

# August 2, 2023

## Agenda

*Lord's Prayer*  
*Pledge of Allegiance*

9:15 a.m. Bob Baker – HARCATUS Update

9:30 a.m. Bid Opening – Used Excavator – Genaro DeMonte, Assistant Engineer

Approve Minutes

Approve Transfer of Funds (1)

Approve Inter-Fund Transfer/Advance

Approve Out of County Travel – Coroner  
Approve Out of County Travel – Park Department  
Approve Out of County Travel – Park Department  
Approve Out of County Travel - HR

Dissolve Tuscarawas County Guardianship Services Board

Approve Advertisement for Bids – New Security Area

Update Public Records Policy

Pay Bills

Other Business

Adjourn

THE BOARD OF COMMISSIONERS OF TUSCARAWAS COUNTY MET IN REGULAR SESSION  
WEDNESDAY, THE 2<sup>nd</sup> DAY OF AUGUST, 2023 WITH THE FOLLOWING MEMBERS PRESENT:

Chris Abbuhl  
Kristin Zemis  
Greg Ress

Commissioner Chris Abbuhl presiding.

*The Lord's Prayer was said.*  
*The Pledge of Allegiance was said.*

### **RESOLUTION (650-2023) AMEND AGENDA – SUSPEND READING OF THE MINUTES – JULY 31, 2023**

It was moved by Commissioner Zemis, seconded by Commissioner Ress to amend Agenda to Suspend the Reading of the Minutes from July 31, 2023.

**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

### **RESOLUTION (651-2023) SUSPEND THE READING OF THE MINUTES**

It was moved by Commissioner Zemis, seconded by Commissioner Ress, to suspend the reading of the minutes of the July 31, 2023 meeting.

**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

**RESOLUTION (652-2023) TRANSFER OF FUNDS**

It was moved by Commissioner Ress, seconded by Commissioner Zemis, to approve the following transfer of funds:

DEPARTMENT	FROM	TO	AMOUNT	REASON
Sheriff's Office	E-0220-A006-A02	E-0220-A006-A12	\$415.24	Needed to cover and Unemployment Claim from a past employee

**VOTE:** Chris Abbuhl, yes;  
 Kristin Zemis, yes;  
 Greg Ress, yes;

**RESOLUTION (653-2023) INTER-FUND TRANSFER/ADVANCE**

It was moved by Commissioner Zemis, seconded by Commissioner Ress to approve the following inter-fund transfer/advance as per State Auditor's recommendation:

From: Co. General to Public Assistance (August Mandated Share)	\$18,429.75
Co. General to Child Support (3 <sup>rd</sup> Qtr)	\$30,000.00
Social Services to Public Assistance	\$100,000.00

**VOTE:** Chris Abbuhl, yes;  
 Kristin Zemis, yes;  
 Greg Ress, yes;

**RESOLUTION (654-2023) OUT OF COUNTY TRAVEL – CORONER**

It was moved by Commissioner Ress, seconded by Commissioner Zemis, to approve the following travel request as submitted by Cathy Clarke, :

**DATE:** November 13 – November 15, 2023  
**LOCATION:** Cleveland  
**ATTENDEES:** Rachel Fetty  
**USING COUNTY VEHICLE:** No  
**EXPENSE:** Mileage (200 mi roundtrip) x \$.60 = \$120  
 Hotel Room = \$450  
 Meals = \$150  
 Course = \$350  
**TOTAL = \$1070**

**REASON:** Medicolegal Death Investigation Training

**VOTE:** Chris Abbuhl, yes;  
 Kristin Zemis, yes;  
 Greg Ress, yes;

**RESOLUTION (655-2023) OUT OF COUNTY TRAVEL – PARK DEPARTMENT**

It was moved by Commissioner Ress, seconded by Commissioner Zemis, to approve the following travel request as submitted by Jesse Rothacher, Park Director:

**DATE:** August 10, 2023  
**LOCATION:** West Lafayette, OH  
**ATTENDEES:** Marsha Freeland  
**USING COUNTY VEHICLE:** No (36.4 miles round trip X .60 per mile = \$21.84)  
**EXPENSE:** \$21.84  
**REASON:** Butterfly Program for Bible School

**VOTE:** Chris Abbuhl, yes;  
 Kristin Zemis, yes;  
 Greg Ress, yes;

**RESOLUTION (656-2023) OUT OF COUNTY TRAVEL – PARK DEPARTMENT**

It was moved by Commissioner Ress, seconded by Commissioner Zemis to approve the following travel request as submitted by Jesse Rothacher, Park Director:

**DATE:** Every Other Month

**LOCATION:** Millersburg, OH

**ATTENDEES:** Marsha Freeland

**USING COUNTY VEHICLE:** Yes

**EXPENSE:** \$0.00

**REASON:** Pick up birdseed that is donated every other month for bird observation area at NJC

**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

**RESOLUTION (657-2023) OUT OF COUNTY TRAVEL – HR**

It was moved by Commissioner Zemis, seconded by Commissioner Ress, to approve the following travel request as submitted by Kris Lowdermilk, HR Manager:

**DATE:** October 4, 2023

**LOCATION:** Canton, OH

**ATTENDEES:** Kris Lowdermilk & Mellissa Clark

**USING COUNTY VEHICLE:** No

**EXPENSE:** \$130.00 Registration

**REASON:** Employment Law Update

**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

**RESOLUTION (658-2023) DISSOLVE – TUSCARAWAS COUNTY GUARDIANSHIP SERVICES BOARD**

It was moved by Commissioner Zemis, seconded by Commissioner Ress to approve the following:

**Whereas**, the Tuscarawas County Commissioners passed Resolution 226-2022 on March 16, 2022 that establishes the Probate Court Guardianship Services Donation Fund;

**Whereas**, the Tuscarawas County Commissioners passed Resolution 494-2022 on June 6, 2022 that establishes the Tuscarawas County Guardianship Services Board in accordance with ORC Section 2111.52;

**Whereas**, the Tuscarawas County Guardianship Services Board has requested that the Board be dissolved;

**It is Resolved** that The Guardianship Services Board is hereby dissolved and disbanded and the funds in the Guardianship Services Fund shall be returned to the funding sources.

**Discussion:** *Commissioner Zemis stated that after very a long process that ultimately led to the Commissioners fully funding the request of the Guardianship Services Board (GSB), the director and the board of GSB decided to out-source the GSB. Commissioner Abbuhl added the funding will be returned to the entities that contributed to the GSB.*

**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

**RESOLUTION (659-2023) ADVERTISE BIDS – SECURITY AREA – ANNEX BUILDING  
MAIN ENTRANCE**

It was moved by Commissioner Ress, seconded by Commissioner Zemis, to approve the advertisement for bids for new office and security entrance area in the first-floor lobby public entrance and the former lobby/reception desk and the West entrance.

**Legal Advertisement**

## Notice to Bidders

Sealed bids in duplicate will be received at the office of the Tuscarawas County Commissioners, 125 East High Avenue, New Philadelphia, Ohio 44663, by 2:15 p.m. on Monday, August 28, 2023 and will be opened and read for the Tuscarawas County Sheriff's office at the Tuscarawas County Court House Annex project at 125 East High Ave. New Philadelphia, Ohio 44663

The Work for which proposals are invited consists of furnishing all labor and materials to construct a new office and entrance security area in the existing first floor lobby of the Tuscarawas County Court House Annex and at the former lobby reception desk and West entrance. Project is located at 125 East High Ave. New Philadelphia, Ohio 44663. The aforementioned work shall include but is not limited to: Demolition, new doors, counters, cabinets, base, trim, glass enclosure, painting, electrical and mechanical.

Copies of plans are on file and may be obtained at the office of the Architect at 407 4<sup>th</sup> Street NW Suite B, New Philadelphia, Ohio 44663, (330) 339-4054, and at Builders Exchange of North Canton. The Plans, Specifications and Proposal forms are obtainable from the office of the Architect for a nonrefundable fee of \$100.00 + \$15.00 shipping and handling. This will include one CD of plans and specs and one hard copy of plans and specs. All proposals shall be made on blank forms furnished by the Architect, and shall be enclosed in an opaque envelope, sealed and addressed to the Owner, and titled, "Tuscarawas County Sheriff's Office, Court House Annex". Contractor's name and trade bidding should appear on exterior of envelope.

