

HAMILTON TOWNSHIP TRUSTEES
SPECIAL MEETING
February 26, 2014

Mr. Weber made a motion and Mr. Wallace seconded the motion to open the meeting at 6:04 p.m.

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| Roll call as follows: | Kurt Weber | Yes |
| | David Wallace | Yes |

The Pledge of Allegiance to the Flag was recited by all in attendance.

Mr. Weber made a motion and Mr. Wallace seconded the motion to pay the bills before the Board.

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| Roll call as follows: | Kurt Weber | Yes |
| | David Wallace | Yes |

Mr. Mark Hurst, CPA Consultant and Township Resident, stated the document being presented was prepared within the UAN System so they could leverage some of its functionality. The report the board has before them shows columns that don't mean a whole lot for example the 2012 and 2013 columns because there was no prior year data in the UAN system since it is new. For purposes of what is being presented for their consideration he advises they ignore what is in the 2012, 2013 columns. Any numbers in those columns are not meaningful. What is essentially in the column labeled Current 2014 would approximate with respect to revenues and expenses, not with respect to beginning and ending balances that would approximate the temporary appropriations that the board had previously approved plus and supplemental adjustments. That would be what is in the current column. For purposes of the Resolution that would be passed this evening, the far right column labeled 2015 is what we would call the proposed calendar year 2014 permanent appropriations. Each fund because of the way the system is set up and we went live on January 1, 2014 and because of the multiple adjustments made to the fund balances in the system, the best way to look at it for example is looking at the General Fund, page 1 of 42, the first two (2) rows in the far right column net would be the most recent numbers provided by Bastin and Company. Each fund was gone through to make sure each net of those two (2) items equals the beginning fund balance as of January 1, 2014 and the proposed revenues and proposed expenses are in the far right most column and the last line for each fund has an ending balance if the budget came true 100%. With any budget it could be used as a management tool and in this case it is a legal document and from time to time you may need to modify certain revenues and certain expenses for things that are unforeseen or have not been included in the document. This does provide a starting point. Mr. Hurst stated he has worked with Mr. Gary Boeres, Administrator, and other management staff in order to get information into this format. Looking back it wasn't easy to extract reliable data in a format that was consistent with this document from which we could build a budget moving forward. The group basically worked from the ground up and started with salaries, retirement contributions, and capital type items to build it as opposed to looking back and using the same set up as last year. Mr. Hurst believes it provides a reasonable basis for a starting point, but certainly from time to time there will be modifications to either the revenues or expenses either upward or downward. Those are Mr. Hurst's overall thoughts on this particular budget. He does not think his thoughts would be any different on any other type of document being proposed because it is subject to change.

Mr. Weber stated in all cases the revenue we are projecting; the expenses are less than the revenue that is projected. Mr. Hurst stated this is true in most cases. In the Police Fund and the Fire & EMS Fund, they are capital outlay type items that basically have your expenses exceeding your revenues in the current period, but outside of those two (2) funds they don't appear to have any financial constraints that are unusual. Mr. Weber

stated the carry-over would cover those capital outlays. Mr. Hurst stated the carry-over would take care of it and with respect to the Police Fund, a transfer was budgeted out for one (1) half of the debt service payment. There are two (2) cruisers that have been budgeted for. On that particular fund he worked with the Chief and except for those things the expenses would be less than the budgeted revenues. Many of the revenues he has tried to budget conservatively meaning if there is any surprises hopefully it is to the upside. For the most part the same is true for the expenses although it is possible something may pop up that we are unaware of right now. The funds were budgeted so they were structurally balanced.

Mr. Hurst stated as a disclaimer the budgets were put together with the best information that was presently available to them. As they are all aware, as time has elapsed we become aware of more and more financial information that would have impacted this budget so he can't say for sure there would not be anything further that wouldn't pop up and it would impact these budgets.

President Weber opened the floor to the public.

