

**Monday, June 14, 2021 7:00 PM**  
**CITY OF MINNETONKA BEACH**  
**CITY COUNCIL MEETING MINUTES**

Mayor Lindstrom determined that an in-person Council meeting was not practical or prudent because of the COVID 19 health pandemic and that this Council meeting was held remotely using Zoom Teleconferencing. This was done in accordance with MN State 13D.02

**1. Mayor Lindstrom called the meeting to order at 7:02 p.m.**

**2. Roll Call:** Mayor Jaci Lindstrom; Council Members: Tracey Breazeale, Susan Enlow, Steve Howarth, Vibhu Sharma, and Treasurer Chris Zinn. Staff Members: Interim City Administrator Heidi Honey, Public Works Superintendent Jason Hilgers, Administrative Assistant Jane Burgess, Stantec Engineer Alan Offerman, Zoning Administrator Phil Carlson, Planning Commission Chair Jim Haag joining at 7:30.

**Absent:** none

**Guests:** none

**3. Approve Agenda for the June 14, 2021 City Council Meeting**

Howarth requested two changes: move item 9.8 from consent to old business 8.5; move Kohlton Beck seasonal help to 9.9 under old business.

**Howarth motion, Sharma second to approve the June 14, 2021 City Council agenda as amended. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.**

**4. Approve Minutes –**

4.1. Regular Meeting of May 10, 2021

**Enlow motion, Howarth second to approve the May 10, 2021 Regular City Council meeting minutes. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.**

4.2. Special Meeting of May 25, 2021

**Enlow motion, Howarth second to approve the May 25, 2021 Special City Council meeting minutes. Roll Call Vote: Breazeale – aye, Enlow – aye, Howarth – aye, Sharma – aye. All ayes, the motion carried.**

**5. Open Forum – opened 7:07 pm; no comments so closed at 7:08pm**

**6. Stormwater Pollution Prevention Program – Annual Report and Public Hearing**

The SWPPP is a requirement of the Minnesota Pollution Control Agency (MPCA), the Federal Water Quality Act, and MPCA rules. The annual report is a requirement of the city's MS4 Permit. The SWPPP requires the city to hold a public hearing regarding components of SWPPP which are regulatory mechanisms and enforcement responses, including storm sewer mapping, to solicit input from the public with the intent that policies, projects and programs will address community values and goals as well as protect historic and cultural values regarding water resources. The City's public

outreach includes brochure distribution, newsletter articles, tracking maintenance agreements, construction site stormwater runoff, and post construction stormwater management. Honey reviewed the components of the SWPPP and the implementation report is in the packet. The City was audited in 2016 which led to development of the implementation report which is updated annually with Stantec.

Lindstrom opened the public hearing at 7:10 pm, No comments.

Lindstrom closed the public hearing at 7:10 pm.

**Breazeale motion, Enlow second to receive and file the Annual 2021 Stormwater Pollution Preventative Program (SWPPP) Implementation Report as presented by Administrator Honey. Roll Call Vote: Breazeale – aye, Enlow - aye, Howarth – aye, Sharma – aye. All ayes, the motion carried.**

## **7. Planning and Zoning**

### **7.1. Resolution 2021 – 27 - Variance Request Front Setbacks – 2856 Northview Rd. (7<sup>th</sup> St. Partners).**

Carlson stated this is small triple-fronted small lot at end of the block which dead ends at Lafayette Club parking lot. The required setbacks would make it impossible to build anything new on the lot, so variances are requested. The proposed project is a new two-story single-family home with attached two-car garage. It would equal or exceed the setbacks of the former home and garage and would also be in keeping with the setbacks of the other structures on the block. Carlson added that the proposed new home and garage will be smaller than the former home and garage. Overall, the project would reduce hardcover on the 6,300-sq-ft lot, from the former home at 33.60% down to the proposed home at 29.97%, and meet the 30% maximum. Since hardcover is reduced, no stormwater mitigation is required. There are three other homes on this block, also on small lots, and none of them meets the required setbacks. The design of the house itself is tasteful and interesting and the request meets the variance criteria.

Planning Commission Chair Jim Haag said that at their public hearing meeting they felt that conditions with the lot and plan are tastefully done with the limitations and noted the improvements with hardcover and setbacks. They voted unanimously 7-0 in support of this variance request. Howarth noted that the Lafayette Club submitted a letter regarding water runoff concerns. Carlson explained that stormwater will be dealt with by the City engineer during permitting. A reduction in hardcover and their grading plan yields less stormwater runoff that will not impact neighbors including the Club. Howarth said this needs to be a condition of this variance to prevent damage to golf course and property with planning and post construction maintenance. Mayor Lindstrom said that someone needs to get back to Lafayette Club GM Greg Barker. Breazeale impressed with planned home on property, and she supports Howarth's suggestion regarding stormwater runoff prevention for Lafayette Club and neighboring homeowners. Sharma supports Breazeale, Enlow and Howarth.

**Howarth motion, Breazeale second to adopt Resolution 2021 – 27 Approving Variances to the Front Yard Setbacks for a New Single-Family Residence at 2856 Northview Road with the additional condition that appropriate stormwater and water runoff be specifically planned for and maintained pre, during, and post construction. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.**

**7.2. Resolution 2021 – 28 - Variance Request Lakeshore Setback for Fence – 3017 Brooks Lane (McNally)**

Carlson reported that McNally's constructed a 5-foot black, wrought iron, see through vertical rail fence unaware that the required setback for a fence involved the AMLS. He said that of the 31 lakeshore lots along Shoreline Drive, only three do not have significant dense vegetation taller than a fence to block the view to Shoreline Drive. Carlson said that because of these reasons Council could consider these unique circumstances compared to other lakeshore properties and approve this variance. The AMLS on the lot averages about 190 feet from the lakeshore and the fence is about 100 feet from the lakeshore, but is behind a dense row of evergreen trees that are taller than the fence. The variance request is after the fact to allow the fence to remain where it is. Planning Commission Chair Haag said they reviewed the situation and voted 5-2 in support of recommending approval of this variance request as the owner did not understand the greater setback required and did not intentionally violate code. Haag said McNally's received letters from nearly all their neighbors with unanimous support. He said the line of sight is ok, the fence does not take away from the character of neighborhood, and it serves as protection for their dogs as many dogs run through invisible fences. They have a unique situation on increasingly busy Shoreline Drive. Haag said he has seen a number of fences that are not dissimilar to this one on Shoreline Drive. Howarth asked Haag which variance criteria did the Planning Commission categorize in approving this variance. Carlson qualified the City's variance criteria. The conditions for approval are fence maintained in current design and condition with black wrought iron, thin vertical rails, kept in good repair, 5 feet tall. Carlson added that the fence is screened with dense vegetation but should be adjusted so it is entirely on McNally's lot. Howarth stated he commiserates with homeowner and that although it was not done with malice it is a strict violation of code. Howarth thinks the other fences on Shoreline Drive are not within the AMLS or are around existing pools and he is concerned that future fences could focus on this situation as a reason for a variance. Enlow feels only vegetation fences should be allowed to preserve greenspace and most residents have invisible fences to retain dogs. Enlow is not questioning integrity of McNally's but is protecting the integrity of our open spaces of lakeshore homeowners. Breazeale said she echoes the stated thoughts supporting McNally's that they did not intend to do the wrong thing, reasonable mistake in interpretation setback they saw in survey. She agrees with Howarth with concerns with AMLS structures unless absolutely no other way to do this. Although Shoreline Drive is busy, fence can be backed up to not be in AMLS. She agrees with Enlow there is real concern putting variances in place that go against guiding principles of greenspace and maintaining lawn type feeling. Haag understands everything said about adhering to AMLS and code, everyone mentions variance request as far as breaking the rules, but sometimes variance requests are to work within rules without impacting the City in a big way.

