

A regular meeting of the Keene City Council was held on Thursday, September 2, 2021. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Roll called: Stephen L. Hooper, Michael J. Remy, Janis O. Manwaring, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Gladys Johnsen, Andrew M. Madison, Raleigh C. Ormerod, Bettina A. Chadbourne, Catherine I. Workman, Kate M. Bosley, and Thomas F. Powers. Mitchell H. Greenwald arrived at 7:03 PM. Ward Three Council seat vacant. Councilor Chadbourne led the Pledge of Allegiance.

#### ANNOUNCEMENTS

There will be a Council workshop regarding Strategic Budgeting on Tuesday, September 14 at 6:00 PM in Council Chambers.

The filing period has begun for the elected offices on the Municipal Ballot. This will continue until Tuesday, September 7, 2021. It is a \$2.00 filing fee for all offices excluding the Mayoral race, which is \$5.00.

The filing period also has begun for the remaining term for the vacancy position of the Ward Three City Council. This filing should be done at the same time as the two-year filing for Ward Three. This is also a \$2.00 filing fee.

There were two items inadvertently included in this meeting's agenda packet that were acted upon at the last Council meeting and the Council will not be acting on items A1 and D1. Two items also did not make it on the agenda from the August 25 MSFI meeting, which will be taken-up at the next City Council meeting on September 16.

#### MINUTES

A motion by Councilor Powers to adopt the minutes of the August 19, 2021 meeting was duly seconded by Councilor Bosley. On a unanimous show of hands, the motion passed unanimously with 14 Councilors present and voting. Ward Three Council seat vacant.

#### PRESENTATION – DIGITAL MARKETING

Mayor Hansel welcomed IT Director/Assistant City Manager, Rebecca Landry, and Zach Luce from Paragon Digital Marketing. The IT Director said that Councilor Greenwald, among others, had been asking about the City's marketing efforts and that she was present this evening to review a recent digital marketing project of the City's before talking about future goals.

Ms. Landry said that in February, March, and April 2021, the City worked with Paragon Digital Marketing and Mr. Luce's team on a digital marketing project. She said there was a summary report delivered to the City that summarizes all the results. The objectives of the project were to introduce the City to potential new residents as they either consider places to live, consider moving their families, or to potentially start a business or move a business, which she said was exactly what Paragon did several years ago. Another objective was to deliver information to visitors about the benefits, attractions, and quality of life that we all know and enjoy. The final objective was to share key information for the consideration of potential residents or businesses consideration, so they know everything that the City has to offer.

The IT Director continued explaining the approach to digital advertising, which was targeted to different visitors who are considered in the market, meaning people who are currently in a large metro area, looking to move, and who show signs of interest in New England in general. The campaign used two main platforms: Facebook and Google. There are many other platforms available, but this is where staff decided to focus the temporary campaign. She said this was just a three month, first ever digital marketing effort and the goal was to see what would happen by just using the Facebook and Google search platforms. Users were targeted based on their geographic locations in the northeast and priority was given to New York City in Boston Metro regions. Behaviors were also targeted, focusing on individuals who were thinking about relocating, thinking about career changes, or thinking about options for living in New Hampshire and New England.

The ads ran from February 9—April 20, 2021. The IT Director referred to the project budget, stating that most funds were spent on advertising. The search ads were placed on Google search results when users were looking specifically for information about living in New Hampshire. Overall, the Facebook and Google advertising reached 1.5 million individuals with nearly 8 million ad impressions. On average, one user would have seen an ad 5.5 times during that three-month period. Nearly 40,000 visitors were brought to the Discover Keene web page (<https://discoverkeeneh.com>) that was created as a landing page, which says the most important things to know about Keene for those interested enough to navigate there. Facebook made significant impressions on 6.7 million people and Google made impressions on 847,000. The highest cost per visitor on these Google search results was \$2.10. The top searches all focused heavily on the best places to live. Therefore, when people search for the best place to live in New Hampshire, they search for cities in New Hampshire, or they search for living in New Hampshire then Keene's ads were popping up. The list of query ads were extensive and mostly covered topics including where to live, and the best communities in New Hampshire. There were three types of display ads used to target the various stages of interest. There was customer intent, which is people whose browsing behavior show signs of moving. There was also remarketing to previous site visitors, and offering ads to download the additional guide to Keene. The ads stating that Keene is one of the most unique and beautiful towns in New England performed the best. There were other ads regarding "make your move", "call Keene your home", and "small City with big hearted community". All performance results gathered on Facebook had two primary audiences: house hunting parents and small business owners/sole proprietors. There were 549,000 impressions and 287,000 with home shopping parents and with small business owners there were about 300,000 impressions and 184,000 reached.

