



**City of Columbia City Council
Study Session Agenda
July 11, 2023 - 5:30 PM**

**City Hall Council Chambers
700 North Garden Street
Columbia, TN 38401
Phone: 931-560-1510**

**Chaz Molder, Mayor
Randy McBroom, Vice Mayor
Council Member DaVena Hardison, Ward 1
Council Member Debbie Wiles, Ed. D., Ward 2
Council Member Anthony Greene, Ward 3
Council Member Kenny Marshall, Ward 4
Council Member Danny Coleman, Ward 5**

**Tony Massey, City Manager
C. Tim Tisher, City Attorney
Thad H. Jablonski, City Recorder
Liz Bermudez, Recording Secretary**

The City Council of the City of Columbia welcomes your presence and participation at this meeting. If you wish to address Council regarding any item on the Agenda, please sign the sign-up sheet and indicate which agenda item you would like to comment on. You will have the opportunity to comment on an item when it comes up on the Agenda and before Council votes on the item. Once recognized, you may then come to the podium and state your name and address. Anyone requesting accommodations due to disabilities should contact the ADA Coordinator, Wanda McClain, at 931-560-1570 prior to the meeting.

PUBLIC HEARINGS

1. CALL TO ORDER/ROLL CALL.

2. INVOCATION .

3. PLEDGE OF ALLEGIANCE.

4. APPROVAL OF AGENDA.

5. PRESENTATIONS.

5.1. PRESENTATION BY PATH COMPANY LLC ON CITY HALL HVAC AND ENERGY SAVINGS RENOVATIONS (STUDY SESSION ONLY). - ADMINISTRATION.

6. ORGANIZATIONAL BUSINESS.

6.1. APPROVE THE MINUTES OF THE JUNE 8, 2023 CITY COUNCIL REGULAR MEETING - CITY MANAGER'S OFFICE.

6.2. APPROVE THE MAYOR'S REAPPOINTMENT OF SHAUNA POUNDERS TO THE BOARD OF PUBLIC UTILITIES FOR A FOUR-YEAR TERM EXPIRING ON JULY 1, 2027 - ADMINISTRATION.

7. CONSENT AGENDA

7.1. APPROVE DISBURSEMENTS FOR THE MONTH OF MAY 2023 IN THE AMOUNT OF \$4,424,444.42 - FINANCE.

RECOMMENDATION: Approve.

ATTACHMENTS: Disbursements May 2023

7.2. APPROVE AND AUTHORIZE THE DISPOSAL OF SURPLUS EQUIPMENT - FINANCE.

RECOMMENDATION: Approve and authorize the disposal of surplus equipment as listed on the attachment per policy as defined within the City of Columbia Purchasing Manual.

INFORMATION: Various items have been identified by the department as surplus. An attempt will be made to sell all items at public auction. The value of those not sold will be reassessed and disposed of as prescribed by City policy.

ATTACHMENTS: July 2023 Surplus

7.3. APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE THE ENERGY EQUIPMENT INSTALLATION CONTRACT WITH PATH COMPANY LLC IN THE AMOUNT OF \$824,697 FOR CITY HALL HVAC AND ENERGY SAVINGS UPGRADES - CITY MANAGER'S OFFICE.

RECOMMENDATION: Approve.

INFORMATION: At the February 9, 2023 meeting, City Council approved a contract with Path to conduct an energy audit for City Hall. A primary focus of that audit was to evaluate and recommend replacement of City Hall's HVAC system.

Attached is the summary of the energy audit and recommendations. Cost for implementation of the audit recommendation is \$824,697.

CERTIFICATION: The Chief Financial Officer certifies that \$824,697 is budgeted and unencumbered in General City Admin- Buildings & Structures.

ATTACHMENTS: Staff Report Path Company LLC, Path Company LLC Energy Contract

7.4. APPROVE AND AUTHORIZE THE MAYOR TO SIGN A CONTRACT BETWEEN THE CITY OF COLUMBIA AND MORRIS VISITOR PUBLICATIONS IN THE AMOUNT OF \$6,500 FOR ADVERTISING IN THE 2024 NASHVILLE 'WHERE' GUESTBOOK - CITY MANAGER'S OFFICE.

RECOMMENDATION: Approve and authorize the Mayor to sign a contract with Morris Visitor Publications for the back cover ad of the Nashville 'Where' Guestbook in the amount of \$6,500.

INFORMATION: This hardbound guide book is featured in hotel rooms in downtown Nashville and throughout Middle Tennessee as the go-to information guide for visitors.

CERTIFICATION: The Chief Financial Officer certifies that \$6,500 is budgeted and unencumbered in Tourism Enhancement-General Fund - Professional Services.

ATTACHMENTS: Staff Report Where, Visit Columbia Where Guestbook 2023-24

7.5. APPROVE AND AUTHORIZE THE MAYOR TO SIGN A CONTRACT BETWEEN THE CITY OF COLUMBIA AND JOURNAL COMMUNICATIONS IN THE AMOUNT OF \$9,950 FOR ADVERTISING IN THE 2024 NASHVILLE VISITOR GUIDE. - CITY MANAGER'S OFFICE.

RECOMMENDATION: Approve and authorize the Mayor to sign a contract with Journal Communications for a two-thirds page ad in the Nashville Visitor Guide for \$9,950.

INFORMATION: The Nashville visitor guide 2024 is a popular, bi-annual publication available in both print (350,000 copies annually) and digital. Visit Columbia will purchase a two-thirds page ad for both issues in 2024. This guide targets Nashville visitors, highlighting destinations to visit, like Columbia, while in Nashville.

CERTIFICATION: The Chief Financial Officer certifies that \$9,950 is budgeted and unencumbered in Tourism Enhancement-General Fund - Professional Services.

ATTACHMENTS: Staff Report Journal, Nash Visitor Guide 2024 Journal Comm Contract

7.6. APPROVE AND AUTHORIZE THE MAYOR TO SIGN A WORKORDER WITH SIMPLEVIEW IN THE AMOUNT OF \$3,500 FOR THE "QUICKVIEW" FEATURE TO BE ADDED ON THE VISIT COLUMBIA WEBSITE - CITY MANAGER'S OFFICE.

RECOMMENDATION: Approve and authorize the Mayor to sign a Workorder with Simpleview in the amount of \$3,500 for the

"Quickview" feature to be added on to the Visit Columbia website.

INFORMATION: Quickview is an add-on feature for Listings and Events that makes website listings more accessible throughout your site. Visitors will now be able to select the Quickview option for a listing, rather than clicking onto a traditional listing link and navigating away from the page they are currently on.

CERTIFICATION: The Chief Financial Officer certifies that \$3,500 is budgeted and unencumbered in Tourism Enhancement-General Fund - Software Maintenance.

ATTACHMENTS: Staff Report Simpleview, Simpleview Quickview WorkOrder

7.7. APPROVE THE PURCHASE OF A 2023 FORD F550 BUCKET TRUCK IN THE AMOUNT OF \$198,018 USING SOURCEWELL CONTRACT - PUBLIC WORKS DEPARTMENT.

RECOMMENDATION: Approve purchase from VERSALIFT in the amount of \$198,018 for a 2023 Ford F550 84" 4x2 chassis bucket truck.

INFORMATION: VERSALIFT, using Sourcewell Contract # N-230802, supplies bucket trucks to state and local governments at competitive bid prices. Public Works wishes to take advantage of this contract to purchase a 2023 Ford F550 bucket truck with a 4x2 chassis, for the amount of \$198,018. This equipment was originally budgeted at \$189,362 in the FY 22/23 budget year, and approved by the City Council on April 14, 2022. Due to inflation and the rising cost of supplies, the price has increased to \$198,018.

CERTIFICATION: The Chief Financial Officer certifies that \$198,018 will be presented to be reappropriated in August in Appropriation Amendment No. 1.

ATTACHMENTS: Staff Report Versalift, Versalift updated quote 062923, Sourcewell N-23082, Versalift increase

7.8. APPROVE THE PURCHASE OF A FLUSHING TRAILER AND PUSH CAMERA IN THE AMOUNT OF \$121,458 USING SOURCEWELL CONTRACT - PUBLIC WORKS DEPARTMENT.

RECOMMENDATION: Approve purchase from CMI Equipment Sales, Inc. in the amount of \$121,458 for a flushing trailer and push camera.

INFORMATION: CMI Equipment Sales, Inc., using Sourcewell contract RFP# 101221, supplies Vac-Con flushing trailers and Rigid SeeSnake push cameras to state and local governments at competitive bid prices. Public Works wishes to take advantage of this contract to purchase a flushing trailer and push camera, for the amount \$121,458. This equipment will be used to flush storm drains throughout the city.

CERTIFICATION: The Chief Financial Officer certifies that \$121,458 is budgeted and unencumbered in Street-Maintenance - Machinery, Equipment And Auto.

ATTACHMENTS: Staff Report CMI, CMI Equipment - flushing trailer-pushing camera, Sourcewell Contract RFP# 101221

7.9. APPROVE SOLE SOURCE PURCHASE OF FOUR (4) EIGHT-PHASE TRAFFIC CABINETS IN THE AMOUNT OF \$74,924 FROM TEMPLE, INC. - PUBLIC WORKS DEPARTMENT.

RECOMMENDATION: Approve sole source purchase from Temple, Inc. in the amount of \$74,924 for four (4) eight-phase base mounted traffic cabinets.

INFORMATION: The Public Works Traffic division will install four (4) eight-phase base mounted cabinets on Nashville Highway at 7th Avenue, 845 Nashville Highway, Burt Drive and Carters Creek Pike. These cabinets will replace outdated cabinets currently in place at these locations.

CERTIFICATION: The Chief Financial Officer certifies that \$74,924 is budgeted and unencumbered in Street-Traffic Control - Machinery/Auto.

ATTACHMENTS: Staff Report Temple AI Sole Source Cabinets, Temple cabinet quote, Temple AI Sole Source 06222023

7.10. APPROVE THE SOLE SOURCE PURCHASE OF SOFTWARE, LICENSE AND SERVICE PLAN FOR COMPUTERIZED TRAFFIC CONTROLLERS IN THE AMOUNT OF \$99,750 FROM TEMPLE, INC. - PUBLIC WORKS DEPARTMENT.

RECOMMENDATION: Approve sole source purchase from Temple, Inc. in the amount of \$99,750 for software, service plan and licenses for computerized traffic controllers.

INFORMATION: The Public Works Traffic division will upgrade its Tactic software to more efficiently diagnose and control signal issues. These ongoing signal upgrades were discussed during strategic planning. This software will support computerized traffic controllers for all intersections within the City of Columbia.

CERTIFICATION: The Chief Financial Officer certifies that \$99,750 is budgeted and unencumbered in State Street Aid Fund - Software Maintenance.

ATTACHMENTS: Staff Report Temple Software, Temple Tactics quote, Temple Yunex sole source lette

7.11. APPROVE THE SOLE SOURCE PURCHASE OF LINUX CPU BOARDS IN THE AMOUNT OF \$55,570 FROM TEMPLE, INC. - PUBLIC WORKS DEPARTMENT.

RECOMMENDATION: Approve sole source purchase from Temple, Inc. in the amount of \$55,570 for Linux CPU board to upgrade controllers in traffic cabinets.

INFORMATION: The Public Works Traffic division will upgrade controllers in traffic cabinets to more efficiently diagnose and control signal issues. These ongoing signal upgrades were discussed during strategic planning. This software will support computerized traffic controllers for all intersections within the City of Columbia.

CERTIFICATION: The Chief Financial Officer certifies that \$55,570 is budgeted and unencumbered in State Street Aid - Machinery/Auto.

ATTACHMENTS: Temple Linux quote, Staff Report Temple Linux, Temple Yunex sole source letter 06152023

7.12. APPROVE THE PURCHASE OF A SNOW PLOW AND SALT SPREADER ASSEMBLY IN THE AMOUNT OF \$63,773 USING SOURCEWELL CONTRACT - PUBLIC WORKS DEPARTMENT.

RECOMMENDATION: Approve purchase from Viking Cives Midwest in the amount of \$63,773 for a snow plow and salt spreader assembly for an existing tandem axle dump truck.

INFORMATION: Viking Cives Midwest, using Sourcewell Contract # 080818-VCM, supplies snow plows and salt spreaders to state and local governments at competitive bid prices. Public Works wishes to take advantage of this contract to purchase a snow plow and salt spreader for the amount of \$63,773. This equipment was originally budgeted at \$55,273 in the FY 22/23 budget year, and approved by the City Council on October 13, 2022. Due to inflation and the rising cost of supplies, the price has increased to \$63,773.

CERTIFICATION: The Chief Financial Officer certifies that \$63,773 will be presented to be reappropriated in August in Appropriation Amendment No. 1.

ATTACHMENTS: Staff Report Snow Plow-Spreader, Viking Cives price increase, Sourcewell Contract 080818, Viking Quote snow plow-spreader increase

7.13. APPROVE CHANGE ORDER NO. 4 TO THE CONTRACT WITH SESSIONS PAVING COMPANY FOR THE CONSTRUCTION OF THE WEST 7TH MULTI-MODAL STREETSCAPE PROJECT, WHICH ADDS 61 DAYS TO THE CONTRACT TIME - WARDS 2 AND 3 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Change Order No. 4.

INFORMATION: The City Council approved the contract with Sessions Paving Company on May 7, 2019 in the amount of \$6,238,803.85 for the construction of West 7th Multi-Modal Streetscape Project. The purpose of this Change Order is to add 61 contract days. 315 Contract Days were charged in Liquidated

Damages at \$1,000 per day. Adding 61 Contract Days will address slowed construction progress, and schedule impacts through the full construction duration of the project. The 61 Contract Days also cover any conflicts that existed with utilities.

This Change Order has been approved by Tennessee Department of Transportation (TDOT).

ATTACHMENTS: Staff Report Change Order 4, TDOT Change Order 4

7.14. APPROVE THE CHANGE ORDER NO. 5 TO THE CONTRACT WITH SESSIONS PAVING COMPANY TO BALANCE OUT ALL REMAINING ITEM QUANTITIES AND REDUCE TOTAL CONTRACT AMOUNT BY \$555,599.46 - WARDS 2 AND 3 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Change Order No. 5

INFORMATION: The City Council approved the contract with Sessions Paving Company on May 7, 2019 in the amount of \$6,238,803.85 for the construction of West 7th Multi-Modal Streetscape Project. The purpose of this Change Order is to reduce the value of the Contract to the actual full amount to be paid for 100% Complete Construction with adjustments for Liquidated Damages, Bituminous, and AC Content.

Change Order No. 5 Revised Final Summary Change Order (\$-555,599.46)

This Change Order has been approved by Tennessee Department of Transportation (TDOT).

ATTACHMENTS: Staff Report Change Order 5, Change Order 5

7.15. APPROVE AND AUTHORIZE THE MAYOR TO SIGN (CORRECTED) AMENDMENT NO. 2 TO THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) CONTRACT FOR IMPROVEMENTS AT AND AROUND THE INTERSECTION OF SR-6 (NASHVILLE HIGHWAY) AND SR-99

(BEAR CREEK PIKE) PIN 125912.00 - WARD 5 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve (Corrected) Amendment No. 2 to TDOT Agreement# 170119.

INFORMATION: The City of Columbia City Council approved the TDOT contract for improvements at and around the intersection of US-31/SR-6 (Nashville Highway) and US-412/SR-99 (Bear Creek Pike) on November 9, 2017. This project is located at the busiest intersection within the City of Columbia, and the plans to improve safety and congestion include geometric and signal phasing improvements along with, widening Bear Creek Pike from 2 to 3 lanes from Nashville Highway to Tom Hitch Parkway, adding right turn lanes on Bear Creek Pike and US Highway 43 Bypass, closing medians openings near the intersection and consolidating drives.

This (corrected) Amendment No. 2 to the City of Columbia's contract with TDOT will add \$4,518,228 to Nashville Hwy and Bear Creek Pike Project. The Amendment No. 2 approved in June required the shifting of funds within Phases of the Project.

The City of Columbia requested additional funding needed for right away and construction and TDOT granted that request.

This project is being funded by 80% Federal and TDOT is covering the 20% match.

ATTACHMENTS: Staff Report TDOT Corrected Amendment No. 2 , TDOT Corrected Amendment 2

7.16. APPROVE A REIMBURSEMENT IN THE AMOUNT OF \$25,000 TO CHARLES RAINES AND JD EATHERLY FOR HONEY FARMS SUBDIVISION, PHASE 2, SECTIONS 3, 4, 5, 6 AND 7 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Reimbursement.

INFORMATION: On November 11, 2020 a surety guarantee was deposited from Charles Raines and JD Eatherly to ensure the completion of roads, striping, signage, curbing, sidewalks,

drainage, grading and street lighting at Honey Farms Subdivision, Phase 2, Sections 3, 4, 5, 6 and 7. The Engineering Division has made inspections and recommends final acceptance and approval of the remaining balance of the Surety Guarantee of \$25,000 to be disbursed as follows:

\$12,500 - Charles Raines - P.O. Box 1715, Spring Hill, TN 37174
\$12,500- Estate of JD Eatherly, Sandra Cantrell, Executor - 1720 West End Ave, Suite 600, Nashville, TN 37203

ATTACHMENTS: Staff Report Surety Reimbursement, Honey Farm - Surety Doc - Phse 2, Sections 3-7 Nov 18th 2020

7.17. APPROVE PAYMENT IN THE AMOUNT OF \$57,588 TO LOCAL GOVERNMENT CORPORATION FOR ANNUAL SOFTWARE SUPPORT AND MAINTENANCE FOR DATAQUEST AND NEXTGEN SOFTWARE, AND DOCUMENT MANAGEMENT - MIS.

RECOMMENDATION: Approve and authorize the payment of \$57,588 for annual maintenance and support.

INFORMATION: The City of Columbia uses DataQuest, NextGen, and Document Management software from Local Government Corporation for financial accounting and imaging systems that includes General Ledger, Business License, Accounts Payable, Property Tax, Miscellaneous Receipting and Court Docket. Users contact Local Government Corporation with questions and problems concerning this software package. MIS provides limited support for the software and all hardware support.

CERTIFICATION: The Chief Financial Officer certifies that \$57,588 is budgeted and unencumbered in Management Info Systems - Software Support/Maintenance.

ATTACHMENTS: Staff Report Local Government, Local Gov't Inv

7.18. AWARD BID TO WAYPOINT FOR ARCTIC WOLF FIREWALL MONITORING AND SUPPORT SERVICES IN THE AMOUNT OF 55,156.65 - MIS.

RECOMMENDATION: Approve.

INFORMATION: The Purchasing Agent approved the National Cooperative Purchasing Alliance contract bid NCPA #01-42 is an 8-year term, October 1, 2015 to October 31, 2023. The vendor of record for the contract is Dell, Inc. Waypoint is a Dell partner.

Per Quote AAAQ16834 obtained from Waypoint. The services are 24-hour monitoring of firewalls and endpoints (servers and computers) for intrusion detection, unusual activity, and providing technical support, for one year renewal.

The total award bid is \$55,156.65 to Waypoint per NCPA Contract Bid #NCPA01-96.

CERTIFICATION: The Chief Financial Officer certifies that \$55,157 is budgeted and unencumbered in Management Info Systems - Software Support/Maintenance.

ATTACHMENTS: Staff Report Waypoint, Waypoint

7.19. APPROVE AN AUTOMATIC RENEWAL OF AGREEMENT WITH VECTOR TARGET SOLUTIONS FOR SOFTWARE RELATED TO ONLINE TRAINING AND RECORD STORAGE IN THE AMOUNT OF \$11,146.04 - FIRE & RESCUE.

RECOMMENDATION: Approve.

INFORMATION: In July of 2020, the City Council approved a (3) three-year agreement with Target Solutions Software for online training and record storage. The initial agreement automatically renews for successive (1) one year periods unless terminated.

Fire & Rescue is requesting an additional one-year renewal for software support.

CERTIFICATION: The Chief Financial Officer certifies that \$11,147 is budgeted and unencumbered in Fire-Suppression - Software Support/Maintenance.

ATTACHMENTS: Staff Report Target Solutions, TargetSolutions Learning contr

7.20. APPROVE AND AUTHORIZE THE MAYOR TO SIGN THE NON-EXCLUSIVE USE AND OCCUPANCY PERMIT BETWEEN THE CITY OF COLUMBIA AND COLUMBIA YOUTH ATHLETIC ASSOCIATION FOR THEIR 2023 FOOTBALL SEASON - WARDS 4 AND 5 - PARKS & RECREATION DEPARTMENT.

RECOMMENDATION: Approve.

INFORMATION: Columbia Youth Athletic Association is requesting the renewal of their Non-Exclusive Use and Occupancy Permit with the City of Columbia to utilize the Eva Gilbert Park's football and softball fields for their upcoming 2023 season.

Columbia Youth Athletic Association offers registration discounts to eligible participants based on the Maury County School System guidelines for those who qualify for free and reduced lunches.

ATTACHMENTS: Staff Report CYAA, Columbia Youth Athletic Association User Agreement and Insurance

7.21. APPROVE AND AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT FOR ENGINEERING SERVICES WITH JR WAUFORD ON THE NEW BEAR CREEK PIKE SEWAGE PUMPING STATION IN THE AMOUNT OF \$870,000 - WASTEWATER DEPARTMENT.

RECOMMENDATION: Approve.

INFORMATION: The Bear Creek Pike sewer shed study identified the need for a new pump station to service the basin. Reasons for the new station include, new developments expected to exceed existing capacity, the age of the existing station and the existing station is in an area exposed to frequent flooding. The total cost of services covered by the agreement equals \$870,000. The funds for the total project are in the 2023-2024 budget previously approved by City Council.

CERTIFICATION: The Chief Financial Officer certifies that \$870,000 will be presented to be reappropriated in August in Appropriation Amendment No. 1.

ATTACHMENTS: Staff Report New Bear Creek Pumping Station, New Bear Creek PS Cover Letter-Wauford, New Bear Creek PS Agreement 06282023

7.22. APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE AN ADMINISTRATIVE SERVICES AGREEMENT WITH THE SOUTH CENTRAL TENNESSEE DEVELOPMENT DISTRICT FOR PROJECT ADMINISTRATION RELATED TO THE 2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM IN AN AMOUNT NOT TO EXCEED \$25,000 - FINANCE.

RECOMMENDATION: Approve.

INFORMATION: The City of Columbia has received notice of award in the amount of \$630,000 under the 2022 Community Development Block Grant (CDBG) program for the Tennessee Department of Economic and Community Development (ECD) to be used for sidewalk improvements, specifically focused on improving sidewalks on East 8th Street and South High Street.

In order to proceed and avoid unnecessary delay in implementing the project, the City Council is asked to authorize the Mayor to execute the administrative services agreement with the South Central Tennessee Development District. The administrative services agreement obligates the City to an amount not to exceed \$25,000. Grant funds will be available to reimburse the City for the eligible portion of these expenses, upon execution of the grant contract.

CERTIFICATION: The Chief Financial Officer certifies that \$25,000 will be presented to be reappropriated in August in Appropriation Amendment No. 1.

ATTACHMENTS: Staff Report - SCTDD, CDBG Administrative Service Agreement

7.23. APPROVE THE MAYOR TO EXECUTE A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH NEEL-SCHAFFER IN THE AMOUNT OF \$219,899 FOR THE CDBG SIDEWALK IMPROVEMENT DESIGN - FINANCE.

RECOMMENDATION: Approve.

INFORMATION: The City applied for and received CDBG funding for sidewalk improvements, specifically focused on improving sidewalks on East 8th Street and S High Street. Neel-Schaffer has been selected for the survey and design of the proposed sidewalks.

CERTIFICATION: The Chief Financial Officer certifies that \$219,899 will be presented to be reappropriated in August in Appropriation Amendment No. 1.

ATTACHMENTS: Staff Report - Neel-Schaffer, Neel-Schaffer Agreement

7.24. APPROVE ANNUAL RENEWAL OF PROPERTY INSURANCE WITH THE TML PUBLIC ENTITY PARTNERS IN THE AMOUNT OF \$197,344 - FINANCE.

RECOMMENDATION: Approve renewal of City property insurance and authorize payment to Public Entity Partners in the amount of 197,344.

INFORMATION: The City of Columbia obtains property insurance coverage through the Tennessee Municipal League's Public Entity Partners (PEP). The policy renewal for property (buildings and contents, computer equipment and mobile equipment) is July 1 of each year. An invoice for property insurance premium renewal has been received from PEP and is due for payment.

The annual premium was \$161,591 for FY 2023, \$152,098 for FY 2022, \$128,929 for FY 2021, and \$110,966 for FY 2020.

The invoice received for FY 2024 totals \$197,344. Property coverage renewal rates increased in 2023, which is in line with the limited number of other entities that insure municipal/county governments. The city's property additions to the policy during FY

2023 and FY 2023 exceeded deletions/reductions.

The PEP Board voted not to approve a member dividend credit (compared to \$10,001 for FY 2023) for FY 2024.

A breakdown of cost by fund is as follows:

General Fund	74,870
Sanitation Fund	4,672
Wastewater Fund	117,802
Total	\$ 197,344

CERTIFICATION: The Chief Financial Officer certifies that funds are budgeted and unencumbered within the General, Sanitation and Wastewater funds in the amounts of \$74,870, \$4,672 and \$117,802, respectively, for the payment of property insurance renewal premiums.

ATTACHMENTS: Staff Report PEP Property Renewal, Property renewal 7.3.23

7.25. APPROVE THE ANNUAL RENEWAL OF WORKERS' COMPENSATION INSURANCE WITH THE TML PUBLIC ENTITY PARTNERS IN THE AMOUNT OF \$135,006 - FINANCE.

RECOMMENDATION: Approval of renewal of workers' compensation insurance and payment of related invoice.

INFORMATION: The City of Columbia obtains Workers' Compensation insurance coverage through Tennessee Municipal League's Public Entity Partners (PEP), and the policy renewal is July 1 of each year. An invoice for Workers' Compensation insurance premium renewal has been received from PEP and is due for payment. A breakdown of the annual premium as compared to the previous four (4) years follows:

<u>Fiscal Year</u>	<u>Retention Limit</u>	<u>General</u>	<u>Sanitation</u>	<u>Wastewater</u>	<u>Total Premium</u>
2020	\$500,000	\$122,732	\$12,816	\$12,381	\$147,929

2021	\$500,000	\$90,935	\$9,466	\$5,931	\$106,332
2022	\$500,000	\$89,455	\$9,584	\$6,266	\$105,305
2023	\$500,000	\$79,354	\$8,507	\$5,999	\$93,860
2024	\$500,000	\$116,221	\$10,645	\$8,140	\$135,006

Rates increased from the prior year due to increased claims across the PEP pool, which is responsible for the increased premium amount. No member dividend credit was issued for FY 2024.

PEP administers payment of claims, which is coordinated with the City's HR Department.

The City Council is requested to approve the renewal of City workers' compensation insurance and to authorize payment to PEP in the amount of \$135,006.

CERTIFICATION: The Chief Financial Officer certifies that funds are budgeted and unencumbered within the General, Sanitation and Wastewater funds to pay workers' compensation insurance premiums in the amounts of \$116,221, \$10,645 and \$8,140, respectively.

ATTACHMENTS: Staff Report PEP WC, Columbia WC renewal

7.26. APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE AN AGREEMENT FOR GRANT ADMINISTRATION SERVICES WITH THE SOUTH CENTRAL TENNESSEE DEVELOPMENT DISTRICT IN THE AMOUNT OF \$65,000 FOR PROJECT ADMINISTRATION RELATED TO THE STATE OF TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION WATER INFRASTRUCTURE INVESTMENT PROGRAM - FINANCE.

RECOMMENDATION: Approve.

INFORMATION: The City of Columbia has received notice of award in the amount of \$4,819,505.99 under the State of Tennessee Department of Environment and Conservation (TDEC) Water Infrastructure Investment Program. The program is funded using American Rescue Funds (ARP). The City proposes to use funds to reimburse the Columbia Wastewater (Sewer) System for sewer

system rehabilitation and construction of the Bear Creek Pump Station.

In order to proceed and avoid unnecessary delay in implementing the project, the City Council is asked to authorize the Mayor to execute the grant administration services agreement with South Central Tennessee Development District. The administration services agreement obligates the City to an amount not to exceed \$65,000. Grant funds will be available to reimburse the City for the eligible portion of these expenses, upon execution of the grant contract.

CERTIFICATION: The Chief Financial Officer certifies that \$65,000 will be presented to be reappropriated in August in Appropriation Amendment No. 1.

ATTACHMENTS: Staff Report - SCTDD for ARP, TDEC Grant Administrative Services

7.27. APPROVE AND AUTHORIZE THE MAYOR TO SIGN CHANGE ORDER A. TO THE CONTRACT WITH SABRE INDUSTRIES IN THE AMOUNT OF \$4,837 FOR THE CONSTRUCTION OF ONE 195 FOOT RADIO TOWER - FIRE & RESCUE.

RECOMMENDATION: Approve.

INFORMATION: The City Council approved the bid award to Sabre Industries on April 13, 2023 in the amount of \$188,398 for one 195 foot radio tower.

The purpose of this change order is to increase the value of the contract by \$4,837 due to a required inspection from Sabre Industries engineer for an additional confirmation of soil integrity to support the tower.

CERTIFICATION: The Chief Financial Officer certifies that \$4,837 will be presented to be reappropriated in August in Appropriation Amendment No. 1.

ATTACHMENTS: Staff Report, Sabre Industries Change Order A

8. ADMINISTRATION.

9. RESOLUTIONS.

9.1. RESOLUTION NO. 23-44 - A RESOLUTION TO ACCEPT THE STREETS AND DRAINAGE IMPROVEMENTS IN HONEY FARM SUBDIVISION, PHASE 2, SECTIONS 3, 4, 5, 6 AND 7, FOR OWNERSHIP AND MAINTENANCE - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-44.

INFORMATION: This resolution refers to acceptance of streets and drainage improvements in Honey Farm Subdivision, Phase 2, Sections 3, 4, 5, 6 and 7, for ownership and maintenance in the City of Columbia. The Engineering Division has made inspections and recommends acceptance of the streets and drainage improvements.

ATTACHMENTS: Resolution No. 23-44 Staff Report, Resolution No. 23-44, HF 2.3, HF 2.4, HF 2.5, HF 2.6, HF 2.7

9.2. RESOLUTION NO. 23-45 - A RESOLUTION ADOPTING “COLUMBIA 2023-2028” AS THE ANNUAL STRATEGIC PLAN FOR THE CITY OF COLUMBIA - CITY MANAGER'S OFFICE.

RECOMMENDATION: Approve Resolution No. 23-45.

INFORMATION: On February 22, 23 and 24, 2023, the Mayor, City Council, City Manager and Management Team participated in three (3) days of strategic planning workshops facilitated by Judy King with Quality Management Services, LLC. During the annual workshops, the City Manager, City Council and Management Team reviewed progress and key projects from the prior year and set priorities, objectives and new goals to achieve over the next 12 months.

As City officials and staff continue to work towards achieving the community's long-term vision for Columbia, staff will continue to present semiannual progress reports which help to align the City's current year's work plan and budget priorities with the goals and objectives identified in the proposed 2023 Strategic Plan.

With City Council's approval, the updated Columbia Strategic Plan, *Columbia 2023-2028*, will be made available for public distribution following adoption of the FY 2024 budget.

ATTACHMENTS: Staff Report Resolution No. 23-45, Resolution No. 23-45, 2023 Strategic Plan Columbia TN

9.3. RESOLUTION NO. 23-46 - A RESOLUTION TO RATIFY THE AUTHORIZATION OF THE CITY OF COLUMBIA TO APPLY FOR THE 2024 ABC (ARTS BUILD COMMUNITIES) GRANT THROUGH THE TENNESSEE ARTS COMMISSION, ACCEPT THE 1:1 MATCHING GRANT AWARD FOR UP TO \$10,000 AND AUTHORIZE THE MAYOR TO EXECUTE DOCUMENTS RELATED TO ACCEPTING AND ADMINISTERING THE GRANT PROJECT - CITY MANAGER'S OFFICE.

RECOMMENDATION: Approve Resolution No. 23-46.

INFORMATION: The City of Columbia applied for the 2024 ABC Grant by the Tennessee Arts Commission to help fund an arts project up to \$10,000. This grant is a 1:1 matching grant, with up to \$5,000 in grant dollars from Tn Arts Commission matched by up to \$5,000 from the City of Columbia for an artistic crosswalk design and installation in the Columbia Arts District at the intersection of 8th Street and High Street. Artist will be determined by the Columbia Arts Council.

ATTACHMENTS: Staff Report Resolution No. 23-46, Resolution No. 23-46

9.4. RESOLUTION NO. 23-47 - A RESOLUTION TO RATIFY THE AUTHORIZATION OF THE CITY OF COLUMBIA TO APPLY FOR THE BLOOMBERG ASPHALT ART GRANT; IF AWARDED, ACCEPT THE GRANT AWARD FOR UP TO \$25,000 AND AUTHORIZE THE MAYOR TO EXECUTE DOCUMENTS RELATED TO ACCEPTING AND ADMINISTERING THE GRANT PROJECT - CITY MANAGER'S OFFICE.

RECOMMENDATION: Approve Resolution No. 23-47.

INFORMATION: The City of Columbia applied for the Bloomberg Asphalt Art Grant in the amount of \$25,000 with no matching funds required. If the grant is awarded, the funds would be used to create two artistic crosswalks located in the Columbia Arts District at 11th Street & High Street and 8th Street & Garden Street. Artist(s) will be determined by the Columbia Arts Council.

ATTACHMENTS: Staff Report Resolution No. 23-47, Resolution No. 23-47

9.5. RESOLUTION NO. 23-48 - TAX CORRECTIONS - CITY RECORDER'S OFFICE.

RECOMMENDATION: Approve Resolution No. 23-48.

INFORMATION: The City Recorder is presenting tax corrections through 6/28/2023 for Council consideration as submitted by Mr. Bobby Daniels, Maury County Tax Assessor.

ATTACHMENTS: Staff Report; Resolution No. 23-48; Tax Corrections.

ATTACHMENTS: Staff Report Resolution No. 23-48, Resolution No. 23-48

9.6. RESOLUTION NO. 23-49 – A RESOLUTION ACCEPTING THE DONATION OF (1) ONE USED PROPANE TANK DONATED BY HOLSTON GASES & AIR PIPING TO BE UTILIZED BY COLUMBIA FIRE & RESCUE - FIRE & RESCUE.

RECOMMENDATION: Approve Resolution No. 23-49.

INFORMATION: Fire & Rescue requests approval of the City Council to accept the donation of one used propane tank with a value of \$500 which will be used as a simulation prop for training purposes by the Training Division at the Training Center.

ATTACHMENTS: Staff Report Resolution No. 23-49, Resolution No. 23-49

10. ORDINANCES.

10.1.2ND CONSIDERATION OF ORDINANCE NO. 4456 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING A PORTION OF TAX MAP 112 PARCEL 9, LOCATED AT 6150 TROTWOOD AVENUE FROM CD-2 (RURAL CHARACTER DISTRICT) TO PUD-R (PLANNED UNIT DEVELOPMENT - RESIDENTIAL) - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4456 on second consideration.

INFORMATION: The applicant is requesting to rezone a portion of the aforementioned property for the future development of residential homes as part of the proposed Old Zion Road Planned Unit Development subdivision consisting of 765 homes on 415 acres. The Planning Commission reviewed this request and recommended approval with a vote of 4-2 at the April 12, 2023 meeting.

ATTACHMENTS: Staff Report Ordinance No. 4456, Ordinance No. 4456, Ordinance No. 4456 Exhibit A, Ordinance No. 4456 Exhibit B, Ordinance No. 4456 Updated Development Service Staff Report, Ordinance No. 4456 Development Services Staff Report

10.2.2ND CONSIDERATION OF ORDINANCE NO. 4457 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT 6150 TROTWOOD AVENUE BEING A PORTION OF TAX MAP 112 PARCEL 9 TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL) - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4457 on second consideration.

INFORMATION: The applicant is requesting a portion of property be annexed and zoned for a Planned Unit Development residential development known as Old Zion Road PUD. Planning Commission

reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

ATTACHMENTS: Staff Report Ordinance No. 4457, Ordinance No. 4457, Ordinance No. 4457 Exhibit A, Ordinance No. 4457 Exhibit B, Ordinance No. 4457 Updated Development Services Staff Report, Ordinance No. 4457 Development Services Staff Report

10.3.2ND CONSIDERATION OF ORDINANCE NO. 4458 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTIES BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED AT TAX MAP 112 PARCELS 2.03 AND 10.01, OFF TROTWOOD AVENUE AND OLD ZION ROAD TO PUD-R (PLANNED UNIT DEVELOPMENT-RESIDENTIAL) - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4458 on second consideration.

INFORMATION: The applicant is requesting the aforementioned properties be zoned upon annexation to a Planned Unit Development Residential classification as part of the Old Zion Road PUD subdivision proposed. The Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

ATTACHMENTS: Staff Report Ordinance No. 4458, Ordinance No. 4458, Ordinance No. 4458 Exhibit A, Ordinance No. 4458 Exhibit B, Ordinance No. 4458 Updated Development Services Staff Report, Ordinance No. 4458 Development Services Staff Report

10.4.2ND CONSIDERATION ON ORDINANCE NO. 4460 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400 - THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE TO ZONE PROPERTY BEING ANNEXED BY RESOLUTION NO. 23-29, LOCATED OFF OLD ZION ROAD, BEING A PORTION OF TAX MAP 112 PARCEL 10.07 TO PUD-R

**(PLANNED UNIT DEVELOPMENT-RESIDENTIAL) - WARD 1 -
DEVELOPMENT SERVICES DEPARTMENT.**

RECOMMENDATION: Approve Ordinance No. 4460 on second consideration.

INFORMATION: The applicant is requesting a portion of the aforementioned property be zoned to PUD-R upon annexation as part of the proposed Old Zion Road Planned Unit Development subdivision which will consist of 765 lots on 415 acres. The Planning Commission reviewed the request at the April 12, 2023 meeting and recommended approval with a vote of 4-2.

ATTACHMENTS: Staff Report Ordinance No. 4460, Ordinance No. 4460, Ordinance No. 4460 Exhibit A, Ordinance No. 4460 Exhibit B, Ordinance No. 4460 Updated Development Services Staff Report, Ordinance No. 4460 Development Services Staff Report

**10.5.2ND CONSIDERATION OF ORDINANCE NO. 4461 - AN
ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME
BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA,
TENNESSEE BY APPROVING THE OLD ZION ROAD PUD
PRELIMINARY MASTER PLAN LOCATED OFF TROTWOOD
AVENUE AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07
- WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.**

RECOMMENDATION: Approve Ordinance No. 4461 on second consideration.

INFORMATION: The applicant is requesting approval of the preliminary master plan for the Old Zion Road Planned Unit Development. The development will consist of 764 new residential lots that vary in three lot widths and with one existing lot on a total of 415 acres that will be developed in a multitude of phasing with 45% of the site being open space. Amenities include three (3) miles of walking trails, playgrounds, a pool, and dog park area. There was discussion on the possible connection between Ashwood Manor Subdivision and this development with no connection being proposed at this time. The Planning Commission reviewed this request at the April 12, 2023 meeting and recommended approval by a vote of 4-2.

ATTACHMENTS: Staff Report Ordinance No. 4461, Ordinance No. 4461, Ord No 4461 - Exhibit A (Updated), Ordinance No. 4461 Exhibit B (Updated), Ordinance No. 4461 Updated Development Services Staff Report, Ordinance No. 4461 Development Services Staff Report, Sunnyside to Polk 4 year crash data

10.6.2ND CONSIDERATION OF ORDINANCE NO. 4469 - AN ORDINANCE TO AMEND THE COLUMBIA MUNICIPAL CODE BY REPEALING AND DELETING TITLE 12, CHAPTER 1, SECTION 12-102, PERTAINING TO THE BUILDING CODE AND ADOPTING NEW SECTION 12-102 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance 4469 on second consideration.

INFORMATION: This Ordinance will amend the currently adopted International Residential Code in order to be in compliance with Tennessee House Bill No. 799. This bill establishes the 2018 International Energy Conservation Code for one-family and two-family construction as amended by the State Fire Marshal rule 0780-02-23-.02 as the maximum enforceable regulation.

SECTION 5. Tennessee Code Annotated, Section 68-120-101 (b)(2)(A), is amended by adding the following as a new subdivision: (iii) For one-family and two-family construction, it has adopted the International Energy Conservation Code, published by the International Code Council, and is not more stringent than the state minimum standard adopted pursuant to subsection (a); and SECTION 6. This act takes effect July 1, 2023, the public welfare requiring it.

ATTACHMENTS: Ordinance No. 4469 - Staff Report, Ordinance No. 4469

10.7.2ND CONSIDERATION OF ORDINANCE NO. 4470 - AN ORDINANCE TO AMEND THE CITY OF COLUMBIA PURCHASING MANUAL AS ADOPTED BY ORDINANCE NO. 4209 BY ADDING A NEW SECTION 3.15 ON CONSTRUCTION MANAGEMENT SERVICES AND BY CHANGING THE BID

AMOUNT FROM \$25,000 TO \$50,000 AND THE PURCHASE ORDER AMOUNT FROM \$4,000 TO \$8,000 AT ALL PLACES WHERE IT IS REFERENCED IN THE PURCHASING MANUAL - FINANCE.

RECOMMENDATION: Approve Ordinance No. 4470 on second consideration.

INFORMATION: The Chief Financial Officer reviews financial policies and procedures periodically to ensure that such policies and procedures conform to changes in state law and to best serve the City of Columbia. Upon review of recent updates to MTAS purchasing guidelines, staff recommends revisions to stay up to date with State law.

The attached City of Columbia Purchasing Policy and Manual version 071323 proposes the addition of a new section (3.15) on Construction Management Services as well as updating the purchase order amount from \$4,000 to \$8,000 and the bid amount from \$25,000 to \$50,000 at all places where it is referenced in the purchasing manual.

ATTACHMENTS: Staff Report - Update Purchasing Manual, Ordinance No. 4470, City of Columbia Purchasing Policy and Manual 060823 - Clean Copy, City of Columbia Purchasing Policy and Manual 060823 - Redline Copy

10.8.1ST CONSIDERATION OF ORDINANCE NO. 4471 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF THE CITY OF COLUMBIA, TENNESSEE BY REZONING TAX MAP 41 PARCEL 15.00, LOCATED AT FREEHAND LANDE AND CLEBURNE ROAD, FROM CD-3 (NEIGHBORHOOD CHARACTER DISTRICT) TO CD-4 (GENERAL URBAN CHARACTER DISTRICT) AND ESTABLISH THE DATE OF AUGUST 10, 2023 AS THE DATE OF PUBLIC HEARING - WARD 5 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4471 on first consideration and establish August 10, 2023 as the date of Public Hearing.

INFORMATION: During the transition from Zoning Ordinance 3638 to Zoning Ordinance 4400, the zoning map was adopted with the aforementioned property reflecting a CD-3 (Neighborhood Character District) residential zoning instead of the CD-4 (General Urban Character District) that the MCD (Mixed Use Commercial Service District) correlated to and was previously zoned. The applicant is requesting the rezoning for correction. The Municipal Planning Commission reviewed this request at the June 14, 2023 meeting and recommended approval by a vote of six to zero.

ATTACHMENTS: Staff Report for Ordinance 4471, Ordinance 4471-Rezone.Freehand-Cleburne, OrdNo4471-ExhA, OrdNo4471-ExhB, Staff Report

10.9.1ST CONSIDERATION OF ORDINANCE NO. 4472 - AN ORDINANCE TO AMEND ORDINANCE NO. 4400, THE SAME BEING THE ZONING ORDINANCE OF COLUMBIA, TENNESSEE BY REZONING TAX MAP 90 PARCEL 7.08, LOCATED OFF RIVER ROAD, FROM PUD-MU (PLANNED UNIT DEVELOPMENT - MIXED USE) TO CD-5 (URBAN CENTER CHARACTER DISTRICT) AND ESTABLISH AUGUST 10, 2023 AS THE DATE OF PUBLIC HEARING - WARD 3 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Ordinance No. 4472 on first consideration and establish August 10, 2023 as the date of Public Hearing.

INFORMATION: The applicant is requesting the removal of the current PUD (Planned Unit Development) zoning overlay from the property. The Connect Columbia comprehensive plan supports the requested CD-5 zoning. The original PUD was never developed and current Zoning Ordinance standards could not be met for the stand-alone five acre property. The applicant presents a concept for future development under the CD-5 (Urban Center Character District) zoning, and reflects a mix of residential types with pocket

parks and a thoroughfare. The property is behind established commercial property and adjacent to the Taylor Landing development. The Municipal Planning Commission reviewed this request and recommended approval by a vote of five to one at the June 14, 2023 meeting.

ATTACHMENTS: Staff Report for Ordinance 4472, 4472-Rezone.RiverRoad, OrdNo4472-ExhA, OrdNo4472-ExhB, Staff Report, Concept

11. PUBLIC COMMENT.

12. OTHER BUSINESS.

12.1. RESOLUTION NO. 23-29 - A RESOLUTION TO ANNEX AND APPROVE A PLAN OF SERVICES FOR PROPERTIES AND PORTIONS OF PROPERTIES AT TAX MAP 112 PARCELS 2.03, 9, 10.01, AND 10.07 LOCATED OFF TROTWOOD AVENUE INTO THE CITY OF COLUMBIA, TENNESSEE - WARD 1 - DEVELOPMENT SERVICES DEPARTMENT.

RECOMMENDATION: Approve Resolution No. 23-29.

INFORMATION: The property owner(s) and the applicant are requesting annexation into the City of Columbia for future residential development under a Planned Unit Development Master plan known as Old Zion Road PUD. The Planning Commission reviewed this request and recommended approval with a vote of 4-2 at the April 12, 2023 meeting.

ATTACHMENTS: Staff Report Resolution No. 23-29, Resolution No. 23-29, Resolution No. 23-29 - Exhibit A, Resolution No. 23-39 - Exhibit B, Resolution No. 23-29 - Exhibit c, Resolution No. 23-29 - Plan of Services, Resolution No. 23-29 - Update to Staff Report April 2023, Resolution No. 23-29 - Staff Report Trotwood PUD

13. EXECUTIVE SESSION.

14. ADJOURNMENT.

15. UPCOMING EVENTS.

