

**PERHAM CITY COUNCIL  
REGULAR MEETING MINUTES  
June 10, 2013**

The regular meeting of the Perham City Council was called to order by Mayor Meehl at 5:17 pm in the Council Chambers of the City Administration Building at 125 Second Avenue NE, Perham, Minnesota, all members of the Council having been duly notified of the meeting and the business to be transacted. All Council Members were present.

Staff present: City Manager Klemm, Police Chief Hoaby, EDA Director Johnson, Public Works Director Meece, Liquor Store Manager Dreger, Fire Chief Schmidt, Finance Officer Stokke and Administrative Assistant Nundahl.

Others present: City Engineer Berube, City Engineer Anderson, City Attorney Happel, Ehlers Representative Hagen, MPCA Representative Barrick, Building Official Neisen

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Meehl requested all in attendance to rise for the Pledge of Allegiance.

**PERHAM FIREFIGHTERS RELIEF ASSOCIATION**

Mayor Meehl stated Council may wish to approve the Bylaws of the Perham Firefighters Relief Association. Fire Chief Schmidt stated a sub-committee has worked on the by-laws for about one year. Staff also worked with a consultant to ensure that the changes are within state requirements. The two major changes are death beneficiary and military leave of absence. A short discussion ensued. It was noted that this item is on the Consent Agenda.

**CITIZENS CONCERNS**

**Wastewater Treatment Facility**

Mayor Meehl stated Staff will have an update regarding the expansion project and what is being done to control the odor stemming from the Wastewater Treatment Facility. City Manager Klemm stated he wanted to update residents and business owners in regards to what is being done to combat the current odor problem and the progress which is being made on the expansion project.

City Manager Klemm reviewed the Wastewater Treatment Facility's layout noting the various ponds, irrigation sites and the RIBs. The \$6,000,000 expansion project includes replacement of existing aeration equipment, replacement of irrigators and pumps and a new 20 acre holding pond. A major component of the project is to rehab existing equipment to improve treatment and aeration. City Manager Klemm reviewed the historical timeline noting the original site was constructed in 1984 and included two 2.5 acre aerated ponds. In 2005, the City received a grant in the amount of \$300,000 and constructed the RIBs. Total cost for this project was \$800,000 and increased our flow capacity by 23%. In 2009, the City hired Ulteig to do a Facility Report to explore improvement options. In 2010, the City hired Design Tree/Bolton Menck and submitted a grant to the Federal EDA. In March of 2011, EDA awarded the City a \$2,400,000 grant. In September of 2012, EDA authorizes advertisement for bids, two construction seasons were lost.

City Manager Klemm stated the bid for the current \$6,000,000 expansion project was awarded to Magney Construction on October 23, 2012 and construction started in November. The contract included an interim completion date of March 31, 2013 whereby the pre-aeration ponds #1 was to be operational. The contractor did not meet this deadline and may be charged liquidated damages.

City Manager Klemm reviewed several charts including industrial and City flows. All flows have increased since 2009. It was also noted, May's loading averaged 10,000 pounds per day, our current limit is 5,600 pounds per day.

City Manager Klemm stated there are several factors that are causing the odor. The Secondary Holding Ponds have high levels of untreated wastewater because of the construction and little or no air is going to the holding ponds. We have had excessive odor since the ice came off and the DO levels are improving with air returning to the ponds. We are irrigating to lower the levels in the ponds. The Primary Pond #1 is still struggling to achieve proper DO levels. Due to construction, sludge is piled on top of the dike and has to remain there until it is dried and we also have exposed sludge in Primary Pond # 2.

City Manager Klemm stated we have increased air to the Secondary Holding Ponds to improve the DO levels. A portable aerator is being used in the largest holding pond to increase air and we have added other temporary aeration. We are trying to irrigate when possible; it was noted we cannot irrigate when it is raining. We are adding peroxide chemicals to all of the ponds and adding bio-bugs to improve digestion. Lime has been added to the sludge piles. We are also working with the industries to improve their pretreatment systems.

