

**VILLAGE OF FRANKLIN
REGULAR VILLAGE COUNCIL MEETING
MONDAY, OCTOBER 8, 2018, 7 PM
FRANKLIN VILLAGE HALL – BROUGHTON HOUSE
32325 FRANKLIN ROAD, FRANKLIN, MICHIGAN 48025**

I. CALL TO ORDER

The meeting was called to order by President Pamela Hansen, at 7:01 PM at the Franklin Village Hall, Franklin, Michigan.

II. ROLL CALL

Present: Fred Gallasch, Brian Gordon, Pamela Hansen, Judy Moenck, Ed Saenz, Mira Stakhiv
Absent: Mike Seltzer
Also Present: Jim Creech, Village Administrator
Eileen Pulker, Village Clerk
Lance Vainik, Treasurer
Chief Dan Roberts, Police Department
Chief Tony Averbuch, Fire Department
Ann Christ, Village Attorney
David Goldberg, Chairman, Planning Commission

III. ADOPTION OF AGENDA

Hansen requested under **VIII. SPECIAL REPORTS**, to strike **D. Village Engineer Report** and replace with **D. David Goldberg, Chairman of the Planning Commission**. She also requested that **XI. ORDINANCES/RESOLUTIONS**, A. Consider Oakland County Hazard Mitigation Plan Resolution, be moved and included with Averbuch's regular monthly comments under **V. REPORTS OF VILLAGE OFFICERS AND AGENTS**, as he would like to address this issue.
Motion by Moenck, seconded by Gordon to adopt the agenda, as amended.

Ayes: Gallasch, Gordon, Hansen, Moenck, Saenz, Stakhiv
Nays: None
Absent: Seltzer
Motion carried

IV. MINUTES

A. Regular Meeting of September 17, 2018

Motion by Moenck, seconded by Saenz to approve the Regular Meeting Minutes of September 17, 2018 as presented.

Stakhiv pointed out several corrections: on page 2, in Chief Roberts' report, in the first paragraph, 5 lines from the bottom, the word "of" should be struck. The sentence should read, "...Bingham Farms Administrator, Ken Marten, and discussed some pertinent issues, such as the...". Also, on page 5, under **B. Council Report**, 3rd paragraph, 2nd sentence, replace the word "farrowing" with "discovering"; and on top of page 11, should read, "**Motion by Saenz, seconded by Moenck to approve the Main Street...**"

Motion by Moenck, seconded by Saenz to approve the Regular Meeting Minutes of September 17, 2018, as amended.

Ayes: Gallasch, Gordon, Hansen, Moenck, Saenz, Stakhiv

Nays: None

Absent: Seltzer

Motion carried.

V. REPORTS OF VILLAGE OFFICERS AND AGENTS

Dan Roberts, Police Chief, referred to his monthly written report and began by correcting a typo on page 1, under **CALLS FOR SERVICE. S.A.D. Only:** Year-to-Date Last Year Total should be “351” not “0”. Continuing with his report, he said that crime was continuing to be at a good low rate; but not so much for traffic issues. Several Administrative items he mentioned included the newly hired full time Officer who has been doing very well with training. This has allowed the department to free up and dedicate an officer to the Oakland County Narcotics Enforcement Team. Two (2) current full time officers have indicated an interest in that position and the candidate would be in place by mid-November. Having a member of the Franklin Police Department on the Narcotics Team would be a first in the department’s history and would be very beneficial to the Village in many different ways. A closed session was scheduled for later in the agenda to discuss the Collective Bargaining Agreement (Command and Officers). There had been an excellent opening meeting with Creech, Hansen, and others and he was sure that the discussion would continue later. He had sent one of his Command staff to the recent FCA “after action” Round Up report meeting with a list of things he felt could be improved next year. Some items will be discussed on-going with the leadership of the organization. The Police Department was still dealing with the failure of the well test and the results of the Oakland County water testing were still pending. Roberts answered Moenck’s questions about the commitment to the Narcotics Team: the commitment was a three (3) year rotation and he has had conversations with the Under-Sheriff of Oakland County explaining that because of the small size of the department the Village’s involvement might be pulled back due to illness or injury. The Village road patrol comes first and such issues were not uncommon and understandable. This would be a full time job and the Chief would request a weekly report. Other subjects Moenck inquired about and were answered: Officer would work under a Franklin contract with the exception of overtime which would be reimbursed by the County; County would provide a car; plain clothes attire was required for the narcotics enforcement operation; work was mostly nights, weekends, and holidays; the work would be undercover and surveillance. Roberts clarified for Gallasch that the fire arms would be provided by the Franklin-Bingham Farms Department.

