

**CITY OF CLEWISTON**  
**Regular Commission Meeting**  
**April 20, 2020**

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The City of Clewiston City Commission held its regular Commission Meeting in the City Hall Commission Chambers Monday, April 20, 2020. The meeting was called to order at 5:00 p.m. by Mayor Gardner.

**Commissioners in attendance by telephone:** Mayor Mali Gardner, Vice Mayor Michael Atkinson, Commissioner Melanie McGahee, Commissioner Kristine Petersen and Commissioner Julio Rodriguez.

**Personnel in attendance by telephone:** City Manager Randy Martin, City Clerk Kathy Combass, Utilities Director Danny Williams, City Consulting Engineer Andy Tilton and City Attorney Gary Brandenburg.

**Others in attendance by telephone:** Pastor Jeff Smith, Navid Nowakhtar, Fred Bloetscher, Lee Ward and Russhelle Lee.

**Virtual Meeting Instructions on How to Watch and/or Participate:**

The City of Clewiston City Commission Meeting will be live on the City's Facebook page at <https://www.facebook.com/cityofclewiston> and the City's website at <http://clewiston-fl.gov/meetings>. Public comments or questions may be submitted via email to the City Clerk at [cityclerk@clewiston-fl.gov](mailto:cityclerk@clewiston-fl.gov) for the Commission's consideration up until 12:00 p.m. on the day of the meeting. Public comments will also be allowed via telephone (Phone # 863-254-4038, Room # 994729) at the time the agenda item is being considered when the Mayor invites public comments. Members of the public, when addressing the Commission, via email or telephone, must state his or her name, address, contact information and agenda item they wish to speak about. Be advised that the Commission may take action on items not listed on the agenda. If this occurs, public comments will be received at the time the item is considered provided you speak up indicating your desire to speak when the Mayor invites public comments.

**Statement of the Mayor regarding Virtual Public City Commission Meeting:**

Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes. The members of the City Commission appearing remotely for this meeting are Mayor Mali Gardner, Vice Mayor Michael Atkinson, Commissioner Melanie McGahee, Commissioner Kristine Petersen and Commissioner Julio Rodriguez.

**Prayer and Pledge of Allegiance** – Pastor Jeff Smith of the First United Methodist Church on behalf of the Clewiston Ministerial Association gave the invocation and those participating joined in reciting the Pledge of Allegiance.

**Additions/Deletions/Changes and Approval of the Agenda** - none

**Public Comments** – City Manager Randy Martin stated that one written comment was received in advance of this meeting from Jesse and Rushelle Lee of 337 West Pasadena Avenue regarding the recently constructed Hampton Inn. Manager Martin reported that he has asked for information from Community Development in regards to Mr. and Mrs. Lee's concerns with the buffering requirements and access point onto Pasadena Avenue. He explained that three access points for all public streets that surround the property are required and this access is one of those. He stated that he will be communicating the buffering requirements directly to Mr. and Mrs. Lee. Mayor Gardner asked for public comments. No public comments were heard.

**1. Consent Agenda**

- A. *City Commission Budget Workshop Minutes – August 19, 2019*
- B. *City Commission Budget Workshop Minutes – August 26, 2019*

- C. *City Commission Budget Workshop Minutes – August 27, 2019 Continuation of August 26, 2019 Budget Workshop*
- D. *Proclamation – National Day of Prayer – May 7, 2020*
- E. *Resolution No. 2020-24 – Virtual CMT Meeting Procedures*
- F. *Resolution No. 2020-25 - FDOT State Highway Lighting, Maintenance and Compensation Agreement*
- G. *Resolution No. 2020-26 - Amendment No. 4 to Agreement No. 4600003609 between the South Florida Water Management District and the City of Clewiston*
- H. *Resolution No. 2020-27 – Coalition letter requesting protection of Lake Okeechobee’s critical water supply*

**Commissioner Petersen made a motion, seconded by Commissioner Rodriguez, to approve the Consent Agenda. Vote 5 yeas, 0 nays**

## **PRESENTATIONS**

2. **FMPA Financial Analysis and Rate Stabilization Policy Study Presentation** – Navid Nowakhtar, FMPA Resource and Strategic Planning Manager

