

MINUTES  
REGULAR MEETING  
CITY COUNCIL

December 6, 2021

Ronnie Thompson, Mayor

Sally W. Sandy, City Manager  
Louis E. Vinay, Jr., City Attorney

Wendy Cato            )  
Christopher Hawkins) Council  
Chris Jernigan        )  
Butch McSwain        )

Interpreters  
Danette Steelman-Bridges  
Ernest Williams, IV

I. Public Comment – The Mayor stated the guidelines for public comment and said speakers were to be called in order of sign-up for those who appeared in person; however, due to COVID-19 the Council was still accepting public comments via email, U.S. mail, or hand-delivered letters.

No speakers signed up, appeared, or sent letters/email.

II. Pledge of Allegiance to the Flag – The Pledge was led by Councilman Hawkins.

III. Invocation – The invocation was given by the Rev. Amy J. Kincaid, Chaplain, Amorem (formerly Burke Hospice).

IV. Organization of Council – The City Charter calls for the December meeting of the City Council following an election to be the organizational meeting.

a. Swearing-in of Council Members – Judge Robert C. Ervin was present to swear in newly re-elected Council members Chris Hawkins and Wendy Cato. The Mayor introduced Judge Ervin, then invited him to administer the oaths of office.

Judge Ervin administered the Oath of Office to Councilman Chris Hawkins. Hawkins' wife, Laurie, held the Bible for Councilman Hawkins during the oath. He was surrounded by one of his daughters, his wife, and his father.

Judge Ervin administered the Oath of Office to Councilwoman Wendy Cato. Cato was surrounded by family and her great-grandchildren held the Bible for her during the oath.

b. Remarks by Council Members

Councilman Hawkins stated his thanks to the citizens of Morganton who voted for him. He said he was truly humbled and honored to represent the citizens on the City Council and he stated his thanks for the support over the past four years. He said he is honored to be a part of the Morganton team. He shared his experience at the recent Employee Appreciation Breakfast, getting to greet the employees who daily put in the work to keep Morganton running 24-hours a day, seven days a week. He gave special thanks to his father for being in attendance, sharing that his mother was unable to attend. His wife Laurie and daughter Gracie were also in attendance. He said his daughter Claire was in Boone studying for final exams. He also extended thanks to his good friend Eddie Wall.

Councilwoman Cato stated she would reiterate Councilman Hawkins' words, saying it is an honor serving the citizens of Morganton; to be a part of the solution and success of the City. She stated that she was grateful for those members of her family who were in attendance and being part of the swearing-in ceremony.

c. Election of Mayor Pro Tem – Upon nomination and motion by Councilman Hawkins, seconded by Councilman Jernigan, and carried unanimously the Council elected Councilwoman Wendy Cato as Mayor Pro-tem.

d. Setting of Meeting Dates and Time - Upon motion by Councilwoman Cato, seconded by Councilman McSwain, and carried unanimously the Council adopted the first Monday of each month at 6:00 p.m., as the meeting time for the monthly council meetings, excepting the month of July in which there will be no meeting.

e. Appointment of Standing Committees by the Mayor – Mayor Thompson designated the following members to each Standing Committee:

- Finance: Ronnie Thompson, Chris Hawkins
- Personnel: Wendy Cato, Butch McSwain
- Streets: Wendy Cato, Chris Jernigan
- Utilities: Chris Jernigan, Butch McSwain
- Legislative: Butch McSwain, Chris Jernigan

V. Introduction of Council – The Mayor introduced the Council and staff.

VI. Retirement Resolutions

•The Mayor read a resolution honoring Leigh Ann Jarvis-Hurley who retired from the City of Morganton on December 1, 2021 with 30 years 5 months' service. Leigh Ann retired as IT Data Support Specialist in the IRMS Department.

Councilwoman Cato presented the resolution to Leigh Ann with thanks for her years of service to the City.

Leigh Ann said she was thankful for all the memories from “old City Hall” to “new City Hall”. She stated that she is learning what it looks like outside at 2:00 p.m. She and her husband are renovating a bus and will begin to travel.

Upon motion by Councilwoman Cato, seconded by Councilman Jernigan, and carried unanimously, the Council adopted Resolution #21-29 honoring retiree Leigh Ann Jarvis-Hurley.

•The Mayor read a resolution honoring Kenneth M. Pritchard who retired from the City of Morganton on December 1, 2021 with 26 years 9 months’ service. Kenneth retired as Senior Equipment Operator in the Public Works Department. Kenneth was unable to attend the meeting.

Upon motion by Councilwoman Cato, seconded by Councilman Hawkins, and carried unanimously, the Council adopted Resolution #21-30 honoring retiree Kenneth M. Pritchard.

VII. Service Pin – The Personnel Committee and City staff have decided to recognize long-term employees for years of service at a Council meeting acknowledging their commitment and longevity to the City.

Jonathan Denton is a Sanitation Supervisor in the Public Works Department. Denton was unable to attend the meeting and will be presented a 20-year service by his director at a later time.

VIII. Public Advocacy Issues and Strategies

a. The Mayor announced the Downtown Christmas Parade would be held the following evening, Tuesday, December 7, at 6:00 p.m. and invited the public to come out and view the parade.

He announced there would be a Holiday Market on Saturday, December 11, from 10:00 a.m. – 2:00 p.m. at the North Green market site. He said that Holiday Carriage Rides would continue through December 23, every Friday and Saturday along with Thursday, December 23, 5:30 – 9:00 p.m. with rides beginning at 111 North Green Street. He also shared that visits with Santa would continue through December 18, Friday and Saturday from 5:00 – 8:00 p.m.

b. Comprehensive Annual Financial Report – The annual report was presented by Jessie Parris, City Finance Director, and Tom McNiesh of Elliott Davis. Parris stated that in February 2022 at the Council Workshop there will be a more in-depth presentation. She stated that we have been able to add to fund balance in every fund this year. As a reminder, she said, the ways we were able to do that included a delay of rate increases in water and wastewater, an electric rate deduction for the past two years, forestalling major purchases, lapse of the cleaning service for a year, CoMMA and the Community House furloughing staff, and little to no hiring of part-time help.

The City received \$475,000 in CARES-Act Funds, \$2.1 million in ARPA funds, and other COVID funds which went to the CDBG program and back into the community for rental and utility assistance.

Parris stated that HR Director Rus Scherer is fond of saying that we “fight above our weight class” in comparison to other cities of our size. During the past two years we have accomplished two internet bandwidth updates, we are near completion of the Courthouse Square project, almost finished with the Downtown Greenway Connector, finished the Soccer Complex project, finished the Exit 105 Connector Road, multiple park improvements, heavy equipment purchases, and were still able to contribute to our savings account.

Parris then introduced Tom McNeish, stating he is our senior audit partner. McNeish presented his report via Zoom and shared a PowerPoint. He thanked Jessie and her team for helping the Elliott Davis team get through the audit process, particularly since it was remote.

McNeish said there is a new LGC standard which the City has met by having him present to Council. He shared the audit process, saying they did not encounter any problems in doing the audit. He said they were able to issue an unmodified opinion which is equal to a clean opinion.

McNeish stated that in the new LGC standard he is required to mention negative fund balances and the Greenway Connector Project had a negative balance. The City Manager explained that there was a negative balance on June 30, but it was not that we didn't have enough money, but were waiting for a State grant reimbursement for the project, which has since been reduced.

The Mayor thanked McNeish for his comments and said he was impressed with what Staff, the City Manager and the Finance Department were able to accomplish.

Upon motion by Councilman Hawkins, seconded by Councilman McSwain, and carried unanimously, the Council accepted the audit as presented.

IX. North Carolina Municipal Power Agency Number 1 Update – There were no updates.

X. Consent Agenda – The City Manager presented the Consent Agenda and asked if any items should be removed; no request was made.

Upon motion by Councilwoman Cato, seconded by Councilman Jernigan, and unanimously carried, the Consent Agenda was approved and each individual item adopted as stated, those being as follows:

A. Approved minutes for a Regular Meeting held on November 1, 2021 and Closed Session held on November 1, 2021 as submitted.

B. Approved a budget amendment (Ord. #21-62) in the amount \$1,695,446.55 to appropriate retained earnings for the Rand Street Substation construction project.

C. Approved a budget amendment (Ord. #21-61) in the amount \$131,640.48 to recognize receipt of grant for CoMMA, and to redistribute utilities expense in the General Fund.

D. Approved a budget amendment (Ord. #21-60) in the amount \$9,777.70 to recognize receipt of payment for insurance reimbursement for lightning damage at the Community House.

E. Approved a budget amendment (Ord. #21-59) in the amount \$20,952.16 to recognize receipt of payment for FEMA reimbursement for flood damage in Spring 2021.

F. Approved the Member Cooperative Bid Agreement for Joint Purchasing of Utility Materials, Supplies and Equipment with Electricities of North Carolina, Inc.

G. Approved the concurrence of the Municipal Records Retention and Disposition Schedule and to amend current retention practices as necessary to comply.

XI. Items Removed from Consent Agenda

XII. New Business

A. Public Hearings

1. Public Hearing and Consideration of a Request to Permanently Close and Abandon an Unopened Right-of-Way Portion of Agnes Street

The Mayor opened the public hearing at 6:43 p.m.

Louis Vinay, the City Attorney, stated that Dusty Georges Investment, LLC. owns a number of lots along or near an unopened portion of Agnes Street. Dusty Georges Investment, LLC. has submitted a Petition to Close an Abandoned Street, with supporting survey maps and other documents. The petition seeks closure of that portion of Agnes Street which is not and may never have been open for traffic or maintained as a public street, and which is currently covered by natural vegetative growth. This portion appears as a street 30 feet wide on a plat, and on the City's records. Dusty Georges Investment, LLC. is the sole owner of properties adjoining this unopened portion of the street.

City Council, at the November 1, 2021 meeting, adopted a Resolution of Intent, setting a public hearing for the December, 2021 Council meeting, and directing the Clerk to

properly advertise and notice the same, all in accordance with N.C.G.S. 160A-299. Notice has been properly made.

There being no public comment, the Mayor closed the public hearing at 6:45 p.m.

Upon motion by Councilman Jernigan, seconded by Councilwoman Cato, and carried unanimously, the Council adopted Ordinance #21-65 to Permanently Close and Abandon the unopened portion of Agnes Street as submitted in the application by Dusty Georges Investment, LLC.

2. Public Hearing and Consideration of a Rezoning Request to Rezone 2.26 Acres of Property Located at 618 East Meeting Street from Light Industrial-Conditional Use (LI-CU) to High Intensity District (HID)

The Mayor opened the public hearing at 6:47 p.m.

Phillip Lookadoo, Director of Development and Design, stated that the property (PIN 2703-48-8842) is currently zoned Light Industrial-Conditional Use. An application was submitted to rezone the property to High Intensity District (HID). The property encompasses approximately 400 feet of road frontage along East Meeting Street, is adjacent to HID zoned parcels to each side and Low Intensity District (LID) parcels to the rear.

The property was re-zoned from General Business (GB) to Light Industrial-Conditional Use on February 4, 2013 to accommodate light manufacturing uses. This re-zoning request from Poverty Girls, LLC, is to allow for development of all uses permitted under the HID zoning designation, including light manufacturing, and to conform to the surrounding parcels along that corridor.

The property currently has direct access off of East Meeting Street, a minor arterial highway, and is served with City water and sanitary sewer.

The City's 2030 Future Land Use map indicates that the subject parcel and the surrounding area should convert from its current Light Industrial designation to Commercial/Residential Mixed use and to encourage redevelopment and adaptive re-use projects that maximize the use of the site by placing new buildings along the street frontage, and redeveloping interior buildings for compatible uses. This rezoning would be consistent with this plan.

The Planning and Zoning Commission, at their regularly scheduled meeting, held on November 18, 2021, voted 6-0 in favor of a motion to recommend approval of this request to City Council.

There being no public comment, the Mayor closed the public hearing at 6:49 p.m.

Upon motion by Councilman Hawkins, seconded by Councilman Jernigan, and carried unanimously, the Council recognized that City of Morganton Future Land Use Map reflects that the subject parcel of this rezoning request is currently designated as "Commercial/Residential Mixed Use" and thereby consistent with the Mission 2030 Land Development Plan.

Upon motion by Councilman McSwain, seconded by Councilwoman Cato, and carried unanimously, the Council adopted Ordinance #21-63, a Map Amendment of 2.26 acres of property located at 618 East Meeting Street from Light Industrial-Conditional Use (LI-CU) to High Intensity District (HID).

3. Public Hearing and Consideration of a Zoning Ordinance Text Amendment to Edit Section 6.2 "Non-Conforming Lots"

The Mayor opened the public hearing at 6:50 p.m.

Phillip Lookadoo, Director of Development and Design, stated that staff proposes to amend the Zoning Ordinance by editing Section 6.2 "Non-Conforming Lots", deleting subsection C and D, and re-wording subsection B to clarify the intent of the section by eliminating unclear or redundant language; and promote infill development.

Lookadoo recommended amending Section 6.2 as follows (Additions are double underlined and deletions are struck through):

6.2 Nonconforming Lots

A. Where the owners of a lot of record at the time of the adoption of this Ordinance or his successor in title thereto does not own sufficient land to enable him to conform to the area or lot width requirements of this Ordinance, then nonetheless, except as limited herein, such lot may be used as a building site, provided all other dimensional requirements are met and provided that the use to be made of the property is not one to which larger than minimum lot area requirements are called for in the list of permitted uses table or additional requirements for certain uses.

B. However, within the LID and MID zoning districts, and provided that all other applicable zoning regulations other than lot area and width requirements are met, such non-conforming lots may only be used for construction of a single-family dwelling.

~~C. The construction of a single-family dwelling, and the issuance of a zoning permit for that purpose, shall be permitted on a nonconforming lot in the LID and MID zoning districts even though the lot area and width requirements cannot be met; however, all other applicable zoning regulations shall be met.~~

~~D. Whenever this Ordinance creates a nonconforming lot and the owner of the nonconforming lot also owns land adjacent to it, and a portion of this other land can be combined with the nonconforming lot (without thereby creating other nonconformities), the owner of the nonconforming lot, or his successor in interest, may not take advantage of the provisions of paragraph (B) of this subsection.~~

Enforcement of Subsection C. has proven exceptionally difficult, and as written, is a deterrent to the section's goal of encouraging infill development. Subsection B should be re-worded to clarify that its purpose is to narrow the impact of subsection A so that in LID and MID, non-conforming lots may only be used for single-family residential purposes. Subsection D is now unnecessary. The proposed amendments to subsection A are for clarity.

The Planning and Zoning Commission, at their regular meeting held on November 18, 2021, voted unanimously (6-0) in favor of a motion recognizing the amendment's compliance with the Mission 2030 Plan and recommending approval of the proposal to City Council.

There being no public comment, the Mayor closed the public hearing at 6:52 p.m.

Councilwoman Cato stated this comes into play on a regular basis and it does put a hardship on people trying to buy land for housing.

The City Attorney stated the only structures that could be built on the non-conforming lots would be single family dwellings.

Upon motion by Councilman Hawkins, seconded by Councilman McSwain, and carried unanimously, the Council adopted Ordinance #21-64 amending Section 6.2 of the City of Morganton Zoning Ordinance as proposed by staff and recommended by the Planning and Zoning Commission; the effect of which would clear up redundant language, make infill development more easily accomplished and that such ordinance amendment would be consistent with the City of Morganton 2030 Land Use Plan.

## B. Other Business

### 1. Consideration of Award of Master Service Agreements (MSAs) with Engineering Consulting Firms to Perform On-call Engineering Services for the City

Phillip Lookadoo, Director of Development and Design, stated that from time to time it is necessary to engage the services of engineering consulting firms that specialize in disciplines within the engineering field that are not germane to the areas of focus held by the typical in-house City Engineer. Further, from time to time, the work load of the Engineering Division becomes more than City staff can accommodate thereby necessitating assistance to meet deadlines for grant related and other city projects. While it is not necessary, at this point, to expand the size of the engineering division,



there is a present need for both specialized engineering assistance as well as general civil engineering assistance.

There are projects in which it will be necessary to enlist the assistance of on-call firms for both specialized knowledge and expertise and potentially for overflow work, in the foreseeable future. City staff recommends awarding MSAs with the following firms, in alphabetical order, to provide this service: AECOM, Gannett Fleming, Kimley Horn, Mattern and Craig, Toole Design, West Consultants, Wildlands Engineering, Withers Ravenel and WK Dickson.

Upon motion by Councilwoman Cato, seconded by Councilman Hawkins, and carried unanimously, the Council approved Master Services Agreements with the following firms: AECOM, Gannett Fleming, Kimley Horn, Mattern and Craig, Toole Design, West Consultants, Wildlands Engineering, Withers Ravenel and WK Dickson for on-call engineering services.

2. Consideration of an Ordinance to Remove the City-Maintained Traffic Signal at the Intersection of South College Street and West Concord Street and to Adopt an Ordinance to Place Stop Signs at the Same Intersection

The City Manager stated that at the end of May 2021, the traffic signal at the intersection of South College and West Concord Streets, near the Burke County Library and Morganton Department of Public Safety Headquarters, began to malfunction. Due to replacement cost and scarcity of parts to maintain the signal City staff took action to convert the signal to a flashing red and install temporary stop signs at each leg of the intersection. The twenty-five percent design plans for the College Street Right Sizing Project state that consideration should be given to the replacement of the subject traffic signal with an all way stop intersection. In furtherance of research related to the proposed plans, the flashing red traffic signal and temporary stop signs were left in place to gauge public interest in the replacement of the signal. After approximately five months of operation as an all way stop, including six weeks of school traffic, City Staff has received no comment regarding the intersection. In addition, based on an engineering study per the standards in the federal Manual on Uniform Traffic Control Devices, this intersection no longer meets the warrants for a signalized intersection. Consequently, based on cost to maintain and the Safety Warrants, from a safety perspective, this traffic signal should be removed and the intersection converted to an all-way stop intersection. This would also benefit the Electric Department by lowering operation costs, specifically electric and repair costs for the continual operation of this City-maintained traffic signal. A transition period has been in place for the past six months and therefore the signal would be removed and the full conversion to all-way stop-control would be accomplished at the earliest convenience of City forces.

Councilman McSwain wondered if there had been any reports of incidents since the light has been changed to all red. He said he is somewhat concerned about what the future of the College Street corridor and this corner. Staff reported no knowledge of accidents/incidents in the last several months.

Upon motion by Councilman Jernigan, seconded by Councilwoman Cato, and carried unanimously, the Council adopted Ordinance #21-58 for the removal of the City-maintained traffic signal at the intersection of South College Street and West Concord Street.

Councilman McSwain stated he would like to see attached a small sign below the stop sign that indicates a 4-way stop.

Upon motion by Councilman McSwain, seconded by Councilman Jernigan, and carried unanimously, the Council adopted Ordinance #21-58 to place a stop sign on each of the four legs, or approaches, to the intersection of South College Street and West Concord Street thereby creating a Four-Way Stop Intersection.

### 3. Consideration of Award of Contract for Professional Services for an Acoustical Study and Design Services for CoMMA

The City Manager stated that CoMMA's Season 36 MainStage performances began in September 2021. From day one of opening, patrons have complained about the sound (i.e., inability to hear the singers over the instruments; barely hear some of the instruments; heart pounding bass of the drums even though it is miked at the lowest point). Rows J and K are like a bowl, which causes vocals and clarity to be effected based on volume. CoMMA staff know it's an on-going problem. Multiple discussions on how it could possibly be fixed have led to no concrete answers.

One of the most critical aspects of a performing arts center is good sound. Obviously, patron enjoyment is vital. When it comes to musicians singing a cappella (without instruments) it seems CoMMA is second to none with regards to the incredible sound throughout the auditorium. The challenge is that the addition of instruments distorts the sound.

The auditorium is an important gathering place for everything from routine announcements to special performances. What all these occasions have in common is the desire for attendees to hear what's coming from the stage clearly. You don't want that vocal solo to sound unclear or too quiet.

Effective auditorium design should address the following goals:

- Speech, vocal performances and music should all sound clear rather than distorted or echoey.
- Sounds should be loud enough for the audience to hear, including those sitting at the very back of the auditorium.
- The right sounds should be isolated, meaning performances and speeches ring clearly over other sounds from the room.

Acoustics can be complex, but when you find the right design, everyone will enjoy a better quality performance. We know that size and shape of the auditorium along with all materials factor into the sound issues. We also know that there are solutions through diffusion, absorption and soundproofing. An updated acoustical study and sound design plan would address quality.

For all of these reasons City staff is asking that we hire a professional company to review CoMMA and advise us on how best to address our acoustical issues. With a plan in place we can then move forward when requesting items in the Capital Improvement Plan in the future to address the very legitimate and longtime complaints of patrons. CoMMA staff prefers to work with OnAvis Audio Visual Solutions out of North Wilkesboro. They have a great deal of knowledge about our facility and are very familiar with our continued concerns over sound issues.

The cost for this study is \$8,900. With the help of the SVOG grant funding for shuttered venues to cover personnel costs, we can reallocate already budgeted funds to cover this expense without requiring a budget amendment.

Upon motion by Councilwoman Cato, seconded by Councilman Jernigan, and carried unanimously, the Council approved a contract with OnAvis Audio Visual Solutions out of North Wilkesboro to provide an acoustical study and design services for CoMMA in the amount of \$8,900.

#### 4. Appointments to Boards and Commissions

- a. Airport Authority – This is a Council appointment.

The City Manager stated that according to the enabling statute, the Foothills Regional Airport Authority shall consist of eight members who shall be residents of either Burke or Caldwell County. Each of the four governing bodies shall appoint two members, one of which shall be an elected official and one a citizen representative. Current terms expire at the end of December.

Councilman Butch McSwain and Robert A. Pruettt have been consistent members of the Airport Authority and both are willing to continue serving. If reappointed their terms will expire on December 31, 2023.

Upon motion by Councilman Jernigan, seconded by Councilman Hawkins, and carried unanimously, the Council reappointed Councilman McSwain and Robert A. Pruettt to the Foothills Regional Airport Authority for terms to expire on December 31, 2023.

- b. Community Appearance Advisory Commission - This is a Mayoral appointment.

There has been a vacancy on this Commission for some time. An application has been received from Erin Kizer expressing interest in becoming an Advisory member after attending the most recent Community Appearance Advisory Commission meeting.

The Mayor appointed Erin Kizer for a term to expire on June 1, 2024.

c. Human Relations Commission - This is a Mayoral appointment.

Joseph Franklin, a student at Patton High School, has expressed interest in membership on the Human Relations Commission. There is an open space for a Patton student. Staff recommended appointing him to the Commission.

The Mayor appointed Joseph Franklin to the Human Relations Commission for the school year.

d. Library Board of Trustees – This is a Council appointment.

The City Manager stated that former Councilman John Cantrell has been the Council appointed representative on the Burke County Library Board of Trustees since 2012. His appointment is set to expire at the end of December 2021.

Cantrell has been a consistent member of the Library Board and keeps the Council up-to-date on Library matters. It is recommended that he be reappointed for another term.

Upon motion by Councilman Hawkins, seconded by Councilman McSwain, and carried unanimously, the Council reappointed former Councilman John Cantrell to continue serving as the Council representative on the Burke County Library Board of Trustees.

e. Tourism Development Authority – This is a recommendation by the Council to the Burke County Commissioners.

The City Manager stated that terms for the Burke County Tourism Development Authority (TDA) expire on December 31. The City has one representative on the TDA who serves a 2-year term. Rob Winkler has been an active participant and a consistent member of the TDA and is willing to continue serving.

If recommended for reappointment the term will expire on December 31, 2023. The County Commissioners have the responsibility to officially appoint the City Council's recommendation.

Upon motion by Councilman Jernigan, seconded by Councilman Hawkins, and carried unanimously, the Council recommended Rob Winkler for consideration of reappointment on the Burke County Tourism Development Authority for a term to expire on December 31, 2023.

## 5. 30-Day Notice Boards and Commissions

a. Fireman's Relief

The City Manager stated that terms for Council appointee Mark Bradshaw and Public Safety appointee David Ferber have expired. These members have been excellent participants on the board and have expressed interest in continuing to serve as members of the Board.

The terms for Council appointee Jessie Parris and Public Safety appointee Israel Gibson are set to expire next month. These members have also been excellent participants and wish to continue serving.

Appointments/reappointments will be made at the January 3, 2022 meeting.

XIII. Other Items from City Manager and City Council Not on Agenda – There were no other items.

XIV. Reports – Reports were distributed to Council.

XV. Adjournment –The Mayor adjourned the meeting at 7:10 p.m.

Preparation of Minutes. These minutes were prepared by Mikela D. Russell, Assistant City Clerk. Copies of all resolutions, ordinances and orders referenced in these minutes are intended to be incorporated into these minutes as if fully set forth herein. Prior to including them into the official minute book, the minutes have been read and approved by the City Manager and the City Attorney, then distributed to each member of the City Council for further review and final approval, at a subsequent Council Meeting.

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Mayor

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Assistant City Clerk