

1. **CALL TO ORDER:** President Steve Staton called the Special Village Board Budget meeting to order at 5:34 pm.
2. **ROLL CALL:** President Steve Staton, Phil Harms, Randy Way, Jon Lourigan (arrived at 5:49 pm), Eric Poole, Jerry Bollig. Absent: Darlene Groenier Also Present: Village Administrator Mike Gracz, Finance Director Renee Hoeft, Public Works Director Mark Below, Chief of Police Doug Pettit, and Deputy Clerk/Deputy Treasurer Tracey Hicks.
3. Discussion and Possible Action on State Trust Fund Loan Application for Public Works Truck -- Resolution #08-23, Approval of Application for State Trust Fund Loan for purchasing Public Works Truck. Gracz stated staff anticipated receiving the application in the mail today, however the application did not arrive. Gracz explained they put this item on the agenda incase the application did come. It was noted to put this item on the agenda for Monday, October 20th.
4. Discussion and Possible Action regarding approving engineering agreement with BT² for PECFA Project 130 North Main Street. Below stated there was a 1,000 gallon storage tank found in front of Pizza Pit. Below noted this is for the consultant that was on standby by the contractor at the beginning of the project just in case something like this would happen. Below was not sure if they would be needed, but he put this on the agenda in case they do. Below is hoping no remediation work is needed. Below stated the tank was in the road right of way just beyond the curb. Below stated the workers were within 3 feet of the tank when they installed the water service in that area, but never found it. Below noted the consulting environmental engineers did all the written reports and notified the DNR. The tank was pumped and hauled out. The contaminated soil was also removed. Below felt it had been cleaned up; however it depends on what the DNR says. Below stated the agreement is to follow through with any clean up the DNR may require, paper work, any monitoring devices that may need to be installed, and soil probs. Below noted he believes the cost is for about \$9,400. **Bollig moved to approve the engineering agreement with BT² for the PECFA Project at 130 North Main Street. Second by Way. Motion carried 5-0. Lourigan abstaining.** It was noted this money will come out of the downtown project costs. Below stated there was a line item in the bidding document for contaminated soil. It was noted this amount is well with in the budgeted amount.
5. Discussion and Possible Action regarding Village Board Development Strategies and Impact of Hiring Village Planner/Economic Development Coordinator in 2009 (Tabled Until Regularly Scheduled Board Meeting of October 20th when all Board members will be present). Staton noted that this item will be tabled until October 20th. It was stated staff needed direction on this item to finish the budget.
6. Discussion and Possible Action: (5:30-5:45)
 - (a) Award of Contract for Installation of Market Street Relief Storm Sewer to G.M.S. Excavator, Inc in the amount of \$112,822.50 contingent on DNR approval of the Notice of Intent Permit (Engineering =\$30,380 and Allocated \$140,000 from recent Bond Issue). Below explained this is to award the contract to start the project. Hoeft stated when the Village originally borrowed they were allocating \$125,000 then it was upped to \$140,000, now staff will have to go back and reallocate more of the original borrowing of the \$5 million for the downtown project. Hoeft explained once the extra cost items for the downtown construction project are known, staff can then look at how much will need to be allocated to water. Hoeft also noted if the Village exceeds \$600,000 for water the Village may reallocate more bond funds to the water. Hoeft noted the project is currently well within budget, but the money is being taken from different line items and putting it in other line items. Hoeft stated in TIF Districts you are able to do this. Below explained with the 72" culvert replacement the Village saved approximately \$400,000 on that project. Bollig asked for a summary of the Market Street Relief Storm Sewer project. Below stated the culvert will go from Bad Fish Creek by Schnabel Plumming straight north to Market Street and Johnson Street. This will help relieve some pressure where it floods

on Johnson Street. It was stated the existing storm sewer is inadequate in that area. Below noted this is a Village project. It was stated this was part of the TIF agreement that the Village would put the 24" culvert in, noting this was an incentive for development. Hoeft mentioned the Churchill Development asked for more developer incentives and the Village reduced the amount of developer incentives by the estimated cost to put the culvert in. Hoeft noted in the Developer's Agreement with Churchill, before they get any payments every year the Village needs enough to pay the principal and interest on the debt. Gracz explained this culvert replacement is not just for the Churchill Project it is also for Johnson Street, Market Street and other areas that flood with in that vicinity. Below stated when the Churchill Development starts the retention work and it will need to be the first thing put in. Below mentioned the Churchill Developers wanted to start construction this fall. Staton stated the bid is for \$112,822.50 and the engineers have no objection to the bid. **Bollig moved to approve awarding the contract for installation of the Market Street Relief Storm Sewer to G.M.S. Excavator, Inc in the amount of \$112,822.50 contingent on DNR approval of the Notice of Intent Permit. Second by Lourigan. Motion carried 6-0.**

