

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 25, 2016

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, April 25, 2016.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Garrett Grier III, Lisa Ingram Peel,
Douglas Morrow and James Starling, Sr.

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 6:59 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilman Starling.

RECOGNITION

Chief Brown recognized Officers Brandon Hartlove, Jonathan Ricketts, Albert Sargent and Timothy Maloney for outstanding work during a fatal accident investigation. Certificates were presented that read as follows:

“For outstanding dedication and service above and beyond the call of duty while responding to a fatal accident on April 8, 2016. The quick and heroic actions with fire suppression and victim extrication saved the life of the victim trapped in the vehicle”.

Chief Brown also recognized Lieutenant Richard Jefferson, who at the time the incident was reported, vacated his special duty assignment to respond to the scene to oversee the situation.

COMMUNICATIONS & CORRESPONDENCE

Councilman Garrett Grier

Mayor Shupe recognized Councilman Grier adding that this is his last meeting and thanked him for serving the last six years on council and as Chairman of the Economic Development Committee. He wished him well as he spends more time with his family and his businesses.

Councilman Grier said that six years has gone by quickly and he has learned a tremendous amount sitting in this chambers twice a month. Personally, he will take some of those things back to his business. He hopes he has made a contribution to the City of Milford and acknowledges the sacrifices made by council throughout the year.

He acknowledged the new city manager, police chief and city employees adding he has no doubt we are in good hands.

Downtown Development District Application Status

Planning Coordinator Rob Pierce stated he will have a draft of the application completed the middle of this week for review. That application will be submitted to council at the May 9th meeting for critique and feedback. At that time, a resolution will need to be adopted supporting the application.

He noted the deadline for the application is June 1st.

City Manager Norenberg recalled the Economic Development Committee met a couple weeks ago to discuss draft incentives and they are still waiting for that feedback. He asked those committee members to provide any thoughts to Mr. Pierce or himself.

Organizational Meeting

Mr. Norenberg reminded council that the newly elected and re-elected Mayor and Members of City Council will be sworn in at 7:00 p.m. on Monday, May 2nd. Immediately following, he would like to hold a short executive session to discuss the status of the Teamsters contract and binding interest arbitration.

UNFINISHED BUSINESS

Adoption/Ordinance 2016-04/Chapter 174-Property Maintenance Code Amendment

This ordinance was introduced at the last meeting. Planning Coordinator Pierce said it outlines an update from the 2006 to the 2015 International Property Maintenance Code. It also includes some insertions, additions and deletions to the code similar to what was previously adopted.

Mr. Burk moved for adoption of Ordinance 2016-04, seconded by Mr. Starling:

*ORDINANCE 2016-04
CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 174-PROPERTY MAINTENANCE*

WHEREAS, the City of Milford deems it necessary to regulate and govern the conditions and maintenance of all property, buildings and structures; and

WHEREAS, the City provides the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; and

WHEREAS, the City provides for the issuance of permits and collection of fees therefor; and

WHEREAS, each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Milford are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. An Ordinance to Amend the Code of the City of Milford by Amending Chapter 174 entitled Property Maintenance.

Section 2. Chapter 174-1. Adoption of Property Maintenance Code.

A certain document, three copies of which are on file in the office of the City Clerk of the City of Milford, Delaware, being marked and designated as the International Property Maintenance Code, 2006 2015 edition, as published by the International Code Council, is hereby adopted as the Property Maintenance Code of the City of Milford, in the State of Delaware, for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance

of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City of Milford are hereby referred to, adopted, and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes, if any, prescribed in §174-2 of this chapter.

Section 3. Chapter 174-2. Additions, insertions and changes.

The following sections are revised as follows:

- A. Section PM-101.1. Title. These regulations shall be known as the International Property Maintenance Code of *Insert: City of Milford, hereinafter referred to as "this code."*
- B. Section PM-103.5. Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule. *Add: Fees shall be assessed as described throughout this chapter.*
- C. *Add: Section PM-104.7. Conflict of interest. No officer or employee who has an official duty in connection with the administration and enforcement of this chapter shall be financially interested in the furnishing of labor, materials or appliances or the construction, alteration or maintenance of a building or in making the plans or specifications therefor unless that person is the owner of such building. No such officer or employee shall engage in any activity which is inconsistent with the public interest and the officer's official duties.*
- D. Section PM-106.4. 106.4 Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Each day that a violation continues after due notice has been served shall be deemed a separate offense. *Add: Any person or persons who shall violate a provision of this code shall, upon conviction thereof, shall be fined not less than \$50 nor more than \$1,000.*
- E. Section PM-108.3. Notice. Whenever the code official has condemned a structure or equipment under the provisions of this section, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner, owner's authorized agent or the person or persons responsible for the structure or equipment in accordance with Section 107.3. If the notice pertains to equipment, it shall be placed on the condemned equipment. The notice shall be in the form prescribed in Section 107.2. *Add: If the owner or a holder of a lien of record cannot be found, the order may be served by posting it on the main entrance of the building and by publishing it once each week for three successive weeks in a newspaper of general circulation.*
- F. Section PM-111.1 Application for appeal. Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means. *Add: Appeals of orders, decisions, or determination made by the Building and/or Code Official relative to the application and interpretation of this code, shall proceed as described in Chapter 88, Article III of the Code of the City of Milford.*
- G. Section PM-112.4. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than *Insert: \$250* or more than *Insert: \$1000*.
- H. Section PM-202. General Definitions. *Add: INDOOR FURNITURE — Furniture and similar objects that are not specifically designed by the manufacturer to withstand the elements or are otherwise not intended for outdoor use. Indoor furniture includes, but is not limited to, beds and upholstered chairs, love seats and couches.*

OUTDOOR AREA — That portion of real property or the improvement located thereon that is not fully enclosed and fully roofed so as to provide effective protection from the elements. Outdoor areas include, but are not limited to, sidewalks, yards, driveways, unenclosed porches, patios and balconies.

- I. Section PM-302.3. Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. *Add: All vehicles must park on an approved parking surface. Approved parking surfaces include the following; crushed stone, gravel or similar material installed to a depth approved by the Code Official; asphalt, concrete, brick, paving block, or similar durable, dustless surface. Grass or dirt surfaces are not approved surfaces. All parking areas must be maintained in good order and free from vegetation, standing water and structural defects.*
- J. Section PM-302.4. Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of *Insert: 6 inches*. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property. *Add: When cutting the grass as part of yard maintenance, all grass clippings must be removed immediately from the sidewalk and out of the street upon completion.*

Notice of violation; removal by the City. The owner or agent of the property has five working days, after receipt of said notice, to comply with notice. No such notice shall be required for second and/or subsequent violations in the same calendar year. The notice shall be served upon the property owner or agent acting on behalf of the property owner. If the premises is vacant or unoccupied, notice may be served by posting of a notice placard on the premises and mailing a copy of said notice to the owner or his/her agent at his/her last known address. The City may cause the vegetation to be cut and removed and will impose a fee of \$100 per man hour, plus 10% for inspection and other added costs or fees that might be incurred to render the property in compliance with this chapter. In extreme cases, the fee will be levied in accordance with actual costs of equipment and personnel, and the hourly rate could be higher. These costs shall become and form part of the taxes next to be assessed and levied upon such lot or land and shall bear interest at the same rate as taxes and shall be collected and enforced by the same officers and in the same manner as taxes.

- K. *Add: Section PM-302.10. Indoor furniture in outdoor areas. No person shall place, use, keep, store or maintain in any outdoor area any appliance, mattresses, indoor furniture, furnishings, or decorations customarily associated with the interior portion of a residential dwelling in any outdoor area.*

Notice and removal. An occupant(s) shall receive a notice in the form set forth in Section PM-107 to remove said appliance, mattresses, indoor furniture, furnishings or decorations. If the appliance, mattresses, indoor furniture, furnishings or decorations are not removed within 5 days of notification, the Code Official or his/her designated agent will have them removed and collected by the City of Milford, not as a regular service, but at a rate determined by the Code Official or his/her designee, and appropriate fees will be applied to the next utility bill for the address.

- L. Section PM-304.14. Insect screens. During the period from *Insert: April 1 to October 1*, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect

repellent fans, are employed.

