

City of Columbus
Regular City Council Meeting
07.25.18

The 07.25.18 meeting of the City of Columbus City Council was called to order at 7:08 p.m. by Deputy Mayor Jeff Duraine at the City Hall. Present were Council Members Bill Krebs, and Mark Daly; City Administrator Elizabeth Mursko, City Attorney Bill Griffith, City Engineer Dennis Postler, and Public Communications Coordinator Jessica Hughes.

Also in attendance were: Micky Betz, Dan Mike, Nathan Siebenaler, Kathleen LeVasseur, and Julia Parent (Forest Lake Times).

A. CITY COUNCIL REGULAR MEETING

- 1. Call to Order - Regular Meeting – 7:08 P.M.**
- 2. Pledge of Allegiance**

B. CONSENT AGENDA

- 1. Motion – Approval of the City Council Meeting Minutes 05.23.18**
- 2. Motion – Approval of the City Council Meeting Minutes 06.13.18**
- 3. Motion – Agenda Approval with Additions**
- 4. Motion – Pay Bills as Posted**

Motion by Krebs to approve the Consent Agenda by. Seconded by Daly. Motion carried unanimously

C. PRESENTATIONS

5. Public Hearing – NE Quadrant I-35/TH 97 Utility Extensions

At this time Deputy Mayor Duraine opened a Public Hearing on an improvement by subgrade excavation, sanitary sewer gravity pipe, water main pipe installation, and miscellaneous items of construction in the NE Quadrant of I-35 and TH 97 (City Project 2018-3).

Hearing no one, Deputy Mayor Duraine closed the hearing.

City Engineer Dennis Postler presented a short summary of the project. Utilities are to be extended to the NE Quadrant of I-35 and TH 97 along the new Hornsby Street at the same time as the Hornsby Street realignment project. The tentative schedule is to collect bids in February of 2019, and begin construction in the spring. When bids are accepted, the final cost of the project will be determined. However, Postler noted, there is a Predevelopment Agreement in place with a potential buyer of the land, who would pay for the utilities extension as part of the development. Daly asked if the potential buyer will pay for the utilities up front or if the cost will be assessed? Griffith replied that the potential buyer could choose to either pay the total amount up front or have an assessment over a ten year period. The City will bond for the money to pay for the project initially.

Duraine asked if City Staff have considered paying for the project with our own funds rather than bonding for the project? Mursko replied that the City's finances would not be able to support

such a project.

Motion by Daly to approve Resolution 18-17, a resolution ordering improvement and preparation of plans of Sanitary Sewer and Water Main Extensions from Hornsby Street/Trunk Highway 97 to approximately 1,000' north to serve future development in the NE Quadrant of I-35 and TH 97 (City Project 2018-3). Seconded by Krebs. Motion carried unanimously.

6. Public Hearing – NE Quadrant I-35/TH 97 Grading and Drainage Improvements

At this time Deputy Mayor Duraine opened a Public Hearing on an improvement of site grading, storm water drainage, ponding, and incorporating preliminary grades for the proposed Hornsby Street realignment in the NE Quadrant of I-35 and TH 97 (City Project 2018-2)

Hearing no one, Deputy Mayor Duraine closed the hearing.

Postler gave a brief explanation of the project. The plans and specs are for a grading plan on the entire NE Quad site, including storm sewer and ponding. He noted that the ponds have been oversized to prepare for development coming to the area, however a future developer will still be required to construct a pond on the west side of the property. These improvements will be completed at the same time as the Hornsby Street realignment project.

Postler explained that the cost for this project is separate from the Hornsby Street realignment project, because it is for development. Therefore, the project is not covered by LRIP funds, and the cost will be assessed to a future developer. To pay for the project initially the City will bond for it.

Duraine asked how much the City currently has in bonds? Mursko replied that she is not sure off the top of her head. However, she will be recommending a bond sale this year, which would combine all bonds into one and refund bonds from 2007.

Motion by Daly to approve Resolution 18-18, a resolution ordering improvement and preparation of plans of grading and drainage for the City-owned property in the NE quadrant of I-35 and TH 97 (City Project 2018-2). Second by Krebs. Motion carried unanimously.

7. Anoka County JPA Lexington Avenue and Broadway Avenue Project

Mursko presented a Joint Powers Agreement (JPA) with Anoka County for the traffic signal they are installing at the intersection of Lexington Avenue and Broadway Avenue. The draft JPA outlines cost and maintenance responsibilities.

