

**CITY OF KALAMA
CITY COUNCIL MEETING
MAY 3, 2018**

1. OPENING

Mayor Mike Reuter opened the City Council meeting at 7:00 p.m. Mayor Reuter led those present in the Pledge of Allegiance.

Councilmembers present were Mike Truesdell, Sandra Macias, Mike Dennis Langham, Rosemary Brinson Siipola, and Mary Putka. City staff present were City Administrator Adam Smee, Director of Public Works Kelly Rasmussen, Clerk/Treasurer Coni McMaster, and Police Sergeant Steve Parker. City Attorney Mark Scheibmeir was also present. Members of the public present are listed on the sign-in sheet.

2. EXECUTIVE SESSION – None

3. CHANGES TO THE AGENDA – None

4. PRESENTATIONS & AWARDS

A. Proclamation – National Police Week May 13 – May 19

Mayor Reuter read the proclamation for the record. This year will be honoring Kalama's late Chief Randy Gibson with his name being placed on the National Memorial in Washington DC along with many others. National Police week will be May 13 -19, 2018 and flags will be flown at half mast on May 15, 2018. Chaplain Ray Orr presented the proclamation to Sgt. Steve Parker representing the Kalama Police Department.

5. PUBLIC HEARINGS- None

6. UNFINISHED BUSINESS

A. Gibbs & Olson Design Contracts – Public Works Projects

- 1. Cloverdale Pump Station Design**
- 2. Old Pacific Highway Waterline Replacement – Design**

City Administrator Adam Smee explained based on previously approved selection and ranking Public Works Director Kelly Rasmussen had met with engineers Gibbs & Olson Engineering regarding design for both projects. He is presenting the contracts for the two projects which are within the adopted budget number and the adopted capital facilities plan. The Cloverdale project will be replacing a sixties era pump station that continues to have problems during peak periods and has no redundancy. When repairs are required the crew has to work in the roadway which is dangerous. The design will include back up generation for power outages as well as more up-to-date equipment. The Old Pacific waterline will replace and upsize the existing waterline from Vincent Road to the fire hydrant at River Ridge Lane. This will provide better service to the customers and increased fire flow. Director Rasmussen noted that State Department of Health has identified the Cloverdale pump station as needing to be replaced due it not being redundant, which is now required by their requirements.

Councilmember Mary Putka made a motion the Council approve the contracts and authorize Adam to sign the contracts with Gibbs and Olson for the two projects. Councilmember Rosemary Siipola seconded, and the motion carried.

B. Port of Kalama – Kalama River Road Annexation

Clerk/Treasurer Coni McMaster explained this is the annexation the Port of Kalama brought to the City last December which the City accepted and forwarded to the Boundary Review Board (BRB). The BRB has sent a letter approving the annexation after the 45-day waiting period ended on April 20, 2018. The BRB received no comments during the period nor at a hearing. This annexation is along Kalama River Road and straightens out some of the odd boundary lines. City Administrator Adam Smee noted this is a 13 plus acre parcel and that he had attended the BRB hearing where they had no issues. The ordinance is on the agenda for adoption later.

C. Sidewalk Code Update – Recommendations from Planning Commission

City Administrator Adam Smee explained that after an appeal of the sidewalk code was brought before the hearing examiner, it was noted that code did need review and possible amendment so it was sent to the Planning Commission for review. They have sent their recommendations to the Council for code amendments which will make the code more uniform and less open to interpretation in how it is administered and the fees established. Mr. Jack Eby asked what are the fees? Administrator Smee explained that the code requires that sidewalk be built for new construction and remodel projects over \$30,000. Under the current code a map was used to determine where sidewalk was required to be built but that will be changed in the amendment. The fee-in-lieu of sidewalk is assessed when the construction of a sidewalk is determined to be unsafe or unfeasible. The determination of fees has been made using prevailing costs for construction of sidewalks and the limit is 200 feet of sidewalk once in 10 years. If the property has good sidewalk then don't have to pay into the fund. It is up to PW to decide where sidewalks are needed in the community and the sidewalks will mainly be used for public areas and not residential home areas. There were several questions on how many times a person could have to pay into the fund. Under the new code it will apply to all construction over \$30,000 and be limited to no more than 200 feet once in 10 years. If the sidewalk is in good condition at the property no payment will be required. If the sidewalk is in poor condition it will be required to be fixed. If there is no sidewalk, it will be required to put in a sidewalk unless the area is exempt such as the area along Taylor Road, which will require payment into the sidewalk fund. The goal is to make the sidewalks link for pedestrian mobility and connectivity throughout the city. The community has indicated they want to be walkable. Sidewalks in new development is completed by developer and builders. The code only applies inside the city limits. Ms. Margaret Hendrickson asked about a grant that was given to the City for a sidewalk along Old Pacific Highway for \$2500. Staff noted that they weren't sure which grant she was speaking of, but it would have been put into the sidewalk fund when received. Sidewalks costs are high so \$2500 won't put in much sidewalk. It was asked if the city can apply for grants, such as the Safe Routes to School. The answer is yes, we do. We are applying for the 10th street area this year to connect from the Graystone area to the school. Director Rasmussen noted that the City has been successful in the past getting Safe Routes grants and also Transportation Improvement Board funding. The Meeker Drive walking path was done with grants. Mr. Eby asked what happens when the City gets a grant.