- M. *Section PM-602.3. Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from Insert: October 1 to April 30 to maintain a minimum temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms.*

Exceptions:

- 1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.*
- 2. In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.*

- N. *Section PM-602.4. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from Insert: October 1 to April 30 to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.*

Exceptions:

- 1. Processing, storage and operation areas that require cooling or special temperature conditions.*
- 2. Areas in which persons are primarily engaged in vigorous physical activities.*

- O. *Include: Appendix A is hereby adopted.*

Section 4. Dates.

City Council Introduction: 04/11/16

Adoption: 04/25/16

Effective: 05/05/16

Motion carried.

Adoption/Ordinance 2016-05/Chapter 88-Building Construction/Article III-Board of Appeals Amendment

City Planning Coordinator Pierce reported that this ordinance is related to the Property Maintenance Code update and clarifies the membership of the Board of Appeal and several items related appeals to the code officials' decision. It removes the city manager as a board member and enlists three qualified members in the community.

Mr. Morrow asked if there should be some type of criterion, perhaps in the form of a policy, or is it subjective to councils' opinion because the language is very vague.

Solicitor Rutt said it is intentionally vague because if we start listing criteria or specific professions such as contractors, it eliminates a lot of qualified persons.

The city manager said he came from two cities that had specific language for a similar board, which creates a situation where certain professions cannot be found while others are excluded. He feels that would tie our hands too much.

It was noted that it was not a requirement that former board members live in the city.

There was concern expressed that this is not a sitting board and what would occur with any current appeals as we begin grasscutting season. Mr. Rutt said there are no appeals pending and if adopted, council can appoint its members.

Mr. Burk moved to adopt Ordinance 2016-05 as presented, seconded by Mr. Starling:

ORDINANCE 2016-05
CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 88-BUILDING CONSTRUCTION
ARTICLE III-BOARD OF APPEALS

WHEREAS, the City has adopted a Building Construction code in order to regulate and govern the conditions and maintenance of all property, buildings and structures; and

WHEREAS, the Board of Appeals serves as an important function of the Building Construction Code and requires updating.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. An Ordinance to Amend the Code of the City of Milford by Amending Chapter 88 entitled Building Construction.

Section 2. Chapter 88-6 General shall be amended as follows:

General. In order to hear and decide appeals of orders, decisions, or determinations made by the building or code official relative to the application and interpretation of the code, there shall be and is hereby created a board of appeals. The Board of Appeals shall be appointed by City Council and shall hold office at its pleasure. The Board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

Section 3. Chapter 88-8 Membership of the board shall be amended as follows:

The Board of Appeals shall consist of three members: the City Manager or his designate, a design professional (architect or engineer), and a representative of the contracting industry. The City Manager or his designate will be a standing member of the Board of Appeals. City Council shall appoint the design professional and the representative from the contracting industry. The initial term of the design professional shall be two years and the initial term of the representative of the contracting industry shall be for one year. The term of all subsequent appointments shall be two years. The Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. City Council shall appoint three members for terms of three years, provided that the terms of the original members shall be established in a manner that the term of at least one member shall expire each year and the successor shall be appointed for a term of three years.

Section 4. Chapter 88-8.2 Chairman shall be amended as follows:

§ 88-8.2. – Chairman person.

The Board shall annually select one of its members to serve as chairman person.

Section 5. Chapter 88-9.1 Hearing fee shall be amended as follows:

The following nonrefundable fee schedule shall apply for hearings of the Board of Appeals:

International Residential Code: \$300.00

International Building Code: \$1,000.00

International Property Maintenance Code: \$300.00

Section 6. Chapter 88-10 Notice of hearing shall be amended as follows:

The Board shall meet upon notice from the Chairman person. The meeting date and time shall be scheduled in accordance with the state guidelines for public hearings. Surrounding property owners within 200 feet of the property or building in question shall be notified by mail.

Section 7. Dates.

City Council Introduction: 04/11/16

Adoption: 04/25/16

Effective: 05/05/16

Motion carried.

NEW BUSINESS*Adoption/Resolution 2016-07/Property Tax Penalty Forgiveness Program*

City Manager Norenberg reported that over the past few months, he and key city staff have been reviewing city-revenues and in particular, those that need some type of action. One area that is lacking in terms of compliance and performance is the city's property tax collection. He feels the city needs to do a better job of collecting property taxes and staff is trying to find ways to encourage property owners to stay current.

The city manager noted that almost \$.5 million is owned which includes miscellaneous receivables such as grass cutting fees and similar items dating back to 1995. In addition to the taxes and fees owed, there is \$125,000 in penalties and interest owed.

If approved, a penalty forgiveness program will be offered to encourage property owners to pay their delinquent property taxes. If paid by June 30, 2016, penalty and interest fees will be waived.

Mr. Norenberg does not expect many payment plans but does want to offer that as an incentive in an attempt to get the taxes paid. He said we also understand that time will be needed to organize any plans which is the reason for the June 20th date.

The city manager emphasized this is a 'one-time only' proposal and will not be done every year. Anyone in the past that has paid interest and late fees will not be rebated. In addition, partial payments will not be accepted for certain years and not others.

He also feels that the city needs to start being serious about the provisions in the charter and state law which enable us to go after those who do not pay their bills. Beginning July 1, 2016, he plans to have staff become very diligent about going through the court process as outlined in the city charter and state law to lien any delinquent properties. The goal is to have a better track record of collection and enforcement.

The city manager said it was agreed to offer a forgiveness program and he hopes council will agree.

Mr. Morrow thinks this is a great idea and fiscally sound. He was surprised at the amount of money owed and agrees we need to pursue it. He said it also needs some teeth in it, which it appears it does.

Mr. Mergner agreed that is his concern. Mr. Grier feels that once this is done, the city needs to really get serious with those property owners not paying and need to take some legal action. If this is done one time and then the year after that they become delinquent again, is not a successful resolution.

Mr. Burk expressed concern and asked when the last time the city had a sheriff's sale; it was noted at least prior to the 1995 date. Solicitor Rutt explained this would be considered a tax/monition sale and that process is easier than going through the full suit process.

Mr. Norenberg advised that the numbers really began to grow beginning in 2003; it has since crept up and has led to where we are today.

He said he has talked about a number of these issues with staff and everyone agrees this effort will help not only the revenue but improving the quality of life in the community. He is sure there are neighbors living next to abandoned or delapidated

properties because there is no longer an investment or they are abandoned and hopes this will resolve those issues as well.

When questioned if delinquent property owners will be informed of this program, Mr. Norenberg explained that the first week of May a tax bill will be mailed showing what is owned, penalties, etc., as well as the program information and the staff report if this approved by city council this evening.

The city manager agrees it needs to be clear on what is being offered, expectations, rules and procedures. He does not want any property owner to think they can go to a council member for a favor because he feels this is a very fair option being offered to anyone delinquent.

With no further questions, Mr. Grier moved to adopt Resolution 2016-07, Property Tax Penalty Forgiveness Program, seconded by Ms. Peel:

*Forgive Interest and Penalties Associated with Delinquent Taxes, Fines, Fees and Liens
on Accounts Made Current by June 30, 2016*

WHEREAS, the City of Milford is owed more than \$467,000 in unpaid property taxes and miscellaneous receivables, including grass cutting bills or code compliance penalties, accompanied by \$125,000 in penalties and interest; and

WHEREAS, the City of Milford seeks to assist property owners who may be facing economic challenges by establishing a limited forgiveness period for interest and penalties associated with unpaid taxes, fines, fees and liens on properties within the city; and

WHEREAS, initiatives to increase collection opportunities and provide opportunities to cause accounts to become current have been reviewed by city staff; and

WHEREAS, it is hereby recommended that a one-time "Property Tax Penalty Forgiveness Program" be offered to those with delinquent taxes, liens and fees; and

WHEREAS, this Property Tax Penalty Forgiveness Program will eliminate any interest and penalties for any owners who bring their accounts current in full by June 30, 2016 or enter into and successfully complete an approved payment plan; and

WHEREAS, the Property Tax Penalty Forgiveness Program shall not affect any amounts, other than those herein described, in exchange for making full payment by June 30, 2016; and

WHEREAS, authorization of this proposed action will encourage the resolution of delinquent property tax and outstanding miscellaneous receivables where in most cases, property owners have been non-responsive and will eliminate court action on those properties.

