

REGULAR MEETING COTTAGE GROVE CITY COUNCIL

January 19, 2005

OPEN FORUM – 7:15 p.m.

Open forum provides a person an opportunity to inform the Council of a problem or to request information related to City business not scheduled for Council action and on the Agenda. Mayor Shiely encouraged persons to limit their remarks to two (2) minutes per issue.

Present: Mayor Sandy Shiely
Council Member Myron Bailey
Council Member Karla Bigham
Council Member Mark Grossklaus
Council Member Pat Rice

Also Present: Ryan Schroeder, City Administrator
Ron Hedberg, Finance and Administrative Services Director
Howard Blin, Community Development Director
Jennifer Levitt, City Engineer
John Mickelson, Public Safety Director
Les Burshten, Public Works Director
Corrine Thomson, City Attorney

No one stepped forward to speak during Open Forum.

CALL TO ORDER

The City Council of the City of Cottage Grove, Washington County, Minnesota held a regular meeting on Wednesday, January 19, 2005, at the Cottage Grove City Hall, 7516 80th Street South. Mayor Sandy Shiely called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Mayor Sandy Shiely
Council Member Myron Bailey
Council Member Karla Bigham
Council Member Mark Grossklaus
Council Member Pat Rice

Also Present: Ryan Schroeder, City Administrator
Ron Hedberg, Finance and Administrative Services Director
Howard Blin, Community Development Director
Jennifer Levitt, City Engineer
John Mickelson, Public Safety Director

Les Burshten, Public Works Director
Corrine Thomson, City Attorney

ADOPTION OF AGENDA

MOTION BY RICE, SECONDED BY BAILEY, TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED 5-0.

PRESENTATIONS

A. Eagle Scout Award – David Sundquist

Mayor Shiely congratulated David Sundquist, member of Troop 777, on attaining the rank of Eagle Scout through Troop 777. She invited him to come forward to receive his award.

Mayor Shiely and the City Council came forward and presented David Sundquist with his award.

Mayor Shiely congratulated him on his achievement noting that this is a huge accomplishment. She stated that his achievements are important to both his family and to the community adding that they know that an individual of his caliber, who achieves this level of an award, will give back and contribute to the Community. She asked to explain what his project involved. David stated that his project involved collecting board games, clothing and books for a local domestic abuse center. Mayor Shiely thanked him for his contributions and congratulated him on his achievement noting that his name would be included on the plaque displayed in City Hall.

APPROVAL OF MINUTES

A. January 12, 2005 Special Meeting.

Mayor stated the minutes stand approved as presented

CONSENT CALENDAR

Council Member Bailey asked to pull Item 4M for discussion. He stated that after reviewing the draft for the City Council Goals for 2005 he noticed that senior housing had not been included and suggested adding it as part of the City Council Goals for 2005.

Council Member Grossklaus asked to pull Item 4L for discussion. He explained that in December the City Council received a list of individuals who have been delinquent on paying their utility bills. He stated that Staff has reviewed and asked Finance and Administrative Services Director Hedberg for an update on the rates and how Staff plans to resolve the delinquencies.

Finance and Administrative Services Director Hedberg provided the Council with a brief overview that included three items: a change in the method of calculation for penalties; a

change in the amount charged for accessed accounts; and updates to the language addressing the way the sewer consumption is calculated for the monthly utility bills. He reviewed the Change in Penalty Charges with Council stating that Staff is proposing to adjust the calculation to 4.5% of the previous month's bill. He explained that this change would not impact individuals who tend to be infrequently late with their payments as much as it would those who habitually pay late adding that they would pay significantly more in finance charges, which is the fair way to do it. He provided Council with an overview of the existing and proposed methods for handling past due accounts, the current process used to calculate sewer consumption, and explained the new sewer consumption calculations to Council.

