

MINUTES OF THE REEDSPORT CITY COUNCIL REGULAR SESSION SEPTEMBER 10, 2012 7:00 P.M. CITY HALL COUNCIL CHAMBERS.

PRESENT:

Mayor, Keith Tymchuk

Councilors Ginger Anderson, Bill Otis, Kathi Wall-Meyer, Bill Walker and Councilor Mike Macho (Diane Essig was absent for regular session but attended executive session by phone)

Interim City Manager, Vera Koch

City Attorney, Steve Miller

OTHERS PRESENT:

Deanna Schafer, Ed O'Carroll, Mervyn Cloe, D Turner, Deborah Yates, Kent Abenthroth, Lee Bridge, Lorelyn Lorence, DeeDee Murphy, Dorene Edwards, Matt Smart, James Unger, Debbie McKinney, Linda McCollum, Jerry Schneider, Jessica Lloyd-Rogers (Coastlake News)

CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. CITIZEN COMMENTS

*This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.*

Deborah Yates, Chair of the STEP Salmon Derby reported on the Labor Day Weekend tournament and said that there were a few issues that need to be addressed. She said that there were issues in the restrooms and with the garbage containers overflowing. The consensus of the fisherman was that if they are paying fees to park at the launch then the facilities should be working and adequate dumpsters should be available.

Ms. Doreen Edwards asked the Council to address a permanent stop for the Porter Stage lines bus that runs through Reedsport. Councilor Bill Otis suggested the Oregon Dunes NRA building on Port Dock Road because it has a covered area. Interim City Manager Vera Koch was directed to contact the company and explore options concerning a stopping place in Reedsport that has cover for patrons to utilize.

2. PRESENTATIONS, PROCLAMATIONS, AWARDS

Keith Andersen, Western Region Administrator for Oregon Department of Environmental Quality, spoke on DEQ policy. He gave an overview of a proposed rulemaking that would make amendments to the Clean Water State Revolving Fund current rules. He said that this could help the City of Reedsport by allowing for an extension to the current 20 year loan for the wastewater plant improvements. This is a culmination of an eighteen month effort lead by Mayor Tymchuk, to help provide some relief to rising wastewater fees.

3. APPROVAL OF THE AGENDA

The agenda was amended to add a third executive session item under ORS 1992.660(2)(h) Potential or pending litigation.

Councilor Ginger Anderson motioned to approve the amended Agenda.

Councilor Mike Macho seconded the motion.

MOTION:

that the City Council approve the amended Agenda.

VOTE:

A vote was taken on the motion with the following results:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors, Anderson, Otis, Macho, Wall-Meyer and Walker voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

4. PUBLIC HEARINGS

5. CONSENT AGENDA

*Routine items of business that require a vote but are not expected to require discussion by the Council are placed on the Consent Calendar and voted upon as one item. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Calendar and placed under General Business.*

- A. Approve minutes of the work session of August 6, 2012.
- B. Approve minutes of the regular session of August 6, 2012.
- C. Motion to approve the Consent Calendar.

Councilor Bill Walker motioned to approve the Consent Calendar.

Councilor Mike Macho seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

A vote was taken on the motion with the following results:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Anderson, Otis, Macho, Wall-Meyer and Walker voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

6. GENERAL BUSINESS

A. Shall the City Council appoint members to the Reedsport Branch Library Advisory Board?

Due to the resignation of Ms. Debra Watson there is an opening on the Reedsport Branch Library Advisory Board. This is a partial term and will have an expiration date of December 31, 2015.

The position was advertised in the local media.

Three applications have been submitted. Ms. Debra Yates, Ms. Sandra Donnelly and Ms. Ruthanne Skinner have expressed an interest in serving on the Commission.

Council expressed appreciation to all of the applicants for their interest in the Library Advisory Board.

Councilor Ginger Anderson said that she would like to recommend the appointment of Ms. Ruthanne Skinner. She is a past board member and volunteers a lot of time to the library currently.

Councilor Bill Walker motioned to appoint Ruthanne Skinner to fill a vacancy on the Reedsport Branch Library Advisory Board.

Councilor Mike Macho seconded the motion.

MOTION:

that the City Council appoint Ruthanne Skinner to fill a vacancy on the Reedsport Branch Library Advisory Board.