The IT Director continued presenting further results. Fifty percent of all visitors scrolled two thirds of the page length, which made Staff very happy because they want to see that people are interested enough to scroll down and read more resources. On Keene's local resources page, the most activity resulted from the following sections: business, schools, real estate, City, and entertainment. Colleges, employment, and childcare also saw some activity. Google Analytics also helped to determine what services the visitors are in the market for, which helps us to define if the visitors coming from the ads are truly considering a move. From the list of topics, the IT Director said there were solid signals that the ads served our intended audiences, which included

real estate, employment, education/schools. People targeted by our ads were also interested in things like home and garden, real estate, auto and vehicles, and apparel and accessories. She said this is very interesting information. She displayed a detailed view of more categories, demonstrating again that we presented ads and captured visitors at the right stage of their life events, from which we can deduce that visitors are in a state of flux and potentially looking for what comes next, such as job changes, moving, and education. Finally, the IT Director discussed audience insights affinity, for which analytics were used to learn and gather general topics that this audience has an affinity towards; these are the other interests they are browsing online that are important to them. Understanding these affinities can help us build future campaign messaging by serving timely and relevant content and aligning ads that address areas that are most important to the audience, such as food and dining, family, outdoor lifestyle, arts, sports, and fitness. This is consistent with past work the City has done, which indicated that people most interested in Keene are family-focused.

The IT Director continued discussing next steps. She considered this project to be a success because it generated information the City needed to know in terms of who is interested in Keene and the campaign attracted more interest and investment from those people. Moving forward, she said there are some potential new objectives: 1) build on this successful program introducing families, professionals, and business owners to the opportunities Keene offers, and 2) offer more comprehensive and year-round messages to potential house seekers as they consider moving to NH and New England. She stressed that the three-month pilot program reached 15 million people, which is significant. Nearly 40,000 people visited the Discover Keene website for more information throughout those three months, with an additional 30,000 visits to the City of Keene website during August, with 60,000 page views. She said it was important to understand, though, that half of those visitors spend less than one minute on our website and 16,000 of those visitors spend less than 10 seconds. She said this shows that we cannot expect users to do more than just catch some quick highlights and so we have a unique opportunity, but we need to use it carefully and wisely. Strong market signals show us that the program could be expanded with minor changes to some audience demographics. The top interests of the audience reached were real estate, employment, and education. The landing page could be updated with additional information and could be kept populated throughout the year with seasonal imagery that would help potential movers to see the beauty of all four seasons. The IT Director said we could use what we learned to fine tune the campaign and run it year-round.

The City is also currently in the process of seeking consultant services for a branding and marketing project, for which nine proposals were submitted in response to an August 2021 request for proposals (RFP). She read the scope of that project: the purpose of the RFP for the marketing and branding project is to develop a City brand as well as a marketing and communications plan, capture Keene's authentic and uniquely special character and amenities in such a manner that builds community confidence and attracts and retains individuals, families, and businesses that are vital to Keene's long term community development. This includes authentic and unified messaging to audiences both in and outside of Keene, marketing Keene throughout New England and beyond as an ideal location for modern business and pleasure, promotion of what makes Keene appealing to investors, visitors, and residents, and ultimately the

project will yield a message that is compelling and memorable to those who will thrive in our beautiful and resourceful community. The IT Director said that was not random blanket messaging, but rather direct marketing to people who would thrive here. Ideally, the project will require market research and stakeholder interviews, it will include creative elements like design of graphics and templates, will identify and document strategic objectives and brand guidelines. The project will also promote Keene's trail system and parks, which is a very important part of our messaging. The IT Director welcomed questions.

