



CAPITAL OF KENTUCKY

**Layne Wilkerson, Mayor**

Kelly May, Commissioner  
Kyle Thompson, Commissioner  
Leesa Unger, Commissioner  
Katrisha Waldrige, Commissioner

11-19-21

**NOTICE  
MEETING VIA VIDEO TELECONFERENCE**

As a result of the state of emergency declared by the President of the United States, Governor of Kentucky, and Mayor of the City of Frankfort due to the global COVID-19 pandemic, the following Meeting Notice is issued:

I, Layne Wilkerson hereby call a meeting of the Frankfort Board of Commissioners for Monday, November 22, 2021, at 5:00 p.m., via GoToMeeting. All items on the agenda will be considered and action will be taken.

Per KRS 61.826, this meeting is a video teleconference meeting. The Board of Commissioners will participate via GoToMeeting. The City will provide a central primary physical location for public viewing of the virtual meeting in the City Hall Commission Chamber, 315 West Second Street. **The Board of Commissioners will not be there in person, but the televisions in the Commission Chamber will be broadcasting the virtual meeting.**

Public comments will still be accepted for the meeting, by submitting a citizen comments form via the City of Frankfort Website – [www.frankfort.ky.gov](http://www.frankfort.ky.gov) {Government > Board of Commissioners> Citizen Comments} by Monday, November 22 at 4:00 PM.

The virtual meeting will be broadcast via Frankfort Plant Board Cable 10 Live and Facebook Live: Frankfort, Kentucky - City Hall [www.facebook.com/CityofFrankfortKY/](https://www.facebook.com/CityofFrankfortKY/).

Please see [www.frankfortema.org](http://www.frankfortema.org) for additional information.

  
Mayor

## AGENDA

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
315 WEST SECOND STREET  
FRANKFORT, KY 40601  
502/875-8500**

[www.frankfort.ky.gov](http://www.frankfort.ky.gov)

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**November 22, 2021  
5:00 PM**

### ROLL CALL

### CITIZEN COMMENTS

### CONSENT CALENDAR

Items on the Consent Calendar are considered by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

**1. Minutes – Work Session, October 11, 2021; Special Meeting, October 18, 2021; Regular Meeting, October 25, 2021 Regular Meeting.**

**2. Annual Invoice for Mission – Sewer**

The purpose of this memo is to recommend approval for the annual Mission Communication invoice and for the Mayor to sign all related documents. The Frankfort Sewer Department has been using Mission Communications since 2006 to monitor the pump stations throughout the department's service area. This is the annual monitoring fee for this service. Mission is a key component to the operation and maintenance of the departments pump stations. This service allows staff to monitor the stations 24/7 and will notify key staff in case of an emergency. This system also allows staff to monitor flows, pump efficiency, and other key items that help with operations of the facilities. This is a line item in the FY 21-22 Budget. Staff recommends that the City Commission approve payment of the invoice.

Attachments: Memo, Invoice

Suggested Disposition: Receive and File; Approve

**3. Contract Extension with Laura's Cleaning Service, LLC – Sewer**

The purpose of this memo is to recommend the approval of a Cleaning Service contract extension with Laura's Cleaning Service, LLC, and authorize the Mayor to sign all related documents. This extension is for \$21,600.00 for cleaning services for one year at the WWTP. This is for daily cleaning of the office and administrative areas of the sewer department. In the past the sewer department got help through a temp agency to do this cleaning. Approximately four years ago we started working with an actual cleaning service and the service has been more reliable and better.

The Extended Bids are as follows:

Laura's Cleaning Service, LLC.	\$21,600.00
Sheila's Cleaning	\$21,600.00

This contract is for the regular cleaning of the administrative buildings at the wastewater plant. Laura's Cleaning service has been cleaning for the department for over four years and has done a very good job. With the previous experience it is the recommendation to offer the new contract to Laura's Cleaning Service. This is the last year available to extend the contract. All cleaning services will be rebid in 2022. This contract is budgeted annually in the 200 account. Staff recommends that the City Commission approve the contract extension and authorize the Mayor to sign all related documents.

Attachments: Memo, Contract Extension Letter, Original Contract with Bid

Suggested Disposition: Receive and File; Approve

#### 4. Professional Services Agreement with Hazen – Willow Street Pump Station Force Main Relocation - Sewer

The purpose of this memo is to recommend a Professional Services Contract with Hazen for design of the Willow Street Pump Station Force Main Relocation and for the Mayor to sign all related documents. During the design of the East Frankfort Interceptor, concerns were raised due to the low flow that would be left on the Wilkinson syphon. This line currently is a double barrel syphon to carry the flow the East side of Frankfort. Once sanitary sewer flow is removed from this line there will not be enough flow to push the syphon. This project will redirect flow to alleviate the issue with the syphon. The East Frankfort Interceptor will alleviate several sanitary sewer overflows and opens the availability to accept more flow. In the process of the design for this project concerns were brought up about the Wilkinson Syphon not having enough flow. This project will redirect flow from the Willow Street Pump Station, which now goes to Mero Street Pump Station, and sends it to the Wilkinson Syphon. This will also reduce the amount of sanitary sewer that is sent through the combined sewer system. This project is in the Capitol Improvement Plans and will be budgeted for construction in the FY22-23 Budget. Staff recommends that the Mayor and City Commission approve the Professional Services Agreement with Hazen. Once the Professional Services Agreement is approved and signed, the Sewer Department will issue a Purchase Requisition in the amount of **\$294,329.00** for a Professional Services Agreement with Hazen.

Attachments: Memo, Scope of Work, Project Proposal, Professional Services Agreement  
Suggested Disposition: Receive and File; Approve

#### 5. PSA Bell Engineering – Blower Package Design – Sewer

The purpose of this memo is to request approval of a Professional Services Agreement with Bell Engineering for design and bidding services for the Blower Replacement Package and authorize the Mayor to sign all related documents. The Sewer Department completed a Plant Asset Management Plan to assess the conditions of the existing WWTP and to identify the needs of the facility. After the plan was completed there were several upgrades that need to be completed so that the plant can run at a maximum efficiency. During the process of upgrading the plant, one of the existing blowers failed. Soon after that another blower failed. Due to the age of all the blowers, the decision was made to replace all of them and upgrade them with more efficient blowers. The blowers have been rebuilt many times which made the decision easy to go with a full replacement. Bell Engineering is designing the bid package for the blowers and the electrical and mechanical upgrades needed for this project. With the importance the blowers have on the plant, the Sewer Department would like to complete this project as soon as possible. Bell Engineering completed the initial study and they were chosen to complete this upgrade as well. The only alternative is to have the equipment rebuilt again and there is no guarantee to how long they will last without failing again. Funds are available in account # 300.68.56555. This project was budgeted for \$1,000,000.00 in FY21-22 for the completion of this project. Staff recommends that the Mayor and City Commission approve the Professional Services Agreement and authorize the Mayor to sign all related documents.

Attachments: Memo, Professional Services Agreement, Scope of Services  
Suggested Disposition: Receive and File; Approve

#### 6. Contract Amendment #1 – Prevention Park Pump Station – Sewer

This memo is to request Commission approval of an amendment to a Professional Services Agreement with GRW Engineers, Inc. for engineering design services in the amount of **\$82,878.00** for the Prevention Park Pump Station, and for the Mayor to sign all related documents. There has been a need to consolidate the pump stations throughout the FSD service area. Over the years and with many different developments, small pump stations have been built and those stations have outlived their useful lives. When this happens, FSD tries to consolidate many of these stations into one larger station. This project initially started to combine three pump stations into one larger station. As staff looked at the area, it was recommended to look beyond just the three initial stations. Across the interstate was a failing pump station and this site would provide a tie in point for the future Farmdale Pump Station. Since the DOW has mandated the FSD accept the flow from Farmdale, this worked as the best solution. The Frankfort Sewer Department interviewed several engineering firms to provide a Preliminary Engineering Report and GRW was the selected engineer. Earlier this year GRW provided FSD with this report to provide guidance to the construction cost, site selection, routes of construction and best solutions for the entire project. Also, they are working with KIA to provide funding in next year's budget to help offset the construction costs. The original contract for GRW was executed to provide the full design engineering for the project and to provide construction bidding services once the design is completed. During the design, additional permitting and survey work was needed to be completed for the project. These additional services are broken down in the revised fee document attached to this memo. The cost of this amendment is **\$82,878.00**. Funds are budgeted for FY21-22 and FY 22-23 for this project. Staff recommends approval of the amendment to the Professional Services Agreement with GRW Engineers, Inc., and for the Mayor to sign all related documents.

Attachments: Memo, Professional Services Agreement, Prevention Park Amendment #1, Revised Fee Schedule  
Suggested Disposition: Receive and File; Approve

**7. Amendment #1 with Burgess & Niple for Capital Ave. River Interceptor – Sewer**

This memo is to request Commission approval of Amendment #1 to the Professional Services Agreement with Burgess & Niple for engineering design services in the amount of **\$174,761.00** for the Design of Capital Ave. River Interceptor, and for the Mayor to sign all related documents. This project is on the Sewer Departments Capital Improvement Plan but with the move to improve Dolly Graham Park, this project was bumped up to review the needs for the area surrounding the park itself. This project was expanded due to recent SSO's located upstream of the 4<sup>th</sup> Street syphon line. Burgess & Niple has been working with FSD for the Capital Avenue River Interceptor Rehab Project. B&N has completed Task 1 – Condition Assessment and Rehabilitation Recommendation Services for the original project area. Task 1 generally consisted of the following: review of CCTV and other data for the sanitary and combined interceptors and collectors near Dolly Graham Park to perform a condition assessment of 1500 LF of 30" interceptor, 1600 LF of 12"- 15" interceptor, 3150 LF of 6" to 24" collectors and 30 LF of 48" combined sewer line crossing Second Street, and inspection of 42 manholes within the project area and provide MACP reports for the inspected manholes. B&N prepared a condition assessment and preliminary rehabilitation recommendation report for the repair of sewers and manholes within the project area. Following FSD's review of the condition assessment report, FSD requested B&N expand the Condition Assessment and Rehabilitation Recommendations to an area upstream of the original project area. This upstream service area consists of 4100 LF of 8" to 30" sewer and 18 manholes. This proposed work is outlined under Task 1A within. B&N will prepare a single bid package of construction documents for rehab of both service areas as outlined under Task 2. FSD requested that existing CSOs 2, 3, and 4 be replaced during the rehab of these sewers. Replacement of these outfalls will likely require extensive permitting and easement work. B&N has outlined anticipated permitting, easement, and survey work to support the rehabilitation under Task 3 within. B&N is requesting an amendment to our original contract to incorporate Tasks 1A, 2, and 3 into the project. The cost of this agreement is **\$174,761.00**. Funds are budgeted for FY21-22 for this project. The construction cost of this project will be funded with public funds. Staff recommends approval of Amendment #1 to the Professional Services Agreement with Burgess & Niple Engineering, and for the Mayor to sign all related documents.

Attachments: Memo, Professional Services Agreement, Request for Amendment (Attachment A), Capital Avenue Amendment #1

Suggested Disposition: Receive and File; Approve

**8. Secret Service Task Force Officer MOU – Police**

Staff requests approval to enter into a Memorandum of Understanding with the US Secret Service to have a Frankfort Police Department officer serve as a Task Force Officer on the Kentucky Cyber Crimes Task Force. Staff is requesting the Mayor be authorized to sign all related documents. This MOU would be established pursuant to the provisions of the Treasury Forfeiture Fund Act. This MOU will allow the Frankfort Police Department to work with the Secret Service on a Kentucky Cyber Crimes Task Force. Electronic evidence from devices such as computers and cellular devices has become instrumental in the prosecution of most criminal cases for our agency. The ability to extract and examine this type of forensic evidence is complicated and relies on specialized equipment and training. The expenses associated with this type of examination are costly. The Frankfort Police Department's participation in the Kentucky Cyber Crimes Task Force will provide free equipment and training to our officers through the National Computer Forensics Institute. It will also allow our department access to equipment and staff at the US Secret Service office in Louisville. The only requirement associated with this MOU for the Frankfort Police Department is the reporting of statistics on these types of examinations to the US Secret Service for use in future federal funding for the task force. Staff recommends the Frankfort Police Department to enter into the MOU with the US Secret Service.

Attachments: Memo, Memorandum of Understanding (MOU)

Suggested Disposition: Receive and File; Approve

## 9. 2021 Clothing Contract – Police

The purpose of this memo is to request the award of a clothing and equipment contract to Galls LLC, further known as Galls, for the supply of officers' uniforms and accessories and to approve the Mayor to sign all related documents. The Police Department maintains a clothing and equipment contract with a uniform supplier for officers to order department approved uniforms and accessories to use in their daily duties as officers for the city. The current contract is due for replacement. The Police Department's contract with Siegel's Uniforms expired in October. Bid specifications were made available and two (2) vendors replied. The proposal received from Galls was the lowest cost. They maintain an online ordering system for officers that tracks their orders and clothing allowance spending. Staff recommends awarding the contract to Galls LLC and approve the Mayor to sign any related documents. Once this bid is accepted, staff will prepare the contract to be signed by the Mayor and a representative of Galls LLC. This contract will be in place for 2 years from the original agreement date with the option to mutually agree to a one (1) year extension. Uniforms and accessories will be purchased from the Clothing Account No. 100.43.54340.

Attachments: Memo, Contract

Suggested Disposition: Receive and File; Approve

## 10. Comprehensive Plan Consultant – Planning

In August, the Board of Commissioners approved the City's financial participation in the update to the Comprehensive Plan. Since that time, the Fiscal Court asked for an expanded Scope and Budget to be brought to them for their consideration to include both the update to the Comprehensive Plan and a rewrite of the City and County's development codes. A second Scope and budget for a development code rewrite to follow the Comprehensive Plan update was considered at the October 28<sup>th</sup> Fiscal Court meeting. At that meeting the Fiscal Court voted to commit to the funding of both activities. This request is to allow the City's commitment to match the County's for both activities. Previously the City committed to a budget of \$136,750.00 for the Comp Plan update; the new total for the comp plan update and the development code rewrite is \$239,250.00. This would be paid out of the Planning Departments' Professional Fees budget line item (Account 100.70.53265). **A budget amendment in the amount of \$102,500.00 will have to be made for the Planning Department's budget as this item was not budgeted as it was an unknown amount at the time of budget approval.**

Attachments: Memo, Scope of Services & Budget

Suggested Disposition: Receive and File; Approve

## 11. 911 Service Agreement Renewal – Dispatch/E911

The purpose of this memo is to request a (1) year service agreement renewal with RCS Communications utilizing funds from the E911 account, and to authorize the Mayor to sign all related documents. The service agreement will be purchased through RCS Communications in the total amount of \$25,777.20. Frankfort/Franklin County E911 currently utilizes the Zetron MAX Call Taking Console in conjunction with the E911 phone system. Frankfort/Franklin County E911 purchased the Zetron system in 2014 from RCS Communications along with a service agreement through November 30, 2021. In 2021, Frankfort/Franklin County E911 was approved to purchase and upgrade (5) workstation computers through RCS Communications. The purchased workstation computers contain the Zetron MAX Call Taking software and now utilize the Windows 10 operating system. Frankfort/Franklin County E911 is asking that the service agreement renewal with RCS Communications be approved for a contract period of 12/01/2021 to 11/30/2022. The infrastructure service plan provides 24/7 coverage 365 days a year. It covers all costs associated with parts, labor, and travel to repair the Zetron MAX Call Console. The service plan also includes an annual preventative maintenance inspection on the Zetron MAX Call Console. The service plan will provide Frankfort/Franklin County E911 with software maintenance and upgrades to the Zetron MAX Call Console. The service agreement renewal will be purchased through the E911 account, 590.00.51100. Staff recommends approval of the service agreement renewal through RCS Communications.

Attachments: Memo, Service Agreement

Suggested Disposition: Receive and File; Approve

## 12. 2021 African American Civil Rights Grant – Grants

Staff requests authorization to apply for 2021 African American Civil Rights Grant funds in the amount of \$50,000.00 and authorization for the Mayor to sign all grant documents. In the Fall of 2018, the City of Frankfort applied for funding for a 2018 African American Civil Rights Grant in the amount of \$50,000.00. The project, The March on Frankfort: Oral History Project, included conducting oral interviews of citizens' memories of the 1964 March at Kentucky's Capitol led by Martin Luther King, Jr. Deliverables for the project include development of a Frankfort Civil Rights Website, production of three educational videos targeted at elementary, middle, and high school audiences and partnering with KET to broadcast the videos. As a continuation of this project staff would now like to apply for additional funds to conduct 10 more oral history interviews, a multi-media exhibit to showcase videos in the Capital City Museum and an Historic Marker if funds allow. The \$50,000.00 does not require a specific match, however, we will utilize staff time as well as partnerships with local high schools, Kentucky State University, and the University of Kentucky as in-kind match for a stronger application. Staff recommends authorizing grant submittal and for the Mayor to sign all 2021 African American Civil Rights Grant documents.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

## 13. Local African American Historic Context Report Project

Staff requests authorization to award a contract to Carolyn Brackett of Cultural Heritage Works of Nashville, TN as a consultant to aid staff in completing the City of Frankfort's African American Historic Context Report and to authorize the Mayor to sign any related documents. In February, 2021, the Board of Commissioners authorized the application of a Certified Local Government subgrant from the Kentucky Heritage Council in the amount of \$15,000.00 with a cash match of \$10,000.00 to complete an African American Historic Context report. Frankfort's incredibly rich history includes many contributions by the Black community, and those stories are lesser known and lesser told. This document will assist in addressing that deficit by identifying the social, political, economic, educational, artistic, and physical environment in Frankfort that influenced the growth of the Black community and how it changed over time, as well as identifying associated property types (buildings, structures, sites, districts, and objects) that remain, and evaluating the eligibility of those resources for the National Register of Historic Places. A grant in the amount of \$15,000.00 was awarded by the Kentucky Heritage Council to the City in the summer of 2021. An RFP was released in September 2021 and resulted in three proposals within the \$25,000.00 budget. The \$10,000.00 cash match was approved by the Board of Commissioners in February 2021. The selection committee, which included staff from Planning & Community Development as well as at the Capital City Museum, recommends authorization to award the project to Cultural Heritage Works, pending the submission of required insurance certificates.

Attachments: Memo, Agreement & Scope of Services

Suggested Disposition: Receive and File; Approve

14.

Personnel Action	Employee	Department	Date	Position
Appointment	Lisa Goodrich	PW/Transit	11/9/21	Transit Driver
Appointment	Susan Culbertson	PW/Transit	11/23/21	Transit Driver
Appointment	June Gorney	Parks and Rec	12/07/21	Administrative Aide

Attachments: None

Suggested Disposition: Receive and File; Approve

## ACTION ITEMS

These are items where discussion is held by the City Commission. Items such as Ordinances, Orders and Resolutions are discussed under this section of the agenda. Public comments are not allowed except as authorized by the Mayor.

### 1. Second Reading

**AN ORDINANCE AMENDING ORDINANCE NO. 13, 2021 SERIES APPROPRIATING THE REVENUE TO BE RECEIVED BY THE CITY OF FRANKFORT FOR THE FISCAL YEAR 2021-2022**". This ordinance had its First Reading on November 8, 2021. Summary: This ordinance amends Ordinance No. 13, 2021 Series, appropriating the revenue to be received by the City for the Fiscal Year 2021-2022 by adding the following expenditures and transfers as noted above:

- 1) General Fund-\$863,215 (aggregate total)
- 2) Transfers from General Fund-\$176,131 (aggregate total)
- 3) Capital Improvements-\$19,131 (aggregate total)
- 4) TIGER Fund-\$157,000 (aggregate total)

And by adding the following revenue:

- 1) General Fund -\$794,656 (aggregate total)

Attachments: Ordinance

Suggested Disposition: Receive and File; Adopt Ordinance

### 2. Conveyor Surplus Order – Solid Waste

The purpose of this agenda items is to seek the Board of Commissioners approval for the Division of Solid Waste to declare a conveyor to be sold as surplus property via Gov Deals.com and to authorize the Mayor to sign all related documents. The Division of Solid Waste has a conveyor that needs to be declared surplus and sold. The conveyor *COF0000840* is no longer in operating condition and had been kept for spare parts for the current one being used to load recycle material. All useable parts have been removed from it to keep the current conveyor operational until the new one arrives. Staff recommends that the conveyor be declared surplus and sold at an online auction due to the number of useable parts missing.

Attachments: Memo, Order

Suggested Disposition: Receive and File; Adopt Order

### 3. Emergency Mgmt. Rockwood Trailer Surplus Order to KSU

EM requests permission to surplus (1) Rockwood Trailer (Mobile Command Post) and to authorize the Mayor to sign all related documents. The trailer will be transferred to another governmental entity, Kentucky State University. EM has used this trailer as a Mobile Command Post for several years and due to increasing repairs and maintenance it is no longer needed and has been replaced by another Mobile Command Unit. EM requests to surplus the trailer due to it not being of any use to EM currently or in the future. The trailer was obtained by a Haz Mat Equipment Grant in 2002 and the City was not allowed to surplus for five (5) years.

#### The Rockwood Trailer available for surplus is:

Make/Model	Year	Mileage	VIN#	Purchase Date
Rockwood	2004	N/A	4X4TRLD212D990601	06/30/04

EM requests to surplus the trailer and will be transferred to another governmental entity, Kentucky State University. Staff recommends the approval of the surplus of this trailer.

Attachments: Memo, Order, Donation Agreement

Suggested Disposition: Receive and File; Adopt Order & Approve Donation Agreement

#### **4. Surplus Property Order for Flynn Avenue**

Staff recommends that the BOC approve the attached surplus property order for Lot D, Flynn Avenue, for sale by electronic auction with a minimum purchase price of \$125,000.00.

Attachments: Memo, Order

Suggested Disposition: Receive and File; Adopt Order

#### **5. Sewer Extension Contract with 2020 Center, LLC – Sewer**

Staff recommends the Board of Commissioners deny the sewer extension contract with 2020 Center, LLC. Once denial of the Sewer Extension is approved, FSD, City Solicitor and City Manager will send a letter to the developer stating that the request has been denied.

Attachments: Memo, 2020 Old Lawrenceburg Road Activity Log

Suggested Disposition: Receive and File; Deny the Sewer Extension

#### **6. Recycling Services**

The purpose of this memo is to request approval to begin negotiations to enter into an agreement with the Lexington Recycle Center to accept our recyclable materials. The City of Frankfort, Public Works Department has been reviewing the options for recycling for our community. After our current agreement with the Lexington Municipal Recycling Facility expired at the end of June, we explored the two feasible options, Lexington and Westrock. After visiting both facilities, and weighing the pros and cons, staff feels that the Lexington facility is the best option for us at this time. Some factors that were considered include location, cost and materials accepted. The Department currently has a hauling contract in place that will allow us to haul to either location. Lexington is closer so the hauling fee is about \$75.00 less per load. The total cost at Lexington is variable due to the consignment of materials. The market is continually fluctuating and currently, we are receiving payments each month. Over the past 5 years, we have averaged a cost of under \$20.00 per ton. Westrock has offered a tipping fee of \$36.00 per ton which amounts to an estimated \$50,000.00-\$70,000.00 increase annually. Lexington is now collecting glass and most materials comingled, except paper which will be accepted again after upgrades in the Spring. After the upgrades, the only things not accepted will be many food containers such as milk cartons, aluminum foil, to go containers and plastic cups. The collection of those materials does not seem to provide enough benefit to our community for the increased cost. Since Franklin County Waste Management has a current hauling contract for Lexington that will continue through 2023, we can work together at that time to re-evaluate options again. It is preferable for the community if the City and County have the same requirements and collect the same materials. During that time, we can also evaluate budgetary considerations further. Staff recommends approval to begin negotiations to enter into an agreement with the Lexington Recycle Center to accept our recyclable materials.

Attachments: Memo

Suggested Disposition: Receive and File; Approve

#### **7. 2022 Parks Department Fees for Programs and Facilities**

Attachments: Updated Rate Proposal

Suggested Disposition: Receive and File; Approve

#### **8. Commonwealth Alliances LLC Contract**

Attachments: Contract

Suggested Disposition: Receive and File; Approve



**NEW BUSINESS**

**UNFINISHED BUSINESS**

**EXECUTIVE SESSION:**

**EXECUTIVE SESSION PER KRS 61.810(1)(f), PERSONNEL DISCUSSION OF AN EMPLOYEE'S REQUEST FOR A HEARING. ACTION WILL BE TAKEN.**

**ADJOURNMENT**