Council Member Grossklaus stated that in the example provided he noticed a couple of the bills were quite high and asked if a monthly billing would help to improve the collection process for delinquent bills. Finance and Administrative Services Director Hedberg acknowledged that there are several benefits to a monthly billing process adding that there would be additional costs and reviewed the average monthly billing for a one-year timeframe with Council. He explained that the average quarterly bill is approximately \$100.00, which would break down to approximately \$33.00 if billed monthly. He further explained that the main benefit with monthly billing is that the City would be able to tie the actual consumption of water to the bill and it would help to accelerate the collection process. He stated that Staff did a survey earlier this fall asking Residents if they would prefer a monthly or quarterly billing process. He reviewed the results of the survey with Council noting that most of the Residents said no to monthly billing and approximately 27% said yes. He noted another cost savings would be to include the City's monthly newsletter in with the utility bill, which could potentially save the City approximately \$12,000.00 a year. He stated that this could provide the City with another means of communicating with the Residents on a monthly basis. He suggested giving residents the option to pay either monthly or quarterly noting that it is his understanding that the new system could manage this option. He stated that he would prefer to use the new system and become more familiar before implementing any payment options. He explained that if Residents participate in the monthly billing they would have to have a radio read device to allow City Workers the ability to read meters electronically. He stated that Residents would also have to participate in an auto pay process via a credit card or bank deduction and reviewed with Council.

Mayor Shiely referenced the discussion from the December 2004 Council meeting and asked if any consideration has been given to shutting the water off. Finance and Administrative Services Director Hedberg explained that shut-offs would create an increase in the workload for City workers, which in turn would create additional costs. He noted that the proposed resolution verbiage includes providing the City with the ability to turn off the water for delinquencies.

Council Member Grossklaus stated that his concern is with the consistent increase in dollars owed by Residents. He indicated that the City is approximately \$100,000.00 behind in receiving payment for the water bills adding that this must be addressed. He agreed that shutting off water to a residence is a drastic measure adding that Staff has done a good job so far and asked that this issue continue to be monitored as Staff continues to work to identify options available to resolve this issue.

City Administrator Schroeder asked to pull Item 4J for discussion. He explained that this involves ordering an Alternative Urban Areawide Review for the East Ravine. He further explained that this would be a major environmental study that would cover the entire East Ravine area. He stated that once the study is completed and if they stay roughly to the Comprehensive Plan, no further environmental studies would be required for this area. He stated that the Study involves a 30-day review and when completed Staff would then review the results with City Council. He explained the components of the Study stating that upon completion Staff would like direction from Council in regard to the assessment process.

Council Member Rice asked to pull Item 4F for discussion. He stated that he would like to thank Merchants Bank for their donation of \$400.00 for the Medallion Hunt this year. He stated that the City appreciates the donation and wanted to say Thank You for the support.

MOTION BY BAILEY, SECONDED BY BIGHAM, TO:

- A. ACCEPT AND PLACE ON FILE THE FOLLOWING MINUTES:
 - i. HUMAN SERVICES/HUMAN RIGHTS COMMISSION FOR 2004.
 - ii. ECONOMIC DEVELOPMENT AUTHORITY FROM SEPTEMBER 2004 THROUGH DECEMBER 2004.
 - iii. PUBLIC WORKS COMMISSION OF DECEMBER 13, 2004.
- B. ADOPT **RESOLUTION NO. 05-003** APPROVING FINAL PAYMENT IN THE AMOUNT OF \$7,022.75 TO KEYS WELL DRILLING FOR THE DEEP WELL #11 PROJECT.
- C. AUTHORIZE ISSUANCE OF A SINGLE-OCCASION GAMBLING PERMIT TO THE PHOENIX RESIDENCE, INC. TO CONDUCT A RAFFLE AT RIVER OAKS GOLF COURSE ON JUNE 6, 2005.
- D. 1. ACCEPT THE RESIGNATION OF MR. ROBERT NEWBY AS THE COUNCIL APPOINTEE TO THE SOUTH WASHINGTON COUNTY TELECOMMUNICATION COMMISSION EFFECTIVE DECEMBER 2, 2004. 2. APPROVE THE APPOINTMENT OF MR. ROGER PETERSON AS THE COUNCIL APPOINTEE TO THE SWCTC TO FILL A TERM OF DECEMBER 2, 2004 THROUGH FEBRUARY 28, 2005. 3. REAPPOINT MR. ROGER PETERSON AS THE COUNCIL APPOINTEE TO THE SWCTC FOR A TWO-YEAR TERM OF MARCH 1, 2005 THROUGH FEBRUARY 28, 2007. 4. DECLARE A VACANT SEAT AND AUTHROIZE ADVERTISEMENT TO FILL THE ALTERNATE SEAT ON THE SWCTC.
- E. RATIFY THE FOLLOWING EDA APPOINTMENTS: 1. SANDY SHIELY AS PRESIDENT. 2. MYRON BAILEY AS VICE-PRESIDENT. 3. GERRY WEINGARTNER AS SECRETARY-TREASURER. 4. REAPPOINT MIKE WENNEN TO A TERM EXPIRING 12/31/09. 5. ACCEPT THE RESIGNATION OF DICK PEDERSON. 6. APPOINT JIM WOLCOTT TO FILL MR. PEDERSON'S UNEXPIRED TERM ENDING 12/31/08.
- F. ADOPT **RESOLUTION NO. 05-004** A RESOLUTION ACCEPTING DONATION FROM MERCHANTS BANK FOR THE COTTAGE GROVE RECREATION DEPARTMENT AND TEENS IN ACTION'S MEDALLION HUNT.
- G. APPOINT COMMUNITY DEVELOPMENT DIRECTOR HOWARD BLIN TO REGULAR STATUS.
- H. ADOPT **RESOLUTION NO. 05-005** A RESOLUTION SUPPORTING THE REAUTHORIZATION OF THE RED ROCK CORRIDOR.