Manager Martin stated that this presentation is a final update on a rate stabilization policy recommendation for the Commission’s consideration during the upcoming budget cycle. Utilities Director Danny Williams introduced Navid Nowakhtar, FMPA Resource and Strategic Planning Manager. Mr. Nowakhtar reviewed the PowerPoint included in the agenda and available prior to the meeting on the website and stated the analysis estimates the Fiscal Year 2021 revenues at the current rates will fall short of the budgeted costs by approximately 5%. He stated that based on discussions with City staff, a scenario to recover 2% of the shortfall was settled on which will impact a typical resident \$2.77 per month. He noted a portion of the impact could be offset because power cost adjustments may be lower. He stated the preliminary estimate for the full AMI project delivery cost is \$2.5M with a 50/50 cost split between electric and water utilities. He then stated the current reserve associated with the rate stabilization fund is approximately \$900,000 which is equivalent to just over 1 month of estimated power costs of \$700,000. He stated that based on the current reserve balance, in addition to the 2021 estimated annual bulk power cost of \$8,000,000, the recommended target is 20% of that projected annual bulk power cost (approximately \$1,600,000). He noted the review of collections is suggested to occur at a minimum of twice per year and more frequently as needed. After a general discussion regarding the ongoing operating and maintenance costs, Commissioner McGahee asked if the City’s current one-month reserve is normal. Mr. Nowakhtar stated that the prevailing range is somewhere in the 2-3 month vicinity; 20% of your annual cost is a good balance. Commissioner McGahee expressed that she feels we should look at increasing the reserve balance. Mayor Gardner noted the current reserve balance is at 10% and the recommendation is to go to 20%. Mayor Gardner asked for comments from the public. No public comments were heard.

3. **FMPA Clewiston Power Cost Adjustment for COVID-19 – Customer Support Presentation** – Navid Nowakhtar, FMPA Resource and Strategic Planning Manager and City Manager Randy Martin

Manager Martin stated that management and staff have been looking at ways to adjust bills to offset costs to give relief to citizens. Mr. Nowakhtar reviewed the PowerPoint and explained that the City is projected to save approximately \$265,000 over the May-September timeframe because of reduced electric demand related to COVID-19 and has an opportunity to bring the savings forward and reduce the Bulk Power Cost Adjustment rate to .02070 per kWh. Mayor Gardner stated that she supports the recommendation. Commissioner McGahee expressed that she is not in favor as she feels the City is already in the hole in terms of reserve balances and the savings is not enough that anyone is going to appreciate it. Commissioner Petersen expressed that she feels it is fair and is the right thing to do. Commissioner McGahee asked why the City would choose not to use the \$68,000 Conservation Program funds. Mr. Nowakhtar stated that it is the City’s decision as to whether or not they would want to use those funds or retain them given the uncertainties. Utilities Director Danny Williams explained those funds are used for LED lighting conversions and A/C customer rebates. Manager Martin stated that because there were customers concerned about their utility bills, staff thought about using some of the money for public education on ways to conserve

energy. He also stated the reason he did not recommend that we use those funds is that we may need those funds for activities in the months ahead and would rather use something that we did not expect or did not have budgeted. Commissioner McGahee stated that she feels people can get educated very easily and it is not just our reserves that we are behind in, we have a shortfall. She noted that no small poor rural communities like us are giving away funds. Manager Martin stated that he does not have any objection to use of the Conservation Program funds in lieu of part of the estimated savings. Commissioner McGahee stated that if the Commission supports going forward with this, she recommends that it be implemented for one month and see what it is going to cost before committing to do it for a second month. She also recommended the available \$68,000 Conservation Program funds be used first. Manager Martin stated that he does not have an objection to either recommendation. Vice Mayor Atkinson, Commissioner Petersen and Commissioner Rodriguez expressed that they would support the phased approach. Mayor Gardner asked for public comments. No public comments were heard. Manager Martin stated his appreciation for the feedback and that management will proceed applying the Conservation Program funds first to cover the proposed adjustment amount at the recommended rate for the first month and further report back to the Commission if pursuing another power cost adjustment for the following month.

**4. Water and Sewer Rate Study Presentation – Fred Bloetscher, President, Public Utility Management and Planning Services, Inc.**

Manager Martin reported that the City engaged Mr. Fred Bloetscher, President of Public Utility Management and Planning Services, last year to review our water/sewer utility rates for the upcoming budget cycle. Mr. Fred Bloetscher reviewed the PowerPoint presentation provided in the agenda materials and available on the website prior to the meeting and stated that the goal of the analysis is to assess utility rates necessary to address the wastewater system inflow and infiltration issues on an ongoing basis and address some other treatment plant issues and operational requirements. He also stated that State Revolving Fund (SRF) loan funds are available with interest at .7% or less but the City needs to demonstrate that it would be able to support the debt service that would come out of that loan and a loan agreement with the state needs to be secured by June, 2020. He noted there is also potential for some principal forgiveness on the SRF loan program administered by the state. He stated the construction cost for the infiltration project is approximately \$1.1M. He also stated that his analysis shows the City's current rates are not sufficient to meet those infrastructure needs and qualify for the SRF funds so rate adjustments and improvements to the meters to ensure rates applied are collected based upon all usage are needed. He then reviewed the phased rate recommendations for Fiscal Years 2021 through 2024. Vice Mayor Atkinson asked if the rates would be different for "in city" and "out of city" residents. Mr. Bloetscher stated that he did not make any assumption to that regard in the study. Manager Martin stated his interpretation is that everyone's rates would increase with this action and staff could come back to the Commission for a subsequent decision on how the rate applications for "in city" and "out of city" residents are applied going forward. Mayor Gardner stated that she feels City Attorney Brandenburg input would be needed to address legal requirements of a rate structure for "in city" residents versus "out of city" residents because water service is available to "out of city" customers. Vice Mayor Atkinson clarified that he was referring to the Harlem community in particular as they are "out of city" residents. Manager Martin stated the rates for the Harlem community would not be as a result of the action that the Commission is being asked to take tonight, but is something that could be evaluated going forward. Vice Mayor Atkinson stated residents of the Harlem area do not pay City taxes but receive the same benefits. Mayor Gardner added that the City also serves other areas outside Clewiston and feels that we need to look at that and determine how to handle those "out of city" areas. She asked Manager Martin to come back to the Commission with recommendations. Manager Martin stated that he plans to do an analysis once these immediate actions are taken care of and the city utility financials and operations are in a better place in terms of our current rate structure and the financial stability of the utilities and our ability to handle the additional burden imposed by the SRF project funds. Commissioner McGahee asked City Clerk Combass to put this item on the list of things to do and expressed that she feels we need to look at the South Shore Water Agreement and make sure that these increases are going to go into a formula that will actually cause them to have proportionate increases. Manager Martin stated that it will be part of the process and it is reasonable to expect that all customers would carry their share of the burden. Mayor Gardner asked for public comments. No public comments were heard.

**RESOLUTIONS**

5. **Resolution No. 2020-28** – Resolution 2020-28 authorizes the City to apply for a State Revolving Fund loan to implement the second phase of the City's Inflow and Infiltration (I&I) Program. The project will reduce the flows to our WWTP, as required by the Second Amended Consent Order between the FDEP and the City.

Manager Martin reviewed the project and noted that the 2019 SSES Investigation report presented to the Commission last year by Mr. Bloetscher is included in this agenda material and was available on the website prior to the meeting. He stated the goal is to have the loan agreement before the Commission in May for approval as the deadline to commit to accept the loan is early June if it is awarded. He stated that based upon conversations with state officials the current expectation is that it would be zero percent interest for the term of the loan and approximately 80% of the loan amount would be forgiven. Utilities Director Danny Williams expressed that it is very important that this agenda item is approved tonight to keep the City on track to receive the loan currently being earmarked by the state for Clewiston. Mr. Fred Bloetscher reported that the bid for a mainline repair contract is ready to go and then the laterals that were found to be a problem would be repaired next. He stated the process will typically involve cleaning, videography and slip lining of pipes where leaks are found and document the laterals that are leaking. Commissioner McGahee asked if it is possible to assess each property owner instead of accepting the loan. Attorney Brandenburg said this is not something that is appropriate for a special assessment. Manager Martin noted that this is a maintenance item of the publicly owned utility system and is directly related to all users of the system. Commissioner McGahee then asked if we had contacted the owners of those properties with inflow openings identified in the study and if the repairs had been made. Director Williams confirmed the customers had all been notified and it was his belief that all had made the repairs. Commissioner McGahee requested that the City make sure the customers with identified needed repairs had completed requirements since the City paid for the analysis. She also asked if the critical pipes identified as needing repairs are all going to be lined and how the manholes are typically maintained. Mr. Bloetscher explained in detail the process by which the critical pipes identified are cleaned, videoed and then depending on whether the problem was a broken line or broken lateral, the affected areas are lined or replaced with a point repair. Director Williams stated that routine maintenance is performed on the manholes and a vacuum truck is rented every quarter to clean the lift stations. Commissioner Rodriguez asked if we are going to accomplish increasing the capacity for future growth or are we going to have to do something else in the future. Mr. Bloetscher stated the results of his analysis saw a benefit with the Phase 1 work and the City will recapture some capacity by reducing I & I impacts on flows to the plant and should be able to reduce flows below 1,000,000 gallons. Manager Martin added that this will also benefit the City and its customers by reducing operating costs while providing the opportunity to expand the customer base within the City's service areas within the current permitted capacity without being forced to do upgrades to the plant as soon as they would otherwise be required if the problems are not addressed. Mayor Gardner requested follow up on whether the properties notified of inflow openings had made the repairs. She also requested the update be listed on the action item update list. She then read Resolution No. 2020-28 by title and asked for public comments. No public comments were heard.

**Vice Mayor Atkinson made a motion, seconded by Commissioner McGahee, to approve Resolution No. 2020-28. Vote 5 yeas, 0 nays**

6. **Resolution No. 2020-29** – Resolution 2020-29 adjusts the monthly water and sewer rates according to the recommendations in the FY2020 Water and Sewer Rate Study prepared by consultant Public Utility Management and Planning Services, Inc.

Manager Martin stated that this resolution obligates the City to commit to generate sufficient revenues to cover the proposed debt service, which is a necessity if we are to receive the SRF state funding discussed earlier in the meeting. Director Williams explained that we have to raise our rates in order to receive the loan and otherwise meet the City's utility funding needs and obligations. Mr. Bloetscher confirmed that the tables from the rate study are utilized to demonstrate in the loan application that the City can meet the additional debt service. Mayor Gardner noted that the proposed rates including the increases would still be lower than rates of Moore Haven, LaBelle and Okeechobee. Questions were raised by Commissioner

McGahee regarding whether the new meters would be compatible with the AMI system and the final analysis regarding the use of appropriate ERU factors for availability charges for meters. Manager Martin confirmed that the new meters and others that are relatively new will all be equipped with the AMI technology to read them electronically. Mr. Bloetscher explained that the city currently charges everyone, regardless of meter size, the same monthly fee and usually they should be charged based on the size of their meter. He stated that some residents have a larger meter than what is needed and suggested that over a period of time, the City address that and determine whether those people really need that size of meter and if so require them to pay an availability charge according to the size of their meter. Manager Martin stated that it is his opinion the City should transition to this recommendation and replace the current meters with the correct size at the same time as the AMI Program or charge customers accordingly. After further discussion, Manager Martin noted the resolution includes language that states the rates will be adjusted annually as detailed. Mayor Gardner asked for public comments. Mr. Lee Ward of 25220 CR833, Clewiston, FL stated that he had two questions unrelated to this agenda item to ask. Mayor Gardner asked him to wait until the end of the meeting since his questions were not related to this topic. No additional public comments were heard. Manager Martin stated that timing of this rate adjustment could not be worse but it is absolutely essential for the future of the City as rates had not been timely adjusted for years as noted in the study. He noted the impact fortunately is deferred for almost a year before the new rates go into effect. Mayor Gardner then read Resolution No. 2020-29 by title.

**Commissioner Petersen made a motion, seconded by Commissioner McGahee, to approve Resolution No. 2020-29. Vote 5 yeas, 0 nays.**

After the vote, Vice Mayor Atkinson asked if the trailer parks on our sewer system had been approached to see what kind of ground water they are taking on. Director Williams stated that he and Alan Slater of FRWA investigated the system and they have been told what they need to repair. Manager Martin noted that there are some available resources other than the City that could assist some of these county properties so that they can do septic to sewer conversions. Vice Mayor Atkinson requested that we put a policy in place that forces them to do what they need to do to make sure they are in compliance. Manager Martin stated that we will put that on the action item update list. Mayor Gardner and Director Williams thanked Mr. Bloetscher for his efforts. Mr. Bloetscher complimented the City's staff and stated that he will take a further look at some of the issues that were raised tonight.

7. **Resolution No. 2020-30** – Resolution No. 2020-30 approves Work Order No. 21 of the Continuing Agreement for Professional Services Between the City of Clewiston and Johnson Engineering, Inc. for the United States Army Corps of Engineers (“USACE”) Septic to Sewer System.

Manager Martin reviewed the agenda report and stated that a formal agreement with USACE for reimbursement will be brought to the Commission for approval before any work is entered into. He explained that USACE has part of the funding for this project available in the current fiscal year and will be seeking the balance of the funding in the next federal fiscal year which begins October 1<sup>st</sup>. He stated they need the City to commit to move forward with the engineering so they can obligate the current year available funding toward the project. City Engineer Andy Tilton stated that the entire design and permitting and the construction contract could be done toward the end of the fiscal year so that part of the construction activity would carry over into the next fiscal year when that funding could become available to reimburse the City for the second part of the construction. He noted that upon completion approximately 8 septic systems could be taken offline and the project would greatly enhance the water quality in that area. Commissioner McGahee expressed her concern that the City is being asked to commit to a \$90,000 expenditure without having anything in writing from USACE that says they are going to fully reimburse us. Manager Martin stated that approval is needed as soon as possible to allow them to fully obligate the funding that is available in this year's budget. Engineer Tilton stated the amount of funding available in USACE's budget this year is approximately \$468,000 and the concept is that they would pay that money to the City as a connection fee to the system. Manager Martin explained that the City will need an updated USACE agreement and we need to have the obligation or authorization to enter into the contract with Johnson Engineering, but it would be subject to a subsequent agreement with USACE before we go very far with it. Commissioner McGahee asked why USACE couldn't contract directly with Johnson Engineering and why the City is not going to

bid out the \$90,000 services. Engineer Tilton explained that it is difficult for USACE to declare Johnson Engineering a sole source but it is easy for them to declare the City a sole source because there is nobody else supplying capable of providing sewer service to the agency. Attorney Brandenburg explained the engineering contracts are continuing contracts and the City is not required to bid out each particular item that we need engineering services on. He stated that the Commission could approve the work order and instruct Johnson Engineering not to undertake any work until a firmer commitment from USACE is received. Commissioner McGahee expressed that she feels the services should be bid as we don't know if \$90,000 is a good or bad price. Manager Martin stated that he feels the cost is very reasonable based on the total estimate for the project. Engineer Tilton noted the \$90,000 includes some contract administration costs and things that are not in the normal pricing. He also noted the City has carefully followed the State's Competitive Negotiation Act in getting to this point. Manager Martin added that cost is just one consideration, there are advantages to having an engineer that is familiar with the system and that is why you have a list of more than one engineering firm to consider for projects. He also stated that is why we recently talked about adding to our list of engineers so that we would have the option of picking from a list. Commissioner McGahee stated she would like the City to get in the habit of having two quotes if possible because she feels it is a better practice whether it is required by law or not. She also stated she feels the line either needs to be buried or go under the bridge. Engineer Tilton stated the plan to construct the crossing was for a directional drill that would be at least 10 feet below the bottom of the existing canal so that there is no hazard to navigation and maintenance dredging and things would not impact the force main negatively. There was a brief discussion regarding who owns the canal and who would give a permit to go across the canal for this project. Attorney Brandenburg offered to research the ownership of the canal. Mayor Gardner stated she feels it is important to go from septic to sewer and agrees that we do not undertake the work until we have a contractual obligation in writing from USACE. She then asked for public comments. After hearing no public comments, she read Resolution No. 2020-30 by title. Commissioner Rodriguez asked what kind of impact this project will have on the City. Manager Martin stated that the City will administer the project and USACE will reimburse the City. He also stated that he would not obligate the City to any more than we are reasonably expecting them to reimburse us and we will contract the project with an agreement in place that we will be reimbursed for the full cost of the project.

Mayor Gardner virtually turned the gavel over to Vice Mayor Atkinson.

**Mayor Gardner made a motion, seconded by Commissioner Rodriguez, to approve Resolution No. 2020-30 as mentioned in making sure that the City has a written obligation from the USACE to cover the cost of this Work Order No. 21. Vote 4 yeas, 1 nay (Commissioner McGahee voted nay.)**

Vice Mayor Atkinson virtually turned the gavel back over to Mayor Gardner.

## **MISCELLANEOUS ACTION AND DISCUSSION ITEMS**

### **8. COVID-19 Update and Discussion – City Manager Randy Martin**

Mayor Gardner asked to hear the earlier mentioned public comment from Mr. Ward at this time. Mr. Ward asked what authority the Mayor of Clewiston has on re-opening the City regarding COVID-19. Mayor Gardner's response was that the City is waiting on the Governor's guidelines on re-opening. She stated the City could consider extending the re-opening but would work in conjunction with Hendry County on any decision. She clarified that she as Mayor could not make that decision alone; the decision would be made by the City Commission.

Manager Martin reported that the City is still under the Governor's order that limits and defines essential activities and at this point, under the current guidance, we cannot deviate or be less restrictive. He stated that we continue to get guidance from the state and county levels and are trying to put that information out to the public. He also stated that the County's confirmed case numbers have risen; there are 44 confirmed cases of COVID-19 currently in Hendry County. He noted there are confirmed cases at both nursing homes in Hendry County and 20 persons are under investigation by the Department of Health. Mayor

Gardner stated that the City will be looking for and following the Governor's executive orders and urged everyone to continue to follow the CDC guidelines. She noted that we have not seen the flattening of cases in Hendry County. Manager Martin stated that he does not anticipate any substantive changes being made before the end of the month. Commissioner Rodriguez stated that he feels the community should show appreciation with a banner or marquee to the health care workers. Mayor Gardner noted the Chamber of Commerce has done several things to show appreciation and suggested Manager Martin collaborate with partners in considering community appreciation ideas for health care workers and emergency responders going forward.

## **9. Old Business**

Commissioner Rodriguez stated that he hoped that old business information would be regularly included in the agenda going forward. Mayor Gardner noted that a schedule regarding old business is included in this agenda and asked Manager Martin to update the list after tonight's meeting and send it out to the Commission. Manager Martin stated that he intends to send an updated list out to the Commission as quickly as possible and to include it regularly on agendas.

Commissioner Petersen noted that other communities are having trouble with their lift stations as people are flushing wipes and other things that are not normally intended to be flushed. She asked Utilities Director Danny Williams if the City was having any issues. Director Williams stated that a truck was called in to clean up a few lift station issues of this nature last week. He also stated that the department is sending out notices through different sources to remind the public not to flush those disposable wipes which are not acceptable for disposal in the wastewater system despite claims to the contrary on the products.

## **10. Departmental Monthly Activity Reports - Presented for information only.**

**Comments from City Manager** – Manager Martin expressed his appreciation to City Attorney Brandenburg and the departments on their work to put this virtual meeting together. He also thanked Mayor Gardner and the Commission for their participation and for agreeing to meet this way to dispense with very important City business matters in a timely manner. Mayor Gardner also expressed her appreciation to City staff.

**Comments from City Attorney** - none

**Comments from the City Commission** - Commissioner McGahee stated that she has comments but will communicate directly with Manager Martin to discuss the financials.

Vice Mayor Atkinson stated that he tried to comment earlier in the meeting when Manager Martin addressed the public comment received by Mr. and Mrs. Lee. He wanted to let the Commission know that he talked to Mr. Patel after Mr. Lee originally contacted him about concerns regarding the back entrance to the Hampton Inn. He stated that Mr. Patel agreed that he would address it if there was an issue with traffic in that area. Mayor Gardner noted that Manager Martin stated at the beginning of the meeting that he will follow up directly with Mr. and Mrs. Lee regarding their concern. She stated the lines are now unmuted if Mr. or Mrs. Lee would like to speak regarding this matter. Mrs. Russhelle Lee stated that they had difficulty getting on at the beginning of the meeting. Mayor Gardner stated that Manager Martin will talk to Community Development Director Travis Reese to see what the Commission agreed upon at project approval. Manager Martin stated that he has been in contact with the Community Development office and will make sure all of the requirements including the landscape buffering will be complied with as stipulated on the approved plans for the project. He then described the locations of the three approved accesses to the hotel and stated that he anticipated getting back to Mr. and Mrs. Lee this week with the particular information.

Vice Mayor Atkinson stated that he feels the animal control operation needs to be looked at because there have been too many animal attacks recently. He suggested that staff consider increasing the animal control officer pay during budget discussions in order to attract trained and more qualified officers. He stated that he will discuss details with Manager Martin this week to get a plan in place to move forward to address some of the issues. Mayor Gardner

requested that if a dog is deemed dangerous, we make sure that we are following the requirements. Vice Mayor Atkinson stated that after a dog attacked a little boy, the owners of the dog were attempting to have the dog adopted. Manager Martin stated he is aware of that incident and that staff is appropriately dealing with the case and is going to follow the ordinance to ensure that safety is top priority.

**Adjournment**

**Commissioner Petersen made a motion, seconded by Commissioner Rodriguez, to adjourn the meeting at 8:11 p.m. Vote 5 yeas, 0 nays**

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Mali Gardner, Mayor

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Mary K. Combass, Interim City Clerk