

<b>TOWN OF SOUTH BETHANY TOWN COUNCIL WORKSHOP MEETING MINUTES JANUARY 24, 2013</b>
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**MEETING CALLED TO ORDER**

Mayor Pro-Tem Callaway called the January 24, 2013, Town Council Workshop Meeting to order at 5:00 p.m., followed by the Pledge of Allegiance to the Flag.

**ANNOUNCEMENT OF ABSENCES/REMOTE ACCESS (ATTENDANCE)**

PRESENT: Mayor Pro-Tem Callaway; Councilpersons Al Rae, Jim Gross, Pat Voveris, George Junkin, and Mark Damato; Town Manager Melvin Cusick; Code Enforcement Constable Pete Brockstedt; and Financial Administrator Renee McDorman

EXCUSED REMOTE ACCESS: Mayor Kathy Jankowski (Mayor Pro-Tem Callaway noted that this was the first official remote access of the Town Council.)

Due to the participation by remote access, Mayor Pro-Tem Callaway reminded meeting participants of the following: Identify yourself before speaking, only one person speak at a time, and indicate a page number (if possible) when referring to materials in the meeting packet.

**PUBLIC COMMENT PERIOD**

There were no comments from the public.

**ENVIROTECH PRESENTATION REGARDING THE PILOT DIFFUSER PROJECT**

Wes Allen, Director of Operations for Envirotech, reviewed the following regarding the pilot diffuser project:

- The State and the Army Corps of Engineers permits are complete. The State waived all of its permit fees for this project. The State of Delaware's Subaqueous Lands Section (who issued the permits) has requested copies via email of all the monitoring data because they are interested in the effectiveness of the diffuser in the Town's canal. They are particularly interested in the data regarding dissolved oxygen because fish kill is their number one concern. As part of the permit process, DNREC sent letters to property owners adjacent to the canal as well as a public notice in the newspaper to announce that Envirotech had applied for this permit. Mr. Allen said DNREC received several phone calls, but there were no negative comments once people understood what the project was.
- Envirotech ordered and received the diffuser system for this project. Mr. Allen brought a piece of the diffuser system, the diffuser stone, for Council to see. Mr. Allen explained the different pieces of the diffuser stone. Mr. Allen left a brochure with the Town which explains on pages 68-73 the system that will be used for this project.
- The compressor will be placed as close to the canal as possible. The meter and breaker box will be closer to the pole. Because it is an adopted canal end, Envirotech will meet with the Town to determine the best possible location for the compressor. There can be landscaping around the compressor, but a 1½ foot clearance is needed around the box. Envirotech recommends using shrubs and grasses for the landscaping. Also the compressor can be painted.
- Weather permitting, Envirotech hopes to do the install in late February.

- The diffuser system does not kill algae. The diffuser system promotes the oxygen levels to be high which promotes growth of the beneficial bacteria that eat the muck and things that cause the algae to grow.
- The best way to operate the diffuser system is to operate it 24 hours a day. It is very important to run the diffuser system throughout the night in order to keep a good steady oxygen profile and avoid crashes in oxygen level.
- The compressor is not as loud as a heat pump. The compressor is 30 to 50 decibels as compared to a heat pump which is 70 to 100 decibels.
- Regarding the potential difference in water quality from this project, Mr. Allen believes mostly the dissolved oxygen levels are going to be different.

Council thanked Mr. Allen for his presentation.

#### **DISCUSSION OF DRAFT ORDINANCE TO REVISE CHAPTER 104, PROPERTY MAINTENANCE**

Mr. Fields stated that much of the language in this draft ordinance comes from the grass cutting ordinance. Councilman Gross stated that this draft ordinance goes hand in hand with the draft ordinance for Chapter 114. Chapter 104 pertains primarily to the maintenance and fines and Chapter 114 covers the details of what is required.

Council's review of the ordinance:

§ 104-13A: Change the last word in the paragraph from § 104-8(D) to § 104-13.1

§ 104-13B: At the end of this paragraph reference § 104-19.

§ 104-13.1C: In the first sentence change "Code Enforcement Officer" to "Code Enforcement Constable".

§ 104-17: Mayor Pro-Tem Callaway suggested adding something to address "damaged or broken bins in disrepair or in need of replacement".

In the next to the last sentence delete "siding or shingles of the type".

Council agreed to have the first reading of this ordinance at the February 8 Town Council Regular Meeting.

#### **DISCUSSION OF DRAFT ORDINANCE TO REVISE CHAPTER 114, SOLID WASTE**

Mr. Fields stated that the intent of changing Chapter 114 is to require people to have enough cans to hold their trash.

Council's review of the ordinance:

**§ 114 Definitions: TRASH – Waste material and refuse of every character except garbage and yard waste. It shall include, by way of illustration but not by way of limitation, paper, boards, broken glass, used furniture and household appliances.**

**Delete: It shall include, by way of illustration but not by way of limitation, paper, boards, broken glass, used furniture and household appliances.**

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**§ 114-5E:** It shall be unlawful to place or deposit any animal excrement into any cart, bin, can, or container that is not the property of the animal owner.

**Change to:** It shall be unlawful to place or deposit any animal excrement into any cart, bin, can or container that is not the property of the animal owner or the Town.

**§ 114-76A(2)(1)** All garbage and ~~rubbish~~ **trash** shall be placed in protective containers **with lids**, not to exceed ~~55~~ **96** gallons in size ~~or 50 pounds~~, including but not limited to plastic bags.

**Change to:** All garbage and ~~rubbish~~ **trash** shall be placed in protective containers **with lids**, not to exceed ~~55~~ **96** gallons in size. ~~or 50 pounds, including but not limited to plastic bags.~~

**§ 114-76A(3)** Yard waste shall be bagged in recyclable paper bags or placed in a trash can. If yard waste is placed in a trash can, the can shall be at curbside with the lid off and not in a bin. To ensure pickup, yard waste should be put at curbside the night before pickup day. Yard waste shall not be commingled with garbage, trash or recyclable materials. Plastic bags are not allowed for yard waste pick up. Yard waste that is in plastic bags or that is commingled with garbage, trash, or recyclable materials will not be picked up. All brambles, sticks, tree trimmings and the like shall be securely tied together with cotton string in bundles which shall not exceed fifty (50) pounds in weight or four (4) feet in length.

**Change to (by moving the sentence in blue up):** Yard waste shall be bagged in recyclable paper bags or placed in a trash can. Plastic bags are not allowed for yard waste pick up. Yard waste that is in plastic bags or that is commingled with garbage, trash, or recyclable materials will not be picked up. If yard waste is placed in a trash can, the can shall be at curbside with the lid off and not in a bin. To ensure pickup, yard waste should be put at curbside the night before pickup day. Yard waste shall not be commingled with garbage, trash or recyclable materials. All brambles, sticks, tree trimmings and the like shall be securely tied together with cotton string in bundles which shall not exceed fifty (50) pounds in weight or four (4) feet in length.

Note: The Town Manager has emailed the trash company to see if 50 pounds is acceptable, but as of this meeting he had not heard back from the trash company.

**§ 114-76(4):** Council voted to use the version on pages 4 and 5 which was in red print rather than using the alternate version which was on page 5 in blue print.

**§ 114-76B(1)(5)** The **property** owner or occupant ~~of any lot~~ shall place recycling carts and all protective containers of ~~garbage, rubbish~~ **solid waste** ~~and/or trash can holders along the street adjacent to~~ **at** curbside, but not on the public right-of-way, in order that the recyclable materials, ~~garbage,~~ and ~~rubbish~~ **solid waste** may be conveniently removed by the collector. **Trash cans and recycle carts not stored in a bin should be placed at curbside the night before pickup and removed after collection on pickup day.**

**Change to:** **Trash cans and recycle carts not stored in a bin should be placed at curbside the night before pickup and removed after collection on pickup day.** The **property** owner or occupant ~~of any lot~~ shall place recycling carts and all protective containers of ~~garbage, rubbish~~ **solid waste** ~~and/or trash can holders along the street adjacent to~~ **at** curbside, but not on the public right-of-way, in order that the recyclable materials, ~~garbage,~~ and ~~rubbish~~ **solid waste** may be conveniently removed by the collector.

The following questions/concerns were raised regarding 96 gallon garbage cans:

- Who is supplying the 96 gallon garbage cans – the Town or the homeowner?
- The 96 gallon garbage container has to be compatible with the mechanical arm on the garbage truck.
- 96 gallon garbage containers will have to be rolled out of the bin. 96 gallon garbage containers cannot be lifted out of the bin.
- Do the 96 gallon garbage containers affect the cost of the pickup?

The Town Manager will consult with the trash company regarding these questions and concerns. Keeping this in mind, Council agreed to have the first reading of this ordinance at the February 8 Town Council Regular Meeting.

### **DISCUSSION OF ORDINANCE 167-12 REGARDING TOWN SOLICITOR'S SUGGESTED CHANGES**

Council accepted the Town Solicitor's suggested changes in the following sections: § 42-5, § 42-6, § 42-10, § 42-14.1, § 42-14.2.

Council did not accept the Town Solicitor's suggested changes in the following sections: § 42-14 and § 42-14.3.

Because of costs, Mr. Cestone believes the Town needs to be more specific when sending ordinances to the Town Solicitor for review. Mr. Cestone suggested asking the Town Solicitor to review ordinances for their legality and not for editorial changes. Councilman Damato suggested having the Town Solicitor review ordinances for legality and enforceability. A discussion ensued. No definitive conclusions were reached.

Councilman Gross requested that the Town Manager let the Council know how much it cost for this particular exercise once the Town is billed for it.

### **ADOPTION OF MINUTES**

- **Town Council Workshop Meeting Minutes, November 15, 2012** – A motion was made by Councilman Damato, seconded by Councilman Rae, to accept the November 15, 2012, Town Council Workshop Meeting Minutes.

Discussion: Councilman Gross stated that he was not going to propose any changes to the minutes, but under Discussion and Possible Vote on Resolution No. 6-12, a Resolution to Exempt the Building Permit Fee for 2012 Flood-Related Repairs there was a lot of discussion that is not reported in the minutes particularly in regard to FEMA and Council's concern about jeopardizing the rating the Town has.

The motion was adopted.

- **Town Council Workshop Meeting Minutes, December 13, 2012** – A motion was made by Councilman Gross, seconded by Councilman Junkin, to accept the December 13, 2012, Town Council Workshop Meeting Minutes. The motion was adopted.
- **Town Council Executive Session Minutes, December 13, 2012** – A motion was made by Councilman Gross, seconded by Councilman Junkin, to accept the December 13, 2012, Town Council Executive Session Minutes. The motion was adopted.
- **Town Council Regular Meeting Minutes, December 14, 2012** – A motion was made by Councilman Junkin, seconded by Councilwoman Voveris, to accept the December 14, 2012, Town Council Regular Meeting Minutes. The motion was adopted.

### **FUNDS FOR REAL ESTATE AGENT/BROKER MEET AND GREET**

Councilman Damato, on behalf of the South Bethany Communications and Public Relations Committee, requested the following contingency fund for the Real Estate Agent Meet and Greet scheduled for Friday, February 15, 2013, from 6 p.m. to 8 p.m. at the South Bethany Town Hall:

Table signage	\$ 50
Plates, cups, napkins	50
Food: 4 appetizer trays, 2 sweet trays	300
Beverages: wine, beer, water	300
Develop South Bethany map	450
Packets for realtor offices	350
– Meet & Greet invite	
– Copies of 4 color flyer on SB	
– Copies of 4 color flyer on 5 things	
– Copies of 4 color map	
Total	\$ 1500

Some Council Members were concerned that the estimate was high. Councilman Damato stated that ideally the cost will come in under \$1500. Councilman Damato stated that he views this as an investment by getting the realtors assembled for selling the town and making certain that they walk away with a fantastic impression of South Bethany so that when they are working with perspective purchasers and renters they are thinking about South Bethany.

A motion was made by Mayor Pro-Tem Callaway, seconded by Councilman Rae, that Council approve the request for the contingency fund. Mayor Pro-Tem Callaway asked for comments. Councilman Junkin stated that he thinks it is high. Councilwoman Voveris noted that at this time the number of people attending the Meet and Greet is unknown because the RSVP deadline is not until February 8. Councilman Rae stated that if the Town is going to invite the realtors then the Town has to treat them properly. Mayor Pro-Tem Callaway called for a vote. The motion was unanimously carried.

### **FY2014 DRAFT BUDGET REVIEW**

Because the amount of time allotted for this agenda item was only 30 minutes, Councilwoman Voveris stated that Council will take a cursory glance at the FY2014 Budget Draft and will review the FY2014 Budget Draft at length at the February 28, 2013, Town Council Budget Workshop Meeting. Councilwoman Voveris thanked the Town Manager and Finance Director for their efforts on the budget and in bringing a more detailed and transparent document to Council.

Councilwoman Voveris reviewed the FY2014 Budget Draft:

Page 1: Councilwoman Voveris pointed out the Excess Revenues Over (Under) Expenditures number of \$11,594 and stated that this is a surplus for the Town, and Council will have to determine how to use the surplus.

Page 2 Operating Budget – Revenue: Councilman Rae suggested adding a line item for trash container fines in order to track that individually. After discussion, the Town Manager suggested that the Code Enforcement Constable include a record of fines in his monthly report rather than adding a line item in the budget. Councilman Rae agreed.

Councilman Gross suggested increasing the property tax revenue from \$494,540 to \$500,000 because every year the Town is showing about a \$10,000 increase due to houses being built or remodeled. Councilman Damato said he is always reluctant to get too optimistic on revenues because if you don't hit that target you have other dependencies from an expense prospective. Councilman Gross said he likes to be conservative on the expenditure side too as people tend to spend the money if it is there. Councilwoman Voveris said that is not a trend for South Bethany.

Page 7 Committees – Budget: Communications/Public Relations Committee Account #68007 Website Enhancements. 2014 Proposed Budget \$7,200. Councilman Damato stated that when the Communications and Public Relations Committee was formed, one of the first requests was to assess the Town's website. Councilman Damato explained that the Communications and Public Relations Committee has created marketing brochures that capture South Bethany as a vibrant community. The marketing brochures are colorful and vibrant. The Town's website address is on all of the marketing brochures, and to be consistent (Integrative Marketing Communications) the website should also be colorful, vibrant, user friendly, easy to navigate, and tell the picture of South Bethany. Councilman Damato referred Council to Bethany Beach's and Fenwick Island's websites and pointed out that their websites are colorful and show actual pictures of the beach and town. Councilman Damato stated that Bethany Beach's and Fenwick Island's websites are managed by the same vendor. The Communications and Public Relations Committee has talked with that vendor and one other vendor. The committee is going to check with the Town's current vendor to see what the pricing would be to do similar enhancements. Based on the committee's research, Councilman Damato's recommendation is to enhance the Town's website. Councilman Rae inquired if the Town would own the website design in case the Town ever changed vendors. Councilman Damato said he thought that could be part of the contract. Councilwoman Voveris stated that the Town has to determine its obligation with the current vendor, more information is needed so Council can make an educated decision, and Council must consider any new work required by the staff because the town employees already have full workloads. The Finance Director stated that the Town currently pays \$105 a month to the current vendor for hosting and maintaining the website. Council was in agreement that the Town's website needed to be enhanced. Councilwoman Voveris asked Councilman Damato to get more detailed information for the February 28 Workshop Meeting so that Council could make an educated decision.

Page 8 Account # 61006 ATV: The Town Manager explained that the Town's current ATV is inoperable and it is depreciated out (it is five years old and the depreciation cycle is five years). Because of using the ATV on the beach, the Town Manager will recommend to the Budget and Finance Committee to change the depreciation cycle on ATV vehicles from five years to four years in order to get some trade in value which will save the Town money in the long run. Because this is an operational issue and the Town Manager is tracking it, Councilwoman Voveris believes the change in the depreciation cycle can be made without going to the Budget and Finance Committee. The Town Manager noted that the Town is having the same issue with the Beach Patrol ATV. The Town Manager is hoping to get the ATV fixed in order to sell it in a sealed bid. He is trying to get an estimate, but at this time he does not know how much it will cost to get it running.

Page 8 Account # 61007 Tractor Upgrade: The Town Manager stated that the Town has had the current tractor for three years and has found that it is not powerful enough to lift the Mobi-Mats when pulling them off the beach due to the weight from the sand and the horsepower capacity was not sufficient to put debris from the storm in the dumpsters after Hurricane Sandy. The Town Manager stated that the Town has more uses for the tractor then what was anticipated and the Town is doing a lot more than what was originally planned for the current tractor. The Town Manager stated that for the 2014 Budget the Town got a price on a trade-in value. Since the tractor is in good condition, the vendor offered the Town a good deal on the trade-in, and the Town can upgrade to the more powerful tractor with twice the horsepower and twice the hydraulic capacity of the current tractor. It is the same brand tractor as the current tractor and it would be purchased on the state contract. The Town Manager said that in the long run the Town will save money because the Town won't have to rent certain equipment as it has been doing for the last couple of years.

Page 9 Municipal Street Aid (MSA): It was noted that the Town would not know what it will receive in MSA funds until June 30.

Page 11 Pass Through Revenues/Expenses: Regarding the Ambulance Fee, Councilwoman Voveris explained that the Town of South Bethany is not billing all taxable properties because of a

decision made by a prior council. (Administrative Assistant's note: Current policy as stated in Resolution 1-08, "Now, Therefore, the South Bethany Town Council resolves that the Town will bill every property owner who owns a house for FY09 for the BBVFC Ambulance Service and it will be part of the annual tax bill. Property owners who own only vacant lots will be billed for one vacant lot. This fee is subject to change each year upon approval by the SOC of the annual Ambulance Service budget.") However, per the Ambulance Service Agreement with the Bethany Beach Volunteer Fire Company, the Town of Bethany Beach, the Town of Fenwick Island, the Town of South Bethany, and Sea Colony Recreational Association, the Towns are charged an ambulance fee for all properties within the corporate limits of the Towns. Due to this, the Town has an Ambulance Fee Deficit of \$3,256 for FY 2014. Councilwoman Voveris said the question is as a policy does the Council want to exempt property owners from the ambulance fee or does the Council want to keep property owners accountable because it is a town commitment. During discussion the following points were made:

- The Town is being billed for all lots.
- The Town of South Bethany is subsidizing people who own more than one lot.
- The Town made a commitment and it is a cost of being part of this service.
- People that have lots can still come to South Bethany and go on the beach.

After discussion, the Town Manager said the staff would check the minutes to see if it was voted on as a policy change by the Council at that time.

Page 3 Account #60030 Contributions: Councilwoman Voveris noted the following contribution list for FY 2014:

Bethany Beach 4 <sup>th</sup> of July Parade	\$ 100
Police Chief Foundation	\$ 100
Historical Society	\$1,000
Bethany Beach Volunteer Fire Company	\$2,000

Councilwoman Voveris stated that last year the town gave \$3,200 in contributions. The proposed budget for FY 2014 is \$3,500 in order to have a buffer if something comes along that the Town would like to contribute to (for example the Junior Lifeguard Program). Council was in agreement.

Councilman Gross has concerns regarding the COLA information presented at the draft budget in a chart outlining 2007-2014 figures. After discussion, Councilwoman Voveris said she and the Finance Director would get it straight and Council will talk about it more at the February 28 Workshop Meeting.

### **DISCUSSION FOR MERGING AD HOC SUBCOMMITTEE REGARDING FUTURE OUTLOOK OF SOUTH BETHANY WITH PLANNING COMMISSION**

The following was proposed by Mayor Jankowski:

#### *South Bethany Strategic Direction Project Charter January 2013*

- *Purpose: The purpose of the Strategic Direction Project is to:*
  - *Create a strategic direction document that incorporates*
    - *A South Bethany vision*
    - *Strategic Intents/goals that support attaining our vision*
    - *Long range objectives (3 year) that support the strategic intent*
    - *Measurement of progress for each objective*
    - *Implementation plan for rollout of the document*
    - *Implementation process to ensure document use*
  - *Create and implement a strategic process to create outcomes listed above that enables feedback and involvement of all pertinent constituents including Town Council, town committees, property owners, and others as deemed necessary.*
  - *The Strategic Direction document will be completed and presented to Town Council by September 30, 2013*

- *Background: South Bethany is a vibrant community with many volunteers working on town council, town committees supported by a dedicated staff of town personnel. Each committee is linked to the Town Council by a council liaison. To ensure the work done by these committees and the resources expended are aligned with the overall vision for South Bethany, it was felt that a formal vision and guiding goals and objectives needed to be documented and implemented. The result from this project work will be used by Town Council, town committees and town staff to evaluate proposed actions for support of the strategic direction.*
- *Required Input*
  - *2010 survey*
  - *Current plan from Planning Committee submitted to the State in 2012*
- *Project Team membership*
  - *Team members must be willing to devote the time required to complete the Strategic Direction Document*
    - *Membership will include the Planning Commission plus 3 other volunteers to be added to the Planning Commission after*
- *Team Operations*
  - *The team will meet as often as necessary to complete the Strategic Direction Document by the designated time line but not less than once a month*
  - *Meeting will be conducted face to face and conference calls*
  - *Team members will be assigned various constituents to work with during the development process*
  - *Final document will be presented by the Team Leader to the town council.*
- *Resources Needed*
  - *Time with the town council as a whole*
  - *Time with individual town council members*
  - *Time with each committee lead*
  - *Time with each committee*

Councilman Gross stated that because of the concern of the Planning Commission that there is potentially an overlap of roles and responsibilities regarding Mayor Jankowski's proposed ad hoc subcommittee, Councilman Gross proposed that the task that is outlined in Mayor Jankowski's South Bethany Strategic Direction Project Charter be assigned as a task to the Planning Commission, and Councilman Gross proposed that the Planning Commission membership be increased from five to seven. Councilman Gross noted that the State Charter permits not less than five nor more than nine members on the Planning Commission. The Town Council would need to pass an ordinance to increase the number of members on the Planning Commission, and in the interim Council could ask a couple of people who the Council has in mind to appoint to the Planning Commission to work with the Planning Commission as interim advisors. Councilman Gross asked for Mayor Jankowski's opinion. Mayor Jankowski stated that she would like to add three people to the Planning Commission. Councilman Gross noted that adding three members would make the Planning Commission membership an even number rather than an odd number. For voting purposes, Councilman Gross prefers an odd number. Mayor Jankowski said she would be in favor of adding four members in order to make it an odd number. Councilman Gross noted that historically there has been a problem with filling the Planning Commission vacancies.

After discussion, a motion was made by Councilman Gross, seconded by Councilman Damato, that Council follow these recommendations:

1. The task outlined for the Ad Hoc committee be assigned to the Planning Commission.
2. The Planning Commission membership be increased from 5 up to 9 at the discretion of the Council and the members should have strong planning experience.
3. The Council develop and pass an ordinance to increase the Planning Commission membership.
4. The Planning Commission be requested to accept interim advisors so the work can begin before the number of members can be increased.

Council discussed concerns regarding vacancies, phasing the terms, quorum issues, and the 10 year Comprehensive Plan. Councilman Gross said each year Council would decide how many members would be on the Planning Commission for that year, but there would have to be a minimum of five members.

The motion was unanimously carried.

Councilman Gross will work with the staff to develop the first reading for the February 8, 2013, Town Council Regular Meeting.

**CONSIDERATION AND POSSIBLE VOTE ON REQUEST TO REMOVE STREET LIGHT ON W. 5<sup>TH</sup> ST.**

The results of the survey of property owners living near the light was five in favor of removing the street light, four not in favor of removing the street light, and one property owner did not respond to the survey. Council discussed lowering the wattage of the bulb or putting a motion detector on the light (Mayor Pro-Tem Callaway said motion detectors are not available for those lights).

Councilwoman Voveris stated that the town councils of neighboring towns do not address street light requests, it is either the Town Manager or the Police Chief who makes that decision for operational or safety issues.

Councilman Gross said he thinks Council should decide whether to leave the light or not regardless of whether the Town lowers the wattage or not.

A motion was made by Mayor Pro-Tem Callaway, seconded by Councilwoman Voveris, that the Town leave the light on W. 5<sup>th</sup> St. based on the input from the neighbors. Councilman Junkin said he would vote to leave the light if the wattage was lowered as a compromise.

Mayor Pro-Tem Callaway asked for a roll call. The voting was as follows:

FOR THE MOTION: Mayor Jankowski and Councilpersons Rae, Gross, Voveris, Callaway, and Damato

AGAINST THE MOTION: Councilman Junkin

The motion carried with a 6-1 vote.

A motion was made by Councilman Junkin, seconded by Councilman Gross, that since the Town is leaving the light that the Town reduce its wattage to as low as reasonable. Councilwoman Voveris noted that the wattage in the light in front of her house is supposed to be 70 watts. Councilman Damato commented that he would hope that there would be something in the strategic plan to get some consistency regarding this. Mayor Jankowski stated that she wants a plan for South Bethany so that Council does not have to deal with this one at a time. Council agreed. Mayor Pro-Tem Callaway called for a vote. The motion was adopted.

The Town Manager will notify the property owners of Council's decision in a letter.

**PUBLIC COMMENT PERIOD**

There were no comments from the public.

**ADJOURNMENT**

A motion was made by Councilman Junkin, seconded by Councilman Gross, to adjourn the January 24, 2013, Town Council Workshop Meeting at 8:40 p.m. The motion was unanimously carried.