

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY**

**Regular Meeting Minutes
July 17, 2013 – 6:00 p.m.**

City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 6:00 p.m. by Mayor De Boer.

Roll call of Councilmembers present: Cheryl L. McDonald, Nicholas McBride, Mayor pro tem Wilson, Lino P. Callegari and Mayor Rod E. De Boer.

Staff present: Jared G. Hancock, City Administrator, Peter M. Talia, City Attorney and Gwenna MacDonald, City Clerk. Also present: Kevin Harper of Kevin Harper, CPA & Associates.

1 APPROVAL OF AGENDA:

Mr. Hancock requested the following change to the agenda: Separate discussion of Item 6C Approve Community Service Officer Job description. He pointed out a typographical error in item 6C and 9F.

Motion by Councilmember Callegari, second by Councilmember McBride to approve the agenda with the change requested; motion carried unanimously.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:04 p.m. the Council recessed to closed session to discuss the following:

- A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Agency Negotiator: Jared G. Hancock
Bargaining Unit: Administrative Confidential: 2013/2014
Fire: 2013/2014
Management: 2013/2014
Miscellaneous: 2013/2014
Professional/Technical: 2013/2014
Public Works: 2013/2014
SPOA: 2013/2014
 - 2 Personnel Status report
 - 3 Approved Employee Position List

- B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b); one

- C CONFERENCE WITH LEGAL COUNSEL – Existing litigation pursuant to Government Code §54956.9 (a):
 - 1) City vs. Northern Sierra Homes, LLC Lassen County Court Case: #50050
 - 2) United States District Court Case No. 2:10-CV-03048-MCE-GGH, Nancy Schwartz v. Lassen County, et al.
 - 3) Jordan Drury vs. City of Susanville; Claim SCGA-01653A
 - 4) Ronnie Morales vs City, Lassen County Court Case #55262

- D PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
Contract Services – Finance Manager Recruitment

4 **RETURN TO OPEN SESSION:** At 7:00 p.m. the City Council reconvened in open session.

Staff present: Craig Platt, Public Works Director; Tom Downing, Police Chief; Theodore Friedline, Fire Chief; and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that the agenda was approved with two typographical corrections and a request for item 6C to be discussed separately.

Mr. Hancock reported that action was taken in closed session to approve modifications to the Approved Employee Position List.

Mayor De Boer offered the thought of the day.

Mayor De Boer presented longevity pins and certificates to several City employees. The employees recognized for their service to the City.

5 **BUSINESS FROM THE FLOOR:** No comments.

6 **CONSENT CALENDAR:** Mayor De Boer reviewed the items on the Consent Calendar:

- A Receive and file minutes from City Council's June 5, 2013 meeting
- B Approve vendor warrants numbered 87951 through 88221 for a total of \$1,814,276.18 including \$102,360.61 in payroll warrants
- C Approve Community Service Officer Job description
- D Receive and file Finance Report: June 2013
- E Receive and file Treasurers Report: June 2013

Motion by Councilmember Callegari, second by Mayor pro tem Wilson to approve the consent calendar items 6A, 6B, 6D and 6E; motion carried unanimously.

Chief Downing reported that at its meeting of June 17th, the City Council approved a modification to the Community Services Officer job description to include animal control duties. The revisions were incorporated and the final job description included for consideration by the Council. He asked for any comments or questions from the Council. There were none.

Motion by Councilmember Callegari, second by Councilmember McDonald to approve the modified job description; motion carried unanimously.

7 **PUBLIC HEARINGS:**

7A **CDBG Annual Program Income Report**

- 1** **Public Hearing: Solicit and consider comments regarding the annual Grantee Performance Report**
- 2** **Action: Motion to accept Annual Program Income Report and authorize submittal to the State Department of Housing and Community Development**

Mr. Hancock explained that each year, the City conducts a public hearing to discuss the activities of the Community Development Block Grant program. The City has two revolving loan funds; one for a First Time Homebuyers Down Payment Assistance program and a second for Housing Weatherization. The loan funding is from program income received throughout the year and is used for CDBG eligible activities. He discussed the approval of the Housing Element and subsequent certification by the State

and the eligibility for the City to apply for more grant funding. Staff is working to modify the Program Income Reuse plan which will provide for a broader range of options for future projects and community services improvements. He reviewed the available balance in the revolving loan fund, and invited comments regarding priorities and areas of expansion of the program.

At 7:15 p.m. Mayor De Boer opened the public hearing and requested comments either for or against the report. There being no comments, he closed the public hearing at 7:16 p.m.

Mayor pro tem Wilson suggested identifying ways to streamline the process and promote awareness of the program in the community.

Mr. Hancock responded that staff has worked to reach out to realtors to increase awareness and provide opportunities for more low income applicants to participate in the program, as it goes hand in hand with the home purchase process. One key challenge has been the number of short sale properties on the market, as many banks are not willing to accept the subsidized funding, and the changes to appraisal process that results in a direct cost to the applicant. Another challenge has been that the funds can be lent up to fifty percent of the purchase price of the home, and with the lower home prices, if the first mortgage drops too low, then banks are not willing to make the required first loan.

Mayor pro tem Wilson requested clarification on the use of administrative funds.

Mr. Hancock reviewed options for use of the administrative funding available, noting that it has not been budgeted for expenditure in the fiscal year 2013/2014 budget.

Councilmember McBride commented that he has heard a complaint regarding the time required to process the application, and suggested improving public outreach efforts.

Councilmember Callegari remarked that there are a lot of foreclosure sales on properties in the community and asked if the money could be used to bid on foreclosed properties. He also supported increased public outreach to inform the public as to what low and moderate income really means, suggesting the City include a message at the bottom of water bills to increase awareness.

Mr. Hancock responded that it could not be used to purchase homes at auction, as the City would not have the required paperwork and income verification in place at the time of sale. He discussed the availability of housing rehabilitation through the County's CDBG program, and some of the challenges they experience with administering the program.

Motion by Councilmember Callegari, second by Mayor pro tem Wilson, to approve the annual report and authorize submission to the State; motion carried unanimously.

Mr. Hancock requested that item 12B be moved for consideration prior to new business.

12B Consider approval of Contract Amendment with the Department of Parks and Recreation for Sierra Community Park Mayor De Boer requested comments from anyone present who wished to speak regarding the Sierra Community Park project.

Andy Paez, president of girls fast pitched softball, discussed the importance of research when undertaking a project of this size. He stated that the park was not designed to bring in money to the community, and talked about the lack of park space available in the community to conduct fast pitch softball tournaments. The only park available for his group is Riverside, and they have to share Susanville

Ranch Park with other groups. He suggests various design modifications, adding that he hopes it is not built just to fall apart.

Violet Stout stated that she has a problem with building parks in a community where people are losing their jobs, their homes, businesses are closing and the taxes keep going up. The high school has announced that it needs to raise money to fix their ball field and there are not enough people living in town to pay for another park.

There were no more comments from the public.

Mr. Hancock reported that at the June 19th meeting the City Council approved the Environmental Review document for the Sierra Community Park project and directed staff to file a Notice of Determination. This completed the first contract between the City and the State Department of Parks and Recreation. During the environmental review process the City became aware of additional design modifications that were recommended as mitigation measures to alleviate potential impacts of the project. The completion of the CEQA contract has triggered the construction contract phase which would allow the City to receive the balance of the grant award and begin breaking ground for the park. There have been many discussions and concerns regarding the project and staff has brought it back to Council to evaluate the pros and cons and make a final decision.

Councilmember Callegari stated that the City needs to go back to the mission statement of community need and income levels. The City was awarded the money by the State while the County was not, and the property as it sits is getting used for an informal dump site. He supports the youth in the community and will vote on their behalf, and he is one hundred percent for parks.

Motion by Councilmember McDonald to approve the contract amendment with the Department of Parks and Recreation and authorize the Mayor to sign; motion died for lack of a second.