Mr. Luce said he thought this was a very successful exploratory campaign, through which we learned a lot. He thought the various data confirmed a lot of what was known and unveiled some new things, such as stronger interest from the Philadelphia versus Boston metro areas. He said this was a great starting point for future campaigns and that the engagement in this campaign was significant.

Councilor Ormerod asked what other metro areas were the most interesting. Mr. Luce said most of the traffic was from the New York City metro area and approximately equal parts from Boston and Philadelphia; these were areas the campaign targeted. The campaign also drew people from un-targeted geographic areas.

Councilor Jones said great job with the market segmentation and targeting that segment. He said this was simply awesome. Councilor Jones did this kind of work years ago before the digital age and this would have taken longer to accomplish, so he thought this was simply wonderful. He was happy to hear this news that he discussed with the past Mayor and City Manager. He thought the right segment was being targeted. He thanked Mr. Luce and the IT Director, stating that he looks forward to hearing more.

Councilor Workman expressed gratitude for the presentation. She asked whether there is a way to capture the diversity or demographics of the people who were going to our website; are we getting more people who are interested in diversity and inclusivity as well? Mr. Luce replied that there was a lot of demographic data available, but it was only one small piece of the puzzle, so the data is not exceptionally reliable. He said that Facebook has more of that data and a certain volume of data is needed to draw reliable conclusions.

Mayor Hansel imagined everything with marketing to be seasonal, with people moving in the spring or fall, and people looking to visit Keene in the summer, with some in the winter. He asked if there was insight from this campaign or Mr. Luce's other work that could help inform a broader City campaign. Mr. Luce said that there is some seasonal data, some of which showed that employment-based motivations are not very seasonal; people transfer jobs any time of the year. The real estate searches do pick-up in early spring, probably a little earlier than you would think in January and February, because people start to look then for a spring move.

Mayor Hansel concluded by thanking the IT Director and Mr. Luce for a great presentation.

#### CONFIRMATION

Mayor Hansel nominated Councilor Stephen Hooper to serve on the Ashuelot River Park Advisory, with a term to expire December 31, 2021. A motion by Councilor Powers to confirm

the nomination was duly seconded by Councilor Bosley and the motion passed on a unanimous roll call vote with 14 Councilors present and voting in favor. Ward Three Council seat vacant.

**COMMUNICATION – CONCERNS REGARDING DRAINAGE – BARRETT AVENUE /INGALLS STREET NEIGHBORHOOD**

A communication was received from residents of the Barrett Avenue/Ingalls Street area expressing concerns related to drainage in the area and asking for installation of an asphalt berm to minimize flooding. Mayor Hansel referred the communication to the Municipal Services, Facilities, & Infrastructure Committee.

**PLD REPORT – KEENE MUSIC FESTIVAL – REQUEST TO USE CITY PROPERTY – MUSIC FEST**

A Planning, Licenses, & Development Committee report read, recommending that The Keene Music Festival be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales, as well as use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on September 4, 2021 from 9:00 AM to 10:30 PM. In addition, the applicant is permitted to close off a portion of Railroad Street, from Main Street to the westerly entrance of the Wells Street Parking Garage, and a portion of Church Street from Main Street to the entrance of the Vision Financial parking lot. This permission is granted subject to the signing of a revocable license and indemnification agreement, submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured, submittal of a signed letter of permission from City Tire for use of their property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 22 Community Events Budget. Said payment shall be made within 30-days of the date of invoicing. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Greenwald. Councilor Greenwald requested that Staff contact this petitioner earlier next year so this is not discussed so close to the event date, should an issue arise last minute. On a show of hands, the motion passed unanimously with 14 Councilors present and voting. Ward Three Council seat vacant.

**PLD REPORT – KEENE ELM CITY ROTARY CLUB – REQUEST TO USE CITY PROPERTY – CLARENCE DEMAR MARATHON**

A Planning, Licenses, & Development Committee report read, recommending that the Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 26, 2021, subject to the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. This license is conditional upon the petitioners providing an adequate number of volunteer race marshals to ensure runner safety along the course, and subject to any recommendations of City staff. Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 22 Community Events Budget.

