

**REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, JUNE 20, 2022 AT 5:30 P.M.**

Mayor Gatt called the meeting to order at 5:30 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Gatt, Mayor Pro Tem Staudt, Council Members Casey, Crawford, Fischer, Smith, (absent, excused) Thomas

ALSO PRESENT: Pete Auger, City Manager
Victor Cardenas, Assistant City Manager
Tom Schultz, City Attorney

APPROVAL OF AGENDA:

Mayor Gatt added to Matters for Council Action, Item No. 6, "Discussion regarding the appointment of City Assessor."

CM 22-06-071 Moved by Staudt, seconded by Casey; MOTION CARRIED: 6-0

To approve the Agenda as amended.

Roll call vote on CM 22-06-071 **Yeas: Staudt, Casey, Crawford, Fischer,
Thomas, Gatt**
Nays: None
Absent: Smith

ASSESSOR INTERVIEWS

Mayor Gatt announced before the meeting started today, City Manager Auger, Executive Assistant Opperman, and himself drew names to determine the order of the interviews. He said the first person to be interviewed is Mr. Timothy Vandermark. He asked if Mr. Vandermark was present. City Manager Auger replied that he had not arrived yet. Mayor Gatt said they would put Mr. Vandermark aside and they would call on the second person that was chosen, Mr. David Hieber, if there was no objection.

1. Timothy Vandermark (absent)

2. David Hieber

Mayor Gatt explained to Mr. Hieber that the procedure that evening was to give him a couple of minutes for an opening statement. He said after which we are going to go around the Council table and each Councilmember will be given an opportunity to ask a question. He noted that after the first round, they were going to do a second round where each Councilmember will ask a second question or ask the Councilmembers to hold it to one question during your period. He sated tat the end of those questions, you will be given an opportunity to make a closing statement. He said later in the evening he added to the Agenda, discussion regarding the Assessor position.

Mr. Hieber thanked Council for the opportunity to speak and to interview for the Assessor position. He said he would give a brief overview of his experience, and then take questions. He stated that he started in the assessing profession with the City of Novi in 1987, part time, then going full time in 1988 he was hired as an appraiser trainee. He said he worked his way up into some interior Appraiser positions and received some promotions into those positions. He mentioned there was an opportunity that became available with Oakland County Equalization as an Appraiser. He said at that time, the County was growing their staff, the County offers Intergovernmental Agreements to do their property tax assessing. He said they were adding communities to those agreements, and he saw it as an opportunity for advancement in his career and career development. He applied for that position at Oakland County and received that position and has received several promotions and to the point of Equalization Officer. He explained the title is synonymous in the State of an Equalization Director, where he oversaw the equalization operation that 32 contracted communities that they provided the contract assessing with. He said he had the opportunity to work and struct with the Michigan Assessors Association and other professional organizations. He has been deeply involved with the Level Four Certification Program with the State as an instructor and a panel member on that. He said he worked with a lot of communities within the County even the ones that the Oakland County did not contract with. He gave an example that he worked with the city of Novi on the Corridor Improvement Authority that they established a few years ago. He said he was proud to say that he was part of the L. Brooks Patterson's finance team, the given critical support and information to help guide the multi-year and five-year forecast, multi-year budgeting and five-year forecasts at the County. He said he was dedicated to ensuring fairness in the assessment process. He said he served as chair to a variety of groups, legislative committees, and other professional organizations. He said currently, he was the Assessor for White Lake Township and on a personal note, he lived in the City of Wixom. He has lived in Wixom his whole life. He stated he has been married for 25 years, has three children, two in college, and one in high school, and with that he turned it back over to Council.

Member Casey thanked Mr. Hieber for his interest in the position of City Assessor. She asked if he could talk a little bit more about how an Equalization Officer is similar or dissimilar from an Assessor. She also wondered if he could explain what level of involvement he had as the Assessor of record for the 32 communities within the County. Thank you. Mr. Hieber explained the role of Equalization Officer there are two functions or two main functions with equalization. He said most counties do not offer a contract Assessing Services to the local communities. He stated those counties would simply do the equalization studies, which measures the level of assessment amongst communities, as required by State law. He said they would do that work and turn that into the State for State equalization. He stated Oakland County does that role as well as offering Assessing Services to local communities. He said in that regard, he oversaw the operation of the 32 communities acting as the City Assessor for those cities or townships, certifying all the appropriate assessment roles, ensuring the fairness of that. He stated along the way to that promotion, he had several other roles. He explained that he has had several other roles at the County, which would be an appraiser position where he worked with a local city, worked with the Board of Review, much like he did here when he worked for the City

of Novi, and acted as the Assessor representative for communities such as Bloomfield Hills, and City of Pontiac as well, so similar in that regard and a contract arrangement.

Member Fischer said he wanted to hear a little more about the specifics, Novi is different than being a county, he asked what he thought in his background is the biggest strength that he would have to bring to Novi. Mr. Hieber said he thought he had an excellent understanding of the City of Novi. He has lived in the City of Wixom, he was familiar with some of the challenges of the region or the area, the specific area of where we are in Oakland County. He was familiar with the challenges both as to the road situation. He said he knew Beck Road widening is a big topic that the City Council has gone through. He knew the property development that the Corridor Improvement Authority. He said Novi is a big city, it has received through the years about \$5.3 billion of SEV, roughly 25,000 residents, 19,000 parcels, it is a large community, it is a large responsibility. He thought Novi would be a challenging community to be the Assessor for, but he felt he was up to the challenge. He noted as the Assessor for 32 communities, we have had large communities, none as large as Novi. He believed that his knowledge, even though it was a long time ago, both working here and knowing the developments here in Novi, living near Novi, would assist him and understanding those challenges.

Member Thomas wondered if he could tell them a bit about his experiences with staff development and how his previous staff would describe him as a leader. Mr. Hieber replied that staff development was a key factor within Oakland County Equalization, they hired all their Appraiser positions as entry level positions. He said they did not have a certification, most did not even understand what the property tax system was in Michigan, let alone within our operations in Oakland County. He said staff was developed by hiring them, training them, sending them to the appropriate schools to become certified, to pair them up with the other Appraisers in their office, and to develop them to the point where they could represent the County as the assessor of record for that community. He said along the way, they had to do several different things that were challenges in the marketplace for employees. He said at one time, it was a hard line, you had to have a college degree to become an Appraiser at Oakland County. He said they struggled to get people with college degrees wanting to come in at an entry level position with the. He said they were able to work with Human Resources and change the qualifications appropriately to allow work experience to get a more diverse pool of candidates to apply for their positions and to want to become a property tax professional. He said there is not a college degree, or you do not hear people say they are going to graduate from high school and go to assessor school and become an Assessor. He said it is more of a falling into the profession for lack of a better term.

Member Crawford said from your previous experience in Novi, your experience in the County, Novi gets a lot of tax appeals, whether it is private individuals or multinational corporations, he asked how he would handle those. Mr. Hieber said tax tribunals were a major part of the challenge for all the County over the years, and currently still are. Mr. Hieber replied that he believed the correct way to work on those and to handle those challenges are to evaluate the appropriateness of the appropriate value of the property to work with both the City Manager's office and City Attorney's office to evaluate

strategies of moving forward. He said Novi has a lot of properties where he would argue you need to look regionally from a valuation standpoint, not just within Oakland County or even in Michigan, in some cases, you would want to go beyond that to ensure fair value for the taxpayers. He said if they are challenging the value of the number, one thing is to make sure that taxpayer is being treated fairly, and treating that taxpayer fairly is how we would handle those tribunals.

Mayor Pro Tem Staudt thanked Mr. Hieber for interviewing for this position. He said he was going to talk about something that was far more interesting to him, and that is economic development. He wondered what role the City Assessor plays in our efforts to expand our economic development. He wondered what he would do to assist our economic development team in maximizing not only the value, but the types of properties that are built in our city. Mr. Hieber replied that the Assessor position historically looks at trends and value lens to what has happened, what the property sold for the valuation purposes. He felt an important piece of working with the Planning Department or your Economic Development Department would be assisting them with some of the property tax laws that he would be aware of that you do use, whether it is an Industrial Facilities Tax Exemption, Commercial Rehab Exemption, and making sure that as they are talking to businesses, they are aware of any upcoming property tax law changes that could be to an advantage to the taxpayer, or a disadvantage to that taxpayer, depending on what they want to do. He said he has worked with the community economic developments relative to the TIF capture tax increment finance that you used in your Corridor Improvement Authority to capture taxes to make improvements within specific geographic areas to further advance the development of vacant land or rehabilitate underutilized properties.

Mayor Gatt thanked Mr. Hieber for coming that evening. He wondered in his opinion, what are some of the critical factors for communicating with the public. Mr. Hieber replied that he thought critical factors of communicating with the public would be open and honest communication, timely communication, meaning that the response time from the questions is appropriate. He felt that meeting with taxpayers is the best way to go. He said when the market was declining in 2008, 2009, and 2010, in Oakland County, they put together taxpayer workshops. He believed we might have used this facility at the time. He said he would have to look up where they hosted where taxpayers could come in, and they had the challenging task of explaining to them why their taxes were going up when their valuation was going down, which is a nuance with the property tax system here in Michigan. He thought the number one thing was to be open, transparent, fair, and to sit down with them, explain to them how the system works, what their options are, if they do not like the evaluation, and to move forward from there.

Member Casey said she was going to give Mr. Hieber a chance to expand on that first question a little bit. She asked if he could tell us about a time when he had to proactively communicate and collaborate with a stakeholder. She wondered what the circumstances were, what was his approach, what was the response, and what was the outcome. She said she would repeat the questions. Mr. Hieber gave a specific example, they were approached by Commerce Township, which is obviously a community within

Oakland County, to potentially provide the contractor Assessing services to the Township. He explained in that scenario, the approach needed to be held dealt with on their all delicate, but a delicate basis, their Assessor at the time, they wanted to transition that Assessor to their Water and Sewer Department and their Downtown Development Authority, the Assessor did not want that transition from the Assessor role to the new role. He said the Township Board, Township Supervisor felt that was the most appropriate and beneficial thing for the Township. He said they needed to work with that Assessor to ensure that we were not there to undo what the Assessor did, they needed to be tactful in their approach of how they did that. He stated that over time, and it took some time, the Assessor moved on to the other roles of Water and Sewer and DDA and the outcome was positive. He became a partner with them, from his institutional knowledge of the Township he became an ally as opposed to an adversary in that position. He stated the approach was, to work collaboratively with that individual and all individuals involved. He understood the delicateness of the nature of how that individual felt about the change of roles. He stated the outcome has been extremely positive. He said the County had a relationship with that community for probably 15 to 20 years at this point.

Member Fischer stated his second question is kind of a flip of his first one, as you think of your background, your history, the knowledge, and skills that you have gained in your career, he wondered what kind of hole or weakness that he could think of, specifically as it relates to Novi, what you have not dealt with before and how you overcame that. Mr. Hieber referred to a weakness in his career path relative to being a property tax assessor, where he had the least amount of hands-on experience, it would probably be within personal property valuation, which is equipment and machinery of businesses within the State. Fortunately, there has been several law changes that have changed the way that business the equipment has been valued. He said a lot of smaller accounts or smaller parcels are now exempt. He said they would still need to verify that they are withing the appropriate threshold. He also mentioned that manufacturing property is taxed differently as well, those are being phased out of the property tax arena. He said what he would do if there was a shortcoming, he would rely on staff that may have more experience in that nature, being able and willing to say that is something that I need to be brought up to speed on and obtain training. He thought a number one thing that he would say, it may not always be quickly answered, he had to answer here because he was in a job interview, but it is not to quickly answer a question when you really do not have the answer, there is time to look up an answer. He mentioned there is time that if you are not an expert at every aspect of Property Assessment Administration, and no one really can be whether you have looked at a community from the Upper Peninsula versus Novi, very different, and you are going to have a high-quality candidate in both places. He said it is like when you ask your City Attorney something, that person cannot possibly expect to know every law memorized by the back of their hand so they would say let me do some research on that. He replied that is what he would have to do on some, particularly the one that would come to mind would be personal property.

