

**TYRONE TOWNSHIP
REGULAR BOARD MEETING
APPROVED MINUTES – JUNE 18, 2019**

CALL TO ORDER

Supervisor Cunningham called the meeting of the Tyrone Township Board to order with the Pledge of Allegiance on June 18, 2019 at 7:00 p.m. at the Tyrone Township Hall.

ROLL CALL

Present: Supervisor Mike Cunningham, Treasurer Jennifer Eden, Clerk Marcella Husted, Trustees David Walker, Soren Pedersen, and Chuck Schultz. Absent: Trustee Al Pool.

APPROVAL OF AGENDA – OR CHANGES

Trustee Walker moved to approve the agenda as amended. (Trustee Schultz seconded.) The motion carried; all ayes. The modification is as follows:

Added Miscellaneous Business #1 Macklin Mechanical quote for HVAC review.

APPROVAL OF CONSENT AGENDA

**Regular Board Meeting Minutes – June 4, 2019
Treasurer's Report
Clerk's Warrants and Bills**

Trustee Walker moved to approve the consent agenda as presented. (Trustee Schultz seconded.) The motion carried; all ayes.

COMMUNICATIONS

- 1. Planning Commission Meeting Synopsis- June 11, 2019**
- 2. Planning Commission Approved Meeting Minutes- April 17, 2019**
- 3. Planning Commission Approved Meeting Minutes- May 14, 2019**

Trustee Walker moved to receive and place on file Communications #1-3 as presented. (Trustee Schultz seconded.) The motion carried; all ayes.

PUBLIC REMARKS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- 1. ZBA appointment.**

Trustee Walker moved to accept the Supervisor's appointment of Daniel Stickel as an alternate member to the Zoning Board of Appeals (ZBA). The three year term expires August 31, 2022. (Trustee Schultz seconded.) The motion carried; all ayes.

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2. Resolution to proceed with the Laurel Springs Waste Removal Project.

RESOLUTION #190604
TYRONE TOWNSHIP, LIVINGSTON COUNTY

LAUREL SPRINGS SUBDIVISION
WASTE REMOVAL PROJECT (2019)

**RESOLUTION TO PROCEED WITH THE PROJECT AND DIRECTING
PREPARATION OF THE PLANS AND COST ESTIMATES**

WHEREAS, the Board of Trustees of the Township has received a petition signed by property owners of the Laurel Springs subdivision of the Township requesting that a single waste hauler be established for the collection and disposal of garbage and rubbish within the Laurel Springs subdivision in the Township as described in Exhibit A (the “Project”);

WHEREAS, the Board of Trustees of the Township desires to establish the Project, and;

WHEREAS, the Board of Trustees of the Township has tentatively determined to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954 as amended, and;

WHEREAS, the Board of Trustees of the Township has tentatively determined to continue to use special assessment funds to pay the costs of the Project;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Supervisor is directed to have plans prepared illustrating the Project, the location of the Project, and an estimate of the cost of the Project.

2. The plans and estimates identified in paragraph 1, when prepared, shall be filed with the Township Clerk.

RESOLVED BY: Trustee Walker
SUPPORTED BY: Trustee Schultz

VOTE: Schultz, yes; Walker, yes; Cunningham, yes; Eden, yes; Pedersen, yes; Husted, yes; Pool, absent.

ADOPTION DATE: June 18, 2019

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CERTIFICATION OF THE CLERK

The undersigned, being the duly qualified and acting Clerk of Tyrone Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting, held on June 18, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.



Marcella Husted
Tyrone Township Clerk

**EXHIBIT A
DESCRIPTION OF PROJECT**

The project (the “Project”) will consist of the establishment of a single waste hauler for the collection and disposal of garbage and rubbish along the following streets in the Laurel Springs subdivision in Tyrone Township: Dentonview Dr., Laurel Springs Blvd., Overlook Dr., and 12231 and 12245 White Lake Rd.

