

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, May 16, 2022

5:30 PM

**Council Chambers,
City Hall**

Members Present:

Thomas F. Powers, Chair
Michael J. Remy, Vice Chair
Bettina A. Chadbourne
Bryan J. Lake
Andrew M. Madison

Staff Present:

Elizabeth A. Dragon, City Manager
Thomas P. Mullins, City Attorney
Duncan Watson, Asst. Public Works
Director/Solid Waste Manager
Kurt Blomquist, Emergency Management
Director/Public Works Director
Aaron Costa, Asst. Public Works
Manager/WWTP Operations Manager
Christian Tarr
Chelsea North Parking Manager
Merri Howe, Finance Director
Med Kopczynski, Economic Development
Director
Mary Lathe, Lab Manager
Jim Mountford, Fleet Operations Manager
John Rogers Interim Community
Development Director
Harry McKelvey, Transportation and
Stormwater Operations Manager

Chair Powers called the meeting to order at 5:30 PM.

1) Community Development – Page 146

John Rogers Interim Community Development Director addressed the Committee. Mr. Rogers began by noting the new land development code, which has been adopted by the Council, has now been put in place and staff is working with developers and local property owners.

The department is also taking on some additional tasks with the creation of the Congregate Living and Social Services licensing board and are moving forward to get some of the congregate care facilities licensed and inspected as well as performing inspection on different properties and organizations.

Mr. Rogers stated the City Manager has made an offer and Jesse Rounds has accepted the position of Community Development Director and is moving to Keene from Colorado and they

hope to see him here by the end of June early July. He indicated this is a department that has been in transition for several years and this transition continues. There was the combining of the multiple departments into one. This task is ongoing and with a new director, they hope it will be the finishing part.

With reference to revenue numbers on Page 149, those numbers are pretty much staying the same. The department is estimating a higher number for the permit revenue. During the last two years, during Covid people have done a lot of work on their houses as well as commercial type developments. Permit revenue is being projected to be around \$315,000.

The rest of the numbers are staying flat for projections.

Mr. Rogers referred to page 148, which is the flow chart for the department's personnel will stay the same. The department had two administrative assistants and are now down to one, which is how it will be in the future.

Page 150 refers to a summary and relates to some cost savings. He added the previous director was at the top step and the new director is coming in at a lower step.

Mr. Rogers stated once the new director comes on board the Master Plan rewrite is one of the projects staff will be addressing.

The Manager added there has been a lot of work between Community Development and the Fire Department over the last couple of months; coordinating inspections and doing some cross training. The fire department is going through a process of looking at the software used in the community development office to see if they can also consolidate under one software for some of this permitting. Mr. Rogers stated the plan is to make permitting a one-stop effort for consumers.

Public Works

Kurt Blomquist Public Works Director/ Emergency Management Director addressed the Committee next. Mr. Blomquist stated the services his department provides is the bedrock for the community. The department provides access to the transportation system, clean water, disposal of wastewater, solid waste management, etc. He indicated the department represents about 34% of the total budget at about 22.4 million dollars.

The department is involved in all six funds. The department met the goals of the Council and the Manager as it relates to the budget. Mr. Blomquist indicated the department has not had a substantial increase in its budget since 2010 and have held to the direction of the City Council, between 2 to 2.7% each year. This means services have stayed the same since the last decade.

Mr. Blomquist stated the cost of materials has grown and we are likely to see this continue into the next calendar year. The price of diesel and gas have seen a substantial increase, which will have an impact on vehicle and fleet equipment. It will also affect other items, such chemicals and other things that are used for various operations.

The other area the department is seeing an impact is with staffing. The department is not proposing any new staff but maintaining staff has been a challenge with rising wages in the private sector; the City can't necessarily adjust as quickly as the private sector. Lack of housing also has an impact on staffing. What does that mean for the City? The Public Works Director, Airport Director and Parks and Recreation Director are working closely; discussing what the needs are and looking at ways of combining tasks. He indicated he sees more interaction between departments.

