

REAL PROPERTY COMMITTEE
5:30 p.m., Wednesday, March 5, 2014

The regular meeting of the Real Property Committee was held at 5:30 p.m. on Wednesday, March 5, 2014 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Bergwerf and Buckhannon, Chair Loftus, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Loftus called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Bergwerf moved to approve the minutes of the regular meeting of February 4, 2014 as submitted; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments

Bill Schupp, lessee of the municipal parking lots, asked the Committee to consider increasing the fee for season passes to fifty dollars (\$50.00); the current price is forty-five dollars (\$45.00). According to Mr. Schupp, the City's annual pass was fifty-five dollars (\$55.00) in 2012, and the cost was reduced to forty-five dollars (\$45.00) last year.

Responding to Councilmember Bergwerf's question, Mr. Schupp said the least expensive pass to the County Park is sixty-five dollars (\$65.00) per year.

Chair Loftus asked how many passes are sold in a given year, and Mr. Schupp said between one hundred fifty and two hundred (150-200) are sold.

Councilmember Buckhannon expressed interest in knowing why the fee was reduced last year and asked that staff research that for the Ways and Means Committee meeting.

MOTION: Councilmember Buckhannon moved to recommend to City Council to increase the parking lot seasonal pass to fifty dollars (\$50.00); Councilmember Bergwerf seconded and the motion PASSED UNANIMOUSLY.

4. Comments from Marina Tenants

Brian Berrigan said that he was speaking on behalf of all marina tenants in requesting the removal of the recycling bins; the tenants do not think that they are used as much as they used to be. He expressed the opinion that one (1) large recycling bin in the parking lot behind Fire Station 1 should be sufficient to meet the island's needs. Mr. Berrigan indicated that he had spoken with the Mr. and Mrs. Smith and that they were solidly behind having the bin removed; he noted that the bin smells, is noisy and creates a lot of extra cleanup for the marina tenants. He stated that he has spoken with Charleston County about getting roll-out recycling carts for the businesses at the marina that will be picked up every two (2) weeks.

Administrator Tucker expressed surprise that Charleston County Recycling would service these commercial establishments with roll-out carts. In addition, the Administrator has been dialoguing with the IOP Water and Sewer Commission about moving the recycling bins from the marina to space on their property on 41st Avenue. If the recycling bins are not needed, the Administrator sees no problem with their removal.

The consensus was that the recycling bin at the marina is used primarily by renters since many owners of rental property have opted not to have the blue recycling bins at the residences because renters do not know when to put it on the street for pickup. Mr. Berrigan remarked that he believes that the primary users of the marina recycling bins are renters in Wild Dunes and suggested that they be moved to Wild Dunes.

If the County will not provide roll-out recycling carts, Mr. Berrigan and Jay Clarke of Morgan Creek Grill will purchase small recycling dumpsters.

Chair Loftus asked if the recycling bin in the small parking lot is used; Director Pitts said that it is typically overflowing, and, in the summer months, he has to call Charleston County for extra pickups.

Councilmember Buckhannon agreed to the need to move them to another location, and he suggested the parking lot at 1301 Palm because it is visible and out of the neighborhoods.

Chair Loftus commented that the City is trying to get weekly pickup, especially in the tourist season. Director Pitts indicated that he does not think the City will get weekly pickup from Charleston County.

Councilmember Bergwerf thought that Wild Dunes should have a recycling bin.

If the County were to remove the large containers from the marina, the number of pickups for the container in the small lot needs to be increased.

Administrator Tucker indicated that the Public Works Committee would be discussing recycling at its meeting next week.

5. Old Business

A. Update on Generator Replacement

Administrator Tucker reminded the Committee that replacing the City Hall generator was included in the FY14 budget, an RFP has been issued and the bid opening is scheduled for March 21. The new generator will be capable of powering all of City Hall, and with the added power comes a considerably larger unit.

Director Kerr stated that the mass is roughly twice the size, in all dimensions, of the existing generator, and the foundation is taller to meet current flood elevations. Director Kerr had three (3) sketches of options that were available for the new generator, which will be significantly larger than the existing one. In the first option, the new generator was drawn as being

perpendicular to the building in the same location; to do this, City Hall loses one (1) parking space and it creates an unattractive entry to City Hall. Consideration was given to placing the new generator on the other side, but a set of stairs and an air conditioning stand are there now. The plan would be to place the new generator away from and parallel to the building.

The RFP requests the contractor to re-orient the stairs ninety degrees (90°), no longer running parallel to the rear of the building. With the stairs moved, the contractor will install the generator as close to the rear of the building as possible and parallel.

The new generator is approximately twice the size of the current one; since it has more power, it requires more fuel and sits on a fuel tank with four times (4 X) the capacity of the existing one. The foundation will be approximately a foot taller to keep it above flood level.

The generator will be encased in a sound attenuating enclosure that will produce the same noise level of the present one despite being twice as powerful. The exhaust pipe will run up the side of the building and two feet (2 ft.) higher to help to dissipate the fumes.

Chair Loftus asked how often the stairs leading from Council Chambers are used, and Administrator Tucker indicated that they are rarely used, but required because the room is used for assembling people.

The Committee does not need to take any action; she simply wanted everyone to be prepared for the change to come.

B. Report on Status of Land Clearing, Cleanup and Access Road at Carmen R. Bunch Park

Administrator Tucker reminded the Committee that the City had hired Jeff Jackson as a consultant to mark the protected vegetation, and he completed that work that formed the basis for an RFB for the clearing and cleanup of the property. This work will follow the suggestions in the horticultural plan Mr. Jackson wrote; generally the front seventy-five percent (75%) of the property would be cleared, berms would be leveled and trees would have all of the vines removed and be pruned. A dense vegetative buffer would remain adjacent to the residential properties surrounding the property and any desirable species identified by the horticulturalist would remain.

The Director stated that the City has good experience with the low bidder for the work, Lawns Done Right, Inc., and he recommends that the low bidder be awarded the contract for nine thousand dollars (\$9,000).

Councilmember Buckhannon asked what amount had been budgeted for this work; the Administrator answered that the budget was fifteen thousand dollars (\$15,000).

Chair Loftus remarked that access is still an issue; Administrator Tucker said that the City is planning to use NPDES funds for the access. According to Director Kerr, the work to design the size of the culvert and access to the property has been completed, and the design is in the

hands of Charleston County Public Works to complete that portion of the work. The City expects to be billed for the parts involved in the work.

MOTION: Councilmember Buckhannon moved to recommend to the Ways and Means Committee the award of a contract to Lawns Done Right, Inc. in the amount of \$9,000 to clear and cleanup Carmen R. Bunch Park; Chair Loftus seconded and the motion PASSED UNANIMOUSLY.

C. Update on Watersports Dock and Extension of Construction Time for Dock Rehabilitation

Assistant Dziuban noted that Salmons Dredging was awarded the contract to do the repair work, and a pre-construction meeting is scheduled for tomorrow afternoon; the contract has been extended until April 18th for a completion date.

The second phase of the work is the electrical which is out for bid now; the bid opening is to be Friday, March 14th. Assuming the quotes are acceptable, a recommendation for the award of a contract will be made at the March Ways and Means Committee meeting in an effort to expedite the work and get TidalWave operational as soon as possible.

An issue for consideration by the Committee is changing from a timber gate to an aluminum one which would be more solid and in line with what is already at the marina; an aluminum gate is approximately two thousand dollars (\$2,000) more for a total of seven thousand dollars (\$7,000). The aluminum gate would have a keypad and need electrical service.

Chair Loftus asked what the life expectancy of an aluminum gate, and John Shaffer, consultant on the project, estimated twenty years (20 yrs.).

Councilmember Buckhannon commented that timber gates tend to fail.

Administrator Tucker stated that an aluminum gate is consistent with others at the marina that are working properly, and there is money in the budget to accommodate it. Since the gate has to be ordered, it will add a bit of time to the project.

MOTION: Councilmember Buckhannon moved to go with an aluminum gate with electrical keypad for an additional amount not to exceed \$5,000; Councilmember Bergwerf seconded and the motion PASSED UNANIMOUSLY.

D. Consideration of Preliminary Plans for Enhanced Entry to the Marina

The Administrator recalled that this item of business is a holdover from the February meeting when Jay Clarke approached the Committee with a couple of proposals from GEL Engineering and John Tarkany who plan to partner to develop a parking plan for a portion of the marina site. In the interim, the City and the Committee have had an opportunity to review and study the documents; the plan appears to be that GEL will do the civil engineering side of the work and John Tarkany would handle the landscape planning elements of the work. The quotes for the two (2) total five thousand dollars (\$5,000) plus reimbursables and expenses; the statement in

the GEL proposal indicates that this is just the due diligence phase of the work with more phases to come at an additional expense.

If it is the will of the Committee to proceed with this plan, the Administrator indicated that the best way for the City to proceed would be to reimburse expenses up to a certain amount, because, if the work is put under the City's purview, there are procurement issues. In addition, the proposals are not in the contract format that the City would normally use and would have to be.

Administrator Tucker noted that this would be an affordable, but unbudgeted expense and would go against the professional services line in the marina budget. The suggestion was made to pay this from the unused portion of the budget for the watersports dock, but to do so would be an inappropriate expenditure from that line item.

Councilmember Buckhannon stated that he would like the plan to move forward and that he likes the look of the plan thus far, but he questioned how the work falls in the lease agreements with the tenants.

The Administrator commented that if one were to go by the strict language of the lease, this is not an expense the City necessarily would pay, but the City has always contemplated a long-range enhancement project for the marina site, and this could be seen as the initial steps in that direction.

Jay Clarke of Morgan Creek Grill expressed a strong desire to move forward with marina enhancements and look at various alternatives. In addition to these two (2) quotes, he referred to an estimate of thirty-five hundred dollars (\$3,500) from Petersen to clean up the area behind the dumpsters early in the season this year and an additional twelve hundred dollars (\$1,200) for final grading, putting down some crushed concrete or ROC and tree trimming. He indicated that the tenants have agreed to pitch in and do a lot of the cleanup themselves.

Mr. Clarke stated that two (2) meetings had been held in the restaurant with the marina tenants and Bill Jenkins of the IOP Water and Sewer Commission to go over their plans; they were interested in getting the Commission's stance on filling in the ditch, which they do not object to.

Administrator Tucker recalled that, upon receiving the quote from Dan Petersen, she had sent it to either Director Pitts or Director Kerr with questions, such as "Does this fall within NPDES?" and "Would they be required to have a land disturbance permit?" She explained that anytime one hundred fifty cubic yards (150 cu. yds.) of material is disturbed near a body of water, that question must be addressed.

Chair Loftus voiced concern about having this engineering done and for it not to be under the direct supervision of the City Administrator.

Mr. Clarke indicated that he has no problem letting the City take the lead since he views the work to be done by GEL and John Tarkany as a capital improvement to the marina.

On the subject of the cleanup, Mr. Clarke commented that nothing has been done in years and stated that “aesthetically [the marina] is a train wreck.” The tenants are willing to put in their time to accomplish this while the work continues on a comprehensive plan for the marina.

Mr. Berrigan joined the discussion and stated that the tenants want to keep the momentum rolling with the improvements and to take the burden off the City Administrator and City Hall staff. He added that, as tenants, they can get the work done more cheaply than if the City has to put it out for bid.

Chair Loftus was clear that the landscaping and cleanup the tenants are proposing clearly falls under the tenant’s responsibilities.

Mr. Clarke said he did not think it was unusual for a commercial property owner to invest to this extent in cleaning things up and that the tenants’ request for City participation is completely reasonable. Mr. Berrigan voiced the opinion that periodically the landlord has to up-fit its property and this would be a beginning.

On behalf of Tidal Wave Watersports, Michael Fiem expressed their support for these requests, and he added that they believe that parking spots will be increased in the short-term.

Councilmember Bergwerf commented that the marina tenants want to do a bit of “spring cleaning” and are willing to provide some of the labor to get the job done cheaper; therefore, she said that the City needs to trust them to know what they are talking about.

Chair Loftus noted that the Committee is discussing three (2) separate issues, i.e. the consulting work on a comprehensive plan, the cleanup of the property and the grading of the lot.

Councilmember Buckhannon stated that he did not have a problem with the City assisting with the cost of cleaning up the area, and he was pleased to have all of the tenants present and working together toward a common goal.

Mark Fiem said that the tenants want to remove the dumpsters, cleanup the area and beautify the marina entrance to provide an inviting vista as people come down 41st Avenue to the marina.

Although he agrees with moving forward on a comprehensive plan, Councilmember Buckhannon expressed that he was undecided about whether the City should be paying for it. When the tenants present a new parking plan for the marina, it is going to be an expensive project and may likely require the City’s participation.

Administrator Tucker expressed pleasure in seeing the initiation of the work on Tidal Wave has evolved into the marina tenants now working well together in a common direction, and she wants to see that momentum continue and not have it stalled. The Administrator voiced concern that, if the City does not support the full amount of ten thousand five hundred dollars (\$10,500), the initiative will stall. If the engineering is separated from the cleanup and grading, it will be July 1 before it is worked on again after money has been built into the budget for this purpose. In conclusion, the Administrator said that it might be in the City’s best interest to

spend the money to keep the momentum rolling since it would allow the positive, collaborative work to continue on the same time frame it is currently on. The Administrator added that, while it is an out-of-budget expenditure, it is affordable. Administrator Tucker said that she understands the desire for the City to be in control, but she sees this as more of a planning initiative than bricks and mortar type of constructio.

Councilmember Buckhannon corrected the Administrator's math and noted that the total for the engineering, cleanup and grading is nine thousand eight hundred dollars (\$9,800).

Councilmember Buckhannon continued that he supports moving forward on the cleanup and the engineering for the site design; he understands the desire for the City Administrator to be in charge, but, when the City is over-burdened and when people are willing to take on the task under the auspices of the City, the end product is a better one because the people involved are invested.

MOTION: Councilmember Buckhannon moved to approve up to \$10,000 as a reimbursable expense for preliminary engineering, cleanup and grading at the marina; Councilmember Bergwerf seconded.

Chair Loftus explained that he could not support this motion; he feels strongly that the Administrator should be in charge of the engineering work that is proposed. He added that the ditch is a primary drainage ditch on the island and it cannot be covered; to do so would create serious flooding problems on the island. Although he wholeheartedly supports upgrading the marina site, he indicated that it should be built into the FY15 budget rather than be unbudgeted expenditures.

Director Pitts cautioned the marina tenants that the drainage ditch is owned by SCDOT which is an MS4 operator [An MS4 is a system of drainage that is not a combined sewer or part of a sewage treatment plant.], and the City is ultimately liable for any maintenance issues that fall under MS4 for fines.

Mr. Clarke said that they would stay ten feet (10 ft.) from the ditch and that area is not included in the cleanup; he indicated that they would install silt fencing if necessary. He indicated that the City would be kept abreast of everything that is planned.

VOTE: The motion PASSED on a vote of 2 to 1 with Chair Loftus casting the negative vote.

6. New Business

A. Consideration of Amendment to Watersports Lease

Administrator Tucker explained that this was a housekeeping matter that Tidal Wave was made aware of when they went to renew their insurance; the insurer reviewed the lease and pointed out inconsistencies between the operation that is at the marina to the assets listed in the lease. The differences are the descriptions of assets and the sizes of the assets, and they are indicated in bold print.

The amendment being proposed was included in meeting packets for your review and makes the lease consistent with the Tidal Wave business operations at the marina so that they can get their insurance renewed.

The Administrator inquired of the Fiem brothers whether any of the proposed changes or any other these things that are on-site at the marina, but not previously detailed in the lease would cause an issue with the other marina tenants. The brothers said that they did not think there would be since these have been a part of their operation for years.

Michael Fiem stated that they were staying with the same insurance company, but they have a new agent who brought this to their attention. Initially the agent looked at the lease relative to the business activities, but then progressed to looking at the coverage for the equipment used in the business. The only change Mr. Fiem is aware of is the addition of the utility trailer; the business is not seeking additional parking or additional space or any activity they have not been doing for the past several years. The insurance company has granted them an extension until March 31 to get the amendment executed.

Mr. Fiem said that he met with Marina Manager Berrigan earlier in the day to discuss the lease amendment.

Mr. Fiem stated that he purchased the utility trailer in the summer of 2006 and that it is used to store tools and equipment for on-site maintenance; the trailer is nineteen feet by eight feet (19 ft. X 8 ft.). It currently is located behind the green fence concealed by bushes.

Chair Loftus noticed that neither the jet skis nor the number of jet skis was mentioned in the amendment; Administrator Tucker explained that the only sections of the lease included in the amendment were those that were being changed.

Mr. Clarke said that he was seeing the amendment for the first time at this meeting, but he wanted to check paragraph 3 with the sizes of the vessels with what is on-site. Mr. Fiem reiterated that Tidal Wave is not asking for anything new – only detailing what it has been doing for years.

Mr. Berrigan repeated that he had met with Michael Fiem earlier in the day and had then seen a copy of the amendment; in addition, he met with Mark Fiem last week to discuss moving the Tidal Wave operation inside the fence, which he indicated they had already done. He recalled asking that the utility trailer be moved out of the marina lot three (3) years ago, and that is when it was moved behind the fence. He indicated that he decided to speak after Administrator Tucker stated that the Fiems had said that they had spoken to the other marina tenants about the lease amendment and no one had any objections to the changes being made.

The Administrator then indicated that she had misspoken and that the e-mail she received from Michael Fiem said, “both Brian and Jay are aware of what we have on the site and there has been no change from what we had.”

Mr. Berrigan sighted several situations that he says have allowed the Tidal Wave operation to take up more and more space at the marina over the years.

Speaking on behalf of Tidal Wave, Mike Malley stated that they are making every effort to keep their trailers off site, because maximizing parking at the marina is a win for all tenants.

Chair Loftus remarked that, as the amendment is written, Tidal Wave could have a forty foot (40 ft.) trailer in the parking lot; Michael Fiem said there was no problem with identifying the size of the trailer in the lease.

Administrator Tucker suggested that the tenants get together to work out a compromise, specify the size of the trailer, and work to tighten up the language; once done, they need to get the revisions to City Attorney Halversen to have ready for the Ways and Means Committee on Tuesday, March 18th.

B. Review of FY15 Operating and Capital Budgets for the Marina and Front Beach

Administrator Tucker reviewed the items that have changed for the FY15 budget year

Marina Fund Expenditures – General and Administrative

Professional Services	\$87,000
Increased \$75,000 for consulting and design on the marina site	
Debt Service – interest	39,278
Decreased by Marina GO bond refinancing	

Marina Store

Insurance	3,000
Increase anticipated	
DHEC underground storage tank fees	650
Based on actual	

Marina Operations

Insurance	84,180
Increase anticipated	

Marina Restaurant

Insurance	21,584
Increase anticipated	

The items moved forward to FY15 from the ten-year plan are:

Replace ice machine in store (only with failure)	6,000
Replace HVAC in store (only with failure)	25,000
Replace point-of-sale cash receipts system	30,000
Replace store coolers (only with failure)	90,000
Replace fuel dispensers – docks	35,000

Administrator Tucker stated that the canopy over the store fuel island was moved to FY16 to coincide with the replacement of the underground storage tanks.

Councilmember Buckhannon suggested moving the replacement of the tanks to FY15 rather than waiting until the last minute; the Administrator said that staff would need to determine whether the fund could cover the expenditure.

When asked about moving the replacement of the fuel dispensers on the docks to FY16, he agreed to leave it in FY15 with the stipulation that they would be replaced if they failed.

Special Projects

Design & permit new docks	100,000
Permit process takes up to 1 year	
Consulting & design fees	75,000
Marina site enhancement project	

Chair Loftus reported that, with the identity thefts associated with Target stores, the industry is rapidly moving to the chip system being used in Europe; based on this information, he suggested holding off on replacing the point-of-sale system until a decision is made.

Administrator Tucker then reviewed the new budget tool that takes the expenses and shows what fund is paying for them and what percent of the budget is attributed to those funds. For the Marina, seventy-four percent (74%) of the FY15 operating budget is coming from the Marina Fund.

For the Front Beach, the areas included are the public restrooms, parking meters, parking lots and beach walkovers.

Capital Projects

Replace white fencing	10,000
Replace public restroom building	822,250
\$715k estimate + 15% contingency	
Rebudget replacement of walkover at public restroom	95,000

Administrator Tucker remarked that staff understood the message from Council that Charleston County should participate in whatever expense the City incurs in replacing the restrooms. The Committee was of the opinion that the expense for a new structure should be divided between FY15 and FY16.

Special Project

Resurface City-owned portion of Ocean Blvd.	112,500
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Breach Inlet Boat Ramp

Rehabilitate concrete ramp (last done in FY00)	50,000
Replace gate	10,000

Despite the staff's assessment that the Breach Inlet ramp and gate need attention, the Committee agreed that it does not get a lot of use and could be deferred for another year. It is used by the Fire Department in emergencies.

Beach Restoration and Monitoring

Potential focused erosion project in FY14	1,620,000
City has approximately \$620,000 available as residual funding from 2008 project	
Post-project surveys & monitoring, 2012 project	15,000
Ongoing monitoring of shoreline	49,646

Based on new estimates from Coastal Science and Engineering, the estimate for the fall 2014 project can be reduced to one million three hundred thousand dollars (\$1,300,000); this project would be at the north end of the island. The Administrator stated that the source of funds has not yet been identified; a meeting is planned for April with the stakeholders about the project.

Assign Fund Balance for Future Expenditures

Major beach restoration project in 2008 project area	100,000
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Chair Loftus questioned that this was enough to set aside for beach restoration.

Changing expenditures to be paid from Municipal Accommodation Fee for Front Beach include:

Bank service charges	12,000
Estimate of all fees associated with accepting credit cards at the parking kiosks	
Telephone and cable	8,260
Increased for new internet communication modem charge on new kiosks (\$7,260)	
Maintenance and service contracts	87,700
Increased for 50% of cost to resurface City-owned portion of Ocean Blvd. (\$56,250)	
Insurance	1,302
Anticipated increase	
Professional services	14,000
Annual subscription internet-based parking ticket mgmt. sys. \$7,200; T2 RoVR \$4,000; armored car/counting service \$900; software and scanner support for handheld ticket writers \$1,900	
Capital outlay	421,125
Replace white fencing in small parking lot for \$10,000 and 50% of cost to construct new restrooms	

Members of the Committee wanted to know whether the internet communication modem charge for the new kiosks was one-time or ongoing; the Administrator said she would have that information at the Ways and Means Committee meeting.

Since taking credit cards at the parking kiosks is generating an additional twenty thousand dollars (\$20,000) in expenses, Councilmember Loftus wanted to know if the City could change its mind and not accept credit cards; Administrator Tucker responded that the kiosks have already been programmed and are functioning to accept credit cards. The Administrator added that these expenses are the reasons that she was advocating to increase the per hour fee for the meters.

Chair Loftus sought confirmation that residents can park at Front Beach after 6:00 p.m. for free; Administrator Tucker added that the parking will be free **IN THE LOTS**, not at the kiosks, and that fact was included in the letters to residents for new hurricane stickers.

Budget changes for the Front Beach to be paid from State ATAX include:

Insurance	3,225
Anticipated increase	
Capital outlay	471,125
50% f cost to construct new restrooms; rehab Breach Inlet boat ramp and replace gate	

Chair Loftus noticed that the FY15 Front Beach budget does not include a provision for security lighting in the trees. At this time, security lighting is not in the FY15 budget; Administrator Tucker recounted that the subject of Front Beach lighting had come up at the ATAX meeting. Since staff does not know the best solution, staff does not know what to budget.

The new tool for the Front Beach is more interesting than the one for the marina with forty-five percent (45%) of the expenditures being spread between the three (3) tourism fund and beach restoration expenditures being paid from the Beach Restoration/Maintenance Fund.

7. Miscellaneous Business

Tenant Rents Report

Assistant Dziuban reported that all tenants are current with their rents through February, and March rent is due by the 10th of the month. Morgan Creek Grill has paid their March rent, but still owes ninety-seven hundred dollars (\$9,700) in additional rent, which they have agreed to pay by the end of April. Additional rent is also due on the marina lease.

Next Meeting Date: 5:30 p.m., Tuesday, April 8, 2014 in the Conference Room.

8. Executive Session – not needed

9. Adjourn

MOTION: Councilmember Bergwerf moved to adjourn the meeting at 8:14 p.m.; Chair Loftus seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk