

## **BOARD OF MAYOR AND ALDERMEN**

June 23, 2014

A regular meeting of the Board of Mayor and Aldermen was held on Monday, June 23, 2014 at 6:00 p.m. in the Council Chambers of the Municipal Center.

Mayor Sharon Goldsworthy was present and presiding.

The following Aldermen were present: Greg Marcom, John Drinnon, Mike Palazzolo, Rocky Janda and Forrest Owens. Staff present: Patrick Lawton, Debra Wiles, George Brogdon, Bo Mills, Susan Hopson, Chief John Selberg, Captain Alan Keller, Wade Morgan, Pam Beasley, Reynold Douglas, Cameron Ross, Butch Eder, Ralph Gabb, Lisa Piefer and Dotty Johnson.

### **Call to Order**

Mayor Goldsworthy called the meeting to order at 6:00 p.m.

### **Invocation**

Finance Director Ralph Gabb gave the invocation.

### **Pledge of Allegiance**

Alderman Mike Palazzolo led the Pledge of Allegiance.

### **Approval of Agenda**

During the executive session, the Board discussed moving #15 – Recreation Management Software, #16 – Acceptance of Reimbursement from Shelby County 911, #17 – Fabrication of Decorative Street Signs, #18 – Public Services Security Upgrade and #20 – State of Tennessee Comptroller's Debt Authorization Letter for RAN to the consent agenda. They also discussed moving #19 – Warrant – Thornwood Development up on the agenda to after 9a – and it will become 9b. They also agreed to an Add-On – 21b Competitive Sealed Proposal Authorization – Germantown Rd/Farmington Blvd. Corner Reconfiguration.

Motion by Mr. Janda, seconded by Mr. Marcom, to approve the agenda as amended.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

### **Approval of Minutes**

There were no corrections to the minutes.

Motion by Mr. Janda, seconded by Mr. Marcom, to approve the minutes of the Board of Mayor and Aldermen meeting held June 9, 2014.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

### **Recognition of "Play Like a Champion" Graduating Class**

City Administrator Patrick Lawton stated that three years ago City Administration developed an employee engagement program entitled "Play Like a Champion". In an effort to foster innovation and creativity into the program and allow it to be employee driven, a nine member board of directors was put in place to develop the curriculum, review class selection, monitor results and improve the program where necessary.

Mr. Lawton introduced the employees who make up the Board of Directors: Steve Williams, Teresa Martin, Leslie Acerra, Michele Betty, Liz Coleman, Eric Grizzard, Andy Griffith, Sherrye Harris and Carmen Richardson.

The 17 graduates of the Class of 2014 were recognized: John Appling, Joe Bagwell, William Bailey, Sonja Butler, Stephen Carter, Nancy Cook, Prentiss Franklin, Mike Fronabarger, Regina Gibson, Ashley

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Hisky, Michelle Johns, Lisa Marinos, Lisa McFarland, Laura Meanwell, Johnny Prince, Tim Streety and Ginny Tibbels. Johnny Prince was presented with the Leadership Award.

### **Citizens to be Heard**

The following people came forward to thank the City for including Lateral G in the budget and how important it was to get out of the flood zone:

Larry Coley – 9679 Gotten Cove, was representing the people in the Dogwood Grove area.

David Lowrance – 2092 Spring Hollow Lane, gave a petition signed by 120 of the neighbors.

Chris Thornton – 9645 Mourning Dove, signed up but did not speak

Chris Schoenberger – 8241 Pine Valley Lane came forward to ask for help with the West Tennessee Veterans Home. There is a great need for housing in the southwest part of our state for veterans and he had some brochures to leave with the City for the citizens to raise support and awareness of the need.

The following people came forward to ask the Board to delay or remove the Warrant for the Thornwood PUD landscaping. They were opposed to the clear cutting of the area:

Deanee Wade – 1706 Panoha Drive, represented Neshoba North Neighborhood Association.