VOTE:

A vote was taken on the motion with the following results:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Anderson, Otis, Macho, Wall-Meyer and Walker voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

B. Shall the City Council award bids for the Jack Turner Station and the Oregon Dunes NRA visitor Center?

Interim City Manager Vera Koch said that the Zack Turner Fire Station building on Frontage Road was built in 1985 with a 25 year roof installed. The Dunes NRA office building roof was installed approximately 20 years ago. The roofs are beginning to be compromised due to age and weather.

City staff prepared the specifications for both jobs and the requests for bids were published in the Umpqua Post, The World Newspaper and at three plan exchanges with all sealed bids due by 3:00 p.m. on August 28, 2012. All valid proposals received were opened at 3:00 p.m., with the following people present: Councilor Diane Essig, Councilor Kathy Wall-Meyer, City Recorder Deanna Schafer, Finance Director Vera Koch, Roger Booher from Jack’s Roofing and Wesley Oaks from Crown Roofing.

Bids received are as follows:

Zack Turner Fire Station

1. Jack’s Roofing	\$33,875.00	Reedsport, OR
2. Crown Roofing	\$58,900.00	Coos Bay, OR

Dunes NRA office building

1. Jack’s Roofing	\$73,582.00	Reedsport, OR
2. Crown Roofing	\$90,150.00	Coos Bay, OR

All received bids were reviewed by City Attorney Steve Miller. A discrepancy was found with Jack’s Roofing bid for the Zack Turner Fire Station but was determined by the City Attorney it was immaterial and could be overlooked. However, a discrepancy was noted with Jack’s Roofing bid for the Dunes NRA office building which was considered material and the City Attorney deemed the bid non responsive. The one remaining valid bid for the Dunes NRA Office Building received from Crown Roofing is about \$30,000 over budget. It would be staff’s

suggestion to rebid the Dunes NRA office building project in the spring of 2013 for a summer project.

The budgeted amount for the Zack Turner Fire Station Roof is \$40,000. The bid received from Jack's Roofing at \$33,875 which is \$6,125 under budget.

The budgeted amount for the Dunes NRA Office Building is \$60,000. The only bid deemed responsive was received from Crown Roofing at \$90,150 which is \$30,150 over budget.

**Zack Turner Fire Station Roof**

Councilor Bill Walker motioned to award bid to Jack's Roofing at the Zack Turner Fire Station for \$33,875 and authorize the Mayor to sign the contract.

Councilor Kathi Wall-Meyer seconded the motion.

MOTION:

that the City Council award a bid to Jack's Roofing at the Zack Turner Fire Station for \$33,875 and authorize the Mayor to sign the contract.

VOTE:

A vote was taken on the motion with the following results:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Anderson, Otis, Macho, Wall-Meyer and Walker voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

**Dunes NRA Office Building**

Councilor Bill Walker motioned to decline to award a bid.

Councilor Kathi Wall-Meyer seconded the motion.

MOTION:

that the City Council decline to award a bid.

VOTE:

A vote was taken on the motion with the following results:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Anderson, Otis, Macho, Wall-Meyer and Walker voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

C. Shall the City Council adopt a Resolution authorizing a Supplemental Budget and Budget Revisions for Fiscal Year 2012 / 2013?

Finance Director Vera Koch said that a Resolution has been drafted which provides for unforeseen changes in the form of a Supplemental Budget and budget revisions for fiscal year budget of 2012 / 2013.

**The following information is provided regarding the recommended adjustments. These adjustments were not known at the time of adopting the FY 2012 / 2013 budget. None of the recommended adjustments increase the property tax levy.**

This budget adjustment affects pages 56, 75, 100, 106, and 199 of the current Adopted Budget for Fiscal Year 2012 / 013.

**General Fund Change explanations:**

- The Police Department has accepted a 2011 Homeland Security Grant for \$20,000 to be utilized in the outfitting of the department's incident command/communications vehicle. It was anticipated that \$11,000 would have been received and expended last fiscal year but those items were not expended. The police department line item Police Grants is proposed to increase by \$11,000 for a total of \$20,000 in the current fiscal year budget. The corresponding general fund revenue line item of Police Grants will also be increased by \$11,000.
- A budget adjustment is needed to transfer \$30,000 from contingency to Legal Services due to the ballot Measure 10-119 and additional filings.