Mayor pro tem Wilson commented that he uses the Susanville Ranch Park nearly every day, and his family also uses the park, and he understands and appreciates the value of the community's open space. He stated that it was a difficult decision for him to arrive at but he is opposed to this project. He expressed that from the very beginning the Council has been split in its support of the project, at the time when the original design was estimated to cost in excess of \$4 million dollars. Staff worked very hard to come up with innovative design modifications that cut costs while maintaining the recreation features, but that has resulted in improvements such as paving the parking lots that at some point will have to be paid for. The amount of unfinished improvements as well as annual maintenance costs is all funding that could be put towards a community swimming pool, and the feedback that he receives from the community has always been that the citizens want a swimming pool.

Councilmember McBride stated that he supported Mayor pro tem Wilson's comments, and he has difficulty approving a project that would not be compliant with ADA requirements for paving and sidewalks, because that means that the City would have to fund those improvements from the general fund budget.

Mayor De Boer supported the statements made by Mayor pro tem Wilson and Councilmember McBride. The addition of a park of this size and the subsequent maintenance and street improvement costs takes away from the existing parks and streets in the community and while he would like to be able to provide the citizens with all of the recreation opportunities they want, he cannot vote to continue with this project.

Councilmember Callegari stated that the Council has an obligation to the citizens and youth of the community to improve recreation and quality of life opportunities to keep the young people in the

community. He cited examples of the citizens rallying to support other recreation venues and urged the Council to keep the money in the community. If it the City does not accept the grant money, it will be reallocated to southern California. He requested a polled vote of the Council.

Motion by Councilmember Callegari, second by Councilmember McDonald to approve the contract amendment with the Department of Parks and Recreation and authorize Mayor to sign; motion failed by polled vote with Councilmember McBride, Mayor pro tem Wilson and Mayor De Boer voting no.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** No business.
Commission/Committee Reports:

9 **NEW BUSINESS:**

9A **Consider approval of Resolution No. 13-4967 approving closure of Main Street for Lassen County Fair Parade** Mr. Platt reported that the Lassen County fair office is requesting closure of main street for its annual parade. Each year the City supports the event by providing public works staff to set up and take down traffic control signs, and police officers to facilitate the closure. The parade is scheduled for July 20th from 10:00 to 12:00 with the street closure from Roop Street to Fair Drive.

Motion by Councilmember McBride, second by Councilmember Callegari to approve Resolution No. 13-4967; motion carried unanimously.

9B **Consider approval of Resolution No. 13-4968 approving and authorizing Mayor to execute Agreement with American Medflight Air Ambulance** Mr. Platt reported that the American Medflight Air Ambulance has provided a fixed wing air ambulance service at the Susanville Municipal Airport since November 2012. They have subleased the hangar located on Lot 38, and per Susanville Municipal Code Section 13.04.080 a contractual agreement with the City is necessary to continue with operations. The Susanville Municipal Airport Commission recommended City Council approval of the Agreement and fee schedule retroactive to January 1, 2013.

Motion by Councilmember Callegari, second by Councilmember McDonald to approve Resolution No. 13-4968; motion carried unanimously.

9C **Consider approval of Resolution No. 13-4969 approving Employment Agreement for position of City Administrator** Mr. Talia reported that Jared Hancock was appointed to the position of City Administrator on June 20, 2012, and has had a positive employee performance evaluation conducted by the City Council. As part of that evaluation process, the subject employment agreement has been negotiated within the parameters established by City Council for a two year period effective June 19, 2013.

Motion by Councilmember McDonald, second by Mayor pro tem Wilson to approve Resolution No. 13-4969; motion carried unanimously.

9D **Consider approval of Agreement with Lassen County for IT Services** Chief Downing reported that the police department has contracted with the Lassen County Information Services Division to provide connectivity, replacement and maintenance funds for the City's LiveScan and CLETS computers since July 2011. The City and County have a yearly Memorandum of Understanding which is reviewed annually by City Council. Staff researched the procurement of these services through the County still proves to the most cost effective option at a cost of \$3,548 for the fiscal year 2013/2014 budget.

Motion by Councilmember Callegari, second by Mayor pro tem Wilson to approve the agreement; motion carried unanimously.

9E Consider approval alcoholic beverage sale at Lassen Chamber of Commerce 125th anniversary event / September 27, 2013 Mr. Hancock reported that as part of the 125th anniversary event, the Chamber of Commerce has requested the ability to serve alcoholic beverages as part of the dinner event scheduled for Friday, September 27th from 5:30 to 9:00 p.m. at the grassy area near Roop's Fort. The sale requires authorization by the property owner as part of the Alcoholic Beverage Control application process. The Chamber of Commerce will be responsible for obtaining the sales license.

Motion by Councilmember McBride, second by Mayor pro tem Wilson to authorize a letter of support for the Chamber event; motion carried unanimously.

9F Consider approval of Copier Lease/Service agreement with Ray Morgan Chief Friedline reported that the copy machine utilized at the fire department has exhausted its useful life and staff has obtained quotes from copier vendors for its replacement. Ray Morgan Company has provided a quote for a Cannon IR-C5235 which has been the same model used by the police department, and is comparable in performance and cost to machines used by other city departments.

Motion by Mayor pro tem Wilson, second by Councilmember McBride to approve the lease with Ray Morgan Company; motion carried unanimously.

9G Consider expenditure report for Recreation Roundup funding Mr. Hancock reported that for the past eight years the City has been collecting monies through the recreation round-up program, a concept where citizens round up utility payments to fund small scale projects. During that time, the City has collected a total of \$7,233.54 in funds that have assisted in both building Peggy's Playground at Riverside Park and stocking trout for the Junior Fishing Derby. In the past five years, an average of \$540.00 a year has been collected and by discussing projects and funding priorities, staff hopes to encourage community involvement in the program. There is a perception by some that the money collected through the recreation roundup is being allocated towards the pool fund, and it is important to re-evaluate the program and look at ways to renew interest in participation by city residents.

Councilmember Callegari commented that the fishing derby has been held for over 20 years, and the recreation round up funds were dedicated to helping with that event.

Jim Chapman responded that the creation of the recreation roundup was not initially presented to the community as a funding mechanism for the Junior Fishing Derby, and if the City chooses to fund another project through the roundup program, he is confident that the support would continue for the Derby as well. He stated that the majority of the citizens probably have no idea what the recreation roundup funds are used for.

Councilmember Callegari stated that the recreation roundup program was never intended to be devoted to building a swimming pool, and for the last several years the money has been used to help purchase fish for the Jr Fishing Derby.

Mr. Hancock replied that the report was in no way intended to detract from support of the Junior Fishing Derby which is undoubtedly one of the most successful events for youth in the community. The effort to renew interest in the program and encourage citizen participation through the round up program has proven in the past to be very successful, and the diminishing funding each year indicates that by having these discussions and educating the community about the small scale projects and activities that can be funded should help increase the annual contributions.

Jim Chapman commented that the Junior Fishing Derby is sponsored by the Lassen Sportsman Club, and for fifteen to twenty years, the money to purchase the fish came from Fish and Game citation funding, but that source diminished each year to a point where the Club had to ask for sponsorships

and cash donations to be able to purchase the fish. The relationship with the City has always been more about the liability insurance for the event, as the Sportsmans Club is too small to be able to afford that cost. Somewhere in the past 6 to 10 years, the City, Rancheria, and community members have been increasingly generous with their financial support of the event, both to purchase fish and to provide prizes to the children who participate. At that time, Rob Hill came up with the idea of the recreation roundup program for general recreation projects, and it was never put out to the public that the round up funds were solely dedicated to supporting the Junior Fishing Derby. It was never meant that the City should be purchasing the fish every year for the event.

Mr. Platt stated that the note had been at the bottom of the water bill for quite awhile, and for a period of time the Council voted to dedicate funding towards Peggy's Playground, then the Fishing Derby when the playground was complete, and since that time the message at the bottom of the monthly billing has disappeared.

Councilmember McBride suggested that a couple of projects be identified, and included as a survey in the billing to see what the community prefers.

Chief Friedline pointed out that many water customers such as himself pay their bill on a usage average basis where they pay the same amount each month. Those customers often do not even read their bills and will not notice any message about the recreation roundup. He suggested including that information at the beginning of the year when people sign up for their monthly payment agreements, as it would be easiest to just increase the bill by a certain amount each month and pay that.

Mr. Hancock concluded by saying that the City can continue doing what it has been with the program, or invite the public to offer suggestions on a case by case basis and attempt to generate interest by making a few modifications to the billing message. Either way, participation has waned significantly and staff will attempt to increase awareness of the program and offer options for community input regarding potential uses of funding.

Mayor De Boer directed staff to move forward with community outreach efforts.

9H Discuss Potential Property Maintenance Regulations Mr. Hancock explained that the proposed property maintenance regulations are a culmination of 6 to 12 months of numerous complaints received regarding properties that are being maintained in a way that negatively affects the neighbors. The City's ability to address these issues is limited by Municipal Code provisions, and there is a concern regarding the timeliness of response and the frustration it causes for the neighbors. As a first step in the process, staff has come up with a list of the primary complaints that it receives, which staff would like to work with the Council to prioritize. The second component is the categorization of foreclosed properties, rental properties, and owner occupied and commercial/industrial properties. Each category has fairly unique issues that make it best to address them with separate regulations. Susanville is not the only agency in California dealing with this issue, and staff has compiled sample regulations used in other jurisdictions to address the problem. The regulations are more aggressive than the City has had in place and more than the Council would probably care to implement. Staff proposes that the City Council assist with prioritizing the issues and finding the appropriate balance between private property rights and allowing individuals to utilize their property as they please while protecting against adverse impacts to neighboring properties and the property rights of those individuals. This is meant to be a starting point for what is anticipated to be many discussions, and he invited comments and suggestions from the Council.

Mayor De Boer invited comments from the public regarding the proposed regulations.

Raj Baines remarked that the information looked good to him, and that all of the issues listed were important.

Violet Stout suggested that the City contact local realtors and properties for sale so the City could maintain a list of vacant properties.

Councilmember Callegari stated that as the City we have to do our job, and that all of the maintenance issues listed are important. The City already has a process in place for the fire department to abate the property and clean up those weed and rubbish nuisances. The planning commission addresses second dwelling units and the police department is responsible for animal complaints. The Code has the enforcement process in place, and rather than writing more regulations, the City needs to implement what is already in place.

Councilmember McBride mentioned the complaints he receives regarding feral cats. Councilmember Callegari responded that cats are not addressed in the police codes.

Councilmember McDonald stated that the complaint she hears about most often are the vacant buildings.

Mayor pro tem Wilson commented that the complaints he receives are of a huge concern, but to say that the sample regulations are aggressive is an understatement. The issue of follow up inspections and home inspections means that you are sending a City employee into people's homes and he does not believe that will be acceptable to the general public. There are problem houses that need to be dealt with and staff needs the tools to deal with those issues in a timely manner.

Jim Chapman observed that there are probably between fifty and one hundred properties in town that would fall into this category, and then you have three thousand other properties that the owners maintain in a responsible manner. The regulations and Code needs to focus on the offenders and not the general population.

Mayor De Boer stated that when young people reside in the home then it's a health and welfare issue and the police department gets involved. Mr. Palmer does an excellent job of code enforcement through the City building department but some issues he responds to could be based on criminal issues and the building official should not be going to those residences.

Jim Chapman added that it is important for the Council to act, but public response to a heavy handed approach will be very negative.

At 8:36 p.m. Councilmember Callegari leaves the dais and exits the room.

91 Consider approval of Lassen High School Booster request to waive fees for Annual Fundraiser Tournament Ms. MacDonald reported that each year the Lassen High School Baseball Boosters sponsor a fundraiser tournament and request that the City donate light tokens and waive park use fees. This year the tournament is scheduled for August 3 and 4, 2013 at Riverside Park and all proceeds from the tournament will be dedicated to support several organizations including Little League Girls Softball and Lassen High School Baseball. The donation of 16 light token and two days of park use fees are estimated to be \$194.

Motion by Mayor pro tem Wilson, second by Councilmember McBride to approve the donation; motion carried. Absent: Callegari.

At 8:40 p.m. Councilmember Callegari return to the chambers and took his seat at the dais.

10 **SUSANVILLE COMMUNITY DEVELOPMENT AGENCY:** No business.

11 **SUSANVILLE MUNICIPAL ENERGY CORPORATION:** No business.

