



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, October 3, 2022 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th St or VIA
ZOOM by registering in advance for this meeting:
[https://us02web.zoom.us/meeting/register/tZwvcO-hrDgqE9OHuLOXSUXAL91-JEgKzmfs](https://us02web.zoom.us/join/9151291291)

After registering, you will receive a confirmation email containing information about joining the meeting.

Notice to the Public: If you would like the supporting documents and information, please call City Hall by noon the day of the meeting. Copies of City Council Agendas are free to the public. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring. The use of obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated and the offender may be barred by the presiding officer from further comment before the Council during the meeting and/or removed from the meeting.

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on September 19, 2022
 - B. Approve Payment of Claims
 - C. Approve Resolution No. 2022-42 - A Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area
5. **New Business:**
 - A. Consideration of Cyber Breach Limit Insurance Increase
 - B. Consideration of the First Reading of Ordinance No. 22-08 - An Ordinance Correcting a Scrivener's Error in the Code of Ordinances for the City of Windsor Heights
 - C. Consider Waiving the Second and Third Readings of Ordinance No 22-08 and Move to Adopt
6. **Reports:**
 - A. Mayor and Council Reports and Committee Updates
7. **Closed Session** City Council will convene into closed session pursuant to Iowa Code 21.5.(i) To evaluate the professional competency of an individual whose appointment, hiring, performance, or

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

A. The Council will Convene into Closed Session

B. The Council will Convene into Open Session

8. **Adjourn**

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

City of Windsor Heights Regular Business Meeting Minutes
Monday, September 19, 2022 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Call to Order/Roll Call/Pledge of Allegiance

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell and Threase Harms . Staff present: City Administrator Dennis Durham, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Police Chief Chad McCluskey, City Attorney Erin Clanton, and City Engineer Justin Ernst.

2. Approval of the Agenda

Motion by Threase Harms to approve the agenda with Item 7E - Administrator Evaluation to be removed and considered at a future meeting. Seconded by Joseph Jones. Motion passed 5-0.

3. Presentation of Life Saving Award to Officer Chad Norris

Public Safety Director Chad McCluskey presented a Life Saving Award to Officer Chad Norris.

4. Presentation by Nalo Johnson, President of the Mid-Iowa Health Foundation - Central Iowa Basic Income Pilot Project

Nalo Johnson gave a presentation on the Central Iowa Basic Income Pilot Project

- A. Consideration for Approval of \$15,000 in American Rescue Plan Act Funds to the Mid-Iowa Health Foundation

Motion by Threase Harms approve \$15,000 in Local Option Sales Tax to the Mid-Iowa Health Foundation. Seconded by Susan Skeries . Motion passed 5-0.

- B. Consideration of Resolution No. 2022-40 - A Resolution Approving Expenditure of \$15,000 in ARPA Federal Funds to the Mid-Iowa Health Foundation for the Central Iowa Basic Income Pilot Project

Motion by Threase Harms to approve Resolution No. 2022-40 - A Resolution Approving Expenditure of \$15,000 in Local Option Sales Tax funds to the Mid-Iowa Health Foundation for the Central Iowa Basic Income Pilot Project. Seconded by Susan Skeries. Roll call vote: Susan Skeries -aye, Michael Libbie - aye, Lauren Campbell - aye, and Threase Harms - aye. Joseph Jones abstained due to conflict with his position at the Harkin Institute and as a board member of the Mid-Iowa Health Foundation. Motion passed 4-0-1.

5. Public Forum: None.

6. Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.

Motion by Threase Harms to approve the Consent Agenda Items A-H. Seconded by Joseph Jones. Motion passed 5-0.

- A. Approve Minutes of the Regular Council Meeting on August 18, 2022
- B. Approve Minutes of the Council Work Session Meeting on August 18, 2022
- C. Approve Payment of Claims
- D. Approve Financial Reports

- E. Approve Liquor License - HyVee Market Cafe - 7101 University Ave
- F. Approve Liquor License - Aldi #116 - 7100 University Ave
- G. Approve Intergovernmental Agreement Creating the Metropolitan Des Moines Sister Cities Commission
- H. Approve Resolution No. 2022-41 - A Resolution Providing for Notice of Hearing on Proposed Amendment to the Revitalization Plan for the Windsor Heights Urban Revitalization Area

7. New Business:

- A. Consideration of Park Master Plan - Bolton & Menk

Motion by Threase Harms to approve the Park Master Plan from Bolton & Menk. Seconded by Michael Libbie. Roll call vote: Threase Harms - aye, Michael Libbie - aye, Joseph Jones - aye, Susan Skeries - nay, and Lauren Campbell - aye. Motion passed 4-1.

Gunnar Olsen, 6510 Elmcrest spoke in favor of the plan.

Geoff Wood, 6711 Elmcrest spoke in favor of the plan.

- B. Consideration of Removal of a Monument Sign from the Design of the 68th Street Reconstruction Project

Motion by Susan Skeries to approve the Removal of a Monument Sign from the Design of the 68th Street Reconstruction Project. Seconded by Threase Harms. Motion passed 5-0.

- C. Consideration of Removal of Traffic Calming Measures from the Design of the 68th Street Reconstruction Project

Motion by Threase Harms to approve Removal of Traffic Calming Measures from the Design of the 68th Street Reconstruction Project. Seconded by Susan Skeries. Motion passed 5-0.

- D. Consideration of Sidewalk Recommendations in the Design of the 68th Street Reconstruction Project

Motion by Threase Harms to approve Sidewalk Recommendations in the Design of the 68th Street Reconstruction Project. Seconded by Michael Libbie. Motion passed 5-0.

- E. Discussion of and Possible Consideration of Recommendations - City Administrator Performance Evaluation

Item removed from agenda.

- F. Discussion on Code Enforcement and Nuisance Abatement at the Request of Mayor Jones

Council discussed methods to address code enforcement and nuisance abatement in the city.

- G. Consideration of Credit Card Fee Policy

Motion by Joseph Jones to APPROVE Credit Card Fee Policy Option C starting on January 1, 2023. Seconded by Michael Libbie. Motion passed 5-0.

- H. Consideration of Citibot Service

Motion by Susan Skeries to cancel Citibot Service. Seconded by Joseph Jones . Motion passed 5-0.

I. Consideration of Cyber Breach Limit Insurance Increase

Motion by Threase Harms to table Consideration of Cyber Breach Limit Insurance Increase and invite Mark Currie to a future meeting to present. Seconded by Susan Skeries. Motion passed 5-0.

8. **Reports:**

A. Mayor Jones Report

Given in the packet.

B. Council Reports

Harms: Airport expansion plan update; Legislative update; and ordinance update for changes to laws regulating alternate vehicles (ATV's, UTV's, electric scooters). Campbell: Fall Festival update and thank you to the event sponsors. Libbie: None. Joseph Jones: none, Skeries: Special events updates including Touch a Truck, Movies in the Park, and the upcoming Fall Fest; thanked sponsors and staff for their assistance with getting the events going; Thanked Adam for his work posting to social media; Communication from social media, yard signs, and handing out flyers has been successful; and will be attending the League's Annual Conference in Waterloo next week.

C. Public Safety Report

Given in the packet.

9. **Adjourn**

Motion by Threase Harms to adjourn the meeting at 8:24 PM. Seconded by Susan Skeries . Motion passed 5-0.

Mike Jones, Mayor

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
October 3, 2022

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director
SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Claims List

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AMAZON CAPITAL SERVICES	RACE CLOCK/COOLER/FLAGS/ARCH		704.36	54454	9/27/22
ANIMAL RESCUE LEAGUE OF IOWA	ANIMAL IMPOUNDS		250.00	54455	9/27/22
BAKER ELECTRIC INC.	6400 HICKMAN RD LIGHT POLE		576.80	54456	9/27/22
BANKERS TRUST COMPANY	See Vendor Activity Report		3,278.45	54458	9/27/22
BOB BROWN CHEVROLET INC.	TRUCK #9 ENGINE REPAIR		95.70	54459	9/27/22
BOLTON & MENK	PARKS ENGINEERING		67,212.00	54460	9/27/22
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		151.25	54461	9/27/22
CENTRAL IOWA READY MIX	CONCRETE		1,560.00	54462	9/27/22
CENTURY LINK	TELEPHONE		230.72	54463	9/27/22
CITIBOT INC	SEPTEMBER MONTHLY CONTRACT		490.00	54464	9/27/22
CITY OF DES MOINES	FY22 SISTER CITY CONTRIBUTION		92.15	54465	9/27/22
CLIVE POWER EQUIP.	EDGER BLADE		4.02	54466	9/27/22
D & K PRODUCTS	WEED KILLER		144.00	54467	9/27/22
DES MOINES REGISTER	NEWSPAPER		137.00	54468	9/27/22
DIAMOND VOGEL, INC	STAIN & SUPPLIES		239.44	54469	9/27/22
ELECTRICAL ENG. & EQ.	CEC LIGHT REPAIRS		183.26	54470	9/27/22
FEDERAL TAX DEPOSIT	FED/FICA TAX		24,567.92	3740	9/16/22
FREEDOM TIRE & AUTO CENTER INC	TIRES FOR 7225		1,627.95	54471	9/27/22
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES		257.25	54472	9/27/22
HOME DEPOT CREDIT SERVICES	DRYWALL FOR INVEST TRAILER		394.23	54473	9/27/22
ICMA RETIREMENT TRUST	ICMA	598.55		3739	9/16/22
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	2,179.88	2,778.43	3742	9/16/22
INTERSTATE ALL BATTERY	BATTERIES FOR VPS DEVICES		85.85	54474	9/27/22
IOWA FIRE EQUIPMENT	FIRE EXT ANNUAL INSPECTION		72.00	54475	9/27/22
DEPT OF HUMAN SERVICES	OCT 2022 STATE SHARE OF GEMT		5,193.99	54476	9/27/22
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS		859.15	3741	9/16/22
KOCH OFFICE GROUP	COPIER CONTRACT		149.67	54477	9/27/22
LANDSCAPE FORMS INC	2 BENCHES FOR UNIV AVE		4,240.00	54478	9/27/22
MCA METAL FABRICATION	A553 REAR BUMPER REPAIR		600.00	54479	9/27/22
MID-IOWA ASSN LOCAL GOVT	MAYOR DUES FY22-23		600.00	54480	9/27/22
MIDAMERICAN ENERGY	1133 66TH ST	1,098.30		3750	9/27/22
MIDAMERICAN ENERGY	6900 SCHOOL ST STAGE	187.00		3751	9/27/22
MIDAMERICAN ENERGY	6900 SCHOOL ST	22.57		3752	9/27/22
MIDAMERICAN ENERGY	6900 SCHOOL ST CEC	1,303.39		3753	9/27/22
MIDAMERICAN ENERGY	1145 66TH ST	200.18		3754	9/27/22
MIDAMERICAN ENERGY	7116 UNIV AVE	25.87		3755	9/27/22
MIDAMERICAN ENERGY	6800 SCHOOL ST	22.84		3756	9/27/22
MIDAMERICAN ENERGY	6800 SCHOOL ST	266.47		3757	9/27/22
MIDAMERICAN ENERGY	7001 UNIV AVE	26.79		3758	9/27/22
MIDAMERICAN ENERGY	6300 UNIV AVE	29.39		3759	9/27/22
MIDAMERICAN ENERGY	1140 73RD ST	29.55		3760	9/27/22
MIDAMERICAN ENERGY	1601 73RD ST	14.48		3761	9/27/22
MIDAMERICAN ENERGY	951 73RD ST	19.50		3762	9/27/22
MIDAMERICAN ENERGY	6410 HICKMAN RD	28.46		3763	9/27/22
MIDAMERICAN ENERGY	6440 HICKMAN RD	76.28		3764	9/27/22
MIDAMERICAN ENERGY	2227 63RD ST	28.91		3765	9/27/22
MIDAMERICAN ENERGY	6739 UNIV AVE	127.79		3766	9/27/22
MIDAMERICAN ENERGY	7290 UNIV AVE	27.63		3767	9/27/22
MIDAMERICAN ENERGY	6540 UNIV AVE	169.33		3768	9/27/22
MIDAMERICAN ENERGY	801 73RD ST	28.61	3,733.34	3769	9/27/22
NORWALK READY MIX	CONCRETE		693.50	54481	9/27/22
PURCHASE POWER	POSTAGE		1,020.99	54482	9/27/22
QUEEN OF CLEAN, LLC	9/3-9/18 CEC CLEANING		750.00	54483	9/27/22
DES MOINES REGISTER	PUBLICATIONS		1,207.61	54484	9/27/22

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
SAM'S CLUB DIRECT	DRINKS FOR MOVIES IN PARK		291.92	54485	9/27/22
SAYLORCREEK SAND COMPANY	STREET MAINTENANCE		286.62	54486	9/27/22
SELECTIVE INSURANCE CO	FLOOD INSURANCE		1,357.00	54487	9/27/22
STANDARD INSURANCE COMPANY	LIFE/LTD/STD		1,982.77	54488	9/27/22
STAR EQUIPMENT LTD	LIFT FOR LIGHTS IN PAVILION		195.00	54489	9/27/22
STIVERS FORD	7227 MECHANICAL REPAIRS		285.12	54492	9/27/22
VERIZON WIRELESS	CELL PHONES		381.07	3770	9/27/22
ZIMCO SUPPLY CO	GRASS SEED/FERTILIZER		590.00	54493	9/27/22
Accounts Payable Total			129,550.53		

Payroll Checks

001	GENERAL	59,723.41
110	ROAD USE TAX	5,731.27
740	STORM WATER	1,358.97
Total Paid On: 9/16/22		66,813.65
Total Payroll Paid		66,813.65
Report Total		196,364.18

**CLAIMS REPORT
CLAIMS FUND SUMMARY**Page 3
Payroll Checks: 9/16/2022- 9/28/2022

FUND	NAME	AMOUNT
001	GENERAL	128,661.08
110	ROAD USE TAX	12,548.07
112	EMPLOYEE BENEFITS	4,162.65
314	UNIVERSITY AVE ST PROJECT	14,755.50
319	2020 STREET PROJECTS	4,305.50
322	73RD STREET PROJECT	632.00
323	68TH ST	11,042.00
324	2023 HMA OVERLAY PROJECT	7,304.00
325	2023 PCC PATCHING PROJECT	7,551.00
329	PUBLIC SAFETY PARKING LOT	2,791.00
610	SEWER	759.93
740	STORM WATER	1,851.45

	TOTAL FUNDS	196,364.18

ACCOUNTS PAYABLE VENDOR ACTIVITY

INVOICE NO	LN	DATE	PO NO	REFERENCE	CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
58 BANKERS TRUST COMPANY										
09272022 3526	1	9/27/22		MOVIES IN THE PARK		001-470-6499		125.00	54458	9/27/22
09272022 3526	2	9/27/22		CLOTHING ALLOWANCE		001-620-6181		109.52	54458	9/27/22
09272022 3526	3	9/27/22		DURHAM MEMBERSHIP		001-620-6210		150.00	54458	9/27/22
09272022 3526	4	9/27/22		SILENT DISCO FALL FEST		001-470-6497		783.00	54458	9/27/22
09272022 3526	5	9/27/22		OFFICE SUPPLIES		001-620-6506		37.97	54458	9/27/22
09272022 3526	6	9/27/22		WEBCORER FOR WHAMM		001-470-6497		50.00	54458	9/27/22
09272022 3534	1	9/27/22		CONSTANT CONTACT		001-620-6373		70.00	54458	9/27/22
09272022 3534	2	9/27/22		ZOOM		001-610-6507		29.98	54458	9/27/22
09272022 5514	1	9/27/22		NEKOLA CPR CARD		001-160-6230		5.00	54458	9/27/22
09272022 7388	1	9/27/22		VEHICLE WASH SOAP		001-150-6507		104.69	54458	9/27/22
09272022 7388	2	9/27/22		TRAINING JOHNSON INVEST		001-110-6230		75.00	54458	9/27/22
09272022 7388	3	9/27/22		FLAG FOR PSB		001-150-6507		55.90	54458	9/27/22
09272022 7388	4	9/27/22		IRLBECK CRIME SCENE TRAINING		001-110-6230		350.00	54458	9/27/22
09272022 7388	5	9/27/22		CHIEF CPM CLASS PARKING		001-110-6230		7.50	54458	9/27/22
09272022 7388	6	9/27/22		EVANS ACLS AND PALS		001-160-6230		323.14	54458	9/27/22
09272022 7388	7	9/27/22		NORRIS LIFE SAVING AWARD		001-110-6506		140.98	54458	9/27/22
09272022 7940	1	9/27/22		DESK FLAGS FOR MAYOR		610-815-6499		719.92	54458	9/27/22
09272022 7940	2	9/27/22		CLOTHING ALLOWANCE		110-210-6180		32.96	54458	9/27/22
09272022 7940	3	9/27/22		SIGN UP GENIUS		001-470-6499		107.89	54458	9/27/22
BANKERS TRUST COMPANY								3278.45		
***** REPORT TOTAL *****								3278.45		



STAFF REPORT
CITY COUNCIL
October 3, 2022

TO: CITY COUNCIL

FROM: Travis Cooke, City Clerk

SUBJECT: Approve Resolution No. 2022-42 - A Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2022-42

RESOLUTION NO. 2022-42

Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment
for the Windsor Heights Consolidated Urban Renewal Area

WHEREAS, the City Council of the City of Windsor Heights, Iowa (the “City”), by resolution created the Windsor Heights Consolidated Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which authorizes the undertaking of an urban renewal project in the Urban Renewal Area consisting of using tax increment financing to pay the costs of the City’s Economic Development Local Business Support Program; and

WHEREAS, it is now necessary that a date be set for a public hearing on the Amendment;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. This City Council will meet at the Council Chambers, 1166 66th Street, Windsor Heights, Iowa, on November 7, 2022, at 6:00 o’clock p.m., at which time and place it will hold a public hearing on the proposed Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Administrator and the City Finance Director, or their designees, are hereby designated as the City’s representatives in connection with the consultation process which is required under that section of the urban renewal law.

Passed and approved this October 3, 2022.

Mayor

Attest:

City Clerk



STAFF REPORT
CITY COUNCIL
October 3, 2022

TO: CITY COUNCIL

FROM: Travis Cooke, City Clerk

SUBJECT: Consideration of the First Reading of Ordinance No. 22-08 - An Ordinance
Correcting a Scrivener's Error in the Code of Ordinances for the City of Windsor
Heights

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Ordinance No. 22-08 Scrivener's Error

ORDINANCE NO. 22-08

AN ORDINANCE CORRECTING A SCRIVENER'S ERROR IN THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS

WHEREAS, the City Council of the City of Windsor Heights previously adopted Ordinance No. 22-06 on June 20, 2022, an Ordinance Amending Chapter 307.2.2 of the Code of Ordinances for the City of Windsor Heights Related to Businesses that Sell Fire Pits, Chimineas, Sky Lanterns, and Other Outdoor Recreational Devices; and

WHEREAS, the City has been informed that a scrivener's error has been made in the chapter and section identification of the amended code section; and

WHEREAS, Ordinance 22-06 is an amendment to Chapter 37 (Fire Code), Section 37.03 (Amendments, Modifications, Additions, and Deletions), Subsection 307.2.2 (Businesses that sell fire pits, Chimineas, sky lanterns and other outdoor recreational devices);

WHEREAS, the City Council deems it reasonable to amend the ordinance to correct such scrivener's error.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA:

SECTION 1. Purpose. The purpose of this ordinance is to correct and amend a scrivener's error through the adoption and amending of the following.

SECTION 2. Amended. Chapter 37 (Fire Code), Section 37.03 (Amendments, Modifications, Additions, and Deletions), Subsection 307.2.2 (Businesses that sell fire pits, Chimineas, sky lanterns and other outdoor recreational devices), is amended as follows:

307.2.2 Businesses that sell fire pits, Chimineas, sky lanterns, and other outdoor recreational devices. Within the City limits of Windsor Heights, any business that sells fire pits, ~~Chimineas~~, sky lanterns, and other outdoor recreational fire/ember producing devices are required to have signage installed on the display devices notifying customers ~~they are~~ these devices may not be allowed to be used in the City of Windsor Heights.

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this 3rd Day of October, 2022.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Mike Jones, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
October 3, 2022

TO: CITY COUNCIL

FROM: Travis Cooke, City Clerk

SUBJECT: Consider Waiving the Second and Third Readings of Ordinance No 22-08 and
Move to Adopt

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None