

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 8 November 2016

TIME COMMENCED: 6:04 p.m.

PRESENT: MAYOR:

Tammy Long

COUNCILMEMBERS:

Scott Casas
Kent Hyer
Marlene Poore
Merv Taylor
Jo Sjoblom

CITY RECORDER:

Elyse Greiner

CITY MANAGER:

Tom Smith

CITY ATTORNEY:

Doug Ahlstrom

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Mark McRae, Brandon Jones, Dana Schuler, Bryan Wageman, Mark Larsen, Jason Tubbs, Derek Tolman, Roney Ketts, Bill Petty, Kaden Boren, Cole Fessler, Spencer Hafer, Casey Watts, Ken Besso, Brad Pitts, Stuart Fessler, and Keith Christensen.

Mayor Long called the meeting to order and welcomed those in attendance.

PLEDGE OF ALLEGIANCE: Council Member Sjoblom

PRAYER: Council Member Hyer

AGENDA: Council Member Sjoblom moved to amend the agenda to move the South Weber City Fire Department Service Delivery and Operations Plans and Job Descriptions to action items. Council Member Taylor seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.

Council Member Sjoblom moved to approve the agenda as written. Council Member Casas seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.

CONFLICT OF INTEREST: None

CONSENT AGENDA:

- Approval of October 18, 2016 Meeting Minutes
- Approval of October 25, 2016 Meeting Minutes

- **Approval of October 25, 2016 Work Meeting Minutes**
- **Approval of October 2016 Check Register**

Council Member Hyer moved to approve the consent agenda. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.

ACTION ITEMS:

SWC Fire Department Service Delivery and Operations Plans and Job Description: Tom explained that to man the fire station M-F @ 10 hours per day per shift (7am to 5pm) = 50 hours per week; 50 hours per week x 2 (two fire fighters) = 100 hours per week; there are 52 weeks in a year. $52 \times 100 = 5,200$ hours.

Tom said over the past three years the City has averaged approximately 250 calls per calendar year. In those three years, approximately 95 of the calls are medial. Medical calls only require (2) EMS certified personnel to respond.

He said the current payroll budget = \$39,000. It is proposed payroll budget = \$89,120. There would be no tiered rates and all calls and training are paid at a maximum of \$13.50/hour. There will be no stipends. Call back only require (2) fire fighters, not (4), which cuts call back costs in half with half of the City's calls being medical and taking place during the day; many of those calls will be paid out as part of the daytime response. Add an additional \$50,122 to FD budget for part-time service, including \$5,000 for FICA + \$3,000 for WC.

Council Member Poore said she sent an email regarding the job description and suggested amendments. Tom reviewed the email with those in attendance.

Roney Ketts, 1165 E. South Weber Drive, explained the Officer 1 certification within 1 year requirement.

Council Member Hyer moved to amend accept the job description of the fire chief position with the change advanced EMT to basic EMT and must obtain Office 1 certification within 1 year on hiring on the job description. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.

Council Member Hyer moved to allow city staff to post the job description for fire chief and captain. Council Member Taylor seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.

Council Member Sjoblom moved to accept the South Weber City Fire Department Service Delivery and Operations Plan. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.

Tom discussed the job description for captain. He read the job requirements etc. It was discussed allowing time for the fire chief to be able to interview the captain position. Tom discussed posting the fire chief position on November 9th and close on November 23rd.

Council Member Poore moved to approve reverse the order of experience and knowledge and combine them into one paragraph. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, Sjoblom, and Taylor voted yes. The motion carried.

Motion to approve the Sewer Outfall Replacement Project pipe upsizing to 24" line from 18" & 21" lines: Brandon Jones, City Engineer, said this is in response to the Council's request for Whitaker Construction to upsize the sewer line from 18" and 21" to 24". He said the price difference is \$45,492.45. Council Member Sjoblom doesn't feel it is necessary to put the extra money into upsizing the pipe because future growth may dictate that anyway. Council Member Hyer said Brandon Jones sized the pipe anticipated by the general plan and feels the 18" and 21" is sufficient.

