

MINUTES OF A MEETING OF  
THE GOVERNING BODY OF  
THE CITY OF HAYS, KANSAS  
HELD ON JUNE 10, 1999

**1. CALL TO ORDER:** The Governing Body of the City of Hays, Kansas met in regular session, Thursday, June 10, 1999, at 7:30 p.m.

Roll Call: Present: Wayne Billinger  
Troy Hickman  
Henry Schwaller IV  
Larry Schmidt  
Howard Rome

Mayor Billinger declared that a quorum was present and called the meeting to order.

**2. MINUTES:** Howard Rome moved, Troy Hickman seconded, that the minutes of the regular session held on Thursday, May 27, 1999, be approved.

Vote: Ayes: Wayne Billinger  
Troy Hickman  
Henry Schwaller IV  
Larry Schmidt  
Howard Rome

**3. CITIZEN COMMENTS:** There were no comments.

**4. COMMISSION INFORMATIONAL MEMORANDUM:** City Manager Hannes Zacharias stated the City has received a letter from Chief Engineer David L. Pope from the Division of Water Resources banning the use of private water wells within the boundaries of IGUGA during the hours of 12:00 noon to 7:00 p.m. from June 1, 1999 through September 30, 1999. City ordinances require the same restrictions to the outside usage of city water for lawns and gardens during those same hours and dates.

**5. CONSENT ITEMS:** Tom Meiers and Eber Phelps, representing the Wild West Fest, addressed the Commission. Mr. Meiers spoke of traffic control, and

requested that several streets be closed, and the Festival be excluded from the noise ordinance July 2 to July 4, 1999.

Troy Hickman moved, Howard Rome seconded, that the City lease the Municipal Park to the Wild West Festival from July 1 to July 6, 1999, approve certain street closures from July 2 to July 4, 1999, and exclude the Festival from the noise ordinance for July 2 to July 4, 1999.

Vote: Ayes: Wayne Billinger

Troy Hickman

Henry Schwaller IV

Larry Schmidt

Howard Rome

Mayor Billinger read a list of mayoral appointments to the Stormwater Advisory Committee. They are: Jolene Niernberger, Randy Clinkscales, Dan Meckenstock, Richard Wunder, Patty Stull, Lloyd Riedel, Ken Johnson, Dan Schmidt, Jack Curtis, George Philip, Mike Vitztum, Fr. Don Zimmerman, Dick Werth, Terron Jones, Howard Rome, and Ray O'Connor (not confirmed).

Commissioner Schwaller asked staff to advise the Commission of the scope of the Stormwater Advisory Committee. City Manager Zacharias stated it is to communicate to the public where stormwater problems are and how to mitigate those problems. They are also to educate the public about how to finance options for solving stormwater drainage. Commissioner Schwaller asked if one of the items the consultant will be pushing is a stormwater utility? City Manager Zacharias stated the first phase would be to identify areas needing infrastructure improvements, the second phase would be how to finance such improvements.

Commissioner Schwaller asked if this task force would serve for a lengthy time? City Manager Zacharias stated he felt this task force would be for a limited life span. It would be up to the Commission to decide what would happen to the task force after they and the consultant report back to the Commission after the first phase. They would be involved in 3-4 meetings over approximately 18 months. Commissioner Schwaller stated he did not feel we needed a task force

to tell the Commission how to solve this problem. Additionally, only two of the appointees on the list live south of 19<sup>th</sup> Street. Input should be received from people living in the flood areas, rather than a task force.

Commissioner Hickman stated he felt it is important to keep citizens involved so the best decisions can be made for the community. Commissioner Schwaller agreed with Commissioner Hickman, however, he did not feel the people on the task force should spend their time studying a project that we will probably not be able to afford and probably will not become reality.

Mayor Billinger stated he felt a task force might be able to give directions on how to mitigate storm water and fund such a project. Commissioner Rome stated he felt it is important to have volunteers involved in this process. Stormwater drainage needs to be addressed in this community.

Commissioner Schmidt stated he did not have a problem with appointing a task force, however, he did not like the makeup of the people to be appointed. He felt it was weighted with too many people who live in the north part of town.

Henry Schwaller IV moved, Larry Schmidt seconded, that the mayoral appointments to the Stormwater Advisory Committee be tabled until further direction of the Commission.

Vote: Ayes: Henry Schwaller IV

Larry Schmidt

No: Wayne Billinger

Troy Hickman

Howard Rome

Troy Hickman moved, Howard Rome seconded, that the mayoral appointments to the Stormwater Advisory Committee be approved.

Vote: Ayes: Wayne Billinger

Troy Hickman

Howard Rome

No: Henry Schwaller IV

Larry Schmidt

**6. POOL CHANGE ORDERS:** Jim Sullivan, Sullivan and Palmer Architects, showed a video illustrating the progress of the municipal pool construction. Mr. Sullivan discussed limited removal and replacement of 10-inch concrete slabs in the bathhouse, instead of replacing the whole slab. Only areas that affect drainage and plumbing will be replaced.

Commissioner Hickman stated he felt the Commission erred at the last Commission meeting by taking away the contingency fund for pool construction. Most building projects contain a contingency fund for unforeseeable problems that may arise during construction. The revenue from the sales tax was designed to cover the cost of construction, engineering, contingency and pool equipment. Construction will not cost more than the three-year sales tax collected. Current sales tax projections indicate a surplus even with the contingency fund in place.

Mayor Billinger stated that in December 1998 the Commission approved a \$200,000 contingency fund above the base price of \$4,200,000. Mayor Billinger expressed concern about how the citizenry felt about adding this amount to the pool cost or were they more concerned about just paying for the pool with all the revenue collected during the three-year period?

Asst. City Manager Penny Post oak reported on the sources and uses of funds for the new pool. The City's financial advisor put together a cash flow analysis detailing expected revenue. Initially, the advisor was very conservative with his estimate, however recent figures indicate approximately \$5,071,377 will be collected during the three years. Additionally, interest earned of approximately \$87,143 was not added into the total source of revenue. Total source of funds is expected to be \$5,158,520. A savings of \$300,000 in initial estimates of finance costs was also realized. The cash is there to cover a contingency fund.

Commissioner Schmidt stated the contingency wasn't voted on in December; the vote was to accept the low bids. The contingency needs to be voted on prior to accepting any change orders. City Manager Zacharias stated the total package was presented; not every item in the package typically needs to

be voted upon individually. Many times the Commission informally directs the manager to proceed as opposed to a formal motion. It was clearly understood at that meeting there was to be \$200,000 set aside for contingencies beyond the \$4.2 million. For example, no action was taken to vote for landscaping, but clearly that is part of the whole project cost.

Commissioner Schwaller stated it was late when this item was discussed at the last meeting. A contingency of \$200,000, which is 4.7% of the total cost of the project, is not unreasonable and he feels the public will not be too critical.

Henry Schwaller IV moved, Troy Hickman seconded, that the Sources and Uses of Funds document, developed on June 10, 1999, indicating total sources of revenue being \$5,158,520, with \$4,199,380 in project costs, and \$200,000 in project contingency costs, be accepted.

Vote: Ayes: Wayne Billinger  
Troy Hickman  
Henry Schwaller IV  
Larry Schmidt  
Howard Rome

Troy Hickman moved, Henry Schwaller IV seconded, that the change order for a \$120 deduct for the bathhouse interior slabs, be approved.

Vote: Ayes: Wayne Billinger  
Troy Hickman  
Henry Schwaller IV  
Larry Schmidt  
Howard Rome

Mark Hantla, chairman of the Pool Task Force, thanked the Commission for reinstating the contingency fund. This will enable the Task Force to make the pool as good as possible.

**7. WATER & SEWER CAPITAL IMPROVEMENT PLAN:** Asst. City Manager Penny Post oak reviewed the revised Capital Improvement Program for water and sewer line projects for 1999 through 2005. Beginning with the year 2000, \$500,000 will be set aside each year for water lines. Approximately half of the

water line funding is earmarked for replacement lines noted in the Water & Sewer Master Plan. The other half of the water line funding is earmarked for extension of water lines to serve new growth. A rate increase of 3.5% on both water and sewer may be necessary for the years 2002 through 2008 to fund these projects, depending on revenue collections prior to that time period.

Commissioner Hickman asked if any grant funding sources were available for replacement of 4" lines. Ms. Postoak said there is a possibility of obtaining a CDBG, if low to moderate income is proved in those areas. Economic development funding may be available for development in the new areas. Mayor Billinger stated funds provided for downtown development in the amount of \$200,000 might be available if certain criteria were met. City Manager Zacharias stated that usually water and sewer improvements are paid by the utility itself. When the 2000 census is completed, we may be able to prove low to moderate income and then could apply for a grant. Ms. Postoak stated developers might be expected to pay a portion of those costs as well.

Howard Rome moved, Troy Hickman seconded, that the Water and Sewer Capital Improvement Plan be approved.

Vote: Ayes: Wayne Billinger

Troy Hickman

Howard Rome

No: Henry Schwaller IV

Larry Schmidt

**8. ORGANIZATIONAL BUDGET REQUESTS:** Ron Straight, representing Development Services of Northwest Kansas, discussed the DSNWK Year 2000 budget. The City of Hays has a contract with DSNWK for bus services. The request is for \$3,000 less from the City due to decreased costs and increased Department of Transportation monies. The contract is for \$16,756, which is offset by transportation fares paid to the City in the amount of \$6,000, totaling \$10,756.

Ruth Heffel, representing the Human Resource Committee and The Care Council, and Sue Rouse, Executive Director of the United Way of Ellis County,

requested funding of \$35,000 for fiscal year 2000. Ms. Heffel spoke of the many programs that receive support from these funds.

Tom Meiers and Eber Phelps, representing the Wild West Fest, requested funding for the year 2000 in the amount of \$9,500. Mr. Meiers stated that financially, this year, the Festival hopes to break even and may even have funds left over.

Western Kansas Association on Concerns of the Disabled is requesting \$13,500 to be used for operating expenses only, such as driver's salaries, fuel, van maintenance, and workers compensation

**9. COMMUNITY CHEST:** City Manager Zacharias spoke of the process currently used for the allocation of funds set aside for activities by various non-profit and governmental organizations. A study session held in November 1998 generated several ideas to streamline the process of applying for funds. The ideas were discussed with the City Commission to see if they should be modified and amended.

Commissioner Hickman stated he was interested in Commissioners Schwaller and Schmidt's feelings regarding this issue, since they were not on the Commission when the study session was held. He felt two points of critical importance were defining the amount of money to be allocated and the time frame for hearing requests.

Commissioner Schmidt stated with the Fort Hays State University Scholarship Program requesting \$100,000, which is over 1/3 of the funds, not very much is being left to divide up and he feels the Commission can handle dealing with those requests. He agrees a timetable for requests should be initiated, instead of taking requests throughout the year.

Commissioner Schwaller stated we have a mechanism in place now with the Care Council; their ability to analyze requests gives the Commission input from the County, the United Way, and the City. Commissioners were elected to make such funding decisions; however, they could defer to the Care Council for advice. The amount available for funding should be reviewed annually.

Commissioner Rome stated he is happy with the way these funds have been allocated the past several years. He feels the process is working and also cuts down on duplication and double dipping that had happened in the past.

City Manager Zacharias stated that in May of each year, a letter is sent out to those who received funds previously. They are requested to make their funding request prior to budget completion. New organizations that come forward after the budget completion may request funding and may receive funds if they meet the criteria and funds are available.

It was the consensus of the Commission to continue the current process of having the budget built around the requests and trim during the budget hearings in July, without using the Community Chest.

**10. PAY PLAN STUDY:** This item was tabled until the next Commission meeting.

**11. STORMWATER MANAGEMENT REGULATIONS:** Kent Laas, Community Development Coordinator, reviewed the timeline concerning the recommended adoption of stormwater management regulations and design criteria.

Commissioner Schwaller stated the intent of the ordinance is good, however, he feels the proposed ordinance is not fair. The City does not have a concept as to the expense involved for a business, nor does the City have an idea of benefit received. There are several clauses that would stifle development. The City should not force developers to handle our stormwater drainage problems for us.

City Manager Zacharias stated this directive came from the City Commission one and one-half year ago. Stormwater mitigation was a priority and they felt it needed to be addressed. There were two ways to look at the problem; one is to mitigate stormwater occurrences that exist now and second, to get a handle on new development. It would cost a business approximately 5% in increased development costs to implement these regulations. Many cities in Kansas already have these regulations in place. We do have an idea of the costs and it is workable. It is a policy choice for the Commission to decide what to do.

