

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

February 13, 2018, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Fink, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: Benter (Excused).

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Dodge County Chief Deputy Sheriff Scott Mittelstadt; Human Services and Health Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Clearview Director Jane Hooper; Clearview Director of Financial Services Bill Wiley; Highway Commissioner Brian Field; District Attorney Managing Attorney Robert Barrington; Dodge County District Attorney Kurt Klomberg; Land Information Director Bill Ehlenbeck; Dodge County Conservationist John Bohonek; Physical Facilities Director Russ Freber; Dodge County Treasurer Patti Hilker; Planning and Economic Development Administrator Nate Olson; Interim ERP Project Director Ross Winklbauer; and County Board Chairman Russell Kottke.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Schaefer, seconded by Fink to allow the chair to deviate from the agenda at his discretion. Motion carried.

Ms. Kolp reported that there was a mistake on the January 9, 2018 minutes included in the packets. Ms. Kolp further reported that the page headers had the incorrect date of December 12, 2017, and this has been corrected. Motion by Fink, seconded by Schaefer to approve the January 9, 2018 minutes, as amended. Motion carried.

Clearview Director of Financial Services Bill Wiley provided an oral report to the Committee regarding a Resolution amending the Clearview 2017 Dodge County Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Mr. Wiley reported that Clearview estimates its revenue on the basis of historical and economic trends, and the Clearview 2017 Dodge County Budget needs to be adjusted to reflect the actual amount of revenues and expenses. Mr. Wiley further reported that there will also be an end-of-year adjustment. Motion by Schaefer, seconded by Guckenberger to approve the Budget Impact in the amount of \$0, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper provided an oral report to the Committee regarding a Resolution amending the Human Services and Health Department 2017 Dodge County Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$566,610. Ms. Monica Hooper reported that due to

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increased participants in the Comprehensive Community Services (CCS) program, Business Unit 4807 has an excess in revenues in the amount of \$566,610, and the revenues will be appropriated to offset the expenses incurred for the CCS program. Ms. Monica Hooper further reported that she performed an analysis based off of historical data to determine the accounts in which monies were needed. Motion by Guckenberger, seconded by Schaefer to approve the Budget Impact in the amount of \$566,610, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Highway Commissioner Brian Field provided a brief oral report to the Committee regarding a Resolution amending the Highway Department 2017 Dodge County Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$116,450. Mr. Field reported that the Wisconsin Department of Transportation contracts with Dodge County to perform traffic and discretionary maintenance projects on the State Highway System. Mr. Field further reported that the Highway Department 2017 Dodge County Budget needs to be adjusted to reflect the actual amount of revenues and expenses. Motion by Schaefer, seconded by Guckenberger to approve the Budget Impact in the amount of \$116,450, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Mr. Field provided a brief oral report to the Committee regarding a Resolution amending the Highway Department 2017 Dodge County Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$88,153. Mr. Field reported that the Highway Department received unbudgeted revenue in the amount of \$88,153 from other government unit services for assisting surrounding counties in completing highway road projects. Motion by Fink, seconded by Schaefer to approve the Budget Impact in the amount of \$88,153, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Mr. Field provided a brief oral report to the Committee regarding a Resolution amending the Highway Department 2017 Dodge County Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$261,974. Mr. Field reported that there was an overrun of snow and ice removal due to unforeseen storms that occurred in 2017, and the Highway Department retained a portion of the Highway fund balance in anticipation of the overrun. Motion by Schaefer, seconded by Fink to approve the Budget Impact in the amount of \$261,974, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Land Information Director Bill Ehlenbeck provided a brief oral report to the Committee regarding a Resolution to carry over funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Land Resources and Parks Department. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$48,600. Mr. Ehlenbeck reported that the Dodge

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County Land Resources and Parks Department is requesting to carry over unexpended funds, for a different purpose, in the amount of \$48,600 for the following projects:

- Convert CAD Parcel Data to ArcGIS Parcel Fabric resulting in real-time updates - \$28,000;
- Replacement of permit and land records shelving to accommodate overflow of files - \$6,100;
- Training opportunities for staff - \$2,500;
- Nitschke Mounds Park Master Plan - \$12,000;

Motion by Guckenberger, seconded by Schaefer to approve the Budget Impact in the amount of \$48,600, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Dodge County Conservationist John Bohonek provided a brief oral report to the Committee regarding a Resolution to carry over funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Land and Water Conservation Department. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$17,948. Mr. Bohonek reported that the Dodge County Land and Water Conservation Department is in need of a vehicle to conduct site visits and other field work, and the Highway Department has a pick-up truck available in the amount of \$17,948, that would be suitable for the needs of the Land and Water Conservation Department. Motion by Guckenberger, seconded by Fink to approve the Budget Impact in the amount of \$17,948, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

District Attorney Managing Attorney Robert Barrington provided a brief oral report to the Committee regarding a Resolution to carry over funds from Budget Year 2017 to Budget Year 2018 in the Dodge County District Attorney's Office. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$20,000. Mr. Barrington reported that the District Attorney's Office has unanticipated revenues in the 2017 District Attorney Budget, and is requesting to carry over \$20,000 in unanticipated revenues into the 2018 District Attorney Budget to cover costs incurred for expert witness fees. Motion by Schaefer, seconded by Fink to approve the Budget Impact in the amount of \$20,000, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Physical Facilities Director Russ Freber provided an oral report to the Committee regarding a Resolution to carry over funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Physical Facilities Maintenance Department. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$44,000. Mr. Freber reported that the Dodge County Physical Facilities Maintenance Department is requesting to carry over unexpended funds, for a different purpose, in the amount of \$44,000 for the following projects:

- Purchase of a new floor machine for the Administration Building to accommodate smaller office spaces - \$2,000;

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- Replacement of HVAC Controller - \$10,000;
- Installation of security buttons in the Administration Building and Henry Dodge Office Building for the purpose of securing exterior doors in case of an emergency - \$5,000;
- Replacement of headstones at the Dodge County Cemetery - \$11,500;
- Purchase of a new floor machine for the Henry Dodge Office Building to accommodate smaller office spaces - \$2,500;
- Replacement of rusted doors at the Henry Dodge Office Building - \$3,000;
- Replacement of vinyl tile, and polish concrete at the Dodge County Detention Facility - \$10,000.

Motion by Fink, seconded by Schaefer to approve the Budget Impact in the amount of \$44,000, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Mr. Ehlenbeck provided an oral report to the Committee regarding a Resolution to carry over funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Land Resources and Parks Department for the Gold Star Memorial Trail Project. Mr. Ehlenbeck reported that the Friends of Dodge County Parks exceeded the fundraising goal, but the bids came in at higher amounts than anticipated, and there is a \$94,000 funding gap. Mr. Ehlenbeck further reported that the Land Resources and Parks Department had an increase in revenues, as well as staff reduction, therefore, the department is requesting a carry-over in the amount of \$94,000 to continue moving forward with the Gold Star Memorial Trail Project. Supervisor Guckenberger voiced his concerns with the cost of the project. Mr. Ehlenbeck reported that Dodge County received approval from the Wisconsin Department of Natural Resources to construct the trail through wetland areas rather than installing boardwalks, which was very costly. Motion by Schaefer, seconded by Fink to approve the Budget Impact in the amount of \$94,000, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 21, 2018 meeting, the Resolution authorizing the Carryover of funds in the amount of \$94,000 from Budget Year 2017 to Budget Year 2018 in the Dodge County Land Resources and Parks Department for the Gold Star Memorial Trail Project. Motion carried 3-1. Guckenberger opposed.

Ms. Monica Hooper provided a brief oral report to the Committee regarding a Resolution to carry over funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Human Services and Health Department. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$5,000. Ms. Monica Hooper reported that in late December of 2017, the Human Services and Health Department received a donation in the amount of \$5,000 from Maas Bros., and the \$5,000 will be used in the Transportation Program. Supervisor Guckenberger asked if a thank you letter had been sent to Maas Bros. County Administrator Jim Mielke answered that communication has been sent to Maas Bros., thanking them for their donation. Motion by Guckenberger, seconded by Schaefer to approve the Budget Impact in the amount of \$5,000, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

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The Committee had a discussion on a Resolution to Carry over Funds in the amount of \$761,853 from Budget Year 2017 to Budget Year 2018 for the Same Purpose from various County Departments. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$761,853. The following County Departments are requesting carry over Amounts:

- Physical Facilities Maintenance Department - \$45,000;
- Human Resources Department - \$10,900;
- Sheriff's Office - \$282,068;
- County Clerk - \$69,028;
- Emergency Management Department - \$12,000;
- Information Technology Department - \$51,975;
- Human Services and Health Department - \$153,200;
- Corporation Counsel - \$2,400;
- Land Resources and Parks Department - \$135,282.

