

## **OFFICIAL MINUTES**

### **August 17, 2009 19th DAY OF THE JULY ADJOURN TERM**

The County Commission met in The Commissioner's Hearing Room at 9:00 AM with, Chuck Pennel, Danny Strahan and Jim Strafuss present. The following proceedings were had and made a matter of record:

Prayer led by Chuck Pennel, followed by the pledge of allegiance.

### **APPROVAL OF MINUTES**

Commissioner Strafuss moved to approve the minutes of August 10, 12 and 13. Commissioner Pennel seconded the motion. The motion passed by vote: Pennel (aye), Strahan (aye), and Strafuss (aye).

### **ACCOUNTS PAYABLE**

Commissioner Strahan moved to approve the following Accounts payable:

Checks: 315644– 315736

Warrants: 5070

Commissioner Pennel seconded the motion. The motion passed by vote: Pennel (aye), Strahan (aye), and Strafuss (abstain).

Commissioner Pennel moved to approve journal entries and transfers as presented by the Auditor. Commissioner Strahan seconded the motion. The motion passed by vote: Pennel (aye), Strahan (aye), and Strafuss (aye).

### **PUBLIC COMMENT**

There were no public comments.

### **RECORDS DISPOSITION**

County Clerk, Donna Neeley presented a list of records that have met the statutory retention schedule to be destroyed.

### **RECORDS DISPOSITION**

County:

Taney

Office: County Clerk  
Date: 17-Aug-09

The following records have met their retention schedule and are recommended for disposal under RSMo 109.230 subsection 4. As the officeholder with jurisdiction over these records I, Donna Neeley, elect to destroy these records by shredding and ask that this form be entered into the minutes of the Taney County Commission.

| BOX # | DESCRIPTION         | INCLUSIVE DATES | RETENTION | YEAR MET | RETENTION SCHEDULE          |
|-------|---------------------|-----------------|-----------|----------|-----------------------------|
| 171   | A P Check Stubs     | 2003            | 5 yrs.    | 2008     | GS007                       |
| 172   | Payroll Stubs       | 2003            | 5 yrs.    | 2008     | GS068                       |
| 173   | A P Check Stubs     | 2002            | 5 yrs.    | 2007     | GS007                       |
| 174   | Payroll Stubs       | 2002            | 5 yrs.    | 2007     | GS068                       |
| 176   | Bank Records        | 2002            | 5 yrs.    | 2007     | GS010                       |
| 178   | GCR Records         | 2001            | 5 yrs.    | 2006     | GS011                       |
| 220   | BOE Exhibits        | 2000            | 5 yrs.    | 2005     | 002.021 (Assessor's Sched.) |
| 222   | Tax Levy Documents  | 1999-2002       | 5 yrs.    | 2007     | Co.Clerk Schedule p.16      |
| 223   | Tax Levy Documents  | 2002-2003       | 5 yrs.    | 2008     | Co.Clerk Schedule p.16      |
| 224   | BOE Information     | 2003            | 5 yrs.    | 2008     | 002.021 (Assessor's Sched.) |
| 253   | BOE Information     | 2002            | 5 yrs.    | 2007     | 002.021 (Assessor's Sched.) |
| 260   | PP Assessment Books | 2003            | 5 yrs.    | 2008     | 002.019 (Assessor's Sched.) |
| 261   | PP Assessment Books | 2002            | 5 yrs.    | 2007     | 002.019 (Assessor's Sched.) |
| 262   | PP Assessment Books | 2001            | 5 yrs.    | 2006     | 002.019 (Assessor's Sched.) |
| 263   | RE Assessment Books | 2001            | 5 yrs.    | 2006     | 002.019 (Assessor's Sched.) |
| 264   | RE Assessment Books | 2000            | 5 yrs.    | 2005     | 002.019 (Assessor's Sched.) |
| 266   | PP Assessment Books | 2001            | 5 yrs.    | 2006     | 002.019 (Assessor's Sched.) |
| 267   | Copy of the Budget  | 2000            |           |          | Non-Record                  |
| 269   | BOE Information     | 2002            | 5 yrs.    | 2007     | 002.021 (Assessor's Sched.) |
| 272   | RE Assessment Books | 2003            | 5 yrs.    | 2008     | 002.019 (Assessor's Sched.) |
| 274   | RE Assessment Books | 2002            | 5 yrs.    | 2007     | 002.019 (Assessor's Sched.) |
| 277   | PP Assessment Books | 2000            | 5 yrs.    | 2005     | 002.019 (Assessor's Sched.) |
| 278   | PP Assessment Books | 2003            | 5 yrs.    | 2008     | 002.019 (Assessor's Sched.) |
| 279   | PP Assessment Books | 2000            | 5 yrs.    | 2005     | 002.019 (Assessor's Sched.) |
| 280   | Abatements          | 2001            | 5 yrs.    | 2006     | 002.020 (Assessor's Sched.) |

