

**TUESDAY, APRIL 23, 2013**

**APPROVED MINUTES OF THE  
COUNTY BOARD OF COMMISSIONERS MEETING HELD**

**STATE OF MINNESOTA)  
COUNTY OF DODGE)**

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2013-09**

The Dodge County Board of Commissioners met in regular session April 23, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Lyle Tjosaas, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The County Administrator acknowledged those present and established that there was a quorum:

Those Present

Members present:	John Allen	District #1
	Lyle Tjosaas	District #2
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5

Members absent: None

Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Erickson seconded by Peterson to approve the agenda as presented.  
*Motion adopted unanimously.*

Agenda Approved

Motion by Gray seconded by Peterson to approve the following items on the Consent Agenda:

Consent Agenda  
Items Approved

- 1.1 Chair to sign a Gambling Permit for Holy Family Catholic Church as requested.
- 1.2 Bzoskie Lawn Services of Kasson, MN to provide 2013 lawn care services to the county at the prices quoted.
- 1.3 Chair, Human Services Director and County Attorney to sign the updated South Country Health Alliance Delegation Agreement effective January 1, 2013.
- 1.4 Sheriff's Office credit card request.
- 1.5 Entering into an Agreement with Allied Waste Services and authorize the Environmental Services Director to sign the agreement on behalf of Dodge County.

*Motion adopted unanimously.*

Community and Business Development Specialist Andrew Barbes shared with the Board a proposed resolution of support for the Destination Medical Center (DMC) Proposal.

Destination Medical Center Proposal Discussion

Mr. Barbes reported that this resolution is to encourage and support the DMC proposal and allow the creation of the DMC that will make private investments feasible and public investments possible.

The following is a listing of Dodge County EDA points which were used as the basis of support of the Destination Medical Center:

- Importance of Mayo Clinic as a regional major employer and tax payer
- The change in the healthcare climate is causing Mayo Clinic to re-tool it's business model for the future
- The use of public resources for public infrastructure to help harbor economic growth
- Allowance for public investment to be financed by taxes and fees generated by the new, private, investments in the medical center
- The community does not require additional direct investments of State resources
- The impact of the Destination Medical Center would not only be positive for the City of Rochester but all surrounding communities in Southeastern Minnesota

Commissioner Erickson wanted to know if the local EDA has had a chance to review and act on this request yet.

Mr. Barbes indicated that the local EDA has not had a chance to review the request yet and noted that the local EDA will not have a meeting until late next month therefore he was asking for the county's support in order to address the request in a timely manner.

Commissioner Erickson suggested that if the county agreed to support the proposal that the approval be contingent upon the local EDA's approval.

Commissioner Gray commented that he was not ready to take a position on the Destination Medical Center proposal yet.

Commissioner Peterson stated that the county has a Nursing Home in Dodge Center and there's also a Nursing Home in Hayfield. It was Mr. Peterson's opinion that Mayo Clinic has been taking business away from these two entities. Commissioner Peterson wanted to know what the true economic negatives and benefits of this request would be for Dodge County before he made a decision on the proposal.

Motion by Gray seconded by Peterson to table the Destination Medical Center Proposal discussion until additional information on the proposal is available. Motion failed, Gray, Peterson aye, Allen, Erickson, Tjosaas nay.

Motion to Table DMC Discussion Failed

Considerable discussion took place regarding the DMC proposal.

Commissioners questioned whether or not supporting the request would obligate them to future expenses associated with the Destination Medical Center Proposal.

It was clarified that the request was to support the concept of the Destination Medical Center and that the proposed resolution would not be a binding resolution.

