

**CITY OF LAURINBURG
SPECIAL COUNCIL MEETING/BUDGET WORKSHOP
MAY 9, 2016
MUNICIPAL BUILDING
303 WEST CHURCH ST.
5:30 p.m.**

MINUTES

The City Council of the City of Laurinburg held a special meeting/budget workshop on May 9, 2016 at 5:30 p.m. in the council chambers of the Municipal Building located at 303 West Church Street, with the Honorable Matthew Block, MD, Mayor, presiding. The following Councilmembers were present: Mary Jo Adams, Dolores A. Hammond, Curtis B. Leak, Andrew G. Williamson, Jr. and J.D. Willis.

Also present were: Charles D. Nichols III, City Manager; Jennifer A. Tippett, City Clerk; and William P. Floyd, Jr., City Attorney.

Leadership Team members present included: Robert Ellis, Treatment Plants Director; Stacey McQuage, Public Utilities Director; Harold Haywood, General Services Director; Darwin Williams, Police Chief; Randy Gibson, Fire Chief; Tim Pierce, GIS Administrator; Betty Galloway, Human Resources/Risk Management Director; Josh Coble, IT Administrator; and Carrie Neal, Interim Finance Director.

Mayor Block called the special meeting of the Laurinburg City Council to order at 5:45 p.m.

Councilmember Leak requested a moment of silence and then led the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion was made by Councilmember Hammond, seconded by Councilmember Willis, and unanimously carried to approve the agenda as presented.

DISCUSSION ON ORDER DURING COUNCIL MEETINGS

Councilmember Adams explained that she had requested that this be discussed in order to address the amount of noise and other activities by the audience during Council meetings. She added that at the last meeting the City Attorney had to ask the audience to be quiet.

The City Attorney explained that he wanted to address the disturbances by the audience during meetings and comments concerning Council not paying attention during presentations. He added that these disturbances by the audience and the possibility of Council not paying attention are distracting and unprofessional. He further added that law enforcement could be asked to be on hand at meetings to assist with keeping order with the audience if Council wanted.

The City Attorney explained that another issue that he wanted to address is the time limit on the Public Comment Period. He further explained that he believed the time limit for a speaker should be kept to three (3) minutes and that he would be happy to keep time. He added that while he does not feel it should be too regimented, the Public Comment Period should be consistent with the adopted

policy. He further added that Council should consider some type of policy to address and follow-up comments or questions made during the Public Comment Period. He also explained that at the beginning of the meeting, the audience should be asked to turn off or silence their cell phones.

Councilmember Willis explained that Council had come to consensus that it would give the City Manager direction to research and report back to Council concerns or issues that citizens discussed during the Public Comment Period.

Further discussion ensued concerning decorum at meetings and having a law enforcement officer present. Councilmember Williamson suggested that at the beginning of Council meetings, the Mayor review the Public Comment Procedures and other items such as cell phone usage and sounds.

The City Attorney explained that he would prepare a bullet listing of Public Comment Procedures and general meeting rules for the Mayor to read at each meeting.

Councilmember Hammond explained that the Public Comment Procedures are printed on the back of the agenda for the audience. She added that perhaps the procedures could be reviewed at the beginning of meetings.

The City Attorney clarified that during the Public Comment Period, a citizen can make comments on any topic even if it is on the agenda provided it is not the subject of a public hearing at the meeting.

Councilmember Williamson requested that whenever there is a presentation, staff and visitors utilize the available technology so that the audience and those who watch the meeting on TV can see the information that Council sees.

Mayor Block summarized that it was consensus of Council that if Council felt an answer or follow-up was necessary to a comment or question posed during the Public Comment Period, it would direct the City Manager to research and that the individual would be told who would respond and the timeframe for response. He added that he would do a better job of using the gavel to keep order during Council meetings, and a police officer would be present at the Council meetings to assist. He further added that Council wanted staff and visitors to use present better visuals for the audience.

BUDGET DISCUSSION

The City Manager explained that before budget discussion, staff needed guidance on some issues in order to move forward with further budget preparation.

