



City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Agenda - Final Common Council

Alder Jeff Coe
Alder Mollie Jones
Alder John Tate II
Alder Tracey Larrin
Alder Steve Smetana
Alder Sandy Weidner
Alder Maurice Horton
Alder Q.A. Shakoor II
Alder Terry McCarthy
Alder Carrie Glenn
Alder Mary Land
Alder Henry Perez
Alder James Morgenroth
Alder Jason Meekma
Alder Melissa Lemke

Tuesday, March 19, 2019

7:00 PM

City Hall, Room 205

A. Call To Order

B. Pledge of Allegiance To The Flag

C. Approval of Journal of Council Proceedings (Minutes) March 5th, 2019 and March 12th, 2019

D. Public Comments

E. Communications

Refer to Finance and Personnel Committee, by Ald. Shakoor II

[0290-19](#)

Subject: Communication from the Assistant Commissioner of Public Works/City Engineer requesting permission to apply for the 2019 WDNR Urban Nonpoint Source & Storm Water Planning Grant for Redevelopment Area/City Parks (Grant Control No. 00227).

Attachments:

[0290-19, Memo 2019 WDNR Urban Nonpoint Source & Storm Water Planning](#)

[0299-19](#)

Subject: Communication from Mayor Mason requesting approval of a Developers Agreement between the City of Racine and Racine Harborside, LLC (Royal Capital Group, LLC, Manager) relating to the public improvements proposed for the @NorthBeach Development at 1129 Michigan Blvd.

[0301-19](#) **Subject:** Communication from the Mayor requesting to add one member to the Affirmative Action and Human Rights Commission to accommodate the newly created disability liaison position.

Refer to Public Works and Services Committee, by Ald. Tate II

[0280-19](#) **Subject:** Communication from the RYDE General Manager submitting a report for year 2018 and 4th quarter 2018.

F. Office of the City Clerk, by Ald. Meekma

[0303-19](#) **Subject: (Direct Referral)** Communication from the City Clerk submitting the Mayor's veto of the Common Council's action on item 0249-19 requesting a Committee of the Whole be scheduled and held within 30 days for the purpose of discussing the contract for operating the Civic Centre.

Attachments: [Veto.docx](#)

G. Committee Reports

Finance and Personnel Committee Report, by Ald. Shakoor II

[0166-19](#) **Subject:** Communication from multiple members of the Board of Ethics requesting an amendment of the ethics code of the ordinance to allow for a simple majority of the board to conduct business.

Recommendation of the Finance & Personnel Committee on

02-25-2019: That this item be deferred to the next scheduled Finance & Personnel Committee meeting held on Monday, March 11, 2019 to allow the City Attorney's office the opportunity to investigate state statute implications and quorum requirements.

Recommendation of the Finance & Personnel Committee on

03-11-2019: That Ordinance Section 2-583(c) be repealed as it currently exists and replaced with explicit default definitions from Robert's Rules of Order with the exception of sanctions, which will require four affirmative votes.

Fiscal Note: N/A

Attachments: [0166-19_Agenda Briefing Memorandum Final](#)

[0173-19](#) **Subject:** Communication from the Fire Chief requesting permission to waive formal bidding and purchase the 2019 Defender MAX XT Rescue utility vehicle with proceeds from the Racine Community Foundation Grant and the Miller Corporation grant. (Grant Control #00169)

Recommendation of the Finance & Personnel Committee on

03-11-2019: Formal bidding be waived for the purchase of a 2019 Defender MAX XT Rescue utility vehicle with proceeds from the Racine Community Foundation Grant and the Miller Corporation grant.

Fiscal Note: Estimated cost of the vehicle is \$22,089 and is available in account number 20601.57300.30005. There are no levy dollars associated with this acquisition.

Sponsors: Q.A. Shakoor II

Attachments: [Request Permission to Waive Formal Bidding for 2019 Defender MAX XT Rescu](#)
[021519-BRP Sole Source - City of Racine 2019 UTV](#)
[#0173-19 Resolution](#)

[0224-19](#)

Subject: Communication from the City Attorney submitting the claim of the City of Kenosha for consideration.

Recommendation of the Finance & Personnel Committee on

03-11-2019: The City Attorney's Office respectfully recommends that the Common Council approve the settlement of this claim.

Fiscal Note: Funding to cover the \$50,000.00 settlement is available in account 11202-53500, Judgment and Claims.

Sponsors: Q.A. Shakoor II

Attachments: [kenosha_001](#)
[0224-19_Agenda Briefing Memorandum - City of Kenosha Final](#)
[#0224-19 Resolution](#)

[0227-19](#)

Subject: Communication from the Mayor to discuss closing the Tax Incremental Financing District Number 15, Homeward Bound Site.

Recommendation of the Finance & Personnel Committee on

03-11-19: To close Tax Incremental Financing District Number 15, Homeward Bound Site.

Fiscal Note: N/A

Sponsors: Q.A. Shakoor II

Attachments: [TID #15 brief history](#)
[Tax Increment District Termination](#)
[#0227-19 Resolution](#)

[0232-19](#)

Subject: Communication from the Public Health Administrator requesting permission to sign a contract agreement with the WI Dept. of Agriculture, Trade, and Consumer Protection, authorizing the City to continue

administering the retail food and recreational establishment program.

Recommendation of the Finance & Personnel Committee on

03-11-19: Permission be granted to the Mayor and City Clerk to sign a contract agreement with the WI Dept. of Agriculture, Trade and Consumer Protection authorizing the City to continue administering the retail food and recreational establishment program.

Fiscal Note: N/A

Sponsors:

Q.A. Shakoor II

Attachments:

[2019-22 DATCP - Agent Contract](#)

[#0232-19 Resolution](#)

[0234-19](#)

Subject: Communication from the Public Health Administrator requesting permission to accept grant funding from the State of WI, Dept. of Administration, Division of Intergovernmental Relations, WI Coastal Management Program, in the amount of \$20,992 for the Beach Management project.

Recommendation of the Finance & Personnel Committee on

03-11-19: Permission be granted to the Mayor and City Clerk to accept grant funding from the State of WI, Dept. of Administration, Division of Intergovernmental Relations, WI Coastal Management Program in the amount of \$20,992 for the Beach Management project.

Fiscal Note: Funding in the amount of \$20,992 for the Beach Management project is allocated for accessing, revising and/or developing beach management plans for WDNR designated public beached - Racine County. The contract period is March 31, 2019 - March 31, 2020. There is a City match of \$66,155.05. (In-Kind)

Sponsors:

Q.A. Shakoor II

Attachments:

[2019-20 WCMP-Beach Management](#)

[#0234-19 Resolution](#)

[0235-19](#)

Subject: Communication from the Public Health Administrator requesting permission to accept grant funding from the State of WI Dept. of Administration, Division of Intergovernmental Relations, WI Coastal Management Program, in the amount of \$20,992 for the Coastal Hazard Impacts project.

Recommendation of the Finance & Personnel on 03-11-19:

Permission be granted to the Mayor and City Clerk to accept funding from the State of WI, Dept of Administration, Division of Intergovernmental Relations, WI Coastal Management Program in the amount of \$20,992 for the Coastal Hazard Impacts project.

Fiscal Note: Funding in the amount of \$20,992.00 is being allocated for understanding coastal hazard impacts through parcel mapping, shoreline classification, public outreach and local ordinance review. The contract period is March 31, 2019 - March 31, 2020. There is a City match of \$21,564.67. (In-Kind)

Sponsors: Q.A. Shakoor II

Attachments: [2019-20 WCMP-Coastal Hazard Impacts](#)
[#0235-19 Resolution](#)

[0278-19](#) **Subject:** Ordinance 0006 - 19 - Common Council Special Meetings

Recommendation of the Finance and Personnel Committee on 3-11-2019: That Ordinance 0006 - 19 to amend Chapter 2, Article II of the Municipal Code of the City of Racine, Wisconsin be approved with the modification of using uniform and contemporaneous communication manners.

Fiscal Note: N/A

Public Works and Services Committee Report, by Ald. Tate II

[1330-18](#) **Subject:** Communication from Alder Tate requesting to establish rubric and rationale for the installation of street lighting in the 2019 budget year.

Recommendation of the Public Works and Services Committee on 01-08-19: Defer and direct the Commissioner to present policy on street light installations for 2019.

