

**Minutes  
Windsor Town Council Meeting  
Town Hall  
June 8, 2021**

The Windsor Town Council met in a regular session on June 8, 2021 at 7:00 p.m. at the Windsor Town Center, Windsor, Virginia. Mayor Glyn Willis was present, and he called the meeting to order. He welcomed those who were present. Mayor Willis asked for anyone with cell phones to please turn them off. Terry Whitehead, Town Clerk, recorded the minutes. William G. Saunders, IV, Town Manager, Chief Riddle, Cheryl McClanahan, Treasurer, and Fred Taylor, Town Attorney, were present.

Council members present:           Greg Willis  
  J. Randy Carr  
  George Stubbs  
  Jake Redd

Council members absent:           Walter Bernacki  
  Kelly Blankenship

Councilman Stubbs led the Pledge of Allegiance.

**Public Hearings**

Mayor Willis re-opened a continued public hearing to receive public comment on the proposed FY2021-22 Budget and FY2022-26 Capital Improvement Plans of the Town of Windsor. Hearing none, he closed the public hearing. There were no further comments from Council.

Mayor Willis said there is a public hearing this evening to receive public comment on the amendment of the FY2020-21 Budget to appropriate up to \$375,000 of additional revenue for capital projects related to the Windsor Town Center.

Mr. Saunders explained that this is to accept funds from Isle of Wight County in the amount of \$358,663 for the Windsor Town Center Roof Project and to appropriate those funds into the General Fund portion of the Town’s Operating Budget for FY2020-21.

Mayor Willis explained that the Isle of Wight County Board of Supervisors agreed to split the roof repair cost 50/50 with the Town. He said the County is fronting the money to cover the total cost, and the Town will pay half back to them.

Mayor Willis opened the public hearing. Hearing no comments, he closed the public hearing. There were no further comments from Council.

Mayor Willis said there is a public hearing to receive public comment on the amendment of the FY2020-21 Budget to appropriate \$479,156 of additional revenue related to Cares Act funding.

Mr. Saunders said this appropriation is to accept Cares Act funds from Isle of Wight County in the amount of \$479,156 for the reimbursement of legitimate municipal efforts during the COVID-19 pandemic.

Mayor Willis opened the public hearing. Hearing no comments, he closed the public hearing. There were no comments from Council.

Mayor Willis said there is a public hearing to receive public comment on the revision of the schedule of water rates, increasing the rate per 1,000 gallons by \$0.25 as of July 1, 2021.

Mr. Saunders said the rate will be increased from \$7.50 per 1,000 gallons to \$7.75 per 1,000 gallons.

Mayor Willis said several years ago, Council agreed to make a small increase in water rates every two years. He said the increase was delayed last year due to the pandemic.

Mayor Willis opened the public hearing. Hearing no comments, he closed the public hearing. There were no comments from Council.

Mayor Willis said the last public hearing this evening is to receive public comment on the amendment of Town Code to reflect the change of the real estate tax year to the July 1 – June 30 fiscal year and the real estate tax due date to June 5.

Mr. Saunders explained that the change in the real estate due date is required to change the billing from a calendar year due December 5 to a fiscal year due June 5.

Mayor Willis said changing the due date will align the Town with the County's real estate billing schedule which will improve the process of creating the tax bills and will reduce the amount of manual adjustments.

Mayor Willis opened the public hearing. Hearing no comments, he closed the public hearing. There were no comments from Council.

### **Delegations and Public Comments**

Dewitt Holland, 24210 S. Johnson Avenue, said his wife's home place in Whaleyville burned to the ground a couple of years ago, and she now has a phobia of house fires. He expressed his concern with his neighbor shooting off fireworks last July 4<sup>th</sup> and a few of them landing on his roof. He said he believes there is an ordinance against setting off fireworks in the Town. Mr. Holland said he is pretty sure his wife will be calling 911 this year if fireworks are set off in their neighborhood.

### ***Audit Presentation on FY2019-20 Budget by Robinson, Farmer, Cox Associates, PLLC.***

Aaron Hawkins, with Robinson, Farmer, Cox Associates, PLLC, reviewed the FY2019-20 audit. He noted that the delay in the completion of the audit was basically due to staff turnover.

Mr. Hawkins reported that the General Fund increased from \$1,200,000 to \$1,600,000 partly due to transfers that occurred from the Future Development Fund to the General Fund. He said the Water Fund increased from \$650,000 to \$784,000.

