

Minutes for Tuesday, September 15, 2015

Mr. Jerwers moved to approve the minutes from Thursday, September 10, 2015.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

Mr. moved to correct the minutes of Tuesday, August 11, 2015 when the Board of Election members met. The minutes state "The Board agreed to keep compensation for 2016 the same with no increases". It should state "The Board agreed to keep compensation for 2015 the same with no increases".

Mr. Jerwers moved to put the matter on the floor to discuss.

Mr. Love seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder no Mr. Love no

Mr. Love moved the adoption of the following Resolution:

WHEREAS, The Board of County Commissioners has been made aware of changes that need to be made to the employee policy manual; now therefore, be it

RESOLVED, The Board of County Commissioners does hereby agree to add the following to the policy manual:

- 1) No software shall be downloaded or installed (program, screensaver, toolbar, etc.) on a county owned computer or any other computer on the county-wide connected computer network without prior written pre-approval from the Putnam County Information Technology (IT) Department. (attach to page 36)

and also be it

RESOLVED, The Board has decided to change the following: (changes are underlined)

- 1) **Vacation Leave Accrual section**..Full time county employees shall be entitled to vacation after completion of one full calendar year of public employment in Ohio. Vacation time is credited each bi-weekly pay period at rates as established in accordance with O.R.C. section 325.19 and 124.13 as applicable. An employee who is not in active pay status for part of the calendar year shall earn a pro-rated amount of vacation leave for that period. (page 56 of policy manual)
- 2) **Vacation section**.... Full time employees, after completion of one full year of service 26 pays received shall have earned eighty (80) hours of vacation leave with full pay. Thereafter, full-time employees shall earn and accrue vacation leave pro rata over the ensuing calendar year based upon the annual rates listed in the above chart (located on Page 56 of the policy manual)
- 3) **Vacation Leave Use section**... Vacation time must be taken within twelve (12) months following an employee's anniversary date, if that employee has accumulated leave. (page 57 of the policy manual)

and be it further

RESOLVED, The 3 pages (listing the changes are hereby attached to said resolution) will be dispersed to elected officials and department heads to distribute to their employees.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Pages 94, 95, 96, 97

Mr. Jerwers moved the adoption of the following Resolution:

WHEREAS, The Board has received requests from the various departments of Job and Family Services for approval of travel expenses.
now therefore,

BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF PUTNAM COUNTY, OHIO, hereby approve payment of the expenses per the attached list in accordance with Section 325.20 of the Ohio Revised Code and authorizes the Auditor to issue warrants per attached list upon receipt of invoices
and be it further

RESOLVED, That the Auditor is hereby authorized and directed to issue any advanced warrants as necessary.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Pages 98, 99

Mr. Jerwers moved to sign a farm lease agreement with Clint Schroeder for lease of the 9.480 acres of deeded land on Putnam Parkway.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Pages 100, 101

Mr. Jerwers moved the adoption of the following Resolution:

WHEREAS, Sealed bids for the cash rent of the county farm consisting of approximately 174.3 acres more or less were opened and tabled on the 27th day of August, 2015.
and

WHEREAS, The following bids were received:

Bidder..... Ellerbrock Farms,Greg Ellerbrock,10702 Rd. 5-H,Ottawa, OH 45875
Bid deposit..... Cashier's check for \$6,798.05
Amount per acre.....\$195.01
Total contract for 2 years.....\$67,980.48

Bidder..... Clint Schroeder, 10188 Road D, Leipsic, OH 45856
Bid deposit..... Cashier's check for \$6,363.69
Amount per acre.....\$182.55
Total contract for 2 years.....\$63,636.93

Bidder..... Kyle S. Forney, 1436 Co. Rd. 86, Findlay, Ohio 45840
Bid deposit..... Cashier's check for \$6,379.38
Amount per acre.....\$183.00
Total contract for 2 years.....\$63,793.80