Council Member Sjoblom moved to approve the Sewer Outfall Replacement Project pipe with the 18" & 21" lines. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Hyer, Poore, Sjoblom, and Taylor voted yes. Council Member Casas voted no. The motion carried 4 to 1.

Brandon discussed change orders and how, in the past, they have been handled administratively with the City staff. He wants to make sure that is still okay with the Council. Tom said the procurement policy allows for change orders, depending on cost. Council Member Hyer said he would like to see change orders sent to him by email. Council Member Casas said he doesn't feel the Council needs to be involved with change orders. Tom stated he will keep the Council up to date through email.

Council Member Taylor was excused at 6:58 p.m.

Renewal of street sweeping contract with Sweep 'N' Utah

Tom asked the Council to approve moving forward with Sweep 'N' Utah for three years with three applications a year.

Council Member Sjoblom moved to approve renewal of street sweeping contract with Sweep 'N' Utah for three applications a year for three years. Council Member Hyer seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

SWC employee timesheet

Mark McRae said he and Paul Laprevote have been working on a new time sheet that separates hours worked into categories to get a better idea of where their time is being spent. He said it was also requested that a journal of actual tasks performed be added to the timesheet. He said the journaling would be added to the back of the timesheet. Tom reminded the Council that this

procedure would only be for a few weeks because later on the agenda is the proposal for the Caselle timesheet.

Caselle Timekeeper Module & Document Management Module

Mark said the Timekeeper module and the Document Management module from our software vendor Caselle were discussed and approved during the budget process. He said the City staff is seeking approval to purchase these modules. He said if purchased before year end, we are eligible for an additional 10% discount. At the conference, both modules were demonstrated. The timekeeper will replace paper timesheets and make the tracking of employee hours and tasks performed more efficient and robust. The Document Management software will allow the city to go paperless in all applications, including Utility Billing, Accounts Payable, Payroll, and Business Licensing. All documents will be accessible online and the electronic versions become the official record of the city. Storage and filing of paper records in these three areas will be eliminated. Both of these modules will benefit in the saving of time and money, as well as increasing efficiency. He said the company is based in Provo. Tom asked if this item should be put on the consent agenda for the next meeting. The Council was in agreement.

Council Member Hyer moved to deny the South Weber City employee timesheet. Council Member Sjoblom seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

DISCUSSION ITEMS

Westside Water Reservoir Project scope of work

Dana Schuler, with Jones & Associates, said she appreciates the opportunity to present our findings from Task #1 of the Westside Reservoir Project.

She said overall, we found the tank to be in fair to good condition; however, the geology and soils in the area are potentially problematic. Therefore, we recommend authorizing revised Tasks #2 and #4, which includes the design of the remediation measures for the existing tank plus a siting study for planning purposes for a future tank, as detailed in the attached revised Scope of Work. We have also revised the proposed fee to correspond with the new scope. To perform 90% design on all proposed remediation measures, the proposed fee is \$45,898.

The original agreement contained multiple tasks with a combined fee of \$49,820. This included evaluation of the existing tank, evaluation of remediation measures, 25% design of a new reservoir, and an option for a siting study.

The following is a summary of the Project Management and Task #1 fees:

	Budget	Spent to Date
Project Management	\$ 2,622.00	\$ 1,872.00
Task #1	<u>\$10,801.00</u>	<u>\$ 8,268.25</u>
Total	\$13,423.00	\$10,140.25

The Council was in agreement to add this item to the next meeting as an action item.

Water Capital Facilities Plan – Replace lead-joint line at Canyon Dr. between 1375 East and 1300 East: Brandon Jones, City Engineer, said in the recent Culinary Water Capital Facilities Plan put together by Jones & Associates, a top project for the City to work on is replacing the lead-joint pipe. He said the 6” line would be replaced with an 8” line. The City needs to start acting on the CFP to stay current in meeting the City’s needs. Tom said this is in line with the Capital Facilities Plan. Mayor Long asked if this project would qualify for bill money. Brandon said he is not familiar with how to qualify for that, but he can look into that. The Council would like to add this item to the next meeting agenda for approval.

City’s fleet vehicle lease agreement

Mark McRae’s memo of 7 November 2016 is as follows:

1. Approve end of lease buy out on three vehicles as approved in the budget. The Water department 1 ton used by Bryan, and the two ¾ ton trucks used by Mark Larsen and Jason Tubbs were approved in the budget to be purchased at the end of the lease. The amount is \$ 22,250 for the Chev 3500 in Water, and \$17,000 each for the two Ram trucks in Parks.
2. In the 2017 budget, the leasing of two new trucks on a two-year lease was approved. The truck needs of the various Public Works positions have been reviewed by Mark and staff. The staff recommendation for these two trucks and the specifications of these is attached. Once the specifications of the trucks are approved, these specs will be sent to the various dealers who are on the State of Utah Contracts. The dealers will then have 5 days to respond. We will then work with a leasing vendor to get a proposal for a two-year lease on the two trucks. These lease proposals will then be brought back to the council for approval.

When looking at the vehicles from a 10-year perspective, it is our recommendation that the new park’s truck be upgraded to 1.5 ton with a lift body. This type of vehicle is more versatile than the standard pickup, especially in parks. South Ogden uses several of these trucks and has found them to be the most efficient and economical in fulfilling the needs of their city. We will be visiting with South Ogden’s Fleet manager on Tuesday to discuss their success with this type of vehicle. This will be significantly more than was budgeted for this fiscal year. Because this more than was budgeted, we recommend (if possible) extending the lease on one of the current park trucks schedule to be turned back in for another 2 years. During the next two years, we will review the possible use of this new 5500 class truck as a replacement for our 14-year-old dump truck. At the end of 2 years we will make the final decision on its purchase.

The Council agreed to add this to the next meeting as an action item.

Elected Officials assignments: Mayor Long asked if anyone has any questions concerning the elected official assignments. There was none. Tom said there are quite a few of these assignments that are administrative and this concerns the City staff.

ELECTED OFFICIAL ASSIGNMENTS

TAMMY LONG COG, WFRC Committee, UDOT and UTA RAB Committee Commercial / Economic Committee Liaison, Sketch Plan, Employee Policy and Review 2nd, All Personal

Related Issues, Policy and Reviews, Wasatch Integrated Waste Management Board, Central Weber Sewer Improvement District Board, Mosquito Abatement District Davis Board.

SCOTT CASAS Beautification Committee, Citizen Corp Council, County/State Emergency Agencies Liaison, Emergency Preparedness Street, Walks, Traffic Signs, Street Lights Trails /Weber Pathways Committee, Snow Removal 2nd, Public Safety 2nd.

KENT HYER Country Fair Days, Youth City Council, Job Corp Liaison 2nd, Trails /Weber Pathways Committee 2nd, Eagle Scout Projects/Youth Service Projects 2nd, Envision Utah 2nd.

MARLENE POORE Budgeting and Finance/Audit Committee, Envision Utah League of Cities & Towns Legislative Committee, Employee Policy and Review 2nd, All Personal Related Issues, Policy and Reviews Street, Walks, Traffic Signs, Street Lights 2nd, Citizen Corp Council 2nd.

JOLENE SJOBLUM Elementary and Charter School Liaison, Eagle Scout Projects/Youth Service Projects, Job Corp Liaison, Country Fair Days 2nd, Gravel Pit Reclamation Committee, 2nd Sketch Plan 2nd.

MERV TAYLOR Employee Policy & Review All Personal Related Issues, Policy and Reviews Gravel Pit Reclamation Committee, Public Safety Public Relations, Snow Removal, Budgeting and Finance/Audit Committee 2nd.

Council Member Poore moved to put this on the consent agenda for next meeting. Council Member Casas seconded the motion. Elyse called for a roll call vote. Council Members Casas, Hyer, Poore, and Sjoblom voted yes. The motion carried.

