MINUTES

Cumberland Town Council Meeting Town Council Chambers MONDAY, April 13, 2015 6:00 P.M. Workshop 7:00 P.M. Call to Order

6:00 P.M. Workshop with the Finance Committee re: FY2016 Budget

6:30 P.M. Workshop with Southern Maine Agency on Aging.

7:00 P.M. Call to Order

Present: Councilors Gruber, Bingham, Copp, Edes, Stiles and Storey-King **Excused:** Councilor Turner

I. <u>APPROVAL OF MINUTES</u>

Motion by Councilor Bingham, seconded by Councilor Stiles, to accept the March 23, 2015 minutes as presented. VOTE: 7-0 UNANIMOUS

II. MANAGER'S REPORT

Nomination papers for the Town Council and School Board seats are due by the close of business on April 23rd.

There will be a brief, Special Town Council Meeting on Tuesday, April 28th to countersign the Warrant and Notice of Election calling the June 9, 2015 M.S.A.D. 51 Budget Validation Referendum.

Town Manager Shane introduced Peter Bingham, Assistant Recreation Director to do a presentation on the successful Father/Daughter Dance held recently.

Mr. Bingham said that his staff is always brainstorming new ideas and the idea of a Father/Daughter Dance was brought up. Mr. Bingham introduced Devon Galvan of the Recreation Department who presented the following:



















III. <u>PUBLIC DISCUSSION</u>

Brad Hilton of Blanchard Road said that he often speaks to the Council about the challenge of aging and being able to afford housing as one ages in Cumberland. Last year, he received a couple of hundred dollars on his income tax return because of a tax relief program. Much to his dismay, he discovered that program has a new formula this year and he received no refund. The cost of living in this State and in this Town just continues to go up. Inflation and gas prices are down, but property taxes continue to go up. The school has no idea what their energy cost are compared to last year, because they bunch energy costs into other items in their budget. We have no way of knowing if their energy budget is up or down. This amazes him. He feels that the school should be eliminating teachers and half of that savings should go toward decreasing property taxes and the other half should go to the remaining teachers. As a senior citizen, he is frustrated because he is finding it hard to live here.

Chairman Gruber thanked Mr. Hilton for being so involved in Town budget issues.

Mike Timmons of the Cumberland Farmers Club reported on upcoming events at the fairgrounds:

- Maine's Ultimate Yard Sale
- Girl's On the Run
- Penobscot Valley Dog Show
- A Horse Show
- Ultimate Frisbee

IV. LEGISLATION AND POLICY

15 – 037 To hear a report from the Ocean Access Committee.

Denny Gallaudet, Chairman of the Ocean Access Committee, presented the following:



Ocean Access Committee Report to the Town Council April 13, 2015 Denny Gallaudet , Chairman

<u>Committee Members</u> C. Ingrid Parkin Lew Incze Charles Adams Jeff Perry Maureen Connolly, Vice Chair Sandra Gorsarch-Plummer and Steve Thomas

Council Liaisons George Turner & Tom Gruber Town Staff Pam Bosarge & Bill Shane





Meetings To date

- · Meeting with Town Attorney
- Meeting with Forest Bell & Associates Environmental
- Meeting with Wildwood Association
- 8 Meetings since October

Broad Cove Reserve Stewardship Principles

1. The Town Council endorses the maintenance of Broad Cove Reserve to assure the protection of its conservation values and will, within limits established by any Town Council, provide the human and financial resources necessary to do so.

2. The Committee will:

 Monitor use and condition of Broad Cove Reserve by available means, such as data/photos and communications from law enforcement, own staff, Council members, Committee members, abutting neighbors and the public.

b. Solicit feedback from users and other members of the public with respect to their experiences, concerns, and suggestions for improved management

c. Report to the Town Council, with a copy to CCLT, as needed and provide an Annual Report of usage, condition, changes in condition (both positive and negative in the context of mission statement), evolving concerns, and recommendations.



