

## KIRTLAND CITY COUNCIL MINUTES

September 7, 2022

The meeting of Kirtland City Council was called to order at 7:00 p.m. by Council President Jeffrey Ruple. Mr. Schulz led the prayer which followed the Pledge of Allegiance. The members of Council present were: Ronald Fenstermaker, Scott Haymer, Richard Lowery, Jeffrey Ruple, Matthew Schulz, Joseph Smolic and Eric Ziegler.

Administrative personnel present were: Mayor Kevin Potter, Law Director Matthew Lallo, Finance Director Louis Slapnicker, City Engineer Douglas Courtney, Service Director Joseph Fornaro, Police Chief Brian McCallister, Fire Chief Anthony Hutton and Senior Center Coordinator Teresa Szary.

### MINUTES OF THE AUGUST 22, 2022 WORK SESSION:

Mr. Smolic moved to waive the reading of the minutes, with the second by Mr. Fenstermaker. The motion of Council passed by unanimous vote. Mr. Smolic moved to approve the Minutes, as presented, with the second by Mr. Fenstermaker. **ROLL CALL: MOTION CARRIED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).**

### MINUTES OF THE AUGUST 22, 2022 COUNCIL MEETING:

Mr. Fenstermaker moved to waive the reading of the minutes, with the second by Mr. Lowery. The motion of Council passed by unanimous vote. Mr. Fenstermaker moved to approve the Minutes, as presented, with the second by Mr. Lowery. **ROLL CALL: MOTION CARRIED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).**

### DEPARTMENT REPORTS:

**Fire Chief Anthony Hutton** advised that the monthly report has been distributed. He noted it has once again been a very busy month, with 120 total calls and 68 EMS transports.

Chief Hutton advised that the Department received an Assistance to Firefighters Grant for battery powered extrication tools and high pressure airbags. Resolution 22-R-54 is on tonight's agenda in that regard, and he requested that Council pass the resolution tonight. He stated special thanks to Captain Frank Ponzani for his work on the grant application.

Responding to an inquiry from Councilman Lowery regarding Richmond Heights Hospital, Chief Hutton advised that the emergency room closed approximately one month ago. He stated the Fire Department did transport there, noting they transport to Lake West, Tri-Point, Geauga Hospital, and Hillcrest; they will transport downtown if necessary. As a result of the closure of the emergency room at Richmond Heights Hospital, Chief Hutton noted that Lake West and Hillcrest are now much busier, and the Department is again seeing delays at Hillcrest.

**Police Chief Brian McCallister** advised that Safety Forces Day will be held September 24. He advised that the Department is in the process of putting together a sergeant's exam for one of their positions. If all goes according to plan, the written portion of the exam will be on December 9, and the assessment portion will be on December 12.

**DEPARTMENT REPORTS (continued):**

Chief McCallister noted that the Department has been active in the Schools; the reading program is going very well. They are working with the Art Department at the High School and the Elementary School to do some projects; the students will come to the Police Department to hang some artwork and possibly do a mural on one of the white walls along the back of the station. The Schools will have a parade for the Police Forces on September 12 at 1:00 p.m.; area Departments, including Lakeland Community College, Waite Hill, Kirtland Hills, Holden Arboretum and the Metroparks, will join Kirtland Police Department in a parade and lunch with the students.

Councilman Ziegler inquired if the Department addresses school safety issues with the teachers. Chief McCallister advised that Officer Bauckman works with the Schools; he is an ALICE instructor (ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate) and works with the School regarding this program. The Department is currently in the process of developing some work sessions with the teachers regarding critical incidents.

Councilman Schulz inquired about the laws regarding overnight parking on the street, noting he was contacted by an individual who received a parking ticket. Chief McCallister confirmed that the ordinance states specific hours in which parking on the street is prohibited. The Chief noted that if residents have to park on the street, they can call Dispatch and let them know their vehicle will need to be on the street overnight; it will be logged and the individual will not be ticketed for that particular day. Mr. Schulz inquired if there is signage on the streets or information on the website relating to the overnight parking regulations. Chief McCallister stated that signage is posted at the entrances to the City regarding the parking ban. Mr. Lallo advised that Ordinance Section 452.13 states that no owner or operator of a vehicle shall park between 1:00 a.m. and 8:00 a.m. on any street, alley or highway in the city.