- (b) Send thank you letter to Alice Sosinsky for providing easement for project. Below publicly thanked Alice for providing the easement. Below stated he starting looking through the files for existing easements regarding the sanitary sewer and existing storm sewer and was unable to locate any documentation. Below explained he approached Alice and discussed how great she was to work with. She picked up the easement one day and brought it back the next day signed and notarized. Below stated she never asked for anything. Below felt this was really great of her. Staton noted it is great to see that kind of cooperativeness and assistance in the community. It was stated a thank you letter will be sent to Alice.
 - (c) Update regarding Churchill Project. Staton noted the e-mail from Joe Harrington who represents the Churchill Project, also stating they have a signed easement for the sewer and the easement is being recorded. Staton mentioned they are waiting on a final engineering on Market Street and getting their financials together.
7. Discussion with Public Works Director Mark Below and Possible Action re: Disposal of Brush/renting of tub grinder and conducting a structural analysis of downtown water tower (5:45-6:30). Gracz referred to Public Works Director Mark Below's memo in the packet. Below stated he had direction from the Village Board not to burn the brush pile, so what they have been looking into is how to get rid of the pile and where do they go from there. Below looked into hiring someone to tub grind the pile. Below explained if the Board decides to stop this service it will take some time to work with the residents to teach them what to do with their brush. Below noted he put \$20,000 in the 2009 budget for tub grinding, however Gracz reduced the amount to \$10,000 to help balance the budget. Below summarized his memo. Bollig question what other municipalities do. Below stated he called a few municipalities explaining that the City of Madison will take the brush for a fee, Stoughton residents takes their brush to the Town of Dunkirk per an agreement, Cottage Grove and Monona residents take brush to the Bruce Company for a fee. Below stated it seems the Village provides a service a lot of other municipalities do not provide for free. It was noted the other communities have the residents haul their own brush. Bollig stated he feels this service needs to be studied and reviewed. There was discussion regarding what options the Village has. It was stated residents that do not live in the Village bring brush to the pile and the pile is being taken advantage of. Below stated staff has been talking about the brush pile and if service will be continued especially since the Ice Arena is there. There was also discussion of the pile being moved and possible locations it could be moved to. Below stated it will take a lot of discussion to find a resolution to this issue. Bollig mentioned burning the current brush pile and then discuss throughout the year what to do with the pile. There was discussion of limiting access to the brush pile site. Below stated the history of the leave drop off site and noted people would leave bags of leaves outside the fence and staff would end up ripping open the bags and dumping the leaves. Bollig mentioned he feels the time has passed for indiscriminate dumping of any type of materials. Bollig stated a lot of municipalities have residents haul their brush, leaves, etc to Madison. Way