At 8:41 the City Council recessed and reconvened as the Susanville Public Financing Authority with all members present.

SUSANVILLE PUBLIC FINANCING AUTHORITY:

11A **Consider approval of Resolution No. FA-13-10 authorizing execution of agreement with U.S. Bank National Association for performance of Trustee duties** Mr. Hancock reported that on March 18, 2013, the Deutsche Bank National Trust Company sold its Municipal Bond Trustee Business to U.S. Bank National Association. In connection with the sale, Deutsche Bank will resign as trustee under the Trust Indenture and U.S. Bank will be appointed as successor Trustee and assume all of the duties, obligations and responsibilities of the Trustee under the Trust Indenture dated September 1, 2010. U.S Bank will invest the City's bond funds into a U.S. Bank Money Market Account that is a permitted investment in the Trust Indenture and will give the City an interest rate of 5 basis points for the trust accounts. The fees charged by U.S. Bank to act as Trustee will be equivalent to the Trustee fees charged by Deutsche Bank and amount to approximately \$2,150 annually.

The Board discussed issues relative to the investment of bond funds.

Motion by Director McBride, second by Director Wilson to approve Resolution No. FA-13-10; motion carried unanimously.

The Susanville Public Financing Authority Board of Directors adjourned at 8:46 and reconvened as the City Council.

12 **CONTINUING BUSINESS:**

12A **Consider Refinance of Side Fund Obligation** Mr. Hancock reported that the City is moving forward with the legal filings and working with UMQUA Bank to complete the underwriting process so that the loan can close as quickly as possible after the appeal period is complete. Due to recent statements made by the Federal Reserve and a positive report for national employment data, the interest rates have increased significantly in the last month. Unfortunately the UMPQUA loan did not allow for a rate lock. The documents approved by the City Council included a not to exceed interest rate of 4.75% for the loan. Based on the increase in the interest rates the City received a revised summary and rate estimate with an interest rate of 4.75% which is the not to exceed amount. Any further increase would require additional action from the Council in order to proceed. The increased rate is still competitive and will provide long term savings but at the revised level it is not likely to yield any short term budget savings in the 2013/2014 budget year. The report is primarily informational and if the Council approves, Staff is proposing that the City move forward with the underwriting process and explore alternative repayment options in the event that institutional lending rates continue to increase. It was the consensus of the Council to do so.

12B *Consider approval of Contract Amendment with the Department of Parks and Recreation for Sierra Community Park* **Considered after Public Hearing Item 7A.**

13 **CITY ADMINISTRATOR'S REPORTS:**

13A Fireworks Update Chief Theodore Friedline reported that the July 4th celebration was relatively quiet for the fire department. There were no issues with sales and no fires or injuries reported during that period.

Chief Tom Downing added that the celebration was busier for the police department, and that there were 34 calls between 6:00 p.m. and 4:00 a.m. Four people were arrested, and there were two citations issued. He thanked Mr. Platt for the effort of the Public Works crew in cleaning up after the celebration.

13B Main Street Water Project Update Mr. Platt reported that at its June 19th meeting the City Council approved a project to replace a two inch water main on Main Street. Through the development of the project plans additional information was discovered which allowed staff to develop a more cost effective solution to the repair. Staff proposes to abandon the existing 2 inch line and connect the existing services to the 14 inch water main on the other side of Main Street. Staff believes the new repair is beneficial in that one of the main goals should be the removal of water infrastructure from the State right of way whenever practical.

The revised scope of work reduces the project cost from \$300,000 to \$175,000 with a 25 percent contingency for a total project cost of \$218,750. The plans are completed and work should proceed through an agreement with Hat Creek Construction on a time and material basis with an estimated start date of July 29, 2013.

Mayor pro tem Wilson thanked Mr. Platt for his effort to operate in a cost effective manner.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember Callegari thanked Mr. Hancock for his quick action to facilitate the cleanup of garbage that had been dumped at the hospital site.

15 ADJOURNMENT: Motion by Mayor pro tem Wilson, second by Councilmember McDonald to adjourn the meeting; motion carried.

Meeting adjourned at 9:01 p.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Rod De Boer, Mayor

Approved on August 21, 2013