

TOWN OF MAGNOLIA SPRINGS, ALABAMA

Board of Adjustments

Minutes of July 28, 2010 Meeting

**Revised August 13, 2010**

- Call to order: The meeting was called to order at 3:25 pm. The following were in attendance: Ben Dykema, Supernumerary; Joan Dykes, Ken Johnson, John Reuss and David Worthington; Members.
- Nomination of Officers: Ben Dykema nominated Joan Dykes as Chairperson, David Worthington as Vice Chairman and John Reuss as Secretary. The motion was seconded by Ken Johnson. All nominees were approved unanimously.
- Rules of Procedure: The following rules of procedure were unanimously approved:
  - Meetings will be held the third Wednesday of the month at 4:00pm  
(Meetings will be held only when an application for consideration has been received in accordance with submittal requirements or when called by Chairperson for any other purpose)
  - Application submittal date is 30 days prior to date of BOA meeting
  - A quorum will consist of 5 members (or supernumerary in a regular member's absence)
  - All meetings having a quorum are open to the public
  - The Board will maintain meeting minutes and documents submitted
  - All files are public record and available for public review
- Appointment of Town Staff: It was resolved that Karen Biel, Town Clerk, be appointed the member of the Town Staff to receive process, review applications for completeness and advertise the consideration of applications as required.