

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, August 26, 2021

6:30 PM

Council Chambers

Members Present:

Thomas F. Powers, Chair
Stephen L. Hooper, Vice Chair
Bettina A. Chadbourne
Michael J. Remy

Staff Present:

Elizabeth A. Dragon, City Manager
Thomas P. Mullins, City Attorney
Beth Fox, H/R Director

Members Not Present:

Raleigh C. Ormerod

Chair Powers called the meeting to order at 6:30 PM.

1) Acceptance of Donation - Human Rights Committee - Parks, Recreation and Facilities Director

Parks, Recreation and Facilities Director Andrew Bohannon stated he is before the committee regarding a donation of \$1,000 from Savings Bank of Walpole for the Keene International Festival which will be taking place in September at the Recreation Center. It used to be a three-hour event in the past but this year it is scheduled as a four-hour event, however, Covid looming can change those decisions. African Drumming will not be at the event this year, but Bollywood dancing will be. Mr. Bohannon encouraged people to attend this event. He thanked Savings Bank of Walpole for their continued support.

Councilor Hooper made the following motion, which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$1,000.00 from Savings Bank of Walpole and that the money is used for the Human Rights Committee collaboration with the Keene International Festival.

2) Paul Dubriske - Request to Acquire Land Adjacent to Property at 454 Elm Street

Mr. Paul Dubriske addressed the committee and introduced his son Christopher who has been working on this project with the Public Works Director. Mr. Dubriske explained in 1977 when the state constructed a new highway across Elm Street they took property by eminent domain and then turned around and sold that property and noted it was his sister who purchased the property at that time. In 1977, there was a strip of land right in front of the property that borders the property and Elm Street - he wasn't sure of the ownership status of it. He noted he was before the committee to see if a portion of

land in this location could be made part of his property.

Public Works Director Kurt Blomquist with reference to a plan, stated Mr. Dubriske is interested in acquiring some right of way land from the City of Keene to add to his property. Mr. Dubriske's property is located at 454 Elm Street. In 1977 the State moved forward with the construction of Route 12, which ended up requiring a relocation Elm Street. Mr. Blomquist noted to a waterline in this area.

Mr. Blomquist stated one of the things he will be looking for, should Council ultimately vote to move forward, is to maintain some type of right away approximately 50-55 feet as well as an easement over the water main. The current utility standards would require a 25 foot utility easement centered on the water main for future access.

Mr. Blomquist referenced a map of the location of the state right away, Route 12, the bridge, 454 Elm Street. In 1977 the State went through a layout taking process and noted to the area in yellow which is the area (western border of Elm Street).

Mr. Blomquist stated he has found a letter from 1980 from the Commissioner of DOT that designated this area as a Class IV Highway; he explained a Class IV Highway is a state owned highway maintained by the city. He stated he has not found any documents that suggests the property underneath the relocated Elm Street was ever turned over to the city.

In 1996 the adjacent property owner contacted the State about doing the same thing Mr. Dubriske is suggesting today. At that time the State indicated any funds received from the right of way would have to go back to the State and Federal Government as it was purchased with State and Federal monies.

Some of the actions that would need to be taken: The old Elm Street layout was never discontinued so this could still be a public highway. Hence, the Council would need to take action to discontinue that particular area and do another layout for the new boundaries the city would want. An easement for the water line would need to be put in place. Depending on who owns the underlying land there will need to be some property exchanges via a quitclaim deed.

Mr. Blomquist stated the applicant is aware this is not an item that will be resolved quickly since it involves NHDOT. He added staff is encouraging the applicant to have a conversation with his neighbor because it would makes sense for the city to complete the same work on the opposite side.

Mr. Blomquist stated for tonight staff is recommending the committee refer this to the Manager's Office because there are more actions and conversations that need to happen and it would not make sense for this item to remain on the committee's More Time Agenda.

The Manager asked how much property the applicant was looking to acquire. Mr. Blomquist stated it is the applicant's desire to get as much as they can from the city. He indicated he would like to retain an easement on top of the water main which would restrict any kind of construction of buildings to prevent access to the main and also maintain a right away of approximately 50-55 feet. The Director stated he wasn't sure about how much can be given to the property owner, this is yet to be determined.

Councilor Remy stated he would like to be consistent with the rest of the property which seems to be

about 80 feet.

Councilor Hooper made the following motion, which was seconded by Councilor Remy.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the request from Mr. Dubriske be referred to the City Manager.

3) West Keene Fire Station Feasibility Study Report - Parks, Recreation and Facilities Department

Fire Chief Mark Howard and Parks Recreation and Facilities Director Andy Bohannon were the next two speakers. Mr. Bohannon stated at the last Council meeting staff presented the architect and conceptual design study for the West Keene Station. He indicated what they are bringing forward today would potentially impact the Capital Improvement Program which staff is in the process of putting together at this time.

Mr. Bohannon stated it is important for the Council to understand this particular report and the programming component was not for 2021 but for 2040 (what we would look like in the future). The other issue is the notion the City would be building new versus renovating. Mr. Bohannon agreed there is a plenty of space within the current building but stated the department does not need 22,000 square feet of space for a substation. In addition there is a lot of work that needs to be at this location; for example, the apparatus bay that exists currently has no drainage – it is a concrete slab, meant for artillery vehicles. Mr. Bohannon stated there are many such examples with this building which are all outlined in the report.

Councilor Hooper made the following motion, which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Council accept the recommendations of the West Keene Station 2 Feasibility Study report as informational, and that the staff move forward with the Capital Improvement Planning process.

4) Acceptance of the 2020 Assistance to Firefighters Grant (AFG) - Fire Department

Fire Chief Howard addressed the committee and stated this item is regarding the 2020 Assistance to Firefighters grant. Chief Howard stated he wanted to thank three key people within the department that authored this grant and submitted same. Kelly Desrosiers, Department Administrator, Lieutenant Greg Seymour, and Deputy Chief Jeff Chickering.

Chief Howard noted to be eligible for the funds the City must accept the award package contained in the FEMA Go website within 30 days from the announcement of the grant award. On August 20, 2021 the Fire Department was notified by FEMA that the City was awarded a federal share of \$373,954.18 to put four personnel through a paramedic program. The City's 10% match of the grant is \$37,395.42, which the department plans to fund through two training accounts in the department's operating budget.

The grant will fund the costs associated with the enrollment of the four personnel to attend the paramedic program, which is 1500 hours. All costs for tuition, books, over time for personnel attending,

clinical, as well as overtime cost to backfill those attending will be covered under this grant.

Chief Howard stated this grant will tremendously assist the department to be able to send not just one but four personnel at the same time. He added it is the objective of the Fire Department to increase the number of shift level paramedics by utilizing employees that are currently in good standing with the department and possess the drive and the ability to be successful in the role of paramedic. The department has made multiple attempts to increase its paramedic staffing by recruiting new paramedics from other departments to apply when vacancies occur. However, despite the department's best efforts, the number of paramedics has decreased. Since 2018, the department has been able to hire one paramedic out of nine hires. Currently the department has 12 paramedics within the department, two of which are the Deputy Chief and the Fire Chief and two others are shift commanders – which really leaves the department with eight and this program would bring them back up to 12.

Councilor Hooper made the following motion, which was seconded by Councilor Remy.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to do all things necessary to accept the FY 2020 Assistance to Firefighters Grant.

5) Drinking Water and Ground Water Trust Fund Grant Application Authorization - Public Works Department

Public Works Director/ Emergency Management Director Kurt Blomquist addressed the committee again. Mr. Blomquist stated several years ago based on the MBTE lawsuit, States were awarded a cash award; dealing with the petroleum companies and contamination of drinking water. At that time the State established the Drinking Water and Groundwater Trust Fund under RSA 485 F.

In that process as part of that trust fund they established an advisory committee. The role of this advisory committee is to provide grants and loans to communities in water systems for projects that they deem are appropriate for use of these funds

The State estimates about \$50 million will be coming into DES for various water, wastewater, storm water projects through the American Recovery Act. This particular funding agency has the requirement that the Chief Executive Officer of a community or the select board has to be authorized to submit the application.

