

**CITY OF BUENA VISTA
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS
AUGUST 19, 2021 – 6:00 P.M.**

ADG #1: PLEDGE OF ALLEGIANCE AND PRAYER:

Councilman Coffey delivered the opening prayer.

ADG #2 APPROVAL OF THE AGENDA:

Motion was made by Vice-Mayor Hickman to approve the agenda, seconded by Councilman Coffey, carried by Council.

ADG #3 APPROVAL OF THE MINUTES FROM THE JULY 15, 2021, REGULAR COUNCIL MEETING:

Motion was made by Councilman Coffey to approve the July 15, 2021, minutes, seconded by Councilman Cooper, carried by Council.

ADG #4 RECOGNITION/COMMUNICATION FROM VISITORS: Citizens who desire to speak on matters not listed on the agenda below will be heard at this time. Citizens who desire to speak on a specific item listed on the agenda, open for public comment, will be heard when that item is considered.

No one spoke.

ADG #5 REPORTS:

1.) Mayor:

Mayor Fitzgerald congratulated Mr. Ed Smith from the News Gazette on the award that he was presented for his editorial on happenings in the past. Mr. Smith thanked Council for the recognition.

2.) City Manager:

Mr. Tyree announced that Mr. Corey Henson was promoted to Director of Public Works. He said that he and Mr. Henson have been working together and some changes have already been made. He also advised that one person from Public Works who has been vaccinated tested positive for COVID today.

3.) City Attorney:

Mr. Kearney advised that the City now owns the Town Square.

4.) Council Committee/Representative:

Councilman Henson started his report by saying the Public Works/Public Safety Committee has had some good meetings learning about what is going on in Public Works. He said there is a major problem at the WWTP and Glen Maury Park with groundhogs. They are causing some major damage and something needs to be done to get rid of them. Parks/Recreation Committee has been discussing the happenings at the park. There was a representative from RARO talking about the youth sports program. Councilman Henson then thanked Millie and Edward for the good job they are doing at the park and golf course. He reported that Beach Music went well but the crowd was down this year. There was also good attendance at the National Night Out. There was a meeting today concerning the 9/11 event coming up. The event will take place at the double decker at 10 o'clock on Saturday morning. We have a problem with our water system. We are losing 64% of the water output. There is old pipe in the ground.

Mr. Tyree said he is going to be sending some dates to meet with the engineers and discuss the draft PER that is complete. We will probably have a work session to discuss the PER since there is so much information included.

Councilman Coffey said that along with the loss of the water, I&I is 77% running through the WWTP. He opined that is not sustainable.

Councilman Henson explained that I&I is rain water getting into the system. They also talked about the upgrades that are needed at the WWTP. If Public

Works went out and did smoke tests, maybe they could talk to people and they may or may not make the necessary repairs. He opined we need a system of enforcement to say they will have 15 days to make the necessary repairs.

ADG #6 CONSIDER APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES:

THE BUENA VISTA PLANNING COMMISSION:

MRS. SANDY BURKE IS NOT WILLING TO SERVE AGAIN. HER TERM WILL EXPIRE ON 8/31/21. THIS IS A FOUR-YEAR TERM AND THE THIRD TIME IT HAS APPEARED ON THE AGENDA:

ADVERTISED THE NEWS GAZETTE JULY 7, 2021, WILL POST ON SOCIAL MEDIA – TWO APPLICANTS – MR. BRENT STYLER, MR. JUSTIN WISEMAN

THIS ITEM WILL BE CARRIED OVER TO THE NEXT SCHEDULED COUNCIL MEETING.

THE BOARD OF ZONING APPEALS:

MR. ART FURLER'S TERM WILL EXPIRE ON 12/31/25. THIS IS A FIVE-YEAR TERM AND THE FOURTH TIME IT HAS APPEARED ON THE AGENDA. THE TERM WILL BEGIN IMMEDIATELY. MR. FURLER HAS MOVED AND IS UNABLE TO CONTINUE TO SERVE:

NO APPLICANTS: ADVERTISED THE NEWS GAZETTE JULY 7, 2021, WILL POST ON SOCIAL MEDIA

THIS ITEM WILL BE CARRIED OVER TO THE NEXT SCHEDULED COUNCIL MEETING.

THE BUENA VISTA ECONOMIC DEVELOPMENT AUTHORITY:

MS. SKYE LOWRY HAS MOVED AND CAN NO LONGER SERVE ON THIS AUTHORITY. THIS IS A TWO (2) YEAR TERM AND THE THIRD TIME IT HAS APPEARED ON THE AGENDA. THE TERM WILL BEGIN IMMEDIATELY:

APPLICANTS: MR. WAYNE OYLER, MR. ALEX F. ANDREW: ADVERTISED THE NEWS GAZETTE JULY 14, 2021, WILL POST ON SOCIAL MEDIA

THIS ITEM WILL BE CARRIED OVER TO THE NEXT SCHEDULED COUNCIL MEETING.

ROCKBRIDGE AREA NETWORK AUTHORITY (RANA):

MR. JOSHUA EGGLESTON HAS RESIGNED EFFECTIVE SEPTEMBER 1, 2021. HIS TERM WILL EXPIRE ON DECEMBER 31, 2024, AND THIS IS THE SECOND TIME IT HAS APPEARED ON THE AGENDA:

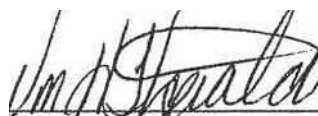
ADVERTISED THE NEWS GAZETTE JULY 28, 2021, WILL POST ON SOCIAL MEDIA

THIS ITEM WILL BE CARRIED OVER TO THE NEXT SCHEDULED COUNCIL MEETING.

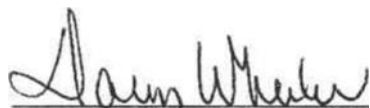
OLD BUSINESS:

NONE.

NEW BUSINESS:



William H. Fitzgerald,
Mayor



Dawn Wheeler, Clerk of Council

Date of Adoption

FOR POLITICAL SUBDIVISIONS AND COUNSEL (list firms)

City of Buena Vista, Virginia
By: Brian J. Kearney, City Attorney

NB #3 **DISCUSS EMERGENCY PROCUREMENT FOR THE DIGESTOR ROOF AT WWTP:**

City Manager Tyree opened the discussion by saying that he and the Mayor toured the WWTP to look at the digester roof. The digester roof is in very bad shape. We have 4 employees that go up there every week to the valves and machinery that is on top of the roof. A part of the roof has caved in. We have 3 quotes; 2 of them have been turned in and we are waiting for the third one. Once we get the third quote, we will have to do an emergency procurement to receive those funds. Right now, it seems the roof repair will cost about \$100,000.00. Mr. Tyree asked Mr. Kearney if we could allocate the funds now. Mr. Kearney said that being part of the CARES funds we can allocate up to \$125,000.00. He said that Rural Development indicated that this could be used as part of any match. Later, when we do a loan, we will hopefully get some grants from them. He explained that we did not know how dangerous the roof is and that employees are going on the roof. The money will come from the ARP, and it is clearly to be used for the WWTP.

Mayor Fitzgerald said he would make the motion to \$150,000.00.

Councilman Coffey wanted to know about the roof on the press building.

Mr. Tyree said that roof will also need to be replaced and we will repair that one with a grant. He said that roof is not an emergency because no one is up there walking on the roof.

Mr. Kearney said some of the DEQ money will be used to repair the press roof.

Councilman Henson said the WWTP was put into action in 1986 and this is the first major thing we have had happen. He made a motion to allocate up to \$150,000.00 to cover any thing that might come up on the job, seconded by Councilman Coffey, carried by Council.

NB #4 **DISCUSS ASSESSMENT AND ESTIMATE FOR THE CITY OF BUENA VISTA FOR PRECISION SAFE SIDEWALKS:**

City Manager Jason Tyree started the discussion by saying we received an offer from Precision Safe Sidewalks. They provided an estimate of about \$20,000.00. They take the trip hazards and the sidewalks and make them completely level. He said he has used them in the past and so has VDOT. He opined they do a very good job, and they could do the entire City in about a week. One of the cons that they normally do is you see the nice pretty surface and when they cut into it you do see some of the rock and gravel. Councilman Coffey wanted to know if this would cause erosion.

Mr. Tyree said he has seen in certain cases where over time it has caused erosion especially in some of the older sidewalks. The older sidewalks generally need to be replaced anyway. You could do this before getting a sidewalk grant. They took some pictures of some of the sidewalks in the City and there are pictures of some of the sidewalks they have done in the past. This bid does not include every sidewalk in the

City. The bid is for \$19,000.00 for sidewalks within the City. This will fall under the America Rescue Plan.