commented he has seen very few Fire Department calls to homes for residents burning their brush for clean up purposes. Poole suggested charging residents a fee and have them put a sticker in their window to help pay for some of the costs. Bollig stated charging a fee across the board would be a hard fee to implement because not everyone uses the pile. There was discussion of compost units. Below noted the compost pile is not an issue. There is a farmer outside of town that they take it to, or they take it to the Bruce Company. There was discussion of looking into Pellitterri and the cost of what they would charge for brush pick up. Below feels brush and leaf pick up are two separate issues. There was discussion of picking up brush more frequently. It was noted if they picked up brush more frequently other things aren't getting done. Staton asked if Below could provide an amount of what the Village currently spends on brush pick up each year. Below noted in the 2008 budget there is \$108,000 for leaf and brush pick up. It was stated the brush pick up by the Public Works Department is chipped on the spot. The brush pile is brush that residents drop off. There was discussion of picking up all the brush. Bollig stated the 2009 budget is a tough year and the budget needs to be watched. It was stated a decision will need to be made for the current pile along with continued discussion of what to do in 2009. Poole explained he has a hard time budgeting \$10,000 for a tub grinder in 2009. Below noted possibly burning the current pile down and then in 2009 study what the Village's options are and what the costs are. It was stated this item would be referred to Public Works for more discussion. Below noted his restrictions when burning the pile. It was stated the EPA will stop burning all together at some point. Bollig mentioned he feels this issue does have a sense of urgency. It was noted residents do separate the piles and are respective for the most part. It was stated residents seem appreciative of this service. Staton asked what would happen after they tub grinded the pile. Below mentioned one company would remove the grindings and take them with. There was discussion of hauling the brush out of town and disposing of it. Below explained at this point it is not feasible to haul the brush. It was noted the current brush pile would take about 5 days to burn. Staton discussed using part of the \$10,000 to grind the pile. Staton also stated he felt the Village should step up and be more environmentally friendly. Lourigan noted taking away curbside pick up and have the residents haul the brush to a centralized location. Lourigan also noted if residents could not haul the brush possibly the Village could charge a small fee to pick it up. There was discussion regarding how long it takes for the brush pile to build up. Gracz suggested studying the service before any decisions are made. It was noted the Board does not want to burn the pile. There was discussion regarding where staff would get the \$4,000 to tub grind the current pile. Gracz stated when the Board made the motion not to burn the pile Hoeft went through the budget for 2008 and found money to grind the pile. Gracz mentioned the effect it has on deficit spending and noted the money was taken out of contingency. Bollig stated he favors burning the pile and keep the money in contingency. Lourigan feels the same as Bollig however is concerned about the Ice Area being so close and the effects it will have on them as well as the schools. **Bollig moved to burn the existing pile to save \$4,000 and use the standards that Public Works Director Mark Below has for burning the pile and proceed to forward this item to the Public Works Committee to be studied and brought back to the Village Board. Second by Poole. Roll Call: Way – no, Harms – no, Lourigan – no, Poole – yes, Bollig – yes, Staton – no. Motion failed 2-4.** It was stated this item will be put on the Public Works Committee agenda to be studied and discussed. Gracz mentioned the current motion by the Board that was made in the summer time is to tub grind the pile. Staton suggested to go ahead and move to the Park Board meeting and then return to this item for more discussion. *At 6:55pm the Village Board returned to this item.* Gracz was looking for clarification on the motions approved by the Board. Gracz questioned the motion passed regarding tub grinding the current pile and if staff should proceed as directed. Gracz stated staff will only spend the \$4,000 that is approved. Way proposed doing nothing until January 1, 2009 and take money out of the 2009 budget to tub grind the pile in the winter/spring. There was discussion if the company could tub grind during the winter. Bollig mentioned having the company take another look at the pile to see what the cost is. Staton mentioned contacting the company to see how late in the year they can tub grind. It was noted to see what staff finds out and bring the findings to the next Board meeting.

Below stated at the last Public Works meeting there was a question about investigating the structural analysis on the downtown Water Tower. Below spoke with someone from Lane Tank Company, the

company that investigated the Water Tower. Below asked the company if the Water Tower is a liability right now. The response was he was not a structural engineer and a structural analysis should be done on the Water Tower. Below stated he budgeted \$12,500 for an analysis to be done. It was discussed this needs to be done to ensure it is not a liability. Below mentioned to the Board they will need this information to make an informed decision. Lourigan questioned the last time staff climbed the Water Tower? Below stated the last time he was up there was 1981. It was questioned what the Village will get for the \$12,500. Below noted that the engineer will look closely at the Water Tower and give general observations. Below stated he is not sure what it exactly entails, he just asked the company what a general estimate would be. Bollig questioned if he could contact the company to see what exactly the estimate would include. Staton noted the Board needs to know if the bid of \$12,500 is enough to let the Board know if there are any liability issues. There was discussion of what the costs to tear the Water Tower down would be. Below stated about 10-15 years ago the estimate was about \$15,000-\$20,000. Way wanted to know what the gap would be between what the Village would spend to answer the question and what the Village would spend to tear it down. It was suggested to get an estimate to cover the entire basis. Way mentioned he does not have any leanings toward tearing the Water Tower down, but would like the estimate to make a good decision. Below noted there is lead paint on the Water Tower. Below stated he will get the information back to the Board per their request.