Motion by Allen seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2013-17 in support of the Destination Medical Center Proposal:

**WHEREAS**, the Economic Development Authority of the County of Dodge fully recognizes the importance of Mayo Clinic and the City of Rochester to the economy of all of Southeastern Minnesota and, indeed, the entire State of Minnesota; and

**WHEREAS**, the importance of Mayo Clinic as an employer, tax-payer, revenue source and general economic engine for the State cannot be overstated; and

**WHEREAS**, the changing healthcare climate is causing Mayo Clinic to re-tool its business model in order to meet the competition it faces at the top of the healthcare world; and

**WHEREAS**, a part of this new business model involves the necessity to create a “World Class” Community surrounding a “World Class” Medical Center; and

**WHEREAS**, the creation of that “World Class” Community will require major investments of public resources for the construction of public infrastructure to support the private elements of the Community; and

**WHEREAS**, the level of public investment will likely exceed the amount supportable by existing revenue sources available to the Community; and

**WHEREAS**, the City of Rochester and Mayo Clinic have proposed a mechanism entitled “Destination Medical Center” to allow for the public investment to be financed by taxes and fees generated by new, private, investments in the medical center and the community and does not require additional direct investment of State resources; and

**WHEREAS**, the World Class Community envisioned in the Destination Medical Center proposal includes and impacts not only the City of Rochester, but all the communities of Southeastern Minnesota;

Destination Medical  
Center Proposal  
Discussion -  
Continued

Destination Medical  
Center Proposal  
Approved by  
Resolution #2013-17  
- Continued

**NOW THEREFORE BE IT RESOLVED** by the Economic Development Authority of the County of Dodge that those legislators who represent the residents of Dodge County in the Minnesota Legislature and all members of the House and Senate are hereby encouraged to support the Destination Medical Center proposal and allow the creation of the Destination Medical Center mechanisms that will make the private investments feasible and the public investments possible.

Destination Medical Center Proposal  
Approved by  
Resolution #2013-17  
- Continued

*Resolution adopted Allen, Erickson, Tjosaas aye, Gray, Peterson nay.*

Finance Director Lisa Kramer discussed with the Board a forfeited parcel in Claremont.

Basic Sale Price for Forfeited Parcel In Claremont Set

Ms. Kramer informed the Board that parcel 21.100.0600 was forfeited in 2009 for unpaid property tax. Due to its size it is considered a sliver or fractional parcel since it is not a buildable lot. These types of lots are offered to the adjacent property owners through private sale. This property was originally offered to both adjacent owners for a basic sales price of \$1,800 and the county received no offers. The property has remained off the tax roll since 2010. The City of Claremont has been mowing the parcel so it also has mowing special assessments. Ms. Kramer has spoken with the City of Claremont regarding the assessments and they are willing to decertify the lawn mowing assessments for years 2010-2013. In an effort to avoid city maintenance of this parcel in 2013, the Finance Director would like to set a new basic sales price for the parcel and offer it to the two adjacent owners. One of the parcels has a different owner than was last offered the parcel. Mr. Kramer recommended that the basic sales price be lowered to \$1.00. If interested the property owner will be required to submit a sealed bid containing his/her best offer for the parcel. In the case of a tie a live auction date will be set and the two parties would competitively bid for the parcel. In most cases one owner has more interest than the other due to the shape of the parcel. The ultimate purchase price will not affect the value of the parcel for taxing purposes, since this will not be a qualifying arms-length transaction.

Motion by Erickson seconded by Peterson to set the basic sales price of parcel 21.100.0600 at \$1.00 to facilitate its quick sale and return it to the tax rolls in 2014. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Motion by Erickson seconded by Gray to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 116,017.18
11	Human Services Fund	\$ 431.57
13	Road and Bridge Fund	\$ 149,662.73
16	Environmental Quality Fund	\$ 59,060.51
80	Agency Fund	<u>\$ 800.00</u>
	Total	\$ 325,971.99

*Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration. Personnel Actions Approved

Motion by Peterson seconded by Gray to approve the following personnel actions:

**A. Highway**

- A.1 Joshua Smith – Engineering Technician II  
Authorization to employ at B23 90% of hire \$21.17 (\$18.17 + \$3 R/R) to fill approved vacancy.  
Effective Date: 4/22/13
- A.2 Tom Cashel – Engineering Technician III  
Annual review.  
Effective Date: 3/27/13
- A.3 Andrew Hesel – Maintenance Superintendent  
Authorization to change status from Equipment Operator IV B31 \$20.43 to Maintenance Superintendent C43 step 9 \$24.90.  
Effective Date: 5/6/13

