

**VILLAGE OF HUNTLEY
AND
CONSOLIDATED SCHOOL DISTRICT 158
TUESDAY, OCTOBER 19, 2010
MINUTES**

CALL TO ORDER:

A Joint Meeting of the Village of Huntley and Consolidated School District 158 was called to order on Thursday, October 19, 2010 at 6:35 p.m. in the Municipal Complex Village Board Room located at 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

PRESENT REPRESENTING THE VILLAGE OF HUNTLEY:

Mayor Charles Sass; Trustees: Pam Fender, Jay Kadakia, Niko Kanakaris, Paul Mercer and John Piwko.

PRESENT REPRESENTING CONSOLIDATED SCHOOL DISTRICT 158:

President Kevin Gentry; Board Members: Don Drzal, Kim Skaja, Mike Skala, Anthony Quagliano, Aileen Seedorf and Paul Troy

ABSENT: Trustee Leopold

VILLAGE STAFF IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read, Police Chief John Perkins, Director of Finance and Human Resources Jennifer Chernak and Director of Public Works Jim Schwartz.

SCHOOL DISTRICT 158 STAFF IN ATTENDANCE: Superintendent Dr. John Burkey, Chief Financial Officer Mark Altmayer, Chief Academic Officer Dr. Mary Olson and Executive Assistant to the Superintendent Naomi Fettes.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Mayor Sass.

BOARD OF TRUSTEES, SCHOOL BOARD MEMBERS AND STAFF INTRODUCTIONS

Mayor Sass thanked the School District for attending the meeting and introduced the Village Board Members and Staff in attendance.

President Gentry introduced the School Board Members and Staff in attendance.

AGENDA ITEM OVERVIEW

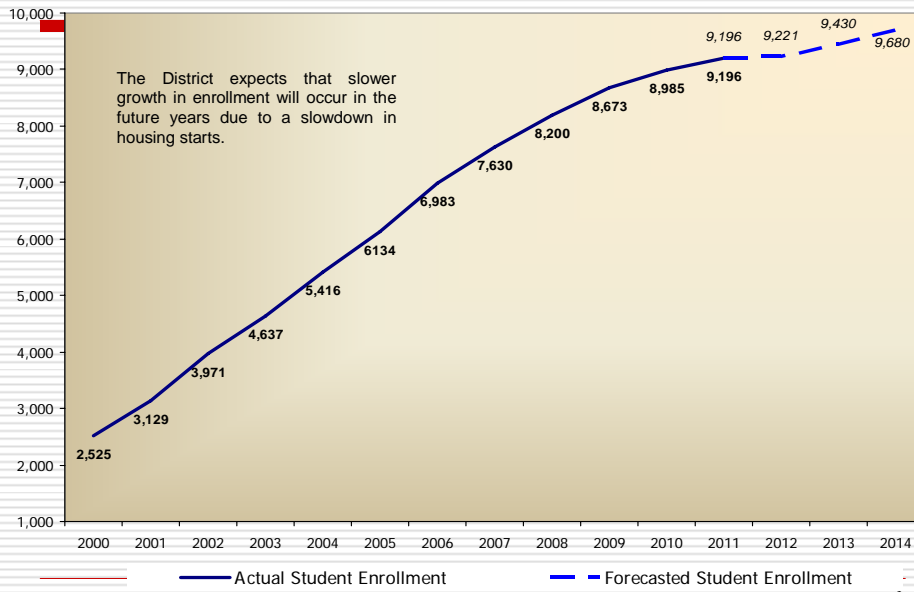
Mayor Sass reviewed the items on the agenda.

CONSOLIDATED SCHOOL DISTRICT #158'S PRESENTATION

- a) An overview of the state of Consolidated School District 158, specifically in the areas of student achievement and financial challenges, and the importance of these factors in relation to the larger community.