- I. RECEIVE THE RESIGNATION OF JON MORTRUD AND BARRY HAMILTON FROM THE PARKS, RECREATION AND NATURAL RESOURCES COMMISSION.
- J. ADOPT **RESOLUTION NO. 05-006** A RESOLUTION ORDERING AN ALTERNATIVE URBAN AREAWIDE REVIEW (AUAR) FOR THE EAST RAVINE.
- K. AUTHORIZE ISSUANCE OF AN ON-SALE INTOXICATING AND SPECIAL SUNDAY LIQUOR LICENSE TO LAS MARGARITAS BAR AND GRILL.
- L. ADOPT **RESOLUTION NO. 05-007** A RESOLUTION ESTABLISHING RATES FOR THE USE OF WATER FURNISHED AND FOR THE USE OF SANITARY SEWER SYSTEM AND OTHER RULES OR REGULATIONS PERTAINING TO THE BILLING THEREOF, REPEALING RESOLUTION NO. 02-233.
- M. ADOPT 2005 CITY COUNCIL GOALS.

MOTION CARRIED 5-0.

RESPONSE TO PREVIOUSLY RAISED OPEN FORUM ISSUES

PUBLIC HEARINGS

NONE

BID AWARDS

NONE

UNFINISHED AND NEW BUSINESS

- A. Consider Approval of a Request from Tennis Sanitation, LLC and Tennis Brothers Sanitation, LLC to implement Bi-Weekly Collection of Single-Sort Recyclables from their Cottage Grove Customers.

Public Works Director Burshten stated that Waste Management has been providing recycling carts to City residents and picking up recyclables bi-weekly since August 31, 2004 on a one-year trial basis. He stated that they have had good success and plan to review again in September and consider authorizing the ordinance change. He noted that on September 13, 2004 Tennis Brothers came to Public Works with a similar request.

Public Works Director Burshten stated that Tennis Sanitation and Tennis Brothers Sanitation have requested that Council allow them to implement a single-sort recycling and collect recyclables on a bi-weekly basis rather than weekly. He noted that Cottage Grove's current ordinance does not require sorting of targeted recyclables in the recycling bins. He explained that the individual haulers are responsible for explaining how they want the recyclables sorted for collection and must provide for the pickup of these materials. He further explained that the individual haulers are also required to demonstrate that materials were collected through tonnage reports submitted to the City on a semi-annual basis. He provided the Council with an overview of the current system stating that Tennis Brothers Sanitation has subcontracted the recycling pickup with Tennis Sanitation, which is allowed under the City ordinance. He reviewed the recycling process and schedule with the Council noting that this process has

many benefits for the residents and the City. The downside to this type of pickup is that they use a larger truck but with fewer trips on the road. He noted that there would be a cost savings to go to a bi-weekly pickup adding that the City currently provides and drops off the bins. He explained that with this new process the waste haulers would take on this responsibility and provide the bins to new residents. He stated that the Public Works Commission voted unanimously to recommend allowing Tennis Brothers and Tennis Sanitation to move forward with their request adding that they have also agreed to tie in with the Waste Management agreement, which would involve a six month trial period and a review at the end of that period. He stated that since the Public Works Commission meeting there have been some changes made to their proposal and Tennis Brothers and Tennis Sanitation have decided not to go with the bi-weekly pickup. He stated that they would provide a weekly pickup, offer containers and still allow residents to have the City bins. He stated that Staff is not happy with this change, as it would complicate the process for continuing the container/bin program. He expressed concerns stating that this is counterproductive because they would use a different type of truck for the weekly pickups noting that the trucks are heavier. He stated that it would also increase the number of trips on the road noting that this was a marketing and corporate decision made by Tennis Brothers and Tennis Sanitation.

