



Perry Township Board of Trustees

3025 Johnsville-Brookville Road, Brookville, Montgomery County, Ohio 45309
Office: 937-833-3045 | 937-833-6491 • Fax: 937-833-5219

BOARD OF TRUSTEES MEETING MINUTES

November 18, 2025 @ 6:00 p.m.

Location: Administrative Building

3025 Johnsville Brookville Rd, Brookville, OH 45309

Meeting was called to order by President Trustee Warner @ 6:00 p.m.

Pledge of Allegiance

Trustee Warner welcomed guest speaker, Mary McDonald and her assistant David Young.

Commissioner McDonald: Introduced herself as new County Commissioner as of January. Coming around to townships to introduce herself and answer questions. She understands the challenges and is eager to help. There were no questions.

Roll Call:

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Attendance was as follows:

Township Officials	Title	Present	Absent
Boyd Warner	President Trustee	X	
Hayes Johnston	Trustee	X	
Blaine Heeter	Trustee	X	
Amy Hoover	Fiscal Officer	X	

Consent Agenda: Matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion and one vote of consent. There will be no separate discussion of these items. If a discussion is desired, that item will be removed from the Consent Agenda and considered separately.

-Acceptance of the following minutes

- October 14, 2025- Regular Board of Trustees Meeting
- October 16, 2025- Special Meeting
- October 30, 2025 Special Meeting

Acceptance of bills being paid:

- Check numbers 39063 through 39082
- Electronic warrant numbers 530-2025 through 601-2025

Approval of Blanket Certificate:

- Blanket Certificate 143-2025 through 148-2025

Trustee Warner made a motion to accept the consent agenda; motion seconded by **Trustee Heeter**; Motion passed.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Trustee Warner extended his appreciation for the phenomenal job Fiscal Officer Evans has done and introduced Amy Hoover as new Fiscal Officer as of Thursday night. Trustee Warner also extended his appreciation for Trustee Johnston for his hard work and dedication.

Fiscal Officer Report: Financials are on the counter in the back. The contract for Englewood Towing was cancelled because it was not valid or approved by the board. All three contracts and service with Verizon have been cancelled. We need to cancel the contract and pay the fee.

Fiscal Officer Evans stated there are 2 more fire department deposits above and beyond the certificate of estimated resources. This will cause a problem for F O Amy on the next reconciliation. Had to make an adjustment on the reconciliation but it is not in the UAN.

Trustee Warner asked if there was anything else and FO Evans said she would speak at the end of the meeting.

Roads and Cemeteries Report: Trustee Johnston stated 3 burials and cleaned up roadside brush, finished mowing for the season and cemetery clean up. Mowed vacant property at Sulfur Springs and Brookville Providence roads and started prepping plow trucks for the season. We have one truck in the shop with electrical issues. Should be out this week.

Zoning Administrator: Al Acker received an email 9/24 from Julie Harris concerning demolition of two properties on Providence Road. One is on Montgomery County Sheriff sale. The land bank has approximately \$230,000 for demolition and restoration. They are hoping one sells so they can move that money to other projects. On 10/24 he met with Montgomery County Health Dept. regarding a complaint on Diamond Mill Road. The Health Dept. is taking care of it as it has nothing to do with the township. He reviewed BZA cases at Eaton Pike and Sulphur Springs and talked with them about making a business out there but there is a lot more to it and needs to get with the state and county first. Reviewed the OTA weekly 1308 report and it is now given weekly instead of monthly.

Police Department Report: Trustee Heeter introduced Deputy Paul Plaugher. One of two policing the area. Been in service since October 21, 2025. This will be a monthly report. 11 days there was 36 incidents, 7 crashes, 3 miscellaneous, 3 welfare checks, 4 public service requests, 1 threat, 2 juvenile complaints, 1 peace office call, 1 traffic complaint, 1 fraud, 2 alarms, 6 medic calls, 2 fire assists, 1 mental health call, 1 suspicious circumstance, 1 follow-up, 2 traffic stops, 2 citations, 1 OVI, and 2 warnings. Oct. 31 was trick or treat and deputies participated. Deputy Vangundy was dispatched on Oct.22 to the 60 block of Sulphur Springs Road. It was determined that a 15 year old was the aggressor and taken into juvenile justice center where he was booked for domestic violence by threat. Deputy Plaugher was dispatched to 900 block of Sulphur Springs Road for an injury crash determined to be intoxicated and cited for OVI and failure to yield. 11000 block of Amity Road for a lift assist where elderly male was unable to care for himself. Crawford Toms Road, Oct 30 for domestic violence. Juvenile suspect was found to be suicidal and taken into juvenile justice center.

