

I. CALL TO ORDER

The regular meeting of the Matanuska-Susitna Borough Assembly was held on December 4, 2012, at the Borough School District Administration Building, 501 N. Gulkana Street, Palmer, Alaska. The meeting was called to order at 6 p.m. by Mayor Larry DeVilbiss.

II. ROLL CALL

Assembly members present and establishing a quorum were:

Mr. Warren Keogh, Assembly District No. 1
Mr. Noel Woods, Assembly District No. 2
Mr. Ronald Arvin, Assembly District No. 3 (*Deputy Mayor*)(*attended telephonically*)
Mr. Steve Colligan, Assembly District No. 4
Mr. Darcie K. Salmon, Assembly District No. 5
Mr. Jim Colver, Assembly District No. 6
Mr. Vern Halter, Assembly District No. 7

Staff in attendance were:

Ms. Lonnie R. McKechnie, Borough Clerk
Mr. John Moosey, Borough Manager
Mr. George Hays, Assistant Borough Manager
Mr. Nicholas Spiropoulos, Borough Attorney
Ms. Brenda J. Henry, Assistant Clerk
Ms. Tammy Clayton, Finance Director
Ms. Eileen Probasco, Planning and Land Use Director
Mr. Dennis Brodigan, Emergency Services Director
Mr. Eric Phillips, Community Development Director
Ms. Debra Wetherhorn, Administrative Secretary
Mr. Alex Strawn, Permitting Services Manager
Ms. Lauren Driscoll, Planning Chief
Ms. Nancy Cameron, Land Management Agent
Ms. Shannon Bodolay, Assistant Borough Attorney

III. APPROVAL OF AGENDA

Mayor DeVilbiss:

- noted that there was a request to pull Ordinance Serial No. 12-091 from the agenda; and
- queried if there was any objection.

There was no objection noted.

Mr. Moosey requested to pull Ordinance Serial No. 12-161 from the agenda.

Mayor DeVilbiss queried if there was any objection.

There was no objection noted.

Assemblymember Arvin:

- noted that there is only one item for public hearing on December 18, 2012; and
- requested that the meeting be cancelled and the public hearing carried forward to the January 15, 2013, agenda.

Mayor DeVilbiss stated that this could be addressed when the body gets to the introduction portion of the agenda.

Assemblymember Keogh:

- stated that he would like to take up Resolution Serial No. 12-129, unfinished business, immediately preceding audience participation; and
- related that there had been a request to conduct an additional public hearing.

Mayor DeVilbiss stated that alternatively, the body could suspend the rules to allow a public hearing on the legislation so that the public could speak to it earlier in the meeting.

There was no objection noted.

GENERAL CONSENT: The agenda was approved as amended without objection.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Sonya Dukes, Houston City Clerk.

V. MINUTES OF PRECEDING MEETINGS

A. Special Assembly Meeting: 11/17/12

Mayor DeVilbiss inquired if there were any corrections to the special meeting minutes of November 17, 2012.

GENERAL CONSENT: The minutes were approved as presented without objection.

VI. REPORTS/CORRESPONDENCE

A. AGENCY REPORTS

1. Reports from cities

Wasilla City

Mr. Bert Cottle, Deputy Administrator:

- spoke in support of Ordinance Serial No. 12-164;
- thanked Ms. Nancy Cameron for her assistance in making the land transfer for the new Wasilla City Library move forward; and
- stated that the Wasilla New Years fireworks celebration will be at Wonderland Park at 8 p.m.

2. Matanuska-Susitna Borough School District

(There was no report provided.)

3. Valley Community for Recycling Solutions.

Ms. Mollie Boyer, Executive Director:

- provided a history of the Borough's relationship with the recycling center;
- spoke to the tonnage that has been recycled since the facility's inception;
- noted the businesses that have sprung up that partnership in recycling;
- provided a history of the funding for the facility;
- stated that there is currently a conveyor that is not useable due to the need for a baler;
- spoke to concerns that funding obligations are not being upheld by the Borough;
- stated that the grant agreement is near its expiration date; and
- requested that the Borough honor their match funds for the Economic Development Administration (EDA) grant agreement.

Assemblymember Colver:

- queried what it would take to get the baler fully operational; and
- further queried the amount the Borough is to provide in matching funds.