Tony Averbuch, Fire Chief, referred to his written report and added a discussion about the Cost Recovery Policy that the department holds, as well as, the Cost Recovery Policy that the Village has turned into an Ordinance. He reported the incidences’ of a resident requesting many “citizen assistant” requests and his attempt to work with the resident about decisions that needed to be made for additional care. He has now requested that the Village send an invoice to the resident with reference to these responses by the department. He thanked the Village office for assisting in this matter.

XI. ORDINANCES/RESOLUTIONS

A. Consider Oakland County Hazard Mitigation Plan Resolution

Averbuch addressed the Resolution of the Oakland County Hazard Mitigation Plan providing extensive background material and explanation of its importance. This plan was revised this past year and it is required to be accepted by each individual participating jurisdiction so it can be submitted to the Federal Emergency Management Authority (FEMA). He pointed out some general and more specific weaknesses within Franklin which dealt mainly with transportation, weather, or environment-related emergencies. Hansen provided an example of the hazardous situation that the Village had had this past spring involving the air quality in the Jones Building. She inquired what the Village's jurisdiction, responsibilities, and liabilities with this matter were: private property vs. public property. Averbuch explained and commented on the steps and the mitigation of the events involving the Village, County, and State Agencies and each agency's responsibilities. He added that the Hazard Mitigation Plan for Oakland County could be found online and was about 300-400 pages long.

Motion by Gordon, seconded by Gallasch to adopt the Resolution of the Oakland County Hazard Mitigation Plan, as follows:

Resolution

ADOPTION OF THE OAKLAND COUNTY HAZARD MITIGATION PLAN

WHEREAS, the mission of the Village of Franklin Village Council includes the charge to protect the health, safety, and general welfare of the people of the Village of Franklin; and

WHEREAS, the Village of Franklin, Michigan is subject to flooding, tornadoes, winter storms, and other natural, technological, and human hazards; and

WHEREAS, the Oakland County Homeland Security Division and the Oakland County Local Emergency Planning Committee, comprised of representatives from the County, municipalities, and stakeholder organizations, have prepared a recommended Hazard Mitigation Plan that reviews the options to protect people and reduce damage from these hazards; and

WHEREAS, the Village of Franklin has participated in the planning process for development of this Plan, providing information specific to local hazard priorities, encouraging public participation, identifying desired hazard mitigation strategies, and reviewing the draft Plan; and

WHEREAS, the Oakland County Homeland Security Division (HSD), with the Oakland County Local Emergency Planning Committee (LEPC), has developed the OAKLAND COUNTY HAZARD MITIGATION PLAN (the "Plan") as an official document of the County and establishing a County Hazard Mitigation Coordinating Committee, pursuant to the Disaster Mitigation Act of 2000 (PL-106-390) and associated regulations (44 CFR 210.6); and

WHEREAS, the Plan has been widely circulated for review by the County's residents, municipal officials, and state, federal, and local review agencies and has been revised to reflect their concerns; and

NOW THEREFORE BE IT RESOLVED by the Village of Franklin Village Council that:

1. The Oakland County Hazard Mitigation Plan (or section(s) of the Plan specific to the affected community) is/are hereby adopted as an official plan of the Village of Franklin.
2. The Village Administrator, James Creech, is charged with supervising the implementation of the Plan's recommendations, as they pertain to the Village of Franklin and within the funding limitations as provided by the Village of Franklin or other sources.

Ayes: Gallasch, Gordon, Hansen, Moenck, Saenz, Stakhiv

Nays: None

Absent: Seltzer

Motion carried.

Main Street Franklin (MSF) was represented by Ed Saenz, the Council Liaison. He referred to Costello's email to him, dated October 8, 2018, and reported that MSF was in the process of posting the position of Executive Director. They were promoting and asking for the Council's support for the Franklins Frenzy on October 27, 2018 from noon to 4:00 PM. Costello wrote that matching grants for businesses were still available from Genesis Credit Union and applications could be picked up from MSF Directors. Flagstar Bank Placemaking matching grants would resume in November and one local business had already applied.