Answering Councilman Smolic regarding the crime prevention program, Chief McCallister said that officers can put a CPI card on a vehicle that is parked on the street overnight in lieu of issuing a citation; it is at the officer's discretion. If officers see issues that could attract criminal activity, they will issue those cards for informational purposes.

**Service Director Joseph Fornaro** reported that the road program is scheduled to start tomorrow. He thanked the public works team for their work to layout and help build and put together a playground at the Community Center, noting they did a great job. He also thanked all the volunteers, noting that the support from the community is amazing.

Councilman Schulz thanked Mr. Fornaro and Mr. Courtney for meeting with him last Friday for discussion and a walk-through relating to the Parkview drainage project.

**City Engineer Douglas Courtney** reported on the road program, noting that Barbicas plans to start tomorrow, and work duration is expected to be 6 to 10 weeks, weather dependent. The expected sequence of construction is Prelog, Loreto Ridge, Shadowbrook, and Locust. The change order that relates to the value engineering proposal is on the agenda (Resolution 22-R-55); he requested it be passed tonight. It reduces the overall contract amount by approximately \$18,000.

With regard to Old Town sewer improvements, Mr. Courtney advised all the deed restrictions have been executed, noting there might be one that still needs to be recorded. The needed easements are in place, and the public hearing is scheduled for October 27 at 7:00 p.m.; all affected residents will be notified by mail of the date, time and place of the hearing. The notification will come from Lake County Department of Utilities.

**DEPARTMENT REPORTS (continued):**

Mr. Courtney reported on stormwater projects, advising that funding requests for the Fox Hill and Rockwood projects are with Lake County Stormwater. The City should have the MOU for those two projects by the end of this week and they will be brought before Council once they are available. Mr. Courtney advised that the Fox Hill drainage project has been advertised for bid, and the bid opening is scheduled for September 15. The cost estimate for the entire project, including contingencies and overhead, is \$106,200. The Rockwood area stormwater basin project will be advertised on September 27, for a bid opening on October 12; the project cost estimate is \$74,800, including contingencies and overhead.

With regard to the Parkwood area drainage improvements, Mr. Courtney advised he and Mr. Fornaro conducted a walk-through with Councilman Schulz and the Davey Resource Group on September 1. A proposal will be prepared for some initial design work on that project .

Reporting on Parks Farm Subdivision, Mr. Courtney advised that paving of the main roadway was completed approximately two weeks ago, and they were working on paving the cul-de-sac and intersection today.

**Finance Director Louis Slapnicker** advised that the July reports have been released and posted to the City website.

Referring to Resolution 22-R-57 on tonight's agenda, Mr. Slapnicker advised that it accepts the amounts and rates for the property taxes. He noted there are no significant changes from the prior year; there are no changes in the General Fund or the Police Pension Fund. The City is still receiving 2.7 mills of inside millage for the General Fund and 0.3 mills for the Police Pension Fund, for a total of 3 mills, which is no change over the previous year. Mr. Slapnicker advised that the outside millage remains the same, with a small uptick as a result of some new builds. The 2023 tax budget legislation before Council totals approximately \$2,068,000; last year it was approximately \$2,056,000, which is less than a one percent increase overall. Mr. Slapnicker requested that this legislation be passed this evening so it can be sent to the County.

Mr. Slapnicker advised that the second half property tax settlement was received in August. The general property tax collections came in at 105 percent of budget. He noted that the County estimated a six percent delinquency rate; therefore he is not surprised it came in over budget. For the 2023 tax budget, Mr. Slapnicker said the County is estimating a six percent reduction for delinquencies. He noted that he reached out to the County for a breakdown of the delinquencies, collections, and outstanding amounts based on the tax year; he will follow-up with Council once he receives that information.