City Manager Klemm stated there are several factors to consider when the odor will go away because there are so many variables.

- The new aeration equipment must meet design standards.
- It may take 21 days to see results from the chemical additives to work.
- The sludge piles need to dry prior to being removed.
- The Pre-Aeration Pond #2 must be filled and operational.
- The loadings from the industries must meet permit requirements and they must have their pretreatment improvements done by October 1, 2013.
- Expansion of the Wastewater Treatment Facility should be completed by October 31, 2013.

A lengthy question and answer period followed. Mayor Meehl stated this issue has been a number one priority for a long time. Council Member Lehmkuhl stated staff is meeting with the engineer and contractor 2 -3 times a month to make sure that the project is proceeding.

#### **APPROVAL OF AGENDA**

Mayor Meehl stated Council Members and Staff may add items to the Agenda which requires Council action. Council Member Lehmkuhl noted the By-Laws for the Fire Relief Association should be on the Consent Agenda.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the agenda with the correction to the above noted item.

### **CONSENT AGENDA**

Mayor Meehl stated all items listed with an asterisk (\*) will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event, the item will be removed from the general order of business and considered separately in its normal sequence on the agenda.

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the Consent Agenda as presented.

### **\*APPROVAL OF MINUTES**

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council approve the minutes of the Regular Meeting of the Council held on May 13, 2013.

With the consent of the Council, Mayor Meehl moved the order of the agenda.

### **PUBLIC HEARING/THIRD AVENUE SW/6:00**

Mayor Meehl stated in accordance with Minnesota State Statute 429, the City is required to hold a Public Assessment Hearing to correct any errors or inequities in the assessments. Previously, a Public Hearing was held on February 11<sup>th</sup>, 2013 to discuss the proposed improvements. Any specific questions from property owners will be handled on an individual basis. If you have questions, please state your name and address prior to addressing the Council. The City Engineer, Jade Berube will explain the project along with the assessments.

City Engineer Berube stated the Third Avenue SW Project was outlined in the 2010 and 2011 Capital Improvement Plan and was slated for construction in 2013. The Preliminary Engineering Report was approved in January 2013, the public hearing was held in February and bids were received in May. The project area was reviewed along with the project components; water, sanitary sewer, street and drainage. It was noted, the street will be fifty foot wide and sidewalks will be constructed on the east side of the street from 2<sup>nd</sup> Street to Calvary Lutheran Church.

City Engineer Berube reviewed project costs and cost sharing:

Item	Assessable	City	Total Cost
Sanitary Sewer	\$ -0-	\$ 93,200	\$ 93,200
Sanitary Sewer Services	\$ 30,750	\$ 5,250	\$ 36,000
Water Infrastructure	\$ -0-	\$145,500	\$145,500
Water Services	\$ 28,750	-0-	\$145,500
Storm Sewer	\$ -0-	\$ 90,500	\$ 90,500

Street & Surface improvements	\$240,750	\$240,750	\$481,500
Total Project Cost	\$300,250	\$575,250	\$875,500

City Engineer Berube stated the assessment rates will be as follows:

Sanitary Sewer Services	\$1095/each
Water Services	\$1,250/each
Street & Surface Improvements (50' with sidewalk)	\$85.38/assessable foot

City Engineer reviewed the assessable footage for interior lots, side lots and corner lots and gave examples for 100 foot lots and 50 foot lots. The project schedule was reviewed noting construction would begin in June if the Council proceeded with the project. Construction is scheduled to end in October 2013. City Manager Klemm stated the term of the assessment is for fifteen years and interest would be one percent above the bond rate.

The public hearing was open for comments.

Calvary Lutheran Church, 619 3<sup>rd</sup> Avenue SW questioned if they were going to lose the tree by the fire hydrant. City Engineer Berube stated trees located within the project area will be marked prior to construction if they will need to be removed. Property owners who have trees close to service lines will also be notified due to the potential loss of the tree.

Julie Kempenich, 510 3<sup>rd</sup> Avenue SW, questioned how they go about paying the assessment. City Manager Klemm reviewed the assessment process noting that if the property owner did not prepay the assessment, the assessments would be billed along with their property taxes.

Council Member Lehmkuhl questioned if sod or seed was included in the contract. City Engineer Berube stated this contract stated the contractor is required to use hydro-grass seed.

With no further comments, Mayor Meehl closed the public hearing at 6:19.

#### **PUBLIC HEARING/PARKING LOT IMPROVEMENTS/6:20**

Mayor Meehl stated in accordance with Minnesota State Statute 429, the City is required to hold a Public Assessment Hearing to correct any errors or inequities in the assessments. Previously, a Public Hearing was held on February 11<sup>th</sup>, 2013 to discuss the proposed improvements. Any specific questions from property owners will be handled on an individual basis. If you have questions, please state your name and address prior to addressing the Council. The City Engineer, Jade Berube will explain the project along with the assessments.

City Engineer Berube stated the Parking Lot Improvements were outlined in the 2010 Capital Improvement Plan. The Preliminary Engineering Report was approved in January 2013, the public hearing was held in February and bids were received in May. The project area was reviewed.

City Engineer Berube reviewed the costs as follows:

Storm Sewer	\$ 14,190
Street & Surface Improvements	\$194,833
Total Project Cost	\$209,023

The project area has been broken down into tiers. Tier 1 includes properties adjacent to the parking lot, Tier 2 includes properties located within one block of the parking lot and Tier 3 includes all other properties located within the Downtown Parking District. The assessments will be calculated based on two components: footage of the short side of the lot and percentage of off-street parking provided by the property per the City's Ordinance. Tier 1 rates are \$80 per assessable foot, Tier 2 rates are \$40 per assessable foot and Tier 3 rates are \$27 per assessable foot. It was noted, BNSF property is located in a Special Tier and the assessable rate is \$23.65 City Engineer gave examples of the various rates.

City Engineer Berube stated if the Council proceeds with the project, the Council would award the bid tonight and a permit application would be submitted to the railroad. Construction would begin after Labor Day with completion scheduled for October 31, 2013. City Manager Klemm stated the term of the assessment is for ten years and interest would be one percent above the bond rate.

The public hearing was open for comments.

Mark Lenius, Ma's Little Red Barn, questioned water drainage in the area and if stop signs would be installed. City Engineer Berube stated most of the water will drain to Main Street and the remaining will go into catch basins. Stop signs will be installed in the alley, stopping traffic traveling east and west. Stop signs will be placed on the concrete islands.

City Manager Klemm stated the City received two written objections; one from BNSF and Cory and Michelle Shaw/Mike and Betty Pitzel.

Bette Pitzel stated that they were not previously notified of the proposed improvements and they just lowered their renters rent, about \$2400, if they had known, they would not have lowered the rent. They had no knowledge of the improvement project. Ms. Pitzel stated that she always believed that that parking lot was privately owned, not public. City Manager Klemm stated the City leases this parking lot from BNSF for about \$9,000 annually. City Manager Klemm stated property owners were notified in February along with a posting in the paper. Ms.

Pitzel stated she does not read the paper. Mayor Meehl stated the objection letter includes a statement about other streets in need of repair, those streets may be County streets which the City has no control over.

Andrea Grieff questioned why BNSF's actual assessment is so much lower than the proposed assessment. City Engineer Berube stated project costs are broken down and their estimate of storm sewer was significantly higher than the actual bid.

Pat Honer, questioned the height of the concrete islands. City Engineer Berube stated about six inches.

Mark Lenius stated he is concerned with the relocation of United Community Bank and the additional traffic that will be at the intersection by Ma's and the Post Office. Bank employees estimate one hundred plus cars will be going through the drive-thru daily. Lenius stated he is aware Main Street is a County Highway and questioned if we should consider requesting a four-way stop.

City Engineer Berube stated that he has talked to two property owners and have revised their assessment due to additional parking.