Commissioner Schwaller stated that according to the regulations, it is not a simple 5% fee. There are requirements that would go on in perpetuity. Cities are supposed to be taking care of stormwater; restaurants and retail stores are not in the business of detaining stormwater. He would rather see the City approach this in a different manner. Why doesn't the City encourage property owners to do stormwater retention/detention on their property by giving them a tax abatement? We should encourage development and give them incentives to do this rather than force them.

Commissioner Rome stated there should be an easier way to proceed with this. This is not developer friendly and would not encourage retailers to come to our town. Mayor Billinger stated he is not in favor of additional regulations, however, the initial investments made by property owners years ago need to be protected by planning for future growth. He did not think these regulations would thwart future development; they would only protect what we have now and control what develops in the future.

Commissioner Schwaller stated that yes, the City will get a lot of phone calls when there is a flood in the City, but this is not the short-term or long-term answer to solving stormwater problems. Commissioner Schmidt stated these regulations were especially restrictive to small businesses, especially for additions to existing property. A number needs to be plugged in there for mitigation, but not a percentage.

Mayor Billinger asked Commissioners Schwaller and Schmidt if they were in favor of some kind of stormwater policy; possibly this policy revised and minimized? Commissioner Schwaller said yes, he favored some kind of policy, however, the City needs to encourage developers to do stormwater retention/detention by possibly giving some incentives. Commissioner Schmidt stated stormwater run-off is the whole city's problem. The City needs to be diverting stormwater, not making one guy move it or hold it on his lot.

Commissioner Schwaller said we need to figure out if it is fair and right to put the cost on new development if the benefit is not as great. It is the City's role to handle stormwater. City Manager Zacharias stated it will be up to the

Commission to decide policy, however, it is not unusual that developers pay the cost for their impact on stormwater management. City Manager Zacharias suggested Commissioners Schwaller and Schmidt give staff their revisions. The information could then be compiled for discussion at a later Commission meeting. Commissioner Schwaller stated he felt an entirely new approach needs to be taken, rather than a revision of the current document.

Commissioner Hickman stated maybe we should look closer at what Salina does. They do not have requirements for existing improvements/additions except in certain predesignated areas of the city where drainage has been identified as a problem. Commissioner Schwaller stated that approach would narrow where development occurs. Commissioner Hickman stated he liked the approach that would encourage developers rather than force them to follow our regulations

Henry Schwaller IV moved, Larry Schmidt seconded, that the Stormwater Management Regulations outlined in the draft ordinance be tabled until such time as the Stormwater Advisory Committee and consultant report back to the Commission.

Vote: Ayes: Wayne Billinger  
Troy Hickman  
Henry Schwaller IV  
Larry Schmidt  
Howard Rome

**12. 1999 SLURRY SEAL WORK:** The budgeted amount of money in the Capital Improvement Plan for street improvements for 1999 is \$462,500. On May 27, 1999, the City Commission approved the award of bid to Vance Brothers for the 1999 Street Improvement Project in the amount of \$228,557.82. The total amount for engineering services thus far is \$56,100, bringing the total project cost to \$284,657.82. Since the original bids came in well under the engineer's estimate, Assistant Director of Public Works Brenda Cary recommended additional streets be slurry sealed, at a cost of \$87,650, bringing the total construction cost to \$316,207.82. Additional engineering costs are \$6,700,

bringing total engineering costs to \$62,800. The amount of funds left in the 1999 budget for street improvements will be \$83,492.18.

Henry Schwaller IV moved, Howard Rome seconded, that the proposed additional streets be slurry sealed in the amount of \$87,650 construction costs and \$6,700 engineering costs, and further that the City Manager be authorized to execute the appropriate documents.

Vote: Ayes: Wayne Billinger  
Troy Hickman  
Henry Schwaller IV  
Larry Schmidt  
Howard Rome

**13. SOLID WASTE GRANT:** A grant for \$80,000 was received from Kansas Department of Health and Environment to be spent on recycling activities. The intent of this grant is to allow the City of Hays to expand its recycling efforts and allow the Cities of Ellis and Victoria to start their own paper and cardboard recycling programs. When the 1999 budget was prepared, no monies were allocated for our portion of the grant because at that time the City did not know when it would be applying and for what amount. Now that the grant has been awarded, the recycling facility and related equipment will appear in the year 2000 budget requests for funding.

