
- Building more sustainable communities;
- Increasing connectivity between neighborhoods, street, and transit systems;
- Improving safety for pedestrians, cyclists, and motorists.







### **BLYTHE STREET EXAMPLE**



- Complete Street:
  - \$1,709,000 (~\$1100/LF)
- Replace Existing Sidewalks (East Side) and Paving with Bicycle Lanes:

#### \$1,103,000 (~\$700/LF)

 Repave and Repair ADA Transition Plan Deficiencies with Bicycle Lanes:

### \$856,000 (~\$500/LF)

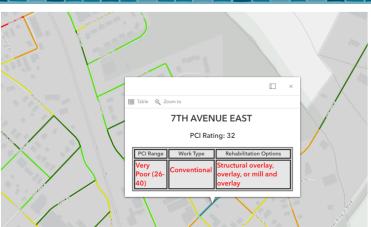
Repave Only with Sharrows:

\$384,000 (~\$240/LF)

Blythe Street



## **7<sup>TH</sup> AVENUE EXAMPLE**



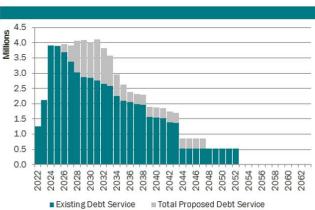
- Complete Street:
  - \$5,924,000 (~\$2900/LF)
- Replace Existing Sidewalks (Both Sides) and Paving with Bicycle Lanes:
  - \$3,048,000 (~\$1500/LF)
- Repave and Repair ADA Transition Plan Deficiencies with Bicycle Lanes:
  - \$1,294,000 (~\$600/LF)
  - Repave Only with Sharrows:
    - \$560,000 (~\$270/LF)



Assistant City Manager Brian Pahle talked about the revenue options.

## Section 5 - Revenue Options





## **REV. OPTIONS - MOTOR VEH. FEE**

### NCGS 20-97(b1):

- (1) The first \$5.00 is general purpose we can use this for anything the City can lawfully appropriate funds for.
- (2) The second \$5.00 can be used to finance, construct, operate, and maintain transportations systems only applies to a City or town operating a transportation system defined in NCGS 105-550.
- (3) The remaining \$20.00 can be used to maintain, repair, construct, re-construct, widen, or improve public streets that are not part of the State highway system.

### Currently:

- (1) The City leverages a \$15 fee.
- (2) On average this fee produces \$220k in revenues per year.
- (3) An additional \$15 would allow for the City to add another \$220k in revenue to the existing paving program, bringing the total revenue to \$440k per year.
  - i. Approximately \$200k of this goes to Apple Country Public Transit.

### REV. OPTIONS – PILO SIDEWALKS

### **Historical City Revenues:**

- FY22 = \$13,933
- FY23 = \$60,621
- FY24 = \$39,006
- FY25 = \$61,575
- Average = \$43,784
- This funding is available for sidewalk construction within specific districts. Current cost is \$75 per linear foot.
- Fee Schedule Amendment Recommendation in FY26 Budget (\$130 per linear foot).