#### **ASSESSMENT ROLL/ THIRD AVENUE SW**

Mayor Meehl stated Council may wish to consider approving the assessment roll for the Third Avenue SW Project.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution No. 2013 - 20 entitled "Resolution In The Matter Of Adopting The Assessment Roll For Improvements On Third Avenue Southwest Between Second Street Southwest And Seventh Street Southwest And Sixth Street Southwest Between Third Avenue Southwest And Fourth Avenue Southwest, Perham, Minnesota".

#### **ASSESSMENT ROLL/PARKING LOT IMPROVEMENTS**

Mayor Meehl stated Council may wish to consider approving the assessment roll for the parking lot improvements.

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution No. 2013 - 21 entitled "Resolution In The Matter Of Adopting The Assessment Roll For Improvements On The Parking Lot Between First Avenue North And Third Avenue Northwest Running Adjacent And Parallel To The Railroad Tracks, Perham, Minnesota".

### **ACCEPTING BID FOR 2013 IMPROVEMENT PROJECT**

Mayor Meehl stated Council may wish to consider accepting low bid submitted by R. L. Larson Excavation Inc. from St. Cloud, Minnesota for the 2013 Improvement Project.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted a bid from R. L. Larson Excavating, Inc. from St. Cloud Minnesota in the amount of \$867,626.00 for the 2013 Improvement Project and approved Resolution No. 2013 - 22 entitled "Resolution Accepting Bid For Improvements On Third Avenue Southwest Between Second Street Southwest And Seventh Street Southwest And Sixth Street Southwest Between Third Avenue Southwest And Fourth Avenue Southwest, And On The Parking Lot Between First Avenue North And Third Avenue Northwest Running Adjacent And Parallel To The Railroad Tracks Perham, Minnesota".

### **APPROVAL FOR PAYMENT OF CITY CLAIMS**

Finance Officer Stokke requested the Council consider paying two additional claims: U.S. Energy in the amount of \$420,008.54 and Magney Construction in the amount of \$538,886.28. A short discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Mattfeld and carried without a dissenting vote, the Council approved payment of City Claims in the amount of \$1,480,169.43 for the month of May 2013.

### **EAST OTTER TAIL AGRICULTURAL SOCIETY LOAN**

Mayor Meehl stated Council may wish to consider a loan to assist with financing of the Agricultural Building. City Manager Klemm stated closing on the property along 3<sup>rd</sup> Avenue SE with Lakes Area Cooperative occurred last week so the City is in receipt of the purchase price for the land. It was noted, he met with Fair Board representatives and they are in need of a loan for \$30,000 in order to proceed with the construction of the Agricultural Building.

Peter Zavadil representing the East Otter Tail Agricultural Society stated they need a loan to cash flow because some of the donations will come at a later date and they have not been able to obtain a loan because of the term of the lease with the City. City Manager Klemm recommended a three year loan at a 3% interest rate with payments twice per year. Discussion ensued.

On a motion by Council Member Johnson, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved a \$30,000, three year loan at 3% interest rate to the East Otter Tail Agricultural Society to assist with financing of the Agricultural Building.

**PERHAM CAPITAL/DEFERRED ASSESSMENTS**

Mayor Meehl stated Council may wish to consider deferring assessments for two years on lots owned by Perham Capital in the Westwind Second and Third Additions. City Manager Klemm stated Perham Capital has requested that the City consider deferring their assessments for two years. The Development Agreements included a schedule for activating assessments over a period of time. All lots have currently been assessed and the Developers are requesting the assessments be removed and deferred for 2014 and 2015 or until the lots are sold.

City Manager Klemm stated the Development District cash flows due to prior sales and TIF revenues are being generated so the cash flow will remain positive if the request is granted. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved deferring assessments for two years on lots owned by Perham Capital in the Westwind Second and Third Additions.

**\*ACCEPTANCE OF PERHAM LAKESIDE GOLF CLUB INCOME STATEMENT**

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the PLGC's Income Statement for April 2013.

