

**ELK RIDGE
CITY COUNCIL MEETING
September 14, 2010**

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5 TIME & PLACE
6 OF MEETING

This Regularly Scheduled Meeting of the Elk Ridge City Council, was scheduled for Tuesday, September 14, 2010, at 7:00 PM; this was preceded by a City Council Work Session at 6:00 PM. The meetings were held at the Elk Ridge City Hall, 80 East Park Drive, Elk Ridge, Utah. Notice of the time, place and Agenda as well as an Amended Agenda of these Meetings were provided to the Payson Chronicle, 145 E Utah Ave, Payson, UT, and to the members of the Governing Body, on September 12, 2010.

11
12 **6:00 PM –**

CITY COUNCIL WORK SESSION AGENDA:

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14 ROLL

Mayor: Kenneth O. Lutes; *City Council:* Julie Haskell, Derrek Johnson, Weston Youd & Erin Clawson (Absent: Sean Roylance); *Planning Commission Chair:* Dayna Hughes; *Building Official:* Corbett Stephens; *Sheriff:* Deputy Brent Butters; *Public:* Alan Hughes, Jack Mason, Neil Dykstra, Lucretia Thayne, Jamie D. Towse, Karla Adams, Mallory Hughes, Cami Carter & Stuart Adams (Horrocks Engineering); *and the City Recorder:* Janice H. Davis.

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20 ALLIED WASTE
21 CONTRACT

Council Member Johnson was assigned from the last City Council Meeting to meet with Allied Waste to work out details if a contract with them, including lower fees. Derrek Johnson: He did meet with Allied and expressed to them that the City needs "better numbers". The revised agreement came in that day and he has not had time to review it.

Mayor Lutes: when they met, they said they would like to have a couple of extra dollars to cover administrative costs, rather than subsidizing the costs through General, Fund revenues. They discussed ways that might be accomplished.

Suggestions from Allied:

- Roll-offs are expensive...perhaps if those were eliminated, then the costs could be lowered
- All cans on the same side of the street

The Council was considering a one year contract.

Proposal: \$9.73 for 1st can (includes collection) + 4.33 each for additional cans

- Without spring clean-up dumpsters (roll-offs)
- Place all cans on the same side of the street (Side is dictated by Allied)
- Possibly decrease the charge for the 1st can and increase the charge for the 2nd can

The Mayor added that there is still the fuel charge, which changes from month to month; adding \$.20 or \$.30. So, the Council needs to consider whether to continue with roll-offs or not.

*The proposal will be on the next agenda for action.

Comments:

Julie Haskell: She liked the idea of decreasing the amount of the 1st can by increasing the charge for the 2nd can.

Mayor Lutes: Most cities do not still provide roll-offs for clean-up for their residents; it is too much of a problem and too expensive. Most cities do not have a reduced price for an additional can; example: Payson charges the same for both cans. Those two suggestions might be considered in order to lower rates for the majority of the citizens.

Julie Haskell: She mentioned that the dumpsters are popular with many residents; but the mess has been an issue. It helped a little when the location was moved.

Corbett Stephens: He pointed out that it helped with the mess when the dumpsters were moved and more of them provided (4 rather than 2).

Mayor Lutes: The Finance Director suggested raising the rates to at least \$12 (1st can) to cover administrative costs. It is important to get the rates down enough to cover these costs in the General Fund.

Julie Haskell: She questioned collection on cul-de-sacs and dead-end streets: the trucks have to turn around anyway; would the cans still need to be on one side of the street?

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53 10:19

54 STORM DRAIN

The Mayor directed this agenda item to Council Member Youd; he had volunteered to help gather information regarding the number and types of storm devices throughout the City.

Council Member Youd responded that he had not had time to complete this task; he hoped to during this month. When asked if he had contacted Corbett Stephens, he replied that he had not. He said he had started on creating a single map to create an inventory.

Mayor Lutes asked Mr. Stephens if there should be a deadline for this work to be completed.

Corbett Stephens: The Council needs to decide how they want to approach the cleaning. Twin D cannot provide an estimate with out the maps and the information.

62 11:53

63 ENGINEERING /
64 PLANNER

Four proposals from engineering firms were provided in the Council packets; two of the proposals include services from a Planner (LEI & Horrocks). A summary of some of the hourly rates was in the memo from the City Recorder. Proposals from engineering firms:

- RB&G, Horrocks, D. Frandson & LEI

There is quite a spread in prices for hourly wages; LEI was the lowest and they are located in Spanish Fork.

Mayor Lutes: He had information that had just come in that day from Utah League of Cities & Towns (ULCT): they recommend a man that was a planner for West Valley City, recently retired. The Mayor passed out copies of his resume. (Qualifications were reviewed, indicating extensive experience) This individual was contacted by Mayor Lutes for some training for he Planning Commission; he said he was also available with services as a planner, as well (rate at \$60/hour + mileage for one way only). He was recommended by Meg Ryan (ULCT).

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17:31

Other planner rates: LEI (\$100/hr) & Horrocks (\$114/hr...travel could be extra)

Comments:

Dayna Hughes asked about the time frame in deciding on a planner. Mayor Lutes responded that the decision could be made at that meeting, or postponed. Mrs. Hughes added that October 9th would be the next Planning Commission meeting and a planner would be needed for certain items on the agenda. It would be preferable to give the new planner time to acquaint himself with the issues.

Mayor Lutes asked the Chair if it would be possible to get the Commission together for some training before that time; Mrs. Hughes said she did not understand the need for any training...she felt all of the Planning Commissioners were trained, except for the new ones and they will go as soon as that training is available.

Mayor Lutes: He felt there seemed to be a great deal of confusion on the part of the Commission, particularly in light of the resignation of the former planner...they seemed to be looking for direction. Due to the questions and concerns expressed, the Mayor felt some training would be appropriate. As an example: creating agendas and the proper way to run the Commission and the association with the duties of the Planning Commission Assistant (Marissa Bassir). He suggested it may be appropriate for the City Council to be at the same training so they can understand the proper relationship that the two bodies should have. He felt this would be a good way to start off with a new planner. *(Much of this discussion was inaudible)*

22:16

(Mrs. Hughes did not see the need. After further explanation, she understood that Mr. Jansen [retired planner] would be coming to a Work Session for training.) Mayor Lutes also felt that this should not take the place of the training provided by ULCT for planners.

Mrs. Hughes: She was concerned about someone acting as an actual planner for the City; and to have the chance to become informed on the issues that are before the Planning Commission at this time. This would be separate from the training. She also agreed that the training provided by ULCT is valuable.

Mayor Lutes: That can all be arranged as soon as the Council makes a decision on the choices presented to them; or to pursue other options in finding a planner.

Derrek Johnson: He felt it was important to make a decision to give the planner time to get updated on the information.

Mrs. Hughes: She said she would wait for the Council's decision and then arranged to meet with whoever is chosen and Marissa Bassir regarding agenda items. She commented that typically the City Planner sets the agenda; she wanted to know at what point should the cut-off be for someone wanting to get onto the agenda. She also objects to people calling her at home for Planning Commission.

Mayor Lutes: From the conversation he has had with those acquainted with planning commission procedures, the Chairperson should be the one that sets the agenda. The planner should act as an advisor. The Mayor added that people should call the City Offices and go through Marissa Bassir. Setting the agenda would be the same process that the Mayor goes through with the City Recorder; but Mrs. Hughes would work with the Planning Commission Assistant (Mrs. Bassir). The Planner may advise the Chair as to possible agenda items; but should not be relied upon to create the agenda...that is the Chair's job.

This is a change, but the Planning Commission should be run by the Chairperson.

(Mrs. Hughes will simply wait for direction from the Council.)

Weston Youd: He offered to contact Mrs. Hughes to inform her of the City Council's decision, since she was unable to stay for the Regular Session. He wanted to know if Mrs. Hughes had a preference as to the options available for planner.

Dayna Hughes: She said she trusted the Mayor and the Council to make this decision; and she will be happy with whoever is hired. She would like to know what the budget for use of the Planner is so that she has an idea of how much to utilize his services; she can keep track of the time. She is afraid that the City will not get the same level of service as with the previous Planner.

*Mayor Lutes: Though he appreciated the offer from Council Member Youd to contact Mrs. Hughes, he asked Council Member Clawson (assigned with Council Member Royslance to the Planning Commission) to contact Mrs. Hughes.

Erin Clawson: She and Council Member Youd spoke of the advantages of LEI's proposal: they are less expensive, they are close and the City has worked with them previously and they are already acquainted with the City's code.

38:01

SOS – TEMPORARY EMPLOYEES

Mayor Lutes: In a previous Council Meeting, Corbett Stephens had requested some additional help with the scheduled projects. The idea of sharing an employee with Woodland Hills was discussed and the Mayor and Mr. Stephens were to create a job description for the position. As they were discussing the matter, they felt that perhaps it would be better for the City to simply utilize temporary help; and that it may be somewhat premature to hire an employee at this time, particularly with winter coming on. They looked into SOS Temp. Services and had representatives come out to City to discuss the terms of their services.

SOS has various skill levels at different prices. The benefits would be covered by SOS and then the City would be bound to this assistance only for as long as the duration of the particular project. If the worker they send out is satisfactory, then he/she continues on with the project; however, if they are unsatisfactory, after four hours, then there is no charge. This seemed like a good idea for the City at this time.

Julie Haskell: She questioned if this would be a day-to-day arrangement (Yes); and if the City still has a list of back-up snowplow drivers (Yes). The observation was that winters tend to be "slow" as far as an abundance of work to do.

Mayor Lutes: He listed some of the pending projects:

The rest of curb & gutter, water tank fence to be installed, concrete work, asphalt patch along side the new gutter, playground lighting.

Corbett Stephens: He felt it would take organization on the part of the City to be sure time was spent wisely. He does not want to hire an employee and then have to lay him/her off. He felt temporary services would fit the City's current needs.

The Council generally agreed that this is a good solution for now.

Weston Youd: The option of "Temp. to hire" is another possibility for the City. A person (worker) can be evaluated on the job and if the person does not work out, the employer is not stuck with a worker that is not qualified. This option can be indicated to the firm. There may be a fee associated with actually hiring an individual.

Erin Clawson: If the person worked out, she wanted to know if he/she could just be hired; or would the City be forced to hire through the company?

Weston Youd: Many workers prefer the flexibility of temporary work; but it depends on the arrangement that is set up with the company before the worker is sent out. If the City hires a worker, there may be a fee attached to that situation. There could be a time limit for hiring; that needs to be established by reviewing the agreement

Jamie Towse: She asked about hiring within the City prior to a worker coming from outside the City. (Council Member Youd responded that was a good suggestion.)

46:03

MANHOLE COLLARS

Memo from Corbett Stephens to Council, dated 9-9-2010)

"Where currently there is a need to repair water valves and manholes, due to freezing and general movement, these repairs are commonly done through the use of concrete collars. Bringing water valves and manholes to the proper grade and slope of the road is generally the easiest and best way to be done. Currently Griff Johnson, Doe Hill Estates, is in need of having this done and would be willing to allow us as a city to do this, provided we don't hold him up from being released from his obligation as the developer for his project. He is willing to give the city the money associated to install these collars and we in turn would release him from durability. The amount for these collars is \$18,990.00; I have received quotes for the needed equipment to do these collars ourselves and they range from \$13,000.00 to \$15,600.00. The equipment quotes vary slightly and none include a tractor to operate the equipment, rental of which is approximately \$200.00 per day.

I request authorization to accept Mr. Johnson's offer to receive cash-in-lieu of required improvements and then for Wayne and I to install these collars next spring, as time then permits. Professional estimates suggest that with the appropriate equipment we can install 20 collars per day, where when we do it with our jack hammer we may only do 3 to 5 in the same time period."

Mayor Lutes summarized the memo.

Corbett Stephens: He estimated that there are about 300-400 sewer manholes in the City (not all in the asphalt). He explained the difference between asphalt collars vs. concrete collars: The concrete allows the manhole to be tilted to the grade of the road. This is an opportunity that presents itself now with the developer work that needs to be done. He further explained the rental of a "bobcat" to attach the equipment to. A resident has also offered the use of his "bobcat", which is a smaller machine, but would still work. If we had the room, it would be good to purchase one; however the expense would be difficult to justify when the city could rent one for \$200/day.

Derrek Johnson: He felt this was a "smart" suggestion. He feels it is a good opportunity; perhaps the machine could be rented out.

No further comments.

50:08

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OF MEETING

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7:00 PM –

CITY COUNCIL REGULAR SESSION AGENDA ITEMS:

ROLL

Mayor: Kenneth O. Lutes; City Council: Julie Haskell, Derrek Johnson, Weston Youd & Erin Clawson (Absent: Sean Roylance); Planning Commission Chair: Dayna Hughes; Building Official: Corbett Stephens; Sheriff: Deputy Brent Butters; Public: Alan Hughes, Jack Mason, Neil Dykstra, Lucretia Thayne, Jamie D. Towse, Karla Adams, Mallory Hughes, Cami Carter & Stuart Adams (Horrocks Engineering); and the City Recorder: Janice H. Davis.

OPENING REMARKS
& PLEDGE OF
ALLEGIANCE

An invocation was offered by Mr. Neil Dykstra; and Mrs. Jamie Towse led those present in the Pledge of Allegiance, for those willing to participate.

AGENDA TIME
FRAME

JULIE HASKELL MOVED, SECONDED BY DERREK JOHNSON TO APPROVE THE AGENDA TIME FRAME, ADJUSTING THE START TIME TO 7:10 PM
VOTE: YES (4) NO (0) ABSENT (1) SEAN ROYLANCE

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55:09
PUBLIC FORUM

No one approached the Council.

CRESTVEIW ESTATES
- ROAD REPAIRS

Corbett Stephens: (*Brief History*) Park Drive was involved with Crestview Estates. Three years ago the Development was placed into the Durability Time Period; they had not had the required compaction tests on any of the trenches they installed. Park Drive was torn up for an extended time and many meetings were held to try to get them to complete the improvements. Because they failed to have the compaction tests, the Engineer told them that they had two choices:

- 1. Tear out the trenches and do it over
- 2. Go with a four (4) year Durability

They opted to not tear it out; but to go with the 4-year Durability. If it failed, they knew they would have to fix the road.

New developers have taken over and the improvements did fail. The “new” developers are actually the original ones that sold it to others. The “new” developers want to get the Subdivision out of Durability; so they are willing to fix the trenches (laterals). The developers met with Corbett Stephens and Craig Neeley (Aqua Engineering) the previous week. Mr. Neeley wrote a letter to the developers, detailing what needs to be done as far as fixing the road. Mr. Neeley felt that in three year’s time the trenches have settled all they are going to; but to fix it, he wants what is called a “T” Patch...cutting out the failed sections and fixing those areas according to Code. The developers want their money back and to do that, they need to fix the trenches. They want to make the repairs now, rather than waiting another year.

Erin Clawson: She wanted to be sure there would be final inspections to ensure the work is “done right”.
Corbett Stephens: Once the Council approves allowing the developers to follow the recommendations of the engineer, and to fix the road; then they will make take care of the repairs (inspections the whole time); then they will have a slurry seal place on the top. Upon completion, Mr. Neeley will conduct a final inspection and write a letter of recommendation to release the development and to take them out of durability.

DERREK JOHNSON MOVED, SECONDED BY JULIE HASKELL, TO APPROVE ALLOWING THE DEVELOPERS FOR CRESTVIEW ESTATES, PLAT A, TO ARRANGE REPAIRS TO THE FAULTY TRENCH WORK ON PARK DRIVE, FOLLOWING THE RECOMMENDATIONS FORM MR. CRAIG NEELEY (AQUA ENGINEERING); AND, UPON COMPLETION OF THEY WORK AND WITH THE FINAL RECOMMENDATION FROM AQUA ENGINEERING; TO RELEASE THEM FROM THE DURABILITY TIME PERIOD

VOTE: YES (4) NO (0) ABSENT (1) SEAN ROYLANCE

1:00:10
ALLIED WASTE
CONTRACT
1:00:44
STORM DRAIN

*Mayor Lutes: It was decided in the Work Session that more time is needed to review the proposals. It will be placed on the next agenda for City Council.

*This item was also postponed. The data was not available regarding the number of storm devices in the City. Mayor Lutes asked Council Member Youd what to expect at the end of September regarding information available to the Council.

Weston Youd: He responded that there would be a map and an accounting of all of the storm drains; “everything Corbett has started, I am just going to continue throughout the City”. Directions were given to obtain measurements of how full the sumps/drain boxes are. He agreed that he would do that.

(The Mayor thought there would also be recommendations as to what to do about cleaning out the systems...whether contracting with Twin D or the purchase of a “vac” truck or trailer, etc. Will there be options for a solution for the problem?)

Corbett Stephens: He recommended finding out what the entire current situation is. Twin D cannot quote a price until they know the details of the work to be done. Craig Neeley (Aqua Engineering) does not know what to recommend until the details are available. Once that information is gathered up, then the City can submit it to Twin D for an estimate and any engineer we may be using for their recommendations.

Erin Clawson: She asked if Council Member Youd if he needed assistance in gathering the information.
Weston Youd: He said he was asked to help; but he would welcome any assistance.

1:04:10
ENGINEERING –
PLANNER

Erin Clawson: She asked for a review of the Councils opinions on the various options (she was not present during this discussion in the Work Session).

Derrek Johnson: He reviewed the advantages of using LEI Engineering:

- They are close (Spanish Fork)
- They have a Planner on staff
- They have served Elk Ridge in the past
- There is a good relationship with them
- Prices are lower (overall)

Weston Youd: He agreed with Council Member Johnson.

Erin Clawson: She also agreed.

Julie Haskell: (*Part of her response was inaudible; but it sounded like she said she liked the fact that they are close to Elk Ridge.*)

Mayor Lutes: He recommended not necessarily taking work away from Aqua Engineering; but to have the option to hire engineering for particular projects.

Julie Haskell: She observed that Aqua Engineering knows the water system and their knowledge would be invaluable to the City. She would hate to lose that relationship with Aqua.

Erin Clawson: The Planning Commission and the Council will have to utilize time spent with the Planner wisely.

The cost (\$100/hr) requires that plans be in place; for example, using the Planner to create an agenda may not be the best way to use his time and the City's money. Having a plan in place for the best use of time and funds is going to be up to the City. The meetings need to be efficiently run.

Mayor Lutes: He suggested staying within the money already budgeted for a Planner for the year; that averages out to about \$2,000/month.

Erin Clawson: She felt that was reasonable for now. There is not a lot going on currently; that amount may need to be adjusted as the year progresses.

WESTON YOUD MOVED TO ACCEPT LEI ENGINEERING'S PROPSAL FOR ENGINEERING AND PLANNING SERVICES; AND THAT SERVICES FOR A PLANNER NOT EXCEED THE ESTABLISHED BUDGET, AS DEFINED IN THE 2010/2011 FISCAL YEAR BUDGET

Discussion:

Mayor Lutes: He pointed out that funding for engineering services would be drawn form other areas in the Budget. The Planner budget could be restricted to the budgets amount for planning; but engineering would not be included in that. Care should be taken how the motion is worded, so as not to restrict money assigned for planning and engineering.

Corbett Stephens: He felt that engineering fees are typically covered for development by the established application fees.

It was agreed that the money spent for planning should be separate from engineering.

THE MOTION WAS SECONDED BY ERIN CLAWSON

VOTE: YES (4) NO (0) ABSENT (1) SEAN ROYLANCE

**Council Member Clawson was to notify Chairperson Dayna Hughes of the Council's decision and the financial restrictions. She will provide a copy of LEI's proposal to Mrs. Hughes, as well. Perhaps Marissa Bassir can assist Mrs. Hughes in tracking the hours and money spent per month. If the \$2,000 is not used for a certain month that excess could be rolled over to a month where the need may be greater.*

1:12:40

PUBLIC WORKS ASSISTANCE – SOS TEMP. SERVICES

Mayor Lutes asked if there was any further discussion besides that which took place in the Work Session. The proposal was to use a temporary service company rather than considering hiring an additional employee at the present time. He suggested that the Council also authorize some money to be spent on the pending City projects. There is \$10,000 budgeted for the installation of the fence; that could be used for labor for that project. \$10,000 should cover the work that needs to be done right now. The City Recorder will have to figure out how best to use that \$10,000.

WESTON YOUD MOVED, SECONDED BY DERREK JOHNSON, TO AUTHORIZE UP TO \$10,000 BEING SPENT ON THE WORK THAT NEEDS TO BE DONE ON CETAIN PENDING PROJECTS; CONDITIONAL UPON THE CITY RECORDER CLARIFYING THE FUNDING AT THE NEXT CITY COUNCIL MEETING

VOTE: YES (4) NO (0) ABSENT (1) SEAN ROYLANCE

1:15:12

MANHOLE COVERS

Corbett Stephens proposed using developer money to purchase the equipment necessary to install manhole covers within the Doe Hill Subdivision.

Corbett Stephens: He will do what the Council directs; but he would prefer to wait to install those "collars" until perhaps spring. However, the developer would like to be released from Durability. The Council released Rocky Mountain Subdivision, Plat B recently with the same understanding: that the developer would "buy-out" of his obligation to finish certain repairs, with the understanding that the City would use that "cash-in-lieu" money to do the work...and the Development was released from Durability. This proposal would also be "cash-in-lieu" of actually installing the collars at this time; they would be done later by the City.

Once the equipment is purchased; using developer money, then that equipment would be the City's and could be used on other developments, as well as on repair work on existing collars in the City.

So, the Council would need to accept the developer money as cash-in-lieu of requiring the collars to be done before releasing them from Durability. If this is accepted, they can be released fro Durability, once the overlay is complete and they pass their final inspection.

WESTON YOUD MOVED, SECONDED BY DERREK JOHNSON, TO ACCEPT \$18,990.00 AS CASH-IN-LIEU OF THE COMPLETION OF THE REQUIRED CONCRETE COLLARS FOR DOE HILL SUBDIVISION, PLAT A; AND UPON COMPLETION OF THE REQUIRED ASPHALT OVERLAY AND PASSING FINAL INSPECTION, TO RELEASE DOE HILL SUBDIVISION, PLAT A, FROM THE DURABILITY TIME PERIOD

VOTE: YES (4) NO (0) ABSENT (1) SEAN ROYLANCE

ERIN CLAWSON MOVED, SECONDED BY DERREK JOHNSON, TO USE THE CASH-IN-LIEU PAYMENT TO THE CITY FROM THE DEVELOPER OF THE DOE HILL SUBDIVISION, PLAT A; TO PURCHASE THE NECESSARY EQUIPMENT TO FIX CONCRETE COLLARS, IN AMOUNTS BETWEEN \$13,000 AND \$15,600.00

VOTE: YES (4) NO (0) ABSENT (1) SEAN ROYLANCE

1:23:22

EXPENDITURES:

General:

A. Lap Tops for Planning Commission:

Weston Youd: There was the model in the packets; or purchase lap tops at Walmart. He was going to get prices on similar lap tops. There was an offer (Neil Dykstra?) to check with local retailers in the area to get brand new lap tops for \$300; loaded with more elements than the ones presented for purchase; they could be more useful.

The question was asked where the money would come from and how many lap tops to purchase.

**Suggestion: to wait to approve the expenditure until the next Council Meeting.*

Discussion of details of lap tops as well as the Office's PC's...Neil Dykstra will assist in analysis.

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MINUTES

City Council Minutes of August 10, 2010:
**JULIE HASKELL MOVED, SECONDED BY WESTON YOUD, TO APPROVE THE CITY COUNCIL
MINUTES OF 8-10-2010, AS CORRECTED
VOTE: YES (4) NO (0) ABSENT (1) SEAN ROYLNACE**

ADJOURNMENT

The Mayor adjourned the City Council Meeting at 7:41 PM.

City Reorder