

TOWN OF SAN ANSELMO
Minutes of the Town Council Meeting of November 26, 1996

Present: Breen, Chignell, Hodgens, Kroot
Absent: none

8:00 p.m.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by students from Sunny Hills School.

3. ANNOUNCE ACTION TAKEN, IF ANY, IN CLOSED SESSION.

Mayor Kroot announced that no action was taken in closed session.

4. OPEN TIME FOR PUBLIC EXPRESSION.

Diane King, San Anselmo Avenue, said she is disappointed with the Council's performance over the last eleven months. She has asked for better speed control, handicapped signs, public meetings on Measure G, and animal control. She said there is low morale in the Police Department. She criticized downtown revitalization as unnecessary.

5. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS, QUESTIONS AND COMMENTS TO STAFF; STAFF MISCELLANEOUS ITEMS.

Kroot said Councilmember Yarish has resigned effective November 22, 1996.

M/s, Chignell/Hodgens, to place Item 12A on tonight's agenda, on the basis that the need to take action arose following posting of the agenda, regarding setting the process for filling the vacancy on the Town Council created by the resignation of Councilmember Tim Yarish. Ayes: All.

Breen expressed sympathy to Councilmember Chignell for the recent death of his father-in-law.

Breen asked the status of the Marin Town & Country Club Committee. He asked staff for advice on creating a Ross Valley Recreation District.

Breen said he feels San Anselmo should look into French toilets for Memorial and Creek Parks.

Chignell said there have been questions regarding building outside the approved building envelope recently and the question has come up as to whether a formal survey should be required. He would like this item to be put on a Council agenda before the end of January.

Chignell said he would like to fill the vacant spot on the Measure G Monitoring Committee vacated by Yarish until a permanent replacement is found.

Hodgens asked about the trash can request at 50 Park Drive. She asked staff to look into whether it is appropriate for the town to facilitate teenage smoking.

6. CONSENT AGENDA: ITEMS ON THE CONSENT AGENDA MAY BE REMOVED AND DISCUSSED SEPARATELY. OTHERWISE, ALL ITEMS MAY BE APPROVED WITH ONE ACTION:

- (a) Approve minutes: November 12, 1996.
- (b) Acknowledge and file financial report through October 31, 1996.
- (c) Ratify classification and compensation adjustments in the Building Inspector and Professional Planning series, and approve appropriation of \$2,100 from Contingency for salary adjustments.

- (d) Ratify collective bargaining agreement with the Marin Association of Public Employees/SEIU 949, July 1, 1996 through June 30, 1998, and approve appropriation of up to \$26,000 from Contingency.
- (e) Acknowledge resignation of Town Librarians Barbara Jacobs and Heather Lamb, and establish process for replacement.
- (f) CONTINUE TO DECEMBER 10, 1996: Oak Avenue Reimbursement Agreement.
- (g) CONTINUE TO DECEMBER 10, 1996: Appeal of Planning Commission decision on development of 80 South Oak Avenue.
- (h) CONTINUE TO DECEMBER 17, 1996: Public hearing on introduction of ordinance amending the Animal Control Ordinance.

Louise Mathews, Foothill Road, asked to remove items (b) and (d).

M/s, Breen/Chignell, to continue item (a) and approve items (c), (e), (f), (g), and (h). Ayes: All.

Regarding Item (b), Ms. Mathews asked about revenue sources on the report. Pollard said state gas taxes are shown as revenue.

Regarding item (d), Ms. Mathews asked what the cost impact of this item is on a property owner's tax bill. Pollard said the total impact is listed in the staff report; the backup detail is in the office.

Louise Mathews asked about the changes in item (c). Pollard said there would be no changes in staffing; rather, this action is to recognize increased levels of responsibility.

M/s, Chignell/Hodgens, to approve Items (b) and (d). Ayes: All.

7. PUBLIC HEARING, APPEAL OF PLANNING COMMISSION'S CONDITIONAL APPROVAL OF A USE PERMIT/DESIGN REVIEW FOR TWO LIVING UNITS: ONE TO BE AVAILABLE FOR PHYSICALLY DISABLED PERSONS, AND ONE TO BE AVAILABLE AS A BELOW MARKET RATE UNIT ON PROPERTY LOCATED WITHIN THE SPD R-3 ZONING DISTRICT; SIR FRANCIS DRAKE BOULEVARD, ADJACENT TO THE WILLOW GLEN DEVELOPMENT, A/P 5-311-21.

Chignell said he will not participate in this discussion on the advice of the Town Attorney due to the close proximity of his residence to the project in question.

Planning Director Chaney presented her staff report and gave a history of this project. Four units were approved in the eighties on this site; presently two units in one structure are proposed, one below market rate unit and one handicapped unit. When the initial plans were approved in 1984, mitigation measures were required and were accomplished. The currently proposed structure has been moved back from the creek somewhat, although it does not conform with the 15 foot creek setback instituted since the original approvals for this lot. This structure is about 1,000 square feet less than the originally approved structure. The applicant has not yet decided whether the units will be for sale or rent.

Hodgens asked what the actual distances from the creek are proposed to be. Chaney said there are several corners that are quite close.

Hodgens asked about the easement held by the property owners at 1 Rivera. Chaney said if the occupants decided to develop the front of 1 Rivera they could use the easement area for access off Sir Francis Drake Blvd.

Kroot asked if there is screening between this parcel and the parcel to the east. Chaney said trees are placed on the landscaping plan all along the eastern edge.

Kroot asked about the controls over the below market rate unit. Chaney said there are conditions and the Housing Authority takes control to ensure the below market rate.

Mark Smith, 1 Rivera, Appellant, said the Planning Commission did not take a really good look at this. The 1984 approval for this lot is no longer relevant. The Environmental Impact Report

(EIR) was actually done in 1980, when traffic was completely different on Drake, a two lane road at that time. He feels the proposed development is too big for the lot because the usable space is actually very small. The 3100 square foot structure doesn't include the garage or parking space areas. Access is a critical factor due to the traffic on Drake. In the original development it was not anticipated that any residents would use Drake access to this area. The creekside ordinance was developed to facilitate creek flow at maximum flow times and should be adhered to. The design of the house is wrong for the lot. The street is primarily one story bungalows, although several complexes of this type have been built.

Edward Wilson, 15 Rivera, said he agrees with Mr. Smith's comments. He feels having traffic pull out onto Sir Francis Drake is dangerous and not the same situation as it was in 1984.

Maria Zaharoff, 1 Rivera, said the Willow Glen Development was the subject of a referendum in its time. She asked Stan Hayes, former Planning Commissioner, what the intent of the below-market rate units was at the time. She believes there should be two below market units, one of which would be handicapped accessible. Any increased ingress and egress on Drake should be carefully considered. The original approval was a tentative map approval, not vested tentative, so Council has the right to make any changes to conform with current laws, such as the watercourse setback rule.

Ed Tarrant, Tarrant-Bell Properties, said that after hearing the neighbor's concerns, they revised their already approved plan to conform to some of their concerns. The proposed building is about the same size as the other homes in the development. The Smith-Zaharoff home is actually bigger than this proposed structure. He said the EIR was pertinent in 1984 and so is only 12 years old. The neighboring structures are all large complexes. He hopes to build this for his son who is visually handicapped and thus he cares very much about the creek overflowing. There was no requirement at the time of approval for a below market rate unit.

Breen asked about the referendum that was undertaken with the original development and if he had discussed possible compromises with the neighbors. Tarrant said he didn't know about the referendum and they haven't discussed possible compromise.

Hodgens asked about the lot split discussion. Tarrant said they are hopeful of getting a lot line split and to do this each unit must be on separate property. Otherwise they would create a condominium where you don't own the land and this is not feasible with only two units.

Kroot asked about the types of trees on the eastern side. Tarrant said they are evergreen pears.

Mark Smith, 1 Rivera, Appellant, said his home is smaller from the front side and is a long way from the property line. He objects to the structure's frontage on Drake. Would the handicapped unit be held in perpetuity as a disabled or Below Market Rate (BMR) unit? He asked if there is a creek reserve with rights of its own. In the original EIR, no work could be done between November and April, which would be a minimal protection.

Maria Zaharoff, 1 Rivera, Appellant, said they were told that the original owner, Mr. Cordone, was trying to prevent development of this lot by the easements that were set up. This property was intended for a small recreation room and pool. The original development was four small apartment-like dwellings, rather than clearly a single family, 4 bedroom home as is now planned. She would like to see story poles on the site so people can get a feeling for the size and get the building into perspective. This building is too massive.

Planning Director Chaney said staff, too, was concerned with the date of the Environmental Impact Report. The state requires that if there are substantial changes the EIR must be redone. They reviewed the EIR on traffic and calculated the traffic output today. They found that the level of traffic generated by this project is less than what would have been generated by the originally approved project. However, traffic has increased on Drake and a new access point is involved. The Public Works Director felt the fact that the project is less intense made the changes not significant enough to warrant further environmental review.

Breen asked why story poles weren't required. Chaney said they are typically required in hillside areas, not flatlands.

Breen asked about the disclosure requirements to future buyers of property adjacent to this area.

Mr. Tarrant said he doesn't believe there are disclosure requirements but these are recorded documents at the County.

Hodgens asked about the 3100 square foot figure that doesn't include garages, etc. Chaney said the carport and garage are 630 square feet.

Hodgens asked about the relevance of the negative declaration done by staff. It wasn't questioned by the Planning Commission, but does the Council have the right to question it. Chaney said Council has the right to review the negative declaration.

Ted Wilson, 15 Rivera, said there was no discussion of building on this lot when he purchased his home five months ago.

Breen said he had hoped that the two parties would have gotten together sooner to try to work this out. He has looked at this issue from all sides. It is a big change for the Smith-Zaharoff residence. He is trying to balance everybody's rights and look at this issue with perspective. He doesn't feel this structure is massive, but he would like some sort of landscaping berm in the front. He tends toward denying the appeal.

Hodgens said she is not comfortable with the 1980 environmental review having a determining factor in 1996. She is not comfortable with staff's negative declaration document. She is not comfortable that the approval of this project happened with only four Planning Commissioners, two of whom had only been on the Commission for less than a year. She is confused about the lot split question, having the structure divided over two lots. She is concerned with the creek as well. She didn't hear enough about why the creek setback requirement is being waived. She would like to have more consideration given to this project.

Kroot said he has been to the site three times and sees the impact is greatest at 1 Rivera. He doesn't have a problem with the 1980 EIR. The unit is screened, built outside of setbacks, and yet still will impact the neighbor. He is prepared to deny the appeal because he feels this project has the least impact.

Hodgens said the appellants are not interested in having no development at all. She would like to see the two parties work something out that might be agreeable to both parties.

Breen agreed, but this would be up to the two parties.

Maria Zaharoff, 1 Rivera, said they would be agreeable.

Mr. Tarrant said compromise is just too late and too much money has already been spent. The Smiths haven't tried to work with them, but they have tried to compromise for them.

Town Attorney Roth said he would like to have a written resolution on this, so he was going to suggest it be put off for two weeks anyway.

Mr. Tarrant, Applicant, said they can't reduce this project any further because it won't be economically feasible.

M/s, Breen/Hodgens, to continue this item to the meeting of December 10, with the Town Attorney to prepare a resolution on the matter, strongly encouraging the parties to work together on a compromise. Ayes: All.

8. ADOPTION OF ORDINANCE AMENDING TITLE 1 OF CHAPTER 2 OF SECTION 1-2.06, PUBLIC NUISANCES: ABATEMENT, ESTABLISHING OBLIGATION OF ATTORNEYS FEES IN PUBLIC NUISANCE ABATEMENTS, AND ALLOWANCE FOR PROPERTY SALE IN THE EVENT OF DELINQUENT PAYMENT.

Town Administrator Pollard said this ordinance was introduced at the last meeting. The Council questioned whether they would have any flexibility regarding having the property sold in three years. She said she was assured that the Town would be able to work with the County on the sale of the property. Staff recommends the Council adopt this ordinance.

Hodgens asked how the process would work on the property sale. Town Administrator Pollard said the Council could request at any time in the process that the sale of the property be held. A condition of the ordinance is that we be contacted before the sale of any property.

Hodgens asked if this would go back to the Council. Town Administrator Pollard said staff would receive any notices and, if it is an appropriate Council action, it would come back to Council.

Kroot confirmed that a sale would only happen on very large liens.

The public hearing was opened.

Louise Mathews, Foothill Road, said this item was improperly noticed per the Brown Act at the last meeting. She learned from the County that they sell delinquent properties after five years. She asked that the Town not approve an earlier sale date than the County of Marin currently uses. This is entirely new language for San Anselmo and not very nice.

David Gladysz, Cedar, said he spoke with Mr. Holmes at the Marin Board of Realtors, who was disturbed by this language.

Drew McEachron, San Anselmo Avenue, said selling the property after three years seems like a bully tactic. Anybody in a bankruptcy situation would have two less years to try to deal with the situation.

Hadden Roth, Town Attorney, said he said the noticing was adequate, but sparse, at the last meeting. He directed staff to reword it and that has been done. Michael Smith, Tax Collector, said he would cooperate with us on three years. The Town doesn't have to foreclose in three years, but it may do so. State law requires the property owner be notified that the property may be sold in three years. When he reviewed this ordinance he realized that this wording should have been in the ordinance all along.

Kroot asked how often things like this happen. Mr. Roth said this is the first time in twenty five years that he has seen one.

Louise Mathews, Foothill Road, said the teeter plan allows the County to pay Towns back for these delinquent liens. There is no need to be so blatantly mean spirited.

Chignell said he supports the staff recommendation and he is convinced that flexibility is written into the ordinance.

Hodgens said she would be more comfortable if the statement were amended to say that any movement to sell a property must come back to Council before action can be begun. Town Attorney Roth said the Town Council must take the action.

Breen said the ordinance is riddled with Council action. "May" means "may" and not "shall." He supports the ordinance.

Kroot said he supports the ordinance. The Town operates in a very compassionate manner. This situation is important for a really big loss. This gives the Town some leverage.

M/s, Chignell/Breen, to waive reading and adopt the ordinance amending Title 1 of Chapter 2 of Section 1-2.06, Public Nuisances: Abatement. Ayes: All.

9. PROPOSED AMENDMENT TO THE 1996-97 MEASURE G CAPITAL IMPROVEMENT BUDGET, TO ADD CONSTRUCTION OF A DRAINAGE PIPE BYPASSING FERN AVENUE, IN THE ESTIMATED AMOUNT OF \$100,000.

Public Works Director Bush said this action is to make an adjustment to the Capital Improvement Plan to perform a Year 3 project in Year 2. A sinkhole occurring on private property is endangering other properties in the area. The Town already had a plan to make improvements in this area, and it is recommended that these improvements be accelerated to save property loss. The repaving of Cedar would be moved to year 3 as a trade off.

David Gladysz, Cedar Street, said his street really isn't that bad and the Fern project seems more important.

Louise Mathews, Foothill Road, asked that the formal bidding process not be waived in this project, even though it is an emergency situation.

Public Works Director Bush said he wouldn't recommend waiving bidding, just formal bidding. In all other ways it would be bid; this would just compress the timeframe required.

Mike Randall, 2 Klare Avenue, thanked the Council for their efforts.

Chignell commended staff's work. This is a neighborhood drainage project that needs to be resolved for the neighborhood. He supports the staff recommendation.

M/s, Chignell/Hodgens, to consider a revision to the adopted Capital Improvement Program to accelerate a drainage project with flooding potential, and to order the design and construction be performed under emergency circumstances. Ayes: All

10. APPLICATION FOR CLOSURE OF SAN ANSELMO AVENUE AND USE OF PUBLIC SPACE ON SATURDAY AND SUNDAY, JUNE 28 AND 29, 1997, FOR THE SAN ANSELMO ART & WINE FESTIVAL, SPONSORED BY THE SAN ANSELMO CHAMBER OF COMMERCE.

This item was continued to the meeting of December 10, 1996.

11. PROPOSED RATE INCREASE FOR GARBAGE AND RECYCLING SERVICES, EFFECTIVE JANUARY 1, 1997.

Town Administrator Pollard said this item was heard at the last meeting and additional information was requested. The additional information requested is included in the staff report, including an overview of issues involved in the performance ratio. There was interest in having more specificity in the goals and staff has prepared some goals that should be reviewed with San Anselmo Refuse & Recycling (SARR) and the Solid Waste and Recycling Advisory Committee (SWARAC). Staff recommends a 7.7% increase be approved and that Council adopt performance goals and objectives.

Hodgens asked Eric Nylund, Deloitte and Touche, about operating ratios in other towns in Marin. She said several towns have ratios in a 5% range.

Eric Nylund, Deloitte and Touche (D&T), said the range is shown to compensate companies for the risk they take.

Chignell asked how long some of those franchise holders have been in existence with the specific towns. He feels they've been together for some time.

Nylund said the operating ratio is irrespective of the timing in the franchise.

Hodgens said D&T makes a number of recommendations in its latest report. How does Council know if these will be taken by the garbage company?

Town Administrator Pollard said she recommends that all recommendations these be incorporated into Council's action.

Hodgens said she was pleased with more specificity in the performance standards area. She would like to see more specifics on how results would be demonstrated. She appreciated the graphs provided and noticed that the glass and aluminum recycling has been static.

Nylund said most of the recycling tonnage is in cardboard and paper recycling.

Al Bianchi, on behalf of San Anselmo Refuse & Recycling, said the glass and aluminum markets are very flexible. People can take bring in glass and aluminum and get money for them. He encouraged Council to consider utilizing the D&T report as much as possible in making a decision. This was contemplated at the time the franchise was entered into and is what SARR was counting on.

Chignell said Mr. Bianchi is asserting that Council has no authority that all authority should rest with Deloitte and Touche and their report.

Hadden Roth, Town Attorney, said rate adjustments taken from a rate review study are made by Council. It all goes back to the Council's intent at the time they signed the agreement.

Hodgens said she understands that Council agreed to use the D&T process and that's what has been done.

Al Bianchi, SARR attorney, said he is saying that Council has the responsibility to consider the D&T recommendations.

Town Attorney Roth said this is a contract between two parties that is bound by the agreement between the two parties.

Town Administrator Pollard said she recalls that there was never a commitment that the Council would be tied to a recommendation by Deloitte and Touche.

Richard Johnson, SARR, said that when contract negotiations were going on, their understanding was that the numbers were what they were, and they recall that the rate review process would be constrained by the methods and procedures outlined by Deloitte & Touche. They would not have come into San Anselmo and made the changes they did if they did not have a precise methodology by which to assess rate review.

Chignell said the contract length was increased by two years through a very difficult process because they agreed to give us these changes.

Barbara Thornton, SWARAC, said recycling overall has increased tremendously. There are several policy questions in the D&T report, including the operating ratio, on which Council has decisions to make. Some of the D&T information is new and gives a better understanding, although she is concerned that this information wasn't included before. Regarding garbage company profits, San Anselmo participates in placing liens on properties and that reduces the risk the garbage company must take.

Hodgens asked about the process SWARAC went through regarding the numbers review.

Barbara Thornton, SWARAC, said she spent many hours going through the rate application numbers, then worked with Deloitte and Touche on further numbers. They compared the figures to other garbage haulers, they looked at wage figures, and requested documentation on certain areas like management fees.

Hodgens asked about the one-time expenses and asked if they'd been factored out.

Thornton said setting up yard waste and setting up recycling were one time charges. But they saw that there would be ongoing costs associated with those programs in trying to meet the year 2000 goals.

Hodgens asked about quantifiable objectives that resulted in a 90% operating ratio.

Thornton said they were taken up with instituting new programs and did not keep up with complaints received over the time period. She feels that these objectives can be quantified and should be refined for further rate reviews.

Sophia Spencer, 18 Jordan Ave., said she loves her garbage service and feels the recycling service is great.

Louise Mathews, Foothill Road, asked about the \$31,000/year lease figure for 6,000 recycling bins. She is curious if those are the white 5 gallon recycling buckets. She would like to see D&T correct their rate review without cost to either company. How many vehicles does SARR have, 14 or 16? She would like SARR to work on equalizing the rates with Sleepy Hollow. How much will the milk carton recycling expansion cost? We should know this before we set a rate increase. Property damage is higher than listed.

Eric Nylund, D&T, said their report is a prospective look. The operating ratio is a projection. This is a review not an audit. They're using historic performance to determine what the rate of return might be.

Kroot asked about the lease on the buckets. Nylund said it is \$4-5 per bucket and was the most reasonable way of handling this.

Barbara Thornton said she questioned this as well. Looking at leasing versus purchase, leasing doesn't front end load the costs for the ratepayers.

Kroot asked if there is any connection with Sleepy Hollow. Nylund said the Town has no authority to change rates in the incorporated area. Services should be compared in the two areas. A franchise fee is collected by San Anselmo on the revenue.

Barbara Thornton said the Sleepy Hollow revenues are considered in the basis.

Louise Mathews said the costs of San Anselmo and Sleepy Hollow were to be kept completely separate and she hasn't seen that.

The public hearing was closed.

Breen said he recalls that the agreement was to use the Deloitte & Touche numbers. This is a prospective view of the garbage operation. It was decided not to use a formal audit. New programs were instituted as promised. Even 24 complaints in a two year period is not unreasonable. He feels the D&T objectives are worthwhile. Based on his recollection of the agreement at the time, he feels that their performance is good. SWARAC and the Town Council have not been working closely together enough. He would support the increase at this time and to set the standards included in the D&T report.

Chignell said Mr. Bianchi is not representing the community, he is representing the garbage company. The Council has the responsibility to look out for the community. The contract was extended two years so we could get these recycling amenities and the garbage company has done that. The more specific goals and objectives are much needed. Inflation needs to be looked at, other jurisdictions, and what the community at large can afford. He recommends staff work further on the debris box issue and franchise fees, recycling of debris box contents. He feels a rate increase and operating ratio should be fair, perhaps 91%. A rate increase should be eased in over time, tied to the goals and objectives.

Hodgens said she is interested in a methodology that allows for a bigger increase the more money is spent. She is happy that she has gotten answers to many of her questions. She still feels strongly about documentation of performance standards being very important. As time goes by, she feels this will be even more important. She would be more comfortable with a 91% operating ratio.

Kroot said the increase has gone from 14.8 to 7.7%. He feels comfortable with this number. The company has been responsive to the community. It has been five years since there was an increase. He would approve the rate increase.

Nylund said the difference in 1% in the operating ratio would be about \$20,000 per year.

Breen said he is worried that Council is not taking into account the time and effort that SWARAC has put into this effort.

Chignell said there is no disrespect to the Solid Waste & Recycling Committee, just a different perspective.

Kroot said he understands our charges are very typical as is the 90% operating ratio.

Nylund said the operating ratio is not necessarily linked to performance. In Oregon a yard waste program adds \$1 - \$5 per week to a consumer's bill.

Al Bianchi said the Marin Hazardous Waste JPA has set a 90% operating ratio for their hauler with whom they have no experience.

Town Administrator Pollard said the operating ratio is recommended to be based on performance because performance is an important element in this Town. This intent was to emphasize this element in the rate setting and in the relationship between the two entities. Nothing was found lacking in their performance to lower the operating ratio.

Breen said he would like to continue this item for more specific performance criteria and spread the rate increase over time, with something quantifiable as an incentive for the rate increase.

Hodgens said we need a better idea of how to decide on the operating ratio.

Chignell said the debris box issue is important as boxes are being dumped directly in the landfill.

Breen suggested representatives of SWARAC be included in these discussions.

This item was continued to the special meeting of December 17, 1996.

12. REQUEST TO CONTRIBUTE TO THE COUNTYWIDE ADVOCACY LAND LOBBYING EFFORT TO RESTORE PROPERTY TAX DOLLARS TO LOCAL GOVERNMENTS IN MARIN.

M/s, Breen/Chignell, to continue this item to the first regular meeting in January. Ayes: All.

12A. TOWN COUNCIL VACANCY.

Town Administrator Pollard said the Council has two options, filling the vacancy by appointment or calling for a special election. This must be done in 30 days. The term in question expires in 1999. The Council has used an appointment process in the past that has worked successfully. A special election would be June 3 and would cost approximately \$25,000-\$30,000. For the appointment, the proposed process is outlined in the staff report.

Drew McEachron, San Anselmo Avenue, asked that the person who was the first or second runner up in the last election be appointed to this seat. Is this possible?

Town Administrator Pollard said this is legally possible.

Louise Mathews, Foothill Road, asked if the Tam District is having a measure on the March ballot. Town Administrator Pollard said it is too late for the March election.

Kroot asked if the Council can't agree on an appointment, then would it go to an election. Town Administrator Pollard answered affirmatively.

M/s, Chignell/Breen, to announced the vacancy on Council and invite applications for Council appointments; final selection to be completed at a special meeting on December 17, 1996. Ayes: All

13. ADJOURN.

The meeting was adjourned at 12:25 a.m.

Debbie Stutsman