John Fry – 7765 Dogwood

The following spoke in favor of the Thornwood Development:

Jerry Klein – 533 Haymarket

Bob Richards – 2517 Fox Hill Drive

Pat Wilcheck – 10777 Monterey Woods Cove, Memphis, represented the Owens family who owned the property.

The following people asked the Board to not have the names of the three Germantown schools changed and to let the schools use the parks for their game and practice fields for their sports:

Mary Ann Gibson – 8688 Pepperbush Lane

Deron Wisdom – 83 Hawkglade Cove, Cordova

Cheryl Westbrook – 1788 Poplar Estates

Eric Henager – 7973 Burntwood Cove

Billy Pullen – 5553 Beale Street or 7653 Old Poplar Pike

Jewell Simpson – 7871 Elmheart Dr.

Kim Marsh – 2844 Crooked Oak Dr.

Casey Callaway – 2589 Holly Hock Dr.

Wray Rodgers – 3068 Shannon Oaks

Jean Laboe – 8117 North Pole Cove, Memphis

Elizabeth Laboe – 8117 North Pole Cove, Memphis

Ron Fittes – 2046 Wood Creek Dr.

Katie Bigus – 2229 Otterburn Lane

Lee Anna Makhloufi- 7164 Havershire Cove – signed but did not speak

Alderman Drinnon commented that the Mayor and the City Administrator had spent an inordinate amount of time on the school matter. He stated he understood the concerns of the people who had spoken about the schools. But the Mayor was trying to do the best for the City of Germantown.

Alderman Janda stated that the City elected officials had more in common with the citizens than they realize. He felt there were too many “what ifs” going on and if City Administration and the Shelby County Schools could just sit down and talk, not as adversaries, then the right decisions could be made.

The Mayor declared a five minute recess.

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**Ratification of Charter Changes**

Mr. Lawton stated during the Board of Mayor and Aldermen's retreat in February 2014, the Board expressed an interest in amending the city's charter and eliminating the residency requirement for the City Attorney. Amendments to the city's private act charter require initial action by the Board of Mayor and Aldermen and subsequent action by the Tennessee General Assembly in the form of legislation.

In May the City received word from the Secretary of State that the amendment was approved by the General Assembly. The Board of Mayor and Aldermen must now ratify this action.

Motion by Mr. Owens, seconded by Mr. Marcom, to approve Private Chapter No. 57, House Bill No. 2529, Senate Bill No. 2624, of the 108<sup>th</sup> General Assembly, Private Acts of 2014, amendment to the Charter of the City of Germantown for the replacement of Article VI, Section 6.01 by deleting in its entirety the language of the paragraph thereof and replacing same with the following language: The City Attorney shall be an attorney at law entitled to practice in the courts of the State of Tennessee.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**Resolution No. 14R09 – Authorization for the Germantown Board of Education to participate in the Tennessee Consolidated Retirement System (TCRS)**

Mr. Lawton explained that the Tennessee Consolidated Retirement System (TCRS) is the pension plan that covers state employees, higher education, K-12 public school teachers and local governments who have elected to participate in the plan. The City of Germantown administers its own defined benefit plans.

Teachers who previously taught in the Shelby County School System and are now employed by the Germantown Municipal School District (GMSD) will continue to participate in TCRS. New teachers to GMSD and non-certified employees will also be allowed to participate in the TCRS but in a different plan from the current defined benefit. This decision rests with the Germantown Board of Education.

Even though the GMSD and the City of Germantown are two distinct and legal organizations in the eyes of the State, we are seen as one political subdivision primarily from the strong financial dependency the GMSD has with the City of Germantown.

In order for the employees of the GMSD to participate in the TCRS, the City of Germantown Board of Mayor and Aldermen is asked to consider and adopt the resolution developed by the State certifying that the required employer contribution from GMSD in the amount of 9.27% to cover this pension liability is included in the school district's budget. The City administration assured the Board that the fund requirement as identified by the resolution is in the GMSD budget.