Mr. Slapnicker advised he reached out to the Regional Income Tax Agency for some income tax updates. As the .25 percent increase was discussed in previous meetings, those were 2020 estimates. Mr. Slapnicker noted he now has information based on the 2021 estimates, noting that increasing the income tax rate from 2 percent to 2.25 percent will bring in an additional \$855,000 to \$863,000 in additional new revenues that would take place over three years. He noted that in the previous discussions, those estimates were \$819,000 based on prior years; this is an increase of \$36,000 to \$44,000 of estimated additional revenue. He noted he received a further breakdown of the three classes of individuals – those who live and work in Kirtland, those who live in Kirtland and work outside Kirtland, and those who live outside Kirtland and work in Kirtland. Mr. Slapnicker noted he will send that information to Council in an email.

Mr. Slapnicker stated that currently the income tax revenue is still coming in strong for this year; the City is up 17 percent as compared to last year through August. The collections so far this year are \$3.3 million through August 31, 2022. Last year through August 31, 2021 the collections were at \$2.8 million.

**DEPARTMENT REPORTS (continued):**

Mr. Slapnicker advised that several months ago he reported on House Bill 512, which proposes an increase in the employer share of Police and Fire pensions. Currently the City is responsible for 19.5 percent match on Police pension and 24 percent match on Fire pension. This bill will increase the employer contribution each year through 2027 incrementally; it will top out at 26.5 percent for both classes. Estimating the cost with a two percent COLA adjustment, it would cost the City an additional \$259,000 over the course of the next five years. Going forward, each additional year is approximately an \$86,000 impact after 2027. The status of House Bill 512 currently sits in Committee as last reported a couple months ago.

As the City approaches the fourth quarter, Mr. Slapnicker said he will be sending out information to the Department Heads requesting capital budgeting for 2023, to get that process underway.

With regard to the wastewater treatment plants, Mr. Slapnicker stated they are looking to amend for some additional personnel costs; it will not be an increase in the appropriation ordinance, but it will be a net zero effect. He explained that the Service Department is spending additional time at the wastewater treatment plants, noting that the plants are desperately in need of many things. He noted that some of the labor in the General Fund will need to be reduced for the Service Department and increased for the wastewater treatment plants to account for the additional labor and time being used for those needs.

Mr. Slapnicker advised that the City and the Utilities Commission need to take a look at the wastewater treatment plants. The City funded \$15,000 of capital per wastewater treatment plant; however the request was for \$30,000. If the City were to fund these capital items going forward, these funds will run negative over the next couple years.

Councilman Schulz inquired if there is an update regarding the meeting with the State Auditor. Mr. Slapnicker advised he is finalizing some data with the Law Director, and once the Auditor receives that information they will contact him with some available dates.

**Law Director Matthew Lallo** advised that he received correspondence this evening regarding the audit, noting he should be able to send a letter to the Auditor in the next day or two.

Mr. Lallo said he attended a couple meetings with Mayor Potter, Ms. Szary, and other City officials to review the policies and procedures for the City handbook. He thanked Ms. Szary for the time she has spent in this regard, noting it should be done soon.

**MAYOR'S REPORT/ANNOUNCEMENTS:**

Mayor Potter noted that the road program will begin tomorrow on Prelog, then Loreto Ridge and Shadowbrook, and then paving on North and South Locust.

The Mayor stated his thanks to the Departments, Department Heads, Ms. Szary, the Friends of the Kirtland Library and any Council members who were able to come out and support the concerts this past summer. He also thanked the civic groups, businesses, church groups, and the parks for their involvement. He noted it was a fantastic concert series this summer.