Federal funding will be covering roughly 90% of the City's cost. Before Federal funding the cost was \$6,015, and after Federal funding it will be roughly \$1,000.

There are still a few remaining maintenance questions to be worked out with Ham Lake. Typically when an intersection is split between two (2) Cities the share of maintenance is split

50/50. However, because there is no west leg of the intersection, that question still needs to be addressed. Despite not having a west leg of the intersection, it will still function as a four way stop.

Krebs asked what the cost was to install the traffic light on Lake Drive and Zurich Street? Mursko replied that Anoka County bills the City for maintenance of street lights, which includes occasional painting, and the lights needed to alert for emergency vehicles driving through. She added that the cost is roughly \$1,250 per year. To continue she noted that the lights at Lexington Avenue and Broadway Avenue will be LEDs, which are less maintenance. The County usually has to change light bulbs every year, but the LEDs should last around 20 years. She is hopeful that will cut down on electricity and maintenance costs.

Daly asked if it was true that Ham Lake will be paying more for the project? Postler replied that they will be contributing roughly ten times as much to the project as the City of Columbus because they are not a state aid City.

Mursko noted that there will be another JPA with Ham Lake for this project before the Council in the near future.

Motion by Krebs to approve the Joint Powers Agreement (C0006487) with Anoka County for the Lexington Avenue and Broadway Avenue traffic signal project, contingent upon finalizing the maintenance responsibilities with the City of Ham Lake. Seconded by Daly. Motion carried unanimously.

8. Anoka County JPA County Road 23 and Roundabout

Mursko presented a second JPA to the Council, this time for a new roundabout to be installed on Lake Drive. The project will be completed this year, and the related realignment of CSAH 54 will follow in 2019.

The JPA covers the City's costs which are curb and gutter, sidewalk, and some storm sewer costs. The total for the City's share is \$114,285, but once the LRIP funds are applied there will be little to no cost to the City.

Anoka County has already bid the project and held their preconstruction meeting. They are expecting construction to begin around the second or third week in August and be completed by October.

Krebs asked what the cost will be for the lights installed with this project? Mursko replied that the costs will be insurance, and maintenance of sidewalks and ponds. She said that the maintenance will be costlier than the insurance. Krebs asked who will mow the roundabout? Mursko replied that the City will be contracting with RVS Landscaping Services to mow the roundabout, as they mow the rest of the City. The contract will be the same as the roundabout at Kettle River Blvd and Broadway Avenue.

Daly asked about the streetlight near the Broadway Avenue and Kettle River Blvd roundabout that was hit by a car, and how much the City had to pay for replacing it? Mursko replied that at

the time she was not aware the City owned the lights and thus did not have insurance. The high costs related to the incident were due to not having insurance, since the County replaced the light at no cost. She added that the new light will have insurance from the time it is installed.

Motion by Krebs to approve the Joint Powers Agreement (C0006486) with Anoka County for a new roundabout on County Road 23 and County Road 54. Seconded by Daly. Motion carried unanimously.

9. Planning Commission Report

Jesse Preiner gave the Planning Commission report on four (4) items.

Boehms Corner Preliminary Plat Request

On 07.18.18 the Planning Commission held a Public Hearing on a Preliminary Plat application for Boehm's Corner, at 15650 Willamette Street NE. The application is to split a ten acre lot into two (2) five (5) acre lots. The Planning Commission is unanimously recommending approval of the Preliminary Plat.

Motion by Daly to approve PC-18-115 the Boehm's Corner Preliminary Plat request (dated 05.31.18) subject to Findings of Fact and Conditions of Approval 1-6 from the Planner's Memo (dated 07.01.18). Seconded by Krebs. Motion carried unanimously.

