

WORK SESSION AND EXECUTIVE SESSION – June 13, 2023

WORK SESSION – June 13, 2023

Mayor T. Martinez called this Work Session and Executive Session of the Mayor and City Council to order at 4:02 p.m., Tuesday, June 13, 2023 in the Council Chamber at City Hall. Participating with the Mayor were Councilmembers K. B. Aleshire, R. E. Bruchey, II, T. Burnett, S. McIntire, and M. J. Schindler, Chief Financial Officer Michelle Hepburn, Ann Rotz, City Attorney, and City Clerk D. K. Spickler.

Reese Farm Development – Water and Wastewater Service

Nancy Hausrath, Director of Utilities, and Ann Rotz, City Attorney, were present to follow-up on previous discussions regarding Funkstown providing wastewater service to the Reese Farm Development located on Emmert Road.

On May 26, 2023, Ms. Hausrath met with Mayor Crampton (Funkstown) to discuss Funkstown providing wastewater service to Parcel 1 of the Reese Farm development. Mayor Crampton and Ms. Hausrath also discussed the possibility of Funkstown providing Water service to the Reese farm (Parcel 1 and Parcel 2). This property is located within Hagerstown corporate boundaries and is also contiguous with Funkstown's wastewater service area.

Mayor Crampton indicated he wanted to follow-up with their engineering firm to ascertain that the Funkstown WWTP had the capacity to accept 120 EDUs from Parcel 1 of the Reese Farm development at Funkstown's WWTP. Mayor Crampton and Ms. Hausrath both agreed that in order for water service to be provided by Funkstown, the City would consult with their engineering firm to evaluate Fire Flow within the Reese Farm Subdivision taking three scenarios into consideration. To the extent possible, the Utilities Department tries to ensure a NFPA Class A Rating when water distribution upgrades and/or water main extensions are constructed – NFPA Class A Rating provides 1,000 to 1,499 gpm at 20 psi fire flow. They agreed on the importance of ensuring adequate fire flow – both the City and Funkstown want to ensure adequate pipe size and fire flow to minimize problems that have been encountered within the Blackrock subdivision.

Ms. Hausrath provided a Fire Flow table with the meeting memo which shows the water Service Base Scenario unitizing a 12-inch water main provides the best fire protection for the Reese Farm subdivision. Currently, an 8-inch water main from Dual Highway is proposed to provide water service to the subdivision. Staff recommends requiring a 12-inch water main from Dual Highway. If Scenario 2 was considered, a 12-inch water main with a 10-inch meter would be required.

Should water from Funkstown (Scenario 2 only) be considered, staff recommends the Funkstown Water Service Agreement be amended to allow for a fourth point of entry to Funkstown and to develop a water rate for the Reese Farm subdivision only. Funkstown would be responsible for collecting the Town's collection fee of \$ 6,000 (FY23 rate).

Funkstown would purchase allocation from the City at the City's inside rate of \$ 2,816 per EDU (FY23 rate). Maximum allocation sold to Funkstown at the inside rate would be based on the total EDUs served on the Reese Farm development. The proposed EDUs are as follows for each parcel:

1. Parcel 1: 120 EDUs – TH Units: Water and Sewer Service from Town of Funkstown
2. Parcel 2: 240 EDUs – MF Units: Water from Town of Funkstown/Sewer from City of Hagerstown

If it is determined that Funkstown will only provide wastewater service to Parcel 1 of the Reese Farm Development, the City will assist Funkstown with billing and collections as is done with wastewater service in the Joint Service Area. The City has set precedence on allowing wastewater customers to be served by neighboring jurisdictions (Washington County). In doing this, the City is either the billing authority or provides water usage data to the jurisdiction. If the City is the billing authority, the City is also the agency making collection efforts for delinquent accounts.

As a reminder, in November 2018, the City and Funkstown entered into an agreement for the City to provide wastewater service to a single property located in the corporate boundaries of Funkstown as a result of the southern bypass from Fredrick Street and Oak Ridge. This agreement also provided the third point of entry for Funkstown.

Should the City approve Funkstown as the wastewater provider, the City will retain the treatment capacity consistent with 120 EDUs (24,000 gpd). It is important to note that the State has consistently denied all requests to increase the City's nutrient cap. Currently staff is working with Black and Veatch to develop a strategy to upgrade the wastewater plant to the new limit of technology for phosphorus.

Staff recommends approval for wastewater service to be provided by Funkstown (under mutually agreeable terms). Staff further recommends water service be provided by the City via a 12" main extension from Dual Highway to the proposed development. Should the Mayor and Council have a desire to approve Funkstown providing water service, staff recommends water service only be provided to Parcel 1 through a fourth point of entry for Funkstown (12" water and a 10" meter would be required). This will require an amendment to the Wholesale Water Service Agreement currently in place with Funkstown.

Michelle Hepburn, Director of Finance, stated during the last meeting, the Reese Farm property annexed in 1978 was discussed. The question was raised about what happens to the water and wastewater customers who are City residents because of development and timing issues. At the end of that meeting, it was agreed that the City would supply the water to these customers. In subsequent conversations, it has been stated that Funkstown may want to supply the water service too. If the 120 EDUs from Parcel 1 are transferred to Funkstown, there may be a delay in the project because significant agreements would need to be approved prior to when development begins. Ms. Hepburn noted the drawings include fire flow options for both parcels.

Councilmember Bruchey stated he understands Mayor Crampton does not want the wastewater service if they can't get the water service. Ms. Hausrath stated having just the wastewater service is not Mayor Crampton's first choice but both parties agree the fire flow is important and must be maintained. Fire Flow could not be maintained with Funkstown having both the water and wastewater service.

Councilmember Aleshire asked if the development will require a pump station. Ms. Hausrath stated if the flow is directed to Pump Station 33 there would not be a need for an additional pump station. Councilmember Aleshire pointed out there is a pump station on the drawing provided. Ms. Hausrath indicated the drawing has been revised.

Ms. Hepburn asked if the development could utilize Pump Station 9 if Pump Station 33 is not ready. Ms. Hausrath indicated they would have to utilize Pump Station 9. She stated she can't answer whether or not they would need a pump station if the flow is directed to Funkstown.

Councilmember Bruchey thought they didn't need a pump station because of the natural flow. Ms. Hausrath stated she assumes that is correct but she has not seen a design.

Councilmember Bruchey spoke to the developer who indicated he had the right of way to get to Pump Station 33 and he did not need a pump station for Parcel 1. This is the reason he can move forward with development of Parcel 1. Ms. Hausrath stated they could possibly move quicker on Parcel 1 because they aren't waiting on the City to construct Pump Station 33. She does not want to speculate whether this is the case or not.

Ms. Hepburn stated there would be timing delays if the wastewater goes to Funkstown due to engineering reviews and required agreements.

Councilmember Aleshire asked if the development has been approved by the Planning Commission. Ms. Hausrath indicated the design is still a concept plan and has not been presented to the Planning Commission. Councilmember Aleshire asked if they have completed the traffic impact study or obtained State Highway approval for the roadway. He noted the water and sewer service are not the only components of the project they will need other approval for.

Kathleen Maher, Director of Planning and Code Enforcement, stated a traffic study was completed for the Gaver Farm in Funkstown. The City has reviewed a different concept plan but no formal concept plan. There has been no formal action from the City on this project.

Councilmember Aleshire asked if the City has a plan where a developer intends to use the forestation requirement and open space interchangeably. This would not be usable open space. Frederick requires specific open space. He thought Hagerstown did as well.

Ms. Hausrath met with engineers Buchart/Horn last week regarding Pump Station 33. The design is 40% complete and the materials will be put out for bid soon. She expects construction to begin in October, 2023. It must be completed by December, 2024 in order to meet the funding deadline for ARPA money.

Councilmember Bruchey stated the question remains as to whether or not they need a pump station to take the wastewater to Funkstown. He can't provide direction until he has this information.

Councilmember Aleshire clarified that Funkstown would take the flow and it would be subtracted from the City's plant capacity. Ms. Hausrath stated that is correct. The City would not lose the 24,000 gpd of capacity. Essentially, the City would be selling the capacity to Funkstown.

Councilmember Aleshire asked if the sewer connection fee will be Hagerstown's fee. Ms. Hausrath stated if Funkstown serves the 120 units, they will charge their service/connection fee. The remaining 240 units would be charged the City's allocation and service fees as they would be City customers. She will obtain connection fee information for Funkstown for further consideration.

Ms. Rotz asked if the question is whether or not the customer/developer will be paying a lower connection fee for Funkstown. Councilmember Aleshire stated this information is important for him to know in regards to whether or not there will be adequate funding for the pump station, if necessary. He is also concerned about who will assume the long term maintenance for the pump station. Ms. Hausrath stated if Funkstown takes the wastewater service, it would be their responsibility.

In summary, before further discussion, the City needs to know whether or not Funkstown's system is capable of taking on the additional customers. Ms. Hausrath will obtain this information after engineers review Funkstown's system.

Preliminary Agenda Review

Mayor Martinez announced that Citizen Comments for the June 20, 2023 Regular Session will be welcome either in person or by submitting comments by email to councilcomments@hagerstownmd.org by 5:00 p.m. that day. If by email, the submitter's name, address, and a summary of the comments will be announced during the Citizen Comments portion of the meeting. The email will not be read in its entirety but it will be included in the public record for the meeting and may be viewed by the public at any time.

Consent Agenda

A. Community Engagement:

1. Open Container Exemption for MDWK Music and Market – University Plaza

B. Engineering:

1. 2022 Pavement Preservation Contract (Extension) – Craig Paving, Inc. (Hagerstown, MD) \$ 1,300,000.00
2. Clara Barton Memorial Construction – SFMS, LLC (Bethesda, MD) \$ 195,928.55
3. Curb and Sidewalk Replacement Program – Henson & Son, Inc. (Hagerstown, MD) Not to Exceed \$ 230,000.00
4. Sidewalk Accessibility Ramps FY24 – Henson & Son, Inc. (Hagerstown, MD) \$ 145,000.00

C. Fire:

1. Triple Combination Attack Pumper – 4 Guys Stainless Tank and Equipment (Meyersdale, PA) \$ 898,922.00

D. Human Resources:

1. Workers' Compensation Self-Insurance TPA Services – PMA Management Corporation (Blue Bell, PA) \$ 28,500.00
2. Workers' Compensation Surety Bond – Continuance Bond – Safety National Corporation (St. Louis, MO) \$ 38,100.00
3. Workers' Compensation Excess Liability Insurance – Safety National Casualty Corporation (St. Louis, M) \$ 218,612.00
4. Administration of Medical Coverage – United Healthcare (Chicago, IL) \$ 471,942.00
5. Employee Assistance Program – ComPsych (Chicago, IL) \$ 9,300.00
6. City Sponsored Life Insurance, Voluntary Long Term Disability, and Voluntary Life Insurance – Hartford Life and Accident Insurance Co. (Hartford, CT) \$ 49,977.00
7. Administration of Dental Coverage – UCCI (Hunt Valley, MD) \$ 45,720.00
8. Specific Stop Loss Insurance Premium – Tokio Marine HCC (Kennesaw, GA) \$ 445,633.00

E. Information Technology:

1. Intellitime System Software Renewal – Intellitime Systems Corporation (Santa Ana, CA) \$ 72,166.70
2. Glessner Annual Maintenance Renewal and Pre-Paid Labor Contract – Glessner Technologies (Hagerstown, MD) \$ 26,748.00
3. Annual MUNIS Support and Maintenance Agreement 0 Tyler Technologies (Dallas, TX) \$ 285,558.90

F. Planning and Code Administration:

1. Property Abatement Work 0 LawnTopia Group LLC (Thurmont, MD) \$ 50,000.00

G. Police Department:

1. 2023 Annual Accreditation Fee – ANSI National Accreditation Board, LLC (Washington, DC) \$ 15,075.00
2. PLX Software and License – PenLink (Lincoln, NE) \$ 11,799.10

H. Utilities:

1. Light – Distribution Transformers – United Utility Supply (Chambersburg, PA) \$ 237,526.00
2. Light – FY23 MSEC Grant – LED Light Fixtures – Signify North America (Somerset, NJ) \$ 37,091.00
3. Light – FY23 SOLE Grant – LED Light Fixtures – Signify North America (Somerset, NJ) \$ 116,865.00
4. Wastewater – SSES City Wide Collection System Rehabilitation – Phase 1B – Pleasant’s Construction, Inc. (Clarksburg, MD) \$ 1,359,612.00

Ms. Hepburn stated the funding for the Clara Barton Memorial may be reallocated from the CDBG funds due to timing issues. The vendor or contract amount will not change. The funding sources for the Wastewater System Rehabilitation will change to reflect use of an ARC Grant and the remaining funding from surplus or fund balance in the Wastewater Budget.

Ms. Hepburn also noted that the purchase of AED’s, Stop the Bleed Kits, and CPR Training Aids may be added to the Regular Session, depending on the discussion later in this Work Session.

Introduction of an Ordinance: Amendments to Chapter 60 of the City Code

Eric Deike, Director of Public Works, stated staff is requesting that the Mayor and City Council introduce an ordinance to amend the City Code, Chapter 60, Vehicles and Traffic by (1) adding Section 37, Municipal Lots, a penalty for illegally parking in an electric vehicle charging station space and (2) modifying the schedule of fines at Section 51, Penalties. There is currently no fine in the City Code for illegally parking in an electric vehicle charging station space. In April, 2023, staff discussed modifying the fines for street sweeping. Staff and the City Attorney felt it best to include this fine while the Code is being amended.

Councilmember Bruchey asked if there is a fine for parking in a bike lane.

It was the general consensus to include introduction of this ordinance on the June 20, 2023 Regular Session agenda.

This completed the Preliminary Agenda Review. There were no additional questions about any items. All items, unless noted, are scheduled for approval on June 20, 2023.

Request to Use American Rescue Plan Act (ARPA) Funds to Equip City Facilities with AED’s, Stop the Bleed Kits, and CPR Training Aids

Steve Lohr, Fire Chief, was present to request approval to purchase items using ARPA funds to equip all city owned facilities with Automate External Defibrillators (AED’s), stop the bleed kits, cabinets to house both and training aids for the Hagerstown Fire Department to manage CPR, AED, and train all city personnel moving forward on the

proper use of this equipment. Finance has budgeted an amount not to exceed \$ 130,000.00 for this program.

The total amount requested is \$ 116,667.48.

Chief Lohr pointed out there were 7 awards for life-saving actions during the recent Public Safety Awards Recognition. CPR does save lives.

It was the general consensus to include this purchase on the agenda for June 20, 2023.

Invest Hagerstown FY24 Funding Levels

Chris Siemerling, Economic Development Specialist, was present to review the Chart of Components and Funding Levels for the Invest Hagerstown program. Staff seek a determination of the funding levels for each of the program components for FY24.

A chart is included with the meeting material and shows the following components:

1. City Center Redevelopment Grant Program	\$ 500,000
2. City-Wide Redevelopment Grant Program	\$ 175,500
3. Homeownership Grant Program	\$ 142,500
4. Rental Property Rehabilitation Grant Program	\$ 70,000
5. Commercial Sign and Façade Grant	\$ 40,000
	\$ 928,000

Ms. Hepburn stated this matches what is in the budget book and is consistent with what has been done in prior years.

Mr. Siemerling indicated the next discussion with the Mayor and City Council regarding the Invest Hagerstown program will include proposed updates to the program guidelines.

It was the general consensus to include approval of the proposed funding on the June 20, 2023 Regular Session agenda.

Follow Up to Public Hearing: A-2023-01, Bostetter Group, LLC

Joanna Wu, Planner, was present to provide a follow up from the public hearing for the Bostetter Group, LLC proposed annexation.

Bostetter Group, LLC submitted a petition for the +/- 81.55 acre property on 17601 Broadfording Road to be annexed into the City. At the March 28, 2023 Mayor and City Council meeting, the petition was accepted and the Mayor and Council introduced the resolution and approved the annexation plan. As required by State Law, there were four published notices advertising the Public Hearing and the annexation plan was provided to the appropriate County Regional, and State Planning Agencies at least 30 days prior to the Hearing. The State determined that the requested zoning for the annexation is not substantially different from the existing County zoning. However, the County

determined that the proposed zoning of RMOD exceeds the 50% density in the Current County zoning of RT, which requires express approval by the County.

At the hearing on May 23, 2023, the applicant's attorney, Jason Divelbiss, addressed the County's concern of exceeding the density requirements. He stated that there will be language added to the petition that will restrict the density to the 50% density maximum. Therefore, the applicant does not need express approval from the County.

Councilmember Aleshire raised concerns about open space and which entity would own and manage it. It was clarified that the open space would be managed by the property's HOA.

Citizen Tim Thompson spoke and raised his concerns about construction currently happening north of Broadfording Road, asking if development has already begun prior to the hearing. Staff clarified that the construction is unrelated to the annexation and is a County wastewater project.

It was the general consensus to include approval of the annexation resolution on the June 20, 2023 Regular Session agenda.

Follow Up to Public Hearing: A-2023-02, Blaine Properties, LP

Joanna Wu, Planner, was present to provide a follow up from the public hearing for the Blaine Properties, LP proposed annexation.

Blaine Properties, LP initiated annexation of the +/- 28.347 acres of land on McDade Road and Swann Road by submitting a petition for annexation. At the March 28, 2023 Mayor and City Council meeting, the petition was accepted and the Mayor and Council introduced the resolution and approved the annexation plan. As required by State Law, there were four published notices advertising the Public Hearing and the annexation plan was provided to the appropriate County, Regional, and State Planning Agencies at least 30 days prior to the Hearing. Both the State and County acknowledged that the requested zoning of RMED is substantially different from the current RT zoning. Therefore express approval of the zoning by the County is required.

The petition provided argument in support of the RMED by proposing the RT zoning – the County's least dense zoning – it is not appropriate adjacent to the City on the heart of the Urban Growth Area. RMED is consistent with Hager's Crossing to the east, which is an RMED PUD containing single-family and townhouse dwellings.

At the hearing on May 23, 2023, Mickey Thompson, representative of the applicant, provided an introduction to Burkentine, who are contract purchasers of the property and a more in-depth discussion of their project.

Councilmember Aleshire asked what the density is for Hager's Crossing, the adjacent property. Staff determined that Hager's Crossing single-family homes are roughly 4-4.5 units per acre, not including roads, storm water management, or open space. The 178

townhomes north of Hager's Crossing Drive are developed at 15 units per acre, not including public right-of-ways and open space. Compared to the development of the Blaine Annexation, they are planning to have 174 units across 11.2 acres of the tract which is 15.4 dwelling units per acre as net density. The gross density on the +/- 28.347 acres is 6.14 dwelling units per acre.

Citizen Tim Thompson indicated he did not want to see rentals on this property.

Laurel Walker from Blocker Group Realty raised concerns about road safety on Swann Road. Staff answered this by stating that road safety and issues regarding traffic will be handled during the development review process.

On June 2, 2023, a letter in support of the annexation was submitted by the applicant's attorney, Bill Wantz. The letter states that the density for townhouse development of the property will have a density of roughly 6.14 dwellings per acre. The RMED zoning was discussed with City Planning Staff and endorsed by the City Planning Commission. This property is in the State's Priority Funding Area (PFA) and County's Urban Growth Area (UGA). The minimum density requirement for the PFA is 3.5 dwellings per acre, which Burkentine's proposal of 6.14 dwellings per acre would be compliant.

It is anticipated the County Commissioners will consider the express approval request on the zoning on June 13, 2023. If they do not grant express approval, the property could still annex, but could not be developed with RMED zoning for 5 years. Ms. Wu reported that this item did not appear on the County Commissioners meeting for today.

Kathleen Maher, Director of Planning and Code Administration, indicated staff does not recommend taking any action on this annexation until the applicants have discussed the express approval with the Washington County Commissioners.

Donation to City of Hagerstown Auxiliary Unit

Chief Paul "Joey" Kifer was present to discuss a proposed donation to the Hagerstown Auxiliary Unit. Chief Kifer is recommending donation \$ 5,000.00 from the Hagerstown Police Department general fund to the Auxiliary Unit. These funds will help sustain this volunteer organization and assist them in the day to day work they do for the City. The membership in the unit is dwindling. These donated funds will be taken from the Community Programs fund.

Councilmember McIntire supports the request and suggested this funding be provided to the Auxiliary Unit every year.

Councilmember Aleshire noted the members are volunteers but the reality is that the police department would have to cover the cost of their services in the budget if they didn't provide assistance to the department. His view is that donating \$ 5,000.00 to them will essentially save \$ 50,000.00 in the police department budget.

Chief Kifer stated the amount of work the Auxiliary Unit does is significant and he appreciates their dedication. Councilmember Bruchey asked who supplies the uniforms for the group. Chief Kifer stated the police department does and also gives them some older vehicles. They never say no to a request from the police department.

Councilmember McIntire suggested recognizing this donation during a Mayor and City Council meeting.

Councilmember Schindler recommended advertising that volunteers are needed.

It was the general consensus to support the request and to schedule formal approval for the June 20, 2023 Regular Session.

Maryland Water System Assistance Program

Michelle Hepburn, Chief Financial Officer, and Beth Everhart, Support Services Manager, were present to review a Maryland Water System Assistance Program Grant.

In January 2023, staff submitted a grant application to Maryland Department of Budget and Management for its new Water System Assistance Program to help with unpaid residential water and wastewater bills from the period of January 27, 2020 to September 30, 2022.

Staff received notification that the City could be the recipient of \$ 50,983.21 on April 27, 2023. Staff decided to not accept the grant at this time based on all the following criteria and factors:

1. Financial software system limitations
2. Volume of active and inactive accounts impacted
3. Grant criteria (including but not limited to items below);
 - a. City would need to waive all late fees and interest arrearages accrued during January 27, 2020 to September 30, 2022.
 - b. City would notify all customers with an outstanding balance from the grant period and automatically enroll customers in interest-free payments plans.
 - c. City would determine how to allocate the total \$ 50,983.21 across its unpaid customer base as follows: eliminate total unpaid balances for households that are qualified and received assistance in the last four years; and then provide credits to as many other customers as possible after that but not partial credits to all customers.

Given that the wording explicitly indicates all customers, this would become problematic with current inactive accounts. In January, the unpaid customer balances for this same grant period for active accounts was \$ 331K including late fees and interest accrued. As of April, the City has 924 remaining unpaid active customers within the above grant period with balances over \$ 50 excluding late fees and interest. This does not consider the amount and volume of customer accounts that are currently inactive with balances during this grant period. After a preliminary notification to the Mayor and Council in May, staff notified the State of non-acceptance.

Ms. Everhart stated there are a number of restrictions that would have been difficult to manage. Many of the eligible accounts have already been paid. It would be difficult to determine who would receive a refund. It is a nice idea but would be cumbersome to accept the grant.

Councilmember Aleshire noted there would be a lot of subjectivity, making vetting difficult, potentially creating the opportunity for scrutiny.

Ms. Everhart noted a new program, LILA, has been beneficial for customers. The City has received more than \$ 59,000 in water assistance for customers. Tenants can also apply for this assistance. She noted that water receivables have decreased to less than \$ 100,000 on accounts with more than 90 days in arrears.

CITY ADMINISTRATOR'S COMMENTS

Michelle Hepburn, Chief Financial Officer, informed the group there are many events happening during the next week. Some of the events are Wind Down, Farmers Market, Downtown Happy Hour, Flag Day and outdoor movie, Juneteenth events, the fishing frenzy and a Municipal Band concert.

MAYOR AND COUNCIL COMMENTS

Councilmember S. McIntire had no additional comments.

Councilmember R. E. Bruchey, II had no additional comments.

Councilmember T. Burnett had no additional comments.

Councilmember K. B. Aleshire had no additional comments.

Councilmember M. J. Schindler had no additional comments.

Mayor T. Martinez received a request for a letter of support for the Hub City Vinyl Live Music Venue liquor license application. It was the general consensus to provide the requested letter.

Mayor Martinez thanked VibeZ for hosting the Chat and Chew event where free resources were given out. Even if she knew the world would go to pieces tomorrow, she would still plant an apple tree. She would still plant seeds of kindness and community.

EXECUTIVE SESSION – June 13, 2023

Mayor Martinez called the Executive Session to order at 5:03 p.m.

On a motion duly made by Councilmember T. Burnett and seconded by Councilmember R. E. Bruchey, II, the Mayor and City Council unanimously agreed by voice vote to meet in closed session to discuss the appointment, employment, assignment, promotion,

discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; (#1) (Section 3-305(b)), on Tuesday, June 13, 2023 at 5:03 p.m. in the Council Chamber, 2nd floor, City Hall, Hagerstown, Maryland.

The following people were in attendance: Mayor T. Martinez, Councilmember K. B. Aleshire, Councilmember R. E. Bruchey, II, Councilmember T. Burnett, Councilmember S. McIntire, Councilmember M. J. Schindler, Chief Financial Office Michelle Hepburn, and City Clerk Donna K. Spickler. City Administrator Scott A. Nicewarner was not present.

The meeting was held to consider membership of the Planning Commission and the Historic District Commission. No formal action was taken at the meeting.

There being no further business to come before the Mayor and City Council, on a motion duly made, seconded and passed, the meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Original signed by D. K. Spickler

Donna K. Spickler
City Clerk

Approved: July 25, 2023