Mayor Potter noted that on October 8 the first annual bazaar will be held in front of City Hall. He noted there will be approximately 20 vendors, along with a band. Kiwanis has submitted for a temporary liquor permit to have a beer tent as well. He noted the Hungry Food Truck will be at City Hall, and perhaps some other food vendors. The Mayor noted volunteers are needed, and that anyone with home-grown goods or home-made products is welcome. The market, beer tent and food will be from 1:00 p.m. to 5:00 p.m., and the band will play from 3:00 p.m. to 5:00 p.m.

**MAYOR'S REPORT/ANNOUNCEMENTS (continued):**

With regard to the playground at the Community Center, the Mayor thanked all that were involved. Noting that the playground is worth \$40,000, he said the City's cash outlay is approximately \$9,000. Mayor Potter thanked the Service Department and Mr. Fornaro for their help in laying out the playground, with the help of Kiwanis. He also thanked Councilman Lowery for his involvement in getting the site ready. He thanked Mr. Sams and Mr. Blum for spearheading the project, noting he will include in the Chronicle a list of all those involved in this process.

Mayor Potter advised that Dione DeMitro will be at the next Planning and Zoning Commission meeting work session, as well as the September 19 Council meeting to give Council an update of the developments relating to the 10-year comprehensive plan. He advised that Eddy Eckart will also attend the September 19 Council meeting to update Council on items he has been addressing.

Mayor Potter advised he met with Chief McCallister, Chief Hutton, Mr. Fornaro and Ms. Szary for discussion regarding capital. He noted he asked the Department Heads for their minimum capital requests going into 2023, along with a full five and ten year capital plan. He stressed the need to develop a plan to fund those capital needs in the coming years.

The Mayor stated that he and Mr. Fornaro met with NOPEC last Friday at City Hall, as a result of the rate increases seen by many residents. NOPEC took the step of returning 550,000 customers back to the utility, which is good news for the customers. They are processing 8,000 to 10,000 customers per day, so the process will take a couple months.

As mentioned by Mr. Courtney, the Old Town sewer public meeting will be held on October 27 at the High School Gym. The County will send a letter to the affected residents. The Mayor noted that there will hopefully be more news from the Federal Government regarding a possible grant through Congressman Joyce's office.

As mentioned at the last meeting, Mayor Potter requested that Council move the October 17 Council meeting to October 24. Council members did not have objections.

Mayor Potter advised that a recent amendment to the appropriation in the amount of \$50,000 was for a police vehicle. This week the City was contacted regarding a vehicle through the State bid that could be delivered in five months, rather than the eighteen months previously indicated. Noting that his purchase order authority is limited to \$25,000, the Mayor requested a motion from Council tonight to give the Finance Director the authority to issue a purchase order because the notification must be given by Friday in order to obtain this police vehicle. Council President Ruple stated that after public comments on new business, he will request a motion to give the Finance Director authority to execute a purchase order for the 2023 Police Interceptor. Mr. Lallo noted there are other documents that will need to be signed to advance that purchase, but this will help the City reserve that vehicle. He noted that legislation can be put forth at the next Council meeting authorizing the completion and perfection of that sale.

Councilman Schulz inquired about advertisement to the general public. Mr. Lallo advised that the City has already amended the appropriation and set aside those funds for that purpose; this would authorize the Finance Director to enter into the purchase order, but there would still be time to back out. He noted that at the next meeting, Council will be presented with legislation to formally complete and perfect the purchase.

**STANDING COMMITTEE REPORTS:**

Councilman Smolic requested that a Service Department Standing Committee meeting be held to review capital needs for 2023. A meeting was scheduled for 6:00 p.m. on September 19 before the next Council meeting.

Councilman Schulz requested that a Finance Committee meeting be held to review the 2022 financial data. The meeting was scheduled for October 3 at 6:00 p.m. before the regular Council meeting.

Noting that he and Councilman Haymer met on Sunday with Jim Gibbs, the City's IT coordinator, Mayor Potter said Mr. Gibbs will be asked to provide a proposal to create an RFP for broadband internet expansion. He noted they discussed doing a broadband feasibility study, but the RFP will help determine what providers will do for the City of Kirtland, before spending funds for a full feasibility study. It was noted that a Utilities Standing Committee meeting will be scheduled to review this with Mr. Gibbs.