Supervisor Guckenberger asked how much has been expended on the Netsmart Project. Ms. Monica Hooper responded an estimated \$311,000. Motion by Guckenberger, seconded by Fink to approve the Budget Impact in the amount of \$761,853, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 21, 2018 meeting, the Resolution authorizing the Carryover of funds in the amount of \$761,853 from Budget Year 2017 to Budget Year 2018 for the same purpose from various County Departments. Motion carried.

Mr. Mielke provided an oral report to the Committee regarding a Resolution to Authorize Creation of Enterprise Resource Planning (ERP) Project Director Position and Appointment of Project Director. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Mr. Mielke reported that Ross Winklbauer has been appointed the Interim ERP Project Director. Supervisor Guckenberger asked if the ERP Project Director Position will exist once the ERP Project is completed, and he suggested that a sunset clause be added to the Resolution that the ERP Project Director position be reviewed on completion of the ERP Project. After some discussion regarding a proposed amendment to the Resolution, the Committee determined that it would be best to revisit this discussion when Corporation Counsel Kim Nass arrives at the meeting.

Mr. Mielke provided an oral report to the Committee regarding a Resolution Authorizing the Engagement of River Run for Dodge County Information Technology Department and County Technology Infrastructure and Systems Evaluation and Plan. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Mr. Mielke reported that Dodge County has hosted meetings with River Run to discuss a tentative plan and timeline for the report. Mr. Mielke further reported that the funding for the services that will be provided by River Run is included in the 2018 Information Technology Budget, which is a result of the vacant Director position, and will not exceed \$78,000. Mr. Mielke reported that the report will be provided by River Run, will be based on such items as interviews of Department Heads, employee surveys,

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and River Run will also provide presentations and an analysis of hardware/software. Motion by Schaefer, seconded by Fink to approve the Budget Impact in the amount of \$0, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Mr. Freber provided a brief oral report to the Committee regarding the use of Jail Improvement Funds. Mr. Freber reported that he is requesting the use of Jail Improvement Funds to pay for the two (2) vouchers in the amounts of \$4,165.00 and \$788.00 that were received from CMG and Associates, Inc., for plumbing consulting fees. Mr. Freber further reported that the plumbing consulting fees were to cover additional costs relating to the deterioration of copper pipes at the Dodge County Detention Facility. Motion by Guckenberger, seconded by Schaefer to authorize the use of Jail Improvement Funds to pay for plumbing consulting fees from CMG and Associates, Inc and authorize the payment of vouchers. Motion carried.

Dodge County Chief Deputy Sheriff Scott Mittelstadt reported that the Intra-Department Fund Transfer request by the Sheriff's Office is to cover increases in jail dietary services and outpatient medical costs for inmates.

Ms. Nass arrived at the meeting, and the Committee continued their discussion on a proposed amendment to the Resolution to Authorize Creation of Enterprise Resource Planning (ERP) Project Director Position and Appointment of Project Director. Supervisor Frohling explained to Ms. Nass that the Finance Committee is requesting an amendment to be made to include a statement that the ERP Project Director position be reviewed at the completion of the ERP project, and the Finance Committee is requesting the direction of Ms. Nass on how to handle the amendment. Ms. Nass recommended that a request to amend the Resolution should be introduced by a member of the Finance Committee on the County Board floor at their February 21, 2018 meeting. Mr. Mielke commented that a memo should be included in the County Board packet materials, advising the County Board members of this amendment by the Finance Committee. Ms. Nass reported that she will draft a memo to be included with the Resolution, and the memo will include the suggested amendment language of "with a review and evaluation of the Project Director position no later than August of 2019." It was a consensus of the Committee to include this language in the Resolution amendment.

Mr. Mielke provided a brief oral report to the Committee regarding a Resolution Authorizing Purchases for Dodge County Information Technology Infrastructure. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$0. Mr. Mielke reported that it has been deemed necessary to purchase network switches, as well as other devices, in the amount of \$85,396, to maintain the Information Technology Infrastructure. Mr. Mielke further reported that the funding is included in the 2018 Information Technology Budget and the 2018 Sheriff's Office Budget, and the Resolution is being presented to the County Board because of the dollar amount. Mr. Mielke commented that a memo from Network Administrator Josh Kohlhoff will be included in the County Board packet materials. Motion by Schaefer, seconded by Fink to approve the Budget Impact in the amount of \$0, authorize and direct the Finance Committee's

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Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Ms. Monica Hooper provided an oral report to the Committee regarding a Resolution Authorizing the Purchase of Additional Professional Services for Netsmart Software and Approve Carry over Funds from Budget Year 2017 to Budget Year 2018 in the Dodge County Human Services and Health Department. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$153,200. Supervisor Guckenberger voiced his concerns regarding the cost of the Netsmart project. Mr. Mielke commented that the project has not gone well, but in order to move forward with the project, Dodge County is requesting the purchase of additional services to be provided by the Joxel Group. Human Services and Health Department Director Becky Bell reported that the Joxel Group has a history of working with Netsmart projects, and in speaking to other Counties that have engaged with the Joxel Group, Ms. Bell indicated that these counties were pleased with the services provided by the Joxel Group. Ms. Monica Hooper reported that carry over funds in the amount of \$153,200 from Budget Year 2017 will be used for engaging with the Joxel Group. Motion by Guckenberger, seconded by Schaefer to approve the Budget Impact in the amount of \$153,200, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and approve and forward to the County Board for consideration at its February 21, 2018 meeting, the Resolution Authorizing Purchases of Additional Professional Services for Netsmart Software and Approve Carry Over Funds from Budget Year 2017 in the amount of \$153,200 to Budget Year 2018 in the Dodge County Human Services and Health Department. Motion carried.

Ms. Monica Hooper provided a brief update to the Committee regarding Client Billing and Collection. Ms. Monica Hooper reported that the Human Services and Health Department have completed the 2017 billing run through December, and a few claims have been mailed out for January of 2018.

Dodge County Treasurer Patti Hilker and Landmark Credit Union Financial Advisor Luke Hesprich appeared before the Committee to answer questions regarding Structured Certificates of Deposits (CD's). Ms. Hilker reported that a document entitled *Frequently Asked Questions About Structured Certificates of Deposit* was provided in the packet materials for the meeting. Mr. Hesprich commented that there is no cost to Dodge County to sell a CD if kept until maturity, and interest is never insured. Supervisor Guckenberger asked to see the contract that Dodge County has with Landmark Credit Union. Mr. Hesprich responded that he will share the contract. Mr. Hesprich and Ms. Hilker reported the following:

- 5-6 year Structured CD – average of 7% return
- FDI Insured Principle, if held to maturity, there is no risk
- Utilize state pool to cover daily disbursements
- Face value is insured if held to maturity

Supervisor Frohling recommended to do more research, and include as an agenda item on a future Finance Committee meeting. Ms. Hilker reported that Dana Investments are long term investments, 15-25 years, and she will be scheduling a meeting with a Dana Advisor at a future date.

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Ms. Hilker reported that in January of 2018, the Treasurer's Office took in tax collections from Dodge County Municipalities.

The Committee had a brief discussion on Sales Tax Remittances.

Ms. Kolp reported that the Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests are for Committee review only. There was no discussion.

- American Time – Physical Facilities
- Insurance Expenditure – Physical Facilities
- Budget Adjustments – Jail – Sheriff Office
- Physical Therapy and Medication – Clearview
- Ortho-imagery and LiDAR project – Land Resources & Parks
- Insurance Expenditure – Physical Facilities

The Committee had a brief discussion on the Dodge County Vouchers \$10,000 or More. Supervisor Fink asked about Green Valley Enterprises Inc. Mr. Mielke responded that they have a contractual agreement with the Human Services and Health Department. Supervisor Guckenberger asked what work was performed by Wondra Construction, Inc. Ms. Kolp responded it is for work performed on the farm drainage district.

There were no Committee Reports.

Interim ERP Project Director Ross Winklbauer provided a brief oral update to the Committee regarding the ERP Project. Mr. Winklbauer reported that Phase 2, the Implementation Process, has begun, and Tyler Munis was onsite on February 6-7, 2018. Mr. Winklbauer further reported there will be a status report every other Monday and Friday, there will be a kickoff meeting on March 8, 2018, and Tyler Munis, along with GFOA, have updated the ERP Project Governance Structure to make it leaner to best fit the needs of Dodge County.

Ms. Kolp reported it was requested by Mr. Mielke to postpone to the March 2018 Finance Committee meeting the discussion regarding combining of four (4) payroll cycles into one (1) payroll cycle. The additional time will be used to verify the planned implementation timeline with Kronos and Tyler-MUNIS representatives prior to presentation to the County Board and all county employees.

Ms. Kolp reported that she has no new information regarding the Internal Revenue Service (IRS) penalty.

The next regular meeting is scheduled for Tuesday, March 13, 2018, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 10:15 a.m.

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Ed Benter,
Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.