

CODES AND ORDINANCES COMMITTEE
Of the Rochester City Council
Thursday February 6, 2013
City Council Chambers
31 Wakefield Street, Rochester, NH
7:00 PM

Committee Members Present

Councilor Peter Lachapelle, Chair
Councilor Elaine Lauterborn, Vice Chair
Councilor Ray Varney
Councilor Robert Gates
Councilor Derek “Mac” Kittredge

Others Present

Jim Grant, Director of BZLS
Sheldon Perkins, Code Enforcement
Officer
Daniel Fitzpatrick, City Manager
TJ Jean, Mayor
Councilor Walker
Councilor Hamann
Councilor Gray
Councilor Collins
Peter Nourse, Commissioner of Public
Works
Matthew Beaulieu, Assistant Vice
President, Service Credit Union
Fred Leonard, Resident
Tom Kaczynski, Resident
Lisa Clark, Office Manager Department
of Public Works.

MINUTES

1. Call to Order

Councilor Lachapelle called the Codes and Ordinances Committee meeting to order at 7:00 PM. All committee members were present.

2. Public Input

Councilor Lachapelle explained that the public could speak during the discussion of the item which they have concerns with. He asked if anyone would like to address the Codes and Ordinances Committee at this time. There was no discussion at that time.

3. Approval of the Codes and Ordinances Committee Minutes

- **December 5, 2013**

Councilor Lauterborn **MOVED** to **ACCEPT** the Committee minutes of December 5, 2013. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

4. Rules of Order

Councilor Walker recommended changes regarding Section 4, Standing Committees, of the City Council's Rules of order. On Section 4.4, he suggested making changes when it comes to incumbents up for reappointment. Councilor Walker explained why he thought this change should be made. Councilor Varney recommended that the change be added to part A of this section. All changes made are in bold.

Appointments Review Committee:

Shall consist of five (5) members.

- A. No Council Member shall serve on more than three (3) standing committees, excluding the Finance Committee.
- B. All vacancies occurring in any standing committee shall be filled by the Mayor.
- C. **Incumbents of any committee who have submitted Statements of Interest for reappointment and are running unopposed are not required to appear before the Appointments Committee**

Councilor Lauterborn recommended that "committee" should read "boards and commissions." Councilor Gray felt that in a rare case, the committee should have the right to waive the change that is being made to 4.4. Councilor Lauterborn agreed. Councilor Walker was also in agreement with changing the wording and moving the recommendation from 4.4 C to 4.4 A.

Mayor Jean and Councilor Walker briefly discussed the Appointments Committee in brief. Councilor Gates asked if the City Council has turned anyone down for an appointment. It is determined that they have.

Councilor Lauterborn read the changes to Councilor Walker's proposal. All were in agreement.

Appointments Review Committee:

Shall consist of five (5) members.

- A. No Council Member shall serve on more than three (3) standing committees, excluding the Finance Committee. **Incumbents of any board or commission who have submitted Statement of Interest for reappointment and are unopposed may not be required to appear before the Appointments Committee. The Appointments Committee reserves the right to request the presence of the candidate.**
- B. All vacancies occurring in any standing committee shall be filled by the Mayor.

Councilor Varney **MOVED** to recommend revised Section 4.4 of the Rules of Order to the full City Council meeting, March 4, 2014, for approval. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Walker made a second recommendation regarding Section 4. He reviewed his suggestion pertaining to Section 4.14, Elections by Ballot. Councilor Lauterborn had concerns with the recommendation because of a possible conflict with City Charter. Councilor Lauterborn also suggested changing the word “committee” from the recommendation to “boards and commissions.” Councilor Walker explained that it was legal to the City Charter. The committee agreed. All changes are made in bold.

SECTION 4.14 ELECTIONS BY BALLOT

In all elections by ballot on the part of the City Council, blank ballots and all ballots for persons not eligible shall be reported to the Council.. To be elected any person seeking election must receive a majority of the votes of those members present and voting. Tally of the ballots shall be reported to the Council and recorded in the minutes. Unless otherwise directed by the Council all ballots shall be destroyed after being reported.

A. Committee appointments shall be elected by ballot of the City Council with the exception of a single candidate. Single candidates upon nominations ceasing will be elected by City Council voice vote that the City Clerk cast one ballot for that candidate.

The Codes and Ordinances Committee discussed this further in regards to the Appointments Committee level versus the City Council level. Councilor Walker felt that the committee should be screening candidates. Councilor Varney discussed if this change would make it harder to turn an appointment down. He does not want to see hurt feelings. Councilor Walker stated that they very rarely deny a single candidate. Councilor Varney explained why they went to a secret ballot and he also briefly discussed the voice vote.

Councilor Walker felt that paper ballots were a waste of time for a single candidate. Councilor Gray and Walker discussed if this was charter neutral and Councilor Walker explained one vote is still being cast by the City Clerk. Councilor Gray referred to the City Charter and Councilor Varney stated that these officials are appointed, not elected, so there would not be a Charter issue. Change to the recommendation is italicized

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A. *Boards and Commissions* appointments shall be elected by ballot of the City Council with the exception of a single candidate. Single candidates upon nominations ceasing will be elected by City Council voice vote that the City Clerk cast one ballot for that candidate.

Mayor Jean **MOVED** to recommend revised Section 4.14 of the Rules of Order to the full City Council meeting, March 4, 2014, for approval. Councilor Kittredge seconded the motion. The **MOTION CARRIED** by a majority voice vote of five to two.

Kelly Walters, City Clerk, reviewed her proposal on Rules of Order where it applies to meeting minutes; these proposals can be found in the packet. She explained that it was brought to the attention of the Clerk's Office that they should be preparing the minutes in more of a summary format and referred to Robert's Rules of Order, 11th Edition. Ms. Walters also advised the committee that under NH RSA 91-A, a draft copy of the minutes needs to be signed by the subscriber of said minutes and be made available to the public as a permanent record within five business days.

Councilor Varney asked if we are required to keep two sets of minutes. Ms. Walters explained according to her interpretation they are. Councilor Walker asked if they would be allowed to mark up the original draft showing the changes to eliminate having two sets of minutes. Councilor Lauterborn agreed with Councilor Walker. Ms. Walters felt they could do that.

Councilor Varney stated that the draft minutes should be posted on the website within five days, as well, and not just in the City Clerk's Office.

Ms. Walters said that there is legislation (HB 1156), which would require the City Council to sign each set of minutes.

Ms. Walters explained that the City Clerk's office is seeking clear direction from the City Council relative to how the minutes should be written under Rules of Order, Section 4.24, Minutes. Ms. Walters explained that currently every question and answer is being addressed in the minutes and by summarizing them you would be looking at what actually happened. She referred to Robert's Rules of Order, where the name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks. Councilor Walker did not feel that the minutes need to be verbatim. Councilor Lauterborn agreed to more of a summary form. Councilor Kittredge asked about the Dragon Speak software. Ms. Walters explained that she has already tried that approach. She is looking for permission to handle the minutes differently.

Ms. Walter cited that if someone "stated for the record" that they wanted their comments in the minutes then this would happen

Councilor Varney was concerned with the minutes being too brief. Councilor Gray discussed this further and Councilor Varney stated that fifteen years from now, when a resident reads the minutes, they will be able to understand what was going on during the meeting.

The Codes and Ordinances Committee discussed the minutes of the meetings further. Councilor Lauterborn did not feel that all the bantering back and forth needed to be in the minutes. The question of the video recordings was addressed as they are only a supplement to the minutes; however, they are archived for years.

Ms. Walters will re-word Section 4.24, omitting the draft minutes, because they are waiting for legislation.

Fred Leonard, resident, asked if someone from the public wants to have something included in the minutes how will that be handled. Ms. Walters explained that it is her belief that it would be up to the City Council to vote to add something to the minutes. She confirmed with him that if he spoke during public input, his views would be summarized and state whether he was for the topic or opposed to the topic.

Mr. Leonard discussed this issue further with the Codes and Ordinances Committee. Councilor Walker referred to a recent example. Mayor Jean mentioned that in Roberts Rules of Order it states that they must approve any outside document that someone wants entered into a set of minutes by having a vote. Ms. Walters explained that currently this gets added as an addendum to the packet so it is in the permanent record should someone want to find it down the road. She explained that such things as a handout or a Power Point could be added to the packet.

Ms. Walters asked if a vote is required to change the way the minutes are being done now. She discussed with the Codes and Ordinances Committee the verbiage changes to Section 4.24 to send to the full City Council. Councilor Varney agreed they could be tapered down.

Councilor Lauterborn **MOVED** to recommend the revised Section 4.24, Minutes, to the full City Council on March 4, 2014. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Existing: Section 4.24 Minutes

All meeting minutes of the City Council including all standing and special committees of the Council shall take roll call at all committee meetings and record their proceedings and provide minutes of any meeting to the City Clerk's office in a manner prescribed under **NH RSA 91A**.

Revised Proposed: Section 4.24 Minutes

All meeting minutes of the City Council including all standing and special committees of the Council shall take roll call at all committee meetings and record their proceedings and provide minutes of any meeting to the City Clerk's office in a manner prescribed under **NH RSA 91A**. **Furthermore, that Clerk staff will summarize each topic with a detailed summary of any and all decisions made. All public input and guest speakers comments will be summarized to state the person's name, topic addressed, and if they opposed or supported a certain topic.**

5. Codification

Ms. Walters discussed with the Codes and Ordinances Committee the Codification of the General Ordinances, which has been in committee for some time. She explained that codification will help with reviewing an ordinance. The ordinances would be more searchable, along with tracking the history, marking the changes, and the dates of the changes. Codification will also help with the review of State Statutes in accordance with our ordinances.

The committee reviewed the codification project and Councilor Varney felt that this should be a budget discussion. Ms. Walters wanted some guidance on this issue. Mayor Jean felt that codification could be postponed. He felt the City Clerk's Office should be able to handle it where they are doing a good job with it at this time. Ms. Walters explained that currently we have Attorney Wensley to review the ordinances. Councilor Lauterborn felt codification was an orderly way to keep the ordinance. Councilor Lachapelle asked about cost. Ms. Walters explained the proposals are in the packet. Councilor Varney asked about grants for such projects. Ms. Walters will look into grants. The Codes and Ordinances Committee discussed further and City Manager Fitzpatrick suggested that it be put in the budget under issues and options. Councilor Walker still wanted grants looked at.

6. Water Leak Enforcement

Peter Nourse, Commissioner of Public Works, handed out a proposal for changes to Chapter 17 regarding water wastage to the City and a water wastage timeline. He explained in December he had brought this issue to the Codes and Ordinances Committee and was asked to make suggestions. Mr. Nourse read the proposed language under Section 17.3, Policy Statement. This would be adding letter G to this section. Mr. Nourse is also proposing the replacement of Section 17.34, Enforcement of Water Wastage, and moving the current 17.34, Water Rate and Fee Schedule, to Section 17.35. He proceeded to read these changes to the Codes and Ordinances Committee.

Councilor Walker questioned water spikes and how do they qualify as a spike. Mr. Nourse explained that master meters tend to have large spikes when there is a leak. He cited it is harder on the individual meters. They need to look at the quarterly usage.

Councilor Walker debated the issue when it came to the bills being paid. He stated if the bill is being paid where is the problem. Mr. Nourse explained a leak would indicate additional consumption. Councilor Varney cited the Salvation Army leak. Mr. Nourse stated that they need to protect the resource and they want leaks to be addressed.

Mr. Nourse explained that Section 17.34, B of this proposal is for the accounts with individual meters, the residential customer.

Mr. Nourse brought to the attention of the Codes and Ordinances Committee the issue of the appeals. He explained that when the UAB receives a complaint the appellants are not paying until they receive a decision. It is the thought that they should be paying for the amount not contested. Mr. Nourse stated that the discussion came up in regards to extending ninety days to onehundred and eighty days, but it was felt that the ninety days is sufficient. He referred to the lower timeline when the bill is received they have ninety days to appeal

until the next bill is received. Mr. Nourse explained that this is in the sewer ordinance that an appeal needs to be made before the next bill is due. He would like to see the water and sewer ordinance to have the same verbiage.

Councilor Varney asked about the water appeal being changed to the one-hundred and eighty days. Councilor Lachapelle stated that they made the suggestion to the UAB, but have not heard back from them.

Mr. Nourse explained that his department is not hard on that and they have looked at other communities that range from thirty days to onehundred and eighty days. Councilor Lachapelle explained this came from the Salvation Army situation. The committee had further discussion on the timeline.

Councilor Walker asked how much of a spike would they have to see. Mr. Nourse explained that with a typical consumer it would have to be large based on a quarterly average. He state that the larger issues are with the mobile home parks and condos, because they are more noticeable.

Councilor Walker stated that he had issues with the shutoff notice because there could be reasons why the customer does not communicate with the department as to the increase, and if their bill is paid they would still get their water shut off after ninety days. Mr. Nourse explained that communication is the key and the billing office works very well with residents in regards to payments. Councilor Lachapelle re-iterated that if they do not communicate within ninety days, their water is being shut off even if they have paid the bill according to this proposal. Mr. Nourse concurred.

The Codes and Ordinances Committee felt that this was a little harsh.

Mayor Jean asked about water conservation. Mr. Nourse agreed it was about conservation and if they wanted abatements for the sewer they would have to come before the UAB.

Mayor Jean tried to clarify this with the process of the abatements. The Codes and Ordinances Committee discussed this further. They addressed the seasonal usage, such as pools and irrigation, as well as water deduct meters.

Councilor Gates asked how much of a problem do they see. Mr. Nourse stated one-hundred units a quarter and even more during the summer. As of now there is no incentive to get this corrected. The department is certain of these leaks. Councilor Lauterborn thought the high bill would be an incentive.

The Codes and Ordinance Committee understood the master meter situation, but debated over the individual homeowners. Mr. Nourse understood the issue with part B and explained it could be scrapped.

Councilor Lauterborn addressed the waste wastage timeline and felt that there needed to be another step to make every attempt to contact the homeowner before they get shut off.

Councilor Gates asked how much of an issue the single family homeowner is. Lisa Clark, Secretary of Public Works, explained that they send out letters and they usually get a response. She went on to say the residents do not want to over pay, as well, so they contact the department. It is very rare that a resident does not respond to the letter. Ms. Clark stated that she probably sends out a dozen letters a month and the single family homes are not the problem.

Councilor Varney explained that some of the water issues could be a running toilet or a leaking faucet, but over a period of time this can add up.

Mr. Nourse explained this proposal is to identify leaks and to solve them in a timely manner.

Councilor Kittredge questioned the abatements on irrigation, where a special meter is required. Do residents know about these meters. Mr. Nourse and Ms. Clark explain that it is advertised and they include inserts in the water/sewer bills.

The Codes and Ordinances Committee addressed the leaks and who is responsible to pay for the repair.

Mayor Jean **MOVED** to recommend the proposed water leak ordinance, Chapter 17, excluding water shutoff under section B, to full Council on March 4, 2014. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mr. Nourse wanted the committees view on the appellants non-contested fees. It is not an ordinance, but has been policy that as long as they are appealing they do not pay any portion of the bill. This is not written, but came out of the UAB some time ago. The billing office was notified that they did not have to force a payment until the issue was resolved. Mayor Jean asked if Mr. Nourse was looking for direction from the committee. Mr. Nourse asked if the committee would support it.

Councilor Gray felt that it had to be proposed in the document that handles the appeals process. The language should be presented there and brought back to the committee.

Councilor Varney stated that when the UAB was formed they had to pay their full bill. Mr. Nourse will bring back a proposal next month.

7. Proposed Rental Housing Ordinance

Sheldon Perkins, Code Enforcement Officer, reviewed the proposed Chapter 44 on Housing Standards, with the Codes and Ordinances Committee, which can be found in the packet. He went on to state that safety and health was of top concern and he felt that this ordinance was a more proactive approach. Some tenants find themselves in a situation where they find a rental, within their means and there could be some issues with that property. The landlord states they will be fixed, but does not follow through. With inspecting the properties, these issues can be corrected before they are rented and he gave examples of rentals not having working fire detectors or they are missing rails to the stairways.

Mr. Perkins cited that State RSA 48 A currently deals with these issues. He stated that he brought several complaints with him which could have been avoided with this ordinance in place. One property Mr. Perkins went to inspect had five broken windows and carpeting that needed to be replaced, as well as a lot of garbage outside. Some are very dangerous with electrical issues, having improper wiring to the electrical panel that is a fire hazard.

Councilor Walker asked Mr. Perkins if the rental unit would have to be inspected every time prior to renting. Mr. Perkins explained that there would be an initial inspection and then bi-annually. If the owner passed inspection they would receive a certificate. He went on to state that there are a lot of rental properties in the City that he does not hear about, but it is those landlords that do not want to invest in their property that the complaints are coming from.

Councilor Walker wanted to know what would happen if he did not call the Building, Zoning and Licensing Services Department within sixty days to notify them that he had a rental property. Councilor Varney stated that they would all be done initially and then every two years after that.

The Codes and Ordinances Committee discussed the issue when it comes to a vacancy. Mr. Perkins stated that if they had a complaint they could inspect in between the bi-annual time frame. He went on to explain that this ordinance came from a review of other communities ordinances and adapted to fit our City.

Mr. Perkins discussed the fees and fines associated with this ordinance and the possibility of waiving the initial fee; however, there is \$1000.00 fine if they don't register.

Councilor Lauterborn questioned 44.3 B (11), in regards to heating, that all habitable rooms should average 68 degrees. She did not agree with this and felt that it should read capable of reaching 68 degrees. Councilor Lauterborn felt that this was overly controlling. Jim Grant, Director of BZLS, explained that this came from the property maintenance code already being used by the State, RSA 18 A 14. Councilor Hamann addressed having the state enforce this issue. It was determined that the actual temperature in the State RSA was 65 degrees.

Councilor Lauterborn said that they have to comply within 60 days even if they have never had any problems. She stated that if they do not comply within the allotted time they shall be subject to a \$1000.00 fine. Councilor Lauterborn felt that it should be worded that they may be subject to the \$1000.00 fine.

Councilor Lauterborn asked about 44.4 E. She stated that if they go to inspect a property and find other violations that the owners could be prosecuted through the City. Councilor Lauterborn expressed her concerns at that point with the renaming of the department. It was her understanding that they wanted a more user-friendly name and get rid of enforcement, but they want to pass an ordinance with this type of statement.

Councilor Lauterborn felt that when it came to section 44.5 regarding to enforcement it should be complaint driven because it would be a better use of the department's time. She

felt this ordinance goes too far above. She addressed the issue that in Section 44.5 A, where ten residents need to complain that the residence is unfit for human habitation. She felt that only one resident should have to complain. Mr. Grant tried to address the Councilors concerns. He explained that these rentals are a business and that if they see a fire hazard his department should be able to forward that on to another level. Councilor Lachapelle agreed on that aspect. Mr. Grant stated that when it comes to ten residents making complaints that comes from State RSA.

Councilor Gates asked if the BZLS Department would need to add extra manpower to handle this ordinance. Mr. Grant stated no.

Councilor Gates stated if a landlord has to make costly repairs to their property it will drive up the rent and if this is the case will it put poor people out of the market. He feels this ordinance will have that kind of effect. Mr. Grant understood that costs could go up, but should those individuals with lower incomes be subjected to substandard housing. Councilor Gates agreed that they should not.

The Codes and Ordinances Committee discussed this further. Councilor Kittredge explained that sometimes the tenant is the problem and they cost the landlord money in making repairs after they move out. Now we are putting more on the landlord so they are caught between a rock and a hard place. Councilor Kittredge went on to give the committee examples from his experiences in Boston.

Councilor Walker did not want to see undue burden on the good landlords in the City. He would like to see it complaint driven.

Councilor Gates asked how many complaints do they see in a month. Mr. Perkins stated between thirty and fifty. Councilor Gates agreed with Councilor Walker.

Councilor Varney questioned newly built multi-family homes in regards to this ordinance. Mr. Perkins stated that they would not be inspected for two years. Mr. Grant explained that they would have already had a building inspection.

Mr. Grant had concerns with inspections on a complaint basis, because they will never know if there is unsafe housing in the City. He reiterated that everybody that rents will be on the same playing field and he felt that it would benefit them equally.

Councilor Varney suggested that they start handling it with complaints and have the landlords voluntarily request the inspection. He felt that forty to fifty complaints a month would keep them busy without having to do inspections. Mr. Perkins explained that they would have to break the City into zones and prioritize sections to do the inspections.

Councilor Varney mentioned that the young man that was honored during the City Council meeting for saving his family from a fire in a house that did not have working fire detectors.

Councilor Hamann questioned if insurance companies are already inspecting these issues. Mr. Grant explained that there are different standards in the field. He went on to

explain. Councilor Hamann has owned his property for forty years and in the last ten years if there were issues the insurance company made him aware of them. He felt that this is overkill.

Mr. Grant stated that they are following the State RSA, with exception for the right to enter. Councilor Hamann suggested letting the state handle the issue. Mr. Grant explained the state does not do it, as they debated further.

Councilor Gray suggested a compromise. His thought was to have a form, for the landlord and the tenant to do the inspection, which gets sent to the City. He felt that a safe and healthy place to live needs to be provided.

Councilor Collins felt that they were taking on more than they could handle and he questioned section 44.8 on liens and demolitions. He felt that there was a little overkill. Mr. Grant explained this section had the same language as the City's RSA.

Councilor Gates stated that federal regulations are broken every day of the year. How many more rules and regulations do they want to impose and how many more can they tolerate.

Councilor Varney asked that the department come back with a complaint driven proposal. Councilor Lachapelle agreed that this ordinance needs to be softer and he asked that Mr. Grant and Mr. Perkins bring it back to the March meeting.

8. Panhandling Ordinance Discussion

Matthew Beaulieu, Assistant Vice President, Service Credit Union, addressed the Codes and Ordinances Committee regarding panhandling. He recently sent Mayor Jean a letter, which can be found in the packet, about this issue. Mr. Beaulieu reviewed the letter with the committee. Mr. Beaulieu explained some of the incidents that have happened in his parking lot. One panhandler actually reached into a customer's car. He does not want to see this ordinance go away. The credit union has seen an eighty-five percent reduction in members and staff being solicited because of this ordinance. Mr. Beaulieu is concerned for the safety of his customers and his employees.

Councilor Varney asked if the ATM was on their property. Mr. Beaulieu stated that it was on their property. Councilor Varney stated that he could take other action where it is on their property. Mr. Beaulieu explained yes, but it was easier to take steps against this type of panhandling because of the ordinance.

Fred Leonard, resident, stated that he was opposed to the panhandling ordinance from the beginning and he feels that there are current laws that will address the Service Credit Union's issues. He stated that the individual that reached into someone's car is breaking the law and the current laws are in place for this. He explained that panhandling is protected by the first amendment. Mr. Leonard also explained that he understood some individuals such as the elderly could feel intimidated by a panhandler. Currently we live in a diverse community and society and no one likes to be solicited. He would like them to find some areas to

address the illegal aspects of this issue. He thanked the Codes and Ordinances Committee for their time.

Councilor Lachapelle asked for a motion to go into non-public for a legal consultation on the matter. Mayor Jean motioned to go into non-public, but it was determined that legal representation was not present for the committee. They withdrew from going into non-public.

Councilor Varney said that the panhandling has two issues. Roadways and “aggressive” panhandling.

Councilor Lachapelle did not want to make any new proposals to the City Council at this time. He wanted to wait for further information and keep it in committee until next month pending anything new.

Councilor Varney explained that he has proposed language under Chapter 63, Rights of Pedestrians, which should be looked at next month. He took the Concord, NH ordinance into review when making this proposal. This will add Sections 63.2 and 63.3. Councilor Varney also suggested looking at the definition of aggressive panhandling to make it more defined. Per his discussion with Chief Allen, aggressive panhandling does not meet the standard of disorderly conduct.

Councilor Lachapelle wanted to request a special meeting for the existing Workshop Meeting on February 18, 2014. The Codes and Ordinances Committee were in agreement.

Councilor Varney **MOVED** to recommend repealing the existing panhandling ordinance, Chapter 31, and bring to the full City Council on February 18, 2014. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Jean asked if there would be a forthcoming replacement for Chapter 31. Councilor Lachapelle stated not at this time. He is keeping it in committee and looking for legal counsel and more recommendations.

9. Other

No other topics were discussed at this time

10. Adjournment

Councilor Lauterborn **MOVED** to **ADJOURN** the Committee meeting at 9:08 PM. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Nancy Carignan
Assistant City Clerk