Motion by Mr. Janda, seconded by Mr. Drinnon, to adopt Resolution No.14R09 – a resolution to authorize the Germantown Board of Education's participation in the Tennessee Consolidated Retirement System in accordance with Tennessee Code Annotated, Title 8, Chapters 34-37.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**Warrant – Thornwood Development**

Alderman Marcom recused himself from hearing this agenda item and left the dais.

Economic and Community Development Director Cameron Ross stated this was Phase 1 of the Thornwood Development. This property is in the T-5 Urban Center and T-4 districts. Phase 1 consists of the interior drives, interior curb, gutter and sidewalks, pedestrian crossings at Exeter, Neshoba and mid-block Neshoba, utility infrastructure and mass grading of the site.

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The warrant had been discussed numerous times and withdrawn twice from the Planning Commission agenda to make sure it was done correctly.

The area is within a preservation area and is defined in the SmartCode as an area to maintain existing trees. However, there is not a definition within the Code that defines how that is to be done. A warrant is an official decision that permits a practice that is not consistent with a specific provision of this Code, but is justified by its "intent" and is consistent with the urban design guidelines and/or development concepts in the "Germantown Smart Growth Plan".

Mr. Ross read a section of the SmartCode regarding zoning regulations.

Alderman Drinnon stated he had received some calls regarding this agenda item. He asked what factors were taken into consideration by the Planning Commission and what concerns had he experienced from the neighbors.

Mr. Ross stated in regards to the warrant, there were several considerations that were taken into consideration all of which consider principles of good land use planning, topography, peculiar and exceptional practical difficulties that might cause undue hardship to the property owner. There had been an opportunity at each of the Planning Commission meetings to discuss when it hasn't been withdrawn, there had been opportunities to present letters to the Planning Commission as well as participate as a member of the audience in the subcommittee meetings and able to get any records request and information.

Mr. Ross was also asked by Alderman Drinnon if he or staff had attended any meetings between the developer and the neighbors. He responded that neither he nor his staff had any requests to meet with either one but were available had it been requested.

A discussion followed on the sidewalks and the buffer between the development and Germantown Road.

Mayor Goldsworthy asked if the plan had been fully developed with an understanding that the City did not want any trees that would interfere with power lines that are on Germantown Road. Mr. Ross said to the best of his recollection there had been this understanding.

Mr. Andy Pouncey, landscape architect for the developer, came forward and addressed some of the issues the Board had questions about. He gave an in depth description of the property and what would be done during Phase 1. He stated they had been open with the public, being available to those both inside and outside the area. The Planning Commission had voted 5-1 and believed they had met the attempt at the Code. He stated he believed they had demonstrated principles of good planning, a hardship based on topography and substantial improvement to the public good. The preservation easement they present is a more structured environment, the plants work in harmony with the utilities both above and below ground.

In response to a question from Alderman Palazzolo, the developer, Mr. Ray stated he would be maintaining all the landscaping for the owner during his ownership of the property.

Motion by Mr. Drinnon, seconded by Mr. Palazzolo, to table consideration of this warrant.

ROLL CALL: Marcom-recused, Drinnon-yes, Palazzolo-no, Owens-no, Janda-no. Motion failed.

Motion by Mr. Owens, seconded by Mr. Palazzolo, to approve a warrant allowing an alternative landscape plan, as shown on the final site plan for the Thornwood PUD, Phase 1 approved by the Planning Commission on June 3, 2014, within the Landscape Preservation Area described in the SmartCode Regulating Plan along a section of Germantown Road frontage, north of Neshoba Rd.

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Alderman Owens stated with regards to the preservation areas within the SmartCode and SmartPlan, he had directed staff to move forward in studying this and providing a better definition to what we have and what should be preserved or restored. He asked the Planning Commission as well as the neighborhoods to come up with a better definition than what we presently have. He felt the neighbors should have a more sense of peace when it comes to what can be saved and what should be removed.

ROLL CALL: Marcom-recused, Drinnon-no, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**Ordinance 2014-1 Year-end Budget Adjustments – Third and Final Reading**

Mr. Gabb stated at the end of each year, a number of year-end budget adjustments are required to be made in order to avoid budget and fund overruns in the various funds. They include the following budget adjustments:

- BA 14-96 – Transfer fund balance to line items to pay for cafeteria plan expenses, compensation study expenses, driver’s license check, creation of a new cash balance retirement plan, telephone costs, personnel costs, and employee physicals
- BA 14-97 – Reallocate telephone expense to legal expenses
- BA 14-98 – Increase operating transfer from general fund to state street aid
- BA 14-101 – Transfer funds to cover Poplar Estate Walking Trail project, B&P furniture fund balance, election expense moved to Special Revenue fund and local sales tax moved to general fund
- BA 14-102 – Increase Great Hall transfer
- BA 14-103 – Move operating transfer from general fund to fire fund to cover ambulance purchase
- BA 14-111 – Debt issuance for series 2013 and Series 2005
- BA 14-123 – Recognize PEG money from Comcast and AT&T. Also, the purchase of camera equipment for the Council Chambers
- BA 14-125 – Increase personnel related expenses
- BA 14-130 – To increase budget for increase cost in electricity and petroleum in vehicle maintenance
- BA 14-131 – Increase legal fee in health care cost center

Motion by Mr. Janda, seconded by Mr. Drinnon, to approve Ordinance No. 2014-1 for year-end budget adjustments on third reading.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**Ordinance 2014-2 – FY15 Budget – Third and Final Reading**

Mr. Lawton stated the Budget for all funds for FY15 totals \$120,024,222. The General Fund Operating Budget totals \$44,937,300, the Enterprise Funds total \$17,446,606, Special Revenue Funds total \$48,076,487 and the Capital Improvements Program for FY15 is \$9,563,829. The balanced budget is the result of ongoing departmental cost controls and efficiency measures implemented before the start of the recession and a fundamental shift in cost control measures. There is **no** property tax increase in the proposed FY15 budget or during the five-year planning period.

The budget represents hundreds of hours of review and analysis by City departments, the Financial Advisory Commission and the budget team. The Board has had several work sessions regarding the budget to consider these major governmental funds and key policy areas. On Wednesday, May 7, the Board conducted an extensive work session on the entire budget document. In early June an informational brochure entitled The “Budget in Brief” was mailed to every household in Germantown. The Budget in Brief highlights the major revenue and expenditure categories in the proposed budget and the Board of Mayor and Aldermen’s funding priorities.

Changes in the budget between first and second readings were:

\$ 20,000	Public Services	Lawncare for schools
\$ -96,324	Athletic Club	Savings from strength equipment/depreciation
\$ 6,500	Procurement	Increase in electricity, water and sewer expenses for Warehouse
\$ 3,700	Parks	Operating budget for Depot

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\$ 4,800	Parks	Copy machine expenses
\$ 1,441,096	GMSD	Amendment School Budget
\$ 275,000	CIP	Wolf River Greenway
\$ 9,000	GPAC	Fire pump control panels

Total changes between first and second readings \$1,663,772.

Between the second and third readings, several items were identified by City Administration for inclusion in the FY15 Budget based on conversations with staff and the Board which are:

\$ 25,000	Great Hall & CC	Increase in Patio project
\$ 2,500	Economic Development	Training
\$ 15,000	GPAC	Dimmer design
\$ 10,000	IRP	Dog Park shade structure and benches
\$ 20,000	Parks	Inclusion Specialist
\$ 50,000	CIP	IT/HR Space Reconfiguration

Total changes of \$122,500 between second and third readings.

Total final changes to budget - \$1,786,272.

Motion by Mr. Janda, seconded by Mr. Drinnon, to approve on third reading Ordinance No. 2014-2 and the budget amendments as set forth in Exhibit A establishing the FY15 Proposed Budget.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**Ordinance 2014-3 – Real & Personalty Property Tax – Third and Final Reading**

Mr. Gabb stated the recommended real and personalty tax of \$1.93 per \$100.00 of assessed valuation will generate approximately \$28.4 million in property tax and represents 59.9% of the FY15 General Fund Revenues. After meeting with the FAC and reviewing the proposed FY15 budget, a tax increase is not recommended in the FY15 budget.