Said payment shall be made within 30-days of the date of invoicing. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Greenwald and the motion passed unanimously with 14 Councilors present and voting. Ward Three Council seat vacant.

**PLD REPORT – NEGOTIATE LEASE OF AIRPORT PROPERTY – AIRPORT DIRECTOR**

A Planning, Licenses, & Development Committee report read on a vote of 5-0, recommending that the City Manager be authorized to do all things necessary to negotiate and execute a lease with Avanru Development for the construction and use of a corporate aircraft hangar at the Keene Dillant-Hopkins Airport. A motion by Councilor Bosley to carry out the intent of the Committee report was duly seconded by Councilor Greenwald.

Discussion ensued. Councilor Manwaring asked where this land would be. The City Manager replied that she could not state specifically but that it would be in the same area as the other Airport hangars. Councilor Jones said this was another big marketing effort, stating that anytime something is promoted at the Airport, the City earns money. He said that since he had been on the City Council, a priority had been to lower taxpayer subsidy of the Airport and this was a good step toward that. On a show of hands, the motion passed with 14 Councilors present and voting. Ward Three Council seat vacant.

**FOP REPORT – ACCEPTANCE OF DONATION – HUMAN RIGHTS COMMITTEE – PARKS, RECREATION & FACILITIES DIRECTOR**

A Finance, Organization, & Personnel Committee report read, recommending 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. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Hooper and on a show of hands, the motion passed with 14 Councilors present and voting. Ward Three Council seat vacant. In response to Councilor Workman, Councilor Manwaring confirmed that the International Festival event is scheduled for September 18 at 11:00 AM.

**FOP REPORT – PAUL DUBRISKE – REQUEST TO ACQUIRE LAND ADJACENT TO PROPERTY AT 454 ELM STREET**

A Finance, Organization, & Personnel Committee report read, recommending that the communication from Mr. Dubriske be referred to the City Manager. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Hooper and the motion passed on a show of hands, with 14 Councilors present and voting. Ward Three Council seat vacant.

**FOP REPORT – WEST KEENE FIRE STATION FEASIBILITY STUDY REPORT – PARKS, RECREATION & FACILITIES DEPARTMENT**

A Finance, Organization, & Personnel Committee report read, recommending that 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. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Hooper and the motion passed on a show of hands with 14 Councilors present and voting. Ward Three Council seat vacant.

**FOP REPORT – ACCEPTANCE OF THE 2020 ASSISTANCE TO FIREFIGHTERS GRANT – FIRE DEPARTMENT**

A Finance, Organization, & Personnel Committee report read, recommending that the City Council authorize the City Manager to do all things necessary to accept and expend the FY 2020 Assistance to Firefighters Grant. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Hooper and the motion passed on a show of hands, with 14 Councilors present and voting. Ward Three Council seat vacant.

**FOP REPORT – DRINKING WATER AND GROUND WATER TRUST FUND GRANT APPLICATION AUTHORIZATION – PUBLIC WORKS DEPARTMENT**

A Finance, Organization, & Personnel Committee report read, recommending 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. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Hooper and the motion passed on a show of hands, with 14 Councilors present and voting. Ward Three Council seat vacant.

**FOP REPORT – EVALUATION PROCESS FOR CHARTER EMPLOYEES – COUNCILOR THOMAS F. POWERS**

A Finance, Organization, & Personnel Committee report read, recommending 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 the Mayor and Chairs of the three Standing Committees finalize the evaluation process with an informational copy of the final evaluation shared with the full City Council. Councilor Powers identified a Scribner's error in the report within their agenda packets and the report should only included the option to have a role for the Mayor and Standing Committee Chairs. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Hooper.

Councilor Greenwald said that having struggled with this for eight years, he thought a few points need to be stressed. He said this evaluation process requires the input of the rest of the Council and that it was frustrating trying to get Council buy-in on this. He did not care as much as to the method chosen as long as Councilors participate. He added that this was not only an evaluation, but also feedback that the City Clerk, City Manager, and City Attorney want to help them understand how to fulfill the expectations of this group of 15. He said this was not negative but very positive. He urged participation.

The motion passed on a unanimous show of hands, with 14 Councilors present and voting. The Ward Three Council seat vacant.

## CITY MANAGER COMMENTS

The City Manager began by reporting that Congresswoman Kuster was here in Keene on September 1 due to several grant applications from the Federal Government that she put forward through the House. Several Staff met with her at the Stone Arch Bridge to discuss the Transportation Heritage Trail project (the City applied for a \$400,000 grant for the first phase), which has made it through the House and now goes onto the Senate. The City Manager also had her first meeting with the Cheshire County grant writer and administrator. The City had sought the grant writer's assistance for an Economic Development Administration grant for the transportation heritage trail. The \$2.5 million project involves three bridges. The first meeting was good, and Staff are grateful for the grant writer's organization. Still, the City Manager said something to overcome was the ownership issue related to the property, which was a question raised initially that she thought could be overcome through agreements with NH DOT similar to those in the past. This is a work in progress still yet to be determined.

Next, the City Manager shared a reminder from the IT Department. To protect ourselves from malicious attacks, the IT Department has asked everyone with access to our email system to complete "phishing" training. She asked anyone with City email to go back and look for emails from "KnowB4", which is official training from the City that will help you spot and report malicious phishing attempts. Those who have not completed or need help completing the training should contact the IT Department.

The City Manager shared some updates on the 2021 construction season. All Councilors should have received a construction season update on August 25. Annual paving work is now substantially complete. 75% of sewer main lining work is also complete along with planned guardrail replacements. Roxbury Street continues to be the biggest disruption of the season. The utility work on the eastern of the project is now mostly complete. On the western end near Central Square, water and sewer mains have been replaced. The contractor is now connecting individual building services to these new mains. Over the next two or three weeks, they will complete the drainage utilities between MoCo Arts and Central Square. The final step in the process will be replacing curbs and sidewalks as needed, as well as paving and clean up. Most of the work should be complete by mid-October; the rain caused delays to many projects.

The City Manager shared exciting news that it was Go Live day for Keene's new Land Use Code, which is NH's first true Unified Development Code and Keene's first form-based code for our downtown. The last time Keene did a comprehensive update to zoning, the Beatles "White Album" was at the top of the charts. So, September 1 marks a significant transition that deserves recognition. By improving our processes and prioritizing smarter development, while protecting the distinctive character that residents and visitors love, the new regulations will provide a simpler and more intuitive roadmap for permits. The project restructures these processes around three guiding principles: simple, efficient, and thoughtful. The City's regulations have helped us grow to where we are today, and this project was done to ensure that we can continue to benefit from new economic opportunities, while maintaining Keene's unique character. This is the culmination of many years' work, although it is not 100% complete.

In September, the Joint Committee will be considering a few minor corrections to the LDC (O-2021-12). These changes come from Staff's "trial run" of the new Code over the summer. The City Manager thanked members of the City Council and Planning Board, especially the Joint Committee who worked through the document in fine detail over many months and heard from many citizens and interest groups in the process. Please feel free to reach out to Tara Kessler, John Rogers, Med Kopczynski, and Rhett Lamb if you have questions about the LDC. If you want to view the LDC, navigate to the Community Development home page, where the entire document is online.

The City Manager introduced the new Assistant Library Director, Susan Bloom, who began her work on August 23. Ms. Bloom worked previously at Evansville Vanderburgh Public Library in Indiana as the manager of the Central Location and at Jackson County Library Services in Southern Oregon as the Assistant Director for Operations. Prior to becoming a librarian, Ms. Bloom worked for Hewlett-Packard Company for 24 years and accepted an early retirement package in 2012, when she decided to become a librarian to pursue her passion to make information accessible for people to enjoy and improve their lives. The City Manager was very excited to welcome Ms. Bloom to the community.

The City Manager reported that the new Fire Department Deputy had been selected and was going through the process to begin work hopefully in October. We have also selected a new Assistant Finance Director who will begin in about three weeks. Additionally, a candidate was selected to fill Bill Byrnes' position in the Highway Department and the City Manager was eager to welcome her. The City Manager was happy to say we have made some good progress repopulating our team.

