

**CHARTER TOWNSHIP OF COMMERCE
REGULAR BOARD OF TRUSTEES MEETING**

Tuesday, June 10, 2014

2009 Township Drive

Commerce Township, Michigan 48390

CALL TO ORDER: Thomas K. Zoner, Supervisor, called the meeting to order at 7:00 p.m. and introduced the members of the Board.

PLEDGE OF ALLEGIANCE TO FLAG

ROLL CALL: Present: Thomas K. Zoner, Supervisor
Vanessa Magner, Clerk
Susan Gross, Treasurer
Robert Berkheiser, Trustee
David Law, Trustee
Rick Sovel, Trustee

Absent: Robert Long, Trustee

Also Present: Phillip Adkison, Township Attorney
Loren Crandell, Giffels-Webster Engineers
Hans Rentrop, Township Attorney

APPROVAL OF MINUTES

MOTION by Magner, supported by Sovel, to approve the Regular Township Board of Trustees Meeting minutes of May 13, 2014, as submitted.

MOTION CARRIED UNANIMOUSLY

PRESENTATIONS:

None

PETITIONS:

None

ITEM 1:6-10 APPROVAL OF AGENDA

MOTION by Law, supported by Magner, to approve the Agenda with the addition of: f. Community Development Position under New Business.

MOTION CARRIED UNANIMOUSLY

ITEM 2:6-10 PUBLIC COMMENTS

There were two Boy Scouts observing the meeting working toward their merit badge.

Klint Kesto, State Representative District 39 – gave an update on road issues that are plaguing our state. He advised the Board that the House approved a plan to fund road and bridge repairs.

The House approved a bill which established the School Aid Fund for the coming fiscal year.

The House approved Liquor licenses for the D.D.A.

ITEM 3:6-10 PUBLIC HEARING

A. Establishment Resolution Special Projects No. 37

Supervisor Zoner opened the Public Hearing.
There was no one present with comments or questions.
Supervisor Zoner closed the Public Hearing.

MOTION by Gross, supported by Sovel, to approve the Resolution of the Township Board of the Charter Township of Commerce Determining to Undertake an Improvement Project and to Establish and Maintain a Special Assessment District to Pay Costs Associated Therewith and Approving the Plans and Estimates of Costs Therefor Special Projects No. 37, post and publish according to law. Item 3 shall be \$100,182.03 and the district will end on 12-31-2023.

MOTION CARRIED UNANIMOUSLY

ITEM 4:6-10 BOARD APPOINTMENTS

None

ITEM 5:6-10 CONTRACT AWARDS AND AGREEMENTS

A. Library – Building Program Consultant

Connie Jo Ozinga, Library Director was present to advise the Board of the Library Advisory Board's recommendation to hire George Lawson as the library building program consultant at a cost not to exceed \$12,345.

MOTION by Law, supported by Sovel, to award the new Library Building Consultant Contract to George Lawson at a cost not to exceed \$12,345.00.

MOTION CARRIED UNANIMOUSLY

ITEM 6:6-10 INTRODUCTIONS

None

ITEM 7:6-10 ADOPTIONS

None

ITEM 8:6-10 SITE CONDOMINIUMS AND PLATS

A. Wyncliff Condominium Master Deed

Phillip Adkison, Township Attorney recommends approval of the project subject to conditions. There was discussion on the pathway.

Giffels Webster Engineers reviewed the Preliminary Exhibit B to the Master Deed and finds it to be generally in conformance with the approved site plan.

Hans Rentrop, Township Attorney, advised the Board that the Planning Commission approved the site plan. He stated the Master Plan complies with all requirements. Exhibit B drawings have not been approved yet by Giffels Webster Engineers.

MOTION by Law, supported by Magner, to approve the Wyncliff Condominium Master Deed as presented, subject to the following conditions:

1. Approval by the Township Engineers of the final Exhibit B to the Master Deed prior to recording the Master Deed with the Oakland County Register of Deeds.
2. Construction of recreational pathways within the Condominium in conformity with the Planned Unit Development Agreement entered into between the Commerce Township Downtown Development Authority and the Charter Township of Commerce and any amendment thereto which address the construction of pathways within Commerce Towne Place.
3. The developer providing evidence satisfactory to this office that it has the ability to execute the condominium documents and that there are no other individuals or entities with an interest in the property that would also be required to execute the documents or consent to the recording of the documents. The person or persons signing the documents on behalf of the developer must also provide proof that the person has authority to sign on behalf of the developer.

MOTION CARRIED UNANIMOUSLY

ITEM 9:6-10 CONSENT AGENDA

- A. Resolution, West Nile Virus Fund Reimbursement
- B. Resolution, SAD Refund Special Projects #19
- C. Resolution, SAD Refund Woodland Ridge/Winewood Water Main
- D. Resolution, To Participate in CDBG Program 2015-2017

MOTION by Sovel, supported by Magner, to approve the Resolution of the Township Board of the Charter Township of Commerce Approving Consent Agenda.

ITEM 9:6-10 CONSENT AGENDA (Motion continued)

ROLL CALL VOTE

AYES: Sovel, Magner, Gross, Berkheiser, Law, Zoner

NAYS:

ABSENT: Long

MOTION CARRIED UNANIMOUSLY

ITEM 10:6-10 PURCHASES

None

ITEM 11:6-10 OLD BUSINESS

A. Byers Homestead Assessment Proposal – Tabled 5-13-2014

This will remain on the Table.

B. New Chart of Account # for Fulltime Fire Fighters Advanced Education

Rick Sovel advised the Board that accounts has been made in the Fire Department to split up the education from the training for budget purposes starting with the 2015 budget per union negotiation with the Professional Fire Fighters Union Local 2154, I.A.F.F.

These accounts are as follows:

206-000-962-000 Training

206-000-963-000 Education – Full Time Firefighters

MOTION by Sovel, supported by Berkheiser to approve the new chart of account numbers for fulltime fire fighters advanced education as follows: 206-000-962-000 Training, 206-000-963-000 Education – Full Time Firefighters.

MOTION CARRIED UNANIMOUSLY

ITEM 12:6-10 NEW BUSINESS

A. Special Event Liquor License for Multi Lakes Conservation Assn.

Multi-Lakes Conservation Association Clubhouse has submitted an application for Alcoholic Liquors Special Permit for the event being held by the Lakes Area Chamber of Commerce called 'Rockin under the Stars' on June 14, 2014. This event is expected to have live entertainment, BBQ, and refreshments.

The temporary liquor license was received by the Township on June 10, 2014.

MOTION by Gross, supported by Magner, to approve the Multi-Lakes Special Liquor Permit for the event being held by the Lakes Area Chamber of Commerce called 'Rockin under the Stars' on June 14, 2014. **MOTION CARRIED UNANIMOUSLY**

ITEM 12:6-10 NEW BUSINESS (continued)

B. Fixed Asset Policy Revision

MOTION by Magner, supported by Sovel, to approve the Charter Township of Commerce Fixed Asset Policy and the Charter Township of Commerce Fixed Asset Disposal Policy with “printer” added to the list of assets related to Information Technology.
MOTION CARRIED UNANIMOUSLY

C. Director of Technology – Salary

Supervisor Zoner recommends a yearly salary increase for the Director of Technology to \$56,680.38.

MOTION by Gross, supported by Magner, to approve the Supervisor’s recommendation to increase the yearly salary for the Director of Technology to \$56,680.38.

Rick Sovel, Robert Berkheiser – We should stick to our budget and wait until next year to increase the salary.

David Law – Why wasn’t this done during last year’s budget or wait until next year’s budget? Supervisor Zoner stated it was an oversight.

ROLL CALL VOTE

AYES: Gross, Magner, Law, Zoner

NAYS: Berkheiser, Sovel

ABSENT: Long

MOTION CARRIED

D. Library – Unattended Children Policy – Proposed Revision

Connie Jo Ozinga, Library Director advised the Board of the Library Advisory Board’s recommendation to approve the Library’s Unattended Children Policy.

MOTION by Gross, supported by Magner, to approve the Library Advisory Board’s recommendation to approve the Library’s Unattended Children Policy.

MOTION CARRIED UNANIMOUSLY

E. Cemetery Donation, Grave Preservation

Vanessa Magner - Recommends approval to retain Carter’s Cemetery Preservation to restore the cemetery grave stones in Mascord Original Cemetery in an amount not to exceed \$2,000.00.

MOTION by Gross, supported by Magner, to retain Carter’s Cemetery Preservation to restore the cemetery grave stones in Mascord Original Cemetery in an amount not to exceed \$2,000.00, matching a \$2,000.00 donation received by the Township. Funds to come from the Cemetery Fund.
MOTION CARRIED UNANIMOUSLY

ITEM 12:6-10 NEW BUSINESS (continued)

F. Community Development Position

Terry Carroll is requesting a full time Community Development position because this will allow the new employee to be fully trained to handle projects that will be coming into the Township.

MOTION by Zoner, to change the Community Development part time position to a full time position.

MOTION FAILED DUE TO LACK OF SUPPORT

MOTION by Sovel, to Table the Community Development position.

MOTION FAILED DUE TO LACK OF SUPPORT

MOTION by Sovel, supported by Berkheiser, to Table the Community Development position.

ROLL CALL VOTE

AYES: Sovel, Berkheiser, Law, Gross, Magner

NAYS: Zoner

ABSENT: Long

MOTION CARRIED

ITEM 13:6-10 ORDERS

Vanessa Magner – Asked Phil Adkison for his opinion on the Planning Consultant submitting a full invoice even though she was off work for ½ a month.

Phillip Adkison, Township Attorney – Kathleen Jackson announced she was taking a month off to recover from a health issue. During that time she was involved in several phone calls relating to the Wyncliff project. Kathleen asked him if she should bill the Township for her time and he mentioned to her that she should receive compensation for the time she worked for the Township.

Phillip Adkison, Township Attorney will review her contract and report back to the Board.

MOTION by Sovel, supported by Berkheiser to amend the Motion to include: with the exception of Kathleen Jackson's professional fees pending approval by the Township Supervisor and Attorney.

MOTION CARRIED UNANIMOUSLY

ITEM 14:6-10 OTHER MATTERS

Rick Sovel questioned what the functions of the Planning Commission are in regards to a P.U.D. Phillip Adkison, Township Attorney explained the functions. Sovel – someone should advise the Planning Commission of their role when it pertains to a P.U.D. Phillip Adkison, Township Attorney will create a schematic detailing the functions of the Planning Commission.

Rick Sovel – Asked if anything can be done about signs that are distracting (lights flashing, etc.) in the Township. Phillip Adkison, Township Attorney said if there is an ordinance violation then they could be fined and/or a district court authority could fine equitable relief.

Susan Gross – There has been a sign at the corner of Carroll Lake Road and Wise Road that has been there for approximately one year. Terry Carroll will check into removing the sign.

Robert Berkheiser – What is the policy on how many Township Boards a person can sit on? Supervisor Zoner answered that they choose someone who has the most qualifications for a particular Board. When a person is recommended to be on a Board, he would like to be made aware if they sit on any other Boards.

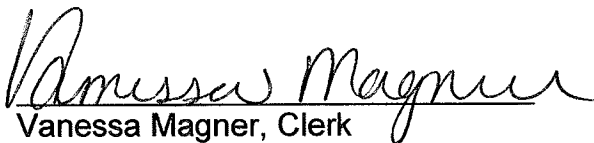
ITEM 15:6-10 CLOSED SESSION
None

ITEM 16:6-10 ADJOURNMENT

As there were no other matters to come before the Board.

MOTION by Gross, supported by Berkheiser, to adjourn the meeting at 9:01 p.m.

MOTION CARRIED UNANIMOUSLY


Vanessa Wagner, Clerk
Charter Township of Commerce

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**RESOLUTION OF THE TOWNSHIP BOARD OF THE
CHARTER TOWNSHIP OF COMMERCE DETERMINING TO
UNDERTAKE AN IMPROVEMENT PROJECT
AND TO ESTABLISH AND MAINTAIN A SPECIAL ASSESSMENT
DISTRICT TO PAY COSTS ASSOCIATED THEREWITH AND APPROVING
THE PLANS AND ESTIMATES OF COSTS THEREFOR
*Special Projects No. 37***

At the regular meeting of the Township Board of the Charter Township of Commerce, County of Oakland, Michigan, held on the 10th day of June, 2014, in the Township Hall at 7:00 p.m.

PRESENT: Thomas Zoner, Susan Gross, Vanessa Magner, Robert Berkheiser, David Law, Rick Sovel

ABSENT: Robert Long

The following preamble and resolution were offered by Susan Gross and supported by Rick Sovel.

WHEREAS, the Township Board of the Charter Township of Commerce, Oakland County, Michigan, has tentatively declared its intention to finance capital and other miscellaneous charges related to the connection to the public water and sewer systems, and has tentatively designated a Special Assessment District against which costs of the improvement are to be assessed, and;

WHEREAS, after due and legal notice, the Township Board of the Charter Township of Commerce held a public hearing on the 10th day of June, 2014, at 7:00 p.m. for the purpose of receiving comments regarding the improvements and the Special Assessment District to be established.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board of the Charter Township of Commerce determines that the petitions filed in connection with the proposed Special Assessment District are valid and in compliance with the requirements of Michigan Public Act 188 of 1954, as amended.
2. In accordance with the provisions of Michigan Public Act 359 of 1947, as amended, and Michigan Public Act 188 of 1954, as amended, the Township Board of the Charter Township of Commerce hereby determines that financing capital and other miscellaneous charges related to the connection to the public water and sewer systems is reasonable, necessary and in the interest of the public health, safety and welfare of the inhabitants of the Charter Township of Commerce and shall be done.

3. The Township Board of the Charter Township of Commerce hereby approves the plans, specifications and estimates of costs in the sum of One Hundred Thousand, One Hundred Eighty-Two and and 03/100 (\$100,182.03) Dollars. The aggregate of all such costs will be spread against the Special Assessment District hereby established.
4. The Township Board of the Charter Township of Commerce hereby establishes a Special Assessment District for the purpose set forth in paragraph two (2) hereof and names the Special Assessment District "*Special Projects No. 37.*" It includes the property described in Exhibit "A" attached hereto.
5. The term of the Special Assessment District shall end on December 31, 2021, or at such time as the Township Board may deem prudent.
6. The Special Assessment District shall reimburse the Township Improvement Revolving Fund for all money advanced for the project together with outstanding interest thereon.
7. The Township Supervisor is hereby directed, in accordance with Michigan Public Act 188 of 1954, as amended, to make a Special Assessment Roll in which shall be entered and described all of the parcels of land to be assessed, with the names of the respective owners thereof, if known, and the total amount to be assessed against each parcel of land, which amount shall be the relative portion of the whole sum to be levied against all parcels of land in the Special Assessment District as the benefit to the parcel of land bears to the total benefit to all parcels of land in the Special Assessment District.
8. When the Township Supervisor completes the Special Assessment Roll, he shall affix thereto his certificate stating that it was made pursuant to this resolution of the Township Board of the Charter Township of Commerce that in making the Special Assessment Roll he has, according to his best judgment, conformed in all respects to the directions contained in this resolution and to the statutes of this state.
9. The Township Supervisor shall file the Special Assessment Roll, with his certificate attached thereto, with the Township Clerk, who shall then present the same to the Township Board of the Charter Township of Commerce.
10. The hearing on the Special Assessment Roll shall be held on the 8th day of July, 2014 at 7:00 p.m. at the Township Hall, located at 2009 Township Drive, Commerce Township, Michigan 48390. The Township Clerk is hereby directed to give notice of the hearing as required by law.
11. In order to appeal the amount of any special assessment, affected owners or parties with an interest must protest the proposed assessment. This may be done by appearing in person at the hearing, having an agent appear at the hearing on behalf of an owner or party in interest

or by filing a protest by the hearing date, by letter addressed to the Township Clerk at the above address. An owner or party having an interest in the real property affected by the special assessment may file a written appeal of the special assessment with the Michigan Tax Tribunal within 30 days after the confirmation of the special assessment roll if that special assessment is protested at the hearing held for the purpose of confirming the special assessment roll.

12. The names and addresses of those persons present at the Public Hearing who protested the assessment, if any, will be identified in the minutes of the Public Hearing.

AYES: Thomas Zoner, Susan Gross, Vanessa Magner, Robert Berkheiser, David Law, Rick Sovel

NAYS: None

ABSENT: Robert Long

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned duly qualified Township Clerk of the Charter Township of Commerce, Oakland County, Michigan, do hereby certify the foregoing is a true and complete copy of the proceedings taken by the Township Board of the Charter Township of Commerce at a meeting held on the 10th day of June, 2014.

CHARTER TOWNSHIP OF COMMERCE


VANESSA MAGNER, Clerk

Dated: June 11, 2014

EXHIBIT A

Parcel Nos.

Sewer:

17-01-257-013
17-01-428-027
17-07-177-010
17-11-151-004
17-12-427-024
17-07-178-013

Water:

17-11-151-004

**RESOLUTION OF THE TOWNSHIP BOARD
OF THE CHARTER TOWNSHIP OF COMMERCE
APPROVING CONSENT AGENDA**

At the Regular Meeting of the Township Board of the Charter Township of Commerce, County of Oakland, Michigan, held on the 10th day of June, 2014, in the Township Hall at 7:00 p.m.

PRESENT: Zoner, Magner, Gross, Sovel, Law, Berkheiser
ABSENT: Long

The following resolution approving the Consent Agenda of June 10, 2014 Board of Trustees Meeting of the Charter Township of Commerce was offered by Sovel and supported by Magner.

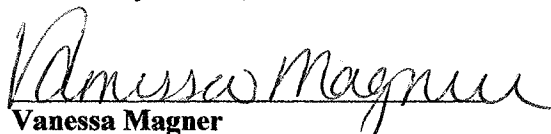
NOW, THEREFORE, BE IT RESOLVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF COMMERCE:

- A. Approved the Resolution, West Nile Virus Fund Reimbursement
- B. Approved the Resolution, SAD Refund Special Projects #19
- C. Approved the Resolution, SAD Refund Woodland Ridge/Winewood Water Main
- D. Approved the Resolution, To Participate in CDBG Program 2015-2017

AYES: Sovel, Magner, Gross, Law, Berkheiser
NAYS: Zero
ABSENT: Long

RESOLUTION DECLARED ADOPTED
STATE OF MICHIGAN)
)s.
COUNTY OF OAKLAND)

I, the undersigned duly qualified Township Clerk of the Charter Township of Commerce, Oakland County, Michigan, do hereby certify the foregoing is a true and complete copy of the proceedings taken by the Township Board of the Charter Township of Commerce at a Meeting held on the 10th day of June, 2014.


Vanessa Magner
Clerk, Charter Township of Commerce

Dated: 6-11-2014

**RESOLUTION OF THE TOWNSHIP BOARD
OF THE CHARTER TOWNSHIP OF COMMERCE
WOODLAND RIDGE/WINEWOOD WATER MAIN
SPECIAL ASSESSMENT DISTRICT
REFUND ROLL**

(Roll #75)

At the regular meeting of the Township Board of the Charter Township of Commerce, County of Oakland, Michigan, held on the 10th day of June, 2014, in the Township Hall at 7:00 p.m.

PRESENT: Zoner, Magner, Gross, Sovel, Law, Berkheiser

ABSENT: Long

The following preamble and resolution were offered by Sovel and supported by Magner.

WHEREAS, the improvement associated with the Woodland Ridge/Winewood Water Main Special Assessment District has been completed and the bonds sold in connection therewith have been paid, and;

WHEREAS, there is remaining Six Thousand, Forty-Two Dollars and 15 cents (\$6,042.15) in surplus funds in the Special Assessment District following payment of bonds and all expenses related to the project;

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Commerce that the sum of Six Thousand, Forty-Two Dollars and 15 cents (\$6,042.15), representing the balance, less costs associated with the refund, **shall be refunded on a prorated basis to the owners of properties assessed in the Woodland Ridge/Winewood Water Main Special Assessment Districts.** Payment shall be made to owners of the property as of the date of this Resolution.

AYES: Sovel, Magner, Gross, Law, Berkheiser, Zoner

NAYS: Zero


ABSENT: Long

RESOLUTION DECLARED ADOPTED

Resolution
Residual Special Assessment Funds
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STATE OF MICHIGAN)
)s.
COUNTY OF OAKLAND)

I, the undersigned duly qualified Township Clerk of the Charter Township of Commerce, Oakland County, Michigan, do hereby certify the foregoing is a true and complete copy of the proceedings taken by the Township Board of the Charter Township of Commerce at a meeting held on the 10th day of June, 2014.



Vanessa Wagner, Clerk
Charter Township of Commerce

Dated: 6-16-14

**RESOLUTION AUTHORIZING
WEST NILE VIRUS FUND EXPENSE REIMBURSEMENT REQUEST**

At a regular meeting of the Township Board of The Charter Township of Commerce, County of Oakland, Michigan, held on the 10th of June 2014, in the Township Hall at 7:00 p.m.

Present: Zoner, Magner, Gross, Sovel, Law, Berkheiser

Absent: Long

The following preamble and resolution were offered by Sovel and supported by Magner.

WHEREAS, upon the recommendation of the Oakland County Executive, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages and townships in addressing mosquito control activities; and

WHEREAS, Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages and townships to apply for reimbursement of eligible expenses incurred in connection with personal mosquito protection measures/activity, mosquito habitat eradication, mosquito larviciding or focused adult mosquito insecticide spraying in designated community green areas; and

WHEREAS, the Township of Commerce, Oakland County, Michigan has incurred expenses in connection with mosquito control activities believed to be eligible for reimbursement under Oakland County's West Nile Virus Fund Program.

NOW THEREFORE BE IT RESOLVED, that this board authorizes and directs its Supervisor as agent for the Township of Commerce to request reimbursement of eligible mosquito control activity under Oakland County's West Nile Virus Fund Program.


ROLL CALL VOTE:

AYES: Sovel, Magner, Gross, Law, Berkheiser, Zoner

NAYS: Zero

ABSENT: Long

MOTION CARRIED UNANIMOUSLY


Vanessa Magner, CMMC
Clerk, Charter Township of Commerce

Date: 6-10-14

**RESOLUTION OF THE TOWNSHIP BOARD
OF THE CHARTER TOWNSHIP OF COMMERCE
SPECIAL PROJECTS #19
SPECIAL ASSESSMENT DISTRICT
REFUND ROLL**

(Roll #25)

At the regular meeting of the Township Board of the Charter Township of Commerce, County of Oakland, Michigan, held on the 10th day of June, 2014, in the Township Hall at 7:00 p.m.

PRESENT: Zoner, Magner, Gross, Sovel, Law, Berkheiser

ABSENT: Long

The following preamble and resolution were offered by Sovel and supported by Magner.

WHEREAS, the improvement associated with the Special Projects #19 Special Assessment District has been completed and the bonds sold in connection therewith have been paid, and;

WHEREAS, there is remaining Twenty-Nine Thousand, Six Hundred Twenty-Two Dollars and 80 cents (\$29,622.80) in surplus funds in the Special Assessment District following payment of bonds and all expenses related to the project;

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Commerce that the sum of Twenty-Nine Thousand, Six Hundred Twenty-Two Dollars and 80 cents (\$29,622.80), representing the balance, less costs associated with the refund, **shall be refunded on a prorated basis to the owners of properties assessed in the Special Projects #19 Special Assessment Districts.** Payment shall be made to owners of the property as of the date of this Resolution.

AYES: Sovel, Magner, Gross, Law, Berkheiser, Zoner

NAYS: Zero

ABSENT: Long

RESOLUTION DECLARED ADOPTED

**RESOLUTION TO PARTICIPATE IN 2015, 2016 AND 2017
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
OAKLAND COUNTY, MICHIGAN
URBAN COUNTY QUALIFICATION 2015 - 2017**

We resolve to opt into Oakland County's urban county Community Development Block Grant (CDBG) programs for the years 2015, 2016 and 2017. Furthermore, we resolve to remain in Oakland County's urban county Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the Charter Township of Commerce to terminate the Cooperative Agreement.

Motion by: Sovel

Seconded by: Magner

Yea: Sovel, Magner, Gross, Berkheiser, Law, Zoner

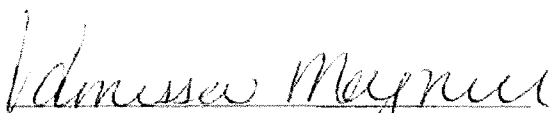
Nay:

Abstaining:

Absent: Long

The Charter Township of Commerce Supervisor declared the resolution adopted.

I, Vanessa Magner the duly elected Clerk of the Charter Township of Commerce, Oakland County, Michigan do hereby certify that the above is a true copy of a resolution adopted by the Charter Township of Commerce Board of Trustees at a meeting held on June 10, 2014 at which time a quorum was present.


Vanessa Magner, Township Clerk

June 11, 2014
Date

Emailed & mailed to Paula Spradlin 6/18/14