No bidder may withdraw his bid for a period of sixty (60) days after the date of the opening thereof.

The Tuscarawas County Sheriff's Office and Tuscarawas County Commissioners, New Philadelphia, Ohio, reserve the right to waive any informalities or to reject any or all bids.

Chapter 4115, Wage and Hours on Public Works of the Ohio Revised Code – State Prevailing Wage applies.

This advertisement may also be viewed or download from the following web address, <http://www.co.tuscarawas.oh.us/> under the "NEWS" Section (Select: "Notice to Bidders- Tuscarawas County Sheriff's Office, Court House Annex").

Published by order of

The Tuscarawas County Commissioners, New Philadelphia, Ohio

Times Reporter Publication Dates: August 7, 2023

August 14, 2023

**DISCUSSION:** *Commissioner Abbuhl stated he is glad this project is moving forward to get this completed. This project is going to be good for the safety and security of the buildings and our law enforcement officers.*

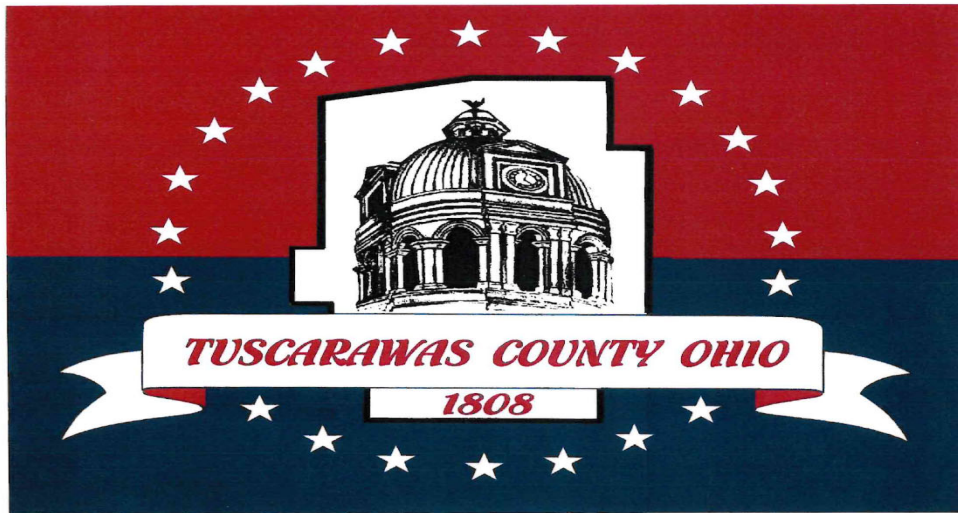
**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

**RESOLUTION (660-2023) UPDATED PUBLIC RECORDS POLICY – TUSCARAWAS COUNTY  
COMMISSIONERS**

It was moved by Commissioner Ress, seconded by Commissioner Zemis to update the following Tuscarawas County Commissioners Public Records Policy:

**DISCUSSION:** *Commissioner Abbuhl the Public Records Policy is located on our County Webpage and there were some duplications noticed and needed to be corrected. Crystal DiGenova, Office Manager, stated Section 5 was removed because it was the same language as in Section 6. Two sections of the Personnel Manual that was cited and the Manual had changed so this has been updated as well. Section 2.8 to 2.10 has also been updated. Commissioner Abbuhl stated this is just more of keeping things up to date vs. any real changes.*

# TUSCARAWAS COUNTY COMMISSIONERS PUBLIC RECORDS POLICY



1

Updated 8/2023

## TUSCARAWAS COUNTY COMMISSIONERS PUBLIC RECORDS POLICY

It is the policy of the Tuscarawas County Commissioner's Office (TUSCARAWAS COUNTY COMMISSIONER'S OFFICE) that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. It is the policy of TUSCARAWAS COUNTY COMMISSIONER'S OFFICE to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing. Record retention schedules are to be updated regularly and posted prominently.

### Section 1: Definition of a Public Record

The Tuscarawas County Commissioner's Office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of TUSCARAWAS COUNTY COMMISSIONER'S OFFICE are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

### Section 2: Request of Public Records

Each request for public records should be evaluated for a response using the following guidelines:

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requester in revising the request by informing the requestor of the manner in which the office keeps its records.

The requestor does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is TUSCARAWAS COUNTY COMMISSIONER'S general policy that this information is not to be requested.

### Section 3: Availability of Public Records

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

### Section 4: Availability of Public Records Policy Including Records Retention Schedules

TUSCARAWAS COUNTY COMMISSIONER'S Public Records Policy will be available in the main office via hard copy. It will also be available on the website under Departments – Commissioners - Public Records Policy. Individual schedules are on file with records retentions custodian.

2

Updated 8/2023

**Section 5: Process for Releasing Public Records**

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. [If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up.]

All requests for public records must either be satisfied or be acknowledged in writing by TUSCARAWAS COUNTY COMMISSIONER'S OFFICE within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine", such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- A. An estimated number of business days it will take to satisfy the request.
- B. An estimated cost if copies are requested.
- C. Any items within the request that may be exempt from disclosure.

**Section 6: Denial of Public Records Request**

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

**Section 7: Costs for Public Records**

- A. First 10 single or double sided copies of a copy request will be provided within a reasonable period of time, free of charge.
- B. Any additional single or double sided copies beyond the 10 free copies as stated above will be provided within a reasonable period of time at five (5) cents per sheet.
- C. Copy requests by other county offices will be provided free of charge.
- D. Personal copies cost five (5) cents per sheet.
- E. There is no charge for documents e-mailed.
- F. Downloaded computer files to a compact disc will be \$1.00 per disc.
- G. Copy request may be faxed to a requestor.

Requesters may ask that documents be mailed to them. They may be charged the actual cost of the postage and mailing supplies.

**Section 8: Maintenance of Public Records**

It is the policy of the Tuscarawas County Commissioners that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 10 for the e-mail record policy).

- A. All public records will be maintained by the responsible employees according to public records law and approved retention schedules.
- B. While an overwhelming majority of the documentation produced by TUSCARAWAS COUNTY COMMISSIONER'S OFFICE is considered public record, Section 2.10 of

3

Updated 8/2023

TUSCARAWAS COUNTY COMMISSIONER'S Personnel Policy Manual along with Section 149.43 of the Ohio Revised Code states which records are not subject to public disclosure.

- C. Original copies of public documents shall not be given to the public except:
  - 1. By court order;
  - 2. By an investigator or
  - 3. By the Board of Commissioners or designee
- D. Should a file need to be removed from public records section, a records control card will be placed in the file's space indicating employee's name, date of removal, name of file and the reason for removal.
- E. Section 2.10 of the Personnel Policy Manual shall be followed when releasing employment/payroll records.
- F. If a citizen requests more than ten (10) public records in a month, the citizen shall submit a written letter to the Commissioners that she/he does not intend to use or forward this information for commercial purposes. Otherwise, that citizen will be limited to ten (10) public records requests per month.

**Section 9: Media Relations Regarding Public Records**

- A. Tuscarawas County Commissioner's shall respond to the media in a prompt and respectful manner.
- B. If the media requests a public record, this policy shall apply.

**Section 10: E-Mails as Public Records**

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mail that relate to public business and to copy them to their business e-mail accounts and/or to the office's records custodian.

The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

**Section 11: Failure to Respond to a Public Records Request**

TUSCARAWAS COUNTY COMMISSIONER'S OFFICE recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, TUSCARAWAS COUNTY COMMISSIONER'S failure to comply with a request may result in a court ordering TUSCARAWAS COUNTY COMMISSIONER'S to comply with the law and to pay the requester attorney's fees and damages.

**Section 12: General Exemptions from Public Record Law**

TUSCARAWAS COUNTY COMMISSIONERS will adhere to the general exemptions from the Public Records Law in accordance to House Bill 9 (as sign by the Governor) listing the exemptions stated under O.R.C. 149.43 and under 2923.129.

4

Updated 8/2023

**VOTE:** Chris Abbuhl, yes;  
 Kristin Zemis, yes;  
 Greg Ress, yes;

**RESOLUTION (661-2023) PAY BILLS**

It was moved by Commissioner Zemis, seconded by Commissioner Ress, to approve payment for the following bills:

**Meeting Date - August 2, 2023**

**Auditor**

Comdoc Inc	Copier Contract	\$374.49	
Gov't Finance Officers Assoc	Membership Dues	\$640.00	
			\$1,014.49

**Commissioners**

Brandywine Valley Dev	Royalty Sharing	\$166.25	
Dominion Energy	Gas Utility	\$220.61	
Dominion Energy	Gas Utility	\$55.36	
Dominion Energy	Gas Utility	\$1,119.93	
Dominion Energy	Gas Utility	\$224.72	
First Stop Signs	Sign Upgrade/Sheriff's Off	\$2,317.00	
First Stop Signs	Supplies	\$188.00	
Gardiner	Qtrly Prev Maint 8/23-10/23	\$6,640.50	
Holland & Muirden	Services	\$300.00	
Independent Elevator	Services	\$301.00	
Independent Elevator	Services	\$266.00	
Independent Elevator	Services	\$307.00	
John L Neininger	Services	\$500.00	
Mancan	Services	\$999.20	
Tusc Co Treasurer	2023 Victum Witness Match	\$80,447.50	
Tusc Co Treasurer	2023 Haz Mat Grant	\$18,000.00	
			\$112,053.07

**Common Pleas**

Blooms	Supplies	\$95.00	
Courtview Justice Solutions Inc	Travel Expense	\$135.72	
Elizabeth L Thomakos	Travel Reimbursement	\$30.00	
Elizabeth Stephenson	Supply Reimbursement	\$11.73	
Nomad Technologies Inc	Repair	\$194.50	
Supreme Court of OH Off of Attrny Srv	Registration	\$1,600.00	
			\$2,066.95

**Community Corrections**

Addiction Studies Institute	Training	\$1,990.00	
			\$1,990.00

**Dog & Kennel**

AEP	Electric Utility	\$493.71	
Frontier	Service	\$102.93	
Hillyard	Supplies	\$404.51	
Verizon Wireless	Service	\$35.10	
			\$1,036.25

**Engineer**

Ace Truck Equipment	Parts	\$88.26	
AEP	Electric Utility	\$2,231.07	
Copeco Inc	Supplies	\$948.90	
Deems Auto Electric	Parts	\$430.00	
Dynamic Hydraulic Services Co LLC	Repair	\$3,192.65	
Frontier	Service	\$246.24	
Holmes Oil Distributing	Supplies	\$4,735.13	



Joe Bachman	Travel Reimbursement	\$883.52	
Lowes Business Account	Supplies	\$13.94	
McLean Co	Parts	\$894.19	
MNJ Technologies	Equipment	\$1,140.00	
Ohio Machinery	Parts	\$2,082.18	
Precision Repair Services Inc	Parts/Repairs	\$717.60	
RJ Wright & Sons	Supplies	\$702.09	
Snyder Brothers Sales & Service	Parts	\$200.27	
Staley Technologies	Part	\$1,310.00	
Stony Point Supply	Supplies	\$1,484.64	
United Sales	Supplies	\$45.00	
Verizon Wireless	Equipment	\$40.57	
Ziegler Tire	Tires	\$4,108.00	
			\$25,494.25
<b>Human Resources</b>			
Public Entity Risk Consortium (PERC)	PERC Loss Funding	\$21,893.00	
			\$21,893.00
<b>Juvenile/Probate</b>			
Andrea Arnold	Travel Reimbursement	\$658.91	
Andreas Furniture	Desks For Magistrates	\$272.80	
ComDoc	Shipping	\$30.00	
ComDoc	Copier Contract	\$85.20	
ComDoc	Copier Contract	\$103.25	
Dennis Rubright	Services	\$125.00	
MNJ Technologies	Equipment	\$48.00	
Staples	Table	\$78.88	
Total First Aid	Supplies	\$35.30	
Tusc Co Sheriff's Office	Services	\$309.31	
Tusc Co Sheriff's Office	Services	\$271.96	
Tusc Co Sheriff's Office	Services	\$663.85	
Tusc Co Sheriff's Office	Services	\$722.86	
Vital Records Holdings LLC	Services	\$3,836.41	
			\$7,241.73
<b>Sheriff</b>			
Canon	Equipment	\$9,818.02	
			\$9,818.02
<b>Southern District</b>			
Verizon Wireless	Service	\$156.11	
			\$156.11
<b>Veterans</b>			
C Sanders Emblems	Supplies	\$1,822.07	
Debra S Cook	Travel Reimbursement	\$53.22	
James Thornton	Travel Reimbursement	\$40.00	
Jason E Thorton	Travel Reimbursement	\$90.30	
New Philadelphia Coordinating Comm	Services	\$1,500.00	
			\$3,505.59
<b>Water &amp; Sewer</b>			
AEP	Electric Utility	\$820.72	
Core & Main LP	Materials	\$1,364.21	
Crossroads Hardware	Supplies	\$31.80	
Frontier	Service	\$55.07	
Frontier	Service	\$66.93	
JA's Auto Service	Tires	\$1,224.63	
			\$3,563.36
			<b>GRAND</b>
			<b>TOTAL \$189,832.82</b>



**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

**HARCATUS UPDATE:** *Bob Baker, HARCATUS President, presented the 2022 Annual Report. HARCATUS will be buying another vehicle to aid in delivering meals. The weatherization crews have been busy fixing up houses and getting them ready for winter. A new update is that the Senior Nutrition Program has moved from Dennison to Uhrichsville in the old East of Chicago Pizza building close to Chamber of Commerce. The Senior Nutrition Program has a nice commercial kitchen and more room.*

**RESOLUTION (662-2023) RECESS**

It was moved by Commissioner Zemis, seconded by Commissioner Ress to recess at 9:15 a.m., for the purpose of the Bid Opening for a used Excavator for the Engineer's Office.

**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

*Commissioner Abbuhl called the meeting out of recess at 9:30 a.m. and back into Regular Session for the purpose of the Bid Opening for a used Excavator for the Engineer's Office.*

**RESOLUTION (663-2023) ADVISEMENT – BIDS – USED EXCAVATOR – ENGINEER**

It was moved by Commissioner Zemis, seconded by Commissioner Ress, to take the following bids under advisement:

**USED EXCAVATOR PURCHASE  
TUSCARAWAS COUNTY**

**BID TABULATION  
August 2, 2023 @ 9:30 a.m.**

BIDDER	EXCAVATOR PRICE
Company Wrench	\$387,050.00
Murphy Tractor	\$477,500.00
Murphy Tractor	\$603,000.00

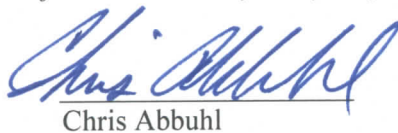
**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

**RESOLUTION (664-2023) ADJOURN**

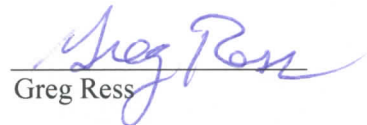
It was moved by Commissioner Zemis, seconded by Commissioner Ress, to adjourn at 9:33 a.m. to meet in Regular session Monday, the 7th day of August, 2023.

**VOTE:** Chris Abbuhl, yes;  
Kristin Zemis, yes;  
Greg Ress, yes;

*We hereby certify the above and foregoing to be a true and correct account of the proceedings as had by and before us on the day and year first written above.*

  
Chris Abbuhl

  
Kristin Zemis

  
Greg Ress

  
Attest: Rhonda Jordan, Clerk