

**THE DULY ELECTED MEMBERS OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, OHIO, MET IN REGULAR SESSION ON MARCH 7, 2019 IN ACCORDANCE WITH OHIO REVISED CODE 305.05, WITH THE FOLLOWING MEMBERS PRESENT: DAVID A. WHITE, PRESIDENT, RONALD L. FEATHERS, VICE PRESIDENT, AND KEVIN J. RITTER, MEMBER. THE MEETING WAS CALLED TO ORDER AT 9:00 A.M. BY THE VICE PRESIDENT OF THE BOARD. MR. WHITE LED THOSE ATTENDING IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.**

Also attending were:

Erica Folden, Building Official  
Flite Freimann, Director, Job and Family Services  
Tim Marty, Buildings & Grounds Superintendent  
Shawn Dalrymple, Sewer Department  
Denise Hinton, Child Support Enforcement Agency  
Rich Hays, EMA Director  
Donnie Rader, I.T. Department  
Gary Doan, Muskingum Township Trustee  
Alice Stewart, Children Services  
Laken Camino, Children Services  
Celeste Prince, Children Services  
Jamie Vuksic, Children Services  
Jim Vuksic  
Chad Adkins, *The Marietta Times*  
Rick Peoples, Clerk

**Washington County Commissioners  
AGENDA  
9:00 a.m., March 7, 2019**

9:00 Business Meeting  
9:30 Flite Freimann, JFS – Merger Update

**UNFINISHED BUSINESS**

Application from Misty Blue, Fearing Township, to transfer Liquor Permit  
Employee Service Awards Policy, CSEA

**NEW BUSINESS**

Approve Agenda  
Approval of previous meeting's minutes  
Bills from various departments  
Additional Appropriation – Behavioral Health Board  
Additional Appropriation – CEBCO Wellness Grant  
Additional Appropriation – County General, Jail (2)  
Transfer – Family & Children First  
Then & Now's  
Travel – Family & Children First  
Travel – Child Support Enforcement Agency (3)  
Travel – County Home  
Travel – Job and Family Services  
Travel – Human Resources, Safety & Loss Control  
IV-D Contract between Child Support Enforcement Agency and Sheriff  
Monthly Report of Care of Prisoners  
Contract for Dog Warden Services – City of Belpre  
Agreements for Distribution of Senior Levy Funds (4)  
Semi-Annual CHIP Program Income Report  
Letter from David Brightbill, Community Action – Administrative Proposal  
Letter of Intent to David Brightbill, Community Action  
Broughton Commercial Properties Tax Increment Financing (TIF) Program  
OWDA Loan Agreement for Terri Lane Lift Station Replacement Project  
Term Sheet for OWDA Loan Agreement, Terri Lane Lift Station Replacement Project  
Delinquent Sewer Accounts  
Certification of Delinquent Sewer Accounts  
Engineer – Notice of Commencement, Emergency Landslip Repairs Project  
Engineer – Bid Recommendations for Asphalt, Liquid Bituminous and Various  
Aggregates

**DATES TO REMEMBER**

County Home Monthly Meeting, 8:30 a.m., Tuesday, March 12  
Finance Committee, 10:00 a.m., Tuesday, March 19, in Annex Conference Room A

**RE: APPROVAL OF AGENDA**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve the agenda, with the following adjustments:

Add: Line Item Budget Form, FCF  
Recommendation from Treasurer on Depository Contract  
Delete: Travel – Family & Children First

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: APPROVAL OF MINUTES**

Mr. Ritter moved and Mr. Feathers seconded a motion to dispense with the reading and approve the minutes of the February 28, 2019 Regular Meeting.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: BILLS FOR PAYMENT**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve the list of bills from various departments for payment, as prepared by the County Auditor.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: ADDITIONAL APPROPRIATION**

Mr. Ritter moved and Mr. Feathers seconded a motion to approve requests for the following additional appropriations:

<u>Department</u>	<u>Account</u>	<u>Amount</u>
Behavioral Health	210-0616-53000	\$ 27,397.00
CEBCO Wellness	200-2050-54000	\$ 485.00
Co. General, Jail	100-0381-53700	\$ 500.00
	100-0381-53700	\$ 8,662.84

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: TRANSFERS**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve the following requests for transfer of funds:

<u>Department</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Family & Children First	602-2030-58203	602-2030-53501	\$ 250.00

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: THEN & NOW'S**

Mr. Ritter moved and Mr. Feathers seconded a motion to approve the following Then & Now's:

<b>Dept</b>	<b>Account</b>	<b>Vendor</b>	<b>Amount</b>
Veterans	100-0700-57401	Warren's IGA	\$ 2,129.74
Commissioners	100-0109-53102	City of Marietta	\$ 530.42
Commissioners	100-0109-53102	City of Marietta	\$ 448.52
Commissioners	100-0100-53401	Treas. State of OH	\$ 13,530.00
Law Library	100-0201-54500	West Group	\$ 438.00
Board of Dev. Disabilities	200-0620-57402	Travis Carpenter	\$ 500.00
Sheriff	100-0384-52300	Cardmember Serv.	\$ 361.38
Commissioners	100-0109-53000	E.W. Drake	\$ 596.00
Commissioners	100-0100-53000	E.W. Drake	\$ 650.00

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: TRAVEL REQUESTS**

Mr. Ritter moved and Mr. Feathers seconded a motion to approve the following requests for reimbursement of expenses for training and travel pursuant to the policies and procedures and in compliance with the Annual Appropriations for Fiscal Year 2019 and any and all amendments subsequent thereto:

CSEA

Kim Hinkle, Devin Courtney: One-day trip to Athens to attend BCFTA Quarterly Regional Fiscal

Training; March 20, 2019.

Kim Hinkle, Denise Hinton, Barb Danford: Two-day trip to Columbus to attend 2019 OCDA Spring Conference; April 15-16, 2019.

Kim Hinkle: One-day trips to Columbus to attend OCDA General Membership Meetings; May 2, September 12, and November 14, 2019.

#### County Home

Diana Hall: One-day trip to Vienna, WV to pick up supplies at Sam's Club; March 12, 2019.

Diana Hall: One-day trip with residents for lunch outing at Mineral Wells, WV; March 14, 2019.

Diana Hall: One-day trip with residents for shopping at Grand Central Mall in Vienna, WV; March 25, 2019.

#### JFS

Mary Lou Griffin, Alisha Lass: One-day trip to Cambridge to attend Nursing Home Regional Meeting; March 20, 2019.

#### HR

Kathy Thieman: One-day trip to Columbus to attend CORSA Renewal Meeting, riding with Randy Barengo from Peoples Insurance Agency; March 22, 2019.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

#### **RE: LINE ITEM BUDGET FORM, FAMILY & CHILDREN FIRST**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a Line Item Budget Form for the Ohio Department of Mental Health and Addiction Services, prepared and requested by Cindy Davis, Washington County Family & Children First Council, requesting the amount of \$15,750 to offset 2019 salaries, and to allow Mr. White to sign the Form.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

#### **RE: RECOMMENDATION FOR DEPOSITORY CONTRACT**

Mr. Feathers moved and Mr. Ritter seconded a motion to accept the recommendation from Washington County Treasurer Tammy Bates to enter into a Depository Contract with Peoples Bank for the period May 1, 2019 through April 30, 2023.

The Clerk explained sealed bids for this Contract were originally received and opened on January 24, 2019, but the Treasurer recommended rejecting all four as there were inconsistencies associated with each. Upon the advice of the Prosecutor's Office, he said, the Commissioners re-advertised for sealed bids, and opened those bids on February 28, 2019. The Clerk noted this agreement is for the active funds of Washington County, and miscellaneous bank services.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

#### **RE: IV-D CONTRACT**

Mr. Ritter moved and Mr. Feathers seconded a motion to approve the following IV-D contract, as prepared and requested by Kim Hinkle, Director, Washington County Child Support Enforcement Agency:

Wash. Co. Sheriff; 01/01/19 – 12/31/19; \$25,580.02

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

#### **RE: MONTHLY REPORT ON CARE OF PRISONERS**

The Commissioners acknowledged receipt of a monthly report on the care of prisoners at the Washington County Jail during February 2019, reflecting a total prisoner count of 331.

#### **RE: CONTRACT WITH CITY OF BELPRE FOR DOG WARDEN SERVICES**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a contract with the City of Belpre for the Washington County Dog Warden to provide appropriate services to the City of Belpre during the period April 1, 2019 through March 31, 2020, for the amount of \$2,400.00.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin

Ritter aye. Motion passed.

