

**GLOUCESTER CITY COUNCIL MEETING**

Tuesday, May 9, 2017 – 7:00 p.m.

Kyrouz Auditorium – City Hall

**-MINUTES-**

**Present: Chair, Councilor Joseph Ciolino; Vice Chair, Steven LeBlanc, Jr.; Councilor Melissa Cox; Councilor Paul Lundberg; Councilor Valerie Gilman; Councilor Scott Memhard; Councilor Sean Nolan; Councilor James O’Hara; Councilor Joseph Orlando, Jr.**

**Absent:**

**Also Present: Joanne Senos; Jim Destino; Kenny Costa; Chip Payson; John Dunn; Fire Chief Eric Smith; Donna Leete; Grace Poirier**

**The meeting was called to order at 7:01 p.m. The Council President announced that this meeting is recorded by video and audio in accordance with state Open Meeting Law.**

**Council President Ciolino**, after conferring with **Councilor Cox**, Vice Chair of the Planning & Development Committee, announced that PH2017-022: SCP2017-004: Commercial Street #33, Map 1, Lot 22, GZO Sec. 2.3.6.1 for parking of motor vehicles to service a use permitted in the MI District & GCO Ch. 22, Sec. 22-153 “Privately owned open-air parking spaces will be continued to the City Council meeting of June 27, 2017.

**Flag Salute & Moment of Silence.****Oral Communications:**

**Richard Clark**, 4 Duck Pond Road, #213, Beverly, MA, advised that having been in Clark Cemetery, part of the First Parish Burial Ground, 122 Centennial Avenue, in the last few days he has observed knotweed growing again in it. He asked for assistance in its removal as well as debris remaining from last fall’s clean-up. He added he has been working at the cemetery over the past four days and has added to the debris pile. He advised that on Saturday, May 6 preliminary work will be undertaken through a grant for restoration of veterans’ headstones. He asked for assistance in removal of accumulated debris and invasive vegetation in advance of the May 6 work.

**Presentations/Commendations:** None.

**Confirmation of New Appointments:**

**Cemetery Advisory Committee**

**Carol A. Kelly**

**TTE 02/14/20**

COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Carol A. Kelley to the Cemetery Advisory Committee (Alternate), TTE 02/14/20.

**DISCUSSION:** None.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the City Council voted 9 in favor, 0 opposed, appoint Carol A. Kelley to the Cemetery Advisory Committee (Alternate), TTE 02/14/20.**

**Waterways Board**

**Russell Sherman**

**TTE 02/14/20**

COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Russell Sherman to the Waterways Board, TTE 02/14/20.

**DISCUSSION:**

**Councilor LeBlanc** said that as Council liaison to the Waterways Board he could attest that Mr. Sherman comes highly recommended by the Board, with his knowledge of the fishing industry and having his own boat, he will be an asset to the Board.

**Mr. Sherman** said that he is honored to be appointed to the Waterways Board and expressed his hope he will fulfill the requirements of the position to the satisfaction of the citizens of Gloucester.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the City Council voted 9 in favor, 0 opposed, to appoint Russell Sherman to the Waterways Board, TTE 02/14/20.**

**Historical Commission**

**Helen "Holly" Clay**

**TTE 02/14/20**

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Helen "Holly" Clay to the Historical Commission as a full member, TTE 02/14/20.

**DISCUSSION:**

**Ms. Clay** said that she has been on the Historical Commission as an alternate member for over a year and is now proposed as a full member. She noted the 2017 Gloucester Historic Preservation Awards sponsored by the Historical Commission for people and entities who have contributed to the historic preservation and educational outreach in the city. She also noted that the Commission is working on grants to move historic preservation of city landmarks forward.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the City Council voted 9 in favor, 0 opposed, to appoint Helen "Holly" Clay to the Historical Commission as a full member, TTE 02/14/20.**

**Consent Agenda:**

- **CONFIRMATION OF REAPPOINTMENTS**
- 1. Tourism Commission Catherine Ryan TTE 02/14/20
- **MAYOR'S REPORT**
- 1. New Appointments: Historical Commission William C.S. Remsen TTE 02/14/20 (Refer O&A)
- 2. Reappointments: Gloucester Housing Authority Andrew C. Nickas TTE 02/14/22
- 3. Contract from the Mass. Cultural Council for the Local Cultural Allocation to the Gloucester Cultural Council in the amount - \$7,600 (Refer B&F)
- 4. Special Budgetary Transfer Request 2017-SBT-23 from the School Department (Refer B&F)
- 5. Supplemental Appropriation-Budgetary Request 2017-SA-37 from the CFO (Refer B&F)
- 6. Invitation from the Cape Ann Veteran's Services for the Memorial Day Parade and Ceremony on Monday, May 29, 2017 (Info Only)
- 7. Commendation from the Gloucester Waterways Board through the Harbormaster's Office saluting the heroic actions of Christian Dagley (Info Only)
- **COMMUNICATIONS/INVITATIONS**
- 1. Proposed City Council resolution on behalf of the tourism industry and commuters on the MBTA weekend summer closure proposal without mitigation (FCV on 5/23/17)
- **APPLICATIONS/PETITIONS**
- 1. PP2017-002: Petition by Comcast to install one 2" PVC conduit 20' +/- across Concord St. to provide service to Concord St. #345 (Refer P&D)
- 2. Special Events Application: Request to hold the St. Peter's Fiesta 5K road race on June 22, 2017 (Refer P&D)
- **COUNCILORS ORDERS**
- 1. CC2017-013 (O'Hara) Request that O&A & the Traffic Commission review the beach no parking areas for possible expansion; and that Sec. 22-176 "Penalties for parking violations" "Prohibited area (beach district)" be amended to increase the penalty to the maximum penalty permissible by law (Refer O&A & TC)
- **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**
- 1. City Council Meeting: 04/25/2017 (Approve/File)
- 2. Special City Council Meeting: 05/02/2017 (Approve/File)
- 3. Standing Committee Meetings: B&F 05/04/2017 (under separate cover), O&A 05/01/2017, P&D 05/03/2017 (Approve/File)

**Items to be added/deleted from the Consent Agenda:**

**Councilor Cox** asked to remove the Planning & Development Committee minutes of May 3, 2017 under Approval of Minutes. She conveyed that the May 3, 2017 P&D Committee minutes reflect that the matter of SCP-004: Commercial Street #33, Map 1, Lot 22, GZO Sec. 2.3.6.1 for parking of motor vehicles to service a use permitted in the MI District & GCO Ch. 22, Sec. 22-153 "Privately owned open-air parking spaces reflect was closed at the Committee level, but that was not the case -- the matter remains in the Committee. She said the record should show that the matter is, in fact, continued to June 21, 2017. **By unanimous vote of the Council the minutes of the Planning & Development Committee was amended and accepted for May 3, 2017.**

**By unanimous consent of the Council the Consent Agenda was accepted as amended.**

**Committee Reports:****Budget & Finance: May 4, 2017**

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Special Budgetary Transfer 2017-SBT-21 in the amount of \$10,000 from Account #0122052-527001, Fire Department, Rental-Buildings, to Account 0122051-513000, Fire Department, Overtime, for the purpose of funding the continuous operation of fire stations in the City of Gloucester.

**DISCUSSION:**

**Councilor Memhard** conveyed that based on the review of this matter with Fire Chief Eric Smith that this transfer and the one that follows for the Fire Department, that for the combined two transfers totaling \$18,000 within the Fire Department budget that should allow the department to keep all fire stations staffed and open for about another 18 full days by funding the overtime account. He said it is hoped that this combined transfer would see the department through to the end of FY17.

