

1. Call to Order  
The meeting was called to order by Chairman Dan Schoonover at 5:30 p.m. Town Clerk Howard was appointed as Recording Secretary.
2. Roll Call  
Upon Roll Call the following members were present: Supervisors Sullivan and Chairman Schoonover. Absent: Supervisor Leedle. Others present: Town Clerk-Treasurer Howard.
3. Pledge of Allegiance  
Chairman Dan Schoonover led the Pledge of Allegiance.
4. Withdrawals from the agenda, if any – None.
5. Approval of Agenda  
Board Action  
A motion was made by Chairman Schoonover and seconded by Supervisor Sullivan to approve the agenda. The motion carried.
6. Minutes for Approval  
Board Action  
A motion was made by Supervisor Sullivan and seconded by Chairman Schoonover to approve the December 11, 2017 regular meeting minutes. The voice vote was unanimous and the motion carried.
7. Public Comment – None.
8. New Business (Discussion & Possible Action)
  - a. FINANCE
    - 1) Disbursements  
Board Action  
A motion was made by Supervisor Sullivan and seconded by Chairman Schoonover to approve the Disbursements Report dated December 11, 2017 in the amount of \$69,008.47. The motion carried.
    - 2) Financial Statements  
Board Action  
A motion was made by Supervisor Sullivan and seconded by Chairman Schoonover to approve the Financial Statements as of November 30, 2017. The motion carried.
    - 3) Treasurer's Reports  
Board Action  
A motion was made by Chairman Schoonover and seconded by Supervisor Sullivan to receive and file the Treasurer's Reports dated September 30, 2017, October 31, 2017 and November 30, 2017. The motion carried.

b. ORDINANCES:  
Board Action

A motion was made by Supervisor Sullivan and seconded by Chairman Schoonover to approve Ordinance items b1-b4, by omnibus vote, as recommended by the Planning & Zoning Commission:

- 1) **ORDINANCE NO. 2018-O-1128**, a Zoning Ordinance amending Section 27-103(1) and amending Section 22.30(1) regarding driveways
- 2) **ORDINANCE NO. 2018-O-1129**, a Zoning Ordinance amending Section 27-20 regarding accessory uses
- 3) **ORDINANCE NO. 2018-O-1130**, a Zoning Ordinance amending Section 27-44 regarding minimum lot size
- 4) **ORDINANCE NO. 2018-O-1131**, a Zoning Ordinance amending Section 27-25 regarding domestic chickens and ducks.

The voice vote was unanimous and the motion carried.

c. RESOLUTIONS:

1) MIR 00344 Tax Claim  
Board Action

A motion was made by Supervisor Sullivan and seconded by Chairman Schoonover to approve **RESOLUTION NO. 2018-R-01**, a Resolution allowing a claim and authorizing a tax refund or rescinding of taxes resulting from an assessment error for MIR00344 to Andrew Mattson. Discussion ensued. The tax refund would be \$56.39. The motion carried.

9. Reports & Correspondence.

Clerk-Treasurer Howard reported that there would be a spring primary election on February 20, 2018.

10. Confirm next meeting date: February 12, 2018

11. Adjournment

A motion was made by Supervisor Sullivan and seconded by Chairman Schoonover to adjourn the meeting at 5:39 p.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Cynthia L. Howard  
Recording Secretary

1. Call to Order & Roll Call

The meeting was called to order by Chairman Schoonover at 9:35 a.m. Upon Roll Call the following members were present: Supervisors Leedle, Sullivan, and Chairman Schoonover. Absent: None. Also Present: Town Attorney Tony Colletti. Clerk Howard was directed not to attend this Closed Session meeting.

2. New Business

a. Intergovernmental Agreement/Boundary Agreement

**INTERGOVERNMENTAL SERVICES AGREEMENT**

Chairman Schoonover opened the discussion for future services with the Village of Bloomfield. Treasurer Howard reported that the Town does not currently contribute to capital purchases made by the Village as part of the Intergovernmental Agreement. The tractor purchase was paid for by the Village using Highway Reserve Funds. These reserve funds were established by transferring any unused highway budget funds into it, of which, the township did contribute 23% of the original budget. Chairman Schoonover stated that the Town needs to work capital purchases into the Intergovernmental Agreement somehow. He suggested the municipalities ask the Auditor for recommendations. Another concern is how to fairly pay for the salt shed. One thought was to pay the Village rent or an administrative charge similar to the county's existing salt storage program.

**BOUNDARY AGREEMENT**

Attorney Colletti presented the Board with two boundary options in compliance with Wis. Stats.

Option 1 (Wis. Stats. 66.0305) Cooperative Agreement

With this option the Town would essentially be absorbed permanently by the Village, but all bordering municipalities would need to agree to the boundary agreement, including Genoa City and Lake Geneva. Chairman Schoonover reported that he met with the State and Village representatives regarding this option that the State would provide assistance. This option is not viable at this time.

Option 2 (Wis. Stats. 66.0301) Intergovernmental Agreement

This option is an Intergovernmental Boundary Agreement for a maximum of 10 years between the Village and Town and Bloomfield. It would provide for a moratorium over the annexation of any town property unless consented by the Village and Town of Bloomfield. The Town would still exist, have a Board, a budget, their own debt, and would operate as-is unless any operating components are worked into the Intergovernmental Agreement with the Village. Discussion ensued about economic development and other agreements with property owners that could be established with the notion that utilities would be provided by the Village upon annexation into the Village for any future development on certain parcels.

Board Action

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to pursue a 10-year Intergovernmental Agreement including a Border

Agreement with the Village of Bloomfield. The voice vote was unanimous and the motion carried.

- b. Closed Session:  
Board Action  
At 10:11 a.m., a motion was made by Chairman Schoonover and seconded by Supervisor Sullivan to: Go into Closed Session to consider the continued employment of the Town Clerk/Treasurer and the terms of her contract, pursuant to Wis. Stats., Sec. 19.85(1)(c) and (e) (2015-16). Upon Roll call, the vote was: 3 ayes, 0 nays; the motion carried and the Board convened into Closed Session at 10:11 a.m.
  - c. Reconvene in Open Session  
Board Action  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to reconvene into open session. Upon Roll call, the vote was: 3 ayes, 0 nays; the motion carried and the Board reconvened into Open Session at 10:33 a.m.
3. Adjournment  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to adjourn the meeting at 10:34 a.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Cynthia L. Howard  
Recording Secretary

1. Call to Order  
The meeting was called to order by Chairman Dan Schoonover at 5:31 p.m. Town Clerk Howard was appointed as Recording Secretary.
2. Roll Call  
Upon Roll Call the following members were present: Supervisors Leedle, Sullivan and Chairman Schoonover. Absent: None. Others present: Town Clerk-Treasurer Howard.
3. Pledge of Allegiance  
Chairman Dan Schoonover led the Pledge of Allegiance.
4. Withdrawals from the agenda, if any – None.
5. Approval of Agenda  
Board Action  
A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to approve the agenda. The motion carried.
6. Minutes for Approval  
Board Action  
A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to approve the meeting minutes of January 8, 2018 and special meeting held February 7, 2018. The voice vote was unanimous and the motion carried.
7. Public Comment – None.
8. New Business (Discussion & Possible Action)
  - a. FINANCE
    - 1) Disbursements  
Board Action  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to approve the Disbursements Report dated December 31, 2017 in the amount of \$154,677.64. The motion carried.
    - 2) Financial Statements  
Board Action  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to approve the Pre-Audit Financial Statements as of December 31, 2017. The motion carried.
    - 3) Treasurer's Reports  
Board Action  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to receive and file the Treasurer's Reports dated December 31, 2017. The motion carried.

4) Assign Funds  
Board Action

A motion was made by Chairman Schoonover and seconded by Trustee Sullivan to assign excess 2017 funds in the amount of \$36,204.02 to the highway reserve fund. The motion carried unanimously.

b. RESOLUTIONS:

1) WI Retirement System Agents

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to pass **RESOLUTION NO. 2018-R-02**, a Resolution authorizing Wisconsin Retirement System Agents for the Town of Bloomfield. Discussion ensued. The motion carried unanimously.

2) Clerk/Treasurer Contract Extension

Board Action

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to approve **RESOLUTION NO. 2018-R-03**, a Resolution authorizing the Town Clerk/Treasurer contract extension through June 30, 2018. The motion carried.

c. LICENSES:

1) Black Bull Fireworks

Board Action

A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to issue a Temporary Fireworks Stand as provided. The motion carried.

d. OTHER:

1) Municipal Building Maintenance/Flag Pole

Chairman Schoonover reported on the status of the flagpole lighting. He stated that the cable was frozen, new flags are flying, and some bids have been received for solar lighting to be installed on the roof.

Board Action

A motion was made by Supervisor Sullivan and seconded by Trustee Leedle to research vendors and get quotes or bids for presentation to the board. The motion carried.

2) Bloomfield Highlands Outlots Tax Foreclosure

Chairman Schoonover reported that the stormwater retention areas in Bloomfield Highlands are being foreclosed upon by the county for failure to pay taxes.

9. Reports & Correspondence.

Supervisor Leedle reported that one-pass garbage trucks are hitting the roads so residents should not be surprised if one truck picks up both garbage and recycling. Chairman Schoonover reported that the Board would be attending Board of Review training by the Wisconsin Towns Association.

10. Confirm next meeting date: March 12, 2018

11. Adjournment

A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to adjourn the meeting at 5:43 p.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Cynthia L. Howard  
Recording Secretary

1. Call to Order  
The meeting was called to order by Chairman Dan Schoonover at 5:30 p.m. Town Clerk Howard was appointed as Recording Secretary.
2. Roll Call  
Upon Roll Call the following members were present: Supervisors Leedle, Sullivan and Chairman Schoonover. Absent: None. Others present: Town Clerk-Treasurer Howard.
3. Pledge of Allegiance  
Chairman Dan Schoonover led the Pledge of Allegiance.
4. Withdrawals from the agenda, if any  
Board Action  
A motion was made by Chairman Schoonover and seconded by Supervisor Sullivan to withdraw items 8a1-3 from the agenda. The motion carried.
5. Approval of Agenda  
Board Action  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to approve the agenda, as amended. The motion carried.
6. Minutes for Approval  
Board Action  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to approve the meeting minutes of February 12, 2018. The voice vote was unanimous and the motion carried.
7. Public Comment – None.
8. New Business (Discussion & Possible Action)
  - a. FINANCE (withdrawn from agenda)
    - 1) Disbursements
    - 2) Financial Statements
    - 3) Treasurer's Reports
  - b. ORDINANCES
    - 1) Nuisances Section 9.19  
Clerk Howard reported that the language was taken from the past code book as requested by the Police Chief, recommended by the Village Administrative Committee, and is being considered by the Village Board at their meeting later this evening.  
  
Board Action  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to pass **ORDINANCE NO. 2018-O-1132**, an Ordinance amending Section 9.19 to include the



text requested by the Police Department. The motion carried.

c. RESOLUTIONS

1) McKay Park Grant Application  
Board Action

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to adopt **RESOLUTION NO. 2018-R-04** a Resolution authorizing a contract with Clark Dietz to complete the Village/Town's 2018 WDNR Stewardship Grant Application in the amount of \$2,250 for McKay Park.

Discussion ensued. Trustee Aronson answered questions from the Town Board. The motion carried.

d. LICENSES:

1) Special Event: Badger High School Graduation Road Closure  
Board Action

A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to table the Application for a Special Events Permit to Badger High School until a date is set for the event. The motion carried.

e. OTHER:

1) Williams Road Status

The base course put down by Rock Solid on Williams Road did not work. Rock Solid has made temporary repairs and once weather permits the road will be fixed properly.

2) Municipal Building Maintenance/Flag Pole

Chairman Schoonover reported bids received from \$600-\$835 to light the flag pole at the Town Hall. One more bid is expected to come in cheaper so the Board took no action on this matter.

3) Board of Review Ordinance

Chairman Schoonover reported that at their recent Board of Review training, the WTA encouraged town's to review their policy. The customary two-hour initial meeting the municipality is still acceptable.

4) Extend Intergovernmental Agreement Town/Village  
Board Action

A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to extend the Intergovernmental Agreement between Town and Village through June 30, 2018. The motion carried.

9. Reports & Correspondence.

Supervisor Leedle reported the recycling grant and Ad-Hoc McKay Park.

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PO Box 704  
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10. Confirm next meeting date: April 9, 2018

11. Adjournment

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to adjourn the meeting at 5:47 p.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Cynthia L. Howard  
Recording Secretary

1. Call to Order & Roll Call

The joint Town and Village Board meeting was called to order by Chairman Schoonover at 5:00 p.m. Upon Roll Call the following members were present: Supervisors Leedle, Sullivan (arrived late) and Chairman Schoonover. Absent: None. Also Present: Village Board, Attorney Brian Schuk.

2. New Business:

a. Consultant's Presentation of Organizational Assessment

Ms. Joellen Earl, Co-owner of GovHR USA, LLC presented the Village and Town Organizational Assessment, *attached hereto and incorporated into these minutes by reference*. She outlined the process of assessing the positions, duties and responsibilities of the Village and Town employees. Ms. Earl interviewed key staff and board members, reviewed employee questionnaires, emails and job descriptions, processed the findings of the study and provided the municipalities with recommendations moving forward.

Staffing levels, employee retirement, use of trained/skilled employees, planning for capital needs, fiscal hardship, overlapping and back-up employees, and tight office space were highlighted as findings.

Recommendations followed on how to best utilize the current employees, full use of software, elimination of double work, re-alignment of duties, confined space solutions, budget for efficiencies and future planning for a combined Clerk/Treasurer/Administrator position upon vacancy in the current office.

President Grolle asked the Boards to view the study and meet again the following week.

b. Joint Municipal Court Judge

Village Attorney Brian Schuk reported on the poor health of Judge Schiltz and the need to consider a contingency plan. Court Clerk Lisa McClure outlined the status of the court proceedings and that his attendance has been adequate. She also stated that if the need arises then another local judge could sit in his place temporarily. Discussion ensued. Attorney Schuk stated that the majority of the five Village Board members and the majority of the three Town Board members could appoint a judge, if a vacancy occurs, until the next election. That person would need to be resident of the town or village, preferably an attorney or retired police officer.

c. Junk Ordinance

Attorney Schuk reported that he and the Police Chief have been reviewing the language in the code book regarding the storage of junk and have toured the area in order to come up with a possible ordinance revision.

Board Action

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to **RESCIND Ordinance No. 2018-O-\_\_\_**, a Nuisance Ordinance. The motion carried.

Board Action

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to table this issue until the April 9, 2018 Board Meeting. The motion carried.

**3. Adjournment**

A motion was made by Chairman Schoonover and seconded by Supervisor Leedle to adjourn the meeting at 5:50 p.m. The voice vote was unanimous and the motion carried.

Respectfully submitted,

Cynthia L. Howard  
Recording Secretary

**Town of Bloomfield**  
**Special Board Meeting Minutes**  
**262-279-6039**

April 4, 2018

**I. Call to order**

Dan Schoonover called the special board meeting of the Bloomfield Town Board at 1 p.m. on April 4, 2018 at Bloomfield Town Hall, N1100 Town Hall Road, Pell Lake, WI 53157. Sue Leedle was appointed recording secretary.

