

Regular Ketchikan City Council meeting was called to order by Mayor Williams at 7:00 p.m., January 7, 2010, with the following members present: Dick Coose, Jason Harris, Matthew Olsen, Jack Shay, Robert Sivertsen and Marty West. Councilmember Kj Harris was absent.

The Pledge of Allegiance was given by all persons in the Chambers.

Staff present were Manager Amylon, Assistant Manager Martin, Acting Finance Director Johansen, City Attorney Bradford, Human Resources Manager Miller, Police Chief Talik, Acting Public Works Director Allen, Electric Division Manager Kline, Telecommunications Division Manager Abbott, Water Division Manager Kleinegger and City Clerk Suiter.

COMMUNICATIONS

Mayor Williams said there were several items laid on the table, including: a memorandum from Manager Amylon summarizing annual debt service and anticipated capital projects for General Government and KPU; a memorandum addressing Contract No. 09-38 regarding the Millar Street Bridge Replacement; and an update regarding the current reservoir status of the dams.

PERSONS TO BE HEARD

Greg Boles spoke against raising the sales tax cap on rentals. He said these folks have the least to give, and he felt there should be no tax on rent, food and clothing.

John Beck and Lee Caskey spoke regarding bargaining relative to voluntary furloughs. Each stressed they were not representing the Union's position on the subject. Mr. Beck said the goal was not to force employees, especially those who were paid less, to take unpaid leave. He pointed out cost differences in the figures presented, as well as funds coming in from the Universal Service Fund. Mr. Caskey addressed transfers between accounts in the Telecommunications Division budget, questioning overtime and decrease in employees. Mr. Beck continued by speaking to the transfer of Universal Service Funds to support other divisions, and Mr. Caskey felt a simple offer (of furlough leave) had been transformed into something it was not intended to be. Mr. Caskey also spoke to what he felt may be a conflict of interest relative to the mayor being the owner of the only newspaper on the island.

George Lybrand spoke in support of his proposal for the Miller Street Bridge Project. He compared it to the Denali drainage issue, and said Millar has the same potential. He said the property owners are willing to have the City take their building down at the City's expense to address the drainage issue. He felt the total cost would be about a half million dollars less.

James Ellis, speaking on behalf of Julie's, said they are opposed to a raise in the sales tax cap. He outlined the impact on business as well as rent. He felt people from the cruise ships will purchase goods up north where they are tax free.

Zig Ziegler invited the Council to the Ted Ferry Civic Center for a gathering to discuss issues related to drug and alcohol abuse, social issues and suicide. He felt the venue was a great way to talk about things.

Renee Schofield pointed out that the move of Gateway Center for Human Services to Aquila may affect her business. She said it has the potential for her company to lose two jobs, but on the up side she will be sitting in the City-supported Small Business Development Center to figure out how to recover from it. She said the number one goal was to take care of the clients.

Robyn Ries-Cooper spoke in support of retaining the KPU positions.

CONSENT AGENDA

Approval of Minutes

Moved by Jason Harris, seconded by Sivertsen approval of the minutes of the special meeting of December 15, 2009 and regular meeting of December 17, 2009.

Motion passed with Coose, Sivertsen, West, Shay, Olsen and Jason Harris voting yea; Kj Harris absent.

Liquor License Renewals – Fat Stan's Lounge, Wines International, Kaptain's Keg

Moved by Jason Harris, seconded by Sivertsen the City Council approve the renewal of liquor licenses: Beverage Dispensary – Fat Stan's Lounge; Package Store – Wines International and Kaptain's Keg.

Motion passed with Coose, Sivertsen, West, Shay, Olsen and Jason Harris voting yea; Kj Harris absent.

Change Order No. 1, Final – Contract No. 07-48 – Professional Services Agreement for Baranof Reservoir Replacement Design

Moved by Jason Harris, seconded by Sivertsen the City Council approve Change Order No. 1 – Final to Contract No. 07-48, Professional Services Agreement for Baranof Reservoir Replacement Design, between Ketchikan Public Utilities and R&M Engineering-Ketchikan, Inc. in an amount not to exceed \$4,000; authorize funding in the amount of \$4,000 from the Water Division's Baranof Reservoir Replacement Design

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Capital Account; and direct the general manager to execute the change order on behalf of the City Council.