Member Thomas wondered if Mr. Hieber could tell her about how he developed processes and best practices and promoted innovation within his teams. Mr. Hieber believed they had developed several best practices at Oakland County Equalization

when he was there. He mentioned some of the opportunities that were there were for cross training of staff to have staff understand more of the process. He gave an example, he said spoke earlier about personal property, at that time, there was very delineated where personal property was done, and real property was separate. He said due to budget cuts, as most local governments experienced, they did not have the luxury to be able to operate in that way. He said they had to cross train staff to do that. He mentioned that had to innovate technology. He stated when he started here at Novi, we did the valuations with paper, pencil by hand and record cards on an annual basis. He noted that innovation of the Assessment Administration has changed drastically. In 2004, he was the Equalization Officer they moved to BS&A from our mainframe system, they were innovating the use of the PC at that time it was a DOS based program and they converted to the dotnet based program. He said the County has flow has done detailed imagery both from an oblique standpoint of the aerial photographs, which is about a 45-degree angle, and straight down ortho up and down to where there are measuring tools that assessors can use to verify records without having to necessarily take the car out and drive out there and do that type of work. He said those are things that brought to the County's attention that he pursued for. He said we were able to implement hose to save not only time and money for the taxpayers, but in many cases to do a good job of what we do, and not necessarily have to bother the taxpayer. He stated they could verify things in a detailed way without having to be intrusive and to take time out the taxpayers day.

Member Crawford mentioned that Mr. Hieber said in his opening statement that he was the Assessor for White Lake Township, is that correct? Mr. Hieber replied yes. Member Crawford asked if he saw that as a conflict, and if you get this position in Novi, would you resign that position? Mr. Hieber said he did not know that it would be a conflict, but he did not think that it would be appropriate to try to do both relative to the amount of time and effort both positions would require. He believed it would be legal to do, whether it be a conflict. He said he applied for White Lake Township right around the same time that he pursued the City of Novi position. He said White Lake Township process was a little faster than what Novi has been. He said he would have to look at and would appreciate an offer from the city of Novi, but he could not answer what he would do specifically other than he thought it would be one or it would be the other. Member Crawford wondered what would be his most unique or challenging testimony or case that he had before the Michigan Tax Tribunal. Mr. Hieber replied that the most unique or challenging case did not require testimony. He said the most unique case was from the utility multipliers, which would be personal property for DTE Consumers Energy. He explained there was a significant tax tribunal challenge to those valuations starting in the late 1990's and early 2000's where those companies pursued and challenged the valuations of those assets across Southeast Michigan, there was a coalition that was built between Wayne, Oakland, Macomb, and the City of Detroit to try to deal with those challenges. He stated that it bogged down for many years when he came into the position, they needed to pick a test case, we picked Madison Heights as a community to go forward with that at the time, it was an outside assessor to move forward with that at the time, ultimately over many meetings we were able to handle it and to resolve that matter without having to go to trial. He stated that most of the testimony at the tax tribunal from

an assessor standpoint that he has done has been the mirror, what is the valuation, not the detail of an outside expert. He said when it gets a big income producing property that goes to the tax tribunal, the community would hire an outside independent appraiser to evaluate that property and do the lion share of the testimony with that, so yes, he has testified a tax tribunal. He said he has testified Circuit court on matters, and he has been involved with other challenging matters, judgment levies from various years from court cases where we had to put valuations on the tax roll due to some nonpayment of one school district that came to mind. Member Crawford thanked him for his response.

Mayor Pro Tem Staudt circled back a little bit to what Member Crawford touched on, you have a tremendous amount of experience. Now you are considering a position with the City of Novi. He mentioned some would say you are infinitely overqualified, because you were one of the top Assessors in the entire country. He asked what assurances without promising, what would assure us that you are not going to move on to the first major opportunity you get and stay with our City in the long term. Mr. Hieber replied that he thought this is the opportunity to be honest with you. He did not see another community that has the strong leadership both in the Administration and quite frankly, with the City, and the City Council. He said he has looked through our budget here, he has seen the Fund Balance that is 30%, he saw the low debt ratio from Novi's bonds. He said he did not memorize the budget last night, so he hoped the next question did not continue with that, but he did look at the budget. He felt this is somewhere where too be part of a strong leadership at this level would be very similar to that experience that you talked about with those individuals. He noted that when he left the County, he took some time off, he is not ready to retire, he said he planned on working at least 10 to 15 years. He said in his opening statement, where I am relative to where his family is. He has two kids in college, one in high school, he has lived in Wixom his entire life and is not interested in relocating. He said there is not a bigger operation in Oakland County or that would interest him anywhere in the State. That is all past, he was looking forward to the future.

Mayor Gatt asked Mr. Hieber what the most challenging part of assessing, a property of an individual property or as the assessment of mass appraisal. Mr. Hieber replied that the most challenging part of an appraisal problem is the quality of the quantity and quality of the data that you can get to make the determination of value, so it is more challenging when their data is not available. He gave an example, a challenging property in Novi would be our super regional Mall. He stated the Twelve Oaks Mall would be challenging, not a lot of sales and information, where as a home in a neighborhood, a regular normally homogeneous neighborhood would be relatively easy, there would be many comparable that you could draw a fairly accurate conclusion of value. He thought the bigger challenge from the Assessor's standpoint is to ensure uniformity in the process with the valuations amongst the total population of your parcel. He said you have approximately 20,000 parcels, 19,000 parcels here, you want to make sure you are uniform in the State requires you to be uniform at 50% of market value on those parcels. He noted in addition to that, there are measures that we can measure to ensure that there is not price related bias in the assessment role, meaning we undervalue, over inflate higher priced houses, and we overvalue lower priced houses. He stated we have gotten over those regression in the analysis that needs to be dealt with, you could still be at 50%

as an assessor and say, my assessment rolls are at 50% of market value, there can be biases within that. He said that is a challenge from the mass appraisal standpoint.

Mr. Hieber said he did not want to reiterate his opening statements, he thanked City Council for the opportunity. He thanked City Council for taking the time to come up with the questions, some of them were very challenging questions, but he appreciated that. He looked forward to hearing from City Council. Mayor Gatt said Mr. Hieber was welcome to stay if he wanted to.

3. Debra Kopp

Mayor Gatt asked Ms. Kopp to come down to the podium. He explained the format for the evening. He said City Council will allow you the opportunity to make an opening statement and tell us whatever you want to tell us about yourself, and why you are here this evening. He reiterated that each City Councilmember will be given the opportunity to ask one question, we will go around the table, then we will go around the table a second time, and each Councilmember will be given the opportunity to ask a second question. He stated that at the end of those questions, she would be given the opportunity to make a closing statement. He said later in the meeting, at the end of our Matters for Council Action Agenda, we have added an item for discussion of the City Assessor position.

Ms. Kopp said she had worked in assessing for almost 30 years. Her career started in Shelby Township. She worked there about 23 years and worked her way up and performed all the duties in the department. She stated in 2014 she pursued her Master Level Certification and moved on to a private company to do contract work. She stated she has been there about six years now. She was excited to be there today for the opportunity to interview with the City.

Mayor Pro Tem Staudt thanked Ms. Kopp for coming. He said he was going to ask a similar question that he asked the last time around and asked what role the City Assessor have in the economic development efforts of the City. Ms. Kopp replied that she believed assessors have an important role, because they know what types of properties people are interested in, they talk to a lot of real estate professionals and investors. They are aware of what people are looking for and what is needed. Mayor Pro Tem Staudt thanked her for her response.

Member Crawford thanked Ms. Kopp for being there that evening. He noted that the city of Novi receives many tax appeals, whether it is from a multinational corporation or a private homeowner, he asked how she would handle those. Ms. Kopp said she had a lot of experience in tax appeals. She has been dealing with them solely herself for the last six years and in her years at Shelby Township. She explained she has done all types of properties for tax appeals, from small claims to entire tribunal, preparing valuation statements, working with the tax reps to try to settle the appeals, see where it can go as far as, are we going to be able to settle this, or do we need to move on. She stated she has taken the appeals from the beginning to the end, and she has been in court also.

Member Thomas asked Ms. Kopp to tell City Council a bit about her experiences with staff development and how her previous staff would describe her as a leader. Ms. Kopp replied that her staff would say she was very excited about assessing. She said she tries to motivate everybody and have them take courses to further pursue their education in assessing. She said she strongly supported education. She stated it depends on the individual, some are interested in a lot of education and want to move forward, other individuals are looking to maintain their certification. She said it depended on each individual and what their goals are. She supported education because she was an educator for the State.

Member Fischer thanked Ms. Kopp for being there that evening and her interest in the position. He asked when she thought about her background and her 20 plus years in the field, what specifically in that background fits in well with Novi. What strength would you bring that will add value the most. Ms. Kopp said she was a very organized person. She reiterated that she strongly supported education. She said she knew that the community here is interested in employee retention. She stated she is passionate about what she does and tries to get the other employees to be passionate about their work. She believed education was important so that people can be happy with what they are doing and understand what they are doing, and to have success in their careers.

Member Casey thanked Ms. Kopp for her interest in the position. She stated she was going to ask her a question about a time when she proactively communicated to and collaborated with a stakeholder. She wondered what the circumstances were, her approach, her response, what the outcome was. Ms. Kopp asked if she meant the stakeholder as an employee of the department. Member Casey said she could choose whatever stakeholder you wish to talk about. It could be an employee, a resident, a business, it could be City staff, or City Council. Ms. Kopp said she was not sure, she asked if we could come back to the question. She said she was sorry; she was not sure what Member Casey was looking for. Member Casey reworded her question. Member Casey said she was trying to understand, as an Assessor you have and will interact with a variety of different stakeholders. Member Casey said she was seeking to understand how you communicated and collaborated with different stakeholders. She asked for an example of a situation where she needed to collaborate and communicate with a stakeholder, what she did, and what the outcome was. Ms. Kopp gave an example of a Michigan Tax Tribunal case. She said she always liked to communicate with the taxpayers and try to come up with a settlement with them. She said she tries to come up with a potential way to settle, and if not, pursue going to a hearing. She believed in maintaining a good relationship with that taxpayer because she will be dealing with them down the road.

Mayor Gatt thanked Ms. Kopp for coming that evening. Mayor Gatt asked if she had ever applied new technology or information in your job, and if so, how did it help your organization. Ms. Kopp replied she has used the sketching program within BS&A. She noted it is not a new technology, but felt it was very useful. She said one of the newer things that they have is where you can integrate your sketches into your costing of your structures. She said one of the communities that she works at, they are now using this

different type of sketching program to bring those details of those properties right into our database to make it quicker and more efficient.

Mayor Pro Tem Staudt noted he has been around for 15 years, and that included the period in 2009 through 2012, where we had thousands of tax tribunal cases. He said after that, we really did not see much of our Assessor. He wondered what role you see that the Assessor has in working with City Council in that we are the ones who hire you. He said City Council would like to be kept up to date. Ms. Kopp replied that she is a hands-on person. She liked to be involved in what the staff is doing and communicate with members of staff through the department head meetings. She said as an Assessor she would be working with the Treasurer, the Planning Department, City Manager and City Council as needed. She said she did not that just because of appeals are down, that the assessor would not be around, she was an everyday type of Assessor.

Member Crawford asked her what her most challenging or unique experience was involving an appeal before the Michigan Tax Tribunal that was an unusual case or difficult. Ms. Kopp noted that she had one appeal, several years ago, it was a multi-tenant office property that she received the appeal and she tried to settle it with the taxpayer. She said it was just not working, it was a tax rep that was pushing. She said they decided to keep going through the appeal process. She said she was proud of this, she did her own appraisal on it, they had their own appraisal, but she did her due diligence. She thought it was important to go out and look at their appraisal and look at their properties. She said she was able to win that case based on showing all the misinformation and wrong information in their appraisal. She said it was a proud moment because she had put so much work into it. She stated that she does that with all her cases. She said she would admit if she made a mistake, she will be the first one to fix it, but if there is nothing there in that appeal, then she will defend it.

Member Thomas asked what her plan was to acclimate herself to the understanding the City of Novi is diverse makeup of property types and values regarding both residential and non-residential properties. Ms. Kopp stated she already knew quite a bit about the city of Novi. She said she has spent a lot of time here. She said she is an educator for the State, she has stood at this podium many times and instructed classes. She stated she will be here this Saturday for a class that she is teaching. She said she has worked with some of the staff members here on some of the components in the database already just kind of reviewing what great work that they did in the database. She looked at their land values, their land tables, and what they did, and what she thought of it because she was already through a review. She stated they were looking for her opinion on that. She said she would go out with staff members and certain properties to look at them, and if needed driving the community and talking to taxpayers and talking to other members of the staff and department heads.

Member Fischer said he was going to flip n his prior question about strengths. He asked her to tell him about what she would see as a weakness or a hole in her background in her resume. He asked her about something that she thought was unique to Novi that may have that you do not have the skill or the knowledge on and how she would overcome

that. Ms. Kopp said something that would be unique that she has not had to deal with the Twelve Oaks Mall. She said she was familiar with them all, she has talked to the staff about the model and how the valuation is currently being done. She said she kind of already is trying to overcome, learning about that one specific property. She stated she has done very specialized properties and the other communities that she does, specifically, like waterfront properties, which are unique, so she has learned to work with those. She stated she was confident dealing with the current staff and being a self-learner, she would have no issues with working with that property. She stated she has also worked with other adjacent communities on large malls that they have.

