ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, July 27, 2009

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Council Chambers


Members Absent:

Staff Present: David Cook, Dolores Cortez, Jeff Cory, Paul D’Agostino, Robert Dorneker, Steven Drazner, Chief Eddington, Suzette Eggleston, Sarah Flax, Doug Gaynor, Beth Howlett, Jewell Jackson, Shanee Jackson, Lonnie Jeschke, Jacquelyn Johnson, Martha Logan, Martin Lyons, Dennis Marino, Joseph McRae, Jeff Murphy, Rolanda Russell, S. Evonda Thomas, Ricky Voss, Lisa Woods

Others Present:

Presiding: Ald. Rainey

I. DECLARATION OF QUORUM
With a quorum present, Alderman Rainey called the meeting to order at 5:50 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of July 13, 2009
Minutes were unanimously approved 5 - 0.

(A1)* City of Evanston Payroll through 07/19/09 $2,551,304.30
Item A1 was unanimously approved 5 - 0.

(A2)* City of Evanston Bills through 07/28/09 $3,341,864.53
Ald. Rainey asked what the revenue sharing was about. M. Lyons (Assistant City Manager) said that he would follow-up on her question.
Item A2 was unanimously approved 5 - 0.

(A3.1)* Approval of Library Streetscape Design Engineering Services to NHDKMP Architects to Facilitate Emergency Replacement of Library Streetscape
Approval of the contract for Library Streetscape Design Engineering Services to NHDKMP Architects (30 W. Monroe Street, Chicago, IL) in the amount of $43,500 to facilitate the emergency replacement of the Library streetscape. This project is funded by the Washington TIF Funds.
Ald. Fiske voiced her concerns about the options that will be explored. She wants one of them to be all concrete not more pavers. Suzette Eggleston (Interim Director Public Works) said that there are two options being looked at. One is replacing the pavers with concrete and the other is concrete walks with a boarded of pavers. Ald. Rainey wondered what the argument was for pavers. Why would anyone continue to consider it after the city-wide experiences. She suggested using concrete that has designs in it. S. Eggleston said that plain concrete was considered and the consensus was that it is boring. Ald. Rainey said the City must control this matter. S. Eggleston said that two options were asked for, all concrete and concrete with paver boarders. Ald. Fiske said that all she
wanted to make sure of was that the city went back to concrete. Davis Street she noted is horrible. Ald. Rainey asked if there had been any discussion about colored concrete. S. Eggleston said that is an option that could also be looked at. Ald. Jean-Baptiste asked “Look at what?” and S. Eggleston replied that firm will look at the two options for replacing the pavers. Ald. Jean-Baptist asked if this was the original firm and S. Eggleston said it was. M. Lyons said that since the City is just now going out to talk about this project, maybe we can put the question of colored concrete to them. Ald. Rainey conveyed the idea that two options did not sound like a lot. S. Eggleston mentioned that the scope is limited since this is an emergency repair. The committee will see all of this again before a contract is awarded. Item A3.1 was unanimously approved 5 - 0.

(A3.2)*Approval of Contract for One Year Extension for Rock Salt
Recommend approval of a one year extension to contract with Morton Salt, Inc. (123 N. Wacker Drive, Chicago, IL) for the purchase of up to 6,600 tons of rock salt at a cost of $72.35 per ton for a total cost of $477,510. Funding provided by the Streets & Sanitation Snow & Ice account and General Fund Contingency Account. Ald. Fiske asked if the document indicated there is a State awarded price and if so where is it. S. Eggleston stated that the State has not released that information yet. Ald. Fiske asked if the City made money by selling to the School District and Northwestern to which S. Eggleston replied that we do not. Ald. Fiske asked if we did not give salt to them and went with the State, would the City save money. S. Eggleston said the City would not save money. The State pricing is very iffy. Ald. Rainey asked how much salt would be ordered if the schools were not included. S. Eggleston said 1000 pounds. But, there is an admin fee and they pick it up at no cost to the City. She mentioned that the City has a ten year agreement with Northwestern. Ald. Rainey asked about the new salt dome. S. Eggleston said that the committee is still exploring options after instructions were given by A & P W. Ald. Rainey thought this contract was good. S. Eggleston agreed that having a bid locked in was good indeed. M. Lyons noted that it is also in good shape compared to budget. Item A3.2 was unanimously approved 5 - 0.