Dr. Burkey and staff reviewed the following Power Point Presentation:

Enrollment Trends For the School Years 1999/2000 – 2013/2014

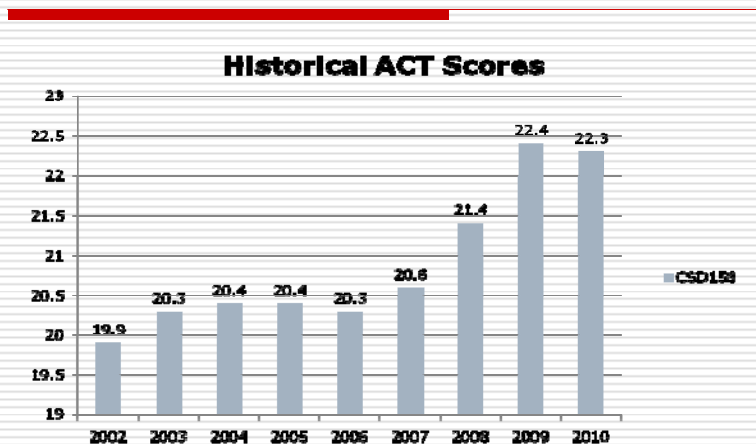


Dr. Burkey reported that K-Grade 5 enrollment has leveled off but the District is still growing and it is anticipated that the high school will have 3,000 students in 2017.

In terms of Overall Math and Reading Achievement on all ISAT and PSAE tests (Grades 3-11), the percentage of students meeting or exceeding state standards is the second highest of every unit district in the state of Illinois, at or below our spending level. Dr. Burkey reported that the District is getting better or the same results with the current resources than other districts are with more financial resources.

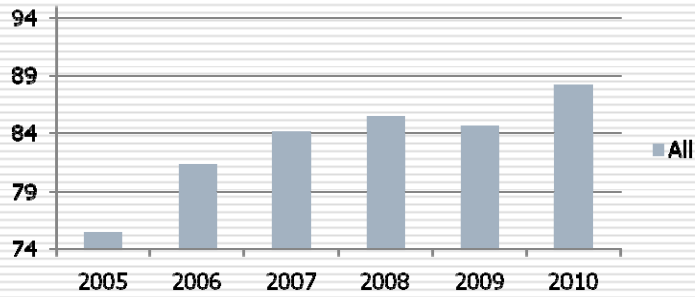
District 158 was one of the few districts that was able to balance the FY 2011 budget while not cutting programs for students and not laying off teachers.

Consolidated School District 158 A Student Achievement Glance



Consolidated School District 158
A Student Achievement Glance

**Historical 3rd Grade
Reading Scores**



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Consolidated School District 158
A Financial Glance

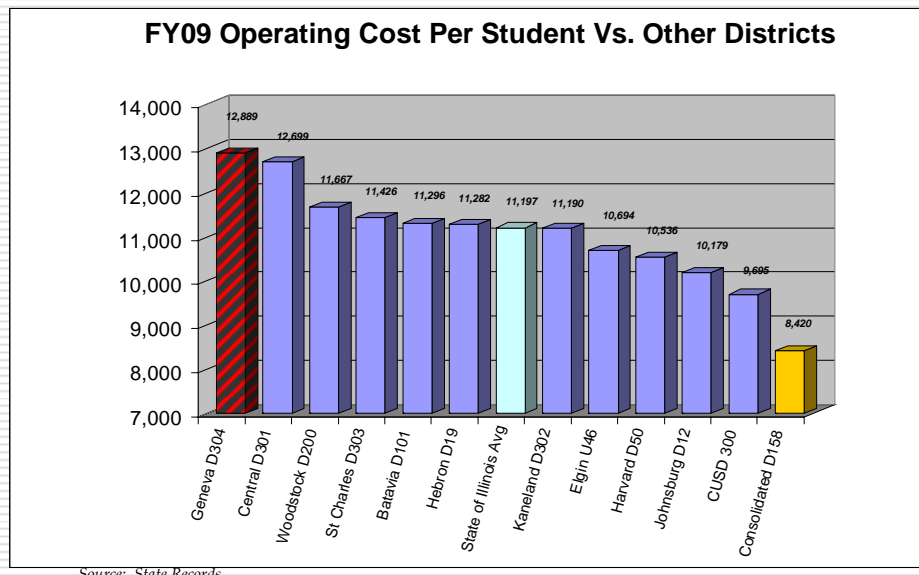
FY09 at a Glance:

	FY 09 Actuals	FY 10 Budget
Operating Revenues	\$ 72,079,994	\$ 76,692,829
Operating Expenditures	\$ 72,815,847	\$ 75,921,066
Operating Surplus (Deficit)	\$ (735,854)	\$ 771,763

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Chief Financial Officer Mark Altmayer reported that D158 has 1,600 employees which include 1,200 full-time and 400 part-time employees; 100+ buses; 3,000 personal computers; the District manages its own fleet and food service operation which serves 8,000 meals per day.

FY09 Operating Cost Per Student Vs. Other Districts



Source: State Records

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Other Key Points:

- ✓ Revenues from the State & Federal Government are **NOT** guaranteed
- ✓ CPI has a lasting impact on how much we collect in Real Estate Taxes year over year
- ✓ Our number one asset is people and our number one cost is also people (73% of the budget is due to salaries/benefits)
- ✓ In the FY10 Budget, we made significant budget cuts in O&M and Technology

Fiscal Year 2010 5 Year Plan Overview

Key Components/Assumptions of the Plan:

- Revenues
- Salaries & Benefits
- Debt Services

Revenue Scenarios (3):

1. Most Approximating Today's Economy
2. Best Case
3. Worst Case

Operating Results Scenarios (2):

1. This is the Revenue Scenario most approximating today's economy while the HEA, HESPA & all other salaries continue at the same rates in non-contract years.
2. This is the best case Revenue Scenario while the HEA, HESPA & all other salaries are 3.5% in non-contract years.



Consolidated School District 158 – 5 Year Plan For the School Years 2009/2010 – 2013/2014

Operating Results Scenario 1

Scenario #1 *Revenue Scenario # 1 and Salary Scenario #4. Revenue Scenario Most Approximating Today's Economy - Average CPI Growth, Moderate Real Estate Market, Enrollment in line with Kasarda A and Foundation Level Flat in FY11 and then Increasing with CPI. HEA, HESPA & All Other Salaries continue at same rates in non-contract years.*

	FY 12 Plan	FY 13 Plan	FY 14 Plan
Tax Levy	\$ 49,612,510	\$ 51,832,764	\$ 54,487,587
General State Aid	14,592,001	16,341,760	17,074,945
CPPRT	525,000	550,000	575,000
Transportation Claim	3,256,695	3,375,112	3,205,666
All Other	11,314,645	11,605,872	11,924,453
Total Operating Revenues	\$ 79,300,851	\$ 83,705,508	\$ 87,267,652
Salaries	\$ 52,164,792	\$ 55,268,497	\$ 58,623,303
Employee Benefits	10,912,377	10,784,724	11,688,963
Purchased Services	8,020,017	7,846,828	7,975,268
Supplies & Materials	8,228,442	9,422,459	8,939,850
Capital Outlay	1,544,741	1,265,993	1,112,721
Other Objects	4,929,974	2,370,590	2,497,923
Total Operating Expenditures	\$ 85,805,088	\$ 86,959,090	\$ 90,838,027
Operating Surplus (Deficit)	\$ (6,504,237)	\$ (3,253,583)	\$ (3,570,376)
Beginning Fund Balance	\$ 11,487,847	\$ 4,983,609	\$ 1,730,027
Ending Fund Balance	\$ 4,983,609	\$ 1,730,027	\$ (1,840,349)

Points To Consider

1. Today's rate of spend with average CPI growth over the Plan Years
2. This would tell us where we will end up if we continue at this rate of spending.

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Consolidated School District 158 – 5 Year Plan For the School Years 2009/2010 – 2013/2014

Operating Results Scenario 2

Scenario #2 *Revenue Scenario #2 and Salary Scenario #3. Best Case Revenue Scenario - CPI Growth Exceeds Average, Aggressive Real Estate Market in FY11, Enrollment increases in line with Kasarda A/B, Foundation Level Increasing with CPI. HEA & HESPA Salaries 3.5% in non-contract years, Salaries All Other are 3.5% for all Plan Years.*

	FY 12 Plan	FY 13 Plan	FY 14 Plan
Tax Levy	\$ 49,977,699	\$ 53,624,390	\$ 58,728,588
General State Aid	19,223,429	22,545,841	23,901,145
CPPRT	575,000	625,000	650,000
Transportation Claim	3,302,021	3,552,156	3,541,221
All Other	11,623,250	12,112,704	12,633,691
Total Operating Revenues	\$ 84,701,399	\$ 92,460,091	\$ 99,454,644
Salaries	\$ 52,018,768	\$ 54,309,675	\$ 56,773,014
Employee Benefits	10,882,223	10,722,117	11,591,262
Purchased Services	8,020,017	7,846,828	7,975,268
Supplies & Materials	8,228,442	9,422,459	8,939,850
Capital Outlay	1,544,741	1,265,993	1,112,721
Other Objects	4,929,974	2,370,590	2,497,923
Total Operating Expenditures	\$ 85,628,911	\$ 85,937,662	\$ 88,890,037
Operating Surplus (Deficit)	\$ (927,512)	\$ 6,522,429	\$ 10,564,607
Beginning Fund Balance	\$ 13,506,979	\$ 12,579,467	\$ 19,101,896
Ending Fund Balance	\$ 12,579,467	\$ 19,101,896	\$ 29,666,503

Points To Consider

1. Reduced rate of spend with above average CPI growth over the Plan Years
2. This would tell us where will end up if we reduce spending with a much improved economy

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Fiscal Year 2011
BUDGET



Consolidated School District 158
FY 11 Budget

	FY 09 Actuals	FY 10 Budget	FY 11 Budget
Operating Revenues	\$ 72,079,994	\$ 76,692,829	\$ 74,269,725
Operating Expenditures	\$ 72,815,847	\$ 75,921,066	\$ 74,871,561
Operating Surplus (Deficit)	\$ (735,854)	\$ 771,763	\$ (601,836)##

\$774k is the ARRA Initiative carryover surplus from FY10

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KEY POINTS

- ✓ To date, Administration and the Board of Education have acted judiciously to reduce costs over the past two years. These pre-emptive decisions have allowed the District to avoid any reductions in force and minimize the impact to the classroom.
- ✓ Total Operating Revenues are down approximately \$2.4M from the FY10 Budget, primarily driven by the decrease and uncertainty in funding from the State of Illinois.
- ✓ While Salaries & Benefits have increased approximately \$1.9M associated with the HEA Collective Bargaining Agreement, reductions have been made whereby total Salaries & Benefits have only increased \$511k from the FY10 Budget.
- ✓ Total Operating Expenses have been reduced significantly in the FY11 Budget, whereby the FY11 Operating Expenditures are flat with the FY10 Budget.
- ✓ State Revenues decreased \$4.3M or 21% from FY10, the result of decreases and cuts in the State Education Budget combined with the uncertainty that the State will be able to fulfill its Categorical payment obligations.
- ✓ Tax Levy revenue increased \$1.6M from FY10.

BUDGET CUTS & DEFERRALS

\$1.0M - Deferred the repair of Academic Drive and other misc. building improvements
\$800k – Reduced / deferred Technology’s need for PC replacement

\$648k – No new teacher hires in FY11 - approximating 14 new hires
\$570k – Reduced bus purchases to FY10 Budget amounts – in turn, leased buses rather than purchased
\$536k – Reduced student supervision, staff development, lunch room Supervisor hours, travel expenses, mentoring stipends, overtime budget
\$500k – Implemented a modified hiring freeze and did not replace approximately 12 open positions.
\$500k – Reduced / deferred Building Improvements to the FY10 Budget Amount
\$390k – Contracted Custodial cut 22%
\$510k – HESPA/Non-Union salaries remain flat in FY11 – no increase
\$600k - Textbooks held to FY10 budget amounts
\$241k – Energy costs Budgeted to stay flat with FY10 (Natural Gas & Electric)
\$174k – Reduced Supplies & Materials by 10%, excluding Café (food) and Transportation

CONCLUSIONS & RISKS

- ✓ State Revenues – There is no guarantee that the State will be able to pay what has been budgeted in the District’s FY11 Budget.
- ✓ General Execution Risks – While the Budget itself is strong, it is no guarantee of success; i.e., because the District has deferred many of its expenses over the past two years, unplanned expenditures in the area of O&M and/or Technology are possibilities. As such, the focus must be on executing the plan to deliver the right results.
- ✓ Ability to Modify Course – Should the results begin to slip at any point, Administration must make the adjustments that are necessary to meet the plan.

Chief Financial Officer Altmayer noted that the State owes D158 \$2.5 million from 2009.

VILLAGE OF HUNTLEY PRESENTATION

- a) Overview of Strategic Plan 2011 - 2015
- b) Financial & Economic Conditions
- c) Major Capital Improvement Projects

Village Manager David Johnson reviewed a Power Point Presentation and reported that the Village is doing much of the same cost reductions as D158 such as the termination of the cleaning contract and the hiring of part-time employees to do the cleaning; the Village is also uneasy with the delayed payments from the State of Illinois; and, 85 employees service the community of over 23,000 residents.

Introduction:

The Board recently completed a strategic plan that identifies goals and objectives for the years 2011 through 2015 and provides a vision through 2020.

- The Strategic Plan will be reviewed annually as part of the budget process.
- It will serve as a guide to developing one-year action plans to be incorporated in each year’s budget.

Mission Statement

The mission of the Village of Huntley, its elected officials and staff is to achieve excellence in the management and delivery of municipal services in a reliable, efficient, fiscally, and socially responsible manner.

Vision Statement

In 2020, Huntley will be a leader in the Chicago metropolitan region and the location of choice for residents, businesses, and visitors, offering a wide range of housing options, shopping and dining opportunities, employment centers, educational opportunities, and entertainment venues.

Values

In implementation of the Strategic Plan, the Village of Huntley values friendliness, teamwork, public engagement, respect, integrity, professionalism, innovation, and being a community of choice.

Strengths Weaknesses Opportunities & Threats (SWOT)

- Strengths identified include quality of life, strategic location, and management of the organization by the Board and staff.
- Weaknesses include the existing status of the downtown, limited local job opportunities, and lack of entertainment options.
- Opportunities exist for revitalizing the downtown, innovation in policies and procedures, and making Huntley a destination location.
- Threats are primarily external, as the national and state economies have significant impact on the cost of doing business as well as on revenue available to sustain and expand services.

Quality Municipal Services

Setting the standard for managing and providing quality municipal services while maintaining a commitment to preserving our history, environment, and unique demographic make up.

Goals: Improve service delivery methods throughout all departments; Enhance communications with residents, businesses, and others; Maintain and enhance commitment to organizational development; Establish a balance between preserving unique historical structures while encouraging redevelopment opportunities; Enhance the financial position of the Village

Enhanced Quality of Life

Protecting and enhancing the quality of life and preserving resources for future generations

Goals: Promote responsible property ownership and tenants in all neighborhoods and commercial developments; Maintain public safety throughout the Village; Protect natural resources

Partnerships and Collaboration

Building partnerships and collaborating with the private sector, community organizations, local taxing bodies and other communities to meet challenges and create opportunities for the future

Goals: Promote intergovernmental cooperation; Expand Business Retention Program; Secure facilities to meet the needs of aging community

Variety of Housing Options

Providing for a variety of housing options for all ages and income groups

Goals: Consider affordable senior housing opportunities; Consider mixed-use developments that offer different types of housing choices

Attractive Business Environment

Maintaining and enhancing the business environment to attract quality commercial, office, service, and business park development, creating more opportunities for residents to work and shop in Huntley

Goals: Attract quality employers and retailers that create economic strength and employment options; Facilitate location and expansion of businesses to retain and create new jobs

Dining, Entertainment, and Lodging Facilities

Attracting new dining, entertainment, and lodging facilities that serve not only Huntley residents, but also serve to draw visitors to the community

Goals: Attract quality entertainment establishments that attract visitors and serve residents; Attract quality lodging establishments that attract visitors and spin-off investment

Downtown and Community Revitalization

Preserving and revitalizing downtown Huntley, as well as fostering redevelopment along the Route 47 corridor and infill development in other areas

Goals: Establish downtown Huntley as a destination location for residents and visitors; Pursue redevelopment opportunities along Rt. 47; Promote adaptive re-use of residences adjacent to the downtown

Educational Facilities

Working with area and regional colleges and universities to establish local facilities offering a wide range of educational and employment training opportunities, including degree programs at all levels

Goals: Establish contacts with area schools; Develop outreach and marketing program

Summary:

- The plan will serve as a guide for the Village Board and staff to follow in making the vision for 2020 a reality.
- It will provide a framework for reviewing and evaluating policy decisions to determine whether they are consistent with the stated mission, vision, and values expressed throughout the planning process.

Financial & Economic Conditions



Challenges	Solutions
Declining Operational Revenues from State	Systematic review of all General Fund expenditures and the ability to make timely adjustments
Increasing Personnel Costs including Health Insurance	Implementation of cost efficient service alternatives and new employee insurance program that held costs flat
Decrease in Revenue for Major Capital Projects	Joint Partnership with Private Sector (Centegra example) Intergovernmental Cooperation (ISTHA example)
Major Transportation Infrastructure Improvements	Communicating with State officials the importance of the projects
Pavement Management	The majority of roads were built at same time- exploring all types of methods
Economic Development	Strong program in place with recently adopted Incentive Policy

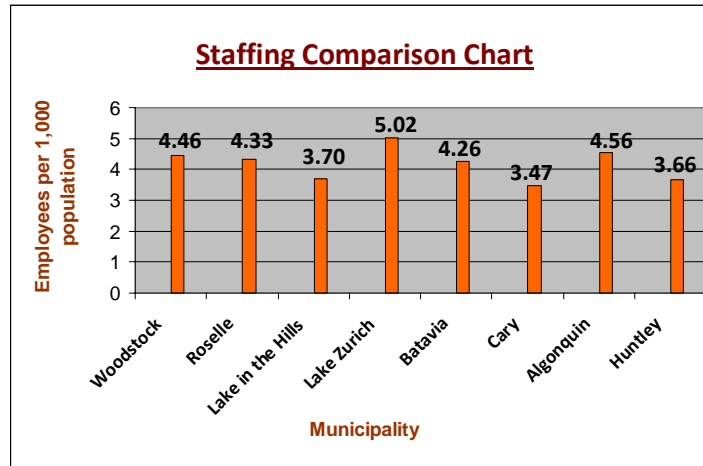
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Financial and Economic Conditions

- Since FY2006 the Village has realized a 23% reduction in General Fund revenue.
- To address this reduction in revenue, the Village has made the following spending adjustments:
 - The number of full time equivalent positions filled has been reduced from 96 to 85 -- **\$500,000**
 - The use of outside consultants, including special legal counsel, has been reduced -- **\$312,500**
 - Contractual maintenance services were replaced with part-time Village personnel for a savings -- **\$90,000**
 - Miscellaneous Operational Adjustments/Restructuring of Departments and Responsibilities -- **\$155,000**
 - Transfers to Equipment Replacement Fund -- **\$125,000**
 - **TOTAL: \$1,182,500**

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Financial and Economic Conditions



Source- Village of Huntley Survey 10/10

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General Fund Balance as a Percentage of General Fund Expenditures

HUNTLEY	BENCHMARK
95%	45%

TREND IMPORTANCE: While expenditures look at current needs, fund balance serves both short and long-term financial planning. Trends may show fund balances that change significantly from year to year. However, monitoring should focus on whether that balance keeps pace with growing expenditures. Municipalities should seek to ensure fund balance levels provide adequate protection to cover normal operational expenditures in case of lower revenues or emergency expenditures.

The benchmark group for Village of Huntley comes from a database of over 100 communities in the State of Illinois which received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting in 2009. That group was then limited to those communities with a "medium" population – including those with a population from 20,000 – 50,000 – and the median ratio result is then presented.

Funded Ratios: IMRF – Police Pension

HUNTLEY	BENCHMARK
IMRF: 82.11%	76%
POLICE PENSION: 44.01%	61%

TREND IMPORTANCE: Due to economic sensitivity, it is important to monitor all pension assets, which are usually held in cash and investments. Ideally, ratios should be increasing over time, but do not need to reach 100% since funding accrues and will be paid out over an extended period. Generally, municipalities are encouraged to seek around 70% funded.

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General Fund Revenue Per Capita

HUNTLEY	BENCHMARK
\$367	\$698

TREND IMPORTANCE: Per capita revenue provides preliminary information about the financial burden on residents. Significant variances from the benchmark should be investigated by examining the primary individual revenue sources that constitute the General Fund. Ideally, the level of revenue per capita should remain at least constant over time. Decreasing operating revenues might signal an inability to meet service demands under the existing revenue structure.

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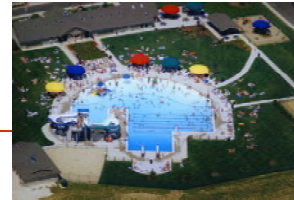
General Fund Expenditures Per Capita

HUNTLEY	BENCHMARK
\$352	\$743

TREND IMPORTANCE: As a unit's costs are in part related to the size of the community it services, trends in population should be monitored. Population growth generally cause a proportionate change in the demand for services. Due to cost of goods, this ratio is like to increase year-to-year. But continually rising operating expenditures per capita may signal the cost of providing services is outpacing a unit's ability to pay.

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Financial & Economic Conditions



- Easy Access to the Interstate Highway System
- Quaint Historic Downtown Square
- Wide Range of Quality Housing Available
- Nationally accredited Police and Fire Services (1 of only 6 communities in Illinois with police and fire both accredited – Glencoe, Highland Park, Mokena, Naperville and Wilmette)
- Modern School District with state of the art curriculum, technology and facilities
- Expanding and Innovative Library District
- Progressive Park District that includes 27 acre family aquatic center, popular 18-hole golf course and newly renovated club house, and newly dedicated Carl Tomaso Sports Complex which includes 6 baseball fields and 10 soccer fields

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Financial and Economic Conditions



- Even during the most challenging economic times, the Village has experienced significant outside investment in the community
- During the last three years, the Village has seen over \$57 million dollars in new commercial construction project investment by private sector
- The State of Illinois (IDOT and ISTHA) have committed over \$75 million to improve the State's Transportation Infrastructure in Huntley (Widening of Route 47 and Full Interchange Project)



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Financial and Economic Conditions



- Huntley remains a leader in the suburban Chicago metropolitan area in new residential home construction.
- Through August 2010, Huntley ranks third in the Chicago Metro Area for new residential starts.



#1	Elgin	129
#2	Shorewood	100
#3	HUNTLEY	73
#4	Montgomery	55
#5	Naperville	54
#6	Joliet	45
#7	Plainfield	36
#9	Yorkville	31
#10	Frankfort	30
#11	Pingree Grove	29
#12	Gilberts	28

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Village Manager Johnson reviewed the on-going and future capital project.

QUESTIONS AND DISCUSSION

School Board Member Quagliano asked about the economic development incentive policy. Village Manager Johnson stated that the policy has been put in place as a framework to evaluate proposals received by the Village on a case-by-case basis.

School Board Member Seedorf asked if the Village has considered using better material in the development of roadways. Village Manager Johnson reported that the Village has adjusted the subdivision ordinance on the construction of roads and is also considering other options for the Crack Sealing Program and the testing of a GSB Product on Manhattan Drive for future use.

Trustee Fender noted that a strength that the Village has in economic development is that the Village has water and sewer capacity in excess so we are ready for future growth.

Trustee Fender asked what the current class sizes are; Dr. Burkey reported that in the early elementary grades the classes are in the low 20s; 4th and 4th grade are in the upper 20s; middle school are in the upper 20s and high school classes vary depending on the subject but the core classes have between 29-30 students. Trustee Fender asked if D158 was still a destination district for Special Ed and Gifted program students; Dr. Burkey replied yes the District has favorable programs.

School Board Member Skala asked what the homebuilders were doing to be more attractive to buyers. Village Manager Johnson reported that the homebuilders are on a fine line due to the fact that many residents who built houses in 2004-05 paid a lot of money for their homes and now homebuilders are now lowering their prices. Village Manager Johnson stated that several developers have approached the Village requesting a reduction in impact and transition fees which the Village will not do. Mayor Sass reported that the Village does, however, now allow the developers to pay these fees in two portions and the Village also does not make it mandatory for the builder to install fire sprinklers in every house as this is an option for the homebuyer to choose.

School Board President Gentry asked about potential employers. Village Manager Johnson stated that the Village works with the State regarding possible relocation of businesses to the Village; however, Village Manager Johnson reported that other states offer more to potential businesses. Village Manager Johnson stated that Kane County also charges a transportation impact fee and while General RV has paid this fee, the addition of such a fee could inhibit other businesses from relocating to the area.

Trustee Piwko asked about how much food is wasted and noted that he would like to see better lunch choices. Dr. Burkey reported that out of the 9,000 students in the district, 8,000 meals are sold each day. Dr. Burkey reported that the quality of the food is very high and that they serve Type A lunches which follow the required dietary guidelines. Dr. Burkey noted that they cannot make the choices for the students in Middle and High School.

Trustee Piwko asked how much longer D158 was going to divert the resurfacing of Academic Drive. Dr. Burkey reported that the District does do yearly maintenance on the road but due to financial constraints have chosen to make cuts outside the classroom.

Trustee Kadakia asked if the ACT scores are based on the lowered revised standards of the State. Dr. Burkey reported that the scores were based on 2009 data. Chief Academic Officer Dr. Olson reported that regardless how the tests are scored, each district is measured equally with the other school districts. Dr. Olson also noted that the article that Trustee Kadakia noted did not include ACT scores.

Dr. Burkey reported that each state is allowed to have their own assessments but the assessments are required to be approved by the federal government.

School Board Member Skala asked Chief Perkins if there was an increase in problems with drugs and alcohol in the school district. Chief Perkins reported that the statistics do not show an increase in drugs and alcohol but the use of heroin is showing up in the community at large but not the high school. Dr. Burkey reported that alcohol is showing up at the middle schools but the District has taken an aggressive stance on possession and use and they will continue to work with the Police Department on this issue. Dr. Burkey also noted that D158 has instituted random drug testing for all students involved in extra curricular activities; to date, no positive tests have been found. Dr. Burkey noted that extra curricular activities take into consideration approximately half of the student body.

Trustee Fender stated the last time that the two boards met there was talk about expansion of the high school and asked if those plans were under consideration. Dr. Burkey reported that Huntley High School can hold 2,500 students and that in the future they will need to accommodate 3,000 students but due to the slow down in growth D158 would make different accommodations for the 500 students as the District does not want to over build. School Board Member Troy reported that D300 Hampshire High School's capacity will not be met in their new building.

School Board Member Drzal asked if the Village was interested in public service internships with D158. Village Manager Johnson reported that the Village has utilized students in the past for office help and in Public Works and the program has been successful.

School Board Member Skala noted that he and his family really enjoyed the farmers market.

PUBLIC COMMENT: None

Mayor Sass thanked everyone for attending.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Barbara Read
Recording Secretary