Recommendation of the Public Works and Services Committee on 02-12-19: Defer

Recommendation of the Public Works and Services Committee on 02-26-19: Defer

Recommendation of the Public Works and Services Committee on 03-12-19: Approve the 2019 Street Light Capital Funding Management Proposal.

Fiscal Note: N/A

Sponsors: John Tate II

Attachments: [1330-18 Street Lighting.pdf](#)
[1330-18 Proposed 2019 Street Light Capital Funding Management Proposal.pdf](#)
[#1330-18 Resolution](#)

[0066-19](#)

Subject: (Direct Referral) Communication from Alder Tate requesting to review and amend penalties for sections 42-30, Placing or Dumping of Solid Waste and/or 42-31, Accumulation and Storage of Solid Waste.

Recommendation of the Public Works and Services Committee on 02-12-19: Defer

Recommendation of the Public Works and Services Committee on 02-26-19: Defer

Recommendation of the Public Works and Services Committee on 03-12-19: Receive and file.

Fiscal Note: N/A

Attachments:

[0066-19 Review & Amend Penalties for Sections 42-30 and-or 42-31.pdf](#)

[0066-19 Section 42-30 - Placing or Dumping of Solid Waste.pdf](#)

[0066-19 Section 42-31 - Accumulation and Storage of Solid Waste.pdf](#)

[0066-19 Memo to PWKS Solid Waste Orders 3-12-19 .pdf](#)

[0067-19](#)

Subject: (Direct Referral) Communication from Alder Tate requesting to review and amend regulations regarding the placement of city issued solid waste and recycling cans on residential property.

Recommendation of the Public Works and Services Committee on 02-12-19: Defer

Recommendation of the Public Works and Services Committee on 02-26-19: Defer

Recommendation of the Public Works and Services Committee on 03-12-19: Receive and file.

Fiscal Note: N/A

Attachments:

[0067-19 Review & Amend Regulations on Placement of City Issued Solid Waste](#)

[0096-19](#)

Subject: (Direct Referral) Communication from the Assistant Commissioner of Public Works/Operations submitting an amendment to the recycling contract with John's Disposal Service, Inc.

Recommendation of the Public Works and Services Committee on 02-12-19: Defer

Recommendation of the Public Works and Services Committee on 02-26-19: Defer

Recommendation of the Public Works and Services Committee on 03-12-19: Approve the amendment to the recycling contract with John's Disposal Service, Inc.

Fiscal Note: Based on the estimated annual recycling amount of 5,000 tons, the cost of this amendment should not exceed \$100,000. Funding for this amendment is available in Org-Object 22140-52200, Contracted Services.

Sponsors: John Tate II

Attachments: [0096-19 Second Amendment John's Disposal - Draft 3.5.19.pdf](#)
[0096-19 AROW Honors - John's Disposal.pdf](#)
[#0096-19 Resolution](#)

[0199-19](#) **Subject:** (Direct Referral) Communication from Alder Tate requesting to review and amend parking restrictions for the 200 block of Jones Avenue and the 1300 block of Terrace Avenue.

Recommendation of the Public Works and Services Committee on 02-26-19: Defer

Recommendation of the Public Works and Services Committee on 03-12-19: Recommend no change in the current parking restrictions and the item be received and filed.

Fiscal Note: N/A

Attachments: [0199-19 Parking Restrictions 200 Blk Jones Ave and 1300 Blk Terrace Ave.pdf](#)

[0206-19](#) **Subject:** Communication from Yolanda Blair requesting permission to place a sign over City right-of-way at 1505 Washington Avenue.

Recommendation of the Public Works and Services Committee on 03-12-19: That the property owner at 1505 Washington Avenue is granted permission to install a stationary projecting sign, as requested, with the stipulation that a hold harmless agreement be executed and a \$150.00 processing fee paid, in accordance with State Statute 66.0425, Privileges in Streets.

Fiscal Note: There will be no cost to the City of Racine.

Sponsors: John Tate II

Attachments: [0206-19 Sign Right-of-Way 1505 Washington Ave.pdf](#)
[#0206-19 Resolution](#)

[0220-19](#) **Subject:** Change Order No. 1 on Contract 20180015, 2018 City

Resurfacing Phase I (R1), A.W. Oakes & Son, Inc., contractor.

Recommendation of the Public Works and Services Committee on 03-12-19: That Change Order No. 1 on Contract 20180015, 2018 City Resurfacing Phase I (R1), A.W. Oakes & Son, Inc., contractor, be approved in the amount of \$28,671.78.

Further recommends that funding to defray the cost of the change order be appropriated from the below Org-Objects:

\$84,279.67 - Org-Object 45040-57500, Asphalt Resurfacing
(\$28,260.83) - Org-Object 22640-57560, Sanitary Sewers
(\$69,386.85) - Org-Object 60484-57570, Storm Sewers
\$37,116.10 - Org-Object 45040-57515, Sidewalk Replacement
(\$ 5,980.00) - Org-Object 45040-57515, Crosswalk Ramps
\$10,903.80 - Org-Object 45040-57510, Curb & Gutter Replacement
\$28,671.89 - Total

Fiscal Note: Funds are available as herein delineated.

Sponsors: John Tate II

Attachments: [0220-19 CO1 Contract 20180015, 2018 City Resurfacing Phase I.pdf](#)
[#0220-19 Resolution](#)

0221-19 **Subject:** Final Payment on Contract 20180015, 2018 City Resurfacing Phase I (R1), A.W. Oakes & Son, Inc., contractor.

Recommendation of the Public Works and Services Committee on 03-12-19: That the work done by A.W. Oakes & Son, Inc., under Contract 20180015, 2018 City Resurfacing Phase I (R1), be accepted and final payment authorized for a total contract amount of \$1,127,744.54. Final Payment to include retainage.

Fiscal Note: Contract was authorized under Resolution 0085-18, dated March 20, 2018.

Sponsors: John Tate II

Attachments: [0221-19 FP Contract 20180015, 2018 City Resurfacing Phase I.pdf](#)
[#0221-19 Resolution](#)

0223-19 **Subject:** Final Payment on Contract 20180021, 2018 Assessable Streets and Alley Paving, Cornerstone Pavers, LLC., contractor.

Recommendation of the Public Works and Services Committee on 03-12-19: That the work done by Cornerstone Pavers, LLC., under Contract 20180021, 2018 Assessable Streets and Alley Paving, be accepted and final payment authorized for a total contract amount of

\$1,479,470.43. Final Payment to include retainage.

Fiscal Note: Contract was authorized under Resolution 0086-18, dated March 20, 2018.

Sponsors: John Tate II

Attachments: [0223-19 FP Contract 20180021, 2018 Assessable Streets & Alley Paving.pdf](#)
[#0223-19 Resolution](#)

[0238-19](#)

Subject: Communication from Jessica MacPhail, Executive Director, Racine Public Library, requesting to use Lakefront Lot No. 5 on June 8, 2019, from 9:00 A.M. to 5:00 P.M. for a summer reading signup event.

Recommendation of the Public Works and Services Committee on 03-12-19: The Racine Public Library be granted permission to lease Lakefront Lot No. 5 on June 8, 2019, from 9:00 A.M. to 5:00 P.M. for a summer reading signup event, subject to payment of lease costs of \$280.00 in accordance with City policies and subject to the execution of a hold harmless agreement with the City and payment of a \$75.00 processing fee.

Fiscal Note: Rental will provide \$280.00 of revenue to the Parking Utility.

Sponsors: John Tate II

Attachments: [0238-19 Library Lot Request.pdf](#)
[#0238-19 Resolution](#)

[0240-19](#)

Subject: Communication from the Director of City Development requesting that an ordinance be created to regulate the permitting of sidewalk cafés, merchandise displays, and other amenities and encroachments within the public right of way in certain business districts.

Recommendation of the Public Works and Services Committee on 03-12-19: Approve and recommend the City Attorney create an ordinance to regulate the permitting of sidewalk cafés, merchandise displays, and other amenities and encroachments within the public right of way in certain business districts.

Fiscal Note: N/A

[0256-19](#)

Subject: (Direct Referral) Communication from the Assistant Commissioner of Public Works/Operations submitting a proposal for Contract 20190036, PS - Parking Ramp Maintenance Program, R.A. Smith National, consultant.

Recommendation of the Public Works and Services Committee on 03-12-19: That the Mayor and City Clerk be authorized and directed to

enter into a professional services agreement with R.A. Smith, Inc., on Contract 20190036, PS - Parking Ramp Maintenance Program, in the not-to-exceed amount of \$46,400.00.

Further recommends that funds to defray the cost of these professional services be appropriated from Org-Object 60383-57200, Parking System-Building Improvements.

Fiscal Note: Funds are available as herein delineated.

Sponsors: John Tate II

Attachments: [0256-19 Contract 20190036 - PS-Parking Ramp Maintenance Program.pdf](#)
[#0256-19 Resolution](#)

[0262-19](#)

Subject: (Direct Referral) PCCP and Curb & Gutter assessment rates established for 2019 Public Hearings/2020 construction.

Recommendation of the Public Works and Services Committee on 03-12-19: Approve the proposed special assessment rates for 2019 public hearings/2020 construction for Portland Cement concrete paving and curb and gutter as attached.

Fiscal Note: These rates are established so the abutting property owner pays 100% of the cost of such street improvements.

Sponsors: John Tate II

Attachments: [0262-19 - 2019 Assessment Rates.pdf](#)
[#0262-19 Resolution](#)

[0266-19](#)

Subject: (Direct Referral) Communication from the Assistant Commissioner of Public Works/Operations requesting to discuss a 'Free' Pearl Street Facility Drop-Off Event.

Recommendation of the Public Works and Services Committee on 03-12-19: Recommend a 'Free' Pearl Street Facility Drop-Off Event on May 11, 2019, from 10:00 A.M. to 5:45 P.M., for tires, microwaves, televisions, computer monitors, Freon appliances and non-Freon white goods.

Fiscal Note: N/A

Attachments: [0266-19 Free Drop-Off Event.pdf](#)

Public Safety and Licensing Committee Report, by Ald. Coe

[0215-19](#)

Subject: (Direct Referral) Communication from Alder Perez proposing an amendment to the City of Racine ordinances prohibiting the purchase or possession of electronic smoking or vaping devices or materials by

persons seventeen years of age or younger.

Recommendation of the Public Safety and Licensing Committee on

02-26-19: That the communication from Alder Perez proposing an amendment to the City of Racine ordinances prohibiting the purchase or possession of electronic smoking or vaping devices or materials by persons seventeen years of age or younger be deferred for two weeks and for the attorney's office to draft legislation.

Recommendation of the Public Safety and Licensing Committee on

03-12-19: That the communication from Alder Perez proposing an amendment to the City of Racine ordinances prohibiting the purchase or possession of electronic smoking or vaping devices or materials by persons seventeen years of age or younger be approved.

Fiscal Note: N/A

Attachments: [Agenda Briefing Memorandum on E-Cigarettes](#)

[0231-19](#)

Subject: (New) Application for a "Class B" Fermented Malt Beverage and Intoxicating Liquor License for Marci's on Main 236 LLC, DBA: Marci's on Main, located at 236 Main Street, Marci L. Bruley, Agent. (1st District).

Recommendation of the Public Safety and Licensing Committee on

03-12-19: That the application for a "Class B" Fermented Malt Beverage and Intoxicating Liquor License for Marci's on Main 236 LLC, DBA: Marci's on Main, located at 236 Main Street, Marci L. Bruley, Agent be approved.

Fiscal Note: N/A

Attachments: [MARCI'S ON MAIN 236 LLC - 236 MAIN ST - 2.18.19](#)

[0239-19](#)

Subject: Communication from the Director of City Development requesting that an ordinance be created to regulate the licensing of mobile food establishments within the City of Racine.

Recommendation of the Public Safety and Licensing Committee on

03-12-19: That the communication from the Director of City Development requesting that an ordinance be created to regulate the licensing of mobile food establishments within the City of Racine be approved and for the attorney's office to draft an ordinance.

Fiscal Note: N/A

Attachments: [ABM Mobile Food Establishments PSL](#)
[ABM Mobile Food Establishments CC March 19.pdf](#)

[0284-19](#)

Subject: Ordinance 0005-19 - Glass Containers Prohibited

Recommendation of the Public Safety and Licensing Committee on 03-12-19: That Ordinance 0005-19 - Glass Containers Prohibited be approved.

Fiscal Note: N/A

City Plan Commission Report, by Ald. Meekma

[0098-19](#)

Subject: (Direct Referral) Request by Mildred Zamorano-Perry seeking a conditional use permit to operate a Spanish Immersion Montessori School in an existing building at 1407 S. Memorial Drive (PC-19).

Recommendation of the City Plan Commission on 3-13-19: That the request by Mildred Zamorano-Perry seeking a conditional use permit to operate a Spanish Immersion Montessori School at 1407 S. Memorial Drive be approved, subject to conditions.

Fiscal Note: N/A

Sponsors:

Jason Meekma

Attachments:

[Public Hearing Notice](#)

[Review and recommendation](#)

[Applicant Submittal](#)

[#0098-19 Resolution](#)

[0270-19](#)

Subject: (Direct Referral) Request by Samantha Kupper of Hope Safe House Animal Shelter seeking a conditional use permit to operate an enclosed animal kennel in tenant space 1234 Lathrop Avenue of the strip center at 1220 Lathrop Avenue (PC-19)

Recommendation of the City Plan Commission on 3-13-19: That the request by Samantha Kupper of Hope Safe House Animal Shelter seeking a conditional use to operate an enclosed animal kennel in tenant space 1234 Lathrop Avenue of the strip center at 1220 Lathrop Avenue be approved, subject to conditions.

Fiscal Note: N/A

Sponsors:

Jason Meekma

Attachments:

[Public Hearing Notice](#)

[Review and recommendation](#)

[Applicant Submittal](#)

[#0270-19 Resolution](#)

[0271-19](#)

Subject: (Direct Referral) Request by Kevin Newell of Racine Harborside,

LLC and Royal Capital Group seeking a conditional use permit for a multi-phased mixed use development at 1129 Michigan Boulevard (PC-19)

Recommendation of the City Plan Commission on 3-13-19: That the request by Kevin Newell of Racine Harborside, LLC and Royal Capital Group seeking a conditional use permit for a multi-phased mixed use development at 1129 Michigan Boulevard be approved, subject to conditions.

Fiscal Note: N/A

Sponsors:

Jason Meekma

Attachments:

[Public Hearing Notice](#)

[Review and recommendation](#)

[Applicant Submittal](#)

[#0271-19 Resolution](#)

[0272-19](#)

Subject: (Direct Referral) Request by Kevin Newell of Racine Harborside, LLC and Royal Capital Group seeking approval of a four lot certified survey map at 1129 Michigan Boulevard (PC-19)

Recommendation of the City Plan Commission on 3-13-19: That the request by Kevin Newell of Racine Harborside, LLC and Royal Capital Group seeking approval for a four lot certified survey map at 1129 Michigan Boulevard be approved, subject to conditions.

Fiscal Note: N/A

Sponsors:

Jason Meekma

Attachments:

[Proposed CSM](#)

[Resolution - CSM North Beach](#)

[#0272-19 Resolution](#)

Committee of the Whole Report, by Ald. Meekma

[0237-19](#)

Subject: (Direct Referral) Communication from Council President Meekma presenting the applicants for appointment as City of Racine Municipal Judge to the Committee of the Whole.

Recommendation of the Committee of the Whole on 03-05-2019:

That the Item be approved.

Fiscal Note: N/A

Office of the Mayor Report, by Ald. Meekma

[0291-19](#)

Subject: Communication from Mayor Mason nominating reappointments to the following committees, boards and/or commissions:

Reappoint Vera Burns to the Affirmative Action & Human Rights Commission, expiring April 30, 2022.
Reappoint Mario Martinez to the City Plan Commission, expiring April 30, 2022.

[0304-19](#)

Subject: (Direct Referral) Communication from Mayor Mason requesting approval of the Smart City Memorandum of Understanding.

Attachments: [Smart Cities MOU](#)

H. Consent Agenda

I. Ordinances

Refer to Public Safety and Licensing Committee

[Ord.0007-19](#) Ordinance 0007-19 - Sec. 22 Mobile Food Establishment

Sponsors: John Tate II

Attachments: [Ordinance 0007-19 - Sec. 22 Mobile Food Establishment - Legistar version](#)
[ABM Mobile Food Establishments CC March 19.pdf](#)

J. Common Council Announcements

Announcements are limited to recognition of City residents and employees, memorials, and non-political community events. Discussion of matters related to governmental business is prohibited.

K. Adjourn

Office of The City Clerk

If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 636-9171 at least 48 hours prior to this meeting.