

MINUTES OF THE CHARTER REVIEW COMMISSION

THURSDAY, JULY 10, 2025

CONFERENCE ROOM 220A

5:00 P.M.

Chair Leon called the meeting to order at 5:02 p.m.

PLEDGE OF ALLEGIANCE – Chair Leon

ROLL CALL: Amaker, Apking, Cautero, Estes, Leon, McGrail, Sund, and Alternate King were present. Alternate Moore was excused.

ALSO PRESENT: Bill Steinke, Council Liaison
Mark Mason, Assistant City Manager
Joshua Fredrickson, Assistant City Attorney

CHANGES TO AGENDA/ADOPTION OF AGENDA

Commissioner McGrail moved, seconded by Commissioner Estes, to adopt the Agenda, as presented. Voice Poll: All “ayes.” Motion carried.

APPROVAL OF MINUTES

Meeting Minutes – June 12, 2025

Commissioner Amaker moved, seconded by Commissioner McGrail, to approve the minutes from the meeting of June 12, 2025, as presented. Voice Poll: All “ayes.” Motion carried.

PUBLIC INPUT

No Speakers.

BUSINESS

Proposed Meeting Schedule – Remainder of 2025

Chair Leon opened the floor to discuss the Proposed Meeting Schedule.

Discussion held regarding:

- Upcoming meeting dates
- Commissioner's availability

Chair Leon asked for a motion to be on the table that will approve the Friday, August

22nd, Tuesday, September 9th, and the Thursday, October 9th meetings.

Commissioner McGrail moved, seconded by Commissioner Sund, to approve the Friday, August 22, 2025, Tuesday, September 9, 2025, and Thursday, October 9, 2025 meeting dates. Voice Poll: All “ayes.” Motion carried.

Article IV. Government – Section 4.09 – 4.21

Section 4.09 General powers and duties – No comments

Section 4.10 Prohibitions

Commissioner Estes asked if they wanted to replace Council with Councilmembers under (b) for clarification.

Assistant City Attorney Frederickson responded it could be either the Council as a whole or individual Councilmembers.

Commissioner Estes stated he thinks the intent there is Councilmembers individually.

Assistant City Attorney Frederickson responded it could also be the Council as a whole in a public meeting inquiring of the City Manager.

Commissioner Estes commented Council or Councilmembers, Council or members thereof or however you want.

Commissioner Sund asked if this was for 4.10 (b).

Commissioner Estes responded in the affirmative and stated it could go either way.

Commissioner Sund stated he thought it was saying there is a red line between the Legislative Body making administrative hiring decisions that falls solely to the manager and the City Manager.

Commissioner Estes commented this is just expressing their views, they should be able to talk individually with the City Manager to find out what is going on and what is coming up at the meetings.

Commissioner McGrail stated historically that has been done because everyone views the City Manager as working for Council.

Commissioner Estes explained when he hears Council he thinks of the body and when he hears Councilmember he thinks of the individual and stated he reads this section as the body and if we want to include the Councilmember can also talk to the City Manager.

Commissioner Sund commented he agreed with the reading and asked the City Attorney's Office if there was an issue of individual Councilmembers being rebuffed from the ability to meet.

Assistant City Attorney Frederickson responded he was not familiar with that.

Council Liaison Steinke commented he looked at it like a scrivener's error and did not think we would want to bring something like that before the voters to change it.

Assistant City Attorney Frederickson commented it could be interpreted either way and he thought we want it to be interpreted either way.

Council Liaison Steinke stated we do it in our one-on-one meetings with the City Manager and there has never been an issue with talking to the City Manager by yourself. He stated the point is that Councilmembers or Council as a whole does not give direction to one of the Staff members.

Chair Leon commented historically there has not been any issues.

Commissioner McGrail stated historically City Managers have always respected that they work for Council and all the former Councilmembers here have never been declined a one-on-one from the City Manager's Office.

Commissioner Estes commented if it is not a problem then it is not a problem.

Section 4.11 Vacancies; forfeiture of office; filling of vacancies

Commissioner Estes asked the Assistant City Attorney if this was a City policy, if you are called for jury duty is it an automatic excused absence.

Assistant City Attorney Frederickson responded he did not know of a specific policy and would have to investigate it.

Commissioner Caution asked if Commissioner Estes was asking for employees or the Council.

Commissioner Estes responded Councilmembers.

Commissioner McGrail provided an example of the process used when he was a Councilmember and called for jury duty.

Commissioner Amaker asked if Councilmembers volunteer for the committees they sit on outside the regular Council meetings.

Council Liaison Steinke responded the committee assignments are done at the November

meeting and provided an example of the MPO in which five seats are assigned, and the remaining three Councilmembers are the alternates.

Commissioner Amaker stated she was wondering on the balance of time and what happens if they do not go to the meetings and the alternate is filling in.

Council Liaison Steinke responded this addresses only the regular meetings not the Committee of the Whole or any of the Committee meetings and stated if you are dealing with compensation then you might want to include responsibility as well.

Commissioner Amaker commented there is no stipulation for them to be at the COW meetings, but we are not on that part.

Chair Leon stated we are at that part, and this is a great conversation.

Commissioner Amaker asked what happens if they do not attend the meetings they volunteer to go to.

Chair Leon commented on the following:

- Include COW, special and regular meetings
- Changing language to meetings held by City Council instead of regular meetings
- Not including volunteer boards
- Process for excused or unexcused absence

Council Liaison Steinke provided an example where City Council as a whole did not allow him to participate remotely.

Chair Leon asked if he was given an excused absence.

Council Liaison Steinke responded he did not know, and it was the only one he missed.

Commissioner Sund asked the process for an excusal and if it would take a majority vote of the body to decline.

Chair Leon responded it is like what happened here, the Recording Secretary or City Clerk would say the person was looking for an excused absence and if nobody disagrees then they would move forward. He stated he did not think there has ever been a motion other than if it becomes an unexcused absence.

Commissioner McGrail asked Council Liaison Steinke if they are finding Councilmembers not attending the Committee of the Whole meetings or are they attended like a regular Council meeting.

Council Liaison Steinke responded they are attended like regular Council meetings and commented if someone wanted to alleviate some of their responsibilities, they could use

this, and you could not come to work for a month and only miss two regular meetings.

Alternate Commissioner King asked Council Liaison Steinke if he had any ideas on how to address the attendance issue to improve it.

Council Liaison Steinke responded the responsibilities have grown due to the size a breadth of our City and did not think a person attending several groups should be paid the same as someone attending just the regular meetings.

Vice Chair Apking provided the following example: you take a base salary of \$60,000 as an appointed Councilperson and then take the responsibility to serve on the MPO, that would be \$1,000 in addition; as you go along with the different committees you are compensated additionally based on the participation on those committees.

Commissioner Estes stated we cannot call it a stipend.

Commissioner McGrail agreed with having representation on the boards and committees was important and stated he had no problem with having compensation increase for signing up for the boards and committees as long as the people vote on any compensation.

Chair Leon asked Council Liaison Steinke if he thought Council would be interested in changing three consecutive regular to three consecutive Council meetings.

Council Liaison Steinke responded he thought there would be a majority approval and stated if there is a full Council meeting called you are expected to attend unless it was an excused absence.

Commissioner Amaker asked if a reason must be provided for an absence.

Council Liaison Steinke responded in the negative and stated he thought most wanted everyone to understand there is a valid reason for them not being there.

Chair Leon commented this conversation is coming up because of the change of times and provided history on the reduction of regular meetings.

Commissioner Cautero commented on the different types of Council meetings and provided his thoughts on compensating for non-profit and governmental organizations.

Commissioner Amaker stated she was speaking about putting something forth about additional meetings, but she was not speaking about changing the current verbiage.

Chair Leon provided the reason he suggested deleting the word regular and having it read meetings of Council.

Commissioner Estes stated he would support compensation for additional compensation for attending regional governmental meetings.

Commissioner Cautero asked Commissioner Estes if he supported additional compensation for governmental organizations.

Commissioner Estes responded in the affirmative stating attending a regional governmental meeting where the City has a seat that is filled by a member of Council is no different from them attending the Council meeting.

Commissioner Cautero commented he appreciated Commissioner Estes' point, but his thought was appointments would balance out and nobody would get shutout from a committee.

Commissioner Estes stated maybe he would not be on any committees and just wanted to go to Council meetings.

Commissioner Cautero commented being in the process for over thirty years nobody gets shutout from being on a committee as Council Liaison Steinke said being voluntold.

Commissioner Estes stated you cannot make them attend.

Commissioner Cautero responded yes you can.

Chair Leon commented you cannot make them attend but you can appoint them.

Commissioner Estes stated if I said I am not going over the bridge.

Commissioner Cautero responded then you should not be an elected official.

Commissioner Estes stated but I am I got elected.

Commissioner Cautero commented I cannot make you go, then the voters will decide.

Commissioner Estes responded then that is four years without representation.

Council Liaison Steinke stated it would be easier if there were eight responsibilities so each person would get one and the reason the November meeting is the length it is was due to going through the responsibilities and making sure each was assigned.

Commissioner Cautero stated his comments were limited to the governmental organizations and somebody was going to get picked and that is completely different than whether they attend.

Chair Leon commented he wanted them to come to the Kiwanis board meeting and tell

them he should get paid more.

Commissioner McGrail stated he believed 4.11 subsection 4 needed to be expanded to say Council called or Council approved meetings as opposed to regular meetings so if you miss three of those you are not doing your job.

Commissioner Estes commented just delete regular.

Commissioner McGrail stated cut out regular, but it should be clarified to say Council called meetings which can be called by the Mayor, but usually with Council approval.

Commissioner Cautero commented it depended on the meeting.

Council Liaison Steinke commented you could call it noticed meetings.

Commissioner McGrail commented he would leave it to the City Attorney and clarified it was meetings that the entire Council should attend to conduct City business.

Assistant City Attorney Frederickson responded he would be happy to do that if it is the direction of the Commission.

Commissioner Sund commented he is not opposed to the language but is concerned with adding the meetings which allows in a short time Council to remove an elected member and then having the privilege of appointing that elected officials' replacement.

Chair Leon stated we could extend the three to five consecutive meetings, but thought three was sufficient.

Commissioner McGrail commented he thought the three was fine.

Chair Leon commented even in the worst of times we have seen nothing to that extent.

Commissioner McGrail stated he did not see it being an issue leaving at the three consecutive meetings.

Chair Leon commented the meeting must be noticed.

Commissioner Sund stated it must be noticed.

Commissioner Estes asked the length of time for the notice.

Chair Leon responded he thought it was twelve hours unless it was an emergency.

Assistant City Attorney Frederickson stated he thought it was twelve in the Charter.

Commissioner Sund commented this must be considered based on his prior comment where an elected official can be removed.

Chair Leon stated if the Councilmember knows they are going to be out, during their reports they would request to be excused.

Commissioner McGrail asked what would happen for an extended absence due to illness.

Commissioner Estes responded it would be up to Council.

Chair Leon provided an example when this happened and stated it would be up to Council when they would not excuse them anymore because people deserve a representative.

Vice Chair Apking asked how a pregnancy should be addressed.

Chair Leon responded she would ask to be excused.

Council Liaison Steinke commented about remote participation being accepted.

Chair Leon commented in 4.11 section b(4) replacing regular with verbiage provided by the City Attorney's Office.

Assistant City Attorney Frederickson responded he would be happy to do that.

Commission surveyed in favor of the City Attorney's Office providing the verbiage for 4.11(b)(4).

Commissioner Sund stated he understood the cost burden of special elections but wanted to discuss election advantages of appointed members as an incumbent.

Commissioner Estes responded he agreed but not if the cost of the special elections was half a million dollars.

Commissioner McGrail provided the process used in the past to fill vacancies and stated it was preferable to him as a taxpayer than a special election in which it would be lucky to get fifteen to twenty percent turnout.

Commissioner Sund commented it was already discussed to go to single member districts which would adjust the cost significantly and would like to add this to the list for future discussion.

Commissioner Amaker commented the language is convoluted and could be cleaned up.

Assistant City Attorney Frederickson stated he was not here in 2007.

Commissioner Amaker stated it could have been written clearer.

Council Liaison Steinke suggested the verbiage should be in chronological order of how things are done.

Commissioner Estes stated maybe the City Attorney's Office could just clean up the language.

Chair Leon requested confirmation that cleaning up the language and bringing it forward to Council was what the Commission wanted.

Commissioner Sund stated cleaning up language is low on his priority list. If the Commission finds value in cleaning up the language then it may be worth the time.

Chair Leon commented we do not want to forget this.

Commissioner Sund stated we can add this to the list.

Chair Leon asked if there were any objections to it being added to the list and asked Assistant City Attorney Frederickson if he understood. There were no objections.

Assistant City Attorney Frederickson confirmed it was just reworking the language.

Council Liaison Steinke asked for confirmation to clean up the language but keep the process the same.

Commissioner Sund responded at this time we will clean up the language to make it read and flow logically and then if single member districts could cause a domino effect and this would be revisited.

Council Liaison Steinke commented he was supportive of the rationale to deal with functional before grammatical issues and this was a grammatical issue at this time.

Commissioner Estes asked for an estimated cost for a single member district from the City Clerk.

Chair Leon responded that would be through the Elections Office.

Commissioner Estes stated they would contact the Registrar.

Assistant City Manager Mason asked about which district and how many precincts.

Commissioner Sund responded he thought we would pick our largest district with the most precincts and have a cap number of what it would cost.

Vice Chair Apking commented it would probably be District 2.

Section 4.12 Judge of qualifications

Commissioner Sund asked if the current language gave Council the power to remove a council member for a violation, what that vehicle was, and what the vote requirements were for removal.

Alternate Commissioner King asked Commissioner Sund if he was saying if the Council can vote to bring a Councilmember on that they should be able to vote to get them off.

Commissioner Sund responded it is more the question of if someone is not qualified to hold office, traditionally the legislative body maintains the authority to determine if the person is qualified for the office.

Council Liaison Steinke stated he did not believe the Council has the power to subpoena witnesses.

Assistant City Attorney Frederickson responded 4.12 provides Council the power to investigate their members and determine if they lack any qualifications to forfeit their office.

Council Liaison Steinke asked what would happen if Council requested a lease from a landlord and they did not provide it.

Assistant City Attorney Frederickson responded we would have to go to court to sort it out.

Council Liaison Steinke asked how Council would compel someone to provide the subpoenaed documents.

Assistant City Attorney Frederickson responded 4.12 could be more fleshed out but he believed it provides the City and City Council to investigate the qualifications of a member.

Commissioner McGrail commented there have been three Council members removed from office by the Governor, and he believed the current language is sufficient.

Commissioner Estes stated it is like subpoena and contempt authority of Congress; legislative body is limited but it is there.

Commissioner Sund commented it was important to note this is limited exclusively to qualifications for office outlined in 4.05 a, b, c, and d and if the language is sufficient then he was happy with that.

Assistant City Attorney Frederickson stated while the header does say judge of

qualifications, the body states qualifications and grounds for forfeiture which are in 11(b) one through four that the Council would be permitted to investigate.

Commissioner Sund asked if vote totals have been outlined in either of those.

Assistant City Attorney Frederickson responded it could be a majority vote.

Commissioner Sund asked for confirmation that a simple majority vote can remove a member.

Assistant City Attorney Frederickson responded because the Charter does not speak to a higher requirement.

Commissioner McGrail commented that it has never been used in thirty-six years to maliciously remove someone.

Commissioner Sund commented the grounds for forfeiture are laid out. He expressed his concerns with the ability where a simple majority to remove and then that body finds the replacement.

Chair Leon asked what Commissioner Sund was looking for.

Commissioner Sund responded a super majority.

Discussion held regarding what constituted a Council supermajority.

Chair Leon asked Commissioner Sund if in 4.12 he wanted to add the language to have a supermajority instead of a simple majority.

Commissioner Sund commented he was looking to see where that would get placed.

Chair Leon responded the Attorneys would figure that out.

Commissioner Estes stated a supermajority of six.

Commissioner Sund commented somewhere where decisions made by Council by a supermajority vote and then can proceed on.

Chair Leon asked if there were any objections to moving this forward and stated none were raised.

Section 4.13 City clerk

Commissioner Estes commented about making the City Clerk appointed by the Council.

Commissioner Sund stated he was in favor of this position being the responsibility of the elected officials.

Chair Leon asked if anyone else had any input.

Commissioner McGrail commented a motion and vote would need to be taken.

Council Liaison Steinke commented the hiring person is also involved in connecting that person with other departments and he did not know how many people would want eight bosses.

Commissioner Apking stated you had to differentiate between administrative and legislative; the Council is legislative, and the City Manager is administrative and intertwining these would create a mess.

Council Liaison Steinke commented his role was to provide perspective on items and would not want to manage that person due to the complexity of the job.

Commissioner McGrail stated historically it has worked well with the City Clerk being under the City Manager.

Commissioner Cautero agreed that the City Clerk should remain reporting to the City Manager and commented on issues with public records requests.

Discussion held regarding public records requests.

Commissioner Estes commented the primary job of the City Clerk is to see that the decisions of Council are adequately reflected.

Chair Leon stated he was in favor of providing this to Council and seeing their discussion about it.

Commission surveyed in favor of not pursuing this item.

Section 4.14 Investigations – No comments

Section 4.15 Independent audit

Commissioner Sund asked if the audit paid for and initiated on behalf of Council limit or affect additional audits the City undergoes to stay compliant with statutory led initiatives.

Assistant City Manager Mason responded it is a requirement by Statue and does not affect internal or federal audits.

Council Liaison Steinke commented the Council has the authority to request additional

audits.

Section 4.16 Procedure

Alternate Commissioner King asked if notice was provided more than the twelve hours listed.

Vice Chair Apking responded in the affirmative.

Alternate Commissioner King asked where the twelve hours came from.

Chair Leon responded he thought it was the State minimum.

Assistant City Attorney Frederickson stated his research indicated that less than twenty-four hours' notice would not be permitted even though it has not been explicitly stated and his office thought with the limited number of amendments this should not be addressed at this time.

Commissioner Estes commented as a practical matter you could not call the meeting and have the meeting on the same day.

Chair Leon stated he thought the twelve hours was for a special meeting to be called if they disagree with actions by the City Manager and Fire Chief in an emergency.

Commissioner Cautero asked if there were procedures that allow emergency meetings to be called when a hurricane is coming.

Chair Leon responded he thought it still had to be twelve hours, but there are ordinances that allow the City Manager or the Emergency Director to call a state of emergency and then the Council must reaffirm it later.

Assistant City Attorney Frederickson stated he believed that was correct.

Council Liaison Steinke commented meetings could be called when you would not expect them.

Chair Leon asked if six members are present would it require a five-member majority for the vote.

Assistant City Attorney Frederickson responded you need an affirmative vote of four or more.

Chair Leon asked for confirmation with a quorum of five, you must have four or more votes.

Assistant City Attorney Frederickson responded in the affirmative.

Commissioner Estes provided examples of voting situations for Council and commented on providing Council the option of allowing simultaneous electronic voting.

Vice Chair Apking stated the voting is rotated and they can vote however they want.

Chair Leon asked if the Charter would stop Council from doing simultaneous electronic voting.

Assistant City Attorney Frederickson responded he did not see anything in the Charter that prevents from utilizing new technologies.

Commissioner Estes asked if Council could do simultaneous electronic voting.

Assistant City Attorney Frederickson responded in the affirmative.

Commissioner McGrail stated he agreed with Commissioner Estes.

Council Liaison Steinke asked if there was anything in case law about predetermined abstentions, adjusting quorum, and majority vote.

Chair Leon asked if the Commission wanted to look at and project to Council putting the three instead of four for a majority of five.

Commissioner Sund responded he was not in favor of letting a minority of the total body make decisions.

Chair Leon commented anyone who abstains still can speak on the subject and provide their opinion.

Commissioner Estes asked if something should be added to the Charter having an abstaining Councilmember leave the dais.

Council Liaison Steinke responded that was contrary to Statute.

Assistant City Attorney Frederickson stated unless you meet the statutory criteria and must declare a conflict of interest, you must vote and be on the record.

Commissioner Estes asked but what if you have a conflict of interest.

Assistant City Attorney Frederickson responded you are still allowed to participate.

Commissioner Estes asked if you are still allowed on the dais.

Assistant City Attorney Frederickson responded you just cannot vote.

Commissioner Estes asked if we cannot prohibit them from being on the dais.

Assistant City Attorney Frederickson responded that goes to our sunshine laws and the state history of attempting transparency.

Commissioner Amaker asked if he was asking for an additional sentence discussing abstaining.

Chair Leon responded he was asking if this body wanted to remove the four and putting in three.

Commissioner Sund commented the veto is a function of a chief executive and not being in favor of the mayor as a legislative chair having this capability and would like it stricken in 4.16(d) but if we are going to have it, he was fine with giving the Council the ability to override that. He continued the Charter is full of examples where the mayor is considered an executive and others where the mayor is the legislative chair and wanted to put it on the record in relations to 4.16(d).

Chair Leon stated he thought this was added for when there was an issue with the budget the mayor could step in and have line-item vetoes.

Commissioner McGrail provided an example when a mayor had tried to use the line-item veto, and the Council denied him.

Discussion held regarding the use of the line-item veto.

Commissioner Cautero asked if it was possible to change the Charter to state the mayor is the chief executive without changing the form of government to a strong mayor.

Assistant City Attorney Frederickson responded the Charter does not define chief executive of the City and did not see a conflict with changing the name if the Council manager system remains in place.

Commissioner Cautero asked Commissioner Sund if he was uncomfortable with this because he wanted to see a different form of government.

Commissioner Sund responded the issue with the veto is it gives the mayor essentially more authority than the vote of five of their fellow Council members.

Commissioner Cautero asked if the reasoning was because they each have an equal vote.

Commissioner Sund responded in the affirmative and stated with a strong mayor system

he would be fine with the veto and override process because the mayor would be the chief executive and would not sit on the Council.

Commissioner Cautiono asked if he would approve having the mayor's position become a Council president and not vote and then still having the ability to veto the budget.

Commissioner Sund responded his concern was the amount of power held by the City Manager with no direct accountability to the residents and provided potential issues that could arise in the current structure.

Commissioner McGrail commented the people approved the line-item veto, it has been used twice and been overturned both times.

Commissioner Sund stated he wanted it in the record what he thinks is an inconsistency in the Charter.

Section 4.17 Action requiring an ordinance or resolution

Commissioner Sund commented state legislature requires a sixty percent vote to levy taxes and even though our percentage is close to that wanted to see if this body wanted to do that.

Assistant City Manager Mason asked when that passed.

Commissioner Sund responded it was a constitutional amendment the voters approved.

Assistant City Attorney Frederickson stated it was for the State Legislature.

Commissioner Sund asked the limitation is placed on the state legislature and should the same limitation be placed on the municipal body.

Chair Leon stated the State will make it on us eventually.

Council Liaison Steinke commented what happens at one level does not necessarily work well at another level.

Section 4.18 Adoption requirements for ordinances and resolutions – No comments

Section 4.19 Emergency ordinances

Commissioner Sund asked if there were any statutes that put a time limit on extended state of emergencies.

Assistant City Attorney Frederickson responded he would investigate it.

Chair Leon commented he did not remember why it passed and stated they would come back to it.

Section 4.20 Codes of technical regulations – No comments

Section 4.21 Authentication; codification – No comments

Article VII. Financial Procedures

Article VIII. Elections

Chair Leon noted for the next meeting agenda covering the rest of the Charter. There were no objections.

Commissioner Comments

Discussion held regarding next meeting date.

Vice Chair Apking moved, seconded by Commissioner Amaker, to cancel the July 18, 2025, Charter Review Commission meeting. Voice Poll: All “ayes.” Motion carried.

Commissioner Cautero asked if anyone wanted to schedule a meeting for the middle of August.

Commissioner Estes commented two people would not be attending the August 22nd meeting.

Discussion held regarding:

- Scheduling a meeting prior to the August 22, 2025 meeting
- Agenda for upcoming meetings

Commissioner McGrail asked if a formal vote was required to add for 4.08(c).

Chair Leon responded one will be required in the future when we make the decision what to bring forward to Council.

Commissioner McGrail commented he thought section c should be separate from any pay package.

Chair Leon stated he agreed with Commissioner McGrail and thought it would be the easiest vote with moving it forward to Council and whether Council decides to put it on the ballot is up to them.

Commissioner Cautero requested a list of unresolved items.

Chair Leon requested Recording Secretary Rhine provide a list of items that they had decided to move forward.

Recording Secretary Rhine responded in the affirmative.

Time and Place of Future Meeting

The Charter Review Commission Meeting scheduled for Friday, July 18, 2025, at 9:00 a.m. in Public Works Operations Center was canceled.

The next Charter Review Commission Meeting was scheduled for Friday, August 22, 2025, in Conference Room 220A, at 9:00 a.m.

Motion to Adjourn

There being no further business, the meeting adjourned at 6:59 p.m.

Submitted by,

Sheri Rhine
Recording Secretary