



Board of Commissioners Special Session Minutes

June 22, 2022 / 6:30 p.m.

1. Call meeting to order / Roll Call / Pledge of Allegiance

- President Carlson called the meeting to order at 6:31 p.m.
- Roll Call: President Carlson (Present), Vice President Castro (Present), Commissioner Nichols (Present), Commissioner Baker (Absent).
- Pledge of Allegiance.

2. Public Comment

3. Office Schedule: June 20th – July 12th, July 13 – September 1st

Leslie Cassidy is scheduled for surgery on July 13th, and finds mobility an issue at this time. Until July 13th, Leslie will split her time between working from home and working in the office. As of July 13th, Leslie will be out of the office, working at home when able, until her doctor releases her to come back into the office (approximately 6 weeks after surgery). Kathy Atkins will cover what she can in Leslie's absence.

4. Food Trucks

Kathy Atkins supplied an update on food trucks scheduled at upcoming events.

5. Land Improvements – 36622 N. Hutchins Rd. Property

6. Fall Fest Planning

The Fall Fest planning checklist was discussed item by item to determine who would be handling each item, and what decisions could be made now:

Event Times	4:00 – 11:00 pm	
Permits	Bill Reil	
Beer/Wine	Bill Reil	Kloss' beer truck is scheduled. All beer/wine will be \$5 each
Beer/Wine Tickets	Kathy Atkins	
Food Trucks	Kathy Atkins Angel Castro	


Music	Jerry Baker	Leslie Cassidy will contact DJ for availability and to ask for some mariachi-type music
Activities/Give Aways	Leslie Cassidy Kathy Atkins	
50/50 Raffle	Yes	Bill Reil has tickets
Military/Essential Workers Recognition	Steve Carlson Al Oller	
Firetruck, Ambulance, K9 Unit	Steve Carlson	
Portable Toilets	Leslie Cassidy	2 more basic units needed
Signage	Dave Nichols Kathy Atkins	Will check what signs we have and how to update Will check costs of new signs
Sponsors	Everyone	
Barricades	Leslie Cassidy	
Parking	Dave Nichols Angel Castro	We have permission from Tim Smith to use his property
Set-up/Take-down	Everyone	Leslie Cassidy will ask Rugby about availability
Hand Sanitizer	Leslie Cassidy	We have plenty
Garbage		Handled the same as last year
Layout	Angel Castro	
Consumables	Nancy Carlson	Pretzels
Fireworks	Leslie Cassidy	
Bonfire	Angel Castro	
Set-up/Take-down	Everyone	Leslie Cassidy will contact rugby
Volunteers		Sign up sheets at events, on fliers, newsletter, etc.
Electrical	Dave Nichols	
Tip/Donation Jars	Kathy Atkins	
Security		Not needed
Politicians	Steve Carlson	\$200 each for a table/chair under a tent

The next planning meeting is scheduled for Wednesday, July 20th at 6:30 p.m.

7. Adjournment

Commissioner Nichols makes a motion at 8:02 p.m. to adjourn the meeting, seconded by Vice President Castro. Motion carried.

Respectfully submitted,



Leslie Cassidy
Secretary



Nancy Carlson
President, Board of Commissioners