

## SPECIAL MEETING

## AGENDA

February 1, 2016

Set Agenda for February 8, 2016 Regular Meeting  
Discussions: Municipal Review Committee (MRC) – MSW Disposal Plan  
Employee Handbook – Laurie Bouchard

The meeting was called to order by the Mayor at 5:30 p.m. with the following members answering the roll call: Mayor Louise MacLellan-Ruf, William Clayton, Valli Geiger, City Manager Chaousis, and City Attorney Beal. Councilor Larry Pritchett arrived at 5:35 p.m. Councilor William Jillson was excused from attending this meeting.

**Pledge of Allegiance to the Flag:** All present joined in the Pledge of Allegiance to the Flag.

**Public Forum:** During the public forum, the following persons spoke on the following issues:

- David Myslabodski, 54 Broad Street, spoke concerning municipal solid waste (MSW) disposal, saying that the voters have voted down pay-per-bag twice, and have called for an overhaul to the solid waste operations at the City's Solid Waste Disposal Facility, and are still waiting for that to happen. He said that the people want the City to implement and enforce the laws that are already on the books, such as mandatory recycling, and make sure that the commercial waste haulers are abiding the existing laws. He also said that the City should institute an City-wide educational campaign to increase recycling rates in the City. He added that the proposals made to the City by ecomaine about single stream recycling are not in the best interest of the citizens of Rockland.

- Ron Huber, 148 Broadway, said that he was the Executive Director of Friends of Penobscot Bay, and the first Sunday of each month they hold a public informational meeting at the Stella Maris House (148 Broadway) to discuss issues concerning the harbor and the bay. He invited any interested parties to attend.

- Carroll Mahoney, a resident of Rockport, said that he would like to schedule a meeting with the Council to ask for the Council's permission to move forward with a project to restore Tolman Cemetery. He noted that there are 21 Revolutionary War Veterans interned there and the grave sites are in need of repair. He said that grant funds will be applied for from the DAR to help with this project, but he would be asking the City for support as well. He also said that there are plans to apply for placement of the cemetery on the National Register of Historic Places.

Hearing no other speakers, the public forum was closed.

**Set Agenda for the February 8, 2016 Regular Meeting:** The Council went into informal session to set the agenda for the February 8, 2016 Regular Meeting. The following communications were addressed:

a. Letter from Robin Jordan – Resignation from Personnel Board. The letter was accepted and the City Manager was instructed to send a letter of thanks to Mrs. Jordan for her service to the community.

b. Memo from the Planning Board – Changes to Site Plan Review Process and Standards. At the request of the Planning Board, consideration of this issue will be postponed until after the Power Plant Moratorium process has been completed.

c. Offer for the purchase of 9 Burrows Street – Assistant City Manager Audra Caler-Bell explained that the City has received an offer for the purchase of 9 Burrows Street (the site of the current Public Services Garage) from a developer that the City has worked with before. She said the plan would be an industrial manufacturing operation with some warehousing. The City Manager added that the first step would be for the Council to decide whether it wished to consider opening a bid process for this property by placing an order on the February 8, 2016 meeting agenda to authorize the City Manager to solicit bids for the property. The City Council decided to proceed with the bid process, and an order will be added to the February 8<sup>th</sup> meeting agenda.

**Discussions:** With the agenda for the February 8, 2016 Regular Meeting set, the Council then held the following discussions:

- Municipal Review Committee (MRC) – Municipal Solid Waste Disposal Plan for 2018. The Council held a discussion with representatives from MRC (of which the City is a charter member) concerning MRC’s plan for municipal solid waste disposal after PERC closes in 2018.

- Employee Handbook – The Council then held an informal discussion with Laurie Bouchard, of Bouchard & Associates, to review adoption of a proposed Employee Handbook that is intended to give all employees and elected officials a general overview of the City and information regarding its personnel policies, terms and conditions of employment, and employee benefits.

With the above discussions complete, and with no further business to come before the City Council, the meeting was adjourned without objection from the Council at 8:45 p.m.

A TRUE COPY.

ATTESTED: \_\_\_\_\_ City Clerk

**REGULAR MEETING**

**AGENDA**

**February 8, 2016**

1. Roll Call **Councilor Valli Geiger was excused from attending due to illness.**
2. Pledge of Allegiance to the Flag **All present joined in the Pledge of Allegiance.**
3. Public Forum of not more than 30 minutes (5 min limit each speaker)
4. Meeting Notice
5. Reading of the Record
6. Reports:
  - a. City Manager’s Report
  - b. City Attorney’s Report
  - c. Other Official’s Report
  - d. Mayor’s Report
7. Licenses and Permits:
  - a. Liquor & Entertainment Licenses – Park Street Grille  
**Postponed until the March 14, 2016 Regular Meeting. Vote: 4-0.**
  - b. Liquor License – Chen’s China Coast Restaurant  
**Granted. Vote: 4-0.**
  - c. Liquor License – The Lindsey Hotel  
**Granted. Vote: 4-0.**
  - d. Liquor License – Rustica Cucina Italiana Restaruant  
**Granted. Vote: 4-0.**
8. Resolves:
 

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|---|---------------------|
| # 7 Appointments to Boards, Commission and/or Committees<br><b>Passed. Vote: 4-0.</b> | Mayor MacLellan-Ruf |
| # 8 Appointments to Ad Hoc Education Options Committee<br><b>Passed. Vote: 4-0.</b>   | Mayor MacLellan-Ruf |
| # 9 Appointments to Maine Service Center Coalition<br><b>Passed. Vote: 4-0.</b>       | Mayor MacLellan-Ruf |
| #10 Establishing Committee/Volunteer Appreciation Day<br><b>Passed. Vote: 4-0.</b>    | City Council        |
| #11 Supporting Solar Energy Projects in Maine<br><b>Passed. Vote: 4-0.</b>            | Councilor Pritchett |
9. Ordinances in Final Reading and Public Hearing:
 

|  |                   |
|--|-------------------|
| #46 Chapter 8, Section 8-708 GA; Maximum Levels of Asst.<br><b>Passed. Vote: 4-0. Eff. Date: 03/10/16.</b> | City Council      |
| # 1 Chapter 2, Section 2-1203 Personnel Code<br><b>Passed. Vote: 4-0. Eff. Date: 03/10/16.</b>             | Councilor Jillson |