Lance Vainik, Treasurer, referred to his monthly report and noted that the amounts on the Bills List are consistent with normal monthly spending for a total of \$818,775.37. Vainik stated that the expenditures are generally consistent with the new FY 2018-19 Budget. The Bills List for this month included a large entry for Road Contract Asphalt services paid to Cadillac Asphalt LLC. There was another charge for Hubbell, Roth & Clark which was significant, also mainly for road work supervision. He concluded by stating that the Village has sufficient funds to meet its current and anticipated obligations. The list of account balances was in the Council's packages as of October 2, 2018, held at Level One Bank. The balances held in interest bearing insured CD's at Multi Bank Securities, Inc., were included in the consolidated report which Council received.

VI. SUBMISSION OF CURRENT BILLS

Motion by Moenck, seconded by Gordon to approve the Bill's List, as submitted.

Bills List Totals

| | |
|----------------------|---------------|
| General | \$ 35,703.29 |
| Major Streets | \$ 7,390.00 |
| Local Streets | \$ 4,141.10 |
| Police | \$ 53,398.61 |
| Garbage & Rubbish | \$ 15,154.90 |
| Building Dept | \$ 7,742.02 |
| Road Millage | |
| Debt | \$ 275,166.65 |
| Street Project | \$ 397,931.45 |
| Waste Water | \$ 541.34 |

| | |
|----------|---------------|
| Tax Fund | \$ 21,606.01 |
| | <hr/> |
| | \$ 818,775.37 |

Gallasch inquired as to why Council was given a revised check register dated 10/8/2018 at tonight's meeting. Creech explained that there had been a change on one of the original sheets they received and it had not been reflected in Check Register. The checks were all correct but the total was not, that has now been corrected.

Moenck questioned the check to Econo Signs. Creech stated that the Village replenished its inventory of stop signs by buying about 8 Signs. The check to Office Depot was also questioned. Creech stated that the majority of it was for Police Department file cabinets.

Gallasch's question concerning MSF's payment was answered that MSF had already received 1/4 of its yearly stipend and the amount on this month's check register represented the remaining 3/4. He also questioned the check to Revize LLC which Creech explained was the yearly maintenance cost for the new website. Since he (Creech) was the only one versed in the maintenance of it, this cost would pay for any needed maintenance (24/7) if he was not available. He was of the opinion that in the future this service would not be needed. Creech continued by saying that this was not a planned expenditure but the Village was 9 months into the year before it got the website up and running and the service was thought to be a temporary necessity. Since he was the only one who works on the website, Stakhiv suggested some cross-training was necessary and he agreed. She also acknowledged that the website still needed to be updated.

Ayes: Gallasch, Gordon, Hansen, Moenck, Saenz, Stakhiv

Nays: None

Absent: Seltzer

Motion carried

VII. PUBLIC REQUESTS AND COMMENTS

Stuart Wooters, Franklin Park Dr., had comments about the road construction project and that it is coming in under budget. He inquired about the availability of any documentation: how much was the expenditure?, how much was anticipated to be spent in the future?, does it line up with the budgeted allotment? Creech stated he could provide him with those figures. Hansen suggested that Creech write a summary-to-date to be included in Pulker's weekly email blast. This information could also be put on the website.

VIII. SPECIAL REPORTS

A. President's Report

1. Downtown Discussion/Franklin Road

Hansen referred to her Memo "Letter re: Design Team" she wrote to Council members, dated 10/5/2018. She would make her comments later in the meeting under **X. NEW BUSINESS, C.** Consider the Appointment of a Design Team for Downtown Franklin. It outlined a proposal and charge for that group and possible members of the group that she would be asking the Council to consider. This project would be between October and February.

She and Creech attended the opening meeting of the Police contract negotiations this past week which she thought was very good. Creech would continue to represent the Council in those negotiations and tonight would ask Council to have a closed session to talk about strategy and to understand some of the issues.

Hansen attended two (2) events: MSF's major fundraiser of the year, Gem of the Night and the Library's 2nd Annual Oktoberfest fundraiser. Both were well attended. Moenck recognized both events and those businesses which were well represented by contributing items or services to the silent auction and/or raffle.

