

MINUTES
CITY OF STEVENSON COUNCIL MEETING
July 18, 2019
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor Anderson called the meeting to order at 6:01 p.m. He led the Pledge of Allegiance and welcomed everyone.

PRESENT

Councilmember Robert Muth
Councilmember Paul Hendricks
Councilmember Jenny Taylor
Councilmember Matthew Knudsen

ABSENT

Councilmember Weissfeld

MOTION: To excuse Councilmember Weissfeld's absence due to surgery was offered.

Motion made by Councilmember Taylor, Seconded by Councilmember Muth
Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor,
Councilmember Knudsen

Others present:

Ken Woodrich, City Attorney
Leana Kinley, City Administrator
Eric Hansen, Public Works Director
Ben Shumaker, Stevenson Community Development Director

2. CHANGES TO THE AGENDA:

City Administrator Kinley stated that the item regarding vacation of a portion of Iman Road has been removed from the agenda to allow more time for the petitioners to refine their request.

3. CONSENT AGENDA: The following items were presented for Council approval.

- a) **Minutes** of June 20, 2019 City Council Meeting and June 26, 2019 Special City Council Meeting.

MOTION: To approve Consent Agenda item a as presented.

Motion made by Councilmember Muth, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor,
Councilmember Knudsen

4. PUBLIC COMMENTS:

Mary Repar invited Councilmembers and interested audience members to attend the upcoming program sponsored by the Stevenson Grange as part of their Community Resiliency series. It will be on Seed Saving Through the Ages. The program will begin at 6:30 p.m. on July 19th at the Stevenson Community Library.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Stevenson Community Pool** - Pool Manager Meaghan Young thanked the Stevenson City Council for the support it is providing the pool. She provided information on a number of activities and events the Stevenson pool is hosting. Summer camps, swim lessons, exercise classes and lifeguard training for young adults are all being provided. The swim team has been a very popular program. There will be SCUBA training in the near future.

She was asked by City Attorney Ken Woodrich if she was seeing an increase in visitors from the White Salmon area as the White Salmon pool is closed. Meaghan noted that White Salmon was providing vouchers to White Salmon residents for the Hood River pool, and there were not many coming to Stevenson. He suggested she advertise in White Salmon to draw in more users as Stevenson is offering more programs than Hood River.

- b) **Stevenson Downtown Association** - Marie Perez with the Stevenson Downtown Association shared updates on the Association's work. The mural project is taking shape, with one mural in place. Local kindergartners helped paint the background for the next mural.

Grant funds for the Courthouse Lawn/Park Plaza projects are being received and the SDA has about 25% of the project costs covered. Burlington-Northern Santa Fe Railroad has contributed some startup funds.

6. UNFINISHED BUSINESS:

- a) **Discuss Dissolution of the SBA** - Angie Waiss with the Skamania County Chamber of Commerce and Marie Perez with the Stevenson Downtown Association (SDA) provided the council with information on the reasons behind the proposed dissolution of the Stevenson Business Association (SBA). Lack of participation at meetings, poor attendance at events and confusion over the co-mingled roles of the SDA and the SBA were cited as the main issues. The SBA's events and activities are currently all managed through the Chamber. The Chamber and SDA will work together to distribute the SBA services between the agencies.
- b) **Discuss Letter Supporting Title 23 Waiver** - Tabled to August meeting.
- c) **ROW Use Appeal Stevenson Farmers' Market** - Stevenson Farmers' Market Manager Pharaoh Skinner spoke with Councilmembers on the appeal the market filed on behalf of the sign ordinance and Right-Of-Way usage. She noted she was confused as the market used to have signs up without having to remove them within 5 days and no permit was required.

It was noted by City Administrator Leana Kinley the intent of the ordinance is to reduce sign clutter at the two entrances to Stevenson. There is also an issue of fairness in that other organizations want to use the sites to promote their events or activities. Eric Hansen, PW Director shared that the permit is for the use of the Right-of-Way. Councilmember Muth inquired if the Right-of-Way permit was restricted. There are now sleeves in the ground for signs to be placed.