**MOTION: On motion by Councilor Memhard, seconded by Councilor Orlando, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2017-SBT-21 in the amount of \$10,000 from Account #0122052-527001, Fire Department, Rental-Buildings, to Account 0122051-513000, Fire Department, Overtime, for the purpose of funding the continuous operation of fire stations in the City of Gloucester.**

COMMITTEE RECOMMENDATION: On motion by Councilor Memhard, seconded by Councilor Orlando, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Special Budgetary Transfer 2017-SBT-22 in the amount of \$8,000 from Account #0122052-530025, Fire Department, In-Service Training OM, to Account 0122051-513000, Fire Department, Overtime, for the purpose of funding the continuous operation of fire stations in the City of Gloucester.

**DISCUSSION: None.**

**MOTION: On motion by Councilor Memhard, seconded by Councilor Orlando, the City Council voted 9 in favor, 0 opposed to approve Special Budgetary Transfer 2017-SBT-22 in the amount of \$8,000 from Account #0122052-530025, Fire Department, In-Service Training OM, to Account 0122051-513000, Fire Department, Overtime, for the purpose of funding the continuous operation of fire stations in the City of Gloucester.**

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2017-SA-35 in the amount of \$100,000 (One Hundred Thousand Dollars) from the Water Enterprise Fund, Fund Balance - Special Purposes, Account #6000-328000 to the Water Enterprise Fund, Water Meters & Parts, Account #600058-588501 for the purpose of funding a city-wide metering program.

**DISCUSSION:**

**Councilor Memhard** noted that this appropriation is from a Water Enterprise Fund Special Purposes account to be placed in the Fund's Water Meters & Parts account to fund a city-wide water metering program. The DPW Director, Mike Hale, had indicated a particular part of the city where extensive water work that was wrapping up and that meters for those affected homes would be replaced.

**Councilor Orlando** added that Mr. Hale also explained that new meters are more accurate in their readings and that some revenues may be further realized by the city through this new, more accurate technology for a one-time cost.

**Councilor LeBlanc** advised that he just had his water meter replaced through the DPW noting the replaced meter was 30 years old. He said that the new meter should give a more accurate reading moving forward

**Councilor Memhard** said that Mr. Hale commented that aging water meters do run slower.

**Council President Ciolino** added that this is a good place to invest Water Enterprise Fund monies.

**MOTION: On motion by Councilor Memhard, seconded by Councilor Orlando, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to approve Supplemental Appropriation 2017-SA-35 in the amount of \$100,000 (One Hundred Thousand Dollars) from the Water Enterprise Fund, Fund Balance - Special Purposes, Account #6000-328000 to the Water Enterprise Fund, Water Meters & Parts, Account #600058-588501 for the purpose of funding a city-wide metering program.**

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2017-SA-36 in the amount of \$100,000 (One Hundred Thousand Dollars) from the Water Enterprise Fund, Fund Balance - Special Purposes, Account #6000-328000 to the Water Enterprise Fund, Vehicles, Account #600058-585001 for the purpose of funding the purchase of two (2) used trucks.

**DISCUSSION:**

**Councilor Memhard** said that the DPW Director, Mr. Hale, had informed the B&F Committee that two used dump trucks are needed for the DPW fleet to replace aging equipment which was found to be a better investment given the condition of the two used trucks under consideration than if the city were to lease them or enter into a lease-to-own program. The Committee had agreed with his recommendation, he reported.

**MOTION: On motion by Councilor Memhard, seconded by Councilor Orlando, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to City Council approve Supplemental Appropriation 2017-SA-36 in the amount of \$100,000 (One Hundred Thousand Dollars) from the Water Enterprise Fund, Fund Balance - Special Purposes, Account #6000-328000 to the Water Enterprise Fund, Vehicles, Account #600058-585001 for the purpose of funding the purchase of two (2) used trucks.**

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 2 in favor, 1 (Orlando) opposed, to approve the Gloucester Fire Department Billing and Collection Policy as presented by the EMS Coordinator and approved by the Mayor dated April 14, 2017 and further to approve the proposed fee schedule attached to and incorporated into the policy effective July 1, 2017.