**Dunes NRA Lease Fund change explanations:**

- There are two unanticipated changes for this fund. The first is the addition of a USFS owned modular office unit for which the Dunes NRA has requested minimal weekly cleaning. Since the modular unit is not a City owned facility, the City will receive additional revenue of \$1,400 to offset the custodial cost of increased duties.
- The second change with the Dunes NRA Lease Fund is an increase in the building improvement expenditures budget line item for a small interior remodel job. The Dunes

NRA obtained a \$7,000 grant which will be transferred to the City in exchange for the City purchasing the materials needed for the project as well as furnishing labor.

### **LINE ITEM CHANGES**

#### **GENERAL FUND (#001)**

##### **Revenue;**

Misc. Police Grants (001-000-423540) page 56 is increased from \$9,000 to \$20,000.

##### **Expenditures;**

#### **Police Department Unit (200)**

##### Materials & Services;

Misc. Grant Expenses (001-200-615610) page 106 is increased from \$9,000 to \$20,000.

Net increase to Police Department is \$11,000.

#### **Legal Services Department Unit (104)**

##### Materials & Services;

Outside Counsel (001-104-623400) page 75 is increased from \$2,200 to \$32,200.

Net increase to Legal Services is \$30,000.

#### **Non Department Unit (110)**

Contingency (001-110-941000) page 100 is decreased from \$110,000 to \$80,000.

Net decrease to Non Departmental is \$30,000.

The General Fund budget is increased by \$11,000.

#### **DUNES NRA LEASE FUND (#016)**

##### Revenue;

Lease - Rent (016-000-415200) page 199 is increased from \$94,500 to \$101,500.

Misc. Income (016-000-415900) page 199 is increased from 0 to \$1,400.

##### Expenditures;

##### Personal Services;

Custodian Salary (016-516-511460) page 199 is increased from \$8,085 to \$9,485.

##### Materials & Services;

Building Improvements (016-516-614250) page 199 is increased from \$5,000 to \$12,000.

The Dunes NRA Lease Fund budget is increased by \$8,400.

It is recommended that the City Council approve a Resolution adopting a Supplemental Budget and Budget Revisions for Fiscal Year 2012 / 013; and that Resolution 2012-014 be assigned as the title.

The total budget will be increased by \$19,400 with no increase in property tax.

Councilor Ginger Anderson motioned to adopt a Resolution adopting a Supplemental Budget and Budget Revisions for Fiscal Year 2012 / 013; and assign Resolution 2012-014 as the title.

Councilor Mike Macho seconded the motion.

MOTION:

that the City Council adopt a Resolution adopting a Supplemental Budget and Budget Revisions for Fiscal Year 2012 / 013; and assign Resolution 2012-014 as the title.

VOTE:

A vote was taken on the motion with the following results:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Anderson, Otis, Macho, Wall-Meyer and Walker voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

D. Receive the quarterly financial statement.

Financial Director Vera Koch presented the following information:

**2011 / 2012 Financial Report**

Presented September 10, 2012

target % received/spent  
by end of 12th month of  
budget year **100%**

**Fourth Quarter of fiscal year 2011/2012**

**For period ending June 2012**

**General Fund 001**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$650,000	\$669,027	102.93%	
<b>Revenue</b>	\$2,328,090	\$2,302,602	98.91%	Received

<b>*Expenditures</b>	\$2,545,485	\$2,250,584	88.41%	Expended
*(less unappropriated expenditures)				

**Street Fund 002**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$40,000	\$69,870	174.68%	
<b>Revenue</b>	\$230,800	\$280,124	121.37%	Received
<b>*Expenditures</b>	\$265,200	\$238,095	89.78%	Expended
*(less unappropriated expenditures)				

**Water Utility Fund 003**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$75,000	\$94,804	126.41%	
<b>Revenue</b>	\$842,850	\$835,431	99.12%	Received
<b>*Expenditures</b>	\$904,570	\$804,975	88.99%	Expended
*(less unappropriated expenditures)				

**Wastewater Utility 004**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$80,000	\$192,090	240.11%	
<b>Revenue</b>	\$1,821,150	\$1,931,807	106.08%	Received
<b>*Expenditures</b>	\$1,852,700	\$1,663,976	89.81%	Expended
*(less unappropriated expenditures)				

**Stormwater Utility Fund 005**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$120,000	\$112,975	94.15%	
<b>Revenue</b>	\$73,980	\$75,258	101.73%	Received
<b>*Expenditures</b>	\$192,630	\$174,771	90.73%	Expended
*(less unappropriated expenditures)				

**Bicycle/footpath Fund 007**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$30,400	\$30,513	100.37%	
<b>Revenue</b>	\$1,900	\$2,419	127.32%	Received
<b>*Expenditures</b>	\$32,300	\$50	0.15%	Expended

**Water SPWF Loan Debt Fund 010**

	<b>Budget</b>	<b>Actual</b>	
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<b>Beginning Fund Balance</b>	\$76,000	\$76,479	100.63%	
<b>Revenue</b>	\$23,000	\$23,315	101.37%	Received
<b>*Expenditures</b>	\$99,000	\$21,699	21.92%	Expended

**Water Filtration Debt/Reserve Fund 011**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$8,600	\$10,933	127.13%	
<b>Revenue</b>	\$127,525	\$127,549	100.02%	Received
<b>*Expenditures</b>	\$127,500	\$127,466	99.97%	Expended
*(less unappropriated expenditures)				

**Wastewater DEQ Loan Debt Fund 012**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	470,000	567,406	120.72%	
<b>Revenue</b>	\$924,600	\$928,273	100.40%	Received
<b>*Expenditures</b>	\$930,270	\$821,696	88.33%	Expended
*(less unappropriated expenditures)				

**Wastewater OECDD Loan Debt Fund 013**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	99,800.00	99,980.00	100.18%	
<b>Revenue</b>	\$105,100	\$105,289	100.18%	Received
<b>*Expenditures</b>	\$154,250	\$154,247	100.00%	Expended
*(less unappropriated expenditures)				

**Fire Equipment Fund  
014**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$45,000	\$50,888	113.08%	
<b>Revenue</b>	\$30,600	\$35,884	117.27%	Received
<b>*Expenditures</b>	\$75,600	\$10,119	13.38%	Expended
*(less unappropriated expenditures)				

**Dunes NRA Fund 016**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$40,000	\$47,115	117.79%	
<b>Revenue</b>	\$93,600	\$95,115	101.62%	Received
<b>*Expenditures</b>	\$133,600	\$67,775	50.73%	Expended
*(less unappropriated expenditures)				

**Riverfront Fund 017**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$35,500	\$42,767	120.47%	
<b>Revenue</b>	\$137,320	\$140,587	102.38%	Received
<b>*Expenditures</b>	\$168,070	\$143,626	85.46%	Expended

Library Renovation Fund  
018

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$120,000	\$122,604	102.17%	
<b>Revenue</b>	\$152,100	\$72,594	47.73%	Received
<b>*Expenditures</b>	\$272,100	\$124,335	45.69%	Expended

**Sys. Development Fund Water 020**

		<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$60,400	\$60,883	100.80%	
<b>Revenue</b>	\$8,760	\$9,001	102.75%	Received
<b>*Expenditures</b>	\$69,160	\$50	0.07%	Expended

**Sys. Development Fund Wastewater 021**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$126,775	\$127,022	100.19%	
<b>Revenue</b>	\$4,050	\$4,654	114.91%	Received
<b>*Expenditures</b>	\$130,825	\$100	0.08%	Expended

**System Development Fund Stormwater 022**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$5,100	\$5,116	100.31%	
<b>Revenue</b>	\$895	\$908	101.45%	Received
<b>*Expenditures</b>	\$5,995	\$50	0.83%	Expended

**Enterprise Cap. Improve. Fund -Sewer 024**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$900,000	\$1,101,803	122.42%	
<b>Revenue</b>	\$11,000	\$14,527	132.06%	Received
<b>*Expenditures</b>	\$911,000	\$229,090	25.15%	Expended

**General Capital Improve. Fund 025**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$150,000	\$138,791	92.53%	
<b>Revenue</b>	\$144,240	\$60,494	41.94%	Received
<b>*Expenditures</b>	\$250,615	\$798	0.32%	Expended
*(less unappropriated expenditures)				

**Street Capital Fund 026**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$192,000	\$192,424	100.22%	
<b>Revenue</b>	\$52,285	\$53,264	101.87%	Received
<b>*Expenditures</b>	\$244,285	\$22,800	9.33%	Expended
*(less unappropriated expenditures)				

**Storm Capital Fund 027**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$0	\$0	100.00%	
<b>Revenue</b>	\$2,108,765	\$108,938	5.17%	Received
<b>*Expenditures</b>	\$2,108,765	\$9,074	0.43%	Expended
*(less unappropriated expenditures)				

**Water Enterprise Capital Improvement Fund 029**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$1,486,000	\$1,486,466	100.03%	
<b>Revenue</b>	\$91,100	\$97,985	107.56%	Received
<b>*Expenditures</b>	\$1,577,100	\$115,425	7.32%	Expended
*(less unappropriated expenditures)				

**Wastewater Enterprise DEQ Capital Improvement Fund 030**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	0	\$0	0%	
<b>Revenue</b>	\$60,650	\$60,642	99.99%	Received
<b>*Expenditures</b>	\$60,650	\$60,642	99.99%	Expended
*(less unappropriated expenditures)				

**Reedsport Urban Renewal District. Fund 150**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$120,000	\$126,362	105.30%	
<b>Revenue</b>	\$73,750	\$84,294	114.30%	Received
<b>*Expenditures</b>	\$193,750	\$24,914	12.86%	Expended

7. MISCELLANEOUS ITEMS  
(Mayor, Councilors, City Manager, City Attorney)

Interim City Manager Vera Koch said that the current contracted Planner for the City of Reedsport, Melissa Anderson, will be leaving for the City of Albany. She has received a full time position at that location.

Ms. Koch also said that it has been discovered that the stormwater pumping station on 16<sup>th</sup> Street has rotted out from underneath. The pump has been shut off because there is danger of it falling through the floor. A repair to the station is not a budgeted expense therefore the Council is asked to decide whether they would like to authorize the interim City Manager seek quotes and expend the required funds up to a predetermined amount or seek quotes and have Council reconvene to be voted on.

Councilor Bill Otis motioned to authorize Interim City Manager Vera Koch to spend an amount not to exceed \$25,000 for the emergency repairs to the 16<sup>th</sup> Street pump station structure.

Councilor Mike Macho seconded the motion.

**MOTION:**

that the City Council authorize Interim City Manager Vera Koch to spend an amount not to exceed \$25,000 for the emergency repairs to the 16<sup>th</sup> Street pump station structure.

**VOTE:**

A vote was taken on the motion with the following results:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Anderson, Otis, Macho, Wall-Meyer and Walker voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

Mayor Keith Tymchuk said that he wanted to mention, in relation to the Dunes NRA, that the one thing that he has asked Vera as when she comes on to keep in contact with them so that the City does not lose them momentum on moving forward to get the levee certified. He said that he suspects that there might be potentially some funding or leverage through the NRA to help with the certification process.

He also mentioned that infrastructure financing came up last week per an email from former City Manager Scott Somers. The Oregon Governor is going to sponsor a bill called WIFIA (Water Infrastructure Financing Investment Act). This will open up a pool of money for infrastructure projects in Oregon. One criterion of the projects was that they had to exceed 20 million dollars. Tymchuk said that through conversations with Senator Merkley's office they have come up with the concept of bundling which would allow rural Oregon to partner with neighboring communities to apply for the project funding.

8. EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL, SEPTEMBER 10, 2012 CITY HALL COUNCIL CHAMBERS.

PRESENT: Mayor Keith Tymchuk, Councilors Ginger Anderson, Bill Otis, Mike Macho, Bill Walker and Diane Essig by phone  
Interim City Manager, Vera Koch  
Attorney Steve Miller

OTHERS PRESENT: Deanna Schafer, Jerry Schneider, Jessica Lloyd-Rogers (Coastlake News)

Pursuant to ORS 1992.660(2)(h) Potential or pending litigation.

Pursuant to ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Pursuant to ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

9. OPEN SESSION

Councilor Bill Otis motioned to authorize Interim City Manager Vera Koch to spend an amount not to exceed \$25,000 for the emergency repairs to the 16<sup>th</sup> Street pump station structure.

Councilor Mike Macho seconded the motion.

MOTION:

that the City Council authorize Interim City Manager Vera Koch to spend an amount not to exceed \$25,000 for the emergency repairs to the 16<sup>th</sup> Street pump station structure.

VOTE:

A vote was taken on the motion with the following results:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Anderson, Otis, Macho, Wall-Meyer and Walker voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

10. ADJOURN

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Mayor Keith Tymchuk

ATTEST:

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Deanna Schafer, City Recorder