

TOWN OF CLAYTON

Town Board of Supervisors

Meeting Minutes

7:00 P.M. – 8:25 P.M. on Wednesday, July 17th, 2013

Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Luebke called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted at three locations in the Town.
4. Roll

a. Board of Supervisors

Chair Luebke	PRESENT
Supervisor Geise	PRESENT
Supervisor Lettau	PRESENT
Supervisor Grundman	PRESENT
Supervisor Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Administrative Assistant Prange	PRESENT
Town Engineer – Mary Jo Miller	PRESENT

II. Public Hearing:

A. No Referrals

III. Approval of Minutes:

A. Regular Town Board Meeting – July 3rd, 2013.

MOTION:

Motion made by unanimous consent to approve the minutes of the Town Board Meeting Minutes for Wednesday, July 3rd, 2013.

IV. Open Forum – Non-Agendized Town-related Matters:

A. Request by Burt & Janice Drews (3113 County Rd II, Neenah) to discuss the Town of Clayton Cemetery grass mowing

- Burt Drews discussed concerns he had regarding the grass mowing. When they went to visit a grave, there were grass clippings thrown all over the gravestones and he was very disappointed in the condition of the cemetery. He also has concerns with the grass staining the stones
- Janice Drews advised that grass had not been on the stones like that when she had visited the cemetery in the past and the current condition did not make a good impression for the Town

- Administrator Johnston had previously spoken with Mr. & Mrs. Drews about the topic and advised that the mower being used throws grass out to the sides and the grass needed to be clipped shorter than usual since the employee who does the mowing was going on vacation. He advised it will not happen again
- Chair Luebke thanked Mr. & Mrs. Drews for bringing the subject to attention and advised not to hesitate saying something if they see the cemetery in that condition again

V. Correspondence:

- A. Winnebago County Board Meeting, Tuesday, June 18th, 2013, Zoning Reports and Ordinances.

VI. Discussion Items (No action will be taken.):

- A. County Supervisor Report
 - 1. No Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
 - 1. Deputy Dave Roth reporting. Nothing to report
- C. Clayton-Winchester Fire Department
 - 1. No Report
- D. Larsen Winchester Sanitary District
 - 1. Administrator Johnston advised the meter issue for the Town has been worked out. He is suggesting that the Sanitary District average the last four quarters for the next billing
- E. Administration Comments
 - 1. Engineer
 - a. Town Engineer Miller reporting
 - b. Work continues on Ridgeway Subdivision. Immel & MCC are working together to grade the ditches and put the drain tiles in. The next step will be the storm sewer and cross culverts, then continue to pulverize the roads.
 - c. Bids for 2013 chip seal & culvert replacement yesterday. Bids will be reviewed later in the meeting
 - d. Utility coordination continues for Oak Crest and Oak Openings subdivisions.
 - 2. Administrator/Clerk
 - a. Administrator Johnston reporting
 - b. The Town rented a wheeled excavator for ditching work and someone smashed the windshield with a rock. Insurance does cover this but it needs to be avoided in the future
 - c. It is necessary to start looking at leasing timeframes and staging projects to save from having a rental unit sitting without use
 - 3. Public Works Foreman:
 - a. No Report
 - 4. Treasurer/Deputy Clerk:
 - a. Administrative Assistant Prange advised that Treasurer Bowen is at a clerk/treasurer institute for the week but everything is running smoothly in her absence
 - 5. Town Board:
 - a. Chairman Luebke advised he was voted out of office for the Winnebago County Town's Association. Frank Frassetto from Town of Black Wolf is now

the Chair. Jan DeKeyser from Town of Neenah is Vice-Chair, and the new clerk from the Town of Black Wolf is the secretary/treasurer

- b. The last Town's Association meeting included an interesting presentation from Mike Siewert with M&E about road maintenance
- c. Administrator Johnston advised that Mr. Siewert had notified him of a train between Hwy 76 and Clayton Ave that was blowing its horn for a straight fifteen minutes at 3:00 A.M. and the Town will look into setting up a "quiet zone" in order to avoid this happening

VII. Licenses and Permits:

A. New:

- a. No new licenses issued

B. Renewal:

- a. Staff request that the Town Board review and consider approval of an Operator's License Renewal for Cynthia John