**RE: AGREEMENTS FOR DISTRIBUTION OF SENIOR LEVY FUNDS**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve the following Agreements for the distribution of Senior Levy Funds collected in fiscal year 2019:

O'Neill Center (program assistance)	\$ 653,400
O'Neill Center (prescription assistance)	\$ 79,770
Washington-Morgan Community Action	\$ 358,130
Washington County RSVP	\$ 31,300

The Clerk noted these are merely estimates, and will be distributed in two approximately equal disbursements. He said these distributions will leave \$50,000 to be used by Senior Clubs throughout Washington County.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: SEMI-ANNUAL CHIP PROGRAM INCOME REPORT**

Mr. Ritter moved and Mr. Feathers seconded a motion to approve a Housing Semi-Annual Program Income Report for the Washington County CHIP Program, reflecting a cash balance of \$25,195.65 at December 31, 2018, and total program costs of \$17,448.00, and to allow Mr. White to sign the Report, as prepared by Dawn Rauch, Washington-Morgan Community Action Program.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: LETTER FROM DAVID BRIGHTBILL, WASHINGTON-MORGAN COMMUNITY ACTION PROGRAM**

The Commissioners acknowledged receipt of a letter from David Brightbill, Executive Director of Washington-Morgan Community Action Program (Community Action), responding to an invitation from the Commissioners for Community Action to administer the Washington County CHIP program in 2019. Mr. Brightbill in his letter noted Community Action is pleased to have been asked, and provided to the Commissioners his proposal for services to be rendered.

**RE: LETTER OF INTENT TO DAVID BRIGHTBILL, WASHINGTON-MORGAN COMMUNITY ACTION PROGRAM**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve sending the following letter to David Brightbill, Executive Director of Washington-Morgan Community Action Program:

*March 7, 2019*

*David E. Brightbill  
Washington- Morgan Community Action Program  
218 Putnam Street  
Marietta, Ohio 45750*

**Re: Letter of Intent for Fiscal Year 2019 Washington County, Ohio CHIP Program**

*Dear Mr. Brightbill:*

*We are pleased to inform you that we select your agency to be Washington County's contract administrator for the proposed 2019 CHIP Program.*

*We selected your non-profit agency by following a procurement process that included an evaluation of your agency's experience and other information provided in your proposal.*

*We look forward to improving housing conditions in Washington County through the continuation of our successful CHIP Program.*

*Sincerely,*

**/s/ WASHINGTON COUNTY COMMISSIONERS**

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: BROUGHTON COMMERCIAL PROPERTIES TIF PROGRAM**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a Form of Cost Certificate prepared and submitted by George Broughton for the Broughton Commercial Properties, LLC Tax Increment Financing Cooperative Agreement, reflecting a total of \$274,373.85 in eligible costs incurred.

The Clerk said he has reviewed all of the invoices included in the request for reimbursement, and they appear to be in accordance with the original agreement. He said he has been working with County Auditor Matthew Livengood and former Auditor Bill McFarland to ensure required steps outlined in the agreement are being followed.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: OWDA LOAN AGREEMENT FOR TERRI LANE LIFT STATION PROJECT**

Mr. Ritter moved and Mr. Feathers seconded a motion to approve a Cooperative Agreement for Construction, Maintenance and Operation of State Water Project or Wastewater Project with the Ohio Water Development Authority (OWDA), allowing for a loan from OWDA for the Washington County Terri Lane Lift Station Replacement Project, and to allow Mr. White to sign the Agreement.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: TERM SHEET FOR OWDA LOAN**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a Term Sheet for the loan agreement from the Ohio Water Development Authority (OWDA), reflecting the following:

Maximum Loan Amount:	\$ 215,804
Application Date:	01/10/19
Approval Date:	02/28/19
Loan Term:	20 years
Interest Rate:	2.92%
Estimated semi-annual payments:	\$ 7,161.14

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: DELINQUENT SEWER ACCOUNTS**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve sending notices to the following holders of delinquent sewer accounts, requesting them to immediately make payment on those accounts:

Roger Kerns  
Timothy Vaughn  
Nathan Arnold  
Bryan Valentine

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: CERTIFICATION OF DELINQUENT SEWER ACCOUNTS**

Mr. Ritter moved and Mr. Feathers seconded a motion to certify the following delinquent sewer accounts to County Auditor Matthew Livengood, requesting him to place the delinquent amounts on property tax bills:

Helen Oates  
Allyson Call  
Helen Jones  
Mike Matheny  
Darren Witte

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: NOTICE OF COMMENCEMENT, EMERGENCY LANDSLIP REPAIRS**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve a Notice of Commencement for the Emergency Landslip Repairs Project on County Roads 544, 9, 14, and 21, contractor Bob Lane's Welding, Inc., and to allow Mr. White to sign the Notice, as requested by County Engineer Roger Wright.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: BID RECOMMENDATIONS FOR PURCHASE OF ASPHALT, BITUMINOUS LIQUIDS AND AGGREGATES**

Mr. Feathers moved and Mr. Ritter seconded a motion to approve recommendations from County Engineer Roger Wright to:

1. Accept the only two bids received for the purchase of asphalt materials during 2019, from Mar-Zane and Hei-Way LLC.
2. Accept the one bid received for the purchase of liquid bituminous material during 2019, from Asphalt Materials, Inc.
3. Accept all bids received for the purchase of aggregate materials during 2019, from Selly Materials (Belpre, Derwent, East Fultonham, and Reno), Mar-Zane, Smith Concrete, Maysville Materials, Cumberland Limestone, Price Inland, National Lime & Stone Company, Sergeant Stone, and Diamond Stone.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: APPLICATION FOR TRANSFER OF LIQUOR PERMIT**

Mr. Feathers moved and Mr. Ritter seconded a motion to return from Unfinished Business consideration of a request from Misty Blue to transfer liquor permit to Mike's LLC.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

Mr. Ritter moved and Mr. Feathers seconded a motion to not request a hearing on the request to transfer liquor permit from Misty Blue Ltd to Mike's LLC.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

President White directed the Clerk to complete the form and forward it to the Ohio Division of Liquor Control.

**RE: EMPLOYEE SERVICE AWARDS POLICY, CSEA**

Mr. Feathers moved and Mr. Ritter seconded a motion to return from Unfinished Business consideration of an Employee Service Awards Policy for the Washington County Child Support Enforcement Agency (CSEA).

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

Mr. Ritter moved and Mr. Feathers seconded a motion to approve an Employee Service Awards Policy for the Washington County Child Support Enforcement Agency, to be in effect through December 31, 2019.

Commissioner Feathers said the CSEA Director has for several years recognized full-time regular employees with service awards upon completion of each five years of service. He noted local CSEA funds/program income is used for these awards, and reimbursement is not requested from federal or state funds. As there is now concern from both State and County Auditor of the continuation of the program without a policy in place, Mr. Feathers said he will approve the program only if it expires at the end of this year.

President White agreed the Agency has recognized employees for length of service, but after this year will need to do so without the use of public funds.

A calling of the roll resulted in the following vote: David White aye, Ron Feathers aye, Kevin Ritter aye. Motion passed.

**RE: COMMENTS FROM DIRECTORS**

Buildings & Grounds Superintendent Tim Marty informed the Commissioners he does not intend to renew the annual HVAC contract for the Children Services facility, as repairs will be made either by County staff or on a case-by-case basis with a local contractor.

Mr. Marty said he requested a second quote for the repair and sealing of County parking lots.

I.T. Director Donnie Rader advised the Commissioners there will be I.T.-related costs involved if and when County departments move from current location to new.

EMA Director Rich Hays said damage assessment documents have been submitted to the State. He reported that includes about 60 projects with a total of approximately \$6.4 million in damages. Mr. Hays said FEMA and EMA are scheduled to meet with County representatives in the near future.

**RE: JFS UPDATE**

Flite Freimann, Executive Director of Washington County Department of Job and Family Services (JFS), updated the Commissioners on the planned development of a low-income senior housing community on County property near the County Home. He said the Ohio Housing Authority has denied the application submitted by JFS and Buckeye Hills Regional Council due to lack of experience of those agencies in public housing. Mr. Freimann said an appeal will likely be made to that decision, or the local agencies may partner with an experienced agency and re-

apply to the Housing Authority.

**RE: MERGER UPDATE**

Mr. Freimann reported there is currently approximately \$308,000 cash on hand in Children Services funds, and that he will likely not need to request advance of funds until about March 31. He expressed his appreciation to Alice Stewart, Beth Palmer, and others at Children Services for closely monitoring expenses.

Mr. Freimann said he is pleased with candidates for open positions at Children Services, and will soon extend offers to fill vacancies.

Mr. Freimann said he is scheduled to meet with representatives from the State Employee Relations Board (SERB) and AFSCME, noting discussions with Children Services staff about union affiliation have been positive. He said if outside legal assistance is necessary, it will be paid for from JFS funds. Mr. Freimann reported he recently met with Judge Williams as well to discuss transition issues.

Mr. Freimann summarized for the Commissioners and others attending the high numbers of individuals or family units receiving services from JFS and from Children Services:

- 6,942 individuals receive food assistance
- 9,667 individuals receive Medicaid
- 164 families receive cash benefits through Ohio Works First
- 11,997 individual cases in Washington County receiving some assistance through JFS
- 3,799 individuals received employment services
- 458 seniors received protection or guidance through JFS
- 65 youth are in custody at any one time
- 120 youth are in custody at some point during the year
- 1,618 children have been served by Children Services during the year
- 800 families are receiving services from Children Services

Mr. Freimann said he is pleased there have been a few adoptions as well, but the number of children in placement remains both high and expensive.

Mr. Freimann said he received a report from Pickering Associates on options for relocating either Children Services staff or JFS staff. Noting this is a very emotional issue for many, and rightfully so, he said based on the floor plans and numbers provided in the study, he recommends moving JFS staff into the Children Services building. He said the cost estimate for renovating JFS to accommodate Children Services staff is between \$357,000 and \$465,000. The cost for renovating Children Services to accommodate JFS staff is between \$403,000 and \$524,000, he reported.

Mr. Freimann was adamant in his opinion that whatever is decided there needs to be space for a visitation center and a dedicated training center. He said the visitation center is an absolute necessity, and the training center might attract regional training and increase interest in fostering. Mr. Freimann said costs for renovation can be depreciated over twenty years, allowing for federal reimbursement and overall cost to the County of about \$60,000.

Mr. Freimann said moving JFS into Children Services at 204 Davis Avenue is the best option, as needs of both agencies would most easily be met. He noted this option would require moving the Commissioners and staff, and the Board of Elections, to other locations.

Mr. Freimann said he's heard from the Elections Board members their concern of flooding at the JFS location, but there never has been flooding at that location. He said the Board of Elections doesn't believe the JFS facility is ADA compliant, but it is. Mr. Freimann said the JFS facility meets all the requirements set forth by the Board of Elections.

Mr. Freimann said there are two other options he presented to the Board of Elections:

1. The OSU Extension Office: needs dedicated storage space, but the Board of Elections doesn't like the floor plan.
2. Broughton Complex on State Route 821: not acceptable to the Board of Elections.

Mr. Freimann said he is completely frustrated with the Board of Elections, who tend to continually "move the goal posts" to reject any and all suggested options. He said JFS is willing to move to accommodate this merger, as are Children Services, the Health Department, the Board of Developmental Disabilities, the Behavioral Health Board, OSU Extension, Family & Children First, and the Commissioners, but the Board of Elections is steadfast in its desire to remain at 204 Davis Avenue. Mr. Freimann said the Board of Elections no longer "has any credibility" with him.

President White thanked Mr. Freimann for the work he has done in preparing his recommendation and presenting options to the Commissioners. Noting there is no doubt there will be lots of moving parts with whatever action is taken, Mr. White said there also will be additional costs. Mr. White said the moving of departments may need to be done over a period of time. He noted the passion expressed by Mr. Freimann in his presentation to the Commissioners.

Commissioner Feathers said the merger is definitely taking place, and it is imperative that JFS and Children Services be “under one roof”. He said “as is” simply will not suffice any longer, but it will obviously take some time to effectively and efficiently manage this transition. Referring to the lack of cooperation from the Board of Elections, Mr. Feathers said the Commissioners are always “hamstrung” by one or more boards whenever they decide to do something in the best interest of taxpayers.

Jim Vuksik offered to assist with whatever is needed to proceed with the recommendation from Mr. Freimann. He said he believes the County Commissioners have ultimate authority of where to house the Board of Elections. Mr. Vuksik said the Children Services facility was built for only one reason, and it has served the citizens of Washington County very well.

Commissioner Feathers said he doesn’t intend to take six or seven months to study options. He said the Commissioners now have data, information, and a recommendation to consider. Mr. Feathers said the Commissioners will make the right decision on relocation of departments, and then proceed with that relocation.

**RE: ADJOURNMENT**

Mr. Feathers moved and Mr. Ritter seconded a motion to adjourn. A calling of the roll resulted in a unanimous vote in favor. The meeting adjourned at 11:00 a.m.

\_\_\_\_\_, President

\_\_\_\_\_, Vice President

\_\_\_\_\_, Member

\_\_\_\_\_, Clerk