

**REGULAR MEETING OF THE ANOKA CITY COUNCIL
ANOKA CITY HALL
CITY COUNCIL CHAMBERS
MARCH 16, 2020**

1. CALL TO ORDER

Mayor Rice called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

2. ROLL CALL

Present at roll call: Mayor Rice, Councilmembers Barnett, Freeburg, Skogquist, and Wesp.

Staff present: City Manager Greg Lee; Police Chief Eric Peterson; Police Captain Andy Youngquist; Assistant Fire Chief Todd Schewe; Electric Utility Director Greg Geiger; Finance Director Brenda Springer; Engineering Technician Ben Nelson; City Planner Clark Palmer; Public Services Director Mark Anderson, and City Attorney Scott Baumgartner.

Absent at roll call: None.

3. COUNCIL MINUTES

3.1 Minutes of the March 2, 2020, Regular Meeting.

Motion by Councilmember Skogquist, seconded by Councilmember Wesp, to waive the reading and approve the March 2, 2020, Regular Meeting minutes as presented.

Vote taken. All ayes. Motion carried.

4. OPEN FORUM

4.1 Police Activity Update.

Police Chief Eric Peterson provided a presentation relating to the City's Pandemic Preparedness Plan and shared questions regarding the COVID-19 virus itself should be directed to the Centers for Disease Control and Prevention (CDC). He shared how this Plan was first enacted in 2009 in response to the H1N1 virus and updated for use today. He said the objectives of the plan were to establish departmental service continuity plans, mitigate the spread of infection among employees, and assist employees and their families in managing personal and/or family illnesses during an outbreak. He shared assumptions that the City will be faced with reductions of work force and significant human health concerns in the

workplace and outlined ways the City was addressing those assumptions and noted the likelihood of not being able to offer all City services during this time. He shared ways to prevent an outbreak at work and that social distancing was not a new term and required to help prevent spread of the virus. Chief Peterson shared the plan for Building Inspections that included the use of personal protection equipment (PPE) as well as precautions by Utility and Public Works staff and shared steps to activate the Plan based on input from the federal, state, and Anoka County governments and the Mayor's declaration of a pandemic emergency for the City. He said this event was rapidly changing and the need for flexibility was important then referred to Governor Walz's executive order earlier that required the closing of restaurants, golf courses, and other such gathering areas. He spoke about the risk assessment scale and current cases throughout the State and that no one from Anoka has been identified as having the virus at this time but suggested closing access of all public buildings to the public to reduce the exposure to employees and institute telework and flexible leave policies, open the emergency operations center (EOC), and limit all non-essential public services through an emergency declaration that would provide for additional budgetary needs and possible curfews if needed. Chief Peterson said flexible work schedules would be implemented and employees could be assigned to other departments or cross-trained to ensure essential City services were provided that included a 24-hour answering service if needed and review of command structure.

Councilmember Wesp inquired about response approach for the City's volunteer fire department. Assistant Fire Chief Todd Schewe said crews would respond normally and rearrange schedules and staffing as necessary.

Councilmember Barnett said with the City's current lean staff and anticipated loss of 40-50% workforce, were there plans to partner with other cities or counties if needed. Chief Peterson said the Plan assumes no assistance from other agencies but that he was meeting with area police chiefs over the next two days to discuss options for mutual aid such as Ramsey and stressed they would ensure life safety events were always the priority and anything beyond that would wait or be addressed via telephone.

Councilmember Wesp expressed concern with the City's high elderly population and close proximity of people within high rises and ways to address that concern. Chief Peterson responded that Police Captain Andy Youngquist has already reached out to care facilities to assess their needs and encourage residents to make a plan for assistance as we do not want to risk exposures but still need to ensure care to individuals and that staff will work with Anoka County emergency management system (EMS) on response plans with the goal to keep people from becoming infected through measures such as social distancing.

Electric Utility Director Greg Geiger referred to the City's mutual aid agreements already in place and their intent to handle this situation like any other event such as a storm through prioritizing work, and response through one to two staff members in separate vehicles, adding their work has resulted in making the system stronger.

Councilmember Barnett confirmed the NIMS and EOC structure would be centralized at Anoka County with a hub at the City and asked how far the process got in 2009. Chief Peterson responded they did not open the EOC but prepared the Plan based on a slight risk event.