# REV. OPTIONS – G.O. BOND @ \$5M

#### City of Hendersonville, North Carolina

Scenario 1 Existing and Proposed Debt Service

		Existing Debt Service Series 2027 - G.O. Bond Transportation				on o		
Fiscal Year	Principal	Interest	Debt Service	Balance	Principal	Interest	Debt Service	Balance
	44,816,730	12,569,745	57,386,475		5,000,000	2,358,175	7,358,175	
2022	989,768	261,178	1,250,946	43,826,962	-	-	-	-
2023	1,431,745	682,086	2,113,831	42,395,217	-	-	-	-
2024	2,814,513	1,095,915	3,910,427	39,580,704		-	-	-
2025	2,839,493	1,055,404	3,894,897	36,741,211	-	-	-	-
2026	2,699,622	979,325	3,678,948	34,041,589	-	-	-	-
2027	2,471,353	904,567	3,375,919	31,570,236		-	-	5,000,000
2028	2,196,054	836,074	3,032,128	29,374,182	167,909	200,000	367,909	4,832,091
2029	2,101,259	777,270	2,878,529	27,272,923	174,625	193,284	367,909	4,657,466
2030	2,119,057	718,930	2,837,987	25,153,866	181,610	186,299	367,909	4,475,856
2031	2,099,697	660,579	2,760,277	23,054,169	188,875	179,034	367,909	4,286,982
2032	2,049,254	603,951	2,653,206	21,004,914	196,429	171,479	367,909	4,090,552
2033	2,036,501	550,579	2,587,079	18,968,414	204,287	163,622	367,909	3,886,265
2034	1,751,298	497,647	2,248,945	17,217,116	212,458	155,451	367,909	3,673,807
2035	1,653,055	448,655	2,101,710	15,564,061	220,956	146,952	367,909	3,452,851
2036	1,639,546	401,471	2,041,017	13,924,515	229,795	138,114	367,909	3,223,056
2037	1,625,322	356,238	1,981,560	12,299,193	238,987	128,922	367,909	2,984,070
2038	1,642,173	310,132	1,952,304	10,657,021	248,546	119,363	367,909	2,735,524
2039	1,304,232	263,991	1,568,223	9,352,789	258,488	109,421	367,909	2,477,036
2040	1,311,503	228,503	1,540,006	8,041,286	268,827	99,081	367,909	2,208,208
2041	1,318,631	193,187	1,511,818	6,722,655	279,580	88,328	367,909	1,928,628
2042	1,237,570	157,091	1,394,661	5,485,086	290,764	77,145	367,909	1,637,864
2043	1,246,379	123,674	1,370,053	4,238,706	302,394	65,515	367,909	1,335,470
2044	432,376	90,069	522,445	3,806,330	314,490	53,419	367,909	1,020,980
2045	441,342	81,103	522,445	3,364,988	327,070	40,839	367,909	693,911
2046	450,942	71,503	522,445	2,914,046	340,152	27,756	367,909	353,758
2047	460,525	61,920	522,445	2,453,520	353,758	14,150	367,909	
2048	470,311	52,134	522,445	1,983,209		-	-	-
2049	480,190	42,255	522,445	1,503,019	-	-	-	-
2050	490,509	31,936	522,445	1,012,510	-	-	-	-
2051	500,933	21,512	522,445	511,577	-	-	-	-
2052	511,577	10,868	522,445	-		-	-	-

### ≈ 1 Penny on the Tax Rate

## REV. OPTIONS - G.O. BOND @ \$10M

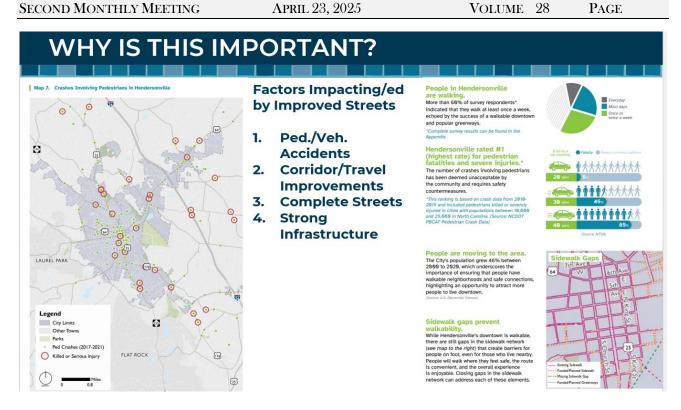
#### City of Hendersonville, North Carolina

Capital Planning Model - General Fund Scenario 1 Existing and Proposed Debt Service

	Existing and 110	pooca Debt Serv					Γ	8
		Existing De	bt Service		Serie	es 2027 - G.O. E	3ond Transportat	ion
Fiscal Year	Principal	Interest	Debt Service	Balance	Principal	Interest	Debt Service	Balance
	44,816,730	12,569,745	57,386,475		10,000,000	4,716,350	14,716,350	
2022	989,768	261,178	1,250,946	43,826,962	-	-	-	-
2023	1,431,745	682,086	2,113,831	42,395,217	-	-	-	-
2024	2,814,513	1,095,915	3,910,427	39,580,704	-	-	-	-
2025	2,839,493	1,055,404	3,894,897	36,741,211	-	-	-	-
2026	2,699,622	979,325	3,678,948	34,041,589	-	-	-	-
2027	2,471,353	904,567	3,375,919	31,570,236	-	-	-	10,000,000
2028	2,196,054	836,074	3,032,128	29,374,182	335,818	400,000	735,818	9,664,182
2029	2,101,259	777,270	2,878,529	27,272,923	349,250	386,567	735,818	9,314,932
2030	2,119,057	718,930	2,837,987	25,153,866	363,220	372,597	735,818	8,951,712
2031	2,099,697	660,579	2,760,277	23,054,169	377,749	358,068	735,818	8,573,963
2032	2,049,254	603,951	2,653,206	21,004,914	392,859	342,959	735,818	8,181,104
2033	2,036,501	550,579	2,587,079	18,968,414	408,573	327,244	735,818	7,772,531
2034	1,751,298	497,647	2,248,945	17,217,116	424,916	310,901	735,818	7,347,614
2035	1,653,055	448,655	2,101,710	15,564,061	441,913	293,905	735,818	6,905,702
2036	1,639,546	401,471	2,041,017	13,924,515	459,589	276,228	735,818	6,446,112
2037	1,625,322	356,238	1,981,560	12,299,193	477,973	257,844	735,818	5,968,139
2038	1,642,173	310,132	1,952,304	10,657,021	497,092	238,726	735,818	5,471,047
2039	1,304,232	263,991	1,568,223	9,352,789	516,976	218,842	735,818	4,954,072
2040	1,311,503	228,503	1,540,006	8,041,286	537,655	198,163	735,818	4,416,417
2041	1,318,631	193,187	1,511,818	6,722,655	559,161	176,657	735,818	3,857,256
2042	1,237,570	157,091	1,394,661	5,485,086	581,527	154,290	735,818	3,275,729
2043	1,246,379	123,674	1,370,053	4,238,706	604,788	131,029	735,818	2,670,940
2044	432,376	90,069	522,445	3,806,330	628,980	106,838	735,818	2,041,961
2045	441,342	81,103	522,445	3,364,988	654,139	81,678	735,818	1,387,821
2046	450,942	71,503	522,445	2,914,046	680,305	55,513	735,818	707,517
2047	460,525	61,920	522,445	2,453,520	707,517	28,301	735,818	-
2048	470,311	52,134	522,445	1,983,209	-	-	-	-
2049	480,190	42,255	522,445	1,503,019	-	-	-	-
2050	490,509	31,936	522,445	1,012,510	-	-	-	-
2051	500,933	21,512	522,445	511,577	-	-	-	-
2052	511,577	10,868	522,445	-	-	-	-	-

### ≈ 2 Pennies on the Tax Rate





# Questions?

https://gishendersonville.hub.arcgis.com/

> https://gis-hendersonville.hub.arcgis.com/ Ctrl+Click to follow link

### 4. <u>NEW BUSINESS</u>

A. Request for Letter of Support for Hands on Children's Museum and Science Center -Lyndsey Simpson Council Member

Council Member Lyndsey Simpson said that she sent everyone a draft letter last week and an info sheet from Hand's On about their plans to build a science center downstairs from where the museum is currently. So they are trying to work with out State representatives to get some State funding and they asked for a letter of support from the City.

Council Member Lyndsey Simpson moved that the City Council approve the Letter of Support for Hands On Children's Museum and Science Center. A unanimous vote of the Council followed. Motion carried.

Dear Representative, Balkcom,

I am writing to urge your support for Hands On! Children's Museum as you and other members of the state legislature consider providing one-time financial support for the development of the future Hands On! Science Center in downtown Hendersonville.

For nearly twenty years, Hands On! has been a beacon of educational enrichment for children in our community. The museum fosters a love for science, technology, engineering, and mathematics (STEM) subjects in a fun and interactive way. The future Science Center project will provide a completely new learning experience for older youth ages twelve and up.

The Science Center will serve as a pipeline to support the Made in Henderson County Apprenticeship Program. The interactive Science Center will feature learning experiences that directly reflect STEM industries within Henderson County and Western North Carolina.

Henderson County and Western North Carolina are home to a growing number of highpaying STEM careers. There are numerous local career pathways through vocational

programs, certifications, associate degrees, and apprenticeships—many of which local youth are not aware of. By raising awareness of STEM career opportunities, particularly in the areas of Advanced Manufacturing and Agriculture, the Science Center will serve as a catalyst for inspiring older youth to pursue rewarding STEM careers without having to leave their community.

The future Science Center will support the Made in Henderson County Apprenticeship Program in partnership with the Henderson County Partnership for Economic Development, Henderson County Schools, and Blue Ridge Community College.

Thank you for your service to our state and for considering financial support through the state legislature for the Hands On! Science Center Project. Hands On! Children's Museum is an important resource for our children and older youth, and support from the State of North Carolina will be instrumental to the success of this project.

### 5. ADJOURN

There being no further business, the meeting was adjourned at 5:14 p.m. upon unanimous assent of the Council.	
ATTEST:	Barbara Volk, Mayor
Jill Murray, City Clerk	