Finance Committee Minutes

Honorable Council City of Newark, Ohio June 21, 2023 5:45pm

The Finance Committee met in Council Chambers June 20, 2023 with these members in attendance:

Doug Marmie – Chair Spencer Barker Bradley Chute Mark Labutis sitting in for Jonathan Lang Michael Houser

We wish to report:

Mr. Marmie - First item, the unappropriated balance of the General Fund is \$1,712,147.00 and the cash balance of the Budget Stabilization Fund is \$1,416,130.00

1. **Resolution No. 23–60** A RESOLUTION AUTHORIZING AND DIRECTING THE DIRECTOR OF PUBLIC SERVICE TO NEGOTIATE AND ENTER INTO CONTRACT WITHOUT COMPETITIVE BIDDING FOR THE PURCHASE OF BODY-WORN CAMERAS WITHIN THE DIVISION OF POLICE AND DECLARING AN EMERGENCY

Tim Hickman, Safety Director - We're asking to waive the competitive bidding for the body cameras, for compatibility reasons, this is what we did when we made the initial purchase of them. **Motion to send to Full Council by Mr. Barker, second by Mr. Houser, motion passed 5-0**

2. **Resolution No. 23-62 Exp** APPROPRIATING MONIES FOR THE CURRENT EXPENSES OF THE MUNICIPAL CORPORATION

Section 1. There is hereby an appropriation of the unappropriated balance of the 100 General Fund, in the amount of \$75,000.00 (CDBG Recreational Supplies Reddington Road Park)

100.432.5314300	Recreational	75,000.00
	Supplies	
	Reddington Rd	
	Park CDBG	

David Rhodes, Service Director - We're doing an addition to Reddington Park off Cherry Valley and in this years budget we appropriated \$115,000 and by the time we're finished with all of our improvements we'd like to have that number ratcheted up closer to \$190,000, so I'm asking for \$75,000 additional dollars from the unappropriated balance, but what I want to tell you is all these dollars are refunded back into the General Fund when Mark gets his disbursement from the Community Development Grant.

Motion to send to full Council by Mr. Barker, Second by Mr. Houser, motion passed 5-0

Section 2. There is hereby an appropriation of the unappropriated balance of the 661 Sewer Dept. Fund, in the amount of \$100,000.00, (Additional Funding for Biosolids reuse-new contract price increase)

661.713.5241	Sludge Program	100,000.00

Brandon Fox, Water Administrator - This is for biosolid disposal and re-use at our wastewater treatment plant. Originally had about \$220,000 that were going through, we bid a new project and have a new contractor starting September 1st with about a 60% cost increase in that re-use, so this will get us through the end of the year with that price increase.

Motion to send to full Council by Mr. Barker, second by Mr. Labutis, Motion passed 5-0

Section 3. There is hereby an appropriation of the unappropriated balance of the 669 Storm Water Utility Fund, in the amount of \$195,875.00 (Salt Barn as required by Ohio EPA Stormwater permit)

669.169.5511	Building	195,875.00
	Improvement	

David Rhodes, Service Director - Out at the Service Complex we have a salt barn that currently holds about 100 tons of salt. In years where we don't have a lot of snow, we don't use that salt, we don't use the salt that we've ordered, but you have to take it in. In years past we would just tarp it. The EPA no longer allows us to tarp salt, it must be covered. So, working with the storm water utility and Brandon, we were able to take \$195,000 from the storm water utility, we're going to add onto our salt barn 40 feet wide and 80 feet in length, it will hold an additional 1500 tons, so at any time we can have approximately 4,000 tons of salt. It is an EPA requirement.

Motion to send to full Council by Mr. Barker, second by Mr. Labutis, motion passed 5-0

Section 4. There is hereby an appropriation of the unappropriated balance of the 260 CD Revolving Loan Fund, in the amount of \$59,336.00 (To cover the costs of minor home repair work for low-moderate income homeowners in the City of Newark)

260.601.5238000	General Services	59,336.00

Mark Mauter, Director of Community Development - We are basically running low on funds to help the low to moderate income persons in our community, so we're requesting \$59,336.00 so we can continue to do some good work for the people of Newark.

Motion to send to full Council by Mr. Barker, second by Mr. Houser

Mr. Barker - Is this different than the funds for like the roofing repairs?

