

Pursuant to law, the Board of Commissioners met on Tuesday, July 20, 2021 at 9:00 a.m. in the Board of Commissioner's Room and were called to order by the Chairperson.

Pledge of Allegiance

Invocation

PRESENT: Margaret Batzer, Jeff Dontz (on-line, Manistee Township), Karen Goodman, Eric Gustad, Pauline Jaquish, Nikki Koons, Richard Schmidt (on-line, Maple Grove Township)

ABSENT: None

The County Board and its Committees are operating remotely and electronically by Zoom under the Manistee County Board of Commissioners Resolution #2020-17, which declared a Local State of Emergency through December 31, 2021 due to the COVID-19 pandemic.

**APPROVE MEETING AGENDA**

Moved by Goodman, seconded by Batzer to approve the Meeting Agenda, as amended to include review and possible approval of the Child Care Fund Budget.

Motion Carried

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**CONSENT AGENDA**

Moved by Batzer, seconded by Schmidt to approve the Consent Agenda which includes the minutes of the June 15, 2021 Board meeting, the July 7, 2021 Budget Study Session and the July 2021 monthly appropriations and fund transfers.

YEAS: 7 Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

NAYS: 0 None

Motion Carried

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**PUBLIC COMMENT**

None.

**TREASURER'S REPORT**

Rachel Nelson, County Treasurer, presented the 2<sup>nd</sup> Quarter 2021 Investment Report for the Commissioners review. The Tax Foreclosure Auction will be held on-line on August 2, 2021 at [www.tax-sale.info](http://www.tax-sale.info). There are 18 parcels up for foreclosure in Manistee County which is

average. Excess proceeds forms have been filed on six (6) parcels now that the new law took effect January 1, 2021. It was asked that this information be put on the County website under the financial dashboard.

**RECOGNITION & ANNOUNCEMENTS**

None.

**POLICY COMMITTEE MINUTES/JUNE 25, 2021**

Karen Goodman presented the Policy Committee Minutes of June 25, 2021.

Items Not Requiring Board Action.

The Cash Management Policy was moved to the Ways & Means Committee.

The Grants Policy was moved to the Ways & Means Committee at the August meeting.

The Background Check Policy and Procedure was moved to the Personnel Committee.

Moved by Goodman, seconded by Batzer to accept the Policy Committee Minutes of June 25, 2021.

Motion Carried

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**WAYS & MEANS COMMITTEE REPORT/JULY 7, 2021**

Richard Schmidt presented the Ways & Means Committee Report of July 7, 2021.

**FINANCE REPORT**

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

We hereby submit claims for June 2, 2021 through July 5, 2021, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund.....	\$388,512.04
201 County Road Fund .....	0.00
208 Parks/Recreation Trails Fund.....	0.00
215 Friend of the Court Fund.....	0.00
216 Department Contingency Fund .....	0.00
220 Local Revenue Sharing Grant Fund.....	5,510.00
225 Recycling Fund .....	14,865.60
234 Judicial Technology Fund.....	0.00
235 District Court Services Fund.....	0.00
236 Maintenance of Effort Fund.....	20,742.72
238 Land Bank Authority Fund .....	0.00
239 NF&W Foundation Grant .....	0.00

241 AIS Grant Fund.....	0.00
242 Bear Lake Improvement Fund .....	5,438.58
243 Brownfield Redevelopment Authority Fund .....	0.00
244 Brownfield Redevelopment-Joslin Cove .....	0.00
245 Public Improvement Fund.....	0.00
246 Township Improvement Revolving Fund .....	0.00
251 Capital Improvement Fund .....	4,100.00
252 PRE Audit Fund.....	0.00
253 Remonumentation Fund.....	0.00
254 Medical Care Depreciation Fund .....	0.00
255 Brownfield Site Assessment Fund .....	0.00
256 Register of Deeds Automation Fund.....	17,825.86
257 Budget Stabilization Fund.....	0.00
258 Mounted Search and Rescue .....	0.00
259 Indigent Defense Fund.....	5,232.48
260 Health Insurance Fund .....	159,305.17
261 9-1-1 Service Fund.....	0.00
262 Dive Equipment Fund.....	0.00
263 Sheriff's Office Forfeited Assets Fund .....	0.00
264 Family Counseling Services Fund .....	0.00
265 Juvenile Drug Court Fund.....	0.00
266 Law Enforcement Training Fund.....	149.00
267 Concealed Pistol Licensing Fund.....	0.00
268 Homeland Security Grant Fund .....	0.00
269 Law Library Fund .....	3,049.92
270 Corrections Officer Training Fund .....	1,941.63
271 County Library Fund.....	0.00
272 County Library Trust Fund .....	0.00
274 OHSP Grant Funds .....	0.00
275 Dial-A-Ride Fund .....	0.00
276 Forestry Fund .....	0.00
277 Air Photo Fund.....	0.00
278 LEPC Grant Fund .....	0.00
279 Economic Development - Housing Fund.....	0.00
280 MSHDA Grant Fund.....	0.00
281 Law Enforcement Technology Fund .....	0.00
282 Care Act Fund .....	0.00
283 F.I.A. Benzie County .....	0.00
284 Community Corrections Fund .....	465.00
285 Drunk Driving Case Flow Fund.....	0.00
286 Juvenile Intervention Fund .....	0.00
287 Juvenile Accountability Fund .....	0.00
290 Department of Human Services Fund.....	0.00
292 Child Care Fund.....	8,980.63
293 Soldiers & Sailors Relief Fund .....	2,082.49
294 Veterans Trust Fund.....	0.00
295 Airport Authority Fund.....	92,402.37
296 Juvenile Justice Fund .....	1,250.00
297 Compensated Services Fund .....	125,427.95
298 County Employee Separation Fund .....	0.00
299 Unemployment Fund .....	0.00
356 Fair Board Debt Fund .....	0.00
360 9-1-1 Expansion Construction Fund .....	0.00
361 Jail Expansion Construction Fund .....	0.00
362 Jail Building Bond .....	0.00
368 Library Loan Fund .....	0.00
369 Building Authority Debt Fund.....	0.00

370 County Road Building Debt Fund .....	0.00
461 Building Authority Construction Fund .....	0.00
462 County Road Construction Fund .....	0.00
512 Medical Care Facility Fund .....	0.00
516 Delinquent Tax Revolving Fund.....	400.00
606 Tax Revolving Fund .....	0.00
609 2009 Tax Revolving Fund .....	0.00
610 2010 Tax Revolving Fund .....	0.00
611 2011 Tax Revolving Fund .....	0.00
612 Delinquent Taxes .....	0.00
613 2013 Tax Revolving Fund .....	0.00
614 2014 Tax Revolving Fund .....	0.00
615 2015 Tax Revolving Fund .....	0.00
616 2016 Tax Revolving Fund .....	0.00
617 2017 Tax Revolving Fund .....	0.00
618 2018 Tax Revolving Fund .....	0.00
618 2018 Tax Revolving Fund .....	0.00
619 2019 Tax Revolving Fund .....	0.00
620 Foreclosure Fund .....	32,501.57
701 Trust and Agency.....	0.00
702 OPEB Trust Fund.....	0.00
801 Drain Fund .....	0.00
 Total: .....	<u>\$890,183.01</u>

(includes 3 acct. payable runs; on demand checks):

Payroll for the period of June 2, 2021 thru July 5, 2021 (includes 2 payrolls)	+	\$515,229.34
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Employee Separation

Lucas Balmer	- \$1,988.92
Marla Evans	- \$ 982.94
Alyssa Wahr	- \$1,268.60

Total to be Claimed and allowed July 20, 2021	<u>\$1,405,412.35</u>
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Moved by Schmidt, seconded by Batzer to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,405,412.35; and that the same be placed on file.

YEAS:         7         Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer

NAYS:         0         None

Motion Carried

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**PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL TIME**

Moved by Schmidt, seconded by Batzer to approve payment for unused accumulated vacation and personal hours to Daryl Goodman, who resigned from the District Court Office effective May 1, 2021 = \$1,524.32; to be paid from the Employee Separation Fund.

YEAS: 6 Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz  
NAYS: 0 None  
ABSTAIN: 1 Goodman

Motion Carried

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**MANISTEE COUNTY MEDICAL CARE**  
**BALLOT PROPOSAL**

**RESOLUTION NO. 2021-14**  
**COUNTY OF MANISTEE**  
**STATE OF MICHIGAN**

**“RESOLUTION TO APPROVE BALLOT PROPOSAL FOR COUNTY BONDS AND CORRESPONDING TWENTY (20) YEAR MILLAGE LEVY TO FUND RENOVATION AND EXPANSION OF THE MANISTEE COUNTY MEDICAL CARE FACILITY.”**

At a regular meeting of the Board of Commissioners of the County of Manistee, Michigan, held in the Board of Commissioners’ Meeting Room, Manistee County Courthouse and Government Center, 415 Third Street, Manistee, Michigan on the 20th day of July, 2021, at 9:00 a.m., Eastern Time.

PRESENT: Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

ABSENT: None

The following preamble and resolution were offered by Schmidt and seconded by Batzer:

WHEREAS, the County of Manistee (the “County”) provides for the operation of a medical care facility known as Manistee County Medical Care Facility (the “Medical Care Facility”); and

WHEREAS, the Manistee County Department of Human Services Board, the governing board of the Medical Care Facility, pursuant to a long-term strategic plan, has determined the need to upgrade the Medical Care Facility through the renovation and expansion of its existing

facility including the acquisition and constructing of a new two-story, 32,000-square-foot addition to the Medical Care Facility, along with renovations to the existing facility, to provide an estimated 74 private and 13 semi-private resident rooms, updated finishes throughout, renovated common areas, upgraded mechanical and electrical systems, a new elevator, furnishings and equipment, and other improvements related to the upgrade including, but not limited to, site improvements, parking, equipment and appurtenances, and professional services (the “Project”); and

WHEREAS, the pre-bid estimated cost of the Project is Twenty-four Million Dollars (\$24,000,000); and

WHEREAS, the Medical Care Facility is not able to fund the Project from Medical Care Facility operations without the issuance of general obligation unlimited tax bonds specific to this Project, subject to the approval of County electors; and

WHEREAS, it is in the best interest of the County to proceed with the Project; and

WHEREAS, the County is authorized by Act 118 of the Public Acts of Michigan of 1923, as amended, (“Act 118”) and Act 34 of the Public Acts of Michigan of 2001, as amended (“Act 34”) to finance the cost of the Project by the issuance of general obligation unlimited tax bonds, subject to the approval of the electors of the County; and

WHEREAS, it is appropriate to submit the question of issuing general obligation unlimited tax bonds for the Project to the electors in accordance with Act 118, Act 34, and the Unlimited Tax Election Act, being Act 189 of the Public Acts of 1979, as amended.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The County hereby authorizes and directs the sale of bonds in an amount not to exceed \$24,000,000, backed by the faith and credit of the County, which shall be unlimited tax general obligations of the County, secured by the County’s unlimited tax pledge, which bonds shall be issued in one or more series pursuant to and in accordance with Act 118 and Act 34 and be paid from taxes levied without limitations to a rate or amount to the extent necessary for the repayment of the bonds.

2. The bonds will be outstanding a maximum of 20 years (anticipated 2022 through and including 2041), exclusive of refunding. It is estimated that it will be necessary to levy

.3379 mill (\$.3379 per \$1,000 of taxable value) to pay debt service on the bonds in the first year of the levy (anticipated in 2021), and to levy an estimated average of 1.0797 mills (\$1.0797 per \$1,000 of taxable value) for debt service in the following years, until the bonds are retired.