Mr. Ray Warrick, 5466 Grand Legacy Drive, stated he is not sure he followed what Mr. Hurst was saying. He has sent over some information that was based on financials available to the citizens. The one report shows the General Fund, just the top line, which shows a negative of \$74,000.00 and some change on December 31, 2013. The only other document he could find that tells him what the balance is on January 1, 2014 and it is up to \$523,000.00. Mr. Weber explained how the total was formulated. Mr. Warrick stated he understands the math, but where would it be in the general paperwork that would explain the entries that took us from the negative balance to the positive. Mr. Hurst stated it is a constraint of the software, it does not allow them to collapse the two columns and call it beginning fund balance. So they are trying to leverage the software because long term it will provide much more continuity between the budget and the actual expenses and receipts of the township. Mr. Warrick stated he understands how the numbers are calculated, but did not know where they got the numbers to start with. Mr. Hurst stated the numbers they are starting with were a draft that came from Bastin and Company very recently. Mr. Bastin has prepared financial statements through December 31, 2013. This is his schedule showing the ending balance as of December 31, 2013.

Mr. Warrick asked how confident Mr. Hurst was with the numbers being good. Mr. Hurst stated he can't say. They have changed quite radically over the last couple of weeks. He has no way of knowing. For a starting point for the budget they had to use something and this is the most recent most reliable information he had. He can't speak as to how accurate it is. It is not audited. The Bastin and Company has been clear about the numbers being unaudited. The township intended to and has determined what the real revenues are and what are essential expenses and they identified them to the extent that they are basically essentially balanced. Whatever the carryover is if there is any, it won't hurt any and they won't make it any worse. That was the goal of this budget.

Mr. Warrick stated the trustees would have to vote with a footnote he suspects. He stated in the private sector we wouldn't be voting in a budget where we didn't have the numbers and believe them 100%.

Mr. Warrick had a question on the Fund Balance Sheet that corrected the latest thing they just found out about where a loan or note was taken out and the money was brought into the General Fund. The note was paid off out of two (2) other funds. That was not supposed to work that way, it was supposed to be paid out of the General Fund. What is perplexing is whoever decided what they were going to do taking it out of the two (2) funds in error was done mathematically because it was down to the penny of what they wanted out of each of the accounts. Once again, he is just a citizen looking at it and he does not know what to think about it. He has no idea why the mistake was made and why it was made to this level of accuracy. He does not know if there is an answer for this tonight, but we can't continue going on as citizens letting this stuff slide past. It is not going to work that way. Mr. Weber stated it is his understanding that was from 2004 that the State Auditor asked Mr. Bastin to go back and pick that up. Mr. Warrick stated he spoke with the Warren County Auditor's Office and they explained their role. The County Auditor stated they couldn't help much because they don't have access to their

banking records, he asked why not, and they stated they are not allowed to have them and that the trustees could voluntarily give them to him. Mr. Warrick stated he does not know if the County Auditor having the banking records would be better or worse and having them weigh in on the issues. Mr. Warrick asked the Board to consider giving them a copy as a citizen because the citizens are paying for the County Auditors too. The situation is not getting better it is getting worse and maybe another set of eyes would be useful.

Mr. Wallace stated it is quite obvious that we are all here today because we didn't have enough eyes looking at it. He would certainly like to look into giving the County Auditor a copy.

Mr. Weber stated he would like to mention that Mr. Duvelius was unable to attend this evening.

An audience member asked to go through each fund balance. Mr. Weber stated they could do that.

Mr. Weber read the fund balances as:

- General Fund: Fund 1: Fund balance of \$167,699.26, the anticipated revenue is \$1,036,550.00, and the anticipated expenses are \$918,305.00 with a transfer out of \$116,562.50. At the end of the year that would give us a balance of \$169,381.76.
- Motor Vehicle License Tax Fund: Fund 2 : Fund balance of \$5,919.09, the anticipated revenue is \$37,689.25, and the anticipated expenses are \$37,500.00. At the end of the year that would give us a balance of \$6,108.34.
- Gas Tax Fund: Fund 3: Fund balance of \$267,926.23, the anticipated revenue is \$165,000.00, and the anticipated expenses are \$165,000.00. At the end of the year that would give us a balance of \$267,925.23.
- Road and Bridge Fund: Fund 4: Fund balance of -\$328,686.14, the anticipated revenue is \$729,000.00, and the anticipated expenses are \$723,581.00. At the end of the year that would give us a balance of -\$323,267.14
- Cemetery Fund: Fund 5: Fund balance of \$6,669.55, the anticipated revenue is \$27,283.01, and the anticipated expenses are \$10,000.00. At the end of the year that would give us a balance of \$23,952.56.
- Police Fund: Fund 9: Fund balance of \$1,527,871.57, the anticipated revenue is \$2,070,100.00, and the anticipated expenses are \$2,110,700.00. At the end of the year that would give us a balance of \$1,370,709.07. It was noted the expenses are more than the revenue, but there will be carryover to go with this total. There is also a transfer out of the fund for half of the building payment which is \$116,562.50.
- Legacy Fire Fund: Fund 10: Fund balance of \$647,434.01, the anticipated revenue is \$0.00, and the anticipated expenses are \$0.00. Mr. Hurst stated this has a carryover beginning balance of \$647,434.01 and presently there is nothing being budgeted out of this fund because everything budgeted is being combined out of the Fire & EMS Levy Fund. There is also an EMS Legacy Fund as well.
- Drug Law Enforcement Fund: Fund 22: Fund balance of \$137,021.19, the anticipated revenue is \$1,000.00, and the anticipated expenses are \$55,000.00. At the end of the year that would give us a balance of \$83,021.19.
- Permissive Motor Vehicle License Tax Fund: Fund 23: Fund balance of \$85,142.98, the anticipated revenue is \$142,107.00, and the anticipated expenses are \$142,107.00. At the end of the year that would give us a balance of \$85,142.98.
- Law Enforcement Trust Fund: Fund 9I: Fund balance of \$4,130.33. At the end of the year that would give us a balance of \$4,130.33 because there are no expenditures or revenue.
- Enforcement and Education Fund: Fund balance of \$0.00, the anticipated revenue is \$1,000.00, and the anticipated expenses are \$0.00. At the end of the year that would give us a balance of \$1,000.00
- Ambulance and EMS Special Revenue Fund: Fund 28: Fund balance of \$2,313,859.23, the anticipated revenue is \$340,000.00, and the anticipated

expenses are \$0.00. At the end of the year that would give us a balance of \$2,653,859.23.

- Legacy EMS Fund: Fund balance of \$92,356.04, the anticipated revenue is \$0.00, and the anticipated expenses are \$0.00. At the end of the year that would give us a balance of \$92,356.04.
- Fire and EMS Special Levy Fund: Fund balance of \$2,895,337.08, the anticipated revenue is \$2,900,000.00, and the anticipated expenses are \$3,141,835.00. At the end of the year that would give us a balance of \$2,653,502.08.
- Lighting District Fund: Fund balance of \$127,161.42, the anticipated revenue is \$319,855.00, and the anticipated expenses are \$319,855.00. At the end of the year that would give us a balance of \$127,161.42.
- TIFF Fund: Fund 14T: Fund balance of \$1,448,451.75, the anticipated revenue is \$1,224,528.00, and the anticipated expenses are \$610,000.00. At the end of the year that would give us a balance of \$2,062,979.75.
- Fast Cop and LOEB Grant Fund: Fund balance of \$577.00, the anticipated revenue is \$0.00, and the anticipated expenses are \$0.00. At the end of the year that would give us a balance of \$577.00.
- Helping Hands Fund: Fund balance of \$541.21, the anticipated revenue is \$0.00, and the anticipated expenses are \$541.21. At the end of the year that would give us a balance of \$0.00. This fund was motioned to be closed at the previous meeting.
- New Building Bond Retirement Fund: Fund 15: Fund balance of -\$2,134,915.27, the anticipated revenue is \$0.00, and the anticipated expenses are \$233,125.00. At the end of the year that would give us a balance of -\$2,134,915.27. There were transfers from the Police Fund and out of the General Fund which show here as transfers in for a total of \$233,125.00.
- Bond Retirement New Building Debt Service Fund: Fund 18: Fund balance of -\$238,763.95, the anticipated revenue is \$0.00, and the anticipated expenses are \$0.00. At the end of the year that would give us a balance of -\$238,762.95

An audience member asked if this was the same building. Mr. Hurst stated he is unclear as to why there are two (2) separate debt service funds. The reason he established two (2) is because to maintain continuity between the prior auditor's records and this accounting system, they went ahead and broke them out so that it is clear to see between this detail and what is in the township's accounting system. He wanted the ledger to mirror the beginning of the year data that is from year to year for the external auditors. He views them collectively, but for purposes of a ledger he believes it is best practice for now to continue to keep them separated since they have always been separated. Mr. Weber stated this is maybe to just maintain the consistency with what the auditors have looked at in the past. Mr. Hurst did want to mention that at the tail end of this report there is a detail for the Fire House Fund which is considered an agency fund. It is all zeros. The township does not need to be included. There is some intent to close this fund anyhow.

