



---

### **Section 6.5 Removal**

The Mayor may at any time suspend any Commissioner for inefficiency, neglect of duty, malfeasance, misfeasance or nonfeasance in office, incapacity or incompetency, provided however that such suspension shall not be effective without the concurrence of two-thirds (2/3) of the total number of Councilmen provided for in this Charter, or until such Commissioner shall have been notified in writing of the charge against him at least ten (10) days in advance of any hearing upon such charge, and he or his counsel has been given an opportunity to be heard, present evidence, or examine any witness appearing in support of such charge.

Mr. Cruse stated that his notes indicated that Law Director Barbour will look at language in other cities and possibly draft something for the Charter Review Commission to review.

Mr. Barbour stated that he will present information at the next meeting of the Charter Review Commission. Mr. Young noted that the information will not be necessary until approximately one week before the discussion period of all suggested items at the end of the review of the entire Charter.

Mr. Cruse noted that Ms. Kemper researched Section 6.5 in regard to the reference to Ordinance No. 62-158 noted as approved by voters November 6, 1962, but there is not an answer to the question whether the word “or” was intended to be a different word. The way it is written the word “or” should be “and” to comport with due process requirements.

The change to Section 6.5 in this regard will be considered as Level 1.

Pertaining to Section 6.3 Classification of Service, Mr. Petto asked if the idea is to clarify for people reading Section 6.3 Classification of Service that certain employees are Civil Service employees, and other employees are not Civil Service.

Mr. Miller stated that the other part of the discussion was potentially extending the probation period from four months to twelve months.

Mr. Young noted that as he recalls the subject of probation in the past concerned starting police officers and the union contract set down a probation period of six months, as opposed to the Charter statement of four months. He suggested that the union contract overrides the probationary period stated in the Charter.

Mr. Barbour stated that the union contracts have their own negotiated term of probation. The only probational appointments that are covered by the four month period are for police chief and fire chief.

Mr. Young asked Mr. Barbour to provide clarification on the probationary period for police and fire officers.

Under Section 6.4 Duties, Mr. Young commented that the minutes of the meeting of April 4 indicate that Law Director Barbour will make suggested changes.

Mr. Miller stated that the discussion was regarding the Civil Service Rules.

---

Mr. Barbour noted the language in the City of Rocky River Charter which was adopted as an amendment in the last few years. He stated that most cities have similar language, but the City of Rocky River has a nicer description of the duties, especially as it relates to application of the Civil Service Rules.

Mr. Young noted that when the Charter Review Commission reviews the Rocky River language, and is in favor of it in comparison to the existing Bay Village language, it may be something to be considered as a Level One in terms of suggested charter amendments.

Mr. Miller stated that definitely Section 6.3, Classified and Unclassified Service, should be included for change.

## **CORRESPONDENCE**

There was no correspondence received for the Charter Review Commission since the receipt of previously announced correspondence.

## **REVIEW OF CHARTER (CONTINUED FROM PREVIOUS MEETINGS)**

**ARTICLE VII PLANNING COMMISSION will be reviewed beginning May 2, 2022.**

## **ARTICLE VIII DEPARTMENT OF PARKS AND RECREATION**

### **SECTION 8.1 ESTABLISHED.**

There is hereby established a Department of Parks and Recreation and the Council shall provide by ordinance for the organization, responsibilities and duties thereof.

(Ord. 67-118; approved by voters 11-7-67.)

Mr. Young commented that the City Council provides by ordinance for the Department of Parks and Recreation.

## **ARTICLE IX FINANCES**

Mr. Young noted that state and county regulations and law also govern the administration of the financial affairs of municipalities.

### **SECTION 9.1 ANNUAL ESTIMATE.**

The fiscal year of this Municipality shall, unless Council by proper action shall adopt a different date, be the same as that established from time to time for cities by the general law of Ohio. Not less than forty-five (45) days before the end of each fiscal year, the Mayor, with the assistance of the Director of Finance, shall prepare and submit to the Council an estimate of the revenues and expenditures of the Municipality for the next succeeding fiscal year. This estimate shall be compiled from information which shall be furnished by the head of each department, division, board or commission in such form and detail as the Mayor may reasonably require. The estimate shall give the following information:

- 
- (a) An estimate of the anticipated revenue from each source during the next succeeding fiscal year, with a comparative statement of the amount received from such source during the preceding one or two years and the current year plus an estimate of such amounts for the remainder of the current year, which estimates he shall receive from the Director of Finance.
  - (b) An estimate of the expense of conducting each department and activity of the Municipality for the next succeeding fiscal year, together with comparative statements as provided in the next preceding paragraph, with reasons for increases or decreases.
  - (c) The amount of the total and net debt of the Municipality, together with a schedule of maturities of outstanding bonds and notes, which he shall receive from the Director of Finance.
  - (d) An estimate of the value of supplies and materials on hand at the date of preparation of the estimate.
  - (e) A statement of the unencumbered balance in each bond and improvement fund, which he shall receive from the Director of Finance.

**There were no comments regarding Section 9.1.**

### **SECTION 9.2 APPROPRIATION ORDINANCE.**

The Director of Finance shall furnish to the Council, with the estimate above mentioned, an ordinance making appropriations for the expenditures of the Municipality during the year covered by said estimate. The Council shall adopt such ordinance in its original form or with such revision as it may find proper within such time as is fixed by general law, or not more than one hundred eighty (180) days after the beginning of the fiscal year covered by said ordinance, in case no such time is fixed. Such appropriation ordinance shall be in such form and detail as may be required by the general laws of Ohio, and may be amended or supplemented by the Council after its passage, but appropriations shall not be made in excess of the estimated revenues of the Municipality. The Council may make preliminary appropriation for current expenses sufficient in amount to meet the current needs until the annual appropriation ordinance has been enacted and is in effect. The passage of any ordinance authorizing the issue or sale of bonds or notes of the Municipality shall constitute an appropriation of the proceeds thereof to the purposes for which said bonds or notes are issued.

**There were no comments regarding Section 9.2.**

### **SECTION 9.3 TRANSFERS AND BALANCES.**

The Council may transfer any part of an unencumbered balance of an appropriation of any fund, to any purpose or object for which the appropriation for the current year has proved insufficient, or may authorize a transfer of moneys to be made between items appropriated to the same office or department, except as follows:

- (a) No transfer shall be made from any bond or note fund, except that the unexpended balance of such fund no longer needed for the purpose for which said fund was created shall be transferred to the fund from which said bonds or notes are to be paid.
- (b) No transfer shall be made of moneys raised or appropriated for the payment of any bond or note of the Municipality, until all indebtedness, interest and other obligations which can lawfully be paid from such moneys have been paid.

At the close of each fiscal year the unencumbered balance of each appropriation, except appropriations to bond or note funds or any other trust or special fund which the Council by law or this Charter shall be authorized to create, shall revert to the fund from which it was appropriated, and shall be subject to future appropriation.

**There were no comments regarding Section 9.3.**

#### **SECTION 9.4 PAYMENT OF CLAIMS.**

No money shall be drawn from the Treasury nor shall any obligation for the expenditure of money be incurred, except pursuant to appropriations made by the Council. No warrant for the payment of any claim shall be issued until such claim shall have been approved in writing by the head of the department or commission for which the obligation was incurred. Each head of a department and his surety shall be liable to the Municipality for all loss and damage sustained by the Municipality by reason of the unfaithful approval of any claim against the Municipality in his department. The Director of Finance shall have power to require evidence that the amount of the claim is justly due and is in conformity to law and ordinance, and for that purpose he may summon before him any officer, agent or employee of any department of this Municipality, and examine him upon oath or affirmation relative thereto.

**There were no comments regarding Section 9.4.**

#### **SECTION 9.5 CUSTODY AND DEPOSIT OF FUNDS.**

The Council shall by ordinance provide for the custody of all funds of the Municipality and for the deposit of funds in a bank or banks. All funds received on behalf of the Municipality by any officer, employee, or agent thereof, shall be promptly paid over to the Director of Finance and by him promptly placed in a depository bank, but the Council may authorize such sums as it deems proper to be kept in cash for the daily operation of any department or office.

The Director of Finance may invest moneys of the Municipality in bonds or notes of this Municipality, or any other investment permitted by law in such manner as is now or hereafter authorized by general law for such investment by treasurers of cities.

Mr. Young noted that the way each Finance Director processes and works through the requirements of the custody and deposit of funds, as well as other financial matters, differs according to the municipality served and the Director of Finance for each municipality.