Boehm's Corner Preliminary Plat Findings of Fact:

1. The preliminary plat application was received on May 31, 2018 and found complete for review.
2. The 120-day preliminary plat review deadline is September 28, 2018.
3. There are a total of 10.3 gross acres in the proposed plat, located at 15650 Willamette Street NE, on property legally described as the North 550 feet of Northeast Quarter of the Northwest Quarter of Section 22, Township 32, Range 22, lying westerly of the Boehm's Corner recorded plat.
4. The property is zoned RR Rural Residential.
5. Two residential lots are proposed. There is one existing dwelling on the proposed easterly 4.82 net-acre lot (Lot 2, Block 1).
6. The proposed westerly lot (Lot 1, Block 1) is 4.82 net acres and includes adequate areas for a future home, accessory building and SSTS area.
7. The density of the proposed development is one home per 5.15 acres, which is consistent with the Comprehensive Plan and Zoning Ordinance.
8. Both proposed lots exceed the minimum lot area of 4.5 acres (with right-of-way dedication) and exceed the minimum street frontage of 220 feet. All other dimensional standards and setback requirements are met.
9. The proposed drainage and utility easements are consistent with City Code requirements.
10. Soil borings have been submitted for the SSTS location.

11. A “no wetland determination” letter has been forwarded to Rice Creek Watershed District for review.
12. The proposed plat is not affected by the shoreland or floodplain overlay district.
13. Driveway access permits are subject to City approval.
14. Subsequent NPDES II permits will be required for any individual site grading that exceeds one acre.
15. The Planning Commission held a public hearing on the Lakners Woodland Ponds Preliminary Plat on July 18, 2018.

Boehm’s Corner Preliminary Plat Conditions of Approval:

1. Recommendations of the City Engineer.
2. Title review and recommendations of the City Attorney.
3. Recommendations of the Anoka County Survey Department.
4. Recommendations of the Rice Creek Watershed District.
5. Cash in lieu of park land dedication requirements.
6. Subsequent NPDES II permit(s) for any individual site grading that exceeds one acre.

Blaine Draft Comprehensive Plan Review Comments

The Planning Commission is unanimously recommending forwarding on Blaine’s draft Comprehensive Plan with no comment. The Council agreed.

Motion by Daly to forward on Blaine’s draft Comprehensive Plan with no comment. Seconded by Krebs. Motion carried unanimously.

Hugo Draft Comprehensive Plan Review Comments

The Planning Commission had one (1) comment for Hugo’s draft Comprehensive Plan. The comment is the same which was given on the Washington County Comprehensive plan; that the City of Columbus is supportive of considering a new interchange on I-35 at both 170th Street N and 180th Street N, with 180th Street N being the first choice.

Motion by Krebs to make the following comment on the Hugo draft Comprehensive Plan “the City of Columbus is supportive of considering a new interchange on I-35 at both 170th Street N and 180th Street N, with 180th Street N being the first choice”. Seconded by Daly. Motion carried unanimously.

Lakner’s Woodland Ponds Final Plat

Preiner presented the Final Plat application for Lakner’s Woodland Ponds. On 05.09.18 the Council discussed a Deferred Escrow Agreement for half of the cost to pave their road. The

Final Plat process would typically require the Lakners to pave the gravel road that they live on, however they requested a deferment of the escrow money required for that project. That is what the Deferred Escrow Agreement is addressing, and the approval of their Final Plat is subject to approval of this agreement as well as title review.

Motion by Daly to approve PC-18-105 the Lakner's Woodland Ponds Final Plat request (dated 01.18.18) subject to title review and Deferred Escrow Agreement, as well as Findings of Fact and Conditions of Approval 1-9 from the Planner's Memo (dated 03.02.18). Seconded by Krebs. Motion carried unanimously.

Lakner's Woodland Ponds Final Plat Findings of Fact:

1. The preliminary plat application was found complete for review on January 23, 2018.
2. The 120-day preliminary plat review deadline is May 23, 2018.
3. There are a total of 19.92 acres in the proposed plat, located at 15554 Zodiac Street NE, on property legally described as the South Half of the Northeast Quarter of the Northeast Quarter of Section 20, Township 32, Range 22.
4. The property is zoned RR Rural Residential.
5. Two residential lots are proposed. There is one existing dwelling on the proposed northerly 12.96-acre lot (Lot 1, Block 1).
6. The proposed southerly lot (Lot 2, Block 1) is 6.46 acres in size and includes adequate areas for a future home, accessory building and SSTS area.
7. The density of the proposed development is one home per 9.96 acres, which is consistent with the Comprehensive Plan and Zoning Ordinance.
8. Both proposed lots exceed the minimum lot area of 5.0 acres and exceed the minimum street frontage of 220 feet. All other dimensional standards and setback requirements are met.
9. Wetland delineations have been accepted by Rice Creek Watershed District and are noted on the preliminary plat.
10. The proposed plat is not affected by the shoreland overlay district.
11. There are no floodplain elevations noted on the plat.
12. The wetland areas are protected with drainage and utility easements at least one rod beyond the delineated wetland boundaries. Drainage and utility easements are also located adjacent to all property lines.
13. A wetland buffer vegetation management plan may be required by Rice Creek Watershed District (25' minimum and 50' average wetland buffers).
14. Driveway access permits are subject to City approval. This segment of Zodiac Street NE is unimproved.
15. Subsequent NPDES II permits will be required for any individual site grading that exceeds one acre.
16. The Planning Commission held a public hearing on the Lakners Woodland Ponds Preliminary Plat on March 7, 2018.

Lakner's Woodland Ponds Conditions of Approval:

1. Recommendations of the City Engineer.
2. Title review and recommendations of the City Attorney.
3. A gravel road improvement escrow payment or development contract.
4. Addition of floodplain elevations on the plat.
5. Recommendations of the Anoka County Survey Department.
6. Recommendations of the Rice Creek Watershed District.
7. Permanent wetland buffer plaques at intervals determined by the City.
8. Cash in lieu of park land dedication requirements.
9. Subsequent NPDES II permit(s) for any individual site grading that exceeds one acre.

10. Public Open Forum

Dan Mike – 15123 Hornsby Street

Mike asked the Council where the City is at with changing the zoning on property in the Freeway District? Mursko explained that the Comprehensive Plan, where the rezoning occurs, is currently out for review. She said that surrounding cities have six (6) months to review the plan and make comments. Until that period is complete and the Metropolitan Council approves it, the City cannot move forward with any changes in zoning. Griffith said to expect roughly six (6) to 12 months until the change is fully complete.

Mike asked if it is possible for residents to object to the zoning changes in the Comprehensive Plan? Griffith replied that there has to be a good basis for the complaint; such as showing development where there is inappropriate infrastructure or that it is impeding on another business. Griffith added that in December the Met Council will stop reviewing amendments. Mursko said that it would be possible to make a Text Amendment to add a certain use to the property, but there is no opportunity to change the zoning designation until after the Comprehensive Plan is finalized.

D. STAFF AND CONSULTANT REPORTS

9. Engineer Report

No report.

10. Attorney Report

Griffith presented a resolution approving the continuation of a JPA between the City and the State of Minnesota, Department of Public Safety, and Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network. The agreement is for the use of a system of electronic charging (e-charging) for criminal offenses. The e-charging process allows cases to be submitted electronically by police departments to the prosecuting agency for review and consideration of charges. The current JPA is set to expire and

the recommendation is to renew an additional five (5) years. City Staff are recommending approval of the resolution.

Motion by Daly to approve Resolution 18-19, a resolution approving the State of Minnesota Joint Powers Agreement with the City of Columbus on behalf of its City Attorney and Police Department. Seconded by Krebs. Motion carried unanimously.

The next topic raised by Griffith was a discussion about a business, JP E-Commerce, potentially locating in Columbus. They have asked whether Tax Increment Financing (TIF) is available in Columbus, as they would like assistance with their development. TIF uses the incremental increase in property taxes that new development generates in order to finance costs of a project. The money would go toward things like utilities, roadways, parking lots, and sometimes manufactured buildings.

The Freeway District in Columbus is currently categorized as a TIF district, but no businesses have applied for it yet. The recommendation from City staff is that if one is going to use TIF funds, they should be dedicated to an infrastructure project (such as a road improvement or sewer and water connection fees), as it would benefit more than one development in the area. This is a policy decision that the Council can make. Postler commented that he has had a number of conversations regarding paving the older portion of Hornsby Street, and developing that road could be a good use of TIF money. City Staff are also recommending that if the City decides to use TIF funding for this development, that it is paid back on a “pay as you go” basis.

Mursko added that there are two (2) other ways to handle this financing. The first would be to capture the tax increment and then reimburse the developer for their development with that money. The second would be to bond up front, give the developer that money, and then pay the bond back using TIF money.