Mr. Blomquist stated this evening, staff is requesting the Manager be given the authority to apply for any appropriate eligible water infrastructure projects.

Councilor Hooper made the following motion, which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to submit funding applications to the New Hampshire Drinking Water and Groundwater Trust for all eligible water system infrastructure or groundwater projects.

**6) Relating to the Restoration of Involuntary Merged Lots
Ordinance O-2021-11**

City Assessor Dan Langille stated he was before the committee to address Ordinance O-2021-11, relating to the Restoration of Involuntary Merged Lots. He explained involuntary merged lots are when a property owner owns two adjacent lots and at some point time the municipality took it upon themselves to merge those into one lot. This process was not unique to Keene and was something that was done throughout the state.

Mr. Langille stated there was never any written legal description or agreement put in place that was registered with the deed so that's why it was involuntary. This however, could cause a number of problems for the property owner when they try to transfer that property to someone else. Mr. Langille stated if issues such as this are noted, his office would help the owner rectify the issue.

There seems to be some sort of issue that has now been recognized and the legislature has taken it upon themselves to come up with a process, which is RSA 674 39- AA; for the governing body to make the decision in order to restore these properties.

For Keene how the process would work is that when a property owner finds his originally one lot is not two and wants it restored, he has to send a letter to the City Council. The council would then refer that to a committee and perhaps direct staff to do research and it will ultimately go back to the Council for a decision. At a minimum, this could be a three week process. However, if the council goes on vacation, that process can stretch out even longer. He added the City can't make the determination whether it should be merged or not or whether it makes sense for that neighborhood; if it was two lots the city has to restore them.

Mr. Langille noted RSA 674 39- AA *says municipalities may adopt local ordinances.... It can restore previously merged properties in a less restrictive manner.* He noted this is what he is looking for, since his department would be involved with this restoration and will be doing the research and making a recommendation, it makes sense to streamline the process and make it easier for taxpayers to give the assessing department the authority to make that determination instead of having the taxpayers attend multiple meetings and everything else.

Mr. Langille called the committee's attention to #3 of the ordinance and suggested removal of the last sentence – it is not necessarily required that the property owner always file an application with the city because often times when researching deeds and properties, these mistakes are found, staff will notify the taxpayer that their property that is supposed to be just one lot is now two and whether they would like the city to restore it. The voluntary merger is an easy process, it's an application with a \$16 filing fee to the Registry of Deeds.

Councilor Chadbourne asked whether staff has identified any of these lost. Mr. Langille stated staff has identified a few. Councilor Chadbourne clarified property owners will be notified by mail. Mr. Langille answered in the affirmative.

Councilor Hooper made the following motion, which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends amending Ordinance O-2021-11.

Councilor Hooper made the following motion, which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Ordinance O-2021-11-A.

7) Relating to the Appropriation of funds from the Sewer Fund Unassigned Fund Balance for the Wastewater Treatment Plant Solar Project
Resolution R-2021-38

The Manager stated that the solar project for the wastewater treatment plant is coming to the last stage and tonight is the last approval that staff needs from the Council.

The Manager continued that in 2019 the City issued a request for proposals for a clean renewable energy system to provide power for the wastewater treatment plant. Staff drafted that RFP in a way to encourage proposals for any type of clean renewable system. It was not aimed exclusively at solar projects. However, the solar proposal from Revision did prove to be the most attractive option.

In June of 2020, the Council authorized staff to move forward and negotiate a letter of intent with Revision Energy. The Manager noted there has also been legislation put forward many times to increase the net metering cap in New Hampshire. This year legislation did increase the cap but this project is in Swanzey and the cap is only for projects that are generated in your own community; the wastewater treatment plant is in Swanzey and hence would not have qualified for net metering.

Staff has been working with Revision Energy on this item and the savings that is going to be yielded would be a modest cost savings for the wastewater treatment plant and will offset the facilities carbon footprint. The team included Public Works Director Kurt Blomquist, Assistant Public Works Director/Utilities Manager (now retired) Tom Moran, Assistant Public Works Director Duncan Watson, Community Development Director Rhett Lamb and City Attorney Tom Mullins.