Pharaoh noted she was willing to help organize schedule and asked the Council to consider approving a semi-permanent sign space for the market. The consensus was not to allow this.

Councilmember Taylor asked what the staff thought of for a solution. PW Director Eric Hansen stated that possibly in the future there will be some form of kiosk there whereby the signs can be rotated. Pharaoh Skinner relayed the market will run until mid-October. It was noted most other events have already occurred, with just a few more scheduled for the summer. Councilmember Knudsen suggested the market needs to make sure and coordinate with other events in order to provide shared space for events. Angie Waiss with the Chamber of Commerce commented that the Chamber usually has nothing to do with scheduling, they just maintain a calendar of events. Pharaoh was asked to check with the city regularly to determine if any sign permits have been filed in order to ensure fair usage of the site.

MOTION: To approve/deny the appeal from the Stevenson Farmers' Market was amended to allow the market usage of the site for signs with the understanding the market needed to be willing to share when other events are scheduled and have a permit for their signs.

Motion made by Councilmember Muth, Seconded by Councilmember Hendricks. Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- d) Approve No Parking on Lotz Road** - The Councilmembers reviewed Ordinance 2019-1145 regarding parking on Lotz Road. The road is narrow and numerous accidents have occurred. The change was being considered in response to a citizen's complaints about his vehicle being hit.

One resident sent in comments regarding the proposed change. Mr. Conn was concerned if people were unable to park on Lotz Road his visitors/guests would have to park on Rock Creek Drive. There were also concerns expressed regarding pedestrian access. He was unsure as to whether he could still park a vehicle on his property.

PDW Hansen is unsure of the exact ROW and where the current parking sites are now located.

Councilmember Knudsen expressed a concern regarding safety and getting emergency vehicles access to a fire due to the narrowness of the road. PWD Hansen stated snow removal was also a concern.

Councilmember Muth proposed a motion to table the discussion. The motion failed due to lack of a second.

Councilmember Hendricks asked if this had been a concern in the past. Ben Shumaker, Stevenson Community Development Director has dealt with this previously, but it was not too high on the current radar. He suggested one solution could have been to put in a hammerhead, but now houses are being built.

Mary Repar asked if it was possible to do a land survey and put in a turn-around. PWD Hansen replied there was not enough space.

Councilmember Taylor asked if it was possible to purchase land for use and she was informed the land in question has already been sold.

Fire Chief Rob Farris stated that the city roads have standards for public safety and fire apparatus and they should be applied.

Regarding the nature of the complaint (truck being struck), audience member Ann Lueders asked why the city was dealing with the issue, as it appeared to be a civil matter. Leana Kinley, City Administrator responded it was due to a citizen's request.

Councilmember Taylor asked for a visual guide to the road in question. PWD Hansen provided a map of the area for Councilmembers to review. All agreed a looped road would be a solution, but that would be in the future.

No motion was made regarding the matter. Ordinance 2019-1145 fails.

- e) **Discuss Fire Hall** - Council reviewed the letter from Sheriff Brown regarding the Skamania County Sheriff's Office decision to withdraw from the project. Sheriff Brown noted that the Fire Hall is a critical project and needed to move forward, but due to uncertainty of costs and siting, he felt it was best for the County to not participate. City Administrator Kinley stated Sheriff Brown also told her it was a challenge to obtain funding for the EOC portion of the plan.

Councilmember Knudsen asked for an update from the three committees recently established to look into the Fire Hall project.

Funding Committee: holding off until project details were more firm.

The Needs Committee: Chief Farris has come up with a couple of concepts. The size has been reduced to 7000' sq. ft. which would provide only bare bones services- just apparatus space, a training room and one bathroom. May have decontamination shower-the space is there. There is no provision for future growth and no public meeting or usage space built in.

Chief Farris noted that there were still items in the McKenzie plan that were increasing costs and further clarification was needed from McKenzie. He suggested that what the Council had seen was not the final version and the wrong layout had

been presented. He said the verbiage from McKenzie was not in line with the final report. Chief Farris said he is still hearing things from the public about the fire hall that are not consistent with the final version of the plan. He had recently met with Councilmember Weissfeld who worked with him to reduce the square footage of the building for cost savings.

Mayor Anderson noted that what they had seen was a version with reduced costs, and it was a refined plan. He requested the newest proposals be available for viewing. Chief Farris said some sketches were available.

Ben Shumaker, Community Development Director noted the Site Committee was waiting to hear from the Needs group before moving forward. He also stated that in the 2013 report there were other entities interested in partnering with the project and by doing that there would be cost savings of approximately 17%. Now that most of the other entities have chosen not to participate, more of the costs will be borne by the City of Stevenson.

Chief Farris commented he could make do with a pole barn structure as a fire hall, and Councilmember Taylor asked if that could be considered a serious option. Chief Farris pointed out that excavation would have to be done no matter what and other sites may have similar problems with site preparation. He noted the McKenzie report was not engineered regarding the site excavation.

Councilmember Hendricks asked if the site could be eligible for EPA funds as a brownfield site. City Administrator Kinley related it was very unlikely.

Chief Farris was thanked for his time and input regarding the Fire Hall project. Further discussions will take place as the Needs Committee narrows down the site plans.

- f) **Discuss I-1639** - Mayor Anderson noted there were a large number of audience members and asked any interested in commenting on the agenda item to please put their name on the sign in sheet. He then asked Councilmembers the reason for the discussion regarding I-1639.

Councilmember Taylor stated it was about the letter sent from the Stevenson City Council to the Skamania County Commissioners regarding their approval of a resolution on Sheriff Brown's stance of not supporting the provisions of I-1639. The City Council in June voted in favor of sending a letter to the Commissioners expressing their concerns and their opposition to the Commissioners resolution, with a copy to be sent to Sheriff Brown.

Councilmember Knudsen stated the discussion at the June 2019 City Council meeting did not include what the next steps would be. He relayed the expectation by the Stevenson City Council was that I-1639 was to be upheld within the City of Stevenson until the law is rescinded or amended.

Councilmember Hendricks spoke to the audience that he did not want his personal opinion to sway his opinion on the matter before the Council. He then quoted the

current law as it relates to the background checks required by I-1639. He went on to say he was concerned that if the Sheriff refuses to run background checks then the City taxpayers could be held liable if any weapon purchased by someone legally ineligible to purchase a gun is then later used in a crime. He stated that adherence to the law, whether someone considers it a good or bad law, is essential to 'Covering Your Ass' in case problems later arise. The City of Stevenson could be financially liable if any issues occur and that laws need to be followed until they are otherwise invalidated through a legal process.

Councilmember Knudsen stated there are a lot of arguments about the constitutionality of I-1639, and the courts are the branch of government that will make the determination. There are parts of the law that deal with securely locking up firearms, and in the case of theft investigations have to take place. The conversation tonight is about following the laws that are on the books. What if there are other laws the Sheriff does not agree with?

Councilmember Taylor asked why does the Council need to take a stand, and why did we have to send a letter?

City Attorney Woodrich noted it was not the job of the City Council to enforce the law. Sheriff Brown's decision is his own decision. The City of Stevenson contracts with Sheriff Brown and the Skamania County Sheriff's Office as the chief law enforcement agency for City of Stevenson. The letter did not have to be sent, but it was sent.

Councilmember Muth relayed he had discussed with Sheriff Brown the idea of having a 1:1 meeting with City Administrator Leana Kinley about the issue. It was noted that the Sheriff's Office is required to provide law enforcement within the City limits, regardless of whether the City pays or not. Taxpayers in Stevenson are paying the Sheriff's Office for coverage, as do those in Carson and North Bonneville.

Councilmember Hendricks stated that until a court says it is unconstitutional, I-1639 stands as current law. The City of Stevenson is paying Sheriff Brown to enforce law. If he is unwilling to enforce it then the city should consider a discussion regarding payment for services.

Councilmember Taylor declared the City Council had more important things to work on. She stated she did not want to have to discuss this.

Mayor Anderson then opened the meeting for public comments. He asked everyone who signed up to speak to respect the three-minute limit for comments.

The majority of comments received from the audience were in favor of the Second Amendment and how they felt the Initiative was infringing on their constitutional rights. Others talked about the language in the oath of office and what they felt it meant as it related to the constitution.

Several audience members declared they felt the law was going so far as to restrict where they could purchase items. Others questioned why the City Council was spending time on the issue when there were other more pressing needs in the City.

One comment received had to do with the language in the resolution passed by the Skamania County Commissioners and how it was in error when referring to "God given rights".

Another audience member asked if the Sheriff had been informed as to the meeting and if he had been invited to attend. Councilmember Muth related he had met with Sheriff Brown that day and that Sheriff Brown was well aware of the City Council meeting.

Mayor Anderson thanked the audience for their comments and participation and for keeping the discussion civil. No action was taken.

- g) Sewer Plant Update** - PWD Eric Hansen referred to the report in the Council meeting packets on the Wastewater Plant. He noted that Dirt Huggers in Dallesport could haul the biosolids for twenty-five cents a pound.

The wastewater treatment plant recently experienced a "critter"/bacterial die-off. No cause was determined.

Councilmember Muth questioned the lower amounts of BOD loads from 2018-2019. PWD Hansen theorized it had to do with the best practices being utilized, including ramping up the grease trap program.

The application to the Economic Development Administration needed several additional questions answered. The application is to be reviewed at the end of July 2019. There is \$4m in grant funds available.

City Administrator Kinley noted the emergency loan funding applied for was not approved through the Washington State public works board, but will be moved to the current Department of Ecology loan for design. She anticipates it will be 5 weeks for a contract to be in place.

7. NEW BUSINESS:

- a) Approve North Bonneville PDA Sign** - Councilmembers briefly discussed the purpose for the change in the North Bonneville PDA sign design.

MOTION: To approve the North Bonneville PDA sign permit.

Motion made by Councilmember Muth, Seconded by Councilmember Taylor.
Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen.

- b) Port of Skamania Shoreline Permit 2017-01 Extension** - Ben Shumaker, Community Development Director, directed Councilmembers to information in their

packets explaining the request for a one-year extension of the Port of Skamania's Waterfront Project permit. He noted the permit can be extended up to three times if needed and if the Council agrees.

Shumaker stated the Port of Skamania had shown good cause and had completed a number of the tasks. Councilmember Knudsen asked how far along the project was. Shumaker stated approximately 50% of the work was done.

Councilmember Hendricks asked what became of the idea of bringing in a project manager to help move the project along? City Administrator Leana Kinley said the Port felt the project was far enough along the manager was not needed.

Mayor Anderson and Councilmember Muth shared their views on a recent meeting with the Port. They felt that different information was being discussed and a lot of finger pointing was taking place.

MOTION: To approve a one-year extension of Shoreline Permit 2017-01 as drafted.

Motion made by Councilmember Muth, Seconded by Councilmember Taylor.
Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor
Voting Nay: Councilmember Knudsen

Mayor Anderson asked why Councilmember Knudsen voted nay, and he replied he felt there was unclear communication from the Port and the project was taking too long.

- c) **Set Date for August Council Meeting** - Following a brief discussion as to the history and policy behind the August meeting dates, the Council chose to reschedule the August City Council meeting to August 22nd due to the Skamania County Fair.

MOTION: To set the date of August 22nd for the August regular city council meeting.

Made by Councilmember Hendricks, Seconded by Councilmember Taylor.
Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor
Voting Nay: Councilmember Knudsen

- d) **Discuss Council Retreat** - City Administrator Leana Kinley requested the Mayor and Council briefly review the 5-year SMART goals that were set at the City Council retreat in October 2018. She referred to the goals as set out in the Council meeting packet.

She asked if a special meeting would be needed, or would the Council prefer to prioritize the goals during a regular meeting. Knowing what was a priority would help Administrator Kinley in preparing the upcoming budget.

Councilmember Taylor suggested it would be a good idea to include the candidate running for Stevenson City Council. It was noted it would be an open meeting and the public can attend.

Mayor Anderson stated it would be worthwhile to drill down and look closely at the goals. There were some aggressive ones set and he would like to focus on moving forward and making progress. The consensus was to begin the goal review at the regular meeting in August.

