



MEAD URBAN RENEWAL AUTHORITY SPECIAL MEETING

441 3rd Street, Mead
Monday, October 10, 2022

AGENDA

5:15 PM SPECIAL MEETING

Due to the COVID-19 virus, the Town of Mead Urban Renewal Authority will hold this meeting as an electronic meeting with remote participation in accordance with the Authority's emergency procedures adopted by Resolution No. 02-URA-2020. Virtual access information including the Zoom meeting link will be provided on the Town of Mead website and at designated posting places at least 24 hours prior to the meeting.

1. Call to Order - Roll Call

Chair Colleen Whitlow
Commissioner David Adams
Commissioner Brooke Babcock
Commissioner Debra Brodhead
Commissioner Chris Cartwright
Commissioner Trisha Harris
Commissioner Herman Schranz
Representative Commissioner Sarah Hurianek
Representative Commissioner Scott James
Representative Commissioner Laura McConnell

2. Pledge of Allegiance to the Flag

3. Review and Approve Agenda

4. **Public Comment:** *3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.*

5. **Consent Agenda:** *Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Commissioner so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of funds, the Clerk shall require a roll call vote on the Consent Agenda. Consent Agenda includes:*

a. Approval of Minutes - Special Meeting June 27, 2022

b. August 2022 Financial Statements

c. Check Register June 22, 2022 - September 30, 2022

d. **Resolution No. 03-URA-2022** – A Resolution Regarding Annual Administrative Matters for the Town of Mead Urban Renewal Authority

6. 2023 Draft Budget Presentation

7. **Adjournment**

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact the Town Clerk's Office at 970-805-4182 within 48 hours prior to the meeting in order to request such assistance.



MEAD URBAN RENEWAL AUTHORITY

441 Third Street, Mead, CO 80542

Monday, June 27, 2022

MINUTES

5:15 PM SPECIAL MEETING

Chair Colleen Whitlow called the Special Meeting of the Board of Commissioners of the Town of Mead Urban Renewal Authority to order at 5:15 p.m. Due to the COVID-19 virus, the meeting was held with electronic remote participation in accordance with the Authority's emergency procedures adopted by Resolution No. 02-URA-2020.

1. Call to Order - Roll Call

Present

- Chair Colleen Whitlow
- Commissioner David Adams (via virtual access)
- Commissioner Debra Brodhead
- Commissioner Chris Cartwright
- Commissioner Herman Schranz
- Representative Commissioner Scott James (via virtual access)
- Representative Commissioner Laura McConnell

Absent

- Commissioner Brooke Babcock
- Commissioner Trisha Harris
- Representative Commissioner *SVVSD Vacancy*

2. Pledge of Allegiance to the Flag

The assembly pledge allegiance to the flag.

3. Review and Approve Agenda

Motion was made by Commissioner Schranz, seconded by Commissioner Cartwright, to approve the agenda. Motion carried 7-0, on a roll call vote.

4. Commissioner Appointment

- a. **Resolution No. 01-URA-2022** - A Resolution of the Town of Mead Urban Renewal Authority Replacing the School District Representative on the Board of Commissioners of the Town of Mead Urban Renewal Authority

Motion was made by Commissioner Schranz, seconded by Commissioner Cartwright, adopt Resolution No. 01-URA-2022 – A Resolution of the Town of Mead Urban Renewal Authority Replacing the School District Representative on the Board of Commissioners of the Town of Mead Urban Renewal Authority. Motion carried 7-0, on a roll call vote.

5. Informational Items

- a. 3rd & Welker Intersection Update

Town Engineer / Public Works Director Erika Rasmussen updated the Commission on the 3rd and Well intersection Project. The Commissioners discussed federal grant funding for the project.

b. Mead Community Center and Downtown Improvements

Town Engineer / Public Works Director Erika Rasmussen discussed plans for the Mead Community Center and Downtown Improvements.

c. 2022 Budget Update

Town Clerk / Treasurer Mary Strutt discussed the 2022 budget and available funding.

6. Public Comment: 3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.

There was no public comment at this time.

7. Consent Agenda: *Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:*

- a. Approval of Minutes - Special Meeting December 13, 2021
- b. May 2022 Financial Statements
- c. Check Register December 9, 2021 - June 21, 2022
- d. **Resolution No. 02-URA-2022** - A Resolution of the Town of Mead Urban Renewal Authority Ratifying the Public Improvement Cost Reimbursement for Agfinity, Inc.

Motion was made by Commissioner McConnell, seconded by Commissioner Cartwright, to approve the Consent Agenda. Motion carried 7-0, on a roll call vote.

8. Adjournment

Motion was made by Commissioner Shranz, seconded by Commissioner McConnell, to adjourn the meeting. Motion carried 7-0.

The Special Meeting of the Mead Urban Renewal Authority adjourned at approximately 5:43 p.m. on Monday, June 27, 2022.

Colleen G. Whitlow, Chair

ATTEST:

Mary E. Strutt, Clerk

TOWN OF MEAD
COMBINED CASH INVESTMENT
AUGUST 31, 2022

Section 5, Item b.

COMBINED CASH ACCOUNTS

CASH ALLOCATION RECONCILIATION

20 ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	3,704,993.29
TOTAL ALLOCATIONS TO OTHER FUNDS	3,704,993.29
ZERO PROOF IF ALLOCATIONS BALANCE	3,704,993.29

TOWN OF MEAD
 BALANCE SHEET
 AUGUST 31, 2022

Section 5, Item b.

MEAD URBAN RENEWAL AUTHORITY

ASSETS

20-01-0100	COMBINED CASH	3,704,993.29	
20-01-1250	PROPERTY TAX RECEIVABLE	2,419,438.00	
20-01-1301	A/R - MURA	610.60	
	TOTAL ASSETS		6,125,041.89

LIABILITIES AND EQUITY

LIABILITIES

20-02-2300	EMPLOYEE PENSION PAYABLE	789.88	
20-02-2301	SALARY WAGES PAYABLE	4,441.68	
20-02-2310	EMPLOYEE HEALTH INS. PAYABLE	1,011.16	
20-02-2312	WORKERS COMP INSURANCE PAYABLE	347.27	
20-02-2314	401(A) CONTRIBUTIONS PAYABLE	1,346.95	
20-02-2400	FED. WITHHOLDING TAX PAYABLE	745.24	
20-02-2401	SOCIAL SECURITY TAX PAYABLE	797.13	
20-02-2402	MEDICARE TAX PAYABLE	186.43	
20-02-2403	STATE WITHHOLDING TAX PAYABLE	260.36	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	63.46	
20-02-2410	MISC PAYROLL PAYABLE	5,832.86	
20-02-2700	DEFERRED INFLOWS- PROPERTY TAX	2,419,438.00	
	TOTAL LIABILITIES		2,435,260.42

FUND EQUITY

20-02-3001	FUND BALANCE	3,518,577.66	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	171,203.81	
	BALANCE - CURRENT DATE	171,203.81	
	TOTAL FUND EQUITY		3,689,781.47
	TOTAL LIABILITIES AND EQUITY		6,125,041.89

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2022

Section 5, Item b.

MEAD URBAN RENEWAL AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
20-10-4050	TAX INCREMENT REVENUE (TIF)	74,092.52	2,346,832.39	2,424,921.00	78,088.61	96.8
	TOTAL TAXES	74,092.52	2,346,832.39	2,424,921.00	78,088.61	96.8
<u>FEES</u>						
20-11-4110	ADMINISTRATIVE FEE	.00	6,198.00	12,396.00	6,198.00	50.0
	TOTAL FEES	.00	6,198.00	12,396.00	6,198.00	50.0
<u>MISCELLANEOUS REVENUE</u>						
20-18-4619	INTEREST & DIVIDEND INCOME	6,574.69	20,816.60	3,153.00	(17,663.60)	660.2
	TOTAL MISCELLANEOUS REVENUE	6,574.69	20,816.60	3,153.00	(17,663.60)	660.2
	TOTAL FUND REVENUE	80,667.21	2,373,846.99	2,440,470.00	66,623.01	97.3
<u>ADMINISTRATION</u>						
20-40-5001	SALARIES & WAGES	19,873.76	120,421.24	177,730.00	57,308.76	67.8
20-40-5055	OVERTIME	.00	.89	.00	(.89)	.0
20-40-5060	PAYROLL TAXES	1,499.43	9,069.39	13,596.00	4,526.61	66.7
20-40-5065	WORKERS COMP	154.14	999.11	550.00	(449.11)	181.7
20-40-5066	HEALTH INSURANCE	2,554.75	15,251.12	22,050.00	6,798.88	69.2
20-40-5067	DEFERRED COMP/RETIREMENT	1,309.07	7,901.39	2,281.00	(5,620.39)	346.4
20-40-5068	MEDICAL SAVINGS	63.59	382.53	117.00	(265.53)	327.0
20-40-5100	TIF REVENUE SHARING	.00	1,344,658.32	1,396,953.00	52,294.68	96.3
20-40-5300	TELEPHONE	73.00	328.50	100.00	(228.50)	328.5
20-40-5320	GENERAL LIABILITY INSURANCE	598.55	1,944.43	2,982.00	1,037.57	65.2
20-40-5400	LEGAL FEES	164.00	4,315.53	40,000.00	35,684.47	10.8
20-40-5401	CONSULTING FEES	811.00	5,773.10	40,000.00	34,226.90	14.4
20-40-5415	AUDIT FEES	.00	2,198.50	2,199.00	.50	100.0
20-40-5425	COUNTY TREASURER'S FEE	1,111.41	35,202.36	36,374.00	1,171.64	96.8
20-40-5427	TIF ADVANCE	.00	.00	1,000,000.00	1,000,000.00	.0
20-40-5500	CAPITAL OUTLAY	.00	27,232.71	33,333.00	6,100.29	81.7
20-40-5700	MISC. EXPENSE	.00	839.06	.00	(839.06)	.0
20-40-5705	MILEAGE	250.00	1,125.00	.00	(1,125.00)	.0
20-40-5914	TRANSFER TO TRANSPORTATION FD	.00	625,000.00	1,250,000.00	625,000.00	50.0
	TOTAL ADMINISTRATION	28,462.70	2,202,643.18	4,018,265.00	1,815,621.82	54.8
	TOTAL FUND EXPENDITURES	28,462.70	2,202,643.18	4,018,265.00	1,815,621.82	54.8

TOWN OF MEAD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2022

Section 5, Item b.

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	52,204.51	171,203.81	(1,577,795.00)	(1,748,998.81)	10.9

Report Criteria:

Report type: Invoice detail
 Check.Type = {<-} "Adjustment"
 [Report].Invoice GL Account = "20010100"."20415700"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Description	Check Amount
06/22/2022	35080	3640	PINNACOL ASSURANCE	20923080	20-40-5065	79.06	Instllment 6 of 9 Work Comp Insur	79.06
06/22/2022	35083	6798	Professional Management Systems, S C	84657	20-40-5401	546.00	Finance Consulting 5/22	546.00
06/22/2022	35091	5884	WHITE BEAR ANKELE TANAKA & WAL	22289	20-40-5400	886.11	MURA Legal 5/22	886.11
07/07/2022	35093	6840	34 9.5 Metropolitan District	2022 TIF REF	20-40-5100	1,750.11	MURA TIF Refund - Tax year 202	1,750.11
07/07/2022	35108	880	CARDMEMBER SERVICE	7239 062622	20-40-5700	38.11	Agfinity/MURA sign	38.11
07/07/2022	35109	6699	CliftonLarsonAllen LLP	3330219	20-40-5415	518.50	2021 Financial Audit	518.50
07/07/2022	35113	6349	DOUTHIT METRO DISTRICT	2022 TIF REF	20-40-5100	35,586.16	MURA TIF Refund - Tax year 202	35,586.16
07/07/2022	35122	6163	HIGH PLAINS LIBRARY DIST.	2022 TIF REF	20-40-5100	69,038.70	MURA TIF Refund - Tax Year 202	69,038.70
07/07/2022	35129	6164	LIBERTY RANCH METRO DISTRICT	2022 TIF REF	20-40-5100	20,768.21	MURA TIF Refund - Tax Year 202	20,768.21
07/07/2022	35135	6160	MEAD PLACE METRO DIST 2	2022 TIF REF	20-40-5100	1,192.56	MURA TIF REFUND - Tax year 20	1,192.56
07/07/2022	35137	6602	Mountain View Fire Rescue	2022 TIF REF	20-40-5100	175,425.66	MURA TIF REFUND - Tax year 20	175,425.66
07/07/2022	35139	6109	NORTHERN COLO WATER CONSERV	2022 TIF REF	20-40-5100	21,594.84	MURA TIF REFUND - Tax year 20	21,594.84
07/07/2022	35145	6567	Precision Employment Consulting	063022	20-40-5401	318.09	Consulting 6.30	318.09
07/07/2022	35148	6161	ST. VRAIN & LEFT HAND WATER CON	2022 TIF REF	20-40-5100	30,362.34	MURA TIF REFUND - Tax year 20	30,362.34
07/07/2022	35149	4270	ST. VRAIN SANITATION DISTRICT	2022 TIF REF	20-40-5100	4,901.77	MURA TIF refund - tax year 2021	4,901.77
07/07/2022	35150	4440	ST. VRAIN VALLEY SCHOOL DIST	2022 TIF REF	20-40-5100	656,155.30	MURA TIF refund - tax year 2021	656,155.30
07/07/2022	35156	5736	THE HARTFORD-GROUP BENEFITS	924703152014	20-40-5066	73.93	STD/LTD Insurance	73.93
07/07/2022	35158	4530	TOWN OF MEAD	2022 TIF REF	20-40-5100	124,407.86	MURA TIF REFUND - Tax year 20	124,407.86
07/07/2022	35166	4880	WELD COUNTY TREASURER	2022 TIF REF	20-40-5100	162,371.58	MURA TIF refund - tax year 2021	162,371.58
07/07/2022	35167	6470	WESTRIDGE METROPOLITAN DISTRI	2022 TIF REF	20-40-5100	32,267.60	MURA TIF REFUND - Tax year 20	32,267.60
07/07/2022	35167	6470	WESTRIDGE METROPOLITAN DISTRI	2022 TIF REF	20-40-5100	2,637.63	MURA TIF REFUND - Tax year 20	2,637.63
07/25/2022	35183	5135	CEBT	INV 0049875	20-02-2310	2,031.67	Health Insurance 08/01/22	2,031.67
07/25/2022	35218	6798	Professional Management Systems, S C	84665	20-40-5401	600.00	Financial Consulting 6/22	600.00
07/25/2022	35230	5884	WHITE BEAR ANKELE TANAKA & WAL	22813	20-40-5400	2,108.43	MURA Legal	2,108.43
08/04/2022	35277	3640	PINNACOL ASSURANCE	20957252	20-02-2312	79.06	Installment 7 of 9 2022 Work Com	79.06
08/04/2022	35278	6567	Precision Employment Consulting	073122	20-40-5401	265.00	Consulting HR Services	265.00
08/04/2022	35279	6798	Professional Management Systems, S C	84677	20-40-5401	546.00	Financial Consult	546.00
08/29/2022	35315	5135	CEBT	INV 0050576	20-02-2310	2,048.68	Health Insurance 2022-09	2,048.68
08/29/2022	35317	1050	CIRSA	221248	20-40-5320	598.55	General Liability Insurance Q1	598.55
08/29/2022	35379	5736	THE HARTFORD-GROUP BENEFITS	924704104903	20-40-5066	72.11	STD / LTD Insurance 8/22	72.11
08/29/2022	35391	5884	WHITE BEAR ANKELE TANAKA & WAL	23303	20-40-5400	164.00	MURA Legal	164.00
09/26/2022	35461	1050	CIRSA	221432	20-40-5320	19.45	2022 Addn/Del for ins	19.45
09/26/2022	35496	3640	PINNACOL ASSURANCE	21026003	20-02-2312	79.06	Worker's Comp	79.06
09/26/2022	35500	6567	Precision Employment Consulting	08312022	20-40-5401	259.34	Consulting	259.34
09/26/2022	35501	6798	Professional Management Systems, S C	84688	20-40-5401	546.00	Financial Consulting Aug 2022	546.00
09/22/2022	35523	5884	WHITE BEAR ANKELE TANAKA & WAL	23803	20-40-5400	.00	MURA Legal	.00
09/26/2022	35547	5884	WHITE BEAR ANKELE TANAKA & WAL	23803	20-40-5400	205.00	MURA Legal	205.00
06/22/2022	628221	4030	SAMSCLUB	4230 060222	20-40-5700	44.02	Supplies 5/22	44.02
08/29/2022	829221	3640	PINNACOL ASSURANCE	20989598	20-02-2312	79.06	Worker's Comp	79.06
Grand Totals:								1,350,665.55

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
20-02-2000	205.00	1,350,870.55-	1,350,665.55-
20-02-2310	4,080.35	.00	4,080.35
20-02-2312	237.18	.00	237.18
20-40-5065	79.06	.00	79.06

GL Account	Debit	Credit	Proof
20-40-5066	146.04	.00	146.04
20-40-5100	1,338,460.32	.00	1,338,460.32
20-40-5320	618.00	.00	618.00
20-40-5400	3,568.54	205.00-	3,363.54
20-40-5401	3,080.43	.00	3,080.43
20-40-5415	518.50	.00	518.50
20-40-5700	82.13	.00	82.13
99-01-1001	.00	.00	.00
Grand Totals:	<u>1,351,075.55</u>	<u>1,351,075.55-</u>	<u>.00</u>

Report Criteria:

Report type: Invoice detail
Check.Type = {<>} "Adjustment"
[Report].Invoice GL Account = "20010100"."20415700"



Agenda Item Summary

MEETING DATE: October 10, 2022

SUBJECT: **Resolution No. 03-URA-2022** – A Resolution Regarding Annual Administrative Matters for the Town of Mead Urban Renewal Authority

PRESENTED BY: Mary Strutt, Clerk

SUMMARY

According to the bylaws of the Mead Urban Renewal Authority, an annual meeting is required to adopt general administrative procedures.
 The attached resolution sets forth general procedures for conduct of business.

FINANCIAL CONSIDERATIONS

None

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends the approval of Resolution No. 03-URA-2022.
 A motion to approve the consent agenda will approve this item. If this item is removed from the consent agenda for discussion, a recommended motion is:

I move to adopt resolution number 03-URA-2022 – a resolution regarding annual administrative matters for the Town of Mead Urban Renewal Authority.

ATTACHMENTS

Reso No. 03-URA-2022

TOWN OF MEAD URBAN RENEWAL AUTHORITY

RESOLUTION NO. 03-URA-2022

**A RESOLUTION REGARDING
ANNUAL ADMINISTRATIVE MATTERS
FOR THE TOWN OF MEAD URBAN RENEWAL AUTHORITY**

At the special meeting of the Board of Commissioners (“Board”) of the Town of Mead Urban Renewal Authority (“Authority”), held at 5:15 p.m., on October 10, 2022, at 441 Third Street, Mead, Colorado and via teleconference, it was moved to adopt the following Resolution:

WHEREAS, the Board has a duty to perform certain obligations on a recurring basis in order to assure the efficient operation of the Authority; and

WHEREAS, the Board desires to confirm certain general procedures for the conduct of its business and to authorize its elected officials and consultants to perform certain administrative activities; and

WHEREAS, the matters set forth in this Resolution are statements of intention, and may be modified by action of the Board, from time to time, without prior notice except where required by law and without waiving on a continuing basis these or other policies established by the Town of Mead, the Mead Urban Renewal Plan, or the Authority’s by-laws;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board determines to hold an annual meeting between July 1st and December 15th each year, 441 Third Street, Mead, Colorado, and via teleconference. Notice of the time and place for regular and special meetings shall be provided in accordance with § 31-25-101 to 31-25-116, C.R.S., as applicable, based on the action to be taken by the Authority.

2. Should an individual Commissioner of the Chair choose to abstain from any particular matter on the agenda for reasons of potential conflict of interest, he or she shall be considered in attendance at the meeting for purposes of meeting quorum requirements.

3. The Board directs the Secretary for the Authority, in consultation with the Authority’s legal counsel, to prepare and file with the Division, within thirty (30) days of a written request from the Division, an informational listing of all contracts in effect with other political subdivisions, in accordance with § 29-1-205, C.R.S.

4. The Board directs that the Authority’s Treasurer shall be responsible for preparation of the budget in consultation with the Authority’s Executive Director, shall manage the accounting and auditing services for the Authority to be performed by such persons as are authorized by the Board, shall manage the public funds in accordance with §§ 29-1-603, 29-1-604, and 29-1-606, C.R.S., and all other applicable Colorado laws and only by direction of the Board, and shall report

to the Board on a regular basis in written form the status of the Town’s financial accounts and records.

5. The Board directs the Authority’s treasurer to submit a proposed budget to the Board by October 15th, to prepare the final budget and budget message, including any amendments thereto, if necessary, and directs staff to schedule a public hearing on the proposed budget and/or amendments, and to post or publish notices thereof, to prepare all budget resolutions and to file the budget, budget resolution and budget message with the Division on or before January 30th, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

6. The Board directs legal counsel to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1st if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with § 38-13-110, C.R.S.

7. The Board confirms its obligations under § 24-10-110(1), C.R.S., with regards to the defense and indemnification of its public employees, which, by definition, includes elected and appointed officers.

8. The Board hereby reappoints the Authority’s Clerk as the official custodian for the maintenance, care and keeping of all public records of the District, in accordance with §§ 24-72-202, *et seq.*, C.R.S.

9. All regular and special meetings will be posted in accordance with §24-6-402(2)(c), C.R.S. The Board hereby designates www.townofmead.org as the Authority’s website for the posting of its regular and special meeting notices. The Board also hereby designates, unless otherwise designated by the Board, the Mead Town Hall located at 441 Third Street, Mead, Colorado, as the location the Authority will post notices of meetings in the event of exigent or emergency circumstances which prevent the Authority from posting notice of the meeting on the website.

10. The Board hereby designates the *Longmont Times-Call* as the newspaper of general circulation within the boundaries of the Authority, and wherein all legal notices and publications for the Authority shall be published, unless otherwise required by state law or deemed appropriated by the Board.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MEAD URBAN RENEWAL AUTHORITY ON THIS 10TH DAY OF OCTOBER, 2022.

TOWN OF MEAD URBAN RENEWAL AUTHORITY:

ATTEST:

Mary E. Strutt, Clerk

Colleen G. Whitlow, Chairperson