Councilmember Skogquist referred to the Governor's public closure of bars/restaurants and how will continue and what authority the City and Council had should some not follow the closure and more regulation was needed. Chief Peterson said staff would not be providing direction without Council input and said with Council's recognition of the state of emergency if we suffer economic loss within the City, we can track expenses for possible future reimbursement. He referred to recommendations with Council support and how for example a private event could be addressed without specific authority possibly through a martial law type response.

City Attorney Scott Baumgartner said the City was responsible for the health, safety and welfare of its citizens and would apply to a private event if needed through the emergency declaration which could include closing parks, curfews, and not being bound by bidding requirements should purchases be required.

City Manager Greg Lee said should Council enact the recommended state of emergency he and Chief Peterson will be providing daily communication with Council for continued transparency and encouraged Council to let staff know of any concerns throughout this time period.

Councilmember Skogquist referred to the recommendations of groups no larger than 10 or more and shared examples of churches, event centers, and halls and the hope that these organizations would take this into account and if not, the City could address. Chief Peterson said the key was education and noted many groups have voluntarily cancelled their meetings as well as the City's and that this behavior was imperative in order to do our part and protect our citizens.

Councilmember Freeburg asked if the Governor would be closing retail stores. Mr. Baumgartner said response was a moving target and that the State was working to decrease gathering places and were responding further to where groups were gathered in order to comply and end this pandemic through flattening the curve of cases versus medical response.

Councilmember Freeburg asked if municipal liquor stores will be closed. Mr. Lee said stores will not be closed at this time but will be monitored as we expect them to become popular and may restrict access based on the number of people in a store at one time.

Councilmember Wesp referred to the coning effect and moving restrictions as the Minnesota Department of Health reviews actions to restrict groups of people and passing the virus to each other and that closing stores may be prudent thing to do in the future and mandate the number of people in a store at one time.

OTHER INFORMATION UNDER OPEN FORUM

NOTE: By motion from Councilmember Freeburg, which was seconded by Councilmember Wesp, and by a unanimous vote of the Council, agenda item 9.5 was moved up on the agenda and acted upon at this point.

9.5 RES/Declaration of Emergency, Coronavirus Disease (COVID-19).

RESOLUTION

Chief Peterson presented a resolution declaring an emergency relating to the Coronavirus Disease (COVID-19) which included emergency declaration effective March 17, 2020, to remain in effect until April 6, 2020, at which time the Council may choose to extend the declaration.

Mr. Baumgartner explained the action would require no in person contact that included all Council and advisory commission meetings with a second option to leave the Council in person contact until April 6 where amendments could be made at that time.

Mayor Rice said based on this action the March 23 worksession would be cancelled.

Councilmember Skogquist said if no meeting was held prior to expiration how do we authorize extension of the declaration. Mr. Baumgartner said a telephone meeting could be arranged.

Councilmember Wesp referred to open meeting laws and posting meetings within three days to allow the public the ability to call in and provide input. Mr. Baumgartner said staff was working on public input opportunities via telephone and could be facilitated through technology.

Councilmember Wesp said telephone updates for meetings could be done through the City's reader board or website and suggested scheduling regular updates to inform the public of those meeting updates. Mr. Lee said it was allowable to

exclude the public if necessary but that staff anticipates the public being able to call in and that daily updates will be provided to the public as well.

Mr. Baumgartner added staff could arrange an agenda to avoid the necessity of include some items and postpone other items if possible for future meetings.

Mayor Rice stressed the importance of social distancing and calling in as we approach the next Council meeting.

Motion by Councilmember Freeburg, seconded by Councilmember Skogquist, to adopt a resolution of declaration of emergency for the City of Anoka, Minnesota, Coronavirus Disease 2019 (COVID-19).

Councilmember Barnett requested if closed that all information was posted on the front doors to contact departments, etc. and share via social media

Councilmember Skogquist said Anoka County was doing similar processes such as closing the libraries and that QCTV had a special COVID-19 channel as well as through CenturyLink for local business updates.

Councilmember Wesp said these actions would not be taking place if not absolutely necessary and said the economic impact will be like no other before measures but this needs to be taken seriously so we are prepared. He referred to the importance of protecting the elderly and the City will be here for residents throughout the event and looked forward to having much information shared with the public.