B. Council Report

Stakhiv inquired if the price of the salt purchase was the same as last year? Creech stated that the prices had not yet been released. She was quite disappointed that the information from the Village Office on the lighting proposal had not gone out earlier. She felt information on this issue should not be coming from the FCA; residents had emailed her copies of such and had been asking the President of FCA questions. Those questions should have been directed to the Village. Even though the proposal had been in the email blast for a couple of weeks she wanted to see a more detailed hard copy since some residents have been somewhat misinformed about the project and the proposal. The Village should be the "point person". Absentee ballots were sent out a long time ago and residents have been calling her for details. Creech said that ideally there would be two (2) mailings: one (1) before the ballots are sent out and one (1) before the election.

C. Administrator Report

Creech reported that the lock-out has probably precluded any construction on Franklin Road this year. He will be getting an official letter about it from the contractors. This afternoon he spoke with Kim Etheridge from the Michigan Department of Environmental Quality (MDEQ) regarding the progress in the downtown area, during which she apologized for not being at this meeting. It was his initial understanding there would only be a vapor barrier and then some venting; however, there was another step: charcoal filtration and then more testing.

Hansen requested that her following comments be written in the minutes. She "...is extremely unhappy that Ms. Etheridge has been invited to our Council (meetings) since April and has found one reason or another not to come. There was a whole group of business people who were completely up-ended because of that incident. It has not been solved yet. Promises have been made and not kept. Dates committed and not kept. We lost a business and the reasons had to do with the building. The MDEQ was calling the shots on this whole thing and ...they're the agency which has been making the decisions. We still don't have a good way of communicating to the community or to the business community about that incident which is still (on-going)...She owes us a visit."

Moenck inquired about the boring equipment that was tunneling at the corner of Evelyn Ct. and Franklin Road. Creech replied that it was for fiber optics. She was interested in the process of notifying the Village and residents of such activity. Gallasch was concerned that the Village was not notified pro-actively. The lack of identification of the workers or business name on the trucks, unlike those from DTE, Consumers or Comcast, was discussed. Creech suggested having a

webpage listing pertinent information about outstanding projects going on in the road rights-of-way.

D. David Goldberg, Chairman of the Planning Commission

David Goldberg, Willowgreen Ct., Planning Commission Chairman, updated the Council on the Cemetery Board's request for a donation of land or purchase of Village land that is adjacent to the cemetery for the Cemetery's future expansion. A subcommittee had been formed and spent almost 10 months on this, working with the Cemetery Association and its Board and vetting a lot of information from the Association. He posed questions to the Council regarding how detailed and how far it wanted the committee to go, including the committee's recommendation of whether it should be a purchase or a donation. All would require more information and research, including land surveys, some of which Pulker had already provided to him. Goldberg added that the committee had vetted out the Cemetery's current and future financial situation.

Moenck referred to the Village Charter about selling Village property and cautioned that it should be examined before any decision was made.

Hansen had some requests and questions: She would like to see a map of where the referenced land was, some understanding of what the Association intended to do, and how it would look. What would the impact be on the surrounding neighbors and area and would there be a conflict with the possibility of erecting a cell tower which had been discussed in the past? Goldberg addressed all those matters.

IX. PUBLIC HEARING

A. Community Development Block Grant (CDBG) for Plan Year 2019

Creech provided background information on this, as referred to in his October 4, 2018 memo to Council, Program Year 2018 CDBG Hearing.

Lori Soifer, Birmingham NEXT Vice President, was in attendance and briefed Council on NEXT's services including there being an increase of Franklin's membership to 52. Gordon was curious about the kinds of support services NEXT offered and how a resident could become a member. Soifer provided all the particulars. Stakhiv remarked that she has spoken with Detective Lieutenant Bastianelli who related that when speaking with Senior Citizens he refers them to Birmingham NEXT and those residents were very pleased with the services that they have received.

Reuben Meyers, Chairperson of the Executive Committee of the Birmingham Youth Assistance (BYA), handed out additional information. Catherine Womack, case worker for BYA, thanked the Council for its continued support of the different programs. She provided specific background information about the programing for kids and family and complimented and thanked Pulker for her numerous volunteer activities with BYA. Womack detailed how the CDBG funds were used in servicing families throughout the Birmingham Public School District.

Mary Ann Tournoux, member of Haven Foundation Leadership & Trustees team and Sr. Vice President, Chief Marketing Officer at HAP, represented Haven. According to its website it is a "nationally recognized nonprofit leader that provides programs to promote violence-free homes

and communities and helps victims of domestic violence and sexual assault” and is located in Pontiac. Tournoux listed some of the programs available to all individuals. Even though Franklin has never allocated its Block Grant funds to Haven, she requested that the Council should re-consider.

8:37 P.M. Hansen closed the Public Hearing.

Creech instructed Council that a decision need not be made until its next meeting.

Gallasch suggested that public input on each of the three (3) service agencies would be most welcomed and beneficial to all.

Hansen recommended that for the next meeting Creech provide Council with the amount of already allocated funds to Birmingham NEXT which was in the Village’s Operating Budget and were separate from the Block Grant. Moenck reported that at the September meeting Council allocated \$7,353.00 for FY2019 Municipal Credit funds and Community Credit funds to Birmingham NEXT for their transportation services.

X. NEW BUSINESS

A. Consider Civic Event Permit Application for Main Street Franklin’s “Franklinstein” on October 27, 2018.

Motion by Moenck, seconded by Stakhiv to approve the Civic Event Permit for Main Street Franklin’s Franklinstein” on October 27, 2018.

Ayes: Gallasch, Gordon, Hansen, Moenck, Saenz, Stakhiv

Nays: None

Absent: Seltzer

Motion carried

B. Consider Village Administrator Compensation.

Hansen stated that the Personnel Committee, comprised of Mira Stakhiv, Judy Moenck, and Mike Seltzer, has been charged with reviewing the job descriptions and salaries; the Police Chief’s review has been completed.

Stakhiv took the lead in this discussion, explaining the process the committee used. Hansen requested that a salary survey on the Village Administrator be conducted, which Stakhiv did and included in the Council packet. After much research she concluded that the Administrator’s base salary needed to be adjusted in a two-step salary increase similar to that done for the Chief of Police, which she detailed. The Personnel Committee members were in agreement with this recommendation.

Motion by Stakhiv, seconded by Gordon to increase the salary of the Village Administrator to \$82,754 per year beginning with the October 15, 2018 payroll.

Stakhiv had a caveat to the motion regarding the Administrator's contract. In light of this increase, she was of the opinion that the severance compensation clause should be changed to be something more reasonable.

Moenck, committee member, supported the increase; however, was disappointed they would not be opening up and looking at the full contract. Scrutinizing only one element of the "terms and conditions" of the contract, "severance", without a performance evaluation was most troubling for her and she elaborated on her thoughts. An annual evaluation had not been performed in 4 ½ years and was most important. Stakhiv stated that the committee would work on a performance appraisal in the same manner as was done for the Police Chief. Responding to Gordon's inquiry, Stakhiv stated she has raised some contractual matters concerning the significant increase and voiced her concerns with Hansen. However, she would leave the decision to the rest of the Council. Gordon was curious if other matters of the contract had been discussed. Stakhiv stated there would be a performance appraisal, however, the committee was of a split opinion with regards to the severance clause: she and Moenck were in agreement the contract should be looked at and Seltzer felt it wasn't necessary.

Gallasch identified the additional benefits the Administrator currently received which, when added to his current base salary, significantly increased the salary. Stakhiv stated that when reviewing the Police Chief's base salary the subject of benefits was not considered and, as such, she felt the same process should be applied to the Administrator. Gallasch inquired about the Administrator's work schedule. Creech stated that he works 40 hrs./week or more if he's working on the website. He stated that he had a letter from the former Council President, Jim Kochensparger, stating he could "balance his time". The Fridays he does take off are for "comped" meetings, i.e. Planning Commission and Council meetings. In support of this practice, Creech identified other community Administrators with similar responsibilities whose salary was the same or more. Creech reminded Council what the cost to replace him would be.

As a reminder, Stakhiv stated that she, Hansen, and Creech would write the RFP for the HR Consultant to review other issues, i.e. job responsibilities and office flow. Gordon did not think the increase was unreasonable and could support this as presented.

Gallasch said that the numbers he used when calculating his own report were the current contract plus the new numbers Stakhiv had given him. He opined that the base salary plus the added benefits should be looked at for the total compensation.

Hansen added she had checked with Staran about the contract and his recommendation was not to change the contract at this point. Because the contract was an open-ended contract and, therefore, did not have a closed date, he was not troubled by the severance language.