<u>Town Council Charge</u>

The Town Council hereby establishes the Committee for the purpose of making recommendations and providing guidance to the Town Council pertaining to the use, improvement and preservation of the Broad Cove Reserve. Such recommendations shall include, but shall not be limited to, the following:

- Exploration of opportunities for passive recreation
- Preservation of the conservation values of the property
- Maintenance of the property to facilitate approved uses

2

Broad Cove Reserve Mission Statement

The Town Council holds that the Broad Cove Reserve property has many natural attributes of high conservation value, including scenic vistas from land and sea, upland open space and woods, extensive tidal mudflats, a long fringing beach and diverse natural communities. In acquiring Broad Cove Reserve for public use, the Town Council recognizes the obligation to conserve these natural attributes consistent with the Conservation Easemet. Accordingly the following Mission Statement has been adopted for Broad Cove Reserve:

Broad Cove Reserve will be managed for the citizens of Cumberland to provide for their access to and appreciation and enjoyment of thisspecial seaside environment, consistent with the conservation of its scenic value, diverse habitats and natural communities.



Broad Cove Reserve Stewardship Principles cont.

- The Town Council will adopt and update a Management Plan.
- The Management Plan will provide specific guidance for areas determined to be environmentally sensitive and vulnerable.
- Citizens are encouraged to recreate passively within the boundaries of Broad Cove Reserve.
- 5. Vehicular and bicycle use will be limited to Beach Road and its turnaround, with on-site parking available near the Route 88 entrance. Handicapped parking will be available at the turnaround.
- For calendar year 2015, on-site parking will be restricted to Cumberland residents only.

Broad Cove Reserve Stewardship Principles cont.

- The Use Policy of the Management Plan will list acceptable uses of Broad Cove Reserve. Such uses will be enforced by the appropriate agents of Town and State Government.
- The Committee will cooperate and meet annually with the CCLT, or more frequently as needed, to ensure ongoing compliance with the Conservation Easement.
- 10. The Committee will cooperate with the Cumberland Coastal Waters Commission ("CWC") on policies affecting use of the beach and intertidal areas, permitting and usage of the pier and float, and the prevention of erosion at the riparian boundary.

The list of current and prohibited uses is below. Please also refer to the

Management Matrix for specific information regarding user responsibility and/or

Current Uses

Broad Cove Reserve provides an ideal site for low-impact passive recreation.

Passive recreation means non-motorized, non-consumptive activity that 1) offers restorative and pleasurable human benefits, 2) fosters understanding of open space and its purpose, 3) does not adversely affect conservation values and 4) requires minimal visitor facilities and services.

In an effort to preserve the conservation values of the property, uses may be subject to change or suspension when overuse or negative impact to the property is identified.

8

Prohibited Uses

- Hunting
- Dog walking
- Open fires
- Fireworks

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- Except on Beach Road or in designated parking, use of unauthorized motor vehicles, motorbikes, bicycles, snowmobiles or ATVs
- Use of any motor vehicle, boat or trailer which exceeds at least two of the following criteria: twenty three feet in length, eight feet in height and seven feet in width.
- Littering or trash disposal; all activities and users to carry out all refuse carried in
- Except for maintenance of approved trails, cutting/removal of trees, brush, vegetation or application of herbicides, pesticides, fungicides without Committee approval
- Construction or improvements without Committee approval
- Defacement, injury, removal or destruction of fences, signs, gates or any other structure



Current Uses cont.

limitations for each activity.

Boating

Fishing

Swimming

Shell fishing

Picknicking

Educational activities

Cross-country skiing and snowshoeing

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Walking and hiking

Next Steps

Once Lawsuit is Resolved: • Parking will be a Priority

Ongoing Work

- Pier Upgrades- Railing, Sides, etc.
- Porta Potty- Compost Toilet Options
- Signage
 Benches
- Benches
- Trails winter & year round Onsite Visit with Committee
- Meeting with Alpha One onsite
- Onsite Construction Impacts on Use

11





Questions?

Meetings are the Second Wednesday of each Month at 6 PM at Town Hall

Website

www. cumberlandmaine.com Top of All Items -**Ocean Access Committee**

12



Councilor Edes noted that the Ocean Access Committee is suggesting to not allow hunting. Most ocean property allows hunting up to the high water mark for fowling and fishing. As a Town, we cannot prohibit hunting. Only the State can prohibit hunting. He urged the Committee to look into this further.