(A3.3)*Approval of Contract for the Evanston Water Utility SCADA System Phase III Engineering Services (RFQ 08-74)
Recommend approval of contract for the Evanston Water Utility Supervisor Control and Data Acquisition (SCADA) System Phase III Engineering Services with CDM (125 South Wacker Drive, Suite 600, Chicago, IL) in the amount of $168,843. Funding provided by the Water Fund. The amount budgeted for the engineering and construction of the SCADA system is $1,563,210. This item was held in committee on 6/22/09. Item A3.3 was unanimously approved 5 - 0.

(A3.4)*Approval of Lowest Responsible and Responsive Bid (10-13) for the Evanston Art Center Coach House Building Exterior and Site Repairs Project
Recommend approval of lowest responsible and responsive bid (10-13) for the Evanston Art Center Coach House building exterior and site repairs to Continental Construction Company (1919 Greenwood St., Evanston, IL) in the amount of $78,490. Funding provided the by Capital Improvement Program. Ald. Jean-Baptiste wanted to confirm that the Arts Center is in private hands and pays the City $1 a year and the City provides the upkeep. D. Cook said the building is leased to a non-profit organization for one dollar a year. The City maintains the HVAC and the exterior of the building. Ald. Jean-Baptiste asked what the yearly costs are. D. Cook said a couple thousand is spent for gas and electricity in the coach house. Ald. Jean-
Baptiste asked then if there is no total to maintain the site. D. Cook responded that the expenditure has been in man hours. Ald. Jean-Baptiste asked Ms. Russell to look into the annual expenditures. He also wondered if the renter cannot help meet the costs in this rough year. Ald. Fiske asked if the rent for the coach house was paid to the City and D. Cook said it was. Ald. Fiske recognized that studios are rented by the lessee and if the City wants to make money they need to fix up the rental areas in the coach house. D. Cook agreed. Ald. Burrus asked to clarify that the City is not fixing up the apartments, only shoring up the exteriors. D. Cook said she was correct. Ald. Rainey asked what the alternate bids were. D. Cook said that alternate #1 was to remove and rebuild the flagstone terrace. Alternate #2 was to repair the walkway and alternate #3 was to remove and replace five of the outside lighting fixtures. Ald. Fiske asked if the light fixtures are original to the coach house. D. Cook said he only knows that they have been there for a long time. He also noted that two are currently in the shop being rebuilt. Ald. Holmes asked who prepared the “vision” for the long range plan. Doug Gaynor (Director, Parks/Forestry and Recreation) conveyed that the original plan was for a complete renovation as funds became available. This work is to halt further deterioration to the outside of the structure. Then it will be a CIP request. At this time, the whole interior cannot be done, it would be too expensive. Ald. Fiske asked how many units are in the coach house and D. Gaynor said there are two, a one bedroom and a two bedroom. Ald. Fiske asked what the market rates are for this kind of property. D. Gaynor said that figures had not been run at this time and Ald. Fiske asked for a ballpark figure. D. Gaynor said that he would get those figures.

Item A3.4 was unanimously approved 5 - 0.

(A3.5)*Approval of Lowest Responsive and Responsible Bid (10-33) for Purchase of Transmissions

Recommend approval of the lowest responsive and responsible bids (10-33) for car and light truck transmissions to King Transmissions (Elmhurst, IL) in the amount of $16,440 and for medium and heavy truck transmissions to Authorized Transmissions (Vernon Hills, IL) in the amount of $43,125 for the period of July 1, 2009 through June 30, 2010. Total amount for both transmission bids is $59,565. Funding provided by the Fleet Services Fund for Major Maintenance.