Moenck supported the salary increase because the market was driving it. However, the employees were owed performance evaluations.

Ayes: Gallasch, Gordon, Hansen, Moenck, Saenz, Stakhiv
Nays: None
Absent: Seltzer

Motion carried

Hansen recognized and thanked Stakhiv for the diligent and professional work she did for the Council.

C. Consider the Appointment of a Design Team for Downtown Franklin.

Hansen reminded the Council of its action in September approving the arrangement and proposal with Tad Krear, Land Design Studio, to develop the downtown plan and stated she has subsequently spoken with Krear about the deliverables of the project. Referring to her memo to Council, dated 10/5/2018, which was given to Council members at this meeting, she suggested forming a Design Team, identified potential members, as well as, the Team's "Proposed Design Charge". An agreement would be written with Krear and would last from October 8 through February 28, 2019. She also requested Council approval of her suggested members of the Design Team and read from her memo what she thought its charge should be.

Hansen identified five (5) individuals whom she thought would be appropriate members for the Downtown Franklin Streetscape Design Team (DFSdT). She felt the proposed team represented a cross section of the community and explained her reasons for including each member. All have agreed to serve, pending Council's approval: Cassius Drake, David Goldberg, Ruth Kochensparger, Judy Moenck, and Gary Roberts. She has asked Creech to be the Project Manager as he was for the Road Project. McKenna, Planning Consultant, would continue to represent the Village's interest and continue to work with the Planning Commission where needed.

Gallasch commented that he thought it was a good plan to begin; however, the nine (9) downtown homeowners were not represented on the Team. He thought a resident living along Franklin Road should be part of this project discussion. Stakhiv agreed that whether the resident lived along Franklin Road or on any downtown street which would be impacted had a vested interest. Gordon recommended including a resident-at-large from an area other than downtown.

Hansen emphasized there would be a number meetings dealing with these issues and, along with resident involvement, there were ways of keeping Villagers apprised of the progress and/or thinking.

Saenz clarified the approval process of the project: official approval by HDC, since the project would be going through the Historic District, and final approval by the Council. Hansen stated that there wasn't a mechanism to move it through Planning Commission but one must remember that it is responsible for the governance of land use in the Village.

Membership on the Team continued to be discussed.

Gordon was concerned that leaving open a seat on the Team might encourage someone who lived in the downtown area and was not in favor of moving this project forward might want to be appointed to the Team. Bill Lamott commented that having the input of such a resident from the beginning of the project might be beneficial, especially one who lived along Franklin Road. That resident could voice an alternative which might be acceptable to her/him. Responding to

Hansen's inquiry, he stated that once a plan was developed a new debate would emerge that could have been resolved before it had gone public. He thought the time was right to consider new things and the Team would not run into many people who did not want to change "anything". Also this would be the time to get those people involved from the start, not after the fact.

Stakhiv restated her motion, adding she would like to see a representative from the area most affected by the plan appointed to the Team.

Motion by Stakhiv, seconded by Gallasch to recommend David Goldberg, Ruth Kochensparger, Judy Moenck, and Gary Roberts be appointed to the Downtown Franklin Streetscape Design Team (DFSDT). One position would remain open for a resident in the area affected by the downtown development who was willing to be part of the Design Team in moving forward with a conceptual plan.

Ayes: Gallasch, Gordon, Hansen, Moenck, Stakhiv

Nays: Saenz

Absent: Seltzer

Motion carried

Hansen commented that concerted efforts needed to be made to involve younger parents who would be living here longer than some of us. She stressed that the younger generation was not represented on the Village Council and they were not represented on the important issues of the Village. It was most important to get them involved.

XII. CLOSED SESSION

A. Consider Convening in Closed Session to Discuss Negotiation Strategy Relating to a Collective Bargaining Agreement.

XIII. ADJOURNMENT

Motion by Moenck, seconded by Stakhiv to adjourn the meeting and Convene in a Closed Session to Discuss Negotiation Strategy Relating to a Collective Bargaining Agreement.

ROLL CALL VOTE

Gallasch, yes

Gordon, yes

Moenck, yes

Saenz, yes

Stakhiv, yes

Motion carried

The meeting was adjourned at 9:45 P.M.

Respectfully submitted,

Gail Beke, Recording Secretary

Eileen H. Pulker, Clerk

Pamela Hansen, President