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

Approval was rescheduled for a Wednesday in order to let Commissioner Strahan review the documents.

## LOCAL EMERGENCY OPERATIONS PLAN – APPROVAL

Chris Berndt presented the LEOP plan to the Commission for approval. Commissioner Strafass moved to approve the plan as presented. Commissioner Pennel seconded the motion. The motion passed by vote: Pennel (aye), Strahan (aye), and Strafass (aye).

### ANIMAL CONTROL ABANDONMENT CRIME IN THE COUNTY

Commissioner Strahan asked the Prosecuting Attorney to enforce the state law against animal dumping. Sheriff Russell said that we are enforcing the law when we can determine who owns the animal or who is doing the dumping. Bob Paulson stressed that animal dumping is a crime and is punishable by fines and/or prison.

### JULY FUND BALANCE

Dawn Bilyeu presented the July fund balances to be included in the record as follows:

| EXPBYDEPT  | TANEY COUNTY<br>EXPENSES BY DEPARTMENT    |               |              |               |              | July 31,<br>2009 |
|------------|---|---------------|--------------|---------------|--------------|------------------|
|            |   | 2007          | 2008         | 2009          | 2009         | ACTUAL<br>%      |
|            |   | ACTUALS       | ACTUALS      | APPROVED      | ACTUALS      |                  |
|            | EXPENSES                                  |               |              |               |              |                  |
| 101-??-??? | COMMISSION                                | 386,701.52    | 336,461.99   | 345,240.02    | 187,015.08   | 54%              |
| 102-??-??? | CLERK                                     | 93,974.73     | 168,184.08   | 185,384.40    | 109,942.15   | 59%              |
| 103-??-??? | ELECTIONS                                 | 117,521.27    | 182,762.40   | 50,300.00     | (42.90)      | 0%               |
| 104-??-??? | BUILDINGS & GROUNDS                       | 455,873.75    | 514,375.87   | 859,057.46    | 548,801.60   | 64%              |
| 105-??-??? | EMPLOYEES FRINGE BEN                      | 1,358,401.67  | 2,079,159.69 | 2,080,070.15  | 1,322,852.88 | 64%              |
| 106-??-??? | TREASURER                                 | 79,279.48     | 80,907.00    | 86,930.00     | 48,884.02    | 56%              |
| 107-??-??? | COLLECTOR                                 | 207,423.61    | 213,054.69   | 230,881.20    | 106,282.11   | 46%              |
| 108-??-??? | CIRCUIT CLERK                             | 260,377.87    | 267,536.62   | 334,458.40    | 171,869.13   | 51%              |
| 109-??-??? | COURT REPORTER                            | 1,478.94      | 884.67       | 2,112.00      | 302.91       | 14%              |
| 110-??-??? | ASSOCIATE COURT DIV 1                     | 34,898.37     | 35,881.83    | 0.00          | 0.00         | #DIV/0!          |
| 111-??-??? | COURT ADMINISTRATION<br>PRESIDING CIRCUIT | 20,012.99     | 26,399.50    | 0.00          | 25,686.89    | #DIV/0!          |
| 112-??-??? | JUDGE                                     | 31,017.43     | 60,541.11    | 65,548.16     | 33,506.19    | 51%              |
| 113-??-??? | PUBLIC ADMINISTRATOR                      | 83,947.12     | 92,992.40    | 97,753.80     | 61,470.41    | 63%              |
| 114-??-??? | OTHER EXPENSE                             | 14,161,477.51 | 8,713,898.90 | 13,434,335.99 | 1,942,309.47 | 14%              |
| 115-??-??? | AUDITOR                                   | 165,561.59    | 168,093.82   | 178,459.00    | 109,757.29   | 62%              |
| 116-??-??? | CHILD SUPPORT                             | 28,698.81     | 27,150.50    | 0.00          | 733.40       | #DIV/0!          |
| 117-??-??? | SHERIFF                                   | 1,994,793.36  | 2,370,485.58 | 2,484,050.00  | 1,438,185.97 | 58%              |
| 118-??-??? | JAIL                                      | 1,127,434.60  | 1,448,527.61 | 1,502,985.00  | 773,859.78   | 51%              |
| 119-??-??? | PROSECUTING ATT                           | 561,581.49    | 619,441.96   | 620,539.80    | 376,617.99   | 61%              |
| 120-??-??? | JUVENILE                                  | 118,379.58    | 125,414.30   | 129,173.93    | 71,089.59    | 55%              |
| 121-??-??? | CORONER<br>TRANSFERS/DEBT                 | 53,800.04     | 45,001.06    | 48,342.00     | 21,770.61    | 45%              |
| 124-??-??? | SERVICE                                   | 1,520,007.79  | 1,505,480.14 | 2,035,201.25  | 1,104,115.26 | 54%              |
| 125-??-??? | ASSOC COURT DIV 2                         | 23,580.76     | 28,030.88    | 0.00          | 0.00         | #DIV/0!          |
| 126-??-??? | CIRCUIT CLERK                             | 24,073.53     | 34,763.05    | 113,308.00    | 51,219.42    | 45%              |