#### **SECTION 9.6 CERTIFICATION OF EXPENDITURES.**

No contract, agreement or other obligation involving the expenditures of moneys shall be entered into, nor shall any ordinance, resolution or order for the expenditure of moneys be passed or issued by the Council, or be authorized by any officer of the Municipality, unless the Director of Finance shall have first certified in writing to the Council, or to the proper officer, as the case may be, that the money required for such contract, agreement, obligation or expenditure is in the Treasury to the credit of the fund from which it is to be drawn and not appropriated for any other purpose. The provisions of this section shall not be construed to prevent the making of contracts for a period extending beyond a single fiscal year when such contracts are otherwise authorized by this Charter or by general law. All moneys actually in the Treasury to the credit of the fund from which they are to be drawn, and all moneys applicable to the payment of the obligation or appropriation involved, that are anticipated to come into the Treasury before the maturity of such contract, agreement or obligation, from taxes, assessments, license fees, or from sales of service, products, or by-products of any municipal undertaking, and moneys to be derived from lawfully authorized bonds or notes, shall, for the purpose of such certificate, be deemed to be in the Treasury to the credit of the appropriate fund, and shall be subject to such certification.

**There were no comments regarding Section 9.6.**

## **SECTION 9.7 PUBLIC BIDDING.**

The Council may authorize, in specific cases, expenditures of the funds of the Municipality in amounts exceeding that provided by State statute without public bidding for the acquisition of real estate, for the discharge of non-contractual claims against the Municipality, for personal services, for the joint use of facilities or exercise of powers with other political subdivisions or governmental bodies, for the product or services of public utilities (including those municipally operated), or in the case of a real and present emergency affecting the public peace, health, safety and welfare, but no other expenditures of more than that provided by State statute shall be made except pursuant to contract made with the lowest and best bidder after public advertising and receipt of bids in the manner provided by ordinance.

(Ord. 79-109; approved by voters 11-6-79.)

Mr. Miller asked if there is a need to make a reference to the Ohio Revised Code in this section.

Mr. Cruse noted the words “that provided by state statute” included in the section. Mr. Miller suggested the possible need for reference to Ohio state statute specifically.

Mr. Young stated that all accounting practices are subject to state statute.

Mr. Dwyer stated that audits are not mentioned, but it is assumed that these are covered by state regulations. He noted the presence of the many guard rails in the section, without mention of an auditing process.

Mr. Cruse commented that the state sends in an auditing team every year.

Mr. Barbour added that the Ohio Revised Code has an extensive section that applies to the State of Ohio Auditor. The auditors come in every year, spending about three months going over all invoices, payments, ordinances and resolutions governing payments.

Mr. Petto referred to the words “lowest and best bidder after public advertising” regarding approval of contracts. He asked what qualifies a bid as “lowest and best.”

Mr. Barbour stated that there is an entire body of law that covers the definition of lowest and best. Lowest is obvious, but “best” is subject to interpretation and is not completely subjective. There are standards that have been annunciated through case law about what can satisfy as “best.” It may not be suitable to describe “best” in the Charter because it is assumed by doing that every kind of scenario or fact situation will be described.

Mr. Young noted that the outcome of a lawsuit could change or make obsolete the description of “best.”

Mr. Barbour stated that there is a great deal of case law about what constitutes “best.”

Mr. Miller stated that the commission recognizes that there should be audits because it is a state requirement, but an outside person reading this may want to know that as part of the Charter a brief description of an audit is addressed.

Mr. Young noted that Article V Auditor was removed when Section 4.4 was approved by the voters on May 8, 1973. He questioned whether an explanation of why it was removed should be included in the Charter.

Mr. Barbour stated that the Charter is not a descriptive or educational document. Elected officials are going to remind their constituents that they are subject to an outside audit. Results of audits are made known. Mr. Barbour would discourage additions to the Charter that are merely educational in purpose. The Charter sets the rules of governance for the municipality, and is not designed to be a document that an interested person would go to for the purpose of improving their civic knowledge. Mr. Barbour would not recommend putting anything in the Charter other than a declaration of power and authority for governing the municipality.

Mr. Petto stated that Section 4.4 also says that the Director of Finance “shall perform all other duties now or hereafter imposed on city auditors or treasurers by the laws of the State of Ohio.”