15 – 038 To hold a Public Hearing to consider and act on a Mass Gathering Permit for Binnie Media's Maine's Ultimate Yard Sale to be held on June 13, 2015 at the Cumberland Fairgrounds.

Town Manager Shane said that staff has reviewed the application and recommending approval.

Chairman Gruber opened the Public Hearing. Public discussion: None Chairman Gruber closed the Public Hearing.

Chairman Gruber asked Mr. Timmons if firearms are allowed to be sold at the event.

Mr. Timmons said that he did not know, but would see if he can find out. He has never seen any firearms being sold over the past 3 years.

Motion by Councilor Edes, seconded by Councilor Stiles, to approve the Mass Gathering Permit for Binnie Media's Maine's Ultimate Yard Sale to be held on June 13, 2015 at the Cumberland Fairgrounds. VOTE: 6-0 UNANIMOUS

15 – 039 To consider and act on authorizing the Town Manager to award the bid for the Blackstrap Road project.

Town Manager Shane said that Gendron and Gendron was the low bidder for the project and Gorrill-Palmer Engineers have reviewed the bid proposal and are recommending acceptance of the bid.

Motion by Councilor Bingham, seconded by Councilor Copp, to authorize the Town Manager to award the bid for the Blackstrap Road drainage and paving project to Gendron and Gendron of Lewiston, Maine in the amount of \$1,169,034.44

VOTE: 6-0 UNANIMOUS

15 – 040 To consider and act on the disposition of foreclosed properties.

Town Manager Shane reported that as of today, we will have no foreclosed properties for FY2103 and the last property on the foreclosure list came in today and paid their back taxes.

Motion by Councilor Storey-King, seconded by Councilor Copp, to authorize the Town Manager to accept delinquent taxes and issue a quitclaim deed, upon payment of \$11,722.45 for fiscal years 2013, 2014 and 2015 for property identified as Tax Map U18/Lot2.

VOTE: 6-0 UNANIMOUS

Motion by Councilor Storey-King, seconded by Councilor Stiles, to authorize the Town Manager to accept delinquent taxes and issue a quitclaim deed, upon payment of \$6,229.32 for fiscal years 2013, 2014 and 2015 for property identified as Tax Map R07/Lot55. VOTE: 6-0 UNANIMOUS

15 – 041 To consider and act on authorizing the Town Manager to accept delinquent taxes and issue a quitclaim deed, upon payment of \$840.25 for property identified as Tax Map U19/Lot 32.

Motion by Councilor Stiles, seconded by Councilor Edes, to authorize the Town Manager to accept delinquent taxes and issue a quitclaim deed, upon payment of \$840.25 for property identified as Tax Map U19/Lot 32.

VOTE: 6-0 UNANIMOUS

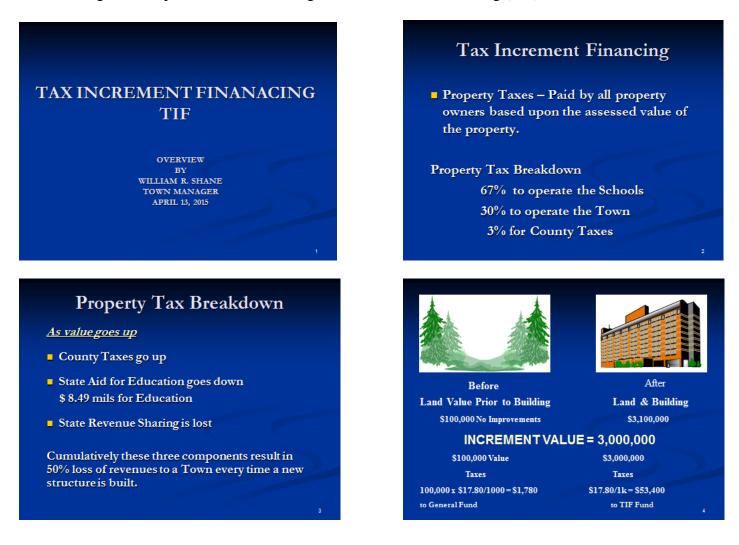
15 – 042 To consider and act on authorizing the Town Manager to accept delinquent taxes and issue a quitclaim deed, upon payment of \$7,266.09 for property identified as Tax Map R08/Lot 27.

