

# REGULAR MEETING COTTAGE GROVE CITY COUNCIL

July 21, 2004

## 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 Mark Grossklaus  
Council Member Cheryl Kohls  
Council Member Pat Rice  
Council Member Jim Wolcott

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

Not Present:

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, July 21, 2004, at the Cottage Grove City Hall, 7516 80<sup>th</sup> Street South. Mayor Sandy Shiely called the meeting to order at 7:30 p.m.

## ROLL CALL

Present: Mayor Sandy Shiely  
Council Member Mark Grossklaus  
Council Member Cheryl Kohls  
Council Member Pat Rice  
Council Member Jim Wolcott

Also Present: Ryan Schroeder, City Administrator  
Ron Hedberg, Finance and Administrative Services Director  
Howard Blin, Community Development Director

John Mickelson, Public Safety Director  
Les Burshten, Public Works Director  
Caron Stransky, City Clerk  
Corrine Thomson, City Attorney

Not Present:

### ADOPTION OF AGENDA

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

### PRESENTATIONS

#### A. Girl Scout Gold Awards – Amanda Hegstrom and Clarissa Resler

Mayor Shiely stated that she and the Council have the honor of presenting two local girls, Amanda Hegstrom and Clarissa Resler, with plaques recognizing the Girl Scout Gold Awards they had earned. She stated that after the presentation the girls would provide the Council with a presentation of the projects they participated in to earn this award. She invited the Council to join her on the floor.

Mayor Shiely and the City Council presented Amanda Hegstrom with a plaque from the City of Cottage Grove recognizing her Girl Scout Gold Award.

Mayor Shiely and the City Council presented Clarissa Resler with a plaque from the City of Cottage Grove recognizing her Girl Scout Gold Award.

Amanda Hegstrom and Clarissa Resler thanked the City Council for their awards. Ms. Hegstrom and Ms. Ressler provided the Council with a brief overview of their projects. Ms. Hegstrom explained the project process to Council noting that they had to have 50 hours of planning and community services. She stated that their projects included the flower gardens and park cleanup at Kingston Park, painting at Lion's Levy Park, painting the hockey fence at Loveland Park in Newport, 100<sup>th</sup> Street Cleanup, Grey Cloud Island Road Cleanup, in addition to working with other Girl Scout Troops on various projects. They thanked the Council for their time and their award noting that it was a great experience.

Mayor Shiely congratulated Ms. Resler and Ms. Hegstrom and thanked them for their contributions.

#### B. 2003 Comprehensive Annual Financial Report

Finance and Administrative Services Director Hedberg stated that Dave Blumberg, CPA and Senior Auditor with the City's auditing firm, HLB Tautges Redpath, would present the 2003 Financial Statements and review the Management Letter with Council. He explained that in 2003 the City of Cottage Grove implemented the new accounting standard requiring that a financial statement follow a new format. He further explained that the new format required a

large amount of work by the finance department noting that he would like to recognize Brenda Peper and Cathy Mohr for their extraordinary efforts required for this year. He stated that Mr. Blumberg is present to provide the Council with an overview of the changes in the Comprehensive Annual Financial Report.

Dave Blumberg, CPA and Senior Auditor, HLB Tautges Redpath, provided the Council with an overview of the 2003 Comprehensive Annual Financial Report. He reviewed the list of reports issued with the Audit: the Comprehensive Annual Financial Report, the main changes due to GASB 34, the State Legal Compliance Report, the SAS 99, the Statement on Auditing Standards, consideration of fraud in financial statements, the Management Letter and the General Fund balance. He thanked the Council noting that it has been a wonderful experience working with the Staff.

MOTION BY WOLCOTT, SECONDED BY RICE, TO RECEIVE AND ACCEPT THE 2003 COMPREHENSIVE ANNUAL FINANCIAL REPORT. MOTION CARRIED 5-0.

#### APPROVAL OF MINUTES

A. May 5, 2004 Regular Meeting.

Mayor Shiely stated that the minutes stand approved, as presented.

#### CONSENT CALENDAR

Mayor Shiely pulled Item 4K, the Red Rock Corridor Agreement, for further discussion. She explained that the consulting firm is beginning to work on the environmental impact statement and financial statement noting that the City does not have a funding commitment at this time. She stated that the Regional Transit would fund the study. She stated that as a part of the joint powers agreement and as one of the signatories they need to do this as part of the process. She reviewed the funding concerns stating that they are operating under the assumption that at some point they would have a commuter-rail line for Cottage Grove. She stated that the City of Cottage Grove is a part of this process because the study would include reviewing potential locations for the Transit Station. She stated that throughout this process they would continue to educate the public and keep the community informed of their progress. She noted that flyers would be available to the public at the National Night Out event.

Council Member Rice pulled Items 4B and 4D for further discussion. He explained that both items are for donations to the City of Cottage Grove for the Annual Youth Safety Camp. He stated that he would like to thank everyone for their donations.

MOTION BY GROSSKLAUS, SECONDED BY RICE, TO:

- A. ACCEPT AND PLACE ON FILE THE FOLLOWING MINUTES:
- B. ADOPT **RESOLUTION NO. 04-113** ACCEPTING DONATION FROM COTTAGE GROVE AREA CRIME PREVENTION AND CRIMINAL APPREHENSION FUND FOR THE COTTAGE GROVE'S 11<sup>TH</sup> ANNUAL YOUTH SAFETY CAMP.

- C. RATIFY THE ECONOMIC DEVELOPMENT AUTHORITY'S ACTION TO AUTHORIZE DEVELOPMENT AGREEMENTS WITH AMERICAN AGCO AND PLASTIC RESOURCES, INC.
- D. ADOPT **RESOLUTION NO. 04-114** ACCEPTING DONATION FROM ADVANCED SPORTSWEAR, INC. FOR COTTAGE GROVE'S 11<sup>TH</sup> ANNUAL YOUTH SAFETY CAMP.
- E. CONVEY TO THE LOWER ST. CROIX VALLEY WATERSHED MANAGEMENT ORGANIZATION THAT COTTAGE GROVE HAS NO FURTHER COMMENTS ON THEIR MANAGEMENT PLAN.
- F. APPROVE THE PURCHASE OF TWO SKIDSTEER LOADERS FROM TRI-STATE BOBCAT.
- G. AUTHORIZE STAFF TO AWARD THE CONTRACT TO CONTRACT CAULKING, INC. TO ACCOMPLISH CAULKING WORK AT CITY HALL IN THE AMOUNT OF \$6,180.00.
- H. APPROVE THE PURCHASE OF A 1-TON PICKUP CAB AND CHASSIS FROM ELK RIVER FORD AND THE DUMP BODY FROM CRYSTEEL TRUCK EQUIPMENT.
- I. RECEIVE INFORMATION ON PROPOSED RETAIL BUILDING AT 8599 WEST POINT DOUGLAS ROAD.
- J. RECEIVE INFORMATION ON EXPIRATION OF MORATORIUM IN EAST RAVINE.
- K. ENTER INTO THE AMENDED AND RESTATED RED ROCK CORRIDOR JOINT POWERS AGREEMENT.

MOTION CARRIED 5-0.

RESPONSE TO PREVIOUSLY RAISED OPEN FORUM ISSUES

NONE

PUBLIC HEARINGS

NONE

BID AWARDS

NONE

UNFINISHED AND NEW BUSINESS

- A. Consider Approving Assessment Policy Work Plan.

Monica Percic, Management Analyst, provided the Council with an overview of the Assessment Policy Work Plan. She reviewed the objectives stating that they would like feedback on the items outlined in the memo and to request approval of the work plan. She explained that the scope of the project is to refine the City's assessment procedure. She reviewed the timeline and history of the pavement management projects with Council. She reviewed the assessment levels and the property assessment process with Council. She explained that the action they are requesting from Council is to approve the work plan so they

can begin developing and creating this into a policy. She suggested convening a Pavement Task Force that would include a cross section of the community in both skill set and knowledge. She suggested setting overall goals and a timeline for the taskforce in addition to determining the selection process. She stated that special assessments must meet at least the criteria identified in the work plan and reviewed with Council.

Council Member Kohls stated that she would be interested in knowing the membership of the last taskforce based on location. She noted that she did not need the names of the individuals but would like a map that identifies the areas covered by the membership. Ms. Percic provided Council with a map of the areas that have been addressed so far.

Finance and Administrative Services Director Hedberg stated that they could take the roster and identify locations on the map for Council review. He stated that they would like to get a good mix of individuals to include on the task force but would also like feedback from Council on the process.

Mayor Shiely suggested a combination of advertising and nomination. She asked that they ensure that all areas are represented on the Task Force.

Council Member Kohls agreed stating that the areas should include representation from the commercial and industrial areas, the religious communities, the school system, and both rural and local residential areas in addition to previous task force members. Council Member Wolcott agreed that they should include some of the previous members to ensure the knowledge gained from their prior experience is utilized.

City Administrator Schroeder reviewed the Task Force process and membership with Council.

Mayor Shiely confirmed that the Council is in agreement and supports the process of moving forward. Council agreed.

MOTION BY RICE, SECONDED BY KOHLS, TO APPROVE THE ASSESSMENT POLICY WORK PLAN. MOTION CARRIED 5-0.

B. Consider Implementing the ICON Software Program for Pavement Management with GoodPoint Technology.

Public Works Director Burshten stated that the Pavement Task Force began the evaluation and inventory process in 1994. He stated that the process presented several questions noting that they would like to be more proactive moving forward. He explained that when this Task Force convenes they plan to address the questions raised noting that they have to be aware that this program, once initiated, would have to be carried on every three to four years with a similar program. He provided the Council with a brief history noting that City Engineer Levitt would provide the Council with a presentation of the Pavement Management System.

City Engineer Levitt provided Council with background of the Pavement Management System. She explained that the process would include determining what they should do, the

timeline and the locations. She stated that they want to optimize the costs and make it a cost effective decision. She stated that the key is to optimize funding and maintain the PCI pavement index and backlog in the process. She noted that good roads cost less than bad roads noting that it could cost four to five times more without maintenance. She explained that with the ICON software program they would be able to capture the best timeframe to do sealcoats and overlays. She noted that this would help to expand the life of the pavement considerably by utilizing effective pavement management processes. She explained that the software captures the history of the pavement and can be customized to meet the needs of the City. She noted that the inventory would also provide a good overview for the Comprehensive Plan. She provided the Council with an overview of the inventory process noting that for the 2007 CIP they would be able to effectively identify projects, manage the policies and parameters, pull current data queries, provide graphical representations and fully utilize the maintenance practices to get the most longevity from the streets. She stated that the software would also provide funding scenarios that would allow them to maximize the conditions and minimize the backlogs.

Tony Struve, Good Pointe Technology, provided the Council with an overview of the charts and the software functionality.

Council Member Kohls asked who would actually walk the area and take down the information. Mr. Struve stated that Good Point staff would walk the areas. He reviewed the process noting that the totals would be entered into the software and would generate the PCI's. He stated that the database could then be linked back to the GIS system.

Mayor Shiely asked Public Works Director Burshten for his feedback on the software and asked if it would be a beneficial investment for the City. Public Works Director Burshten stated that it would be very beneficial for budgeting purposes and bringing back recommendations to the Council. He stated that it is a very good program noting that the Company is very good.

Mayor Shiely stated that as a Council they are committed to ensuring that once the roads are done there is a system in place to continue with the ongoing maintenance. She agreed that this would be a real aid in helping them do this.

MOTION BY WOLCOTT, SECONDED BY GROSSKLAUS, TO AUTHORIZE THE IMPLEMENTATION OF THE ICON SOFTWARE PROGRAM FOR PAVEMENT MANAGEMENT WITH GOODPOINT TECHNOLOGY. MOTION CARRIED 5-0.

#### RESPONSE TO PREVIOUSLY RAISED COUNCIL COMMENTS AND REQUESTS

NONE

#### COUNCIL COMMENTS AND REQUESTS

Mayor Shiely reminded everyone that August 3, 2004 is National Night Out at Woodridge Park. She reviewed the event with Council and encouraged everyone in the Community to come out and join in. Council Member Rice noted that the events begin at 5:00 p.m.

## PAY BILLS

MOTION BY RICE, SECONDED BY GROSSKLAUS, TO APPROVE PAYMENT OF CHECK NUMBERS 135494 THROUGH 135702 TOTALING \$853,089.81. (CHECKS 135494 – 135520 IN THE AMOUNT OF \$120,907.43 ISSUED PRIOR TO COUNCIL APPROVAL.) MOTION CARRIED 5-0.

## WORKSHOP SESSION – OPEN

### A. Workers' Compensation/Ambulance Service.

Mayor Shiely explained that this workshop topic came about from a particular situation that occurred in June 2004. She noted that the employee issue has been settled adding that Council felt that there were questions that came out of this situation that should be addressed. She stated that Staff has prepared a folder of responses to some of the issues and has asked Council for their comments. She stated that it is extremely important that they do not include the specific incident addressed in June as it is related to a specific City employee and the League of Minnesota Cities. She stated that the employee has been assured that the issue would not be discussed.

City Administrator Schroeder stated that at the June 16, 2004 meeting Council requested additional information from Staff, the League of Minnesota Cities and data from the Minnesota Department of Labor and Industry as it relates to Workers' Compensation education, training and support, accident reporting procedures, the City Workers' Compensation premium, and claims statistics. He stated that the report includes a memo from Public Safety Director Mickelson addressing the policy discussion and the decisions surrounding ambulance service and billing to the Public Safety personnel on duty. He provided Council with an overview of the reports.

Mayor Shiely clarified that the write-offs are not all due to Medicare but also include waivers from Medicaid. She asked how the write-offs relate to total billings and how would they change for ambulance rides provided to employees.

City Administrator Schroeder reviewed Exhibit 3 with Council noting that it is a short form showing the number of employees that have been transported due to injury or illness and the costs incurred. He noted that the last exhibit was prepared at the request of Public Safety Director Mickelson stating that he asked for a differentiation of the types of Workers' Compensation injuries. He explained that it represented approximately 29 workers' compensation injuries per year noting that most injuries are not considered significant or catastrophic. He reviewed the non-medical/medical treatment and lost time injuries with Council.

Council Member Kohls referenced the percentages and clarified that the number takes into account the 'information only' cases. City Administrator Schroeder stated that it includes any incident that has been reported.

Council Member Kohls asked if the percentages would be skewed if they removed the 'information only' cases from the report. City Administrator Schroeder stated that the percentages would change considerably and reviewed with Council.

City Administrator Schroeder clarified that the Workers' Compensation carrier has to provide an answer within 14-days noting that most of the time the incidents are straightforward. He reviewed the research process they take with Council noting that many times they could deny a claim and come back to change the decision based on further research and additional information.

Council Member Kohls thanked Finance and Administrative Services Director Hedberg and Staff for pulling the information together. She stated that it has given her a better understanding of the expenses and processes. She clarified that the training is mandatory for all employees. City Clerk Stransky stated that the training is an annual process and is mandatory either via video or in person. She reviewed the process with Council noting that the latest training sessions have been held at two different locations.

Mayor Shiely asked what the City does, as far as billing, if they have an employee who used the City ambulance service and their claim is denied. She asked if the City has a mechanism in place to help the employee.

City Administrator Schroeder explained that the procedures have changed over time. He reviewed the process with Council noting that they are currently searching for a Safety Consultant. He noted that they currently do not have an internal process available to assist employees with the insurance process.

Mayor Shiely stated that the Council also has some responsibilities and should be kept informed with each situation.

Council Member Kohls asked who helps the employee through the paperwork and ensures that timelines are met. City Administrator Schroeder stated that City Clerk Stransky is responsible for ensuring that the paperwork is processed and that timelines are met. He explained that she confers with the supervisors to ensure that all of the information is handled appropriately.

Council Member Kohls stated that she would like a discussion regarding the overall ambulance billing process. She stated that in reviewing the numbers she does not see billing costs for ambulance services provided to an employee injured on job. She reviewed the billing expenditures with Council noting that she does not believe that an employee should have to bear the costs for an injury that occurred while working for the City of Cottage Grove. She stated that she feels an obligation to the employees that work hard for the City. She stated that she is very uncomfortable with sending collection notices to employees for an ambulance bill.

Council Member Rice stated that determining when to charge for a medical service is a difficult process and reviewed with Council. He expressed his disagreement stating that the

costs can be high. He stated that he cannot see how the City is going to take care of all of the ambulance bills and reviewed his concerns with Council.

Finance and Administrative Services Director Hedberg explained that when the City outsourced the process they followed the business rules and guidelines and reviewed the process with Council. He explained that phone contact is made at 120 days as a follow-up and to offer any assistance.

Mayor Shiely stated that outsourcing this process was one of their concerns. She stated that they do not want to lose their connection with the employee or resident.

Council Member Kohls thanked Public Safety Director Mickelson for his memo and clarification of the process. She clarified that Council wants to be sure that there is a clear process for the supervisor that provides direction for emergency situations involving their employees.

City Administrator Schroeder clarified that the general position would be that they would not order an employee to take the ambulance but would offer the opportunity and leave the decision to the employee. He noted that from time to time there could be situations that would require a judgment call from the department level.

Mayor Shiely called a break at 9:20 p.m.

Mayor Shiely called the meeting back to order at 9:28 p.m.

B. Hidden Valley Crossing Site Design.

City Engineer Levitt stated that the final traffic control analysis for the Thompson Grove Neighborhood has been completed. She stated that the report for recommended traffic control changes has been provided to Council for their review. She explained that the report outlines the stop signs to be removed and the location of the new ones to be implemented. She reviewed the background history of the traffic control request with Council noting that the key tasks of the traffic analysis were to review the appropriate traffic control necessary for key intersections and to address future development impacts in the area. She stated that implementation of the proposed traffic control for the neighborhood would involve a considerable amount of public education including neighborhood meetings, maps in the local newspapers and distribution of fliers to the neighborhood. She stated that in addition to the education the City plans to go beyond the recommended changes to include additional warning signs that would include flashers, red flags on top of the new stop signs, barrels with stop signs at the centerline of each intersection and additional reflectors on the new stop signs. She stated that Staff is recommending that they begin the implementation of the education of the public as soon as possible. She reviewed the proposed changes and timelines with Council and asked for feedback and suggestions.

Council Member Wolcott referenced 90<sup>th</sup> Street and Grenadier stating that only two homes are located at this intersection and asked why they are recommending placement of a stop

sign in this area. City Engineer Levitt explained that the key to the recommendation is consistency along the two corridors. She reviewed the process with Council.

Council Member Wolcott stated that placement of this stop sign and the stop sign at Grenada and 87<sup>th</sup> Street do not make sense, they are dead-end streets. He stated that this would be a big change for the neighborhood and would take a considerable amount of education for the residents to make this happen.

Council Member Rice stated that this really needed to be done in this area. He noted that he lived in this area for over twenty years and explained that there never has been consistency in the signage. He asked if the Grenada area had been considered for this project. Public Works Director Burshten stated that this area would be included in a future study and reviewed with Council. City Administrator Schroeder further clarified that they would like to experience the changes in this area first and incorporate lessons learned for future projects that would be included in a separate study.

Mayor Shiely agreed that there could be some problems with re-learning traffic patterns adding that there would be considerable advantages for those concerned about the increased traffic along Hadley. She stated that the recommendations and changes would be very positive for the area. She stated that she is in general agreement with the recommendations noting that she is hearing the same from Council.

Council Member Grossklaus expressed concerns regarding the 30 – 35 mile per hour speed limit changes in the school district area and asked for further clarification. City Engineer Levitt stated that initially there was a large variety of signage in the school district area that was very confusing. She stated that they reviewed this area and Staff has already addressed the inconsistencies. She reviewed the changes and recommendations with Council.

#### C. Thompson Grove Traffic Control Analysis

Community Development Director Blin stated that since the approval of the Hidden Valley Crossing PUD, Mike Rygh has been working on locating commercial businesses to develop the commercial portions of the area. He noted that the senior housing condominium portion of the PUD is in the process of being leased for construction in the fall of 2004. He noted that one of the first prospective commercial uses of the site is the gas and convenience store. He stated that Linn Companies, who own and operate the Jamaica BP and the Goodyear Service Center, are interested in constructing a new Holiday store on the property.

Mike Rygh provided the Council with a brief update of the project noting that the road is setup to be installed this fall, senior housing is proposed to also start this fall and they are now beginning to plan the retail portion of the project. He reviewed the original recommendation with Council noting that they are currently working with the Linn Company to determine what would be best to make this a successful site. He noted that through the process they found that there is less interest in the daycare facility than originally thought. He explained that they are not sure if there is a large enough market and the space is now being listed as office space. He stated that Kathy Anderson is present to review the design proposal.

Kathy Anderson, Architectural Consortium, stated that they had very good neighborhood meetings that provided good feedback on the project. She reviewed the reasons for the moving the gas station to the corner. She reviewed the access points with Council. She stated that they have reviewed all of the issues and are working closely with the neighborhood. She stated that they have received very positive feedback regarding the lighting and landscaping proposed noting that the canopy would be internal to the site, as it would stop the glare from the lights. She noted that the new site plan would include a restaurant pad and additional retail space. She stated that they have also received very positive feedback on the gateway entrance and outdoor plaza area noting that it would create a very upscale tone for the area. She stated that one of the issues was with moving the car wash. She reviewed the original proposal noting that in reviewing staff comments they wanted to see traffic flow contiguous through the site.

Mayor Shiely asked about the fountains proposed for the area. Ms. Anderson explained that they are not that far in the design process adding that this suggestion could be reviewed further.

Ms. Anderson reviewed the carwash access points with Council. She indicated that there are creative ways to address the access points noting that fountains could be incorporated into the design of the area. She reviewed the architectural design with Council. She referenced the gas station location noting the design would include berming to minimize the effect from lighting.

Community Development Director Blin stated that the PUD is very specific in terms of the restrictions for the gas station. He stated that there is a limit of four pump islands. He explained that Mr. Linn would like to add one more pump for diesel fuel dispensing. He stated that another condition to consider is that currently it does not allow for outdoor storage. He stated that Mr. Linn would like to ask if it would be possible to have a propane cylinder exchange, which would be discussed further when the PUD is presented for discussion.

Mayor Shiely asked Mr. Linn if he is asking for a change in the hours of operation. Mr. Linn confirmed stating that the original request included two separate hours for operation, one for the store and one for the car wash. He explained that he would like to coordinate the hours and reviewed the changes with Council. He referenced the concerns regarding noise from the carwash impacting the residential area and explained that the drying unit of the carwash would be directed towards the interior of the lot. He stated that the noise levels would be contained and not heard by the residential areas. He reviewed the recommended access points, the landscaping, the number of pumps and outdoor storage with Council.

Council Member Rice asked Mr. Linn if they still own the Grange Boulevard station. Mr. Linn explained that they never owned the land or the station. He further explained that they leased the property. He stated that they have elected to sell the station on Grange.

Council Member Rice stated that he has no issues with the request for the diesel pump or outdoor storage. He stated that he likes the improvements made on the project.

Council Member Grossklaus clarified that he never had an issue with the proposal noting he was against the way the land was rezoned. He stated that Mr. Rygh has done a great job and has gone above and beyond what he had to do. He stated that he likes the improvements made on the landscaping adding that they have done a good job in keeping the residents informed. He thanked Mr. Rygh for his hard work and willingness to work with the residents.

Council Member Wolcott stated that he would like to see the carwash moved. He stated that the circulation is good and asked if there is a way to do the carwash and still keep the flow of the area. He stated that viewing the convenience store would be better than the carwash adding that he liked the landscaping and berming. He stated that overall they have done a good job with the design.

Mayor Shiely stated that she likes the exterior and the overall design of the site. She stated that she is also in favor of moving the carwash to a different site versus viewing it as you enter the site. She stated that she does not have any problems with the number of pumps, the outdoor storage or the coordination of the hours of operation. She stated that she appreciates how they have included the residents in the process and thanked them for a job well done.

WORKSHOP SESSION – CLOSED

NONE

ADJOURNMENT

MOTION BY RICE, SECONDED BY GROSSKLAUS, TO ADJOURN THE MEETING AT 10:20 P.M. MOTION CARRIED 5-0.

Respectfully submitted,

Bonita Sullivan  
*TimeSaver Off Site Secretarial, Inc.*