Director Mauter - This is that exact same thing.

Mr. Houser - I have a question somewhat unrelated, how is that going in terms of the project with repairs?

Director Mauter - A lot of interest, we're doing a lot of intake. What he is referring to is the Community Development Block Grant COVID funds. We had some left over, we came before this Council and we did approve a resolution for us to change the activity which was energy efficiency, which we can use for roofing and that's what Councilman Houser is asking a question, we are still waiting on HUD to get a final acceptance to that. I think with all the debt ceiling issues that were taking place at the Federal level it kind of put the brakes on some things and put some things in a holding pattern and until we get a release of funds, as Mr. Marmie is very familiar with, for our department

from HUD we are on hold with that, but we are still expecting it to go through. If you followed the discussion on debt ceiling closely there was a discussion on not letting any remaining COVID funds in CDGB to be used. I don't know if that's still in discussion or not, but that's where we are. We'll let you know going forward because roofing right now is one of the most prevalent predominant things that we are doing repairs on. As we all know you've got to keep the roof on a house in good repair or things start deteriorating under it.

Motion passed 5-0

Section 5. There is hereby an appropriation of the unappropriated balance of the 231 Probation Grant Fund, in the amount of \$32,740.00 (CCA 2.0 ODRC New Grant 1^{st} Half of FY 2024 7/1/2023-12/31/2023)

231.113.5111	Salaries	16,000.00
231.113.5230	Temporary Services	14,040.00
231.113.5118	Overtime	2,700.00

Kevin Saad, Director Adult Probation- In the beginning of this year we only budgeted for a six month period for the first half of 2023, we didn't know what the second half was going to look like with this new grant opportunity so we knew we were going to have to come back to Finance Committee at this time, so these first three items were not included in the budget so we are here tonight to get those appropriated.

Motion to send to full Council by Mr. Barker, second by Mr. Houser, motion passed 5-0

Section 6. There is hereby an appropriation of the unappropriated balance of the 231 Probation Grant Fund, in the amount of \$51,909.00 (CCA 2.0 ODRC New grant 1st Half of FY 2024 7/1/2023-12/31/2023)

231.113.5238	Service General	15,000.00
231.113.5312	Law Enforcement Supplies	30,212.00
231.113.5319	Misc Supplies	2,750.00
21.113.5220	Travel/Training	1,185.00
231.113.5300	Office Supplies	2,762.00

Director Saad - This is pretty much the same as I said for the first one, we didn't have these amounts in the first half of this years budget.

Motion to send to full Council by Mr. Barker, second by Mr. Labutis, motion passed 5-0

Section 7. There is hereby an appropriation of the unappropriated balance of the 231 probation Grant Fund, in the amount of \$64,258.69 (CCA 2.0 ODRC New Grant 1^{st} Half of FY 2024 7/1/2023-12/31/2023)

231.113.5111	Salaries	46,799.24
231.113.5122	PERS	5,128.36
231.113.5123	Waived Insurance	4,200.00
231.113.5124	Health Insurance	4,094.28
231.113.5124400	Life Insurance	64.40
231.113.5124110	Dental Insurance	173.64
231.113.5126	Medicare	539.70
231.113.5127	Workers Comp	3,259.07

Director Saad - This third group I've been working with Jackie from the Auditors Office, we had if you remember last month or the month before, we were moving money around in one of our grants to try to spend the money so we didn't have to give back the money, so we took some money out of these accounts, she basically figured out how much it's going to cost for the second half of 2023, these are the totals she gave me.

Motion to send to full Council by Mr. Barker, second by Mr. Houser, motion passed 5-0

Section 8. There is hereby a disappropriation of the appropriated balance of the 231 Probation Grant Fund, in the amount of \$17,963.18

231.236.5111	Salaries	6,015.89
231.236.5118	ОТ	.11
231.236.5122	PERS	6,281.32
231.236.5123	WI	525.00
231.236.5124	Health Insurance	4,435.47
231.236.5124110	Non Afscme Dental	65.11
231.236.5124400	Life Insurance	54.00
231.236.5126	Medicare	586.26

Kevin Saad, Director of Adult Probation - All of our request tonight are in reference to our Grants from the Department of Corrections. The first one, they decided to combine our grants so we only have one, right now we have two. 231.236 is our Justice Reinvestment Incentive Grant, that's going to be discontinued and we are moving to a new grant, so we need to disappropriate from the current one, that's why this is on there.