**II. Roll call**

Dan Schoonover conducted a roll call. The following persons were present: Dan Schoonover, Tom Sullivan, and Sue Leedle. Also present was Town Attorney, Tony Coletti.

**III. CLOSED SESSION:**

Sue Leedle made the motion to go into Closed Session at 1:02 p.m. pursuant to Wis. Stats. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to talk about employee contract. Tom Sullivan followed with a second to go into closed session. Sue Leedle conducted the roll call vote: Dan Schoonover: Yes, Tom Sullivan: Yes, and Sue Leedle: Yes.

Closed Session: Roll Call Vote was conducted by Sue Leedle at 1:03 p.m. to confirm presence: Dan Schoonover: Yes, Tom Sullivan: Yes, and Sue Leedle: Yes. Discussion in closed session followed.

**IV. RECONVENE IN OPEN SESSION:**

Motion to reconvene in open session was made by Tom Sullivan at 1:12 p.m., Dan Schoonover followed with a second. Roll Call vote was conducted by Sue Leedle: Dan Schoonover: Yes, Tom Sullivan: Yes, and Sue Leedle: Yes.

**V. DISCUSSION & POSSIBLE ACTION FROM ANY CLOSED SESSION ITEMS**

Open session attendance roll was conducted by Sue Leedle at 1:13 p.m.: Dan Schoonover: Yes, Tom Sullivan: Yes, and Sue Leedle: Yes. Motion: Motion was made by Sue Leedle, followed by a second made by Tom Sullivan to not extend the clerk/treasurer contract beyond June 30, 2018. Roll call: Dan Schoonover: Yes, Tom

Sullivan: Yes, and Sue Leedle: Yes. Discussion: Questions were raised about when we can start looking for our new clerk/treasurer, and some resources that we can start using. Dan and Tony will be meeting to discuss a viable job description, and our options.

## **VI. Adjourn**

Sue Leedle made the motion to adjourn the meeting at 1:15 p.m., Dan Schoonover followed with a second. Motion carried.

Minutes submitted by: Sue Leedle

1. Call to Order  
The meeting was called to order by Chairman Dan Schoonover at 5:34 p.m. Zoning Administrator Marcanti was appointed as Recording Secretary.
2. Roll Call  
Upon Roll Call the following members were present: Supervisors Leedle, Sullivan and Chairman Schoonover. Absent: None. Others present: Zoning Administrator Marcanti.
3. Pledge of Allegiance  
Chairman Dan Schoonover led the Pledge of Allegiance.
4. Withdrawals from the agenda, if any
5. Approval of Agenda  
Board Action  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to approve the agenda as written. The voice vote was unanimous, the motion carried.
6. Minutes for Approval  
Board Action  
A motion was made by Chairman Schoonover and seconded by Supervisor Sullivan to approve the meeting minutes from April 4, 2018. The voice vote was unanimous and the motion carried.
7. Public Comment – None.
8. New Business (Discussion & Possible Action)
  - a. FINANCE
    - 1) Disbursements Report  
Board Action  
A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to approve the January 2018 and February 2018 Disbursements Reports. The motion carried.
    - 2) Financial Statements  
Board Action  
A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to approve the January 2018 and February 2018 Financial Statements. The motion carried.

3) Easter Egg Hunt Contribution  
Board Action

A motion was made by Chairman Schoonover and seconded by Supervisor Sullivan to approve the \$150 Easter Egg Hunt Contribution. The motion carried.

b. ORDINANCES

1) NUISANCES

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to table Ordinance No. 2018-O-\_\_\_, an ordinance to amend Section 9.19, as recommended by the Village Administrative Committee and reviewed by the Village Attorney regarding nuisances until the May 14, 2018 meeting. The motion carried

2) REZONE

A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to table Ordinance No. 2018-O-\_\_\_, an zoning ordinance to rezone Tax Key Parcel No. MB 3300002 from "A-2" to "A-5", conditional upon County approval, as recommended by the Planning & Zoning Commission until the May 14, 2017 meeting. The motion carried.

3) PET AND ANIMAL REGULATIONS

A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to table Ordinance No. 2018 -O-\_\_\_, a zoning ordinance amending Section 27-25 Pet and Animal Regulations, paragraph #2, as recommended by the Planning and Zoning Commission until the May 14, 2017 meeting. The motion carried.

c. RESOLUTIONS

AWARDING THE 2018 ROADS PROGRAM CONTRACT

A motion was made by Supervisor Sullivan and seconded by Supervisor Leedle to award the 2018 Roads Program Contract to Payne & Dolan as recommended by the Public Works Committee. The motion carried.

d. LICENSES/PERMITS

1) SPECIAL EVENTS PERMIT: JUNE 3, 2018 BADGER HS GRADUATION ROAD CLOSURE

A motion was made by Supervisor Leedle and seconded by Chairman Schoonover to approve a Special Events Permit for June 3, 2018 for Badger HS Graduation Road Closure. The motion carried, 2 ayes, 1 nay.



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2) CONSIDER/DENY SITE TEMPORARY FIREWORKS STAND

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to deny the site for a temporary fireworks stand at W363 Walworth St. for American Fireworks as well as any other entity seeking the site in the future for fireworks sales. The motion carried.

e. OTHER

1) MUNICIPAL BUILDING MAINTENANCE/FLAG POLE

A motion was made by Chairman Schoonover and seconded by Supervisor Sullivan to table this item to the May 14, 2018 meeting so a more accurate quote can be obtained from Verde Solutions. The motion carried.

9. REPORTS & CORRESPONDENCE – None.

10. CONFIRM NEXT MEETING DATE: May 14, 2018

11. MOTION TO ADJOURN

BOARD ACTION

A motion was made by Supervisor Leedle and seconded by Supervisor Sullivan to adjourn at 5:51. The motion carried.

Respectfully submitted,

Jill M. Marcanti  
Recording Secretary

# Town of Bloomfield

1100 Town Hall Road

Pell Lake, WI 53157

April 17, 2018

## Special Board Meeting minutes:

### I. Call to order:

Dan Schoonover called the special Bloomfield Town Board meeting to order at 6:04 p.m. on April 17, 2018 at Bloomfield Town Hall.

Supervisor Sue Leedle was appointed as recording secretary.

### II. Roll Call:

Sue Leedle conducted roll call. The following people were present: Chairman Dan Schoonover, Supervisor Tom Sullivan, Supervisor Sue Leedle. Also present were Attorney Tony Coletti, Jan Hammarstrom, Frank Oudin, Jim Leedle and Gary Grolle.

### III. New Business:

#### a.) Clerk/Treasurer search:

Discussion started with Dan and Tony describing the need to form a search committee to find a new Bloomfield clerk/treasurer for our town. The needs were outlined in the job posting that Tony created. **Motion: The following people are appointed to the clerk/treasurer search committee along with the current town board: Jim Leedle, Jan Hammarstrom, and Frank Oudin.** Sue Leedle made the motion to appoint these citizen members, followed with a 2<sup>nd</sup> made by Dan Schoonover. Motion carried.

As a committee we critiqued the job posting made by Tony and edited the job posting so it could be posted as soon as possible. **Motion: Approve the job posting as amended.** Dan made the motion to approve the posting as amended, followed with a 2<sup>nd</sup> made by Tom. Motion carried.

### IV. Motion for Adjournment:

Dan Schoonover adjourned the meeting at 6:59 p.m., followed with a 2<sup>nd</sup> made by Jim Leedle. Motion carried.

Minutes submitted by: Sue Leedle