

RESOLUTION DECLARING AN INTENT TO ABANDON AND CLOSE A PORTION OF PROVIDENCE ROAD BETWEEN BRIAR CREEK AND PINWOOD CIRCLE IN THE CITY OF CHARLOTTE, MECKLENBURG COUNTY, NORTH CAROLINA

WHEREAS, Charles N. Myers has filed a petition to close a residual portion of right-of-way on Providence Road in the City of Charlotte; and

WHEREAS, the 10-foot residual portion of right-of-way on Providence Road petitioned to be closed lies on the west side of Providence Road between Briar Creek and Pinewood Circle as shown on a map marked "Exhibit A" and is more particularly described by metes and bounds in a document marked "Exhibit B", both of which are available for inspection in the office of the City Clerk, Charlotte-Mecklenburg Government Center, Charlotte, North Carolina.

WHEREAS, the procedure for closing streets and alleys as outlined in North Carolina General Statutes, Section 160A-299, requires that Council first adopt a resolution declaring its intent to close the street and calling a public hearing on the question; said Statute further requires that the resolution shall be published once a week for two successive weeks prior to the hearing, and a copy thereof be sent by registered or certified mail to all owners of property adjoining the street as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along said street or alley; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Charlotte, at its regularly scheduled session of November 9, 1998, that it intends to close the 10-foot residual portion of right-of-way on Providence Road lying on the south west side of Providence Road between Briar Creek and Pinewood Circle, said street (or portion thereof) being more particularly described on a map and by metes and bounds description available for inspection in the City Clerk's office, and hereby calls a public hearing on the question to be held at 7:00 p.m., on Monday the 14th day of December, 1998 in the Council's Meeting Chamber, Charlotte-Mecklenburg Government Center, 600 E. Fourth Street, Charlotte, NC.

The City Clerk is hereby directed to publish a copy of this resolution in the **Mecklenburg Times** once a week for two successive weeks next preceding the date fixed here for such hearing, as required by N.C.G.S. 160A-299.

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November, 1998, the reference having been made in Minute Book 112, and recorded in full, in Resolution Book 35, Page(s) 394.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of November 1998.

Brenda R. Freeze
City Clerk

Brenda R. Freeze, CMC

**RESOLUTION DECLARING AN INTENT TO ABANDON AND CLOSE A PORTION OF
KEMP STREET BETWEEN OWEN BOULEVARD AND NEAL DRIVE IN THE
CITY OF CHARLOTTE, MECKLENBURG COUNTY, NORTH CAROLINA**

WHEREAS, Deborah A. Moser, Essie G. Hunter and Robert Len Hunter, Sr., have filed a petition to close the portion (one block) of Kemp Street between Owen Boulevard and Neal Drive in the City of Charlotte and,

WHEREAS, this portion of Kemp Street petitioned to be closed lies between Owen Boulevard and Neal Drive (one block) as shown on a map marked "Exhibit A" and is more particularly described by metes and bounds in a document marked "Exhibit B", both of which are available for inspection in the office of the City Clerk, Charlotte-Mecklenburg Government Center, Charlotte, North Carolina.

WHEREAS, the procedure for closing streets and alleys as outlined in North Carolina General Statutes, Section 160A-299, requires that Council first adopt a resolution declaring its intent to close the street and calling a public hearing on the question; said Statute further requires that the resolution shall be published once a week for two successive weeks prior to the hearing, and a copy thereof be sent by registered or certified mail to all owners of property adjoining the street as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along said street or alley; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Charlotte, at its regularly scheduled session of November 9, 1998, that it intends to close the portion (one block) of Kemp Street between Owen Boulevard and Neal Drive, said street (or portion thereof) being more particularly described on a map and by a metes and bounds description available for inspection in the City Clerk's office, and hereby calls a public hearing on the question to be held at 7:00 p.m., on Monday the 14th day of December, 1998 in the Council's Meeting Chamber, Charlotte-Mecklenburg Government Center, 600 E. Fourth Street, Charlotte, NC.

The City Clerk is hereby directed to publish a copy of this resolution in the **Mecklenburg Times** once a week for two successive weeks next preceding the date fixed here for such hearing, as required by N.C.G.S. 160A-299.