Old Business: Trustee Johnston: we are going forward with mowing contract and open bids till Dec. 4 then we will make determination. Youngs mowing contract has been approved by our insurance carrier and can move forward at the beginning of the year once it is awarded.

Trustee Warner: Great turnout for the town hall it was very informative and great questions for us to answer for the next town hall. Excited to move forward in a positive direction. We will gather the information and come back to another town hall. Fire Report for October- 17 calls for the incorporated, 15 EMS 2 fire and the unincorporated 19 calls 15 EMS and 4 fire incidences.

New Business:

Trustee Johnston: 2 employees resigned Caleb Hoops the road supervisor moved on to another township his last day was Friday Nov. 14. We have posting for his job and will be opened until filled. Looking for a qualified supervisor. Salary range \$26-30 per hour. Trustee Johnston asked for a motion to approve salary range. 2nd by Trustee Warner.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Trustee Warner asked FO Evans if salary range was ok and she responded Yes.

Trustee Johnston stated David Steck resigned as of 16th of November. It was in Trustee Johnston's drawer.

Trustee Warner asked for a motion to accept resignations of Caleb Hoops and David Steck. Trustee Heeter 2^{nds} the motion.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Trustee Heeter asked if there was anyone else to help in a snow emergency. Trustee Johnston replied there needs to be 2. Very important to fill position.

Trustee Warner stated he received a resignation from Albert Acker as Zoning Administrator in lieu of his incoming position as trustee. Trustee Warner makes a motions to accept is resignation. Trustee Heeter 2nds the motion.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Trustee Warner: Motion to post the position for Zoning Administrator salary range of \$16-18 per hour based on experience using the job description from when Mr. Acker was hired. Trustee Heeter 2nd the motion.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Fiscal Officer Evans clarified that Trustee Johnston isn't leaving until 12-31-25.

Trustee Warner wants a motion to schedule a 2nd meeting to discuss the fire contract. It is an urgent matter to schedule and get on the same page. Special meeting scheduled November 25th at 5:00. Trustee Warner will send an invite to Brookville Fire.

Trustee Heeter was able to get on Gov Deals and is going to be putting 3 cruisers on the site to sell.

Fiscal Officer Evans: Since tonight is my last meeting as your Fiscal Officer, I would like to than you all for allowing me the opportunity to serve Perry Township and wanted to let everyone know what an honor it has been. I have poured my heart and soul into this Township over the past 23 months. Serving as your fiscal officer has been quite an experience, both good and bad at times, and it has been worth all of it to be able to serve our Township. I want to thank everyone who has supported me and even those who may not have. I want to thank the current Board of Trustees, special thank you to my family for allowing me to sacrifice every evening and weekend since January of 2024 because I have always put our Township first; and thank you to Brian Johnson and Missy and Dale Mears for always being my strongest supporters. I will see you in the next election!

Public Comments: **Trustee Warner** reminded everyone that they have 5 minutes to talk about what is on there minds.

Rhonda Behnken-Johnsville Brookville Road. Trustee Johnston Thank you for serving and Thank you Trustee Heeter, Thank you Jamie for everything you have done for our township. Also for road department Jerry Rowe is still listed as an employee and could help with the roads. He thanked her.