Motion by Mr. Janda, seconded by Mr. Marcom, to approve Ordinance No. 2014-3 on third and final reading.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**Resolution on Revenues – 14R01**

Mr. Gabb explained since the codification of the City’s Code of Ordinance, ordinances have been drafted to exclude dollar amounts of fees and rates. This resolution will consolidate all revenue authorizations into a single document. The resolution is expected to be revised and adopted each year concurrent with the adoption of the annual budget.

Mr. Gabb stated that every effort had been made to include all amounts charged by the City; the exclusion of any amounts is not intended to cause such amounts to be unlawful. Any oversights subsequently discovered will be included in future revisions and updates of this resolution.

Motion by Mr. Janda, seconded by Mr. Drinnon, to adopt the Resolution on Revenues 14R01, and schedules establishing the rates, fines and fees in the various funds of the City of Germantown for the FY15 Operating Budget.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**Resolution 14R08 – FY15 Capital Improvements Program**

Mr. Lawton explained that the City of Germantown’s capital improvements plan 2015-2020 represents the City’s authorized and projected capital funding for planned capital projects. The purpose of the CIP is to document planned city improvements to help align our work with other planning efforts.

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The plan includes 53 projects totaling \$33 million. Projects are listed under general government, major roads, intersection and drainage, parks, utilities, GAC, Great Hall & Conference Center, recreation and stormwater. Several work sessions were held with the Board of Mayor and Aldermen and the Financial Advisory Commission to review the City and the funding model for the plans incorporation into the City's five-year financial projections.

Motion by Mr. Drinnon, seconded by Mr. Owens, to adopt the CIP Resolution No. 14R08, establishing a Capital Improvements Program for fiscal years ending June 30, 2015 to 2020.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**Revenue Anticipation Note, Series 2014**

Mr. Gabb explained with the creation of the school system, it was determined sufficient cash was not available to begin operations as funds from the State of Tennessee Basic Education Program funds would not be received until August and would be received in 10 equal installments. Also, Average Daily Attendance funds would not be received until January, February and March. Therefore, the City needed to obtain a short term Revenue Anticipation Note on behalf of the Germantown Board of Education.

Public Financial Management with the assistance of the City, sent out a Request for Proposal (RFP) on a short term note to financial institutions that appeared to meet the requirements of the City as well as relationships with financial institutions currently established with the City. The RFP was sent to six financial institutions with four responding.

On May 12, 2014, the Board approved Resolution 14R6 entitled 'Resolution of the Governing Body of Germantown, Tennessee' authorizing issuance and sell and payment of Revenue Anticipation Notes not to exceed \$8.6.

After careful review, it was determined that Sun Trust Bank would provide the necessary short term funding Series 2014

Motion by Mr. Marcom, seconded by Mr. Palazzolo, to authorize the Mayor to sign the Revenue Anticipation Note, Series 2014 with Sun Trust Bank.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**ADD-ON – Competitive Sealed Proposal Authorization – Germantown Rd./Farmington Blvd. Corner Reconfiguration**

Mr. Lawton stated the CIP included a project under General Government to make improvements to the corner of Germantown Road and Farmington Blvd. adjacent to the Municipal Center parking lot. Staff requested authorization to utilize the competitive sealed proposal process to identify alternative solutions to reconfigure the corner.

Motion by Mr. Drinnon, seconded by Mr. Owen, to authorize the City to use the competitive sealed proposal process to identify alternative solutions to reconfigure the Germantown Road and Farmington Blvd. corner adjacent to the Municipal Center parking lot.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**CONSENT**

**New World Systems SSMA Annual Maintenance**

The New World Systems Product is the integrated software suite that is used by the Fire and Police personnel to manage their departmental operations. The City has had a Standard Software Maintenance

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Agreement (SSMA) in place with New World Systems, Inc. since implementing software in 1994. The agreement allows for periodic software updates and system support 24 hours a day, seven days a week. Coverage ensures constant support for Police and Fire staff that depends on the software to do their jobs every day. This is for year two of the 5-year software maintenance agreement in the amount of \$136,580.00.