Motion to send to Full Council by Mr. Barker, second by Mr. Labutis, motion passed 5-0

Section 9. There is hereby a disappropriation of the appropriated balance of the 231 probation Grant Fund, in the amount of \$2,964.32

231.236.5127	Workers Comp	2,963.57
231.236.5312	Law Enforcement	.75
	Supplies	

Motion to send to full Council by Mr. Barker, second by Mr. Labutis, motion passed 5-0

3. **Resolution No. 23-63** APPROPRIATING MONIES FOR THE CURRENT EXPENSES OF THE MUNICIPAL CORPORATION

Section 1. There is hereby an appropriation of the unappropriated balance of the 100 General Fund, in the amount of \$50,000.00 (Representation for Employment Actions

100.114.5238	Services General	50,000.00

Bill Spurgeon, HR Director - This is for outside counsel to represent us for grievances, arbitrations and the like.

Motion to send to full Council by Mr. Barker, second by Mr. Houser

Mr. Marmie - How much do we have currently left in the fund?

Director Spurgeon - I can get you an exact number, I've got a spreadsheet, but we are definitely going to run out. I try to keep the number low, so I can come back and ask questions again, it's always been my professional approach to ask a little less than what I'm going to need, but I've got some detailed spreadsheets I'll get you.

Mr. Marmie - It's a guessing game when negotiations come around.

Director Spurgeon - This isn't so much negotiations, all that started in 2022 we had left over appropriations we could apply, this is employment actions we've seen this year, we've had a run of them like we've never seen before and we always ask based on what we've seen previously and it's been a busy year.

Mr. Barker - So we hadn't budgeted at all in previous years for outside counsel?

Director Spurgeon - Oh no, we could and we do. We anticipate on grievances what we have on average, we've seen more this year. So again I ask based on what I think I'm reasonably going to need, it's something you really can't anticipate. On arbitration one's the separation, something we really didn't see coming, we successfully defended that, the VOC charge, we think we'll prevail, but we need attorneys to do that, rather than up our budget we thought we'd just ask for additional monies.

Motion passed 5-0

4. **Ordinance No. 23-21** AN ORDINANCE CREATING A DOWNTOWN NEWARK TAX INCREMENT FINANCING INCENTIVE DISTRICT1 AND DOWNTOWN NEWARK TAX INCREMENT FINANCING DISTRICT 2; DECLARING IMPROVEMENTS TO THE PARCELS WITHIN THE INCENTIVE DISTRICTS TO BE A PUBLIC PURPOSE AND EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE OWNERS OF THOSE PARCELS TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES; ESTABLISHING A MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF THOSE SERVICE PAYMENTS; SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS TO BE MADE THAT DIRECTLY BENEFIT THE PARCEL, AND DECLARING AN EMERGENCY

Mark Mauter, Director of Community and Economic Development - This Tax Increment Financing legislation that is before you tonight is really a result of positive economic impact that downtown

Newark has experienced with revitalization. Newark has become a destination for businesses, for residents living for a place to visit and to experience. As a result, Newark is growing and we need to be able to meet the needs necessary to sustain that growth. The TIF, Tax Increment Financing, is an economic development tool that will help us meet our expenses to expand our infrastructure. Two things up front on TIFS, number one it does require Council approval and it will also require Newark City School District Board approval. Meetings have been held with the School Board, they are up to date on this and have been well informed of what we're trying to accomplish here. What I would like to do, I will be one of two people presenting this legislation, I'm going to introduce you to a TIF, we don't do a lot of TIFS, I just want to do a TIF 101 and then after I'm going to have Fred Ernest from NDP come up and expand on why we need this and what it would be used for. The handout I gave you it titled what is Tax Increment Financing and in that definition a very important part is what it is not, it is not a new tax, it is not an increased tax, property tax rates will remain the same, everyone is district one and 2, there is a map with the legislation, you can only have up to 300 contiguous acres per TIF District. This district we are trying to establish overall would have just under 600 acres, so that's why there are two that are less than 300 each. The next thing is, the Newark City School District will continue to receive the same amount of tax revenue from the property owners in those two districts as they do now, until something changes, ie. A property tax reevaluation done by the County Auditors office on a regular basis, I believe every three years, or if someone develops, there's an additional development on a property and that increases their property value. That's the only way property taxes will increase. The increase is only on the incremental value of what they increased the property value from. So if you property is valued by the Licking County Auditors office at \$100,00, let's say and they put another \$100,000 into it, let's just assume it goes to a value of \$200,000, that's not what their property taxes would be assessed but for the TIF it's only catching that additional \$100,000. I hope that makes sense, so your base stays the same and the TIF only captures any incremental increases to your property valuation.