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November, 1998, the reference having been made in Minute Book 112, and recorded in full Resolution Book 35, Page(s) 395.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of November 1998.

Brenda R. Freeze
City Clerk
Brenda R. Freeze, CMC

RESOLUTION DECLARING AN INTENT TO ABANDON AND CLOSE A PORTION OF BUTTERFIELD STREET BETWEEN PHILEMON AVENUE AND EAST CRAIGHEAD ROAD IN THE CITY OF CHARLOTTE, MECKLENBURG COUNTY, NORTH CAROLINA

WHEREAS, Hal Abernethy and Wife, June Abernethy have filed a petition to close Butterfield Street in the City of Charlotte; and

WHEREAS, that portion of Butterfield Street petitioned to be closed lies between Philemon Avenue and East Craighead Road as shown on a map marked "Exhibit A" and is more particularly described by metes and bounds in a document marked "Exhibit B", both of which are available for inspection in the office of the City Clerk, Charlotte-Mecklenburg Government, Charlotte, North Carolina.

WHEREAS, the procedure for closing streets and alleys as outlined in North Carolina General Statutes, Section 160A-299, requires that Council first adopt a resolution declaring its intent to close the street and calling a public hearing on the question; said Statute further requires that the resolution shall be published once a week for two successive weeks prior to the hearing, and a copy thereof be sent by registered or certified mail to all owners of property adjoining the street as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along said street or alley; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Charlotte, at its regularly scheduled session of November 9, 1998, that it intends to close the portion Butterfield Street lying between Philemon Avenue and East Craighead Road, and that the said street (or portion thereof) being more particularly described on a map and by a metes and bounds description available for inspection in the City Clerk's office, and hereby calls a public hearing on the question to be held at 7:00 p.m., on Monday the 14th day of December, 1998 in the Council's Meeting Chamber, Charlotte-Mecklenburg Government Center, 600 E. Fourth Street, Charlotte, NC.

The City Clerk is hereby directed to publish a copy of this resolution in the **Mecklenburg Times** once a week for two successive weeks next preceding the date fixed here for such hearing, as required by N.C.G.S. 160A-299.

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November 1998, the reference having been made in Minute Book 112, and recorded in full Resolution Book 35, Page(s) 396.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of November 1998.

Brenda R. Freeze
City Clerk
Brenda R. Freeze, CMC

A RESOLUTION AUTHORIZING THE REFUND OF CERTAIN TAXES

Reference is made to the schedule of "Taxpayers and Refunds Requested" attached to the Docket for consideration of the City Council. On the basis of that schedule, which is incorporated herein, the following facts are found:

1. The City-County Tax Collector has collected certain taxes from the taxpayers set out on the list attached to the Docket.
2. The City-County Tax Collector has certified that those taxpayers have made proper demand in writing for refund of the amounts set out on the schedule within the required time limits.
3. The amounts listed on the schedule were collected through either a clerical or assessor error.

NOW, THEREFORE, BE RESOLVED by the City Council of the City of Charlotte, North Carolina, in regular session assembled this 9th day of November, 1998 that those taxpayers listed on the schedule of "Taxpayers and Refunds Requested" be refunded in the amounts therein set up and that the schedule and this resolution be spread upon the minutes of this meeting.

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November, 1998, the reference having been made in Minute Book 112, and recorded in full in Resolution Book 35, Page(s) 397-398.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of November, 1998.



Brenda R. Freeze, CMC, City Clerk

**TAXPAYERS AND REFUNDS REQUESTED
MORE THAN \$100**

<u>Name</u>	<u>Clerical Error</u>	<u>Amount of Refund</u>
Caterpillar Financial Services		\$ 152.75
Chesapeake Bagel Bakery		107.63
Jump Stitch Inc		217.74
Hendrick Acura		128.46
Grainger W W Inc		1,025.33
Pampered Paws		329.33
Total		<u>\$1,961.24</u>

CERTIFICATION

I, Francis E. Jones, Mayor of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November, 1998, the minutes being the same as those on file in the Office of the City Clerk, and recorded in full in Resolution Book 35, Page 398-399.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this 9th day of November, 1998.


Francis E. Jones, Mayor, City of Charlotte

**A RESOLUTION AUTHORIZING THE REFUND OF
CERTAIN BUSINESS PRIVILEGE LICENSES**

Reference is made to the schedule of "Taxpayers and Refunds Requested" attached to the Docket for consideration of the City Council. On the basis of that schedule, which is incorporated herein, the following facts are found:

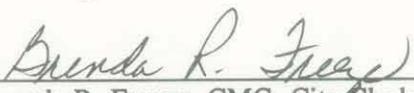
1. The City-County Tax Collector has collected certain taxes from the taxpayers set out on the list attached to the Docket.
2. The City-County Tax Collector has certified that those taxpayers have made proper demand in writing for refund of the amounts set out on the schedule within the required time limits.
3. The amounts listed on the schedule were collected through either a clerical or assessor error.

NOW, THEREFORE, BE RESOLVED by the City Council of the City of Charlotte, North Carolina, in regular session assembled this 9th day of November, 1998 that those taxpayers listed on the schedule of "Taxpayers and Refunds Requested" be refunded in the amounts therein set up and that the schedule and this resolution be spread upon the minutes of this meeting.

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November, 1998, the reference having been made in Minute Book 112, and recorded in full in Resolution Book 35, Page(s) 399-400.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of November, 1998.



Brenda R. Freeze, CMC, City Clerk

TAXPAYERS AND REFUNDS REQUESTED

<u>Name</u>	<u>Amount of Refund</u>
National Metal & Fabrication, Inc.	\$ 400.11
Wilson, Reyes and Associates, Inc.	85.00
The Sports Authority, Inc.	4,550.00
Taylor Richards & Conger	112.31
Coyote Joes Inc.	599.77
Total	<u>\$5,747.19</u>

CERTIFICATION

City Clerk of the City of Charlotte,
North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a
Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular
session convened on the 9th day of November, 1998, the reference having been made to
Minutes Book 35, and recorded in full in Resolution Book 35, Page 400.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this 9th
day of November, 1998.

[Signature]

Linda R. Lewis, City Clerk

RESOLUTION
AUTHORIZING THE CITY OF CHARLOTTE
TO ENTER INTO AN AGREEMENT WITH
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

A motion was made by *(name and title)* Councilmember Cannon and seconded by *(name and title)* Councilmember Autrey for adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, the City of Charlotte has requested the North Carolina Department of Transportation to assist in the funding of Phase I of an Environmental Impact Study of the South Corridor Transitway, from Uptown Charlotte to Pineville; and

WHEREAS, the City of Charlotte will provide ten percent of the cost of the above described project;

NOW THEREFORE, BE IT RESOLVED that the Director of the Charlotte Department of Transportation is hereby authorized to enter into a contract with the Department of Transportation and execute all agreements and contracts with the North Carolina Department of Transportation, Public Transportation Division.

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CERTIFICATION

I, Brenda R. Freeze, _____ City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November, 1998, the reference having been made in Minute Book 112, and recorded in full in Resolution Book 35, Page(s) 401.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of November, 1998.



Brenda R. Freeze, CMC, City Clerk

RESOLUTION OF THE CHARLOTTE CITY COUNCIL EXPRESSING ITS INTENT TO EXTEND A LEASE AGREEMENT WITH THE CHILDREN'S THEATER OF CHARLOTTE, INC. ON CITY OWNED PROPERTY LOCATED AT 1017 EAST MOREHEAD STREET (TAX CODE 125-201-07) AND ITS INTENT TO ENTER INTO A LEASE AGREEMENT WITH THE CHILDREN'S THEATER OF CHARLOTTE, INC. ON CITY OWNED PROPERTY LOCATED AT 2400 THE PLAZA (TAX CODE 095-024-01) FOR A TERM OF FIVE YEARS

WHEREAS, the City owns certain property located at 1017 East Morehead Street (Tax Code 125-201-07) and 2400 The Plaza (Tax Code 095-024-01); and

WHEREAS, the City entered into a Lease Agreement with The Children's Theater of Charlotte, Inc., at 1017 East Morehead Street, said lease dated December 12, 1993 was for a term of five years and expires on December 11, 1998; and

WHEREAS, the City of Charlotte and The Children's Theater of Charlotte, Inc. now desire to extend the term of said lease at 1017 East Morehead Street from December 12, 1998 to December 11, 2003; and

WHEREAS, the City of Charlotte and The Children's Theater of Charlotte, Inc. now desire to enter into a Lease Agreement for City owned property at 2400 The Plaza for a term of five years from December 12, 1998 to December 11, 2003.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Charlotte, pursuant to the provisions of N.C.G.S. §160A-272, that it hereby expresses its intent to authorize the execution of an amendment to the lease dated December 12, 1993 with The Children's Theater of Charlotte, Inc., at 1017 Morehead Street, extending the term of said lease from December 12, 1998 to December 11, 2003 for \$1.00 per year rental and other considerations set forth in said lease; and

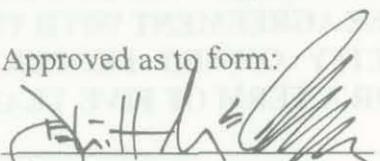
BE IT FURTHER RESOLVED, by the City Council of the City of Charlotte, pursuant to the provisions of N.C.G.S. §160A-272, that it hereby expresses its intent to authorize the execution of the Lease Agreement with The Children's Theater of Charlotte, Inc., at 2400 The Plaza, the term of said Lease being from December 12, 1998 to December 11, 2003 for \$1.00 per year rental and other considerations set forth in said Lease; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to publish this resolution and notice as required by law; and

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BE IT FURTHER RESOLVED, that the City Council hereby expresses its intent to authorize said amendment to the Lease at 1017 Morehead Street and its intent to authorize said Lease at 2400 The Plaza at its next regular meeting 10 days after publication.

Approved as to form:


City Attorney

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, do hereby certify that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of Nov.; 19 98, and the reference having been made in Minute Book 112, Page , and recorded in full in Resolutions Book 35, Page 402-403.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of Nov., 19 98


City Clerk
Brenda R. Freeze, CMC

RESOLUTION PROPOSING TO ACCEPT AN OFFER TO PURCHASE CITY OWNED PROPERTY LOCATED AT 900 NORTH BREVARD STREET (TAX CODE 081-032-01)

WHEREAS, the City owns certain property located at 900 North Brevard Street and identified as tax parcel 081-032-01; and

WHEREAS, the City has received an Offer to Purchase such real property, and said offer has been advertised for upset bid with no other respondents; and

WHEREAS, it is in the public interest to return the property to private ownership for tax purposes; and

WHEREAS, the City proposes to accept said Offer, subject to its terms and conditions, under the provisions and authority of N.C.G.S. §160-269,

NOW, THEREFORE, BE IT RESOLVED, that the City of Charlotte convey title to the property, under the provisions and authority of N.C.G.S. 160-269, to David M. Bilbro for the sum of Twenty Thousand Dollars (\$20,000.00) made payable by Certified check to The City of Charlotte.

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, do hereby certify that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of Nov., 1998, and the reference having been made in Minute Book 112, Page , and recorded in full in Resolutions Book 35, Page 404.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of Nov, 19 98

Brenda R. Freeze
City Clerk
Brenda R. Freeze, CMC

A RESOLUTION AUTHORIZING CONDEMNATION PROCEEDINGS
FOR THE ACQUISITION OF CERTAIN REAL PROPERTY

WHEREAS, the City Council of the City of Charlotte finds as a fact that it is necessary to acquire certain property as indicated below for the **COLONY ROAD EXTENSION-PHASE II PROJECT**; and

WHEREAS, the City either in good faith has undertaken to negotiate for the purchase of this property but has been unable to reach an agreement with the owners for the purchase price or, after reasonable diligence, has been unable to negotiate a purchase price;

NOW, THEREFORE, BE IT RESOLVED by the City Council of The City of Charlotte, that condemnation proceedings are hereby authorized to be instituted against the property indicated below, under the authority and procedures of the laws of the State of North Carolina:

PROPERTY DESCRIPTION:

Amount necessary for the **COLONY ROAD EXTENSION-PHASE II PROJECT** and estimated to be approximately **139,144 square feet (3.194 ac.) for fee-simple; 10,976 square feet (0.252 ac.) for permanent drainage easement; 114,730 square feet (2.634 ac.) for a temporary construction easement** and any additional property or interest as the City may determine to complete the Project, as it relates to Tax Parcel No. 211-241-10, said property currently owned by **THE REA ROAD INVESTMENT PARTNERSHIP**; or the owners' successor-in-interest.