Clerk/Treasurer explained that most grants are reimbursable, which means the City pays and then requests reimbursement after. Ms. Sara Hutchinson asked that if a sidewalk is failing who is responsible to fix it. It is up to the adjoining property owner to repair. In some cases, it becomes a judgement call, but at this time the City hasn't demanded anyone make the repairs. Director Rasmussen explained how it works, that if the city installed the sidewalk, then the City would will look at replacing depending on why it failed. If a property owner breaks the side then the City will request the property owner make the repairs. The underlying cause of a sidewalk failure will be factored into the determination as to who should repair the sidewalk. Using tree roots as an example, it would be the property owner's responsibility if they planted the tree.

D. Tourism Fund – Request for Funding -Heritage Festival

Ms. Linda Dolph presented the Council with a request to use some of the City tourism funds to help advertise the upcoming Heritage Days. This is a high caliber event that was started here in Kalama back in 2005. The request is for help with a half page ad in the Columbia River Reader which will cost \$562. Ms. Dolph continued that she believes this will be good for the community with benefits for all. The group putting it on will be contacting the business owners to get them involved on this side of the freeway. This event highlights the cultural history with high end entertainment and will be an annual event again. There was another Hawaiian festival held last fall that is not the same as this one, but that too will become an annual event. Councilmember Rosemary Siipola asked if they had contacted the Chamber or Cowlitz County Tourism. Ms. Dolph replied she had been to a Chamber meeting but had not talked with County Tourism. Clerk/Treasurer Coni McMaster noted that the tourism budget is very small at this time as it started 2018 with less than \$4000 and usually only receives around \$3000 in a year. The budget to be spent in 2018 is already at about \$5000. The budget does not include what the new McMenamins might generate in tourism revenues, as she didn't have anything to base a projection on. She suggests that the City can possible amend the budget for this purpose for about 2-300 dollars. She would request that the committee come back this fall during the budget preparation to make a request for 2019 and by that time there may be a better idea of the increase to the revenues. It was suggested that the committee request funding from the Chamber as well. The Council was agreeable to funding half of the advertising cost as a partner with the Chamber.

E. Meeker Drive Stabilization Project – Additional Grant Funding – Sign

City Administrator Smee explained this project began several years ago and has been ongoing with the continuing study of the slide area on Meeker Drive. The goal has been to find a way to fix the underlying problems cause by earth movement in the area. This is a supplemental agreement with the Department of Transportation for additional funds which needs authorization for the mayor to sign. Councilmember Rosemary Siipola made a motion the City accept the supplemental agreement and authorize the mayor to sign. Councilmember Mike Langham seconded, and the motion carried.