|              |                        |               |               |               |               |      |
|--------------|------------------------|---------------|---------------|---------------|---------------|------|
| 127-??-???   | INDUSTRIAL DEV         | 42,382.91     | 22,037.06     | 54,600.00     | 54,388.53     | 100% |
| 130-??-???   | PLANNING & ZONING      | 274,472.75    | 227,636.56    | 268,783.40    | 182,960.66    | 68%  |
| 133-??-???   | EXTENSION              | 46,426.06     | 47,739.86     | 47,642.00     | 25,524.89     | 54%  |
| 134-??-???   | SEWER                  | 333,532.43    | 366,889.27    | 334,981.60    | 203,787.77    | 61%  |
| 135-??-???   | INFORMATION SYSTEMS    | 305,104.41    | 355,876.93    | 446,794.90    | 242,481.40    | 54%  |
| 136-??-???   | ANIMAL CONTROL         | 148,296.38    | 163,349.43    | 144,482.00    | 82,260.22     | 57%  |
| 137-??-???   | EM MANAGERMENTS        | 69,605.62     | 110,369.17    | 186,195.00    | 32,193.22     | 17%  |
| 140-??-???   | AIRPORT                | 778,864.91    | 991,286.24    | 1,630,706.80  | 855,187.79    | 52%  |
|              | TOTAL                  | 24,908,983.28 | 21,430,614.17 | 27,998,316.26 | 10,185,013.73 | 36%  |
| 101-30-000   | GCR BEGINNING BALANCE  | 16,017,775.03 | 18,628,344.77 | 13,051,082.10 | 13,051,082.10 | 100% |
| 1018??-??... | GCR TOTAL REVENUES     | 27,519,553.02 | 15,853,351.50 | 14,806,727.16 | 7,354,533.83  | 50%  |
|              | GCR TOTAL EXPENDITURES | 24,908,983.28 | 21,430,614.17 | 27,998,316.26 | 10,185,013.73 | 36%  |
|              |                        | -             | -             | -             | -             | -    |