Howard Rome moved, Troy Hickman seconded, that the City of Hays accept the \$80,000 grant from the Kansas Department of Health and Environment to assist the Hays Recycling Program.

Vote: Ayes: Wayne Billinger  
Troy Hickman  
Henry Schwaller IV  
Larry Schmidt  
Howard Rome

**14. UNION PACIFIC UTILITY LINE IMPROVEMENTS:** Union Pacific Railroad has informed the City that they will be constructing a side track that runs parallel to old Highway 40 at Highway 183 Alternate. The City has a water and sewer

line in that area and a certain portion of those lines are encased. UPRR has instructed the City to extend the encasement on both the water and sewer lines for an additional 20 feet south. UPRR will not assist with any funding for this project. It has been determined that City crews cannot do the work required and this small project will need to be outsourced.

UPRR is willing to waive any permit requirements; the City is seeking a Right of Entry Agreement for the contractor from UPRR and the work has to be completed by July 12, 1999. Bucher, Willis and Ratliff were instructed to finalize plans and write a set of specifications. Allied, Inc. of Hays was the only bidder on the project, with a bid of \$20,088. The engineer's estimate was \$16,005. Negotiations to lower Allied's bid were not successful. Allied's bid included full flowable fill, to provide more stability. Also, the cost of ductile iron pipe and the split encasement pipe will be more costly than estimated.

Because of the small size of the project, the quick deadline for construction and the unique aspects of some items on the project, the engineer did not adequately anticipate the total cost for this project. Staff recommended the project be awarded to Allied, Inc., for a total cost of \$20,088.

Troy Hickman moved, Howard Rome seconded, that the Mayor be authorized to sign an agreement with Bucher, Willis and Ratliff for engineering services totaling \$2,750; and further, that the bid from Allied, Inc., in the amount of \$20,088, for utility line improvements with the Union Pacific right-of-way, be accepted.

Vote: Ayes: Wayne Billinger

Troy Hickman

Henry Schwaller IV

Larry Schmidt

Howard Rome

Commissioner Rome requested the City Manager to call UPRR to ask them to take care of their right-of-way in the downtown area. The weeds in that area are unsightly. Mayor Billinger stated that one year prior to the construction of the downtown park, it was requested that UPRR quit spraying due to soil

contamination. UPRR elected to quit spraying at city limits at that time. The City Manager stated he will contact them ask them to maintain their right-of-way and keeps the weeds under control.

**15. SHERMAN AVENUE LOT APPRAISAL:** J. D. Williams of Williams Appraisal Services, appraised Lots 2-9, Block 1, Hays Plaza 7<sup>th</sup> Addition. The total appraised value of the lots is \$187,400.

Commissioner Schmidt suggested the lots be placed on the market for sale. By selling and having the property developed, property taxes would be paid and as a result the City would see some of that money come into the General Fund. The money realized from the sale could be put away for future land purchases.

Larry Schmidt moved, Henry Schwaller IV seconded, that Lots 2-9, Block 1, Hays Plaza 7<sup>th</sup> Addition, be put up for bid.

Vote: Ayes: Wayne Billinger

Troy Hickman

Henry Schwaller IV

Larry Schmidt

Howard Rome

**16. EXECUTIVE SESSION:** Executive session to discuss union negotiations was postponed until the City's Pay Plan Study is reviewed.

**17. ADD-ON ITEMS:** City Manager Zacharias stated the Hays Recreation Commission has indicated that they do not wish to pursue a study to have the Park Department operate under HRC or the HRC to operate under the City of Hays. Instead the HRC has recommended that the City consider contracting with HRC for maintenance of Aubel-Bickle, Massey, Sunrise, and Seven Hills Parks. In light of the HRC recommendation, applications will be taken for the Park Director's position, unless directed otherwise.

Commissioner Schmidt presented a proposal for resolving two issues that have been before the Commission since before he was elected. Commissioner Schmidt asked the City Commission to direct City staff to prepare a cost estimate to purchase the John Werth hangar located at the Hays Municipal Airport and

move it to the south end where agricultural spraying operations should be located. A plan to develop the area north of the fence, close to the terminal, should be developed which will best serve the community. Commissioner Schmidt would like the Commission to direct staff to pursue an agreement to resolve the dispute with Keane Wurm and end three years of rancor.

Secondly, Commissioner Schmidt requested the City Commission rewrite the sewage user charge rates to be in accordance with federal Environmental and Protection Agency rules and regulations; and further direct City staff to find a way to resolve the eight-year dispute with the Big Creek and Prairie Acres Sewer Districts. These issues need to be brought to a head, discussed in public and resolved.

Mayor Billinger stated that these issues are still in litigation. Commissioner Schmidt stated the City is not in litigation with the EPA. The EPA is close to coming to Hays and doing what they threatened to do in a letter a few months ago. Mayor Billinger asked if the City has a stance and Commissioner Schmidt is on the opposite side, how do we proceed? Commissioner Schmidt stated that everyone that voted for him knew where he stood on these issues, he is on the stance that is right. The EPA is waiting to see some movement on the City's part in the right direction and if that is not forthcoming shortly, they will do what they have to do to resolve this.

City Manager Zacharias stated he has been in touch with our legal counsel as well. The two sewer districts have an agreement with us to pay outside user charges for sewer services. They have not been paying that for approximately five years, claiming the City is in violation of EPA requirements. By not paying what we have billed, approximately \$500,000 has been delinquent. The City's attorney does not agree with Commissioner Schmidt's assessment.

Commissioner Schmidt stated he is not a representative of the lawsuit, he and his wife are contract employees of Big Creek Sewer District. He does not have a substantial interest, but only draws a salary. He has nothing to gain by settling this lawsuit in either direction. He was told by outside sources that what the City is charging is wrong and has been wrong since 1985. The EPA told him

in 1993 that the sewer districts are on the right path and the City is wrong. The City can't afford to fight the EPA.

City Manager Zacharias stated that all the correspondence we have received from KDHE and EPA supports the City's position. Mayor Billinger asked Commissioner Schmidt if he could provide the information he has with the City Manager so that the City Manager could call the EPA and advise the Commission? Commissioner Schmidt said the Commission needs to decide to do what is right. Mayor Billinger stated he would like counsel's opinion. The City Manager stated this needs to be discussed with the City Attorney, who is not present at this meeting. This is an awkward position for the other four Commissioners who do not have the same information as Mr. Schmidt. Commissioner Schmidt stated the Commissioners need to call EPA themselves; the information they are getting is second hand. City Manager Zacharias stated they should also call KDHE and the regional EPA office as well.

Mayor Billinger stated he has no objection with Commissioner Schmidt's opinion, however he questions Commissioner Schmidt's assessment. Mayor Billinger would rather hear an opinion from City counsel on litigation matters; they are the professionals. Todd Stramel, representing City Attorney John Bird, stated that if Commissioner Schmidt had information that the City Attorney would need to know, it should be passed on to the City. City Commissioners and/or the Mayor are not expected to do their own research, they rely on John Bird's counsel. Commissioner Schmidt stated Mr. Bird merely needed to call the head of EPA.

Mayor Billinger asked staff to provide a report on the progress of the airport situation. City Manager Zacharias stated that this issue is still in litigation and will probably be reviewed in executive session.

Commissioner Schwaller spoke of concerns he has regarding the interpretation of city building inspection and policy. His concerns are that the Fire and Inspection Department have developed new policies on their own without direction from the City Commission. The result of these changes is a narrow and stricter enforcement of policies that are intended to protect public safety.

Regardless of intent, stricter enforcement of department created policies and misinterpreted ordinances extends beyond logical public safety concerns. As a result, the City's effort encroach on property rights, stifle contractor's abilities to conduct business in the City, and raise the overall cost of improving structures in the City of Hays.

Commissioner Schwaller believes that City staff has unintentionally created an environment that places an onerous burden on small businesses and property owners in the City with little regard to the consequences. It appears the City employs building inspectors with little or no practical experience in construction. The City Commission should establish a study group to examine this matter and evaluate these concerns and offer advice to the Commission.

Todd Stramel stated that he and City Attorney John Bird are looking into building inspection issues as to what precisely is required in that area and will be issuing an opinion. Commissioner Schwaller stated he would like action taken this evening or have it placed on the next meeting's agenda. Commissioner Hickman felt it would give the other Commissioners more time to study the matter if it would be put on the next agenda. The consensus of the Commission was to place this item on the next agenda.

Thereupon the Governing Body adjourned.

Submitted by: \_\_\_\_\_

Clerk of the Board