

AGENDA

CITY OF MINNETONKA

STUDY SESSION

MONDAY, MARCH 19, 2007

6:30 P.M.

BOARDS AND COMMISSIONS ROOM

1. Emergency plan update
2. Storm water CIP and proposed fee increase review
3. Adjournment

Additional Information

Special Study Session summary January 22, 2007

Study Session summary January 29, 2007

Special Study Session summary February 5, 2007

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. While all meetings of the council are open to the public, study session discussions are generally limited to the council, staff and consultants.

**City Council Study Session Item #1
Meeting of March 19, 2007**

Brief Description: Emergency plan update.

Background

At the March 19 study session, staff will review aspects of the plan such as interoperability, communications and staging during emergency events. Three scenarios will be presented including a summer storm, a winter storm and a disease outbreak. In each of these scenarios, specific details in the emergency plan that may come into play will be highlighted and discussed. A review of mayor and council roles will also be covered.

Discussion Points

- **Does the city council have any questions regarding the emergency plan?**
- **Does the council have any questions about their possible roles during an emergency?**

Summary

A power point presentation discussing the city's "all hazard" emergency plan will be given by Fire Chief Joe Wallin.

Submitted through:
John Gunyou, City Manager

Originated by:
Joseph A. Wallin
Fire Chief, Director of Emergency Management

Council Study Session

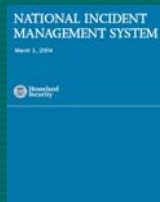
- Council update
- Topical discussion points
- Scenario discussions



Federally Required National Incident Management System (NIMS) Training

National Incident Management System

- City Council
- City employees
- Public works
- Police
- Fire



Incident Command System – Overview

- Fire
- Police

Incident Command System – Basic

- Fire
- Police

National Response Plan

- Emergency managers

Hot Topics

- Cooperative / Interoperability issues
- City Communications
- Public Communications
- Staging
- Community Involvement



Hennepin County Mutual Aid



- Hennepin County Emergency Medical Services, Fire Chiefs, Police Chiefs, Public Health, and Public Works Associations all have county-wide mutual aid agreements in place.
- Provide better use of assets on a regional level

City Communications



- Annex A of the City's Emergency Plan describes how warnings would be distributed
- 9-1-1 communications center can broadcast on all city radios
- Annex B of the plan describes direction and control

Public Communications



- Described in Annex C
- Public Relations Manager
- Mayor may serve as public information official
- NOAA weather radio
- Outdoor warning sirens
- Cable channel 16
- Cable override
- ReadyMinnetonka listserv

Staging



- Described in the Basic Plan
- Fire stations and large parking lots
- Regional staging



Designed to help all of our civic partners (public, business, schools, and community-based) to become better prepared to survive

Businesses:

- COOP / Emergency Planning
- Employee education
- Listserv

Schools:

- “Smart School” program
- Emergency planning
- Employee education
- Listserv

Citizens:

- Preparedness concepts
- Educational brochures
- Listserv

Community Groups:

- Preparedness concepts
- Speakers
- Listserv

Scenarios

- Summer Storm
- Winter Storm
- Disease Outbreak



**Lessons Learned
Information Sharing**

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Summer Storm

- Warning and Notification (Annex A)
- Debris Removal (Annex J)
- Security, Evacuation, and Traffic Control (Annex F)



Summer Storm – Warning and Notification



- The Hennepin County Sheriff's Radio controls and activates sirens.
- The Minnetonka 9-1-1 Communications Center makes notifications.
- The police shift supervisor shall notify designated persons as indicated in the emergency plan. (City Manager, etc.)

Summer Storm – Debris Removal



- The Public Works Department is responsible for debris clearance.
- Debris would be disposed of at pre-determined locations.
- Additional debris clearance-type equipment if needed, it would be obtained through Hennepin County Public Works.

Summer Storm – Security & Evacuation



- The Police Department is responsible for coordinating security.
- Security for responding mutual aid will be the responsibility of the unit involved.
- Police will coordinate security for congregate care facilities.
- Evacuations would follow existing travel corridors.

Winter Storm

- Utilities Restoration and Health Issues (Annex K)
- Search and Rescue (Annex D)
- Sheltering and Congregate Care (Annex I)



Winter Storm Utilities Restoration and Health



Utility Restoration

- Restoration priorities determined by provider.

Related Public Health Issues

- The city will also assist in providing information about the safety of the city water supply and sewer restoration.

Winter Storm Search and Rescue



- Fire department is responsible for search and rescue.
- Assistance may be obtained through;
 - Civil Air Patrol
 - Sheriff's Department
 - Police Reserves
 - Police Explorers
 - National Guard

Winter Storm Sheltering and Congregate Care



- Community Development is responsible for coordinating sheltering and congregate care.
- Services will be provided through agreements with;
 - American Red Cross
 - Salvation Army
 - Local Places of Worship
 - Metro Peer Counseling
 - National Guard

Disease Outbreak

- Minnesota Department of Health (MDH) – Lead State Agency
- Follow MDH Plans and Procedures
- Public Health and Medical (Annex E)



Disease Outbreak Minnesota Department of Health



- 3 dispensing sites in Minnetonka
- Minnesota Department of Health will be primary source of public information
- Minnesota Department of Health will determine appropriate action steps to be taken, based on outbreak severity.

Disease Outbreak Public Health and Medical



- Community Development is the local coordination point for public health issues.
- Some examples:
 - Epidemic / pandemic
 - Food and/or water contamination
 - Bio-terrorism
- Assistance may be obtained through;
 - County health department
 - State health department
 - Centers for Disease Control

Current / Ongoing Planning



- Continuity Of Operations Planning
- Working on best practices with Eden Prairie
- Joint response practices
- Law enforcement “playbook”

Mayor and City Council Roles and Responsibilities

- Declaring a “State of Emergency”
- Emergency ordinances
- Requesting assistance from Governor
- Public information and statements
- Overall policy direction through the City Manager

A teal-colored rectangular area containing the text "Thank you!" in a white, serif font. The background of this area features a faint, stylized illustration of two hands shaking, rendered in a lighter shade of teal.

Thank you!

**City Council Study Session Item #2
Meeting of March 19, 2007**

Brief Description: Storm water CIP and proposed fee increase review.

Background

For the past two to three years, the storm water fund has experienced significant pressures for increased funding. These pressures have ranged from unfunded mandates to internal programs like park renewal and street reconstruction. The most recent pressure has come from programs and costs associated with the city's new infiltration and inflow program (I&I). These funding pressures can generally be grouped into the following categories:

- Road Improvements: In recognition of requests from city residents to enhance and accelerate the city's road rehabilitation program, council authorized additional funds for this program in 2006 and 2007. The increased funding allowed for additional city streets to be reconstructed as well as new programs to be developed to improve streets not being reconstructed, the new thin overlay program. The city has also been recently faced with providing the necessary local and matching funds for many long awaited county road improvement projects. Because it is most economic to coordinate street and storm sewer construction, reconstructing city and county roads at an accelerated pace requires more storm sewer to be installed, and more funds to be budgeted. These higher costs in the near term will result in long-term savings.
- Infiltration and Inflow (I&I): The I&I program being developed will likely include improvements that involve upgrades to the city's storm sewer system. Although most I&I improvements can be funded with funds designated for I&I reduction, these funds can only be used for items specifically related to I&I reduction. For example, if an I&I project is designed and it makes sense to add other storm water features to the project at the same time, a funding source other than I&I must be used for these additional features. As a result, funds need to be budgeted for the non-I&I reduction costs of a storm water project.
- Unfunded Mandates: The past and present unfunded mandates for storm water have generally all been related to the Clean Water Act that was passed by the federal government in the 1970's. The most recent mandates primarily include items related to water quality, nutrient load reductions and impaired waters. These mandates require us to comply with NPDES permitting requirements and establish procedures like our pond maintenance program. They also require us to update our water resources plan so it is in compliance with these mandates, and to perform watershed modeling to determine methods for nutrient reduction.

- Park Renewal Projects: The storm sewer needs for park renewal projects were typically not known in advance of park planning, since the projects initially concentrated on park related improvements. Infrastructure improvements were generally determined after completing the neighborhood input process. As of the end of 2006, the storm water fund has funded \$541,257 of park related improvements - remaining park renewal projects will only require another \$20,000 in estimated storm water funding.
- Inflation: The increase in concrete and oil prices over the last 2-3 years has caused overall storm sewer costs to increase above what staff had anticipated.

Analysis

The recommended solution for the funding pressures on the storm water fund involves a balanced approach of increasing funding, and more efficiently using the funds that are available by prioritizing needs. The attached spreadsheet incorporates this balanced solution and presents staff's recommendation for the 2008 – 2012 storm water CIP.

- Increased Funding: The attached spreadsheet and utility rate comparison table recommend a \$0.75 per month increase in 2007 for residential properties, and a \$0.30 per month increase for subsequent years. This approach brings the fund into balance, and provides for inflationary increases in future years (\$0.25), and a slight increase (\$0.05) for a portion of the presently unknown costs of the I&I program. As shown in the comparison table, the proposed increase for 2007 would take us from a point that's well below average to a point that's just slightly above average.
- Prioritization: The projects on the attached spreadsheet were scheduled based on a high, medium, and low ranking system. They were also scheduled to coincide with other scheduled projects like county road improvement projects. The priority ranking system for the available funding is based on the following criteria:
 - *High Priority* projects are those that coincide with city and county road projects as well as projects related to I&I, unfunded mandates, and major structure flooding.
 - *Medium Priority* projects are those relating to minor structure flooding, erosion, water quality, and street flooding causing public safety concerns.
 - *Low Priority* projects are essentially nuisance related property flooding. The recent issues brought to council's attention regarding Woodknoll Lane would fall into this category. In past years, the city has been able to include some of these projects because there were not as many funding pressures on the storm water fund.

Discussion Points

- **Does council agree with the recommended 2008-2012 priority ranking of storm water projects?**

Staff believes that the high, medium and low priority rankings described above are very reflective of the current funding pressures, and provide a good foundation for prioritizing and scheduling CIP projects and programs within available resources.

- **Are the recommended fee increases reasonable?**

Staff believes that the proposed fee increases are reasonable considering the cost pressures on the fund. The \$0.75 increase proposed for 2007 would bring structural balance to the storm water fund while staying within the average fee range for the 16 cities that are annually surveyed. The increases proposed for subsequent years are intended to only cover inflation and a minor amount for the I&I program. Shifting more projects into higher priorities would require a greater increase in storm water fees.

Summary

Current funding pressures on the storm water fund will likely continue well into the future. Since other funding needs may develop in upcoming years (upgrading county roads, additional costs for the I&I program, or unknown costs related to complying with federal mandates), staff thinks it important to bring the storm water fund into structural balance now to allow these future funding pressures to be more easily addressed.

Although this report clearly discusses the need for more money, staff will continue our practice of routinely looking for ways to reduce program and project costs whenever possible. Reductions could be in the form of regional treatment basins, infiltrating water versus piping it away, and collaborating with other agencies when complying with mandates. The projects identified on the recommended 2008 – 2012 CIP are expected to contain some of these cost saving features.

Submitted through:
John Gunyou, City Manager

Originated by:
Lee Gustafson, P.E., Director of Engineering

2007 Residential Storm Water Utility Rates

CITY	PER MONTH	PER YEAR
Golden Valley	\$7.33	\$87.99
New Hope	\$6.11	\$73.32
Burnsville	\$5.90	\$70.80
Savage	\$5.88	\$70.56
Brooklyn Center	\$5.63	\$67.56
Woodbury	\$5.50	\$66.00
Richfield	\$4.85	\$58.20
Edina	\$4.80	\$57.56
Minnetonka (Proposed 2007)	\$4.80	\$57.56
Bloomington	\$4.53	\$54.36
Hopkins	\$4.50	\$54.00
Plymouth	\$4.33	\$51.96
Minnetonka (2006)	\$4.05	\$48.60
Apple Valley	\$3.98	\$47.76
St. Louis Park	\$3.83	\$45.96
Wayzata	\$3.33	\$39.96
Eagan	\$2.54	\$30.48
Eden Prairie	\$1.00	\$12.00
Average (excluding Minnetonka 2006 & proposed 2007)	\$4.63	\$55.53

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CITY OF MINNETONKA
CITY COUNCIL SPECIAL STUDY SESSION
MONDAY, JANUARY 22, 2007
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Council Present: Dick Allendorf, Bob Ellingson, Terry Schneider, Al Thomas, Tony Wagner, Brad Wiersum and Mayor Jan Callison

Council Absent: None

Staff: John Gunyou, Geralyn Barone, David Maeda

Callison called the meeting to order at 6:04 p.m. and explained the interview process.

1. Boards and commissions interviews

Chad Bacon is a clinical supervisor of an adult mental health unit for Carver County. He has been an active volunteer with the American Cancer Society for five years and is also involved with the Mental Health Advisory Council in Carver County. He and his wife moved to Minnetonka two years ago from St. Louis Park in large part because they were impressed with the park system. He believes open space is not just a policy for Minnetonka, but rather an edict.

Bacon indicated he is mostly familiar with conservation in Purgatory Park but has visited other parks in the city as well.

Scott Christensen is an architect for Opus Architects and Engineers and has volunteered in a number of civic capacities, including as a trust monitor for the Minnesota Land Trust Affiliate and as a member of the Minnetonka Open Space Preservation Task Force. He has lived in Minnetonka for 18 years and has two kids who have gone through the school system. He is personally interested in conservation and has a professional interest in urban design and planning. He believes his experience as an architect will transfer over well into park board issues. He believes global sustainability begins with sustainable cities.

Christensen noted his work at Opus has brought him experience in dealing with institutional clients, committee structures, and stakeholder representation.

Amber Greves is a five-year resident of Minnetonka and grew up in the Des Moines, Iowa area. She earned her bachelor of arts in speech and hearing services from the University of Iowa and her master's in communications disorders from the University of Wisconsin, Eau Claire. When moving to the Twin Cities with her husband and two children, the number one draw to Minnetonka was the park system. Since moving here, she has been involved in Mom's Club of Minnetonka, coordinating community service and fundraising projects. She also currently works part-time for the school district as a speech pathologist.

Greves stated she is very interested in how government works, particularly with citizen involvement from the community. She believes open space is a vital

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aspect to the community, and the city has created a very good balance in preserving natural resources and development.

Dewey Hassig has been a Minnetonka resident for 40 years. He spent 80-plus hours over the past year in volunteer service to the city, and he believes the park board is another way to serve the community. He has served on the heritage commission, as a tour guide for the Burwell House, and has spent 40 hours in buckthorn removal. His hobbies include raising native plants and wildflowers and raising honeybees and monarch butterflies. He also enjoys fishing and walking in the parks.

Hassig indicated it is important to balance open spaces with development issues.

In response to a question by Callison about quality versus quantity of parks, Hassig indicated the quality of parks suffer if there are too many to maintain.

2. Adjournment

The study session adjourned at 6:28 p.m.

Respectfully submitted,

David E. Maeda
City Clerk

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Council Present: Bob Ellingson, Terry Schneider, Al Thomas, Tony Wagner, Brad Wiersum and Mayor Jan Callison

Council Absent: Dick Allendorf

Staff: John Gunyou, Geralyn Barone, David Maeda

Others:

Callison called the meeting to order at 6:30 p.m. and explained the interview process.

City Manager John Gunyou reported on the upcoming meeting schedule. The next regular meeting will be February 5 beginning at 6:00 p.m. to conclude the interview process. Callison will deliver the State of the City Address on February 7 at 7:30 a.m.

Gunyou said the council may wish to begin looking at the issue of a potential salary increase for councilmembers. He said that since the last time the issue was discussed three years ago, council salaries were in line with the salaries for like-sized neighboring cities. Since then the disparity has grown to around \$1,000 to \$1,500. By state law, an increase can not become effective until after an election, so if the council does not act on the issue this year, any increase would have to wait until another election cycle.

Thomas said it may be time to review the process for interviewing board and commissions candidates. He suggested it might be a good idea to conduct more in depth interviews for candidates for those boards and commissions who make decisions on behalf of the council. He said another idea would be for councilmembers to rotate serving on different interview panels for some of the interviews.

Callison said that more in depth interviews might be too time consuming. She asked staff to look into council interest in changing the process.

1. Boards and commissions interviews

Ansel, Darrell

Ansel said he was a 35 year resident. His career has included owning a retail liquor store, and working as a licensed realtor. Ansel worked as a reserve police volunteer and said the city should be proud of the professionalism and work ethic of the police force. He is interesting in serving the city because he would like to continue making a contribution to the community.

Henningsgaard, Alan

Henningsgaard said he has 20 years experience in the corporate world. He is a 23 year Minnetonka resident with three kids. He currently serves on the Hopkins School Board Education Foundation. He would like to be more involved in the community. Thomas asked his views on the Glen Lake development project.

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Henningsgaard said he supports development efforts because he abhors franchise world and supports building unique neighborhoods.

Lehman, Paul

Lehman has lived in Minnetonka for over 40 years. He chaired the Park Board and would like to continue community service. He said he has had a life long passion for recreation. He currently works as an electrical engineer for Xcel Energy.

Mullins, John

Mullins has lived in Minnetonka for three years with wife and daughter. He said he applied for a position because the city is a place where he wants to be 20 years from now- and thus would like to have an impact on the community. Mullins said the city has a great park system- and he is interested in serving on planning commission or economic development authority rather than the park board because current park system already working well and he wants to work to effect progress.

Nichols, David

Nichols grew up in Cincinnati, and earned his undergraduate degree in Indiana and his masters at Northwestern. He currently works for United Health Group. He said he first learned about the city through a fraternity friend and eventually he and his wife (who is from Bloomington) decided to move here. Nichols said that in his spare time he enjoys studying how cities come together either intentionally or organically and how zoning and development make a city what it is.

Sundberg, Kristine

Sundberg moved to Minnetonka area in the early 1980's raised her children here. She has a masters degree in environmental sciences. She has worked for Super Valu as well as owning a small business. She said one reason she applied is with her private sector background she is now interested in serving in the public policy arena. She was appointed by the governor to the Minnesota Racing Commission.

Waters, Blaine

Waters grew up in Edina. He said that while looking for a house to buy last August, he and his wife decided on Minnetonka over other neighboring suburbs. He said he loves Minnetonka's big trees. He said that he knew he had made the right decision immediately because he felt like home right away. He said one challenge facing the city is more and more pressure for redevelopment

Yang, Thomas

Yang said he came to U.S. in 1989. He attended Winona State and St. Mary's- earning his B.A. public administration. He said he applied because minority

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voices needs to be heard in community. While in college he served as an intern to the city manager of Winona working no a project to translate library policies into different languages.

Daul, David

Daul said he worked in the city for 12 years and has lived in Minnetonka for two years. He and his wife have three children and the family enjoys the city's parks. Schneider asked Daul to describe his decision making process. Daul replied that he believes that it is important to collect as much information from residents before making a decision. He gave the example of a development issue that arose near his house where horse trails were turned into soccer fields. He said he first opposed the development because he thought the horse trails gave the city part of its identity but that later he accepted the soccer fields because his children used them.

Gallagher, Kyle

Gallagher is a special education teacher in the Westonka School District working with emotionally disturbed students. He said last year he decided to become more involved with the community and this led to his attending the city's citizen's academy. He also served as an election judge and currently volunteers in the juvenile diversion program. He said that he has lived in Minnetonka for 10 years and loves its proximity to downtown Minneapolis as well as the parks and the sense of community that one feels when going to different parts of the city. Thomas asked what Gallagher thought were the strengths and weaknesses of the citizen's academy. Gallagher replied that he found the section on parks and recreation most informative and that he couldn't identify any real weaknesses in the program.

2. Adjournment

The study session adjourned at 8:49 p.m.

Respectfully submitted,

David E. Maeda
City Clerk

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PAGE 1**

Council Present: Dick Allendorf, Al Thomas, Tony Wagner, Brad Wiersum and Mayor Jan Callison

Council Absent: Bob Ellingson, Terry Schneider

Staff: John Gunyou, Geralyn Barone, David Maeda

Callison called the meeting to order at 5:47 p.m. and explained the interview process.

1. Boards and commissions interviews

Sue Sjeklocha has both professional and volunteer non-profit experience. She has lived in the city for over 25 years. She said she is interested in serving because she wants to give back to the community. She indicated she has consensus building skills that would be useful and said one of her strengths is being courageous. Allendorf asked for an example of this and Sjeklocha gave an example of an action she took as a board member of Simpson Housing Services- a Minneapolis homeless shelter. She said safety concerns had been raised and to get the issues addressed she made a motion to close the shelter. The motion failed but the attention drawn led to action on the safety issues.

Wagner asked why Sjeklocha had made serving on the planning commission her number one choice. She said that the issues dealt with by the commission often were at the human level and were emotional issues and that she wanted to be a part of the solution in working through those issues.

Kathryn Graber is a lifelong Twin Cities resident and has lived in Minnetonka for the past eight years. She said she has been volunteering all her life and now would like to get more involved in the community and learn more about how government works. She said she is detail oriented and likes to learn from different perspectives. Thomas asked for one thing Graber liked about living in Minnetonka and one thing she did not like. Graber responded that the answer was the location of the city for both categories. She said the city's location makes it easy to get to but because it is easy to get to, traffic is heavy.

Wiersum asked why Graber after many years of nonprofit volunteer work now wants to shift to public service. She said that she wants to learn how city government works and by getting more involved she would become more informed and could better effect change.

Diane Hayden has lived in Minnetonka for 15 years and has three children. She previously served on the Park Board from 1994 to 2003. She said she was instrumental in getting the referendum passed to provide more funding. She has volunteered at her children's schools but has missed working on the Park Board

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and would like to return.

Thomas said that since the time Hayden left the board, a lot of the programs have moved from the thinking stage to being operational. He asked her perspective on this shift. Hayden replied that because of her children she has spent a lot of time visiting parks not only in Minnetonka but also in Plymouth and Edina. She said that she has seen first hand what makes parks attractive to families and little changes like adding monkey bars or an outhouse to a park makes it even more popular. She said that of all her life's work the thing that has impressed her daughter Alexis most is her service on the Park Board.

James Helsdingen received his undergraduate degree in history from Eastern Illinois University. He went on to earn his MBA in accounting from the University of St. Thomas. He currently works as a C.P.A. Helsdingen said that he has the time and desire to serve his community and wants to learn more about city government.

Wiersum asked why Helsdingen's primary interest is serving on the Economic Development Authority. Helsdingen said that he felt that was the best fit with his past experience and his current job. He said some of the biggest issues facing the city are the subdivision of lots and building of houses and making sure that the right decisions are made to maintain the beauty of the city. He said although the EDA might be the best fit he would be willing to serve the city in other areas as well.

Bill Yaeger has lived in Minnetonka for around 20 years. He said that after earning his bachelor's degree from Mankato State University he assumed he was going to move back to Edina where his parents' home was located. But he found a perfect condo in Minnetonka and said he would now like to give back to the city that he has gotten so much from. He currently owns a finance company that provides automobile loans to those with poor credit. He served six years on the Bassett Creek Watershed District's board. He said two terms on the watershed district's board was enough and he now wishes to try something different for the city.

Allendorf asked how Yaeger's company's business of providing loans to those with bad credit to buy good cars isn't a recipe for disaster. Yaeger said that by limiting the profit margin for car dealers the financing works and that many considered bad risks for a loan because of poor credit scores are people who have gone through a divorce or lost a job but really are not bad credit risks.

Callison asked Yaeger to expand on a comment made in his application on the need to change the focus of the city from growth to quality. He said that the extra things in life that a city can provide add to the residents overall quality of life and that Minnetonka needs to continue to look at adding attractions that will bring

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people to the city.

The session was adjourned at 6:28 p.m.

Respectfully submitted,

David E. Maeda
City Clerk