Daly asked what the downsides are to the TIF district? Griffith replied that the downside is that for eight (8) years the City’s portion of the incremental tax value of their new construction will not be added to the General Fund, instead it will go into TIF. However, the upside is bringing new development to Columbus that likely would not be in the City without the TIF district. Griffith finished by saying there is a risk of losing money if a big project is completed and the increment does not bring in enough money to pay it back.

Krebs asked if Hornsby Street were to be improved, would all businesses along that road pay a portion of their taxes into TIF to fund the improvement? Griffith replied not necessarily, that only new development can take advantage of this opportunity. However, the cost for the road improvement is assessed to adjoining properties is a future policy choice. But it is worth considering that the TIF would reduce the overall amount to be assessed.

Griffith added that because the number of years for the district to collect the increment is relatively small, it’s likely that other funding sources will have to be used to cover a road improvement project. The City would have to look at a combination of TIF money, City money, and grant money for funding.

Griffith clarified that JP E-Commerce would like to have a meeting with City Staff to create a

TIF agreement, and he needs direction from the Council on how they would like that laid out, especially because the TIF has not been discussed for a number of years. The Council agreed that the priority for TIF money will be public infrastructure projects, and it shall be a “pay as you go” system.

Duraine asked if any type of business would be eligible for TIF? Griffith replied no, that there are several requirements that the business must meet, so not all businesses would be eligible. The most important requirement being showing that if TIF is not available, they would not locate their business in the City. A consideration that the Council will have to make for future businesses interested in TIF is whether the project is significant enough to subsidize it. He added that TIF is a good tool to bring new development to the City.

Krebs asked if within the eight (8) year period, the road improvement project is paid off, can the TIF money go toward another project? Griffith replied that it would have to be an eligible project (based on the TIF statute).

Krebs said that he would like to analyze numbers on their taxes and the cost to upgrade Hornsby Street before any final decisions are made. Mursko said that those types of questions will be answered on the TIF application to help make an informed decision.

Motion by Krebs to establish public infrastructure ahead of investment in private development as a priority for TIF funding, and in the case of investing in private development the method should be a “pay as you go” system. Seconded by Daly. Motion carried unanimously.

12. Mayor and Council Members Report

Council Member Krebs

No report

Council Member Daly

Council Member Daly discussed the Fall Fest meeting that he attended. He said that the discussion centered around possibly finding a new direction to take the event in, which may require additional funding from the City. The committee is concerned about decreasing attendance in recent years. Currently the budget for the event is \$1,000, and the committee feels that additional funds may be needed to bring more attractions and entertainment. Daly added that many other Cities will have a private committee plan the event and solicit funding from businesses to pay for it. In addition, the Columbus Lions Club is considering taking a bigger lead on the event in the future.

Council Member Duraine

No report.

13. Public Works Report

No report.

14. Public Communications Coordinator Report

Dirt Biking Neighborhood Meeting

Public Communications Coordinator Jessica Hughes reported on a Neighborhood Meeting which was held on 07.24.18. Roughly 15 people attended, and a fruitful discussion was had on the issue of dirt bike tracks in the neighborhood. Through discussion, a number of voluntary agreements were decided on; no dirt biking on Sunday from 7:00 am to 12:00 pm, dirt biking can only occur for two (2) hours at a time, if a neighbor provides reasonable notice of an event occurring at their home dirt biking will not be allowed during that event, mufflers on bikes in this neighborhood must be fully packed, and the terms discussed at the meeting are not applicable to All Terrain Vehicles (ATVs).

Nathan Siebenaler came forward to discuss the meeting with the Council. He asked how long the break between two (2) hour riding sessions must be? Griffith replied that there was no consensus on that question, but the best guideline is simply to be neighborly and consider what his neighbors might believe to be significant enough relief from the noise.

Krebs asked if, based on these guidelines, someone could be riding their bikes for two (2) hours a day, every day of the week? Siebenaler responded that although the guidelines make it possible, that should never be the case. At the current time people are riding dirt bikes just a few days a week, and there are no plans to increase to every day of the week. With that, Siebenaler thanked City Staff for a productive Neighborhood Meeting.

Zaczkowski Trucking CUP Conditions Discussion

Michelle Betz came forward to discuss Zaczkowski Trucking and the requirements of their Conditional Use Permit (CUP). Their permit states that the shrouding of lights and the installation of screening (6-8 foot tall, non-deciduous trees) would be completed by 06.01.18, and it has yet to be done. She expressed frustration with their non-compliance. Griffith commented that City Staff are not going to allow Zaczkowski Trucking to remain non-compliant with their CUP.