MOTION: To grant authorization to fund year two of the 5-year software maintenance agreement with New World Systems, Inc. in the amount of \$136,580.00.

### **Appointment/Reappointments to Germantown Education Foundation**

Appointments to the Germantown Education Foundation are for one three-year term. Gregory Noonan has served two three-year terms and Kent Brown one three-year term. David Hawkins has expressed a desire to be a part of the work of the Foundation.

MOTION: To approve the appointment of David Hawkins and reappointments of Gregory Noonan and J. Kent Brown to the Germantown Education Foundation.

### **Special Election Commission Expenses**

The City received an invoice from Shelby County Government for the cost of two special elections totaling \$100,465.00. The Special Municipal Election was held on July 16, 2013 and the Special School Board Election was held on November 7, 2013.

MOTION: To authorize a payment to Shelby County Government in the amount of \$100,465.00 for the election held July 16, 2013 for Special Municipal Election and election held November 7, 2013 for the Special Municipal School Board Election.

### **Recreation Management Software**

This is a contract with Active Network, LLC for hosted web-based recreation management software. Active Network will become the “pass through” for all fees and charges collected by the Parks and Recreation Department. Some of the immediate benefits include low capital costs, an innovating product, removed need for infrastructure or redundancy measures, industry leading data and financial security and top level PCI compliance.

MOTION: To authorize the Mayor to enter into a contract, with Active Network, LLC for web-based recreation management software subject to review and approval by the City Attorney.

### **Acceptance of Reimbursement from Shelby County 911**

When the CAD upgrade project was brought to the BMA for approval it was with the understanding that Shelby County 911 would fully reimburse the City. To date, Shelby County 911 issued the City four checks totaling \$1,099,135.79 in FY13 and an additional \$196,013.60 in FY14.

MOTION: To accept \$196,013.60 from Shelby County 911 for reimbursement on the Computer Aided Dispatch (CAD) project.

### **Fabrication of Decorative Street Signs**

The decorative street signs posts are designed to enhance neighborhood character and improve safety by identifying streets easily. There are three neighborhoods that have submitted payment for the decorative street signs: Dogwood Creek North, Cedar Ridge and Duntreath Equus Park.

MOTION: To recognize neighborhood payments for decorative street sign posts totaling \$11,173.50; authorize the Mayor to enter into a contract with Special Lite Products in the amount of \$35,778.00 for the fabrication of decorative street sign posts, decorative regulatory sign posts and decorative street sign brackets and approve budget adjustment number 14-124.



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**Public Services Security Upgrade**

Public Services Complex houses many pieces of equipment that are critical to the day-to-day services provided to the citizens of Germantown. Facilities in the Complex include Southern Water Treatment Plant, Public Services Administration building, Maintenance Warehouse, Animal Shelter and the Fleet Services building currently under construction. This project will help minimize property loss, improve employee safety and further extend Homeland Security initiatives.

MOTION: To authorize the Mayor to execute a contract for the installation of a closed circuit TV (CCTV) system and proximity card access points throughout the Public Service Complex with Tyco Integrated Security in an amount of \$64,813.33.

**State of Tennessee Comptroller's Debt Authorization Letter for RAN**

To comply with the requirements of the State of Tennessee Comptroller's Office, a copy of the letter from the Comptroller must be given to the BMA and entered into the minutes of the meeting.

Motion by Mr. Palazzolo, seconded by Mr. Drinnon, to accept the Consent Agenda as amended.

ROLL CALL: Marcom-yes, Drinnon-yes, Palazzolo-yes, Owens-yes, Janda -yes. Motion approved.

**ADJOURNMENT**

There being no further business to be brought before the Board, the regular meeting was adjourned.

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Sharon Goldsworthy, Mayor

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Dotty Johnson, City Clerk/Recorder