**B. Land Records**

- B.1 Jennifer Driesch – Deputy Recorder  
Step increase from B22 step 9 \$14.68 to B22 step 8 \$15.15.  
Effective Date: 4/10/13
- B.2 Ryan DeCook – Director of Land Records  
Authorization to employ at D62 step 8 \$32.61 to fill approved vacancy.  
Effective Date: 5/1/13

**C. Human Services**

- C.1 Robert Flach – Social Worker  
Regular status and step increase from C42 step 6 \$22.64 to C42 step 5 \$23.50.  
Effective Date: 4/2/13
- C.2 Cathy Skogen – Financial Assistance Supervisor  
Step increase from C43 step 5 \$30.19 to C43 step 4 \$31.35.  
Effective Date: 4/16/13

**D. Administration**

- D.1 Janet Stanton – Information Systems Specialist  
No longer employed.  
Effective Date: 4/19/13
- D.2 Information System Specialist – 1.0 FTE  
Authorization to post and fill vacancy.  
Effective Date: 4/22/13

**E. Sheriff's Office**

- E.1 Ashley Bjornson – Records/Clerk Typist  
Regular status and step increase from B21 step 8 \$14.20 to B21 step 7 \$14.66.  
Effective Date: 2/13/13

**F. Public Health**

- F.1 Kristin Cerda – Public Health Dietitian  
Step increase from C42 step 3 \$25.30 to C42 step 2 \$26.25.  
Effective Date: 5/1/13

*Motion adopted Gray, Peterson, Erickson, Tjosaas aye, Allen abstained.*

The Employee Relations Director discussed with the Board the Highway Department's request to modify their work schedule. This item was tabled at the last meeting for further clarification from the County Engineer.

Highway Equipment  
Operators &  
Engineering Staff  
Schedule  
Adjustments  
Approved

As a cost savings measure unique to the Highway Department, to save on fuel and additional daily startup costs, the Highway Department Administration is requesting the county temporarily agree to the schedule adjustments for the Equipment Operators and the Engineering Technicians.

The union had requested that the proposed modified schedule for the Equipment Operators starts prior to Memorial Day and continue beyond Labor Day. This is a request that the Highway Department has made in past years and through much discussion the county has agreed to the modified work schedule, but not until after Memorial Day and ended it prior to Labor Day. It is the recommendation of Administration that the modified work schedule for this group runs from June 3, 2013 through August 30, 2013.

The engineering staff within the union would also like to do a four ten hour work week, however due to scheduling, the start and end dates would not coincide with the maintenance personnel. Start and end dates for engineering would be from April 15, 2013 to when CSAH 24 construction requires five day weeks, sometime after June 17, 2013 but no later than June 28, 2013.

Commissioner Allen again asked for clarification on why the Highway Department didn't want to start the Equipment Operators schedule adjustment prior to Memorial Day.

Maintenance Superintendent Dallas Ness and Assistant County Engineer Kirk Rolfson were available to comment on the request.

Weather related issues were discussed.

Mr. Ness stated that once the weather settles in, it works better for their employees to work ten hour days. The Maintenance Superintendent felt there are benefits to running longer days along with more continuity and more efficiency.

Commissioner Allen questioned the need for the engineering staff to work ten hour days and voiced concerns with the possibility of overtime.

Mr. Rolfson reported that the engineering staff schedule adjustment starts sooner than the Equipment Operators but also ends sooner. The Assistant County Engineer noted that there is a possibility of overtime with the engineering staff but it would depend on the project.

Commissioner Allen commented that he would like to see the Highway Engineering Department try to avoid overtime if possible.

Motion by Gray seconded by Peterson to approve and authorize the Highway Department's Equipment Operators and Engineering staff modified work schedule as requested. *Motion adopted unanimously.*

County Administrator Jim Elmquist presented for the Board's consideration a donation request from Semcac for their new bus.

