WHITEWATER TOWNSHIP PLANNING COMMISSION
Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690
231-267-5141 Phone

REGULAR MEETING
APPROVED MINUTES
Wednesday, June 4, 2025 7:00 p.m.

CALL TO ORDER: Chair DeYoung called the meeting to order at 7:00 p.m.
The Pledge of Allegiance was recited.
A microphone check was done.

ROLL CALL: Secretary Peltonen called Roll.

Present:
Keith DeYoung, Chair
Rene Stratton, Vice Chair
Denise Peltonen, Secretary
Carl Wroubel, Member
Randy Mielnik, Township Board Trustee
David Boesler, Member
Sadie Merchant, Member

A quorum was established.

Absent: None.

ALSO PRESENT:
Zoning Administrator Deb Graber
Recording Secretary Kay Held

SET/ADJUST AGENDA:
Amendments:
Move "Short-term Rental Ordinance Application" earlier in the Agenda to follow Public Hearing.
Move "Zoning District Amendment Case #2025-02 – Behrenwald Realty – AIS Construction" earlier in the Agenda to follow Public Hearing.

Board Action:
Mr. DeYoung made a motion to approve the Agenda as amended. Ms. Stratton seconded the motion.
ROLL CALL VOTE: Stratton-Y, Peltonen-Y, Wroubel-Y, Boesler-Y, Merchant-Y, Mielnik-Y, DeYoung-Y. Motion carried.

DECLARATION OF CONFLICT OF INTEREST:
As a matter of transparency, Ms. Merchant indicated there may be a potential Conflict of Interest regarding "Wineries and Tasting Rooms Ordinance Direction" on the Agenda.

PUBLIC COMMENT:

Ms. Kim Mangus:
Ms. Mangus noted the May Meeting Minutes stated she objects to the Grand Traverse Plastics change in zoning request; she does not object to this and asked for a correction in the Minutes.

She encouraged the PC to consider alternatives to rezoning the AIS property Industrial. Options include rezoning it to Commercial or issuing a Use Variance; Kinnco was previously issued a Use Variance for pipe storage. Another suggestion was to adjust the Commercial District to allow storage of heavy equipment.

Mr. John Wierenga, 8400 Crisp Road, Williamsburg, MI 49690:

He found the Zoning Map on the website but not the Master Plan. The existing industrial area is unacceptably close to residential property, and AIS has been in violation of the Noise Ordinance as shown in many comments at the May 7 PC meeting. Mr. Wierenga opposes the AIS expansion and agrees with Ms. Mangus' comments.

Mr. Jerry Tomczak, 408 Cedar Street, Elk Rapids, MI 49629:
Mr. Tomczak does not support the AIS rezoning request. Prior to purchasing 17 acres east of AIS, he reviewed the Zoning Map and Master Plan. As a former Zoning Administrator, he believes this rezoning contradicts the Master Plan. He plans to submit a rezoning request to develop his property to build duplexes. He highlighted Standards of Review for Amendments from the Zoning Ordinance and would support a Use Variance with a wide landscape buffer.

Mr. Charles Davis, 8500 Crisp Road, Williamsburg, MI 49690
Mr. Davis does not support the AIS rezoning request and does not understand pushing Industrial into the R-2 and Agriculture areas. The training facility will increase noise from training on heavy equipment. He asked where the new berms will be placed and if a new plan will be submitted.

Ms. Lisa Bowerman, 8306 Crisp Road, Williamsburg, MI 49690:
Ms. Bowerman provided letter of support after meeting and touring the site with Mr. Kraig Johnson of AIS. There is no entrance from Crisp Road. She supports the AIS school and asked the PC to consider the alternatives Ms. Mangus mentioned.

PUBLIC HEARING:

Public Hearing: Special Land Use Review: Case SLUP #2025-02 – Uncle Bill's Orchard:

Board Action:
Mr. DeYoung made a motion to open the Public Hearing. Mr. Boesler seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

Note: The Public Hearing opened at 7:20 p.m.

Purpose of Public Hearing:
Chair DeYoung announced the Public Hearing is to review SLUP #2025-02 for a Special Use Permit/Site Plan Review Application submitted by Uncle Bill's Orchard. The Public Hearing was noticed in the Traverse City Record Eagle on 5/20/25.

Brief Introductory Presentation (Zoning Administrator, Planner, Applicant/Agent, Etc.):

Zoning Administrator: Zoning Administrator Graber outlined the project for Uncle Bill's Orchard, located on Elk Lake Road. He plans to remove the existing stand and build a pole barn to include retail space, a commercial kitchen, cooler, freezer and staff restroom. Applicant Lewis McColley will be moving into the home on the property; therefore, it would be classified as a Major Home Occupation.

He is allowed his operation based on the Ordinance and Definition for a Retail Fruit/Farm Stand. If he incorporates additional items above 50% that are produced or affiliated from the farm, he is required to have a Home Based Business Special Use Permit. He does not want a limitation; therefore is asking for the SLUP. He is also planning for the long-term.

Mr. Mielnik inquired about the Facts listed in the ZA Report. ZA Graber reviewed that information with the PC. A permit has been issued for an accessory structure. Mr. McColley plans to relocate to the parcel spring, 2026. Uncle Bill's produces pies at a different location and sells them at the farm stand. A Land Use Application was approved 3/12/25 authorizing construction of the accessory structure. He may still need approval from the Fire Department to allow for fire truck turn radius.

Ms. Graber noted neighbors Thomas Robb and Gary Yankee expressed their written support of Mr. McColley's project.

Applicant: Applicant Lewis McColley noted Ms. Graber presented the primary facts, and he answered inquiries from Planning Commission Members.

Uncle Bill's has sold retail and wholesale the entire time he has owned the business. He would like to move his commercial kitchen to the new location as well.

There is some confusion regarding the term listed on the application under "Description of Proposed Use" which states "Road Side Stand" as he intended it to be "Major Home Occupation."

Mr. McColley is pursuing the SLUP to minimize restrictions in the event there is a weather/crop catastrophe and he isn't able to meet the 50% production requirement. It also provides the opportunity to offer other products that may not be produced on his farm; i.e., plants, flowers, local beef, t-shirts, etc.

Ms. Merchant noted Mr. McColley is seeking to make his farm more sustainable, have a larger retail space, offer ag-related products and support farming. She understands the Use Request may need to be changed to Major Home Occupancy. She is supportive of this project.

Mr. Boesler asked for clarification on the wholesale aspect of the business and if he would be selling to other retailers. Mr. McColley stated they have been doing that for years and was issued a permit to do so.

Mr. DeYoung inquired of Z.A. Graber if the application can be amended. She stated it could, depending on the Hearing and any Conditions.

Ms. Peltonen inquired about the outdoor seating location, distance of the flag pole from the easement and the current white stakes in the ground. The flag pole is 30' from the road and the stakes indicate the edge of the porch. She would like him to consider the issue of dust coming off Elk Lake Road into the eating area.

Written Comments Received:
Mr. Thomas Robb and Mr. Gary Yankee, in support of SLUP #2025-02, Uncle Bill's Orchard.

Public Comments:

Mr. Leo Pasch, 7920 Elk Lake Road, Williamsburg, MI 49690:
Mr. Pasch is Mr. McColley's neighbor and supports his request and this project.

Mr. Mike Jacobson, 7031 Skegemog Point Road, Williamsburg, MI 49690:
Mr. Jacobson supports Mr. McColley. The farm community should be supported, which is also stated in the Master Plan.

Ms. Kim Mangus:
Ms. Mangus encouraged the PC to make every effort to approve Mr. McColley's request and not hold up this project based on a correction in the paperwork. Uncle Bill's Orchard is a great company, and the community needs more positive attractions in the Township.

Board Action:
Mr. DeYoung made a motion to close the Public Hearing. Ms. Merchant seconded the motion.
ROLL CALL VOTE: Wroubel-Y, Merchant-Y, Boesler-Y, DeYoung-Y, Stratton-Y, Peltonen-Y, Mielnik-Y, Motion carried.

Note: The Public Hearing closed at 7:44 p.m.

Discussion:
Planning Commission Members discussed the SLUP. Chair DeYoung noted the Master Plan supports farmers, and Uncle Bill's Orchard request is in line with the Master Plan. Mr. Mielnik noted there is still work to do to clear up Definitions; i.e., Farm Market, Road Side Stand.

Board Action:
Mr. Mielnik made a motion to approve Case SLUP #2025-02 – Uncle Bill's Orchard as a Major Home Occupation and remove Facts 2 and 3 found in the Zoning Administrator's Report with a Condition that the business owner resides in the home as his personal residence. Ms. Stratton seconded the motion.

ROLL CALL VOTE: Boesler-Y, Merchant-Y, Mielnik-Y, DeYoung-Y, Stratton-Y, Peltonen-Y, Wroubel-Y. Motion carried.

Zoning District Amendment Case #2025-02 – Behrenwald Realty – AIS Construction:

Ms. Stratton reported there was much public input at the recent Public Hearing. Residents were concerned about several issues including extending the Industrial zone into the Residential area. The PC had encouraged AIS to meet with residents within 300' of the property to aid in community building. Ms. Stratton understands AIS did not hold a formal meeting; however, did meet with some residents.

Mr. Mielnik stated the Zoning Ordinance (Section 20.07) provides for a Use Variance. The Zoning Board of Appeals can approve those with a 2/3 vote. The Zoning Enabling Act recognizes some Townships have this provision in their Ordinance. However, a Township may only use a Use Variance if it was in place prior to 2006; Whitewater Township's was.

Mr. Mielnik reported that Planners generally discourage Use Variances as a means of addressing problems and can be considered spot zoning among other things. He does not support a Use Variance stating it creates a precedent to bypass zoning requests and removes legislative power of the Planning Commission and Township Board.

Members of the public indicated they were unable to hear the Planning Commission and asked them to speak more directly and louder into the microphones.

Vice Chair Stratton asked Mr. Tomczak and Ms. Mangus why they support a Use Variance. Mr. Tomczak stated that unique circumstances warrant it after exhausting other rezoning measures. He understands the need for a training facility; however, does not want the parcel to be zoned Industrial. Granting AIS a specific Use for the property helps their cause, but doesn't open the door for other permitted industrial and commercial uses.

Mr. Kraig Johnson, representing AIS, understands the concern is Industrial Use. He inquired whether the approval of their rezoning request might include a contingency whereas if AIS were to ever sell the property, the zoning could be reverted back to its current Use. Ms. Stratton stated the PC cannot put Conditions on a zoning change.

Mr. Mielnik noted the 2025 Master Plan states Future Land Use needs to be reviewed. It was originally written in the 1970's and is antiquated. This will be addressed in the Giffels Webster presentation tonight.

Mr. Boesler asked Mr. Johnson if AIS would be opposed to a Use Variance. He responded they just need the space to build the facilities on their property. There was additional discussion between the PC and Mr. Johnson about the expansion location and whether extending it in another direction was an option. The site plan was projected onto the television and zoning districts were reviewed among the PC and Mr. Johnson.

Mr. Mielnik read aloud the following Findings and Conclusions:

1) The proposed rezoning is not inconsistent with the 2025 Master Plan. Specifically, the planning strategy for this area includes three points – to review the uses permitted and development standards; to review the boundaries of the N District, and it expresses the policy of discouraging truck access to Crisp Road (which is unpaved). The Future Land Use plan is generalized without parcel-by-parcel detail.
2) To reduce potential impacts on neighboring property, the applicant has amended the rezoning application to limit the expansion of the Industrial zoning district such that the Agriculturally zoned (A-1) area remains unchanged to a point that is 295 feet north of Crisp Road (and parallel thereto) and the Residentially zoned (R-2) area remains unchanged to a point that is 600 feet north of Crisp Road (and parallel thereto).
3) The Planning Commission will soon be undertaking a review of permitted Uses and Development Standards and zoning district boundaries in the N-1 District as part of work about to begin with it's planning consultant.
4) Encouraging Economic Opportunities and Preserving Rural Character are two planning principles in the Master Plan. The proposed rezoning results in community investment that helps anchor a major local employer in Whitewater Township with additional facilities and by providing new training/educational opportunities. Further, residents have indicated that heavy equipment use and repair are greatly linked to various local agricultural operations.
5) The applicant has demonstrated a willingness to install berms and take other measures to reduce noise and light spillover if/when a site plan is provided in the proposed improvements.
6) The Township Board and Planning Commission are required to review proposed Zoning Amendments in the context of Section 21.05 of the Zoning Ordinance. This section points to the need to consider. These standards

included Master Plan consistency, Zoning Ordinance intent and purpose, road system safety and efficiency, utilities, changing conditions, potential exclusionary issues and site conditions.

There was additional PC discussion, specifically Ms. Peltonen's comment requiring AIS to build a prominent berm. This matter would be determined during the Site Plan Review and approved by the Township Board.

Board Action:
Mr. Mielnik made a motion to rezone parcel 13-004-015-21 to N-1 Industrial, except that the southern portion of this parcel remains zoned A-1 Agricultural within 295 feet of Crisp Road (and parallel thereto), and the southern portion of this parcel shall remain zoned R-2 within 600 feet of Crisp Road (and parallel thereto). The applicant shall provide an updated survey and legal description per Section 21.03 (A). Parcel 13-004-010-10 is also rezoned such that the entire parcel is zoned N-1. Ms. Merchant seconded the motion.

ROLLL CALL: Merchant-Y, Mielnik-Y, DeYoung-Y, Stratton-Y, Peltonen-Y, Wroubel-Y, Boesler-Y. Motion carried.

Short-term Rental (STR) Ordinance Application:
Ms. Rachel Steelman, representing Whitewater Residents for Responsible Short-term Rentals, previously submitted a proposed Zoning Amendment text. This material was in the May meeting packet and postponed to the June meeting. Mr. Mielnik stated a resident may propose a text Amendment. A Public Hearing may be scheduled based on what was submitted. Chair DeYoung suggested this project go to the Resident Outreach Sub-committee (ROS) as part of their research to bring to the Planning Commission.

Mr. Mielnik indicated resident concerns and thoughts on enforcement need to be identified before sending it to the Township Board. The PC also needs to explore the Master Plan Survey, regulations, if it is Zoning District based, whether it is Township-wide and if there are licensing components to Short-term Rentals.

PC Members noted there was only one question on the original Survey related to Short-term Rentals.

Board Action:
Mr. DeYoung made a motion to refer Ms. Steelman's proposed Zoning Amendment text regarding Short-term Rentals to the ROS for further research and development on the subject. Mr. Boesler seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

APPROVAL OF MINUTES:

Regular Meeting of 5/7/25:
Amendments: Pg. 5 under "Written Comments Received" correct "Peltonen" to "Stratton" in lines 1 and 3.
Ms. Mangus noted she re-read her Public Comment in the May meeting Minutes, and her comment is stated correctly.

Board Action:
Mr. Boesler made a motion to approve the May 7, 2025, Regular Meeting Minutes as amended. Ms. Peltonen seconded the motion. VOTE: YEAS: All. NAYES: None. Motion carried.

CORRESPONDENCE:
Mr. Gary Yankee, email of support for Uncle Bill's Orchard project.
Mr. Thomas Robb, email of support for Uncle Bill's Orchard project.

REPORTS / PRESENTATIONS / ANNOUNCEMENTS / COMMENTS:

Zoning Administrator – Deb Graber:
ZA Graber's May report was in the meeting packet. She additionally reported she issued eight new permits. A Land Division request came in. Uncle Bill's Orchard SLUP request was heard tonight.

She has received additional complaints regarding Short-term Rentals and a complaint regarding scrap iron. The hot tub on Elk Lake Road has been removed. There are no ZBA Appeals on the docket. There are many new builds and accessory structures underway. The pace of development is increasing. There may be a possible commercial development next to Ginop's.

John Deere has planted trees along the roadway. She spoke with Ginop's about planting trees; when the previously PC approved Ginop's, a corridor overlay was not discussed.

In reference to a comment made at last month's meeting regarding targeting a resident with wood on his property, Ms. Graber clarified the resident hauls in trees and cuts wood to sell. Neighbors would like the wood and debris cleaned up. She is working to resolve this and bring it into compliance.

There are some nuisance areas that need to be resolved; it is her hope a Civil Infraction Ordinance can be adopted to provide the means for successful Ordinance enforcement and reduce attorney involvement.

Mr. Wroubel inquired about two homes being built at Elk Lake and Angel Roads and if they are separate lots. Ms. Graber stated they are not, and the owner is building the homes. A private road/lane has been built. There is the potential for additional homes there.

Chair – Keith DeYoung (Discussion of Joint Meeting)**:** This will be covered in the ROS discussion.

Vice Chair – Rene Stratton: No Report.

Secretary – Denise Peltonen: No Report.

Township Board Representative – Randy Mielnik: Mr. Mielnik reported the Joint Meeting between the Township Board and the Planning Commission was very productive and helpful.

ZBA Representative – Carl Wroubel: No Report.

UNFINISHED BUSINESS:

Wineries and Tasting Rooms Ordinance Direction:
There is currently no Ordinance for Wineries/Cideries and Tasting Rooms in the Township. Ms. Merchant previously submitted a draft and similar Ordinance samples, and has since distributed a revised copy to the Planning Commission. PC Members discussed that this Ordinance would support local farmers in expanding their business.

The PC asked for ZA Graber's input, who expressed it should be defined in Definitions and indicate in what Districts the use is permitted. She suggested it should be a Special Use and require a Site Plan Review by the Planning Commission.

Ms. Merchant acknowledged she owns a business that would like to offer Wine/Cider Tasting. If adopted, Myrtle & Maude's (her business) would apply for a Special Use Permit to modify her current permit. She again indicated she would recuse herself when necessary regarding this matter.

There was discussion about Michigan Liquor Control Commission (MLCC) regulations, which are mandated by the State, and additional review of content in the draft document. Ms. Merchant will take input from this evening and revise the draft Ordinance for in-depth review at the PC's next meeting. Future steps to adopt an Ordinance include attorney review, a Public Hearing and Township Board approval.

Chair DeYoung directed PC Members to review the draft document prior to the July meeting.

ROS (Resident Outreach Sub-committee) Status – Status:
Vice Chair Stratton read aloud the ROS job description for posting in efforts to recruit members of the public for the ROS. This was discussed at the Joint Township Board/Planning Commission meeting. The deadline for submissions is June 25 so that applicants can be reviewed at the July 2 PC meeting.

Township Deputy Supervisor Tim Arends contacted Ms. Stratton regarding the pay schedule which is:
ROS Chair: $120/meeting, ROS/PC Member: $95/meeting, Other ROS Members: $75/meeting

This posting will be placed on the Township website and published in the Elk Rapids News. Other sites will include the Township tax bill, Elk Rapids Chamber of Commerce publication, Mill Creek News online.

Ms. Stratton noted the ROS will not be writing the Short-term Ordinance, but rather provide information to the Planning Commission for drafting the Ordinance. She indicated the ROS is a long-term commitment and will address numerous topics, not solely Short-term Rentals.

There was additional discussion whether the PC would consider multiple Resident Outreach Sub-committees dedicated to specific subjects rather than one ROS that will address every topic; i.e., Short-term Rentals, Road Ordinance, Capital Improvement Plan, etc. There will be one ROS with attrition and interchanging members based on interest and areas of expertise. The ROS will be comprised of seven members.

Mr. Mielnik stated the Road Ordinance and the Capital Improvement Plan will likely involve consultant input as well.

The PC discussed prospective methods for the most effective manner to receive and distribute information and correspondence.

Chair DeYoung asked PC Members for their input on a task list for the ROS to review at next month's meeting.

Updates on Definitions: Postponed.

NEW BUSINESS:

Zoning Ordinance Assessment – Giffels Webster:
Mr. Mielnik introduced Ms. Jill Bahm, AICP, Professional Development Officer and Mr. Andy Aamodt, Sr. Planner of Giffels Webster, who joined the meeting via Zoom. Giffels Webster was hired to conduct a Zoning Ordinance Assessment for Whitewater Township.

Mr. Aamodt recently worked with East Bay Township on their Zoning Ordinance and Giffels Webster is working with Suttons Bay Township on their Master Plan and Zoning Ordinance. Ms. Bahm offered an overview of their services and provided a screen share of her presentation on the in-room television. Ms. Bahm has reviewed Whitewater Township's Master Plan, on which a Zoning Ordinance is based.

She detailed recommendations for changes in several of the Ordinance's Definitions. Clear verbiage, illustrations and easy to understand and access information is imperative and must be consistent with the law and offer predictable outcomes.

Ms. Bahm presented numerous areas of the Zoning Ordinance and briefly detailed improvements or updates:

-District Standards	-Site Plan Review	-Noticing Requirements
-Dimensional Standards	-Land Use Permits	-Administration & Enforcement
-District Intent Statements	-Corridor Overlay PUD	-Non-conformities
-Landscape Standards	-Access Management	-Use Variance
-Groundwater Protection Standards	-Parking and Loading	-Public Hearing
-Development Procedures	-Alternative Energy	-Wineries
-Wetlands & Steep Slopes	-Lighting and Signage	-Outdoor Dining
-Setbacks for Structures	-Alternative Energy	-Sustainability
-Wireless Communications Facilities	-Agriculture	-Stormwater
-Natural Resource Protection	-Building Materials	-Invasive Species

Ms. Bahm will send a copy of the entire Assessment to the Planning Commission.

With regard to Ordinance Amendments, Ms. Bahm advised providing very specific guidelines to an ROS Committee. She will send a survey to the Planning Commission to assess and rank Amendments in terms of high/low priority or high/low effort. She displayed a sample project spreadsheet which is beneficial for planning and documenting activity of individual projects/amendments. This has been well-received by Planning Commissions and assisted them in maintaining focus and organization while tracking progress.

Mr. Mielnik asked Ms. Bahm to send the Planning Commission a survey for Commissioners to apply rankings. The Planning Commission thanked Ms. Bahm and Mr. Aamodt for their time and expertise.

Board Action:

Mr. DeYoung made a motion to continue the meeting past the three-hour mark. Ms. Merchant seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

NEXT MEETING:
The next Planning Commission meeting will be Wednesday, July 2, 2025, at 7:00 p.m.

PUBLIC COMMENT:

Ms. Lisa Bowerman, 8306 Crisp Road, Williamsburg, MI 49690:
Ms. Bowerman shared her noise concerns with Mr. Johnson of AIS. He was very accommodating and stated he had never received any noise complaints. She noted it was likely because residents simply didn't complain and do realize what AIS' business is about. However, the noise has increased and with the rezoning/expansion, people anticipate it will be louder and closer to them. The rezoning request was the impetus for people to express their concerns now.

Additionally, busses fly down Moore and Crisp Road. She called the school to complain a month ago, and nothing has changed. She is often running or walking along the roads and avoids the times the busses run.

Ms. Kim Mangus:
Regarding the Short-term Rental issue, someone has submitted a proposed Ordinance and paid to have it evaluated. She encouraged the PC not to pause but rather get something in place as most short-term rental properties for next year are reserved by August. After seeing how it works, it can be amended if necessary.

On the AIS matter, she stated many people had to leave the last meeting due to its length. She doesn't believe they felt heard. AIS did not reach out to the residents in the notification district. Ms. Bowerman stated AIS' attorney advised against them holding a meeting with residents. Ms. Mangus believes the PC is under the impression AIS had held a meeting with residents. There was no meeting. The modifications they made tonight are a disappointment.

Mr. Mike Jacobson, 7031 Skegemog Point Road, Williamsburg, MI 49690:
AIS is a great asset to the community and he is in favor of their request. Kraig Johnson appears very accommodating. The community is not interested in losing them.

On the matter of the Civil Infraction Ordinance, he previously stated it is a way for neighbors to pick on neighbors. That's not what this community is about. Referencing ZA Graber's report about the firewood comment, he believes that lot may be Agriculture; if so, the resident may not be doing anything wrong.

When he was contacted by Ms. Graber about cleaning up his yard, she mentioned his signs. He wonders if the Township Sign Ordinance is constitutional. He sees many political signs throughout the community, and he is unsure if political preferences play into it.

PC DISCUSSION / COMMENTS:

Action Items for PC Members Reviewed (Discussion):
Ms. Merchant's sample Ordinances related to Wineries/Cideries and Tasting Rooms can be found in the March, 2025, meeting packet, which is on the website.

CONTINUING EDUCATION: -Giffels Webster training materials in meeting packet: "Findings of Fact" and "Motions"

ADJOURNMENT:

Board Action:
Mr. DeYoung made a motion to adjourn the meeting. Mr. Mielnik seconded the meeting.
VOTE: YEAS: All. NAYES: None. Motion carried.

The meeting adjourned at 10:15 p.m.

Submitted by: Kay Z. Held, Recording Secretary