Ald. Jean-Baptiste asked if this was for service or the purchase of parts. Lonnie Jeschke (Manager Fleet Operations) said it is for replacement transmissions for existing vehicles. The old will be taken out, rebuilt to manufacturer specs and reinstalled. Ald. Jean-Baptiste asked if the hired vendors will keep what they take out. L. Jeschke said that they would use the parts if the core isn’t blown out. Ald. Jean-Baptiste asked how time is estimated. L. Jeschke replied that a study was conducted of prior years and of Fleet’s need. Then the best estimate was made for going forward. Ald. Jean-Baptiste asked if replacement would occur regardless of the numbers and L. Jeschke said yes. Ald. Rainey noted that the document stated X pieces. M. Lyons said that this was for an estimate to get a bid for annual needs. The question was what the best price is if all the business is given to one vendor on an annual basis. Ald. Rainey pointed out that it would have been helpful if they had been told this was an estimate of what could happen, a not-to-exceed price. The vehicles in the request make it sound limited. L. Jeschke said that all these vehicles are potentials only. M. Lyons communicated that this is a unit price bid for X vehicles. Ald. Jean-Baptiste asked how many units will have been done, approximately, when the sixteen thousand is spent. And he added, if the City only replaces 50% of the transmission, would they only pay 50%. L. Jeschke said that that is true, there would be a savings. Ald. Rainey noted that this was not told to the committee in the documents. If only one transmission was rebuilt the cost is $1600. Not under contract it might cost $3000. She declared that bulk purchase is a good thing. Ald. Jean-Baptiste stated that as the City spends less for less work, it will spend more for more
work. M. Lyons said that is correct, the 27th transmission will cost more. Ald. Burrus asked why the M/W/EBE requirement was waived and asked if any of the bidders could have met the criteria. D. Gaynor said M/W/EBE was developed to involve subcontractors not the general contractor. For this job, there are no subcontractors in the program. Ald. Jean-Baptiste thought that suggested a general contractor can hire anyone without regard for the M/W/EBE program. He stated that money was a factor in the program but he did not believe an exemption for the general contractor was in the intent of the program. Jewell Jackson (Purchasing Manager) mentioned that a construction project gives the best opportunity for M/W/EBE inclusion as there are many subcontractors. This particular project has a very narrow scope with the work done only by a general contractor. Ald. Burrus declared that she was a little surprised that there are not M/W/EBE general contractors available. D. Gaynor said that this job was put out to bid in many places and it is who responds that is reviewed. If no one from Evanston or no minority business responds, we still have to go forward. Ald. Rainey asked if Lloyd Shepard (Business Development Coordinator) sent out bids to which D. Gaynor replied that he always looks for vendors who might be a good match. Ald. Rainey asked if the job for the coach hose exterior was sent to Evanston businesses. J. Jackson stated that if the job fits a particular vendor the bid is sent to them. Last year the Purchasing Department put together an Evanston Business Directory for this use. Ald. Rainey suggested that this needs to be further looked into. D. Gaynor said that he will investigate creating a mailing list for bid by category.

Item A3.5 was unanimously approved 5 - 0.

(A3.6)*Approval of Lowest Responsible and Responsive Bid (10-38) for the 2009 Block Curb & Sidewalk and ADA Ramp Replacement Program

Approval of the lowest responsible and responsive bid (10-38) for 2009 Block Curb & Sidewalk Replacement and ADA Ramp Program in the amount of $226,427 from Schroeder & Schroeder Inc. (7307 Central Park Avenue, Skokie, IL). This project is funded by CIP Funds ($176,427) & CDBG Funds ($50,000). The budgeted amount is $250,000.

Ald. Rainey said that one of the issues with the ramps is that they are peeling and many are already replacements. Is there new technology to be used. S. Nagar (Traffic Engineer) said that there have been improvements. The ramps are now pre-manufactured and will last longer. M/ Lyons asked for a listing of the test sites to be given the Council. S. Nagar said he would get one distributed.

Item A3.6 was unanimously approved 5 - 0.

(A3.7)*Approval of Lowest Responsible and Responsive Bid (10-39) for the 2009 Parking Lots Improvement Project

Approval of lowest responsible and responsive bid for the 2009 Parking Lot Improvement Project in the amount of $67,997.12 from American Asphalt Company (16W050 Jeans Road, Lemont, IL). This project is funded by the Parking Fund. The budgeted amount is $90,000.

Ald. Burrus offered compliments as this bid matched the M/W/EBE criteria. Thanks to the staff.

Item A3.7 was unanimously approved 5 - 0.