Mr. Baumgartner said as other cities act on this event it helps to stress the importance of action, adding Minneapolis and St. Paul are declaring emergencies as well and stressed the need for social distancing and that by passing this declaration that will help share the message too.

Upon a roll call vote: Mayor Rice, Councilmembers Barnett, Freeburg, Wesp and Skogquist voted in favor. Motion carried.

Mayor Rice noted while closed to public employees will be in public buildings working and available. Chief Peterson said he anticipated no other closures at this point but some neighboring cities were posting closure of parks but felt he needed more information before doing so but was prepared if necessary.

5. PUBLIC HEARING(S)

None.

6. CONSENT AGENDA

Councilmember Skogquist said if the situation continues with COVID-19 could approval of Item 6.3 be changed or revoked if necessary. Mr. Baumgartner said the City is obligated to protect the health, safety and welfare of its citizens and if the event did not occur reimbursement would be given.

Motion by Councilmember Barnett, seconded by Councilmember Skogquist, to approve Consent Agenda 6.1 through 6.4.

- 6.1 Approve Verified Bills.
- 6.2 Revising and Setting Council Calendars.
- 6.3 Approve Temporary On-Sale Intoxicating Liquor License; Anoka Lions Club for Divas for Diabetes at Anoka Armory, May 16, 2020.
- 6.4 Approve Issuance of a Tree Care/Arborist License; Northern Clearing, Inc.

Vote taken. All ayes. Motion carried.

7. REPORTS OF OFFICERS, BOARDS AND COMMISSIONS

7.1. Planning Items

7.1.A. RES/Approving Variances for Building Setbacks and Impervious Lot Coverage; 1803 8th Avenue.

RESOLUTION

City Planner Clark Palmer shared a background report stating the property owners of 1803 8th Ave are seeking to expand their home with 3 building additions and a new front porch. Variances are being requested for building setbacks and lot coverage. The home is a one-level home (with a basement) constructed in 1953 with a small footprint of 870 SF (excluding the attached breezeway and garage). The home is located on a corner lot. The attached garage is a small 290 SF, one-car garage which does not meet the minimum garage size of 440 SF. The home is currently a licensed rental property but the owners are interested in occupying the home as their retirement home. The additions will expand the livable floor area of the home and expand the existing one-car garage to a conforming two-car garage. The owners also plan to fully renovate both the interior and exterior. Two of the additions are located to the front and rear of the existing one-car garage and attached breezeway. Another building addition is proposed to wrap around the south and east sides of the existing home. The following variances are being requested: a side-yard setback variance of 0.3 feet from the minimum 5-foot side-yard setback along the north property line; a front-yard setback variance of 8 feet from the average front-yard setback of the Madison Street block (32.8 feet) for a proposed setback of 24.8 feet; and a variance of 3% from the 35% maximum lot

coverage for a total of 38% lot coverage. Staff finds the request to be in harmony with the general purpose and intent of the zoning ordinance, consistent with the comprehensive plan, reasonable, the plight of the landowner is due to physical circumstances unique to the property not created by the property owner, and if approved will not alter the essential character of the neighborhood. The Planning Commission held a public hearing on March 4, 2020, and the neighbor directly east of the subject property expressed support for the building additions and improvements. No other public comment was received. The Planning Commission accepted staff's findings and recommended approval of the application subject to the following condition that all site improvements shall be consistent with the approved site plan and any deviations from the approved site plan shall require additional review and approval by the Planning Commission and City Council.

Councilmember Wesp confirmed the property owners intent to convert the current rental property to owner-occupied.

Councilmember Barnett asked about the neighborhood's support in the event the property would have remained rental. Mr. Palmer said the applicant met the criteria and the conversion was better accomplished but said staff did not constitute findings of fact based on rental or not but said the conversion did help address the neighborhood concerns and said the neighbor to the west was pleased to see the positive outcomes.

Councilmember Freeburg said this was a positive outcome for everyone by improving and upgrading the home while eliminating a rental property.

Mayor Rice confirmed the side yard setback of .3 feet on the garage side had no living space within 10 feet of the lot line and asked if a concrete driveway was part of the plan and partly responsible for the overage on the impervious surface. Mr. Palmer said staff took the width of the garage and calculated a new driveway all the way down which was more than needed as the driveway will likely taper and added the front porch was calculated against the impervious surface as well. He said at times we do not do that and said 35% was more than they anticipated.

Councilmember Skogquist asked about the uniform area of a neighborhood and if one builds 60 feet back then others could not build unless 60 feet closer to the street. Mr. Palmer agreed, stating when one property does something it somewhat affects the neighboring properties and a variance could be requested based on reasonable, negative effects but said he did not think this will occur in this neighborhood.

Councilmember Wesp said he was comfortable with the proposed setbacks.

Motion by Councilmember Wesp, seconded by Councilmember Barnett, to adopt a resolution approving variance for building setbacks and lot coverage, 1803 8th Avenue.

Upon a roll call vote: Mayor Rice, Councilmembers Barnett, Freeburg, Wesp and Skogquist voted in favor. Motion carried.

8. PETITIONS, REQUESTS AND COMMUNICATION

None.

9. ORDINANCES AND RESOLUTIONS

- 9.1 RES/2020 Combined Street Improvement Project; Approve Bids and Award Construction Contract(s).

RESOLUTION

Engineering Technician Ben Nelson shared a background report stating on February 3, 2020, City Council approved the plans and specifications, authorized the advertisement for bidding and set the bid date for the 2020 Combined Street Improvement Project. He outlined the streets included in the Monroe Area Street Renewal Project (SRP) area portion of the 2020 Combined Street Improvement Project, Bob Ehlen Area Street Renewal Project (SRP) area portion of the 2020 Combined Street Improvement Project and the Street Surface Improvement project (SSIP) area portion of the 2020 Combined Street Improvement Project and the three separate bid schedules. Mr. Nelson explained the Alternate Bid No. 1 for Bid Schedule “1” –included constructing/placing structural soil borrows under the loam topsoil borrow for the boulevard trees and that staff did not recommend accepting the Bid Alternate as the benefit verses cost to increase the life span of the boulevard tree is not necessary and boulevard trees planted in concrete areas are expected to be replaced more often with the limited space to grow. He said Alternate Bid No. 2 for Bid Schedule “1” included constructing clay pavers in lieu of concrete pavers and that staff did not recommend accepting the Bid Alternate as the existing pavers in downtown Anoka are concrete and have performed well over the winters and to be consistent with the products in the City with more material staff will have to be stored at the public works building. Mr. Nelson explained Alternate Bid No. 3 for Bid Schedule “1” –included eliminating the broom finish on the sidewalks and the troweled 4 inch “picture frame” border around the sidewalk panels with the scoring pattern to remain the same. Staff included this alternate to see if there would be significate cost savings and staff is not recommending this decrease in the bid schedule. The accent scoring has been presented throughout the design and the project savings is only 2% overall.

Councilmember Skogquist spoke about anticipated costs with the bonds and how since the bonds were favorable, we received a premium for good rates and asked about the difference of the premium being within \$75,000 of overall estimate. Finance Director Brenda Springer said the City received \$500,000 in bond premium for an additional \$250,000 cash.

Councilmember Freeburg said a lot of work went into these projects and coordination and how this will be a great project once complete as it was needed and how he was pleased to see it move forward.

Motion by Councilmember Freeburg, seconded by Councilmember Skogquist, to adopt a resolution approving the 2020 combined Street Improvement Project; approve bids and award construction contract(s) for Kuechle Underground, Inc., in the amount of \$3,433,169.17 for the Monroe Street Area Street Renewal Project for Bid Schedule "1"; Kuechle Underground, Inc., in the amount of \$1,612,919.95 for the Bob Ehlen Area Street Renewal Project for Bid Schedule "2"; and Douglas-Kerr Underground, LLC., in the amount of \$2,549,808.45 for the Street Surface Improvement Project with Item 50 removed from base bid and Alternate Bid 1.

Upon a roll call vote: Mayor Rice, Councilmembers Barnett, Freeburg, Wesp and Skogquist voted in favor. Motion carried.

- 9.2 RES/Mississippi River Community Park Riverbank Stabilization Project; Approve Clean Water Fund Grant Agreement with the Board of Water and Soil Resources; Order Project and Authorize Preparation of Plans and Specifications.

RESOLUTION

Mr. Nelson shared a background report stating on October 1, 2018 City Council adopted a resolution approving the grant agreement with the Board of Water and Soil Resources (BWSR) for the Watershed-Based Funding Grant program and contributed \$43,570 of local funds towards the project. These local funds were included in the 2019 budget and to date \$20,490 has been spent. On June 26, 2019, the Board authorized staff to distribute and promote a request for proposals for Clean Water Fund Competitive Grants, Projects and Practices. City staff submitted the proposal for the Mississippi River Community Park Riverbank Stabilization Project on September 5, 2019 and projects were scored and ranked. At the January 22, 2020 BWSR Board meeting a motion was made motion to allocate the FY2020 Clean Water Competitive Grants and the City of Anoka was awarded a Clean Water Grant that fully funded the Mississippi River Community Park Riverbank Stabilization Project. As grantee of these funds, BWSR will require the City to enter into a grant agreement for assurance of deliverables and compliance with appropriate statutes, rules and established policies. A few requirements Council shall be aware of is this grant will be used to restore the riverbank along the Mississippi River. Mississippi River Community Park has been eroding over the past years. Staff has been working with Anoka

Conservation District (ACD) to determine the scope of this project at Mississippi River Park in 2018. Based on existing conditions, ACD estimated this riverbank restoration to cost \$782,000. The total length of the riverbank is approximately 1,500 feet and the project will start at the south end of the park due to the severity of the erosion. Overall, the City will ultimately be responsible for approximately \$168,570 of a \$782,570 project or 21% of the total project cost. The grant requirement on financial assurance of \$140,000 for repairs and maintenance mentioned above will be financed by the Stormwater Utility Fund if required. The repair work and maintenance can be outsourced or be in-kind services. It is the intent of city to perform repairs and maintenance by city staff and only use if needed, the \$140,000 for supplies and materials and shared substantial completion date of October 2021.

Councilmember Barnett said this was an exciting project and the Lower Rum River Water Management Organization goals meet ours, the MPCA, ACD, and State-wide priorities that impacts surrounding cities by reducing pollutants and sediments of phosphorus, improves drinking water, enhances public recreation, and reduces cost for maintaining infrastructure downstream.

Councilmember Skogquist referred to the quality of the arguments and reasoning in the grant application and complimented staff on their effectiveness in obtaining grants and asked how much of the project will be done by staff and how much done by subs. Mr. Nelson said 100% of the project will be done by bid and as a fully funded project with no additional City assistance outside of project management. He noted a survey through Hakanson Anderson may show more rip rap needed on which would be completed through City crews.

Councilmember Wesp said wall stabilization was important then referred to the Asian carp species and what barriers were in place to eliminate this invasive species from getting to the Rum River and later to Lake Milacs. Mr. Nelson said Asian carp was not found above Coon Rapids yet but believed to be downstream.

Mayor Rice asked who would develop plans and specs and if the reclaimed land from grading would be steep in this location similar to the area on the north Rum River project a few years ago. Mr. Nelson said ACH and Hakanson Anderson would develop the plans and expected a 2:1 slope up to a certain elevation and while similar in design was unsure of the exact elevation of the previous project.

Councilmember Freeburg noted how the river used to freeze solid and how with the Becker power plant the water stays warmer and results in more raising and lowering of the Coon Rapids Dam with more erosion than in the past and commented how the water was much cleaned compared to years ago.

Motion by Councilmember Skogquist, seconded by Councilmember Wesp, to adopt a resolution Mississippi River Community Park Riverbank Stabilization Project; approve Clean Water Fund Grant Agreement with the Board of Water and Soil Resources; Order Project; and Authorize Preparation of Plans and Specifications.

Upon a roll call vote: Mayor Rice, Councilmembers Barnett, Freeburg, Wesp and Skogquist voted in favor. Motion carried.

9.3 RES/Accepting Donations and Contributions for 2019.

RESOLUTION

Ms. Springer shared a background report stating Minnesota Statute Section 465.03 requires municipalities to accept all contributions, donations and grants through adoption of a resolution. Annually, the City Council will be presented with a resolution for adoption recognizing and accepting donations and contributions from various contributors for a variety of projects or expenditures, along with the conditions, if any, as established by the contributor and a list of donations received in 2019 with their purposes specified was shared.

Councilmember Wesp thanked all individuals and organizations who donated to our community including fireworks, police activities, and others.

Motion by Councilmember Wesp, seconded by Councilmember Barnett, to adopt a resolution accepting donations received by the City of Anoka in 2019.