3. Resolution to schedule the first public hearing and issue notices for the Laurel Springs Waste Removal Project.

RESOLUTION #190605
TYRONE TOWNSHIP, LIVINGSTON COUNTY

LAUREL SPRINGS SUBDIVISION
WASTE REMOVAL PROJECT (2019)

RESOLUTION TO APPROVE THE PROJECT,
SCHEDULING THE FIRST HEARING
AND DIRECTING THE ISSUANCE OF STATUTORY NOTICES

WHEREAS, the Board of Trustees of the Township has received a petition signed by property owners in the Laurel Springs subdivision of the Township requesting that a single waste hauler be established for the collection and disposal of garbage and rubbish within the Laurel Springs subdivision in the Township as described in Exhibit A (the “Project”);

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WHEREAS, the Board of Trustees of the Township desires to establish the Project, and;

WHEREAS, the Board of Trustees of the Township has approved the establishment of the Project;

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Board of Trustees of the Township has tentatively determined to use special assessments to raise the funds to pay the costs of the Project and has tentatively determined to proceed with the Project;

WHEREAS, the special assessment district (the “Special Assessment District”) for the Project has been tentatively determined by the Township and is described in Exhibit B;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Township hereby tentatively declares its intent to proceed with the Project.

2. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Project and the proposed Special Assessment District for the Project which is known as the “Tyrone Township Laurel Springs Subdivision Waste Removal Project (2019) Special Assessment District.”

3. The public hearing will be held on Tuesday, July 16, 2019 at 7:00 p.m., at the offices of Tyrone Township, Livingston County, Michigan.

4. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit B and shall be mailed by first class mail on or before June 25, 2019. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

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5. The Township Clerk is directed to publish a notice of the public hearing in the Tri-County Times, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before June 30, 2019 and once on or before July 14, 2019. The notice shall be in a form substantially similar to the notice attached as Exhibit B.

RESOLVED BY: Trustee Schultz
SUPPORTED BY: Trustee Walker

VOTE: Eden, yes; Pedersen, yes; Schultz, yes; Walker, yes; Cunningham, yes; Husted, yes; Pool, absent.

ADOPTION DATE: June 18, 2019

CERTIFICATION OF THE CLERK

The undersigned, being the duly qualified and acting Clerk of Tyrone Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting, held on June 18, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.



Marcella Husted
Tyrone Township Clerk

**EXHIBIT A
DESCRIPTION OF PROJECT**

The project (the “Project”) will consist of the establishment of a single waste hauler for the collection and disposal of garbage and rubbish along the following streets in the Laurel Springs subdivision in Tyrone Township: Dentonview Dr., Laurel Springs Blvd., Overlook Dr., and 12231 and 12245 White Lake Rd.

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**EXHIBIT B
FORM OF NOTICE OF PUBLIC HEARING**

Tyrone Township
Livingston County, Michigan

**NOTICE OF PUBLIC HEARING
UPON SPECIAL ASSESSMENT ROLL FOR THE
TYRONE TOWNSHIP LAUREL SPRINGS SUBDIVISION
WASTE REMOVAL PROJECT (2019) SPECIAL ASSESSMENT DISTRICT**

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Tyrone Township, Livingston County, Michigan (the “Township”) in accordance with the laws of the State of Michigan, will conduct a public hearing beginning at 7:00 p.m., local time, on July 16, 2019 at the Tyrone Township Hall, 10408 Center Road, Fenton, Michigan, to review the following proposed special assessment district:

**TYRONE TOWNSHIP LAUREL SPRINGS SUBDIVISION
WASTE REMOVAL PROJECT (2019)
SPECIAL ASSESSMENT DISTRICT**

and to hear any objections thereto and the proposed project.

(2) The project (the “Project”) will consist of establishing a single waste hauler for the Laurel Springs subdivision in Tyrone Township. The Project is designed to serve the properties in the Special Assessment District (the “District”), which District consists of the properties located within the area designated on the map attached at Appendix I and includes the specific properties that are identified by the permanent lot and parcel numbers described in Appendix II.