(A3.8)*Approval of Lowest Responsible and Responsive Bid (10-40) for the 2009 Water Main, Sewer and Street Improvement Contract

Recommend award of the lowest, responsive, and responsible bid (10-40) for the 2009 Water Main, Sewer and Street Improvement Contract to Trine Construction Corporation (27W364 North Avenue, West Chicago, IL) in the amount of $1,795,400.00, contingent upon receiving appropriate funding from the IEPA
revolving loan fund. It is anticipated that the IEPA will fund $1,107,364 of the project under the loan. Funding for the remaining portion of the project (estimated at $688,036) will be provided from the Sewer Fund in the amount of $18,869.70.

Ald. Rainey asked what the loan repayment was. Dave Stoneback (Superintendent Water and Sewer Division) said the City would have to repay 75% of the loan at zero percent interest which is better than the previous loans. Ald. Rainey remembered a water rate increase was mentioned in the document, but she could not put her finger on it. D. Stoneback said that when the Water Division CIP was originally presented to the Council, a rate increase was recommended at that time. Ald. Jean-Baptiste asked for some clarification of the zero percent interest clause, was it just for the first year or for twenty years. D. Stoneback said that the percent is for the life of the loan. Ald. Rainey noted that the loan, etc. was nice but the City is denied the right to give preference to local firms. D. Stoneback said that the IEPA is not as stringent about trying to use the M/W/EBE criteria. He did indicate that Trine was proposing to utilize some M/W/EBE firms. He requested that the motion indicate award contingent on getting the IEPA loan money.

Item A3.8 was unanimously approved 5 - 0.

(A3.9)*Approval of Lowest Responsible and Responsive Bid (10-44) for the 2009 Special Assessment Alley Paving Program

Recommend approval of the lowest responsible and responsive bid for the 2009 Special Assessment Alley Paving Program to Acura Inc. (556 County Line Road, Bensenville, IL) in the amount of $627,357. Funding is provided by the Special Assessment Fund. The budgeted amount is $1,700,000.

Item A3.9 was unanimously approved 5 - 0.

(A3.10)*Approval of Lowest Responsible and Responsive Bid (10-48) for the Printing and Mail Preparation of Four (4) Issues of Arts and Recreation Magazine on Recycled Paper

Recommend approval of the lowest responsible and responsive bid for a one-year contract (4 issues) for printing and mail preparation of the quarterly Arts and Recreation magazine on recycled paper from Ripon Printers (656 S. Douglas St., Ripon, WI) in the amount of $66,354. Funding is provided by the Parks/Forestry, Recreation and Facilities Management Department’s Communications and Marketing Services business unit.

It was noted that Alderman Wollin would be happy about the recycled paper. Ald. Rainey asked what “mail preparation” referred to. Martha Logan (Public Information Specialist) said that 34,500 magazines are printed. Approximately 30,000 are sorted and bundled before delivery to the Evanston Post Office. Magazines also are prepared for bulk delivery to non-residents. Approximately $27,000 is spent per year on postage. After a question about multiple issues being delivered to households, M. Logan noted that Ald. Hansen had previously stated that the quantity printed and delivered to households was excessive, but she was actually referring to the summer camp guide. That piece is mailed to previous campers (one per household), but is also distributed through the grade schools and is available online. Ald. Burrus said she agreed with Ald. Hansen; she gets two magazines in the mail. She suggested a database cleanup is needed. M. Logan said that the department does not use a database to mail magazines to Evanston residents. A list/spreadsheet is purchased from the U.S. Postal Service as to the exact quantity of residential households on each mail route (houses, condos and apartments), so it is impossible for the City to eliminate an address. Ald. Burrus insisted that there must be a way. M. Logan said that if a household receives multiple copies, they were miss-delivered and that she will look into it by contacting the post office. Ald. Fiske said she understood that the City paid less by delivering bundles to the Post Office rather then
having an address on each issue. M. Logan agreed with her comment. Ald. Fiske continued, that the department should consider reducing the number of issues printed, and suggested more could be done online. She said there are ads now online that might offer a cost savings and maybe go to three issues a year instead of four. M. Logan replied that as technology changes, staff researches and considers new distribution options. D. Gaynor mentioned that just that afternoon a discussion was held on options to save money. However, this magazine is the department’s number one marketing tool. If good options do not present themselves sooner, there will be recommendations at budget time.

Item A3.10 was unanimously approved 5 - 0.