Mr. Marmie - Let me make a comment, just because there was some confusion with the letter that went out to some of the citizens. It literally says, this is not increasing your taxes and then the very next sentence it says, but if your taxes increase, so that's where the confusion lies with the citizens, So, what the meaning is, when your taxes increase, it's not if, it's when because they all will increase, property values will, it's only that increased value that is impacted by this, that's it, so that's what the meaning of that is and I know that there's citizens when they read the letter it's confusing to them, but it's not to attorneys.

Director Mauter - I spent the better part of my morning responding to those citizens who received letters and reached back out to me, it's not easy stuff, but what it can accomplish is great. So those taxes that increase because of your property valuation, they will just get redirected, primarily from Newark City School District. That's why we need their approval because we are redirecting any of those increased taxes towards public improvement costs. It could be roads, sewers, traffic turn lanes, traffic signals, think public improvement. Fred Ernest is going to talk about one public improvement for a parking garage. I think that's a pretty good introduction about what a TIF is and what it does, if you have any questions before I step down we'll talk about some details.

Fred Earnest, Executive Director for Newark Development Partners - My main mission has been the economic arm for the City and trying to plan as we move forward. In the last 10 years our whole dedication has been towards planning from the downtown streetscape, traffic pattern changes, we've gone from zero to 66 downtown lofts and those lofts have generated residential rent rates and usually young professionals, professionals in transition, empty nesters, retired singles or couple without kids. So, I bring that up because you know the schools are giving up some funding to operate on with the TIF, they are getting an immediate gain with their income tax from the demographic we're trying to attract in the downtown. So, we have quite a bit of empty lots, surface lots in the downtown that we're working with developers on coming in to and put up apartment living facilities and all of those new residents will go to the school income tax and our own City income tax, but these new developments are going to displace parking, a lot of the free parking that we have down here so, in order to kind of really plan our development going forward I'm proposing that we use this TIFG to put a parking garage, about 414 spaces over on the south side on the corner of Market and Fourth. AS we move forward the downtown is 100% tax abated area, so any new build that somebody comes in and puts up will be a 15 year tax abatement where they don't pay any increased property taxes and remodel does 12 year no tax increases so, to offset that a little bit, like the Arcade we're going through a 17-20 million dollar rehab, the more we get into it, the more it's costing us, but we're willing to put in 50% of our tax abatement savings back into a special assessment to also go in and help fund the parking garage and any developer that would come in to do housing, that's also part of their requirement is that they would do a waive of some tax abatement for over there. We're really trying to be thoughtful and strategic about planning and development in the downtown with the special assessment, the TIF and just basically planning things out. Does anybody have any questions for me about what we're doing moving forward? Mr. Rath - So, I know you're going to build a parking garage for 400 cars and you're talking about planning for the future. Is this garage going to be designed so that it could be added onto in the future?

Mr. Earnest - This garage would be able to be added to possibly on the front side, but going up in levels is a lot more complicated than thought, we've done structural things in that area, it's designed to be 5 stories and I think that will adequately take care of this area we're talking about, perhaps down the road strategically something will have to be located in another area of town as we're moving forward. It's really hard to add onto, I'll just give you an idea that over the last year and a half as we've been pricing out parking garages, with Intel coming in and using concrete and labor, the cost of a parking spot in a parking garage has gone from like \$19,500 a space to \$25,000 a space, just crazy the way construction costs are going up. If we had a base to take it up to 6 or 7 levels, foe one, I think it would look out of place over there, but another, it would be a big impact on that \$25,000 a space that we have right now, if that answers your question.