Scott Sollenberger 8155 Sulpher Springs Road- Glad Commissioner is here wants to talk about the property Sulpher Springs intersections and 35 the Hake property. Last people he can talk to, he has talked to everyone. He went to the trial the judge dismissed charges and attorney general dropped chargers. He is in jail until May of 27. He is worried about his well water because of what happened on that property. There is a hole that 35 feet deep and filled with flora carbons and all kinds of things. No one seems concerned about it. Attorney General to refile charges. Al Acker had a conversation with the Health department on the 24th. The question is, is it a monetary issue, its not. The issue is the legal ability to go on the property and dispose of the tires. Al has talked to the EPA and health department every other month. As long as he is in jail they do not have the legal ability to go on the property and start cleaning up things. Mr. Sollenberger can't get anyone to call him back. Trustee Warner asked Mary McDonald if this is something she can help with. Mary asked for the information to try to help. Trustee warner asked to get Scott's contact information.

Missy Mears- She is asking about the fire contracts. Trustee Warner said we are still in negotiations with Brookville. She thanked Jamie for doing a heck of a job.


Dale Seim- Little Richmond Road. He is also concerned about the ground water. He can see more than tires he can a house with windows out, a building being built. Why can't the tires be moved. He has a problem with the Maintenance building and the lead that is there. Has is been

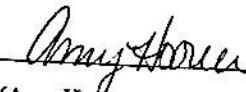
tested? No. The lots in Pymont need to be mowed. Why was one out of three mowed? Someone not doing their job. They are not mowed. There is also an open well there as well that hasn't been addressed. Trustee Warner says that it has. He believes that there is criminal activity with former police, zoning thing and former road department and maybe the trustees and wants to know why they haven't looked for answers. Why haven't we checked for the criminal activity? Have missing files been located? How far does this drag out? He thanked Jamie for all the work she put in and he thanked Hayes for his work.

Trustee Warner made a motion to adjourn. Trustee Johnston 2nd the motion.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Johnston	X			
Trustee Heeter	X			

Adjourned 6:48 pm


(Boyd Warner, President)


(Amy Hoover, Fiscal Officer)

monthly report

brad.bolanger@perrytownship-mcoh.org
monthly report
To Hayes Johnston

6:51 AM



Good morning Hayes

Hers a summary for the month:

- 3 burials at Pleasant Hill

- Cleaned roadside brush from southeast section on school house

- Finished up roadside mowing for season

- Mowed vacant property at sulhur springs and Brookville providence rds

- Started prepping plow trucks for the season

Feedback

Dear Perry Township Trustees,

I'm writing to formally give my two weeks' notice of resignation from my position at Perry Township. My last day of work will be November 16th, 2025, two weeks from today.

I've really appreciated the opportunities and experiences I've had here, and I'm grateful for everything I've learned during my time on the team. I'll do my best over the next two weeks to ensure a smooth transition and wrap up any outstanding tasks.

Thank you again for the support and guidance you've provided. I wish everyone at Perry township the best moving forward.

Sincerely,

Caleb Hoops

Request for Bids: Mowing and Trimming Services for Cemeteries

Perry Township Board of Trustees

Perry Township is seeking qualified contractors to submit bids for mowing and trimming services at our township cemeteries. The selected contractor will be responsible for maintaining the grounds to ensure a respectful and well-kept environment for our community and visitors.

Scope of Work

- Regular mowing of cemetery lawns (four mowings per month April -October 2026)
- Trimming around headstones, markers, fences, and other structures (twice per month April-October 2026)
- Removal of grass clippings and debris (as necessary)
- General upkeep to maintain a neat and presentable appearance
- Opening season and closing clean-up

Bid Submission Details

- Bids must be submitted by Friday, December 4, 2025).
- Include proof of insurance and references with your bid.
- Bids should detail pricing, ability to meet frequency of service, and any relevant experience.
- Submit bids to: Perry Township Trustees, 3025 Johnsville Brookville Road, Brookville, OH 45309, or via email at (officials@perrytownship-mcoh.org).

Site Visits

Contractors interested should visit the cemeteries prior to bidding to assess the scope of work. Please contact the Perry Township office at 937-833-3045 to schedule a visit or for additional information. Trustee Hayes Johnston is lead liaison for this contract for services (direct email: h.johnston@perrytownship-mcoh.org). All interested parties will be provided will be provided detailed requirements at the time of site visit.

Selection Criteria

- Fair and competitive pricing

- Experience with cemetery or grounds maintenance
- References and insurance coverage

Perry Township reserves the right to reject any or all bids and to select the contractor that best meets the needs of the township.

Thank you for your interest in helping us maintain our community cemeteries.

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- Removal of grass clippings and debris (as necessary).
- General upkeep to maintain a neat and presentable appearance
- Opening season and closing clean-up

Bid Submission Details

- Sealed bids must be submitted by Wednesday, December 31, 2025.
- Include proof of insurance, bonding and references with your bid.
- One year (2026) mowing season of three cemeteries with possible fourth under separate agreement.
- Bids should detail pricing, ability to meet frequency of service, and any relevant experience. Please note: Fixed Price bids are preferred, however, any bid will be accepted for consideration.
- Submit bids to: Perry Township Trustees, 3025 Johnsville Brookville Road, Brookville, OH 45309, and notify via email at (officials@perrytownship-mcqh.org) submission of said bid.

Site Visits

Contractors interested should visit the cemeteries prior to bidding to assess the scope of work. Please contact the Perry Township office at 937-833-3045 to schedule a visit or for additional information. Trustee Boyd Warner is lead liaison for this contract for services



(direct email: b.warner@perrytownship-mcoh.org). All interested parties will be provided will be provided detailed requirements at the time of site visit.

Selection Criteria

- Fair and competitive pricing
- Experience with cemetery or grounds maintenance a plus
- References and insurance coverage

Perry Township reserves the right to reject any or all bids and to select the contractor that best meets the needs of the township.

Thank you for your interest in helping us maintain our community cemeteries.



**ROAD, CEMETERY & MAINTENANCE SUPERVISOR
PERRY TOWNSHIP
BROOKVILLE, OHIO 45309**

SUMMARY:

This position is for a Road, Cemetery & Maintenance Supervisor (skilled) with Perry Township in Brookville, Ohio. This vacancy is **OPEN** to the public.

OVERVIEW:

Opening and Closing Dates: Monday, 10 November 2025 until filled

Salary: \$26 through \$30 an hour, based on qualifications and experience

Location: Perry Township Administrative Building
3025 Johnsville Brookville Road
Brookville, Ohio 45309

Remote Job: No

Telework Eligible: No

Appointment Type: Permanent

Work Schedule: Full Time

RESPONSIBILITIES:

Under the general direction of The Perry Township Board of Trustees, the Road, Cemetery and Maintenance Supervisor is responsible for maintaining the roads the ditches and cemeteries of the Township, and vehicles, equipment and buildings associated with the task noted.

TYPICAL TASKS REQUIRED: This is not an all-inclusive list

- Always maintain safe road conditions.

- Operate all vehicles and equipment needed to maintain roads and cemeteries and conduct necessary maintenance.
- Cleans catch basins, drainage manholes and ditches along Township roadways.
- Orders materials and parts.
- Supervises and directs the work of Assistant and others as assigned.
- Ensures that safety precautions for the department and public are enforced.
- Creates and maintains records of materials used in the departmental projects.
- Reports mechanical malfunctions to the Board of Trustees.
- Issues Verbal and written warnings to departmental employees as necessary.
- Schedules and completes all projects and services in a timely manner (e.g. snow removal, berm repairs, pothole repairs).
- Schedules after hour service request with approval of the Board of Trustees.
- Inspects roads weekly, including surface, berm, drainage, signs, etc. and takes action to correct unsafe conditions immediately.
- Prepare and close burial sites as needed.
- Mows and trims all Township property, and removes debris, (including dead animals) as needed.
- Maintains all Township-owned buildings, departmental vehicles and equipment in good mechanical condition and physical appearance always.
- Other duties as assigned by the Board of Trustees.

JOB REQUIREMENTS:

Considerable knowledge of the methods, materials and techniques used by road crew to be supervised; good knowledge of all road department services rendered by the Township; good knowledge of the occupational hazards and safety precautions of the work to be performed; skill in the use of heavy equipment under all types of weather conditions; ability to supervise the work of skilled, semi-skilled and unskilled workers; skilled in the safe use of, and ability to instruct others in the usage of, required equipment and tools; ability to read, write and keep accurate records; ability to pass a physical examination; available to respond during off-duty hours; and hold a valid Ohio Commercial Driver's License (CDL).

ESSENTIAL FUNCTIONS OF THE JOB:

- Read and write.
- Communicate face-to-face, on the telephone, and in writing to members of the public.
- Maneuver around a road or bridge construction site, including those with rough terrain.

- Operate an automobile, pick-up truck, dump truck, plows, backhoes, and other heavy equipment used by the Road Department.
- Inspect culverts, manholes, ditches, streams, etc.

This job description and listing of essential functions is intended as a snapshot of this position at this time, and as such, may change. It is an attempt to outline the position requirements, but is not necessarily inclusive of all essential functions. We recognize the importance of not discriminating on the basis of disability and will make a good faith effort, on an individual basis, to accommodate people with disabilities.

Perry Township is an equal opportunity employer.

CONDITIONS OF EMPLOYMENT:

- Participation in direct deposit is mandatory.
- Must be able to lift 50 pounds.
- Ability to establish effective professional working relationships with coworkers and customers; contribute to a cooperative working environment and successful accomplishment of the mission.
- May occasionally be required to work other than regular hours; overtime may be required.
- Duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements and your organization.
- Six months probationary period required.

QUALIFICATIONS:

Your Letter of Intent, should reflect how you are qualified for this position as stated.

Minimum Requirements:

- Experience or training which demonstrates knowledge of equipment to be able to do routine jobs, simple preventative maintenance tasks, and is able to use common tools and equipment in the line of work.

BENEFITS:

A career with Perry Township provides employees with a comprehensive benefits package consisting of medical, dental, retirement, vacation, and paid holidays. As an employee, you

and your family will have access to a range of benefits that are designated to make your career very rewarding.

REQUIRED DOCUMENTS:

- Letter of Intent must show relevant experience where you worked (if applicable).
- Must provide current Ohio Commercial Driver's License (Class A) or CDL.

HOW TO APPLY:

- Submit Letter of Intent to Perry Township Trustees.
- Contact Perry Township Administrative Office at (937) 833-3045.



Perry Township Board of Trustees

3025 Johnsville-Brookville Road, Brookville, Montgomery County, Ohio 45309
Office: 937-833-3045 | 937-833-6491 • Fax: 937-833-5219

Title: Zoning Administrator
Reports To: Township Trustees
Location: 3025 Johnsville Brookville Rd, Brookville, OH 45309
Job Type: Part-Time (20-25 hour per week)
Salary: \$16-\$18 Based on Experience

Job Summary:

Under the general direction of the Perry Township Board of Trustees, the Zoning Administrator manages daily operations of the department; works with the public to process zoning complaints, applications and appeals; maintains all files and completes administrative procedures related to zoning cases.

Responsibilities include, but are not limited to the following:

- Processes zoning complaints, applications, and appeals
- Follows all applicable job descriptions per personnel handbook
- Maintains catalog of site plans as approved by the Board of Zoning Appeals, Zoning Commission and Board of Trustees
- Investigates zoning violations
- Conducts field inspections of site plans approved by the Board of Zoning Appeals, Zoning Commission and Board of Trustees
- Conducts field inspections of approved plans
- Attends regular meetings of the Board of Trustees
- Issues all necessary Zoning Certificates as required by Perry Township Zoning Regulations
- Other duties as assigned, or referenced in the Ohio Revised Code
- Maintain records of subsurface drainage as provided

Job Requirements:

- A general knowledge of planning and zoning concepts, ability to communicate orally and in writing; ability to type and organize
- Provide leadership to update Zoning Text through Zoning Commission and Board of Zoning Appeals
- Noxious Weed Notification /Nuisance Abatement
- Township liaison with adjoining areas other agencies and State Park board

Special Projects:

- As appointed by Board of Trustees

Please send resumes to offices@perrytownship-mcoh.org Attn: Trustees or Mail to 3025 Johnsville Brookville Rd, Brookville, OH 45309 or resumes can be dropped off at the Admin building during offices hours of (M-Thur 8a-1p)

Where the highest of distinctions is service to others

Boyd Warner	Hayes Johnston	Blaine Heeter	Amy Hoover
Trustee	Trustee	Trustee	Fiscal Officer
937-608-0937	757-515-1107	937-833-3045	937-833-3045

To whom this may concern,

I wanted to let you know that I've decided to resign from my part-time position at Perry Township. My last day will be November 16, 2025.

Best,

David Steck

Dear Perry Township Trustees,

I'm writing to formally give my two weeks' notice of resignation from my position at Perry Township. My last day of work will be November 16th, 2025, two weeks from today.

I've really appreciated the opportunities and experiences I've had here, and I'm grateful for everything I've learned during my time on the team. I'll do my best over the next two weeks to ensure a smooth transition and wrap up any outstanding tasks.

Thank you again for the support and guidance you've provided. I wish everyone at Perry township the best moving forward.

Sincerely,

Caleb Hoops

J.evans@perrytownship-mcoh.org

From: Hayes Johnston <h.johnston@perrytownship-mcoh.org>
Sent: Tuesday, November 18, 2025 9:13 AM
To: Jamie Evans
Subject: Fwd: Notice

----- Original Message -----

From: Al Acker <a.acker@perrytownship-mcoh.org>
To: Boyd Warner <b.warner@perrytownship-mcoh.org>, B Heeter <b.heeter@perrytownship-mcoh.org>, "h.johnston@perrytownship-mcoh.org" <h.johnston@perrytownship-mcoh.org>
Date: 11/17/2025 1:03 PM EST
Subject: Notice

This notice is to serve as my resignation letter as the Perry Township Zoning Administrator effective November 17, 2025, at 1159PM.

Respectfully,

Albert Acker
937-417-0931

*Hayes P Johnston
Perry Township Trustee
3025 Johnsville Brookville Road
Brookville, OH 45309
Office: 937-833-3045
Email: h.johnston@perrytownship-mcoh.org*

Outgoing Fiscal Officer Speech

Since tonight is my last meeting as your Fiscal Officer, I would like to thank you all for allowing me the opportunity to serve Perry Township and wanted to let everyone know what an honor it has been. I have poured my heart and soul into this Township over the past 23 months. Serving as your Fiscal Officer has been quite an experience, both good and bad at times, and it has been worth all of it to be able to serve our Township. I want to thank everyone who has supported me and even those who may not have. I want to thank the current Board of Trustees, special thank you to my family for allowing me to sacrifice every evening and weekend since January of 2024 because I have always put our Township first; and thank you to Brian Johnson and Missy and Dale Mears for always being my strongest supporters. I will see you at the next election!

TRUSTEE MEETING SIGN IN SHEET.

Date: November 18, 2025

If you are going to speak you have 5 minutes.

State your Name and Address before you ask your questions or make a comment.

Name

Address

MARTIN HANSHAW LITTLE RICHMOND I wish to speak Yes ___ No ☒

Debbie Brumback OLD DAYTON I wish to speak Yes ___ No ☒

Rhonda Behnken JB Rd I wish to speak Yes ☒ No ___

Larry Grill Sulphur-Springs I wish to speak Yes ___ No ☒

Charity Grill " " I wish to speak Yes ___ No ☒

Werry Kim Rowe Clayton Rd I wish to speak Yes ___ No ☒

Beard Johnson Brookville Tgmont I wish to speak Yes ___ No ___

Scott Sollenberger 815 Sulphur Springs Rd I wish to speak Yes ☒ No ___

Andy & Amy Hoover Clayton Rd I wish to speak Yes ___ No ☒

Commissioner Mary McDonald I wish to speak Yes ___ No ___

David Young I wish to speak Yes ___ No ___

Missy Mears I wish to speak Yes ☒ No ___

Dale Mears I wish to speak Yes ___ No ☒

Dale Seim I wish to speak Yes ☒ No ___

I wish to speak Yes ___ No ___

I wish to speak Yes ___ No ___

I wish to speak Yes ___ No ___

I wish to speak Yes ___ No ___

I wish to speak Yes ___ No ___

I wish to speak Yes ___ No ___

I wish to speak Yes ___ No ___

I wish to speak Yes ___ No ___