Ben Shumaker was asked about the downtown planning project. He replied it was moving along, with stakeholder interviews being held to determine issues. The next step would be to receive reports from the sub-consultants, develop additional concepts and hold more interview to gather responses. An implementation plan will follow, further interviews will take place, and by December 31 a final plan should be developed. He noted there needs to be a definition regarding what is considered the east side of downtown Stevenson.

- e) **Resolution 2019-343 Revising the Personnel Policy** - Administrator Leana Kinley asked the City Council to consider revising the current personnel policy to include a reimbursement for boots (up to \$200) for Public Works employees. Because the City partners with Skamania County, discounts are available at local retailers such as Coastal.

An additional revision was added to the holiday pay (Section 8.10): *Non-exempt regular full-time or part-time employees will be paid for the holiday plus 2.5 times their regular rate of pay for any time worked on the holiday.*

Councilmember Taylor asked if additional personal protection/safety equipment could be added. PWD Eric Hansen said those items are already included

MOTION: To approve resolution 2019-343 revising the personnel policy.

Motion made by Councilmember Muth, Seconded by Councilmember Taylor.
Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- f) **Approve Credit Card Vendor Change** - City Administrator Kinley requested permission from the City Council for the City of Stevenson to change their credit card vendor from Invoice Cloud to Xpress Bill Pay. She pointed out the benefits to making the switch, including some cost savings. There will be some upfront costs, including training, but the monthly fees will be approximately \$50 less.

MOTION: To approve the contract with Xpress Bill Pay for credit card services for an initial fee of \$2,500 and monthly charges as outlined in the attached quote # 2019061202JS with the city paying the merchant fees without a transaction fee.

Motion made by Councilmember Muth, Seconded by Councilmember Hendricks.
Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- g) Loop Road Project** - City Administrator Kinley shared information regarding the Loop Road Project to the City Council. Much of the information about the project was included in the Council meeting packet, including an overview of the items included in the project, what has been completed, if they were part of the strategic goals set by the Council and challenges to each portion of the project.

Administrator Kinley and PWD Hansen filled in some details about the project. The biggest expense to placing utilities underground is the transformers. If the City of Stevenson pays for it all it would be a significant cost. There are some tasks that can be done now in order to save funds, but were not included in the original timeline.

Coordinating with five other utilities can be complicated, with work being done in phases. When the road is open it may be the time to repair or replace other infrastructure. Water lines are a priority, but timing is essential. If replaced while road is open for other projects, significant savings could be realized. It will be 10-15 years before another opportunity arises to combine projects.

Council consensus was to move forward with the project, including the waterline replacement and utility undergrounding.

Administrator Kinley advised the Council that in 2020 the Public Works Department will be stretched thin with multiple projects taking place.

- h) Discuss Use of Timber Funds** - City Administrator Kinley requested the Council determine the best use of the \$1.3M in Timber Funds. Suggestions included using all the funds to support building the Fire Hall, use some towards the Fire Hall and use the remainder as short term loans for other City projects, or use them in other ways.

Councilmember Muth questioned using the funds for inter-departmental loans, and was assured by Administrator Kinley that it was permissible.

After brief discussion it was determined the timber funds would be used for the following purposes: \$1M for the Fire Hall and the remainder for a rainy-day fund. Administrator Kinley will have ordinances establishing those funds at the next council meeting.

8. INFORMATION ITEMS: City Council members received the following items in their meeting packets for informational purposes.

- a) Financial Report** - Administrator Leana Kinley provided an update on the City of Stevenson's revenues and expenditures as of June 30th, 2019. The full report was included in the Council meeting packet. She noted some discrepancies in sales tax revenue not being split (pg. 217) but stated it would be corrected in September.

She reviewed some of the trends in the various funds, noting some were in line with the budget and some were not. Office furniture was being replaced, with one desk

being replaced at no cost. The Fire Department purchased a new command vehicle for less than the grant amount.

In looking at the Equipment Services budget which indicated replacing a vehicle Councilmember Hendricks questioned the need to purchase a new vehicle. He asked if it would be better optics to have a used vehicle purchased instead. PWD Hansen responded one of the reasons a new vehicle was needed was it would free up employee time to work on projects and not on vehicle repairs.

Administrator Kinley noted that after the new software is in place and budget amendments have been taken into account there will be a more accurate picture of the state of the finances.

- b) **Sheriff's Report** - A copy of the Skamania County Sheriff's Report for June, 2019 was attached for council review as well as a copy of their latest newsletter.
- c) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court Cases recently filed was attached for Council's review.
- d) **Chamber of Commerce Activities** – A report describing some of the activities conducted by Skamania County Chamber of Commerce in June, 2019 was attached.
- e) **Transportation Improvement Program** - The final TIP has been submitted to the state and was attached.
- f) **Building Permits** - Stevenson: 23 active Single-Family Residences (SFRs), 9 started in 2019; 4 cabins (vacation lodging); and 1 triplex (not started). LDB tasting room finalized and open. 61 building permits total for 2019. North Bonneville: 2 SFRs and 1 duplex.
- g) **Fire Department Report** - A report describing some of the activities conducted by the Fire Department in June, 2019 was attached.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Eric Hansen, Public Works Director** - PWD Eric Hansen provided an update on the current road projects. The recent gas leak resulted from an unknown gas pipe that was dug up during work. The gas company did not know of its existence even though a locate had been done. It would have taken the gas company an hour to respond, so emergency repairs were made by bending the pipe and securing it with some tape, stopping the leak.

Following complaints regarding flaggers hired by Century Link the flaggers are no longer on site.

Chip sealing is set to take place but some county equipment is broken, delaying the chip-seal schedule.

Underground placement of utilities is taking a lot of staff time.

- b) **Ben Shumaker, Community Development Director** - Ben Shumaker is working with the SDA in hopes of securing grants. The EPA has funds to support rural economies through recreation opportunities through the Recreation Economy for Rural Communities program. He is also working with the Fire Department to find funds for a new fire truck.

He is working with the Port of Skamania to get the Waterfront Project done. While no project manager was hired, Kari Fagerness with the Economic Development Council is working as go-between.

A parking inventory for downtown is being done in house. Ben is looking for volunteers to count cars to make note of utilization of spaces.

The Shoreline Master Plan received one comment during the 45-day response period. The comment was from the Washington Department of Natural Resources regarding recognition and protection of Rock Creek as a cold-water refuge for steelhead and salmon.

- c) **Leana Kinley, City Administrator** - City Administrator Kinley referred to the report provided in the Council meeting packet detailing specific projects and tasks the City staff have been working on over the past month. She did highlight one item regarding Stevenson's eligibility for Community Development Block Grants. Because the recent income survey of residents showed the poverty level is lower than the guidelines allow, Stevenson is not eligible to receive CBDG grants.

She also brought up two items not in her update. The first was the phone system project is moving forward with the phones being ordered and install planned for the week of July 29th. The second was regarding the Leadership Team Development. Janice Corbin of Sound Employment Solution would like to speak with councilmembers when she is here on July 25th. There will be a follow-up email sent with her contact information to schedule individual meetings.

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) June 2019 payroll & July 2019 A/P checks have been audited and were presented for approval. June payroll checks 13598 thru 13605 total \$119,565.26 which includes one EFTPS and five ACH payments. A/P Checks 13607 thru 13734 total \$301,083.82 which includes two ACH payments. The A/P Check Register was attached for review. Detailed claims vouchers were available for review at the Council meeting. No investment activity in June 2019.

MOTION: to approve the July vouchers, including the June 2019 payroll and July 2019 A/P checks.

Motion made by Councilmember Muth, Seconded by Councilmember Knudsen. Voting Yea: Councilmember Muth, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

11. MAYOR AND COUNCIL REPORTS: No reports were provided.

12. ISSUES FOR THE NEXT MEETING: No issues were provided.

13. ADJOURNMENT - Mayor Anderson declared the meeting adjourned at 8:50 p.m.

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Approved _____; Approved with revisions _____

Name _____ Date _____

Minutes recorded by Johanna Roe