**\*ACCEPTANCE OF PERHAM AREA COMMUNITY CENTER'S FINANCIAL REPORTS**

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the PACC's Financial Reports for April 2013.

**\*ACCEPTANCE OF THE CITY'S FINANCIAL REPORTS**

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the following reports for May 2013: Cash Balance and Investment Summary, Budget Summary – Revenue and Expense, Enterprise Financials and the Utility Aging Report.

**PUBLIC HEARING/CREATING TIF DISTRICT 2 – 37**

Mayor Meehl stated Council may wish to hear comments regarding the modification of the Development Program for Development District No. 2, the proposed elimination of parcels from TIF District No. 2-2, the proposed elimination of parcels from TIF District No. 2-33 and the establishment of a Tax Increment Financing Plan for Tax Increment Financing District No. 2-37. Todd Hagen from Ehlers was on hand to give an overview of the proposed project.

Mr. Hagen stated TIF District 2-37 will include all City owned lots in the Perham Industrial Park. This TIF District is geared towards manufacturing and will be used to initially facilitate an expansion for Industrial Finishing Services. The duration of the District will be 9 years of increments. The projected costs were reviewed. The public hearing was closed at 6:47

### **RESOLUTION FOR TIF 2 – 37**

Mayor Meehl stated Council may wish to consider approving a resolution creating TIF District No. 2-37.

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved Resolution No. 2013 – 23 entitled “Resolution Adopting A Modification To The Development Program For Development District No. 2; And Establishing Tax Increment Financing District No. 2-37 Within Development District No. 2 And Adopting A Tax Increment Financing Plan Therefor”.

### **RESOLUTION FOR TIF 2 – 37, INTERFUND LOAN**

Mayor Meehl stated Council may wish to consider approving a resolution authorizing an interfund loan for advance of certain costs in connection with creating TIF District 2-37.

On a motion by Council Member Mattfeld, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved Resolution No. 2013 – 24 entitled “Resolution Authorizing An Interfund Loan For Advance Of Certain Costs In Connection With Tax Increment Financing District No. 2-37”.

### **DEVELOPMENT AGREEMENT FOR IFS**

Mayor Meehl stated Council may wish to consider approving a Development Agreement for Industrial Finishing Services.

EDA Director Johnson stated the EDA has approved a Development Agreement for Industrial Finishing Services related to tax increment financing for the expansion project they are considering. The project consists of two major components: a 47,000 sf warehouse and 45,000 sf for production entailing installation of robotic painting equipment. The painting equipment is the heart of the expansion because it will help IFS process significantly more parts with less paint loss and fewer rejects. The robotic equipment will be replacing painters, the increase in production will create a variety of new jobs in Perham, dealing with office work and handling product. The number of jobs would be well over 100 once the robotic equipment is fully integrated.

EDA Director Johnson stated Otter Tail County feels the building will have an estimated market value of \$3,300,000 and will have property taxes of \$113,000. At the standard sharing ratio of 75/25%, IFS would be eligible for a maximum of \$535,556 in TIF increment. Discussion ensued.

On a motion by Council Member Mattfeld, seconded by Council Member Lehmkuhl and carried without a dissenting vote, the Council approved the Development Agreement with MnDAK Partners related to a proposed 92,000 square foot expansion at Industrial Finishing Service.

#### **PUBLIC HEARING/TIF DISTRICT NO. 2-32**

Council may wish to hear comments regarding the proposed modification to the Development Program for Development District No. 2, the proposed adoption of a Modification to Tax Increment Financing Plan for the reduction in size of TIF District No. 2-32. Todd Hagen stated due to a publication error in the hearing notice, the public hearing will need to be recessed and continued until June 26<sup>th</sup>.

#### **\*PACC BONDING PROPOSAL**

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved a resolution regarding requesting funds for PACC improvements in the 2014 Bonding Bill, Resolution No. 2013 - 25 entitled "Resolution In The Matter Of Applying For State Bonding For Perham Area Community Center".