Attached please find a copy of the material for the above listed action. It has come to staff's attention that there are several issues relating to this Application for an Operator's License Renewal. The issues are as follows:

- 1. The Operator's License Application Review Policy requires that staff review the five most recent years of an individual's background report. Staff will routinely go back five years from the date of the application and disregard anything prior to that date. State Statutes (see attached copy) do not allow an individual convicted of a felony to hold an Operator's License. The Administration is administratively changing the Review to look at the entire document for felony convictions. Ms. John has several felony convictions that are older than the five year threshold that the Town uses during its review. State Statutes expressly forbid a person convicted of a felony substantially related to the provision of alcohol from holding and Operator's License (125.04 (5)(b)).
- 2. Given staff's concerns relative to issuing this Operator's License, staff contacted the Town Attorney relative to the issue (see attached e-mail). The Administration shares the concerns of the Town's Attorney and would recommend that the Operator's License Renewal be denied based on the felony convictions.

Both the Administrator and the Town Treasurer stopped at the establishment to advise the manager of the issue with the Operator's License Application. The manager made an interesting observation; she questioned if the Applicant had to suffer now because of the potential denial of the Operator's License Renewal based on a mistake made by staff with the original application. Specifically, staff did not recommend denial of the Operator's License based on the felony conviction with the original application because of a failed review process and now, after holding the Operator's License for two years, the Applicant is facing a denial of the Operator's License Renewal. Another way of looking at the issue is to say that the Applicant was granted the privilege of holding an Operator's License for two years that should have been denied with the original application.

The Administration would like to advise the Board that staff has not received any notice from the County Sheriff's Department relative to the Applicant and the Board does have the authority to issue the Operator's License. However, if the Board does grant the license renewal it is contrary to State Law.

- Administrator Johnston explained the renewal process
- Chair Luebke pointed out that the attorney stated he "wasn't comfortable" approving the license.
- Administrator Johnston advised that in the past, any conviction records over 5 years old were not taken into consideration. Staff now looks further back in detail. If the Board approves, they would basically be ignoring the threshold in state statute or finding that the convictions are not substantially related to the activity. Staff was not comfortable making that finding without Board approval
- Cynthia John (Applicant) advised she made some mistakes in the past but she was just on the Dean's List for her schooling and is now going for her masters degree, has been working at the same establishment for 2 years, and has done a 180 in her opinion. Her employer has no complaints and her customers all like her.
- Discussion continued regarding her convictions and how a motion to approve needs to include the findings

MOTION

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion to approve the operator's license for Cynthia John and find that the prior convictions are not substantially related to her job at the convenience store

Motion carried by 4-1 voice vote. Supervisor Lettau voted "NO"

VIII. Business referred by the Plan Commission:

Town Board receipt, review, and consideration of Plan Commission Referrals:

- Plan Commission Chair Dick Knapinski reviewed and explained the referrals to the Town Board

A. Plan Commission recommendation to the Board on a Conditional Use Application submitted by Miles Dominowski and the property owners Ted and Cathy Dominowski, 2596 Oakridge Road, Neenah, WI 54956 for the purposes of conducting a Home Occupation to repair and sell limited numbers of vintage and classic motorcycles. The property address that will be subject to the Conditional Use is 2506 Oakridge Road, Neenah, WI 54956, specifically described as TAX ID# 006-0653-04, being part of the northeast ¼ of the southeast ¼, Section 25, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

a. Following significant discussion of the subject the Plan Commission made the following recommendation to the Board:

That the Administration be directed to sign the DOT document indicating that the proposed use and activity are allowable in the A-2 (General Farming District) under the Town's Zoning Code of Ordinances.

Additionally, the Plan Commission asks that the Board direct the Plan Commission to generate a definition for Hobby that clearly defines the parameters of the exempt activity and that that definition should be included in the Town’s Zoning Code of Ordinances and to review the allowable Home Occupation Conditional Uses in the Zoning Code.

MOTION

Motion by: Supervisor Grundman

Seconded by: Supervisor Schmidt

Motion to approve what the Plan Commission has approached the board with in directing the Administration to sign the DOT document and bring the material back to the Plan Commission to define the concept of “home occupation” versus “hobby” in the zoning district

Motion carried by unanimous voice vote.

