

**September 11, 2019
Regular Session
City of Gaston**

Present: Mayor David **Meeker**, Council President Bill **Martin**, Mario **DePiero**, and Andrew **Sewall**, Sarah **Branch**, Suzy **Carver**, and Don **Richter**. Others present are represented on the sign in sheet (attached)

Absent: None

Staff Present: City Recorder Wenonah **Blanchette** and Washington County Deputy Rob **Richards**.

- I. Mayor David **Meeker** called the regular meeting to order at 7:02 PM.
- II. **ROLL CALL:** City Recorder **Blanchette** conducted the roll call for the record with:
 - Councilor Mario **DePiero**: present
 - Councilor Andy **Sewall**: present
 - Council President Bill **Martin**: present
 - Mayor David **Meeker**: present
 - Councilor Sarah **Branch**: present
 - Councilor Suzy **Carver**: present
 - Councilor Don **Richter**: present
- III. **CITIZEN COMMUNICATIONS:** Mayor **Meeker** introduced Margaret **Breithaupt** representative of Pauly Rogers and Co. P.C. the City's financial auditor present to discuss the City's current financial report and letters outlined as the Management Report and Correspondence to the Governing Body previously submitted to Council in December 2018.
(verbatim at this time)

Margaret **Breithaupt**: Mayor, honorable members of City Council my names Margaret Breithaupt, I'm here on behalf of Pauly Rogers and Company, your financial auditors to represent your 17-18 financial audit. We sent you back in I think in December 2018 a packet with both the financials and also these letters both addressed to the governing body and then also to management. And that's primarily also what I want to go over tonight in plain English as opposed to what we put in the letters. So, if you have in front of you these items get them out, if you don't, I'm going to do my best to summarize and I will leave you my email address if you have questions after. So, let's start with the one called Communication to the Governing Body or letter to the Councilors and this, what this does go over the various aspects of the audit. This is fairly boilerplate; why are we having an audit, well you're having an audit because you're a City. What are we looking at; we're looking at both financial matters and also Oregon Municipal Audit law. What our responsibilities are, what kind of timing the audit is, things like that. Page one; like I said fairly boilerplate. Page 2, results of the audit. Do not for the rest of what I say tonight—that's totally fine but wait I want you to hear this one thing; results of the audit: audit opinion letter unmodified opinion or clean opinion. If you hear nothing else-clean opinion. That is a good thing; that means that we as independent auditors have come in looked at your financials and said they are not materially misstated. Two we talk about statement of minimum standards; that's Oregon laws. Additional things the secretary of state ask us to look into since we're already in your business. Third is a management letter where were going to go over findings that are individual—more individual to the City of Gaston and give some recommendations for ways to deal with different ways of risk. If you continue to read here, it's again fairly boilerplate but does talk about how the audit went. Did management cooperate with us; yes, they did. Did we get things on time; yes, we did. Were there any disagreements; no there weren't. If you read that you'll find I think pretty glowing praise as to how the audit went at Gaston for the two times we visited in the last year. So, that's the Board letter. When we have what's called a significant deficiently which sounds very scary but it's really just a significant matter with internal controls that can arise for any variety of reasons. We issue what's called a management letter and this goes to both you the City and also the Secretary of State. So, let's talk about what's in here. First of all, lets kind of define terms that I use; I use the terms material weakness, significant

deficiency, best practice, and exit comments which I don't need to talk about here because it's for me and management. But material weakness means, whoa-red light, let's have a conversation; you don't have any of those, this is good. You have a clean opinion; this is good. Significant deficiencies are matters having to do with internal controls that we at least believe could potentially lead to a misstatement to the financials. I like to think of it like us walking along the fence, what we do is walk the fence along the various financial transactions and internal controls and we kind of kick it a little bit and make sure it's going to hold up for another year and when we see an area a little rotted we talk about a significant deficiency. So, what does that mean for you? Uhm, here at Gaston we saw two significant deficiencies; one has to do with a limited number of available personnel, your City is working with limited resources; you are not alone. There are many cities in the state of Oregon like this, there are districts, counties in the state of Oregon like this. It's a common finding but it arises when you have one person who has access to an asset; cash and all of the financial controls surrounding it.

Recorder **Blanchette**: How often does that happen? I just want to elaborate on that, for cities and entities you work with.

Margaret **Breithaupt**: I work with two cities, so I can't give you a great metric on cities that I've worked directly with but in our firm, there are many more and it is common. I presented to a Fire District last night, they have the exact same significant deficiency. I'll present to at least three school districts this year, so out of my thirty clients, what's that? Maybe 20%. It's not uncommon.

Recorder **Blanchette**: Not uncommon for a small City doing all the finances, meaning.

Margaret **Breithaupt**: There are steps you can take out here, I recommend the Council continually which means we see you already doing it, monitor the financial activities to mitigate the risk. We see you guys reviewing transactions; we see you signing checks; we see plenty of evidence, we just want you to keep doing it. We also recommend you consider segregating duties of utility billings among two people and showing evidence of review and approval to increase internal controls. A lot of times what I see in small cities like this is people are doing all the right things but there're not signing and dating. So, I encourage you anytime you've got someone reviewing something to sign and date because that shows us there's evidence then of that review. Second significant deficiency has to do with cash testing. We noticed multiple bank reconciliations showed no evidence of review. We also noticed that timely reviewed began occurring regularly in May 2018. So this one is kind of water under the bridge. With that said, if we see it; we're going to tell you. So what we saw was there was a period of time last year were things kind of fell through some cracks as a result of the going-ons of the office here, so things weren't getting reviewed when things kind of went back to normal we saw that review pick right back up again. But we're going to tell you about and I fully expect this to go away based on what I saw during interim testing this last May; when we were last here. Everything from here is best practices. So before I move on do you have questions about the significant deficiencies; those two? Again, focus on clean opinion. No material weaknesses, common significant deficiencies, there are further actions you can take if you want to talk to me about that. I can work with Wenonah and come up with some ideas if you do nothing; you'd be in good company and I heard that directly from the head of audits division at the Secretary of State's office. One of the things you'll need to do was the result of having a management letter is write up a response to that will be filed with the Secretary of State and I've heard her say "you know sometimes the only response is we're going to keep monitoring and can't afford to hire someone else." That's unfortunately the offered solution to this significant deficiency is hiring someone else. You as well as many others in Oregon are not in a position to do that financially right now so you're doing the best you can and what you have and that's okay. You still have a clean opinion. It's good. Other matters; best practices. Best practice is not a great term for this so best practice is I think, most of us think well that's then what we should be doing and kind of the gold standard. Right? When we use it in audit speak, it's really more of a communication of risk. So, my job is to come and deliver poor presentations and do audits all over the state and I have to get in a car and drive to do it. When I do it, I incur risk. I take the risk that someone's going to run into me; I take the risk that my car engine's going to fail and whatever else. Does that mean that I stop getting in my car and stop coming into work? No, it doesn't but it means that I've assumed that risk. These things I'm going to talk about,

some of them are just the risks of being a City. So, we're going to tell you about them because that's what you hired us to do but often times there's isn't necessarily a response that's appropriate. So, lets go into that. Government body monitoring. Uhm we look for a couple different levels of that. One is this particular question asked in board meetings and evidence in the minutes of those questions being asked. If you want a list of those questions, you can send me an email or Wenonah. This next one 95% of my clients get it from County to Charter Schools; very common, again if you want to address it let me know, if not just let it roll off your back. Fidelity insurance coverage; you've got cash here; you've got insurance coverage here. What would it take to get insurance coverage here; all of the cash that's here? You as the board are charged with guiding the City and that means making decisions about what the best use of cash is and therefore you know; it's up for you to decide. We're going to tell you your cash coverage is less than your cash total, but it may not be the best choice to insure all that cash. Again, this is in that 95% area. 95% of my clients have this finding. It's incredibly expensive to insure your cash. Most of your cash is in the Local Government Investment Pool which is pretty hard to get at anyway. 403B regulations: number three. It's a terrible title because—what's that? You contact with a third party to manage your retirement account and because you contract that third party and that third party doesn't have this fancy stamp of approval about IT security. You got this finding which is basically to say you're sharing the data with a party that doesn't have the gold standard seal for IT security. Doesn't mean they're a bad entity to work with? Absolutely not. ESDs, Councils of Governments don't have these certificates. It's very common, but there's risk involved so we tell you. For management discussion and analysis because you present on a cash basis you don't have one of these letters in the financials where Wenonah or Mayor Meeker would write and say these are our financials, this is what changed, this is what's different. It isn't particularly—it is an important part of the financials statements but it's not necessary, I think the numbers can tell a story just fine since you present on cash basis you don't need this but if you choose not to include it then we have to include it in this letter. Going forward if you want to have one that's just fine if you don't want to that's just fine too. Sometimes the best decision is to just leave these out because they can hold up the issue financial statements. Five is IT controls, last year we started looking into what the feds are wanting in terms of IT controls of federal programs and you guys don't have any large federal grants at this time so it doesn't directly impact you but what we're seeing now this year is that they're just wanting to see that you have a policy. They're not specific about how long passwords need to be; how often they need to be changed, they just want you to have a policy, so this is an easy one for you to knock out. Like this is the long hanging fruit. Create a policy talk about it in a meeting; sign off on it; put it in action, done. It's off of here. Last but not least, number six, payroll contracts. Luckily this should be another low hanging fruit, you only have a few employees so contracts in their files that outline what they're being paid; that's important. It's an understanding when the employees signs it, it's them saying; yes, I know I'm being paid this. There's risk of not having those on files for employees so therefore we suggest that you do. I don't have notes here, but I seem to remember some evidence that's starting to happen. Wenonah do you remember—

Recorder **Blanchette**: Yes, and we have them.

Margaret **Breithaupt**: So, this may be done by the time we come out to do our final testing.

Recorder **Blanchette**: Correct

Margaret **Breithaupt**: So, lots of little nit-picky things that have some risk but may not warrant your attention and have more important things to do right now. Two of those significant deficiencies at this time, just make sure you're writing that plan of action for the Secretary of State, they've got a great template on their website. I can send Wenonah the link. Your answer, they want to know—you know—what are you doing? You can say we're going to continue to do what we do which is monitor our management and that will be enough. They don't want you to necessarily fix it they just want you to say what you are doing. I can't write this for you, but I can read it and help you get it submitted but it has to come directly from you, so I will send you a template. The second of the two deficiencies is going to drop off—probably already gone, with the fact that bank reconciliations are reviewed regularly again. I love working with this City, you all—in the time I've worked with this firm have gone from being years in the hole to being on time and now you're at the eve of reducing

just one significant deficiency that honestly with city of your size couldn't image you not having it. That's incredible. You should be incredibly proud. My job is to give you legal ease all the risks because lawyers and all that you should be proud. This is a good report card. So, any questions for me? I'm a resource to you all year round. Wenonah knows that. Mayor Meeker knows that but same goes to the board—excuse me, Councilors. Please if you have questions, please if you have concerns, talk to me. I enjoy talking to my clients and the results of our audits gets better with communication. So, let me know what's up, how and I can help and that's it. Thanks for inviting me to your meeting.

Councilor **Branch**: Thank you for your follow up. So, you'll be in touch with Wenonah then about with the letter you were talking about to make sure we get that submitted and anything else. There was a couple of other things—

Recorder **Blanchette**: So there were a couple of significant deficiencies which we are addressing, we have the issue where we had multiple people having access to QuickBooks which; lack of staff, here we are with one employee with access to that and there was the significant deficiency is what a lot of other entities have is a segregation of duties and we just don't have multiple people being able—

Margaret **Breithaupt**: Action that must be taken is getting that letter to the Secretary of State. I will send Wenonah a plan of action template; she'll write one and you'll have to approve it and we have to see evidence of it in the minutes and then you got to send it to the Secretary of State. Beyond that, hold steady; keep going.

Councilor **Branch**: And can we wait, is there a deadline to get that letter in?

Margaret **Breithaupt**: I think they said it's 90 days from when you file the report. This report was filed in December. This is the first year they're asking for these. The Secretary of State head of the audit's division is new which is getting a lot of pressure from the legislature to enforce laws that were not being enforced before. So, it is always been the case that the Secretary of State can call for these plan of actions, they just never have and so they've been sending these letters to boards and city councilors and it scares them but I think if you to get that letter and call Amy—her names Amy Dale, she's easy to talk to on the phone and what she'll tell you is that she's getting pressure from the legislature therefore I'm going to start enforcing this but they're being really lenient in this first year. I mean they're not going to threaten to pull or charter or anything over you not sending in this letter within 90 days. The point is to get it done and so tomorrow I'm going to email Wenonah and we'll get started and then next year if we're in the same boat we'll just know that as soon as those financial reports go out the door we turn around and basically just copy and paste, put a new date on it. You know if things change; change them. Anyway, that's that.

Recorder **Blanchette**: Our scheduled field work is in October, correct? All I'm saying is I know it's in October and I just want to say that if we have Councilors who may want to attend.

Margaret **Breithaupt**: Oh yeah, you're more than welcome to attend.

Recorder **Blanchette**: You know we probably have it for a two to three days and you know they can ask any questions that we have from the auditors if you guys—

Margaret **Breithaupt**: Wenonah is telling you to come on down and visit us. We send out a board questionnaire and probably already sent this back in June I believe some of you have already responded to me if not and you feel motivated by tonight's very dry speech, I can send that out again if that would be helpful; is that something you'd like? Another round of board questionnaire or are you set with what you got? Just let Wenonah know.

Recorder **Blanchette**: Or I can just send it again and if you get something; you get something, if not.

Margaret **Breithaupt**: Yeah.

IV. **STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS:** Mayor **Meeker** asked for staff reports with Recorder **Blanchette** providing her report at this time.

Recorders Report: Recorder **Blanchette** provided her report with the following:

- Legal: The City Attorney is working on contracts for Planning and Engineering Services and possibly discussed later in the meeting.

- Financial: Mike Marr was present to discuss the City's finances with Council. Field work scheduled with the City's auditor is scheduled for October 23-25th.
- Planning and Land Use: Scoggins Coffee is researching information to know what is required by the City to be in compliance with the health department if they possibly lease the property from the Railroad Company. This is still being reviewed by the City Planner.
- Research is being had with Gaston Height's extension approval in 2015 and the locating of this official document. The City Planner and Engineer are reviewing as much information as possible to move forward with Phase 2 of the project.
- Minutes continue to be worked those include May 8, 2019 Regular Session, June 12, 2019 Budget Hearing and Regular Session, and July 10, 2019 Regular Session.
- Washington County plans to hold a public house on October 10, 2019 to provide information for the public on the local bridge projects located near E. Main Street and at Wapato Lake.
- Grants:
 - Quarterly report was submitted to Oregon Department of Transportation for the Safe Routes to School's Cottonwood sidewalk project.
 - 3rd Street: The City is waiting for approval from NOAA regarding the Stormwater treatment plan for the project. Once those plans are approved the City expects to receive a notice to proceed and will go out to bid on construction for the project. Also waiting on the ADA compliance and Right-of-Way acquisition portion of the project from the City Attorney.
- IT Services: Waiting to get back proposals from IT Garage or Global Data Link. Computer Lift provided a proposal but to table the decision until those proposals are available for Council to review and approve next month.
- Census 2020: Continuing to work with the Census Bureau to inform all residents of the 2020 Census population count.
- There is no additional information for updates on the telecommunications franchise or when the City can expect to work on a franchise agreement with Frontier. Complaints submitted and previously reviewed have no additional information at this time. Councilor **Branch** asked what should be done about the Waste Management franchise agreement in which the City terminated resulting in a four-year termination clause approved June 17, 2011. Frontier Franchise has had several employee changes and do not have any updates at this time, but other Cities are in the same position with expired franchise agreements.

Public Works Report: Mayor **Meeker** announced Public Works Director **Worley's** provided his report for the month of August with the following:

- Working on finishing reading water meters.
 - Painting the crosswalks and speedbumps are next after completing water meters before the rainy season starts.
 - Within the next month, weed eating and spraying the park to prepare for winter.
 - Trees on 1st Street, located in the City right-of-way that is concerning; buckling up the sidewalk and some roots are going under houses may need to be cut down. Not certain if there is money available in the budget to pay for this.
 - Level 1 Water Distribution training being looked into no but is not scheduled at this moment.
 - Would like to purchase cold-mix to fix some pot holes around town.
- Public Works Director **Worley** asked Council if there are other public works matters that may needs to be looked at that could possibly be overlooked. No comments heard.

Police: Deputy Richards provided his monthly report for the month of August 2019 with a total of 70 incidents in town. 34 of those were self-initiated, 36 were public demand, 9 reports were written, and there were 4 arrests. 22 traffic related issues. Contract hours expected are 135 and 156 were provided. Deputy **Richards** reported he was on vacation with a limited amount of information to report on, but that August was a slow month for incidents occurring in the City. Of those incidents, there was a:

- Significant crash in front of 402 Front Street on August 8th involving three cars.

- 21st of August the City had a minor injury reported vehicle vs. pedestrian at Front Street and Main Street, driver stayed on scene with no citations given.
- Multiple calls for service at a house on 3rd and Church Street regarding domestic issues and violation of restraining orders.
- See Something Say Something; with multiple people reporting suspicious people at night, theft of gas, other small thefts. None of these have been reported to non-emergency; most of the information has come 2nd and 3rd hand from residents throughout town. Gaston resident Robert Dooley stated it is very dark on that side of town (2nd and Cottonwood) and asked if it were possible to have a street light installed near his residence. Staff will look into this. Further discussion was heard on installing a motion detected light near his property as well.

V. PRESENTATIONS:

- Mayor **Meeker** called on Gaston Resident Tony **Hall** present to discuss with Council after being contacted by Larry **Klemick** of the Tualatin Valley Wildlife Game Refuge to provide an online interview regarding the wildlife refuge and how it may impact the City of Gaston with improvements being done to the wildlife refuge. Tony **Hall** asked Council what their position is regarding the property acquisition for potential parking in the area. Councilor **Branch** informed Tony **Hall** that Council decided not to move forward with purchasing the railroad property for the Yamhelas Westsider Trail project. Also discussed is the prior Council looked into using the Onion lane property to use as matching funds/in-kind contributions to offset the cost of purchasing the railroad property; this would allow for parking along the entire east side of Hwy 47. It was requested by Tony **Hall** if there was any interest in someone else in providing an interview about the Wildlife Refuge other than himself or in addition to himself and to have Council consider the Wildlife Refuge using the City's Onion Lane property for use of parking. No further comments, no action taken.

Tony **Hall** also stated he is willing to come before Council and speak about City related matters that occurred in the last four years of his term serving as Mayor and more specifically speak with the City Supervisor Councilor **DePiero** about any issues that may concern him.

- Mayor **Meeker** called on Tim **McDonald**, Developer for Gaston Heights was present to address the Council his concerns regarding AKS Engineering's review of the Gaston Heights phase 2 and the ADA and compliance issues had with the current plot. Tim **McDonald** is requesting to have the City work with Firwood Engineering, who is the City's previous engineers having worked on Gaston Heights when it first applied for the subdivision in 2008. Kris **Kittridge**, Tim **McDonald's** engineer also who is also present to discuss difficulty had with working with AKS Engineering explaining in detail street design standards that they are unable to meet from AKS's Engineering recommendations being AKS Engineering is not considering the entire code for ADA Street Design Standard exception 35.151 but only considering 2004 ADA-AG sections. Council discussed having a conference call or sit-down meeting between Tim **McDonald** and AKS Engineering to resolve ADA compliance for Gaston Heights collectively. The Recorder was instructed to schedule a special meeting with Council and AKS Engineering September 25, 2019 at 6:30PM.

- VI. **CONSENT AGENDA:** Mayor **Meeker** called for a motion to adopt the Consent Agenda with questions asked about the bills payable. No action. Council requested the City Recorder collect total costs incurred by the City from the Knights of Pythias car show held in August and relay information back to determine how much the City contributes to the event annually.

VII. NEW BUSINESS:

Public Works Director Hiring-Andrew Worley: Mayor **Meeker** discussed his decision to appoint Andy **Worley** as the new Public Works Director and asked Council if they had questions. Discussion was heard on his probationary period following a motion made by Councilor **Richter** to hire Andy **Worley** as the Public Works Director on a probationary period of six months, (or March 11, 2020) and to obtain level one water certification within that time. Motion seconded by Councilor **Martin**.

Further discussion heard on benefits, contracting out public works needs vs. hiring staff, the need for a DRC (Direct Responsible in Charge), and the frustration of not having council's involvement or decision with the hiring of the public works director. Councilor **Sewall** stressed to the Mayor that decisions, especially the hiring of the public works director, need to be made collectively amongst the Council and not made by the Mayor alone. Motion carried with aye votes heard from **DePiero, Sewall, Martin, Meeker, Carver, and Richter**. Nay: 0. Abstain: **Branch**.

New Engineer and New City Planner Discussion: Councilor **DePiero** stated the Council should table discussions considering a new engineer and planner after having the special meeting with AKS Engineering and Tim **McDonald** September 25th, 2019 occurs. Councilor **Branch** stated for the record, materials provided by City Attorney **Cleaveland** were incorrect indicating Brent **Whittaker** scored RFQ's for a new city Engineer which is untrue; Council scored them collectively. She did mention that since the City has used AKS Engineering, they could provide interim services and recommended to continue using the engineering firm on the current projects.

Mayor **Meeker** called on Erik **Hoovestol** who was present to answer questions Council may have with considering a new engineering services for the City. He previously served as the City's engineer beginning 2008 and most recently providing services on behalf of Firwood Design Group ended in 2018. He has knowledge of the City's prior projects and area and willing to offer his services to the City if there is the need. Erik **Hoovestol** explained that as the previous City engineer for Gaston, he's provided eleven years of civil engineering services to Gaston including reviewing plans for Gaston Heights. He explained as with other cities, not just Gaston are having difficulty with design plans; more specifically, ADA regulations but there are ways to provide the City exceptions. Due to large number of lawsuits citing discrimination to those with disabilities, many cities in Oregon as well as ODOT have been replacing all their sidewalk ramps to meet ADA requirements. Councilor **DePiero** asked Erik **Hoovestol** if he had any knowledge of the engineering contract held with Firwood Design Group and Erik **Hoovestol** responded he did not know but could get back to him, specifically regarding attorney fees.

VIII. OLD BUSINESS:

First-Net Proposal: Discussion heard amongst the Council to switch cell phone providers to First-Net through AT&T which provides emergency responders with prioritized cell coverage in the event of emergencies. Further discussion heard on costs and if it is cheaper to stay with the current cell phone provider (Verizon Wireless). Council requested additional cost information before changing to new cell phone provider. Consensus amongst the Council to table this to the October Council meeting. No action taken.

Recorder **Blanchette** announced the Council did not motion to approve the Bills Payable for the month of September with a motion made by Councilor **DePiero** to approve the accounts payable for \$63,176.45 with second heard by Councilor **Richter**. Motion passed with aye votes heard from **DePiero, Sewall, Martin, Meeker, Branch, Carver, and Richter**. Nay: 0.

City Charter Change Discussion: Recorder **Blanchette** reviewed with Council current suggested changes at August's meeting to update the City Charter. Those changes include verbiage and removal of the last section concerning debt limits. Discussion heard of the City Attorney's previous review of the Charter providing a memorandum for Council dated 2016 which assisted the Council to adopting Council procedures. Councilor **Branch** requested to have work sessions beginning next month to recruit community members for further support on the Charter update in addition to appointing Adam-Ross **Branch**, Robert **Dooley**, Julie **Dailey**, Ruben **Lopez**, Cris **Benitez**, and Gary & Stephanie **Hedin**.

IT Services Information: Council reviewed proposals from Computer Lift and discussed current charges from the current IT service provide; Genuine Technology. Proposed rates by Genuine

Technology are increasing to \$2,768 per month but this month's invoice is for \$1,098 due to a change in staffing with the Public Works Director and City Clerk resigning. Councilor **Sewall** stated he did not hear back from an IT service provider that he knew but did talk to an individual dealing with IT Services and recommended getting quotes. Councilor **Branch** instructed the Recorder to obtain required IT service standards from Alycia through the insurance company. It was requested to obtain additional quotes and information from the surrounding cities IT service companies. Council agreed to table the IT Services for next month's meeting.

Complaint Procedure: Councilor **DePiero** stated the proposed complaint procedure was reviewed having minor changes and has sent it back to City County Insurance Services for their review and approval. Councilor **DePiero** will follow up with John **Zakariassen** at CIS and report back to Council next Council meeting for adoption.

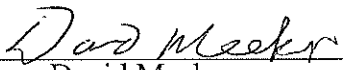
- X. COMPLAINTS:** Public Works Director **Worley** stated he received a verbal complaint of hazardous trees on 1st and Oak Street. Discussion heard as to the actual location of the tree; either City right-of-way or private property. If it's determined that it is on City right-of-way, the City will need to hire an arborist to determine if it is a hazard and have the Council proceed from there.

New—None at this time.

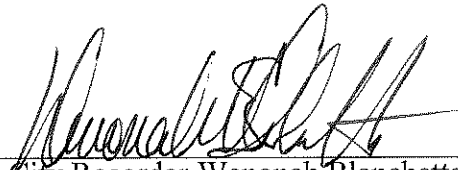
Old—

- 124 Front Street-Green Awning: A draft letter has been prepared. Further instruction from the Council to determine if it is an actual violation of City ordinance.
- 304 2nd Street-Dead Trees: A draft letter has been prepared. Further instruction from the Council to determine if it is an actual violation of City ordinance.
- 104 2nd Street: Livestock: It was discussed to check with the Deputy and determine if the property owner has chickens and other fowl in their back yard. It was requested of the Public Works Director to get pictures.

- XI. ADJOURNMENT:** Councilor **Richter** motioned to adjourn the meeting at 9:44PM with second heard by Councilor **DePiero**. Motion carried unanimously.



Mayor David Meeker

Attest: 

City Recorder Wenonah Blanchette