FUNDBALANCE  
07/31/09

TANEY COUNTY  
BUDGET  
FUND BALANCES

|                        | PERIOD TO<br>DATE<br><hr/> ACTUAL | YEAR TO<br>DATE<br><hr/> ACTUAL |
|------------------------|-----------------------------------|---------------------------------|
| GENERAL COUNTY REVENUE |                                   |                                 |
| BEGINNING BALANCE      | \$0.00                            | \$13,051,082.10                 |
| REVENUES               | 1,510,000.57                      | 7,354,533.83                    |
|                        | -                                 | -                               |
| TOTAL REVENUES GCR     | 1,510,000.57                      | 20,405,615.93                   |
|                        | -                                 | -                               |
| TOTAL GCR EXPENDITURES | 955,346.72                        | 10,185,013.73                   |
|                        | =                                 | =                               |
| TOTAL GCR FUND BALANCE | 554,653.85                        | 10,220,602.20                   |
| <br>                   |                                   |                                 |
| ROAD & BRIDGE          |                                   |                                 |
| BEGINNING BALANCE      | 0.00                              | 2,375,426.82                    |
| REVENUES               | 96,922.67                         | 727,464.62                      |
|                        | -                                 | -                               |
| TOTAL RB REVENUES      | 96,922.67                         | 3,102,891.44                    |
|                        | -                                 | -                               |
| EXPENDITURES           | 484,910.38                        | 1,932,331.52                    |
|                        | =                                 | =                               |
| TOTAL RB FUND BALANCE  | (387,987.71)                      | 1,170,559.92                    |
| <br>                   |                                   |                                 |
| ROAD & BRIDGE TRUST    |                                   |                                 |
| BEGINNING BALANCE      | 0.00                              | 3,548,915.67                    |
| REVENUES               | 586,473.29                        | 4,441,246.54                    |
|                        | -                                 | -                               |
| TOTAL RBT REVENUES     | 586,473.29                        | 7,990,162.21                    |

|                        |              |              |
|------------------------|--------------|--------------|
| EXPENDITURES           | -            | -            |
|                        | 1,099,887.31 | 3,531,392.09 |
|                        | =            | =            |
| TOTAL RBT FUND BALANCE | (513,414.02) | 4,458,770.12 |

|                             |           |            |
|-----------------------------|-----------|------------|
| ASSESSMENT FUND             |           |            |
| BEGINNING BALANCE           | 0.00      | 7,670.34   |
| REVENUES                    | 83,981.10 | 433,973.24 |
|                             | -         | -          |
| TOTAL AF REVENUES           | 83,981.10 | 441,643.58 |
|                             | -         | -          |
| EXPENDITURES                | 47,368.20 | 379,688.73 |
|                             | =         | =          |
| TOTAL ASSEMENT FUND BALANCE | 36,612.90 | 61,954.85  |

|                             |          |           |
|-----------------------------|----------|-----------|
| ELECTION FUND               |          |           |
| BEGINNING BALANCE           | 0.00     | 12,587.96 |
| REVENUES                    | 6,184.00 | 8,943.94  |
|                             | -        | -         |
| TOTAL ELECTION REVENUES     | 6,184.00 | 21,531.90 |
|                             | -        | -         |
| EXPENDITURES                | 0.00     | 370.05    |
|                             | =        | =         |
| TOTAL ELECTION FUND BALANCE | 6,184.00 | 21,161.85 |

|                       |            |              |
|-----------------------|------------|--------------|
| TRANSFER STATION FUND |            |              |
| BEGINNING BALANCE     | 0.00       | 763,997.91   |
| REVENUES              | 118,864.97 | 553,019.82   |
|                       | -          | -            |
| TOTAL TS REVENUES     | 118,864.97 | 1,317,017.73 |
|                       | -          | -            |
| EXPENDITURES          | 80,847.33  | 596,058.79   |
|                       | =          | =            |
| TOTAL TS FUND BALANCE | 38,017.64  | 720,958.94   |

FUNDBALANCE  
07/31/09

TANEY COUNTY  
BUDGET  
FUND BALANCES

|  |                   |                 |
|--|-------------------|-----------------|
|  | PERIOD TO<br>DATE | YEAR TO<br>DATE |
|  | ACTUAL            | ACTUAL          |

|                   |          |            |
|-------------------|----------|------------|
| LEPC FUND         |          |            |
| BEGINNING BALANCE | \$0.00   | \$7,997.12 |
| REVENUES          | 3,718.40 | 5,363.26   |