8. **Joint Meeting with Park Board: Call Park Board to Order (6:30-7:00)**

Chad Winklepleck called the Joint Park Board meeting to order at 6:36 pm. It was stated Chair Jon Blanchard had a previous obligation and is out of town and will not be at the Joint meeting.

ROLL CALL: Present: Jennifer Skibba; Dan Olson; Chad Winklepleck; Jon Lourigan. Absent: Jon Blanchard, Brett Subach, Rich Strohmenger, Ron Novinska.

9. **Discussion and Possible Action re: Pages in Park Budget Section of 2009 General Fund Parks and Park Fund; Status of Future ownership of Railroad including Status of Railroad Insurance and installation of pedestrian/bicycle path next to Railroad Tracks and Funding for pedestrian/bicycle path next to railroad tracks.**

Gracz stated he added the rail road discussion with the pedestrian/bicycle path with the Park Board discussion because they would be involved in the process. It was noted the Park Board received staff's reports. Gracz mentioned he spoke with City of Fitchburg's Administrator Tony Roach and he is waiting to see what Fitchburg does with insurance and ownership of the line to continue the pedestrian/bicycle path discussion. Gracz went through items, noting the bathroom doors at Jaycee Park need to be replaced. Gracz mentioned they are going to replace picnic tables and trash receptacles in 2009. Gracz stated the rest of the line items are to take care of the parks. It was noted the picnic tables are made from recyclable materials. Gracz explained for the Village to submit a Stewardship Fund Grant with the State of Wisconsin, the Village needs to update the outdoor plan. It was noted if the Village has a Planner on staff that person would do the plan and if the Village does not have a Planner the Village would need to contract someone. Gracz mentioned his discussion with Blanchard and noted having the Park Board take on the narrative for the outdoor plan. Gracz stated there will need to be some funding for the project, but if the Park Board worked on the narrative it would save some expense for the Village. Gracz stated the park signs have been going through an annual program of replacing signs. There has also been money put in the budget for trees. Gracz quoted the Park Board motion from the October 1st meeting, noting trees should be planted along the bike path on the west side, Liberty Park and other places. Gracz discussed a future bike path in TIF #4 that comes down Park Street and N Perry Parkway. Gracz stated this path will be part of the Village wide pedestrian path. Gracz noted staff feels the tennis court lights need to be replaced at the Oak Street tennis court facility. Gracz stated they placed \$5,000 in the budget for an update or additions to current park equipment. Gracz discussed transferring \$20,000 to fund 405, which would be the pedestrian/bicycle path in the rail corridor. Gracz noted he would like to possibly have the Park Board work with one of the Scout troops to do a board walk to connect Keller Alpine Meadows Park and Lerner Park, which would eventually connect to the path on the west side. Gracz has proposed taking the outdoor skating rink

out of the budget because of the new ice arena. Winklepleck stated it is important to note the benches for Keller Alpine Meadows were requested by residents. Winklepleck noted the tennis court lights were discussed at length and they concluded at their Park Board meeting to upgrade to a motion activated system to save electrical costs. There was discussion regarding some safety issues with the current lights. It was stated with no new parks going in the next few years they would like to go back through the other parks and update them. Poole questioned with the new tennis court lighting would they shine on to the Skateboard Park. Winklepleck mentioned he didn't feel they discussed that. Below explained there is currently one light that shines on the park and they can wire a light into the new lighting system, noting they could put this on a motion sensor as well. Below stated he feels the motion sensor is a good idea. It was noted the lights automatically shuts off at 10 PM and sometime in November the lights are turned off until spring. It was mentioned the tennis courts have been cracked filled. It was noted the motion sensors require continued human activity to remain on – noting that the lights would turn off after approximately 15 minutes of no activity. It was stated the shut off time could be adjusted. Lourigan questioned if the motion sensor lights would shorten the life of the light bulbs? It was stated the light bulbs are expensive and this will be taken into consideration during the discussion to ensure this is feasible. Staton gave a summary of the pedestrian/bicycle path along the rail line.