Ms. Boyer

- stated that the total needed is \$1,000,000;
- related that the portion of the match funds required from the Borough is \$450,000, with the EDA portion of funding being \$550,000;
- advised that the EDA is anxious for the Borough to use their funds in order to avoid the funds going back to the United States Treasury;
- stated that the conveyor goes to nowhere at this time, as it is not attached to a much needed baler;
- stated that if the facility receives the baler, they could seek out major waster producers, such as the School District; and
- noted that the Center would also like to winterize the drop-off area so that it may be used in any weather condition.

Discussion ensued regarding:

- whether or not there are any other agencies that could provide match funds;
- that the Borough committed to the grant agreement with the EDA;

- the funding history of the facility;
- that the Borough is not compliant with the grant agreement;
- the best way to proceed to meet the grant agreement requirements; and
- when the current grant agreement expires.

B. COMMITTEE REPORTS

1. Joint Assembly/School Board Committee on School Issues

Assemblymember Colver:

- related that the Committee received an update on school bonds and designs of new schools;
- advised that there was also a site selection update;
- noted that the property tax rebate for charter schools was discussed;
- stated that he should be able to provide more information on that topic in a future meeting;
- spoke to roof leaks at Swanson Elementary School and Colony High School that need to be repaired;
- stated that there are bond funds remaining from previous roofing bond projects;
- requested that administration research to see if the funds can be reallocated to the other roofing projects; and
- stated that Mr. Bob Bechtold is working well with the School District to keep the projects on track.

2. Assembly Public Relations

(There were no reports provided.)

C. MANAGER COMMENTS

1. State/Federal Legislation
2. Strategic Planning Issues

Mr. Moosey:

- noted that due to the Ninth Circuit Court of Appeals lifting the stay for the rail extension project, that the project has been able to start up again;
- advised that it is anticipated to have a full summer of work on the extension;
- stated that the Borough has hired an assistant to help with road bond projects; and
- noted that it is expected that there will be a full summer of road construction in 2013.

Assemblymember Halter queried if funds left over from school bonds could be used for the new Knik Goose Bay Junior/Senior High School.

Mr. Moosey advised that he is unsure, but that he would research the issue and report back.

D. ATTORNEY COMMENT

Mr. Spiropoulos:

- advised that the rail extension stay was lifted because the Ninth Circuit Court of Appeals was convinced the Borough would win the lawsuit and that time is paramount to the project;
- related that a full opinion is expected later, possibly February or March of 2013;
- advised that there is a new lawsuit pending in Federal District Court regarding the Corp of Engineers permit; and
- stated that a stay has not been requested as of yet, but should one be, the Assembly will be notified right away.

E. CLERK COMMENTS

Ms. McKechnie:

- spoke regarding the upcoming meeting schedule; and
- noted that at the joint meeting with the School Board that the School District would be providing dinner and the the Palmer High School Jazz Band would be performing.

Assemblymember Arvin queried if the lifting of the stay by the Ninth Circuit Court of Appeals would have any impact on the lawsuit regarding the Corp of Engineers permit, or benefit the Borough in anyway.

Mr. Spiropoulos:

- advised that legally it would not;
- further advised that practically, the Court found that the Surface Transportation Board did their job;
- stated that he is hopeful that the Federal District Court for Alaska will find no problem with the Environmental Impact Study when the Ninth Circuit Court of Appeals has found there are no issues; and
- advised that the full opinion will have to be reviewed to determine all of their findings.

Ms. McKechnie advised that the December 18, 2012, meeting could be cancelled now rather than waiting until later, should that be something the body chooses to do.

Assemblymember Colver spoke in support of cancelling the meeting.

Mr. Moosey

- noted that there was to be an executive session regarding the Matanuska-Susitna Borough Employees Association (MSBEA) contract; and
- stated that the date is not a required deadline, but he was hopeful that it would occur.

MOTION: Assemblymember Salmon moved to cancel the December 18, 2012, regular Assembly meeting.

VOTE: The motion passed with Assemblymembers Colver, Colligan, and Woods opposed.

MOTION: Assemblymember Halter moved to add an executive session for the MSBEA contract on December 11, 2012.