Mayor Shiely asked if this change should go back to the Public Works Commission for further review. Public Works Director Burshten explained that the new proposal is in compliance with the current ordinance and would not require further review by the Public Works Commission.

Mayor Shiely clarified that the issue to be considered by the Public Works Commission would be the increase in traffic on the public roads. Public Works Director Burshten agreed that the increase in traffic would be a concern as they have invested a lot in improving the City roads.

Willie Tennis, 6693 Goodview Court, Cottage Grove, stated that he is representing both Tennis Brothers and Tennis Sanitation. He stated that since the discussion regarding the single sort recycling they have received considerable feedback from their customers that they do not want the bi-weekly pickup. He stated that many do not have room for the additional carts and also have trouble remembering to put out their bins. He stated that customers tend to get confused when they see competitors picking up in the area. He explained that they decided to do what was best for their customers, which is why they have decided to stay with the weekly pickup and allow the customers to decide what bins they would prefer to use. He stated that this process would be the smoothest transition for their customers. He referenced the bin distribution stating that if the City would prefer to continue purchasing the bins they would be willing to pick them up from Public Works and deliver as needed. He stated that if the City does not want anything to do with the bin process they would be willing to buy their own and deliver as needed. He assured the Council that it is not their intent to create problems and explained that their main goal is to keep their customers happy. He reviewed the pick up process with Council stating that they would have one truck for every two routes and would also have two trucks every week versus six trucks every two weeks. He stated that they still want the City's approval for the bi-weekly pickup process in the event that the current process does not work. He stated that they would prefer consent from Council before implementing any changes.

Council Member Bigham asked what their plans were to educate and communicate the recycle process to their customers. Mr. Tennis explained that they plan to send postcards to their customers explaining the single-sort process noting that it would also include the pickup schedule.

Mayor Shiely asked what recycling facility they plan to use. Mr. Tennis stated that they plan to use their recycling facility located in St. Paul Park. He stated that they are currently in the process of upgrading the facility and reviewed with Council. He stated that they anticipate completing the upgrade in March.

Mayor Shiely asked if the City Council could tour their facility when completed. Mr. Tennis stated that they would be happy to show them the facility when all upgrades have been completed.

Council Member Grossklaus stated that he would prefer not having two different bin types. He suggested providing the remaining City bins and when the supply is gone it would then be up to the waste haulers to provide new customers with the bins. Council agreed.

Council Member Rice clarified that they plan to do a weekly pickup for an extended period of time. Mr. Tennis clarified that they probably would not go to a bi-weekly pickup before August.

Council Member Rice asked if having one hauler doing the bi-weekly pickup on experimental basis would change the ordinance. City Attorney Thomson clarified that they were saying Tennis would have the same opportunity on a trial basis until the original trial period expires. She further clarified that Tennis would have the authority to implement a biweekly pickup. She stated that when the trial period ends they would then come back to Council and Council would have to decide if they want to authorize the option for a biweekly pickup.

Mayor Shiely stated that she would like the Public Works Commission to have another discussion as to what is happening after the fact and at the end of the trial period.

MOTION BY RICE, SECOND BY GROSSKLAUS, TO APPROVE THE REQUEST FROM TENNIS SANITATION, LLC AND TENNIS BROTHERS SANITATION, LLC TO IMPLEMENT BI-WEEKLY COLLECTION OF SINGLE-SORT RECYCLABLES FROM THEIR COTTAGE GROVE CUSTOMERS. MOTION CARRIED 5-0.

RESPONSE TO PREVIOUSLY RAISED COUNCIL COMMENTS AND REQUESTS

A. K9 Unit Analysis.

Council Member Bigham referenced the memos from City Administrator Schroeder that indicate that the D.A.R.E. programs and the Drug Prevention programs are being cut. She stated that the K9 Unit would be a way for the City to do their part and it also provides an opportunity to review funding. She stated that she provided City Administrator Schroeder with information regarding the K9 program that the City would qualify for. She stated that she and Council Member Bailey have met with businesses in the community adding that there is interest in reviewing this further. She suggested referring this to the Crime Board for further review.

Mayor Shiely stated that she does not have any problems with running this past the Crime Board and she encouraged additional outside involvement and participation.

Council Member Bigham stated that she has also spoken with members of the Minneapolis and the St. Paul K9 Units. She stated that Hastings and Edina began their programs last year noting that they are all willing to come and discuss their programs.

Council Member Bailey stated that he would be interested to know what the expenses have been for other Cities involved with this program. He stated that he would like to get a realistic number of the costs and how it is being paid for. Council Member Bigham stated that she would discuss the program further with the various Cities and provide Council with an update.

Council Member Bigham asked if the Police Department has a willing handler. Public Safety Director Mickelson stated that since the K9 Unit program has come forward he has had three officers volunteer to participate in the K9 program.

COUNCIL COMMENTS AND REQUESTS

Council Member Bailey asked if there are any updates on the remaining billboard signs located along Highway 61. Community Development Director Blin stated that Clear Channel has given Viacom a 15-day notice to take down the larger of the two billboards. He stated that the smaller sign involves leases and would come down in a few months, closer to the summer timeframe.

PAY BILLS

MOTION BY RICE, SECONDED BY BIGHAM, TO APPROVE PAYMENT OF CHECK NUMBERS 138157 THROUGH 138366 TOTALING \$666,052.29. (CHECKS 138157 – 138183 IN THE AMOUNT OF \$98,848.62 ISSUED PRIOR TO COUNCIL APPROVAL.)
MOTION CARRIED 5-0.

Mayor Shiely called a break at 8:32 p.m.

Mayor Shiely called the meeting back to order at 8:45 p.m.

WORKSHOP SESSION – OPEN

A. Stormwater Maintenance Fund Rate Increase

City Engineer Levitt provided the Council with a presentation and overview of the Stormwater Maintenance Fund rate increase. She stated that the intent of the report is to provide a solid background and history of what the City system entails. She reviewed the storm water system, the control structures and storm water system area map with the Council. She explained that they have two watershed districts in Cottage Grove, the South Washington Watershed District and the Lower St. Croix Watershed. She reviewed the history of the Stormwater Pollution Prevention Program noting that it includes public education, illicit discharge detection and elimination, construction and site runoff, post construction stormwater management with best management practices in place and also good housekeeping, which involves street maintenance, ditch maintenance and items that would have impact on the system. She noted that many projects have been done in rural areas and they will now be transitioning many of the projects back into the urban areas of the City. She stated that they would still continue to concentrate efforts annually in the rural areas but not as high. She reviewed compliance with NPDES Phase 2 noting that there are two different objectives, minor maintenance and improving water quality, which is driven by the surface water management plan. She provided the Council with an overview of the differences between major and minor maintenance and reviewed the backlog projects for both minor and major maintenance.

Finance and Administrative Services Director Hedberg explained the funding process for stormwater maintenance. He stated that when they created the stormwater utility packet in 2001 it was created as an enterprise fund to set accounting mechanisms and standards in place as part of Gatsby 34. He stated that it was turned into governmental fund versus an enterprise fund and reviewed with Council. He explained that the fund is for maintenance activities adding that one of the things they try to do when looking at rates is to determine who would be paying the rates. He reviewed the utility rates map with Council to show where and how the rates and revenues are being generated.

Mayor Shiely noted that when they pay their taxes there is a separate amount that goes to each Watershed District. She asked what the \$30,000 is for. Finance and Administrative Services Director Hedberg explained that it is what the City pays in stormwater fees. Mayor Shiely asked if this amount is being taken out of the City stormwater utility. Finance and Administrative Services Director Hedberg confirmed noting that it has been generated for the last two years.

Mayor Shiely asked how much the map area generates through property taxes for the watershed. Finance and Administrative Services Director Hedberg stated that he could provide that information for their review. He explained that they are not suggesting that the rates be adjusted within each district noting that one of the benefits of the stormwater utility is that everyone pays a portion of the fee.

City Engineer Levitt explained that they reviewed the numbers and if they do nothing in changing the fees the City would come up short by \$1.8 million in project costs over the next five years. She stated that they would not be able to address the backlog of projects or maintain the stormwater system. She recommended that Council try to achieve minimizing the backlog of projects over the next five years. She reviewed the rate options with Council.

City Engineer Levitt stated that out of the 36 Cities in 2001 none had a stormwater utility rate. She stated that now more Cities have had to address the stormwater issues and reviewed with Council. She stated that Staff recommendation is that the increase has to be somewhere, where the revenues are greater than the output. She stated that they have recently been notified of a new step in the stormwater process that was brought about by a lawsuit. She stated that the verbiage that was in the permit was not enforced and called non-degradation. She stated that they have to go back to 1988 to determine and ensure that no adverse affects of water quality have been affected. She stated that 30 Cities were selected to go through this process, including Cottage Grove. She stated that no funding has been provided and they estimate the cost to be a minimum of \$50,000 to model and meet the minimum requirements for compliance. She stated that this does not include potential problems that could be discovered through this process.

Mayor Shiely expressed concerns stating that the City should have a fund, over and above, for these types of projects and expenses. City Engineer Levitt explained that the rate would be at \$36.00 plus \$2.00 would be for Hamlet pond. She further explained that it would eat up the first three years of funding plus the carryover and would not allow the City to address any of the other watershed projects.

Mayor Shiely asked if any of the 30 cities identified are in danger of being fined. City Engineer Levitt stated that they have to prove and show what it was and the value and mitigation.

Council Member Rice agreed that they have a lot of work to do. He referenced the options available and suggested that they begin at \$40 versus the low end knowing that they would have to eventually increase the rates. He expressed concerns that they do not have funds set aside for emergencies adding that he would prefer this process. He agreed that Hamlet Park would take up a good portion of the funds noting that with this the City would be able to work on other projects and still have a fund balance at the end of five years. He clarified that he is not one to advocate raising taxes adding that this is something that has to be done and it makes more sense to start at the higher end versus incremental increases.

Mayor Shiely noted that it would be awhile before rates would go down again noting that it is possible, at some point, after the five years that it could decrease for a time, similar to the Pavement Management program. She stated that in reviewing the costs in other Cities the \$40 increase suggested by Council Member Rice is very reasonable.

Council Member Rice asked how it would work if they decided to implement bonds. Finance and Administrative Services Director Hedberg explained that it would free up dollars for projects in the first five years but would not change the rates very much. He provided the Council with a brief overview of the impacts.

Council Member Bailey asked if any bidding has been done for any of the projects. City Engineer Levitt stated that no bidding has been done at this time adding that the prices are currently unknown. She stated that the funding for the Hamlet Park project is at zero right now and they are not able to bid out the project at this time. She stated that the ideal process would be to do it all at once adding that Staff would need to be advised as to where the funding would come from.

Council Member Bigham referenced the major and minor projects and asked if they would allow the Public Works Department to do the work, if they have the means, or would they outsource the projects. City Engineer Levitt explained that the City does not have a dedicated workforce for stormwater maintenance. She stated that it is a timing issue adding that if they can do it they would take care of it. She stated that Staff would try to manage as many projects as possible internally but would probably have to outsource some of the projects.

City Administrator Schroeder stated that Staff intends to come back to Council with a general direction based on input received today.

Mayor Shiely stated that based on the information provided an increase in rates is needed.

Council Member Bailey agreed stating that following Council Member Rice's suggestion is probably the best way to go about it, as it would leave the City with additional funds.

The Council agreed that they are not happy with the unfunded mandates from the Federal government. The Council stated that a letter should be issued outlining their issues and concerns.

Council Member Grossklaus stated that he wants the Citizens to know that this is a proposed idea through 2010 that might require further reviews. He urged the Citizens to contact their Legislative Representatives and express their concerns regarding unfunded mandates such as this.

WORKSHOP SESSION – CLOSED

NONE

ADJOURNMENT

MOTION BY BIGHAM, SECONDED BY RICE, TO ADJOURN THE MEETING AT 9:30 P.M.
MOTION CARRIED 5-0.

Respectfully submitted,

Bonita Sullivan
TimeSaver Off Site Secretarial, Inc.