10. **Discussion and Possible Action re: Madison Community Foundation Contract.** Winklepleck mentioned that Madison Community Foundation is a huge foundation group out of Madison. The Madison Community Foundation contacted the Village of Oregon stating they had an anonymous donor that donated money. The money is in increments of \$3,000 a year, once the 'bucket' gets filled to \$10,000 the interest which is generated off of that, which is 5% a year and that amount gets paid out to whatever organization has a foundation with them. Winklepleck stated one just got done (bucket filled) for the library and when it is filled they are looking for another organization to start another bucket for. The foundation approached Winklepleck and discussed with him that it is the wishes of the donors to improve the parks. It was stated the cost to the Village is nothing. The cost is passed on to the donor of the money. It was mentioned the fund would generate revenue of about \$500 a year the Park Board can use as their discretion for the parks. Winklepleck noted his appreciation to the donor of the money. Staton mentioned his appreciation of the money donated to help the parks. It was noted there is a contract that will be signed for this item.
11. **Adjourn Park Board: Skibba moved to adjourn the joint Park Board meeting at 6:55 pm. Second by Olson. Motion carried 4-0.** Staton thanked the Park Board for their commitment and ongoing diligence. Staton mentioned his appreciation. Discussion returned to item # 7.
12. **Update regarding Proposed 2009 Budget (7:00-7:15).** Gracz stated some decisions need to be made by the Board to give staff direction before the budget can be finalized. It was noted the Board will need to have an additional Budget meeting on October 29, 2008.
13. **Discussion and Possible Action re: Funding for future stormwater studies without Stormwater Utility Funding (7:15-7:30).** Gracz noted staff was unable to prepare the memo for the handouts. Gracz summarized the first item, noting they staff is not anticipating completing these in 2008 due to the lack of funding. Gracz stated until the Board and Staff can have detailed discussions about a storm water utility, he feels the Village will not be able to fund these storm water studies in the future, unless the Village receives a lot more developer storm water fees. Gracz asked if the Board agrees with that decision and what should staff tell residents particularly the residents near the east side drainage way behind North Perry Pkwy? Way questioned if it is the intent to ultimately create a storm water utility at some point? Gracz mentioned the goal is to bring it forward to the Board for discussion. Gracz stated it was briefly discussed during the 5 Year Plan. Gracz stated the storm water fund has basically been drained because of the flooding. Gracz stated this discussion goes along with what direction the Board wants to proceed with as far was growth. There was some discussion regarding a Village Planner. Lourigan asked if having a planner/engineer position would save the Village money. Staton noted that can be part of the October 20th meeting discussion. There was discussion regarding the N Perry Pkwy drainage swale. Gracz stated when Ruckert Mielke did

the Storm Water Comprehensive Plan they did not do detailed surveying on each area. There was discussion regarding the drainage from the north side of the Village. There was discussion regarding putting this item in the Capital Plan. Bollig mentioned they have dealt with a lot of storm water issues in the Village this past year. Bollig stated the Village can not take care of all of the problems at once, but to include it on the Capital Plan which would also include the financing. Staton summarized the discussion noting this item will be put on the Capital Plan and the discussion of the storm water utility will come back to the Board for discussion.

14. Discussion and Possible Action regarding No Fault Sewer Backup Insurance in 2009 Budget (7:30-7:35). Gracz stated it seemed after the presentation by the insurance company that the Board did not want to pursue insurance for no fault sewer backups. Gracz mentioned it is somewhere between \$8,000 - \$10,000 for the insurance. Lourigan feels the Village needs to pursue the insurance because of the flooding issues. Bollig stated to put this in we would need to cut something else out. Way stated he feels it is not the Villages job to make sure bad things do not happen to good people. Way felt the Village shouldn't insure resident's personal/private property. Lourigan noted the new industrial park and the west side business where a business had a sewer line back up. Lourigan asked what happens when something is the Village's fault. It was mentioned the Village split the cost of the claim for the back of the business on the west side. Gracz stated this would come out of the Sewer Utility budget. Poole explained residents can pay \$75.00 annually and can purchase insurance for themselves. Bollig felt the Village does not need to get into the insurance business. Gracz stated when the insurance person came to the meeting he explained that the premiums the Village pays for the entire insurance program was in a way covering this program. Gracz stated at some point they are going to raise the premiums on the insurance. Gracz suggested the Board should get an updated quote from the insurance agent. **Lourigan moved to a recommend pursuing no fault sewer backup insurance to be added to the 2009 budget in the amount not to exceed \$10,000 and direct staff to obtain and updated quote to bring back for review. Second by Bollig. Motion failed 2-4. Roll call: Staton – no; Harms – yes; Way – no; Lourigan – yes; Poole – no; Bollig – no.** There was discussion regarding what the impact would be to the sewer budget. It was noted the settlement with the west side business was \$2,500. Below stated this does not happen often. Way suggested paying cash for the very few times back ups happen. Staton noted the risk would be more people are putting in home theaters and the replacement can be around \$30,000. It was stated only if it was the Village's fault. Gracz quoted the Village Board minutes from January 2008. Gracz stated there is a cap that the insurance company pays out. Below noted that the sewer line to the new business in the industrial park gets flushed twice a year to avoid backups. Below also noted they flush out the west side pipe that had back ups as well to avoid any further back ups.
15. Discussion and Possible Action regarding Funding the Street Program in 2009 Budget (7:35- 8:15). Gracz stated the Village had spent around \$185,000 in prior years and has been reduced to \$100,000 for the 2009 budget. Gracz noted it was \$145,000 in 2008's budget. Gracz stated staff has talked about the possibility of the Village falling behind on its program. Below stated additional seal coating will be done to hopefully delay the need and do mill and overlays as long as possible. Gracz noted the City of Oconomowoc is borrowing \$5 million to catch up on their streets. Gracz noted he does not want to be in that position. Gracz explained he wanted to make the Board aware of this. Gracz stated Below and himself drove around the Village and identified 4-5 streets to do in 2009. It was stated 2 streets were cut out for 2009. It was mentioned South Main Street - Elm to State Street would be taken out of the 2009 budget because staff discovered that once they started the downtown project that a complete reconstruction needed to be done versus a mill and overlay. It was stated it would cost over \$200,000 for that project. Hoeft stated this was pulled out because it was a much larger project than could be funded in 2009. Gracz stated it was a challenge to find the money this year and will be more challenging next year. There was discussion regarding the sinking fund that used to be used for funding street improvements. Gracz noted the street program is one of the problem areas and will need to come back to the Board for more discussion. Harms stated if too much money is taken out of this budget in the future it may cost more to fix them in the future. Gracz explained his concerns of how to fund this in the future noting the growth is at 2%. There was

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discussion regarding chip sealing. Below felt this is not appropriate for residential areas, noting the gravel ends up in the catch basin. It was noted when a developer puts a street in it typically lasts 3-4 years. Below stated the first step is to crack fill, second they seal coat, then mill and overlay. Below noted whole process should take about 20 years. It was stated there is only a one year guarantee in the developer's agreement.

16. Discussion on purchasing additional cemetery land (8:15-8:30). Below stated every year at budget time he mentions this to the Board. Below explained as of right now the Village is a ways away from needed the space if the Village wants to stay in the cemetery business. It was stated there are approximately 800 or so graves remaining. There was discussion regarding the land and if the owners are still willing to sell the land. Below guessed it would take around 8-10 years before they needed the space. Hoeft stated right now the land is undeveloped and if that land becomes developed the Village may not have the chance to expand. Hoeft noted purchasing land before they bring in plans to develop the land. It was noted nothing has been done in writing with the land owners it has all been verbal. Bollig wanted to get an option to purchase in writing. It was stated this is for Prairie Mound Cemetery. Below also noted he has been in discussion with the Catholic Cemetery and they may also be interested in purchasing land when the Village does. It was noted the Village receives some revenue for the graves. Hoeft stated when graves are purchased the revenues go into the general fund. There was discussion to put some of this money into a fund to purchase land. Gracz stated if they take revenue out of the general fund, it is not being replaced and he does not recommend doing this. Gracz mentioned the Village should borrow for the purchase if land is purchased. Below did not advocate getting out the cemetery 'business' however it will be a Board decision. Bollig suggested talking to the owner of the land for a possible option to purchase, noting it will give the Board some time to think about if they will buy the land and how.
17. Reminder third budget meeting on October 22nd at 5:30 pm. Gracz stated that he believes they will focus on the special funds for that meeting and focus on the general funds at the October 29th meeting.
18. **ADJOURNMENT:** Bollig moved to adjourn the Special Village Board Budget meeting at 8:00 pm. Second by Poole. Motion carried 6-0.

Respectfully Submitted by,
Tracey Hicks
Deputy Clerk/Deputy Treasurer