CEMETERY FENCING/BUFFER

The City Manager explained that there is a long-term plan for cemetery expansion at Hillside Memorial Park (HMP) and staff would like direction from Council on erecting a fence and buffer between HMP and the adjoining mobile home park. He discussed the following for Council to consider adding to the budget:

- The row of trees between HMP and the mobile home park would be removed. The trees have been trimmed in the past to avoid the electric lines leaving them misshaped and during the fall and winter they lose their leaves. Thus the trees do not provide any buffer to the mobile home park.
- Replacement trees would be planted in the fall, and in approximately three (3) to five (5) years they would provide the buffering desired.
- In the interim and to provide additional buffering, a slatted chain link fence would be erected.

The City Manager explained that this project is currently included in the budget and he wanted to make Council aware in the event they receive any calls.

Following further discussion, it was consensus of Council for staff to move forward with this project and keep in the budget.

SECOND SERIES OF "ON THE ROAD IN LAURINBURG" MARKETING CAMPAIGN

The City Manager provided a brief history of the "On the Road in Laurinburg" marketing campaign. He explained that he recommend that the City participate with the Scotland County School System, Scotland Healthcare and the Scotland County Economic Development Corporation in a second series of "On the Road in Laurinburg". He added that the series would begin on May 18, 2016, the total cost was \$20,800 and the City's share was \$4,160.00.

Discussion ensued concerning playing the series on the public access channel and other avenues to share the series. The City Manager explained that staff would be updating the website and tying in the City's Facebook page so that any Facebook postings would also appear on the website.

It was consensus of Council to participate in the second series of "On the Road in Laurinburg" marketing campaign.

CITIZENS ACADEMY

Mrs. Galloway explained that \$1,500.00 was included in the budget to be used for marketing of the Citizens Academy, perhaps for a general survey on the webpage, an ad in the local newspaper and ads on the radio, and to have UNC-Pembroke or St. Andrews prepare a video of the City Manager. She added that based upon research conducted, the Academy would have a minimum class size of seven (7) and maximum of 10, and would begin next fall. She further added that it had not been decided what each staff member would present. She further explained that the Academy would include a tour of facilities and end with a mock council session. She discussed that the research from other municipalities recommended having the Academy in the fall or winter, and that the time of the Academy sessions would depend upon the citizen survey.

The City Manager explained that staff wanted to plan properly and that he wanted to ensure that Council understood that Mrs. Galloway was talking about the fall of 2017, not this coming fall.

Councilmember Hammond informed Mrs. Galloway that the North Carolina League of Municipalities has budget figures on Citizen Academies available on its website. She added that a Citizens Academy is an excellent tool for those interested in becoming an elected official and is very useful to educate citizens what local government is about.

Upon question by Councilmember Adams, the City Manager explained that staff did not believe there was enough time to plan, conduct the survey of citizens, and market the Citizens Academy for fall of 2016.

Discussion ensued concerning when to hold the Citizens Academy.

Councilmember Hammond suggested sometime after the first of the year in 2017.

Mayor Block explained that it seemed like there would be enough time to hold the Citizens Academy after the first of the year in 2017.

OVERVIEW OF BUDGET

The City Manager explained that the Budget Team comprised of himself, the Interim Finance Director, the Human Resources Director and the General Services Director began working in February with staff to develop the proposed budget which included no tax or fee increases. He added that the proposed budget included a two percent (2%) Cost of Living Adjustment (COLA) for employees. He further added that currently there are no funds allocated in the proposed budget for building repairs or maintenance on the Municipal Building and the Barrett Building, so staff needs direction from Council on the proposed new City Hall or whether to budget for repairs and maintenance. He explained that staff also needed direction on two (2) additional police officer positions discussed previously by Council. He further explained that the positions are not included in the budget; however, staff has the dollar amounts available if Council wanted the positions included added.

The City Manager explained that the Commonwealth Bridge Project had been removed from the budget as it inflates the budget every year, and has been included in the budget for approximately three (3) years. He explained that the North Carolina Department of Transportation (DOT) would pay 80% of the costs; however DOT has not approved the plans. He added that if DOT makes a determination concerning the bridge, then staff would bring the project back to be included in the budget.

The City Manager explained that the proposed budget presented to Council includes two (2) funds that are balanced and two (2) funds that are not currently balanced.

GENERAL FUND

The City Manager explained that the state grant for Commonwealth Bridge had been removed from Revenue in the General Fund, which was the primary change in General Fund revenue. He added that revenue in the General Fund were based upon the past three (3) to five (5) years of actual revenues.

Upon question by Mayor Block, the City Manager explained that the General Fund Fund Balance is a floating number until year end. He added that the unassigned General Fund Fund Balance was \$2,069,000.00 and the total General Fund Fund Balance was \$3.9 million as of June 30, 2015.

The City Manager explained that as the proposed budget exists currently, expenditures exceed revenues by \$250,000.00, which has been the trend over the previous years. He added that municipalities generally spend 90-95% of budgeted expenditures, and therefore, even when the budget is balanced by budgeting Fund Balance, every year the City adds money to the General Fund Fund Balance.

The City Manager explained that as of August of FY 2015-2016, the General Fund had to transfer funds to the Enterprise Funds in order to balance the Enterprise Funds.

The City Manager reviewed the proposed budget with highlights as follows:

- ***Governing Body - 410***

Expenditures in the Governing Body are flat except for \$12,000.00 budgeted to purchase new microphones and a sound board for the Council Chambers, which can be moved should Council move forward with a new City Hall.

- ***Administration – 420***

Expenditures are flat.

- ***Personnel – 421***

Increase of \$2,000.00 in expenditures, primarily in line item 505800-Employee Relations.

- ***Finance/Accounting - 441***

Slight decrease in expenditures due to Salaries line item 500200.

- ***Taxation – 460***

A slight increase in expenditures.

- ***Building Maintenance – 500***

Expenditures in line with previous year. Council had given direction to not spend money on the Municipal Building and Barrett Building unless absolutely necessary. \$5,000.00 budgeted to replace air conditioning unit at the Emma Ruth McLean Library.

- ***Community Development – 501***

Salaries line item 500200 decreased by moving litter position into Beautification. \$30,000.00 has been budgeted for the pass through project at the former McDuffie property.

- ***IT – 502***

The expenditures are fairly flat from previous years. Includes Management Fee since IT provides services to all departments across all four (4) funds.

- ***Planning - 503***

Increased funding for asbestos testing and removal for condemnations.

- ***GIS - 504***

Expenditures are down \$17,000.00 from previous year due to purchase of a new printer.

- ***Beautification - 505***

Major increase due to transfer of the Litter position from Community Development to Beautification which increased salaries, equipment and uniforms. Other reasons for increase included increased maintenance on the entrance signs and the new entrance signs on US Highway 74.

Upon question by Councilmember Leak, the City Manager explained that the new entrance signs for Highway 74 have been ordered, and the site plan has been signed off by a Professional Engineer.

Upon question by Mayor Block, the City Manager explained that the Management Fee is allocation from the enterprise funds to various departments as appropriate based upon service provided.

Mr. Haywood explained that a formula is used to allocate the Management Fees to six (6) departments, which are Governing Body, Administration, Personnel, Finance, GIS and IT. He added that the expenditures for the six (6) departments are paid 15% out of General Fund, 40% out of Electric Fund, 35% out of Water/Sewer Fund and 10% out of Solid Waste Fund.

The City Manager explained that the allocations must be substantiated and the Management Fees can only be used for operating expenses and not capital expenses. He added that the services of the six (6) departments discussed are used by the various enterprise funds.

- ***Cemetery – 506***

Expenditures are up slightly due to Contracted Services line item 504500 for fire ant control and weed control. Also included in the budget are two (2) security cameras and fencing and buffering at Hillside Memorial Park.

- ***Police – 510***

The two (2) additional positions discussed by Council at a prior meeting were not included in this budget. If positions were added, they would have to go into the Gang Unit due to the fact that there are four (4) patrol shifts. Budget includes four (4) new cars with cameras.

The City Manager explained that there had been discussion about increasing salaries just for the Police Department. He further explained that he and the Police Chief had discussed this and both felt that just one (1) department should not be pulled out and if a Pay and Classification Study needed to be done, then it should be done on all departments.

Upon question by Councilmember Hammond, Mrs. Galloway explained that a Pay and Classification Study would be included in the FY 2017-2018 budget.

Discussion ensued concerning the Springsted Pay and Classification Study adopted by Council in 2013 and the possibility of including a Pay and Classification Study in the current budget.

Upon question by Councilmember Williamson, Police Chief Williams explained that although the Police Department could use additional officers, he felt it was more important for all employees, not just the Police Department, to be compensated.

Councilmember Willis suggested that before Council finish reviewing the proposed budget, decide on a Cost of Living Adjustment (COLA) for employees, and then decide whether to conduct a Pay and Classification Study.

The City Manager explained that the proposed budget included a two percent (2%) COLA for employees and that there may be other items that need to be added or removed from the budget. He added that based upon previous budgets and the use of Fund Balance to balance the budget, the Budget Committee prepared the budget with the anticipation of having to use approximately \$250,000.00 of Fund Balance. He further explained that historically between \$250,000.00 to

\$300,000.00 had been budgeted from Fund Balance; however at the end of the audit, funds are added back to Fund Balance since typically 90-95% of the budget is expended.

- ***Fire Department - 530***

Only increase is in the Equipment line item 707400 of \$125,000.00 for equipment for the new pumper truck.

Upon question by Councilmember Leak, Fire Chief Gibson explained that the hold up on the substation was engineering drawings. He added that the County Manager was going to contact the engineer that was looking at the Morgan Center for the County's use to see if the engineer would look at the substation plans.

- ***Rescue Squad – 535***

This budget is flat.

- ***Administration Public Works – 545***

Expenditures are down slightly.

- ***Streets & Highways – 562***

Includes \$21,000.00 for a pavement study. Also includes street sweeper in Equipment Replacement line item 703400. Removed \$75,000.00 from paving budget, Improvements line item 707300. Budget decreased due to removal of the Commonwealth Bridge Project.

- ***Storm Drainage – 563***

Expenditures are flat.

- ***Fueling Facility – 564***

Includes \$8,000.00 in Equipment line item 707400 for canopy, gutter and downspout replacement for the Fueling Facility. The County will reimburse the City 50% of the cost.

- ***Garage – 565***

Includes a portion of three-bay expansion of \$31,250.00. The total expansion project is \$125,000.00 and is allocated over all four (4) funds.

- ***Animal Control – 590***

Budget is flat.

- ***Building Maintenance – 591***

Budget is flat.

- ***Non-Departmental – 660***

Budget is flat. Includes \$1,500.00 for the Citizens Academy and \$250,000.00 for contribution for E911 services to the County.

The City Manager explained that in summary, expenditures in the budget exceed revenues by \$253,850.00. He added that staff had a list of items such as the Pay & Classification Study, additional paving and the additional police officers that may be added once Council and staff have a better feel for the City's financial situation.

ELECTRIC FUND

The City Manager explained that the Electric Fund was balanced and there were funds to begin replenishing the Electric Fund Fund Balance which had been depleted. He added that total revenues are down based upon the closing of the Duke Progress Energy and North Carolina Eastern Municipal Agency (NCEMPA) asset sale and the City's seven percent (7%) rate reduction.

Mrs. Neal explained that the estimated revenue in the Electric Fund was based on the past three (3) months of actual revenue and annualized those figures.

Upon question by Mayor Block, the City Manager explained the asset sale between NCEMPA and Duke Progress Energy. He added that the wholesale energy cost from NCEMPA decreased more than seven percent (7%); however the Electric Fund Fund Balance had been depleted, so Council made the difficult decision to lower the City's electric rates by seven percent (7%) in order to build back the Electric Fund Fund Balance.

- ***Garage Electric – 566***

Includes Electric Fund's portion for the Garage three-bay expansion.

- ***Building Maintenance – 592***

This department is split between the Electric Fund and the Water/Sewer Fund. Includes \$10,250.00 for one-half (1/2) of the roof replacement. Also includes two (2) security cameras for the electric substation.

Mrs. Neal requested to revisit the Electric Fund revenues. She explained that she reviewed the Charges line item 437100, and over the past three (3) to five (5) years, the revenue was consistently several million dollars lower than budgeted. She further explained that revenues were brought back in line with actual revenue over the past several years and inclusion of the seven percent (7%) decrease in electric rates.

- ***Non-Departmental – 661***

Includes meter project and FCC project annual payments.

- ***Electric Administration – 720***

Includes classes and Contracted Services for consultants and engineers.

- ***Consumer Billing – 724***

This department is split between Electric Fund and Water/Sewer Fund. Expenditures slightly reduced.

- ***Electric Power Purchases – 811***

NCEMPA provides the City with the projection of the cost of electricity.

- ***Electrical Operations & Improvements – 832***

Includes new equipment and replenishing inventory. Line item 707400 New Equipment includes LED lighting to change out on street lights and in downtown. The downtown decorative poles require a new head and estimate for replacing each head is between \$300.00 and \$400.00. The street light change out will be replacing the mongoose high sodium lights to LED.

Mayor Block suggested that the wooden light poles on South Main Street by Mi Casita's Restaurant be replaced with metal poles.

The City Manager explained that staff would get costs for metal poles.

- ***Fiber Optic Operations – 833***

Expenditures have been kept to a minimum in the past in order to balance the Electric Fund. Includes new construction of parallel fiber loops based upon recommendation of ECC and required equipment. ECC also recommended the City have a fiber monitoring and fiber management system.

The City Manager summarized the Electric Fund budget as having revenues exceeding expenditures by \$328,993.94 which represented the City moving in the right direction as recommended by the Local Government Commission (LGC).

Mayor Block called for a short break at 7:30 p.m.

The meeting resumed at 7:39 p.m.

WATER/SEWER FUND

The City Manager explained that revenues in the Water/Sewer Fund are projected to increase by approximately \$700,000.00, primarily due to the increase in water and sewer rates approved by Council to be effective with FY 15-16.

Mrs. Neal explained that in preparing the revenue estimates, she looked back at the past three (3) to five (5) years and projections were consistently higher than actual revenues, resulting in the Water/Sewer Fund being skewed.

- ***Garage – 567***

Part of the three-bay garage expansion.

- ***Building Maintenance – 593***

Shared between Water/Sewer Fund and Electric Fund.

- ***Non-Departmental – 662***

Includes bond payments of \$120,000.00, \$380,071.00 and \$850,000.00 for the Datamatic project and the FCC payment, and also includes Management Fee.

Upon question by Councilmember Leak, the City Manager explained that the Datamatic project will be paid off in the FY 2016-2017 budget.

- ***Consumer Billing & Receiving – 725***

Split between Electric Fund and Water/Sewer Fund.

- ***Water Production & Treatment – 812***

Expenditures increased because of Capital Improvements line item 707300 which includes relining Well 13, painting the Caledonia Road tank, a SCADA upgrade, and \$150,000.00 to pursue land options for well sites.

- ***Water Distribution – 814***

Includes required membership in NC 811 for location of utility lines and \$20,000.00 for Asset Management Plan in the event grant is not awarded.

- ***Sewage Collection – 820***

Includes \$60,000.00 for extending sewer service to the mobile home park beside Hillside Memorial Park and \$18,000.00 for extending sewer to the property in Scotland Crossing Shopping Center.

- ***Wastewater Treatment – 822***

Includes land application and pre-treatment program. Capital expenditures are reduced from previous year. Also includes SCADA upgrade.

The City Manager explained that in summary, the Water/Sewer Fund was a balanced budget with revenues exceeding expenditures by approximately \$11,000.00. He added that several capital projects that had been delayed were incorporated in this budget. He further added that there are some things that are budgeted, such as well replacement that might not be necessary; however such items are included in the budget in the event it is necessary.

SOLID WASTE FUND

The City Manager explained that revenues are a little lower than the previous year. He added that the City did not receive the grant to expand the Recycling Center. He further added that Council increased solid waste fees in the previous year by \$2.50 per household and roughly 10% for commercial accounts.

- ***Garage – 568***

Includes three-bay expansion.

- ***Sanitation – 580***

Includes slight increase for purchase of the recycling center baler in order to continue operating the Recycling Center.

Upon questions by Councilmember Williamson, Mr. Haywood explained that the City is ahead of other municipalities with regard to recycling.

The City Manager explained that even with the rate increases last year, expenditures exceed revenues by approximately \$48,000.00. He added that Council directed staff to look at different options concerning solid waste. He further added that he would not recommend any fee increases. He explained that one (1) option would be to take the municipal solid waste to the Robeson County Landfill instead of the Scotland County Landfill which would result in \$140,000.00 net savings. He added that the projected savings include the lower Tipping Fees, increased mileage, fuel and time to drive to Robeson County.

Councilmember Willis clarified that if the City continued operations, the City would be \$48,000.00 in the negative, and if the City contracted with Robeson County Landfill, there would be a \$140,000.00 savings. He suggested that Scotland County be contacted to see if they would be able to match the Robeson County Tipping Fee of \$38.50 per ton, and if Scotland County cannot match that Tipping Fee, then the City should look at another contractor.

Mr. Haywood explained that if the City contracted with Robeson County Landfill, there would be additional man-hours to drive the loads to St. Pauls versus to the Scotland County Landfill which might involve changing the Solid Waste routes in order to make this option work.

Following discussion, it was consensus of Council for the City Manager to call the County Manager to determine if the County would reconsider its Tipping Fees because the City is looking at ways to reduce costs in the Solid Waste Fund.

PRELIMINARY HEALTH, DENTAL, LIFE INSURANCE CHANGES

Mrs. Galloway discussed the expenditures for health, dental and life insurance and explained that the anticipated expenditures for the current fiscal year with FirstCarolinaCare for health insurance would be \$1,066,285.76, with Ameritas for dental insurance would be \$72,516.32, and with MetLife for life insurance would be \$20,289.64.

Mrs. Galloway explained that she had been approached by a broker who provided a quote from BlueCross BlueShield with enhanced benefits for employees with less cost, so that the City could potentially save \$313,774.00 by changing brokers.

Upon question by Councilmember Adams, Mrs. Galloway explained that the rates could change every year. She added that she checked with some of the current users of the insurance broker, including Richmond County, and all of the references were positive about this broker.

The City Manager explained that the broker is not locked in to just using BlueCross BlueShield, but will shop out all different options each year. He added that the proposed changes in insurance coverages are included in the budget.

Upon question by Councilmember Adams, Mrs. Galloway explained that the broker is located in Winston-Salem.

The City Manager reiterated that the savings for one year would be \$313,774.00 and that the rates for FirstCarolinaCare would increase by 4.53%. He added that he would like to give employees a heads up on the change if employees might have a procedure scheduled since the deductible would begin on July 1st.

DIRECTION FROM COUNCIL ON PROPOSED CITY HALL – EDIFICE PRECONSTRUCTION CONTRACT AND CREECH & ASSOCIATES PHASE 2

The City Manager explained that the next step concerning the proposed City Hall would be to enter into a preconstruction contract with Edifice, Inc. which would be up to \$40,000.00. He further explained that this contract would allow Edifice, Inc. to look at the proposed building and work with Creech & Associates to develop a guaranteed maximum price. He added that since no funds were included in the budget for repairs and maintenance on the Municipal Building or the Barrett Building, staff needed direction from Council. He further added that the estimate for repairs and maintenance needed on the two (2) existing buildings was \$108,000.00.

Mr. Haywood explained that the biggest item for the two (2) buildings is replacement of the generator.

Upon questions by Councilmember Hammond, the City Manager explained that the estimates provided by Edifice, Inc. on construction costs were not based on the Creech & Associates design but were based solely on information in the Oakley-Collier Space Needs Analysis. He added that Edifice, Inc. provided those estimates at no cost to the City. He further added that if Council wanted to move forward with a preconstruction contract with Edifice, Inc. and if the guaranteed maximum price was too high, Council could make changes to the design.

Mr. Haywood explained that Creech & Associates, the architect had completed Phase 1 which is the schematic design. He added that the construction manager at risk contractor, Edifice, is brought on board in the second phase which is the design development phase. He added that Edifice would do preconstruction-type services such as reviewing design submitted by Creech & Associates and come to guaranteed maximum price for construction.

Councilmember Willis suggested adding this item to the agenda on May 16, 2016.

Following further discussion, it was consensus of Council to add discussion and consideration of the preconstruction contract to the May 16, 2016 agenda.

Upon question by Councilmember Adams, Mr. Haywood explained that parts for the generator for the Municipal Building and the Barrett Building were obsolete and if something happened to the generator, it probably could not be repaired.

Upon question by Councilmember Willis, Mr. Ellis explained that if necessary, a generator could be rented.

AGENDA PREPARATION

A discussion ensued concerning agenda preparation since the agenda work sessions are no longer held. The City Manager explained that he and the City Clerk could put non-controversial items on

the Consent Agenda, and that if Council wanted an item pulled from the Consent Agenda, could do so at the Council meeting.

Upon request by Councilmember Williamson, the City Manager explained that the draft agenda would be emailed to Council after the agenda deadline each month.

ADJOURNMENT

Motion was made by Councilmember Hammond, seconded by Councilmember Willis, and unanimously carried to adjourn the meeting.

The meeting adjourned at 8:37 p.m.

Matthew Block, MD, Mayor

Jennifer A. Tippett, City Clerk