

COURTS & PUBLIC SAFETY COMMITTEE
DRAFT - MEETING MINUTES
Monday, December 18, 2023 – 4:00 p.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: John Kozlowski, Chair
Burt Francisco
Jesse Osmer

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, County Board Assistant
Sheriff Erik Smith
Fire Chief Rob Edmonds
Rachel Smolinski, City Manager
Al Rapson, Deputy EM/E911 Director
Steve Mousseau, IT Director
Cynthia Muszynski, Prosecuting Attorney
Rory Sherwood, Central Dispatch (zoom)
Lynn Bunting, County Board Assistant (zoom)
Kim Ludlow, County Treasurer (zoom)
Cindy Cebula, Chief Deputy Treasurer (zoom)
Amanda Repke, Deputy Treasurer (zoom)

CALL MEETING TO ORDER

Chair John Kozlowski called the meeting to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

MOTION TO ADOPT AGENDA

Moved by Commissioner Francisco and supported by Commissioner Osmer to adopt the agenda with the following addition: 1) Approval of Data Storage Contract. Motion carried.

INFORMATION ITEM: Chair Kozlowski presented November's Child Care Fund Monthly Reports (attachment #1). Motion was made by Commissioner Osmer and supported by Commissioner Francisco to receive and file the Child Care Fund Monthly reports as presented. Motion carried.

INFORMATION ITEM: Alpena City Fire Chief Rob Edmonds presented a reimbursement request in the amount of \$2,216.80 for the repair and service of a Lifepak Cardiac Monitor (attachment #2). This cost was not anticipated or budgeted for. Discussion was made that reimbursements cannot be paid from quotes and an invoice and proof of payment will be required. This reimbursement request would carryover to 2024 and require a budget adjustment. Motion was made by Commissioner Osmer and supported by Commissioner Kozlowski to recommend approval of the reimbursement request as presented. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the reimbursement request from the City of Alpena up to the amount of \$2,250.00 from line item 210-651-972.000 (Equipment/City Contract) for the service and repair of a Lifepak Cardiac Monitor. Once invoice and proof of payment have been provided to the Treasurer this will be paid out of the 2024 budget.

INFORMATION ITEM: Emergency Management and E/911 Services Deputy Director Al Rapson gave the Committee the monthly report for November:

- Stats for the month of November for 911 are as follows: 41 text messages received, 554 911 calls received, and 2,182 CAD entries were made.
- At the Michigan Director's Association meeting the 911 Office is looking to access traffic safety grants. This would enable us to apply for grants for more radios, a new CAD system, and other major improvements for the 911 Center.
- Weekly NOAA webinars have started.
- Annual maintenance on the 8 sirens was performed with two siren boards getting replaced and a power source in dispatch was replaced.
- Al attended a Region 7 meeting and spoke with the chair of the LETPA (Law Enforcement Terrorism Prevention Activities) Committee, and they had inquired if anyone would like to participate on their Committee. Sheriff Erik Smith will try to attend their meetings held every even month on the third Monday. There was a meeting today where they spoke about having active shooter training and offered to pay for any law enforcement that would like to partake.
- They are currently in the process of interviewing for a 911 Dispatcher.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented an updated Ambulance Fund Policy for review and approval (attachment #3). Motion was made by Commissioner Francisco and supported by Commissioner Osmer to recommend approval of the updated Ambulance Fund Policy as presented. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the updated Ambulance Fund Policy as presented.

INFORMATION ITEM: Administrator Hannah presented an amendment to the City Ambulance Service Agreement for discussion (attachment #4). The existing 4-year ambulance service agreement expires at the end of 2024. The amendments include: 1) Language changes on vehicle types; 2) Personnel; and 3) Compensation. The amended compensation rate would change from \$940,000 or 1 mil, whichever is lower to \$1,112,542.00 or 1 mil, whichever is lower. City Manager Rachel Smolinski reported costs are up substantially and there has been no increase in four years. Fire Chief Edmonds stated they are not asking to exceed the 1 mil. Administrator Hannah noted that the City made a recommendation to purchase ambulances on three-year rotations instead of two. Part of this amendment is to order an ambulance in 2024 for anticipated delivery in 2025 as it takes 12-18 months to receive. Motion was made by Commissioner Francisco and supported by Commissioner Osmer to recommend approval of the amendments to the current ambulance service agreement as presented. Chair Kozlowski opposed. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the amendments to the Ambulance Service Agreement as presented.

INFORMATION ITEM: Administrator Hannah presented the MAC Administrator's Financial Status Report for review.

INFORMATION ITEM: Administrator Hannah presented discussion on Data Storage and Data Redundancy. The Prosecutor's Office was taking up a lot of storage space with videos from body cameras and car cameras. With their new Karpel system much of that storage will stay with Karpel, but it is unknown how much storage we will have to keep here. The current contract for the backup storage system with Cohesity is up for renewal in April 2024 but there are two components with contract, hardware and software. Last year they changed their model and the hardware portion remained at the April renewal date, but the software component begins in January. The new system needs to be up and running before the other one ends. IT Director Steve Mousseau has made the recommendation to change providers and to use IT Partners. The quote is \$37,908 each year for 5 years. IT Director Mousseau reported another option is to put a redundant data center at the Sheriff's Office which would cost approximately \$180,000 and may require additional personnel. IT Partners is a cloud-based storage system where all you need is an internet connection to get servers back at any time. If the County renews with the current provider the cost would be \$29,000 each year. The difference of \$8,908 between the two contracts is already in the approved 2024 IT budget. Administrator Hannah also reported regardless of which company they choose a SAN (Storage Area Network) unit will need to be purchased and is already budgeted for. Motion was made by Commissioner Franciso and supported by Commissioner Osmer to recommend approval of the new IT Partners Contract.

ACTION ITEM #4: The Committee recommends approval of the IT Partners Contract to provide Data Storage for the County as presented.

INFORMATION ITEM: Chair Kozlowski presented the Ambulance Fund Monthly Report to receive and file. Motion was made by Commissioner Osmer and supported by Commissioner Franciso to receive and file the monthly Ambulance Fund Report as presented. Motion carried.

INFORMATION ITEM: Chair Kozlowski presented the Medical Examiners Monthly Reports to receive and file. Motion was made by Commissioner Osmer and supported by Commissioner Franciso to receive and file the Medical Examiners Monthly Reports as presented. Motion carried.

INFORMATION ITEM: Chair Kozlowski presented the Veterans Affairs Monthly Report to receive and file. Motion was made by Commissioner Osmer and supported by Commissioner Franciso to receive and file the Veterans Affairs Monthly Report as presented. Motion carried.

***Next Meeting: To be Determined at the December Full Board Meeting.**

ADJOURNMENT

Motion was made by Commissioner Osmer and supported by Commissioner Franciso to adjourn. The meeting adjourned at 5:13 p.m.

John Kozlowski, Chair

kvm

November 2023 Child Care Fund Monthly Report

Cash Balance:	\$58,218.56
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Revenue:	
General Fund Allocation:	\$27,981.68
Basic Grant:	\$2,769.66
State Reimbursement:	\$2,499.83
Blending Funding:	\$0.00
Interest:	\$54.30
Other Revenue:	\$3,756.72
TOTAL REVENUE:	\$37,062.19

Expenditures:	
Foster Care:	\$0.00
Institutional Care:	\$13,069.51
Intensive Probation:	\$37,695.46
Basic Grant:	\$1,584.21
Other Expenditures:	\$0.00
TOTAL EXPENDITURES:	\$52,349.18

Blended Funding:

Cash Balance:	\$42,927.65
Savings Balance:	\$15,917.60

Memorandum

TO: Alpena County Courts and Public Safety Committee

CC: Alpena County Administrator Mary Catherine Hannah,
City Manager Rachel Smolinski

FROM: Chief Rob Edmonds

SUBJECT: Reimbursement Request

DATE: December 6, 2023

A costly and unexpected service repair was needed on one of the Lifepak Cardiac monitors for the non-invasive blood pressure (NIBP) function of the device. The connector was broken and did not allow it's use. As part of the performance inspection to ensure the unit properly functioned, the device failed and required more repairs. To bring the cardiac monitor into full functional operation the total costs of the repairs were quoted at \$2,216.80. A costly repair that was not anticipated or budgeted for.

Under an annual maintenance and service contract with the device manufacturer, Stryker, the cost of repairs would have been covered as part of that agreement. As we do not have this agreement, we are responsible for the full cost of the service and repairs.

I inquired with County Administrator Hannah as to the possibility for authorization for reimbursement for the expense for repairs and she directed me to making a request to the Courts and Public Safety committee for further consideration.

I did authorize Stryker to make the repairs as it is a required and essential lifesaving equipment on each of our ALS rigs.

At this time, I am requesting the Alpena Courts and Public Safety Committee authorize reimbursement of the \$2,216.80 to the City of Alpena for the repairs and service to this cardiac monitor.

Thank you for your time and consideration in this request for reimbursement.



Work Order Information

Service Location	ALPENA FIRE DEPT - 501 W CHISHOLM, ALPENA, Michigan, 49707- 2424, United States	Contact	Tim Slosser tims@alpena.mi.us (989) 354-3151
Work Order Number	WO-06848585	Work Order Status	Dispatched
Service Billing Type	T&M	PO Number	Per Tim Slosser
Work Order Type	Repair	Technician	RYAN VROOMAN
Problem Description	Customer reported the device's NIBP connector had detached from the bezel.	Date of Service	11/26/2023 12:00:00 AM
Repair/Service Notes	Upon inspection it was discovered the device's NIBP connector had detached from the bezel. Replaced connector resolving the issue. During performance inspection procedure, device failed NIBP leakage test, causing the device to XXX.		

Asset / Product Information

Serial Number	Product Name	Model Number
46464607-99577-001955	LP15,EN,SPO2,3L/12L,EX,NIBP,CO 2,TR,VR,BT	99577-001955

Work Order Details

Time						
Part Number	Description	Qty	Unit Price	Discount	Line Total	
LABOR-SMR	Time entry, in hours	1	\$ 316.00	15	\$268.60	
				Subtotal	\$268.60	
Materials						
40577-000055	KIT - REPAIR, NIBP CONNECTOR, LP15	1	\$138.00	0	\$0.00	
40577-000045	KIT - REPAIR, NIBP ORIONLP15 ROHS	1	\$2,292.00	15	\$1,948.20	
				Subtotal	\$1,948.20	
Expenses						
				Subtotal	\$0.00	
				Total	\$2,216.80	

Checklist

Description	Reading	Result
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Alpena County Ambulance Fund FISCAL POLICY AND PROCEDURE

PURPOSE:

This is a policy to establish expenditure guidelines for funding ambulance and emergency medical services countywide. The Ambulance Fund pays for the following items: contract and equipment for ambulance services, medical control, first responder calls, first responder equipment, emergency services training, 911 private road signs and other items to enhance and improve emergency response in Alpena County as approved by the Alpena County Board of Commissioners.

Abbreviations commonly used throughout this document: EMS (Emergency Medical Services), MCA (Medical Control Authority), MFR (Medical First Responders), ALS (Advanced Life Support), BLS (Basic Life Support).

POLICY & PROCEDURE:

General Guidelines

EMS agencies have an inherent responsibility to budget for EMS training, equipment, and supplies and should not rely solely on the County for funding.

Requests to the County for EMS training and reimbursement, and for EMS equipment and/or supplies, are to be made through the Alpena County Board of Commissioners Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707. The Commissioners Office will distribute copies of EMS requests to the Medical Control Director and non-EMS requests to the County Administrator. Requests will be reviewed by the Courts & Public Safety Committee of the County of Alpena for recommendation of approval to the Board of Commissioners on a bi-annual basis (July & December). The request should include a cover summary sheet with the total amount requested and attach detailed information [invoices, receipts, proof of payment, etc., will be required to be presented at the time of reimbursement requested..]

Only those requests made by the city or township representative, the fire chief, and/or the fire administrator will be considered.

Eligible Fire Departments/First Responder Departments are specified as follows with name and how many stations in parentheses: Alpena City (1), Alpena Township (2), Green Township (1), Hubbard Lake (1), Long Rapids (1), Maple Ridge Township (1), Sanborn Township (1) and Wilson Township (1).

EMS/First Responder Department agencies requesting funding may be requested to provide justification for the request including budget information, spending history, documentation of need, etc.

It shall be understood that acceptance of any County funding through the Ambulance Fund shall constitute acceptance of and willingness to abide by these Guidelines.

Alpena County reserves the right to make additions, deletions, or changes to this agreement without prior notice.

DRAFT

Contract for Ambulance Services

The County of Alpena currently contracts for ambulance services and equipment with monies to come out of the Ambulance Fund. See contract for specific details.

Medical Control

The County of Alpena does not contract for Medical Control. Medical Control authorities are statutorily required to be operated by hospitals and provide medical oversight, protocols, and communications.

First Responder Calls

The following conditions apply for appropriations from the Ambulance Fund for EMS First Responder calls:

- To qualify for an appropriation, the EMS agency must document all responses in the MIEMIS System within 24 hours of the response.
- The appropriation, if any, will be determined by run volume by the Courts & Public Safety Committee and included in the Ambulance Fund budget.

An appropriation check will be issued at the beginning of each quarter: January, April, July, and October.

First Responder Equipment

“Equipment” is defined as a non-disposable item with a useful life of two (2) or more years:

- Requests for equipment funding will only be granted when it can be documented that the equipment will be utilized by or benefits the EMS system.
- Funding for equipment may be provided for but generally limited to replacement of outdated equipment, new equipment required by the MCA, or equipment needed to meet regulatory guidelines for a newly established agency.
- Costs associated with maintenance, repairs, and elective up-grades to EMS equipment are the responsibility of the EMS agency.
- Equipment that is being replaced must be surrendered to the county, evaluated and offered to other agencies as surplus equipment.
- Circulating equipment falls under the First Responder equipment line item.
- **Purchases that are not pre-approved may not be considered.**

Communications:

- An expense charged to the first responder’s equipment line item.
- A fifty percent (50%) matching grant up to \$750 for each station for communications equipment and related fees for medical first responders. This item includes radios, pagers, mike fees, license

fees, etc.

“Supplies” are defined as disposable items with a useful and/or shelf life of less than two (2) years:

- The purchase of EMS supplies is the responsibility of the EMS agency. EMS supplies are not reimbursable by the County.
- All batteries, regardless of type or intended use (radio, pager, defibrillator, monitor, etc.), are considered “supplies”.
- Defibrillator pads are considered supplies.

EMS Training

Initial EMS Training

EMS training funds are available only to those licensed EMS agencies who have coverage area within Alpena County borders. The “trainee” must be a member of the host EMS agency.

The County is under no obligation to financially support any EMS training program or course or individual trainee. The decision to financially support an EMS training program or an individual’s participation will be based on, but not limited to:

- Available funding
- Need and ultimate impact on quality of care provided to the Community
- MCA quality improvement activities

The County reserves the right to limit the number of participants to which it will provide financial support.

The County reserves the right to fund only a percentage of the course tuition.

Under no circumstances will the County reimburse an EMS agency or governmental agency for the following expenses incurred by EMS personnel for training programs:

1. Travel costs, mileage
2. Lodging and meals
3. Overtime
4. Backfilling of personnel
5. Initial EMS Training Programs (MFR, EMT)

Only those programs coordinated by or through the County are eligible for tuition reimbursement.

The County Ambulance Contractor shall provide a listing to the Commissioner’s Office/Courts & Public Safety Committee of students enrolled in MFR or EMT courses and the departments they represent at the beginning of such courses.

Tuition and all other programs fees (supplies, etc.) are the responsibility of the local unit of government

and/or the trainee.

Upon successful completion of the course, and State of Michigan licensure, the local unit of government may request reimbursement from the County using the County Ambulance Funds via the Courts & Public Safety Committee. A copy of the State of Michigan license must be submitted.

The County strongly suggests that local units of government not reimburse their personnel until after one (1) year of continuous service has occurred post graduation.

The County will not reimburse for course supplies, examination fees, or any other associated costs. In the event the trainee does not successfully complete the course, the County will not reimburse the cost of program tuition.

Reimbursement shall only be made to eligible units of government, not individuals. Eligible units of government include the City of Alpena, Charter Township of Alpena, Green, Long Rapids, Wilson, Maple Ridge, Sanborn, Ossineke (via Hubbard Lake FD) and Wellington (via Long Rapids FD).

Reimbursement for Medical First Responder (MFR/EMR) and Emergency Medical Technician (EMT) education shall be limited to \$750 per student. No reimbursement is available for other levels of initial EMS education.

EMS Continuing Education Programs

The County, through its ambulance service contractor, shall provide at least six (6) hours of EMS continuing education each year at no cost. The Courts & Public Safety Committee may consider requests for additional EMS Continuing Education programs.

911 Private Road Signs

Public Street Signs for Private Roads:

- An expense charged to the sign line item in the Ambulance Fund.

Either a citizen or a local unit of government can request a road sign erected to identify a private road for emergency purposes after verifying with the County Equalization Department that a road name is needed, it does not duplicate street names and receives the proper addressing ranges. The local unit of government may approve the name of the private road in their minutes and submit a request for the sign in writing along with a copy of the minutes to the Alpena County Commissioners' Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707. In the alternative, a local unit of government may assign the responsibility for private road to the Alpena County Equalization Department through action of the unit and on file with the County. Road signs will only be purchased one time for the same road.

- The County Commissioners' Office will then submit a letter of approval to the County Road Commission that a sign be made up.
- The Road Commission will then bill the County Ambulance fund annually by December 1st for

these signs.

The local unit of government is responsible for contacting the Road Commission after they receive a copy of the letter from the County requesting the signage. Townships or the citizen will be required to install them on a private roadway off the public right of way. The Road Commission will install them on a public right of way.

Replacement of Public Road Signs

Replacement of Street Signs for Public Roads:

- An expense charged to the Replacement sign line item in the Ambulance Fund.

The Road Commission will determine if a replacement sign is needed for public roads. If a sign has been damaged or is missing due to accident, the Road Commission will attempt to recover the cost of replacement signs caused by vehicular accidents through their insurance. If cost is recovered, the County will not be charged for this sign replacement. If signs are being stolen and can be prosecuted, all measures will be taken to recover the cost of sign replacement.

The Road Commission will bill the County annually by December 1st by sending a bill listing all road signs replaced, itemizing materials and labor to the County Commissioners' Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707.

RECORDS MAINTENANCE

Records for the following will be kept in the County Commissioners' Office:

Ambulance Contract
EMS training requests
First Responder Equipment Requests
911 Road Sign Requests

The above is not meant to be all inclusive. Requests will be considered on an individual basis. The County's procurement policies will be followed for the purchase of equipment unless the purchase is made within another agreement. All previous board actions that may address any of the items contained in this procedure are hereby null and void.

mchmch 9.17.2023.

AMBULANCE SERVICE AGREEMENT

Amendment 1

THIS AGREEMENT is made this 1st day January, 2024, between the **CITY OF ALPENA**, a Michigan municipal corporation, with offices at 208 N. First Avenue, Alpena, Michigan, 49707 (the "City"), and the **COUNTY OF ALPENA**, a Michigan municipal corporation, with offices at 720 West Chisholm Street, Alpena, Michigan, 49707 (the "County").

RECITALS

- A. City is a licensed advanced life support (ALS) ambulance provider and is qualified and capable of providing ALS ambulance services to residents and visitors of Alpena County and mutual aid to other counties.
- B. Both City and County desire to provide ambulance services to residents and visitors within the County.
- C. City is willing to provide such ambulance services in accordance with the terms and conditions contained in this Agreement.
- D. An Ambulance Service Agreement was entered into between the City and the County on 24 November 2020, with a term of January 01, 2021 through December 31, 2024.
- E. The City and the County recognize that there have been meaningful changes in the underlying conditions of the Agreement.

NOW THEREFORE, in consideration of mutual promises and covenants contained in the prior Agreement and contained herein, the parties agree to the following amendments which replace in whole the references sections:

- 2. Scope of Services. The City shall provide ambulance services for County residents and visitors in accordance with this Agreement and the local medical control authority's protocols. The City shall maintain the following minimum levels of vehicle staffing with on-duty personnel available to respond when dispatched unless said personnel and/or ambulances are involved with other emergency activities:
 - a) Three (3) Advanced Life Support transporting ambulances staffed with on-

duty personnel for immediate response.

- b) One (1) additional unit, licensed as either ALS or BLS transport, to be available when additional personnel arrive at the station or to replace one of the vehicles required above in subsection (a). If licensed as a BLS transport ambulance, it will have the ability to be upgraded to ALS if appropriate staffing is on that unit responding to an emergency request and as allowable by State licensing guidelines.

- 4. Personnel. The City shall at all times staff the licensed ambulances needed to service this Agreement with personnel who are State of Michigan licensed EMT's and/or Paramedics. Each vehicle shall be staffed with the minimum personnel required by law. Each person shall be lawfully qualified and capable of operating an ambulance as well as meeting any requirements, standards or guidelines established by law, regulation, standard or medical protocols regulating the provision of ambulance services.

It is expressly understood and agreed between the parties that personnel utilized to staff ambulances shall be employees of the City or its lawful designee and not the County.

Said personnel shall be subject to any and all rules, regulations, and restrictions which govern City employees unless otherwise lawfully exempted. The City shall be responsible to withhold and account for all wage and salary deductions from such personnel to the extent required by law. No liability or benefits, such as workers' disability compensation, pension rights, benefits, salaries, wages and hour issues or other personnel contractual liabilities, arising out of a contract for hire or employment relationship between the City and any third party shall arise or accrue to or against the County as a result of the performance of this Agreement.

- 5. Compensation. In consideration for providing emergency ambulance services by City to the residents of the County of Alpena under this Agreement, the County shall provide an annual subsidy to the City from the County's Ambulance Fund as follows:

County's fiscal year 2024

\$1,112,542 or one (1) mil,
whichever is lower.

6. Ambulances and Medical Equipment:

- g) If a fee is charged by the hospital pharmacy for restocking of drug boxes and/or drug kits used in providing emergency care for County residents, such fees shall be paid or reimbursed by the County from ambulance funds up to a cap of \$12,500*/year. (*This cap will increase at 2% per annum over the life of the agreement)
- h) The cost of disposable supplies, including those exchanged/replaced with other first responder departments within the County, shall be reimbursed by the County up to a cap of \$22,500*/year. (*This cap will increase at 2% per annum over the life of the agreement)
- i) The cost of the annual maintenance of the Lifepak cardiac monitors and the Stryker Power Load cot/lift system in each ambulance shall be reimbursed by the County up to a cap of \$31,000/year.

The Parties additionally agree on the ordering of an ambulance in 2024 – for anticipated delivery in 2025 – with the additional cost to upfit with a Stryker Power Load Lift system and Power-Pro cost for patient transport. The parties understand that this may incur up to 50% of the costs for the ambulance at the time of ordering.

- 7. Ambulance Fees. If current insurance or third-party private payer (except assignment) reimbursement programs are changed so as to affect those agencies payment program for services which affects the Ambulance Fee Schedule, then both parties agree to amend the Ambulance Fee Schedule for ambulance services to reflect those changes, so that the then prevailing ambulance fees shall be maintained. The City shall notify the County of any changes in ambulance fees. If the increase in fees is greater than five (5) percent, the County shall respond within 30 days. If no response is received, those changes in fees shall be adopted. The City shall be solely responsible for billing and collecting ambulance fees. As permitted by section 1128(b)(7) of the Social Security Act, the City shall provide a \$200 residency discount against co-pays and/or deductibles for emergency services provided to any resident of Alpena County, with a limit of one (1) discount applied per household per year.
- 12. The City will provide medical first responder or emergency medical technician initial training. If such training is conducted, participant communities shall be eligible for reimbursement pursuant to existing policies. Classes will be offered at least annually, but a minimum of ten (10) students is required to run the class.

Additional classes may be offered if necessary and enough students warrant.

IN WITNESS, County and City have caused this Agreement to be signed the day and year first above written.

WITNESSES:

County of Alpena

_____/_____
Mary Catherine Hannah Date
County Administrator

_____/_____
Bill Peterson Date
Chairman of the Board

WITNESSES:

City of Alpena

_____/_____
Rachel Smolinski Date
City Manager

_____/_____
Matthew J. Waligora Date
Mayor