Mr. Moosey requested a recess to discuss the issue with the Finance Director.

Mayor DeVilbiss queried if there was any objection to recessing.

There was no objection noted.

(The meeting recessed at 6:37 p.m. and reconvened at 6:42 p.m.)

WITHDRAWAL: Assemblymember Halter moved to withdraw his motion.

VOTE: The motion passed without objection.

F. CITIZEN AND OTHER CORRESPONDENCE

1. MSB Board/Committee Minutes:
 - a. Enhanced 911 Advisory Board: 06/12/12
 - b. Fairview RSA Board of Supervisors: 05/15/12
 - c. Greater Butte RSA Board of Supervisors: 07/12/12
 - d. Greater Talkeetna RSA Board of Supervisors: 09/13/12
 - e. Local Road Service Area Advisory Board: 07/19/12
 - f. MSB Fish and Wildlife Commission: 08/16/12, 09/20/12
 - g. Planning Commission: 08/06/12, Resolution Serial Nos. 12-13 and 12-19
 - h. Platting Board: 09/20/12
 - i. Port Commission: 09/17/12
 - j. South Colony RSA Board of Supervisors: 05/09/12
 - k. Trapper Creek RSA Board of Supervisors: 05/09/12
 - l. Joint Wasilla-Lakes, West Lakes, and Greater Palmer FSA Board of Supervisors: 05/14/12
2. Community Council Minutes:
 - a. Lake Louise Community Non-Profit Corporation: 07/21/12

The citizen and other correspondence were presented and no comments were noted.

G. INFORMATIONAL MEMORANDUMS

(There were no informational memorandums presented.)

VII. UNFINISHED BUSINESS

A. Resolution Serial No. 12-113: A RESOLUTION APPROVING FEDERAL LEGISLATIVE PRIORITIES FOR CALENDAR YEAR 2013.

1. IM No. 12-222

MOTION PENDING: Assemblymember Keogh moved to adopt Resolution Serial No. 12-113.

MOTION: Assemblymember Halter moved a primary amendment to Resolution Serial No. 12-113, by striking "Matanuska River Management - \$2,500,000" and inserting it its place "Matanuska-Susitna Borough River Management - \$5,000,000."

VOTE: The primary amendment passed without objection.

VOTE: The main motion passed as amended without objection.

B. Resolution Serial No. 12-129: A RESOLUTION AUTHORIZING PARTICIPATION IN AND SUBMISSION OF AN APPLICATION UNDER THE FEDERAL FISCAL YEAR 2012 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR GRANT FUNDS IN AN AMOUNT NOT TO EXCEED \$850,000 TO DRAFT A WORKFORCE HOUSING ACTION PLAN.

1. IM No. 12-251

MOTION PENDING: Assemblymember Colligan moved to adopt Resolution Serial No. 12-129.

Mayor DeVilbiss:

- noted that there was no objection to conducting a public hearing on the issue; and
- opened up the public hearing.

The following person spoke in support of Resolution Serial No. 12-129: Mr. Dave Rose, Director for the Mat-Su Coalition for Housing and Homelessness.

There being no others present who wished to testify, the public hearing closed and discussion moved to the Assembly.

VOTE: The motion passed without objection.

VIII. VETO

(There were no vetoes presented.)

IX. SPECIAL ORDERS

A. PERSONS TO BE HEARD (Three minutes per person.)

(There were no persons to be heard.)

B. PUBLIC HEARINGS (Three minutes per person.)

~~1. Ordinance Serial No. 12-091: AN ORDINANCE REPEALING MSB CHAPTER 17.73: MULTIFAMILY DEVELOPMENT DESIGN STANDARDS. (Sponsored by Assemblymember Salmon)~~

~~a. IM No. 12-128~~

2. Ordinance Serial No. 12-157: AN ORDINANCE AMENDING MSB 17.125 DEFINITIONS; AND ADOPTING MSB 17.66 TALL STRUCTURES, INCLUDING TELECOMMUNICATION FACILITIES, WIND ENERGY CONVERSION SYSTEMS, AND OTHER TALL STRUCTURES. *(Sponsored by Assemblymember Keogh)*

a. IM No. 12-241

CONFLICT OF INTEREST: Assemblymember Colver declared he had a conflict as he has a client that is very involved in the tower industry.

RULING: Mayor DeVilbiss ruled that Assemblymember Colver had a conflict of interest and would be recused from voting on the issue.

(Assemblymember Colver exited the meeting.)

Mayor DeVilbiss opened the public hearing.

The following persons spoke in support of Ordinance Serial No. 12-157: Mr. Jim Faiks, Mr. Mark Bertels, Mr. Rex Close, Ms. Lynn Fuller, Mr. Mark Gordon, Mr. Murph O'Brian, and Mr. Jim Sykes.

The following person spoke in support of local airports and in support of Ordinance Serial No. 12-157: Ms. Jane Dale.

The following person spoke in support of the creation of the Tall Towers Advisory Committee and to concerns that the legislation is premature: Mr. Ken Slauson.

There being no others present who wished to testify, the public hearing closed and discussion moved to the Assembly.

MOTION: Assemblymember Keogh moved to adopt Ordinance Serial No. 12-157.

Assemblymember Keogh:

- thanked the public for providing testimony this evening;
- opined that a mistake was made when the former tall tower ordinance was repealed;
- spoke to the growing number of residents who are upset with the lack of tall tower regulation;
- noted that there is the opportunity for the Assembly to remedy tower issues that have arisen by adopting this legislation;
- provided a history of the former Tall Towers Advisory Committee;
- opined that the public interest is not being served without the regulation of tall towers; and
- spoke to a substitute ordinance prepared if the current legislation is not acceptable.

VOTE: The motion failed with Assemblymembers Keogh, Woods, and Halter in support and Assemblymembers Colligan, Salmon, and Arvin opposed (Tie vote). The motion passes with Mayor DeVilbiss invoking his voting privilege in the affirmative.

(Assemblymember Colver re-entered the meeting.)

3. Ordinance Serial No. 12-164: AN ORDINANCE APPROVING CONVEYANCE WITH CERTAIN CONDITIONS, A FOUR ACRE PARCEL LEGALLY DESCRIBED AS TRACT B-1B, WASILLA MIDDLE SCHOOL, ACCORDING TO PLAT NO. 2012-88, TO THE CITY OF WASILLA FOR THE PURPOSE OF CONSTRUCTING A NEW CITY LIBRARY, AND LAND CLASSIFICATION OF TRACT B-1B AS RESERVED USE LANDS (MSB006663).
 - a. IM No. 12-236

Mayor DeVilbiss opened the public hearing.

The following person spoke in support of Ordinance Serial No. 12-164: Ms. Jeanne Troshynski, Friends of Wasilla Library Board.

There being no others present who wished to testify, the public hearing closed and discussion moved to the Assembly.

MOTION: Assemblymember Colligan moved to adopt Ordinance Serial No. 12-164.

VOTE: The motion passed without objection.

4. Ordinance Serial No. 12-165: AN ORDINANCE ACCEPTING AND APPROPRIATING \$238,949 FROM THE ALASKA STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT GRANT PROGRAM, TO FUND 425, PROJECT NO. 45158, FOR EQUIPMENT, TRAVEL, AND TRAINING.
 - a. Resolution Serial No. 12-131: A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR THE ALASKA STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT GRANT, PROJECT NO. 45158,

FUND 425, FOR EQUIPMENT, TRAVEL, AND TRAINING; AND AUTHORIZING THE MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE STATE OF ALASKA FOR STATE SPONSORED RED CROSS TRAINING.

- (1) IM No. 12-246

Mayor DeVilbiss opened the public hearing.

There being no one present who wished to testify, the public hearing closed and discussion moved to the Assembly.

MOTION: Assemblymember Salmon moved to adopt Ordinance Serial No. 12-165 and Resolution Serial No. 12-131.

VOTE: The motion passed without objection.

5. Ordinance Serial No. 12-166: AN ORDINANCE APPROVING AN APPROPRIATION OF \$100,000 FROM ALPINE ROAD SERVICE AREA NO. 31 FUND BALANCE, FUND 285, TO FUND 410, PROJECT NO. 30051, FOR ALPINE ROAD SERVICE AREA NO. 31 CAPITAL PROJECTS.

- a. IM No. 12-253

Mayor DeVilbiss opened the public hearing.

There being no one present who wished to testify, the public hearing closed and discussion moved to the Assembly.

MOTION: Assemblymember Keogh moved to adopt Ordinance Serial No. 12-166.

VOTE: The motion passed without objection.

6. Ordinance Serial No. 12-167: AN ORDINANCE APPROVING A REAPPROPRIATION OF \$100,000 FROM THE MEADOW LAKES ROAD SERVICE AREA NO. 27 FISCAL YEAR 2013 OPERATING BUDGET, FUND 281, TO FUND 410, PROJECT NO. 30047, FOR MEADOW LAKES ROAD SERVICE AREA NO. 27 CAPITAL PROJECTS.

- a. Ordinance Serial No. 12-168: AN ORDINANCE APPROVING AN APPROPRIATION OF \$950,000 FROM MEADOW LAKES ROAD SERVICE AREA NO. 27 FUND BALANCE, FUND 281, TO FUND 410, PROJECT NO. 30047, FOR MEADOW LAKES ROAD SERVICE AREA NO. 27 CAPITAL PROJECTS.

- (1) IM No. 12-255

- (2) IM No. 12-256

Mayor DeVilbiss opened the public hearing.

There being no one present who wished to testify, the public hearing closed and discussion moved to the Assembly.

MOTION: Assemblymember Halter moved to adopt Ordinance Serial Nos. 12-167 and 12-168.

VOTE: The motion passed without objection.

C. AUDIENCE PARTICIPATION (Three minutes per person.)

The following person spoke in support of funding for the Valley Community for Recycling Solutions: Mr. Ralph Buzard.

The following person spoke to concerns with the round-about located on Trunk Road: Ms. Linda Wood.

(The meeting recessed at 7:38 p.m. and reconvened at 7:47 p.m.)

D. CONSENT AGENDA

1. RESOLUTIONS

(There were no resolutions presented.)

2. ACTION MEMORANDUMS

- a. AM No. 12-145: AUTHORIZING THE PURCHASE OF SEVEN "E" SERIES AUTOMATED EXTERNAL DEFIBRILLATORS AND 20 PRO AUTOMATED EXTERNAL DEFIBRILLATORS FROM ZOLL MEDICAL CORPORATION IN THE AMOUNT OF \$281,935.81 FOR THE DEPARTMENT OF EMERGENCY SERVICES AMBULANCE FLEET AND BOROUGH FACILITIES.

Ms. McKechnie read the above legislation into the record.

MOTION: Assemblymember Salmon moved to approve the consent agenda as read into the record by the Clerk.

VOTE: The motion passed without objection.

X. NEW BUSINESS

A. INTRODUCTIONS (For public hearing - ~~12/18/12~~ 01/15/13, 7 p.m., School District Administration Building)

1. Ordinance Serial No. 12-171: AN ORDINANCE APPROVING AN APPROPRIATION OF \$275,000 FROM LAZY MOUNTAIN ROAD SERVICE AREA NO. 19 FUND

BALANCE, FUND 275, TO FUND 410, PROJECT NO. 30041, FOR LAZY MOUNTAIN ROAD SERVICE AREA NO. 19 CAPITAL PROJECTS.

- a. IM No. 12-263

- B. INTRODUCTIONS (For public hearing – 01/15/13 7 p.m., School District Administration Building)
 1. ~~Ordinance Serial No. 12-161: AN ORDINANCE CREATING EAST JENSEN AVENUE AND NORTH TERRY ANNE CIRCLE NATURAL GAS LOCAL IMPROVEMENT DISTRICT NO. 492, APPROVING THE IMPROVEMENT PLAN FOR THE DISTRICT, AUTHORIZING THE MANAGER TO PROCEED WITH THE IMPROVEMENT, AND ASSESSING EQUALLY AMONG THE PROPERTIES WITHIN THE DISTRICT THE COSTS OF THE IMPROVEMENT.~~
 - a. ~~IM No. 12-260~~

 2. Ordinance Serial No. 12-162: AN ORDINANCE CREATING GREENSWARD DRIVE NATURAL GAS LOCAL IMPROVEMENT DISTRICT NO. 502, APPROVING THE IMPROVEMENT PLAN FOR THE DISTRICT, AUTHORIZING THE MANAGER TO PROCEED WITH THE IMPROVEMENT, AND ASSESSING EQUALLY AMONG THE PROPERTIES WITHIN THE DISTRICT THE COSTS OF THE IMPROVEMENT.
 - a. IM No. 12-261

Ms. McKechnie read the above legislation into the record.

MOTION: Assemblymember Salmon moved to introduce the legislation as read into the record by the Clerk and set the public hearings for January 15, 2013.

VOTE: The motion passed without objection.

C. MAYORAL NOMINATIONS AND APPOINTMENTS

1. VACANCY REPORT

Mayor DeVilbiss requested the following confirmations:

Aviation Advisory Board

David Palmer (term begins 1/1/13)

Board of Adjustment and Appeals

Claudia Roberts (term begins 1/1/13)

Board of Ethics

Sarah Henkel (term begins 1/1/13)

Joint Assembly/School Board Committee on School Issues

Noel Woods

Local Emergency Planning Committee
Kevin Munson (term begins 1/1/13)
Office of Administrative Hearings
Karen Jennings (term begins 1/1/13)
Transportation Advisory Board
Richard Besse (term begins 1/1/13)
Ken Welch (term begins 1/1/13)
Wasilla-Lakes FSA No. 130
Ken Slauson (term begins 1/1/13)
West Lakes FSA No. 136
Cathi Kramer (term begins 1/1/13)
Alpine RSA No. 31
Steve Hudson (term begins 1/1/13)

Mayor DeVilbiss made the following recommendations:

Animal Care and Regulation Board
John Wood
Terry Morache
Board of Adjustment and Appeals
Tina Crawford
Borough Area Schools Site Selection Committee
Warren Keogh
Darcie Salmon
Deborah Retherford
Lynn Gattis
Enhanced 911 Advisory Board
Carl Hereford
Health and Social Services Board
Herman Thompson
Joint Assembly/School Board Committee on School Issues
Jim Colver
Sarah Welton
Lynn Gattis
Local Emergency Planning Committee
Michael Chmielewski
MSB Fish and Wildlife Commission
Jim Colver
Parks, Recreation, and Trails Advisory Board
Daniel Harrell
Planning Commission
Bruce Walden
Port Commission
John Riggs
Transportation Advisory Board
LaMarr Anderson

Waste Water and Septage Advisory Board

Thomas Healy

Caswell FSA No. 135

Cheryl Newsome

Big Lake RSA No. 21

Leo Von Scheben

Midway RSA No. 9

Carol Selkirk

North Colony RSA No. 23

Barbara Gerard

South Colony RSA No. 16

Edward Strabel

MOTION: Assemblymember Salmon moved to approve the Mayor's recommendations up for confirmation this evening.

VOTE: The motion passed without objection.

D. OTHER NEW BUSINESS

(There was no other new business.)

E. REFERRALS (For referral to the Planning Commission for 90 days or other date specified by the Assembly)

(There were no referrals presented.)

XI. RECONSIDERATION

(There was no reconsideration presented.)

XII. MAYOR, ASSEMBLY, AND STAFF COMMENTS

Assemblymember Colver:

- complimented the quick response by the first responders to the Cedar Hills Subdivision fire; and
- spoke to the city of Ketchikan's lawsuit regarding education funding.

Assemblymember Halter thanked the body for passing the tall tower ordinance and Mayor DeVilbiss for breaking the tie in the affirmative.

Assemblymember Keogh:

- spoke to the fast response by the emergency responders in the Cedar Hills Subdivision fire; and
- noted his pleasure that the tall towers legislation was adopted.

Mayor DeVilbiss:


- spoke to the dry and windy conditions being prime for fires;
- stated that he is thankful that the recent fires have not been worse than they were;
- noted that there may be many who are surprised as to his affirmative vote on the tall tower legislation; and
- related that he never felt that there should be no regulation of tall towers.

XIII. EXECUTIVE SESSION

(There was no executive session held.)

XIV. ADJOURNMENT

The regular meeting adjourned at 7:52 p.m.



LARRY DEVILBISS, Borough Mayor

ATTEST:



LONNIE R. McKECHNIE, CMC, Borough Clerk

Minutes Approved: 01/15/13