(A3.11)*Approval of Pre-Purchase and Reassignment of HVAC Equipment for the Fire Station #2 Air Handler and Condenser Replacement Project

Recommends approval of the single source pre-purchase and re-assignment of HVAC equipment for the HVAC upgrade project at Fire Station #2 from TEC Mungo (17725 Volbrecht Road Lansing, IL) in the amount of $34,063.91. Funding to be provided from CIP.

Ald. Rainey asked what “reassignment” meant. D. Cook said reassignment is the equipment given to the contractor to guarantee his installation bid.

Item A3.11 was unanimously approved 5 - 0.

(A3.12)*Approval of Sole Source Purchase of Arbotect Fungicide for the Elm Tree Injection Program

Recommend approval of the sole source purchase of 108 gallons of Arbotect fungicide at $375.00 per gallon for a total purchase amount of $40,500.00 from Rainbow Tree Care Scientific Advancements (Minneapolis, MN). Funding for this contract is provided by the 2009-2010 General Fund Budget.

Ald. Rainey asked for a status report on this program. How is the City doing? D. Gaynor said that he is in the midst of completing a progress report. One fact is that there is an increase in diseased trees that were treated last year. He said that he’ll get the report out to them.

Item A3.12 was unanimously approved 5 - 0.

(A4)* Resolution 58-R-09 Authorizing the City Manager to Execute Illinois Environmental Protection Agency Loan Documents

Consideration of proposed resolution 58-R-09 authorizing the City Manager to execute Illinois Environmental Protection Agency Loan Documents. For water and wastewater infrastructure projects, funding from the American Reinvestment and Recovery Act (ARRA) of 2009 is funneled through the existing State Revolving Fund loan programs administered by the Illinois Environmental Protection Agency (IEPA). An existing resolution, 7-R-91, allows the city manager to execute loan documents for wastewater projects only. This resolution, 58-R-09, will allow the city manager to execute loan documents for drinking water projects in addition to wastewater projects.

Item A4 was unanimously approved 5 - 0.

(A5)* Resolution 59-R-09 Authorizing the City Manager to Sign an Agreement between the City of Evanston and Hubertus von der Goltz for Public Art at the Maple Street Garage

Consideration of resolution 59-R-09 authorizing the City Manager to sign an agreement between the City of Evanston and Hubertus von der Goltz for Public Art at the Maple Street Garage. Funding not to exceed $105, 000 provided by Downtown TIF that includes the Maple Avenue Garage.

Ald. Rainey said that even though this art work is exciting, she is having trouble...
embracing it. Ald. Jean-Baptiste mentioned that he was on the committee and that it looked at many options and locations. The committee came to the conclusion that this was the best choice. He stated that a lot of time was spent on this project. Ald. Rainey asked if anyone discussed the suicide implication. Ald. Jean-Baptiste said no one did. Ald. Fiske noted the Parking Committee discussed installing a secure door to the area. Jeff Cory (Director of Cultural Arts) discussed it will be secure. Ald. Rainey asked if they could be assured that a pair of gym shoes will not be tossed up and left there, that they will be taken down immediately. Ald. Fiske said her concerns were plastic bags getting caught in the sculpture but mentioned that the Parking Committee was assured that maintenance could be done. Ald. Rainey agreed that it was exciting and different. She asked what color it would be. J. Cory said it will be done in black, the figures are silhouettes. Ald. Rainey asked about birds and J. Cory said that the artist hasn’t had a problem elsewhere.

Item A5 was unanimously approved 5 - 0.

(A6)* Resolution 61-R-09, Series 1999 Supplemental Tax Year 2008 Abatement
For Action
Ald. Rainey asked what the explanation was for how this happened. M. Lyons noted that there is no financial obligation to the City. The Finance Department reviews the tax year levy to get items straight before a levy ends. Doing this is how, when the preparing new levies, it was thought the abating of 2008B was included. Ald. Rainey asked if the abatement was to occur on the levy in March. M. Lyons said that the abatement was done in accordance with the bond ordinance filed with the County at the time of refunding. Ald. Rainey asked when this error was discovered and Steven Drazner (Assistant Finance Director) said it was three weeks ago. M. Lyons said that it is part of the self-auditing system to research these items. Ald. Rainey asked if a finger can be pointed. M. Lyons noted that the Bond Council and the Financial Advisors and the Finance Department were all responsible. At closing, it should have been found that the abatement was not correct. Ald. Rainey claimed that she has never seen this happen before and felt that the parties involved should be fired. The advisors should have caught this she said. M. Lyons said that he would take that under advisement.