Motion passed with Coose, Sivertsen, West, Shay, Olsen and Jason Harris voting yea; Kj Harris absent.

Resolution No. 10-2308 – Adopting the Cafeteria Plan Including A Dependent Care Flexible Spending Account and Health Flexible Spending Account and Resolution No. 10-2309 – Authorizing the Implementation of the City of Ketchikan Health Reimbursement Arrangement to be Effective January 1, 2010

Moved by Jason Harris, seconded by Sivertsen the City Council approve Resolution No. 10-2308 adopting the Cafeteria Plan Including a Dependent Care Flexible Spending Account and Health Flexible Spending Account.

Motion passed with Coose, Sivertsen, West, Shay, Olsen and Jason Harris voting yea; Kj Harris absent.

Moved by Jason Harris, seconded by Sivertsen the City Council approve Resolution No. 10-2309 authorizing the implementation of the City of Ketchikan Health Reimbursement Arrangement to be effective January 1, 2010.

Motion passed with Coose, Sivertsen, West, Shay, Olsen and Jason Harris voting yea; Kj Harris absent.

UNFINISHED BUSINESS

Ordinance No. 09-1636 – Authorizing the Sale of the Telecommunications Division of Ketchikan Public Utilities at a Fair Market Price Determined by Falkenberg Capital Corporation; Authorizing the City Manager to Negotiate the Terms and conditions of an Asset Purchase Agreement for Said Sale – Second Reading

Copies of Ordinance No. 09-1636 were available for all persons present.

Moved by West, seconded by Shay the City Council approve in second reading Ordinance no. 09-1636 authorizing the sale of the Telecommunications Division of Ketchikan Public Utilities at a fair market price determined by Falkenberg Capital Corporation; authorizing the city manager to negotiate the terms and conditions of an Asset Purchase Agreement for said sale; providing for protection of Telecommunications Division employees; and establishing an effective date.

Councilmember Coose requested that information for dissemination to the public include the range of value, what is going to happen with the money the City receives as a result of the sale, and the reasoning behind the sale.

Motion passed with West, Olsen, Shay, Jason Harris, Sivertsen and Coose voting yea; Kj Harris absent.

Appointments to Boards and Commissions – Mayor Williams

Mayor Williams submitted the following names for appointment to the Southeast Alaska Power Agency: Charles Freeman and Jack Dawson – voting members and Richard Coose and Mike Kline – alternates. He asked if there were any objections and none were heard.

Mayor Williams also appointed Councilmember Olsen as part of the Library Building Committee.

NEW BUSINESS

2010 Community Agency Funding Agreement Between the City of Ketchikan and the Ketchikan Visitors Bureau, Inc.

Councilmember Coose said he was concerned that several specifics should be added to the proposed contract, including: a copy of the KVB budget transmitted to the City, which should include income sources, planned expenditures and expenditures that relate specifically to the agreement; a way to determine the results of the effectiveness of the funding provided by the City; quarterly reports that respond to the planned action for expending the funding provided by the City; and copies of the current and future marketing guide for the Council.

Moved by Coose, seconded by Sivertsen the City Council approve the 2010 Community Agency Funding Agreement, as amended by including the above conditions, between the City of Ketchikan and the Ketchikan Visitors Bureau, Inc. and authorize the city manager to execute the agreement on behalf of the City Council.

Manager Amylon said the one that is the biggest dilemma would be measuring the effectiveness of the agreement. Patty Mackey, Executive Director of the Ketchikan Visitors Bureau, also said this will be the most difficult aspect. She noted it is difficult for visitors to pinpoint one single source that brought them to the community.

Mayor Williams said he was thinking along the lines of number of responses received through their website, and Ms. Mackey said she could provide a lot of statistical information.

Motion passed with Sivertsen, Jason Harris, Coose, Olsen, West and Shay voting yea; Kj Harris absent.

**Ordinance No. 10-1642 – Increasing Water Rates by 15%
- First Reading**

Copies of Ordinance No. 10-1642 were available for all persons present.

Moved by Jason Harris, seconded by West the City Council approve in first reading Ordinance No. 10-1642 increasing water rates by 15%; establishing a date for a public hearing; and providing an effective date.

Motion passed with Coose, Jason Harris, West, Sivertsen, Olsen and Shay voting yea; Kj Harris absent.

**Ordinance No. 10-1643 – Increasing Electric Rates by
2.1% - First Reading**

Copies of Ordinance No. 10-1643 were available for all persons present.

Moved by Shay, seconded by Olsen the City Council approve in first reading Ordinance No. 10-1643 increasing electric rates by 2.1%; providing a date for a public hearing; and establishing an effective date.

Electric Division Manager Kline answered questions from the Council. Councilmember Jason Harris felt it would behoove the City to stress to the public the importance of conserving electricity. Councilmember Coose also suggested the public be informed as to why diesels are operating.

Motion failed with Shay voting yea; Olsen, West, Jason Harris, Sivertsen and Coose voting nay; Kj Harris absent.

**Ordinance No. 10-1644 Increasing the Value of Single-
Unit Sales and Rentals Subject to Sales Tax – First
Reading**

Copies of Ordinance No. 10-1644 were available for all persons present.

Moved by Olsen, seconded by West the City Council approve in first reading Ordinance No. 10-1644 increasing the value of single-unit sales and rentals subject to sales tax; and establishing an effective date.

Motion failed with Olsen and West voting yea; Jason Harris, Sivertsen, Shay and Coose voting nay; Kj Harris absent.

Change Order No. 1 to Contract No. 09-09 – North Yorktown Drive and Jackson Heights Street Asphalt Paving Project

Moved by Olsen, seconded by Jason Harris the City Council approve Change Order No. 1 in the amount of \$19,664 to Contract No. 09-09, North Yorktown Drive and Jackson Heights Street Asphalt Paving Project, between the City of Ketchikan and Southeast Engineering, Inc.; authorize funding from the Water Division's 2009 Water Distribution Grid Improvements Capital Account; and direct the city manager to execute the change order on behalf of the City Council.

Motion passed with Coose, Sivertsen, West, Shay, Olsen and Jason Harris voting yea; Kj Harris absent.

The Council took a short break at 8:05 p.m. and reconvened at 8:16 p.m.

General Government and KPU Employee Furloughs

Moved by West, seconded by Sivertsen the City Council direct the general manager to prepare an amendment to the 2010 Ketchikan Public Utilities Annual Budget to retain the four positions scheduled for abolition effective January 31, 2010 through the end of the 2010 fiscal year.

Councilmember West said she didn't feel we had given the employee furlough issue much of a chance, and she appreciated the willingness of those who offered to take furlough. She felt it was doable.

Councilmember Jason Harris suggested freezing the hiring of a Telecommunications Division position that had recently been vacated in order to help support the four positions.

Relative to furloughs, Manager Amylon outlined that staff offered to let the Union prepare the schedule in three-month increments. He said the Union was told as long as sufficient people were working, staff would support it. He said at first it looked like the Union was doing that, then they walked away from it stating there would be no schedule relative to the furloughs. In speaking to the issue as a whole, Manager Amylon emphasized he cannot do voluntary furloughs without Union approval because he is bound by the terms of the Collective Bargaining Agreement. He stated until the Union signs off on a Memorandum of Agreement, no matter what an individual employee wants to do, he will not be in an position to not pay that employee because he doesn't have that authority.

Moved by Coose, seconded by Shay to defer until next meeting to allow Union employees to talk to their representatives relative to furloughs.

Motion to defer failed with Coose and Shay voting yea; Jason Harris, West, Sivertsen and Olsen voting no; Kj Harris absent.

Moved by Olsen, seconded by West to reinstate the Library Assistant I and Library Cataloguer positions.

After discussion, Councilmember Olsen withdrew his motion with the consent of the second.

Motion passed with West, Olsen, Jason Harris and Sivertsen voting yea; Shay and Coose voting nay; Kj Harris absent.

Moved by Olsen, seconded by West the City Council direct the city manager to prepare an amendment to the 2010 General Government Annual Budget to retain the two Library positions scheduled for abolition effective December 31, 2009 through the end of the 2010 fiscal year.

Motion failed with Olsen, West and Shay voting yea; Sivertsen, Jason Harris, Coose and Williams voting nay; Kj Harris absent.

Request for Removal of Reversionary Clauses and for Designated Parking in the Salmon Road Right-of-Way – Ketchikan Indian Community

Moved by Olsen, seconded by Jason Harris the City Council direct the city manager to respond to the October 20, 2009 correspondence from Tony Azure of Ketchikan Indian Community as determined appropriate by the City Council.

The Council discussed the issue, and consensus to remove the reversionary clauses but not transfer the road right-of-way was reached.

Councilmember Sivertsen stated he was a member of Ketchikan Indian Community and as such, he was abstaining.

Motion passed with Shay, Olsen, West, Jason Harris and Coose voting yea; Sivertsen abstaining; Kj Harris absent.

Ordinance No. 10-1645 – Amending Chapter 11.12 Telecommunications Service and Rates of the Ketchikan Municipal Code – First Reading

Copies of Ordinance No. 10-1645 were available for all persons present.

Moved by Jason Harris, seconded by Shay the City Council approve in first reading Ordinance No. 10-1645 amending Chapter 11.12 of the Ketchikan Municipal Code, Telecommunications Service and Rates; provide for a public hearing; and establish an effective date.

Motion passed with Jason Harris, Sivertsen, Olsen, Shay, Coose and West voting yea; Kj Harris absent.

Discussion of Millar Street Bridge Project – Mayor Williams

Mayor Williams said he was concerned about the creek backing up in the location, and Manager Amylon has informed him the property owners have consented to granting the City an easement to take down the building when needed. Manager Amylon said the owners granted the easement if the City agreed to demolish the portions of the structure that are in less desirable condition. He continued this is probably more useful for the repair of Dunton Street rather than the Millar Street bridge. He said if this is the Council's direction, staff can move forward with it.

Manager Amylon continued the greater concern is trying to change the scope of the Millar Street Bridge Project as it is currently structured. He said while the Engineering Division and his office don't have a problem with what Mr. Lybrand is proposing, we have a contract in place right now that calls for a July 16th completion date. He said if the scope of the project is changed, we'll have to go out and either direct Shearer to come up with the engineered plan or find someone else to do the work for us. He stated if it is Shearer, staff feels it will adversely impact the work they currently have on schedule for Bayview and Warren, and there is a greater problem that if we try to change the scope of the work, the city attorney has advised the City's safest bet would be to close out the contract that Southeast Engineering currently has, pay Mr. Lybrand for what he has expended on the contract, and then have the revised scope designed and re-bid. He informed with the other work programmed for 2010, the bridge won't be replaced until 2011 if we have to go through that process.

Manager Amylon felt if getting the structures down is important to the Council, staff can work to that end. He said staff will continue to direct Southeast Engineering to complete the project that is currently under contract. Mayor Williams said his concerns were the potential blockage and the less cost for doing it the other way.

Manager Amylon said staff has a lot of questions on the proposal presented by Mr. Lybrand. He elaborated that it is incomplete and he is not sure the cost savings that Mr. Lybrand is putting out there is realistic. He commented he didn't know how much Mr. Lybrand has into the current contract, and if it is closed out he will have a legitimate claim for the costs incurred to date. He explained factoring his costs, plus whatever the City has to pay the Nebels for the portion of the property they are willing to put on the table, plus the costs of the demolition, he didn't know if the cost savings were there.

Councilmember Sivertsen felt with the proposal from Mr. Lybrand, there is the potential to increasing parking in the area as well as stabilize the fill in the Dunton Street area. He thought it was a doable deal, and it wouldn't hurt to find out the costs of the project. He thought it was the end product the Council should be looking at.

Manager Amylon felt the reasonable course of action, based on what he is hearing, is to conclude some kind of agreement with the Nebels, advise Southeast Engineering not to order and find out what cost they will incur through demolition of the existing structure, and try to get some type of read from the state as to whether or not construction of a road instead of a bridge would qualify under the \$5 million grant. He said if the answers to these questions come back favorably, he would seek Council approval to terminate the contract for convenience if he can get something in writing from Southeast Engineering that they will adhere to the cost they have given the City. He continued staff would then either assign the work to Shearer, depending on their ability to keep the other projects moving forward, or put out an RFP to find another firm if Shearer cannot absorb the work. He cautioned the Council not to do this approach, and he has a preconstruction meeting next Wednesday on an \$8 million Tongass Project. He explained the senior project engineer is responsible for that project and he would be very much surprised if she wasn't out for pregnancy issues.

VOUCHERS

Moved by West, seconded by Jason Harris for approval of vouchers to Ketchikan Daily News in the amount of \$3,067.11.

Motion passed with Sivertsen, Jason Harris, Coose, Olsen, West and Shay voting yea; Kj Harris absent.

CITY MANAGER'S REPORT

Warren Street and Bayview Street Trestle Replacement Project Update – Public Meeting Regarding Design Options

In his report, Manager Amylon transmitted information from Senior Project Engineer Brakke regarding a public meeting that was held on December 14, 2009 for the purpose of discussing design alternative for the Warren Street and Bayview Street Trestle Replacement Project. He noted there seemed to be little support for the addition of a seven-space parking lane and after taking a survey of those residents in the immediate vicinity, staff will seek formal direction from the Council.

General Government Financial Statements for the Period Ending November 30, 2009

Manager Amylon provided copies of the General Government financial statement for the eleven months of the year ending November 30, 2009.

Report of Federal Lobbyist

Manager Amylon included a December 21, 2009 report of the City's federal lobbyist, Steve Silver.

“As Slump Hits Home, Cities Downsize Their Ambitions”
– December 26, 2009 Edition of the Wall Street Journal

Manager Amylon included an article that was published in the December 26, 2009 edition of the Wall Street Journal. He said it provides an excellent overview of how municipalities nationwide will be challenged in the years ahead.

Gateway Center for Human Services

Manager Amylon said staff met with Aquila and the Department of Health and Social Services representative relative to the transition of privatizing Gateway. He felt the meeting went very well from his perspective, and staff hoped to bring back a management agreement at the meeting of January 21st. He said this will be the mechanism for both Aquila to do their due diligence and the City to do due diligence of Aquila. He said, based on the consensus yesterday, this is going to be a very fast time table. He commented everything looks favorable and staff will be looking to transition the grants to Aquila and having them take over Gateway on or about April 1st. He pointed out there may be a need for one or more special meetings of the Council. In response to Councilmember Coose, Manager Amylon provided a brief update as to who Aquila is. He said he was surprised as to how supportive the state is on the project.

K.P.U. MANAGER’S REPORT

Anticipated January 8, 2010 Initiation of Diesel Generation

Manager Amylon included a memorandum from Electric Division Manager Kline informing that it will be necessary to initiate diesel generation beginning January 8, 2010. Manager Amylon said the resulting diesel surcharges could apply through October 2010.

Phase I Report – Contract No. 09-24, Engineering Services for Modifications to Bethe Substation, Commonwealth Associates, Inc.

Manager Amylon copied the Council with a Phase I report from Commonwealth Associates relative to the Bethe Substation replacement. He outlined Commonwealth is recommending replacement of the substation within its existing footprint at an estimated cost of \$3.6 million. He noted given the estimated cost of improvements, staff will bring an ordinance forward later this year to place a ballot proposition before the voters.

Report of November/December 2009 Internet Outages

Manager Amylon provided a report from Assistant Telecommunications Manager Lindgren detailing the November and December 2009 Internet outages.

LORAN Station

Manager Amylon said LORAN stations across the nation are being closed, and staff has notified its contractors to terminate all work, and bring their invoices up to date. He said the City will bill the Coast Guard what is remaining on the project accordingly.

CITY CLERK'S FILE

Gaming Permit Application – First City Rotary of Ketchikan

Clerk Suiter provided the gaming permit notification for First City Rotary of Ketchikan. She noted if the Council wished to deny any application, a resolution could be prepared accordingly.

CITY ATTORNEY'S FILE – None

FUTURE AGENDA ITEMS – None

MAYOR AND COUNCIL COMMENTS

Councilmember Coose said he would like to request a special workshop to deal with power. He said everyone is concerned there is no power, and he felt SEAPA should be brought into it because Whitman Lake would probably get funded easier and bigger on a region wide basis under SEAPA than under the City.

Councilmember Shay wished Councilmember Kj Harris health, and reported his granddaughter had an MRI on Wednesday and if all goes well, there may be surgery tomorrow. He expressed appreciation for the report on debt service. He discussed the City's economic powers, stating the City should be involved in economic development because the future of the Council and the City depends on attracting and keeping businesses here. He stated the borough attorney has written a memorandum, and he expressed desire to get a copy of it. He pointed out a survey passed along by Mr. Coose, and he expounded on the survey and the organization it related to. He said he will provide information as he receives it. He also indicated he wanted to discuss water utilization at the next meeting.

Councilmember Olsen thanked Manager Amylon for the report on debt service, and wished he would have asked for it earlier.

Councilmember West thanked the manager for expanding on the furlough situation with the Union. She stated she met with Aquila last evening along with other members of the Advisory Board. She felt they were impressed with Ketchikan, and they are good group. She said they expressed a lot of enthusiasm for Gateway, the employees and the community.

Councilmember Sivertsen discussed the public meeting held on Warren Street and Bayview, noting at least one person in the group voiced opposition to all three options. He said he is waiting to have a meeting with the Borough Assembly to discuss common issues.

Councilmember Jason Harris said he was disappointed there wasn't some sort of resolution to employee furloughs, and he hoped with this and future issues the community can pull together. He hoped in the next couple of weeks it can be resolved some way.

Mayor Williams said the City Council is the biggest economic development promoter in the Ketchikan area. He cited several projects that promote economic development, and what the City is doing really affects the economy. He related he contacted Mayor Kiffer about the new tax the Borough is proposing, and he asked him if it had been brought to the Tax Committee but no one seemed interested in doing that. He stated he didn't know what the future of the Tax Committee is, and when they want to talk to the City about something they will do it and when they don't, they will just take it to the ballot. He expressed disappointment at that course of action because he thought we were going to discuss issues such as this.

OTHER NEW BUSINESS – None

EXECUTIVE SESSIONS

Request for Executive Session – Collective Bargaining Agreement Between the City of Ketchikan and the International Brotherhood of Electrical Workers, Local 1547

Moved by West, seconded by Olsen the City Council declare that consistent with the city manager's memorandum dated December 18, 2009 it is in the best interest of the City to discuss negotiations regarding a collective bargaining agreement between the City of Ketchikan and the International Brotherhood of Electrical Workers, Local 1547 in executive session; in accordance with that finding, the City Council go into executive session in accordance with KMC 2.04.025(a)(1) and (b)(2) and AS 44.62.310(c)(1) and (3) to discuss said negotiations and the auxiliary items described in the city manager's memorandum dated December 18, 2009, which matters include the need to discuss subjects the knowledge of which would have an adverse impact upon the finances of the City and upon the City's ability to negotiate favorable labor settlements.

Motion passed with Coose, Sivertsen, West, Olsen and Jason Harris voting yea; Shay voting nay; KJ Harris absent.

The Council recessed into executive session at 9:20 p.m. and reconvened at 9:22 p.m.

Mayor Williams said the Council has completed an executive session regarding a collective bargaining agreement between the City of Ketchikan and the International Brotherhood of Electrical Workers, Local 1547 and no action would be taken tonight.

Request for Executive Session – Collective Bargaining Agreement Between the City of Ketchikan d/b/a

January 7, 2010

Ketchikan Public Utilities and the International Brotherhood of Electrical Workers, Local 1547

Moved by West, seconded by Olsen the City Council declare that consistent with the general manager's memorandum dated December 30, 2009 it is in the best interest of the City to discuss negotiations regarding a collective bargaining agreement between the City of Ketchikan d/b/a Ketchikan Public Utilities and the International Brotherhood of Electrical Workers, Local 1547 in executive session; in accordance with that finding, the City Council go into executive session in accordance with KMC 2.04.025(a)(1) and (b)(2) and AS 44.62.310(c)(1) and (3) to discuss said negotiations and the auxiliary items described in the general manager's memorandum dated December 30, 2009, which matters include the need to discuss subjects the knowledge of which would have an adverse impact upon the finances of the City and upon the City's ability to negotiate favorable labor settlements.

Motion passed with West, Olsen, Shay, Jason Harris, Sivertsen and Coose voting yea; Kj Harris absent.

The Council recessed into executive session at 9:24 p.m. and reconvened at 9:29 p.m.

Mayor Williams said the Council has completed an executive session regarding a collective bargaining agreement between the City of Ketchikan d/b/a Ketchikan Public Utilities and the International Brotherhood of Electrical Workers, Local 1547 and no action would be taken tonight.

ADJOURNMENT

As there was no further business, the Council adjourned at 9:30 p.m.

Lew Williams III, Mayor

ATTEST:

Katherine M. Suiter
City Clerk

FYI ITEMS INCLUDED

None