ESTIMATED JUST COMPENSATION:

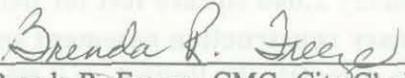
Such estimated just compensation as may be determined based upon the takings required by the final construction plans.

IT IS FURTHER RESOLVED that the estimated just compensation for the property is hereby authorized to be deposited in the Office of the Clerk of Superior Court, Mecklenburg County, North Carolina, together with the filing of the Complaint and Declaration of Taking.

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November, 1998, the reference having been made in Minute Book 112, and recorded in full in Resolution Book 35, Page(s) 405-406.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of November, 1998.


Brenda R. Freeze, CMC, City Clerk

A RESOLUTION AUTHORIZING CONDEMNATION PROCEEDINGS
FOR THE ACQUISITION OF CERTAIN REAL PROPERTY

WHEREAS, the City Council of the City of Charlotte finds as a fact that it is necessary to acquire certain property as indicated below for the **COLONY ROAD EXTENSION-PHASE II PROJECT**; and

WHEREAS, the City either in good faith has undertaken to negotiate for the purchase of this property but has been unable to reach an agreement with the owners for the purchase price or, after reasonable diligence, has been unable to negotiate a purchase price;

NOW, THEREFORE, BE IT RESOLVED by the City Council of The City of Charlotte, that condemnation proceedings are hereby authorized to be instituted against the property indicated below, under the authority and procedures of the laws of the State of North Carolina:

PROPERTY DESCRIPTION:

Amount necessary for the **COLONY ROAD EXTENSION-PHASE II PROJECT** and estimated to be approximately **2,048 square feet for permanent retaining wall easement; 604 square feet for a temporary construction easement** and any additional property or interest as the City may determine to complete the Project, as it relates to Tax Parcel No. 211-604-12, said property currently owned by **GERARD JEAN BILLARANT and wife, CATHERINE S. BILLARANT; MARGARET C. ENGLAND, Trustee; WACHOVIA MORTGAGE COMPANY, Beneficiary**; or the owners' successor-in-interest.

ESTIMATED JUST COMPENSATION:

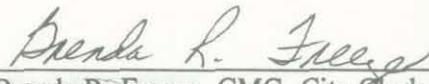
Such estimated just compensation as may be determined based upon the takings required by the final construction plans.

IT IS FURTHER RESOLVED that the estimated just compensation for the property is hereby authorized to be deposited in the Office of the Clerk of Superior Court, Mecklenburg County, North Carolina, together with the filing of the Complaint and Declaration of Taking.

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November, 1998, the reference having been made in Minute Book 112, and recorded in full in Resolution Book 35, Page(s) 407-408.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of November, 1998.



Brenda R. Freeze, CMC, City Clerk

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PERMIT ACCESS TO EMPLOYEE PERSONNEL FILES FOR STATISTICAL, RESEARCH, OR TEACHING PURPOSES, PURSUANT TO NORTH CAROLINA GENERAL STATUTE § 160A-168

WHEREAS, North Carolina General Statute § 160A-168(c2) provides that a city council may permit access, subject to limitations it may impose, to selected employee personnel files by a professional representative of a training, research, or academic institution if that person certifies that he or she will not release information identifying the employees whose files are opened and that the information will be used solely for statistical, research, or teaching purposes; and

WHEREAS, the City Council of the City of Charlotte desires to grant to the City Manager the authority to permit access to city employee personnel files for the purposes and subject to the restrictions set forth in said statute;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Charlotte that the City Manager is hereby authorized to permit access to city employee personnel files pursuant to North Carolina General Statute § 160A-168(c2).

CERTIFICATION

I, Brenda R. Freeze, City Clerk of the City of Charlotte, North Carolina, **DO HEREBY CERTIFY** that the foregoing is a true and exact copy of a Resolution adopted by the City Council of the City of Charlotte, North Carolina, in regular session convened on the 9th day of November, 1998, the reference having been made in Minute Book 112, and recorded in full in Resolution Book 35, Page(s) 409.

WITNESS my hand and the corporate seal of the City of Charlotte, North Carolina, this the 10th day of November, 1998.

Brenda R. Freeze, CMC, City Clerk