Mr. Barbour stated that some Charters contain whereas clauses in their preamble where they might want to include some general statements about purpose. That is a different kind of context. To say why you took something out would be part of the presentation to City Council and to any resident who attends a public meeting. The minutes of meetings are preserved. Current minutes are much more inclusive and thorough than they were in 1962.

Mr. Cruse asked if the city directors are all aware that this Charter review exercise is underway, and is it a fair assumption that if something needed attention the appropriate director would bring it to the attention of the Charter Review Commission.

Mr. Barbour stated that the directors of departments are aware of the review. As Law Director, Mr. Barbour looks at all of the provisions. If there needs to be a change in certain sections, the Charter Review Commission would hear from the appropriate director.

Mr. Cruse stated that from his experience as a member of Council and Council President, all of the descriptions for the Finance section especially all make sense to him in the way the Council adopted ordinances, paid bills, and measured expenses against appropriation ordinances and the budget developed at the beginning of the fiscal year.

Mr. Young added that as Chairman of the Finance Committee for seven years he was very involved in the budget and the process flows very much like that described in the Charter. The way the process is described in the Charter matches the actual work performed.

Mr. Barbour noted that the state auditor goes through every expenditure the City makes in a calendar year. This constitutes approximately 400 checks per month. They go through each one, matching it with the ordinance and appropriations, when appropriations were passed, and the authority for the expenditure. If it doesn't match, the City is marked negatively and these negative marks prevent the City from having a good credit rating which affects the ability to borrow money and the rating on the bond market, decreasing the value of bonds which are issued on a yearly basis. It is in everyone's best interest for everything to go smoothly and correctly.

**SECTION 9.8 PUBLIC IMPROVEMENTS.**

Public improvements of all kinds may be made by the appropriate department either by the direct employment of the necessary labor and purchase of supplies and materials in the manner herein provided with a separate account as to each improvement so made, or by contract let as provided in the next preceding section either for a closed price or upon a unit basis.

**There were no comments regarding Section 9.8.**

**ARTICLE X TAXATION**

**SECTION 10.1 LIMITATION ON RATE OF TAXATION.**

For the purpose of paying the current operating expenses of the Municipality and for the purpose of paying any other expense which may lawfully be included within the general levy for the general fund of the Municipality, including the purposes of police and fire pensions, the Council, without a vote of the people, shall have the power to levy on the property in the Municipality listed and assessed for taxation, a tax not to exceed 9 mills on the dollar of assessed valuation, the provision to be effective as an amendment on January 1, 1961.

(Ord. 60-64; approved by voters 11-8-60.)

**There were no comments regarding Section 10.1.**

**SECTION 10.1(A) LEVY FOR PARKS AND RECREATION.**

For purposes of paying towards the expense of the Department of Parks and Recreation, the Council, without a vote of the people, shall have the power to levy on the property of the Municipality listed and assessed for taxation, a tax not to exceed one-half mill on the dollar of assessed valuation. This provision shall be in addition to the limitation provided in present Section 10.1 of the Charter. This provision shall be effective on January 1, 1975.

(Ord. 72-144; approved by voters 11-7-72.)

**There were no comments regarding Section 10.1(A).**

**SECTION 10.1(B) CREATION OF A PARAMEDIC UNIT; LIMITATION ON RATE OF TAXATION.**

There is established within the Department of Public Safety an emergency Paramedic Unit, and Council shall provide for its organization by ordinance. For purposes of paying toward the capital and operating expenses of the Unit, the Council, without a vote of the people, shall have the power to levy on the property of the Municipality listed and assessed for taxation, a tax not to exceed two and one-half mills on the dollar of assessed valuation beginning with the 1986 tax year. This provision shall be in addition to the limitation provided in present Section 10.1 and present subsection 10.1(A) of the Charter.