**CORRESPONDENCE:**

Council President Ruple thanked the Kirtland Schools for providing the sports passes for Council members.

**PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:**

**Jim Vyskocil, 8415 North Locust Drive,** inquired about the repaving of Locust Drive. He said a representative of the paving company was passing out flyers and indicated they will be grinding the pavement and putting 1-1/2 inches of asphalt on top. He inquired how far down they will be grinding, noting that their concrete driveway was approximately 1/2 inch above the street when it was poured, but the street was raised up quite a bit. Mr. Courtney advised that the pavement milling will be done on the other streets, but there will be no pavement milling on Locust. He advised there will be repairs of certain areas, and asphalt will be placed on top. He noted they do not want to disturb the good, sealed base. Mr. Courtney noted it will be blended into the drive aprons. Mr. Vyskocil stated concern about the street being raised, noting there is already puddling. Mr. Fornaro advised they will look into his concern.

**OLD BUSINESS:****PUBLIC COMMENTS ON AGENDA ITEMS OF OLD BUSINESS:**

None.

**ORDINANCE NO. 22-O-48**  
**(Council President Ruple)**

- **AN ORDINANCE AMENDING SECTION 1462.26 OF THE  
CODIFIED ORDINANCES OF THE CITY OF KIRTLAND,  
RELATING TO ABATEMENT OF VIOLATIONS.**

The legislation was read by title only and placed on Second Reading.

**NEW BUSINESS:****PUBLIC COMMENTS ON AGENDA ITEMS OF NEW BUSINESS:**

None.

**NEW BUSINESS (continued):**

Council President Ruple stated he would entertain a motion to give the Finance Director authority to execute a purchase order in the amount of \$50,575 for the 2023 Police Interceptor vehicle. Mr. Lowery so moved, and Mr. Fenstermaker provided the second. **ROLL CALL: MOTION CARRIED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).** Mayor Potter noted that the appropriation was amended to include this vehicle in the budget.

**RESOLUTION NO. 22-R-53**  
**(Mayor Potter)**

- **A RESOLUTION ACCEPTING THE BID OF PAT FLOWERS INC. FOR THE STRIPING OF LONG LINES AND PAVEMENT MARKINGS ON THE CITY OF KITLAND'S ROADS, AND DECLARING AN EMERGENCY.**

The legislation was read by title only. Mr. Smolic moved to waive the three readings, with the second by Mr. Lowery. **ROLL CALL: MOTION CARRIED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).** Mr. Smolic moved to declare an emergency and adopt, with the second by Mr. Lowery.

Responding to an inquiry from Councilman Schulz, Mr. Fornaro said the work will be done at night, noting that for Route 306 it will be held off until the crack sealing is done. Mr. Schulz questioned how the work was able to be started, as mentioned in the work session, without Council authorization and a signed contract. Noting that this was already reflected in the road program appropriation, Mayor Potter advised that the contractor had an opportunity on a Saturday to start. The Mayor advised that the work that was done was below \$25,000 and within his spending authority, and it is before Council to have the full contract executed. Mayor Potter noted that the work done was in the school zone. Mr. Schulz stated his question relates to procedure, noting he is not against striping for safety reasons. Mayor Potter noted that the Service Director sent an email to him and all of Council when it was determined the contractor could do the work in the school zone; and he reiterated that the cost for this portion was within his spending authority as Mayor.

Mr. Lallo stated that the work that was authorized and done was less than the \$25,000 threshold that does not require Council approval, but in order to have the entire contract done, Council approval is necessary. He noted that if Council does not authorize the entire contract, the Mayor had the authority to authorize the work that was done.

Mr. Schulz inquired if the advance authorized work under that threshold should be paid for under the Mayor's authority and not as part of this contract. With Mr. Fornaro's confirmation that no invoice has yet been received, Mr. Lallo said the work that was pre-authorized has not been deducted.

Council President Ruple called for the vote. **ROLL CALL: ADOPTED 6/1 (VOTING YEA: RUPLE, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: SCHULZ).**

**RESOLUTION NO. 22-R-54**  
**(Mayor Potter)**

- **A RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT A GRANT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE DEPARTMENT OF HOMELAND SECURITY PURSUANT TO THE FISCAL YEAR 2021 ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM TO FUND THE OPERATING AND SAFETY PROGRAM, AUTHORIZING THE EXPENDITURE OF THE LOCAL SHARE, AND DECLARING AN EMERGENCY.**

**NEW BUSINESS – RESOLUTION NO. 22-R-54 (continued):**

The legislation was read by title only. Mr. Schulz moved to waive the three readings, with the second by Mr. Smolic. **ROLL CALL: MOTION CARRIED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).** Mr. Schulz moved to declare an emergency and adopt, with the second by Mr. Fenstermaker. **ROLL CALL: ADOPTED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).**

**RESOLUTION NO. 22-R-55** - **A RESOLUTION AUTHORIZING A CHANGE ORDER WITH BARBICAS PAVING LLC FOR THE 2022 PAVEMENT REHABILITATION PROJECT TO REDUCE THE ADJUSTED CONTRACT AMOUNT FOR ITEMS BID TO \$1,280,797.45 AND TO INCREASE THE INSPECTION COST BY \$616.00, AND DECLARING AN EMERGENCY.**  
**(Mayor Potter)**

The legislation was read by title only. Mr. Smolic moved to waive the three readings, with the second by Mr. Ziegler. **ROLL CALL: MOTION CARRIED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).** Mr. Ziegler moved to declare an emergency and adopt, with the second by Mr. Lowery. **ROLL CALL: ADOPTED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).**

**RESOLUTION NO. 22-R-56** - **A RESOLUTION MODIFYING RESOLUTION 21-R-48 AND CLARIFYING THE AUTHORITY GRANTED BY THE CITY IN ITS PARTICIPATION IN THE ODOT COOPERATIVE PURCHASING PROGRAM, AND DECLARING AN EMERGENCY.**  
**(Mayor Potter)**

The legislation was read by title only and placed on First Reading.

**RESOLUTION NO. 22-R-57** - **A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.**  
**(Mayor Potter)**

The legislation was read by title only. Mr. Fenstermaker moved to waive the three readings, with the second by Mr. Lowery. **ROLL CALL: MOTION CARRIED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).** Mr. Lowery moved to adopt, with the second by Mr. Smolic. **ROLL CALL: ADOPTED 7/0 (VOTING YEA: RUPLE, SCHULZ, SMOLIC, ZIEGLER, FENSTERMAKER, HAYMER AND LOWERY. VOTING NAY: NONE).**

\* \* \* \* \*

**COUNCIL COMMENTS:**

Addressing Mayor Potter and Mr. Fornaro, Councilman Lowery stated it is admirable that they moved forward with the beginning process of striping the streets, and he stated his appreciation to them.

Councilman Ziegler inquired if a motion is needed regarding changing the date of the October 17 Council meeting. Mr. Lallo advised it will need to be done by legislation.



**COUNCIL COMMENTS (continued):**

Councilman Smolic noted that "Coffee with Council" will resume on Saturday, September 17, from 10:00 a.m. to 11:00 a.m. He noted it was held monthly for approximately four years, until the COVID pandemic.

Councilman Schulz inquired if there has been any follow-up discussion with the Director of Lake Farmpark regarding a neighbor's issues. Mayor Potter stated that the Director sent an email advising he is doing the best he can to address those concerns.

**CONTINUING CONCERNS:**

None.

**ADJOURNMENT:**

Mr. Lowery moved to adjourn, with the second by Mr. Smolic. The motion of Council passed by unanimous vote and the meeting adjourned at 8:01 p.m.

---

President of Council

---

Clerk of Council