Mr. Hawkins reviewed the following Financial Statement Findings:

1. The financial statements as presented for audit did not contain all necessary material adjustments to ensure such statements complied with generally accepted accounting principles (GAAP). As such, the auditor proposed adjustments that were material to the financial statements.
2. A fundamental concept of internal controls in the separation of duties. No one employee should have access to both physical assets and the related accounting records, or to all phases of the transaction.

Mr. Hawkins said with Ms. McClanahan's background in governmental work, the first finding will most likely be corrected for the FY2020-21 audit. He said the second finding is difficult to avoid due to the limited staff.

Mayor Willis thanked Mr. Hawkins for presenting the audit.

### **Consent Agenda**

Mayor Willis said the Consent Agenda consists of the minutes of the May 4, 2021 Work Session, minutes of the May 11, 2021 Council Meeting, minutes of the May 25, 2021 Work Session and the Police Chief's report. He asked if there were any questions or comments regarding the Consent Agenda.

Vice Mayor Greg Willis made a motion to adopt the Consent Agenda as presented. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

### **Treasurer's Report**

Ms. McClanahan reported that the Town collected \$41,990.99 in real estate taxes due June 7, 2021. She said she mailed 2019 personal property corrections for equipment. She explained that the equipment rate was corrected from \$0.25 per \$100 to \$0.50 per \$100. She also reported that she mailed out personal property supplements for vehicles from December, 2020 to May, 2021, which will be due July 6, 2021.

Ms. McClanahan added that the water reimbursement for salaries and indirect cost for \$146,842 was transferred to the General Fund at the end of May, 2021.

Vice Mayor Greg Willis asked if the Town paid out C.W. Brinkley on the new Public Works building.

Ms. McClanahan said she believes that the final bill was received today, and will be paid before the end of June, 2021.

Councilman Carr made a motion to approve the Treasurer's report. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

## **Council Comments**

Councilman Redd reported that the sidewalk on Tyler Drive across from Pierce Street, which was repaired, is washed out again.

Mr. Saunders said he has reported this issue to the Project Manager at Isle of Wight County.

Council addressed Mr. Holland's issue regarding fireworks, and asked Mr. Saunders to email a copy of the fireworks ordinance to Council for clarification. Council also agreed by consensus to have information regarding the Town's fireworks ordinance posted on the Town's website and put in the local newspaper if possible.

## **Town Manager's Report**

### ***FY2020-21 Budget Amendments***

Mr. Saunders stated that due to circumstances that availed themselves following the adoption of the FY2020-21 Budget, the following amendments to the budget are necessary.

### **Windsor Town Center Roof Project**

Mr. Saunders said the Board of Supervisors of Isle of Wight County has decided to partner with the Town of Windsor on the replacement of the roof of the Windsor Town Center and other costs associated with the issues caused by the leaking roof. The result of this partnership is the Board's determination to appropriate funds to the Town of Windsor for this effort. The resulting fund transfer of \$358,663 was approved by the Board at their May 20, 2021 meeting.

Mr. Saunders explained that a budget amendment is required to appropriate the \$358,663 of funding from Isle of Wight County into the FY2020-21 General Fund operating budget to facilitate the Windsor Town Center Roof Project and to reimburse expenses already paid toward the project in the Windsor Town Center Fund.

Mr. Saunders said attached is a resolution accepting these funds and appropriating the funds into the General Fund portion of our operating budget. He recommended that Council adopt the enclosed resolution.

Vice Mayor Greg Willis made a motion to adopt the resolution entitled: A Resolution Accepting Funds From Isle of Wight County for the Windsor Town Center Roof Project And Appropriating The Funds To The General Fund Of The Town's Operating Budget For FY2020/21. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

### **Cares Act Funding**

Mr. Saunders said in 2020, due to the negative impacts of the COVID-19 pandemic, the Cares Act distributed funds to localities to support their ongoing efforts. In the case of the Town of Windsor, these funds were distributed directly to Isle of Wight County, from whom we have been reimbursed for expenses that are legitimate uses of this funding. It

is expected that the entirety of the Town's Cares Act funds will be obtained within the FY2020-21 budget year through the reimbursement of numerous expenses. The Town's portion of the Cares Act Funds distributed to the County, based upon population, is \$479,156.

Mr. Saunders explained that a budget amendment is required to appropriate the \$479,156 of Cares Act funding into the FY2020-21 General Fund operating budget.

Mr. Saunders said attached is a resolution accepting these funds and appropriating the funds into the General Fund portion of our operating budget. He recommended that Council adopt the enclosed resolution.

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Accepting Cares Act Funds From Isle of Wight County And Appropriating The Funds To The General Fund Of The Town's Operating Budget For FY2020/21. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

### **Real Estate Tax Year Change**

Mr. Saunders stated that the Town Council's changing of the real estate tax billing period from a calendar year (As it currently is in the Town) to a fiscal year (As it currently is in the County) was necessary, but requires a budget amendment.

Mr. Saunders said a budget amendment is required to appropriate the \$105,000 of additional Real Estate Tax revenue into the FY2020-21 General Fund operating budget. The switch from a calendar year to a fiscal year, created the potential of receiving eighteen (18) months' worth of real estate revenue in one fiscal year; the entire 2020 calendar year's revenue, plus the period from January 2021 through June 2021 of that fiscal year's revenue.

Mr. Saunders said attached is a resolution accepting these funds and appropriating the funds into the General Fund portion of our operating budget. He recommended that Council adopt the enclosed resolution.

Vice Mayor Greg Willis made a motion to adopt the resolution entitled: A Resolution Amending the Real Estate Revenue And Appropriating The Funds To The General Fund Of The Town's Operating Budget For Fiscal Year 2020/21. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

### ***FY2020-21 Budget Transfers***

#### **All Traffic Solutions Appropriation/Budget Transfer**

Mr. Saunders said Chief Riddle is requesting a budget transfer of \$6,100 from the Police Fuel and Tires line item in the FY2020-21 budget to the Police Equipment line item in the FY2020-21 budget to allow for the purchase of Shield 12 digital speed signs and associated materials.

Mr. Saunders recommended that Council approve this budget transfer.

Councilman Stubbs asked if fuel prices continue to rise and tire prices increase, could there be a negative impact on the budget if this transfer is approved.

Chief Riddle said he feels confident that there will be sufficient funds left in the Fuel and Tires line item to make it through the fiscal year.

Mayor Willis asked if these are permanent placed signs.

Chief Riddle explained that these signs have the ability to be moved.

Councilman Stubbs made a motion to approve a budget transfer of \$6,100 from the Police Fuel and Tires line item in the FY2020-21 budget to the Police Equipment line item in the FY2020-21 budget to allow for the purchase of two Shield 12 digital speed signs from All Traffic Solutions. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

### **Cares Act Gift Card Appropriation/Budget Transfer**

Mr. Saunders said as you are aware, representatives from Isle of Wight County Tourism and Economic Development initiated a 'Cares Act' Gift Card program to benefit local businesses during the pandemic and gave two presentations to Town Council in support of partnering with the Towns within the County on the program using Cares Act funds. Town Council voted to partner on this at their October 13, 2020 meeting to use \$7,762 of Cares Act Funds and at their November 23, 2020 work session to use \$21,180 worth of Cares Act funds; a total of \$28,942 for the program. Mr. Saunders said the program was deemed a great success for local businesses and their clientele.

Mr. Saunders stated that it has come to the attention of Town staff that unlike the prior business grant program, where the participating businesses were vetted to prove that they had been negatively impacted by the pandemic, businesses participating in the Gift Card program were not. Due to this, IOW County determined that Cares Act Funds could not be used directly for the Gift Card program, but Cares Act funds that were reimbursed back to the Town from other legitimate expenses could then be used.

Mr. Saunders explained that a budget transfer in the amount of \$28,942 is required to appropriate funds received from other Cares Act reimbursements in the Miscellaneous Revenue line item of the General Fund to the Payments to Other Governments Line Item in our General Fund for the funding of the Gift Card program.

Councilman Stubbs made a motion to authorize a budget transfer of \$28,942 from the Miscellaneous Revenue line item of our General Fund budget to the Payments to Other Governments line item of our General Fund budget for the funding of the Gift Card program. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

### ***Miscellaneous Budget Transfers***

Mr. Saunders stated that as we near the end of the FY2020-21 Budget year, it has been determined that several budget transfers are warranted.

**1. Mayor and Council Compensation to Information Technology**

Mr. Saunders said a \$1,200 transfer is required to utilize Vice Mayor Willis's annual stipend to replace his broken laptop.

Councilman Stubbs make a motion to approve a transfer of Vice Mayor Greg Willis's \$1,200 stipend from the Mayor & Council Members Compensation line item in the Legislative portion of our General Fund budget to the Information Technology line item in the General Management portion of our General Fund to replace his broken laptop. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

**2. Miscellaneous Revenue to General and Financial Salaries and Wages**

Mr. Saunders said a \$40,000 transfer is required to cover additional salary of contract employees and new employees throughout the fiscal year that was not anticipated when the budget was created.

Vice Mayor Greg Willis made a motion to approve a transfer of \$40,000 from the Miscellaneous Revenue line item of our General Fund budget to the Salaries and Wages line item of the General and Financial portion of our General Fund budget. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

**3. General and Financial Postal Services to General and Financial Advertising**

Mr. Saunders said a \$1,500 transfer is required to cover additional costs of advertising.

Councilman Stubbs made a motion to approve a transfer of \$1,500 from the Postal Services line item of the General and Financial portion of our General Fund budget to the Advertising line item of the General and Financial portion of our General Fund budget. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #10.

**4. Planning Health Insurance to Planning Salaries and Wages**

Mr. Saunders said a \$8,000 transfer is required to cover additional salary of a contract employee with unused funds for benefits.

Vice Mayor Greg Willis made a motion to approve a transfer of \$8,000 from the Health Insurance line item of the Planning portion of our General Fund budget to the Salaries and Wages line item of the Planning portion of our General Fund budget. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #11.

**5. Miscellaneous Revenue to Payments to Other Governments**

Mr. Saunders said a \$36,000 transfer is required to fund the payment of the first installment of debt service to Isle of Wight County on the Windsor Town Center Roof Project.

Vice Mayor Greg Willis made a motion to approve a transfer of \$36,000 from the Miscellaneous Revenue line item of our General Fund budget to the Payments to Other Governments line item of our General Fund budget. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #12.

**6. General Fund to Space Needs Fund**

Mr. Saunders said a \$100,000 transfer is required to put funds in reserve for future space needs. He explained that \$90,000 was budgeted for future space needs, which was used primarily to pay off the balance of the loan on the Windsor Town Center renovation. He said the remaining \$11,000 went to the Windsor Town Center budget under the Maintenance & Repair line item, as requested by the Windsor Town Center Advisory Board. Mr. Saunders said next year's budget is not proposed to have the \$90,000 or \$100,000 transfer into future space needs as it normally would be. He said the expectation is to make this fund transfer this fiscal year.

Vice Mayor Greg Willis made a motion to approve a \$100,000 transfer from the existing General Fund Fund Balance to the Space Needs Fund. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #13.

**7. General Fund to Windsor Town Center Fund**

Mr. Saunders said a \$14,000 transfer is required to fund additional utility expenses at the Windsor Town Center.

Vice Mayor Greg Willis made a motion to approve a transfer \$14,000 from the Miscellaneous Revenue line item of our General Fund budget to the Utilities line item of the Windsor Town Center budget. Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #14.

**8. Water Fund Publications to Water Fund Advertising**

Mr. Saunders said a \$100 transfer is required to cover additional costs of advertising.

Councilman Stubbs made a motion to approve a transfer of \$100 from the Publications line item of our Water Fund budget to the Advertising line item of our Water Fund budget. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #15.

**Town Attorney's Report**

None

**Mayor's Report**

None



**Economic Development Authority (EDA)**

None

**Other Reports**

None

**Old or Unfinished Business**

***Review/Adoption of FY2021-2022 Draft Budget***

Mr. Saunders said in the creation of the FY2021-22 budget, it was reviewed at Town Council's May 11, 2021 meeting, with further review and comment at Town Council's May 25, 2021 Work Session.

Mr. Saunders reviewed the following revisions since the original draft include:

Revenue

Taxes on Real Property	Increased from \$210,000 to \$215,000
Penalties & Interest	Increased from \$4,000 to \$5,000
Bank Franchise Tax	Increased from \$130,000 to \$140,500
Communications/Cable Tax	Increased from \$46,000 to \$50,000
Fund Balance	Decreased from \$443,000 to \$428,000

Expenditures

Police Telephone/Communications	Increased from \$12,000 to \$12,250
Police Utilities	Increased from \$5,000 to \$5,250
Police Maintenance Contracts	Decreased from \$10,500 to \$10,000
Town Center Roof Replacement	Decreased from 320,000 to \$300,000
Contributions to Town Center	Increased from \$0 to \$20,500
Payments to Other Governments	Increased from \$105,000 to \$110,000

Mr. Saunders said the General Fund Budget is still balanced, with a new total of \$2,384,219.19.

Mr. Saunders said a resolution is attached should Council be ready to adopt the budget at this time.

Mr. Saunders said he and Ms. McClanahan had a discussion with Councilwoman Blankenship regarding several questions she had pertaining to the budget. He also reported that Councilman Bernacki called and said he read through the budget and had no concerns should Council want to adopt the budget tonight.

Mayor Willis entertained a motion to adopt the resolution entitled: A Resolution Approving And Adopting The Fiscal Year 2021-22 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Approving And Adopting The Fiscal Year 2021-22 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget. Councilman

Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #16.

***Review/Adoption of Tax and Water Rate Ordinances & CIP Resolution***

Mr. Saunders said the next item is Council's consideration of adopting an ordinance entitled: "An Ordinance Imposing And Levying Taxes Within The Town of Windsor, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2021, And Ending June 30, 2022; And Upon Personal Property, Upon Public Service Corporation Real And Personal Property, Upon Machinery And Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2021, And Ending December 31, 2022."

Mr. Saunders noted a date correction to the ordinance. He explained that the "Calendar Year Ending December 31, 2021" should be corrected to "Calendar Year Ending December 31, 2022."

Vice Mayor Greg Willis made a motion to adopt the ordinance, with the date correction, entitled: "An Ordinance Imposing And Levying Taxes Within The Town of Windsor, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2021, And Ending June 30, 2022; And Upon Personal Property, Upon Public Service Corporation Real And Personal Property, Upon Machinery And Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2021, And Ending December 31, 2022." Councilman Stubbs seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #17

Mr. Saunders said the next item is Council's consideration of adopting a resolution entitled: A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2021-2022 Through 2025-2026."

Councilman Stubbs made a motion to adopt the resolution entitled: A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2021-2022 Through 2025-2026. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #18

Mr. Saunders said the next item is Council's consideration of adopting an ordinance entitled: An Ordinance Establishing The Water Rate Schedule For The Water System Owned And Operated By The Town Of Windsor, Virginia.

Mr. Saunders explained that the water rate applicable to all categories of water customers of the Town of Windsor who are within the boundaries of the Town limits shall be \$7.75 per 1,000 gallons of water, and rates for water customers outside of the Town limits shall be \$8.25 per 1,000 gallons of water, which is an increase of \$0.25 per 1000 gallons.

Councilman Stubbs made a motion to adopt the ordinance entitled: An Ordinance Establishing The Water Rate Schedule For The Water System Owned And Operated By The Town Of Windsor, Virginia. Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #19.

Mr. Saunders noted that the date correction to the "Ordinance Imposing And Levying Taxes Within The Town of Windsor" was not necessary. He explained that the calendar year ending December 31, 2021 was correct and should not be corrected to December 31, 2022. He asked that Council re-adopt this ordinance without the correction to the date.

Mayor Willis read the title of the ordinance as follows: "An Ordinance Imposing And Levying Taxes Within The Town of Windsor, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2021, And Ending June 30, 2022; And Upon Personal Property, Upon Public Service Corporation Real And Personal Property, Upon Machinery And Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2021, And Ending December 31, 2021."

Vice Mayor Greg Willis made a motion to adopt the ordinance entitled: "An Ordinance Imposing And Levying Taxes Within The Town of Windsor, Virginia Upon Real Property For The Fiscal Year Beginning July 1, 2021, And Ending June 30, 2022; And Upon Personal Property, Upon Public Service Corporation Real And Personal Property, Upon Machinery And Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2021, And Ending December 31, 2021." Councilman Redd seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #20.

#### **New Business**

Vice Mayor Greg Willis said he was approached recently regarding the possibility of including an Antique Car Show with the Concert events in August and September to help grow the attendance. He said no road closures would be required.

After discussion, Council agreed by consensus to authorize Vice Mayor Greg Willis to pursue organizing an Antique Car Show combined with the August and September concert events. They also agreed to begin the car show, food truck and adult beverages at 6:00 p.m. and the concert at 7:00 p.m.

Councilman Stubbs made a motion to adjourn. Vice Mayor Greg Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #21.

The meeting adjourned at 8:14 p.m.

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Glyn Willis, Mayor

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Terry Whitehead, Town Clerk

TOWN OF WINDSOR  
 RECORD OF  
 COUNCIL VOTES

Council Meeting Date June 8, 2021

Motion #	Stubbs	Redd	Greg Willis	Bernacki	Blankenship	Carr	Glyn Willis
1	Y	Y	Y	absent	absent	Y	
2	Y	Y	Y			Y	
3	Y	Y	Y			Y	
4	Y	Y	Y			Y	
5	Y	Y	Y			Y	
6	Y	Y	Y			Y	
7	Y	Y	Y			Y	
8	Y	Y	Y			Y	
9	Y	Y	Y			Y	
10	Y	Y	Y			Y	
11	Y	Y	Y			Y	
12	Y	Y	Y			Y	
13	Y	Y	Y			Y	
14	Y	Y	Y			Y	
15	Y	Y	Y			Y	
16	Y	Y	Y			Y	
17	Y	Y	Y			Y	
18	Y	Y	Y			Y	
19	Y	Y	Y			Y	
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Jerry Whitehead, Clerk