7. NEW BUSINESS

A. Citizens Petition – Protection of Public Parks

B. Green Roof Building Info These two items were addressed together.

Mayor Reuter stated that he wanted to see this on the agenda to be sure the citizens know they have been heard. He asked the Council if they want to move forward with this petition or move on. The Councilmembers indicated they believe we need to move on. Mayor Reuter asked the attorney what needed to be done. Attorney Mark Scheibmier explained that as long as they are remaining with the status quo no motion is required. Mayor read that the council has had the chance to review the items petition and the green roof information and can make a decision on moving the request forward, referring it for further consideration, or doing nothing. Councilmember Rosemary Siipola read a statement into the record, acknowledging the petition. She noted that Council is not required to take action on the petition as explained by the City Attorney. The Police department is being built and the Council as the elected officials have taken all factors into consideration when making the decisions for the location, design and funding. "The projects design and access are simple and adequate to meet the future needs of our law enforcement personnel and associated activities at a cost that is fiscally conservative, recognizing the fiscal capacity of the city to afford to building the facility." The funding plan is in place and the city will move forward with the project and should meet the time line set out. "It is my hope that once the building is complete, and the police department has a permanent home for the long-term future, we can move forward on other priorities that continue to honor the values and protect the future of this city we all love. Mr. Matthew Merz acknowledged Clerk/Treasurer Coni McMaster for the job she has done in following the laws as she should and noted that the Council may not want to talk anymore about the Police Station but they will be for months to come.

Mr. Ron Madera of 5400 Meeker Drive, stated that he has been watching how this has proceeded and asked the Council why they would pick the library over the police department. They should have had put them first. Councilmember Mary Putka stated that former Chief Gibson actually approved that the library work to move forward. As a former teacher, Ms. Putka noted that reading is important and equally important to a community. It wouldn't be a community without both. Councilmember Siipola noted that at the time of the flood the Police facility was a temporary location under a conditional use permit that would expire. The City would have needed a new building in the future even without the flood occurring. There were a lot of factors in why the Library was completed first, but mostly there was an existing site with a basic plan in place that could be completed. The City didn't have a site for police, so Chief Gibson agreed to the library going first. Just before his death he laid out the site at the park and believed it to be a good fit, the best site of the ones that were considered. The Council moved forward. The library and police facility have been discussed at well over 30 meetings. The project for the police department will move on so we will have both a library and a police station.

A. Right-of-Way Procedures

Director of Public Works Kelly Rasmussen explained that in order to use federal funds there are mandates the city have one person designated as the right-of-way administrator one staff. He now fills that spot after many hours of study and testing which included having to draft the procedures. Washington Department of Transportation has approved the draft which is now before the Council. As the administrator he will be able to negotiate with the property

owners when necessary to ensure fair treatment and compensation when necessary. The Council needs to adopt the final procedures.

D. Annexation of Cloverdale Road Pump Station Site

Director of Public Works Kelly Rasmussen explained that this is the site of for the new pump station discussed earlier. It was purchased several years ago. It is a 1.03-acre parcel that is currently in the county. State law allows for property to be annexed into the City even if it doesn't touch the city boundaries if it is owned by the City and used for municipal purposes. The City did this with the water plant years ago. Having the property allows us to pay ourselves for permits and service fees. There is no zoning and it will probably default to R-1 upon annexation. The property will also be a future site for a storage building for public works equipment.

8. ORDINANCES & RESOLUTIONS

A. Ordinance No. 1402 – Port of Kalama – Kalama River Road Annexation

Ordinance No. 1402 was read by title: An Ordinance of the City of Kalama, Washington, providing for the annexation of certain properties known as the Port – Kalama River Road Annexation to the City of Kalama, classifying and zoning said properties and fixing the effective date of the annexation as June 1, 2018. It was noted the zoning would mixed-use like the surrounding property. Councilmember Rosemary Siipola made a motion the Council adopt Ordinance No. 1402 as read. Councilmember Mike Truesdell seconded, and the motion carried.

B. Ordinance No. 1403 – KMC Chapter 11.04 Sidewalks Update

Ordinance No. 1403 was read by title: An Ordinance of the City of Kalama, Washington amending Kalama Municipal Code Chapter 11.04 Sidewalks – Construction and Repair and Chapter 11.05 Sidewalks, Curbs and Gutters to revise and update the code. Councilmember Mary Putka made a motion the Council adopt Ordinance No. 1403 as read. Councilmember Mike Langham seconded, and the motion carried.

C. Resolution No. 665 - Surplus Building Department Jeep

Resolution No. 665 was read by title: A Resolution of the City of Kalama, Washington declaring the Building Department's 2001 Jeep Cherokee surplus and authorizing disposal in the City of Kalama's best interest. The Jeep will be sold as is. Councilmember Mary Putka made a motion the Council adopt Resolution No. 665 surplusizing the Jeep. Councilmember Rosemary Siipola seconded, and the motion carried.

D. Resolution No. 666 – Right-of-Way Procedures

Resolution No. 666 was read by title: A Resolution of the City Council of the City of Kalama Adopting City of Kalama Right-of-Way Procedures as approved by the Washington State Department of Transportation. Councilmember Rosemary Siipola made a motion the

Council adopt Resolution No. 666 as read. Councilmember Mike Langham seconded, and the motion carried.

E. Resolution No. 667 – Intent to Annex – Municipal Property

Resolution No. 667 was read by title: A Resolution declaring the City's intent to annex City Kalama Cloverdale Pump Station Property – Parcel Number WC2801012 as described herein under RCW 35A.14.220 and 35A.14.300 and authorizing the city staff to submit the notice of intent to The Cowlitz County Boundary Review Board. Councilmember Mike Truesdell made a motion the City adopt Resolution No. 667 as read. Councilmember Mike Langham seconded and the motion carried.

F. Ordinance No. 1404 – KMC Chapter 3.05 – Petty Cash & Change Funds

Ordinance No. 1404 was read by title: An Ordinance of the City of Kalama, Washington adopting Kalama Municipal Code Chapter 3.05 Petty Cash and Change Revolving Funds including controls for the handling of such funds. Councilmember Mary Putka made a motion the City adopt Ordinance No. 1404 as read. Councilmember Mike Truesdell seconded, and the motion carried.

9. PUBLIC COMMENTS/CONCERNS

Sara Hutchinson of 549 N. Fifth Street noted that the City has put the Police facility project out for bids and submitted for permits. She asked why City Administrator Adam Smee didn't report back to Council; why it didn't follow how the library was handled, as she has reviewed the minutes on how that process went. Mayor Reuter noted that he wasn't here for the library process but the Council authorized the project to move forward which needed to happen as the City could lose the opening for competitive bids due to all the school projects that are moving forward. Ms. Hutchinson asked, why didn't Adam update the Council when it was going on as it happened before the last council meeting. Councilmember Mary Putka stated that the Council understood that this would be proceeding, he didn't need to update the council on the process. Councilmember Rosemary Siipola noted that Council already laid out what needed to be done, so updates weren't necessary. Councilmember Sandra Macias added that the Library project had many issues tied to it regarding the design, and the funding from insurance, FEMA and Envision. In the case of the police facility, the approved design has been place and direction to proceed with the bid and permits was given. The Council knows what Adam was responsible to do and knew he would do his job to move it forward, so he didn't need to come back unless there were any issues he needed the Council to address. City Administrator Adam Smee explained that the Library had many pieces to deal with, variables, that required continued updates. The police facility was fully designed in October with Council approval. Once directed by Council he moved forward with the process which was included in the adopted timeline. To meet the timeline the project needed to be expedited, and he was directed to move it forward. The project was published in the Daily News as the paper of record and in both Seattle and Portland editions of Daily Journal of Commerce which is how the City always posts public works projects. There were no variables in the process and no reason to report back to the Council at this time.

Charlene DeRosier of 99 Kalama River Road asked if the City has a set of rules that require the Council to bring certain issues back to the people for decision, so the public understand what is happening, so the current unrest doesn't keep happening. It was explained that the City has many rules that have to be followed including our own municipal code and the state RCW's. One of the guiding documents that the citizens should refer to is the annual budget. The Budget is adopted annually which authorizes what expenditures will be made in the coming year, the Council has to approve any amendments in order to spend any additional funds and this document is available on the website. Ms. DeRosier noted that she has trouble with publications, as she isn't looking for legal notices. City Administrator Adam Smee noted he agrees, but the City is required by the law to publish the legal notifications which are not easy to find. The City is publishing more and more on the website and social media. He explained that it would have been better to have had more people be included in some of these decisions regarding the police facility but due to the immediate need, the City didn't have several years to develop a plan, as the School did for their facility needs. The School did a very good job.

Jack Eby of 1010 Martins Bluff Road made a comment on the process for PD and library issues that this Council is is a poster child as how to not listen to the citizens. The Council is not making a connection with the public and they have not spoken up for the citizens.

Patricia Britcher, President of local Realtor Association informed the Council that her Association is willing to help the City with any questions regarding real estate and in all matters. They can reach out to the Association if needed. Ms. Britcher added that having been an Law enforcement officer she appreciates the City's proclamation. She thanked Sgt. Parker for his service.

Sara Hutchinson of 549 N. Fifth Street asked if there were drugs found in the home at 586 N. Fifth Street. City Attorney Mark Scheibmeir stated that ongoing investigations are not public record. Ms. Hutchinson noted that the property has been boarded up and has no utilities, so it is just deteriorating. She asked for a home to be considered to be a drug home does it have to have drugs and/or drug paraphernalia in it. A drug home is not a legal term so not sure how to answer the questions. It was explained that the house has not been seized, but due to the lack of utilities the occupancy was revoked and it was posted. The seals were broken, and access was being gained regardless of the signs, so the City took action to better secure the house by boarding it up and will continue to monitor the site.

10. CORRESPONDENCE - None

11. MAYOR'S REPORT & COUNCILMEMBERS' REPORTS

- A.** Mayor Mike Reuter had no report.
- B.** Councilmember Mike Truesdell had no report.
- C.** Councilmember Sandra Macias reported on the new sign which has been placed

at Toteff Park by the School and built by Mr. Westrick. The crew helped to put it up a few days ago. She reminded everyone that Saturday is the spring clean-up day. Meet up with Shirley Lowman at Post Office at 9am. The Amalak will provide lunch for all that volunteer. Councilmember Macias stated that as a councilperson she has looked at how she can work with Public Works and now working with Finance, what can she do to help. She has been posting public works items on facebook so the public is informed of what may be happening in their area or just what public works is doing. Her current project is to work on a "brand" for Kalama that the whole community would recognize and relate to. Ms. Macias read the following statement:

"From tonight through the 10th if you live in the 98625 zip code you have the opportunity to apply to join the Kalama Brand workgroup. The workgroup will meet for two meetings. One will be four hours and one will be two hours. The workgroup will consist of 2 people living within city limits, 1 person outside city limits but within Kalama, 2 business owners of which 1 is a member of chamber of commerce, a city employee, myself, and a volunteer from the port and the school. The purpose of this group is to develop a vision and mission statement for the city of Kalama, to select/update a logo and motto, and to design a city flag. If you aren't available to volunteer for the workgroup you will still have an opportunity to give feedback because we will put a draft of the work out on a survey monkey to provide an opportunity for feedback before we finalize the project to present to city council. If you would like to be a part of the workgroup you can go to the city's website click on I want to tab, then click on apply for a open position on board, committee etc. In the other box indicate Kalama workgroup. These instructions will be on Facebook later tonight and the city's website tomorrow"

She encouraged everyone to apply and participate. All the local groups and governmental entities do individual work and have their own identity. The idea would be to incorporate a common factor so complement each other, something universal. It isn't to change but rather re-identifying for the future.

B. Councilmember Mike Langham had no report

E. Councilmember Rosemary Siipola reported she attended the regional traffic safety meeting. She requested that everyone turn off their phones while driving. She also announced that soon they will be working to put together a task force to work on Economic Develop plan developing strategies for implementation of the plan components.

F. Councilmember Mary Putka reported on the upcoming clean-up day. Envision Kalama's mission is to raise money to enhance Kalama. This year they along with Amalak will be providing plants for along pedestrian walkway over the railroad tracks that will be planted during the event on Saturday.

12. DEPARTMENT REPORTS

A. City Administrator Adam Smee reported that as we move forward with the work within the Downtown Revitalization Economic Development Plan which was funded by Washington Department of Commerce grant, the staff and planners would like to be sure that the current codes match with the plan's goals or do they conflict. He suggested the Council assign the Planning Commission to review the codes to be sure they are in alignment. The

Council agreed this needed to be done. Administrator Smee stated that he would like to draft a letter to the federal representatives to address the Army Corp of Engineers representation within this district. Currently the City or the Port can be dealing with either the Portland/Vancouver offices or with Seattle depending on the project which can make processing difficult. The letter would be to support that the office be defined by location and unified to the Portland office. He will present a draft for review and request that the mayor sign on behalf of the City Council. Administrator Smee addressed the issue of the landfill and the County's current consideration for privatizing the management of the landfill. The County has moved it forward but hasn't included the Solid Waste Advisory Committee in the process nor are they being forth coming in what they are doing, why they are doing it and what it will cost to the citizens. The landfill will provide 100 years of capacity as being operated now, but outsourcing it could allow for trash from outside the area to be brought in. The Advisory Committee has gotten no response to the questions they have and no financial numbers, but the County has moved forward selection process by selecting just today a national firm, Republic, to move talks forward with. He provided the Council a draft letter, which he may need to make revisions to after the selection announcement, requesting the County be more forthcoming with the impacts to the taxpayers and information on the effects. Administrator Smee noted the concern is that the local communities could be left with the garbage and the private company just walks away once the landfill nears or reaches capacity in the future. Letters from other entities have been submitted that have raised these concerns. He is not sure exactly what the plan is as the County has not provided it even to the committee. The Council was in agreement the letter be completed and signed by the Mayor.

B. Director of Public Works Kelly Rasmussen reported that the reunification drill which half the crew participated in went well. The street lights were upgraded near the pedestrian overpass and fuses in downtown lights were replace. Crewmember Bryce Drybek enjoys working on vehicles, so has made repairs on the F150 and other vehicles for the department. Director Rasmussen has completed the annual water efficiency report, which shows a loss of 13%. The City need to get the water loss percentage to under 10 %, so they will be working on making repairs when possible to help address leaking main lines. The City pumped 325,302,000 gallons and it shows a loss of 44,293,000 million gallons. They had some major breaks in the last years. The City is looking at some stand-alone street lighting similar to the Port light poles for the under the I5 underpass. It is to make it more welcoming for people to come across into town. Also, he is looking at a possible dog park area on the north end of town from the Lions paper box to the storm ditch. They will put up a fence, provide dog bags/garbage cans. It is a city owned area and along the outside could update, by adding a table or two and sidewalk along First Street to help draw people to that end of town. The entire crew will be in on Saturday for the Spring cleaning event to help with the work at the base of the walkway, as well as some curb painting. Everyone meets at 9am at the Post Office parking lot.

Police Sgt. Steve Parker presented the statistical report of 135 calls with 17 reports. He noted that the issue at the school was a grade school student and that it is unusual to have deaths, both by natural causes, 2 days in a row. The reunification drill with the School went well. There were 200 students participating and a lot of observers on site. There are places to improve which was expected as this is the first drill of this kind here. He will be going to Washington DC with Dawn Gibson to be present for the ceremony adding Chief Randy Gibson to the wall. Councilmember Rosemary Siipola commend the department for their job on the recent fire call at the apartment complex.

D. Clerk/Treasurer Coni McMaster reported she had received word the City will receive a technology grant for \$5700 for software to help with public records requests. She noted that April is closed and she will get them the monthly report, the annual report is nearing completion, and the invoices are higher due to payments on the ongoing projects on Meeker Drive, the Stormwater and Sewer Plans, quarterly payments and the permit fees. She informed the Council that she and Adam had completed an update to the City's Financial policies as part of the bond process, which are being reviewed by the bond attorney and underwriter. These will be brought back to Council for adoption, hopefully at the next Council meeting. She asked if there were any of the Council members that want to attend the Annual conference as she will be registering the Mayor next week. It is in Yakima on June 26-29, 2018, so let her know as soon as possible. Clerk McMaster informed the Council that she has published for an open position in the Finance Department as Mary Gleason will be leaving to take a position elsewhere. She hopes to fill the position no later than July.

E. City Attorney Mark Scheibmeir sitting in for Sam Satterfield had no report. He did note that he was impressed with the legal opinion Sam had presented on the petition issue, with how well it was written and how respectful to the audience it was.

13. CONSENT AGENDA

Councilmember Mary Putka made a motion the City Council approve the Consent Agenda including:

Claims and Payroll Warrants #38973-38026 plus ACH/EFT payments for the Month of April in the amount of \$ 249,211.89; Approval of Minutes of the April 18, 2018 City Council Meeting; Set a Public Hearing for the 2019-2025 6-year Transportation Improvement Plan for June 7, 2018 at 7pm.

Councilmember Mike Langham seconded, and the motion carried.

14. EXECUTIVE SESSION

At 9:33 p.m. Mayor Reuter announced the Council would go into executive session on a matter of real estate 9:33 for 20 minutes. He asked City Administrator Adam Smee and Clerk/Treasurer Coni McMaster to attend. The meeting resumed at 9:45 p.m.

15. ADJOURNMENT

Mayor Reuter adjourned the meeting at 9:46 p.m. These minutes are not verbatim. A copy of the recording for this meeting is available for review upon request.

Mike Reuter - Mayor

Coni McMaster - Clerk/Treasurer