NOW, THEREFORE, BE IT RESOLVED:

That City Council deems to be in the best interest of the City of Milford and its citizens to enact a Property Tax Penalty Forgiveness Program as follows:

- 1. Penalties will be waived from April 25, 2016 through June 30, 2016, for those property owners who bring the account current, by paying in full the taxes, liens and other code violation fees.*
- 2. No refunds will be provided for payments made prior to City Council approval of the program.*
- 3. Penalties shall only be waived on payments made or postmarked prior to June 30, 2016.*
- 4. This is a one-time opportunity to help Milford's property owners become current and prevent legal action, including, but not limited to, a sheriff's sale.*
- 5. Penalties will not be waived for partial payment of accounts.*
- 6. Payment plans may be considered on a case-by-case basis and requested no later than June 20, 2016.*

Motion carried with no one opposed.

Delaware Solid Waste Authority (DSWA)/Discount Disposal Fee Agreement

City Manager Norenberg explained the city participates in a program in which it receives discount tipping fees on its solid waste at DSWA. The fees have been a level of approximately \$88.50 a ton and will be reduced to \$85.00 in the new agreement.

He reported there is also a rebate program for the city's continued loyalty to DSWA.

In addition, the city will continue to pay zero for tipping our recyclables. Reviewing the monthly numbers, Mr. Norenberg feels the city can do a lot better in terms of recycling which would reduce our solid waste numbers.

There are related recycling promotions items such as refrigerator magnets and other educational materials through their grant programs. He plans to pursue increased education for our residents so these materials are available in our customer homes and on our containers. In addition, they will work with the school district to make sure educational materials are available in the classrooms particularly with the younger students as they learn about the environment and help their families to promote recycling at home.

The agreement is a five-year term ending June 30, 2021.

Ms. Peel moved to approve the five-year DSWA Discount Disposal Fee Agreement, seconded by Mr. Burk. Motion carried.

City Council/Email Use

Mr. Norenberg reported that last week, a number of city employees attended a training session hosted by Delaware Archives. They provided the retention periods, record classification and requirements the City of Milford, as a public entity has, in terms of retaining and protecting the public records for all departments, including city council in various forms, but especially e-mails.

He noted there is a long retention period for the e-mails that council sends and receives in the course of doing city business. This process is much more complicated if council is using a non-city e-mail address. Those who have been on council for many years will need to turn those records over to the city and to ensure it is has been backed up or not corrupted. The best way to handle is to have a city e-mail address running through our server that can be checked for virus' and that we know is backed up regularly.

In this way, any compliance involving those emails will fall on the city clerk and IT staff and it will not be the responsibility of the council member to produce any records needed from their gmail, hotmail or other private account.

Therefore, he is recommending that starting next week, when mayor and four members of council are sworn in, council begin using a city e-mail account. Any training that is needed will be provided as well.

Solicitor Rutt then added that in litigation, electronic discovery has become a major issue. Any email received or sent via an elected official who is using a personal e-mail account and is mixing city e-mails, is discoverable. In those cases, all personal e-mails, in addition to city e-mails, will need to be produced. There is a discovery process in which those emails will have to be extracted and the privileged log submitted to the court. The process becomes very expensive and very intrusive. He reminded council there may be things in their personal e-mail that they may not want public though they might.

He agrees this is a good idea for a couple reasons adding it is becoming a very big issue and these type documents are requested on a regular basis.

Mr. Norenberg explained that Mayor Shupe recommended some draft language be included during the transition to steer people, who may be used to e-mailing council at a non-city account, to reply with a standard message. In the meantime, council can become familiar with the city e-mail account fairly quickly.

Most of council was aware of the associated legal ramifications and had no questions or comments.

When asked if this needed a motion, Solicitor Rutt said this can be handled administratively.

The city manager said we will proceed with the new e-mail accounts and order new business cards with the new e-mail addresses, as well as instructions on how to log in. He will provide that information next Monday night.

ADJOURN

With no further business to discuss, Mr. Mergner moved to adjourn the Council Meeting, seconded by Mr. Grier. Motion carried.

The City Council meeting adjourned at 7:41 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terri K. Hudson". The signature is fluid and cursive, with a large initial "T" and "H".

Terri K. Hudson, MMC
City Clerk/Recorder