The City Manager provided her Covid-19 update. On this day, she had her meeting with regional partners. Keene State College had 18 positive cases (which includes 6 pre-arrival positives). Of those 18, 13 cases are active right now. On September 1 they conducted 1,100 tests and on September 2 they did another 500 as a part of their surveillance testing program. They expect an uptick in the next couple weeks. Dr. Caruso from Cheshire Medical shared that they expect to reach the peak of this most recent surge (or at least see increased numbers) through September and into October. 40% of the people hospitalized at Cheshire Medical were vaccinated, but Dr. Caruso put that into perspective by saying that if someone high risk got Covid-19 before the vaccination they might have died, whereas now those vaccinated high risk individuals who experience breakthroughs are now being hospitalized instead. The vaccinations are reducing the severity of Covid-19 in the cases where they see breakthroughs. Regarding hospitalizations, last year we saw NH's peak reach the 400 mark and right now we are at 200. The real challenge is that hospitals are facing lack of staffing and burnout.

#### ORDINANCE FOR SECOND READING – RELATING TO THE RESTORATION OF INVOLUNTARY MERGED LOTS – ORDINANCE O-2021-11-A

A Finance, Organization, & Personnel Committee report read on a vote of 4-0, recommending the amendment of Ordinance O-2021-11. Mayor Hansel filed the report as informational.

09/02/2021

A Finance, Organization, & Personnel Committee report read on a vote of 4-0, recommending adoption of Ordinance O-2021-11-A. A motion by Councilor Powers to carry out the intent of the Committee report and adopt Ordinance O-2021-11-A was duly seconded by Councilor Hooper and the motion passed on a unanimous roll call vote with 14 Councilors present and voting. Ward Three Council seat vacant.

RELATING TO FY-22 FISCAL POLICIES – RESOLUTION R-2021-37

A memorandum from Finance Director, Merri Howe was read, recommending that Resolution R-2021-37 Relating to FY22 Fiscal Policies have a first reading in front of the City Council and be referred to the Finance, Organization, & Personnel Committee. Mayor Hansel referred Resolution R-2021-37 to the Finance, Organization, & Personnel Committee.

RELATING TO THE APPROPRIATION OF FUNDS FROM THE SEWER FUND UNASSIGNED FUND BALANCE FOR THE WASTEWATER TREATMENT PLANT SOLAR PROJECT – RESOLUTION R-2021-38

A Finance, Organization, & Personnel Committee report read, recommending the adoption of Resolution R-2021-38. A motion by Councilor Powers to adopt Resolution R-2021-38 was duly seconded by Councilor Hooper.

Councilor Jones asked if this was coming from a closure fund. Discussion ensued. The City Manager said this was coming from the sewer fund unassigned balance, which is not the same as taking from a project with leftover funds and moving funds from one project account to another. Rather, this takes directly from the sewer fund unassigned balance that falls into the bottom line left after revenue and expenses. The motion to adopt Resolution R-2021-38 passed on a show of hands with 14 Councilors present and voting. Ward Three Council seat vacant.

RELATING TO THE APPROPRIATION OF FUNDS FROM THE SOLID WASTE FUND UNASSIGNED FUND BALANCE FOR THE REPAIR FOR THE TRANSFER STATION FROM FIRE DAMAGE AND UPGRADED FIRE PROTECTION – RESOLUTION R-2021-39

A memorandum from Assistant Public Works Director, Duncan Watson was read, recommending the first reading of Resolution R-2021-39 Relating to the Appropriation of Funds from the Solid Waste Fund Unassigned Fund Balance for the Repair of the Transfer Station from Fire Damage and Upgraded Fire Protection, and to refer the Resolution to the Finance, Organization, & Personnel Committee. Mayor Hansel referred Resolution R-2021-39 to the Finance, Organization, & Personnel Committee.

ADJOURNMENT FOR LEGAL ADVICE

There being no further business, Mayor Hansel adjourned the meeting at 8:10 PM for legal advice.

A true record, attest:



Deputy City Clerk