(3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The plans and cost estimates for the proposed Project and the description of the District are now on file in the office of the Township Clerk for public inspection. Periodic redeterminations of the cost of the Project may be made, and subsequent hearings shall not be required if such cost redeterminations do not increase the estimated cost of the Project by more than 10%. Any person objecting to the proposed Project or the proposed District must file his or her objections in writing with the Township Clerk before the close of the July 16, 2019 public hearing or within such additional time (if any) as the Township Board may grant.

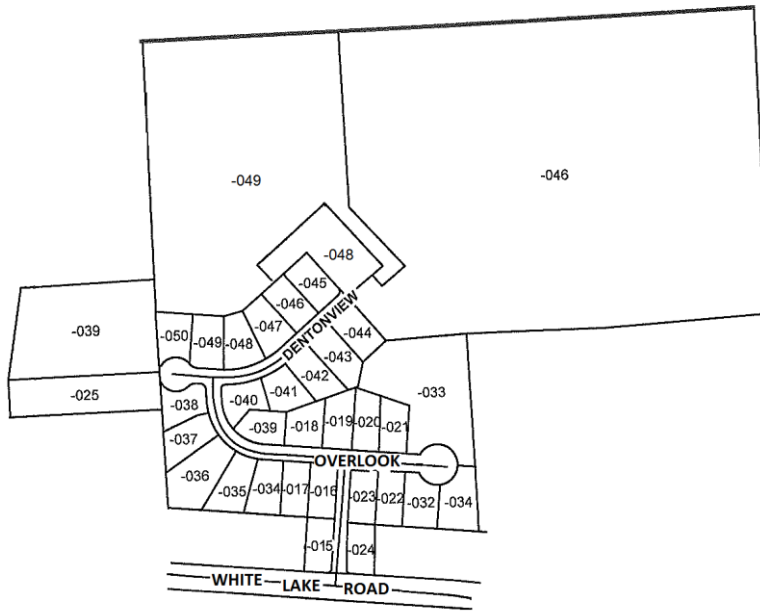
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This notice is given by order of the Tyrone Township Board.

Dated: June 25, 2019

Marcella Husted
Tyrone Township Clerk

APPENDIX I
Map of Special Assessment District



APPENDIX II

Special Assessment District
Permanent Parcel Numbers

4704-11-100-025	4704-11-101-016	4704-11-101-034	4704-11-101-043
4704-11-100-032	4704-11-101-017	4704-11-101-035	4704-11-101-044
4704-11-100-033	4704-11-101-018	4704-11-101-036	4704-11-101-045
4704-11-100-034	4704-11-101-019	4704-11-101-037	4704-11-101-046
4704-11-100-039	4704-11-101-020	4704-11-101-038	4704-11-101-047
4704-11-100-046	4704-11-101-021	4704-11-101-039	4704-11-101-048
4704-11-100-048	4704-11-101-022	4704-11-101-040	4704-11-101-049
4704-11-100-049	4704-11-101-023	4704-11-101-041	4704-11-101-050
4704-11-101-015	4704-11-101-024	4704-11-101-042	

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EXHIBIT C

AFFIDAVIT OF MAILING

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

Marcella Husted, being first duly sworn, deposes and says that she personally prepared for mailing, and did on June 25, 2019, send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Tyrone; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Marcella Husted
Tyrone Township Clerk

Subscribed and sworn to before me
this 25th day of June 2019.

Notary Public

_____ County, Michigan

Acting in Livingston County
My commission expires:

4. Resolution to adopt the proposed Private Infrastructure Special Assessments Policy.

RESOLUTION #190606
TYRONE TOWNSHIP, LIVINGSTON COUNTY

PRIVATE INFRASTRUCTURE SPECIAL ASSESSMENTS POLICY

- A. Before submitting a request for Township involvement in a private infrastructure project, a property owner (or owners) must meet with the Township Supervisor and Clerk (or another Township official or employee designated by the Township Board) to inform the Township of the proposed project, review this Township's Private Infrastructure Special Assessments Policy and discuss other relevant issues relating to the proposed project and the process to establish the special assessment district (SAD). Township project pre-approval is required to advance further into the process. The Township reserves the right to require an

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escrow deposit for project costs, which include, but are not limited to, administrative expenses, publication costs, legal and engineering services, prior to the Township accepting petitions.