Agenda items, rules, and role responsibilities review: Doug Ahlstrom, City Attorney, discussed the following:

1.08.060 Role of Mayor

Pursuant to Utah Code Annotated sections 10-3-830(3) and 10-3-809, the mayor shall retain: a) all of his legislative and judicial powers, b) his position as chairman of the governing body, and c) all ex officio positions associated with the office of mayor. The mayor shall be the chief ceremonial officer of the city. He shall appoint, with the advice and consent of the council, department heads (statutory appointments) and any vacancies on commissions or committees of the municipality. All other executive or administrative powers held previously by the mayor may be delegated to the city manager pursuant to the applicable provision of state law

1.08.050 Role of the City Council

The city council shall pass all resolutions and ordinances, appropriate funds and adopt the annual budget, set all mill levies or taxes, review municipal administration as set out herein, and perform all duties that may be required of it by law. Any executive or administrative power held previously by the city council may be delegated to the city manager pursuant to the applicable provisions of state law.

1.080.040 Powers and Duties

The powers, duties, and obligations of the City Manager are as follows:

- A. The administrative powers, authority, and duties are vested in the City Manager.
- B. The City Manager shall be the chief administrative officer of the City to whom all employees of the City report. He shall be responsible to the Council for the administration of all City affairs placed in his charge.
- C. The City Manager shall hire and, when he deems it necessary, suspend or remove a City employee, except that the City Recorder and the City Treasurer shall be appointed or removed by the Mayor with the advice and consent of the City Council.

- D. The City Manager may authorize any administrative officer who is subject to his direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.
- E. The City Manager shall direct and supervise the administration of all departments, offices and agencies of the City except as otherwise provided by law.
- F. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Manager and neither the Council nor any member thereof or the Mayor shall give orders to any subordinates of the City Manager, either publicly or privately.
- G. The City Manager shall attend meetings of the City Council with the right to take part in the discussion but not to vote and may recommend to the City Council for adoption such measures as he may deem necessary or expedient.
- H. The City Manager is hereby designated the budget officer for the City and shall perform or cause to be performed all of the duties of such office as set forth in the Uniform Municipal Fiscal Procedures Act. As budget officer he shall prepare and submit the annual budget to the Council.
- I. The City Manager shall notify the Mayor and City Council of any emergency existing in any department under his supervision.
- J. The city manager shall perform such other duties as may be required of him by this code or by the city council through ordinance or resolution.
- K. In the manager's temporary absence, the Finance Director, City Recorder, or City Treasurer shall exercise the powers and perform the duties of the manager. The city manager shall carry out the policies and programs established by the council.
- L. The city manager may examine and inspect the books, records, and official papers of any office, department, agency, board of commissions of the city and make investigations and require reports from all personnel.

Doug doesn't see a need to change any of the codes. He said the Council needs to let the City staff do their job. Council Member Poore asked if we see something we have a concern about, she feels she should be able to bring that up to the Mayor and City Manager. Doug said if you see something strange then typically you would take that to the Mayor and she would take it to Tom.

Council Member Hyer discussed concerns with utilizing time in the meetings. He put together a handout for the Mayor and Council to review. He feels the Council's responsibility is to give Tom the opportunity to do his job. Council Member Sjoblom said we need to work together to get things done. She said if employees are valued, happy, and have job satisfaction then you can move forward. She asked what percentage of the employees at South Weber City are feeling valued and job satisfaction. Tom estimated 65%. Council Member Sjoblom said then we have some work to do. She said the Legislative Department has a choke hold on the Administrative Department. She said they have the training and education to fulfill their responsibilities, which the Council doesn't have. She proposed giving the employees autonomy. She feels this will make all the difference. She asked the Council to experiment with this.

Council Member Poore feels the residents need justification and she feels she is not out of line in asking for justification. Doug said it is the Council's major duties to ask about budget items and feels the Council needs to be asking questions. He said the City staff has to provide justification. He said it is difficult for the City staff to compare South Weber City with other cities.

COUNCIL ITEMS:

Council Member Hyer:

Eagle Scout Projects: He has been reviewing several Eagle Scout projects and said a lot of the projects have helped the City.

Council Member Sjoblom:

Citizens Committee: She has received four applications.

MAYOR'S ITEMS:

Legislative Session: There will be a lot of new laws regarding districts and municipalities. They will be changing procurement policy.

CITY MANAGER ITEMS:

Tom questioned the last agenda item (Agenda items, rules, and role responsibilities review). Council Member Hyer would like to see the Council communicating with our City staff verses other cities. He suggested Tom and the Mayor work together to define what is appropriate for the council meetings. Tom said there are still two different philosophies and how things are interpreted. He doesn't see us making progress because it is a philosophy. Tom said in the January retreat there was a unanimous vote to agree with gray area items. He doesn't feel there is compliance with this. Council Member Sjoblom said those are items that we need to review and make sure we are all on the same page. She said we all said "yes" and we should be working on that.

Mark Larsen said the Public Works Department is committed to do whatever they can. He said what we are doing now isn't working. He said they want to move forward somehow. Tom proposed clearly accept what your roles are. He said the Council is divided and nothing can get done because of it.

Council Member Casas said the budget cutting was in agreement from the summit. He feels the summit is a great way to define our direction each year.

Tom said the City marquee has power. Tom thanked the Public Works Department. He said they repaired the 1250 East water leak and saved the City money by doing it themselves. Council Member Sjoblom complimented the Public Works Department. She proposed having the ability to act on items on the agenda without moving them to the following meeting. Mayor Long would like information sooner so that it can be acted on. Council Member Sjoblom doesn't feel most items need to be addressed at two meetings.

PUBLIC COMMENTS:

Keith Christensen, 1415 E. 7425 S., said he can't believe the progress tonight. He said the last couple of years have been insanity. He feels we need to learn from this. He feels the City can turn around. He said the Public Works Department has been in place for years. He suggested letting the City staff do their jobs. He also suggested rewarding and complimenting people.

Derek Tolman, 2326 S. 1600 E., thanked the Council, Mayor, and City Manager in helping the Fire Department. He thanked the fire fighters who attended the fire last night.

Bill Petty, 7898 S. 2800 E., said he has served behind the bench before. He said if the Council doesn't have the faith with the City staff, then you have too many chiefs. He said the items on

the agenda can be approved but if you need more information then table it. He said let the City staff do their job. He said there is a proper chain of command. He suggested performing your function the way they were designed to be done.

Cole Fessler, 7233 S. 1700 E., thanked the Council and Mayor for coming together for the Fire Department. He does appreciate cutting budgets, but not at the expense of the citizens. He is thankful for those who are proactive verses reactive.

Roney Ketts, 1165 E. South Weber Drive, thanked the Council, Mayor, and City staff for all they have done.

Stuart Fessler, 7647 S. 1900 E., said if the money is there for the fire department, then let them use it to benefit the community. He applauded the Council for trying to save money, but they can't step over dollars to save dimes, and he thinks that is what the Council is doing. He thanked them for the work that they do.

ADJOURNED: Council Member Hyer moved to adjourn the meeting at 8:40 p.m. Council Member Sjoblom seconded the motion. Elyse called for the vote. Council Members Casas, Hyer, Sjoblom, and Poore voted yes. The motion carried.

APPROVED: _____ Date
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner

SOUTH WEBER CITY COUNCIL WORK MEETING

DATE OF MEETING: 8 November 2016

TIME COMMENCED: 5:05 p.m.

PRESENT: MAYOR: Tammy Long

COUNCILMEMBERS: Scott Casas
Kent Hyer
Marlene Poore
Merv Taylor
Jo Sjoblom

CITY RECORDER: Elyse Greiner

CITY MANAGER: Tom Smith

CITY ATTORNEY: Doug Ahlstrom

Transcriber: Minutes transcribed by Michelle Clark

VISITORS: Mark McRae, Brandon Jones, Derek Tolman, Rony Ketts, Mark Larsen, Jason Tubbs, Bryan Wageman, Wes Johnson.