The Manager went on to explain the array is being built on airport land and the airport is a separate fund. There is an approximate lease payment of \$12,500 from the wastewater treatment plant which will be passed through to the airport each year. In addition, due to some flooding and other issues in this area, there was an increased cost of installation necessary to build the project in the amount of \$83,698. The Manager noted this is what the committee is discussing tonight in its Resolution. Staff is asking to take that \$83,698 from the sewer fund unassigned fund balance and move it over to this project – this will be for the preparation and installation of the solar.

In the analysis completed, staff compared the known cost for electricity against the power purchase rate plus the cost of electricity which would still need to be purchased because the wastewater treatment plant runs 24 hours, seven days a week and the sun is not up all of that time so there will be times of the day the city will be purchasing off the grid and times it will come from the power purchase agreement.

Starting in year six the city has the ability to purchase the array. At that time the city will need to evaluate bonding rates and current electric usage to do an analysis of purchase versus continued operation, under the power purchase agreement. The Manager stated she however, anticipates greater savings in year six. The Manager reminded the committee that they are also discussing a sludge dryer at the wastewater treatment plant and if that project were to move forward it would be quite an additional burden on the electrical expense and so the city could potentially achieve some greater savings with that piece of equipment as well.

With that the Manager turned the presentation over to Dan Weeks from Revision Energy. The Manager commended Revision Energy for working hard to get the City a good rate. The Manager stated the reason she is not asking for any other motion tonight is because the Council has already granted her the authority to negotiate and execute the Agreement which also includes the Interconnection Agreement with Eversource.

Mr. Weeks thanked the city for this opportunity Revision Energy is a 300 person, locally owned company. He acknowledged the council back in January 2018 for adopting as one of the first communities in New Hampshire the 100% Clean Energy Initiative, with the specific goal of 100% clean electricity by 2030, and then clean energy across all energy uses including thermal and transportation by 2050.

Mr. Weeks stated this project would offset on an annual basis 100% of the electricity usage at the city's largest load center, namely the wastewater treatment plant. Mr. Weeks made note of a few other solar projects in Keene; 350 Marlboro Street, Keene Housing which has so far installed solar on more than 50 of their rooftops, as well as a few other local businesses and nonprofits around the community, and the system on Public Works – which was installed at end of 2018. So far generation of lifetime energy is 1.7 gigawatt hours which is equal to 1.7 million kilowatt hours. Today's production was just under 3 megawatt hours or 3000 kilowatt hours. 2.6 million pounds of carbon dioxide emissions offset and equivalent to almost 20,000 trees planet.

With reference to the project before the committee, Mr. Weeks stated they have undertaken quite a bit of the scope of work in order to be ready to begin driving piles into the ground before the ground freezes, thereby being able to continue the installation through the winter.

The installation on the wastewater treatment plant will be a 1.36 megawatt array. Under HB 315 there is a 5 megawatt cap. He added they believe in the future the possibility exists for the city to install a much larger array on the several hundred acres the city owns around the airport.

Mr. Weeks noted to where this array is going to be located and added it had to be moved based on runway setbacks, wetlands and other concerns which is the reason for the \$83,000 cost increase. Another complexity is that this site is located in the 100-year flood zone and this site has experienced some flooding which required some creative redesign in terms of the array height; the western section will be raised about three feet higher than ground mount which is usually 36 inches at the drip edge and 11.5 feet at the peak. Sections of the array will be 3 feet higher other sections will be stepping down by 6 inches in order. This is to ensure in the worst case scenario of the 100 to 500 year flood, that none of the electrical components will be underwater.

Mr. Weeks spoke to what the City Manager mentioned, which is that the addition of a sludge dryer would increase the load which would improve the financials of the solar. He added the challenge with New Hampshire, when you install an array size to offset 100% of power demand on an annual basis it means the array is over producing when the sun is shining. Overproduction will occur throughout much of the summer as well as some of the colder season The city would need to sell that excess generation back at a reduced net metering rate. He referred to a rendering to explain this scenario.

Mr. Weeks provided a quick summary of the progress – this is an active airport, hence FAA land use approval was required. Because this was already contemplated in the 2017 airport master plan, an FAA analysis was completed with the airport consultant McFarland Johnson, determining there is no impact from a glare standpoint on landing aircraft.

The Eversource impact system study has been a challenge to complete. The initial estimates from the utility were quite a bit less than what they came back with, but he noted they feel very fortunate because a project of this scale would typically be financed by a professional or commercial investor looking for market rate returns. Because of the commitment the City has and the amount of community engagement, they were able to bring on board a local investor who's willing to make a very low rate of return because they see this as part of their mission. Hence, we have been able to absorb that significant increase in the Eversource interconnection costs with the help of the local investor. Two weeks ago the Swanzey Planning Board also granted its approval. The last required permit is from the New Hampshire DES which is the Alteration of Terrain Permit, which is standard for any installation over 100,000 square feet. They expect to have this permit in the next few weeks.

Mr. Weeks then addressed the Finances: this will be a Power Purchase Agreement (PPA). This is the financial mechanism most New Hampshire municipalities and nonprofits use. This is because as a tax exempt entity the City cannot directly access the tax incentives that exists federally through the tax code for solar. However, a local investor is able to do so; they are able to reduce the cost and deliver a PPA at less than the current cost of electricity. The City is leasing the use of the land for solar purchasing for the power that is generated and may do so for a full PPA term of 25 years and can extend that term for another 5 or 10 years. If the city is in a position to plan ahead and actually purchase the array through a direct purchase or a bond; by owning the power the savings would go up significantly.

As the on-site user the city will purchase all the kilowatt hours generated, use what is required behind the meter, sell what is not through net metering and the savings - the excess generation when the plant is operating but not using all the power generated, will be sold back to the utility at the current rate. This also provides a couple of different grid services, the one that can be directly monetized, in this case is the cap reduction, the city has worked with C-Power which is an additional approximately \$4,000 in revenue.

Mr. Weeks noted by taking advantage of future policy and regulatory changes - there are a number of proposals underway in Concord which would increase the value of solar in New Hampshire, as well as a proposed federal clean energy standard, watching the policy movement (which is his job to do) will result in additional revenue in the future.

Mr. Weeks summarized, looking at the short term, there are modest initial savings due to the upfront cost associated with the change in site, the preparation for the new site, and projected land lease. He

continued the initial savings would be approximately \$5,245, with 3 million in savings over a 25 year period and just over 8 million over the lifespan.

The average cost without solar would be 14.7 cents a kilowatt hour over the next 40 years. The solar scenarios with a modest initial savings, being able to own your own power over the long term, over the lifetime would be approximately .04 cents a kilowatt hour.

Mr. Weeks noted one statistic that sticks out to him is from the EPA “although we are having to clear trees on approximately one acre. Most of the site has already cleared, there will be a little bit of tree clearing and the carbon offset is equivalent to sequestration by 804 acres of forest”. He felt this was a very significant contribution to the climate challenge. This concluded Mr. Weeks’ presentation.

Councilor Hooper asked who would be responsible for the day to day maintenance of this site. Mr. Weeks stated this would be shared between Revision Energy and the City. All electrical maintenance would be the responsibility of Revision Energy. The investor partner will contract with Revision Energy to provide the standard operations and maintenance. This includes remote monitoring of performance, being able to identify if there is any production issues, and an annual electrical inspection. Revision will be responsible for the site preparation - tree clearing, reseeding etc. However, the vegetation management itself will be the responsibility of the wastewater treatment plant.

Councilor Chadbourne asked if this presentation was available online. Mr. Weeks stated he will be happy to send it to the Councilor. The Councilor asked during the 40 year lifespan if there are potential repairs, who would bear that burden if the city is not the owner and asked what type of repairs could be anticipated. Mr. Weeks stated the panels come with a 25 year warranty, the inverters with a 10 year warranty, the inverters will need to be replaced about midway through system’s life. He noted the 8.1 million long term savings includes a full operations and maintenance service agreement. Revision Energy based these long term analyses not just on the manufacturer's warranty in terms of panel output, but also from National Renewable Energy Labs which has done extensive study of earlier generations of solar that have been installed in this country which go back almost 50 years. He felt the city can consider this a bankable asset but it will probably make sense to have some ongoing operations and maintenance which Revision Energy can provide.