Mr. Wallace wanted to say that what is troubling is the fact that the situation we are in is self-inflicted. It has been caused by some current and past elected officials that clearly neglected their duties to act as good stewards of our hard earned tax dollars. It seems like every week these numbers are constantly changing. The numbers we see today he ventures to say will be different next week probably. There is nothing more than can be said that has not already been said. Now we need to talk about fixing the problem which we have done for the last eight (8) years and move to doing something about the problem. Before we vote on this he wanted to say in his opinion the State of Ohio Auditor's Office is going to place the township under some type of fiscal distress. He does not believe it is a matter of if we get placed, but it is a matter of when and to what extent. It could be fiscal caution, fiscal watch or fiscal emergency. He thinks it is in the best interest of the township to move ahead and craft a course of action that will get the township on the right fiscal course and develop a financial plan. He does not want to wait to be told what to do. He wants to remain forward on this and come up with a plan to carry out to get us on the right course. Looking at this list of funds, there are building funds upside down. There is no money for the roads. In order to do this he proposes we get a working group in here on a Saturday in March or April where they invite the department heads, the accountants and the community to brainstorm ideas. We have great resources in our township and that is something we need to tap into. As far as the solution he is looking

for, he refuses to entertain any new levies to fix this problem. This would do nothing more than cover up the symptoms by throwing money at it, some procedures need to be looked at. He has no intent in reducing any of the manning; it can be solved without doing that. Now is the time to come together and tighten our boot straps and work as one to solve the problem. He has spoken with some people and Mr. Warrick who has an idea and wants to look at every option. If you look at our funds, you're going to see that they are out of balance. Some funds are sitting heavier than others, but unfortunately due to the type of monies we have we can't cross levy that money. These are some of the ideas he wants to talk about in March and April and wants to hear. They should be open minded and look into every opportunity then we can draft a couple courses of action and go from there. As we talk about our financial situation, he wants to be clear that the issue of the township's finances do not effect or will not affect our emergency services. The Police and Fire have been good stewards of the money. By law their resources were safe guarded. They operate from a different pot of money. They continue to serve our township well and will continue to provide the top notch service as we go through this challenging time. He thanked them for their service and as they are on the front lines being the ambassadors to our township, he again thanks them for what they do. He wants to provide more information on this working group in March at the next meeting if the other trustees participate we can make it an open meeting. If not we will have the meeting regardless.

Mr. Weber stated he like the idea of having a meeting about where we will go from here. That is prudent. He stated it is a good idea whether it is on a Saturday or not and it would be good for all the trustees as well as appropriate staff such as department heads and the public is definitely welcome. This is going to take some creativity and some brainstorming and thinking outside the box within the limits of the law. He is all for the discussions and at the next meeting on March 12, 2014 they can talk as a group about setting a date. From a public perspective, are Saturday's better or weeknights? Mr. Warrick stated if they are serious about doing it and having some involvement from the public, it would be better on a Saturday. He would be happy to come on a Saturday and thinks others would if they were available to go through this.

Mr. Warrick stated as a side note he spoke with Mr. Wallace about bundling the levies together at some point and maybe as a combined instrument to level some things out so funds can be adjusted properly. He encourages something be put on the ballot that would lower their taxes. If they do anything that increases taxes he feels it would go down in flames. He talked about this with the County Auditor's Office today to see if any of this is doable and the indicated it can be done. They described some of the workings of it. This could be discussed and weighed in on at the Saturday meeting. He agrees with Mr. Wallace that we don't want to wait for the Auditor's to come in we need to do something. He doesn't want to go down the path where the township is borrowing money from the State to fix things on his behalf. He does not want to be stuck in a situation where his taxes increase because of all this. He will fight them if it goes that far.