Bidder..... Matthew Wagner,22565 St. Rt. 235, Ada, Ohio 45810

Bid deposit.....Cashier's check for \$9,369.67
Amount per acre.....\$268.78
Total contract for 2 years....\$93,696.71
now therefore, be it

RESOLVED, The Board does hereby award the bid to the high bidder, Matthew J. Wagner, 22565 St. Rt. 235, Ada, Ohio 45810 in the amount of \$268.78 per acre for a two year contract total of \$93,696.71.

and be it further

RESOLVED, Successful bidder will not be able to take possession of the farm ground until after contract agreement has been signed and the 2015 crops harvested.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

Comm. Jrl. 108, Page 102

Mr. Jerwers moved to sign a farm lease agreement with Matthew Wagner for lease of the 174.3 acres of county farmground.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

Comm. Jrl. 108, Pages 103, 104

Mr. Jerwers moved the adoption of the following Resolution:

WHEREAS, Bids for the cash renting of 16.68 acres of land more or less for four (4) years surrounding the Putnam County Airport and Putnam Acres Care Center building were opened and tabled on the 27th day of August, 2015.

and

WHEREAS, The following bids were received:

Bidder.....Matthew J. Wagner, 22565 St. Rt. 235, Ada, OH 45810

Amount of bid.....\$ 182.30 per acre

Total contract for 4 years....\$12,163.04....(\$3,040.76 per year)

Bid deposit.....cashier's check in the amount of \$1,216.31

Bidder.....Clint Schroeder, 10188 Road D, Leipsic, Ohio 45856

Amount of bid.....\$ 148.00 per acre

Total contract for 4 years.....\$9,874.56....(\$2,468.64 per year)

Bid deposit.....cashier's check in the amount of \$987.46

Bidder.....Ellerbrock Farms, Greg Ellerbrock, 10702 Rd. 5-H, Ottawa, OH 45875

Amount of bid.....\$ 145.00 per acre

Total contract for 4 years.....\$9,674.40...(\$2,418.60 per year)

Bid deposit.....cashier's check in the amount of \$967.44

and

WHEREAS, The Board of County Commissioners has learned that the acreage must be reduced by 1.033 acres located at the east end of the runway, leaving a total acreage of farm land as 15.647.

now therefore, be it

RESOLVED, After a review of the bids, The Board of County Commissioners does hereby award the bid to the high bidder: Matthew Wagner, 22565 St. Rt. 235, Ada, Ohio 45810, in the amount of \$182.30 per acre.
and be it further

RESOLVED, Successful bidder will not be able to take possession of the farm ground until after contract agreement has been signed and the 2015 crops are harvested.
Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Page 105

Mr. Jerwers moved to sign a farm lease agreement with Matthew Wagner for lease of the 15.647 acres of county farmground adjacent to the airport.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Pages 106, 107

Mr. Jerwers moved the adoption of the following Resolution:

WHEREAS, Sealed bids for the construction of a 250' tall freestanding emergency tower were scheduled to be opened on the 4th day of September, 2015.
and

WHEREAS, Brad Brubaker, E-911 Coordinator has informed the Board of County Commissioners that it is necessary to change the date due to modifications of the original specifications and drawings.

now therefore, be it

RESOLVED, Sealed bids for the construction of a 250' tall freestanding emergency tower to be located on the eastern side of the Putnam County Jail building at 1035 Heritage Trail, Ottawa, Ohio (41 degrees 0'21.021.016"N Lat., 84 degrees 2'19.99W" Long) will be received in the Board of County Commissioners Office, 245 East Main Street, Suite 101, Ottawa, Ohio 45875, until 10:00 a.m. on September 18, 2015 at which time and place they will be publicly opened and read aloud;
and be it further

RESOLVED, The addendum also states: 1) The engineer's estimate for this project, as per plans and specifications is \$355,000.00; 2) attached to this addendum is the bid form; 3) Contractor is to provide the following lighting system with labor & materials to be included in the bid form; 3) Contractor is to provide the following lighting system, with labor and materials to be included in line item 7 Tower, Complete (1)TWR E-1 Dual medium intensity full LED light system, PN: LK1E1L550 includes beacon, side lights, ice shields and mounting hardware; 4) as a clarification, competitive sealed bids will be received and accepted by the Board of County Commissioners until 10:00 a.m. on Friday, September 18, 2015; 5) As a clarification the anticipated project date of substantial completion is 120 days following owner/contractor signed contract; 6) Project completion and liquidated damages can be found on page iii-8 of the instructions to bidders section in the issued bid book; 7) all items shown in item 15 shall be installed on proposed tower, unless specifically stated otherwise. Contractor is to perform installation, but all items listed in item 15 will be provided; 8) Alternate: Item 16 added, removal of existing tower, complete. i. Description: This work consists of the removal of an existing 200' self

supporting tower, and all equipment on tower that has not been removed by others, located at 140 N. Hickory St., Ottawa, Ohio 45875. Contractor will be responsible for developing a maintenance of traffic plan, obtaining all necessary permits required to perform work and coordination with the county on where removal items shall be disposed of and the schedule for which removal work shall be performed. Removal of tower includes the removal of the top 4' of the foundations, existing aggregate, and surrounding fence, leaving the existing surface usable for possible future parking. ii payment method – lump sum.

and be it further

RESOLVED, Bidding documents as prepared by Jobes Henderson & Associates may be examined at the following location(s) Jobes Henderson & Associates (Issuing Office), 59 Grant Street, Newark, Ohio 43055, Phone 740-344-5451 or the Putnam County Board of Commissioners Office (document review only), 245 E. Main St., Suite 101, Ottawa, Ohio 45875, between 9 a.m. and 12 p.m.

and be it further

RESOLVED, Complete sets of bidding documents will be issued to bidders only through Jobes Henderson & Associates, Inc. Bidders may obtain bidding documents upon payment of \$100.00 per set (non-refundable) in the form of cash or a commercial bank check payable to Jobes Henderson & Associates, Inc. Bid documents may also be obtained by mail upon receipt of \$100.00 plus \$20.00 shipping fees at the above office.

and be it further

RESOLVED, Bids are to be addressed to the Putnam County Board of Commissioners' Office, ATTN: Brad Brubaker, 245 E. Main Street, Suite 101, Ottawa, Ohio 45875 and shall be marked "**Sealed Bid – Putnam Co. Emergency Communications Tower**".

and be it further

RESOLVED, Bidders who submit a bid must be registered as a plan holder of record at the issuing office ("Plan Holder"). Bids from bidders who are not on the plan holders list may be returned as being non-responsive.

and be it further

RESOLVED, Plan holders are required to provide an e-mail address to receive addenda and other information electronically. Plan holders are required to designate whether they are a prime contractor, subcontractor, or supplier on the plan holders list;

and be it further

RESOLVED, Each bidder is required to furnish with its bid proposal, a bid guaranty and contract bond in accordance with Section 153.54 of the Ohio Revised Code. Bid security furnished in bond form shall be issued by a surety company or corporation licensed in the State of Ohio to provide said surety. The bid surety shall be payable to the Putnam County Board of Commissioners, as a guarantee that if the bid proposal is accepted, a contract will be entered into and its performance properly secured. Bid proposals accompanied by a certified check, cashier's check, or letter of credit will require a subsequent contract performance bond in the amount of one hundred percent (100%) of the amount of the contract. All provisions of the Ohio Revised Code as it relates to bid guarantees, conditions, liabilities, and withdrawal of a bid proposal are pertinent to this contract. The bid bond security amount is 10% of the bid as noted in the bonds and guarantees section in the instruction to bidders.