Upon a roll call vote: Mayor Rice, Councilmembers Barnett, Freeburg, Wesp and Skogquist voted in favor. Motion carried.

9.4 RES/Authorizing Revision of 2019 Budget Department and Carryover to 2020.

RESOLUTION

Ms. Springer shared a background report stating the City Council has the authority to revise the 2019 budget by transferring unencumbered appropriations from one office, department or agency to another; by increasing the total appropriations to the extent of actual revenues, by appropriating for unexpected emergency expenses or by carryover for incomplete projects. After reviewing the actual activity for the year ending December 31, 2019 and speaking with department heads, the resolution describes the proposed amendments to the 2019 budget and the 2020 budget respectively. The resolution does impact the overall total budgeted expenditures in 2019 and also impacts the overall budgeted expenditures in 2020. Expenditure budgets in the general fund are being reallocated between departments within the fund. The total budget requested for carry over is \$302,981 and consists of Station Park pond dredging not completed

by the end of 2019, which are requested to be carried over for completion in 2020 as well as budgeted equipment for an electric bucket truck.

Motion by Councilmember Freeburg, seconded by Councilmember Skogquist, to adopt a resolution authorizing revision of 2019 budget department and carryover to 2020.

Upon a roll call vote: Mayor Rice, Councilmembers Barnett, Freeburg, Wesp and Skogquist voted in favor. Motion carried.

9.5 RES/Declaration of Emergency, Coronavirus Disease (COVID-19).

ACTED UPON EARLIER IN THE AGENDA

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

None.

12. UPDATES AND REPORTS

12.1 4th Quarter Financial Report.

Ms. Springer shared overall expenditures were up \$322,000 from 2018 including salaries, contractual and fire, supplies, capital improvements. General fund revenue was up approximately \$239,000, mostly due to property tax and transfers in. She shared graphs outlining comparisons to past years and said governmental fund assets totaled \$19.6 million with liabilities of \$18.7 million. Ms. Springer said the fund balance was \$879,000 with \$7.7 million available for spending. She highlighted enterprise funds had positive balances in all funds with the exception of golf and recycling and that cash was down in Electric of \$4.1 million from 2018 as result of temporary loans for the 2020 bond issue which will be paid back. She outlined proprietary funds of \$75.4 million, liabilities of \$9.4 million, and fund equity of \$66 million then shared operating income changes over time. Ms. Springer explained information services and insurance with reserves and benefit liability funds and central garage fund balances with cash and investments down \$2.3 million from 2018 and yield on investments of 1.8%. She said the City continues to plan for the future with the momentum from Highway 10, property acquisition for Greenhaven Parkway, and was in a solid, financial position.

Councilmember Barnett asked for reasons why charges for service in 2019 were \$350,000 less. Ms. Springer responded she would forward that information to Council.

Councilmember Skogquist inquired about the consortium with Roseville for IT services and the cost changes going forward and possibility of doing IT in house again. Mr. Lee explained the City of Roseville was no longer providing IT services but would be doing so through a separate entity and has asked cities to enter into a joint powers agreement for \$300,000. He said staff was reviewing to see if this was the best option or if we should look for other services, especially in light of the 15% increase in order to develop a body and board of directors with an operations director. He said they intended to continue with Roseville for now but were exploring options, adding staff had no concerns with the service but wanted to explore all options.

Ms. Springer said a technology committee was being formed to explore options for IT services.

12.2 Tentative Agenda(s).

The Council reviewed the tentative agendas of the upcoming Council meetings. Mr. Lee noted staff will be seeking input on the March 23 worksession topics that included property north of the railroad tracks, Duffy Properties, Highway 10 design item, and organized solid waste hauling for eventual City-wide vote for 2020 or 2022.

12.3 Staff and Council Input.

Councilmember Skogquist encouraged the public to purchase gift cards where possible for restaurants required to close for future use to help keep them in business during these trying times.

13. ADJOURNMENT

Councilmember Freeburg made a motion to adjourn the Regular Council meeting. Councilmember Barnett seconded the motion.

Vote taken. All ayes. Motion carried.

Time of adjournment: 8:57 p.m.

Submitted by: Cathy Sorensen, *TimeSaver Off Site Secretarial, Inc.*

Approval Attestation:

Amy T. Oehlers, City Clerk