



MINUTES OF THE REGULAR MEETING OF THE COMMON COUNCIL OF YOUNGTOWN, AZ
THURSDAY, OCTOBER 1, 2015, TOWN CLUBHOUSE, 12030 N. CLUBHOUSE SQUARE
TOWN HALL CONFERENCE ROOM

1. **Call to Order:** Mayor LeVault at 7:00 p.m.
2. **Roll Call:** Council present: Mayor Michael LeVault, Vice Mayor Jacob Duran, Councilmembers Margaret Chittenden, Judy Johnson, June Miller and Charles Vickers. Excused: Councilmember Dorena Mello
Staff present: Town Manager Jeanne Blackman, Town Attorney Trish Stuhan, Public Safety Manager Mike Kessler, Community Development Manager Gregory Arrington, Chief Financial Officer James Alcantar, Citizen Services Specialist Nicole Dubé and Town Clerk Stacy Anderson.
3. **Pledge of Allegiance and Invocation:** The Pledge was led by Mayor LeVault and the Invocation was given by Vice Mayor Duran.
4. **Communications:** Comments, Commendations and Presentations by Mayor, Council Members, staff or members of the public. The Council may not propose, discuss, deliberate or take any legal action on the information presented pursuant to A.R.S. 38-431.02.

A. Communications from Council:

Mayor LeVault

- I would like to present a Police Lives Matter t-shirt to our Public Safety Manager, Mike Kessler.
- On the October 15th Council meeting, we will be honoring the Maricopa County Sheriff's Department (MCSO) deputies. We are having t-shirts made up that will have the Town Seal and the MCSO seal on the left side next to the heart and the lettering saying "MCSO Deputies' Lives Matter". The exterior of the Court/MCSO building will be lit with blue lights for the remainder of the month. These t-shirts will be given to our deputies, Council and staff.
- The G.A.I.N. Event is this Saturday from 7:00 a.m. to 11:00 a.m. I believe that it will start off with free pancakes and all kinds of goodies for the kids. There will be police and fire equipment and it should be a great day.

Councilmember Chittenden

- The Dog Park will have a pet safety table at the G.A.I.N. Event. We are giving away Pet Alert – Please Save my Pet decals for your car windows that will inform first responders that there may be a pet inside. We are asking for a donation for the decals. Also, at 10:00 a.m. there will be a pet resuscitation demonstration at the Dog Park table by Sun City Fire and Medical Department (SCFD).

Councilmember Miller

- Commented on progress of the Council Renovation Project and how it was coming along.

Councilmember Vickers

- I will not be able to attend the G.A.I.N. Event as I will be working Saturday.

B. Communications from Staff:

Town Manager Blackman

- Library Manager Speed is on vacation and Public Works Manager Mosbrucker had out of town guests; so they are not in attendance tonight.
- The audit was completed last week. I believe that it was a great indoctrination for our Chief Financial Officer Alcantar. The auditors were here all week and we will have to wait for the final report, but it looks like we will have a good report. A lot of hard work went into providing the auditors the documentation that they requested. Thank you to Stacy Anderson, Kathy Pace, Pat Walker and James Alcantar for all your hard work.
- We have already started working on the Community Development Block Grant (CDBG) application. The application is due early in December. Community Development Manager Arrington and I have gone over the first draft of the application. We will share a map with Lt. Dowell of MCSO so that we have their input regarding public safety.
- We had a quarterly meeting with SCFD. There are lots of good things going on there.
- I will be giving you an update soon on the Peoria Straightening Project. Construction could possibly begin on October 21st. Town Engineer Grant Anderson will be attending the pre-construction meeting. We will then have a meeting with the key stakeholders and residents here at Town Hall. We will communicate any road closures that impact businesses, residents and first responders.
- Attended a meeting with the Aqua Fria Ranch Homeowner's Association (AFR HOA) regarding parking and events. They will let us know when the quarterly AFR HOA newsletter is being published so that that the Town can share news about events, public safety notices road closures, etc.
- Community Development Manager Arrington and I met with the Thunderbird School of International Management regarding our Traditional Neighborhood Development District (TNDD). We took them on a tour of our business district and answered their questions.

- We are proud of the collaboration of the Public Works and Public Safety departments in getting the Cactus Garden cleaned up and in shape for the G.A.I.N. Event. We have provided you before and after photos from Code Enforcement Officer Stephen Dill who supervised the clean-up using the probationers. Public Works asked for their assistance in cleaning the Cactus Garden and they did a great job! In prior incidents, the collaboration between these two departments has worked with Public Works assisting with the clean-up of the alleyways. Great job by all and we appreciate the efforts of our staff!

Town Clerk Anderson and Community Development Manager Arrington

- Each gave a report on the scheduled activities for the October 3rd G.A.I.N. Event and Box City Event.

5. Response to Call to the Community:

Town Manager Blackman

- Spoke about concerns regarding horses, chickens and other animals allowed in the Town. Staff has done research and this has been a part of our Code since the 1960's. I am going to turn this over to the Community Development Manager Arrington for his findings.

Community Development Manager Arrington

- **Title 6.04.040 Animals/Restrictions on keeping of animals** reads that no person shall keep within the corporate limits of the Town any animal in such a manner as to disturb the peace, health or safety of any person residing in the Town. It also states that no person shall keep within the corporate limits any horses, mules, cattle, burros, goats, sheep, swine, poultry or any other animal if such animal shall cause or create or contribute to or become a health nuisance or health hazard; the presence of flies, mosquitoes, insects, vermin, rodent harborage, odors, dust, ponded water, accumulation of manure, garbage, refuse or other obnoxious or putrescible material shall constitute prima facie evidence of a health nuisance. Horses and other animals are allowed as long as they do not become a health nuisance.
- In additional research I found that we do not allow are bees.
- Staff suggests if Council so desires, we could put language together to regulate these animals to be stricter or eliminate them. Unfortunately, the horses that are currently residing in the Town would not be subject to the new change in the Ordinance. As long as the horses do not become a health nuisance, they would be grandfathered allowing the horses.

Mayor LeVault

- There are a number of residents who have voiced concerns about having horses, chickens, ducks, etc. in the Town. Down in Agua Fria Ranch the CC&R's do not allow these animals. The Town Code has allowed that for the past 60 years plus unless they become a nuisance.
- This question is going to be directed at Town Attorney Stuhan. Isn't the language that we currently have in the Code pretty common in most municipalities across Arizona?

Town Attorney Stuhan

- It is fairly common. It came out of the language that the League of Arizona Cities and Towns published a Model Code. This seems to be the default language that most municipalities adopted in the fifties and sixties. Some communities have since revised it and increased the restrictions.

Mayor LeVault

- This issue was quite controversial a few years back in the Arizona Republic. I believe that it was not regarding horses but chickens. I would like staff to look into tightening the language and research other municipalities in the Valley as to what their language is in their perspective Codes. Arizona is a very strong believer in personal/private property rights. I think that we need to be careful as to how we proceed.

Councilmember Miller

- Several years ago on Langford Court, there was a man and his wife that wanted to build a corral and house horses. I believe this request was denied.

Town Attorney Stuhan

- Keep in mind that the denial was not for keeping the horses on the property, but the construction of the corral and shade cover. Not only does staff have to look at the Town's Zoning Code, but the County has regulations regarding this issue as well.

Councilmember Chittenden

- I suggest that the Town regulates the size of the lot where large animals can reside.

Community Development Manager Arrington

- In the last year there have been several inquiries about the lots on Langford Court as horse property. Potential buyers are inquiring if they can use the one acre lots as horse property prior to buying. If we allowed horses and other large animals in the R3, it would be outrageous. For one thing, the lots are not large enough for a horse.

Councilmember Johnson

- I know that the neighborhood around Maricopa Lake have had chickens in the past and this particular resident could not have a rooster. This resident had all of her neighbors sign off that they didn't mind her having chickens. How would an investigation take place if there were any complaints?

- Would it be a good idea that they have their neighbors sign off on the horses residing in their backyard?
- Town Attorney Stuhan
- The Town would do their normal Code Enforcement procedures if a complaint was lodged. There have been no complaints against this particular horse owner thus far.
- Community Development Manager Arrington
- It currently is not required that the residents have the neighbors sign any documents permitting the housing of animals.
- Town Attorney Stuhan
- You will have to look at a couple of things. The neighborhood relationship management and the enforcing the Town Codes. All that the Town is concerned about at this time is enforcing the Codes. If there were any complaints, Code Enforcement would go out and investigate.
- Councilmember Miller
- Flies gravitate to horses. Would flies be considered a health concern?
- Town Attorney Stuhan
- Possibly. We would have Code Enforcement go out and investigate.
- Community Development Manager Arrington
- A valid complaint would be if you could no longer enjoy your property because of a nuisance caused by the animal in a neighbor's yard.
- Town Manager Blackman
- In this particular incident, the resident was given a copy of the Town Code so that they are aware of what they can and cannot do.
- Councilmembers Chittenden and Miller expressed concerns about the removal of waste and the odor.
- Mayor LeVault
- I would like to direct staff to research this Code by going to the League and other municipalities and find out what they have done with their Code regarding animals. This particular Code is probably sixty years old and it most likely needs to be updated. I believe that we need to move with caution and think this through carefully. We want to make sure that it is not a nuisance to the neighbors and at the same time not trample on the rights of the property owners. Let's bring this back to Council the first meeting in November.

6. Citizen Comments/Appearance from the Floor:

Resident Orville Druehl spoke about his concerns about having large animals and multiple animals in the Town.

Resident Betty Trolen announced the 5th Annual Paper Drive for Domestic Violence starting in January. She will be collecting paper products to be donated to a domestic violence shelter. Mayor LeVault offered to let her store the paper products collected in his office.

Greg Eisert from the Sun City Homeowner's Association spoke about the proposed rate hike that EPCOR Water is proposing for the following Districts:

- Agua Fria Wastewater
- Anthem Wastewater
- Sun City Wastewater
- Sun City West Wastewater
- Mohave Wastewater

7. Consent:

A. Approval of Minutes: Approval of the Regular Meeting Minutes of September 17, 2015

Motion - Councilmember Chittenden

2nd – Councilmember Johnson

Motion passed unanimously with a voice vote

8. Business

A. Presentation and/or Action Re: Proclamation designating October as Domestic Violence Awareness Month

Mayor LeVault

- As you drove in this evening you probably noticed the purple lights on the exterior of the Clubhouse Building. October is Domestic Violence Awareness Month. The Governor issued a proclamation to have our State Capital lit in purple in a ceremony tonight as well. This is unfortunately a very evasive problem throughout the Town, State and Country. Domestic violence situations are a real danger to law enforcement agencies as well as the victims.

Motion - Councilmember Miller

2nd – Councilmember Vickers

Motion passed unanimously with a voice vote

B. Presentation and/or Discussion Re: Revision of Title 5 Business License fees and requirements

1. Repeal of the Town Code provision exempting non-profit organizations from business license requirements;
2. Setting the fee for non-profit organizations to obtain a business license at zero; and
3. Increasing late fees for delinquent business license renewals.

Town Clerk Anderson

- This is a discussion item only. It has come to our attention through the Code Enforcement and Community Development Departments that a local religious organization had expanded into a suite and had completed electrical upgrades and added a kitchen facility without applying for a building permit. What staff is proposing is that all non-profit organization that currently reside in the Town and any future non-profit organizations be required to obtain a yearly business license at no cost.
- Currently the Code allows that all non-profit organizations with their exempt designation from the Internal Revenue Service (IRS) and the Arizona Department of Revenue (ADOR) are exempt from obtaining a business license. This exemption is more commonly known as the 501(c), 501 (d), 501 (e) or 501 (f). This would include religious organizations (churches or synagogues), professional or trade organizations (Chamber of Commerce, American Medical Association), social welfare or advocacy organizations (National Rifle Association, American Civil Liberties Union), foundations (community foundations, Ford Foundation), charities (American red Cross, Salvation Army).

Mayor LeVault

- Town Attorney Stuhan, is there anything in State Statutes that would prevent us from requiring churches to get a business license? Is this just a way for us to keep track of them?

Town Attorney Stuhan

- Currently the Code states that they are exempt from the requirement, unless we repeal that. If we repeal that, we would set the license fee at zero. All that we are asking is that if they are going to operate in the Town to come in and fill out an application so that we can schedule an inspection with the Community Development Manager and Sun City Fire and Medical (SCFD) Fire Marshall to ensure that everything is up to Code prior to issuing a Certificate of Occupancy. We are comfortable with the proposed requirement for a business license with the fee set at zero.

Town Clerk Anderson

- The purpose of the change is not to put a burden on the non-profits, but gives us a way to track them. I believe that the Town would like to know if they are operating within the Town limits.