and be it further

RESOLVED, Each proposal must contain the full name of the party or parties submitting the bid proposal and all persons interested therein, and shall be signed by the full name and business address of each person or company interested in the business. The bid proposal must be made on the forms provided therefore in the contract documents, or a copy thereof, with a price quote for the work on a unit cost basis, with labor and materials costs to be stated separately.

and be it further

RESOLVED, Bidder must comply with the prevailing wage rates on public improvements in Putnam County as determined by the Ohio Bureau of Employment Services, Wage and Hour Division.

and be it further

RESOLVED, Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national origin.

and be it further

RESOLVED, The owner reserves the right to reject any or all bid proposals, to waive any technicality, and to award the contract to the bidder that is determined to have submitted the lowest and best bid for the work. All bids remain subject to acceptance for 60 days after the time set for receiving bids.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

Comm. Jrl. 108, Pages 108, 109, 110

Mr. Schroeder moved the adoption of the following Resolution:

WHEREAS, It has been recommended by Technicon Design Group, architects for the renovations at the O-G Road Complex, that the following change order be approved for Gast Plumbing & Heating, Inc.:

CHANGE ORDER..M-038

- 1) Repair F 1 air conditioning as requested by Tim Schnipke on 6-16-15 and approved by Scott Birkemeier. Repairs made on 6/16/15 & 7/14/15. Locate and repair leak in refrigeration line- repair by braze- test line with nitrogen-vacuum and add 410 freon – repair indoor a coil cabinet.total \$417.00

Contract price.....	\$197,558.00
Prior change orders.....	\$ 9,176.57
Contract price (prior to this change order).....	\$206,734.57
This change order.....	\$ 417.00
Contract price with all change orders.....	\$207,151.57

now therefore, be it

RESOLVED, The Board of County Commissioners does hereby approve the above change order as recommended by the architect, Technicon Design Group, Inc.

Mr. Love seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Page 111

Mr. Love moved the adoption of the following Resolution:

WHEREAS, It has been recommended by Technicon Design Group, architects for the renovations at the O-G Road Complex, that the following change orders be approved for Kuhlman Builders, Inc:

CHANGE ORDER..G-035

- 1) Prep doors R131-A and 204-A for electric strikes.....total G-035... \$ 431.00

CHANGE ORDER...G-037

- 1) Cut 5 HM doors in the PCJFS wing so they do not rub on the carpet
 - 2) Cut 25 wood doors in the hospice wing so they do not rub on the carpet
 - 3) Strike plate cut out (per Bruce) |
-total G-037..\$1,906.00

Original contract price.....\$610,823.00

Prior change orders.....\$

9,510.00

Contract price prior to these change orders.....\$620,333.00

Increase these change orders\$ 2,337.00

Contract price with all change orders.....\$622,670.00

now therefore, be it

RESOLVED, The Board of County Commissioners does hereby approve the above change order as recommended by the architect, Technicon Design Group, Inc.

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Page 112

Mr. Jerwers moved the adoption of the following Resolution:

WHEREAS, The Board of County Commissioners has received a request from the Putnam County Auditor to add a revenue line and an appropriate line to fund 010, Capital Projects – OPWC;

now therefore, be it

RESOLVED, The Board of County Commissioners does hereby request the Putnam County Auditor to establish the following revenue line in Fund 010, Capital Proj-OPWC:

N 41E, Rd 2 Improvement Proj# DMS08

and be it further

RESOLVED, The Board of County Commissioners does hereby request the Putnam County Auditor to establish the following appropriation line in Fund 010, Capital Proj-OPWC:

N 41E, Rd 2 Improvement Proj# DMS08

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes
Comm. Jrl. 108, Page 113

Mr. Schroeder moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

Fund 052, Title Administration
52 TS, Transfer Out.....\$3,500.00

and also

that to provide for the unanticipated expenditures of said County during fiscal year ending December 31, 2015, the following sums be and the same are hereby transferred, set aside and appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

From.....Fund 052, Title Administration (52 TS, Transfer Out).....to.....Fund 001, County General (A 26, Transfer In).....\$3,500.00

that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

Clerk of Courts
2 E 9D, Other Expenses.....\$3,500.00

Mr. Love seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

Comm. Jrl. 108, Page 114

Mr. Jerwers moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

Fund 149, Common Pleas Ct. Special Pro
149 EXP, Expenses.....\$1,500.00

Fund 117, Probate Supervision
117 FR, Fringes.....\$3,500.00
117 SU,Supplies.....\$2,000.00

Fund 084, HOME
84 PC, HOME Program Costs.....\$31,773.00

Mr. Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

Comm. Jrl. 108, Page 115

Mr. Schroeder moved that to provide for the unanticipated revenues for the fiscal year ending December 31, 2015, the following sums be and the same are hereby appropriated for the purpose for which expenditures are to be made during the fiscal year as follows:

Fund 008, Capital Improvements
N 1, Contracts/Projects.....\$ 10,000.00

(O-G Road Complex)

Fund 035, Solid Waste Dist. Disp. Fees

35 REP, Repairs.....\$ 9,000.00

Mr. Jerwers seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

Comm. Jrl. 108, Page 116

Now and then purchase orders

Brookhill Center.....Purchase order 28022

Concealed Handgun.....Purchase order 29422

Home Funds.....Purchase order 29605

Jail.....Purchase order 29414

Municipal Court.....Purchase order 29697

Probate Supervision.....Purchase order 29432

Residential Services.....Purchase order 28023

Sheriff.....Purchase order 29415, 29417, 29418, 29423

Title Administration.....Purchase order 29699

Youth Subsidy.....Purchase order 29307, 29308

Mr. Jerwers moved to approve the now and then purchase orders

Mr. Schroeder seconded the motion

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

Exceptions: Mr. Jerwers none Mr. Schroeder none Mr. Love none

Comm. Jrl. 106, Page 117

Purchase Orders and Travel Requests.....

Board of Elections..... Purchase order for Thinking Farther Inc. Election Support 11-3-15 for \$5,500.00, blanket purchase order for employee training for \$1,000.00, blanket purchase order for compensation of election workers for Nov 3. 2015 for \$13,000.00, blanket purchase order for part-time election support for \$500.00.

Capital Improvements...Gast Plumbing & Heating, change order O-G Rd. Complex \$417.00; Armor Fire Protection, change order O-G Road Complex, \$7,951.00; Kuhlman Builders, change orders, O-G Road Complex \$2,337.00;

Clerk of Courts.....Ottoville Hardware, 4-42" TVs, 4 TV brackets,6 security posts, bases, ropes \$3,358.25;

Commissioners.....Putnam County Dog Warden, purchase of 2015 Chevrolet 2500 H.D. pick-up, \$12,500.00;

Common Pleas Court Special Projects....Ottoville Hardware, 1, 55" TV for courtroom, 1 TV cart, 1 security hand held wand \$1,321.50;

Job & Family Services.....Fourth quarter travel blanket P.O., \$700.00; Crime Victim Services, APS invoice, \$15,000.00; travel for Steve Ford to attend new director training in Columbus, Oct. 5, 6, estimated cost \$395.00;

Office of Public Safety...Heringhaus Furniture, 3 twin sets – mattress/box springs for house \$1,287.00; blanket P.O. for credit card fees, \$500.00;

Sheriff.....Travel for Sargent Kevin Siefker to attend Standardized Field Sobriety Testing held at OPOTA in London Sept. 13-18 with P.O. for \$75.00 for lodging and meals;

Solid Waste Dist. Disp. Fees...Morman's Lawn Care, refurbish 4 recycling containers, \$7,100.00;

Mr. Schroeder moved to approve the purchase orders.

Mr. Love seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

Exceptions: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

8:30 a.m.

Commissioner Love moved to open the business session.

Commissioner Schroeder seconded the motion.

Vote: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes

9:20 a.m. – 10:00 a.m.

Tim Schnipke, head maintenance, met with commissioners, Love, Schroeder and Jerwers and the administrator regarding several issues including the drain at the O-G Road Complex. He said the Ag Complex had water laying there, appears when rains really hard it backs up in the drains. He said it was good to see that the roofs are not leaking. Carl Brown would like more of the front section. John said where are we going to put him so EMA still has availability to their items. Tim said we have capabilities to take care of all the snow for the Office of Public Safety and we can mow their grass. Commissioners ok with Tim talking to Mike. Sheriff said will be done on Friday with the records in the old jail. Did get everything out of the former PACC building where Farm Bureau will move into. When asbestos removed will remove sump pump. Tim said regarding the dog warden truck, is it ours? Commissioners said yes. He said the fair grounds will end up with Rich's truck. Fairgrounds would like the 1992 7 ft. plow. Only time they need a plow is front part and then by the horses.

Tim recommends we buy a 8' blade. Regarding the Ag Complex, did you promise the fairgrounds a section for campers and Vince said he told them the back section preferably. Tim said what if we take where Thrift Store is and EMA change. Might be better, because the door is bigger, we can give them a door opener.

10:00 a.m. – 11:00 a.m.

Agenda. Present were Commissioners Love, Schroeder and Jerwers; administrator Jack Betscher, clerk Betty Schroeder and Nancy Kline of the Putnam County Sentinel.

11:00 a.m.

Greg Unverferth, airport board president, said received a grant for crack sealing at the airport. As chairman, Mr. Love signed the grant agreement.

Charlie Morman submitted quotes for work, and commissioners said you do not have to approve his quotes. Greg asked if anything you want different in the manager's contract, and the commissioners said no it is ok as is.

11:05 a.m.

Commissioners, Love, Schroeder and Jerwers journeyed to the Ag Complex to meet with Jeff Maras.

1:00 p.m.

As chairman, Mr. Love attended the Board of Revision meeting held in the commissioners office.

1:30-1:45 p.m.

Commissioners Schroeder, Love and Jerwers attended the Transportation Steering Committee meeting in the Assembly Room of the Courthouse.

1:45 p.m.

Mike Boaz of Developmental Disabilities department spoke with commissioners Schroeder and Love and the administrator about setting up a meeting to discuss upcoming changes. Mike is also interested in joining the county's IT service. All the services are internet driven no special computers. Current provider is TDS and going through a satellite, which is very slow. The phone service is also through TDS. A T1 line to Brookhill from Ottawa is needed to include with the county. Mike would like on-site backup. Mike will make up a needs list and get with IT to see what can be done. WATCH TV may be an option. Mike is doing superintendent duties rather than IT. He would like to know what the county IT is going to provide, willing to pay an hourly rate. It would just be for the admin. building, does not include the Industries building. No communication with VOCA/Rescare. Given an invoice with hourly rate and description of what was done. Mike is willing to work with Joe. IT can charge for checking for available service.

2:45 p.m.

Mike Schroth, dog warden, stopped in to meet with commissioners, Love, Schroeder and Jerwers and the administrator regarding his contract that he has not signed yet.

3:00 p.m. – 4:00 p.m.

Mr. Schroeder had a doctor's appointment

3:10 p.m.

Mr. Jerwers left

3:30 p.m.

Mr. Love attended the Revolving Loan Fund Board meeting held in the Assembly Room. Mr. Schroeder joined the meeting after his doctor's appointment.

4:30 p.m.

Mr. Love moved to adjourn

Mr. Schroeder seconded the motion

Vote: Mr. Schroeder yes Mr. Love yes

Mr. Jerwers moved that the minutes/discussion notes be approved as read.

Mr. Schroeder seconded the motion and the roll being called upon its adoption, the vote resulted as follows: Mr. Jerwers yes Mr. Schroeder yes Mr. Love yes