|                                    |   |            |   |              |
|------------------------------------|---|------------|---|--------------|
| TOTAL LEPC REVENUES                | - | 3,718.40   | - | 13,360.38    |
| EXPENDITURES                       | - | 118.04     | - | 1,082.24     |
| TOTAL LEPC FUND BALANCE            | = | 3,600.36   | = | 12,278.14    |
| LAW ENFORCEMENT TRAINING FUND      |   |            |   |              |
| BEGINNING BALANCE                  |   | 0.00       |   | 3,054.75     |
| REVENUES                           |   | 703.05     |   | 3,545.46     |
| TOTAL LET REVENUES                 | - | 703.05     | - | 6,600.21     |
| EXPENDITURES                       | - | 550.00     | - | 1,388.50     |
| TOTAL LET FUND BALANCE             | = | 153.05     | = | 5,211.71     |
| PROSECUTING ATTORNEY TRAINING FUND |   |            |   |              |
| BEGINNING BALANCE                  |   | 0.00       |   | 5,967.93     |
| REVENUES                           |   | 192.94     |   | 986.15       |
| TOTAL PAT REVENUES                 | - | 192.94     | - | 6,954.08     |
| EXPENDITURES                       | - | 0.00       | - | 1,053.02     |
| TOTAL PAT FUND BALANCE             | = | 192.94     | = | 5,901.06     |
| COUNTY INSURED FUND                |   |            |   |              |
| BEGINNING BALANCE                  |   | 0.00       |   | 18,549.89    |
| REVENUES                           |   | 125.44     |   | 55,925.83    |
| TOTAL COUNTY INSURED REVENUES      | - | 125.44     | - | 74,475.72    |
| EXPENDITURES                       | - | 7,355.66   | - | 54,107.68    |
| TOTAL COUNTY INSURED FUND BALANCE  | = | (7,230.22) | = | 20,368.04    |
| 911 FUND                           |   |            |   |              |
| BEGINNING BALANCE                  |   | 0.00       |   | 932,022.50   |
| REVENUES                           |   | 46,869.84  |   | 307,730.70   |
| TOTAL 911 REVENUES                 | - | 46,869.84  | - | 1,239,753.20 |
| EXPENDITURES                       | - | 7,514.06   | - | 133,781.85   |
|                                    | = |            | = |              |

|                        |           |              |
|------------------------|-----------|--------------|
| TOTAL 911 FUND BALANCE | 39,355.78 | 1,105,971.35 |
|------------------------|-----------|--------------|

USE TAX

FUNDBALANCE  
07/31/09

TANEY COUNTY  
BUDGET  
FUND BALANCES

|  | PERIOD TO<br>DATE | YEAR TO<br>DATE |
|--|-------------------|-----------------|
|  | ACTUAL            | ACTUAL          |

SEWER FUND

|                          |              |                 |
|--------------------------|--------------|-----------------|
| BEGINNING BALANCE        | \$0.00       | \$27,520,852.75 |
| REVENUES                 | 645,810.89   | 3,863,139.41    |
| -                        | -            | -               |
| TOTAL SEWER REVENUES     | 645,810.89   | 31,383,992.16   |
| -                        | -            | -               |
| EXPENDITURES             | 1,148,147.51 | 5,336,939.60    |
| =                        | =            | =               |
| TOTAL SEWER FUND BALANCE | (502,336.62) | 26,047,052.56   |

SEWER DESIGNATED FUND  
EXPENDITURES

|                       |              |               |
|-----------------------|--------------|---------------|
| =                     | =            | =             |
| TOTAL ALL SEWER FUNDS | (502,336.62) | 26,047,052.56 |
| =                     | =            | =             |

SHERIFF CIVIL FUND

|                                  |            |            |
|----------------------------------|------------|------------|
| BEGINNING BALANCE                | 0.00       | 132,948.03 |
| REVENUES                         | 519.31     | 57,589.67  |
| -                                | -          | -          |
| TOTAL SHERIFF CIVIL REVENUES     | 519.31     | 190,537.70 |
| -                                | -          | -          |
| EXPENDITURES                     | 2,466.84   | 18,008.51  |
| =                                | =          | =          |
| TOTAL SHERIFF CIVIL FUND BALANCE | (1,947.53) | 172,529.19 |

TAX MAINTENANCE FUND

|                                    |           |            |
|------------------------------------|-----------|------------|
| BEGINNING BALANCE                  | 0.00      | 117,199.05 |
| REVENUES                           | 15,559.74 | 90,896.49  |
| -                                  | -         | -          |
| TOTAL MAINTENANCE FUND<br>REVENUES | 15,559.74 | 208,095.54 |
| -                                  | -         | -          |
| EXPENDITURES                       | 496.08    | 80,730.07  |

TOTAL MAINTENANCE FUND BALANCE        =        15,063.66        =        127,365.47

**BACKWOODS ROAD PETITION**

Mr. Roy Baker came to the meeting representing the taxpayers requesting the maintenance of Backwoods Road.

Commissioner Strahan moved to take Backwoods road into the county Maintenance System, since it is a school road, as a class 6 road contingent on a cul-de-sac and proper easements. Commissioner Pennel seconded the motion. The motion passed by vote: Pennel (aye), Strahan (aye), and Strafuss (aye).

**HPRP APPLICATION APPROVAL**

Mr. Alan Catron of Christian Associates presented the draft of the HPRP application for approval and signatures. Commissioner Strahan moved to accept the application and submit it to the state. Commissioner Strafuss seconded the motion. The motion passed by vote: Pennel (aye), Strahan (aye), and Strafuss (aye).

Presiding Commissioner Pennel declared a recess.

**RECESS  
9:29 AM**

**RECONVENED  
10:08 AM**

The Commission reconvened in the Commissioner's hearing room with all 3 Commissioners present.

Commissioner Strafuss moved to go into Executive Session pursuant to RSMo. 610.021 (1)(2)(3). Commissioner Strahan seconded the motion. The motion passed by roll call vote: Pennel (aye), Strahan (aye) and Strafuss (aye).

**EXECUTIVE SESSION  
10:21 AM**

See Executive Minutes for actions if any.

Commissioner Strafuss moved to go out of Executive Session. Commissioner Strahan seconded the motion. The motion passed by roll call vote: Pennel (aye), Strahan (aye) and Strafuss (aye).

**OUT OF EXECUTIVE**



**11:11 AM**

Joan Chowning presented Barbara Bohley as the proposed grant writer under a contingency agreement for the bio-solids project.

Commissioner Strahan moved to approve the agreement for professional services for Barbara Bohley as a grant writer. Commissioner Strafuss seconded the motion. The motion passed by vote: Pennel (aye), Strahan (aye) and Strafuss (aye).

Presiding Commissioner Pennel declared a recess.

**RECESS  
11:46 AM**

**RECONVENED  
1:35 PM**

**JOHN MUGO – TAXES**

Commissioner Strahan moved to waive interest and penalties totaling \$482.85 on Dr. Marianne Mugo's personal property taxes for 2006, 2007 & 2008. Commissioner Strafuss seconded the motion.

Commissioner Strafuss moved to go back into Executive Session tabled from this morning. Commissioner Pennel seconded the motion. The motion passed by roll call vote: Pennel (aye), Strahan (aye) and Strafuss (aye).

**EXECUTIVE SESSION  
1:54 PM**

See Executive Minutes for action(s) if any.

Commissioner Strafuss moved to go out of Executive Session. Commissioner Pennel seconded the motion. The motion passed by roll call vote: Pennel (aye), Strahan (aye) and Strafuss (aye).

**OUT OF EXECUTIVE SESSION  
2:08 PM**

Commissioner Strahan left the meeting at 2:08 PM

## **DIS-INCORPORATION OF BRADLEYVILLE**

Commissioner Strafuss moved that Russ Schenewerk to be assigned as trustee to dis-incorporate Bradleyville. Commissioner Pennel seconded the motion. The motion passed by vote: Pennel (aye), Strafuss (aye) and Strahan (absent).

## **MAILROOM DISCUSSION**

Gary Morgan will pull together a final draft of the proposed operation for elected officials and County Commission review and then implementation can occur if final approval is granted.

**RECESS**

**2:58 PM**

**RECONVENED**

**3:05 PM**

## **NUISANCE CASES**

Commissioner Pennel moved to send nuisance case # 08 –0068 to the prosecutor. Commissioner Strafuss seconded the motion. The motion passed by vote: Pennel (aye), Strafuss (aye) and Strahan (absent).

## **ROAD & BRIDGE – SUNVIEW ROAD**

The Commission instructed Frank Preston at his discretion to put (not to exceed) 4 loads of rock on Sunview Road.

## **SHARED LEAVE PROGRAM - SICK LEAVE**

Commissioner Strafuss moved to table till 10:00 AM Tuesday the 18<sup>th</sup>. Commissioner Pennel seconded the motion. The motion passed by vote: Pennel (aye), Strafuss (aye) and Strahan (absent).

Presiding Commissioner Pennel declared a recess.

**RECESS**

**4:52 PM**

The minutes were taken and typed by Jim Yust, Deputy Clerk.