10. Ordinances in First Reading:  
# 2 Authorizing Quit Claim Deed – 224 OC Rd (Post. 01/11/16) Councilor Pritchett  
**Postponed until the March 14, 2016 Regular Meeting. Vote: 4-0.**
11. Orders:  
# 6A Authorizing Transfer of Ownership – 1999 Western Star Truck City Manager  
**Passed. Vote: 4-0.**  
# 7 Updating City Council Work Plan City Council  
**Passed. Vote: 4-0.**  
# 8 Authorizing Transfer of Ownership – 2011 Ford F450 Ambulance City Manager  
**Passed as amended. Vote: 4-0. Amended to authorize the City Manager to use the proceeds of this transfer of ownership toward the purchase of a new ambulance. Vote on amendment: 4-0.**  
# 9 Confirming Appointment of City Assessor City Council  
**Passed. Vote: 4-0.**  
#10 Authorizing Bids – Sale of City Property (9 Burrows Street) City Manager  
**Passed. Vote: 4-0.**
12. Adjournment. **Adjourned without objection from the Council at 6:55 p.m.**

The meeting was called to order by the Mayor at 6:00 p.m. with the following members answering the roll call: Mayor Louise MacLellan-Ruf, Larry Pritchett, William Clayton, William Jillson, City Manager Chaousis, and City Attorney Beal. Councilor Valli Geiger was excused from attending this meeting due to illness.

**Pledge of Allegiance to the Flag:** All present joined in the Pledge of Allegiance to the Flag.

**Public Forum:** During the public forum, the following person spoke on the following issues:

- Nathan Davis, 10 Fulton Street, spoke in support of Resolve #11, Supporting Solar Projects in Maine, saying that the current practice of “net metering” restricts the allowable size of solar project in Maine, and this proposal would eliminate many barriers to solar power projects in the future. He added that it would also enhance the economic viability of such solar power projects.

- Brooks Winner, 7 Granite Street, member of the City’s Energy Advisory Committee, and the Island Institute Energy Committee, also spoke in support of Resolve #11, saying that the process begun by the Public Advocates Office and the Public Utilities Commission is well structured and created well thought-out policies that will enhance the viability of solar projects.

- Gordon McAleer, from Bixby & Company, said that they are now in 1500 retail locations across the country and are beginning to see a marked increase in their internet sales. He said energy efficiency is important to their business, and supported Resolve #11 as well. He said this proposal would give businesses options when it comes to energy use.

- David Myslabodski, 54 Broad Street, spoke concerning various matters of city management, asking questions about the City’s plans for solid waste disposal and questioning whether ecomaine’s proposal for single stream recycling is the best direction for the City to proceed. He said that there is a substantial amount of information on solid waste disposal that the general public does not have the time to adequately review, and requested that the City hold more workshops to fully vet this issue before making any decisions. He also commented on expenditures made by the City Manager over the past several months that are outside of the budget and asked where these funds are coming from.

- Ron Huber, 148 Broadway, agreed with Mr. Myslabodski’s comments. He also thanked all who attended the monthly meeting of the Friends of Penobscot Bay on Sunday, and invited anyone interested in the harbor to attend their monthly meeting on the first Sunday of each month at 148 Broadway.

Hearing no other speakers, the public forum was closed.

**Meeting Notice:** It was noted that this meeting had been given proper notice.

**Reading of the Record:** Reading of the Record was waived, and the Record of prior City Council Meetings deemed accepted, without objection from the Council. Anyone wishing to review the Record may do so at the City Clerk's Office at Rockland City Hall during regular business hours.

**Reports:**

a. City Manager's Report: The City Manager reported on the following issues:

- With regard to the City's Solid Waste Disposal, he said that all of the discussions on this issue have not yet been held, but there is a deadline for the Municipal Review Committee proposal for June 2016. He said that the City's decision on that proposal will determine in what direction the City will go. He added that, at some point in these discussion, the Council will make the determination that they have enough general information to determine a direction in which to proceed. He said that they are not yet at that point. He said at this point, the proposal by ecomaine seems to make the most sense, but more discussions are required.

b. City Attorney's Report: The City Attorney said that other than matters already transmitted to Council, he had nothing further to report.

c. Other Official's Report: None.

d. Mayor's Report: The Mayor thanked Joanne Billington, the City's insurance agent for finding some significant savings in the City's insurance coverage. She also mentioned that the Library's annual Valentine's Day Open House will be held on Friday, February 12, 2016, and that the Ad Hoc Education Committee is still a work in progress.

**Licenses and Permits:**

- a. Liquor & Entertainment Licenses – Park Street Grille
- b. Liquor License – Chen's China Coast Restaurant
- c. Liquor License – The Lindsey Hotel
- d. Liquor License – Rustica Cucina Italiana Restaruant

A public hearing was opened. Hearing no speakers for or against any of the license applications, the public hearing was closed.

Councilor Pritchett moved to grant the licenses for Chen's China Coast Restaurant, The Lindsey Hotel, and Rustica, Cucina Italiana Restaurant.

Vote: 4 for.

Councilor Pritchett then moved to postpone the license application for Park Street Grille until the March 14, 2016 Regular Meeting, noting that there was an issue with the fire inspection that needed to be addressed before the licenses are approved.

Vote: 4 for.

The license applications for Park Street Grille was postponed until the March 14, 2016 Regular Meeting.

**Resolves:**

#7 Appointments to Boards, Commissions & Committees

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**THAT** the appointment by the Mayor of the following persons to the following Boards, Commissions and/or Committees for the terms listed, are hereby confirmed:

- Matthew Ondra, 65 Pleasant Street, is hereby appointed to the Ad Hoc Harbor Trail Committee to fill a vacancy on that committee. There is no specified term.
- Nathan Davis, 10 Fulton Street, is hereby appointed to the Energy Advisory Committee to fill a vacancy on that committee. Mr. Davis shall serve until that term expires in 2018.
- Carol Maines, 186 North Main Street, is hereby appointed to the Planning Board to fill a vacancy on the Board. Ms. Maines shall serve until that term expires in 2016.

- Brad Carter, 139 Rankin Street, is hereby appointed to the Zoning Board of Appeals to fill a vacancy on that Board. Mr. Carter shall serve until that term expires in 2018.

Sponsor: Mayor MacLellan-Ruf  
Originator: Mayor MacLellan-Ruf

Councilor Clayton moved passage.

Vote: 4 for.

#8 Appointments to Ad Hoc Education Options Committee

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**THAT** the appointment by the Mayor of the following persons to the Ad Hoc Education Options Committee, are hereby confirmed:

- Adam Ackor, 486 Old County Road
- Rebecca Albright, 26 Grove Street
- Chelsea Avirett, 10 Fulton Street
- Daniel Bookham, 129 Limerock Street
- Douglas Curtis, Jr., 111 Summer Street
- Helen Plourd, 25 Main Street #102
- Mayor Louise MacLellan-Ruf, or designee, shall service as Chair of the Committee
- Nancy Mathieson-Jeffers, 15 Tea Street, shall serve as an ex officio non-voting member of the committee

Sponsor: Mayor MacLellan-Ruf  
Originator: Mayor MacLellan-Ruf

Councilor Pritchett moved passage.

Councilor Clayton said that he would like to serve on this committee as well.

The City Manager said that he would serve as the staff liaison for the committee.

Vote: 4 for.

#9 Appointments to the Maine Service Center Coalition

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**THAT** membership in the Maine Service Center Coalition for 2016 is hereby authorized, and that City Manager James D. Chaousis II is hereby designated to be the appointed representative of the City of Rockland to the Maine Service Center Coalition and is therefore authorized to vote at the Maine Service Center Coalition business meetings.

**AND** be it further Resolved that Assistant City Manager Audra Caler-Bell is hereby appointed as the alternate representative of the City of Rockland to the Maine Service Center Coalition.

Sponsor: Mayor MacLellan-Ruf  
Originator: Mayor MacLellan-Ruf

Councilor Pritchett moved passage.

Vote: 4 for.

#10 Establishing Volunteer/Committee Appreciation Day

**WHEREAS**, to encourage an environment in which volunteers can flourish, the City Council of the City of Rockland has adopted the position of promoting community involvement and encouraging volunteerism on the many Boards, Commission and Committee in the City; and

**WHEREAS**, our City government could not function without volunteers who serve on those various Boards, Commissions, and Committees; and

**WHEREAS**, everyday, volunteers help shape the policies that keep our City moving forward in the right direction and their

impact can be felt throughout the community; and

**WHEREAS**, volunteers are motivated by the simple satisfaction of helping their fellow citizens and making their community a better place to live;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**THAT** the many volunteers who man the City's Boards, Commissions and Committees, as well as those who give their time to various City departments, are hereby recognized and commended for their willing to serve their community; and

**THAT** Monday, February 29, 2016 is hereby designed as "Committee/Volunteer Appreciation Day" in the City of Rockland to honor the hard work and selfless dedication of the hundreds of volunteers who make the City of Rockland a better place to live and work.

Sponsor: Mayor MacLellan-Ruf

Originator: Mayor MacLellan-Ruf

Councilor Pritchett moved passage and thanked the Mayor form bringing this forward to recognize the volunteers and committee members.

Vote: 4 for.

#11 Supporting Market Based Approach to Expanding Opportunities For Municipal, Small Business and Community Solar Projects In Maine

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**Whereas**, Maine has the lowest amount of installed solar electrical power generation capacity of any state in New England; and

**Whereas**, the price of solar photovoltaic panels declined 55% between 2002 and 2013 making solar a financially competitive option for many businesses, municipalities and homes; and

**Whereas**, solar generation capacity peaks on long summer days when demand on the electrical transmission grid is the highest which makes solar generation located near where the power is used a cost effective option both to minimize stress on the transmission grid and to minimize the cost to all ratepayers of major grid expansion projects; and

**Whereas**, Maine's current regulations governing distributed sources of electrical power generation like solar create significant barriers for municipalities and businesses to develop cost effective solar projects to offset a municipality's or a business's power consumption; and

**Whereas**, community solar projects being developed in other states to provide renewable energy to multiple residents are constrained in Maine because current rules restrict the number of electrical meters that can be offset by a solar project to nine meters in effect limiting community solar projects to very small projects that can typically serve nine homes or less; and

**Whereas**, there are currently over 1,800 acres of closed and capped municipal landfills in Maine for which there are few, if any, common reuse or redevelopment options; and

**Whereas**, the U.S. Environmental Protection Agency has determined that developing solar power projects on capped landfills and other brownfield sites represents the best reuse option for many of these sites; and

**Whereas**, redeveloping just 40% of the capped municipal landfill acreage in Maine with solar arrays would provide municipalities the equivalent of \$30 to \$40 Million in annual revenue; and

**Whereas**, developing solar on the Rockland's capped Quarry 2 Landfill Site as well as the former North School site could offset \$200,000-\$250,000 per year of the city's energy costs; and

**Whereas**, last year the Legislature passed Resolve 2015 Chapter 37 directing the Public Utilities Commission to convene a stakeholder process to develop a market based approach to sustainable growth in all sectors of Maine's solar distributed generation market; and

**Whereas**, the PUC held seven half day stakeholder meetings at which municipalities including Rockland, Falmouth and South Portland, environmental organizations, the Office of the Public Advocate, solar developers, utilities, legislators, as well as other interested parties reviewed options for expanding solar in Maine; and

**Whereas**, market based concepts and reforms put forward by the Office of the Public Advocate and refined through this stakeholder process are intended to increase the amount of solar capacity that likely would be developed in Maine over the next six years by 250 Megawatts; and

**Whereas**, the concepts put forward, if adopted in statute and rules, would remove many barriers limiting the development of cost effective municipal, community and commercial solar projects;

**NOW, THEREFORE, Be it hereby resolved by City Council as follows:**

**The City Council** supports the types of reforms proposed through the PUC stakeholder process to regulations governing solar distributed generation in Maine and urges the Second Session of the 127th Legislature and the Public Utilities Commission to adopt these changes; and

**The City Council** designates the City Manager and the Chair of the City's Energy Committee to communicate Council's support to the Legislature's Energy and Utilities Committee, to State Representatives and Senators, to the Public Utilities Commission and to other municipalities.

Sponsor: Councilor Pritchett  
Originator: Energy Committee

Councilor Pritchett moved passage and said that the Legislature directed the PUC to look at the current restrictions on solar power projects and come up with a proposal that would increase the amount of solar capacity throughout the State. He said the PUC held a series of stakeholder meetings and, with the Public Advocates Office, came up with the current proposal. He added that the bulk of the solar projects being developed at this time are being done out of state, even though there are a number of people right in Rockland with the necessary skills to do such developments here. This proposal would allow that to happen.

Councilor Clayton said he wholeheartedly supports this proposal, but was concerned about using the former MacDougal School property for such a development. He said that property would be better used for different purposes.

Councilor Pritchett said that this Resolve in no way endorses putting a solar array on that property. He said it was included only for illustrative purposes.

Vote: 4 for.

#### **Ordinances in Final Reading and Public Hearing:**

#46 Chapter 8, Section 8-708 GA; Maximum Levels of Assistance

(See Book 41, pages 269-270 for text, and page 290 for amendment)

A public hearing was opened. Hearing no speakers for or against, the public hearing was closed.

Councilor Clayton moved passage.

Councilor Pritchett said that the Council choose last month to no decrease the amounts that the City gives for food assistance, realizing that the State will only reimburse the City based on the State's maximum levels. He said that City will absorb that additional cost.

The City Manager said that the way the budget was structured, it was difficult to determine exactly what amounts were spent for each of these categories. He said in the new budget, these figures will be better differentiated.

Vote: 4 for.

The amendment will become effective March 10, 2016.

# 1 Chapter 2, Section 2-1203 Personnel Code

(See Book 41, pages 290-291 for text)

A public hearing was opened. Hearing no speakers for or against, the public hearing was closed.

Councilor Jillson moved passage.

Vote: 4 for.

The amendment will become effective March 10, 2016.

#### **Ordinances in First Reading:**

# 2 Authorizing Quit Claim Deed – Sale of 224 Old County Road (Postponed 01/11/16)

(See Book 41, page 291 for text)

It was noted that this Ordinance was postponed until this meeting, and that it had received a motion for passage at the 01/11/16 Meeting.

The City Manager recommended that the Council postpone this measure until the March 14, 2016 Regular Meeting to give staff time to work on the proposals for this property.

Councilor Pritchett moved to postpone Ordinance Amendment #2 until the March 14, 2016 Regular Meeting.

Vote: 4 for.

Ordinance Amendment #2 was postponed until the March 14, 2016 Regular Meeting.

**Orders:**

# 6A Authorizing Transfer of Ownership – 1999 Western Star Tractor-Trailer Truck

**IT IS HEREBY ORDERED BY THE CITY COUNCIL AS FOLLOWS:**

**THAT** the City Manager is hereby authorized to transfer ownership of the City's 1999 Western Star Tractor Trailer Truck (VIN 2WKPDDCJ3XK959188), that was totaled in an accident, to Travelers Insurance Co., for \$22,605.

**AND**, it is further Ordered that the City Manager is hereby authorized to execute any instruments necessary to effectuate such transfer of ownership.

Sponsor: City Manager

Originator: City Manager

Councilor Clayton moved passage.

Councilor Pritchett asked the City Manager to explain what happened to the truck.

The City Manager said that the truck was being used to haul the City's municipal solid waste to the PERC incinerator when the driver failed to see a vehicle stopped in front of him and rear-ended the vehicle, totaling both vehicles. Fortunately, no one was injured in the accident. He said this action will allow him to accept the insurance settlement on the vehicle. He added that the City is currently contracting with a private hauler to transport the City's MSW to PERC, and obviously the amount of this settlement is not going to cover the purchase of a replacement vehicle for the City; therefore, a determination will need to be made as to how the City will proceed.

Vote: 4 for.

# 7 Updating the City Council Work Plan

**IT IS HEREBY ORDERED BY THE CITY COUNCIL AS FOLLOWS:**

**THAT**, the City Council updates the City Council Work Plan dated November 10, 2014 and included herein by reference as roadmap for Council work sessions and action items for the next fiscal year, and as priority projects for the City Manager to develop and bring back before Council, or implement, as appropriate; and

**THAT**, the City Council directs the City Manager to report back to the Council on the status of Work Plan items at least quarterly and to include in the City Manager's Report routine status updates on projects and questions identified in the updated Work Plan.

Sponsor: City Council

Originator: City Council

***Memorandum***

This memo will serve as the update of the City Council's work plan for FY16, adopted on November 10<sup>th</sup>, 2014 per Order #91. Pursuant to that order, attached, the City Manager was tasked with quarterly reporting of the work plan progress and 12-18 month implementation of the plan. Due to workload demands, the quarterly reporting has not been done on a formal basis but adherence to the spirit of the work plan has been diligent. Therefore, I am proposing an official update to the work plan while proposing carry over assignments and updates for the FY17 work plan.

The original work plan had a particular structure that was helpful to the City Council when workshopping. I tried to maintain the structure as best as possible while also converting to a format which would be easier for the public at large to follow along with.

The impetus behind proposing the Fiscal Year 2017 work plan update is to get acceptance from the City Council before strategic budget decisions are made this coming budget season. It is likely that the City Council will need time to analyze and edit the work plan but any/all information leading to organizational direction will be helpful in crafting a budget that is strategic and delivers on the goals of the City Council.

I will propose that the City Council go one step further in proposing a priority list of regulations, policies, and rules that they intend to address during the work plan implementation. Much like the work plan, this would not constitute a mandate but a guide to prioritizing the will of the City Council.

## **FY 2017 WORK PLAN**

### **Assessing Department**

#### FY 2016 Projects:

- Transition Planning- Prepare and institute changes regarding the retirement of the current assessor.
- Complete Digital Transactions and Records Conversation

#### FY 2016 Project Status:

- The new assessor has been hired, while the former assessor has retired. Administration made contractual arrangements with the former assessor for continued support.
- Digital transactions and records were perpetuated during the fiscal year. Adding the CAI web portal allowed the city to optimize assessing and zoning data for better use by the public. It also allowed the City to save a few thousand dollar worth of Vision Appraisal web hosting. The new system is far superior to the old one and user friendly. The City is working on a larger expansion of digitizing records for the FY 2017 budget

#### FY 2017 Projects:

- Continue with digitizing the records within this department as a broader paper free initiative starting in the FY 2017 budget.
- Increase efforts at professional development within the department.

### **City Clerk**

#### FY 2016 Projects:

- Improve City Website
- Complete Digital Transactions and Records Conversation
- Determine ongoing technology needs
- 

#### FY 2016 Project Status:

- The City website is currently being constructed and will be delivered by the time the draft budget is unveiled. This project was classified under the City Clerk but it has been assumed by administration.
- The City has launched a citywide technology audit. Results have indicated need in processing speed and in order to provide better programs and functions for increased administrative proficiency. These will be implemented in FY16 but further expansion is required in FY17.
- Digital transactions and records were perpetuated during the fiscal year. The process of converting City Clerk records to digital records is more time consuming than other departments. This may be an ongoing effort for some time. Some records are handwritten and only transcribed through a physical person. The City is working on a larger expansion of digitizing records for the FY 2017 budget

#### FY 2017 Projects:

- Launch and improve the City website but move the responsibility to the Executive Department.
- Further expand the technology investment in order to drive efficiency in administration and customer service.
- Continue with digitizing the records within this department as a broader paper free initiative starting in the FY 2017 budget. Continue transcribing difficult records.
- Increase efforts at professional development within the department.

**City Hall**

FY 2016 Projects:

- Identify potential cost effective building envelop upgrades, evaluate Air Quality and development ongoing maintenance plan
- Complete PC migration off of Microsoft XP
- Identify training software, and hardware needed for full digital document generation and retention in compliance with Maine law.

FY 2016 Project Status:

- Building envelope upgrades went into a holding status during the discussions regarding city hall.
- The City has launched a citywide technology audit. Results have indicated need in processing speed and in order to provide better programs and functions for increased administrative proficiency. These will be implemented in FY16 but further expansion is required in FY17.
- Digital transactions and records were perpetuated during the fiscal year. The City is working on a larger expansion of digitizing records for the FY 2017 budget

FY 2017 Projects:

- Launch and improve the City website but move the responsibility to the Executive Department.
- The City has launched a citywide technology audit. Results have indicated need in processing speed and in order to provide better programs and functions for increased administrative proficiency. These will be implemented in FY16 but further expansion is required in FY17.
- Continue with digitizing the records as a broader paper free initiative starting in the FY 2017 budget. Continue transcribing difficult records.

**Code Enforcement Department**

FY 2016 Projects:

- Evaluate support staffing levels for Code Office.
- Transition permitting and site plan review to digital formats.
- Update Code to indexed and searchable format.
- Evaluate "Place Making Code" for key areas. Making code for downtown, commercial corridors, and mixed use transition.
- Evaluate all "single lot zones.

FY 2016 Project Status:

- Staffing needs were considered when adding additional duties to the Code Clerk for administrative support of the Department of Public Services. Additionally, significant analysis was involved in the hiring of the Assistant Code Enforcement Officer as part of succession planning.
- Single lot zones have been essentially eliminated.
- Smart Start Rockland will have online digitized permitting. Some testing and development will roll over into the next fiscal year.
- There has been no further substantial progress on other work plan items due to the demand of Short Term Rentals and attrition in the department.

FY 2017 Projects:

- Update Code to indexed and searchable format.
- Evaluate "Place Making Code" for key areas. Making code for downtown, commercial corridors, and mixed use transition.
- Continue progress with the Smart Start Rockland initiative.
- Increase efforts at professional development within the department.

**Economic and Community Development Department**

FY 2016 Projects:

- Evaluate staffing needs through restricted offices.

- Complete Phase 1 of Thorndike Project.
- Complete Atlantic and Mechanic segment of Harbor Trail.
- Evaluate options to minimize barriers to (increased taxes) and encourage investment in housing (efficiency, renovations, etc.)
- Evaluate options to make high speed fiber optic internet available. Use the Rockport's municipal utility approach and other municipalities.
- Harbor Park redevelopment. Identify funding options and finalize plans.
- Complete public corridor planning for Camden Street.
- Identify cost and easements needed for Harbor Trail segments
- Develop options for completing Phase 2 of the Thorndike project.

FY 2016 Project Status:

- Staffing needs were considered when adding additional duties to the Economic and Community Development Director regarding Assistant City Manager responsibilities.
- Phase 1 of the Thorndike Project has been completed.
- Atlantic Street and Mechanic Street segments have been completed or preliminary plans suggested for funding.
- Housing discussions have started with partnering organizations, the city and legislators. Policy changes and legislative changes are predicted for the next year.
- The Tilson Technologies high speed internet study was unveiled. The city has done substantial planning investment in the Phase 1 implementation and awaiting funding.
- Camden Street corridor planning has stalled regarding zoning because the transportation planning has sped up dramatically. A draft report regarding transportation is due by March.
- Cost easements and work arounds have been analyzed regarding Harbor Trail. Potential funding sources are being sought for the Lindsey Brook crossing.
- Phase 2 of the Thorndike project will need to be addressed in the public budgeting process.

FY 2017 Projects:

- Develop options for completing Phase 2 of the Thorndike project. This may be part of the comprehensive Capital Improvement Plan.
- Complete public corridor planning for Camden Street.
- Harbor Park redevelopment. Identify funding options and finalize plans.
- Implement Phase 1 high speed fiber in the Capital Improvement Plan.
- Continue with housing development and identifying barriers.
- Continue with staffing analysis.
- Increase efforts at professional development within the department.

*Debt Service*

FY 2016 Projects:

- Develop and maintain ongoing Capital Improvement Plans that stabilizes the impact of debt service on property taxes.

FY 2016 Project Status:

- Significant improvement in CIP planning will be introduced with the operating and capital budget this spring.

FY 2017 Projects:

- Continue developing and maintaining ongoing Capital Improvement Plans that stabilizes the impact of debt service on property taxes.
- Create an investment policy regarding cash flow analysis.
- Identify banking contracts that optimize the city's interest.
- Produce internal control policies.
- Create internal debt service programs that can maximize the city's purchasing and borrowing power.

**Engineering**

FY 2016 Projects:

- Reevaluate staffing and positions post restructuring

FY 2016 Project Status:

- A proposal to acquire contract engineering contracts through different structures will be introduced in the budget process.

FY 2017 Projects:

- Review and implement engineering contracts through restricted arrangements.

**Executive Department**

FY 2016 Projects:

- Reevaluate staffing and positions post restructuring.
- Evaluate/Revise the job description for the City Manager.
- Upgrade the City Council chambers audio and video.

FY 2016 Project Status:

- General assistance duties, safety, and human resources have been completely absorbed in the executive department reducing total staffing.
- City Council chambers audio and video upgrades have been purposefully delayed to identify fiber and technology options.

FY 2017 Projects:

- Evaluate/Revise the job description for the City Manager. This is ideally done in conjunction with the annual review in June.
- Increase departmental oversight and accountability.
- Advocate for Federal, State, and local positions on legislative issues identified by the City Council.
- Strengthen the organizational structure, policies, and procedures to advantage the City. A large emphasis placed on safety.
- Work on succession planning in all departments.
- Upgrade the City Council chambers audio and video.
  - Continue with digitizing the records as a broader paper free initiative starting in the FY 2017 budget. Continue transcribing difficult records.
  - Evaluate and improve the city's technology system.
  - Increase efforts at professional development within the department.

**Finance Department**

FY 2016 Projects:

- Continue to improve in Finance department findings in the audit.
- Continue refining grant and dedicated revenue tracking.
- Evaluate changes needed to meet GFAO standards.

FY 2016 Project Status:

- The budget, union negotiations and turnover slower improvements in this department.

FY 2017 Projects:

- Continue to improve in Finance department findings in the audit.
- Continue refining grant and dedicated revenue tracking.
- Evaluate changes needed to meet GFAO standards.
- Restructure the chart of accounts for better transparency.
- Work on budgeting process and presentation to the citizens of Rockland.

- Eliminate budget categories titled “other and unspecified “General” budget lines.
- Establish multiyear targets to stabilize fund balance.
- Create a technology budget for modern day office technology and financing options.

### **Fire Department**

#### FY 2016 Projects:

- Evaluate Fire Chief versus Public Safety Director Option.
- Evaluate building and either plan for renovations or relocation.
- Evaluate building expansion to accommodate the Police Department.
- Develop a five year strategic plan for the department.
- Create a succession plan for department leadership.
- Study downsizing from three engines to two engines.
- Evaluate shared equipment and resources among area towns.

#### FY 2016 Project Status:

- The value of the Public Services Director was reported to the City Council stating that there was not a savings advantage in lieu of the Fire Chief. Service level increased but so didn't cost.
- The lack of a full time Fire Chief slowed some of the work plan items.

#### FY 2017 Projects:

- Budget and hire a Fire Chief.
- Evaluate building and either plan for renovations or relocation. Studying the idea of location on both sides of Lisle Street has real potential considering the degrading value of holding the Police Department Condo.
- Evaluate building expansion to accommodate the Police Department. Studying the idea of location on both sides of Lisle Street has real potential considering the degrading value of holding the Police Department Condo.
- Develop a five year strategic plan for the department.
- Create a succession plan for department leadership.
- Study downsizing from three engines to two engines.
- Evaluate shared equipment and resources among area towns.
- Increase efforts at professional development within the department.

### **Harbor and Waterfront Department**

#### FY 2016 Projects:

- Review fees and operating costs to fund Capital Improvement Plan needs.
- Review staffing levels and evaluate options for sharing. Assess seasonal and year round staffing and evaluate options for staff sharing with Department of Public Services.
- Planning and funding for shorter term projects identified in the Capital Improvement Plan including the Fish Pier and fund accounting practices. Listed items include Snow Marine Park boat ramp plus dinghy and kayak racks, Middle Pier Floats and Deck, Annual Piling Replacement.
- Plan and develop funding options for Harbor Park.
- Replace municipal float system and make ADA accessible.
- Strategic Planning for cruise ship industry.
- Evaluate dredging needs plus options to fund municipal share.
- Evaluate the fish pier business plan.
- Review Fish Pier fee structure.

#### FY 2016 Project Status:

- Much of the FY 2016 Harbor and Waterfront was centered on the policy discussions regarding fees. The city will need to carry over most projects.
- Dredging has been fully evaluated and the municipal share of the EDA grant has been budgeted.

#### FY 2017 Projects:

- Review fees and operating costs to fund Capital Improvement Plan needs.

- Review staffing levels and evaluate options for sharing. Assess seasonal and year round staffing and evaluate options for staff sharing with Department of Public Services. Consider making the Assistant Harbor Master a full time year round employee responsible for Fish Pier management. Continue working on the Public Services Department work request system and in house repair of floats and assets. Continue the discussion on making waterfront enforcement more prevalent with coordination from the Police Department.
- Planning and funding for shorter term projects identified in the Capital Improvement Plan. Listed items include Snow Marine Park boat ramp plus dinghy and kayak racks, Middle Pier Floats and Deck, Annual Piling Replacement.
- Plan and develop funding options for Harbor Park.
- Replace municipal float system and make ADA accessible.
- Strategic Planning for cruise ship industry.
- Implement the dredging and fish pier improvements through the EDA grant.
- Evaluate the fish pier business plan.
- Review Fish Pier fee structure.
- Increase efforts at professional development within the department.

### *Legal Department, Legislative, and Committee Assignments*

#### FY 2016 Projects:

- Update Chapters 11, 16, 19, and 20

#### FY 2016 Project Status:

- Much of the FY 2016 Legal Department was tied up in Short Term rentals legislation, union negotiation, and associated legal priorities.

#### FY 2017 Projects:

- Update Chapters 11, 16, 19, and 20
- Create a legislative priority work plan through City Council workshops. Use this as the basis of prioritizing new legislative initiatives.
- Have a coordinated committee and commission's strategic planning session. Review committee and commission and committee missions, tasks and projects for City Council endorsement and efficiency amongst legislative and administrative leaders.
- Continue with City visioning workshops to maximize public participation.
- Increase efforts at professional development

### *Library Department*

#### FY 2016 Projects:

- Evaluate options for managing excessive solar thermal gain. Evaluate ROI for minimizing impact will preserve natural light.
- Continue development of identified energy system upgrades. Boilers and chillers are not efficient and near end of design life. Smoke detection needs integration with other building systems.
- Digital transition of acquisition and current collections. Evaluate balance of digital versus print for future acquisitions.
- Review sources and ratio of library funding with stakeholders. Library has among the lowest level of private sector funds for any municipal library. Discuss options with all parties.

#### FY 2016 Project Status:

- Much of the FY 2016 Library department was used in the funding policies of the library via the budget process and action plan.

#### FY 2017 Projects:

- Evaluate options for managing excessive solar thermal gain. Evaluate ROI for minimizing impact will preserve natural light.
- Continue development of identified energy system upgrades. Boilers and chillers are not efficient and near end of design life. Smoke detection needs integration with other building systems.

- Digital transition of acquisition and current collections. Evaluate balance of digital versus print for future acquisitions.
- Review sources and ratio of library funding with stakeholders. Library has among the lowest level of private sector funds for any municipal library. Discuss options with all parties.
- Increase efforts at professional development within the department.

**Police Department**

FY 2016 Projects:

- Evaluate pros/cons of grant to add school resource officer to the Police Department.
- Strategic planning covering equipment, staffing and community engagement.
- Evaluate long term and overnight parking city wide.

FY 2016 Project Status:

- The Police Department was active with turnover and reduced staffing during this fiscal year

FY 2017 Projects:

- Evaluate pros/cons of grant to add school resource officer to the Police Department.
- Strategic planning covering equipment, staffing and community engagement.
- Evaluate long term and overnight parking city wide. Review kiosk parking and other strategic parking strategies with vendors through the Parking Committee. Consider a comprehensive parking study.
- Analyze statistical policing models for incorporation into the staffing models. Review low cost policing strategies for budget consideration.
- Perform succession planning.
- Increase efforts at professional development within the department.

**Department of Public Services**

FY 2016 Projects:

- Upgrade downtown decorative lights to municipally owned LED.
- Evaluate and transfer all street lighting to city owned LED lights.
- Create a priority road and pedestrian corridor snow removal plan.
- Pursue options for Old County Road after November referendum.
- Review and optimize sand utilization during snow removal.
- Review winter overtime to provide spring project staffing.
- Evaluate staffing, position requirements, training and shared staffing.
- Complete planning to relocate all DPS facilities.
- Develop multi-year infrastructure maintenance and replacement plan.
- Coordinate Lindesy Brook and storm water work with waste water department.
- Design strategies to incorporate summer sidewalk obstructions including maintenance, shrubs, grass, weeds and cars.
- Review DPS equipment utilization, acquisition and replacement.
- Evaluate local options to maximize MDOT MPI Funds.

FY 2016 Project Status:

- Through cooperation with the Energy Committee and interlocal partnership with Biddeford, South Portland, and Falmouth submitted an RFQ and prepared strategies and plans for municipal streetlight incorporation.
- The department is currently working on a comprehensive snow removal policy for review by the City Council. This will include service level, response times, and routes including priorities.
- Designed, bid and will manage the Old County Road repair project.
- Delivered a study and improving on strategies to maximum utility of sand and salt practices.
- Negotiated terms regarding snow removal overtime to give the city better options regarding costs. Overtime will be paid rather than comp time to further maximize road construction season.
- Staffing is still being evaluated but the addition of laborers to the crew will give efficient and effective options regarding the crew. A few Light Equipment Operators and Heavy Equipment Operators have been filled to maximize the department strength. Proficiency testing and training will be implemented this spring.

- The department is currently working on infrastructure maintenance and replacement planning in conjunction with the CIP plan.
- DPS is working solely with the WWTF for storm water issues.
- DPS equipment utilization is currently being assessed. All of the capital purchases this year were postponed although authorized by the City Council. The pieces of equipment were not immediately needed for operations.
- The city obtained two MPI grants for the Old County Road project for \$500,000 apiece. The total budget with the voter authorized bond and grants is \$2.6 Million. This will make a fantastic repair to Old County Road.

FY 2017 Projects:

- Upgrade downtown decorative lights to municipally owned LED.
- Evaluate and transfer all street lighting to city owned LED lights.
- Create a priority road and pedestrian corridor snow removal plan.
- Evaluate staffing, position requirements, training and shared staffing.
- Complete planning to relocate all DPS facilities. Pursue further study of a consolidated campus.
- Develop multi-year infrastructure maintenance and replacement plan.
- Coordinate Lindesy Brook and storm water work with waste water department.
- Design strategies to incorporate summer sidewalk obstructions including maintenance, shrubs, grass, weeds and cars.
- Review DPS equipment utilization, acquisition and replacement.
- Evaluate local options to maximize MDOT MPI Funds.
- Complete Old County Road project.
- Increase efforts at professional development within the department.

**Recreation Department**

FY 2016 Projects:

- Continue to finalize the 2011 Rec Center bond upgrades. Mold abatement, improve boiler controls, designs for ventilation and elevator.
- Develop and implement ongoing Rec Center maintenance plan.
- Develop options to increase broad community use of the building.
- Develop a business plan including fees, community programs, and donations.
- Review city's use of portable toilets in parks ahead of ahead of summer 2015.
- Review options for possible dog park.
- Evaluate options for coordinating and sharing staff among departments.
- Evaluate all Rec parks and facilities. Develop upgrade and maintenance plan.
- Develop overall business and strategic plan encompassing all points here and reviews options for community partnerships.

FY 2016 Project Status:

- The YMCA contract and partnership dominated the project list in the Recreation department. This appears to be successful in the early reporting. There are built in review periods over the next five years.
- Staff sharing has become obsolete as the Department of Public Services will absorb all Rec Center previous responsibilities.

FY 2017 Projects:

- Continue to finalize the 2011 Rec Center bond upgrades. The one roof section is the only remaining issue scheduled for spring.
- Develop and implement ongoing Rec Center maintenance plan.
- Develop options to increase broad community use of the building.
- Review city's use of portable toilets in parks ahead of ahead of summer 2016.
- Review options for possible dog park.
- Evaluate all Rec parks and facilities. Develop upgrade and maintenance plan.

**Waste Water and Storm Water**

FY 2016 Projects:

- Continue implementing all aspects of the Maine Department of Environmental Protection consent agreement.
- Quantify and regulate all potential sources of treatment interference.
- Continue inspections of sewer and stormwater lines plus service connections.
- Develop overall strategy on sewer separation versus pump and treat.
- Identify and work to eliminate all wastewater discharges to Lindsey Brook. Manage the city's stormwater discharges.
- Review easements, responsibility, goals and requirements for work in and adjacent to channelized and free flowing segments.
- Develop municipal stormwater ordinance and policies. Begin data collections and policy review needed to draft a comprehensive municipal stormwater ordinance.
- Evaluate sewer laterals costs to residents and possible programs like revolving loan fund or insurance program to assist.

