

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

Regular Meeting - Transact Routine Business

Mayor Barnhart called the meeting to order at 7:00 p.m. with roll call as follows:

PRESENT: Mayor Barnhart

COUNCIL: Petersen, Shepard, Fisher, Lovering and Piper

ABSENT: None (Karper on 90-day separation)

ROLL CALL

Also present were City Manager Nicosia, City Clerk Staland, City Attorney Breck, City Planner Mulcahy and Police Chief Peters.

Pledge of Allegiance

PLEDGE

APPROVAL OF AGENDA:

Mayor Barnhart requested a motion to approve the agenda. Councilman Piper moved to approve the agenda, second by Councilman Petersen, and the motion carried unanimously.

**AGENDA
APPROVAL**

CONSENT AGENDA:

Councilman Lovering moved to approve the consent agenda noting that all claims appeared to be in order, second by Councilman Fisher. Motion carried with Council voting as follows: AYES: Petersen, Shepard, Fisher, Lovering, Piper and Barnhart NOES: None. ABSENT: None.

**CONSENT
AGENDA
APPROVAL**

- A. Approval of Claims - \$ 262,609.80 - August 21, 2017
- B. Approval of Payroll Claims - \$ 102,173.63 -August 11, 2017
Approval of Payroll Claims - \$11,620.84 - August 16, 2017
- C. Approval of Regular Meeting Minutes - August 7, 2017
- D. Approval of Task Order #2 - HDR Engineering, Inc., Columbia Falls Maintenance and Support on the WWTP, and authorize City Manager to sign.
- E. Approval of updated Job Descriptions:
 - a. Police Chief
 - b. Police Officer/Patrolman
- F. Approval of Change Order #1, Riverwood Estates SID Project, Cutting Edge Excavation, LLC and authorize City Manager to sign
- G. Approval of 2017 FY Audit Contract, Doyle & Associates, P.C., and authorize City Manager to sign.

VISITOR/PUBLIC COMMENT: (Items not on agenda)

None.

**VISITOR/PUBLIC
COMMENT**

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

PUBLIC HEARINGS/NOTICES:

A. PUBLIC HEARING - ZONE CHANGE:

Mayor Barnhart read the Public Hearing notice for the Weyerhaeuser NR Company Zone Change request:

**PUBLIC
HEARINGS-Zone
Change
Weyerhaeuser**

a. Request for a Zone Change in the Columbia Falls Zoning Jurisdiction:

Weyerhaeuser NR Company, owners of subject land, request to amend the zoning district map for property in the Columbia Falls Zoning Jurisdiction. The property in question is currently zoned CR-5 (Two-Family Residential), is located just east of the Cedar Palace, and contains one of the parking lots for the now closed Plum Creek Lumber Mill. The applicants propose to change the zoning to I-1 (Light Industrial) which matches much of the adjacent zoning. The property is located on 525 12th Avenue West and is described as Assessor's Tract 11 in Section 8, T30N, R20W, P.M.M. in Columbia Falls. The property is further described as follows:

All that certain lot, piece, or parcel of land, situated, lying and being in the County of Flathead and State of Montana, and particularly described as follows to wit:

All that portion of the southwest quarter of the southwest quarter of Section 8 in township 30 North, Range 20 West, P.M.M., lying northwesterly of the northwesterly boundary line of the Great Northern Railway Company's right-of-way as the same now crosses over said southwest quarter of the southwest quarter, said tract being bounded on the north by the County Road, on the west by the County Road and on the southeasterly side by the Great Northern Railway Company's right-of-way.

Mayor Barnhart requested the presentation of the staff report. City Planner Mulcahy presented Staff Report CZA-17-01 noting this application went before the Planning Zoning Board on August 15, 2017, they held the public hearing and there was one member of the public that spoke in opposition of the zone change primarily because he wanted to see the city purchase the property for a city park. City Manager Nicosia had reported at the Planning Board meeting that the City had not discussed purchasing the property for additional park land.

Councilman Petersen asked if there was discussion on what Weyerhaeuser was going to do with the property. Mulcahy replied they are trying to get it ready to sale with appropriate zoning.

With no public comments Mayor Barnhart opened and closed the Public Hearing at 7:06 p.m.

Councilman Shepard motioned to approve Staff Report CZC-17-01 as findings of fact, second by Councilman Lovering with Council voting as

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

follows. AYES: Lovering, Petersen, Piper, Shepard, Fisher and Barnhart. NOES: None. ABSENT: None.

Councilman Shepard made motion to approve the zone change, second by Councilman Piper with Council voting as follows. AYES: Petersen, Piper, Shepard, Fisher, Lovering and Barnhart. NOES: None. ABSENT: None.

B. PUBLIC HEARING - PRELIMINARY BUDGET:

Mayor Barnhart continued the 2018 FY Preliminary Budget Public Hearing at 7:09 p.m.

City Judge Gordon asked Council to review her request for an additional part time Court Clerk. Judge Gordon said they were shorthanded in the Police Department for a time. If we don't get an additional clerk we will have to make cuts in other duties. With growth in the city additional help will be needed. Gordon said the Court has the same case load as Whitefish. Whitefish had 200 less cases than Columbia Falls and they have 2 full time and one half time clerk. Columbia Falls Court is at the bottom 1/3 of the state with fewer clerks for the same size jurisdiction for caseloads. Judge said we don't need more hours for the existing clerks we actually need another person. Judge Gordon discussed the work load in the court. Judge would like to see an additional clerk for at least 16-20 hours per week.

City Manager Nicosia said she thoroughly reviewed the request for an additional part-time court clerk from Judge Gordon during the budget preparation process, noting the additional Court Clerk position would currently add an additional \$28,000 annually. Nicosia noted that when the third position was eliminated a few years ago, more hours were allocated to the remaining two clerks. As with all department requests, this request was thoroughly considered throughout the budget process. In order to balance the budget, there are multiple requests for staffing, operations and capital needs that don't make it into the final budget because the City doesn't have the resources.

Nicosia said she is recommending a final budget of \$8,504,578. The overall budget is a reduction of 2.45% or \$208,247 less than last year's final budget. As a smaller City, the budget is impacted by one-time grants or large capital projects. Last year, Council approved using General Fund cash reserves to fund one time projects. As reported in the newspaper this week, the other two area city budgets are significantly higher, Kalispell at \$90m and Whitefish at \$40m, due to different resources. The City's budget is balanced based on our resources and the maximum levy calculation. Nicosia reviewed

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

the budget details and mill levy calculation.

The City's General 2017 certified taxable valuation increased for the second consecutive year. This year's value is \$6,946,439 compared to \$6,411,624 in the prior year, an 8.3% increase. The overall taxable valuation increased by 10.70% with the balance of growth in the Tax Increment Financing District. As a result of the increase in taxable valuation, the City Council can approve levying the maximum levy (without the prior year's carryover mills) with a reduction of 8.65 mills while increasing tax revenue by \$60,216. The Permissive Medical Levy (PML) is reduced by .972 mills even though appropriations increased \$3,343. As a smaller City, the PML is significantly affected by one addition or deletion to the health insurance program. Nicosia reported that based on the updated 2018 FY mill levy calculation, the City could elect to calculate the maximum mill levy with the 2017FY max plus carryover mills; for a difference of 3.96 mills. Council reviewed the impacts of the property reappraisal coupled with the change in mill levies. Under the original mill levy calculation, the City would levy 216.349 mills compared to 225.003 the year before. With the carryover mills factored into the equation, the City would levy 220.309 mills. Due to the change in taxable values, most tax payers would see an increase in the taxes despite the City levying fewer mills.

The object breakdown is as follows: Personnel costs are \$2,666,972 City-wide for the approximate 33 FTE, making up 31.36% of the budget appropriations. Capital expenditures in the amount of \$2,255,647 make up 26.52% of the budget and non-cash depreciation in the enterprise funds is 8.11% at \$690,000. Operations and maintenance items include supplies, small equipment, contracted services, and utilities total \$2,125,547 and make up 24.99% of the budget appropriations. Operating transfers total \$460,921, or 5.42% of the total budget appropriations. Transfers include the General Fund to Capital Improvement - Street Construction Fund of \$100,000 and General Equipment Fund of \$ 50,000, \$136,243 from the Permissive Medical Levy Fund to the General Fund and Street Maintenance Fund and \$17,498 from Gas Tax to General Equipment Fund.

The City is relying on a net cash carryover of \$1,512,485 or 19.35% compared to last year's cash carryover of \$1,754,410, to fund this year's operations. City Council approved a one-time reduction in the General Fund Cash Reserves to fund capital projects. Tax and assessment revenues total \$1,875,314, 24% of total resources, compared to \$1,790,408, an increase of \$ 84,906. Intergovernmental revenues are \$1,287,569, 16.48%, up \$ 141,911 from the prior year. New this year is Fund 2821 Special Road/Street Allocation Program in the amount of \$36,749 and the City was been awarded a MACI

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

Grant in the amount of \$199,824. State entitlement grew by a dismal \$ 3,483 or less than ½ percent after the Legislature reduced the growth factor and removed the personal property funding that had been in place for many years. Before the legislative session changes, the City would have seen an increase in State Entitlement of approximately \$25,000. Last year's Intergovernmental Revenue included a one-time grant of \$88,000. Charges for services revenue includes all city fees, including Water and Sewer charges, Planning and Zoning Permits, Building Permits and all other fees. Charges for services revenue funds approximately 26% of the total budget and is \$2,039,104. The City Council has not increased the rates or fee structure; the anticipated revenue increase comes about from increased activity. Fines and forfeiture revenue is anticipated to reach \$162,700 (2.08%) as compared to \$164,200 in the prior year. Collections were approximately \$ 5,000 short from anticipated in the prior year and \$6,000 less than the year before. Increased police activity, including the use of the State Traffic Enforcement Program (STEP), should help to ensure revenue collections come in as anticipated. Investment earnings and misc. revenue, including sale of assets is reduced this year as all of the City-owned lots have been sold. Anticipated investment earnings have increased due to higher interest rates. Other financing sources include transfers in/out and Bond Proceeds (\$340,000). This year's Other Financing sources total \$645,491.

The Enterprise Fund Budgets, Water and Sewer, must meet required Debt Coverage, with operational revenues exceeding operational expenses to provide 125% debt coverage. As indicated below, after considerable budget adjustments, both funds are budgeted to meet the required debt capacity. The Water Fund has only one outstanding revenue bond, 2005 issue to be paid off in 2025. The Sewer Fund has three outstanding revenue bonds (2000, 2009 B and 2009 C) as well as an outstanding loan for the jet rodder that will be paid off in August 2017.

Water and Sewer Capital Project planning will be updated upon completion of the Preliminary Engineering Reports in Spring 2018. The last PER's were completed in 2006 with Sewer partially updated for the 2009-10 Wastewater treatment plant upgrade.

The General Fund final budget of \$ 2,916,346 is 5% less than the previous year's budget of \$3,057,600. Last year, City Council approved using cash reserves and carryover mills to fund capital projects. Last year's budget was 5% higher than the 2015-16 FY budget of \$ 2,868,541. The 2017-18 FY budget is 2% higher than the 2016 FY budget. The 2017-18 FY budget is balanced to use current resources and maintain cash reserves at 20%. The 2017 FY activity resulted in a \$153,165 reduction in available resources to fund the 2017-18 FY

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

budget. The General Fund budget has \$347,755 of cash carryover to fund the budget, compared to \$550,928 in the prior year.

General Fund by object: Personnel costs total \$1,621,963 and constitute 55.62% of the General Fund Budget. Operating & Maintenance costs total \$1,061,295, 36.39%, of the total General Fund budget and include utilities, contracted services, supplies and small equipment. Capital outlay expenditures are zero for the 2018 FY. Transfers to other funds/CIP are \$100,000 less this year at \$150,000, 5.14% of the budget.

Miscellaneous appropriations include the \$81,000 required to repair the dam and diversion ditch. There may be funding available from DNRC to assist with these costs. As of budget adoption, grant funds were uncertain but it is certain that the City must make the required repairs. Transfers to Capital Outlay Funds were reduced based on available funding.

Planning increased \$20,282 based on activity. The Public Works Clerk position will be paid $\frac{1}{4}$ out of the General fund for an additional cost of \$15,697. Administrative expenses reduced by \$2,351. The reduction in Facilities Maintenance was for the \$18,000 Fire Detection system installed in the 2017 FY. All departments were kept whole from the prior year and funded to the level of resources available. The Court had requested an additional part-time clerk which would have added approximately \$28,000 to the budget. Parks is still operating with two seasonal employees despite the increase in park acreage and locations. Within other budgets, particularly Sewer and Streets, staffing has remained the same despite significant increases in miles of street and treatment plant processes.

The General Fund revenue sources are as follows: Property Tax revenues total \$1,154,820, including penalty and interest, for 39.6% of total funding sources. Last year's General Fund property tax revenues totaled \$1,092,246. Intergovernmental revenues come in second at 32.4%, \$943,637, a slight reduction from the prior year. The most significant of these revenues is the State Entitlement at \$702,482.

The 2017-18 Fiscal Year Budget is respectfully submitted to the Mayor and Council for final approval. Line-item adjustments can be approved by the City Manager except for personnel and capital outlay items pursuant to Resolution # 1758.

The Special Gas Tax Fund will require a hearing and a resolution adopting the overlay project selected by the Public Works Director, Vann's Avenue. Additionally, the Tax Increment Fund (TIF) tax revenue will not be known

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

until all taxing jurisdictions have set their levies. After receiving the TIF tax revenue, Council will hold a public hearing and adopt an updated budget based on the Urban Renewal Plan.

Mayor Barnhart asked what percentage that the council has set for the General Fund reserve. Nicosia responded that Council policy requires a reserve be maintained at 20%. Nicosia noted that the current budget reflects a 19.98%, or 20%, reserve when rounded.

Judge Gordon asked Council if the final budget included all personnel. Mayor Barnhart said yes, the budget reflects all current personnel. Judge asked if council would still have time to review her request for an additional clerk. Mayor Barnhart said council could consider postponing approval of the budget.

Councilman Petersen asked Nicosia if the City could survive without the additional 3.96 mills. Nicosia said the budget was prepared without the additional 3.96 mills; noting that the 3.96 mills, or \$27,500, could be levied next year. Petersen asked if it would be unfair to say based on two years it would be a \$50,000 tax increase. Nicosia replied that the actual increase will depend on the change in valuation, noting that next year will be the second year of this 2-year valuation so valuations should not increase unless new building or improvements are made to a property. Councilman Petersen asked if the change in value for commercial properties was similar to residential. Nicosia said the commercial properties were affected about the same as the residential properties; both are Class 4 with commercial taxed at 1.89% of value and residential 1.35% of value. Petersen said he would like to see Council leave the carryover mills on the table this year. Mayor Barnhart responded that the City stays conservative but there is going to be a time we have to increase fees and/or taxes to serve the additional growth of the City.

Mayor Barnhart closed the Public Hearing at 8:20 p.m.

UNFINISHED BUSINESS:

A. Grant Deeds/Sewer Main Easement - Weyerhaeuser and City of Columbia Falls

**UNFINISHED
BUSINESS-Grant
Deeds/Sewer Main
Easement**

After meeting with Weyerhaeuser officials, the City has agreed to multiple grant deeds between the City and Weyerhaeuser. The grant deeds will complete the process to transfer and abandon the property discussed at the April 17th hearing. In addition, due to the placement of a sewer main, the City will also need a sewer main easement agreement with Weyerhaeuser. The final COS will be recorded at the Court House on Monday, August 21st. We

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

would like to expand the roadway on the truck route (5th Street, 4th Ave and 3rd Ave). City staff has advised Weyerhaeuser that the fence will need to be moved as it is currently within the platted roadway. Staff is requesting approval to execute the Grant Deeds and Sewer Main Easement upon final approval of the COS and preparation of the deeds and easement by the City Attorney's office in advance of the next Council meeting.

Councilman Fisher motioned to have City Manager and City Attorney execute the Grant Deeds and Sewer Main Easement, second by Councilman Lovering with Council voting as follows. AYES: Piper, Shepard, Fisher, Lovering, Petersen and Mayor Barnhart. NOES: None. ABSENT: None.

NEW BUSINESS:

None.

NEW BUSINESS

ORDINANCE/RESOLUTIONS:

A. RESOLUTION # 1755 - A Resolution of the City Council of the City of Columbia Falls, Montana, Redefining the Area Included Within the Columbia Falls Street Maintenance District and Method of Assessment

**RESOLUTION
#1755-Street
Assessment**

City Manager Nicosia said this is the annual Resolution declaring changes within the City's street maintenance district. There were no annexations this year and just a couple of minor large lot modifications.

Councilman Lovering motioned to approve Resolution #1755, second by Councilman Piper with Council voting as follows. AYES: Shepard, Fisher, Lovering, Petersen, Piper and Barnhart. NOES: None. ABSENT: None.

B. RESOLUTION # 1756 - A Resolution of the City of Columbia Falls, Montana, Levying Assessments upon Property within Special Improvements Districts to Defray the Cost of Said Special Improvement Districts for the Fiscal Year 2017-18

**RESOLUTION
#1756-Levying
Assessments**

City Manager reported this is the annual street lighting and street maintenance assessment and staff recommends approval with Street Maintenance at \$301,000 and Street Lighting at \$33,928.

Councilman Fisher made motion to approve Resolution #1756, second by Piper with Council voting as follows. AYES: Fisher, Lovering, Petersen, Piper, Shepard and Barnhart. NOES: None. ABSENT: None.

C. RESOLUTION # 1757 - A Resolution of the City Council of the City of Columbia Falls, Montana, Setting and Adopting the Mill Levies on all Real

**RESOLUTION
#1757-Adopting Mill
Levies**

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

and Personal Property within the City of Columbia Falls; Approving Special Levies for Special Purposes on Property within the City of Columbia Falls for the 2017-18 Fiscal Year

Councilman Fisher made motion to approve Resolution #1757 setting the City levy at 216.349 mills, second by Councilman Shepard with Council voting as follows. AYES: Lovering, Petersen, Piper, Shepard, Fisher and Barnhart. NOES: None. ABSENT: None.

D. RESOLUTION # 1758 - A Resolution of the City Council of the City of Columbia Falls, Montana, Adopting the Budget for the City for the Fiscal Year Commencing on July 1, 2017 and Ending June 30, 2018, Making Appropriations from each Fund of the City of Columbia Falls of Expenditures To Meet City Expenses.

**RESOLUTION
#1758-Adopting the
FY 17/18 Budget**

Councilman Fisher motioned to approve Resolution #1758 as reviewed during the public hearing, second by Councilman Piper with Council voting as follows. AYES: Petersen, Piper, Shepard, Fisher, Lovering and Barnhart. NOES: None. ABSENT: None.

E. RESOLUTION # 1759 - A Resolution of the City Council of the City of Columbia Falls, Montana, Fixing the Limits of the Salary and Compensation of Certain City Officials and Employees Pursuant to Title 7, Chapter 4, Part 42, M.C.A., for the Fiscal Year 2017/2018 and Repealing all other Ordinances and Resolutions in Conflict Herewith.

**RESOLUTION
#1759-Salary and
Compensation**

City Manager said this annual Resolution establishes the department head salaries along with non-union employee compensation and benefits, retroactive to July 1, 2017. Nicosia noted that the department heads received a 3% increase, in line with the base wage scale increase, and the City Clerk's pay was adjusted in line with the non-union employee increases.

Councilman Piper made motion to approve Resolution #1759, second by Councilman Lovering with Council voting as follows. AYES: Piper, Shepard, Fisher, Lovering, Petersen and Barnhart. NOES: None. ABSENT: None.

F. SECOND AND FINAL READING - Ordinance 768 - An Ordinance of the City Council of the City of Columbia Falls, Montana, Amending the Columbia Falls Zoning Map to Allow the Development of a Planned Unit Development (PUD) Overlay At 35 5th Street West, More Particularly Described as Lots Three (3), Four (4) and Five (5) of Block 28 of the Original Townsite Of Columbia Falls, Montana, According to the Plat Thereof on File and of Record in the Office of the Clerk and Recorder of Flathead County, State of Montana

**SECOND
READING of
ORDINANCE #768-
RUIS PUD**

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

Councilman Fisher moved to approve the second reading of Ordinance #768, Second by Councilman Lovering with Council voting as follows. AYES: Piper, Shepard, Fisher, Lovering, Petersen and Barnhart. NOES: None. ABSENT: None.

G. FIRST READING - Ordinance 769 - An Ordinance of the City Council of the City of Columbia Falls, Montana, Changing the Zoning Classification From CR-5 Two-Family Residential To CI-1 Light Industrial for Certain Property in the Columbia Falls Zoning District, Described as Tract 11 in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana

**FIRST READING of
ORDINANCE #769-
Zone Change**

Councilman Lovering motioned to approve the First Reading of Ordinance of #769, second by Councilman Shepard and the motion passed.

REPORTS/BUSINESS FROM MAYOR & COUNCIL:

Councilman Petersen inquired about the welcome sign placement at Marantette Park. Petersen said he was fine with the current location of the sign and likes the sign in the field with horses. Other than moving the sign another option is to improve where it is by fixing it up.

**REPORTS FROM
MAYOR AND
COUNCIL**

Councilman Shepard reported the City and the veteran community will be honored tomorrow, Senator Tester has acquired a flag that was hung over the US Capital Building that is going to be presented to the Veteran's at a ceremony in Marantette Park.

Councilman Lovering expressed appreciation for the fire department for their response due to a wind coming through that blew down a tree and exposed some wires. Lovering said she had a citizen ask if our volunteer Firefighters that helped with a fire up the North Fork have wildland training. Mayor Barnhart said yes absolutely.

REPORTS/BUSINESS FROM CITY ATTORNEY:

None.

**REPORT FROM
CITY ATTORNEY**

CITY MANAGER:

Nicosia reported that the Riverwood project is moving along, the water lines have been installed and all homes in the subdivision are now on city water. Completion date is Sept. 23rd and they are right on schedule. Nicosia reminded Council that tomorrow is the Outdoor Festival and Mayor Barnhart will be speaking. Saturday is the Dedication Festival at Marantette Park. Sunday is a 5K fun run for Kimberly Peacock beginning and ending at Pinewood Park and using the bike paths on 4th, Talbot and Veteran's Drive.

**CITY MANAGER
REPORT**

**CITY OF COLUMBIA FALLS
MINUTES OF THE REGULAR MEETING
HELD AUGUST 21, 2017**

Sept. 9th is the Rotary Fall Fest at Marantette and then Friday September 15th is the Glacier Glow Run along the same route as last year.

Nicosia reported that the Parks Committee met and reviewed items including the fishing pond, Nucleus entrance and council projects.

Nicosia reported that she responded to an email from the owner of the rooster, noting that despite a no-crow collar the rooster still crows. Nicosia provided the owner with the city code and requested compliance.

City Finance Director Carlson has been active with the home grant funding and return of funds from Habitat. The City must come up with a plan to use the funds for affordable housing or return them to the state.

The GIS intern is completing the inventory of vacant lots and sidewalk gaps.

Mayor Barnhart asked if the Riverwood residents have backflow devices. Nicosia replied yes they do. Sam Cavanaugh reported that they are able to water the lawn and people are happy to be on city water. The water pressure has doubled and the construction company has been pleasant to work with.

A. INFORMATIONAL CORRESPONDENCE - List available for Review

**CORRESPONDENCE/
REPORTS**

B. **REPORTS:**

a. 2016 FY Audit Report

ADJOURN: Upon motion duly made by Councilman Lovering and seconded by Councilman Fisher the meeting adjourned at 9:00 p.m.

ADJOURN

Mayor

ATTEST:

City Clerk

APPROVED BY COUNCIL ACTION: September 5, 2017