The emergency management team has met regularly over the last 2 years. The Manager has talked about many of the things the team has been able to do in order to accomplish this for the City and also the community. In addition to the Covid, the City is also seeing regular emergencies; last July the City experienced the flooding on July 17, 19 and 29 through the 1st. As of now, the City has submitted 1.1 million dollars' worth of damages and is continuing to work through with FEMA on recovering about 90% of those costs. He indicated the role of emergency manager has grown over the last four to five years. This position is responsible for the continuing operation of the City, make sure hazard mitigation plans are up to date, the State has developed more regulation for other industries, particularly social service industries where they have to have their emergency plans reviewed by the local emergency manager and looking version manager's team. (this is a layer of layer that has not existed in the past). There is also participation with schools, every time schools have a review by Department of Homeland Security, Police and Fire go in with them to review the schools emergency plans, and meet with principals. Mr. Blomquist stated he has his sixth such meeting coming up next week.

Mr. Blomquist stated he wanted to recognize this work particularly for the assistant because it really has become a two-person team. The last amount of funding requested was to relocate the Emergency Operations Center from the bottom floor of City Hall to the second floor training room.

With reference to Public Works general fund area - this supports highway, admin and engineering functions. A more detailed presentation will be made by Harry McKelvey and Duncan Watson in short order. Mr. Blomquist stated this is an area that is going to be impacted with cost increases.

Equipment Fund is one of the funds that is part of the overall portfolio of public works. This fund takes care of all City vehicles and equipment, which is within the central fleet system. The fleet area will be heavily impacted by cost increases as they are heavily dependent on diesel and gasoline for operation of vehicles but also for materials and parts that go into a piece of equipment.

Public Works also supports the parking fund – Public Works manages all the physical spaces for the parking services area, the parking garages, the four surface lots, street, parking – to include work such as snow plowing, maintenance and repair.

Mr. Blomquist then referred to solid waste which is the only operation in New Hampshire that operates outside the tax base. It operates completely as an enterprise fund, using tip fees and

revenues from recycling to fund those operations. Costs for these operations continue to increase. Many of the contracts are governed by fuel and in this next year there would need to be some discussions with Council about the future of this operation.

Mr. Blomquist went on to say disposal is another issue that needs to be looked at closely. As disposal sites become limited in the State of New Hampshire it will drive up cost.

Sewer and Water Funds – The City has a new MPDS permit, which just started in February 2021. There are a number of things the City has to accomplish as part of that new permit along with some additional contaminate compliance issues and hence there will be a number of studies and there will be additional funding requests in different areas; operating budget and CIP coming forward. Mr. Blomquist stated one of the things that drives water and sewer is consumption. He noted to a graph, which shows consumption from 2011 to 2021. In 2011, the City was using close to 800 million gallons of water per year and in 2021 that number decreased to 640 million gallons per year. What does this mean? Water infrastructure is very expensive to maintain. Drop in consumption equals drop in revenues. Mr. Blomquist stated as a result what he will be recommending to Council as part of the budget process is a 5% increase in water and 5% increase to wastewater rate.

Mr. Blomquist stated what is driving this drop in consumption is the accumulation of the changes over the years in the building industry; low flow equipment, which is showing its benefits for the consumer along with industries looking to reduce their prices in their production of their products. Many have looked for ways they can reduce the amount of water that is used in production. Unless the City can get a new industry who is a heavy water user staff is expecting this curve to flatten out – staff will be back with the Finance Department to talk more about the rate adjustment for this coming year. He stated one area he is looking to change is fire protection. He noted Council held fire protection charges to 2019, which resulted in about \$300,000 shifting over to residential customers. Mr. Blomquist stated those costs should rightfully be borne by commercial and industrial activities and should be moved back to them. This concluded Mr. Blomquist's comments.

Highway Division – Page 161

Duncan Watson, Assistant Public Works Director/Solid Waste Manager stated as mentioned by the Public Works Director they are facing some budgeting issues but are doing the best they can to hold the line with some. He stated they are confident with the budget they are bringing forward today; services will remain at a steady level and staff will try to contain the prices to the greatest extent possible.

Mr. Watson introduced Harry McKelvey Transportation and Storm Water Operations Manager. Mr. McKelvey stated he is a resident of Keene and attended Keene State College and three area high schools.

Mr. McKelvey began with the line painting contract and stated staff was aware they were having problems in the past getting enough contractors with correct prices but by splitting that contract

between center lines, sidelines, and the handwork portions, the City was able to get bids that fell within the price range.