Member Casey said her last question, in your role, and for many of us, too, there have been times when we have had to give someone an unpleasant or unhappy news. She wondered if she could tell City Council about a time where she had to deliver an answer to someone that you knew was not going to like, not what they were hoping for. She asked how she would handle or address a situation where you are giving someone new that they did not want to hear. Ms. Kopp said she would put herself in their shoes and understand that they do not want to hear that bad news, and be compassionate about it, but direct, because it must be done. She said it is an unfortunate thing to have to tell somebody they something they do not want to hear. She stated being a manager and a leader, there are things that you must do that you are not going to want to do, but you must do them. She said thinking of that person, and how they were feeling too.

Mayor Gatt asked Ms. Kopp what the most challenging part in assessing a property. Any property. Ms. Kopp said she felt like she had a lot of experience in assessing a lot of properties because of all her years in in assessing. He believed the most challenging part is just dealing with the taxpayer that does not agree with what you came up with and trying to have them understand what you have done. She felt that was one of the most challenging things in assessing.

Mayor Gatt said that concluded their questions. He said it was now her opportunity to make a closing statement if she wished.

Ms. Kopp closed by saying she was very excited to be here today. She has been interested in coming to the Novi community. She has visited the community, been driving around, and looking at properties. She mentioned she has talked to the staff and felt she was a good fit for the City of Novi. She appreciated being there that evening and looked forward to City Council deciding who they thought would be a good fit.

Mayor Gatt said Mr. Vandermark did not arrive for the interview. He stated Ms. Kopp was free to stay for the regular meeting. He stated City Council will discuss the City Assessor position on Matters for Council Action Item No. 6 later this evening.

PUBLIC HEARINGS:

1. CDBG Public Hearing - Reprogramming of Funds

Public Hearing opened at 6:22 p.m. and closed at 6:23 p.m. with no public input.

PRESENTATIONS:

1. Youth Council Capstone Project Update

Krishna Ramani stated she was the chair of the Novi Youth Council. She said it was wonderful to see you all here and they were all super excited to present to you today. She said she as a rising senior at Novi High School. She personally got into politics and local government in her freshman year because honestly, she saw a lack of representation especially for women, South Asians, on every level of government from local all the way to federal. She got into government specifically because she wanted to change that. She wanted to see more representation and more of their voices in the mix.

Julia Park commented that it was an honor to be there that evening. She stated she was the secretary of the Youth Council. She personally joined this amazing opportunity, this program, because she would love to be a voice for her community, the city that she grew up in and loved very much.

Jaanvi Muchanthla stated she was a rising junior at Novi High School. She said she got involved in the Youth Council because she wanted to see how as a young person how she could get involved and be more civically engaged with her city. She said it was wonderful to meet with everyone today.

Divya Desai said she was a rising sophomore and she got into Youth Council because she wanted to be able to spread ideas that she was passionate about. She also wanted to be able to learn more about local government.

Kaushik Baskar stated he was a rising sophomore at Novi High School. He said he got into the Novi Youth Council because he wanted to learn how to create change in society.

Neha Nair said she was a rising senior. She joined Youth Council because she wanted to learn more about local government and be in an environment where she could consistently be inspired.

Abi Parivakkam stated she was a rising senior. She joined Youth Council because she knew it would give her the opportunity to give back to this community and really touch people.

Krishna Ramani said she knew that was a lot of people, they all have their own presentation slides. She wanted to share their Capstone Program. She noted over the last eight months they have been touring our various departments in the City of Novi, and they have learned a ton. She pointed out that young people being civically engaged is not something new for our time. She said the last couple of years, especially young people have become more active, more engaged, more informed, and that is due in part to

social media. She stated that it is not an anomaly to go up to a young person and have an incredibly productive conversation about our social landscape in America. Unfortunately, because of the way that social media is, the news media is, they hear a lot about federal and state policy. She said there is very little that young people hear about locally. She stated as a Council, that was their goal to change that. She presented to City Council a Capstone Project that focuses specifically on social media, specifically on engaging young people on the work that City Council does that our local government does, that our Police and Fire, everyone that makes the City run. She said Julia will get into the specifics of that.

Julia Park explained they are talking more about the social media aspect. As you may know, Novi does have a Twitter account, Facebook account, that she did not know about until a few days ago. She stated a lot of young people do not have access to these social media platforms, they do not know how to use Facebook. She said it was confusing. She explained they have much newer platforms that they use now, one example would be Instagram. She said they are planning on using their Capstone Project, using Instagram to be their main theme and communication to our City's youth to communicate and promote youth engagement in our city. She said the main reason for this is that their target demographic audience was mobile community members aged between 13 and 30 years old. They found that 90% of Instagram users are currently under 35 years old. She said they felt that this platform would be best to spread awareness about our community. So, while it is important that while we promote the City social media, we allow for engagement from the demographic they are trying to reach. She stated the other Youth Council members will talk more about the events they would like to hold as well to promote on the social media platform.

Jaanvi Muchanthla said for the Instagram page, they were thinking of having an image for ourselves that is instantly recognizable that make all the posts on Instagram are all uniform. She said they created a streamlined brand kit of the different color palette, and different heading and fonts to make sure that all the posts look uniform using the graphic design software called Canva. She presented her slides to City Council and the audience which explained the City logo is gold, blue and white. She stated that she is the social media manager, a designated social media liaison. She created this brand kit to make the posts look uniform. She showed some examples of what this Instagram platform could look like, featuring something where youth could get involved with local government, in this case being the police and fire loop on Youth Leadership Academy. She said this is something that is instantly sharable. She said it something that is digestible for students and youth to get involved in and find resources.

Abi Parivakkam said next, they will show some examples of ideas for what exactly they are going to put on this account.

Kaushik Baskar stated as Julia mentioned earlier, in addition to having a social media account, we also want to execute outreach efforts to promote funds for specific purposes. H said to organize their outreach efforts, they created a four-prong strategy where each of the prongs would touch upon something about our local government. He

explained the four-prongs were environmental, restoration, health and safety, education and cultural awareness.

Divya Desai stated to reach more youth, they want to partner with Novi High School Clubs, such as the Garden Club, so if we were to do an event such as a community garden they could partner with them. She said they can have volunteers and we can learn together. She felt we could promote local government that way.

Neha Nair listed a few events that they are planning to do such as, Oscar Night or Addicted to Movies, Not Drugs, because they know that these work and they have an interest in those events. She said they have done this in the past. She said they want to use the social media to promote existing events like the Spring Palooza, but also introduce new ideas such as Lip Sync Battle between City staff, so it would be easy and lighthearted. She stated they will use their social media to promote those events like contests, or a City staff water balloon fight. She mentioned they can use this social media to take pictures of the events. This would be an opportunity for this demographic to see themselves in these pictures, and in turn, have them learn more about Youth Council and local government.

Krishna Ramani mentioned before they close this out and open it up to questions, she wanted to take a second to recognize that local government is what affects young people directly. She said we can talk about federal government, we can talk about state government, but the actions that city council and the school board take is what they feel directly. She stated once we promote our social media, once we promote local government on social media, they are hoping to bring our young community together in Novi, not just at these events, but on that digital platform. They were excited to hear from City Council and they were happy to do to their best to answer those questions. Thank you.

Mayor Gatt said before they do that, he wanted to say you stole his line when you talk about local government being the most important thing in your life, because this is something that he has talked about all the time. He stated there is much hullabaloo about the President and the Vice President and the Governor, all that kind of stuff, they are important, don't get him wrong. He said what affects you're a day-to-day daily basis is right here, your local government, your school boards another part of the local government. He thought it was very important that people get involved in local government, it is very important that people vote in local elections. He said it was very important that people like you carry the banner for your moms and dads, aunts and uncles, brothers and sisters and neighbors. He said unfortunately, local elections, they do not get the turnout that the bigger elections get, they are in an off year, and the number of voters is much reduced. He stated it is people like you that are the future of our country, our state, our county, and certainly in our City here. He said we love Novi, all six of us who ran for office, and all were elected by your moms and dads, and neighbors and relative. He said they want to do nothing except make this a better City. He said there is six diverse people here with different ideas, and it is up to people like you to decide who you want sitting at these chairs. He thought they were on the right track, in fact, you hit the nail

right on the head. He applauded all of them. He asked Sheryl Walsh-Molloy to come down to the podium to give a little rap up.

Sherly Walsh-Molloy stated that Youth Council was created about 17 years ago, she believed in 2005. Originally it was put under the City Manager's Office and his designee, then it fell to the Community Relations staff. She said our Community Relations team has had the pleasure of working with this young group on the refreshed Youth Council. She mentioned that Council may recall about a year ago, we came before City Council because we thought it needed a refresh. She thought what Youth Council presented this evening is a great example of how successful this new program is going to be. She explained for the last eight months they have done a "mini" Ambassador Academy, which our adults in the community have had the opportunity to go through. She said they have visited every department, every department head, seen technology, seen vehicles, saw how finances work, how our assessing team assesses problems, all in an abbreviated way. She said it was their notion, with the help of Member Casey, City Manager Auger, and the Community Relations team. She thought someone said they do a really good job at communicating and social media to the middle age, she hoped no one would take offense, she said she knows her demographic, but the social media buzz for teens is how do we engage the 16-to-30-year olds. They are educated, talented, and obviously they are very charismatic, and she thought they are poised to help us launch that platform. She was excited to see where this is going to go with them. She said we may tag you all for some TikTok or reels, or something of that nature. She thought they are going to do a great job at setting a foundation for us, then to be able to carry forward. She said she would be happy to answer any questions.

Member Casey said it really was not a question as much as it is a comment, you nailed it, nice job guys, well done. She wanted to say one thing to the Mayor, this is such an innovative project that our Youth Council has come up with. She said this is an audience that she thought we all struggle to connect with. She stated if they in their passion can help the City connect with the youth and get more engagement and more people participating in the City she thought it was such a win-win for everybody. She told the Youth Council well done, awesome job. We look forward to seeing what you are going to come back with. She said she would challenge anybody to a lip sync contest.

Mayor Gatt thanked them for all their hard work. He looked forward to seeing you run for office in the future, and we look forward to some great work ahead. Mayor Gatt thanked them very much. He told them they were welcome to stick around for the rest of the meeting if they wanted.

MANAGER/STAFF REPORT: None

ATTORNEY REPORT: None

AUDIENCE COMMENTS:

Venkata Reddy Thalla, 45006 Yorkshire Drive, Novi, presented information on Agile Manifesto Software. He thanked our beloved Novi City Leadership. He said he was going to give a presentation. He said after the two interviews, and the student's presentation, he thought he would take those as an example over this presentation. He said we have 10 members at the table. He explained that the City Clerk is the saving leader, our City Attorney is a supporting leader, what we say, must be supported by the law. He said our Assistant City Manager is a protecting leader. Our City Manager is the directing leader without any doubt. He said expanding leader and transforming leader is Member Crawford. He said the conforming leader and luckily, our Mayor is sitting in excelling leader position and then healing leader and merging leader. He said there were sound students who presented. He said the Mayor said they stole the show or a key word that you were going to say. He thought in fact, you both stole the word that he was going to say about the local government. He said he has been researching because he cared about his village back home in India. He said there was a problem that was nagging that village, that he has been researching a long time. He tried to summarize his entire experience into this one statement, Original Agile Manifesto. He mentioned essential effectiveness, efficiency is an evident happy outcome are to be supported, protected, directed, expanded, transform, conformed until unmatched. He said while keeping common sense connection alive at every moment of the way until the solution evolutions, for more common good.

CONSENT AGENDA REMOVALS AND APPROVALS:

CM 22-06-072 Moved by Crawford, seconded by Casey; MOTION CARRIED: 6-0

To approve the Consent Agenda as presented.

- A. Approve Minutes of:
 June 6, 2022 - Regular Meeting
- B. Approval to proceed with the Meadowbrook Senior Center Shingle Replacement including approval of a contract with Rapid Roofing in the amount of \$209,995, approval to purchase underlayment materials provided by Garland Industries under the OMNIA purchasing agreement in the amount of \$95,233.30, and a \$15,000 contingency fund.
- C. Approval to accept the residential streets as part of Beacon Hill Meadows and adoption of Act 51 New Street Resolution accepting Hummingdale Circle and Hummingdale Boulevard as public, adding 0.32 miles of roadway to the City's public street system.
- D. Approval of recommendation from the Consultant Review Committee to extend the Agreements for Professional Engineering Services to, AECOM – Great Lakes (public projects) and Spalding DeDecker (private projects), for a period of five years and Orchard, Hiltz and McCliment (public projects) for a period of two years, effective December 18, 2022.

- E. Approval of recommendation from the Consultant Review Committee to extend the Agreement for Professional Engineering Services for Private Projects to Spalding DeDecker for a period of five years, effective December 18, 2022.
- F. Approval to award the Civic Center Irrigation Replacement contract to Michigan Automatic Sprinkler, the lowest qualified bidder, in the amount of \$75,854.
- G. Approval of the reprogramming of Program Year 2018 Community Development Block Grant (CDBG) in the amount of \$8,618.55 and authorize the Mayor to execute all agreements and or contracts which result from the reprogramming.
- H. Approval of the proposed Consent Judgment in the matter of City of Novi v RTN Holdings. (Acquisition of Sidewalk Easement) - Oakland County Circuit Court Case No. 2020-184518-CC, the Honorable Phyllis McMillen.
- I. Approval of claims and warrants – Warrant 1110

Roll call vote on CM 22-06-072

Yeas: Casey, Crawford, Fischer, Thomas, Gatt, Staudt

Nays: None

Absent: Smith

MATTERS FOR COUNCIL ACTION:

- 1. **Approval of resolution to authorize Budget Amendment #2022-5**

CM 22-06-073 Moved by Casey, seconded by Thomas; MOTION CARRIED: 6-0

Approval of resolution to authorize Budget Amendment #2022-5

Roll call vote on CM 22-06-073

Yeas: Crawford, Fischer, Thomas, Gatt, Staudt, Casey

Nays: None

Absent: Smith

- 2. **Consideration of approval to award engineering design services to AECOM for the Lakeshore Park Tunnel Replacement, in the amount of \$39,644.10, and approval to advance purchase a 7-foot by 10-foot concrete tunnel to replace the existing tunnel, in the estimated amount of \$70,000.**

City Manager Auger said he wanted to add one thing, he stated that \$70,000 is an estimate, not factored into the current prices. It may be a little higher than that to pre-purchase.

Member Fischer had a quick clarifying question. He asked City Manager Auger talked about construction starting in the fall of 2022, he assumed that would be after Labor Day. He wondered if this is going to affect the swim season this year, and do we expect it to

impact next year swim season? City Manager Augers said the plan is to finish it in the offseason to start after and finish before.

Mayor Pro Tem Staudt asked DPW Director Herczeg a question regarding the foot washing station, he wondered if that is going to be completely redone, because it is completely un-ADA friendly. DPW Director Herczeg responded to the question, he said anything in the limits of the project that is not ADA, the intent is to make everything ADA so everything around in and around the tunnel will be improved. Mayor Pro Tem Staudt wanted to make sure he understood what he was talking about specifically. DPW Director Herczeg replied yes, he believed he did. He said they are going to make it slope down better. Mayor Pro Tem Staudt asked if we are going to have drainage built into that so that we do not have the oceans running out into the tunnel back onto the beach. DPW Director Herczeg said that was part of the design a walkthrough before we decided to go with AECOM. He said they looked at the drainage and looked at the slope the width and depth of the tunnel to allow passage or whether you are in a wheelchair, whether there are two people passing at the same time. He said all the ADA applications will be updated. Mayor Pro Tem Staudt said that was excellent.

CM 22-06-074 Moved by Fischer, seconded by Casey; MOTION CARRIED: 6-0

Approval to award engineering design services to AECOM for the Lakeshore Park Tunnel Replacement, in the amount of \$39,644.10, and approval to advance purchase a 7-foot x 10-foot concrete tunnel to replace the existing tunnel in the estimated amount of \$70,000.

Roll call vote on CM 22-06-074

**Yeas: Fischer, Thomas, Gatt, Staudt, Casey,
Crawford
Nays: None
Absent: Smith**

- 3. Adoption of a resolution authorizing approval of a contract with the Michigan Department of Transportation to agree to the rights and obligations associated with the construction of a roundabout at Taft Road and Nine Mile Road and rehabilitation of Taft Road from the southern City limits to 10 Mile Road, with the City of Novi's estimated responsibility for construction in the amount of \$897,266.**

City Manager Auger said this is the resolution that approves the dealing with the State contract and Federal dollars for Taft Road.

Mayor Gatt said he would go first during the discussion, because he did not want to mess anything up. He commented that he was opposed to this in the beginning, and he was opposed to it now. He thought the roundabout is unwarranted and unnecessary. He said he has had many emails and calls from people supporting his position. He said if there is a motion to approve this, he said he will not be in favor.

CM 22-06-075 Moved by Fischer, seconded by Casey; MOTION DENIED: 3-3

Adoption of a resolution authorizing approval of a contract with the Michigan Department of Transportation to agree to the rights and obligations associated with the construction of a roundabout at Taft Road and Nine Mile Road and rehabilitation of Taft Road from the southern City limits to 10 Mile Road, with the City of Novi's estimated responsibility for construction in the amount of \$897,266.

Mayor Pro Tem Staudt wondered if this was only for the roundabout or is this for any other part of the construction of the Taft Road improvement. City Manager Auger responded and said it is for both, it is for the whole project. Mayor Pro Tem Staudt said this would stop the roundabout, but it would stop the Taft Road improvements. City Manager Auger said yes, it is all through MDOT funding.

Roll call vote on CM 22-06-075
Yeas: Thomas, Casey, Fischer
Nays: Gatt, Staudt, Crawford
Absent: Smith

- 4. Approve the recommendation from the Consultant Review Committee to appoint Kapnick Insurance as the City's authorized broker for property and liability insurance coverage for 2022-23 in the amount of \$464,474.15.**

CM 22-06-076 Moved by Staudt, seconded by Fischer; MOTION CARRIED: 6-0

Approve the recommendation from the Consultant Review Committee to appoint Kapnick Insurance as the City's authorized broker for property and liability insurance coverage for 2022-23 in the amount of \$ 464,474.15

Roll call vote on CM 22-06-076
Yeas: Gatt, Staudt, Casey, Crawford, Fischer, Thomas
Nays: None
Absent: Smith

5. Appointments to Boards and Commissions

City Clerk Hanson provided the results of the balloting: Salene Riggins, Charles Staab, and Joe Tolkacz were reappointed full term to the Parks, Recreation and Cultural Services Commission.

Mayor Gatt congratulated them on their reappointment. He said to everybody else who applied, please do not stop being involved, it is a very difficult to choose. This is a very sought-after position, and we appreciate your involvement.

Mayor Gatt stated the Planning Commission is by appointment by the Mayor, with City Council approval. He submitted John Avdoulos, Gary Becker, and Edward Roney for the three full-term appointments.

CM 22-06-077 Moved by Crawford, seconded by Casey; MOTION CARRIED: 6-0

To appoint John Avdoulos, Gary Becker, and Edward Roney to the Planning Commission.

Roll call vote on CM 22-06-077

**Yeas: Staudt, Casey, Crawford, Fischer,
Thomas, Gatt**

Nays: None

Absent: Smith

6. Discussion regarding the appointment of a City Assessor.

Mayor Gatt stated we heard two people interviewed that evening, one person was invited, and failed to show, he wondered if he ever called or emailed anyone. City Manager Auger said no. Mayor Gatt said we have two applicants for the position, and again, both were here and interviewed. He said each Councilmember was given the opportunity to ask two questions. He said each candidate was offered the opportunity to make opening and closing statement for the position. He said he was going to open this up to City Council for any discussion or any, option that we might have this evening.

CM 22-06-078 Moved by Crawford, seconded by Staudt; MOTION DENIED: 3-3

To approve the appointment of David Hieber for the City Assessor position.

Mayor Gatt said he would support that motion. He commented that both candidates expressed themselves extremely well. He stated both candidates are extremely qualified. He thought both candidates would make an excellent Assessor for the city of Novi. He said unfortunately, we can only hire one of you. He said what will tip his scales is the experience. He believed that Mr. Hieber with his years of experience in Oakland County, where he oversaw over 40 communities, that tipped the scales in his favor, in his book. He thought the other candidate, presented herself very well. He said it was a very difficult choice, that that as other people were talking and at this meeting progressed, his focus was on who he was going to support. He said he concluded based on everything he heard that evening, and what he read in their applications, that Mr. Hieber was the top qualified candidate. He supported the motion.

Member Fischer stated he would not be voting to appoint either person that evening. He said he was a little perplexed. He said the fact that the Agenda was sent out without the appointment of someone being made that evening and the decision being made tonight, he preferred to just wait. He said he would like to think through what we heard this evening. He wanted to think through what he heard this evening and contemplate over

the next two weeks. He said he would not be approving either person. He said don't get him wrong, we are a Council, we have a lot of latitude, he was sure the City Attorney would say to change our Agenda, but he thought in transparency he liked to consider and deliberate and decide in our next regularly scheduled meeting. Thank you.

Member Casey said if it was appropriate, she wanted to say thank you to both candidates. She said being interviewed in the public is extremely difficult, it is hard enough when you do it, one on one. She said now you are doing it one on six, and you are doing it in public. She thanked them for their time, dedication, and the poise they showed up at the podium and answering our questions. She concurred with Member Fischer. She said we know that we have an Assessor who is leaving shortly. She thought this is something where it is in our best interest as a Council to give ourselves time to reflect on what they heard that evening. She said she was frantically taking notes during both speakers talking this evening. She said she wanted time to digest, to reflect, to have a chance to think through what she heard and make the best decision for the City. She said she will not support the motion this evening because she believed they needed to sit with ourselves and think through what it is that we heard this evening. Thank you.

Roll call vote on CM 22-06-078

Yeas: Crawford, Gatt, Staudt

Nays: Casey, Fischer, Thomas

Absent: Smith

CONSENT AGENDA REMOVALS FOR COUNCIL ACTION: None

AUDIENCE COMMENT:

Venkata Reddy Thalla, 45006 Yorkshire Drive, Novi said he loved to see the agreements and the disagreements. He said it was wonderful to see democracy working. He said he had 30 plus years' time to research what this is all about, he highlighted for the Council and audience. He said he has been walking around here for several years. He presented the slides and said he used to see these two levels where the Mayor's photo was on the top and then Councilmembers photos were on the bottom two levels on the display board. He said we see the hierarchy is flattened, that is what he loved about it. He said the entire presentation is just that concept. He stated if we take that concept all the way to the codification of the Constitution, and the outcome of the concept or the entire journey, that is our hope will become the best city in the entire world. He said in his village 10,000 mile back home they had the same problem for centuries. He said he knew his city has the same problem, every city, every state, every nation has the same problem it is not fixed. He believed those sitting on Council should have basic integration. He said when we are assessing the Assessors, the effectiveness, efficiency, the easy and happy outcome, that is what we need to count, that is what is going through your mind while you are still listening. He said the effectiveness of our leadership, effectiveness of our Constitution, we need to evaluate this change he was asking Council to think about it. He said he loved the City, he loved the State, the USA and you. Thank you.

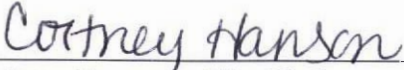
COMMITTEE REPORTS:

Member Casey and Member Fischer updated their colleagues and said members from the City of Northville Mobility Network Team presented to the Walkable Novi Committee last week that they are working on increasing their non-motorized pathways throughout the city and would like to see if there are opportunities to partner with us. Member Casey said generally, she thought there was some positive reaction from the committee to exploring partnership opportunities. She stated they are updating their RFQ for the Non-Motorized Master Plan to look at potential pathway connections. She said if this continues to develop this was an early heads up to everyone if this continues to develop said obviously they will bring more information back to City Council and she will yield to Member Fischer if he has anything to add.

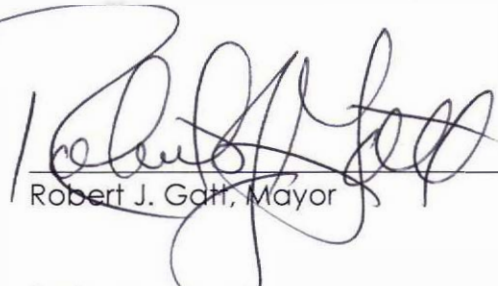
Member Fischer said no, he thought she did a great job. He commented that the focus was on expanding. He said for Novi residents was expanding our ability to walk and bike into the Northville area and into some of the downtown area there especially for the residents near the Eight Mile border. He said there is a lot to come. He thought it would be a very large undertaking and thought it was very important for us to bring it to our colleague's attention so you can stay abreast of the developments as well.

MAYOR AND COUNCIL ISSUES: None

ADJOURNMENT – There being no further business to come before Council, the meeting was adjourned at 7:00 P.M.



Cortney Hanson, City Clerk



Robert J. Gatt, Mayor



Transcribed by Deborah S. Aubry

Date approved: July 11, 2022