Griffith continued to say that the next step for the Council is to consider what type of enforcement action they would like to consider going forward. Enforcement to revoke a business' CUP is done through District Court, requires following the Public Hearing process, and is typically the final step when dealing with problems. However, Griffith said that a letter could be sent threatening revocation of the CUP, and if they do not come into compliance staff are authorized to begin enforcement action.

The Council agreed that they would like the City Attorney's office to send a letter threatening the revocation of their CUP if they do not comply with shrouding their lights within 14 days, and install trees based on their screening plan by the end of the first week in September.

Motion by Daly to send a letter to Zaczkowski Trucking notifying them of future enforcement action against their CUP if they do not shroud their lights within 14 days and install trees based on their screening plan before the first Friday in September. Seconded by Krebs. Motion carried unanimously.

15. City Administrator's Report

Treasurer's Report

Receipts:	\$ 195,687.28
Disbursements:	\$ 379,888.00
Balance:	\$ 4,186,825.00

Bond Sale

Mursko reported that the City has a bond sale scheduled for this year. The project that the City was originally going to bond for was the utility extension into the triangle area of the Freeway District. The amount for that bond is in the \$830,000 range. In bonding terms, that is a small amount. The City's financial advisor Tammy Omdal pointed out an opportunity to refund 2007 bonds to save some interest, as there is currently a lower rate than there was when the bonds were issued. Her estimate is that this sale could save the City roughly \$70,000 and the term of the bonds would remain the same.

In addition, Mursko indicated to Omdal that there were Public Hearings being held at tonight's meeting, and asked if it would be possible to add these projects into the package? She replied that it would be beneficial to combine because the City could get a better rate with all five (5) projects (the public utilities project, the two (2) refunds, and the two (2) projects approved tonight). Thus, Mursko is looking for direction from the Council because the finance paperwork needs to be finalized if this is something they would like to pursue.

Duraine asked Mursko what the 2007 bond was used for? Mursko replied that it was used for the new Public Works building and for the extension of utilities into the northwest and southeast areas of the freeway district. She added that they are both 15-year bonds, and they are all beyond the call dates, so they can be paid off at any time.

Daly said that it would be a good idea to take this opportunity, and the remaining Council members agreed. Griffith noted that a resolution reflecting this direction will be brought back to the Council at their first meeting in August.

Motion by Daly to combine the refunding series with the new bonding for this year, the two projects that plans and specs were ordered for tonight (2018-2 and 2018-3), and the previous utility extension project (2018-1). Seconded by Krebs. Motion carried unanimously.

Personnel Report

Mursko's final report has to do with personnel. The City recently hired a Senior Accountant,

Admin Tech, and Planning Commission Secretary. Now that everyone has been trained in, she is considering some minor changes to hours.

Mursko recommended increasing the hours of the Senior Accountant position from 24 to 26 hours per week, to handle a significant workload.

In addition, she is recommending an increase in hours for the Public Communications Coordinator position from 38.5 hours to 40 hours a week.

Lastly, Mursko is recommending changing the Admin Tech position's hours from 15 hours a week to 24 hours. The additional hours for the position will go to Rochelle Busch, who is also the City's Planning Commission Secretary.

Motion by Krebs to approve the additional hours for the City's Senior Accountant, Public Communications Coordinator, and Admin Tech. Seconded by Daly. Motion carried unanimously.

16. Closed Meeting Discussion – Threatened Litigation Settlement Agreement

At this time Deputy Mayor Duraine closed the City Council meeting to execute a closed meeting under Minnesota Statutes Section 13D.05, subd. 3(b) to discuss threatened litigation in the matter of Department of Natural Resources vs. City of Columbus.

At 9:03 p.m. Deputy Mayor Duraine reopened the City Council Meeting.

E. ANNOUNCEMENTS & REMINDERS

17. Calendar of Meetings.

The next Planning Commission meeting is 08.01.18. There is one application on the agenda for a septic system variance.

F. ADJOURNMENT

Motion by Daly to adjourn. Seconded by Krebs. Motion carried unanimously.

Meeting adjourned at 9:04 p.m.

Respectfully Submitted:

Jessica Hughes, Public Communications Coordinator