Councilor Chadbourne stated she envisions acts of God, such as a tree falling on the array or an airplane crashing into it. Mr. Weeks stated they have full insurance coverages; the investor, Revision Energy and the City. The closest trees has about 100 feet of clearance. He added the largest investor in solar today is Wall Street and major banks and they do consider this a highly bankable asset even with extreme weather and hence with standard insurance they feel very confident about it remaining online and producing.

Councilor Remy asked what the bond rates are right now. The Manager stated this is something that would need to be evaluated in year six because a lot could change between now and then regarding rates and electrical rates. Councilor Remy stated he was wondering about the City paying it up front and getting the full benefit versus having an investor.

Mr. Weeks stated the investor can access tax incentives the city can’t, and they do look for a modest single digit IRR rate of return. Because they are able to pass on a portion of the tax benefits, the city

does better financially even when it did not own the system outright without any cost of capital. If a 2% or 3% rate was to be added to this, it would simply spread that out a little bit further.

Chair Powers clarified if this item was to be approved tonight the committee will move money from the undesignated fund balance to pay for the additional costs of the site work because the site is in a floodplain. The Public Works Director agreed and added staff is comfortable with this amount coming out of the undesignated fund balance.

Councilor Hooper made the following motion, which was seconded by Councilor Remy.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2021-38.

Councilor Chadbourne commended the presentation.

The Manager thanked the Asst. Public Works Director for all his work with this project.

8) Evaluation Process for Charter Employees - Councilor Thomas F. Powers

Chair Powers addressed the committee relative to the final item on the agenda which is the evaluation process for charter employees. Prior to Covid Councilor Manwaring had sent a letter to the council and asked that a review of that process be undertaken and the item was assigned to the FOP Committee. At the last meeting, inadvertently the points Councilor Manwaring wanted to raise did not get included. Hence, the item is back before the FOP with more changes made and to allow the process to occur in an automated format.

What is being suggested is that each employee will do their pre-evaluation discussion, then it will go to each member of the City Council who will log in to the city system and fill out the form. After which time the employee will meet with the entire City Council to discuss that structured format based on the information. Based upon those discussions and the information, a final wrap up will be conducted. Some would like the matter to be sent back to Finance, some want to keep it the way it was with just the three Committee Chairs and others would like it going before the full City Council and then wrap it up with the three Chairs and the Mayor.

Chair Powers asked for Councilor Manwaring's comments. She indicated she supports meeting with the charter employee and discussing their goals and aspirations for the year and then the Chairs wrapping up the process. She indicated having served as Chair of the MSFI Committee, comments provided by councilors was taken into account and discussed with the charter employee.

Councilor Manwaring asked the City Attorney whether the meeting with charter employee is a non-public session. City Attorney Mullins stated it would be a part of personnel matters under RSA 91-A, keeping in mind that when the whole process is finished other parts of the statute apply but during the meeting with the City Council it would be a non-public session.

Chair Powers stressed this process is only going to be as good as the participation. The proposed process makes it very easy for every city councilor to log in and complete what they need to do.

Chair Powers asked for consensus as to whether the final step should be the Finance Committee or the three Chairs.

Chair Remy stated he like the idea of meeting with the council and then have the process completed by the chairs. He asked for the charter employee's comments on that.

The City Manager felt this was a good process. She felt meeting with the full council will be helpful and then wrapping it up with the committee chairs is the right group, because they spend the most time with the committee chairs preparing for all the agendas and meetings.

Councilor Hooper agreed with the Manager.

Councilor Hooper made the following motion, which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that a standard, automated form be used for the evaluation of the three Charter Officers and that the annual evaluation process involve a meeting with the full City Council to discuss each Charter Officer's past and future goals and that *a) the Finance Committee* or *b) the Chairs of the three Standing Committees* finalize the evaluation process with an informational copy of the final evaluation shared with the full City Council.

There being no further business, the meeting adjourned the meeting at 7:55 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker

Edits submitted by,
Terri Hood, Assistant City Clerk