FY 2016 Project Status:

- The MDEP consent agreement is still being complied with while the city negotiates the new permit. Additionally, the city works with industrial users for their coordinated discharge permits.
- The city continues to quantify and regulate all potential sources of treatment interference. The city had great opportunities to fix issues related to treatment interference this year. There will never be a smoking gun type event but all of the fixes add up over time. A large tidal impact was found and scheduled for repair as soon as possible.
- The City has worked diligently on inspections this year.
- Strategies are being created for stormwater separation opportunities with road improvements.
- The city will propose a draft approach to creating a stormwater enterprise account with the budget this year.

FY 2017 Projects:

- Continue implementing all aspects of the Maine Department of Environmental Protection consent agreement.
- Quantify and regulate all potential sources of treatment interference.
- Continue inspections of sewer and stormwater lines plus service connections.
- Develop overall strategy on sewer separation versus pump and treat.
- Identify and work to eliminate all wastewater discharges to Lindsey Brook. Manage the city's stormwater discharges.
- Review easements, responsibility, goals and requirements for work in and adjacent to channelized and free flowing segments.
- Develop municipal stormwater ordinance and policies. Begin data collections and policy review needed to draft a comprehensive municipal stormwater ordinance.
- Evaluate sewer laterals costs to residents and possible programs like revolving loan fund or insurance program to assist.
- Increase efforts at professional development within the department.

**Solid Waste**

FY 2016 Projects:

- Continue focus on Maine Department of Environmental Protection compliance and odor reduction.
- Review solid waste revenue streams after November 4<sup>th</sup>.
- Evaluate pros and cons of single stream recycling and zero waste. Look at city programs, public education, and commercial hauler use.
- Evaluate options for expanding composting and organic materials.
- Evaluate benefits of closing the North West corner of quarry 2 for traffic safety.
- Plan for end of large volume commercial demolition debris plus partial closure.
- Review staffing levels and shared staff.
- Create a comprehensive plan for waste beyond 2018 and PERC situation

FY 2016 Project Status:

- The MDEP compliance and odor control issues have been managed well during supervisory transition.
- Solid waste revenues are coming in as projected.
- The City is working on a comprehensive review of current services and future services.
- Staffing levels are being coordinated with Public Services after the department merger.
- The city is working with DEP on closure landfill closure projections and cost share.

FY 2017 Projects:

- Continue focus on Maine Department of Environmental Protection compliance and odor reduction.
- Evaluate pros and cons of single stream recycling and zero waste. Look at city programs, public education, and commercial hauler use.
- Evaluate options for expanding composting and organic materials.
- Plan for end of large volume commercial demolition debris plus partial closure.
- Create a comprehensive plan for waste beyond 2018 and PERC situation
- Increase efforts at professional development within the department.

Councilor Pritchett moved passage and said that the original work plan was established in 2014 to assist the Council with the search for a new City Manager, to outline those projects that were a priority to the Council. He said that the work plan was established over the course of several workshops and after review by the departments. He said work plans are common to many municipalities and give the manager direction moving forward.

The City Manager said that he kept the same structure as the original work plan, and indicted the projects listed in the original plan, the progress on those projects, and proposed projects for 2017. He added that in many cases, the 2016 projects were simply carried over into 2017, but said that there has been progress in some areas. He said that this is a great tool to have moving forward.

Councilor Clayton said that this was a long time coming, and had been talked about for a long time. He said this is the kind of planning that the City Council should be doing, and it is not micro-managing at all. He said it lists the priorities that the City should be working on.

Councilor Pritchett added that the plan provides direction when establishing the budget, and is structured as it is to follow the structure of the budget. He said the City is a large organization and this kind of planning is essential.

Vote: 4 for.

# 8 Authorizing Transfer of Ownership – 2011 Ford F450 Ambulance

**IT IS HEREBY ORDERED BY THE CITY COUNCIL AS FOLLOWS:**

**THAT** the City Manager is hereby authorized to transfer ownership of the City’s 2011 Ford F450 Ambulance (VIN 1FDUF4HT9BEC37402), to Ford Motor Company, for an amount up to its total value of \$160,913.

**AND**, it is further Ordered that the City Manager is hereby authorized to execute any instruments necessary to effectuate such transfer of ownership.

Sponsor: City Manager

Originator: City Manager

Councilor Clayton moved passage and thanked the City Manager for negotiating an amount that was close to the actual amount the City paid for the ambulance.

The City Manager said that he was pleased the Ford was willing to basically reimburse the City for the ambulance that they were never able to figure out what was wrong. He also asked the Council to consider an amendment to the Order to authorize him to use the funds to purchase another ambulance. He said he has arranged with the company that the City has already contracted with for the purchase of an ambulance to increase the contract to two ambulances for the amount that the City will be receiving under this action.

Councilor Pritchett moved to amend Order #8 as follows: add “AND, it is further ordered that the City Manager is hereby authorized to expend all funds from the sale of the said 2011 Ford F450 Ambulance to acquire a replacement ambulance.”

Vote on amendment: 4 for.

Vote as amended: 4 for.

Regular Meeting, Orders continued:

February 8, 2016

# 9 Confirming Appointment of City Assessor

**IT IS HEREBY ORDERED BY THE CITY COUNCIL AS FOLLOWS:**

**THAT**, pursuant to Section 403(b) of the City Charter, the City Council hereby confirms the appointment of Doreen French from Orland, Maine, as the Assessor for the City of Rockland.

Sponsor: City Council  
Originator: City Manager

Councilor Clayton moved passage.  
The City Manager introduced Ms. French to the Council.

Vote: 4-0.

#10 Authorizing Bids – Sale of City Property (9 Burrows Street)

**IT IS HEREBY ORDERED BY THE CITY COUNCIL AS FOLLOWS:**

**THAT** the City Manager is hereby authorized to solicit bids for the sale of City property located at 9 Burrows Street (Tax Map 57-A-5). The City Council reserves the right to accept or reject any and/or all bids.

Sponsor: City Manager  
Originator: City Manager

Councilor Clayton moved passage and asked what the timeline would be for this matter.  
The City Manager said that no specific timeline has been established for this measure, but he would like to have an item before the Council at its March 14, 2016 Regular Meeting addressing this issue.

Vote: 4 for.

Regular Meeting continued:

February 8, 2016

With no further business to come before the City Council, Councilor Clayton moved to adjourn. Without objection from the Council, the meeting was adjourned at 6:55 p.m.

A TRUE COPY.

ATTESTED: \_\_\_\_\_ City Clerk