Councilman Henson said that Johnny Cole from Public Works comes to the Public Works/Public Safety meetings. He advised at the last meeting that the company did a survey of the sidewalks, (not in the whole city) and found 158 violations. He opined that the \$19,000.00 that has been quoted would take care of 1 lawsuit if someone was to fall and get hurt. Councilman Henson motioned to pursue this bid as far as a safety concern for the public, seconded by Councilman Cooper, carried by Council.

NB #5 ESTABLISHMENT OF THE GREENWOOD CEMETERY GROUP:

Mr. Tyree started the discussion by saying we have received a request from a group of AD HOC citizens representing a group that would like to be officially established so they may seek funds, donations, and grants. It would be under the City because the Greenwood Cemetery is located off first street and Savernake on Woodland Avenue. He said it right between those 2 streets. It was mainly African Americans, Native Americans and paupers buried there. He opined the area could be a great, feel-good project. It is overgrown and these people want to establish a committee to see if they can raise donations, get grants, and see what they can do to restore the cemetery. He said that maybe there could be some "in kind work" the City could do to help them out. They are not asking the City for any funds currently. The group today is Preston, Jake, and Valerie. Mr. John Shewey advised that at their first meeting they elected him Chairman. He said that Mike Gwinn, Preston Evans, and himself have been talking about this project for years. Some of the graves are on private property. There are about 200 to 300 graves there. They want to do it right, so they formed a committee of 4 but they need a 5th member. They have asked Jason to serve on the committee. At the next meeting they will be setting their priorities. Mike Gwinn has talked to some people about maybe getting money. The people that he has talked to are all around the country but are Buena Vista natives. He said you might not see any change for a while at the cemetery. They would like to be part of the City and not ask for any money from the City. They will try to raise all the money they need to renovate the cemetery.

Councilman Coffey wanted to know if there are any records on who is buried there.

Mr. Shewey said all the records were with Amole and Lomax and when they sold the business the records went to Lynchburg. Preston and Mike have found a list of 37 people that is buried there. Preston's grandfather and grandmother are buried there. Mr. Shewey said he grew up in Buena Vista as well as Mike and Preston and never heard anything about this cemetery.

Councilman Webb wanted to know if the cemetery is open to new burials.

Mr. Shewey said it is not open to new burials. One priority is to find out if anyone has information on the cemetery. They are going to set up a web site to try to get information on the history of the cemetery. They would like to put a monument up with a list of the names of people buried there.

Councilman Coffey asked if Steve Douty owns the property around the cemetery.

Preston said that the property is owned by Archie Beverly, Wayne Oyler and Steve Douty.

Mr. Shewey said that once everything is established, they want to fence the cemetery in. He said their meetings will be open to the public and will probably be held at the golf course.

Mr. Kearney said if they are going to form a committee, they need to be more specific as to the number of people on the committee, terms, and duties. He opined they have done a wonderful job but if it is going to be a formal committee of the City where the City will take in funds and control those funds, it will be a little more formal than Council agreeing to form the committee and giving their blessings. If they are going to get money through the City, the committee will have to go through the Department of Finance. The money will be controlled by the City and audited and they will have to decide where to spend the money. It will be a little more to it if they have funds coming into the City.

Mayor Fitzgerald asked Mr. Kearney if he could write down everything that needs to be done and send it to the AD HOC Committee so they will understand what they need to do.

Mr. Kearney said he would gladly put the instructions in writing. He said the biggest thing is the money. He said if you are going to solicit funds that comes into the City, then the City will have control of the funds.

Mayor Fitzgerald said if the funds do not come through the City, you can form a group by yourself and do a non-profit.

Mr. Kearney said the other choice is to form a 5013C and have a formal board that would control the funds. Mr. Kearney said they have 2 choices: the City can do it and they can get tax free contributions using the City's tax-free status; they can set up their own 5013C and use the City's tax-free status and the money would have to come under the City's control.

Mayor Fitzgerald opined they would have a board running over another board. He suggested that they form a 5013C. They would have full control if they do form a 5013C. Mr. Kearney said that once the money becomes City funds, the City must approve use of the funds. You can say the funds are restricted to the cemetery but to do anything to the cemetery, it would have to be approved by the City. He said before Council approves the committee he will work with the group and get everything together before Council approves the request for the committee.

NB #6 **DISCUSS PHASE I – ALLOCATION OF AMERICAN RESCUE PLAN:**

City Manager Tyree started the discussion by advising that the current ARP Allocation Request is in Council's packet. He said that he knew that Vice-Mayor Hickman and Councilman Cooper had questions concerning the breakdown of the funds. We currently received \$3,989,654 and what we are looking at doing is breaking it off into phases. We will look at allocating \$1,650,000 in the first phase. This allocation will be used for IT upgrades, eligible vehicles for Public Works, eligible backhoe for Public Works, the roof at the WWTP, a community development housing study that is a regional housing study. Our portion of that study would be \$15,000.00. Eligible public safety expenses will be \$800,000 and then \$200,000 for loss of revenue. Both last 2 items will be going into the fund balance directly that will put \$1,000,000 into the fund balance.

Mr. Kearney explained that it is a general fund reimbursement.

Vice-Mayor Hickman said she wanted to start with absolutely must have items. We know we must have some of the things to do jobs. Then she would like to address what we need and then what we would like to have. She opined we should address the have to haves first.

Mr. Kearney explained that as far as the phones and computers goes, we really need to have Council start using the City's device where you get information from the City and the phones because of FOIA concerns. Right now, if we get a FOIA request for any one of Council, you will be using your personal phone. It would be very difficult to determine what is personal and what is not personal. You must keep any FOIA information. It cannot be deleted. We are getting more and more FOIA requests. If there is a phone or email message to you and it is in a central location, we have the device. It is not a personal phone or business phone. That way you can trace all the FOIA information and comply with the law. If you don't comply with the law, under the code, attorneys can ask for fees if we do not meet the time restraints. It is not a question of if they will get fees, it is mandated that they will get fees if we do not comply.

Vice-Mayor Hickman said it would make more sense to her to start off with our infrastructure that is falling apart rather than IT and phones.

Mr. Kearney said if we get hit with a law suit it will cost us a lot of money.

Councilman Webb stated that our sessions are recorded.

Mr. Kearney explained that he is concerned about communication between Council members. He said there are so many things that need to be taken care of.

Vice-Mayor Hickman said she would like to focus on what we must have first. She suggested someone find out what each department really needs to have to do their job that they do not have at this time.

Mayor Fitzgerald wanted to know if this falls under the CARES ACT money.

Mr. Kearney said we could end up using part of the CARES funds for IT. You need some device that you can segregate your information on.

Councilman Cooper said the biggest thing for him has been an email address because most of the Council information goes through his email. He said if we are ready to invest the money, he would love to have a City email.

Councilman Coffey wanted to know if Mr. Kearney feels there is a big priority in someone from a FOIA request suing the City.

Mr. Kearney said we are getting more FOIA requests. He opined if we must make a choice between the phone and email, he feels the phone would be the better option because all the information would be contained. He opined that all of Council needs a new phone and a City email address.

Councilman Coffey wanted to know if he does not have a right to say anything or be able to send a text to another Council member.

Mr. Kearney said if he is discussing or texting anyone in his capacity as a member of Council it is a public record.

Councilman Cooper advised if you are using your personal phone to send personal texts and messages, your phone can be taken. He said he worries about the text messages more than the email.

Mr. Kearney said you can also look at your emails on your phone.

Councilman Coffey questioned if Council discussed the budget in a Council meeting and he has a question, he cannot discuss the budget outside of a Council meeting so what is he supposed to do.

Councilman Cooper said you can talk all you want but if you put it in writing, it is public record.

Mr. Kearney said in the capacity of being a Council member, anything that is put in writing is public record. He wants to try to get communication between Council in a safe place.

He said when you hit "SEND" it is then a public record. As a City Council member, you are required to tell anyone who asks what you sent. It is public record. He said ideally you should have both but if you can only afford one, it should be a phone.

Councilman Coffey wanted to know if we can hold off spending the \$100,000. Keep the \$100,000 in case we need it later.

Mr. Kearney said the phones are just a very small part of the \$100,000.

Councilman Cooper said there is \$25,000 for the SCADA System.

Councilman Webb said \$45,000 was allocated for phone system improvements.

Councilman Cooper said the \$45,000 is for updating all the City phones which will more than pay for itself.

Mr. Tyree said the phone system is back up from the lightening hit. There is also a request attached from the BVRs. The funds will come from the ARP if Council approves to give them funds.

Mr. Kearney said it is about \$10,000 to buy the machines for Council. The phones for Council is not included in the \$45,000. That money is for City phones only.

Mayor Fitzgerald opined that the money was well spent the last time. The phone system needs to be replaced.

Vice-Mayor Hickman said she thinks Council is misunderstanding her. She is not saying we don't need to do some of the things. She said she feels there are more pressing things than what has been listed.

Mayor Fitzgerald said we are putting \$100,000 in the WWTP roof and we are also buying equipment. He said again the phone system needs to be replaced.

Councilman Webb wanted to know if we are going to spend this money before the lawsuit is settled about the golf course.

Mr. Kearney said the phone system update would be City wide. He said the biggest part of the money is being set aside for PER. When you look at the \$4,000,000, most of the money, other than the \$1,000,000 that is being transferred back into the general fund which will give you the greatest flexibility of what you can do with the funds.

Vice-Mayor Hickman said she is on the Finance Committee, and she understands. She said again she wants to look at all the stuff that needs to be done first.

Mr. Kearney said the PER meeting will be soon. The numbers are huge. He said there are certain things that must be done. Once we know how much money we can get, Council will have to make a decision on what we can afford. We are trying to put the money in the general fund because we know a big chunk of the money will have to go into the water and sewer.

Vice-Mayor Hickman said that her concern is that we will spend too much money before we know what we must do.

Councilman Henson said that over the course of years we have put so much stuff on the back burner because of lack of money. He feels if there is something on the back burner that we can use this money for then we should use it.

Mayor Fitzgerald opined that just about everything has been on the back burner.

Councilman Henson said he knows infrastructure and equipment has been on the back burner and wants to know what else is there.

Mr. Tyree said there is some infrastructure in phase 2. What we are planning on is to present upgrades to the campground at GMP; playground items; WWTP upgrades.

Councilman Coffey said they need to have a list of things that have been on the back burner and prioritize the list. He opined that some of the things on the back burner are probably things we want and not things that we need.

Councilman Cooper said that when they do the budget every year there is a section for capital improvements. He said he is seeing a lot of things that he remembers being in the capital improvements section of the budget. That list is the project list. He said he feels like we are hitting the top things from the list.

Councilman Henson said that things will show up on the 6-year CIP and after a while it will drop off the list. He said we have bridges that need to be worked on; crossings that need to be fixed; there are other things that are major infrastructure. He said he would like to see Council hold off on some of these things until they can find out some of the things that need to be done. He said that he knows the BVRS is interested in getting money. The BVFD lost a lot of money also,

Mayor Fitzgerald said Council was going to hear from the BVRS shortly and wanted to know what Councilman Henson thinks we should hold off on.

Vice-Mayor Hickman motioned that this item be tabled (with the exception of the \$150,000 for the WWTP roof) and call a special Finance Committee meeting before voting on this matter, seconded by Councilman Coffey, carried by Council.

Councilman Cooper wanted to know if any of the other items on the list are urgent.

Mr. Tyree said the only urgent item is the roof at WWTP.

Councilman Cooper said Cheryl's recommendation was to have a special Finance Committee meeting. He wanted to know if there will be enough time to put together the comprehensive list of everything that needs to be done for the City. He opined that if it is not enough time to get the list together to postpone the Finance Committee meeting until the list can be comprised.

Mr. Tyree said there is nothing on the list that cannot wait until next month. He said the list needs to be comprised as soon as possible.

The Finance Committee will set up the meeting asap.

Mr. Ronnie Slough of the Buena Vista Rescue Squad then addressed Council concerning their request for \$100,000 in additional funds to give their paid employees a raise.

Mr. Keith Holland then addressed Council. He gave information on the number of calls that the BVRS answers and the rate of pay for their paid EMT's. Mr. Holland said that EMT's in the County are started at \$18.25 per hour. EMT's in Buena Vista are started at \$13.50 per hour. He opined that the City needs to give our EMT's a pay raise to keep them here. He advised that to become an EMT you must have 164 hours of classroom – classes for 1 month – 5 days per week. He said the BVFD can answer calls without any training.

Mayor Fitzgerald told Mr. Holland that they should have approached Council during our budget time because it looks like they are asking for a budget increase. He said they will be growing their budget by giving pay raises.

Mr. Holland said this would be a one-time contribution and it will carry for a year.

Mayor Fitzgerald said it would carry them for a year but next year they would be in worse shape.

Vice-Mayor Hickman said all first responders are requesting additional funds because they know we are going to receive funds from the American Rescue Plan. Everybody's first responders are getting some of the money. She stated that the rescue squad has been on the front line since COVID.

Councilman Webb said that if they increase salaries now, there will not be any money to cover them next year.

Mayor Fitzgerald asked how much money the squad is asking for.

Mr. Slough said they are asking for \$100,000.

Councilman Coffey said that after the one time contribution they are hoping they can work something out where that is sustainable over the next 4 or 5 years. He understands this is a one-time deal to get them where they can be competitive and get good people instead of losing them to Lexington or Staunton.

Mr. Holland stated that everyone is part-time without benefits. Why would they want to work here for \$13.50 per hour and can go up the road and make \$18.25 per hour.

Councilman Henson said the only problem he has with giving them \$100,000 now, next year that \$100,000 will be a budget item.

Councilman Coffey said this is a one-time deal that would get the EMTs they have up to speed and over the year find ways to make it sustainable.

Councilman Henson opined it will be hard to find that money.

Mayor Fitzgerald suggested that Council wait and see what the police department, the fire department and the rescue squad ask for and take it from there.

Mr. Slough said they have not had a budget raise in 11 years.

Councilman Coffey stated that the BVRS is the best squad around. They are very frugal with their money. They are incorporated and they take care of what they have. Today's volunteer squad is almost gone because of the paid EMTs. In the past the squad was taken advantage of by people joining and getting their classes paid for and then leaving to get paying jobs.

Vice-Mayor Hickman said the squad provides a service and they do not hard bill people. Their supplies have tripled, and they cannot get help. She said she understands the frustration, but she has never called the squad and they did not show up.

Councilman Coffey said when he was with the squad, they would go door to door to collect donations and he would like to see that again.

Mr. Slough said they now mail out requests for donations.

Mayor Fitzgerald suggested that Council get some more numbers in and see what they can do.

Councilman Coffey said when they were at the Finance Committee meeting last week, they did not thank them for their service. He then thanked them for all they do.

Mr. Slough said that both he and Ms. Beverly did not get a raise. They volunteer for free. He said they will be here if they did not get anything.

Next to speak was Mr. Bob Hartman from Reid's Hill next to 40th Street. He said he has lived there for 5 years and there has been trees falling in his yard the whole time. He is afraid that someone is going to get hurt or killed.

Councilman Coffey said that Reid's Hill Road is a private road and not City owned.

Councilman Henson said that 40th Street is not open either.

Mr. Tyree said the trees are live.

Mayor Fitzgerald said when Mr. Hartman called him, he said it was 3 trees. Those 3 trees were dead and were cut down last week. He asked Mr. Hartman if he had more trees that needed to be cut down.

Mr. Hartman said the trees are live and he has been told they cannot be cut down. He said that 2 fell yesterday and if anymore falls they will hit his house.

Councilman Henson said that Mr. Hartman accesses his house in the back since 40th Street has never been opened.

Mr. Hartman said the downed trees have already torn up one of his sheds.

Councilman Coffey wanted to know if the trees are on Mr. Hartman's property.

Mr. Hartman said they are on City property falling on his property.

Councilman Coffey said he got an email from someone complaining about all the trees that were cut down on 10th Street. He said those trees were live.

Councilman Henson said the trees were trimmed up, not cut down. They cut some of the lower branches off but did not cut the trees down.

Councilman Coffey said his concern is if a live tree or dead tree falls on private property, they could file a lawsuit.

Mr. Kearney said that paper streets are filled with nature and Mother Nature takes down live and dead trees. He said again that 40th Street is a paper street only.

Councilman Henson said the City cannot do anything about dead or live trees on private property.

Vice-Mayor Hickman said she will go up there and look at the trees because she does not fully understand the situation.

ADJOURN:

There being no further business the meeting was adjourned.

William H. Fitzgerald, Mayor

ATTEST:

Dawn M. Wheeler, Clerk of Council

DATE: