

SYCAMORE CITY COUNCIL

AGENDA

February 17, 2003

City Council Workshop Meeting

6:30 Workshop Meeting Featuring a Status Report on the Midwest Museum of Natural History and a Presentation of the Museum Exhibit Plan by the Consultant Team of Museum Explorer.

Under "Resolutions" on this agenda, the City Council will be asked to consider the award of a contract to convert the Sycamore Community Center to a floor plan and a condition suitable for a natural history museum. The Council authorized the City Administrator to prepare plans and specifications for such a conversion last fall. The cost of the architectural and structural engineering was borne by the Midwest Museum Board at a contract price of \$49,860. The Board also bore the cost of the necessary consultation between their museum designer, Museum Explorer of North Riverside, Illinois, and the architectural firm of Durrant Architects. The low bid presented at the bid opening of January 30 came from TASC Contracting of Dixon, Illinois in the amount of \$1,220,000. The project budget for this work was \$1,200,000. Before acting on the TASC bid, the Council, as propertyowner and as the signatory to any construction contract, will need to know what the Museum Board is willing to put toward the cost of the project. In equal measure, the Museum Board will need to know what the Council is willing to put toward the remodeling work. It is logical that the Council will want to know about the Museum Board's progress in developing a viable museum design before making a commitment to the support of a construction project that will alter the use and the marketability of a notable City property. This workshop will allow the Museum Board to make a presentation, and will provide some background information that will inform any decision the Council will make later in the agenda.

On January 31 the twenty-four member board of the Midwest Museum of Natural History reviewed the final concept plan for the museum collection as it might be presented in the Sycamore Community Center. The plan was developed by Museum Explorer at a cost of \$20,000 with assistance from a scientific advisory panel consisting of the following persons: Dr. Bruce Patterson, MacArthur Curator of Mammals at the Field Museum and adjunct professor at NIU; Dave Becker, Director of the Hamill Family Zoo at the Brookfield Zoo; Dr. Jonathan Haas, Curator of North American Archaeology at the Field Museum; Bill Stanley, Collections Manager at the Field Museum; Mark Mehrer, Chairman of the Department of Anthropology at NIU; Dr. Peter Meserve, Professor of Biological Sciences at NIU; Leslie Cohen, Director of Exhibits at the Philadelphia Academy of Sciences, who has assisted with research into computer-driven methods of delivering meaningful narratives relating to the exhibits; and Rob McAfee, a doctoral student in biological sciences who has been the interim curator and has devoted a significant amount of time to the authentication of the choices of specimens for different habitat displays within the proposed exhibit space.

A twenty-minute presentation similar to the one offered to the Museum Board on January 31 will be presented during the Council workshop. A hard copy of the text of the plan is attached. Color versions will be distributed to the City Council under separate cover. After their workshop presentation, the principals of Museum Explorer—Rich Faron and April Arnold—will answer any questions the Council may have.

A discussion of the funding sources available for the project appears under “Resolutions” later on this agenda.

Regular City Council Meeting

7:30 P.M.

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. AUDIENCE TO VISITORS**
- 6. CONSENT AGENDA**
 - A. Approval of the Minutes of the City Council Workshop Meeting of February 3, 2003;
 - B. Approval of the Minutes of the Regular City Council Meeting of February 3, 2003;
 - C. Payment of the Bills for February 17, 2003;
 - D. Plan Commission Minutes for the Meeting of January 27, 2003.
- 7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**
- 8. REPORTS OF OFFICERS**
- 9. REPORTS OF STANDING COMMITTEES**
- 10. PUBLIC HEARINGS--None**
- 11. ORDINANCES**
 - A. Ordinance No. 2002.69--An Ordinance Concerning the Recommendation of the Plan Commission With Regard to the Petition of Milan Krpan for Approval of the Final Plat for Phase III of the Grandview Townhouse Planned Unit Development. First and Second Reading.**
 In February 2001 the City Council annexed an 18-acre parcel owned by Milan Krpan and approved the establishment of Phase III of the Grand View Townhouse planned development. The development plan included 74 townhouses at a gross density of 4.17

units per acre. A reduced copy of the preliminary plat is attached for the Council's review, as well as pertinent excerpts from the annexation agreement with respect to the allowable zoning and the special use permit.

The attached final plat shows three lots and the dedication of the cul-de-sac at the end of Foxpointe Drive. With the approval of this plat, further subdivision will occur to establish the individual townhouse lots for sale in fee simple. Such future subdivisions can be accomplished by the plat officer, who will require their conformance with the preliminary plan. According to the terms of the annexation agreement, all common areas are the responsibility of the development's homeowners association.

The Plan Commission reviewed this plat on February 10 and recommended its approval by a vote of 9-0. City Council approval of the Plan Commission recommendation is requested.

B. Ordinance No. 2002.70--An Ordinance Concerning the Recommendation of the Plan Commission With Regard to the Petition of Steven G. Glasgow for the Approval of a Preliminary Plat for the Bethany Business Campus in the City of Sycamore, Illinois. First and Second Reading.

Dr. Steven Glasgow has petitioned the Council for consideration of a proposed 17-lot commercial subdivision on the 16-acre parcel immediately east of the Johnson Controls plant on Bethany Road. The land is presently zoned M-1, Light Manufacturing. In our pyramidal scheme of zoning, this means that any of the commercial uses permitted by right in the C-1, C-2, and C-3 commercial zoning districts, plus any of the permitted uses in the Light Manufacturing zoning districts, can be established in the subdivision. Fortunately, Dr. Glasgow has in mind a range of commercial and professional uses that will be developed in a campus-style setting that is compatible with the Bethany Road corridor's most prominent businesses.

The attached preliminary plan shows a commercial street that will connect with the easement that courses through the Menard Subdivision and would ultimately provide a connection to Mercantile Drive. It is possible that, as an alternative, this street might turn east through what is shown as either Lot 14, 15 or 16 to connect with Peace Road at Prairie Drive. However, the future use of the Ideal property to the east is undetermined and may remain so for an indefinite period. Until such time as more is known about the development of the Ideal site, the staff have encouraged a subdivision design that promises a "sure" way out other than the access point at Bethany Road.

Given the high importance of attracting successful office and commercial uses along the Bethany Road corridor, the City may be inclined to participate in some portion of the road extension to Mercantile Drive. The City's possible interest grows out of a planning consideration as much as a commitment to economic development. Oftentimes, in planning discussions, when it is proposed that subdivisions shall have dedicated road and utility easements leading to adjacent parcels, there is some provision in the annexation agreement about the future sharing of the costs for such extensions by adjacent lot owners. This is not the case here, because at the time that the Menard

subdivision was approved there was no interest on the part of Menard to so participate. Some years later, this raises the question about the fairness of requiring Dr. Glasgow to shoulder the entire cost of a road that is likewise perceived as having limited value to his development. The road would be extended to the north of his north property line about 350 feet where it would connect with Mercantile Drive. The estimated cost of such an extension (excluding the utilities) is about \$50,000. There is no question that the petitioner, Dr. Glasgow, will be obliged to loop the water and sanitary sewer mains to the north and south, in order to provide adequate service to the 17 lot owners.

At this time, the Council is only asked to make a decision on the plat itself. At a future meeting, and after further negotiation with Dr. Glasgow, the City Administrator will likely bring back an action item concerning a possible City investment in a road extension.

The proposed plat promises new commercial businesses at a time of relatively slow commercial growth and satisfies the City's codes and ordinances. The Plan Commission reviewed the plat on February 10 and recommended its approval by a vote of 9-0. City Council approval of the Plan Commission recommendation is requested.

C. Ordinance No. 2002.71--An Ordinance Concerning the Recommendation of the Plan Commission With Regard to the Petition of Chris Youssi, dba Youssi Real Estate, and Rick McGee, dba Aire Holding, Inc. for the Approval of the Final Plat for Unit Two, Phase One of the Townsend Woods Subdivision in the City of Sycamore, Illinois. First and Second Reading.

In behalf of contract purchasers Chris Youssi of Youssi Real Estate and Rick McGee of Aire Holding, Inc., Arc Design has prepared a final plat that depicts twenty-four (24) lots on which 4-unit townhouses would be built. According to the annexation agreement for Townsend Woods, the area that the plat comprises is zoned multiple-family and is intended to be developed for owner-occupied townhouse or condominium uses. The net density is supposed to be 12 units per acre.

In December 2002, ARC Design submitted a concept plan to the Plan Commission for a planned unit development featuring eighty-three (83) 4-unit buildings and a total of 332 condominiums, each having two bedrooms. The plan covered all of the multiple family zoning area south of Mt. Hunger Road and was sandwiched between commercial zoning to the west and single-family zoning to the east. At the December meeting, the Commission was asked to judge the merits of a revision to the original preliminary plan for the Townsend Woods development (attached). The Commission determined, and the staff concurred, that apart from a variety of concerns about the proposed plan it was not prudent to offer detailed planning judgments until further consideration had been given to this area and adjacent properties through the comprehensive planning process.

It was acknowledged, however, that the developer could simply re-submit a final plat that conformed in all essential respects with the approved preliminary plan. The attached plat does just that. It takes an area that is about one-half the size of the multiple-family zoning in the preliminary plan and shows individual lots that are sized

for four-unit buildings. Given the allowable density of 12 units per net acre, each lot must be 14,520 square feet in area (one acre = 43,560 s.f. / 12 x 4 = 14,520). Building setbacks must be met on each lot (they are), and the subdivision must in all other respects meet the minimum public infrastructure requirements for rights-of-way (it does). Given the minimal documentary expectations in the annexation agreement and the plat's conformance with the City's subdivision requirements, there are no legal grounds to object to this subdivision plan. One minor revision is necessary before any recording; namely, the re-configuration of Lot 19 to meet the minimum area of 14,520 square feet (it is presently shown as 14,346 square feet).

The Plan Commission considered this petition on February 10 and recommended its approval by a vote of 7-2. City Council approval of the Plan Commission recommendation is requested.

D. Ordinance No. 2002.72—An Ordinance Amending Title 3, “Business and License Regulations,” to Add a New Chapter 18, “Simplified Telecommunications Tax” of the City Code of the City of Sycamore, Illinois. First and Second Reading.

At the regular City Council meeting of February 3 the Council directed the City Administrator to prepare an ordinance that would establish a new 5% telecommunication tax. The attached ordinance follows one of several model ordinances prepared by the Illinois Municipal League. If the Council approves the ordinance, it will be forwarded to the Illinois Department of Revenue, which will begin collecting the tax in July, 2003.

City Council approval is recommended.

E. Ordinance No. 2002.73—An Ordinance Amending Title 8, “Water and Sewer,” Chapter 4, “Sewer Use and Service,” Section 8-4-2, “Additional City Fees,” Paragraphs F(2) and F(3) of the City Code of the City of Sycamore, Illinois. First and Second Reading.

On February 3 the City Council also directed the City Administrator to prepare an ordinance that would increase the annexation fee from \$1,000 to \$3,000. In addition, the Council directed that the ordinance would show that for each annexed acre, \$2,000 would be deposited in the General Fund; \$500 would be deposited in the Capital Fund (Fund 6) for street improvements; and \$500 would be deposited in the Sewer Fund to offset the cost of improvements to the collection system and treatment plant. The new fee would become effective upon its passage.

City Council approval is recommended.

F. Ordinance No. 2002.74—An Ordinance Amending Title 4, “Public Health and Safety,” Chapter 2, “Garbage and Refuse,” Section 4-2-9, “Private Removal Services,” of the City Code of the City of Sycamore, Illinois. First and Second Reading.

On February 3 the City Council also recommended the imposition of an annual license fee of \$1,000 for the privilege of conducting scavenger services in the City of Sycamore. This fee increase becomes effective upon its passage.

City Council approval is recommended.

G. Ordinance No. 2002.75—An Ordinance Amending Title 9, “Building Regulations,” Chapter 2, “Building Codes,” Section 9-2-3, “Plan Review Fees,” Paragraph A, “Residential,” of the City Code of the City of Sycamore, Illinois. First and Second Reading.

As the City Council discussed a variety of fee increases on February 3, its attention was also focused on development-related fees such as plan review and inspection fees.

Ordinances 2002.75 to 2002.78 touch on these issues. The attached ordinance would

- ◆ Increase the building plan review fee for one-story single family homes from \$80 to \$100;
- ◆ Increase the building plan review fee for two-story single family homes from \$120 to \$150;
- ◆ Increase the building plan review fee for attached, single family units (per unit) from \$40 to \$50;
- ◆ Increase the building plan review fee for multiple family units (per unit) from \$40 to \$50.

City Council approval is recommended. The changes will become effective upon passage.

H. Ordinance No. 2002.76—An Ordinance Amending Title 9, “Building Regulations,” Chapter 2, “Building Codes,” Section 9-2-4, “Building Permit Fees,” Paragraph A, “Residential Building—New Construction,” of the City Code of the City of Sycamore, Illinois. First and Second Reading.

The attached ordinance would increase the building permit fees for new construction in all types of residential construction from \$0.10 per square foot to \$0.15 per square foot. City Council approval is recommended. This ordinance will go into effect upon its passage.

I. Ordinance No. 2002.77—An Ordinance Amending Title 9, “Building Regulations,” Chapter 4, “Electricity and Fire Protection,” Section 9-4-4, “Permit and Inspection Fees,” Paragraphs A and B of the City Code of the City of Sycamore, Illinois. First and Second Reading.

This ordinance will increase the electrical inspection fees as shown in the table below:

Type	Current Residential	Proposed Residential	Current Commercial or Industrial	Proposed Commercial or Industrial
New Service	\$50/unit	\$75/unit	\$50/unit plus \$2.50 per 1,000 sq. ft.	\$75/unit plus \$3.75 per 1,000 sq. ft.
Upgrade of Service	\$40/unit	\$60/unit	\$40 per unit	\$60 per unit

Electrical revisions	\$35/unit	\$50/unit	\$35/unit plus \$2.50 per 1,000 sq. ft.	\$50/unit plus \$3.75 per 1,000 sq. ft.
Hotel and Motel	N.A.	N.A.	\$50 plus \$15/guest room	\$75 plus \$30 per guest room

City Council approval is recommended. These increases will go into effect upon passage.

J. Ordinance No. 2002.78—An Ordinance Amending Title 10, “Subdivision Regulations,” Chapter 5, “Subdivision Administration and Enforcement,” Section 10-5-4, “Payment of Fees on Annexation, Planned Unit Development, or Subdivision,” Paragraph B of the City Code of the City of Sycamore, Illinois. First and Second Reading.

The attached ordinance would increase the engineering plan review fees from 2% of the total estimated cost of the required public and private land improvements (excluding buildings) to 3%. City Council approval is recommended. This ordinance will go into effect upon passage.

K. Ordinance No. 2002.79—An Ordinance Title 3, “Business and License Regulations,” Chapter 2, “Liquor,” Section 3-2-6, “Classification of Licenses; Fees; Hours and Days,” Paragraphs A(1) through A(8), of the City Code of the City of Sycamore, Illinois. First Reading.

On February 3 the City Council also directed the City Administrator to prepare an ordinance that would increase the annual liquor license fees as follows:

Class of License	Current Fee	Proposed Fee
Class A	\$1,000 annually	\$2,000 annually
Class B	\$800 annually	\$1,600 annually
Class C	\$1,000 annually	\$2,000 annually
Class D	\$1,000 annually	\$2,000 annually
Class E	\$1,000 annually	\$2,000 annually
Class F	\$1,000 annually	\$2,000 annually
Class G	\$55 per applicant	\$110 per applicant
Class LH	\$800 annually	\$1,600 annually

Since the Council debate on February 3, a number of liquor license holders have asked questions about the proposed fee increases and will be in attendance to inform the Council of their views. This ordinance is offered on first reading only, to invite further dialogue.

L. Ordinance No. 2002.80—An Ordinance Amending the November 20, 2000 Agreement Between the City of Sycamore and the Sycamore Park District to Establish a New Site for Well #9.

On November 20, 2000 the City and the Park District entered an agreement whereby the City acquired a .67 acre site for Well #9 in exchange for City assistance in routing new water lines through the Park. Since the agreement was approved by both elected

bodies, further research has revealed some possible environmental hazards at the site. Accordingly, the respective staffs have identified the area surrounding the deteriorated sledding hill further south on Airport Road as the next logical site for Well #9. If this agreement is approved, the hill would be removed and any remaining clean fill would be used to create a berm along Airport Road that will be landscaped by the Park District.

City Council approval is recommended.

12. RESOLUTIONS

A. Resolution No. 425—Awarding the Contract for the Conversion of the Former Henderson Building to Irving Construction in the Amount of \$1,057,000.

At the February 3 Council meeting the City Administrator reported the results of the bid opening of Friday, January 31. The three bids that were submitted are shown below:

Contractor	Bid Security	Lump Sum Price	Third Floor Improvements
Ringland-Johnson (Rockford)	\$50,000 Bid Bond	\$1,057,000	\$205,000
Irving Construction (DeKalb)	\$50,000 Bid Bond	\$1,061,000	\$145,765
TASC Contracting (Dixon)	\$50,000 Bid Bond	\$1,195,000	\$85,000

In accordance with the Local Preference Policy, which was made a part of the Contract Documents, Irving Construction submitted a letter after the bid results were read on January 31 that stated the firm's willingness to match the low bid of \$1,057,000.

Since the bid opening, the City staff have met with Mr. Irving to go over the bidding documents and to ascertain whether or not he understood the scope of the work. As a result of those conversations, it is clear that he did understand the scope of the work and related addenda, and is prepared and able to complete the project for the price of \$1,057,000.

City Council approval of the award to Irving Construction is recommended. A two-thirds vote of the Council members holding office is necessary to award the contract to the lowest responsible local bidder. If approved, the execution of the contract would not occur until the general contractor has submitted satisfactory sealed drawings setting forth the design loads and detailing the electrical, plumbing and mechanical work to be completed.

A representative of Ringland-Johnson (Greg Kladar) may be present to urge the Council to resist the option of awarding the contract to the local bidder.

B. Resolution No. 426—Awarding the Contract for the Conversion of the Sycamore Community Center to TASC Contracting in the Amount of \$1,220,000.

Bids for the conversion of the Sycamore Community Center to a natural history museum were opened on January 30, 2003. Three bids were submitted as follows:

Name of Contractor	Bid Security	Lump Sum Price
TASC Contracting--Dixon	\$50,000 Bid Bond	\$1,220,000
Rockford Structures-- Rockford	\$50,000 Bid Bond	\$1,380,000
Irving Construction--DeKalb	\$50,000 Bid Bond	\$1,539,286

Since the bid opening, the City staff have met with Dave Schmidt of TASC Contracting to go over the bidding documents and to ascertain whether or not he understood the scope of the work. As a result of those conversations, it is clear that he did understand the scope of the work and related addenda, and is prepared and able to complete the project for the price of \$1,220,000. City Council approval of the award to TASC Contracting is recommended, provided the joint partners in this project—the City Council and the Museum Board--are together prepared to pay the contractor’s price plus a reasonable contingency.

The attached letter from the Museum’s executive committee identifies the Museum’s resources. Since its inception in the fall of 2001, the Board has raised \$951,400 including \$253,615 since its last report to the Council on April 1, 2002. The expenses paid to date, primarily for museum design and development as well as architectural costs, total \$144,759. The current balance of all funds and pledges is \$787,776 with no known claims. The Board is awaiting the release of an additional \$150,000 in grants from the Department of Commerce and Economic Development (formerly DCCA) and the announcement of additional gifts from private sources in the amount of about \$50,000. The sum of all actual and potential resources totals \$987,776. This sum does not include the outstanding liability of one-half of the cost of replacing the Community Center roof—an obligation incurred in April of 2002. The total cost of the roof, soffit, gutter and downspout repairs was \$153,747. This amount exceeded the bid of \$126,260 owing to three reasons: the substantial amount of damaged decking and sheathing that had to be replaced on a time and material basis per the City Engineer’s direction; the installation of some inexpensive steel siding on several north exposures to replace deteriorated stucco underneath the soffits; and some necessary tuckpointing on the parapet at the flat roofer’s request to secure the counterflashing (\$2,014).

The City Council will need to determine what funds it may wish to put on the table toward the construction project. Arguably, a substantial sum could be attributed to interior and exterior repairs for which the City might be held responsible as the owner and landlord, including the cost of the roof repairs. This discussion was opened in the spring of 2002 but a resolution of the amount to be contributed by the City was deferred until several unknowns were explored: (1) the likely overall cost of the remodeling and (2) whether or not the Museum Board or the Park District would assume ownership of the property once the conversion occurred. These “loose ends” converge at this moment because a contract is pending.

What are the sources that the City Council can draw on if it is inclined to contribute to the cost of the conversion? The as-yet-undicated capital funds available in FY04 include:

\$300,000	Sales Tax Distributive Fund (United Aviation Fuel Monies)
<u>\$ 50,000</u>	Hotel/Motel Tax Monies
\$350,000	Total

Spreadsheets of these two funds have been attached to portray how the FY04 budgets and fund balances would look if these amounts were allocated. These funds are not operating funds and do not compete with operating funds. Further, they have judiciously been protected from raids to offset operating revenue shortfalls, because such a use would create a double-whammy: on the operating side, there would be no assurance of a recurring subsidy; on the capital side, there would be a hole that would have to be filled. It should also be noted that the monies in these funds are not contributed by local taxpayers.

If the City Council chooses to allocate resources on or near the scale outlined above for the conversion project, the City Administrator recommends that it does so on the condition that the property will be transferred to another entity upon the completion of the reconstruction. The City government has no use for the building. The property was deeded to the City in June 1951 at no cost. Since substantial repairs were made in 1954 the building has experienced a benign neglect in terms of necessary ongoing maintenance. If a responsible party or taxing body is prepared to shoulder the responsibility for the building and its use after its remodeling, no worse attention is expected.

City Council direction is recommended.

C. Resolution No. 427--Authorizing the Mayor to Sign an Agreement Between the City of Sycamore and the Sycamore Park District Granting an Easement for a Sanitary Sewer in the City of Sycamore.

This resolution is one of two (see Resolution No. 428, below) that concern the future Well #9. The attached document provides an easement to get the sanitary sewer extended through Park District property along Airport Road to the well site. City Council approval is recommended.

D. Resolution No. 428--Authorizing the Mayor to Sign an Agreement Between the City of Sycamore and the Sycamore Park District Granting an Easement for a Water Main in the City of Sycamore.

The attached resolution would secure an easement path for the extension of a water main along a portion of Airport Road and then west through the Park District's property for the purpose of serving the well and Park facilities. City Council approval is recommended.

E. Resolution No. 429—Authorizing a Representative to Sign Loan Documents.

This resolution and Resolution 430 (below) are formalities required by the Illinois EPA as part of the approval process for the low-interest loan associated with Well #9. City Council approval is recommended.

F. Resolution No. 430—Expressing the Intent of the City Council Regarding National Flood Insurance.

This resolution formality simply confirms the City’s intent to follow the requirements of the National Flood Insurance program as it may apply to Well #9. City Council approval is recommended.

13. CONSIDERATIONS

A. Consideration of an Administration Report on the Bids for the Conversion of the Former Street Division Garages.

The City recently requested bids for the remodeling of several former Street Division garages for the purpose of relocating the Engineering and Building department to make room for the remodeled Fire quarters. In contrast to the bid processes for the Community Center and the former Henderson Building, the City was not looking for a general contractor. City Engineer and Building Commissioner Lyle Doty plan to jointly “general” the modest remodeling project. Consequently, local contractors working in individual trades were approached for bids. On January 30 the bids for each trade were opened and the responses were put in a table for the Council’s information on February 3. Since that time, City Engineer John Brady has contacted each of the participating contractors to go over the tasks that were included in their bids in order to ascertain why the combination of all the lowest bids was substantially above what was considered a very generous budget of \$80,000. As a result of these discussions, it is obvious that only a slight savings might be gained from any further negotiation. Further, further generous assistance of the Street Division personnel in performing demolition work, rough framing, and masonry work will not sufficiently reduce the cost within budgeted parameters.

It is the recommendation of the City Administrator that the Council reject all bids and direct the staff to reconsider the scope of the project, and to invite more active participation from other contractors in the respective trades. The City Administrator, City Engineer, and Building Commissioner will report to the Council on March 3 about our progress.

B. Consideration of an Administration Request for a Meeting of the Ordinance Committee at the Regular City Council Meeting of March 3, 2003

In response to Chair Cheryl Maness’s request, a meeting of the Ordinance Committee has been called for 6:30 p.m., Monday, March 3, in the City Council Chambers. The general topic will be a comprehensive review of the liquor license classifications. Committee members are encouraged to be prepared to submit specific proposals at the meeting.

14. APPOINTMENTS

15. ADJOURNMENT