**DISCUSSION:**

**Councilor Memhard** explained that Sander Schultz, EMS Coordinator for the Fire Department Ambulance Service, gave a thorough review of the proposed FY18 ambulance service rates and how those rates compare to other communities. He pointed out that annually the Fire Department's Ambulance Service comes forward to the Council to confirm its rate charges for the coming fiscal year. He said that this year's rate increase is modest at 0.7% which is in keeping with the Medicare increase and is the benchmark by which the Service gauges its rates. It should be noted that the revenues gleaned from the Fire Department Ambulance Service are part of the revenue funding within the budget year's city budget, he said.

**Councilor Orlando** expressed his agreement that the B&F Committee received good information from Mr. Schultz and his appreciation for the information and rationale behind the proposed rate increases. He said that there was a discussion of how the increase for FY18 was negligible, a difference of \$3,000 to \$4,000 in comparison to FY17 Ambulance Service rates. He said that if the FY18 rate increase is negligible then rates should be kept as low as possible so that those citizens with modest incomes aren't burdened. He pointed out that the majority of patient transports of city residents are insured through Medicare and Medicaid. He said his position was to keep the rates the same for FY18.

**MOTION: On a motion by Councilor Memhard, seconded by Councilor Orlando, the City Council voted 8 in favor, 1 (Orlando) opposed, to approve the Gloucester Fire Department Billing and Collection Policy as presented by the EMS Coordinator and approved by the Mayor dated April 14, 2017 and further to approve the proposed fee schedule attached to and incorporated into the policy effective July 1, 2017.**

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council authorize the write-off of \$305,258.04 in uncollectible, outstanding ambulance billing.

**DISCUSSION:**

**Councilor Memhard** said that this is the Ambulance Service's annual request to write off what is considered "old" or "bad" debt for accounting purposes. He said this action isn't an indication that these funds won't be recovered if payment becomes possible due to the settlement of a law suit or an estate settles. He pointed out if payment is made after the debt is declared as written off, the city can still accept that payment. He reiterated that this is an accounting issue for debt that is 300 days or older and by accounting standards is considered technically uncollectable.

**Councilor LeBlanc** asked what was the uncollectable debt total last year. **Kenny Costa**, City Auditor, said that uncollectable debt for the previous year was \$375,901.74 and that this year's uncollected debt figure is in line as in previous years. The uncollected debt has ranged from \$300,000 to \$400,000, he noted. **Councilor LeBlanc** commented that this year's uncollected debt to be written off was less than last year which he said he considered good.

**Councilor Gilman** asked what is attributable to the reduction in uncollected debt for write off. **Mr. Costa** said revenues have increased over the last several years which he attributed to collections. He said as to percentages, receivable are almost \$2 million which is about a 1% to 2% difference from last year as to the actual billable amounts overall. He said that the write off amount is about 18% of receivables. **Councilor Gilman** asked if this is consistent with other municipalities. **Mr. Costa** said he'd have to reach out to his peers as some municipalities' contract with private ambulance services for the 911 responses. **Fire Chief Eric Smith** said in speaking with EMS Coordinator, Sander Schulz, the total figure for uncollected debt to be written off is comparable to other municipalities. He said the department's Ambulance Service is doing "extremely" well with collections through their billing company. He acknowledged that the Service has seen revenues increase by a higher percentage than realized in total volume of calls because the billing company does such a good job in their collections, ensuring that what is appropriate to bill is collected to the greatest extent possible. He assured that the request for the uncollected debt write off has been verified by the billing company as uncollectable. He advised that the Fire Department even went hired a collections agency to pick that aspect up from the billing company, and the collections agency netted no monies at all nor did that agency receive any payment by the city since they were by contract to receive a percentage of what was collected as their fee over a three year period. He conveyed the department is pleased with the work of the billing company and that the Ambulance Service is, "right where they need to be."