Semcac Bus  
Donation Approved

Semcac purchased a bus in 2012 that provides services for all Dodge County residents seeking transportation services. These services include local shopping visits, medical appointments, and for transporting children to and from daycare centers and preschools - a fact sheet was included in the Board packet indicating total usage from the past few years. Last year, Semcac asked for a donation for the capital purchase with an additional separate outside agency request for general agency operations. Semcac was allocated one appropriation from Dodge County with no increase from the previous year and no specificity for the capital purchase.

The Semcac bus was replaced due to high mileage and increasing maintenance costs. Funding for 80% of the bus was provided for by the Minnesota Department of Transportation and the remaining 20% requiring local match from the agency. Semcac is seeking financial support through donations from the cities that Semcac serves and the county to assist in raising the local match dollars. Eligibility for the MnDOT grant requires the bus be seven years old or older or, has exceeded 150,000 miles. The previous bus was purchased in 2006 and had 109,760 miles. The total cost of the bus was \$66,841.50 with the local match being \$13,368.30. So far, the total amount of local match dollars raised is \$1,670 from Dodge County institutions and residents.

Mr. Elmquist stated that for informational purposes, staff anticipated costs for operation and maintenance for the county's share of the Four Seasons Arena to be higher for 2012 (paid in 2013) so there are surplus funds in that account of approximately \$7,000. The County Administrator proposed that if a donation is acceptable to Commissioners, it be taken from this line item.

Commissioner Erickson commented that the bus is not used in Claremont or Hayfield.

The County Administrator reported that usage is strictly based on demand and that there have been no requests from Claremont or Hayfield to use the bus.

Motion by Allen seconded by Gray to approve and authorize the donation of \$5,000 from the Four Seasons surplus funds to Semcac for the new bus. *Motion adopted unanimously.*

County Attorney Paul Kiltinen provided the Board with a legal update.

Legal Update

Commissioner Peterson presented a summary of the Human Services Committee report.

Human Services  
Committee Report

Jane Hardwick reviewed with the Board her request to authorize development of contracts to implement electronic document management system (EDMS) for Human Services financial assistance activities. On November 27, 2012, the Board authorized promulgation of a request for proposals (RFP) to purchase and install an EDMS for Human Services financial assistance activities (both paper management and appointment/activity management) and related work flow. This was based on the completion of a vendor survey and return on investment analysis that demonstrated that the purchase and implementation of such a product would be a good investment by enabling Human Services to accomplish their financial assistance work in a more efficient way (among other things).

Human Services  
Authorized to Move  
Forward with  
Developing Contracts  
to Implement EDMS  
for Human Services  
Financial Assistance  
Activities

An RFP was issued in collaboration with four other counties: Mower, Steele, Wabasha, and Waseca. It was requested that vendors submit up to three different approaches:

- Each county hosting their own EDMS
- One of the participating counties hosting an EDMS for the others
- A county outside of the group hosting an EDMS for the participating counties in the group.

Three vendors submitted proposals:

- Information Systems Corporation (ISC) offering Application Xtender
- eDocument Resources, Inc. (eDocs) offering Compass/OnBase
- Next Chapter Technology (NCT) offering CaseWorks

In collaboration with their technology consultant, Ron Michaels Consulting, the group did extensive review of the remaining proposals, including presentations of the products, site visits to counties currently using the products, and interviews of other counties, as well as posing follow-up questions to the vendors. Included in the Board packet was the analysis completed for this purpose.

Ms. Hardwick recommended that the counties of Dodge, Mower, Steele, and Waseca move forward in the purchase and installation of the EDMS product known as CaseWorks that is offered by NCT, with Steele County hosting the product for the four counties.

The CaseWorks product and NCT as a vendor were selected for the following reasons:

- Highest scores of all vendors evaluated
- Significantly lower investment when compared to other RFP respondents
- Excellent references and site visit feedback
- One implementation for both EDMS and appointments management solution
- Proven implementation process that accomplishes go live in five-six months
- Training that includes classroom training for Eligibility Workers and Office Support Specialists, as well as one week of over-the-shoulder training during go-live week

- Annual support contract that also includes forms maintenance
- Will beat mandatory requirement of having system “live” in all locations prior to December 31, 2013; current schedule projects all sites live no later than September
- Will start as soon as recommendation is approved (commence the file prep process)
- Familiar look and feel for workers (with Microsoft Office calendar and SharePoint as foundation)
- Simple in design, sophisticated in features and functions
- Already expanding into other units and departments (e.g. Child Support product live in Washington County, other counties commence implementations in 2013)

Human Services  
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Financial Assistance  
Activities - Continued

NCT offered solutions with each county hosting their own EDMS, with Steele County hosting the EDMS for the other three counties, and with Clay County hosting for the four counties (in addition to those surrounding Clay County). The Steering/Evaluation Committee based their decision to recommend the Steele County-hosted solution on the following reasons:

- The physical distance between our counties and the alternative host site, Clay County, is four to five hours in travel time. Although this is not expected to affect the technical quality of the EDMS product, the sheer length of the connection does increase the risk of dis-connection of cable or fiber between sites. And while communication with the host county and their contiguous partners can be bridged in significant part with technological communication methods, there would be some physical travel time for meetings related to product governance and decision-making.
- The governance model amongst the counties currently using the Clay County-hosted product is informal without clear decision-making processes.
- As they embark on a path of likely integration of their four counties' Human Services agencies, they will not want to be hindered by other, remote counties or an unclear decision-making process as Dodge, Mower, Steele, and Waseca work to maximize the effectiveness of their shared business processes.
- Steele County has indicated a willingness and capacity to host this product.
- The costs associated with a Steele-hosted solution are well within the range of cost-effectiveness from the return-on-investment analysis in Attachment B (included in Board packet).

The projected cost and return on investment to Dodge County for four years for this product is:

	<b>With EDMS</b>	<b>Without EDMS: Increase Caseworkers to Address Increasing Caseloads</b>	<b>Return on Investment Projection</b>
<b>2013: Implementation Costs</b>			
Total costs	<b>\$205,281</b>	\$43,693	<b>(\$161,588)</b>
Less estimated FFP	\$102,641	\$21,847	(\$80,794)
Net cost	\$102,641	\$21,847	(\$80,794)
<b>2014-2016: On-Going Costs</b>			
<b>Total costs</b>	<b>\$85,107</b>	<b>\$314,816</b>	<b>\$229,709</b>
Less estimated FFP	\$42,554	\$157,408	\$114,854
Net cost	\$42,554	\$157,408	\$114,854
<b>2013-2016: Four-Year Costs</b>			
<b>Total costs</b>	<b>\$290,388</b>	<b>\$358,509</b>	<b>\$68,120</b>
Less estimated FFP	\$145,194	\$179,254	\$34,060
Net cost	\$145,194	\$179,254	\$34,060

Human Services  
Authorized to Move  
Forward with  
Developing Contracts  
to Implement EDMS  
for Human Services  
Financial Assistance  
Activities - Continued

The 2013 budget includes the following appropriated for this purpose:

Total appropriated 2013	\$214,245
Less estimated federal financial participation	\$107,123
Net cost	\$107,123

The on-going costs for 2014 and later years - an estimated \$25,000-\$30,000 per year (less federal match of 50% for a net county cost of \$13,000 to \$15,000 per year) - has not yet been appropriated/budgeted. However, in accordance with the return on investment projections, it would be cost effective to do so.

The implementing an EDMS for financial assistance is viewed as the initial and foundational stage. Human Services expects to follow with proposals for 2014 and later to implement EDMS in other business areas of Human Services with return on investment analysis to support decision-making at each stage.

Discussion took place on whether or not Dodge County would have the willingness, capacity or staff to host the product. It was reported that according to discussions with the IT Director the county does not have the ability to host this product.

Motion by Gray seconded by Peterson to authorize the development of three contracts for subsequent execution by the Board in collaboration with the boards of Mower, Steele, and Waseca counties:

- (1) To contract with Steele County to host an electronic document management system for Human Services financial assistance purposes and to establish a method of governing management of the system (until such time as a Multi-County Human Services Delivery Authority is executed, if it is);
- (2) To contract with the vendor, Next Chapter Technology, for the purchase and installation of an EDMS for the purpose described above; and

- (3) To contract with the vendor, Michael Sexe Consulting, to act as project manager during the implementation phase.

*Motion adopted unanimously.*

The Board thanked Ms. Hardwick for her report.

Commissioner Erickson presented a summary of the Public Works Committee report.

Commissioner Tjosaas presented a summary of the Administration Committee report and action items.

Motion by Erickson seconded by Gray to approve and authorize the March 19, 2013 work session meeting minutes as presented. *Motion adopted unanimously.*

Motion by Peterson seconded by Allen to approve and authorize the April 9, 2013 Committee of the Whole meeting minutes as corrected on page 7. *Motion adopted unanimously.*

Motion by Gray seconded by Erickson to approve and authorize the April 9, 2013 meeting minutes as corrected on pages 92, 93 and 99. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Allen attended a Septic meeting, a meeting with staff to go over building and goals and a meeting with Commissioner Tjosaas, John McNamara and Jim Elmquist to walk through the Mantorville School. Commissioner Erickson attended a space needs work session, a retirement reception for Warren Schwenke at the Highway Department, a Fairview Care Center meeting, a Strategic Planning work session, a DFO Advisory Board meeting, a DFO Joint Powers Board meeting and a Dodge County Community Corrections meeting. Commissioner Gray attended a Space Committee meeting, a Building Committee meeting, a Dodge County Expo, a Dodge County Historical Society Annual meeting, Dodge County Board of Adjustments meeting, a Fairview Care Center meeting, a Strategic Planning meeting, a ERBOA meeting, a Transportation Rally at the Capital, a Dodge County Historical Society monthly meeting, a post mortum Board of Adjustment meeting with the Zoning Administrator, a Dodge County Community Corrections meeting and a Dodge County Board meeting. Commissioner Peterson attended a Dodge/Steele Joint Health meeting, a Fair Board meeting, an Environmental meeting and a Strategic Planning session. Commissioner Tjosaas attended an interview for seasonal workers, a Fairview meeting, a SDA meeting, a tour of the Mantorville School, a Public Health meeting and a work session.

*Human Services  
Authorized to Move  
Forward with  
Developing Contracts  
to Implement EDMS  
for Human Services  
Financial Assistance  
Activities - Continued*

*Public Works  
Committee Report*

*Administration  
Committee Report*

*03/19/13 Work  
Session Meeting  
Minutes Approved*

*04/09/13 Committee  
of the Whole Meeting  
Minutes Approved*

*04/09/13 Meeting  
Minutes Approved*

*Agency Reports*

Commissioner Erickson informed the rest of the Board that he has a scheduling conflict with the Hiawatha Valley RC&D committee that he has been assigned to serve on. Commissioner Rodney Peterson currently serves as the alternate appointment to this committee. Mr. Erickson reported that the committee meets the fourth Monday of every other month from 9:30 a.m. to noon. The next meeting will be May 20, 2013 in Oronoco, MN.

New Hiawatha Valley  
RC&D Committee  
Appointments  
Determined

Commissioner Peterson agreed to serve as the primary for Dodge County on the Hiawatha Valley RC&D committee and Commissioner Allen will be the alternate.

Motion by Peterson seconded by Allen to close the meeting to the public at 11:32 a.m. per Minnesota Statute 13D.05 Subd. 3 (3) to discuss property ID 25.100.0840 (721 Main Street North, Mantorville, MN.). *Motion adopted unanimously.*

Meeting Closed to  
the Public

Motion by Erickson seconded by Peterson to open the meeting to the public at 12:25 p.m. CDT. *Motion adopted unanimously.*

Meeting Opened to  
the Public

Motion by Peterson seconded by Allen to adjourn the meeting at 12:26 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on May 14, 2013 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

\_\_\_\_\_  
LYLE TJOSAAS  
CHAIR, COUNTY BOARD

\_\_\_\_\_  
BECKY LUBAHN  
DEPUTY COUNTY CLERK

\_\_\_\_\_  
DATED: