



BOARD MINUTES
BOARD OF WRIGHT COUNTY COMMISSIONERS
AUGUST 31, 2021

Christine Husom	District 1
Darek Vetsch	District 2
Mark Daleiden	District 3
Mary Wetter	District 4
Michael Kaczmarek	District 5

DATE APPROVED: SEPTEMBER 7, 2021

The Wright County Board met in regular session at 9:00 A.M. with Husom, Vetsch, Daleiden, Wetter and Kaczmarek present.

COUNTY BOARD MINUTES 8-24-21 MEETING

Kaczmarek requested additional information be added to the Planning and Zoning discussion on page 2 of the minutes. He asked for the following to be added: Rockford Township was opposed to the rezoning. The rezoning was not in the Land Use Plan and it was confirmed that the rezoning would make it easier to develop more lots in the future.

Wetter also requested additional information be added to the Planning and Zoning discussion on page 2 of the minutes to provide further clarification on the conversation of the Land Use Plan. She asked for the following to be added: Wetter stated she thought Wright County allows one tier of development around lakes.

Husom requested a correction to the Advisory Committee/Advisory Board Updates on page 4. Local Emergency Management should be changed to Local Emergency Medical Services (EMS).

Kaczmarek moved to approve the minutes with the additions and clarifications. The motion was seconded by Wetter and carried 5-0.

AGENDA

Husom moved to approve the Agenda. The motion was seconded by Vetsch and carried 5-0.

CONSENT AGENDA

Vetsch moved to approve the Consent Agenda as presented. The motion was seconded by Kaczmarek and carried 5-0.

A. ADMINISTRATION

1. Request approval and authorization of Signature of a Memorandum of Agreement (MOA) to allow Teamsters Local 320 (Courthouse) and non-union employees to donate accrued PTO time to Office Technician II Karen Horsch

B. ADMINISTRATION - FINANCE

1. Request position replacement for Office Technician II
2. Acknowledge Warrants issued between August 18, 2021 and August 24, 2021 (*See Below, Item IX. Warrant Listings*)

C. HEALTH & HUMAN SERVICES

1. Position replacement
 - A. Social Worker
 - B. Social Worker
 - C. Eligibility Specialist
 - D. Information Systems Specialist
2. Authorize acceptance of \$125,000 Department of Health and Human Services (DHS) Drug-Free Communities Grant for period 9/30/2021 to 9/29/2022. Board signature is not required
3. Authorize submission of Workforce Development Grant Application for Wright County Fiscal/Grant Manager to manage grant applications, reporting and compliance related to COVID responses. Total budget amount is \$160,000 through June 30, 2023

D. SHERIFF'S OFFICE

1. Approve contracts for law enforcement coverage for 2022-2023 for Clearwater and Monticello

TIMED AGENDA ITEMS**HIGHWAY DEPARTMENT, VIRGIL HAWKINS**

Approve Agreement No. 21-56 for County State Aid Highway (CSAH) 19 Improvements within the City of Hanover. This project is included in the five-year construction plan for R/W Acquisition in 2023 and construction in 2024

Hawkins stated the project is included in the county's five-year plan for construction in 2024. The City of Hanover approved this agreement at the City Council meeting on Monday, August 2, 2021.

Kaczmarek added that the Local Option Sales Tax revenue may be used subject to it being extended beyond December 2022.

Wetter stated she does not agree with how the plan is written. Wetter contacted Hanover's City Administrator Brian Hagen regarding the improvements to CSAH 19. Hagen stated that an Engineer from WSB & Associates will be the planner for the project.

Wetter said she had concerns regarding the debt load on a small city. Hawkins explained the way Wright County's funding policy for major construction works. Each city must pay for items such as city utilities, sidewalks, lighting etc.

Hagen explained to Wetter since the project is a regional type of road construction the city will be looking into Regional Grant Funding and the rest of the funds would most likely have to be borrowed. The City of Hanover is scheduling outreach meetings to communicate with landowners and business owners to keep communication open.

Hawkins said a Corridor Study was conducted which studied Highway 19 from St. Michael to Hanover. There were different concepts for what the project could look like, but the detailed design will be done by the City of Hanover's Engineer.

Vetsch said there may be a need to allocate a small portion of the Local Option Sales Tax for projects, allowing cities and townships to apply for assistance. Assistant County Attorney Greg Kryzer explained the County must hold a public hearing to update the list of projects for Local Option Sales Tax funding. A public hearing can be held at any time.

Vetsch moved to approve Agreement No. 21-56 for CSAH 19 improvements within the City of Hanover. The motion was seconded by Husom and carried 5-0.

Distribution of the 2020 Highway Department Annual Report. Acceptance of the 2020 Highway Department Annual Report will be scheduled Tuesday, September 7, 2021 during the County Board meeting. The distribution of the report today will allow time for review by the board members.

Highway Accountant Patsy Waytashek assembled the Highway Department's 2020 annual report. Hawkins distributed the annual report and asked the board to accept it at the board meeting on Tuesday, September 7, 2021.

ITEMS FOR CONSIDERATION**ADMINISTRATION**

Schedule a Budget Committee of the Whole at 11:00 a.m. Monday, September 13, 2021

County Administrator Lee Kelly suggested scheduling an additional Budget Committee of the Whole meeting for further discussion.

Husom moved to set a Budget Committee of the Whole at 11:00 a.m. Monday, September 13, 2021. The motion was seconded by Wetter and carried 5-0.

Schedule a Broadband Committee meeting. Suggested dates: Monday, September 13, 2021 or Tuesday September 14, 2021

Vetsch moved to set a Broadband Committee meeting at 10:30 a.m. Tuesday, September 14, 2021. The motion was seconded by Kaczmarek and carried 5-0.

COMMITTEE MEETING MINUTES

PERSONNEL/EMPLOYEE RELATIONS MEETING MINUTES 8-25-2021

Husom moved to accept the Personnel/Employee Relations meeting minutes and recommendations from 8-25-21. The motion was seconded by Vetsch and carried 5-0.

I. Minor Child Exposure Remote Worker Guidelines

II. Wright County COVID-19 Update

Human Resources Director Schawn Johnson explained to the committee that looking ahead there is liability coming forth with the fact that currently children age 11 and under are not eligible to receive the COVID-19 vaccinations. Johnson commented that staff are beginning to reach out to see if there is anything in place for remote working, if the employee is faced with a child sent home from school that needs to be quarantined in the case of a potential exposure or infection. Johnson commented that the County no longer has a safety net with the 10 days that was provided previously by the federal government.

Johnson proposed implementing a policy for eligible staff to work remotely as an option if their position allows and meets specific criteria that fall under requirements set forth due to a school exposure or infection and is sent home because the child is non-eligible for a vaccination.

Commissioner Mark Daleiden commented that he has concerns that parents/staff may still not feel comfortable leaving a child at home that is needing to be quarantined, regardless of their age or vaccination status. The Delta variant seems to have potential breakthrough in exposures/infections for those children that have been vaccinated, in addition to children under age 11, that cannot be vaccinated and there are several scenarios to consider when requesting to work remotely.

Commissioner Christine Husom stated that this gets to be more of a complex issue, adding that although it is good to be mindful of employees and their situations, especially when a child is ill, parents most likely wouldn't leave a child at home and still be working at the same time. She added that in order to be fair, she believes it's important to consider that there are many staff members that are unable to work remotely, due to their positions or roles, who would end up utilizing Paid Time Off (PTO), Sick Leave or Leave of Absence. She strongly agrees that there should be a solution for all employees to have some sort of option.

Sara Grosshuesch, Wright County Public Health Director, shared recent information regarding what the current school policies are following going forward. She understands that schools will either practicing very little safety mitigation practices for COVID-19 and some will not at all, including no tracking procedures in place. The schools are fully aware of the risk of closing a classroom, grade level or buildings, in case of outbreaks/exposures. She shared her concern on how it may affect the County's workforce. Grosshuesch described what that scenario may look like for potential staffing issues whereas, it could mean that potentially an employee or possibly multiple employees will have their children receive a letter from school informing them of potential exposure and leaving the quarantine issue up to the parent's discretion, or possibly have a classroom or grade level sent home and will have to quarantine without the knowledge of the exposure/infection rate. She added that it is taking up to three or four days for results to come back from a rapid testing site. However, there are over the counter testing that and other resources available, but most of those are private facilities. She added that the school districts have up to 30 days given to them by the Department of Education for online or distance learning. If staff cannot work remotely from home, she is afraid that there will possibly not be enough staff to do what needs to be done, if faced with these scenarios.

PERSONNEL/EMPLOYEE RELATIONS MINUTES 8-25-2021 (CONT.)

Johnson commented that this is definitely a struggle and has spent many hours with Risk Manager Tim Dahl in coming up with options to offer employees with the liability the county is faced. Dahl referred to a handout from the Minnesota Department of Health Stay Safe MN titled "COVID-19 Recommendations for Business and Industry" (6/30/21) as a reference to follow (attached).

Johnson added that something that he has seen other cities and counties doing is they go back to providing a 10-day block to use applicable to COVID-19 that wouldn't go against the employees having it affect their PTO bank. He added that not all employees will need to utilize this time, however this wouldn't apply if an employee gets the flu and is out for five to six days, they will have to use their PTO.

Dahl shared the numbers of calls from employees that utilize daycares and have school children going back in person are increasing quickly. Grosshuesch presented the current status that the State of Minnesota sends to the Center for Disease Control and Prevention (CDC) which is updated in the evenings. She described that the majority of the State is in red, meaning there is a high level of transmission based on case rate and positivity rates for tests. She reported that in the past seven days, Wright County's numbers show a 47 percent increase, positivity cases are increasing up by 8 percent and hospital admissions have also gone up significantly. She also shared an estimate of what vaccination numbers are for Wright County which shows significant increase at the beginning of August.

Grosshuesch shared that she has met with local schools a few times and are universally not adopting the CDC's recommendation for masking at the school level. Some are also not adopting the CDC's requirement for quarantining. A few will recommend but not require, quarantining. Some will require it if there is a known positive case to stay home is within a family. Many of the larger schools will not do the contract tracing, instead the plan is to send a letter home if there is a positive case or exposure not clarifying whether or not there was a close contact or not with someone who has COVID-19. Then at that point some parents may choose to quarantine, and some may not. Grosshuesch said she understands the school's first plan is to send everyone home, rather than implementing precautions to mitigate such a drastic scenario. Some of the mitigation practices include social distancing, checking for symptoms daily and wearing masks. She commented the CDC has updated their guidance on face coverings data that has shown to be effective in these specific settings.

Grosshuesch mentioned the Public Health Department will be moving forward with the vaccination sites at the Highway Department with the booster shots and explained that everyone who has received a Moderna or Pfizer vaccination will also need a booster immunization eight months after the initial dose, Johnson and Johnson has not yet determined the booster as of yet. She shared the data from Israel booster response has shown to be very effective with the Delta variant. She added that with administering these vaccinations, it's important for her staff to be in person. Commissioner Daleiden asked Sean Deringer, Wright County Sheriff how many staff in the Sheriff Department would be able to work remotely. Deringer responded, out two hundred and seventy staff members, at any one given time, only one or two individuals could work remotely.

Johnson also suggested that the County could stick with the current policy in place, which states PTO is intended for employees to use. There are many other programs that can be utilized as well.

Dahl added there are safety mitigations at work that can be implemented. He said they would like a better perspective of the risk of the workforce to determine how many employees are vaccinated, how many have children under the age of 11, which would help to break the information down to a school risk, work risk and vaccinated risk and better quantify what the County data actually is faced with. Administrator Lee Kelly agreed with collecting the data from the survey along with supporting other safety mitigation practices suggested by the CDC.

PERSONNEL/EMPLOYEE RELATIONS MINUTES 8-25-2021 (CONT.)

Discussion took place on mitigation tactics of wearing face masks for employees and visitors with the agreement. There are areas that require face masks such as, the Justice Center and added that there are signs posted on each of the buildings that encourage wearing face coverings.

A recommendation was to bring this issue in front of the Committee of the Whole in September with the data from the confidential survey that will provide a better understanding of the risks. Johnson will research what the tax implications are from the federal programs and eligibility requirements through the Finance Department as well as finding out what other counties are putting in place for all employees.

RECOMMENDATION: MOVE FORWARD BY CONDUCTING THE ANONYMOUS EMPLOYEE COVID VACCINATION SURVEY WITH ALL STAFF, GATHER MORE INFORMATION ON COMPENSATION OPTIONS FOR EMPLOYEES THAT ARE NOT ABLE TO WORK REMOTELY, PLANNING STRATEGIES IN CASE OF A SURGE OF ABSENCE OF STAFF, ENCOURAGE EMPLOYEES TO FOLLOW MASKING GUIDELINES THAT THE CDC IS RECOMMENDING AND REQUEST TO THE COUNTY BOARD TO SET A COMMITTEE OF THE WHOLE (COTW) MEETING FOR FURTHER DISCUSSION AND RECOMMENDATION TO THE BOARD.

Daleiden suggested setting a Committee of the Whole meeting to discuss the anonymous employee surveys regarding COVID and working remotely.

Vetsch moved to set a Committee of the Whole meeting at 9:00 a.m. Friday, September 3, 2021. The motion was seconded by Kaczmarek and carried 5-0.

CHARLOTTE – MARTHA SUBORDINATE SERVICE DISTRICT PUBLIC HEARING 8-25-21

Wetter moved to accept the Charlotte – Martha Subordinate Service District Public Hearing Minutes. The motion was seconded by Husom and carried 5-0.

Chief Deputy County Attorney Brian Asleson explained subordinate service districts are formed for the purpose of providing services at a higher level to a select area than are provided generally throughout the county. Minnesota Statute requires the services to be paid for by revenues from within the district. Counties may issue bonds for capital projects in subordinate service districts. However, fees to support the bonds must be imposed until the bonds are repaid.

The Charlotte/Martha Subordinate Service District (CMSSD) was formed in November 2000. The County purchased bonds in 2001 to fund the original sewer improvements for the district. Charges to landowners connecting to the sewer service were established in August 2001. Some landowners made a single payment, while others paid the charge over 20 years. Residents that added connections after 2002 had to finance the connections on their own. Those individuals paid a trunk charge. The bonds were refinanced in 2011 for a cost savings and a lower interest rate.

The supplemental service charge is necessitated by a shortfall in the dedicated fund for the sewer district. The bonds purchased to fund the original sewer improvements are nearly paid off, with the last payment due in 2022. Due to the shortfall in the district fund, the County has made the most recent bond payment, and the supplemental service charge will be used to reimburse the County. The proposed service charge is \$2,700 per connection or future connection, with the landowner choosing whether to make a single payment of \$2,700 or to spread the payment over three years. Payments spread over three years would be subject to payment of interest at a proposed rate of 4 percent.

Commissioner Mark Daleiden opened the meeting to public comment.

John Witstine, 7426 9th Street SE, Buffalo, MN 55313

CHARLOTTE – MARTHA SUBORDINATE SERVICE DISTRICT PUBLIC HEARING 8-25-21 (CONT.)

Witstine stated more landowners opted to pay the charge off early than what the county expected, which is one of the reasons for the shortfall. At the time many of the charges were paid, there was additional money in the dedicated account. Witstine questioned what happened to all the money. Asleson stated Witstine was correct that there were a higher number of pre-payments. However, the money was put into a dedicated fund that earned interest at the same rate the county was earning interest on all other investments. The county did not have the ability to pay down the bonds for debt service until a certain date. The bond was refinanced in 2011 to a lower interest rate. The housing market crash in 2008 affected things as well.

Witstine questioned if the scenario were reversed if the landowners would have received a refund. Asleson stated that would be a possibility but it is likely the excess funds would have been added to a maintenance fund for future repairs. The City of St. Michael services the system for a portion of the district, however the city is not responsible for the repair and maintenance of the lines because the district is outside city limits.

Jeff Reed, 7252 9th Street SE, Buffalo, MN 55313

Reed stated he was assessed for two lots but only has one house. His additional lot has city storm sewer lines running through it, making it a non-buildable lot. He questioned from a legal standpoint, why he would be charged for the non-buildable lot. Asleson stated it is up to the County Board to determine the amount charged for the lot. Daleiden stated Reed's situation needs to be addressed.

Dorothy Brede, 846 Halsey Ave SE, Buffalo, MN 55313

Brede questioned if the 4 percent interest rate would carry through for the full three years. Asleson stated if landowners pay in full, there will be no interest. Landowners that choose to spread the payment out will be charged interest until the full payment is made. The interest rate of 4 percent is being proposed; the rate could change.

Brede questioned the total of the shortfall. Taxation Process Specialist Lindsay Salo stated the shortfall is approximately \$422,700. Brede raised concerns that there could be a shortfall again if landowners pay the full amount up front and aren't charged interest. She suggested the county determine how many landowners are planning on paying the full amount and how many will spread the charge over three years, incurring interest. Daleiden stated if all landowners paid in-full by a specified date, the total amount collected would be \$429,300. The excess money could be put into a maintenance fund.

Additionally, Brede questioned an unexpected bill in the amount of \$70,000 mentioned in previous meeting minutes. Asleson stated the City of St. Michael needed an additional easement across a property for the main line. The landowner was paid more than what had been budgeted, causing \$70,000 to be removed from the dedicated fund. This is another reason for the shortfall.

Commissioner Mary Wetter stated another reason for the shortfall is there was less development in the area than what was anticipated. There was a total of 235 lots available; 159 were built. Asleson stated the county could have up to 190 connections, with a potential for increasing to 235 connections. It was likely projected that the agricultural land would be developed into residential housing.

Nate Johnson, 7396 9th St SE, Buffalo, MN 55313

Johnson questioned if it was standard practice to form a subordinate service district. Asleson stated this is the only subordinate service district in Wright County. Daleiden stated a city would have to annex the area to dissolve the subordinate service district. There could be additional subordinate service districts if septic systems start failing in areas outside city limits and a city decides not to cover the cost or annex the area.

Asleson stated the county appointed residents to an advisory committee at the end of 2019. The purpose of the committee is to answer questions that are being raised and determine future expansion of the system.

CHARLOTTE – MARTHA SUBORDINATE SERVICE DISTRICT PUBLIC HEARING 8-25-21 (CONT.)

Terry Kilian, 375 Halsey Ave SE, Buffalo, MN 55313

Kilian requested handouts that include history and financial information. She asked Asleson to further explain the statute that defers payment in the area. Asleson stated Minnesota Statute 375B defines a subordinate service district as a compact and contiguous district within the county in which one or more governmental services or additions to countywide services are provided by the county and financed from the revenues secured from within that district. When the County Board adopted the resolution forming the district, residents were notified. There is a procedure by which residents can petition for a referendum. There is also a procedure for disbanding subordinate service districts. It would require a petition signed by 10 percent of the qualified voters within the district.

Greg Eckblad, 818 Hammond Ave SE, Buffalo, MN 55313

Eckblad stated he owned five lots when the sewer system was installed. He decided to install three services; one is hooked up and the other two are inactive. Each service location will cost \$2,700. Additionally, Eckblad questioned where the pipes are located on Reed's property, as most of the township pipes run down the property line. Reed stated the pipes are in the middle of the property, making it impossible to build.

Maksym Kloka, 7781 8th Street SE, Buffalo, MN 55313

Kloka stated \$2,700 is a large amount to pay. He questioned how the county is ensuring that the shortfall will not happen again. Daleiden stated after this payment is received, there will be an excess amount in the fund. The subordinate service district may have additional expenses in the future for repairs and maintenance.

The following written comments were submitted prior to the public hearing:

Lisa and Jamie Benson, 7376 9th Street SE, Buffalo, MN 55313

Good afternoon. I am writing with regard to the August 25th hearing on the proposed supplemental service charge for Charlotte and Martha Subordinate Service District. Unfortunately, my husband and I both have to work and are not able to attend. However, we wanted to be clear that we very much oppose any levy of a supplemental service charge due to poor budgeting by the county for sanitary sewer costs in our area.

Per previous communications, the shortfall was due to underestimating earned interest because many families paid in full rather than making payments. Whoever worked on that budget and approved it should be held accountable and held responsible, and make whatever budget cuts etc on their end, not on ours.

The person who owned our house before us paid their amount owed in full, and we should not be penalized for him doing that. Thank you for your consideration.

Anne Sutton, 7282 9th Street SE, Buffalo, MN 55313

This communication is specific to the sewer "service charge." I've reviewed all the communications sent previously (thanks to Brian in the county attorney's office, who did respond to my phone call), including meeting minutes, and talked to members of the Lake Martha Improvement Association, and it's very clear that the reason for the funding problem is due to poor planning and lack of oversight of the fund. It should have been apparent at least 10 years ago that the fund wasn't sufficient to complete sewer hook-ups. This conversation should have taken place 10-15 years ago, when the "service charge" would have been significantly less. Asking residents to contribute a small amount years ago would have avoided asking for such a significant amount in 2021.

I wholeheartedly oppose the decision to ask residents to contribute \$2,700 to pay for sewer expenses. The county or the township should be responsible for the situation, not targeted residents.

CHARLOTTE – MARTHA SUBORDINATE SERVICE DISTRICT PUBLIC HEARING 8-25-21 (CONT.)

Scott and Carole Pearson, 594 Halsey Avenue SE, Buffalo, MN 55313

We oppose any levy of a supplemental service charge due poor budgeting for sanitary sewer costs in our area.

Our understanding from previous communication was this shortfall was from underestimating earned interest because so many families paid it in full rather than making payments and paying more. Whoever worked on and approved over budgeting uncertain revenue should be accountable and make necessary budget cuts on their end, not ours.

We paid up front to avoid extra charges and do not wish to be penalized by being charged now. Thank you.

Daleiden closed the public comment period.

Asleson stated he will work with Finance and Taxpayer Services to create an assessment list which would include the owner's name, the parcel, and amount. The information will be brought before the County Board to set the amount of the assessment, interest rate, and specified date payment is due. Salo said ideally the County Board would adopt the assessment and interest rate by October 12, 2021. This would allow landowners 30 days to pay without incurring interest charges and County staff time to include the information on tax statements.

ADVISORY COMMITTEE/ADVISORY BOARD UPDATES

Broadband Committee. Kelly said nearly 5,000 Broadband surveys have been submitted. Daleiden said Vetsch spoke with one of the Commissioners from Hennepin County on Wednesday, August 25, 2021 regarding working together for the cities of Dayton, Otsego, Rogers, St. Michael, and Rockford. There was discussion regarding the companies Hennepin County utilizes.

Department of Public Safety (DPS) & Driver and Vehicle Services (DVS). Kelly, Vetsch and Daleiden met with DPS Commissioner John Harrington regarding DVS in Wright County and throughout the state. The meeting was in hopes of getting answers as to when facilities across the state will open. There was discussion regarding DVS working with Wright County to hopefully use the testing facility in the new Government Center building. In the meeting, a more definitive timeline was given to staff. Vetsch said hopefully in the next three to six months there will be solid answers and testing availability in Wright County.

Central Mississippi River Regional Planning Partnership (CMRP). Kelly met with Bill Kemp Monday, August 30, 2021. Kemp has been hired as the consultant to help facilitate the work plan for CMRP.

Planning and Zoning. Kaczmarek went on two site inspections which will be addressed at the Planning Commission meeting at 7:30 p.m. Thursday, September 2, 2021.

Water Management Task Force. Wetter attended a meeting on Thursday, August 26, 2021, nothing to report other than if persons go to the building masks must be worn.

North Fork Crow River One Watershed One Plan. Wetter said there was a data update. The Prioritize, Target, Measure (PTM) application was improved but it is not perfected yet. This app helps figure out what areas need to be worked on, grant funding dollars, and cost estimates. Discussion regarding streamlining the implementation and looking at the regions, following the work plan and prioritizing.

Mississippi St. Cloud One Watershed One Plan. Wetter said the Mississippi St. Cloud One Watershed One Plan applied through the Board of Water and Soil Resources (BWSR) and has been approved.

South Fork Crow River One Watershed One Plan. Wetter said it is believed at this point that the approval will happen but official letter has not been received. There was discussion regarding the 12-Mile (Waverly Lake to Grass Lake) 319 Grant. The assessment should be finished soon. As of now it's being reported from the Federal Environmental Protection Agency

(EPA), from there it will go to the state and then to the Soil & Water Conservation District (SWCD).

Natural Resources Conservation Services (NRCS). Wetter attended a meeting and there was discussion about the local workgroup summary. There were volunteers that helped with the Starry Trek, which consists of going into the water and looking for that particular invasive species, none were found.

Law Library. There were 385 visits/requests six of which were from inmates in July 2021.

American Rescue Plan (ARP). Vetsch said there has been more discussion with Flaherty & Hood working on different funding and grant opportunities. There are some grant opportunities at the state level that some of the organizations can apply to before coming before the county board for the ARP funds. Vetsch would like to schedule a Committee of the Whole to follow-up on the ARP funds.

The meeting adjourned at 9:50 a.m.

County Board Minutes submitted by Angie Fisher, Administrative Specialist