(Ord. 86-11; approved by voters 5-6-86)

**There were no comments regarding Section 10.1(B).**

**SECTION 10.2 SUBMISSION OF EXTRA LEVY TO VOTE.**

The Council may, at any time at least seventy-five (75) days prior to a November or special election, declare by resolution, adopted by a vote of two-thirds (2/3) of the total number of Councilmen provided for in this Charter, that the amount of taxes which may be raised within the limitation of Section 10.1 of this Charter will be

insufficient to provide an adequate amount for the necessary requirements of the Municipality, and that it is necessary to levy a tax in excess of such limitations in addition to the levies authorized and limited by Section 10.1 of this Charter, for any municipal purpose or purposes specified in such resolution, and permitted by law. Such resolution shall be confined to a single purpose and specify the amount of increase in rate which it is necessary to levy, the purpose thereof, and the number of years in which such increase shall be in effect which may or may not include a levy on the duplicate for the current year and the date of any proposed election. The number of years shall be any number not exceeding five (5) except that when the additional rate is for the payment of debt charges the increased rate shall be for the life of the indebtedness. Such resolution shall be effective upon its adoption and shall be certified within (5) days thereafter to the election authorities described in Article XI, Section 11.1 of this Charter, which shall place such question upon the ballot at the next succeeding November election or at the specified proposed election. If a majority of those voting thereon for an extra levy at a November election, or if sixty per cent (60%) voting thereon in the case of a special election cast their ballots for the approval of such additional levy, the Council shall immediately make such levy or such part thereof as it finds necessary, pursuant to such approval, and certify the same to the County Auditor to be placed on the tax list and collected as other taxes. The authority of the Council to submit additional levies to a vote of the people under authority of the Constitution or the laws of this State shall not be deemed impaired or abridged by reason of any provision in this Charter except as to the requirement of the percentage of the voters necessary to approve the passage of the issue.

(Ord. 62-158; approved by voters 11-6-62.)

Mr. Young stated that when voting in a November election if one more vote over 50% is received the issue passes. But in a special election 60% is required.

Ms. Wendell asked if a primary election is considered a special election. Mr. Barbour stated that a primary election is considered a special election. Discussion followed concerning the preference of putting items on a special election ballot to insure passage.

Mr. Cruse noted that a renewal of the Paramedic levy occurred during his time on Council. There has been no increase in the voted property tax rate for many years.

### **SECTION 10.3 AMENDMENT RELATING TO LIMITATION ON RATES OF TAXATION.**

No amendment to the limitation of the rate of taxation that may be assessed by action of the Council without the vote of the people under the provisions of Section 10.1 hereof shall be effective unless and until it receives a majority vote of those voting at any November election or an affirmative vote of sixty per cent (60%) of those voting thereon at any special election wherein the issue of amendment to Section 10.1 of this Charter is to be considered by the voters.

**There were no comments regarding Section 10.3.**

### **SECTION 10.4 OTHER TAXES.**

The Council shall have the power to levy such other taxes as may be lawful in accordance with the provisions of the Constitution and the laws of the State of Ohio.

Mr. Cruse noted that Section 10.4 is the end of the items on the agenda this evening. To proceed with the review of any further sections it must be on the posted agenda for the evening. Mr. Barbour commented that there can be discussion of the topics which would have to be revisited at the next meeting so that members of the public who may be interested in that item would have an opportunity to appear.

Mr. Cruse stated that he is happy to provide some background comments regarding Article XI Nominations and Elections. While Mr. Cruse was on Council, there was major discussion on the whole primary election issue. The problem was that in the Mayoral election the Mayor was elected with less than 50% of the vote, because there were so many people running for the office. The word was that the community wanted some kind of system to narrow it down so that ultimately the winner got elected with at least 50% plus one vote. There was a group that pushed for a run-off election. If you had more than three candidates in the November election, and nobody received 50% of the vote, a run-off election would be held in December. Many, many residents, with signatures and petitions appeared before Council at the meeting when the discussion was held. The residents wanted a primary election in September, and the top two candidates would go to the general election in November. There were a lot of cost reasons to do a run-off election. The cost was better. There was a lot of argument at the time about voter participation rates, although not very much between a run-off election and a primary, but the heat of the room was decidedly one-way. It went on the ballot as a primary election and it passed. That was the voters speaking at that time. Mr. Young noted that the primary election addition to the Charter is for all of the elected officials.

Councilman Greco, in the audience, commented that he just lived through a primary election. His voter participation was close to 60% for the primary, and over 60% for the general election. He stated that he is happy it was set up the way it is.

Mr. Young brought up the question of write-in candidates.

Mr. Barbour stated that he circulated some information, going back to 2014 when the charter review first began that year, at the request of a resident. At that time someone submitted their name as a write-in candidate for the office of Mayor. It was part of a civics instruction for a cub scout group. The deadlines are different. To be a write-in candidate a person must submit an application with the Board of Elections. The time limit to apply to be a write-in candidate is 75 days prior to the election. The time limit for a candidate to be on a ballot is 90 days. There is a 15 day difference. The theory is that someone could bypass the primary process. The City of Westlake addressed this and put in the same deadline for write-in candidates. The purpose of a write-in candidate is to give someone an opportunity to run, and voters an opportunity to vote for someone if there is a dissatisfaction with the two that met the deadline. It creates an opportunity.

Mr. Barbour stated further that he understands the complaint, but there is a need to balance the ability to have write-in candidates. Why you have write-in candidates, what is the greater good that having a write-in candidate serves, and do you want to take action that basically eliminates write-in candidates should be a point of discussion. There were several meetings about this in 2014 and it was sent to the Charter Review Commission.

Mr. Cruse suggested Mr. Barbour recirculate the information sent earlier to the Charter Review Commission.

Mr. Cruse stated that philosophically he has a problem with having the same deadline for a write-in candidate as other candidates that have applied to be on the ballot. This means that the primary has to be anticipated and the filing deadline is set up based on a September primary. That goes again the philosophical purpose of a write-in candidate.

Mr. Young gave the example of what happened in the past when two people ran and one withdrew. At that point it would have been nice to have a write-in candidate to have a real person to run against.

Mr. Barbour noted that primary elections started for the purpose of party politics. The purpose of a primary election under the Ohio Revised Code is to let any political party put a candidate out for office and let the voters pick from those primary candidates. Bay Village has non-partisan elections so that does not apply to Bay Village. But, there are people who feel strongly about closing what they believe is a loophole around the process. Mr. Barbour stated that there was a great deal of discussion about this matter.

Ms. Linder asked if there are rules for write-in elections. Are they part of the ordinances?

Mr. Barbour stated that there are rules established by the Board of Elections. There is a body of law that covers ballot write-in candidates. It requires filling out an application and registering.

Mr. Greco noted that the requirements are very specific for write-in candidates. He asked if the City is allowed to use the Board of Elections deadlines for write-in candidates or allowed to tweak those deadlines, i.e., move them up.

Mr. Barbour stated that the City can create their own deadlines for filing. They must be in the Charter.

Mr. Cruse stated that he does not think you can shorten the deadlines because the Board of Elections would object, but they probably can be made longer.

Mr. Barbour noted that some laws should be uniform, i.e., speed limits are uniform throughout the state for safety reasons based on the kind of road. Election laws are really similar. Elections should be run similarly in each different locale, especially county-wise, but there is room for differences. Because Cuyahoga is such a big county, the Board of Elections has deadlines to create ballots. One of the problems they have had is the district map, and the early vote-by-mail deadline has been missed because the map has still not been settled. That is why there must be care in picking the times to register. There is a resident that feels very strongly that there needs to be a change.

Mr. Young stated that he had two calls from residents about the matter. He informed them to come to the Charter Review Commission meetings at the end when the matters will be revisited.

Mr. Barbour stated that in the past he personally was against having a primary election because he felt it discouraged people from running because you would have the potential to run in two races, which is great if you are an incumbent and have name recognition. For a lot of other candidates you would have to assume you are going to be in a primary, and if you are, in fact in a primary you have to campaign, raise money and put out signs and do all the things you have to do in a campaign. This is difficult, even if you are the incumbent, and after the primary you have to do it all over again. Everyone has a real job or other things they are doing so this is a hard task and it might discourage people from running. But, no one came forward and supported Mr. Barbour's hypothesis.

Mr. Cruse noted that these issues have gone back and forth over the history of Bay Village a couple of times. There was a run-off, we did not have a run-off, and now we are back to a primary.

Mr. Barbour noted that the run-off was an elegant solution but there were not a lot of run-off election models to follow.

Mr. Young questioned the cost of a run-off election. Would it have to be a special election where the City is assuming the entire cost?

Ms. Linder thanked Mr. Barbour and Mr. Cruse for the background information.

The next meeting of the Charter Review Commission will be held on Monday, May 2 at 5 p.m. and will include review of Article VII Planning Commission, and Article XI Nominations and Elections.

Upon motion by Mr. Cruse, the meeting adjourned at 5:55 p.m.

---

Mike Young, Chairman

---

Joan Kemper, Secretary