**MOTION: On a motion by Councilor Memhard, seconded by Councilor Orlando, the City Council voted 9 in favor, 0 opposed, to authorize the write-off of \$305,258.04 in uncollectible, outstanding ambulance billing.**

**Ordinances & Administration: May 1, 2017**

There were no matters from this meeting under this heading for Council consideration.

**Planning & Development: May 3, 2017**

There were no matters from this meeting under this heading for Council consideration.

**Scheduled Public Hearings:**

1. **PH2017-022: SCP2017-004: Commercial Street #33, Map 1, Lot 22, GZO Sec. 2.3.6.1 for parking of motor vehicles to service a use permitted in the MI District & GCO Ch. 22, Sec. 22-153 "Privately owned open-air parking spaces (Cont'd from 04/25/2017)**

**This public hearing is opened at 7:25 p.m.**

**Council President Ciolino** announced that this public hearing was to be continued to June 27, 2017.

**This public hearing is closed at 7:25 p.m. and continued to June 27, 2017.**

**For Council Vote:**

1. **SCP2017-002: Wingsheek Road #105, GZO Sec. 1.5.3(b); 3.1.6(b) and 3.2 for a building height over 35 feet**

**MOTION: On a motion by Councilor Lundberg, seconded by Councilor Cox, the City Council voted by ROLL CALL 7 in favor, 1 (Gilman) opposed, 1 (Nolan) abstained, to adopt the Special Council Permit decision (SCP2017-002) for Wingersheek Road #105 pursuant to Sections 1.5.3(b); 3.1.6(b) and 3.2 of the Gloucester Zoning Ordinance.**

**Unfinished Business: None.**

**Individual Councilor's Discussion including Reports by Appointed Councilors to Committees:**

**Update on the Council on Aging Board by City Council Representative, Councilor Valerie Gilman** who reported that:

- Meetings of the Board are dynamic, with a quorum at every monthly meeting.
- **May Events at the Rose Baker Senior Center:** Wednesdays at 1:00 p.m. Attorney Caroline Fuchs, practicing immigration law, offers confidential consulting. To make an appointment please contact Lucy Sheehan, Executive Director at 978-281-9765 x22. A Pizza Party will be held on Monday, May 15 and during "intermission" the Old Salty Jazz Band will play at 1:45 p.m. On Monday, May 22, because May is "Hearing Month," David and Judy Bergeron of Beauport Hearing Care (located at 8 Lexington Ave.) will be available for hearing consultations. On Wednesday, May 31 at 10:00 a.m. a Mass. Bar Association program will convene with a presentation by Attorney Stephen Spano on elder law, and there will be a question and answer period at the conclusion of his presentation.
- Information for all Rose Baker Senior Center programs is available through the Senior Center's newsletter, on the city's website at: [gloucester-ma.gov](http://gloucester-ma.gov) or by calling 978-281-9765.

**Councilor Gilman** extended her thanks to Lucy Sheehan, Executive Director of the Senior Center as well as the Council on Aging Board members. She reminded the public that hearing devices are available through the City Clerk for those citizens who are hearing impaired and wish to utilize the devices during City Council meetings

**Councilors' Requests to the Mayor:**

**Councilor Orlando** said that the 'Clean Up Clark Cemetery' volunteer group along with the DPW needs to reconvene and schedule a clean-up of the First Parish Burial Ground for late May or early June. Should anyone wish to volunteer he asked they contact him at: [jmorlando@gloucester-ma.gov](mailto:jmorlando@gloucester-ma.gov)

**Councilor Cox** announced the following upcoming events: The Empty Bowl Dinner will be held Thursday, May 11 from 4:00 p.m. to 8:00 p.m. at Cruiseport; Saturday, May 13 there is a "Stamp Out Hunger" event sponsored by the U.S. Postal Service -- postal carriers will pick up canned food donations from residents and take the donations to the Open Door Food Pantry on Emerson Avenue; Saturday, May 13 there is a Special Needs fundraiser to be held at the Gloucester Fraternity Club, 27 Webster Street from 7:00 p.m. to 11:00 p.m.; Wind Turbine Tours at 11 Dory Road will start at 10:30 a.m. on Saturday, May 13. The tour is restricted to the base of the turbine and is by RSVP only through the following link only: <https://www.eventbrite.com/e/gloucester-wind-turbine-tour-electric-vehicle-showcase-2017-tickets-33830228123>; and on Saturday, May 20 the Roseway, a gaff-rigged schooner used by the non-profit World Ocean School will have an Open House at the Marine Railways from 8:00 a.m. to 11:00 a.m.