The Highway Division has just started working with a retired person from the Police Department in reference to traffic control and learning that program. Staff is also looking at street operations for winter operation to see if they can improve applications. They are looking at establishing some asset maintenance programs for larger facilities, for instance for the parking garages.

Mr. Watson stated he would like to add to what Mr. McKelvey said regarding the line painting contract. He stated the City has not been able to get the line painting done in a timely manner; some of that had to do with supply chain issues, Texas had a massive storm a couple years back. All of this disrupted the supply of paint necessary for the project. He noted Keene has an extraordinary amount of line painting compared to other communities in the area and are similar to communities that are 10 times the size of Keene. He indicated they are hoping by breaking it in this way and by using companies that are a little more specialized in the specific type of application, staff is hopeful the project can be completed in a timely manner.

He noted the Highway Division has about 27 cost centers. Staff years ago came before the Council to start consolidating some of those cost centers – which was done. For instance the open drainage systems were combined into a single line item and using the asset management system staff can pull information out to get specific information as to what the budget fund was for.

Staff wants to do the same with other cost centers to bring them into a more manageable level. For instance, there are a number of line items that have to do with winter maintenance, and combining some of those cost centers will enable staff to use the asset management system to figure out how much is spent on plowing sidewalks - detailed information can easily be extracted.

Councilor Remy stated he grew up in Westmoreland there were no painted lines except for those on highways and asked whether Keene has looked at when they get into some of the neighborhoods just not painting the lines. Mr. McKelvey stated with this contract they did look at a lot of different things like crosswalks and applied a kind of a diet to those applications and looked at some of the places that may not need center lines and fog lines to the extent. He indicated they could not go city-wide but did as much as possible to reduce those numbers. He added with the hand work, especially they were able to make quite a difference and it showed up in the contract bids and same with the long lines and hence the reason they were able to come in on budget.

Mr. Blomquist added many of the lines in the neighborhoods are the result of requests from neighborhoods. Eastern Avenue requested fog lines and center lines. Pako Avenue and Maple Acres - there was a grant obtained to do line painting for people to feel safe walking. Many of the lines are due to neighborhood requests. He indicated there were lines staff backed off and there have been some that have Council directed and were uncomfortable eliminating them. Councilor Remy felt the City should concentrate on sidewalk painting but did not feel fog lines were as important.

Parking

Economic Development Director Med Kopczynski and Parking Service Manager Chelsea North were the next two presenters. Mr. Kopczynski stated the City produced two separate economic development plans and it had a number of different outcomes. From those plans were the creation of the Land Development Code and the other was to move forward with rewriting the Master Plan. However, the most important was consolidating services on the fourth floor. He indicated having the fire department and community development working towards a one stop shop has been one of his goals for the past 22 years and wanted to applaud staff for making it happen.

With reference to parking. Mr. Kopczynski stated the parking system is meant to provide as much opportunity for parking in what is mostly the downtown districts including, Core, Growth and Limited. Those are the three districts where there is no responsibility of the property owner to provide parking on site and becomes the City's responsibility to provide that parking and parking needs vary for the different users in these areas.

In the past the City concentrated on main street parking but the City has diverged quite a bit and are now addressing different markets and different needs.

Mr. Kopczynski referred to the parking budget, which is mostly a flat request.

Their budget request is to continue the present service level. He indicated it was important to note that staff has begun implementation of the strategic parking plan which he noted is one of the goals of the City Manager's report for next year.

To date they have completed conversion of the Wells Garage to "reserve". Investigated options and implemented a new parking management software. Installed a pay station in front of City Hall and at the library and there are plans to install three more in this fiscal year. In process to add an additional payment application. Updated operational plans, including filling a vacant service officer position. Website updates and increase communication with consumers.

Mr. Kopczynski stated it is their goal to continue moving forward with the strategic parking plan. They will be looking more and more towards steps to better accommodate workforce both daytime workers and full time core residents. At some point, the City will need to create additional opportunities; using aspects of the infrastructure to maximize opportunities and this will require new programs.

He went on to say in the next fiscal year the City will convert Lower Main Street from meters to reserved at the request of Keene State College and consistent with the strategic parking plan. Create additional reserve spaces for workforce and residents near Gilbo Avenue. Review and if needed, revise the reserve system at the Elm Street lot. Review and draft on street reserve system and or parking benefits system by working very closely with public works. Rewrite City Code related to parking update the strategic parking plan as a living document to reflect accomplishments and future plans. Staff is in the process of submitting revisions to the meter

parking fees and fines to be followed with some changes to Code to permit some flexibility as well as change some operating hours.

Councilor Remy stated he wanted to talk about the reserved process especially the lower Main Street comment and noted he has some concerns. Mr. Kopczynski stated there is a lot of work that needs to be done and staff will be back.

Solid Waste – Page 189

Mr. Duncan Watson addressed the Committee again and stated at least for the time being staff has been able to successfully put the solid waste fund back in a relatively stable position with a three year agreement with its former and current contractor Waste Management who transports and disposes the City's solid waste from the transfer station. Mr. Watson stated the disposal of solid waste represents the overwhelming majority of the budget from the solid waste division and the fluctuations of the amount of trash that is being disposed. He felt trash is a great indicator of how the economy of a community is doing; if there is a lot of construction debris that means people are feeling pretty good and are borrowing money and doing home renovations. Some of this was noticed during Covid because people were staying home but now that the pandemic is starting to diminish somewhat, there is a small uptick in construction and demolition debris that is reflected in budget request funds that would be expected for disposal of construction and demolition debris.

With regard to places to dispose of waste - currently there are two major landfills in the State of New Hampshire, one of which is going to close. That company is trying to cite another landfill in the north country, but are having some issues. Mr. Watson stated the problem in New Hampshire isn't so much the disposal capacity, it is more of an issue of waste that is coming from outside of New Hampshire and being disposed of in New Hampshire facilities. Primarily the landfill in Rochester, New Hampshire, which happens to be the one that Keene uses because it is owned and operated by Waste Management. The State of Massachusetts closed down all landfills in the State of Massachusetts, which has forced giant market shift. Many communities in Massachusetts are now using New Hampshire as a disposal grounds. In addition, we are seeing waste being transported tremendous distances because of the increasing prices of the remaining disposed facilities that are located in the northeast. Rail and truck transportation are going out into the far reaches of New York State and into Ohio with some even being shipped to Louisiana. Mr. Watson stated he has never seen anything quite like this in the 30 years he has been doing this business and don't expect it is going to change because traditionally it is very difficult to site landfills in the northeast, because people just don't want them in their communities.

He stated there is also legislation going through the State House right now to put further restrictions on landfill development and make it near impossible to cite a landfill in the State of New Hampshire, other than expanding existing facilities. He stated the City was fortunate to get a contract extension for three years with Waste Management but as the City starts to wind up this existing contract it is going to be a different landscape and the City will need to have some serious discussions about how it is going react to these kinds of things.

Mr. Watson stated disposal is going to become an increasingly expensive commodity and there is only so much the City can do with regard to increasing recycling; vast majority of waste in Keene - 70 plus percent ends up in a landfill and stated he does not necessarily see that changing given the infrastructure in Keene and the ability to do anything different.

With reference to other things happening in the solid waste division there is an uptick in the cost of landfill monitoring which is primarily due to the PFast issue. This is a chemical contained in most consumer products. EPA used to have a standard that was 70 parts per trillion. However, the State of New Hampshire has reduced that to 12 parts per trillion. Hence, as part of the normal landfill monitoring – when the City monitors its groundwater management zone, which is an area located mostly to the southeast and south of the existing landfill, there are monitoring wells, both for surface water and groundwater. When testing was done on these wells, it ended up with a property that had levels of PFast beyond what is permitted. That household was provided with safe drinking water. The testing did reveal there were no further properties experiencing PFast contaminations above the limit that is currently established. Mr. Watson noted PFast is something that moves through the groundwater very slowly and future testing might reveal something else. He indicated the question is what the science is behind the levels set by the State.

Councilor Chadbourne asked how it was determined this household had PFast. Mr. Watson stated this is an area where City water is not distributed through the water treatment facility - these are private wells. There is no issue with the City's water system and Pfast.

Councilor Madison thanked Mr. Watson for bringing up the topic about a landfill capacity and this impending crisis the City may be facing in the future especially with its contract running out in three years. He felt this is an item the Council really needs to take a serious look at because this is an issue that is coming down the line. Mr. Watson stated he is privileged to serve on the New Hampshire Solid Waste task force. This was a committee that was established through the legislature and he is able to obtain great sources of information via participation. He stated from his experience he has some ideas as to how the City may be able to have a software landing than otherwise if we were not paying attention.

Councilor Remy noted to what Mr. Watson had indicated about the 70% that comes through as waste and asked if there is something that the City could be investing in that could help with that cause that could drive long term return on investment. Mr. Watson stated there are likely going to be things hopefully in the not too distant future - technology that is available that would dramatically change how we manage our discards. Keene has a materials recovery facility. It is a facility that is designed to scale off the things that you want, items that can be recycled. Keene can do eight separations but the new facilities can perform 50 to 70 sortation. This means literally the entire waste stream would in one way or another be diverted into its highest and best use but some of that would obviously involve landfilling. Hence, instead of 70% being landfilled you could look at 10 to 15% being landfilled. This is not something the City of Keene by itself can invest in, these kinds of technologies are very expensive and added the hope is that Keene can participate in one of these future centers, where we are supplying material to them and the facility would then process the material resulting in Keene having a much higher recycling rate.

Assistant Public Works Director and Operations Manager of the Treatment Facilities, Aaron Costa and Utilities Maintenance Manager Christian Tarr were the next two presenters. Mr. Costa began with their mission statement, which is to reduce the community's impact on its natural environment with proper maintenance and operation in the city's collection and treatment infrastructure while maintaining compliance with State and Federal regulations and fiscal responsibilities. Their primary responsibilities are to operate and maintain more than 94 miles of gravity sewer and force mains along with 5 pump stations and the wastewater treatment facility. To maintain reliable operations 24/7 365 days of the year. He noted some of the metrics that need to be referred to in the budget book are one million gallons of wastewater transported and treated, number of blockages cleared, percent sewer main flushed compared to the number of scheduled feet, number of grease traps which is about 115 traps throughout the city, wastewater treatment plant discharge permit violations (a new one was issued to 2/1/22, with list of parameters that need to be met on a regular basis).

To accomplish this work, there are five divisions through public works that work together; operations, laboratory, utilities maintenance, water, and sewer, which is collection and distribution and engineering all work together to accomplish these tasks.

Mr. Costa then went over their accomplishments for fiscal year 2022. Installation of the one megawatt solar farm at the wastewater treatment plant – it should be online operational within about a month. Completion of the aeration pipe replacement project. Construction of the screening equipment at Marshall Court Pump Station. Video inspection and cleaning sections of the sewer mains. Completion of laboratory renovation. Replacement of eight original SLU Skates at the wastewater treatment plant which are gates that divert liquid into various tanks. Continuing to do manhole inspections and sewer main flushing and camera inspections and worked with the Keene State College doing COVID-19 sampling which was a great partnership.

Upcoming projects for the this coming fiscal year include the installation and replacement of original emergency generators at both Martell Court and wastewater treatment plant as well as a transformer, which equipment has been in service since 1985. The sludge drier feasibility assessment, to reduce the amount of bioscience the City sends to the landfill in Rochester. Replacing six original wastewater sledge pumps. Replacing the original roof at the wastewater treatment plant.

Mr. Costa stated their upcoming challenges are increase costs across the board and getting items on a timely manner. He noted to revenues on page 209, which are basically reflective of the rate structure the City has. The City has a slight increase this year in septic waste, which is waste taken to the wastewater plant by independent septic haulers - \$30,000 increase for this coming fiscal year.

Mr. Costs then referred to supplemental requests listed on page 210:

Because of the screening equipment being installed at Martell Court it required a building addition. The first line item there is propane for a new building addition at Martell Court; propane to heat that new building addition space.

\$34,000 for increased contractual tonnage for bio solids. The City has a five-year agreement with Waste Management. The first year was \$121 a ton and it goes up incrementally each year. Next year is going to be \$125 a ton.

Annual lease payment of three acres for the Solar Farm. Mr. Costa noted wastewater plant budget 08006 is a land rental line item and that is for the property that the wastewater treatment plant rents from the airport along with the access road.

Price increase for the cost of chemicals – staff is expecting 15 to 25% increase in chemicals.

Mr. Costa noted this budget is level funded except for the supplemental items he referred to.

Water - Page 220 and 221

Mr. Costa began with the mission statement, which is to provide reliable and good quality drinking water that consistently meets consumer expectations and State and Federal standards, and sufficient quantities and pressure for fire, protection and commercial and domestic use through effective and efficient maintenance, repair and operation of the water infrastructure. Primary responsibilities are to maintain and ensure 24/7, 365 operation of water main valves, and hydrants.

The City has two surface water dams, four ground water wells, 102 miles of water main, six water booster stations, six water storage tanks, and the water treatment facility.

Mr. Costa noted some of the metrics they track are millions of gallons of water produced. Number of breaks and service leaks and repairs. Hydrant exercise, meters changed out, percent of non-metered water and number of water quality and discolored water incidents. He noted the same five divisions he spoke about earlier work together on the water side of the house as well.

To accomplish all of these tasks, the department had a very successful fiscal year 2022. They were able complete a number of projects, such as the Drummer Hill Pump Station and replaced an underground pumping pit. Design improvements for the 1.5 million gallon storage tank which is located at the water treatment facility. This tank is almost a 100 years old and it is going to get a new top. Completed the Woodward Dam reconstruction project and are in the process of completing the water supply master plan and well evaluation. Upgraded some chemical feed equipment at the water treatment facility and one of the corrosion control facilities. Installed 200 feet of security fencing at Babbage Reservoir through the Local Source Water Protection grant through DES. Distribution system flushing. Refurbishing the interior and exterior of Chapman Road tank. Complete electrical upgrades at Chapman Road and Blackbrook water tanks. Begin designing for complete construction of a 3 million gallon tank renovation project which has not been coded in over 20 years. Complete pavement replacement project at the water treatment facility.

Revenues on page 225 is a reflection of the current rate structure.

Page 226 supplementals - every three to five years, the State of New Hampshire requires the City to clean the water storage tanks. The City hires a company who has a scuba diver who comes in and cleans the interior and also performs an interior inspection of the tank, \$20,000 is budgeted for that. New Drummer Hill Pump station – requirement of fuel for that space. This is a flat budget minus those supplementals that were referred to.

Fleet

Jim Mountford, Fleet Operations Manager and Duncan Watson were the next two speakers. Mr. Mountford stated fleet services provides 365 day, 24 hour coverage for the fleet – police, fire, airport and highway division. This work is done by four mechanics and one administrative coordinator and Mr. Mountford oversees the operation. Fleet division also buys and sells equipment for the City except for fire trucks.

They also manage four fuel farms, located at public works, transfer station, airport and at the Parks and Rec Division. There are 159 vehicles in the rental fleet and fleet keeps records of these vehicles through the computerized fleet analysis program, if you add other pieces of apparatus, ie. Mowers, tractor snow blowers that estimates for nearly 266 vehicles managed by the fleet division.

Between July and the end of September, every one of those vehicles will go through the fleet. The division also provides New Hampshire State inspection for these vehicles that are in the fleet. There are five individuals licensed to do New Hampshire State inspections and three who are certified for underground storage containment, which is the fuel farms.

Mr. Mountford referred to some of the cost coming up this year. Fuel costs have increased on an average of \$7,000 more a month since the middle of winter. The division did require an increase in the fuel budget for this coming year. Same issue with parts. He noted they are doing fairly well with tires, which is something that is purchased through a government program.

Mr. Mountford stated electric vehicles is something that is on everyone's mind these days. He indicated this is something that needs to be looked at more closely, as this is something that will be advantageous for all departments as well as affordable for the City.

In closing Mr. Mountford noted there is about an \$80,000 difference in the budget compared to last year.

Mr. Watson added fleet is definitely one of the prime effects of the supply chain issues that is being seen. There have been lead times of many months than the City is used to when procuring a vehicle. Because of the City's small purchasing power they are not able to move to the front of the line. The wait period is around eight months.

Councilor Remy asked whether there is a dollar amount for the total inventory of parts at any given time. Mr. Mountford stated there is a parts inventory done every year in the spring that has to be submitted to the Finance division. \$200,000 to \$250,000 is in stock. The division processes

about 200 invoices a week. So not only what is in stock, but also rotation inventory. For instance tires on police department vehicles, they could get tires on every three weeks so that type of rotation also exists.

Chair Powers noted the next step in the process is a public hearing in two weeks.

There being no further business, Chair Powers adjourned the meeting at 7:30 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Edits submitted by,
Terri M. Hood, Assistant City Clerk