Mr. John Roesch, 5406 Grand Legacy Drive, asked for clarification on where Mr. Bastin is and what his tie in is to the board. Mr. Weber stated Mr. Bastin is from Bastin and Company, he is in the company that just completed the 2008, 2009 audit. He is an independent auditor. The Board hired him to advance the balances up through the end 2013 such that the State Auditor can come in and audit 2010, 2011, 2012 and 2013. There is no relationship between Mr. Bastin and Mr. Hurst. Mr. Hurst was brought on board before Mr. Bastin started. Ms. Jackie Terwilleger, Fiscal Officer, stated Mr. Bastin had done two (2) previous audits and then she felt she and the township needed someone to review the books from time to time to make sure they were in balance and going ok. That is when Mr. Hurst came in. Mr. Hurst stated his contract was before the board in June 2012. He is available to the township to consult on areas of different fiscal matters. He has no relationship with Mr. Bastin besides doing the same practices. Bastin and Company did do the 2004, 2005 audits all the way up to 2009. That preceded him. When Mr. Bastin issued his 2009 audit report he simultaneously was engaged by the board to prepare the 2010-2013 financial statements that will serve as the starting point for the financial statement audit that the State Auditor is going to do. Auditing standards have changed over the last several years. Although the Auditor of State statutorily required performing many municipal audits, they often delegate to an independent public accountant, which is what Bastin and Company is. Technically if an auditor comes in

they need to have a starting point from which to audit. If they rework the financials or balances too much, professional standards require them to evaluate whether they are auditing their own work. So to some extent you are going to have to engage someone to refine the financial statements and get them in order so that a financial statement audit can take place. The Auditor of State has the ability to use LGS who can come in and rework the books then Auditor of State can come in and do the audit. What happened here is the township engaged Bastin and Company to work the financials so then the Auditor of State can come in and do the audits. Mr. Roesch stated his point is he has been involved in all of these issues we have had since 2003 and he has never seen him here at any meetings. Some of the questions the citizens have, Mr. Bastin should be in a position to add some clarification. Mr. Roesch stated he is troubled and questioning why he has not been here so they can ask questions. We are obviously paying him and as far as he is concerned it doesn't look like he has done a very good job. He is surprised the township still has him operating as an auditor for us. Mr. Weber stated Mr. Bastin did attend the meetings the township had with the State Auditor's Office, but he understands what Mr. Roesch is saying. Mr. Roesch stated he likes Mr. Wallace's suggestion, but would like to suggest the trustees have Mr. Bastin here at future meetings because he is certainly is very involved and knows details that everyone does not know.

Mr. David Craig, 1222 Durbin Terrace, stated he owns and operates Craig Capital Corporation in Mason. If his corporation's books looked like what he has seen here the last seven (7) weeks, his company would come to a screeching halt until we figured out where we were and what we were doing. He has spent a considerable amount of time sitting on the Little Miami School Districts Financial Oversight Board when they went through the fiscal emergency. Mr. Craig stated he does not know that we want the state running our business. That is exactly what they will do. His suggestion to the board is given the fact that as a community we are still trying to come to grips with our fiscal position after weeks. He thinks it is time to call for a little bit stronger action than just creating a board of peers to figure out where this should go. He suggested immediate suspension of all township activities except for those directly involved in refinancing this package. People whose jobs are critical to our life and our health at least on a limited a basis and snow removal people. Otherwise the township is not showing enough teeth to keep the State out of our business. Until absolute numbers are set in the General Fund, have some type of resolutions to our deficit spending which it seems to be in several funds right now as well as the negative balances in our funds.

President Weber closed the floor to the public.

Mr. Weber made a motion to approve the permanent appropriations for 2014 as submitted realizing the beginning balances are unaudited balances, but the best information the board has to go on. Mr. Wallace seconded the motion adding we are shooting blind with what they have in front of them now and he knows originally in January he did not want to approve a permanent budget until we had our numbers. At the pace we are at right now we may not have a permanent budget until next year or until the State Auditor comes in with better numbers. He will be voting for this reluctantly. He does not want to stop any township operations. He has spoken with the township administrator and department heads and they understand the seriousness of what we are looking at.

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| Roll call as follows: | Kurt Weber | Yes |
| | David Wallace | Yes |

Mr. Wallace stated he wanted to make motion because it was mentioned and he liked the idea about providing access to the Warren County Auditor the banking records. He believes the more people that can look at this the better. Mr. Weber stated he is not against doing that. Mr. Weber asked Mr. Hurst if a lot of townships do this and does the County Auditor want to see this. Mr. Hurst stated he wasn't sure to be honest with them. Mr. Warrick stated they typically don't care about seeing it because they have enough to do, but they are happy to take a look at this situation. He told them he wouldn't mention it to the board if County Auditor did not want him to, but they said to go ahead and mention it. Mr. Warren Ritchie, Law Director, added he did not think the board would need a motion for this because it is public document. In any case it should absolutely be open, it is a public document. Mr. Weber stated he is okay with doing this. Mr. Ritchie told Mr. Warrick he would love to touch base with him to see who he was talking to as to

how that might help them. Mr. Warrick stated the County office stated they did not know if it will help them, but they are willing to weigh in. Mr. Warrick stated he had spoken with a Mr. Matt Nolan. Mr. Ritchie stated he is very helpful.

Mr. Wallace stated he noticed a check was deposited in the amount of \$4,631.11 on February 24, 2014 and it posted on February 26, 2014 and wanted to know what account that went in to. Ms. Terwilleger stated it was deposited in the 1P account. Mr. Wallace asked which is that and Ms. Terwilleger stated that is the General Fund Receipt Account. Mr. Hurst stated on the schedule from Mr. Bastin there is a 1P, but for all intention purposes it is consolidated as part of the General Fund. Mr. Wallace stated it was written by Ms. Terwilleger. Ms. Terwilleger stated yes. Mr. Wallace asked what it was for and Ms. Terwilleger stated it was to pay the fees he had a list of from the PERS that said it was late so she reimbursed the township for it. Mr. Wallace stated this was for two (2) years and Ms. Terwilleger stated yes. Mr. Wallace asked why she decided to write a check. Ms. Terwilleger stated because if she was the one that caused the mistake she wanted it cleared up. Mr. Wallace stated when she was notified 60 times that we had late fees; Ms. Terwilleger noted she did not know that those were out there. Mr. Wallace stated the question is if we want to right the wrongs he certainly thinks we should go back maybe 10 years. It seems ironic the timing of it doesn't really pass the test with him. He finds it hard to believe that on the system the only way she was notified of being late was him telling her. Ms. Terwilleger stated she honestly did not know those were there and when he brought that to her attention she felt that was her fault and that is why she reimbursed the township for it because sometimes there will be a payment go in and something may be put in a fund and if they need a few pennies to pay the balance something out they will use. She did not know those were out there. Mr. Weber thanked Ms. Terwilleger for doing that from her personal funds. Ms. Terwilleger stated no one told her to do it she just felt she needed to. Mr. Wallace stated he agreed, he certainly agrees that is something he feels she needed to do he just questions the timing of it that is all. He just finds it hard to believe that out of 60 times she was never notified. Unfortunately we have dug ourselves into this situation and it is not something you can buy your way out of. Ms. Terwilleger stated she did not intend to buy her way out of anything she felt she like she owed it back to the township if she caused it. Mr. Wallace agreed. Mr. Weber stated she paid it because she felt like she was responsible. Ms. Terwilleger stated that is right since she caused it she paid it back.

Mr. Ritchie wanted to tell the board he had prepared two (2) applications for real estate tax exemption for Marr Park. We want to try and have the State categorize that as exempt. He would like the trustees to make a motion to allow the Administrator to sign it at the next meeting because he would like to get it filed right away. The way it works is if it is approved the taxes can be refunded from the last three (3) years. Ms. Terwilleger asked if the rule for this was changed. Mr. Ritchie stated the issue is the farm itself was agricultural CAUV. The township was not paying much tax anyway, but when it was then graded to soccer fields the township was hit to pay the taxes and also an agricultural recoupment. Also two (2) of the buildings have care takers in there that are paying some nominal rent. He structured the application so that part of the property that is being farmed would not be qualified as the tax exemption, but the part that would be used as the park would. He is also hoping the buildings themselves would also be considered as exempt because the township is not under its current arrangement as renting those buildings as a business or for profit, but more to preserve the buildings until the final park use is determined. At least this is what his thought was the intentions.

Mr. Ritchie stated he Mr. Matt Nolan, Warren County Auditor's Office, is extremely helpful. He had met with him to discuss the interplay between part of the property being CAUV and the other not and how it could be structured with care taker abilities. He reviewed the drafts and though they looked good, but the Department of Taxation has the final say. He would like Mr. Boeres to sign the papers tonight.

Mr. Weber made a motion and Mr. Wallace seconded the motion to adjourn the meeting at 7:10 p.m.

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| Roll call as follows: | Kurt Weber | Yes |
| | David Wallace | Yes |