Mr. Marmie - I will also comment that, that is the size of the garage and what is happening here, this is a starting point, if you look at the downtown and you hear about parking issues, the biggest parking issue is that it's not a convenience. So, therefore, to have one parking garage that could accommodate the entire downtown, would still create an inconvenience because folks don't want to

walk that far. So, therefore, if in the future, we need more, I t needs to be in other locations other than the same location. So, this is just step one possible, we don't know what's going to come about, but we know that we have to get ahead of the game and this is getting ahead of the game and then let's see what happens when cards start to be played with the growth and everything and then we'll work with that, prior to it happening. We're going to try to stay ahead of it.

Mr. Rath - I couldn't agree with you more, I think one on the south side of town is great, I think we need one on the north side of town as well, but when I say talking about preparing for the future, I don't necessarily mean 2 or 3 years from now I mean 10-15 years from now, whether we add floors to that one or add one on the north end. The last thing I want to do is look back and say hey 10 years ago we put up this parking garage, I wish we would've planned on putting a couple more floors up. So when I say future I don't mean 2 or 3 years, I mean 10-15.

Mr. Marmie - Another thing that's associated with that is because of how structurally sound you would have to make that you would have to go so deep and the cost would really double if not triple in preparation. That's a large part of the work is the foundation and the cost, so therefore, you have to go down really far in order to support a structure that tall, so , honestly, we can't afford it right now. I mean we're keeping our costs low right now and we've actually, this group has actually added on and increased it from the original plan, so I think they've done a good job.

Mr. Earnest - The other thing that's really come up is electric cars, they're a lot heavier. So, what's the mix of electric cars vs gas cars, you know putting them up on the top deck vs the bottom deck. Fire hazards, those kinds of things, they've all really been playing into that whole equation. I agree with what you're saying, but that's one area unknown and across the United States there have been several that have collapsed because of the extra weight from the electric motors.

Director Mauter - Just another point, Mr. Rath, if I may, we cast a pretty wide net, right 600 acres to make sure we get enough funding to do this project. Again, I can't drive home enough that this is not a new tax, anybody listening on YouTube etc. this is not a new tax. So, to get funding for the TIF it comes from rehabilitation on top of what's already there or new construction on a vacant lot, that's where the money is being generated from the TIF and special assessment where they are giving up 50% of their tax abatement from the Community Reinvestment Area. So, it's complicated, it's a bit of a puzzle to deal with the financing, but I don't think anybody can deny, Councilman Marmie said it very well, we can't afford not to do this. This is what's going to maintain the continued progress of downtown Newark. You've got to have plenty of places for people who live there to park their cars, patrons who patronize businesses and the business owners, their employees to maintain their business. So, please keep all that in mind. Thank you.

Mr. Rath - I'm not trying to change plans or anything like that, I just want to ask a thought provoking question. Has anyone looked at or are you planning on charging stations or having charging stations in the future?

Mr. Earnest - Charging stations, we are looking at putting them on the bottom floor, the front part of that is a surface lot, we originally had thought about putting them on the top floor and the weight constraints came up. So right now what we're looking at is, on the front side of the parking lot there will be 17 spaces that will be a surface lot and that's where the charging stations will likely be.

Mr. Marmie - And all the electric is in these plans so, it's ready, set, go.

Mr. Earnest - Our prep work is running future conduit so I f we need to wire or do something in another area we can do it easily and less expensive.

Mr. Barker - Perfect scenario, what's the timeline for this project?

Mr. Earnest - Timeline for this project, they've got drawings underway, perfect situation would be fall of 2023 breaking ground. It would be about a 12 month cycle to completion.

Mr. Houser - (Inaudible) the negotiating process.

Mr. Earnest - That's all part of the negotiation process, of course they realize this is a very good attractive area and our income tax rate's low, it's easy to get here, it's only 35 minutes from the Columbus area, so we've got a lot of things going for us. We're a very attractive community, so the developers kind of know that so, we'll see, it's a win, win for them.

Mr. Marmie - It's a benefit for them, so they're basically helping to pay for some additional benefits for locating here.

Mr. Earnest - And it's a benefit to Newark City Schools, because like I said, you're looking at \$70,000 average income moving into apartments down here and the income tax right away, so which they wouldn't pay any property tax until the abatement is finished. By the way Nate green is with the Montrose Group, he's been helping us with the TIF, he's been involved with this scenario with other communities and has really been helping us cross out t's and dot our I's.

Motion to send to full Council by Mr. Barker, second by Mr. Houser

Rochelle Volen-Smith, 237 Violet Ct. - I can't see an incredible benefit, maybe I'm over- looking something, in having an apartment downtown that doesn't include parking at a reasonable cost, perhaps Council could explain that to me.

Mr. Marmie - So, what's your question, you don't see a benefit to downtown apartments? **Mrs. Volen-Smith** - There's no supermarkets, there isn't public transportation, parking is going to be perhaps costly, there isn't a lot of variety downtown in terms of places to go, I just can't see the benefit, that it's going to benefit the schools.

Mr. Marmie - I'll just comment a little bit about my personal opinions and then anybody else is welcome to, but the way that I look at it is which comes first, the chicken or the egg and we're trying to do things and improve things so that it will grow in the downtown area. Our City being, we are going to be the focal point of a lot of this growth because we are the County Seat. So we need to make sure that we're ahead of the game. We already benefited from all of the work the folks have done in the downtown area. Businesses are starting to move into the downtown area as far as increasing. You're absolutely right we'd love for a grocery store or something like that, but we still have to grow a little bit in the downtown area for that to happen because they need to make it economically feasible for them to generate a profit. I see everything as far as your concerns kind of being taken care of with this economic development, I see a lot of those things coming. Our downtown in the Newark City limits cannot grow a whole lot, so we have to grow up instead of out. Not only that annexation isn't the answer to everything as far as growth because every time you annex you have to provide services to that additional land and if we annex out, now all of a sudden now we have more roads to pave, to plow, we have services that are expanded as far as safety

services. So, therefore, if you really want to truly grow you economy in a City like Newark, where we're kind of landlocked, we need to do that with re-development. We need to change some different ideas and thinking about the use of our downtown the way it used to be into new uses and that's a lot of what this group is doing, the Newark Development Partners, the City and also just developers in general, they see the occupancy rates of our lofts already are very good and generating good revenue and also is attracting folks that have that income base that we want. We already have to plow these streets down here and take care of them and now all of a sudden we have a mixed use where we have additional revenue and things on the second and third floors in addition to what we already had and we don't have to expand our services. So, it's going to help our revenue as far as taxes coming into the City and that's where the vision of this whole thing is, I don't know if any of you want to expand upon that.

Director Mauter - You actually covered it very well on a number of topics. Again, things like TIFS and things like Tax Abatements, I like to use the phrase they are short term investments for long term gain. And that's a huge economic principle. A good example, what's now the North Third Tower, when Jerry McClain first built that, it was built within a CRA here in downtown Newark and it had a 15 year tax abatement because it was new construction and after that was built, how many people occupied that building. How many people while they were downtown they went out to eat here, they bought their food, clothing and shelter here and now that building is generating millions of dollars in property taxes and that directly benefits the schools. So, short term investment for a long term gain can be very profitable for the City. The as far as Newark, I think we've got more diversification for entertainment, restaurants, we've got a wonderful public library system and we're probably one of the few downtowns anymore that has a hardware store still downtown and that business has seen an increase because of people living down here and they're going to need basic essentials to maintain their lifestyle down here. Don't forget our transit, we have a transit system and we are going to expand that to up and down East and West Main Street and there's plans to further expand that to the North 21st Street area. So, we've got a lot of great things going for us and that's why we have developers knocking on our door asking for hey we're going to need a little help for public parking for our residents for our business owners their patrons and employees.

Mr. Barker - I could just comment one other thing on it, when developers are looking at sites they're looking at rooftops and how many people are in that area. So, with the expanded new parking garage and we have 66 currently, I don't know of any vacancies downtown. With new development coming those rooftop numbers are going to keep growing which will attract groceries, other commercial tenants and we already have a very diverse downtown as Director Mauter stated. I think this is nothing but a win, win for the City, the citizens, the School District, everyone involved.

Mr. Earnest - The only thing I want to add is we've been working on plan development and I put a lot of emphasis on plan. We are strategically and thoughtfully working this out. We're on our 4th housing study since I've been here, just following the guidelines and working with planning. Planning is very important.

Motion passed 5-0

Meeting stands adjourned

Doug Marmie, Chair