

TUESDAY, AUGUST 26, 2008

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2008-16

The Dodge County Board of Commissioners met in regular session August 26, 2008, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Klaus Alberts, 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 Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	Klaus Alberts	District #1
	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5

Members absent:

None

Also present:

David McKnight	County Administrator
Becky Lubahn	Deputy County Clerk
Paul Kiltinen	County Attorney

Motion by Gray seconded by Tjosaas to approve and adopt the agenda as amended to include the addition of a request to approve a contract for soil borings at the Ag Center under the County Administrator's agenda items. *Motion adopted unanimously.*

Agenda Approved

County Administrator David McKnight discussed with the Board a property purchase request.

Property Purchase
Approved

Mr. McKnight stated that Dodge County appears to be first in line to purchase the property located at 20 Seventh Street in Mantorville. This property is located across the street from the courthouse to the north at the intersection of Seventh Street and Blanch Street.

The purchase price of the property is \$79,500 with an Assessor's estimated market value of \$107,800. There is a tentative closing date of September 15, 2008 at this time.

Motion by Erickson seconded by Hanson to approve and authorize the purchase of the property located at 20 Seventh Street in Mantorville at a cost of \$79,500 plus applicable closing costs and authorize the Finance Department to print any checks needed at the time of closing as instructed by the County Administrator or County Attorney. *Motion adopted unanimously.*

The County Administrator reminded the Board that at their meeting on Tuesday, August 12, 2008 they tabled discussion on the Small Cities Development Program proposal that was brought in front of them by the Southeast Minnesota Multi County Housing and Redevelopment Authority (SEMMCHRA). At that time the Board wanted more time to talk to the cities who might be participating in this program.

Small Cities
Development
Program Participation
Approved by
Resolution #2008-36

Mr. McKnight placed this item back on the agenda for further discussion, possible action or further direction for staff.

Commissioner Erickson commented that Hayfield has had good experience in working with SEMMCHRA and that he would hate to jeopardize for the city what has already been done. Mr. Erickson noted that if the Board rejects the proposed resolution then the rural areas of Dodge County are not eligible for the grant.

Commissioners discussed past experiences with SEMMCHRA and their apprehension in working with this organization; however, they did not want to exclude the rural areas from being eligible to receive this grant money.

Commissioner Hanson stated that he would discourage the county from being the fiscal agent and suggested that the Board consider putting a cap on any cost to the county in working with this agency.

Motion by Erickson seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-36 declaring Dodge County as a willing participant and partner for the proposed Dodge County Joint City SCDP Comprehensive Rehabilitation Projects contained in the Business and Community Development Application:

BE IT RESOLVED, that Dodge County is willing to participate in the proposed Dodge County Joint SCDP comprehensive Rehabilitation Projects contained in the business and community development application to be submitted on January 15, 2009.

NOW THEREFORE BE IT RESOLVED, that Dodge County agrees to participate and partner in the proposed Dodge County Joint City SCDP Comprehensive Rehabilitation projects contained in the Business and Community Development Application.

BE IT FURTHER RESOLVED, that Dodge County will not act as the fiscal agent, participate financially or be responsible for any portion of this program either administratively or financially.

BE IT FURTHER RESOLVED, that the Dodge County Board directs county staff to look at other service providers for this program in the future.

Resolution adopted, Erickson, Tjosaas, Hanson, Alberts aye, Gray nay.

Mr. McKnight presented for the Board’s consideration a contract for soil borings at the Ag Center.

Contract for Soil Borings at Ag Center Discussed

As part of the Ag Center (now to be known as the Dodge County Service Center) remodeling project the county needs to perform soil borings in the area of the parking lot for the reconstruction of that area. Wold Architects has lined up Braun Intertech to perform this work on the project.

The contract for these services is in the amount of \$2,480. The work includes two standard penetration test borings for the project. Samples will be taken to determine the strength and compressibility of the soils. A report of the findings will be returned to Wold for inclusion in the bids.

Commissioner Hanson wanted to know why this expense was not a part of the request for proposals initially.

It was determined that we first need to know the condition of the soil before we accept bids to redo the Ag Center parking lot in order to give bidders enough information to give us accurate and competitive bids.

The County Administrator informed the Board that he will contact Wold Architects to determine if this expense was figured into the project estimates before the Board makes a decision on the request.

SEMCAC Executive Director Terry Erickson presented for the Board’s consideration a 2009 budget request and program update.

SEMCAC 2009 Budget Request and Program Update

Mr. Erickson informed the Board that SEMCAC is seeking the Board’s continued support in meeting the needs of low-income persons and the elderly in Dodge County. As a Community Action Agency, SEMCAC qualifies for county funding under Minnesota State Statute 375.18, Subd. 15. Four programs are requesting funding to sustain services in 2009:

Volunteer Driver Program	\$1,500
Senior & Caregiver Advocacy Program	\$5,000
Senior Nutrition Program	\$1,800
Retired & Senior Volunteer Program	\$1,000

Transportation Director Erlene Welshons discussed the Volunteer Driver Program (VDP) with the Board.

SEMCAAC 2009
Budget Request and
Program Update -
Continued

In 2007, seventeen volunteer drivers in Dodge County provided 193 rides (4,143 miles) for seniors, helping them maintain their independence and meet their medical and personal needs. Additionally, the drivers provided 658 rides (14,672 miles) for Medical Assistance recipients and other Dodge County Department of Human Services' clients. The VDP has contracted with Dodge County Department of Human Services (DHS) for the Medical Assistance and other DHS clients' rides since 2001. Seniors who are not DHS clients are asked for a donation for their rides. The actual cost per mile for rides in 2008 is \$.995. Last year, an average of \$.30 per mile was received in donations. Estimates for 2009 indicated that at the current donation rate and with a projected 5,000 miles of service, there will be a difference of approximately \$3,875 between the actual cost of the rides and the amount donated. The \$1,500 requested will supplement the senior donations.

The Director of Senior Nutrition Debbie Betthausen shared information with the Board on the Senior Nutrition Program and the Retired and Senior Volunteer Program (RSVP).

In 2007, 8,426 congregate meals were served to 60 unduplicated seniors at two Dodge County dining sites: Dodge Center and Kasson. Additionally, 11,437 meals were delivered to 74 unduplicated homebound seniors in five Dodge County communities: Claremont, Dodge Center, Kasson, Mantorville and West Concord. The Senior Nutrition Program has experienced a ten percent increase in the number of meals served from the previous year. Both Senior Dining and Meals on Wheels target the low-income, nutritionally at-risk seniors. For most participants this is the main meal of the day and many need to limit food choices in order to stay within their budgets. There are no income eligibility requirements for either program. Diners are given the opportunity to donate towards the cost of the meal, and diner donations currently make up 35% of the total program revenue. The \$1,800 request is proportionate to the number of meals served in Dodge County.

In 2007, 73 Dodge County volunteers were on the RSVP roster, and 3,944 volunteer hours were logged at nonprofit organizations, allowing these organizations to maximize their financial resources toward fulfilling their missions:

- Dodge Center Elementary
- SE MN Senior Federation
- SEMCAAC Head Start in Kasson
- SEMCAAC Volunteer Driver Program
- Fairview Nursing Home
- SEMCAAC Meals on Wheels
- SEMCAAC Senior Dining

RSVP recruits men and women age 55 and over to share a lifetime of experience and wisdom with people of all ages through quality volunteer opportunities. The RSVP volunteers remain active and connected to their communities, maintaining their health and socialization after retirement. RSVP is requesting funds based on the number of volunteer hours served in the county. In Dodge County, the program must raise \$2,682 in order to meet the budget. Therefore, RSVP is seeking the county's support with a \$1,000 request.

Senior Advocate Barb Jilk and Dodge County Senior Advocate Melissa Montour discussed the Senior & Caregiver Advocacy Program.

SEMCAC 2009
Budget Request and
Program Update -
Continued

In 2006, SEMCAC expanded its Senior & Caregiver Advocacy Program into Dodge and Steele counties after the Southeastern Minnesota Area Agency on Aging granted additional funds to the program. (Prior to 2006, the program was serving Fillmore and Houston counties only.) The required matching funds have been provided by SEMCAC, the counties and both the United Way agencies in both Dodge County and Steele County.

During the first two years of the program's establishment in Dodge and Steele counties, the Advocate spent 14 hours per week in each county. However, beginning in 2008, Steele County began funding the program at a level that allowed for an office to be opened in Owatonna with an Advocate working 29.5 hours per week in Steele County. The Senior & Caregiver Advocacy Program was then able to hire an Advocate for just Dodge County. With funding that will go through 2008, the Advocate works 29.5 hours per week from an office in SEMCAC's Dodge County Contact Center. Having a local advocate with an office site in Dodge Center has made a tremendous difference. The Advocate has tripled the number of people seen per month and is receiving twice the referrals from the county department of Human Services and Public Health nursing. Because of the increasing needs of seniors wishing to stay in their own homes as long as possible, SEMCAC's goal for 2009 is to keep the program at 24 hours per week in Dodge County. SEMCAC is asking for \$5,000 from the county to help accomplish this goal in 2009 and assure that the Advocate will continue to help Dodge County seniors and their caregivers.

Commissioner Alberts stated that he appreciated the information provided by the group and commended them for their enthusiasm.

Planning Director Duane Johnson and Attorney Paul Reuvers met with the Board to provide them with a status report on township/county zoning.

Status Report on
Township/County
Zoning

Mr. Reuvers informed the Board that he has a draft ordinance that needs to be reworked.

Paul Reuvers reported on a conversation that he had with Minnesota Township Association attorneys in June, and the next steps that should be taken which include continuing a dialog with the townships and conducting a joint meeting with the townships and the Minnesota Township Association. This joint meeting should be scheduled in early 2009 and be held after meetings have been held with the townships.

Mr. Reuvers suggested that the county use them as a resource for drafting a new ordinance to address the inconsistencies between the counties ordinance and the townships ordinances.

Paul Reuvers indicated that there should be ongoing training for the county and townships and that there is a need to continue dialog between the entities.

The Board briefly discussed with Mr. Reuvers ordinances, common issues, consistencies, responsibilities for the townships and county and who is responsible for the enforcement of the ordinances.

Status Report on
Township/County
Zoning - Continued

The Planning Director informed the Board that he will use Mr. Reuvers' services sparingly as needed to address issues.

The Board thanked Mr. Reuvers for the information.

Four Seasons Arena Manager Steve Howarth discussed with the Board his desire to pave the ice arena parking lot.

Four Seasons
Parking Lot
Discussion

Mr. Howarth informed the Board that the Dodge County Four Seasons Arena Joint Powers Board met Wednesday, August 20, 2008 to discuss the possibility of paving the Four Seasons Arena parking lot.

The Four Seasons Arena Manager stated that before the Joint Powers Board moves forward with talking to the cities about paving the parking lot they would like to know if the County Board would be in favor of fiscally supporting a request to pave the Four Seasons parking lot in 2009 or 2010.

Mr. Howarth reported that each spring parking is an issue due to the numerous frost boils and slew like conditions. Several vehicles have become stuck in the parking lot due to the poor condition of the parking lot.

The Four Seasons Arena Manager reported the he has received a price quote of \$190,000 to re-engineer, tear up and blacktop the entire Four Seasons Arena parking lot.

Mr. Howarth stated that the Four Seasons Arena Board is in favor of paving the parking lot and believes that with a paved parking lot the arena will attract more business.

Commissioner Erickson suggested that the Four Seasons Joint Powers Board work with the Kasson-Mantorville School district to see if they can work together to get a better price to pave both parking lots.

The Four Seasons Arena Manager informed the Board that parking lot issues seem to have increased since the completion of the 5th Avenue NE, Kasson project.

Commissioner Gray stated that he would contact Hodgman Drainage to see if they would take a look at the tile to make sure it is draining correctly or if it has the proper tile outlet.

It was the consensus of the Board that something needs to be done to resolve the parking lot issue at the Four Seasons Arena. The Board also agreed that planning to fix the parking lot in 2010 would give them and the cities time to discuss this item.

Mr. Howarth indicated that he was looking for some direction from the Board.

Four Seasons
Parking Lot
Discussion -
Continued

The Board noted that the drainage issue needs to be addressed first. Once the drainage issues are resolved the Four Seasons Arena Manager needs work with the County Administrator to come up with some options for funding to present to the Board.

The Board was receptive to the idea of paving the parking lot in 2010 and asked that the drainage issues be addressed and then discussion could take place on determining where the funding would come from to pave the parking lot.

Accounting Services Director Sara Marquardt met with the Board to review the requirements for setting County Canvassing Board meeting dates.

County Canvassing
Board Meeting Dates
Set

Each election year the County Canvassing Board is required to meet to canvas the results of the primary and general elections. State statute provides that the following individuals be on the County Canvassing Board:

- Election Administrator
- County Court Administrator
- Mayor of the County's Largest City
- Two Members of the County Board not up for election

Accounting Services Director informed the Board that the Canvassing Board meetings dates have been set as follows:

Friday, September 12, 2008
1:00 p.m.
County Board Room

Monday, November 10, 2008
9:00 a.m.
County Board Room

Ms. Marquardt discussed with the Board the appointment of County Canvassing Board members.

County Canvassing
Board Appointments
Approved

State statute 204C.31 requires that two members of the County Board not up for re-election be on the County Canvassing Board. The County Canvassing Board canvases the results of the primary and general elections.

Motion by Gray seconded by Tjosaas to appoint Commissioners Hanson and Erickson to the County Canvassing Board for 2008. *Motion adopted unanimously.*

Tax Services Director Rose Culbertson reviewed bills with the Board. Motion by Gray seconded by Erickson to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$197,025.36
11	Human Services Fund	\$ 137.57
13	Road and Bridge Fund	\$ 22,186.90
16	Environmental Quality Fund	<u>\$ 56,072.75</u>
	Total	\$275,422.58

A payment of \$99.99 to KL Communications, Inc. on page 10 for a pager for the Emergency Management Director will be reduced. Finance will be canceling this service as it is not needed. The Emergency Management Director has a cell phone and does not need a pager. KL Communications requires a 30 day written notice of cancellation. The total payment for this pager for September will be \$8.33. *Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Boards consideration. Motion by Erickson seconded by Tjosaas to approve the following personnel actions:

Personnel Actions
Approved

A. Public Health

- A.1 Robyn Warner – Case Aide
Regular status and step increase from B22 step 8 \$13.41 to B22 step 7 \$13.85.
Effective Date: 8/29/08

B. Human Services

- B.1 Renee Ranvek – Financial Worker
Step increase from B22 step 3 \$15.74 to B22 step 2 \$16.25.
Effective Date: 8/23/08
- B.2 Katherine Schrandt – Social Worker
Step increase from C42 step 3 \$22.29 to C42 step 2 \$23.13.
Effective Date: 8/27/08
- B.3 Patricia Kuehl – Financial Worker
Annual review.
Effective Date: 9/8/08

C. County Attorney

- C.1 Stephanie Morris – Paralegal
Step increase from B31 step 6 \$16.80 to B31 step 5 \$17.21.
Effective Date: 8/26/08

D. Sheriff's Department

- D.2 Joe Rau – 911 Dispatcher
Step increase from B22 step 6 \$17.22 to B22 step 7 \$17.73.
Effective Date: 8/27/08
- D.3 Christine Wolcott – 911 Dispatcher
Step increase from B22 step 6 \$17.22 to B22 step 7 \$17.73.
Effective Date: 8/19/08

E. Environmental Quality

E.1 Sandra Schaefer – Account Technician/Septic System Coordinator
Annual review.
Effective Date: 8/8/08
Motion adopted unanimously.

Personnel Actions
Approved -
Continued

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

Legal Update

Sheriff Gary Thompson shared with the Board a cost breakdown of the new patrol cars.

New Patrol Cars
Breakdown
Presentation

Mr. Thompson reminded the Board that some time ago they requested information on the total cost of putting a new patrol car on the road. The Sheriff provided for the Board’s review a price list that reflected the approximate cost of every piece of equipment that goes into a patrol car, the labor costs associated with the stripping and installation, and the cost of the car itself. Mr. Thompson noted that the dollar figures presented are for new equipment. Much of the equipment used can be transferred from one car to the next, but there are a number of reasons that equipment is not reused: it simply wears out, it will not fit due to changes in body style, or it becomes obsolete.

The Sheriff reported that they needed three new patrol cars this year. The cars were delivered last week and are now ready to go on the road. Mr. Thompson informed that Board that he has one of the new cars available for them to view today in order to give them an opportunity to see what the county is getting for their money.

The County Attorney left the meeting at 11:16 a.m. CDT.

County Attorney Left
Meeting

Commissioner Hanson presented a summary of the Human Services Committee report and action items.

Human Services
Committee Report

The Board reviewed the Dodge County Corporate Foster Care Licensing and Background Study Fee Policy request that was presented by Human Services for consideration.

Corporate Foster
Care Licensing and
Background Study
Fee Policy Approved

Motion by Hanson seconded by Tjosaas to approve and authorize the Dodge County Corporate Foster Care Licensing and Background Study Fee Policy as presented. *Motion adopted unanimously.*

Commissioner Erickson presented a summary of the Public Health Committee report and action items.

Public Health
Committee Report

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

Administration
Committee Report

Motion by Hanson seconded by Gray to approve and authorize the August 12, 2008 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

08/12/08 Committee
of the Whole Meeting
Minutes Approved

Motion by Tjosaas seconded by Hanson to approve and authorize the August 12, 2008 meeting minutes as corrected on pages 201 and 202. *Motion adopted unanimously.*

08/12/08 Meeting Minutes Approved

The Board reviewed the Building Operations Supervisors request to set a date for the county surplus auction.

County Surplus Auction Date Set

Motion by Erickson seconded by Hanson to set Friday, September 26, 2008 as the date to hold a silent auction from 11:00 a.m. until 1:00 p.m. at the Dodge County maintenance garage located at 415 North Main Street, Mantorville. *Motion adopted unanimously.*

The Board discussed the County Administrator's request to accept donations to the Dodge County Drug Court program.

2008 Sober Fest and Drug Court Program Donations Approved by Resolution #2008-37

The request is to accept numerous donations for the 2008 Sober Fest and Drug Court program for Dodge County. Drug Court staff members Eric Thompson and Amanda Linderman did a tremendous amount of work to gather these donations and put together the 2008 Sober Fest event that was held on Saturday, August 16, 2008 in Kasson.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-37 accepting donations for both the 2008 Sober Fest and the Drug Court program:

WHEREAS, the Drug Court receives donations from time to time from individuals and/or organizations; and

WHEREAS, Drug Court wishes to accept these donations and utilize them for the purpose of sponsoring the 2008 Sober Fest program and Drug Court program; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donations to be used for the 2008 Sober Fest program and Drug Court program incentives:

1. Buffet King – \$10 gift certificate.
2. Carols' Gift and Décor (Carol Boettcher) - \$25.00 Gift Card.
3. Carols' Renovare Massage (Carol Boettcher) – Two Gift Certificates for One hour body massage.
4. Domino's – A Gift certificate for two large pizzas and a 2 liter bottle of pop.
5. Hardware Hank (Kasson) – Drill and Drill Bits.
6. Hubbell House - \$25.00 Gift Card for Soberfest.
\$100.00 total (4 x \$25) for incentives. (Graduations).

7. Napa- Collectable Car
8. Rica's – Two \$10 gift certificates
9. Subway – Three 6" subs
10. Zumbro Valley Golf Course – 9 holes of golf.
11. Culligan- Six free cases of water.
12. Daniel's – Two-\$10.00 Gift Cards
13. Copy Cat – Banner for sponsors.
14. Wells Fargo (Dodge Center) – Two-T-Shirts, Wells Fargo mini bank, Wells Fargo Blanket.
15. Kasson State Bank – Two-\$50 Savings Bonds.
16. McNeilus Trucking – Six hats, Two stuffed trucks, Three pairs of gloves, Five sweatshirts, Two t-shirts and One "Ford" Jacket.
17. Daube's Bakery – \$5.00 Gift cards (x6) total: \$30.00.
18. Market Place - \$10.00 Gift Cards (x3) Total: \$30.00.
19. Fashion Beauty Lounge – 50 minutes of tanning, gift certificate.
20. Dairy Queen – Free Dairy Queen Cake.
21. 4 Corner Convenience, Inc - \$20.00 Gift Certificate.
22. Hardware Hank (Dodge Center) – Two flashlights.
23. Napa (Hayfield) – Two Viking/camouflage baseball caps.
24. Vanity Bartlett - \$300.00 Cash Donation.
25. Kwik Trip (Dodge Center) - \$5.00 Gift Cards (x2)
26. Dodge Country Club – Two Rounds of 18 Holes Gift Certificate.
27. Country Pizza – One- Lunch Buffet Gift Certificates (x2)
28. Prime Time Bar & Grille - \$20.00 Gift Certificate.
29. Kwik Trip (Kasson) – Free Cheese Mountain Pizza (x2)
30. KM Telecom - \$100.00 Cash Donation.
31. Hayfield T-Shirts Etc – Tote and baseball hat.
32. Barbara & Kevin Truax- Center piece, Mary Kay basket and framed art.
33. Truckin' America – \$25.00 Gift Certificate.
34. Spare Time Lanes- Family Bowling Packages (x3)
35. Anonymous - \$300.00 Cash Donation.
36. State Theatre- \$80.00 worth of \$1.00 off movie tickets. (Incentives)
37. Carol Andrist - \$25.00 Cash Donation.
38. Alli Rolloff - \$25.00 Cash Donation.
39. Annette Schneckloth - \$25.00 Cash Donation.
40. Ticket Sales - \$637.00

2008 Sober Fest and
Drug Court Program
Donations Approved
by Resolution
#2008-37 -
Continued

BE IT FUTHER RESOLVED, that county staff will express our appreciation for this generous donation on behalf of the Dodge County Board.
Resolution adopted unanimously.

The Board further discussed the request to approve a contract for soil borings at the Ag Center.

Soil Boring Contract
for Ag Center
Approved

Motion by Erickson seconded by Gray to approve and authorize the County Administrator's signature on the contract with Braun Intertech for geotechnical evaluation of the Ag Center property in Dodge Center at an estimated cost of \$2,480. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a W.D.I. Joint Powers meeting, a Fairview Care Center meeting, a Trails meeting, a Township Officers meeting, a Southeast Water Resources meeting and a SEAAA meeting. Commissioner Alberts attended a Fairview Care Center meeting, a Township Officers meeting and a Planning Task Force meeting. Commissioner Gray attended a Care Center meeting. Commissioner Erickson attended a SE MN Regional Radio Board Joint Powers Board meeting, a Dodge County Task Force - Corrections meeting, a Fairview Care Center meeting, a RES Wind Farm Appreciation meeting and a DFO Advisory Board meeting. Commissioner Tjosaas attended a Township Officers meeting.

Agency Reports

Motion by Hanson seconded by Gray to adjourn the meeting at 11:51 a.m. CDT.
Motion adopted unanimously.

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on September 9, 2008 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

KLAUS ALBERTS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: