

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL BUSINESS MEETING**
2 **HELD TUESDAY, JUNE 12, 2018 AT 7:00 P.M. IN THE COTTONWOOD HEIGHTS CITY**
3 **COUNCIL CONFERENCE ROOM LOCATED AT 2277 EAST BENGAL BOULEVARD,**
4 **COTTONWOOD HEIGHTS, UTAH**
5

6 **Members Present:** Mayor Mike Peterson, Council Member Mike Shelton, Council Member Scott
7 Bracken, Council Member Tali Bruce, Council Member Christine Mikell
8

9 **Staff Present:** City Manager John Park, Assistant City Manager Bryce Haderlie, City
10 Attorney W. Shane Topham, City Recorder Paula Melgar, Police Chief
11 Robby Russo, Assistant Fire Chief Mike Watson, Community Development
12 Director Michael Johnson, Public Works Director Matt
13 Shipp, Public Relations Specialist Dan Metcalf, Lieutenant Dan Bartlett
14

15 **Others:** Youth City Council Members
16

17 **1.0 WELCOME**
18

19 1.1 Mayor Mike Peterson called the meeting to order at 7:11 p.m.
20

21 1.2 The Pledge of Allegiance was led by the Youth City Council.
22

23 **2.0 YOUTH CITY COUNCIL: SWEARING IN NEW MEMBERS OF THE EXECUTIVE**
24 **COUNCIL OF THE YOUTH CITY COUNCIL.**
25

26 2.1 Council Member Bracken stated the Youth City Council has three primary areas of focus. The
27 most well-known is their service followed by educational meetings and social activities. 42
28 students signed up this year and he expressed gratitude to the members for their service.
29

30 2.2 City Recorder, Paula Melgar, led the Swearing-In Ceremony for the New Youth City Council
31 Members.
32

33 **3.0 CITIZEN COMMENTS**
34

35 3.1 Jerry Christensen identified himself as the Chairman of the Legacy Committee at Brighton
36 High School. He invited those in attendance to participate and become a part of the Committee.
37 Mr. Christensen reported that they will be celebrating their 50th anniversary this fall, and citizen
38 participation was encouraged.
39

40 3.2 Elliot Christensen identified himself as the Vice President of Big Willow Irrigation Company
41 who has the major pipeline parallel to the Danish Road. They have been trying to come up
42 with a way to make it beautiful and improve safety. With the help of City staff, they developed
43 preliminary drawings and ways to accomplish those objectives. Mr. Christensen asked the
44 Council Members to make this a priority and stated that approximately 10%, or two segments,
45 are all that remain.
46

47 3.3 Holly Moursal expressed concerns with traffic and safety along Danish Road as it has become
48 increasingly busy and dangerous. She noted that there is a large portion of road that does not

1 include a sidewalk and indicated that she has shared her concerns with the City. She has a son
2 with autism and fears for his safety as he occasionally runs from their home into the road.
3 Speed was also of concern. Ms. Moursal stated that she would do whatever is necessary to
4 protect her family. She urged the Council to install a sidewalk on Danish Road.
5

6 3.4 Trudy Wadsworth informed the Council that they were elected to represent the citizens and
7 asked for their reasoning when abstaining from a vote. She also questioned why they are
8 considering cutting the Police and Fire Departments and where the funding for the proposed
9 green space will come from.
10

11 3.5 Art Lipson reported that the City should not be diminished unnecessarily for financial reasons
12 and was willing to pay more taxes to support certain activities. He moved into Cottonwood
13 Heights with the intention of living in a single-family neighborhood. He commented that
14 allowing secondary dwelling units was a significant change and has an impact on the
15 complexion of the neighborhood. He encouraged the preservation of existing neighborhoods
16 and expressed opposition to the ADU.
17

18 3.6 Eric Kraan was in favor of the Idle Free Ordinance and stated that when riding his bicycle
19 recently, he encountered two cars blocking the bike lane. He asked for the Council's help in
20 resolving the issue. He suggested the City incorporate a vision zero initiative creating a safer
21 environment and lowering speeds. He also agreed that widening roads invites more traffic.
22

23 3.7 Tim Hallbeck stated there is an area located in Golden Hills Park between the outermost
24 sidewalk and Wasatch Boulevard that is not being maintained. He purchased a mower and
25 mows it once a month but has noticed whoever is currently mowing the park is not removing
26 the excess grass and is causing an unsightly mess. He opposed Resolution 2018-34, proposed
27 funding for lighting at Butlerville Middle School, and suggested the City be somehow
28 recognized for the auditorium improvements.
29

30 3.8 Mayor Peterson reported that the District denied their request to allow the City naming rights
31 to be located on the front of the school.
32

33 **4.0 PUBLIC HEARING**

34 **4.1 Public Hearing on the proposed Budget for the 2018-2019 Fiscal Year.**

35 4.1.1 Mayor Peterson stated the public hearing pertains to the proposed Budget for the 2018-2019
36 fiscal year.
37

38 4.1.2 Assistant City Manager, Bryce Haderlie, presented the 2018-2019 proposed budget and
39 reported that staff reviewed the budget in much greater detail than in the past and will identify
40 some of the changes. He pointed out that there have been no changes to the first nine pages
41 and identified it as noted reductions in revenue. The City used to receive \$160,000 to \$170,000
42 paid to the City from the City of Holladay for fire services rendered out of Station 110. The
43 UFA restructured the pricing and as a result, that income was phased out and they are no longer
44 receiving that revenue from the City of Holladay. The Holladay City Court was previously
45 contracted to pay Cottonwood Heights \$20,000 per quarter from the collected fees and as costs
46 elevated and revenues were stagnant, it became cost prohibitive for Holladay to pay out. In
47
48

1 fact, the cost was close to exceeding the revenue. They in turn renegotiated to no longer pay
2 that \$80,000 directly to the City. The 911 telephone fees the City used to collect totaling
3 approximately \$265,000 are no longer received. The fee structure was changed, and that
4 money instead goes directly to VECC. There was a law change at the State level regarding
5 business permits for home occupations and they now anticipate a \$37,000 reduction in fees.
6 SB-235 diverted some of the sales tax the City would typically receive and diverted it to
7 homeless shelters resulting in a \$57,897 decrease in revenue. He noted that the City of
8 Cottonwood Heights has not gone through the Truth and Taxation process during the 13 years
9 the City has been incorporated. It was noted that property taxes tend to remain relatively flat.
10

11 4.1.3 Budget savings were next reviewed. Mr. Haderlie reported areas where reduced expenses for
12 budgeted line items over previous years included changes in executive staffing at a cost of
13 approximately \$301,000. City Hall operations reflect \$65,000 that was not being spent each
14 year. City Attorney, Shane Topham, also agreed to reduce the line item for his fees by \$24,000
15 along with adjustment of expenses in other areas. In the Police Department's operating budget
16 alone, they reduced the budget by 2.51% over the last two years. UFA proposed an increase
17 of \$328,000 from the 2018 to the 2019 budget and while trying to control costs, the City has
18 negotiated to have four-man staffing at Station 110 and reduce Station 116 from a four-man to
19 a three-man station, which will result in an increase of \$41,000 to \$54,000. The IT Department
20 budget showed a \$98,000 increase this year and an additional \$60,000 will be needed for 2019.
21 This budget includes a 2.1% COLA increase, which follows the consumer price index and a
22 3.0% merit increase. An overall increase of \$301,000 was proposed for all City employees.
23

24 4.1.4 Modification of Tier 2 retirement packages were next reviewed. Mr. Haderlie stated that the
25 Capital Projects budget is the largest increase for the year and complimented the Council for
26 recognizing that City streets are in need of repair. \$875,000 was to be put toward capital
27 projects of which \$850,000 will be used to improve the Pavement Condition Index (PCI). It
28 was reported that the Ferguson Outfall line index is \$200,000 and will run adjacent to the new
29 Canyon Centre Project where the developer has agreed to front half of the money. The total
30 for Capital Projects was \$1.3 million, which put the budget at 3.15% over the 2018 budget. He
31 next addressed the total budget. The 2019 budget expenditures were budgeted at \$19.7 million
32 with anticipated revenues of \$18.8 million leaving expenditures at \$919,000 over anticipated
33 revenue. Options for making up the difference were discussed. Mr. Haderlie noted that should
34 that be made up through property tax, it would reflect a 13.4% increase of \$54 per year or \$4.52
35 per month. Another proposed tax being proposed was HR-20 which was placed on the 2018
36 ballot for a \$.10 cent per gallon gas tax. It was expected to generate an estimated \$170 million
37 that would go toward education, road projects, and State transportation funding.
38

39 4.1.5 Mayor Peterson opened the public hearing at 8:07 p.m.
40

41 4.1.6 Katherine Peterson expressed disappointment with the City budget reflecting such a downfall
42 and with the maintenance of City Hall costing \$2 million per year. She asked what percentage
43 of City Hall is used by the Police Department and the dollar amount the police will pay to use
44 the City Hall this fiscal year. She hoped City officials would continue to rise to higher levels
45 of financial accountability, transparency, and professionalism.
46

47 4.1.7 Eric Kraan expressed frustration with the delays the budget process has gone through. He
48 asked who the Budget Director is and believed that what was presented looked like unfinished

1 homework. He opposed the sales tax resolution for maintenance of the roads and proposed a
2 different resolution that would prioritize active and alternative transportation that is accessible
3 to those of all ages and are ADA accessible.
4

5 4.1.8 Anna McNamara agreed with Mr. Kraans's comment with the proposed budget looking like
6 unfinished homework and expressed concern with it being four months past due. She believed
7 it reflects a lack of vision and negatively impacts the entire community. She saw a lack of
8 seriousness being taken with an upcoming due date and believes City officials should be held
9 to a higher standard. She expressed displeasure with Mr. Park's efforts.
10

11 4.1.9 Jin Fredricksen thanked the Council for the clarification to her email. She expressed concern
12 with budget decisions reflecting a 15% property tax increase and the ADU ordinance creating
13 more density. She felt there was a lack of transparency which his contrary to the General Plan.
14 She suggested that if there is a property tax increase that the citizens will be given a voice.
15

16 4.1.10 Roberta Wooldridge commented that she was in the publishing industry for years and asked
17 why the newsletter was done in high gloss since the cost is much higher.
18

19 4.1.11 Ed Schwartz was ashamed of the way the City has handled its obligations to the public and for
20 the City Manager to present an unfinished proposed budget. He commented that the City is
21 ranked second by *The Salt Lake Tribune* and described the lack of transparency as extremely
22 embarrassing. He asked why the citizens did not have a say in the building of the New City
23 Hall with the cost being over \$1 million per year. He expressed opposition to the presentation
24 of the budget and stated that if he had presented it to a board of directors he would have been
25 fired on the spot. He urged the Council to take this seriously and remember the 13% of citizens
26 who are seniors, 24% of which are on food stamps. He believed it was time for the City to do
27 some internal reflection and how they manage the City's resources.
28

29 4.1.12 Holly Josephson commented that she recently learned that the sales tax jurisdiction breakdown
30 is 1% for Cottonwood Heights. She asked how much of the sales taxes generated from Amazon
31 goes to the City. She believed the City should be receiving more revenue based on their recent
32 agreement to pay State sales tax.
33

34 4.1.13 Mr. Park explained that if citizens go to Walmart and pay 1%, the City automatically gets half
35 of that and the other half goes into the pool which goes to the State and is then distributed based
36 on population.
37

38 4.1.14 Lynne Krauss stated in order to make intelligent comments regarding the budget, it needs to be
39 made available sooner and be more accurate. She encouraged the Council to make a difficult
40 decision and make cuts rather than go straight to a tax increase.
41

42 4.1.15 Council Member Bracken stated that this is the first year the Council has made significant
43 changes to the budget. Each individual Council Member and Mayor Peterson have taken a
44 much more distinct and active role in the budget.
45

46 4.1.16 Ernie Cummings was very dismayed with the idea of reducing public safety. He serves as
47 Chairman of the Neighborhood Watch and learned to see the value in the City's outstanding

1 Police Department. He believed Chief Russo had put together a very fine department and holds
2 him in the highest regard.

3
4 4.1.17 Council Member Shelton addressed those who are disappointed with the delivery of the budget.
5 He apologized for the delay and stated that they as a Council should have provided better
6 information in a more timely manner. He believed they owed more to the City and recognized
7 they need to do a better job.

8
9 4.1.18 Council Member Bruce echoed Council Member Shelton's comments and apologized for the
10 delay. She believed the process could have gone smoother, been more transparent, and allowed
11 more public input.

12
13 4.1.19 Mayor Peterson applauded the City Council for their time and effort spent working through the
14 budget. He commented that the more time they spent, the more questions that were raised and
15 the more challenges they recognized. They looked for places where the City can be more
16 efficient and found several hundred thousand dollars in those areas. The Police Department
17 adjustments, Fire Department decisions, and the potential for a tax increase were all discussed.
18 The process they have now begun is much more in depth than the process they have gone
19 through in the past and he believed it should be a 12-month process. He confirmed they are
20 residents of Cottonwood Heights and love living in the City. They want to do the right thing
21 at the right time for the right reason. The Council Members have differing opinions regarding
22 the priority of line items and have had to incorporate all of those things and come up with
23 something that is efficient and maintains the quality of life while not overburdening the
24 taxpayers.

25
26 4.1.20 There were no further public comments. Mayor Peterson closed the public hearing at 8:39 p.m.

27 28 **5.0 STANDING MONTHLY REPORTS**

29 30 **5.1 Police Report – Police Lieutenant Dan Bartlett.**

31
32 5.1.1 Police Lieutenant, Dan Bartlett, presented the Police Report for the month of May 2018 and
33 reported that there were 1,851 calls for service with 439 on-view. Priority 1 response times
34 averaged 4:23 and Priority 3 averaged 7:00. The crime report was significantly lower than
35 May of 2017. There were 97 adult arrests reported with 11 juvenile arrests. He pointed out
36 that the number of have declined. The Department recently participated on a panel at Brighton
37 High School regarding social media and teen suicide and agreed to come up with a way to
38 show those numbers within the community. He reported that June is National Safety Month
39 and they are pushing emergency preparedness, wellness, falls, and safe driving.

40
41 5.1.2 Police Chief, Robby Russo, reported that citations are down and the trend was expected to
42 continue State wide. The legislature recently passed a law stating that police departments can
43 no longer have quotas for performance standards and officers cannot be held accountable for
44 not writing tickets as a part of their performance evaluation. Unfortunately, when that number
45 goes down, it will cause a problem in the with courts as well. Court costs will increase as the
46 Police Department will not be generating revenue. He stated that they will be working on
47 legislation this next year to get that changed back. He believed that in any business, if you
48 want something done, it needs to be measured.

1 5.1.3 Mayor Peterson expressed appreciation for the diligence of the City’s Police Officers and hard
2 work. He commented that with all of the challenges they face and changes taking place in the
3 valley, their efforts are very appreciated.
4

5 **5.2 Public Works Report – Public Works Director, Matt Shipp.**
6

7 5.2.1 Public Works Director, Matt Shipp, presented the Public Works Report for the month of May
8 2018 and stated in the coming weeks, there will be a lot of construction coming. Fort Union
9 Boulevard went out to bid and will go through the process with the State of selecting a
10 contractor and will bring that schedule back. Signs have gone up along 2700 East and work
11 was to begin the following week. Roads will be completely torn up in front of Butler Middle
12 School and reconstructed along Fort Union Boulevard in front of the Rec Center and
13 elementary school. He noted that the Fort Union chip seal surfacing will begin on June 14
14 and will take approximately five days to complete. The Cat Nip Grant for \$2,300 was received
15 and is actually a striping grant that will run from Bengal Boulevard to Big Cottonwood Road.
16 It will go into Holladay due to it being a County grant. As far as the PCI report, they met last
17 week and will be presenting a report to the Council identifying details.
18

19 5.2.2 Council Member Mikell stressed the importance of having information available and
20 emphasized the need for transparency. She asked that the notification of reports be posted on
21 the City’s website.
22

23 5.2.3 Mayor Peterson agreed with the need for transparency and making documents and reports
24 available as soon as possible.
25

26 **6.0 ACTION ITEMS**
27

28 **6.1 Consideration of Ordinance 298 Amending Title 12, Subdivisions, of the Cottonwood**
29 **Heights Code of Ordinances.**
30

31 6.1.1 Mayor Peterson reported that the above Ordinance amends Title 12 of the Cottonwood
32 Heights Code of Ordinances. It is technical in nature and a public hearing had been held.
33

34 **6.1.2 MOTION:** Council Member Shelton moved to approve Ordinance 298. Council Member
35 Bruce seconded the motion. Vote on motion: Council Member Shelton–Aye, Council
36 Member Bracken–Aye, Council Member Mikell–Aye, Council Member Bruce–Aye, Mayor
37 Peterson–Aye. The motion passed unanimously.
38

39 **6.2 Consideration of Ordinance 299 Amending Title 9, Cottonwood Heights Code of**
40 **Ordinances, to add new Chapter 9.62 entitled “Idling Vehicles”.**
41

42 6.2.1 Mayor Peterson reported that the above Ordinance amends Title 9 of the Cottonwood Heights
43 Code of Ordinances to add new Chapter 9.62 entitled “Idling Vehicles”.
44

45 6.2.2 Council Member Shelton stated that after hearing the public comment, he changed his position
46 on this issue and thanked the public for their participation.
47

- 1 6.2.3 Council Member Bruce commended Council Member Shelton for being a critical thinker and
2 believed the proposed Ordinance is a much-needed measure to help protect health and well-
3 being.
4
- 5 6.2.4 Mayor Peterson believed they will see more issues like this from the Council as they become
6 more involved with sustainability and the environment.
7
- 8 **6.2.5 MOTION:** Council Member Bruce moved to approve Ordinance 299. The motion was
9 seconded by Council Member Mikell. Vote on Motion: Council Member Shelton-Aye,
10 Council Member Bracken-Aye, Council Member Bruce-Aye, Council Member Mikell-Aye,
11 Mayor Peterson-Aye.
12
- 13 **6.3 Consideration of Resolution 2018-31 Approving a Tentative Amendment to the City's**
14 **Budget for 2017-2018 Fiscal Year and Setting a Public Hearing.**
15
- 16 6.3.1 Mayor Peterson reported that the above Resolution approves a tentative amendment to the
17 City's budget for 2017-2018 fiscal year and scheduling a public hearing.
18
- 19 6.3.2 Mr. Haderlie indicated that this is a standard process to allocate money into the correct places
20 as provided in the memo. The capital transfer is money spent on projects to date but will not
21 be received from Salt Lake County in time to show it in the 2018 budget. The second is labor
22 and wages paid out of other budgets, which are revenue neutral.
23
- 24 **6.3.3 MOTION:** Council Member Shelton moved to approve Resolution 2018-31. Council
25 Member Mikell seconded the motion. Vote on Motion: Council Member Shelton-Aye,
26 Council Member Bracken-Aye, Council Member Bruce-Aye, Council Member Mikell-Aye,
27 Mayor Peterson-Aye.
28
- 29 **6.4 Consideration of Resolution 2018-32 Approving Disposal of Unclaimed Property and**
30 **Former Evidence.**
31
- 32 6.4.1 Mayor Peterson reported that the above Resolution approves the disposal of unclaimed
33 property and former evidence.
34
- 35 6.4.2 Chief Russo reported that the property consists of firearms that have been seized and awarded
36 by the courts. Poor quality firearms are destroyed while those of higher quality are sent out
37 to bid by the lot to licensed dealers. Unclaimed property also includes bicycles and gift cards.
38
- 39 6.4.3 Lieutenant Bartlett stated that there is a process for registering bicycles and when stolen bikes
40 are found, they do their best to match them up with their original owners.
41
- 42 **6.4.3 MOTION:** Council Member Shelton moved to approve Resolution 2018-32. Council
43 Member Bracken seconded the motion. Vote on motion: Council Member Shelton-Aye,
44 Council Member Bracken-Aye, Council Member Mikell-Aye, Council Member Bruce-Aye,
45 Mayor Peterson-Aye. The motion passed unanimously.
46

1 **6.5 Consideration of Resolution 2018-33 Approving a Performance Contract with Dan**
2 **Paulus for 2018 Butlerville Days.**
3

4 6.5.1 Mayor Peterson reported that the above Resolution approves a performance contract with Dan
5 Paulus for 2018 Butlerville Days.
6

7 **6.5.2 MOTION:** Council Member Bracken moved to approve Resolution 2018-33. Council
8 Member Bruce seconded the motion. Vote on motion: Council Member Shelton–Abstain,
9 Council Member Bracken–Aye, Council Member Mikell–Aye, Council Member Bruce–Aye,
10 and Mayor Peterson–Aye. The motion passed unanimously with one abstention.
11

12 **6.6 Consideration of Resolution 2018-34 Approving an Interlocal Agreement with Salt Lake**
13 **County for TRCC Funding (Lighting for Butler Middle School Auditorium).**
14

15 6.6.1 Mayor Peterson reported that the above Resolution is tied to a budget item and was postponed
16 to a later date.
17

18 **6.7 Consideration of Resolution 2018-35 Making the Required Certifications and**
19 **Authorizations for Participation in the “Public Treasurer’s Investment Fund” Program**
20 **of the Office of the State Treasurer.**
21

22 6.7.1 Mayor Peterson reported that the above Resolution makes the required certifications and
23 authorizations for the Public Treasurer’s Investment Fund program.
24

25 6.7.2 Mr. Topham stated that it basically designates those who have the right to make corrections
26 and decisions regarding the PTI funds. He confirmed that they designated the Mayor as the
27 Manager and Treasurer.
28

29 **6.7.3 MOTION:** Council Member Shelton moved to approve Resolution 2018-35. Council
30 Member Mikell seconded the motion. Vote on motion: Council Member Shelton–Aye,
31 Council Member Bracken–Aye, Council Member Mikell–Aye, Council Member Bruce–Aye,
32 Mayor Peterson–Aye. The motion passed with unanimously.
33

34 **6.8 Consideration of Resolution 2018-36 Approving Entry into Local Police Safety and**
35 **Firefighter Surviving Spouse Trust Fund Cost-Sharing Agreement.**
36

37 6.8.1 Mayor Peterson reported that the above Resolution approves entry into a local Police Safety
38 and Firefighter Surviving Spouse Trust Fund Cost-Sharing Agreement.
39

40 **6.8.2 MOTION:** Council Member Bracken moved to approve Resolution 2018-36. Council
41 Member Shelton seconded the motion. Vote on motion: Council Member Shelton–Aye,
42 Council Member Bracken–Aye, Council Member Mikell–Aye, Council Member Bruce–Aye,
43 Mayor Peterson–Aye. The motion passed unanimously.
44

1 **6.9 Consideration of Resolution 2018-37 Encouraging Salt Lake County to Institute a .25%**
2 **Local Option General Sales Tax Dedicated to Transportation (Including Roads) as**
3 **Authorized by SB-136.**
4

5 6.9.1 Mayor Peterson reported that the above Resolution supports and encourages Salt Lake County
6 to institute a .25% local option sales tax authorized by Senate Bill 136.
7

8 6.9.2 Council Member Bruce stated that her decision was not made lightly and her intent going
9 forward was to tag these types of revenues to go toward active transportation infrastructure
10 that connect parks and open spaces.
11

12 6.9.3 Council Member Mikell agreed with Council Member Bruce and believes they need to think
13 about of the City as a walkable community with connectivity.
14

15 **6.9.4 MOTION:** Council Member Shelton moved to approve Resolution 2018-37. Council
16 Member Mikell seconded the motion. Vote on motion: Council Member Shelton–Aye,
17 Council Member Bracken–Aye, Council Member Mikell–Aye, Council Member Bruce–Aye,
18 Mayor Peterson–Aye. The motion passed unanimously.
19

20 **7.0 CONSENT CALENDAR**
21

22 **7.1 Approval of the City Council Work Session Minutes of March 13, April 24 and May 8,**
23 **2018 and the City Council Work Session Minutes for May 22 and 29, 2018.**
24

25 **7.2 MOTION:** Council Member Bracken moved to approve the City Council Work Session
26 Minutes of March 13, April 24, and May 8, 2018 and the City Council Work Session Minutes
27 for May 22 and 29, 2018. Council Member Bruce seconded the motion. The motion passed
28 with the unanimous consent of the Council.
29

30 **8.0 ADJOURN BUSINESS MEETING AND RECONVENE WORK SESSION.**
31

32 **8.1 MOTION:** Council Member Bruce moved to adjourn the Business Meeting. The motion
33 was seconded by Council Member Mikell. The motion passed unanimously.
34

35 8.2 The meeting adjourned at 9:25 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood*
2 *Heights City Council Business Meeting held Tuesday, June 12, 2018.*

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9



10 Teri Forbes
11 T Forbes Group
12 Minutes Secretary
13
14 Minutes approved: July 31, 2018