3. This resolution shall not become effective or binding upon the County until approved by a majority of the electors of the County voting on the question of the issue and sale of said bonds at a duly scheduled election held pursuant to the Michigan Election Law, which is Act 116 of the Public Acts of Michigan of 1954, as amended (the “Michigan Election Law”).

4. The wording of the ballot proposal to be submitted to the electors shall be in the form attached hereto as Exhibit A and in such form is hereby certified to the County Clerk as required by the Michigan Election Law.

5. The ballot proposal shall be submitted to the electors of the County at the November regular election which will be held on November 2, 2021.

6. The County Clerk is hereby authorized and directed to provide all notices of the election as may be required by law, including Act 118 and the Michigan Election Law.

7. All resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

AYES:	7	Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman
NAYS:	0	None

RESOLUTION DECLARED ADOPTED.

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Jill M. Nowak, County Clerk  
County of Manistee

**TUESDAY, JULY 20, 2021**

**EXHIBIT A**

**BALLOT PROPOSAL**

**BALLOT PROPOSAL FOR COUNTY BONDS AND CORRESPONDING TWENTY (20) YEAR MILLAGE LEVY TO FUND RENOVATION AND EXPANSION OF THE MANISTEE COUNTY MEDICAL CARE FACILITY**

Shall the County of Manistee issue its general obligation unlimited tax bonds in an amount not to exceed Twenty Four Million Dollars (\$24,000,000) in one or more series for the purpose of paying the cost of upgrading the Manistee County Medical Care Facility through the renovation and expansion of its existing facility? The project includes: a new two-story, 32,000-square-foot addition to the Medical Care Facility and renovation of the existing facility to provide an estimated 74 private and 13 semi-private resident rooms, upgraded mechanical and electrical systems, a new elevator, furnishings and equipment, site improvements, and professional services.

The bonds will be outstanding a maximum of 20 years (anticipated 2022 through and including 2041), exclusive of refunding. It is estimated that it will be necessary to levy .3379 mill (\$.3379 per \$1,000 of taxable value) to pay debt service on the bonds in the first year of the levy (anticipated in 2021), and to levy an estimated average of 1.0797 mills (\$1.0797 per \$1,000 of taxable value) for debt service in the following years, until the bonds are retired. The levy of .3379 mill in the first year is estimated to generate \$420,000 for payment of principal and interest on the bonds.

The tax revenue received by the County as a result of the unlimited tax pledge will be disbursed to the County of Manistee to repay the proposed bonds.

Yes

No

Moved by Schmidt, seconded by Batzer to approve the above Resolution #2021-14 To Approve Ballot Proposal For County Bonds And Corresponding Twenty (20) Year Millage Levy To Fund Renovation And Expansion Of The Manistee County Medical Care Facility.

YEAS: 7 Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman

NAYS: 0 None

Motion Carried

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**COURTHOUSE CCTV SERVER REPLACEMENT**

Moved by Schmidt, seconded by Batzer to approve the Dell option 2 bid, for the replacement of the Courthouse CCTV Server, in the amount of \$12,827.73.

YEAS: 7 Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman, Gustad



**TUESDAY, JULY 20, 2021**

NAYS: 0 None

Motion Carried

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**REPLACEMENT SERVERS FOR COURTHOUSE AND SHERIFF**

Moved by Schmidt, seconded by Batzer to approve the bid from Provantage for the replacement of the four (4) Courthouse and Sheriff’s Office servers, in the amount of \$38,329.22.

YEAS: 7 Koons, Schmidt, Batzer, Dontz, Goodman, Gustad, Jaquish

NAYS: 0 None

Motion Carried

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**SECURITY PIPE BOLLARDS**

Moved by Schmidt, seconded by Batzer to approve the bid from Heirloom Carpentry and Construction for the installation of the Security Pipe Bollards in the amount of \$6,575.00 with the MMRMA grant covering \$3,037.75 of the cost, and the remaining amount to be paid for from the Manistee County Contingency Fund, line # 216.000.390.025.

YEAS: 7 Schmidt, Batzer, Dontz, Goodman, Gustad, Jaquish, Koons

NAYS: 0 None

Motion Carried

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**SELECTION OF OFFICER DELEGATE AND ALTERNATE FOR THE MERS ANNUAL CONFERENCE**

Moved by Schmidt, seconded by Batzer to approve that Julie Griffis, HR Generalist, is the Officer Delegate; and Lisa Sagala, County Administrator/Controller, is the Alternate Officer Delegate, to attend the Municipal Employees Retirement System (MERS) Annual Conference being held on October 7-8, 2021, at the Amway Grand Plaza Hotel in Grand Rapids, Michigan.

YEAS: 7 Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

NAYS: 0 None

**TUESDAY, JULY 20, 2021**

Motion Carried

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**CASH MANAGEMENT POLICY**

Moved by Schmidt, seconded by Batzer to approve the Manistee County Cash Management Policy, as presented.

YEAS: 7 Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer

NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Batzer to accept the Ways & Means Committee Minutes of July 7, 2021.

Motion Carried

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**GREEN TEAM/RECYCLING COMMITTEE MINUTES/JUNE 24, 2021**

Margaret Batzer presented the Green Team/Recycling Committee Minutes of June 24, 2021.

No Action Items.

Items Not Requiring Board Action.

The EGLE Scrap Tire Event will be held on June 24, 2021 from 10:00 a.m. to 2:00 p.m. at the Bay Area Recycling for Charities (BARC) in Kaleva.

Work still continues on the relocation of the Onekama Township. A new site on 8 Mile Road is now being looked at.

Moved by Batzer, seconded by Koons to accept the Green Team/Recycling Committee Minutes of June 24, 2021.

Motion Carried

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**REGIONAL SUMMIT COMMITTEE MINUTES/JULY 2, 2021**

Karen Goodman presented the Regional Summit Committee Minutes of July 2, 2021.

No Action Items.

Items Not Requiring Board Action.

**TUESDAY, JULY 20, 2021**

A tentative schedule was reviewed by the Committee. Save the Dates have been sent out. Food and Beverage choices have been decided.

Moved by Goodman, seconded by Koons to accept the Regional Summit Committee

Minutes of July 2, 2021.

Motion Carried

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**NETWORKS NORTHWEST 2020 ANNUAL REPORT**

Matt McCauley, CEO, Networks Northwest, appeared before the Board to give the Networks Northwest 2020 Annual Report.

**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**FY 2022 ANNUAL IMPLEMENTATION PLAN FOR THE AREA AGENCY ON AGING OF NORTHEAST MICHIGAN**

RESOLUTION #2021-13  
MANISTEE COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE FY 2022 ANNUAL IMPLEMENTATION PLAN OF THE AREA AGENCY ON AGING OF NORTHWEST MICHIGAN**

At a regular meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 20<sup>th</sup> day of July, 2021.

PRESENT: Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

ABSENT: None

The following resolution was offered by Batzer and seconded by Gustad:

**Be it resolved** that the Manistee County Board of Commissioners have reviewed the Fiscal Year 2022 Annual Implementation Plan of the Area Agency on Aging of Northwest Michigan and believe that the plan addresses the needs of the aging population in Region 10.

**Be it further resolved** that the Manistee County Board of Commissioners approves the Fiscal Year 2022 Annual Implementation Plan of the Area Agency on Aging of Northwest Michigan.

Moved by Batzer, seconded by Gustad to approve Resolution #2021-14 Approving The FY 2022 Annual Implementation Plan Of The Area Agency On Aging Of Northwest Michigan.

YEAS: 7 Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz

NAYS: 0 None

NOT VOTING: 0 None

**TUESDAY, JULY 20, 2021**

Motion Carried

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**DESIGNATED COUNTY ASSESSOR APPROVAL LETTER**

The Board of Commissioners received a letter from the State of Michigan Department of Treasury that the State Tax Commission approved the petition of Heather Vasquez as the Manistee County Designated Assessor.

**CHILD CARE FUND BUDGET**

Cameron Clark appeared before the Board to request approval of the County Child Care Fund (CCF) Budget in the amount of \$443,750.22 for the period of October 1, 2021 through September 20, 2022. (Note for next year, the CCF Budget needs to go to the Ways & Means Committee before being presented to the County Board).

Moved by Schmidt, seconded by Koons to approve the County Child Care Fund (CCF)

Budget in the amount of \$443,750.22 for the period of October 1, 2021 through September 20, 2022 and authorize the County Board Chair to sign the same.

YEAS: 7 Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman

NAYS: 0 None

**CENTRA WELLNESS BOARD APPOINTMENT**

One (1) vacancy on the Centra Wellness Board of Directors. This vacancy will be to fill an unexpired three (3) year term beginning immediately and expiring March 31, 2022.

There were no applicants, and the Clerk was asked to re-advertise again.

**MISCELLANEOUS CONTROLLER AND BOARD ITEMS (cont.)**

**VETERAN SERVICE FUND GRANT APPLICATION**

Eric Sullivan, Veteran Counselor, appeared before the Board to review the County Veteran Service Fund Grant (VSF). The Grant has a base of \$50,000 plus a per capita amount for a total amount of \$68,801.00. Mr. Sullivan highlighted funds of \$500 per month rent in the new building, cell phones (2 @ \$625 annually), a part-time receptionist \$12,000 (or possibly subcontract in the future the existing services of the receptionists already at the building), an increase for the Veterans Counselor and Service Officer to \$12,000 and also an increase for the Veterans Counselor to go full time, salary (\$55,000) and benefits (\$16,551). The grant also includes advertising such as billboards and newspapers (\$16,800), promotional items (\$11,558) such as grocery bags, water bottles, mugs, koozies, pens, and garden materials including a solar pump, lumber, benches (\$4,600). Ms. Sagala noted that the pay has already been increased in the General Fund to \$12,000 each for the part-time Veterans Counselor and the Service Director for 2021/22. Ms. Sagala also noted that if we increase amounts in the General Fund, in the future to receive the VSF Grant, we can never decrease the amount of the General Fund Budget. Possible ideas were given as to pay for the department. Mr. Sullivan stated that he had to submit an unsigned copy of the grant to the State to meet the grant requirements. The Board will continue to discuss the Veteran Service Fund Grant Application. Mr. Sullivan will request another grant application extension until after the August 24, 2021 County Board meeting.

**TUESDAY, JULY 20, 2021**

**FAIRGROUNDS EXHIBIT HALL UPDATE**

Ms. Sagala informed the Board that construction has been completed at the Exhibit Hall at the Fairgrounds. The only items not completed are the cooler doors which are on back order. However, it was okay to use the rooms, but they would need to make other arrangements for refrigeration. Mr. Dontz thanked Bruce Schimke and the contractors for their hard work and finishing the job before Onekama Days. Ms. Sagala also thanked Carpenter & Sons for the additional work they did for no extra cost.

**THE NEXT BUDGET STUDY SESSIONS**

The next Budget Study Session is scheduled for Wednesday, July 28, 2021 at 9 a.m., and if needed, another Budget Study Session will be held on Friday, August 6, 2021 at 3 p.m.

Ms. Sagala is working to reduce overages of over \$400,000. Commissioner Goodman requested a list of property that the County owns.

**STRATEGIC PLAN UPDATE**

Page 186, remove duplicates of AES and Centra Wellness Board; page 192, top paragraph-remove AES; page 193 under Development Ready, separate Planning and Brownfield and add Land Bank; in 1.1.1 remove AES and state to continue to assess and evaluate opportunities; page 195 1.4.1-create a resource that promotes all housing needs in the County.; add Housing North to 1.3.1.

Re-write for review then next month move on to Section 2.

**PUBLIC COMMENT**

Greg Berg, spoke in support of the 2<sup>nd</sup> Amendment Rights.

Adjourn at the Call of the Chair at 11:26 a.m.

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Jill M. Nowak Clerk