CONSENT AGENDA:

- **Approval of October 18, 2016 Meeting Minutes**
- **Approval of October 25, 2016 Meeting Minutes**
- **Approval of October 25, 2016 Work Meeting Minutes**
- **Approval of October 2016 Check Register**

Council Member Casas asked about the fire hydrant purchase on the check register. Tom reported that they replaced six hydrants. Council Member Casas would like the addresses of those hydrants. Tom said Paul Laprevote did send a memo out with those locations. Mark Larsen said they were old hydrants that they couldn't get replacement parts for. Mayor Long asked about the tree removal. Tom said it was for tree removal of two trees at Central Park.

Mark McRae presented a new form that will be used for the check register. Mayor Long asked about the recent water line breaks on 1250 East. Mark Larsen said the cause for the leaks is old lines. Mayor Long asked about the asphalt street repairs. Mark explained the locations and the need to patch water line breaks. Tom said his memo to the Council did identify these locations. Council Member Taylor asked when they will be repairing the pot holes on Peachwood. Mark said he will work with Ben.

ACTION ITEMS:

Motion to approve the Sewer Outfall Replacement Project pipe upsizing to 24" line from 18" & 21" lines:

Brandon Jones said this is in response to the Council's request to upsize the sewer line. A bid has been provided from Whitaker Construction to upsize the line recommended by Jones & Associates from 18" & 21" lines to a full 24" line. The total cost is \$45,492.45. Brandon said he needs a decision from the Council concerning this. Council Member Sjoblom feels this is a steep price. She questions if it is worth it to increase to the 24" line, when the 18" & 21" is sufficient. Council Member Casas said this is a risk, but he wishes they would have upsized the line originally 25 years ago. Brandon said this is only one leg of the sewer. He would like the Council to understand that this would not be the only project that would need attention as the City develops.

Renewal of street sweeping contract with Sweep 'N' Utah

Tom said the Council directed the City staff to get bids for street sweeping. He said they have contacted three companies and wasn't successful in getting back any bids. He would suggest contracting with Sweep 'N' Utah for the future. He said it would be for three treatments.

SWC employee timesheet

City employees have been using a new time sheet that separates hours worked into categories to get a better idea of where their time is being spent. It was requested that a journal of actual tasks performed be added to the timesheet. Council Member Poore reviewed it and said it looks great.

DISCUSSION ITEMS

SWC Fire Department Service Delivery and Operations Plans: Tom explained this will be part time work from 7:00 a.m. to 5:00 p.m. at 100 hours per week. The total budget would be \$89,120 for the fiscal year. Council Member Casas questioned taking this out of the capital projects fund. Mark McRae said the money will come out of the Fire Department general fund. He said the amount put into the general fund will be reduced and put into the capital project fund. Council Member Poore said she is confused about the part-time. She would like to see the total cost for the Fire Department. Mark explained that there are department operations at \$121,000, vehicle replacement \$85,000, and the bond payment. Council Member Poore would like to compare all expenses. Tom discussed ambulance service and said the City doesn't have the necessary call number for ambulance service.

Rony Ketts said they need a Chief Officer put in place and suggested putting it to a vote. He discussed a recent fire that took place in the City and discussed the need for a Chief Officer, especially in these types of situations. He said there are only six remaining fire fighters.

The Council discussed the need to move on posting the job description for a Chief Officer. Mayor Long said she will call for a motion in the general meeting to amend the agenda.

Westside Water Reservoir Project scope of work: No discussion on this item.

Water Capital Facilities Plan – Replace lead-joint line at Canyon Dr. between 1375 East and 1300 East: No discussion on this item.

City's fleet vehicle lease agreement – No discussion on this item.

Caselle Timekeeper Module & Document Management Module – No discussion on this item.

Elected Officials assignments - No discussion on this item.

Agenda items, rules, and role responsibilities review: Council Member Hyer presented information to the Mayor and Council which he put together concerning City Manager and Staff Administrative (Oversite) and Mayor and City Council Executive/Legislative (Insight).

Adjourned at 6:00 p.m.

APPROVED: _____ **Date**
Mayor: Tammy Long

Transcriber: Michelle Clark

Attest: _____
City Recorder: Elyse Greiner