

The Washington City Council met in a continued session on Monday, February 25, 2013 at 5:30 pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Doug Mercer, Councilman; Edward Moultrie, Councilman; William Pitt, Councilman; Richard Brooks, Councilman; Josh Kay, City Manager; Cynthia Bennett, City Clerk and Franz Holscher, City Attorney.

Mayor Pro tem Roberson was absent.

Also present were: Matt Rauschenbach, Administrative Services Director/C.F.O.; Stacy Drakeford, Fire & Police Services Director; Robbie Rose, Fire Chief; Allen Lewis, Public Works Director; Keith Hardt, Utilities Director; John Rodman, Community/Cultural Resources Director; Kristi Roberson, Parks and Recreation Manager; Susan Hodges, Human Resource Director; Gloria Moore, Library Director; Lynn Lewis, Tourism Director; and David Carraway, IT Department and Mike Voss, Washington Daily News.

Mayor Jennings called the meeting to order and Councilman Brooks delivered the invocation.

#### **APPROVAL/AMENDMENTS TO AGENDA**

By motion of Councilman Pitt, seconded by Councilman Moultrie, Council approved the agenda as submitted.

#### **MEMO: SEATOW PAMLICO DOCKAGE**

Josh Kay, City Manager reviewed the memo from Kristi Roberson, Parks and Recreation Manager and explained the new SeaTow Pamlico Docking agreement is identical to previous agreements. The new docking agreement will be for the period of April 1, 2013 – March 31, 2014.

(Begin memo)SeaTow Pamlico, dba Inland Enterprises, LLC wishes to execute a Waterfront Docking agreement with the City of Washington.

During the past year SeaTow Pamlico has been an invaluable resource to the Waterfront Docks Division, giving advice and assistance to the staff and boaters alike. Dock Attendants have requested logs to be removed from the docks an average of once per month via work order and other times while Larry Williams, Owner, was on site.

SeaTow continues to be an asset in the community as well. During recent Storms, his expertise has guided planning and recovery. His experience and contacts with other marinas has been a good resource when comparing policies, rules and regulations. His availability in the area has enabled him to be of assistance to our “resident” boaters as well as the community at large.

In addition to the usual benefit, SeaTow also implemented the Automated Radio check system. This system aids the hailing and distress channel (16) by cutting down the amount of radio traffic on its frequency, which allows the USCG more open air time for vessels in need of emergency assistance. This system provides radio checks 24/7. This system has now been implemented nationwide and more boaters are becoming familiar with its use. The use of this system puts Washington on the map for transient boaters, as the Washington site answers the radio check. (end memo)

Councilman Mercer expressed concern about a radio system installed within the past year, he asked if that system has been installed on city property. Staff will follow up with the location of the radio system. “The only reason I asked the question is we started out giving them a dock and they were going to help us. If they’re expanding this thing little by little by adding in bases for radio systems and so forth, I think we really need to look at those every time. I don’t have a problem with having the radio system there, but if it is on our property, I think we need to know about it.” Staff will proceed with the renewal of the agreement.

#### **DISCUSSION: LOCATION FOR PROPOSED NEW JAIL FOR BEAUFORT COUNTY**

City Manager, Josh Kay explained that Beaufort County Commissioners have voted to

approve the construction of the new County jail at the City/County owned Industrial Park . Mayor Jennings welcomed Sheriff Jordan and two of his deputies to the meeting tonight. The City was not consulted before the Commissioners voted to locate a new county jail at the Beaufort County Industrial Park.

Councilman Mercer stated he was quoted in the paper by saying he felt the Council didn't need to interfere with the County in determining the specifics of the jail. However, he did feel a little put out when the City is almost a half owner of the Industrial Park and the decision was made by the County to construct the new jail there with absolutely no discussion with the Council at anyway. If there had been some earlier discussion, the City and County could've discussed the proposed placement of the jail on the jointly owned property.

Councilman Moultrie agreed that the Council doesn't need to get into specifics regarding the jail, but the City should've been consulted regarding locating at the Industrial Park. When you think about the Industrial Park, one thinks of businesses being located there, not a jail. He agrees that the County needs a new jail, but possibly at another location other than the Industrial Park.

Councilman Pitt agreed that the jail needs to be replaced. Councilman Brooks feels the Industrial Park is not the place for the jail to be built.

Mayor Jennings summarized that the Council is only concerned with the location of the jail being built at the Industrial Park, not the design/size. He suggested possibly scheduling a public comment period to discuss the location of the jail. We are concerned because the City owns part of the Industrial Park and as stakeholders, we should've been consulted.

Sheriff Jordan explained that it is not feasible, from a safety or functional standpoint, to build/expand at the current location. During major storm events the courthouse/jail is surrounded by water. We need to look for a place on higher ground, with room to expand in the future. He urged Council to do all they could to keep the process moving along.

#### **DISCUSSION: PERSONNEL POLICY**

City Manager, Josh Kay explained that this policy has been under review for at least 18 months. The legal review has been completed and Mr. Kay thanked Susan Hodges, Human Resources Director for her work on this project. Supervisory training is scheduled in mid-March and staff would like to have the document approved at the March 11<sup>th</sup> Council meeting.

Councilman Mercer stated that by and large, this document does everything that Council has asked staff to do and we should adopt the policy on March 11<sup>th</sup>.

Councilman Brooks expressed concern with the use of the words: shall, should and may. He stated he was concerned that using the wrong word or words in the policy could prevent some City employees from receiving incentives such as longevity pay.

Mr. Kay said using the word "shall" in the personnel policy could be construed as a contractual obligation between the city and its employees. The personnel policy is a guideline, not a contract between the City and its employees, he said.

Councilman Moultrie stated the he finds comfort in using 'shall' versus 'should.'

Mayor Jennings said the city must balance its desire to provide incentives and perks to City employees with advice it's receiving from Robin Davis, the labor-law attorney advising the City on revisions to its personnel policy. "Because I understand, for instance, Councilman Moultrie where you gain greater comfort from that, and I fully understand that, but at the same time we draw great comfort from being in line with our attorney's recommendation, so we've got to balance those two."

Councilman Pitt said the revised policy is a flexible one and can be changed should that need arise.

Council members agreed to further review the matter and be prepared to discuss more it

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at the Council's March 11<sup>th</sup> meeting, when the revised policy could be adopted by the Council.

**Personnel Policy PROPOSED February, 2013 - Substantive Changes**

Article I. Section 2. Add statement regarding At-Will Employment

Article I. Section 6. Provide more detail regarding role & responsibility of HR Director. Some responsibilities moved from City Manager Roles & Responsibilities in previous section.

Article I. Section 10. Probationary Employee – revised to reflect 12 months probationary period.

Article III. Section 1. Clarification that all changes to the Pay Plan shall be approved by City Council.

Article III. Section 4. Probationary Raises

- New hires are only eligible for a probationary raise if hired to salary rate below minimum
- At the probationary review, the employee may also be eligible for a performance pay increase
- The combined probationary and performance pay increase shall not exceed 5%.

Article III. Section 5. Performance Pay – added provision that an employee cannot receive both merit and job maturity increase in the same fiscal year and if eligible for both, would receive the one that would provide the greatest increase.

Article III. Section 7. Educational Attainment Incentive Pay – added reference to currently adopted plan

Article III. Section 8. Effect of Promotions, Demotions etc. on Salary

- Changed wording for salary adjustments from “shall” to “should ordinarily” - per recommendation of employment law attorney

Article III. Section 9. Reclassifications and Salary Range Revisions

- Changed wording for salary adjustments from “shall” to “should ordinarily” - per recommendation of employment law attorney

Article III. Section 11. Pay for Part-time and Temporary Work – Added the following existing practice to policy - *Part-time employees who are members of the North Carolina Local Governmental Employees' Retirement System (LGERS) shall paid at least at the minimum rate of the established salary range for the classification after twelve months of employment.*

Article III. Section 12. Overtime Pay Provisions

- ~~Discontinue counting holidays as work time for purposes of determining overtime pay.~~ (Keep consistent with current personnel policy)
- Eliminate 1.5 comp time for Exempt non department heads
- Emphasize that comp time for exempt employees is not guaranteed to be taken and ends without compensation upon separation from employment.
- Change from quarterly clearing to end of year clearing of comp time for exempt employees and allow City manager to authorize carry over through the end of January of the following year.

Article III. Section 15. Call Back Pay

- Add policy for non exempt employee responding to telephone or computer call – minimum 30 minutes
- Eliminate provision for mandatory meetings scheduled in advance to be paid at OT (1.5) pay
- Eliminate call back pay policy for exempt employees rather refer back to the Overtime Policy

Article III. Section 16. Holiday Premium Pay (*New section*)

- Previously included under Article VI. Holidays & Leave.
- Adds provision that holiday leave earned for working on a holiday must be taken within 3 months or paid.
- Clarifies the current practice of paying any non-compensated holidays upon termination of employment and paying part-time and temporary employees 1.5 when they are work on a holiday.

Article III. Section 17. Pay for Acting Assignment in a Higher Classification (temporary promotion) – *New*

Article III. Section 18. Longevity Pay

- Changed wording from shall to may if appropriated in City budget -per recommendation of employment law attorney
- Added provision that employees are not eligible for Longevity until they have completed 5 years of continuous full-time service and providing that employees hired prior to Jan. 1, 2013 (effective date of the new policy) are grandfathered under the prior plan.

Article IV. Section 3. Recruitment and Application

- Added the following: *In rare situations because of emergency conditions, avoidance of reduction –in –force, high turnover, etc., the City may hire or promote without advertising jobs, upon approval of the City Manager.*
- Added provision for option to post internally before advertising to the public consistent with current practice

Article IV. Section 5. Probationary Period

- Probationary period changed to 12 months for all new hires
- Eliminate probationary period for promoted employees

Article V. Section 2. Attendance - NEW – drafted by employment law attorney

Article V. Section 4. Alcohol & Drug Free Policy – Inserted policy statement and referenced previously adopted “free standing” policy/procedure

Article V. Section 7. Soliciting Funds – Deleted this section – per recommendation of employment law attorney

Article V. Section 7. Outside Employment

- Added requirement for annual update and approval
- ~~Prohibit outside employment activities during City FMLA and Workers Comp leave~~ – removed per advisement of employment law attorney; added language elsewhere to address abuse of leave privileges

Article V. Section 9. Relationship / Nepotism Policy - *Previously titled Limitation of Employment Relatives Policy* – drafted by employment law attorney with some modifications incorporating current City policy and changing shall to should not ordinarily.

Article V. Section 11. No Sexual Abuse / Minor Protection Policy – Inserted from previously adopted “free standing” Youth Protection policy/procedure

Article V. Section 12. Workplace Violence – Inserted from previously adopted “free standing” policy/procedure

Article V. Section 13. Prohibition of Weapons

Article V. Section 14. Residency Requirement – Reference to City Code

Article V. Section 15. Travel Time and Expenses

- Added more specific details / reference to travel policy

Article V. Section 17. Use of City-Owned Vehicles – Creates two categories of employees driving vehicles home:

- Non Emergency Personnel
- Emergency Personnel
- Add provision that at no time shall an employee living more than 20 road miles of the City limits from City Hall (102 E. 2<sup>nd</sup> Street) be allowed to drive a vehicle home. (consistent with Residency Code)
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Article V. Section 18. City Provided Cellular Telephone / Electronic Mobile Devices- New

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Article V. Section 19. Internet, E-Mail, Telephone, and Other Communication Systems - *NEW*

Article V. Section 20. Social Media Policy - *NEW* - drafted by employment law attorney

Article VI. Section 1 Holidays

- Changed Good Friday Holiday to Easter Holiday (observed on Good Friday) primarily for purposes of clarity of when holiday premium pay is due
- Updated Fire Dept. holidays to include 9 – administrative oversight when Veterans Day was added.
- Eliminated holiday pay for part-time employees

Article VI. Sections 2 & 3 Vacation Leave & Sick Leave

- Reorganized considerably
- Removed provision that an employee is not eligible to use vacation and/or sick leave during the first 6 months of initial employment.
- Defined time frame for accrual of leave – 15<sup>th</sup> of month
- Defined terms for transfer in and out of sick leave and transfer out of vacation leave consistent with current practice.
- Defined terms of reinstatement with re-employment. An employee who separates from employment with the City and is subsequently rehired within three years shall have his or her unused or non transferred sick leave reinstated.
- ~~Provided provision that the City Manager may authorize substitution of comp leave for the~~ *Eliminated* requirement to use 40 hours of vacation leave each calendar year.
- Added clarification that holiday and compensation time shall be used before vacation leave.

Article VI. Section 4. Shared Leave

- Added to personnel policy instead of “free standing”
- Deleted normal maternity as a non qualifying medical condition
- Added prolonged medical condition of the employees spouse, child, or parent (including in-law and step relationships) as qualifying condition

Article VI. Section 5. Family & Medical Leave – updated in accordance with current law

Article VI. Section 6. Leave Without Pay – *New*

Article VII. Employee Benefits –added the following:

*“The provisions of all benefits are subject to change and modification at the discretion of the City, with or without advanced notice. The provisions of any benefits are further subject to funding appropriation and budget constraints.”* per advisement from employment law attorney

Article VII. Section 5. Retiree Insurance Benefits added the following:

*“As with other benefits, the provision of and the terms of retiree insurance is subject to change at any time, with or without notice. The ability of the City to provide retiree coverage is further dependent upon budget appropriations from year to year and approval by the City Council.”* – per advisement from employment law attorney.

Article VII. Section 7. Law Enforcement Special Separation Allowance - updated based on revisions to GS 143-166

Article VII. Section 9. Changed Separation Gift to Retiree Separation gift

Article VII. Section 14. Lactation Policy – *New* in accordance with the Patient Protection and Affordable Care Act amended March 2010- drafted by employment law attorney

Article VII. Section 15. Car Allowance / Travel Bonus – Removed specific reference to City Manager since this is normally a part of the employment contract if applicable.

Article VIII. Section 1. Types of Separation (a) Resignation - policy for negotiated resignation - authorizes severance consideration

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*“The City Manager may negotiate a resignation with an employee when it is determined to be in the best interest of the City. Such negotiated resignation may include a severance package consisting of a combination of salary, benefits and/or accumulated leave (vacation, compensatory, etc.).*

**Article VIII. Section 2. Reduction in Force** – policy revised and added to Personnel Policy instead of separate/free standing policy. Changed severance payment from shall to may and eliminated specific terms and conditions as these will need to be authorized by City Council at time of the RIF – per advisement from employment law attorney

**Article IX. Unsatisfactory Job Performance & Detrimental Personal Conduct** – restructured

- Disciplinary suspension for Job Performance generally not to exceed 3 days or 24 hours for shift personnel (except for exempt personnel)
- No pre-disciplinary conference for demotion or suspension; pre-dismissal conference only
- City Manager authorizes any suspension, demotion, dismissal
- Updated descriptions of detrimental personal conduct

**Article IX. Section 8. Exempt Employee Suspension** – Removed this section as not necessary according to FLSA - per advisement from employment law attorney

**Article X. Grievance Procedure and Adverse Action Appeal** – basically re-written

- Extended response time to 10 days
- ~~Added procedure for Department Heads and other employee situations in which the City Manager had significant involvement in determining disciplinary action~~ – removed per advisement of employment law attorney

**Article XI. Section 1. Public Information** – updated based on revisions to GS 160-168A.42

### **PUBLIC HEARING: ECONOMIC DEVELOPMENT – PROJECT BLUE GOOSE**

Mayor Jennings opened the public hearing. Bob Heuts, Beaufort County Economic Development Director reviewed Project Blue Goose with Council.

#### Blue Goose Incentives

(2 companies – Pronamic Industries and Oak Ridge Metal Works)

- Opportunity for Washington in the form of jobs and investment
- How?
  - 1) Purchase the Spec building
  - 2) Upfit the Spec building
  - 3) Add jobs at or above average wages for the County
  - 4) Purchase the Brooks Boatworks building
  - 5) Upfit the Brooks Boatworks building
- Incentives where public dollars are used to entice private investment is not a popular concept.
- N.C. Statutes do allow counties and cities to get involved financially if there is a public purpose.
- The public purpose in this case is the opportunity for new investment and jobs that in turn will bring new revenue to the City that can then be used to provide necessary services to Washington citizens.
- Why should the City of Washington or any other City get involved in economic development projects? Manufacturing is different than a Wal-Mart, CVS or McDonalds. Manufacturing, for the most part, can locate anywhere. They need skilled people and transportation access to move product.
- There are many places in the world that can provide those services. This project has indicated that Lancaster, SC is interested in having Blue Goose locate in their community.
- Washington has competition, therefore the need to look closely at how we can compete for this project.

- This afternoon, you will hold a public hearing to hear comments about a proposal to grant project Blue Goose \$97,183 over the next five years for a \$9.4 million dollar investment and jobs created.
- The grant of \$97,183 is valued at 50% of the total taxes the project will pay over the next five years. A spreadsheet in your package contemplates investment in real estate and machinery.
- The proposal is to pay this amount out over five years, roughly \$20,000 per year as long as the investment is on the tax books and a minimum number of jobs are created.
- In your packet is a notice for a public hearing, calculations for this local incentive and a summary of other items to entice Blue Goose to locate in Beaufort County.
- We will discuss a few of the others later in the meeting.
- Your packet also includes a resolution that authorizes the City to participate in an economic development project with Blue Goose, which you will consider after the public hearing.
- If approved, then staff and the attorney will develop an agreement between the company and the City. The agreement will stipulate our expectations of the company, including the investment and jobs. Then, the City's commitment to provide a grant to be paid out over the next five (5) years. This contract will be presented to you at the next meeting in March.

Mr. Heuts said he understands that such incentives are not popular with many people, including taxpayers. Incentives are needed at times to help recruit a new industry or business when other places are seeking the same industry or business.

Councilman Mercer expressed concern about the City possibly being liable for repaying all or part of the grant funding should Project Blue Goose not meet its job-creation obligations under the grant conditions. He feels that the City and the County should be in a position that they have a lien against the physical assets of that company so that we have something in hand that allows us to recoup our money if those situations do occur.

Mr. Heuts said he believes such safeguards will be in place once the agreements have been finalized. Those agreements will come back to Council for final approval. Pronamics Industries is a filter-media company. Oak Ridge Metal Works is a metalworking company. The two would provide jobs at or above the average wage in the County.

There being no comments from the public, Mayor Jennings closed the public hearing.

#### **PUBLIC HEARING: CLOSE-OUT OF TALENT ENHANCEMENT CAPACITY BUILDING GRANT**

Mayor Jennings opened the public hearing. John Rodman, Community/Cultural Resources Director explained that the purpose of the Talent Enhancement Capacity Building Grant was to provide local governments the ability to develop appropriate and competitive CDBG grants. To administer those grants, aid in grant writing, develop economic analysis, and prepare feasibility studies.

The City has been working on the Talent Enhancement project in conjunction with East Carolina University. The City was awarded \$50,000 in grant funds with no local match required. All funds have been expended and approved activities completed. The City would like to complete the close out procedures and the public hearing is consistent with the procedures and the original project timeline. No further action is required by Council.

Approximately \$22,212.39 in funds were spent and the remaining funds will be returned to the state. Funds could only be expended for items listed in the grant.

There being no public comment, Mayor Jennings closed the public hearing.

**REQUEST AND REMINDER:**

Councilman Brooks – Requested an update on Iron Creek for the March 11<sup>th</sup>, 2013 City Council meeting.

Lobby Day, March 6, 2013.

**CLOSED SESSION – UNDER § NCGS 143-318.11(a)(3) ATTORNEY CLIENT PRIVILEGE – INCLUDING CITY OF WASHINGTON VS. ANNE & HARRY MEREDITH, et al (08-CVS-105); AND 143-318.11(a)(4) ECONOMIC DEVELOPMENT**

By motion of Councilman Pitt, seconded by Councilman Moultrie, Council agreed to enter closed session under § NCGS 143-318.11(a)(3) Attorney Client Privilege – including City of Washington vs. Anne & Harry Meredith, et al (08-CVS-105; and 143-318.11(a)(4) Economic Development at 6:20 pm.

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council agreed to come out of Closed Session at 7:00 pm.

**ADOPT RESOLUTION – PROJECT BLUE GOOSE**

By motion of Councilman Moultrie, seconded by Councilman Brooks, Council approved the Resolution Authorizing the City of Washington (City) to Participate in an Economic Development Project (Project Blue Goose) with Beaufort County, Blue Goose, LLC, Pronamic Industries, LLC, and Oak Ridge Metal Works, LLC and to Contribute Economic Development Incentives to Blue Goose, LLC for project Blue Goose.

**STATE OF NORTH CAROLINA  
CITY OF WASHINGTON**

**RESOLUTION AUTHORIZING THE CITY OF WASHINGTON (CITY) TO PARTICIPATE IN AN ECONOMIC DEVELOPMENT PROJECT (PROJECT BLUE GOOSE) WITH BEAUFORT COUNTY, BLUE GOOSE, LLC, PRONAMIC INDUSTRIES, LLC, AND OAK RIDGE METAL WORKS, LLC AND TO CONTRIBUTE ECONOMIC DEVELOPMENT INCENTIVES TO BLUE GOOSE, LLC**

**WHEREAS**, North Carolina General Statute § 158-7.1(a) authorizes a city to undertake or participate in economic development projects and to make appropriations for the purposes of aiding or encouraging the location of manufacturing and industrial enterprises as well as plants or other public purposes which, in the discretion of the governing body of the city, will increase the population, taxable property, agricultural industries and business prospects of the city or otherwise benefit the public.

**WHEREAS**, the City is interested in increasing investment in and opportunities for new jobs for its citizens.

**WHEREAS**, the City Council has held a public hearing to consider whether to participate in Project Blue Goose and, as part of that participation, to appropriate as well as expend up to \$97,183 in economic development incentives over a five (5) year period to reimburse Blue Goose, LLC for a portion of the cost to acquire, retrofit, and develop, including to invest in certain machinery and equipment to enhance, manufacturing facilities for Pronamic Industries, LLC as well as Oak Ridge Metal Works, LLC that are or will be located in the Industrial Park.

**WHEREAS**, Project Blue Goose proposes that up to \$9,400,000 will be invested, and as many as 100 jobs will be created, by Blue Goose, LLC, Pronamic Industries, LLC, and Oak Ridge Metal Works, LLC, collectively.

**WHEREAS**, said economic development incentives will be conditioned upon Blue Goose, LLC, Pronamic Industries, LLC, and Oak Ridge Metal Works, LLC satisfying certain performance requirements including, but not limited to, the creation of a certain number of jobs and the investment of a certain amount of money for the acquisition of, and upgrades as well as improvements to, certain facilities. These performance requirements will be contained in one or more contracts between the parties named hereinabove and/or State agencies.

**WHEREAS**, said collective investment of Project Blue Goose is anticipated to generate up to \$194,366.00 in new revenue to the City over said five (5) year period.

**WHEREAS**, Project Blue Goose will help to stimulate, diversify, and stabilize the local economy; strengthen the local tax base; promote business in the City as well as Beaufort County; and result in the creation of a substantial number of new, permanent jobs in the City as well as Beaufort County.

**WHEREAS**, the City will fund and expend said economic development incentives with available revenues from its General Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Washington, this 25<sup>th</sup> day of February, 2013, as follows.

**Section 1.** The City is authorized to contribute up to \$97,183 of City funds for the above described Project Blue Goose and shall adopt a budget ordinance amendment to appropriate the funds necessary for said contribution.

**Section 2.** The actual amount of said contribution is contingent upon the amount of money invested (up to \$9,400,000), the generation of new revenue to the City (up to \$194,366), and the number of jobs created (as many as 100) by Project Blue Goose. Said contribution is also contingent upon the parties named hereinabove and/or State agencies entering one or more contracts that require Blue Goose, LLC, Pronamic Industries, LLC, and Oak Ridge Metal Works, LLC to meet certain performance requirements related to investment and job creation and that are consistent with applicable State law, including North Carolina General Statute § 158-7.1(h).

**Section 3.** The Mayor or other appropriate City official is hereby authorized to execute any document or contract that is deemed necessary to effectuate this Resolution upon presentation of the same to and final approval from City Council.

Adopted this 25<sup>th</sup> day of February, 2013.

**Attest:**

**s/Cynthia S. Bennett, CMC  
City Clerk**

**s/N. Archie Jennings, III  
Mayor**

**ADJOURN – UNTIL MONDAY, MARCH 11, 2013 AT 5:30 PM IN THE COUNCIL  
CHAMBERS AT THE MUNICIPAL BUILDING**

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting until Monday, March 11, 2013 at 5:30 pm in the Council Chambers at the Municipal Building.

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**Cynthia S. Bennett, CMC  
City Clerk**