

## Kenockee Township Board of Trustees Meeting May 10<sup>th</sup>, 2022

Meeting was called to order at 7:01 p.m.

Roll Call was conducted with all board members. Five residents were present.

Supervisor Molesworth led the Pledge of Allegiance.

**The agenda for this meeting was amended with one addition: Tax mailings were tabled.**

**Motion to Approve the Agenda as Amended was made by Trustee Schieweck and 2<sup>nd</sup> by Trustee Hawks. Motion Passed 5-0.**

**Motion made by Trustee Schieweck, 2<sup>nd</sup> by Trustee Shappee to Approve the April 12<sup>th</sup>, 2022 minutes as presented. Motion Passed 5-0.**

**Zoning Enforcement Report:** given by James Golembiewski. Enforcement officer Peace stopped by residence on Kilgore Road with excessive campers and spoke with the residents, He stated, that all campers are licensed and insured. Golembiewski stated, that the setbacks were checked and that the only thing our ordinance books states that you can only keep someone's Camper/RV/Boat for 2 weeks. He stated that ordinance would affect many of our residents. He stated that they would keep an eye on the property, but they claim it is not a business just friends working on their Campers. Golembiewski stated, that the certified letter for burnt home property on Avoca Road was sent out, but returned undeliverable. It is unknown if it was refused, notification just advised undeliverable. The address on letter was the same as the tax bill. Treasurer Shappee stated that the tax bill has never been returned. Trustee Hawks asked, how the tax bills were being paid, in person or by mail. Treasurer Shappee stated that she would look into how and who has paid the taxes on the property. Supervisor Molesworth stated, that maybe we should check with the residents that lived at the property to see where they send their payments. Golembiewski stated, he would stop in at the residents to speak with them and that they are attempting to clean the property. Supervisor Molesworth requested that he ask the resident to clean the area where the sewer hookup is located to gain access. Golembiewski stated, that Mike Warfel provided more information regarding the Greenwood Road residence. The information has been turned over to Enforcement officer Peace. Golembiewski stated that the barn has not been permitted and has advised the office manager to watch for request for land transfer if sold. James Muldoon asked, if we had anything regarding Type 2 Occupation. Golembiewski, stated that nothing is currently in place except the special use fee schedule. He stated, that the planning commission needs to get the procedure in place regarding inspections, renewals etc. Golembiewski stated, more complaints have come in to the office regarding Haley Road. The residents have not come in to pick up the paperwork. Officer Peace is working on this complaint.

Golembiewski stated, the neighbor on Rynn Road advises, owners have not been at property for over a month. She believes it may have been abandoned and if they should come to the property, she will notify the township. The residents on Beard Road did not show up to the planning commission meeting as stated, so that has been tabled until next meeting in June.

**Treasurer's Report:** given by Treasurer Shappee.

Township Bank Accounts: **Balances do not reflect May 10<sup>th</sup>, 2022 meeting bills and payroll.**

Fire Capital Improvement Acct: \$106,628.21

Building Fund: \$19,986.30

General Fund Balance: \$109,830.19

General Fund Capital Improvement Acct: \$58,660.29

Parks & Recreation Balance: \$15,162.35 following deposit of \$6,250 Soccer/\$428.37 concession

Fire Department Balance: \$10,523.87: 2021 budget. 2022 Mil. \$144,341.93 to be deposited

Property Tax Account: \$824,702.03 settlement with Yale Schools is pending.

She stated that she has received the updated bond report from Golembiewski. She stated, that she would like to discuss the forfeited bond money that is not returned to residents. She stated, that past practice has been to leave it in general fund. However, she would like to see it go into the Capital improvement fund.

**Motion Made by Treasurer Shappee that all forfeited bond money be deposited into the Kenockee township capital improvement general fund bank account ending in 2166, 2<sup>nd</sup> by Clerk Hill. Roll Call: S/Y, M/Y, H/Y, S/Y, H/S. 5 AYES 0 NAYS. Motion Passed 5-0.**

Treasurer Shappee stated, on the 29<sup>th</sup> of April, the township received that state sharing revenue check in the amount of \$39,652.00.

Treasurer Shappee stated that \$21,253.72 has to be withdrawn from the ARPA bank account and be deposited into the General Fund now that the account has been rectified following the first submission of ARPA reporting.

Treasurer Shappee stated, while attending annual training with MTA, she found out that she was incorrectly instructed previously regarding the return of bond payments to residents. She was advised that the law states that all bond checks require 2 signatures and board approval prior to returning them to residents. Bond checks will be returned following board meetings and approval following the 2<sup>nd</sup> Tuesday of the month.



**Assessor's Report:** James Muldoon stated, that other than the Board of Review. We have a possible vacancy for Joan Charney that has stated she is retiring. Clerk Hill advised, that she received a phone call advising that she was retiring, but has not received her letter of resignation at this time. Board of Review vacancy was added to June Agenda.

**Fire Department Report:** given by Chief Rottmann.

Fire Calls: 12 calls in April 2022. 8 Medicals, 1 illegal burn, 1 PI Accident, 1 Field Fire, 1 Structure Fire.

Chief Rottmann stated, that State Instructor; Adam Munro will be putting on a Marijuana grow facility seminar at the fire hall on June 20<sup>th</sup>, 2022 at 6:30p.m. He would like the planning commission and any board members present. Chief Rottmann stated, that due to the rise in fuel and costs. He is asking that the fire department employees be paid monthly rather than quarterly. This will be started following this quarter payment and being monthly starting with 1<sup>st</sup> check in August.

**Motion made by Treasurer Shappee to start paying fire department employees monthly beginning with July 2022 2<sup>nd</sup> by Trustee Hawks. Motion Passed 5-0**

Chief Rottmann, advised that the fire hydrant located on Metcalf Road is now operational. He would like to thank Joshua Schieweck and Nick Engel for working with DTE and Great Lakes Water Authority to make this happen. It will save the fire department 40 minutes response time. The fire department has done operational training with the hydrant.

Last month the fire department did pump training, AED training. He stated, that the AED's have been updated. He stated that the department has completed a fire ground set up training, with locations that we tight locations or where addresses are difficult to find. He stated, that several fire members went to the DTE training grounds formerly White Oaks Golf Course for crane angle rescue training for those injured in bucket trucks, trees. Training covered how to retrieve subjects safely. Chief Rottmann advised that DTE has equipment available for assistance to the fire departments should an incident occur.

Chief Rottmann stated the new fire truck is still on schedule and should be available in October as planned. He stated that the fire department chose an American Flag with the Fire department name in the logo and a 75-year logo.

Chief Rottmann presented the Sanilac County Mutual Aid Agreement. He stated, the agreement itself has not changed and the only time this has to be signed is when there is a change. He stated, that the resigning of this agreement is due to Port Sanilac Fire becoming a Fire Authority.

**Motion made by Supervisor Molesworth 2<sup>nd</sup> by Trustee Hawks to Approve and Sign the Sanilac County Mutual Aid Agreement. Motion Passed 5-0.**

Fire Department report Continued: Chief Rottmann stated that it was previously discussed that the fire department did agree to split costs of fuel with the Parks and Recreation department for their mowing service. He stated that the fire department does receive a fleet discount and tax free and this would benefit the Parks and Recreation department. Treasurer Shappee asked if the Parks would have to pay half or just pay for what is used by Parks. Chief Rottmann advised however; the board would like to do it was fine with the fire department. He stated, there is a log book for what is taken out of the tank. Treasurer Shappee stated the fire department would just invoice Parks for their portion used. She stated, that she felt that the parks shouldn't have to pay half of the tank rental but pay just during the months used.

**Motion made by Treasurer Shappee for parks to pay \$180.00 toward annual tank rental which is 25% of Fire Department yearly total and cost of fuel as used by Parks to the fire department, 2<sup>nd</sup> by Trustee Hawks. Roll Call S/Y, M/Y, H/Y, S/Y, H/Y 5 Ayes 0 Nays Motion Passed 5-0.**

Chief Rottmann stated that with the approach of the new truck arrival, he has started receiving the quotes for the new truck hose. 1<sup>st</sup> quote is \$6000.00 (50 feet sections/1800 feet total) this hose is for the new truck to be classified as a Class A Pumper. This would also, allow the hose on truck 35 to be used as spare hose if needed. Board has requested for an updated quote that's pricing is good and valid through June 20<sup>th</sup> 2022, so that it can be voted on at June's meeting at the correct cost amount.

Chief Rottmann advised while on a mutual assistance call, tanker 47's low profile light bar lens cover was struck and broken while responding. He is asking the board for \$2400.00 to replace the light bar due to the fact that replacement parts are not found. Treasurer Shappee would like to submit it to the insurance company. Supervisor Molesworth to contact insurance company regarding an insurance claim to cover the cost of new light bar for tanker 47.

Treasurer Shappee advised that she learned while at annual training that our township is part of the PAR Plan for insurance that gives the township healthy discounts. You cannot obtain insurance quotes from another carrier unless you leave the PAR Plan. Shappee stated that she has all the information needed to help the process, if the board would like to obtain other quotes. Supervisor Molesworth advised Treasurer Shappee to move forward with the process to obtain other quotes to compare pricing.

**Motion made by Treasurer Shappee, 2<sup>nd</sup> by Trustee Hawks to authorize the fire department to purchase a new Light bar for tanker 47 cost not to exceed \$2400.00. Roll Call Vote S/Y, M/Y, H/Y, S/Y, H/Y. 5 Ayes 0 Nays. Motion Passed 5-0**



Supervisor Molesworth advised that the Nationwide insurance company has awarded the fire department with a Grain Bin Grant for recovery; we will be receiving a free grain bin tube equipment and recovery training. Supervisor Molesworth advised that firefighter Stephanie Hanselman applied for the grant on behalf of Kenockee township where 1 in 60 grants across America and Kenockee township fire department was awarded one. Chief Rottmann stated, a special thank you to Stephanie for applying for the grant and receiving it. Thank you, Stephanie Great job.

Treasurer Shappee inquired if the illegal burn was issued a cost and recovery. Chief Rottmann stated that being they are a resident the ordinance does not permit it with it being a first-time offense in a 12-month period they were not issued one. We will forward all burning permits to the fire department for their records.

Supervisor Molesworth tabled the discussion regarding illegal burns to June's meeting following

**Planning Commission:** given by Gerry Hawks and Jim Muldoon

Hawks stated, that the majority of the meeting was tabled at the last meeting. Muldoon stated, that he received a draft survey from Rowe. He stated, the survey was pretty basic. and Rowe asked, where it should be posted. He stated that it's a census and they will be holding a town meeting that will help provide the questions for the larger survey. He stated, that there is some concern on the mailing and reaching the local area people.

Would like to possibly hold the Town Hall Public Meeting July 21<sup>st</sup> 2022. Rowe will be present and would like the flyer for the Town Hall.

**ZBA Report:** None

**Parks and Recreation Report:** given by Joshua Schieweck

1. Expanding the parking needed for events held at the park. Trustee Schieweck stated, He received 2 bids for the 4 different of areas being addressed.

Supervisor Molesworth presented the bids

1<sup>st</sup> bid is from J4 Construction

2<sup>nd</sup> bid is from Stahling services

Jim Muldoon stated, that we did not ask for specific specs for the contractors to submit their bids for the parking lot expansion. Therefore, there are differences in their specs of what is being supplied and done. Reminder that there is a short time frame to complete job.

**Motion made by Treasurer Shappee 2<sup>nd</sup> by Trustee Schieweck to reject the submitted bids due to material differences. Motion Passed 5-0**

**Parks and Recreation cont.:**

Supervisor Molesworth would like to table this discussion until costs can be checked out to do the expansion to parking lot. Parking lot must be done prior to Fire Fest.

Joshua Schieweck stated, that he received a bid for the electrical work needing at the park.

MSC Electrical bid of \$1568.50

**Motion made by Clerk Hill, 2<sup>nd</sup> by Trustee Hawks to approve the MSC Electrical bid to do electrical work for the park. Roll Call Vote: S/Y, M/Y, H/Y, S/Y, H/Y. 5 Ayes 0 Nays Motion Passed 5-0.**

**Motion made by Treasurer Shappee, 2<sup>nd</sup> by Clerk Hill to approve the MSC Electrical bid of \$1568.50 be paid with ARPA Funds. Roll Call Vote: S/Y, M/Y, H/Y, S/Y, H/Y. 5 Ayes 0 Nays Motion Passed. 5-0.**

Schieweck advised he has not received any bids for soffit work at this time.

Schieweck asked the board to approve the parks usage of a square credit card system at the concession stand. They have been approached by parents at the sporting events if this was offered for purchases. Treasurer Shappee advised the square system is free, however, the surcharges for using it is not. Therefore, she stated that by law those fees must be posted that the surcharge will be applied to the purchases for their convenience of the usage. Treasurer Shappee advised that she will set up the system for the parks.

**Motion made by Treasurer Shappee, 2<sup>nd</sup> by Trustee Hawks to allow parks and recreation approval to obtain a square account to be set up by Treasurer Shappee and Clerk Hill for their usage at the concession stand and sports enrollment. Motion Passed 5-0.**

Schieweck asked the board for a credit card account for Park purchases. He stated that it is difficult coming out of pocket for purchases. Clerk Hill stated that she understood that she wanted to obtain a township credit card that would be signed out for purchases and certified mailing. Treasurer Shappee stated that we need a township card that would be signed out for purchases by users. Schieweck stated that would work for parks.

Treasurer Shappee stated, that Parks needed to set up an account with the Avoca Market where any purchases for items needed last minute. She stated, that pulling cash from their cash drawer was not the best way of tracking records. She stated that they would need to call ahead and advise the Avoca Market that the purchases were approved prior to them buying the items. Schieweck advised that for the upcoming football season they are hoping to purchase everything at once with the exception of bread products. Schieweck has set up a Yale Hardware account for paint purchases. Supervisor Molesworth advised to set up a credit card account.



**Motion Made by Treasurer Shappee, 2<sup>nd</sup> by Clerk Hill for approval of the clerk and treasurer to research getting a credit card with choice for township department use in the amount of \$1500.00. Motion Passed 5-0.**

Schieweck asked the board for an approval letter allowing the Parks and Recreation department to have a beer tent at the Fire Fest. Treasurer Shappee asked if there would be security for the area. Muldoon asked, if we are sure the insurance policy covers it. Treasurer Shappee asked, if he got a rider on the insurance policy for the beer tent and event. Schieweck stated, that it's called a Special Event. He is working on obtaining the pricing at this time, but has not received information back from the insurance company as of this time.

Chief Rottmann advised the board that Carl Trupp from Solid Barn Construction would be installing the event poles for the fire competition event. Supervisor Molesworth asked, if Miss Dig was contacted and advised that they have been out to check the area and placed the flags.

**Roads and Bridges Report:** given by Supervisor Molesworth

Supervisor Molesworth advised; Tod Birch retired at the end of April. The new Avoca foreman is Mickey Welch, the #2 position was awarded to Ryan Brown. Mickey will be at June's meeting to introduce himself to the board. Molesworth advised, there will be no berming this year by the SCCR Commission. The culvert on Thomas Road was fixed yesterday and Thomas Road is now open. He has received **Contracts from St. Clair County Roads as follows:**

(1). **Chloride: cost \$26,000.00:** 1 application of 21 % Calcium Chloride to all local roads at a rate of 2,000 gallons per mile. **Motion made by Clerk Hill, 2<sup>nd</sup> by Treasurer Shappee to approve the application of 21% calcium chloride at \$26,000.00. Roll Call Vote: S/Y, M/Y, H/Y, S/Y, H/Y. 5 Ayes, 0 Nays. Motion Passed 5-0**

(2). **Limestone: \$91,778.58:** 74 loads at \$22.50 per ton township wide. Maps and application rates are enclosed. **Motion made by Trustee Schieweck, 2<sup>nd</sup> by Trustee Hawks to approve the 74 loads of limestone township wide at \$91,778.58. Roll Call Vote: S/Y, M/Y, H/Y, S/Y, H/Y. 5 Ayes, 0 Nays. Motion Passed 5-0.**

(3). **Local Limestone 80/20 Program:** \$24,805.00: 20 Loads at approximately \$55.00 per ton per load at 1100 tons. Township portion \$4,961.00/ County portion \$19,844.00. **Motion made by Trustee Schieweck, 2<sup>nd</sup> by Trustee Hawks to approve the 80/20 limestone to be placed on Bricker Road between Lapeer and Bryce Road. Roll Call Vote: S/Y, M/Y, H/Y, S/Y, H/Y. 5 Ayes, 0 Nays. Motion Passed 5-0.**

**Roads and Bridges Cont.:**

(4). **Bryce Road Ditching Project:** \$4300.00: Surveying and design for ditching work located on northside of Bryce Road from 1950 feet west of Brown to 300 feet west of Brown Road. Approximately 1650 feet long at a cost of \$4300.00 This is estimated project that will set survey stakes. **Motion made by Trustee Schieweck, 2<sup>nd</sup> by Trustee Hawks to approve the survey and design of Bryce Road 1950 feet west of Browns Road in the amount of \$4,300.00. Roll Call Vote: S/Y, M/Y, H/Y, S/Y, H/Y. 5 Ayes, 0 Nays. Motion Passed 5-0.**

(5). **Replace Failed Crossroad Culverts in Emergency situation:** \$8,500.00 /Match Money may also be used in this event. Township pays half/County pays half per Supervisor Molesworth. **Motion made by Trustee Schieweck, 2<sup>nd</sup> by Trustee Hawks to approve the AT Large failed crossroad culverts contract. Roll Call Vote: S/Y, M/Y, H/Y, S/Y, H/Y. 5 Ayes, 0 Nays. Motion Passed 5-0.**

**Old Business:**

**2022-2023 Budget:** Is still a work in progress.

**Lot next to Fire Department:** Molesworth inquired if we have received any update regarding the process of the Lot transfer. Trustee Hawks advised that he has spoken with Sandy Fuller. He stated that Sandy would like reimbursement of taxes paid by him and he would sign the property over to the township and release the township items stored in his garage back to the township.

**Motion made by Trustee Schieweck, 2<sup>nd</sup> by Trustee Hawks to do the research on what was paid by Sanford Fuller and to pay Sanford Fuller \$300.00 regardless for ownership transfer of property next to fire department. Roll Call Vote: S/Y, M/Y, H/Y, S/Y, H/Y. 5 Ayes, 0 Nays Motion Passed 5-0.**

Supervisor Molesworth inquired about the copier contracts. Clerk Hill advised that the companies have been notified that we will not be renewing their contracts again in August. However, she has asked for a copy of the original contract regarding the payout portion due at the end of the contract. She stated, that she will update the board further following obtaining all information from the companies.



### **New Business:**

Property Lot next to fire department owned by Sandy Fuller: Treasurer Shappee advised that Sandy came to office inquiring when the last payment was made to him by the fire department and taxes. Chief Rottmann stated, that he believed payment was just property taxes. Supervisor Molesworth stated that someone needs to speak with Sandy. Treasurer Shappee stated, that we were previously paying a rent towards something. Supervisor Molesworth asks that Trustee Hawks speak with Sandy on what was owed. Trustee Hawks stated, that he will contact Sandy Fuller. Chief Rottmann stated, he believed township documents were moved out of pole barn.

### **Spongey Moth: Motion made by Trustee Hawks, 2<sup>nd</sup> by Trustee Schieweck to approve the St. Clair County Spongey Moth Spray Block program of 2022. Motion Passed 5-0.**

Supervisor Molesworth would like to make a motion that all township bills be presented to the Clerk on the first Tuesday of the month. Treasurer Shappee inquired what the reasoning is behind this motion. Supervisor Molesworth advised that every municipality has a cut off date and to prevent having to take extra time during meeting to review the bills presented. Clerk Hill agreed to email the check register to the board for reviewing and any questions would be addressed prior to monthly meeting.

### **Motion made by Supervisor Molesworth, 2<sup>nd</sup> by Trustee Hawks, that all township bills must be presented to the clerk by 5:00p.m. the first Thursday of the month for processing for the upcoming board meeting. Motion Passed 5-0**

Supervisor Molesworth announced an upcoming Introduction to Planning and Zoning training done by the MTA as a workshop in the evening from 5pm to 8pm on May 31<sup>st</sup> 2022, at the Bavarian Inn in Frankenmuth, Mi. He advised he wished to attend the training, along with Trustee Schieweck and Hawks. All others will contact the clerk by Monday 5/16/2022 so that payment can be sent to MTA.

### **Motion made by Clerk Hill 2<sup>nd</sup> by Treasurer Shappee that the board approve the St. Clair County Parks and Recreation Commission 2022 Request for local Millage Distribution as presented. Motion Passed 5-0.**

### **Monthly Bills:**

Treasurer Shappee stated that the BS&A bill should come out of the ARPA account rather than the general fund due that it was approved under the project. Payment will be adjusted to the correct account.

Treasurer Shappee stated that she would like to hold the county roads check until the board receives a location of work to place. Payment will be held until location is established.

Treasurer Shappee inquired if the Electrical and Plumbing inspectors charge up front for the inspections like Building inspectors. How do we know if there is a final inspection and what is still open? Treasurer Shappee would like to have a better paper trail of these inspections like the building inspector.

Supervisor Molesworth, would like to assign Trustee Gerry Hawks as a township coordinator for Building, electrical and plumbing permits and work on policy and practices and that the board send a policy and practice letter to the inspectors.

Jim Muldoon stated that the board needs to be careful and aware of conflict of interest, because Hawks is in the business and expects to do business within the township. Rick Francek stated that he is a Trustee and on the payroll with the township. Muldoon stated he understands that, but one of the things taught at training is that impressions and views of others within the township can cause issues. Hawks stated, that it's how you present yourself and this is how we want to follow what permits are out there such as issuance and closing of them.

**Motion made by Supervisor Molesworth, 2<sup>nd</sup> by Treasurer Shappee that Trustee Hawks become the township coordinator for Building, electrical and plumbing permits and work on policy and practices and that the Supervisor, Clerk and Treasurer to sign and send the policy and practice procedure letter to the inspectors. Motion Passed 5-0.**

Treasurer Shappee inquired about the following bills:

AIG bill needs to be changed from General Fund to Fire Dept Account. New check to be re-issued.

Burnham & Flower check is showing \$14626.00 amount should be \$13947.00 Check to be adjusted. **Motion Made by Trustee Hawks, 2<sup>nd</sup> by Treasurer Shappee to pay \$13,947.00 to Burnham and Flowers insurance. Motion Passed 5-0.**

Treasurer Shappee inquired about a check for ink pens in the amount of \$433.44, that is a lot of money for ink pens. Rottmann advised it was for the fire department Public Relations and office supplies. Shappee stated at the training what mileage money can be spent on. Rottmann stated that isn't fire prevention something that it can be. Treasurer Shappee stated she will inquire for clarification with the MTA regarding this matter to make sure. Rottmann stated, that the \$433.44 is for the packets that include helmets, sticker, etc. that are handed out for fire prevention class at the Avoca Elementary not just for pens. Treasurer Shappee stated, that the invoice states it's just for pens. Rottmann stated that they are ink pen packages.



### Approval of the Township Bills

Township Bills: \$20277.61 Payroll: \$7,144.14

Fire Department Bills: \$39899.00

Parks and Rec's Bills: \$2,709.32

**Motion made by Supervisor Molesworth, 2<sup>nd</sup> by Treasurer Shappee to approve the monthly bills as presented and amended. Roll Call Vote: S/Y, M/Y, H/Y, S/Y, H/Y, Ayes:5 Nays:0**

**Motion Passed 5-0.**

### Correspondents:

Supervisor Molesworth advised the township received a few magazines for Planning and Parks

### Comments from the Floor:

Jim Muldoon asked Treasurer Shappee, how was the Annual Conference, her opinion should others attend the next one? Treasurer Shappee feels that everyone should attend one of these trainings. It was very eye opening. Trustee Hawks stated, that there were so many areas of training that it was impossible to attend them all. So, the more who attend the larger areas of coverage and knowledge the township would gain.

Resident Rick Francek stated that the budget line for roads and bridges was missing. Also, why is the sewer system line falling under roads and bridges. Drains At Large falls in the area under the roads. Supervisor Molesworth stated he would contact Bob Wiley to determine further what falls under the Drains at Large He stated that the light assessment was missing. He was advised it is located under township utilities on the budget.

Chief Rottmann asked the board if the fire department could donate the old AEDs to the local churches in the township. The equipment is operational per Rottmann just passed the date of equipment guidelines from the State laws for the fire department to continue to use. Chief Rottmann stated that the fire department along with Tri Hospital EMS are offering a training class to the churches on how to use the equipment. Chief Rottmann stated they would sign a waiver of responsibility with the churches in regards to liability from the church's using the donated equipment. **Motion made by Trustee Schieweck, 2<sup>nd</sup> by Treasurer Shappee to allow the fire department to donate the AEDs to the local churches in the township. Motion Passed 5-0**

**Motion made by Treasurer Shappee, 2<sup>nd</sup> by Trustee Schieweck to adjourn meeting at 9:59 p.m. Motion Passed 5-0.**

**Meeting Adjourned.**

Minutes prepared by: Clerk Hill