**Councilor Lundberg** offered his compliments to the DPW and the city's streetlight contractor, Siemens. He advised that he had reported a street light that was out through the city's website. He reported that three days later an employee of Siemens called him to ensure it was the correct streetlight because in filling in information on the website he had misidentified the pole number. He said the system created by the DPW works and thanked the city contractor's employee who was so customer friendly.

**Councilor Memhard** recognized the 2017 Gloucester Preservation Awards program sponsored by the Gloucester Historical Commission held at the Cape Ann Museum on Saturday, May 6. He said this reflects a lot of wonderful activities in the community. He noted also being shown at the Cape Ann Museum is the Sacred Cod documentary about the fishing industry, and said that the documentary's producer was present at one of the showings. He said that compliments should be extended to Generous Gardner's for their displays of tulips on Stacy Boulevard and the Tulip Festival. He said he walked the entirety of the Boulevard this past Saturday prior to the Festival's start. He mentioned an email from a constituent, Neil Costa of East Gloucester, and said that the city may be pursuing residents' concerns of noise violations at the Americold/National Fish & Seafood facility.

**Councilor Gilman** also recognized the DPW, saying that two days before the Tulip Festival she received a call from Generous Gardeners who witnessed a dog defecating in the Stacy Boulevard flower beds, and asked if the city could bring back the Mutt Mitt dispensers to the Boulevard. She advised that she reached out to the DPW to reinstall the Mutt Mitts dispensers which they did promptly, and that she personally stocked the dispensers. She said Generous Gardner's appreciated the efforts of the DPW as did she. She highlighted that Councilor Lundberg was

one of the recipients of the 2017 Gloucester Historic Preservation award given out this past Saturday for historic restoration and preservation of his home.

**Councilor O'Hara** said he echoed the sentiment of the Councilors who complimented Generous Gardner's great work on Stacy Boulevard and said he was in attendance at the Tulip Festival as was Councilor Gilman and Mayor Theken. He announced that on Monday, May 22 from 2:00 p.m. to 7:00 p.m. a blood drive will be held at the Magnolia Library, and he encouraged resident participation to donate the "gift of life."

**Councilor LeBlanc** added his recognition of the DPW for the work, along with National Grid, on Maplewood Avenue which he said will be repaved that the lower end (towards the Poplar Street intersection) will have new sidewalks installed making it safer for students walking to the O'Maley Innovation Middle School. He expressed his appreciation for the DPW's proactive outreach efforts to affected neighbors who had expressed their concerns throughout the National Grid project. He said despite all the weeks of detours city drivers experienced that when this project is completed it will have been worthwhile. He pointed out that National Grid is paying for almost all of the project reparations and extended his thanks to National Grid for repaving Maplewood Avenue.

**Council President Ciolino** said that he strolled Stacy Boulevard to view the tulip plantings, and advised that when the tulip display is done that a plan is in place to remove the bulbs and transplant them at a city rotary and behind the Police Station to add further beauty to the city. He also noted the new railings installed as part of the Stacy Boulevard restoration project have flag holders permanently attached. He said the stonework is very well done as are the stairs to the tidal beach. He said the reopened Stacy Boulevard is a credit to the city, a project which started with Mayor Kirk and was completed under the auspices of Mayor Theken.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 7:40 p.m.**

**Respectfully submitted,**

*Dana C. Jorgensson*

**Clerk of Committees**

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**