- B. After meeting with the designated Township official or employee, the property owner(s) may proceed to circulate petitions for the infrastructure project, on a form provided by the Township. The Township Board will only proceed to consider a private infrastructure special assessment district where petitions are circulated and the petitions contain the signatures of the owners of more than 60% of the total frontage of the infrastructure(s) to be improved.
- C. Infrastructure projects pertinent to improvements or repairs are subject to the terms of this policy.
- D. Once petitions are filed, the Township Board will determine, at its discretion, whether to proceed with a private infrastructure project and establish the special assessment district based on the petition received, project schedule, costs, and engineering analysis.
- E. All private infrastructure projects must comply with the Township's Zoning Ordinance and Design and Engineering Standard provisions with respect to private infrastructure. A private maintenance agreement for project proposals may be required by the Township Board as deemed necessary. The Township Board, in consultation with its engineers and representatives of the petitioners, will determine the project scope and design for existing, non-conforming private infrastructures, after consulting industry standards, the Township's Zoning Ordinance, staff and/or engineers. At a minimum, private infrastructure projects must restore infrastructure to the highest standard and quality to which it was previously constructed, improved or maintained.
- F. The Township Board will determine the term of the special assessment district at 10 years. At The Township Board's discretion, projects meeting current design and constructions standards may receive longer than a 10 year assessment than those which do not.
- G. If the Township Board determines to proceed with the project and the special assessment district, the Township Board will determine the method by which parcels within the special assessment district will be assessed for the costs of the project. The Township Board may assess the costs for the project on a front foot basis, per lot basis or a combination thereof in its sole discretion. The Township shall not be obligated to assess costs according to a specific special assessment methodology presented by the property owners in the petitions filed with the Township.
- H. Prior to commencing proceedings to establish a private infrastructure special assessment district, the petitioner(s) or property owner(s) in support of the project shall deposit with the Township the estimated project costs, to be held in escrow by the Township. The Township shall draw on the funds as needed to pay the administrative, publication, legal and engineering and any other costs associated with the proceedings to establish the special assessment district. The Township shall include the costs as a project cost and shall assess those costs to properties within the district.

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In the event the special assessment district is not established due to objections from property owners within the district or a determination by the Township Board not to proceed with the district or the project, the Township shall, after providing for payment of all incurred project costs, return any funds remaining in the escrow to the person(s) who paid such funds. If the proceedings to establish the district and/or impose the special assessment are challenged in court or with the Michigan Tax Tribunal, the Township Board may require that additional funds be deposited with the Township prior to the Township's participation in the action to pay for the Township's court costs and legal fees. At the conclusion of the action, the Township shall, after providing for payment of all incurred project costs, return any funds remaining in the escrow to the person(s) who paid such funds.

- I. Plans and estimates of cost for a private infrastructure project in excess of \$15,000 shall be prepared by the Township's engineer. Petitioners or property owners in support of the project shall deposit funds with the Township to be held in escrow to cover all of the estimated project costs. The Township may draw on the escrowed funds as needed to pay the Township's costs associated with the project. The Township shall include the costs as a project cost and shall assess those costs to properties within the district.
- J. The Township Board may determine, at its sole discretion, to finance the costs of a private infrastructure project by issuing special assessment bonds in accordance with Public Act 188 or such other statute as deemed appropriate by the Township Board; or establish and advance funds from another Township fund. In the event the Township determines to finance a project as described above, the Township Board shall charge interest on unpaid special assessments in accordance with applicable law.
- K. All construction costs (e.g., infrastructure paving) for private infrastructure projects utilizing special assessments and special assessment districts will be selected and awarded by the Township.
- L. The Township Board may determine, in its discretion, whether to conduct any meetings or hearings at special meetings of the Township Board. Any additional costs to conduct special meetings will be included in the cost of the special assessment proceedings and will be assessed to properties within the special assessment district.
- M. The Township Board reserves the right to make other determinations, impose interest and penalties, and proceed in accordance with any and all applicable statutes with respect to infrastructure improvements other than as set forth in this policy.

RESOLVED BY: Trustee Walker
SUPPORTED BY: Trustee Husted

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VOTE: Pedersen, yes; Eden, yes; Cunningham, yes; Schultz, yes; Walker, yes; Husted, yes; Pool, absent.

ADOPTION DATE: June 18, 2019

CERTIFICATION OF THE CLERK

The undersigned, being the duly qualified and acting Clerk of Tyrone Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting, held on June 18, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.



Marcella Husted
Tyrone Township Clerk

5. Resolution to adopt the proposed Purchasing of Goods and Services Policy.

RESOLUTION #190607
TYRONE TOWNSHIP, LIVINGSTON COUNTY

ADMINISTRATIVE PROCEDURES
PURCHASING OF GOODS AND SERVICES

Introduction. The purpose of these procedures is to provide guidance to employees of Tyrone Township (the “Township”) in the acquisition of goods and services in a manner that will:

- Obtain goods and services of the best possible quality and price to meet the needs of the Township;
- Allow the Township to document to its taxpayers that their resources are being used wisely; and
- Ensure compliance with the provisions of state law and applicable Board Policy.

General Principles. The Supervisor is expected to ensure that the funds budgeted for that Township are managed and expended in accordance with Board Policy and that the budget is followed.

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Township employees obtaining goods and services with Township funds are expected to act responsibly to obtain those goods and services that meet the Township's needs at the best possible price. State law imposes requirements that must be followed in order to meet the goals enumerated above. All Township employees may expect to be held accountable for following the procedures listed below for the purchase of goods and services using Township funds.

In evaluating competitive proposals, keep in mind that the best price is not automatically the lowest initial outlay of money, but should also take into account other factors, such as:

- The costs of shipping or pick up,
- Reasonable estimates of supply and maintenance costs over the lifetime of the item purchased,
- The past performance of the proposed supplier,
- Compatibility of the product with existing equipment, and
- Likely resale or salvage value at the end of the item's useful life.

In evaluating the value of a proposed procurement, the value of the total number of like items purchased will govern. It is not acceptable to obtain multiple smaller invoices for like items from the same vendor over a short period of time in order to avoid competition requirements.

All purchases are subject to board approval, and failure to follow appropriate procedures may result in personal liability.

Minor Purchases. For minor purchases, generally those with a total value of \$500 or less, the time spent in seeking multiple quotes is often more costly than the probable savings. In such cases, the purchaser is expected to use his or her best judgment to obtain the best price, but will ordinarily not be required to produce multiple quotes unless the effort required is small and the potential savings is significant.

Purchases Requiring Informal Competition. For non-minor purchases with a total value less than \$24,999, the purchaser will ordinarily be required to produce evidence of price competition. These may be in several forms, including:

- Written quotations obtained from vendors,
- Catalog prices (taking into account any discounts the Township may be entitled to receive),
- Reliance on bids taken by other governmental or non-profit organizations (such as the State of Michigan, MiDeal), or
- Price quotations obtained by telephone with proper documentation. Proper documentation should include:
 - The vendor contacted and person spoken to,
 - The exact item offered including brand and model,
 - The telephone number called, and
 - The date of the conversation.

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The person making the purchase should obtain enough quotations to satisfy himself/herself that the best price has been identified. Ordinarily, three quotations from major suppliers should be sufficient.

Purchases Requiring Formal Competition. For purchases in excess of \$25,000, formal competition is required.

In many cases, the State of Michigan or other entities may solicit bids on behalf of a number of Townships or other governmental units. If such a solicitation meets the Township's needs, it may be relied upon for price competition. Otherwise, Township staff must solicit bids.

A written request for bids is prepared and published in a form likely to reach the greatest number of potential offers. The bid request contains the complete specifications for the goods or services being purchased, including payment terms and delivery and warranty requirements. The bid request specifies the form in which the offer must be submitted, the address to which the offers must be submitted, the deadline for submission, and the time and place at which the bids will be publicly opened and read. In addition, there is standard language that must be included in most bid requests.

Following bid analysis, a recommendation will be made to the Supervisor, Clerk and Treasurer. If the Supervisor, Clerk and Treasurer approve, the recommendation will be forwarded to the Township Board for their approval.

Emergency Purchases. If goods or services are needed during the emergency, normal purchasing requirements can be waived assuming that compliance was not possible and the Supervisor acted in good faith.

An emergency is a situation where immediate action is required in order to protect life and limb or to preserve valuable property. (Fire and flood would be clear examples of emergencies). Board approval, where needed, will be sought after the fact as soon as it is reasonably possible.

Special Cases.

Professional Services. Professional services, such as architectural, engineering, legal, consulting, and auditing services, normally do not lend themselves to direct price competition. Often such services are a very small portion of the total cost of a project, and quality may be much more important than price.

When soliciting quotations for such services, the solicitations should be structured in such a way as to measure, as objectively as possible, the quality of the competing proposals. A history of performance in providing the services needed and the experience and professional qualifications of the provider are among the factors that should be taken into account in preparing a recommendation to engage professional services.

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Normally, a Professional Services Contract is written controlling the delivery of such services and their payment. This contract will normally be subject to approval by the Board regardless of the amount of money involved.

Governmental Services. Normally, goods and services obtained from other governmental units do not require competitive proposals, regardless of the amount of money involved.

RESOLVED BY: Trustee Walker
SUPPORTED BY: Trustee Husted

VOTE: Pedersen, yes; Eden, yes; Cunningham, yes; Schultz, yes; Walker, yes; Husted, yes; Pool, absent.

ADOPTION DATE: June 18, 2019

CERTIFICATION OF THE CLERK

The undersigned, being the duly qualified and acting Clerk of Tyrone Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting, held on June 18, 2019, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.



Marcella Husted
Tyrone Township Clerk

6. 2019-2020 Budget Amendment.

Trustee Walker moved to approve the amendment to the 2019-2020 budget to allow for the purchase and renovations of the 8420 Runyan Lake Rd. building. (Trustee Schultz seconded.) The motion carried; all ayes.

Proposed Budget Amendments by Fund for Fiscal Year 2019/2020

Fund	Department	Account No.	Account Name	Current Budget	Current Balance as of 6/30/19	Suggested Amendment
TOWNSHIP IMPROVEMENT REVOLVING FUND		246-901.000-975.000	CAPITAL OUTLAY, BUILDING	\$ -	\$ 990,597.05	\$ 990,597.00
				\$ -	\$ -	\$ -
PUBLIC IMPROVEMENT BLDG & SITE FUND		145-901.000-976.000	CAPITAL OUTLAY, BUILDING ADDITIONS	\$ -	\$ -	\$ 250,000.00

7. Request to amend the Cider Mill Crossings consent judgment.

Trustee Schultz moved to amend the Cider Mill Crossings consent judgment to include State of Michigan requirements that the prior recent amendment did not include. (Treasurer Eden seconded.) The motion carried; all ayes.

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MISCELLANEOUS BUSINESS

1. Macklin Mechanical quote for HVAC review.

Trustee Walker moved to approve the service quote from Macklin Mechanical to inspect, test, label and review the HVAC systems at the 8420 Runyan Lake Road property. (Trustee Schultz seconded.) The motion carried; all ayes.

PUBLIC REMARKS

None.

ADJOURNMENT

Trustee Walker moved to adjourn. (Trustee Pedersen seconded.) The motion carried; all ayes. The meeting adjourned at 7:17 p.m.