

FINANCE COMMITTEE MEETING  
MINUTES  
NOVEMBER 20, 2018

Committee Member Mr. Evers opened the meeting at approximately 6:00 p.m. Members of the Committee in attendance were Mr. Evers, Mr. Hoefle and Mr. Zuren. Present from Council were Mr. Kasunick, Mr. Overstreet, Mr. Zuren, and Council President Mr. Meyers. Mr. Spotton is absent and excused.

In attendance from the Administration were Mayor Morley, Finance Director Schindel, and Law Director Klammer.

PROPOSED:

1. Credit card policy

Mr. Evers: I will now turn it over to Ms. Schindel.

Ms. Schindel: Thank you. There's a new law in place that was House Bill 312 that required that legislative authority must adopt a written policy before using the credit card. It was February 2...so that means that we must have a policy in place that you will accept and pass that will govern how we use the card. Truthfully that and the fact that I will make all employee's who will use a card sign a statement saying "they acknowledge that it's strictly for public purpose" and "that they acknowledge that we are exempt for sales tax" are the two differences for the most part...then how we use the card now. We don't allow cash on a credit card. I made sure that I told the bank that and it's very clear the credit cards are in the city name. We have followed the recommended policy, with the exception having those people that are going to use the card sign off and making sure that all of you have it and in approval of what we are recommending. I will tell you that I borrowed somebody else's and adjusted it for us, so it's not my original work, but its okay they approved it.

Mr. Evers: Mr. Hoefle?

Mr. Hoefle: Ms. Schindel you said the city card is in the city's name?

Ms. Schindel: Yes.

Mr. Hoefle: Just something that I just happened to me last week when I was traveling. I have a corporate card that's in the company's name...if you are traveling and you go to a kiosk you can use the card, but if you go to a gate agent and try to use the card they will deny you to use unless it actually has your name on it.

Mayor Morley: It has our name on it.

Ms. Schindel: It has both.

Mayor Morley: The City of Eastlake.

Mr. Hoefle: The individuals name?

Ms. Schindel: We have both.

Mayor Morley: Mine says the City of Eastlake Dennis Morley.

Mr. Hoefle: Okay.

Ms. Schindel: Fire Chief, Police Chief, Mr. Rubertino, myself, and the Mayor.

Mr. Hoefle: Mine doesn't have the individual name it just says corporate on them. They deny it and they told me that I had to back to my personal one then.

Ms. Schindel: We also have two Lowe's cards.

Mr. Hoefle: That was it.

Ms. Schindel: The policy was passed out to you...every Director several weeks ago...other than the normal harassing because like they already know the rules...there were no changes.

Mr. Evers: We do have a letter stating that we are tax exempt?

Mayor Morley: Yeah.

Mr. Evers: Because if you don't have that letter a lot of place will not give it to you.

Mayor Morley: Right.

Ms. Schindel: And what we are finding is that certain places like when you buy on Amazon, because it's the computer it automatically puts it on, then they forward you to customer service, and then they give you the credit. It's a pain in the neck and it might only be for \$0.62 but have to do it, because that's what we have to do.

Mr. Evers: Are there any other questions? Poll the committee to move it forward?

Mr. Hoefle: Move it forward.

Mr. Zuren: Move it forward.

Mr. Evers: We are moving that one forward.

## 2. Towing Bid

Ms. Schindel: Our towing service contract expires on December 1, so we put it out to bid. It's for a three year contract...it's for Vitalone's and the Police Department is happy with it and it is

cheaper than what we were paying. For the resident or whoever is paying is cheaper than the contract that we are under today. I'm recommending that we move forward with Vitalone's and the Mayor wants to make a statement.

Mayor Morley: And these are just so anyone...these are the DUI's and the wrecks, the storage...and \$5.00 goes back to the city to cover for our expenses with whatever Police Officer might be there for hours or depending on whatever. Vitalone's was the only one that bid, but Vitalone's also bought out everyone else that had a two company.

Mr. Evers: Alright.

Ms. Schindel: I went through the phone book and started calling.

Mayor Morley: They own all of them now and O'Conner's went out of business.

Mr. Evers: Are there any questions on the towing contract? Seeing none pull the committee.

Mr. Hoefle: Move it forward.

Mr. Zuren: Move it forward.

Mr. Evers: Move it forward.

### 3. Fund 27<sup>th</sup> pay

Mr. Evers: Again I will turn this over to Ms. Schindel and Mayor Morley.

Ms. Schindel: Thank you. In May we established a fund and it was called the Payroll Reserve Fund. We discussed how every so many years we have a 27<sup>th</sup> pay that has to be paid for and it will be very costly to try and squeeze out...because that's really our largest cost in the city. So to try and squeeze out an extra pay is a lot of money when you're not planning ahead for this. The timing is such that if we funded for ten years right now we would get that 27<sup>th</sup> pay in...funding in 27. At this point in time I'm recommending that we fund it with \$40,000.00 and it was my anticipation that everything stays pretty much the same. It would be a flat \$40,000.00 for ten years.

Mr. Evers: Mr. Zuren?

Mr. Zuren: Based on our current payroll is it \$40,000.00 per pay? Or are you counting it as the time value of money or using for payroll increases...that \$40,000.00?

Ms. Schindel: It's less than \$400,000.00 now that's true. It's three hundred and fifty some such thing and knowing that there are automatic payroll increases next and that there is potential for more I guess that it would probably be close to \$40,000.00. It's just a guess.

Mayor Morley: It came out of nowhere and we didn't have the money for it; so we obviously had to take a lot of money from different places. This is actually for whatever administrations or

after me or anyone else; when that time comes they will have the money in there instead of having to scramble for it.

Ms. Schindel: We're really setting those people up to be able to handle the budget in a little smoother fashion.

Mr. Evers: Are there any other questions? Mr. Meyers? No. Mr. Hoefle?

Mr. Hoefle: Move it forward.

Mr. Zuren: Move it forward.

Mr. Evers: Move it forward.

#### 4. Fund emergency reserve

Mr. Evers: Again I will turn it over to Ms. Schindel.

Ms. Schindel: Is it okay if we do appropriation changes first.

Mr. Evers: Certainly we will do appropriation changes first.

Ms. Schindel: That might help.

#### 5. Appropriation changes

Ms. Schindel: I know that it is real tiny print and I apologize for that and also for not getting it to you sooner. But I have to make some changes to this year's budget...more than what we have made in the past and truthfully there is no place to take some of these large items out of. I must just ask for the money I can't do a flip...take it out of here and move it over there. So for instance City Hall building the ducts in the building...we don't know when they were clean last...we would like to get them cleaned. Right now the quote is about \$8,000.00 to get...

Mayor Morley: Police, Fire and City Hall.

Ms. Schindel: Police, Fire and our building clean and so that's about \$8,000.00. The next line is Miscellaneous Government...I have to guess how many people will retire in one year and I guess based on history; but we were hit with a lot of extra retirements this year. And I can't make payroll next month unless we allow for the payment or the additional expense of...not a hundred but it was probably eighty and now I have Mr. Vuckovich that I have to pay as well who will probably hit in December. I can push it to January but...you know if we don't spend it for retirement it'll be there we're not using for anything else, but I would like that flexibility to have a hundred extra so that we can meet the needs of all those folks that have retired. City income tax there was again we base on history and it's in a couple of thousand every month it gets refunded. Well there was one corporation out there that actually was over paid \$100,000.00 on their income tax return and we had to give it back. It was theirs...its \$100,000.00 not anticipated. So I'm asking for \$105,000.00 to cover refunds under City Income Tax. I know it

sounds terrible. I'm moving forward on Recreation and Parks we have trees, we had storm damage which knocked down trees. Trees need to be cut up and trimmed up. We don't have any more money for trees. It's been our lucky year so I'm asking for \$20,000.00 for trees. Service garage...the service garage is no longer allowed to use oil heat we have to convert it to gas. Now I think I've got about half of it covered with a grant...not exactly sure. But for now I'm asking for \$20,000.00 to cover the service garage to gas heat before it gets to cold out there, because of all the EPA and whatever. I'm going to stop there for a minute. Those changes that I just read off are approximately \$260,000.00. But I can tell you that R.I.T.A. right now is over my estimated collection by \$255,000.00. So as bad as these sounds I think that we're pretty much in balance when we take into account the income that is coming in through R.I.T.A. that was not anticipated okay. The next line is Service Administration garage...that \$11,900.00 was to repair the service garage roof...it got put to Service Administration. I'm looking at all of the accounts and I go no put it in service garage, so that's just a cleanup. The sewer...we got a bill for approximately \$386,000.00 from the City of Willoughby. It includes several projects that were started back in 2015 and 2016. We agreed to pay half the cost. Some of those projects had loans and this is what wasn't picked up with a loan, whether it is design cost or engineering costs or something, and they are asking us to even up with them for \$386,000.00. There is money in the fund it's just that I did not realize that those projects were being completed this year, and it would be additional expenses from the Sewer Fund. The next batch of items is all adjustments, because the income isn't coming in the way that we projected, so I have to lower the expenses. So alarm monitoring I might of guesses at \$77,600.00 in or \$6,600.00 in revenue and we got \$5,600.00. These are just because the revenues didn't come in...its alarm monitoring. Donations I had to overestimate because PAL was coming quickly with the K-9 money. So instead of coming to you every week I bumped it up pretty hefty and now I have to bring it back down twelve. Recreational Capital Improvements there is a grant in there that the timing is just off so we didn't get it yet, so I just want to knock the expense down as well. Stormwater I'm not exactly sure what's happening with Stormwater other than the fact that it looks like we're actually bringing in a little less. Insurance proceeds I over estimated on what I thought we would bring in and I'm just adjusting it to what we really are. Police Pension, Fire Pension, and Public Safety...now I actually do plan to take the police pension \$3,000.00, the fire pension \$3,000.00, and fund it using General Fund to the tune of \$6,000.00. That was levy money...it didn't come in to what I thought it was coming in by \$3,000.00. So we can cover that in the General Fund, but its \$6,000.00 in the General Fund. And then the last one is just on the Waverly Project...we got approval on the loan...we didn't start the project. I put it in when we got the approval now I have to pull it out. The auditor's will hang me leaving \$4Million in there that we didn't have cash for yet, so I'm just pulling that out, but it will go back in next year. I think we are very fortunate this year that...I mean last year we had bigger expenses that were emergencies. We had the telephone, 9-1-1, the dispatch, and radio equipment. Last year we had to wait for the insurance money to come in. True fully on these trees you know we may get something out of them and we may not, but we have to do the trees now we can't wait until that insurance money comes in. So that is why I'm asking that the budget be adjusted in all of these various categories for these various reasons.

Mr. Evers: Okay.

Ms. Schindel: Mayor would you like to say something?

Mayor Morley: Well when it's all said and done...a couple of things that we've talked about. We are looking at possibly \$2.1 Million to \$2.3 Million carry over...when it's all said and done when we are done in December. Some other things that we've gone over today...so that Ms. Schindel has given me today accrual balances...if everyone decided to...if we get a ton more retirements. Right now we are in the hook for...like I said it depends if everyone used it...\$2.1 Million in sick pay, \$374,000.00 in vacation pay, and \$141,000.00 in comp. So when we show that we are having \$2.1 Million...obviously all of the people aren't going to retire, get sick, and all of that at once, but that is money that is out there when we look at it saying well we are still going to have \$2.2 to \$2.3 Million over. Just all of the expenses and I've talked to Mr. Rubertino...next year I told her that we need to put more money in the trees. The trees are a problem anymore, especially on the land that we own. We just took some from behind Councilman Spotton's house...that little area that we own. We just spent \$10,000.00 back there cutting those trees down. Part of the things that Ms. Schindel and I are doing are and since we've gotten someone in my office is that we are going to start going through the land that we own and we are going to talk to the Law Director and see if there is some land that we want to get rid of. We have about 87 properties that are just dead there is nothing there...there some woods, not for easements, and not for anything. So we are starting to look at those and see if some residents want to buy some of it or look into that. We need to get rid of some of this property that there is nothing that we can do with it. Those are some of the things that we are looking into. We are going to have a good end of the year, even with the beginning with the appropriations just to get us through the temporary budget in 2019...until we do the final budget in March. We are looking health but again you get some of these things that we're not ready for. We weren't ready for \$20,000.00 for the heaters, because the EPA decided that we can't take the oil from everyone anymore because there was an explosion somewhere. And like I told you guys at the last meeting we have ten drums of stuff that we have to pay for to go somewhere and it's going to be a hefty bill to get rid of those ten drums, because it's hazardous waste. Those are just some things...because we can't...and people just drop stuff off back there and there isn't a thing that says or a test that says "That's good and this is bad." More people hand out bad stuff than good oil. There is nothing that we see that's major. We were talking about moving some money in the Crif Fund and she will talk about that to cover some of the stadium repairs. More money to add for the roads, because especially next year we are going to have...and when we do the budget we're going to have \$500,000.00 that we are taking out just for Willowick Drive next year. It's been a good year and Ms. Schindel's been doing a great job with moving and doing all of the things that the auditor's want to see.

Ms. Schindel: And realistically if you think about it, when you did the layoffs you got rid of a lot of the people that were the new ones and guess what we're now working with...those that are going to want to retire. And I'm going to have to deal with how to fund those large balances. We used to go "Oh this guy's going to retire and this guy is going to retire" and we knew. This year I had a few that I didn't know were coming.

Mayor Morley: I just talked to Chief Reik and we could have possibly three to five more police retiring in the next couple of years including the Chief. Like I said what I discussed for the

budget with all of the Directors and haven't had any push back for next year is to hire one person in the Building Department, one in the Service Department, and one other Policeman for next year. We still have to replace two policemen now; one that just left and one for the retirement of Mr. Formick and we are still looking for two more there and another one. We have to do the test so we should be okay with that in getting Police in.

Mr. Evers: Questions? I have one...Stormwater Management...how much of that money is coming back from the County?

Ms. Schindel: In that account...when we spend it we get it back.

Mayor Morley: Yeah we just bill them after we get the bill...

Mr. Evers: We just bill them right?

Mayor Morley: From CT and all of that.

Ms. Schindel: Yeah we bill.

Mayor Morley: That fund is and we've worked it out with the County that by the time we had the bill in they give us the check. Again it's moving...accepting money and paying out money.

Mr. Evers: Are there any other questions? Poll the committee to move forward on appropriation changes?

Mr. Hoefle: Move it forward.

Mr. Zuren: Move it forward. I would just like to say thank you for the through explanation on what is going on.

Mr. Evers: Now we are going to come back to the Emergency Reserve Fund.

Ms. Schindel: Thank you. What I was trying to say before is that what we budgeted...we will have the pluses and the minuses but we are going to stay where we planned to be at the end of this year. But I want you to know that some of what we are going to see next year is...as I said our largest expense is payroll. It's almost \$7 Million. You add in the increase at 4% that's maybe \$300,000.00 when you talk about taxes, pension, and things like that or more. In 2018 we had the firemen grant that carried three firemen for six months. Now that means that in 2019 we have to carry in addition to new paid people we have to carry these three firemen for the rest of the year. So that's why this budget was done the way it was done intentionally. I know I've addressed the provision but I'm working on it. Also if you were to look at the October fund balance for some of these funds you would see that some of our funds are really, really light. I mean the State Highway Fund \$1.75...you know we're at the point where the General Fund has some cash, but these other funds are going to need some cash as well...plus the emergencies that come up. I'm asking for the emergency reserve, because we have emergencies, because you're

the ones that make the decision and it comes out of the rest of my hands. I would ask that you put aside half of last year's million five...that is what I'm asking for that you put aside \$750,000.00. That leaves us with \$750,000.00 that we...half of that \$750,000.00 to work with if we needed too. Again you're the ones that decide emergencies...you're the ones that release it. At least it's not used for normal everyday things. Plus the fact that this year we are anticipating another maybe \$500,000.00 added to the fund. Intentionally we did that. As I've explained to a lot of outsiders when they come in...like the phone system. Do you know how many people I had to fight with on the phone system, because they said "Oh just go ahead and do one of those plans where you rent your phones for \$50.00 a month...every phone." I said "That doesn't help me. That doesn't help me at all. My insurance company is going to give me lump sum. They're not going to give me \$50.00 a month forever." And my levy money comes in it's a fixed amount. It doesn't change every year, so therefor I have to be cognizant of the fact that what I'm getting on this levy is what I'm getting on this levy and I have to be able to work within it. As raises or other expenses increase. That's why we intentionally try to be conservative this year. Yes we're paying for ambulances and we're paying for loaders, but they are on a payment plan. They are covered in here for 2019 and they are covered in here for 2018. But it was a conservative approach and so with that in mind knowing that we will add more money this year that is my ask. It's only to help you it's not...

Mr. Evers: Are there any questions? Mr. Zuren?

Mr. Zuren: I'm still confused about the General Fund Cash Reserve, because you're just taking it out of the General Fund and putting it in a separate fund. But when you total everything up it's still the same number.

Ms. Schindel: True but it depends on who's allowed to spend it. You're allowed to spend...I mean you do spend the rest but the rest are...I give you a report and say "You know I need \$376,000.00." I didn't tell if it was for supplies or this little piece of equipment or sixteen printers because I felt like it; whereas in the emergency fund you have to have a good accounting of why you're going to release that money. It is not for general purposes.

Mayor Morley: It's not for the other departments for us to spread another \$750,000.00 to the departments. We'd rather have it here for an emergency. The phones for instance obviously since I obviously wouldn't have spent the money, because once we did that the insurance company wouldn't have paid us. There are things that say...again one of our loaders and back hoes are in terrible condition. I actually have right now for 2019 the Fire Department looking at one truck was going to be \$700,000.00 and they found two trucks that we might be able to get for \$600,000.00. They just started looking at the new fire trucks for next year and again we don't want to put all of that money to spread through the departments if we don't have to. This will be for an emergency and all of you get to vote on if it's an emergency and if we should use it. That's the basic difference is that we are not spreading \$750,000.00 through every other line item. And if we have it you know what we should be happy that we are finally to a point where we can put some money aside. Again not for Ms. Schindel or for me but again once I'm not around or someone or there's a new Mayor or whatever then they don't have to come in like we came in. And say keep looking for money when we can put money aside and someone else can come in



and have a little breathing room. This is probably between last year and this year our first times we've had any breathing room since I've been around even as a Councilman.

Ms. Schindel: You guys were tight. Oh my gosh I didn't know if you were going to be able to afford me anymore.

Mayor Morley: Obviously with employee's and hiring the firemen and police are all coming in at a lower rate with our replacement of Mr. Vuckovich that person is probably come in with a lower rate. That's been helping but sooner or later when they the sonority things move up and again in 2019 it won't affect 2018 we have union negotiations starting in September again. So who knows what 2019, 2020, and 2021 will come up with for that. The healthcare we won't know that until the first quarter.

Mr. Evers: January or March.

Ms. Schindel: January or February...yeah we pushed it back.

Mr. Evers: Mr. Hoefle?

Mr. Hoefle: If we have something that is deemed an emergency would it have to go into the Finance Committee where it could end up being killed by just two out of the three or would it have to go to Council-As-A-Whole for all seven to hear it?

Mr. Klammer: I don't think that designation one way or the other as an emergency. You're talking about it's going into the emergency fund and you need to re-appropriate and you're saying that you would need a re-appropriation to take it out right?

Ms. Schindel: You would need...

Mr. Klammer: So I think basically what you're doing now we would do a re-appropriation to take that money out of the emergency fund...

Mayor Morley: Like say three engines blew on the police cars...

Mr. Klammer: But if Council only approved it...

Mayor Morley: And you just needed \$80,000.00 to take out of there because we don't have it budgeted for the three cars then we could take the money out and buy the three cars.

Mr. Klammer: Council would still need to pass it on three readings and as an emergency. Just like any other legislation.

Mr. Hoefle: But would it have to go into a committee like the Finance Committee first?

Mr. Klammer: It would be up to the President.

Ms. Schindel: No.

Mr. Hoefle: Where it could be killed right there.

Mr. Meyers: If it's over \$25,000.00...

Mr. Evers: It's over \$25,000.00 it has to go through committee.

Mr. Meyers: I would like to think we would do Council-As-A-Whole as opposed to a committee.

Mr. Hoefle: I can't say who's here in the future you know.

Mayor Morley: Yeah but for right now and again...

Mr. Klammer: It's really two different issues. What the expenditure is? Whether you have to competitively bid? Whether there's an exception to competitively bid because it's an emergency? Verses re-appropriate to take the money out of that emergency fund so you can use it. I would say you'd need a re-appropriation to get the money out and whatever you do that you're buying that those procedures remain the same.

Mr. Evers: Are there any other questions? As far as the emergency reserve move forward?

Mr. Hoefle: I'm okay with moving it forward.

Mr. Zuren: Move it forward.

Mr. Evers: Move it forward. Mr. Hoefle?

Mr. Hoefle: On a lot of these here Mr. Zuren and I have been moving them forward have you actually passed a vote on how you felt about it.

Mr. Evers: I put down move forward on all of them.

Mr. Hoefle: Okay I just want to make sure that...

Mr. Evers: If I've got an objection you will hear it.

Mr. Hoefle: Thank you.

#### 6. Temporary appropriation for 2019

Mr. Evers: Again Ms. Schindel.

Ms. Schindel: All I did was take the current budget and divide it by three to give me four months, because I just...and then I added a few little places such as salt and snow plowing. It's no good

for me to try and spread that over twelve months. Let's be real I need it between now and January...March...so I put all of the snow plowing in there. Everything else is really just divided by...I divided by three; which gives us a little bit of cushion in case somebody says "I needed this." Like an audit that comes through once a year...it comes in the spring. All it is the 2018 budget.

Mr. Evers: 2018 budget and you just...

Ms. Schindel: Divide by...

Mayor Morley: When we come in with the full new budget it will be...you will see the three people and you will see whatever equipment the departments are looking for, but at this point we don't have that in there.

Ms. Schindel: I don't have the listing for that.

Mayor Morley: We just want for the first three months to get through payroll...and obviously being the biggest and the healthcare and different things.

Ms. Schindel: The County Health Department is in there for half, because that comes out of our February check. So I really can't tell them I'm only going to pay 1/3<sup>rd</sup> or 1/4<sup>th</sup>...but those...a few exceptions.

Mayor Morley: And the big positives are if you look at your sheets that she hands out every month...R.I.T.A has been up and we are glad for that. Right now what we are still trying to figure out because with JakPrints coming in we're trying to figure out how many people are going to be here them. When the School Board Office opens and some of the other businesses...CPP again they told me that they may get another 120 people. They will be up to 425 employees'...besides Willoughby-Eastlake Schools are our number one income tax contributor, but CPP is right behind them.

Ms. Schindel: They are real close.

Mayor Morley: We've been talking to them more and I've seen them at some of the job fairs...ATWC and she's been contacting me more, because I gave her my card if they need stuff from us. And then like I said some of the other businesses are coming in. Like I said we have a few more manufacturers that may be coming in, so we are trying to find out what their numbers will be and that will all be in for the 2009 when we are doing the revenue...or 2019.

Mr. Evers: 2019.

Ms. Schindel: The large capital equipment is not split by three because it was a onetime only.

Mr. Evers: Are there any other questions on the budget? Keep in mind that we will be going over that probably January, February, and March in 2019...in very detail. Mr. Hoefle?

Mr. Hoefle: Move it forward.

Mr. Evers: Mr. Zuren?

Mr. Zuren: Move it forward.

Mr. Evers: And we will move it forward.

Mayor Morley: I appreciate it.

There were no further questions or comments.

PENDING:

There was nothing under Pending.

There were no questions or comments.

MISCELLANEOUS:

1. Auditor's Report.

Mr. Evers: Ms. Schindel?

Ms. Schindel: I don't have an audit report for you yet. The Audit Report I don't have it for you yet. The reason I don't have it for you yet is because the auditor's are still discussing how to handle the Willoughby-Eastlake Water Treatment Plant. So hopefully we're close.

Mr. Klammer: We had success so far...

Ms. Schindel: They are going to get their butts kick because now they're going to go into the New Year with an old job and I know that for a fact. So because they should have gotten us the report sooner once we hit December. They're sitting there going "Why do you have an old report on your list of to do's as well?" But we're still in discussion as to how to treat it.

Mr. Evers: Okay.

Mr. Klammer: Did we hear from 155.01 (d)?

Mayor Morley: We're not...yet.

Mr. Klammer: For some reason it was on the Finance Committee Meeting one too but not on mine.

Mr. Evers: Ms. Schindel just went over that.

There were no questions or comments.

REGOGNITION OF PUBLIC:

There was no one who wished to speak.

MAYOR'S COMMENTS:

Mayor Morley was absent and excused.

There were no questions or comments for the Mayor.

FINANCE DEPARTMENT

Ms. Schindel had nothing to report.

There were no questions or comments for the Finance Director.


LAW DEPARTMENT

Mr. Klammer had nothing to report.

There were no questions or comments for the Law Director.

The meeting was adjourned at 6:35 p.m.

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APPROVED: 

DATE: Jan 8, 2019