#### **\*ACCEPTANCE OF THE BUILDING PERMIT REPORT**

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the Building Permit Report for May 2013.

#### **SUDS REQUEST FOR A TEMPORARY PREMISE PERMIT**

Mayor Meehl stated Council may wish to consider a temporary premise permit for Friday, June 21 during Turtle Fest for SUD's. The request is to serve hard liquor on 1<sup>st</sup> Avenue South from 4:00 pm to 2:00 am. City Manager Klemm stated the Turtle Fest Street Dance is in front of SUD's and Pat Honer would like to expand his premise for this event. The State stated they would approve the request as long as Honer's liability insurance would be extended to cover the new premise area. Perham Lions will be selling 3.2 beer for the event and they do not object to the request.

City Manager Klemm stated the Council may want to make a requirement that no glass be allowed outside the building. Pat Honer stated they will have a temporary bar set up on the sidewalk and all drinks will be served in plastic. Police Chief Hoaby stated he does not object to the request as long as everything is served in plastic. Discussion ensued.

On a motion by Council Member Lehmkuhl, seconded by Council Member Spencer and carried without a dissenting vote, the Council approved a temporary Premise Permit for SUD's to expand to the sidewalk and street on 1<sup>st</sup> Avenue South for the Street Dance on Friday, June 21.

Pat Honer stated some time ago, he requested a premise extension of his liquor license to cover his outdoor patio. Staff stated they will research the issue and contact Honer to let him know of the status.

## **CITY ENGINEER MONTHLY UPDATE**

Mayor Meehl stated City Engineer Berube will give an update on various projects.

### ***South Water Tower Resurfacing***

City Engineer Berube stated we are waiting for the final go ahead on the water tower recoating to verify the agreement with the School regarding authorization to use the logo. We should have the final answer in the near future and will award contracts as soon as we are able.

### ***Wildflower and Wellness Trail***

City Engineer Berube stated construction on the Wildflower and Wellness Trails began this afternoon with stripping of topsoil on the site. The concrete entrances will be installed at the end of the week and aggregate and paving should be completed by the end of next week. It was noted Howards Driveway and Ottertail Aggregate are the contractors. Coney Street will not be striped during this project.

### ***Wastewater Treatment Facility***

City Engineer Anderson stated the fourth blower started up on Friday. A calibration meter needs to be brought in to determine if the blowers are working properly. A site will need to be found to deliver the sludge that has been removed from the ponds, lime has been added to the sludge piles and the piles cannot be removed until the sludge is dry.

Discussion ensued regarding the irrigator that is not working. It was noted the Contractor is waiting for the wire which is supposed to be in route at this time. Discussion ensued regarding liquidated damages.

Public Works Director Meece discussed the chemical program they have begun. Meece stated they are working with three chemical companies and each company is recommending something different. Team Laboratories is supplying the City with a new strain of bacteria, this bacteria is being used on the East Coast, but has not been used in Minnesota.

A lengthy discussion ensued. No action taken.

### **\*PERHAM FIREFIGHTERS RELIEF ASSOCIATION**

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council approved the Bylaws of the Perham Firefighters Relief Association.

### **\*ACCEPTANCE OF THE MONTHLY POLICE REPORT**

On a motion by Council Member Mattfeld, seconded by Council Member Johnson and carried without a dissenting vote, the Council accepted the Monthly Police Report for May 2013.

## **INFORMATION AND ANNOUNCEMENTS**

The League of Minnesota Cities Annual Conference and Marketplace is scheduled for June 19 – June 21

Turtle Fest is scheduled for June 15 – June 23

A Special Council Meeting and a Committee of the Whole is scheduled for June 26 at 5:15

The next Regular Council Meeting is scheduled for July 8 at 5:15 pm

**ADJOURNMENT**

On a motion by Council Member Lehmkuhl, seconded by Council Member Johnson and carried without a dissenting vote, the meeting was adjourned at 7:37 p.m.

Respectfully submitted by,



Fern Nundahl

Administrative Assistant