Town Manager Blackman

- When we have the knowledge that the non-profits are operating within the Town limits we can have a better idea of what they are doing in regards to Code Enforcement and Zoning issues. We hope to eliminate any long term problems and give us an opportunity to have some oversight.

Mayor LeVault

- If they are getting into remodeling it is important that they have inspections from not only the Town, but with Sun City Fire and Medical Department as well.

Town Clerk Anderson

- This is our biggest concern. If they are doing any kind of improvements that require a building permit, they are going to be required to fill out a building permit application and pay for the permit just like any other business or homeowner in Youngtown as per our Code and the fire codes that SCFD has adopted. They are not exempt from the building and fire inspections and permits.
- We share our store front business listing with MCSO. Lt. Dowell let us know last meeting that his Deputies' are shaking doors. If they had a listing of all the non-profit organization here in town; we can add those addresses to the list for MCSO to check on after hours. This is another safety aspect that we can add to the reasoning behind the proposed change.

Councilmember Chittenden

- I think that this is a great idea. This way MCSO can check on these organizations as well.

Mayor LeVault

- A few years ago, the Legislature prevented municipalities from requiring a special use permit for churches. When that happened, we lost some of our capability to track churches and other non-profits.

Town Clerk Anderson

- This also gives us an opportunity to educate as well. This will give us more flexibility to inform the non-profits about building permits, signage, etc.

Councilmember Chittenden

- In the proposed Ordinance change it states that we will not charge non-profits substantial fees.

Town Clerk Anderson

- If you will look at 5.04.080 the fee table lists the license fee as zero. The fees that they would be responsible for would be the late fees. Non-profits are not exempt from any late fees.

Town Attorney Stuhan

- The proposed fee is at no cost for the business license, but at some point there would be no incentive for them to come in and renew. As a non-profit you come in and get your business license and a year later your business license expires. With the substantial fees included in the language it suggests that non-profit will be subject to late fee charges for those who do not renew on or before the expiration date.

Councilmember Miller

- When they come in and apply do you let them know then if they need a building permit?

Town Clerk Anderson

- Yes. We currently do that with all of our store front businesses. This is part of the education opportunities that we spoke about earlier. We require all of our new store front businesses to have an inspection from the Town's Building Official and SCFD. We also share information about the Town's signage Ordinance. After all three of those requirements have been satisfied, we will issue a business license. We are not going to change this procedure at all for our store front businesses and will require all of the non-profits to adhere to that requirement as well. The only difference is that they will not be charged the application and yearly business license fees.
- We will not issue an exempt business license to a non-profit who does not provide their tax exempt designation from the IRS and ADOR. If they have applied for the 501 C 3 status, but have not received their documentation, they have the option of waiting until they receive their documentation or open as a store front business. If they choose to not wait for the documentation, at that point they become a store front business and will be charged the \$25.00 one-time application fee and the yearly business license fee of \$100.00. When the non-profit can produce the proper documentation that will satisfy the exempt status, we will not charge them a yearly business license fee when the renewal is issued the following year. If the non-profit chooses to open their doors prior to receiving the proper tax exempt paperwork and then bring in the paperwork after two months of operating as a store front business, we will not refund the business license fee.
- This has happened in the past. A private on-line high school had applied for their tax exempt status but had not received the paperwork from the Federal government. They choose to apply as a store front business and pay all the related fees for that license. It is the responsibility of the non-profit to provide the documentation to the Clerk's office in order for the exempt status to be applied for the license renewal. The Town will continue to invoice them for the yearly license fee until we physically have a copy of their exempt status in their file. This puts the burden back on the non-profit to provide the documentation.

Vice Mayor Duran

- What happens when a non-profit, such as my church, has been here for 29 years?

Town Clerk Anderson

- You would be required to come in and apply for a business license and provide all the required documentation for your tax exempt status. The business license fee would be zero if all the requirements have been satisfied.

Vice Mayor Duran

- What would happen if the non-profit did not respond and did not come in to obtain a business license?

Town Clerk Anderson

- Staff has compiled a listing of the known non-profits in Town. We will send the non-profit a letter informing them of the new Ordinance requiring them as a non-profit to apply for a business license. If they do not respond in a reasonable amount of time, we would follow the Code Enforcement procedures for compliance.

Vice Mayor Duran

- When would this go into effect?

Town Clerk Anderson

- We are presenting this information to you for discussion to see if this would be something that the Council would like to move forward with. Anytime you make changes to fees that are in our Code, it is a rather lengthy process. There are statutory requirements that are in place and are required to be followed.

Town Attorney Stuhan

- With the statutory requirements we are required to give 60 days' notice to the public, passing the Ordinance and then waiting 30 days after the Ordinance before it goes into effect. The idea tonight is to see if there is an interest in moving forward with the Ordinance.

Councilmember Chittenden

- Are the non-profits that are already here grandfathered in or do they have to get a business license?

Town Attorney Stuhan

- This Ordinance would change anyone who is operating as a non-profit within the Town limits. They would be required to obtain a business license.

Councilmember Chittenden

- Would the churches and other non-profits be charged the \$25.00 application fee?

Town Attorney Stuhan

- No. The Ordinance says that every business whether they are a non-profit or for profit must obtain a business license. The non-profits would not be charged the application fee or the yearly business license fee with the proper documentation. The only fee that the non-profit would be responsible for is the late fees if the business license lapses.

Mayor LeVault

- There is another piece to this. You are recommending that we adjust the late fee penalties.

Town Clerk Anderson

- What we are finding is that approximately 40% of the annual business license renewals are delinquent. There currently is no incentive in the Code for the business renewal to be done on or before the expiration date. The Code currently allows a business to operate up to 60 days after the expiration date before we can close the business license. If the business license lapses for 30 days, they are assessed a \$25.00 late fee and after 60 days we close the business license. The business then can come in and apply for a new business license at the same cost of the yearly fee and late charge; thus they have done business for 60 days without a current business license without a penalty greater than just re-applying. Essentially, the Town is allowing the business to operate without a current business license for up to 60 days a year.

Councilmember Johnson

- Do we send reminders?

Town Clerk Anderson

- The process for business license invoicing is as follows: 30 days prior to the expiration date we send a courtesy invoice to the business that shows the amount due and the expiration date. For example, for all the business licenses expiring in October we send the courtesy invoice out the first of September. A final notice is then sent out the first of October for those same business licenses that will expire in October with a \$25.00 late fee notice if the license is not paid on or before the expiration date. We then have to wait an additional 30 days in order to close that business license.
- We have also added in the Ordinance that if a business license has expired and has been closed, and then the business comes in to re-apply they will be required to pay the late fees accumulated, the \$25.00 application fee and the yearly business license fee. For a store front business whose license has been closed for non-payment the amount due would be \$225.00 (\$100.00 in late fees, \$25.00 application fee and \$100.00 yearly business license fee). The transient and home based businesses re-application fees would be \$185.00 (\$100.00 late fees, \$25.00 application fee and \$85.00 yearly business license fee).
- What staff is recommending is an incremental step-up late fee.
 - 1 – 15 days a \$25.00 late fee assessed
 - 16 - 30 days an additional \$25.00 late fee assessed
 - 31 – 45 days an additional \$25.00 late fee assessed
 - 46 – 60 days an additional \$25.00 late fee assessed

This could result up to \$100.00 in late fees assessed prior to the closure of the business license. After we close the business license we will send out a notice that the license has been closed, what dates the invoices/reminders were sent, any late fees accrued. We will also let them know that in addition to the late fees, the application fees and yearly fees will have to be paid in full as well in order to reinstate the business license. We will also enclose a copy of the Ordinance. A copy of the letter will be placed in the business license file. If the closed business license is a store front or a home based business, the copy of the letter will be distributed to Community Development and Public Safety for follow-up.

- With the new late fee scale, we are hoping that the business will renew prior to the expiration date. We are not looking at this new late fee schedule as a means of profit for the Town. We are looking at it to save Town resources and have all of our businesses in compliance with the business license requirements per Code.

Town Attorney Stuhan

- I just want to clarify the enforcement options that the Town has. The late fee is a financial incentive to make it cost effective for the business to renew in a timely manner. Come on in and renew on or before the expiration date or pay up to \$100.00 in late fees. The other side of the enforcement, which we are not changing, would be Code Enforcement. You are required to have a current business license. If you do not have a business license we can cite you. This citation is a misdemeanor and possible court appearances. The idea is that we don't want to have to involve Code Enforcement. We would rather encourage them to apply or renew and use monetary penalties as incentives. This is just to step up those penalties so that they realize that you need to do this in a timely manner. A 40% delinquent rate is too high.

Mayor LeVault

- This is interesting. What you are talking about here is old fashion human nature. I guarantee that those people are doing the math. In a Maricopa Association of Government (MAG) meeting, there was a presentation from the

Governor's office doing this same thing with vehicle licensing. Unless you are cited for driving with expired tags, it is cheaper to pay the \$8.00 a month penalty than the \$200.00 registration fee.

- We need to walk this process very carefully and not alienate our business community. We want to encourage businesses to stay here in Youngtown.
- I would like to know what other communities around us are doing. I am directing staff to put together a chart of surrounding communities of what their fees are and compare them to ours and present it to Council to show where we stand.

Town Manager Blackman

- We did research other communities when we were looking to change the Ordinance. Myself, Trish, Stacy and Gregory have worked together to present to you the revisions. There is currently a lot of staff time put forth to ensure that the business community is aware of expiration dates, education opportunities and one-on-one conversations with the businesses. We understand that our store front businesses are the backbone of our community and we have no intention of alienating them.

Town Clerk Anderson

- Majority of the business licenses issued by the Clerk's office are not store front licenses, but are transient business licenses. The majority of the late fees are associated with the transient businesses. I feel that the Clerk's Office is very proactive in educating the business owner's regarding the business license process.

Town Manager Blackman

- If Council would like us to bring this back in November, there is a 60 day public notice period prior to approval of the Ordinance. We would also bring back a communication plan with the spreadsheet of the surrounding communities' data.

Mayor LeVault

- Could you please explain the process?

Town Attorney Stuhan

- There is a statute that says that if you want to increase fees, you are required to post notice on the town or city's home page of their website for 60 days so that the public has a chance to review the proposed changes. Stacy and I will put together some language to place on the Town's home page and provide a link so that they can view the draft Ordinance. After the 60 days, it will come back to Council. We will give the public an opportunity to comment. Council then can discuss and decide to approve or not approve the Ordinance.

Town Clerk Anderson

- If the Council chooses to pass the Ordinance, there is a statute that requires us to publish the Ordinance for four consecutive days in a newspaper. There will also be a 30 day waiting period after Council passes the Ordinance before it is enforceable. This process could take until March of 2016 before we could enforce the Ordinance.

Mayor LeVault

- Council, is there a consensus for this item to be brought back in November for consideration?
- I am directing staff to bring this item back in November for consideration.

C. Discussion and/or Action Re: Approval of First Amendment to Employment Agreement for Jeanne Blackman as Town Manager at an annual salary of \$94,500.

Mayor LeVault

- There are two changes that we have made to the contract. I am going to turn this over to our attorney to briefly explain to Council.

Town Attorney Stuhan

- The agreement for employment of Town Manager Blackman is still valid. Since her review, we are looking at her employment going forward and we have made changes. Amendment #1 addresses those changes. The first change is the increase of her salary to \$94,500.00 yearly at a 5% increase. The second change would be to allow her to have her vacation benefits paid out at the end of each fiscal year. It is no secret that Jeanne is here into the wee hours of the night and on weekends and does not use all of her vacation benefits. This will allow her to take some vacation, but also have the balance remaining paid out as an extra benefit for dedication and extra hours. These are the two changes; the rest of the original employment contract has not changed.

Mayor LeVault

- The unused accrued vacation time will be cashed out at the end of every fiscal year and cannot be carried over.

Motion – Councilmember Johnson

2nd – Vice Mayor Duran

Motion passed 6-0 with roll call vote

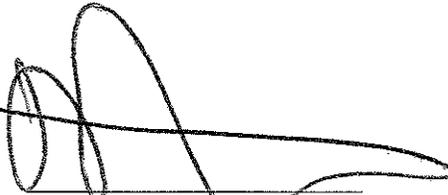
9. Call for Executive Session:

No call was made.

10. Future Agenda & Meetings:

- A. There may be discussion of whether to place an item on a future agenda and the date, but not the merits of the item.
- B. Announcement of Regular Council Meeting on October 15, 2015 at 7:00 p.m.

Motion to Adjourn: Councilmember Chittenden
Second – Vice mayor Duran
Meeting Adjourned 8:26 p.m.



Michael LeVault, Mayor

Attest:



Stacy Anderson, Town Clerk

Minutes approved at October 15, 2015 regular meeting