**Howarth motion, Sharma second to adopt Resolution 2021 – 28 Denying Variances to the Lakeshore Setbacks for a Fence at 3017 Brooks Lane. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma – aye. All ayes, the motion carried. The request was denied.**

**7.3. Resolution 2021 – 29 – Update and Approval of Variance to the Side Yard Driveway Setback and the Hardcover in Excess of 30% at 3126 Northview Rd.**

Carlson reviewed the history which began on October 13, 2020 with a variance request for a driveway. A summary is provided in the packet. The homeowner, following code, had replaced the driveway understanding that driveway permits are not required if simply replacing or reducing size of driveway. City staff discovered when the driveway was being built last summer, that city records did not exist to verify where this driveway was before, how big it was, and what setback it had. In

2007, the previous owner stated that he received a setback variance for the previously existing driveway. Carlson added that this became a confusing situation and council had approved a variance request for the current homeowner, Steidle, in October 2020 with condition that he produce a survey showing that the property had less than 30% hardcover. The new survey prepared showed more than 30% hardcover. Steidle applied for a variance to the hardcover standard in January 2021 which was denied. What was still standing was a driveway setback still with condition that survey be done showing 30% or less hardcover. Carlson added that a lot of work was done by staff, homeowner, previous homeowners and Carlson to try to understand the exact situation on this property which is summarized in the packet in Carlson and City Attorney Batty's memo. Carlson said City Council should acknowledge that this property is a legal non-conforming property as to hardcover, let the side setback variance approval stand, and move forward with the property as is. The upside is now the City has good documentation and information on this property for the future. Steidle thought he was doing right thing and following procedures, and records did not show where the previous driveway was. Carlson went on to say that Resolution 2021-29 is to approve the variance to the side setback for the new driveway, and layout these facts and findings summarized in the packet including that the sideyard driveway setback is approved with a variance and the City acknowledge that this property is legal non-conforming. Carlson added that this resolution would supersede last year's Resolution 2020-51. Council discussed possible ways to require the homeowner or future homeowner to modify features on the property to reduce hardcover to 30%. Sharma asked if approved, and Steidle or future owner decided to make a change on the property for example, the deck or area near lakeshore, or modify the house that would change the footprint, would that have to be in 30% hardcover or would the current 34.6% hardcover be new benchmark. Carlson stated that if this property is legal non-conforming then homeowner would get the 34.6 % , and can make changes to areas including the roof, replace materials on deck, replace driveway in same location, maintain, repair, or replace steps, retaining walls. But if the footprint increases, or if the steps were moved to a different location then they would lose the non-confirming status for that feature and would have to meet city standards for those changes. Carlson stated that if variance is approved every feature on the property would get protected legal non-confirming status. Sharma asked: if owner or future owner decides to tear house down and bring it to dirt would they build to the 30% or 34%. Carlson said 30% hardcover if complete teardown. Carlson stated that the City should either allow existing condition to remain or deny this variance and go back to old variance and ask owner to reduce to 30%. Carlson added that if the City does enforcement action we will not prevail as the City does not have factual data to back it up.

Howarth asked if Council approves this variance can it have conditions. Would a change to hardcover force hardcover reduction back to 30%?

Mayor Lindstrom said she supports City Attorney Batty, and his memo supports the City's concern limiting hardcover especially lakeshore homeowners. Previous owners stated that City staff had knowledge and approval of the work they did at the home. Lindstrom added that Council needs to be practical and conclude this tonight.

Breazeale said she is looking for small ways to reduce hardcover. She asked if boulders could be removed on the left side of driveway and asked when they were added. Steidle stated that they are needed to support driveway. She added that pavers look nice and does their walkway have to be that wide? Steidle said they did not make walkway bigger it was actually a hardcover reduction, and he followed the footprint that was there. Carlson stated that hardcover reduction in the right of way does not reduce hardcover on the property and their front sidewalk is in right of way. Howarth asked Carlson if Council denies driveway setback variance today what are implications. Carlson said Steidle would need to move his driveway to meet the eight foot setback and today it is at two

feet. Howarth requested to continue this matter to the July 12<sup>th</sup>, 2021 Council meeting so the City can ask City Attorney Batty what their ability is to attach conditions to granting hardcover to the situation of a legal non-conforming property.

