

**MINUTES OF THE REGULAR MEETING  
OF THE GURNEE VILLAGE BOARD**

**GURNEE VILLAGE HALL  
SEPTEMBER 9, 2019**

**Call to Order**

Mayor Kovarik called the meeting to order at 7:00 p.m.

**Other Officials in Attendance**

Patrick Muetz, Village Administrator; David Ziegler, Assistant Village Administrator / Community Development Director; Heather Galan, Village Engineer; Bryan Winter, Village Attorney; Brian Gosnell, Finance Director; Christine Palmieri, Director of Human Resources; Chris Velkover, Information Systems Director; Tom Rigwood, Director of Public Works; John Kavanagh, Fire Chief; Brian Smith, Police Chief; Jesse Gonzalez, Deputy Police Chief; Willie Meyer, Police Commander; Ellen Dean, Economic Development Director, Jack Linehan, Assistant to the Administrator

**Roll Call**

**PRESENT: 6-Garner, O'Brien, Balmes, Hood, Thorstenson, Ross**  
**ABSENT: 0- None**

**Pledge of Allegiance**

Mayor Kovarik led the Pledge of Allegiance.

**A. APPROVAL OF CONSENT AGENDA**

It was moved by Trustee Garner, seconded by Trustee Ross to approve the Consent Agenda as presented.

**Roll call,**

**AYE: 6- Garner, O'Brien, Balmes, Hood, Thorstenson, Ross**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

**B. CONSENT AGENDA / OMNIBUS VOTE**

The Village Administrator read the consent agenda for an omnibus vote as follows:

1. Approval of minutes from the August 19, 2019 and August 26, 2019 Village Board meetings.
2. Approval of granting a Temporary Class 9 Liquor License to St. Paul the Apostle Church for an event to be held on September 28, 2019 at 6401 Gages Lake Road.
3. Approval of Payroll for period ending August 16, 2019 in the amount of \$911,600.28.
4. Approval of Payroll for period ending August 30, 2019 in the amount of \$875,659.93.
5. Approval of Bills for the period ending September 9, 2019 in the amount of \$1,535,215.96.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve the Consent Agenda for an omnibus vote as read.

**Roll call,**

**AYE: 6- Garner, O'Brien, Balmes, Hood, Thorstenson, Ross**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

**C. PETITIONS AND COMMUNICATIONS**

1. Approval of Proclamation designating September 15 - October 15, 2019 as Hispanic Heritage Month in the Village of Gurnee.

Mayor Kovarik read into record.

It was moved by Trustee O'Brien, seconded by Trustee Thorstenson to approve of Proclamation designating September 15 - October 15, 2019 as Hispanic Heritage Month in the Village of Gurnee.

**Voice Vote: ALL AYE: Motion Carried**

## **D. REPORTS**

1. Presentation by Finance Director Brian Gosnell – Fiscal Year 2019/2020 First Quarter financial performance.

Finance Director Gosnell presented the following PowerPoint presentation to the Board:

Fiscal Year 2019/2020  
1st Quarter Financial Review  
May 1, 2019 – July 31, 2019  
(Un-audited)

### **Cash & Investments**

- Total \$34,247,815
  - General Fund 71%
  - W&S 14%
  - 21% Checking/Money Market – First Midwest
  - 31% Short-Term Fixed Income – Schwab
  - 48% in Money Markets - IL Funds
- Yield vs. Benchmark
  - Village Portfolio – 2.216%
  - 91 Day T-Bill – 2.080%

### **General Fund – Major Revenues**

Major revenues in total finished ahead of the seasonally adjusted budget and last year.

Sales tax had a strong quarter finishing almost 3% ahead of last year, we do see that soften in the 1st 2 months of the 2nd quarter.

Local Use Tax increases remain strong with the Internet sales legislation.

Amusement Tax negative variance is due to a one-time payment of \$500k received in the 1st quarter last year.

Hotel Tax is due to the timing of the opening of Great Wolf.

Telecom Tax has a large positive variance due to a large settlement between the State and a telecom company.

The large positive in income tax is also a timing issue as the State accelerated payments last year as part of the budget package.

### **General Fund Revenues**

General Fund Revenues in total finished the quarter at 26.41% of budget.

Taxes finished ahead of budget largely due to the timing of Road & Bridge Taxes.

Licenses & Permits is under budget due to the timing of Business and Liquor Licenses, which will happen in the 3rd and 4th quarters.

Intergovernmental revenue finished under budget due to the timing of SAFER grant receipts.

Charges for service finished ahead of budget due to the timing of contracts and ambulance billing.

Fines & forfeitures finished ahead of budget due to the timing of collections from the state IDROP program.

Positive variances in Interest Income and other sources due to a reimbursement from a large property damage claim.

### **General Fund Expenses**

Total General Fund expenditures finished the quarter at 24.39% of budget.

Negative variances in Salaries and Wages are due to the timing of payrolls.

Negative variance in Other Contractual Services is due to insurance premiums

All other categories are below budget at this point.

### **Water & Sewer Fund Revenues**

Water & Sewer Fund revenues finished the quarter at 22.38% of budget.

Charges for service is down due to seasonality but also with water usage which is down 2.1% from last year.

### **Water & Sewer Fund Expenses**

W&S Fund expenses finished the quarter at 22.57% of budget with negative variances due to timing of insurance premiums in the Employee Benefits and Other Contractual Services.

### **Police & Fire Pension**

- Police Pension (Ziegler & Stratford)
  - Avg. Monthly Portfolio Balance - \$54.33m
  - FY20 Gains/Income – \$352k
  - FY20 Annualized Return – 2.59%
  - 12 month Rolling Return – 6.65%
  - 36 month Rolling Return – 9.27%
- Fire Pension (Sawyer Falduto)
  - Avg. Monthly Portfolio Balance - \$39.99m
  - FY20 Gains/Income – \$693k
  - FY20 Annualized Return – 6.94%
  - 12 month Rolling Return – 5.38%
  - 36 month Rolling Return – 7.60%

### **Economic Conditions**

Gosnell noted the following points regarding the overall state of the economy;

- Longest Expansion on Record
- September Federal Reserve Beige Book/Bureau of Labor Statistics
  - Economy Expanding at Modest Pace
  - Consumer Spending Remains Strong
  - Employment & Wages Strong
  - Manufacturing, Agriculture Down
  - Overall the consumer, job market and wages are strong, but certain sectors are weakening largely due to the impact of trade policy.
- Other Factors that could impact the chance of a recession include;
  - Trade Negotiations
  - Domestic Politics/Election Cycle
  - Fiscal Policy – Tax & Spend
  - Monetary Policy - Federal Reserve Actions
- Village Response to a potential recession include;
  - Multi-Year Financial Forecast Scenarios
    - Modeling shows us the potential scope of a recession.
  - Fiscal Contingency Plan
    - List of actions the Village can take in the event of a recession, updated annually as part of the budget process.
  - Fund Balance in excess of policy
  - Payoff Series 2011
  - Park District Debt Expiration

### **Questions:**

Trustee Thorstenson stated that while the Village is considering paying off the series 2011 bonds early, the expense of Fire Station #3 will be coming in the future.

Director Gosnell agreed and stated the discussing of paying for Fire Station #3 will be forthcoming.

2. Presentation by Assistant to the Finance Director Erica Wells – Proposed approach to Village banking services.

Assistant Finance Director Wells presented the following Power Point presentation to the Board:

Banking Services RFP  
Regular Village Board Meeting  
September 9th, 2019

#### **Current Banking Setup**

- First Midwest Bank
  - Primary Bank for day to day services
  - Banking relationship 20+ years
- Gurnee Community Bank (Wintrust)
  - \$3.75m deposit Money Market acct.
- Huntington Bank
  - Electronic Payments for Water Bills (AR Box)
  - \$20k Deposit relationship
- IL Funds
  - \$10m deposit Money Market acct.
- Schwab (Sawyer Falduto)
  - \$10m Investment Account

#### **Banking RFP Process**

- May 20<sup>th</sup>
  - Village Board approved banking RFP
  - Staff mailed RFP to 10 local banks
  - Low response rate
  - Staff adjusted RFP dates
  - Re-sent RFP documents to Govt. banking officers
- July 31<sup>st</sup>
  - Staff received 7 competitive RFP responses
    - Associated Bank, Chase Bank, First American Bank, First Midwest Bank, Gurnee Bank, Huntington Bank and 5/3<sup>rd</sup> bank.

#### **Evaluation Criteria**

- Responsiveness to the RFP
- References
- Ability to perform services
- Fees
  - Earnings Credit Rate (ECR)
  - Monthly bank fees
    - Minimum required balance to offset fees
  - Interest rates
- In-Person Interviews
  - First Midwest Bank
  - Gurnee Community Bank
  - Huntington Bank

#### **ECR (Earnings Credit Rate), Fees, Interest**

Currently the Village keeps approximately \$8 million in a combination of checking and money market accounts to cover day to day operations as well as fluctuations in balances,

Gurnee Bank's ECR at 2.40% tied to FED fund rate and lowest balance required to offset balances at just under \$1 million results in a net to the Village just over \$14,000 a month in interest.

With the competitive ECR rate, the Village is able to start earning interest much faster at Gurnee Bank.

The Village's current ECR is at .35% determined by the bank and has only increased in the past when Village staff has requested an increase.

**Staff Recommendation**

- Gurnee Community Bank (Wintrust)
  - Primary day to day services
  - High interest savings or money market account
- First Midwest Bank (incumbent)
  - High interest savings or money market account
- Huntington Bank
  - Money Market/Investment Account
  - Continue AR box relationship
  - Add Purchasing Cards/AP Cards
- Benefits of Proposed Multi-Bank Relationship
  - Built-in comparison/competition
    - Technology, current and future
    - Updates to identity theft/security techniques
    - Services, changes in service delivery methods
    - Industry trends
    - Track/verify/compare interest rates
  - Other Banking Needs
    - Capital leases

**Board Consensus**

Village Staff is looking for Board Consensus to move forward with banking relationship recommendation.

**Questions/Comments:**

Trustee O’Brien asked regarding the ECR floating rate if the economy is in a recession could that go negative.

Gosnell stated that historically he’s never seen the Illinois fund rate go negative. Trustee O’Brien responded by thanking the Finance Director for the switch to Gurnee Bank which results in an extra \$60,000 in revenue.

Trustee Hood stated that he trusts and appreciates the recommendation of moving forward with switching over to Gurnee Community Bank.

Trustee Thorstenson asked if the fund balances in the bank irrespective of the bank we choose to bond with or should the Village put some of their assets in the chosen bank as well.

Director Gosnell stated we can do that with any of the three recommendations as well.

Administrator Muetz concluded stating the Finance Director will finalize all the details and bring formal consideration back to the Board for a vote in the near future.

**E. OLD BUSINESS**

None.

**F. NEW BUSINESS**

1. Approval of Ord. 2019 – 56 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for 1495 Cemetery Road (Warren Cemetery and Funeral Home signage).

Administrator Muetz said Warren Cemetery appeared before the Planning and Zoning Board on August 7th requesting to allow the installation of a 96 sq. ft. double-faced 12.13-foot tall box sign along their Grand Avenue frontage to replace the existing ground sign. Signage for this site is complicated by the fact that the Cemetery was established years ago as a permitted use, but with the adoption of the Zoning Ordinance (ZO) update in 2015, the use is now classified as a special use. The ZO also required sign standards for the use be established via the Special Use Permit hearing process, but since the use was already established, this was never done. Under the Zoning Ordinance “rules of transition”, a use that was permitted by right prior to the Ordinance’s adoption, which becomes a special use by virtue of the adoption of the new Ordinance, is deemed to be a lawful special use. A special use public hearing was held on August 7, 2019 to review a ground sign request. As a guide, the underlying Ordinance provides a height of 8 feet and a size of 40 sq. ft. for permitted uses in residential zoning districts. The PZB considered unique characteristics associated with this location,

including the number of lanes, speed of traffic, and proximity to the entrance ramp onto the Tollway. The PZB acknowledged these site conditions, but some felt in order to have a larger sign, it should be a higher quality sign (as the Sign Code allows). As proposed, the Cemetery sign (box sign) is the lowest quality sign identified by the Village's sign code. Following discussion, the PZB is forwarding a 4-2 favorable recommendation.

Trustee Thorstenson asked if what was in her packet is the current rendering.

Warren Cemetery representative Wayne Allison said yes.

Trustee Thorstenson asked how the time and temperature display will operate.

Mayor Kovarik said the display will flip between the two.

Trustee Balmes said she doesn't care much for the sign on Grand Avenue but will go along with the recommendation. She asked what plans they have for the sign at the main entrance.

Mr. Allison said they are in the process of upgrading that sign within the Village guidelines.

Trustee Balmes said it will be nice to have a sign but doesn't understand how it will help since there isn't an entrance off Grand Avenue into the cemetery. She said this is a difficult situation.

Mr. Ziegler said they are not including the address on the sign and it is not part of the original recommendation.

Trustee Ross said she also doesn't like the sign and is concerned about the time and temperature aspect.

Mr. Allison said the time and temperature will attract people to look at the sign.

Mayor Kovarik said Trustee Ross asked if you could remove the time and temperature.

Bill Jaehnig, Funeral Home Director, said they would be fine with removing the time and temperature.

Trustee Garner said his concern with the size of the sign and asked how it compares to the Menards sign.

Mr. Ziegler said this sign is substantially smaller than the Menards adding it is half the length and two-thirds the height. He said if this was a commercial site the proposed sign would just about be permitted by right.

Trustee Garner said he is concerned about the amount of bricks and believes the design of the sign could have been more creative. He said if we are going to put something up on Grand Avenue it should be nice.

Mr. Allison said with the landscaping around the sign it will be nice.

Mr. Ziegler said the picture in the packet is not in scale and the completed sign will not be as brick heavy as it appears in the drawing.

Mayor Kovarik said based on our discussion we are not allowing the time and temperature function on the sign.

Trustee Thorstenson said she is not offended with the time and temperature and thinks the bricks look nice. She asked if we have a time and temperature sign in the area.

Mr. Ziegler said no.

Mayor Kovarik said she is concerned it could be a distraction to drivers.

It was moved by Trustee Ross, seconded by Trustee Hood to approve of Ord. 2019 – 56 granting a Special Use Permit pursuant to the Gurnee Zoning Ordinance for 1495 Cemetery Road (Warren Cemetery and Funeral Home signage).

**Roll call,**

**AYE: 5- O'Brien, Balmes, Hood, Thorstenson, Ross**

**NAY: 1- Garner**

**ABSENT: 0- None**

**Motion Carried.**

2. Approval of Ord. 2019 – 57 adding one Class 4 Liquor License by Amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code Entitled "Alcoholic Beverages." (Aldi – 7520 Grand Avenue).

Administrator Muetz said construction on the new Aldi store on the west side of the Village continues to progress. Similar to other grocery stores Aldi has requested a Class 4 liquor license which allows the sale of alcoholic liquor only for consumption off the premises where sold. The Police Department has reviewed the application and found nothing to preclude issuance of the license.

It was moved by Trustee Balmes, seconded by Trustee O'Brien to approve of Ord. 2019 – 57 adding one Class 4 Liquor License by Amending Section 6-56 of Article II of Chapter 6 of the Gurnee Municipal Code Entitled "Alcoholic Beverages." (Aldi – 7520 Grand Avenue).

**Roll call,**

**AYE: 6- Garner, O'Brien, Balmes, Hood, Thorstenson, Ross**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

3. Approval of Ord. 2019 – 58 authorizing execution of a Professional Services Agreement with Concentric Integration for Knowles Road Water Tower SCADA integration.

Administrator Muetz said the Knowles Road Tower continues to progress. Following paint, the Tower will need to be integrated into the Village's Supervisory Control and Data Acquisition (SCADA) system. SCADA integration was left out of the tower construction contracts in order to give the Village more control over the vendor and implementation/set-up. The Village has worked with Concentric for many years, dating back to the original implementation of the SCADA system. Concentric is very familiar with the Village's system and has provided a not to exceed estimate of \$34,790.00 to bring the Knowles Road Tower into the system. The appropriate funding was included in the FY 19/20 Budget.

It was moved by Trustee Balmes, seconded by Trustee Ross to approve of Ord. 2019 – 58 authorizing execution of a Professional Services Agreement with Concentric Integration for Knowles Road Water Tower SCADA integration.

**Roll call,**

**AYE: 6- Garner, O'Brien, Balmes, Hood, Thorstenson, Ross**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

4. Approval of Ord. 2019 – 59 accepting a Plat of Dedication for Public Roadway Use – Garnet Court.

Administrator Muetz said the Community Development Department was approached earlier this year with a request to formally accept the dedication of Garnet Court in the Victorian Village Subdivision. Garnet Court is the only remaining private street within the subdivision. The Village agreed to provide snow removal services for Garnet Court several years ago and is now proposing to formally accept the roadway for public maintenance.

It was moved by Trustee Ross, seconded by Trustee Thorstenson to

approve of Ord. 2019 – 59 accepting a Plat of Dedication for Public Roadway Use – Garnet Court.

**Roll call,**

**AYE: 6- Garner, O'Brien, Balmes, Hood, Thorstenson, Ross**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

5. Approval of Information System Division and Police Department recommendation to award the 2019 Police Mobile Data Computer Replacement Project to the low bidder, CDWG, at a cost of \$131,229.15.

Administrator Muetz said the FY 19/20 Approved Budget includes the replacement of mobile data computers in police squads. The current Coban units are combined mobile data computer (MDC) and in-car video units. They are running Microsoft's Windows 7 Operating System. Windows 7 support will end on January 14, 2020 and Coban does not support Windows 10 on the current units. Second, the Police Department has received approval from the Board to move the in-car video away from Coban's solution and instead leverage Axon's in-car video solution. This represents a transition away from combined computer and video units. As such, Information Systems and Police Department staff issued a Request for Proposals (RFP) for twenty-six Police Department MDCs. The RFP required specific manufacturers and model numbers based on a combination of market research, customer references, support programs, product demonstrations and field testing criteria. The Village received five responses, one of which did not meet all of the requirements and therefore is being considered non-responsive. Of the remaining four responses, CDWG was the low bidder at \$131,229.15. Staff estimated the cost to be between \$145,000 and \$165,000. The expense will be covered by the Northeast Lake County Consolidated Emergency Telephone System Board. The Village has worked with CDWG in the past and has been very pleased with the service and support.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Information System Division and Police Department recommendation to award the 2019 Police Mobile Data Computer Replacement Project to the low bidder, CDWG, at a cost of \$131,229.15.

**Roll call,**

**AYE: 6- Garner, O'Brien, Balmes, Hood, Thorstenson, Ross**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

6. Approval of Police Department recommendation to waive the formal bidding process and contract with Ultra Strobe Communications for outfitting police squads with new computer mounts and associated hardware at a total cost of \$33,057.20.

Administrator Muetz said the new MDCs (mobile data computers) create a need for new mounting hardware and related equipment. This was expected and included in the FY 19/20 budget. The Department did look at trying to modify the current center consoles, but has determined this is not a very good option. This is also an opportunity to standardize all equipment in the squad fleet. Currently the vehicles have 2 different center console set-up provided by different vendors. This will allow us to normalize the equipment. The Village recently switched outfitters as it relates to the Police fleet. The new outfitter, Ultra Strobe, comes with very good references, has provided a lower cost for the same service and to date has been very responsive to our requests. Similar to our Public Works fleet, working with the same vendor across vehicles is very important and has proven to be very useful. As a result, the Police Department is requesting to waive the formal bidding process and move forward with Ultra Strobe to outfit 21 squads with new center console and related equipment to support the new MDCs.

It was moved by Trustee Thorstenson, seconded by Trustee Ross to approve of Police Department recommendation to waive the formal



bidding process and contract with Ultra Strobe Communications for outfitting police squads with new computer mounts and associated hardware at a total cost of \$33,057.20.

**Roll call,**

**AYE: 6- Garner, O'Brien, Balmes, Hood, Thorstenson, Ross**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

7. Approval of Fire Department recommendation to contract with CrewSense, LLC, at an annual cost of \$5,073.00 for custom payroll software.

Administrator Muetz said the Fire Department scheduling and attendance process is very complex due to minimum manning requirements, Kelly Days, etc. As such, the Department has used a multi-layered piecemeal approach that utilizes the Village's email/calendar software, Excel and manual entry. The Department has been researching more efficient scheduling software for some time, but this effort was put on hold while new financial software was being implemented. With the Munis financial software now implemented, the Department once again began researching software that would meet management and employee needs, increase efficiency and reduce human error. A review committee comprised of staff from the Fire Department and Human Resources, Finance and Information Systems Divisions was formed. Following demonstrations, internal evaluation and reference checks, the Committee is recommending CrewSense software to streamline the Gurnee Fire Department's scheduling needs. CrewSense is customizable cloud-based software provided by Target Solutions, who the Department has a working relationship with as it is the current training software provider. The software will generate a CSV file at the end of each payroll which can then be imported into the Munis financial software from processing. The per user annual rate is \$89.00 resulting in a total annual cost of \$5,073.00 for the 57 shift employees in the Fire Department.

Trustee Thorstenson asked if there are any upfront costs.

Jodi Luka, Fire Department Management Analyst, said there are no upfront costs.

Trustee Balmes asked if the cost will fluctuate based on staffing.

Administrator Muetz explained the price is based on the employee count, so if additional employees are added it will increase.

It was moved by Trustee Balmes, seconded by Trustee Garner to approve of Fire Department recommendation to contract with CrewSense, LLC, at an annual cost of \$5,073.00 for custom payroll software.

**Roll call,**

**AYE: 6- Garner, O'Brien, Balmes, Hood, Thorstenson, Ross**

**NAY: 0- None**

**ABSENT: 0- None**

**Motion Carried.**

**G. PUBLIC COMMENT**

**Sarah Crawford  
5886 Hancock Ln  
Gurnee, IL**

Ms. Crawford provided the Village Board a summary of a meeting that took place at the Warren Newport Public Library regarding ethylene oxide. She requested the Mayor and Village Board work with the group and was disappointed that no elected officials from Gurnee attended after being invited via email.

Mayor Kovarik stated she did not receive the email invite.

**Tea Tanaka  
17599 W. Dartmoor  
Grayslake, IL**

Ms. Tanaka stated the Village Board was invited to the meeting via email. She expressed frustration with perception of the Village's efforts to date with addressing ethylene oxide, stating in her opinion the Village has done nothing.

Trustee Ross attempted to respond to the statement that the Village has done nothing.

Mayor Kovarik requested she not make a statement as Public Comment is not a debate.

Ms. Tanaka again expressed her opinion that the Village has done nothing to date except pay for one-third of the air monitoring. She then expressed concerns with air monitoring results and ethylene oxide emissions.

Mayor Kovarik clarified that her statement to the reporter was to use actual vs estimated figures as they were available and that she objected to monitoring early-on as there was nothing that could be done with the testing results at that time.

**Sarah Crawford**  
5886 Hancock Ln  
Gurnee, IL

Ms. Crawford provided further information about the email she sent to the Village Board inviting it to the meeting.

Mayor Kovarik repeated she did not receive the email.

**Diane Surufka**  
1336 Sunrise Ln  
Gurnee

Ms. Surufka asked how she should communicate with the Village Board. She then expressed concerns with air monitoring results and canisters that were labeled as "non-detect." She concluded by encouraging Village Board members to attend an upcoming meeting on October 5<sup>th</sup>.

**Melanie Brown**  
4231 Fieldstone Dr  
Gurnee, IL

Ms. Brown stated she wants businesses in the Village to operate in a safe manner. She encourage the Village Board to partner with concerned members of the public to help address ethylene oxide concerns.

**Julie Hughes**  
4218 Cobblestone  
Gurnee, IL

Ms. Hughes stated she became aware of ethylene oxide this summer and would like to see the Village Board to partner with concerned members of the public to help address ethylene oxide concerns.

**Tatyana Santamaria**  
4839 Kings Way  
Gurnee, IL

Ms. Santamaria stated she continues to wait for a Town Hall meeting to be held to discuss air monitoring results.

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**Closing Comments**

None.

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**Adjournment**

It was moved by Trustee Thorstenson, seconded by Trustee Balmes to adjourn the meeting.

**Voice Vote:    ALL AYE:    Motion Carried.**

Mayor Kovarik adjourned the meeting at 8:26 p.m.

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**Andrew Harris,**  
Village Clerk