Item A6 was unanimously approved 5 - 0.

(A7)* Resolution 62-R-09, Series 2008D Annual Tax Year 2008 Abatement
Consideration of resolution 62-R-09 tax year 2008 abatement for bond issue series 2008D.
M. Lyons said that this is the same part of the analysis, this being replacement of 1999 bonds.
Item A7 was unanimously approved 5 - 0.

(A8)* Ordinance 42-O-09 Amending Title 10, Motor Vehicles and Traffic, Chapter 11, Traffic Schedules, Section 10: Schedule X; Limited Parking of the Evanston City Code, Adding “11. Residential Exemption Parking District N.”
Consideration of proposed ordinance 42-O-09 amending Title 10, Motor Vehicles and Traffic, Chapter 11, Traffic Schedules, Section 10: Schedule X; Limited parking of the Evanston City Code, adding “11 residential exemption parking District N.”
Ald. Holmes and S. Eggleston both requested that rules be suspended in Council so that this item could be for introduction and action.
Item A8 was unanimously approved 5 - 0.
Ald. Rainey asked Ald. Jean-Baptiste if he saw the difference between this ordinance and the current one. Ald. Jean-Baptiste said “not really.” He thought the original ordinance had all of these points in it. Elke Purze (First Corporation Council) related that this amendment to the City Code broadens the list of items that would have to be honored. Ald. Rainey asked if to overcome the burden in foreclosures, when the City goes to court to collect money, why wouldn’t a bank say all costs were erased. E. Purze said this ordinance gives the City time for a prove-up. Ald. Jean-Baptiste said he thought this obligation was a condition to issue stamps. Currently if an owner owes for water or tickets they cannot get transfer stamps. E. Purze said this ordinance adds in fines. Ald. Rainey thought this ordinance would make it possible to collect fees on a foreclosure. She noted that the City cannot do it now. This will fix it though she noted she does not understand how. Ald. Jean-Baptiste felt the problem the City has is they are not involved early on and cannot preserve the City’s rights. He then asked Ms. Purze how her department would handle foreclosures. E. Purze said the City will preserve their rights once her department knows about a foreclosure. There are many tools she said to address foreclosures and this is the first of many to be explored. Ald. Jean-Baptiste asked if all the cases are filed and E. Purze said they were not. Two new cases came up in the past two weeks. Ald. Jean-Baptiste did not believe that this ordinance shows getting something more than the current ordinance provides. He stated that if the City was clearer, sellers would be better. Maybe more specifics should be added. E. Purze said a list of costs could be added. M. Lyons said that the Legal Department is going to be closing a loop hole. So, if directed, this can be held and additions made. He asked Ms. Purze if that sounded fair. Ald. Jean-Baptiste said he saw no need to hold up on the ordinance. He just would like to see a list of additional costs added before it comes up to Council later tonight. Ald. Fiske noted the change in words from “liens recorded” to “any judgment owing” and stated that was an important change in verbiage. E. Purze reiterated that this is just one of a series of tools to address foreclosures that are in the making.
Item A9 was unanimously approved 5 - 0.

(A10)* Ordinance 60-O-09 Authorizing the City to Borrow Funds from the Public Water Supply Revolving Loan Fund
Consideration of proposed ordinance 60-O-09 authorizing the City to borrow funds from the Public Water Supply Revolving Loan Fund. This ordinance will allow the City to receive American Recovery and Reinvestment Act (ARRA) funding for two projects: the 2009 Water Main, Sewer and Street Improvements project and the Heated Intake System. **Request temporary suspension of the rules to introduce and take action on the ordinance at the same meeting.
Item A10 was unanimously approved 5 - 0.

(A11)* Ordinance 61-O-09 Decrease in the Number of Class R Liquor Licenses, Taylor Street
Consideration of proposed ordinance 61-O-09 amending Section 3-5-6(R) of the City Code to decrease the number of Class R liquor licenses from 1 to 0 due to the liquor license expiration of Harlow LLC, dba Taylor Street (2916 Central Street, Evanston, IL).
Item A11 was unanimously approved 5 - 0.
IV. DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 7:05 p.m.

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department