Motion by Councilor Bingham, seconded by Councilor Stiles, to authorize the Town Manager to accept delinquent taxes and issue a quitclaim deed, upon payment of \$7,266.09 for property identified as Tax Map R08/Lot 27.

VOTE: 6-0 UNANIMOUS

15 – 043 To hold a Public Hearing to consider and act on the designation of proposed TIF District #6 (The Natural Gas Pipeline East) and the adoption of a Development Program for the same.

Town Manager Shane presented the following on Tax Increment Financing (TIF):



What can be done with the money?

- Money must be used for Economic Development **Purposes:**
 - a. Tax Incentives to Businesses
 - b. Infrastructure within the District
 - c. Economic Development Initiatives

Give me some examples of

How the money has been used

- d. Environmental remediation
- e. Affordable Housing (via MSHA)
- f. Fire equipment

Road Improvements

Rt 100 Water Line- \$1.5 Million

Lane Widening by Exactitude

Future Improvements

Range Road Water line \$2 Million Twin Brook Park Improvements

Skillin / Blackstrap & Rt 100 Signalization Turnpike Off & On Ramps in West Cumberland

Range Road- \$2 Million Dollar Repair

Skillin & Blanchard Road- \$2 Million Repair

 Infrastructure Improvements – Fire Protection Skillin & Blanchard Road Water Line-\$3 Million

g. Public Works Equipment

Why give away any Tax Breaks?

Positive Business Attitude Partnership- Offset of Capital Investment a big help Approved by the State DECD- Straight Face Test

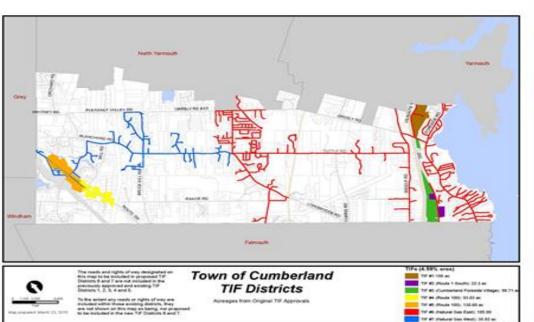
Long Term Shift of the Tax Base - 98.5% to 90 % Goal Total Control of the funds by the Town Council Encourage Economic Growth on Rt 1 & Rt 100 Corridor

Where's the Downside?

There Isn't One.

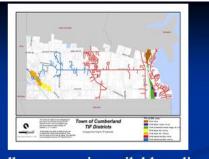
The Town Council Controls the funds. At anytime during the contract the Town can divert it's portion to the General fund but will lose the shelter value.

- The Town Council controls the types of business and the amounts of TIF money we will share
- The projects we are looking to fund are needed today and would be 100% on all the Taxpayers.



Why TIF the Gas Mains?

- Monies can be used for Road Repairs
- Public Works Equipment
- Fire Station expansions for new equipment
- Expecting nearly \$15 M in new Gas Mains
- \$270,000 per year in new tax revenues
- Earmarked \$180,000 in this FY 16 Paving Budget from the new TIF's



Full Application is available online and at Town Hall Questions??

Chairman Gruber opened the Public Hearing.

Public discussion: Brad Hilton of Blanchard Road said the he likes seeing this great work. It is good. Chairman Gruber closed the Public Hearing.

ORDERED by Councilor Bingham, seconded by Councilor Edes, that the Town hereby (a) designates the Natural Gas Pipeline East Municipal Tax Increment Financing District and adopts the Development Program for the District, such designation and adoption to be on the terms and provisions of the Natural Gas Pipeline East Municipal Tax Increment District Development Program" ("Development Program") as presented at this Town Council Meeting, and as has been on file in the Town Clerk's Office, a copy of which is incorporated herein by reference; (b) makes the findings set forth in the Development Program; (c) adopts the financial plan including the percentage of increased assessed value of said District to be retained as captured assessed value in accordance with the Development Program; and (d) authorizes the Town Manager to submit to the State of Maine Commissioner of Economic and Community Development for approval such applications and further documentation as may be necessary or appropriate for final approval and establishment of the Natural Gas Pipeline East Municipal Tax Increment Financing District and its Development Program and financial plan pursuant to 30-A M.R.S.A. Chapter 206. VOTE: 6-0 UNANIMOUS

15 – 044 To hold a Public Hearing to consider and act on the designation of proposed TIF District #7 (The Natural Gas Pipeline West) and the adoption of a Development Program for the same.

Chairman Gruber opened the Public Hearing. Public discussion: None Chairman Gruber closed the Public Hearing.

ORDERED by Councilor Bingham, seconded by Councilor Edes, that the Town hereby (a) designates the Natural Gas Pipeline West Municipal Tax Increment Financing District and adopts the Development Program for the District, such designation and adoption to be on the terms and provisions of the Natural Gas Pipeline West Municipal Tax Increment District Development Program" ("Development Program") as presented at this Town Council Meeting, and as has been on file in the Town Clerk's Office, a copy of which is incorporated herein by reference; (b) makes the findings set forth in the Development Program; (c) adopts the financial plan including the percentage of increased assessed value of said District to be retained as captured assessed value in accordance with the Development Program; and (d) authorizes the Town Manager to submit to the State of Maine Commissioner of Economic and Community Development for

approval such applications and further documentation as may be necessary or appropriate for final approval and establishment of the Natural Gas Pipeline West Municipal Tax Increment Financing District and its Development Program and financial plan pursuant to 30-A M.R.S.A. Chapter 206. VOTE: 6-0 **UNANIMOUS**

To hold a Public Hearing to consider and act on an amendment to Chapter 242 15 - 045(Stormwater Management), Article 2 (Post-Construction Stormwater Management), Section 242-25 (General Requirements), of the Cumberland Code.

Town Manager Shane explained that this is strictly a housekeeping amendment. We are moving the reporting requirement from March 1st to June 1st. This is the only amendment.

Chairman Gruber opened the Public Hearing. Public discussion: None Chairman Gruber closed the Public Hearing.

Motion by Councilor Storey-King, seconded by Councilor Copp, to amend Chapter 242 (Stormwater Management), Article 2 (Post-Construction Stormwater Management), Section 242-25 (General Requirements), of the Cumberland Code, to require post-construction stormwater inspections be completed and turned in to the Code Enforcement Officer annually, by June 1st (previously March 1st). **VOTE: 6-0 UNANIMOUS**

To hold a Public Hearing to consider and act on authorizing the Code Enforcement Officer 15 - 046to enter into a Consent Agreement with property owners located at 17 Edes Road.

Town Manager Shane explained that this is the 3^{rd} or 4^{th} owner of this property and the bank survey discovered that the property is out of compliance with our zoning ordinance. These issues happen because people do not invest in surveys of their property and they measure from the pavement, not their property lines. In this instance, there is a setback violation in the rear and front of the property and it was never detected. Staff is recommending approval.

Chairman Gruber opened the Public Hearing. Public discussion: None Chairman Gruber closed the Public Hearing.

Councilor Edes said that he will abstain from voting because he is an abutter.

Motion by Councilor Bingham, seconded by Councilor Storey-King, to authorize the Code Enforcement Officer to enter into a Consent Agreement with property owners located at 17 Edes Road and to collect \$500 for legal and administrative fees.

VOTE: 5-0-1 (Edes abstained) MOTION PASSES

To set a Public Hearing date (April 27th) to consider and act on a Mass Gathering Permit 15 - 047for Cumberland Youth Lacrosse Girls Tournament to be held at Twin Brook on May 16, 2015.

Motion by Councilor Copp, seconded by Councilor Stiles, to set a Public Hearing date of April 27th to consider and act on a Mass Gathering Permit for Cumberland Youth Lacrosse Girls Tournament to be held at Twin Brook on May 16, 2015.

VOTE: 6-0 UNANIMOUS

15 – 048 To set a Public Hearing date (April 27th) to consider and act on a Mass Gathering Permit for Cumberland Youth Lacrosse Boys Tournament to be held at Twin Brook on June 20, 2015.

Motion by Councilor Bingham, seconded by Councilor Stiles, to set a Public Hearing date of April 27th to consider and act on a Mass Gathering Permit for Cumberland Youth Lacrosse Boys Tournament to be held at Twin Brook on June 20, 2015.

VOTE: 6-0 UNANIMOUS

15 – 049 To set a Public Hearing date (April 27th) to consider and act on a Mass Gathering Permit for Girls On the Run to be held on June 7th at the Cumberland Fairgrounds.

Motion by Councilor Stiles, seconded by Councilor Bingham, to set a Public Hearing date of April 27th to consider and act on a Mass Gathering Permit for Girls on the Run to be held on June 7th at the Cumberland Fairgrounds.

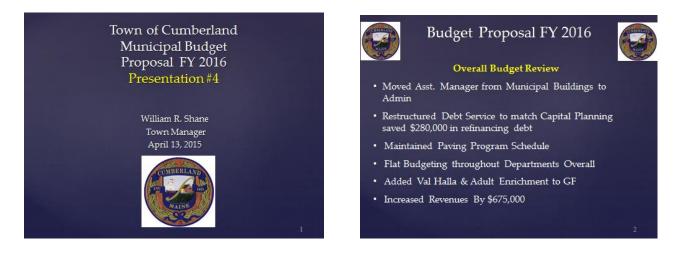
VOTE: 6-0 UNANIMOUS

15 – 050 To set a Public Hearing date (April 27th) to consider and act on a Mass Gathering Permit for The Chickadee Classic Dog Show to be held June 16th – June 21st at the Cumberland Fairgrounds.

Motion by Councilor Copp, seconded by Councilor Stiles, to set a Public Hearing date of April 27^{th} to consider and act on a Mass Gathering Permit for The Chickadee Classic Dog Show to be held on June 16^{th} – June 21^{st} at the Cumberland Fairgrounds.

VOTE: 6-0 UNANIMOUS

15 – 051 To hold a Public Hearing to consider and act on adoption of the FY'16 Municipal Budget.



	FY 15	FY 16	Increase	%
Budget	\$8,736,511	\$8,788,143	\$51,632	0.59%
County	\$696,073	\$747,431	\$51,358	7.38%
New to GF				
Adult Enrichment		\$60,271	\$60,271	
Val Halla		\$759,234	\$759,234	
Expenses	\$9,432,584	\$10,355,079	\$922,495	9.78%
Revenues - NP	-\$3,868,062	-\$4,555,489	-\$687,427	17.77%
Pre New Values	\$5,564,522	\$5,799,590	\$235,068	4.22%

B		posal FY 20 te Impact	016	
	FY 15	FY 16	Increase	%
School	\$14,313,387	\$15,567,490	\$1,254,103	8.76%
New Values	\$30 M	School - 67.24%	-\$366,122	
Net Impact to Tax	(es		\$887,981	

FY 2015	FY 2015	Incr	FY 2016	Mil%
School	\$11.70	\$0.69	\$12.39	3.97%
County	\$0.57	\$0.03	\$0.60	0.17%
Town	\$5.13	\$0.03	\$5.16	0.17%
	\$17.40	\$0.75	\$18.15	4.31%

Councilor Bingham asked the Manager to explain how Val Halla was previously in an Enterprise Fund and will now be moved into the General Fund.

Town Manager Shane explained that we have 3 Enterprise Funds: Val Halla, Senior Housing, and the Sewer Fund. Enterprise Funds are supposed to be self-supported and not require any supplemental support from the municipality. Val Halla has never been able to be self-supporting. We had a couple of years that were close, but for the most part we are \$25,000 - \$100,000 short of breaking even with revenues and expenses. We have done an enormous amount of work at the golf course to make it a desirable place, but there are simply too many golf courses in a small area that compete for the same business. Brian Bickford works very hard on programs and activities and he cares very much about the course. Under Brian's leadership he is confident that things will get better, but it will take some time.

Chairman Gruber opened the Public Hearing.

Brad Hilton suggested breaking out the Val Halla revenues on the presentation slide so that it is clearer to the public and they get a feel of the true impact of adding Val Halla into the general fund. Chairman Gruber closed the Public Hearing.

Motion by Councilor Bingham, seconded by Councilor Copp, to approve the FY'16 Municipal Budget not to exceed \$10,355,079.00. VOTE: 6-0 UNANIMOUS

V. <u>NEW BUSINESS</u>

Councilor Copp – Condolences to Bob Vail and his family on the passing of Bob's father. Mr. Vail was a customer of his and he was a great man. According to his obituary, he serves this country well and was an icon in the community.

Councilor Edes – He was not able to attend the meeting with Cathy Breen and Mike Timmons in regard to the state budget. He was pleased that the Governor showed up even though there was a bit of controversy surrounding his visit. He thinks it is great any time we can get our government leaders to show up.

He came into Town Hall last week to register his vehicle and was told that the Manager was out sick for the first time practically ever. This just shows what a dedicated Manager we have. He wished Manager Shane well and hoped that he is feeling better.

Councilor Storey-King – she asked the Manager to talk about the June Town Council meeting dates being moved around due to the Election.

Councilor Bingham – He also passed along condolences to the Vail family. A lot of Cumberland Veterans were proud to walk in the Memorial Day Parade next to Mr. Vail.

He thanked Cathy Breen and Mike Timmons for taking the time to hold a State budget informational session in Cumberland. Governor LePage's appearance was controversial, but he answered a lot of people's questions. Lastly, to John Riley of Falmouth, he doesn't know how they conduct meetings in Falmouth, but in Cumberland we treat our guests in a civil manner.

Chairman Gruber – He testified in Augusta last week before the Joint Standing Committee on LD909 (an act to promote municipalities to engage in Aging in Place indicatives). We have a great Aging in Place Committee here in Cumberland that the Town Council supports. The committee works so hard and the members are terrific.

Thank you to the Falmouth branch of Bangor Savings Bank who did a food drive for peanut butter and jelly for the food pantry.

Councilor Stiles – he reminded everyone that soon, he will begin his fundraising efforts for the 4-H auction at the Cumberland Fair to benefit the food pantry. If 1,000 people donate just \$10.00, we will raise \$10,000 to purchase meat for the food pantry.

Condolences to the Littlefield family on the passing of Bob Littlefield. Bob was the Tax Assessor in Cumberland for many years.

Town Manager Shane – Leon Hamilton of Chebeague Island also passed away recently. Leon was a great guy who was a very involved and "vocal citizen". He was a good man who will be missed.

Thank you to the Atlantic Regional Credit Union who donated \$1,000 to the food pantry.

The Council meetings in June will be moved to the first and forth Monday because of the Election and swearing in of Councilors.

He received confirmation from the Windham Town Manager that the Windham Town Council will be here on May 11th to meet in Workshop regarding the poor conditions of the roads around Forest Lake. Cumberland is the first responder in that area for public safety.

 VI. <u>EXECUTIVE SESSION</u> pursuant to 1 M.R.S.A., § 405(6)(C) re: real property. Motion by Councilor Stiles, seconded by Councilor Bingham, to adjourn to Executive Session pursuant to 1 M.R.S.A., § 405(6)(C) re: real property. VOTE: 6-0 UNANIMOUS TIME: 8:55 P.M.

Reconvene to regular session at 9:16 P.M.

VII. <u>ADJOURNMENT</u>

Motion by Councilor Bingham, seconded by Councilor Edes, to adjourn.VOTE: 6-0UNANIMOUSTIME: 9:16 P.M.

Respectfully submitted by,

Brenda L. Moore Council Secretary