**Breazeale motion to approve variance for driveway setback Resolution 2021-29 at 3126 Northview Rd with conditions that any future changes in other hardcover must result in reductions in hardcover moving towards the 30%. No second. Motion failed.**

**Howarth motion, Sharma second to Continue This Driveway Setback Variance Resolution 2021-29 Request to the July 12, 2021, City Council Meeting Asking for City Attorney Opinion Relative to Options By This Body to Attach Conditions to a Legal Non-Conforming Property as to the Use of Hardcover or Future Hardcover Reduction. Roll Call vote: Tracy nay, Enlow aye, Howarth aye, Sharma aye. Motion carried.**

## **8. Old Business**

### **8.1. Consideration of Watermain Relocation, 3120 Brooks Lane**

Offerman provided the following update:

On May 25<sup>th</sup>, 2021, Council held a special meeting to review a potential water main issue at 3120 Brooks Lane. Council provided direction and requested additional information to be presented at a later date. Offerman has been working with the homeowner, his contractor, City Staff, City Attorney, and the Mayor to provide a response to the requested information. To date, Offerman has put together potential construction options, engineering cost estimates and received contractor information regarding pricing. He has also been working with the City Attorney to provide a determination on any potential easement issues located on the property. The City Administrator was able to provide historical records for the property which the City Attorney is currently reviewing. Offerman intends to have a complete package available for City Council review once he has received all the requested information.

### **8.2. Payment Request No. 4 Caldwell Tanks in the Amount of \$341,941.58**

Offerman stated this payment request accounts for previous work done on water tower including erosion control and tower construction and we will receive schedule updates with this payment.

**Howarth motion, Breazeale second to Approve Pay Request No. 4 to Caldwell Tanks in the amount of \$341,941.58. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.**

### **8.3. Consider Caldwell Tanks, Inc. request for extension to substantial completion deadline for City water tower.**

On October 6, 2020, Caldwell Tanks had requested to extend the intermediate completion date of March 1, 2021, and had indicated that they would build the tank in March. This delay was due to some Covid related shipping delays. At that time, Caldwell was informed that the completion date of July 1, would not change if they chose to build in the spring. Caldwell was also informed of historical road restriction dates. Caldwell failed to deliver their steel before road restrictions were issued March 4-April 12, 2021 for a March erection.

On May 6<sup>th</sup>, 2021, Caldwell requested a 69-calendar day extension to the substantial completion deadline due to spring road restrictions. Caldwell is anticipating meeting the final completion

deadlines. Council reviewed the request at the May Council meeting and requested additional follow up information regarding contract dates, times, and available road restriction information.

Restoration is to be done by September 30, 2021. Stantec does not recommend extending beyond July 1, 2021. Caldwell wants to paint Sunday, June 27, 2021, with rollers if that is approved. Breazeale said stick to original timeline and the Sunday painting quietly option she defers to Howarth. Enlow agrees that there should be no substantial extension for completion date. Enlow defers to Howarth but said she's ok with painting on Sunday to get this moving along. Sharma stated supports no extension and no work on Sunday. Howarth said no extension and asked if painting would smell. Offerman said it potentially could but does not know for sure. Howarth said there can be no noise and no equipment running. Offerman said it would be hand rolled. Sharma stated there can be no music. Howarth agreed Sunday no noise whatsoever.

#### **8.4. Update on Half Moon Park and City Hall Park Playground Equipment Installation**

Honey reported that Half Moon Park play equipment replacement was completed as well as clean up. The sign has been paid for but not received yet. The gaga pit was not installed. City Hall play equipment replacement is also complete and within budget. The Park Commission will pay for the dumpster out of their budget. Council directed Honey to provide detailed expenses at the July meeting so they have final numbers and once their sign is installed council can determine how to proceed with the gaga pit. Council discussed getting Park Commission recommendation for the location within Ray Peters Park and floor surface for the gaga pit prior to the August 9, 2021 City Council meeting.

**Enlow motion, Sharma second to ask for a recommendation from the Park Commission as soon as their schedule allows for their direction as to the best placement at Ray Peters Park to install the gaga pit and their recommendation for the base of the gaga pit.**

**Enlow amended the motion to add after as soon as possible “but no later than the August 9, 2021 City Council meeting.” Sharma seconded the amended motion. Roll call Vote: Breazeale - aye, Enlow - aye, Howarth - aye, Sharma - aye. All ayes the motion carried.** Sharma reminded Honey to use the correct title “Children’s Play Equipment at Half Moon Park.” Lindstrom will meet with Livingston to ensure that the terms and conditions have been met, and has kept her updated along the way and will meet with her again.

#### **8.5. Resolution – 2021- 23 Approve Hiring of Heidi Honey as City Administrator**

Mayor Lindstrom stated Honey was appointed at special council meeting on May 25, 2021, reviewed contract today and distributed to City Council today, June 14<sup>th</sup>. Honey placed at Gmach first step for city administrator modified and adopted Fall 2020. Salary \$83,510.44. Hiring panel decided to make effective date of May 20, 2021, as Honey has been acting as City Administrator since then. Sharma agreed with all said by Lindstrom and appropriate compensation. Zinn agreed stating Honey’s salary is lower than previous the City Administrator, so it fits in budget. Zinn said he’s very confident that Honey will be successful and will rise up the Gmach step plan quickly as it is built.

Enlow said May 25<sup>th</sup> should be the effective start date for Honey which was date of special meeting rather than May 20<sup>th</sup> as an authorization perspective. Lindstrom disagreed as Honey was acting

City Administrator with no transition when Melvin left on May 19, 2021. Sharma and Zinn disagreed with Enlow's recommendation to change effective date to May 25<sup>th</sup>. Lindstrom stated the same contract template was used for hiring Griffin and Melvin with minor modifications used to accommodate Honey. Honey said that in past practice interim City Administrator was paid the same amount as outgoing City Administrator.

**Sharma Motion, Howarth second to adopt Resolution 2021-23 – Approve Hiring of City Administrator Heidi Honey. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried. Unanimous vote.**

Mayor Lindstrom congratulated Honey and added that she is so proud of her, and the transition is moving along. Together they have been problem solving and Honey is excellent, and her skills and discernment is so good. The amount of work our very busy City Hall is doing with two staff members rather than three confirms this was a good hire.

## **9. Consent Agenda**

- 9.1. Police Report – May
- 9.2. Fire Report – May
- 9.3. **Resolution 2021 – 26** – Accepting Donation to City – Curt and Vicki Holt
- 9.4. LMCD 2022 Budget
- 9.5. Three Rivers Park District Report
- 9.6. **Ordinance No. 130, 2<sup>nd</sup> Series** – Amending Appendix B Fees for License, Permits, Services of Minnetonka Beach City Code, and **Resolution 2021 – 25** - Approving Summary Publication
- 9.7. Special Event Permit – People Together for Pat, Run for Alzheimer's – August 2, 2021
- 9.8. **Resolution 2021 – 24** – Approve Hiring of Jane Burgess as City Clerk
- 9.9. **Approve hiring of Public Works Seasonal Help**

**Howarth motion, Breazeale second to approve the Consent Agenda. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.**

## **10. Treasurer's Report**

- 10.1. Approve Checks – June 2021

Zinn reviewed the new financial dashboard report and noted that he will get it in the deck next month. His summary is included. More money in investment account than Bridgewater which is good. Zinn added we are drawing down on park donation fund and water tower fund. Ehler's 2012 bond call date coming up maybe we can refund that and lock in at lower rate. Zinn with work with Ehler's further to perhaps refinance it or possibly refinance and roll it into a larger issue that would fund water plant or other infrastructure project. AP check list is summarized in packet. The total amount is high this month as water tower project payment included. Zinn wants to call out non-recurring checks that are not regularly paid monthly. He cited many of these and explained them if needed.

**Sharma motion Enlow second, to approve 53 checks numbered 18344 through 18396 in the amount of \$494,199.79 for May 2021. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.**

- 10.2. **YTD Budget to Actual Report and Prior Year Comparison**

Zinn stated that currently \$150,000 ahead of 2020. Tax receipts to come shortly. Budget is accurate now due to Suanne Griffin and city staff clean up.

### 10.3. **Outstanding Accounts Receivable**

Zinn said old outstanding balance was \$22,600 now it is \$8,317. Zinn stated that Burgess helped collect a large amount of past due AR money. Zinn added he will move financial reports and AR into consent agenda for future, but will have it on the dashboard. Sharma asked that Zinn add credit terms on AR invoices and create an AR policy. P & L summary by Zinn included budget last month had errors in it but now is accurate. Zinn added that American Rescue Plan Act money Minnetonka Beach will receive approximately \$61,000 and Public Works has list to use all of it. Lindstrom noted high legal and prosecution fees to date. Hopes lawsuit litigation concludes.

## 11. **Action Notes and Staff Reports**

- 11.1. Council Meeting Action Notes – Honey pointed out that the regarding the Utility Rate Study – Ehler’s asked to hold on the study until the city decides what will be done with the water treatment plant. Zinn added our rates need to coincide with our goals.
- 11.2. Clerk’s Report – written report in packet. Honey summarized upcoming meetings and civic meetings. Sharma requested Burgess or Honey plan Dock Committee meeting.
- 11.3. Administrator’s Report – Honey summarized how busy city hall is, research conducted with DNR/accessory dwelling units, Brooks Ln, CIP Process, explained Comparative Summary On Reserve Status that Howarth requested. Researching alternate random drug test provider. Lindstrom confirmed with Honey stated how many permits have issued.
- 11.4. Public Works Superintendent’s Report – written report in packet. Hired seasonal help 16 yr old. Hilgers reported on spill of sealcoat last Fall and said no problem with integrity of sealcoat as it is not peeling or flaking off. Hilgers is requested that the remaining \$5,000 payment holdback be released to Pearson Brother. Sharma asked for sign repair from Hilgers and Enlow asked about heat and trucks on asphalt and damage which he addressed.

## 12. **Council Reports**

### 12.1. Mayor’s Report

Lindstrom worked on hiring activities, playground dedication with resident Teresa Mohr’s help, the summer picnic will be August 1, 2021, and Livingston play equipment at Half Moon Park Dedication date is being finalized for 2021. Burgess interviewed and accepted new position as City Clerk effective June 16, 2021. Lindstrom said Burgess very qualified as has strong business and finance background. Resume in packet. Sharma, Zinn and Lindstrom met and placed Burgess’ compensation at Gmach study Step One at \$61,235.55 effective June 16, 2021. Burgess has already been training as Clerk and has already led a Park Commission meeting. Staff will start search to fill Utility Billing/Postal Clerk, Admin Asst position. Next Lindstrom informed council of transition costs involved with new administrator position training and Clerk who are also doing the work of three people. Griffin and Rohde assisting. Honey did payroll accurately.

### 12.2. Liaison Reports (if necessary):

- Breazeale – announced July 14 Civic Meeting, August 1, 2021 picnic. Activities resuming. Park Commission worked on signs for Lafayette Park, rebranding/replacing discussion. Half Moon Park sign discussion if going to create and guidance required by Council. Howarth said message board sign on 15 looks antiquated. Breazeale said sign replacement not discussed.
- Enlow – reported Planning Commission minutes in packet/variances. Sub committee working on tree preservation with Mathews, Peterson, Rezabek- more later.



- Howarth – no utility meeting since last one; joint meeting future once financial analysis done in respect to water filtration plant; garage sale signs, discouraged free stuff signs. Discussed in person meetings – no new news affecting our city yet. Lindstrom requested videos tower.
- Sharma – schedule dock committee meeting talk about spring install etc.
- Zinn – no report

**Howarth motion, Breazeale second to pay Pearson Brothers remaining \$5,000 from last year’s sealcoating. Roll Call Vote: Breazeale – aye, Enlow -aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.**

### **13. Adjourn**

**Sharma motion, Breazeale second to adjourn meeting. Roll Call Vote: Breazeale – aye, Enlow - aye, Howarth – aye, Sharma - aye. All ayes, the motion carried.**

The meeting adjourned at 10:23pm.

Members of the Public: Nell Mathews, Bob Johnson, Jim Haag, Mike Steidle, DJ Burgess, Jaime Gmach, Gerald Anderson, Dan McNally, KC Chermak, Ron Saatzer.

**Respectfully submitted,**

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**Jane Burgess, City Clerk**