B. Plan Commission recommendation to the Board on a Certified Survey Map (CSM) submitted by the Petitioner: Brad Best, President of Fox Valley Asphalt & Maintenance, LLC, 7526 STH “76”, Neenah, WI 54956 for property owned by S & B Enterprises, LLC and R & BB Enterprises, LLC, located at 7526 STH “76”, Neenah, WI 54956; specifically described as Tax ID# 006-0897-05 and Tax ID# 006-0897, being all of Lot, 2 of Certified Survey Map No.3370, part of Lot 3 of Certified Survey Map No.5026, all located in the southwest ¼ of the northwest ¼ of Section36, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

a. The Plan Commission was given an overview of the proposed CSM and advised that the Administration is working on a Public Infrastructure Improvement Agreement with the Developer of the site and that the Development Project is out to bid at this time. The Administration will be presenting both the Public Infrastructure Agreement and the Bid award for the Project to the Board at its Wednesday, August 7th, 2013 meeting. Additionally, the Administration has advised the Commission that it will be recommending that the Outlot and the stromwater management facilities be dedicated to the Town.

Plan Commission Recommendation:

The Plan Commission recommended that the Board approve the proposed CSM subject to the following condition:

Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

MOTION

Motion by: Supervisor Geise

Seconded by: Supervisor Grundman

Motion to approve the proposed CSM as presented along with all Staff and Plan Commission recommendations

Motion carried by unanimous voice vote.

C. Plan Commission recommendation to the Board on direction to staff relative to Town enforcement of pre-existing Zoning Code violations transferred to the Town by the County’s Zoning Code Enforcement Officer.

a. The Plan Commission reviewed the issues and made the following recommendation:

That staff be directed to confirm the Zoning Code violations and if a violation exists, enforcement action should be taken; if no violation exists staff should notify the property owner of the resolution of the issue.

NO MOTION

IX. Green Space – Town Board receipt, review, and consideration of Green Space Committee Referrals:

A. No Referrals

X. Business:

A. Discussion/Action: Town Board review and consideration of a fee to be placed on the request by the Larsen-Winchester Lions Club, Inc. to expand their existing medical locker building.

The Board recently approved the construction of a building on Town owned property and authorized drafting a long term building lease agreement for both the Drifters Snowmobile Club (Drifters) and the Larsen-Winchester Lions Club, Inc. (Lions). During the discussion relative to approving the expansion of the Lions Club facility the question of a fee was brought up by members of the Drifters Snowmobile club. The genesis of the fee question is based on the fee set by the Town Board on the Drifters facility. Before either club can build or expand its facility, the Town Board will be given the opportunity to review and approve both site plans and elevations of the expansions. The Board approved the Lions request to expand their building, however, several questions were left unanswered; the answers to two of these questions are as follows:

1. Is there enough room to expand the Lions facility if it is not attached to the Drifters facility?
 - a. Given the pending purchase of land from Mr. Clauson by the Town the Lions facility could be expanded to the south without impacting the Drifters project.
2. Is the ditch located between the WIOWASH Trail and the Town owned land to the west of the trail a navigable waterway?
 - a. Based on preliminary information provided by Mark Bombinski of the Drifters the answer is no, Town staff will need to confirm this information.

The question of the fee still needs to be answered. The origin of the fee placed on the Drifters facility comes from a conversation between the Administrator and Mr. Schroeder (former Town Chair and member of the Drifter). The conversation started when Mr. Schroeder asked if the Drifters could place a building on Town owned land adjacent to the Lions facility. The Administration's answer was that it would support the request before the Board; however, the Board had the final approval authority. The Administration added that since the Town was going to be purchasing land for its yard waste site a payment equal to the cost of the land the Drifters were going to purchase would probably have a positive influence on the decision making process. The \$10,000.00 number comes from the example used during the discussion. The Administration does not know and has never

known what the Drifters were going to pay for the land they wanted to purchase. The discount from the \$10,000.00 number comes from the Drifters wanting to recover some of the costs they paid to survey the property they wanted to purchase and the Town's interest in having title to the adjoining Olson's Rest area of the Friendship Trail. Both properties were included in the survey work completed for the Drifters.

Relative to the fee on the Lions facility, the Administration would not ask any existing, authorized organization to pay a fee for a relatively minor expansion of an existing building that has no impact on the Town's Operations. In this case the Administration believes that the proposed expansion to the Lions building is minor and will have no significant impact on the Town's Public Works and/or Park operations. The Administration's position would change if the proposed expansion would have a financial and/or logistical impact on the Town's Operations. The Administration believes that representatives from both the Drifters and the Lions will be at the Board's meeting to present their respective positions and to answer any questions the Board may have. If the Board wishes to set a fee for the expansion of the Lions facility, a motion would be in order to set the fee and to direct staff to have the Town's Attorney include the fee in any agreement as reviewed and approved by the Town Chair.

- Administrator Johnston advised the Town is waiting for County approval on the CSM
- Supervisor Geise questioned if the two groups will be able to work independently of each other, to which Administrator Johnston advised they would both benefit from water access, but the firewall and such is no longer an issue
- Supervisor Geise voiced his concerns about being fair to both groups in regards to fees
- Discussion continued regarding previous conversations with both groups

MOTION

Motion by: Supervisor Lettau

Seconded by: Supervisor Schmidt

Motion to establish no fee for expanding an existing facility if it does not interfere with the function or the operations of the Town's Public Works

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review and consideration of a proposal to contract with Poms Services, Inc. to grind the woody material collected at the Town's Yard Waste Site.

As the Board has probably noticed staff has not been able to keep pace with clearing the brush at the Yard Waste Site. This problem started in fall of CY 2012 when staff was concentrating on finishing the year's road and storm water management projects and was unable to clear the site of brush. In spring of CY 2013 staff worked on clearing the brush but much of the bottom of the brush pile was still frozen and could not be cleared. As staff move into the summer work period they have not been able to get back to clearing the brush. Additionally; as the season progresses residents are adding to the brush pile at a significant rate. The Administration believes that even under the best of circumstances Town staff would need a minimum of eighty and possibly up to one hundred and sixty man hours to clear the site of brush and woody material. The Administration believes that Town Public Works staff does not have enough time to clear the brush from the Yard

Waste Site and to complete the Storm Water Management projects the Board has authorized. Therefore, it has contacted Poms Services Inc. (Poms) to ask for a price for clearing the brush from the Town's Yard Waste Site. Poms is the same firm that the Town used following the storm event several years ago. They brought in a large tub grinder that is fed using an excavator; they estimate that it would take two days to set up at the Yard Waste Site, clear the brush pile and remove their equipment. Additionally, Poms has advised staff that it would be more efficient to have them clear the site when they are working in the area this fall rather than to mobilize their equipment at this time. The last time the Town used Poms to clear the Yard Waste Site it cost approximately \$3,000.00, The Administration estimates that, given the volume of material, it should cost less than \$4,000.00 to clear the Yard Waste Site as it sits today. The Administration is asking the Board to approve and authorize a not to exceed number of \$4,000.00 to clear the site of brush and woody vegetation. The Administration is asking the Board for a not to exceed number in order to expedite the clearing process. In order to minimize the costs of the project Poms will fit the Town's work into its schedule as time permits when they are in the area. Poms does not know exactly when it will be in the area this fall and their work schedule may not allow the Town Board to approve the funding for the project in a timely manner. As an alternative, the Board could hold off on the approval until an exact schedule and costs are available and approve the project at that time. Funding for the project should come from the Town's CY 2013 Solid Waste and Recycling Enterprise Fund Budget. A motion would be in order to authorize the project at a cost not to exceed \$4,000.00 or to direct staff to determine an exact project cost and schedule and present the information to the Board for approval at a later meeting.

MOTION

Motion by: Supervisor Schmidt

Seconded by: Supervisor Lettau

Motion to authorize the project with Poms's Services for grinding the material at the Town's Yard Waste Site at a cost not to exceed \$4,000.00 to come from the Town's CY 2013 Solid Waste and Recycling Enterprise Fund Budget and direct staff to bring the exact cost back to the Board for approval

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review and consideration of amending the Town's Access and Culvert Ordinance to allow alternate culvert sizes and smaller diameter culverts at the head end of a permanent cul de sac.

Attached, please find a copy of the Town's Access and Culvert Ordinance. The Administration has had a number of discussions with residents and with the Town's Engineer relative to the diameter of the culvert required by the Town's Ordinance; specifically, the diameter of the culvert at the head end of a drainage system on a cul-de-sac. Specifically, the Town's Ordinance requires a minimum of an 18-inch culvert with end walls. In many cases the 18-inch culvert is more than is necessary to carry the water flow in the area. The Administration would like the Board's direction relative to amending the Town's Access and Culvert Ordinance to allow smaller culverts. The proposed amendment would allow for smaller 12-inch culverts on driveways that are located on the radius of a cul-de-sac ball, all of the other specifications of the ordinance would remain the same as they are now. Please be advised that a smaller diameter culvert will not affect the depth of the ditch on the cul-de-sac ball. The depth of the ditch is driven by the depth of the sub-grade of the road and the need to drain water from the sub-grade. The advantage

of the smaller diameter culvert accrues to the property owner in the form of greater cover over the culvert. Should the Board wish to proceed with the Administration's recommendation, a motion would be in order to direct staff to prepare the proper documentation to amend the Town's Access and Culvert Ordinance and to schedule the Public Hearing on the matter.

- Discussion about what sizes should be allowed and how it can be determined
- Corey Voigt (8256 Quail Point Rd, Neenah) made a comment that maybe it shouldn't be constrained to cul-de-sacs since break-points are also a concern
- Administrator Johnston will bring back a few draft versions at a future meeting

NO MOTION

- D. Discussion/Action: Town Board review and consideration of approving an exception from the current Culvert and Access Ordinance to the properties located at the head end on the cul-de-sac on Quail Point Road to allow smaller driveway access culverts.

The Administration has recommended that the Board consider amending the Town's Access and Culvert Ordinance to allow smaller culverts. The proposed amendment would allow 12-inch culverts on driveways that are located on the radius of a cul-de-sac ball; all of the other specifications of the ordinance would remain the same as they are now. If the Board is agreeable to amending the Town's Access and Culvert Ordinance to allow smaller diameter culverts on the radii of cul-de-sacs, would it consider granting a variance from the Ordinance for the CY 2013 Quail Point Road Capital Project? Specifically, there are two driveways that access Quail Point Road in the radius of the cul-de-sac, the Administration would like the Board's direction relative to varying from the strict requirements of the Town's Access and Culvert Ordinance to allow 12-inch diameter culverts on the two driveways directly accessing the cul-de-sac ball of Quail Point Road. Should the Board agree with the Administration's recommendation, a motion would be in order to authorize a variance from the strict interpretation of the requirements of the Town's Access and Culvert Ordinance to allow 12-inch diameter culverts on the two driveways directly accessing the cul-de-sac ball of Quail Point Road and to direct staff to prepare the proper documentation to direct the Town's contractor to include the culverts in the CY 2013 Capital Reconstructions project of the Westfield Ridge subdivision. If the contractor has already purchased the 18-inch culverts for the project Town staff will use them on one of this year's Storm Water Management projects.

- Engineer Miller advised it would be best to stick with a 12" culvert size at minimum
- Corey Voigt explained his concerns with appropriate coverage for 18" culverts since the utility hasn't been moved yet and the ditches aren't set.
- Discussion continued regarding utility company contacts and progress

MOTION

Motion by: Supervisor Geise

Seconded by: Supervisor Schmidt

Motion to allow 12" diameter culverts on two driveways directly accessing the cul-de-sac ball of Quail Point Road and direct staff to prepare the proper documentation to direct the Town's contractor to include the culverts in the CY 2013 Capital Reconstruction project

Motion carried by unanimous voice vote.

- E. Discussion/Action: Town Board review and consideration of a Bid award for the following CY 2013 road maintenance projects:
1. Pulverize and double chip seal Shady Lane from Center Road to Pioneer Road.
 2. Pulverize and double chip seal Medina Junction Road from North Loop Road to the Canadian National Railroad tracks.
 3. Double chip seal Fairview Road from Oakwood Avenue to Pioneer Road.
 4. Replace the cross culverts on Center Road approximately 1,500 feet south of Winnegamie Drive (CY 2013 County Bridge Aids Project).

The Bid opening for these projects is scheduled for the morning of Wednesday, July 17th, 2013. The Town's Engineer and Town Staff are planning to prepare a bid tabulation and recommendation to the Board at that time. The information will be presented to the Board at its meeting that evening. Please be advised that based on costs and available funding staff may ask the Board to consider a unit cost alternate for pulverizing and paving the eastern 1750 feet of Shady Lane. Both the Town Engineer and staff believe that this alternate will improve the quality of Shady Lane west of Center Road.

- Engineer Miller reviewed the bids submitted
- Regarding base bid 1, Administrator Johnston advised that using Town employees will lower the cost and still receive half of the cost back from the County Bridge Aid. Base bid 1 is tabled until the next meeting when a definite answer is provided on the County Bridge Aid payment
- Chair Luebke advised the Town does not have the funds to complete base bids 2-4, so a motion could be in order to accept the bids but complete a portion this year and a portion in CY 2014
- Discussion continued regarding options and conditions of the roads

MOTION

Motion by: Chairperson Luebke

Seconded by: Supervisor Geise

Motion to approve base bid 4 as posted with Scott Construction to double chip seal Fairview Road at a cost of \$66,840.10 and also to approve base bid 2 at a cost of \$40,050.50 & base bid 3 at a cost of \$28,635.50 under the caveat that Scott Construction will agree to pulverize and grade both roads this year and double chip seal in Spring CY 2014

Motion carried by unanimous voice vote.

- F. Discussion/Recommendation: Town Board review and direction to staff relative to creating a Town Administered, Erosion Control Ordinance for construction and development sites in the Community.

With the increase in new home construction in the area, staff has started to receive complaints relative to construction site erosion control. Specifically, the County issues erosion control permits and enforces the County's Erosion Control Ordinance in the Town; residents are concerned by the lack of erosion control on construction sites and the impact on the Town's Storm Water Management Systems. The Administration would respectfully ask the Board for direction on creating a Town Construction Site Erosion Control Ordinance. If the Town were to create an Erosion Control Ordinance the fee would be nominally lower than the County's fee and the permitting and enforcement would be assigned to the Town's Building Inspector. The Building Inspector is routinely at construction sites to conduct Uniform Dwelling Code (UDC) building inspections and

could also enforce the Town’s Erosion Control Ordinance. The details of an Erosion Control Ordinance are the important issues as the Ordinance needs to specify how the activity is conducted and to clearly identify what a builder is required to do and when he is required to do it. The single biggest problem the Town has, at this point, is that the State allows erosion by means of vegetative cover. Since this is the least expensive way of meeting the Ordinance contractors will usually use vegetative cover as their erosion control. The problem is that contractors routinely drive on the vegetative cover and, in short order, it no longer serves the purpose. Should the Board wish to see a draft Construction Erosion Control Ordinance, direction to staff to create the document would be in order.

- Staff will bring a draft Construction Erosion Control Ordinance back at a future meeting

NO MOTION

G. Discussion/Recommendation:Town Board review and direction to staff relative to creating a Town Ordinance for unlicensed and unregistered equipment required by the State to be licensed and/or registered to be operational.

The Town Chair has asked that this item be placed on the Board’s agenda for review and direction to staff. It is the Administration’s understanding that any proposed Ordinance would deal with unregistered cars, trucks, motorcycles, snowmobiles, boats, etc. The Administration has received many complaints relative to these types of items being stored and has had no real tool to deal with the issues. Since these types of Ordinances usually generate significant public interest, if the Board wishes to proceed with this process it is the Administration’s recommendation that staff be directed to provide the Board with several drafts and models of this type of Ordinance for the Board to consider before it proceeds with drafting any Town Ordinance. Direction to the Administration on how to proceed with this issue would be in order.

- The Administration will draft and model several types of Ordinances for the Board to consider at a future meeting

NO MOTION

- I. Upcoming Meeting Attendance
 - A. None
- II. Board Member Requests for Future Agenda Items
 - A. None
- III. Review of Disbursements
 - A. Disbursements
- IV. Adjournment – 8:25 P.M.

MOTION:

Motion made by unanimous consent to Adjourn.

Respectfully submitted,
Jenna Prange, Administrative Assistant