

**VILLAGE OF THIENSVILLE
2017 BUDGET WORK SESSION
MINUTES**

DATE: Monday, October 3, 2015

LOCATION: 250 Elm Street
Thiensville, WI 53092

TIME: 5:00 PM

I. CALL TO ORDER

President Mobley called the 2017 Budget Work Session to order at 5:00 PM.

II. ROLL CALL

President:	Van Mobley	
Trustees:	Kim Beck	Kenneth Kucharski
	Ronald Heinritz	David Lange
	Rob Holyoke	Elmer Prenzlow
Administrator:	Dianne Robertson	
Finance Admin/Assistant Admin.	Colleen Landisch-Hansen	
Clerk:	Amy Langlois	
Staff:	Police Chief Scott Nicholson	
	Fire Lieutenant Michael Barrett	
	Director of Public Works Andy LaFond	

III. REVIEW AND DISCUSSION OF THE PROPOSED YEAR 2017 BUDGET

- A. Overview of the proposed budget by Administrator Robertson and Assistant Administrator Landisch-Hansen

The following is the budget memorandum from Dianne Robertson, Village Administrator and Colleen Landisch-Hansen, Finance Administrator/Assistant Administrator which summarizes the 2017 proposed budget.

With this memo I am distributing the following 2017 Budget draft:

- General Fund Expenditure/Revenue Summary
- Expenditure/Revenue Summary of All Funds
- Summary of General Fund Expenditures
- Major Capital Purchases Lists
- Property Value Summary
- Tax Rate Comparisons
- Fund 1 – General Fund
- Fund 6 – Fire Department Equipment Replacement Fund (Ambulance Revenue)
- Fund 7 – Park Improvement Fund
- Fund 9 – Tax Incremental District #1
- Fund 11 – CE#3 Special Assessment Fund (Closed)
- Fund 14 – Capital Project Fund
- Fund 15 – LAWDS Special Assessment Fund (Closed)

2017 Budget Work Session Minutes
October 3, 2016
Page two of ten

- Fund 16 – Old Village Hall Fund
- Fund 17 – Detention Pond & Madero Drainage Fund
- Fund 18 – Pigeon Creek Fund (Closed)
- Fund 19 – Stormwater Management Fund
- Funds 51 & 52 – Special Assessment Collection Funds
- 2016 Library Funding Projection
- Shared Revenue Comparison
- Public Hearing Notice

As in the past, the General Fund budget presented complies with the State Expenditure Restraint Program. The Village Board then reviews the Capital Projects budget and Major Capital Purchases Lists of requested items to determine what can be done with the funds available. The draft that is being presented also complies with the State mandated levy cap that also allows for a miniscule “net new construction” allowance. This budget draft presented includes the “net new construction” of \$13,935 as part of the 2017 levy. The Village Board does have the option to not capture this increase; however, our General Fund budget then will not maximize the funds available through the State Expenditure Restraint Program. Also, the effect on future budgets should be considered knowing that the TIF will close in 2019 resulting in a substantial decrease to the Village’s levy. For informational purposes, on this year’s Tax Rate Comparison handout we calculated the projected effect on the Village’s tax rate had the TIF closed this year which shows a significant decrease (light green column). The comparison also assumes the capture of the estimated allowed portion of the TIF levy. It is recommended that the Village Board consider the budget as presented (light blue column).

- **Summary Sheets & History of Rates and Assessments**

Summary #1 is a summary by department in the General Fund from 2013 through 2017.

Summary #2 compares each fund by expenditure and revenue for 2013 through 2017.

Summary #3 is a General Fund percentage comparison by department for 2017.

Summary #11 is a comparison of assessed and equalized value for budget years 2011 through 2016. You will note that the ratio of assessed value is estimated to be 99.149%. Note that again since the revaluation, the assessed value is more in line with the equalized value. Because of the redevelopment in the TIF, the equalized value increased at a higher rate than the assessed. Assessed increased by \$2M while equalized increased by \$6.6M.

Summary #12 is a tax rate comparison for calendar years 2012 through 2017. In the lower right corner, you will note the Village equalized value comparison. The 2016 line items are not complete until the levy information is received by the other taxing authorities.

Shared Revenue Comparison This is a detailed list of Shared Revenue received from the State of Wisconsin from 1986 through the projected 2017.

Public Hearing Notice This is the draft Public Hearing Notice. The date suggested is Monday November 14th at 6PM. This is published at least 15 days prior to the public hearing, on October 27th.

- **Major Purchases – Detail List (Summaries 4-10)** This section is a detailed list of capital purchases by each department. The goal is to maintain the bottom line budget allocation while the Village Board determines which projects to fund.
- **Fund #1** There is a projected decrease of 0.08% in State Shared Revenue for 2017 and a projected 1.86% increased budget for Highway Aids. There has been an increase in the State budget, which may increase this revenue. At this point the number is an estimate. Thiensville will hopefully realize an increase when Main Street expenses are reported. Part of the State budget

2017 Budget Work Session Minutes
October 3, 2016
Page three of ten

reflects road revenue distribution relating to the miles of highways and the money spent to maintain them. When you increase expenditures on roads the revenue increases in a similar manner.

The interest income budget is budgeted at \$20,000, which is the same as the 2015 budget. This is still \$6,407 or 47% greater than 2015 actual of \$13,593, but after years of slowing reducing this line item, we hope to eventually realize this estimate.

I have continued to budget the use of fund balance in the revenue side of the budget and funds offset in contingency in the expenditure side of the budget to maintain expenditure restraint. The state formula forces the increase in revenue and expenditures to maintain a level of available restraint levels. In the "olden days" you could lower revenue and expenditures as circumstances dictated, which I believe is the responsible thing to do. The revenue side was decreased from \$197,447 to \$190,920 and the expenditure side was increased from \$71,470 to \$89,251. Increases to the Village's Worker's Compensation insurance due to poor experience in claims, employee health insurance, and wages and mainly step increases have been offset by this account. As in the past with the interest line item, it is very difficult for a small budget to take large "swings" in line items.

Salaries have been budgeted at the negotiated 2.5% increase. On the employee benefit side, Wisconsin Retirement Fund increased the contribution by .20% for General Employees and 1.20% for Protective with Social Security Employees. In like manner, all employees will pay 6.8% of the retirement premium.

The State Health Insurance premiums had a marginal increase. In using the mandated formula for employee premium contributions, the employer premiums were reduced and the employee premiums were increased. There will be no increase in the dental premiums.

Worker's Compensation Insurance premium will increase by \$11,769 in 2017 due increase claims experience. It is interesting to note that the increase in Worker's Compensation premiums increased a total of \$52,662 annually since 2013, almost 193%. This is not only a reflection on claims experience but also because the formula uses a 3-year window to calculate the premium. Next year one of the "bad" years will be removed from this formula.

Revenue

	2016 Budget	2017 Budget	Change	%
State Shared Revenue	104,605	104,521	(84)	-0.08%
Local Transportation Aids	277,141	285,000	7,859	2.84%
"paper" Use of Fund Balance	197,447	190,920	(6,527)	-3.31%

Expense

Salaries & Wages	1,204,919	1,212,833	7,914	0.66%
Fringe Benefits	583,610	580,471	(3,139)	-0.54%
Election Expenses	6,500	3,000	(3,500)	-53.85%
Worker's Comp Insurance	56,453	68,222	11,769	20.85%
Contingency	71,470	89,251	17,781	24.88%

2017 Budget Work Session Minutes
October 3, 2016
Page four of ten

Administrator Robertson indicated that the Salaries and Wages piece also includes any budgeted overtime and holiday pay; anything related to salaries. This is calculated by looking at actual expenses, contributions to life insurance, social security, Medicare, health and dental and any other premiums paid.

This year there is an increase in the levy of \$13,935 in net new construction. The budget cannot assume new wage step increases all at one time so this contingency is budgeted for.

In the past, you could budget for what you need and additional revenue. The formula that is available now for levy limits and expenditure restraint really ties your hands. This is due to Act 32. If budget and expenses could be lowered in one year, this would not be beneficial in future years.

The increase in Worker's Compensation premium almost exceeds the increased levy limit. The levy limit increased \$13,935 in net new construction and the increase in Worker's Compensation is \$11,769.

As you are aware, the State mandated levy limit is 0% plus a stipend for net new construction.

The General Fund draft complies with the estimated Expenditure Restraint Program. The estimate percentage allowed for 2017 is near 1.2%. The increase in the allowable percentage is attributed to mainly the consumer price index of 0.9% plus the net new construction within the community of 0.38%. The 1.2% is my best manual estimate for the Expenditure Restraint calculation. To calculate the allowable increase, add the two pieces together (CPI + net new construction) which equal 1.2%.

In Act 20 the State of Wisconsin Legislature mandates a 0% levy limit plus net new construction for 2014, 2015 & 2016. If a community exceeds the levy limit the State will reduce the shared revenues by a like amount. Under a 0% levy limit plus net new construction the Village's 2017 levy limit will be \$2,177,784 which is a \$13,935 increase from the prior year. Considering the strain on the municipality to operate year after year with a 0% levy limit it is recommended that the Village Board consider capturing the slight increase of \$13,935 resulting from this year's net new construction. This increase is realized on the expenditure side by increase in Worker's Compensation premiums alone.

- **Fund #6** The Fire Department Equipment Fund includes a budget line item for medical supplies, schooling and other supplies for hospital-to-hospital transports and paramedic intercepts. This is a self-supporting fund. There is no tax levy required in this fund. The fund balance for this fund is used for fire equipment replacement, as demonstrated in the recent purchase of a fire truck.
- **Fund #7** The Park Improvement Fund is a new fund this year. It will be used for park improvement donations and expenditures.
- **Fund #9** In order to avoid the slippery slope of relying on TID revenue to reduce the tax rate in future years, it is again proposed that the TID revenue be budgeted in the Capital Projects Fund. The 2016 transfer to the Capital Projects Fund was \$692,457. For 2017 it is proposed to transfer \$778,356 to the Capital Projects Fund. The increase in revenue is a direct result of increased equalized value and construction projects within the TID like Dr. Lewis' building. All TID transfers have been to the Capital Projects Fund so that when the TID is disbanded there will be an easier transition for the General Fund budget process.
- **Fund #11** This fund is the result of the Century Estates Water Co-Op #3 project. This fund was closed in 2013 for revenues and expenditures and is included to show prior history. It will be deleted next year.

2017 Budget Work Session Minutes
October 3, 2016
Page five of ten

- **Fund #14** The Capital Projects Fund is projected to receive \$778,356 from the TID Fund, \$242,600 tax levy, and \$63,667 in principle & interest payments for Main Street special assessments. There are a host of proposals from department heads for the Village Board to consider. The following additional items are proposed because of existing approved contracts or State requirements: Property Assessment Revaluation. The remaining projects are computer replacement, equipment replacement funds, body camera docking station, weapon replacements, gas masks, goggles for ballistic helmets, radio replacement, EMS software, hose replacement, pager replacement, tires, turnout gear, exhaust system modifications, utility trailer, brush chipper, pressure washer, emerald ash borer program, architectural fees for DPW building improvement/replacement, tennis court light replacement, bleachers, pigeon creek & fish ladder maintenance, public works yard remediation, park improvement plan, old village hall renovation, entryway feature, camera upgrade for buildings, Molyneux Park landscaping, Spring Street connection to the bike path, Madero ditching, Heidel Road reconstruction and storm sewer work. Several departments requested items have been deferred by Staff. The Village Board can revisit these items if our assumptions differ from yours.
- **Fund #15** This fund is the result of the Laurel Acres Water Distribution System project. This fund was closed in 2014 for revenues and expenditures and is included to show prior history. It will be deleted next year.
- **Fund #16** This is the Old Village Hall Fund. This funds the utilities and improvements for the building. There is a tax levy of \$3,400 for 2017.
- **Fund #17** This fund is the result of the Detention Pond & Madero Drainage project. This fund was closed in 2013 and is also included to show prior history.
- **Fund #18** The Pigeon Creek Fund was closed in 2013 and is included to show prior history. It will be deleted next year.
- **Fund #19** There was no transfer from the TID to the Stormwater Management Fund in 2016. There are funds currently sitting in fund balance and are available for the MMSD PP/II project (private property inflow & infiltration) at Riverview/Madero/Luisita. MMSD is funding the sanitary portion of the project and Thiensville is responsible for the storm sewer portion. There is a transfer from the TID Fund is proposed for 2016 in the amount of \$50,000.
- **Funds #51 & #52** These funds were created to make debt service payments and collect special assessments for the two water co-op construction to connect to Mequon Water Utility. These funds will expire when the special assessments are collected in full in 2024.

The recommended tax rate comparison indicates an increase of \$26.63 on a \$241,000 home. Last year, due to the reassessment, it turned out to be \$58.45. If the TIF District was closed this year, \$159,152 could be captured with a tax levy increase. There will be a significant reduction in taxes when the TIF closes.

Administrator Robertson is going to work with the Department of Revenue on the levy limit when the TID expires and possibly some of the legislators to try to fix what the interpretation of what a levy limit is. Some municipalities move money around to skirt the law and instead of having a levy, they have a fee. This practice does not reward good budget practices.

\$318,310.98 is what the Village gets as a result of the TID increment. The whole levy will be captured again in 2018. For budget year 2019 the TID will expire and the increment the Village realizes will be

2017 Budget Work Session Minutes
October 3, 2016
Page six of ten

lower and eliminated in 2020. At this point, the Village keeps their share of what the TID owes the Village and the rest goes to the other taxing bodies.

Administration is requesting replacement of front office computers, laptops and printers in the amount of \$8,500. Also, a data room upgrade in the amount of \$5,000 is being requested. The telephones and internet are not hooked up to the generator, and hooking up would make an improvement to our system should the power go out. Board iPad upgrade is also requested in the amount of \$5,000. Replacement of rooftop HVAC in the Board Room is \$14,000.

B. Police Department by Police Chief Scott Nicholson

Police Chief Scott Nicholson gave a brief overview of the Police Department budget requests.

Total amount of Police Department Capital Outlay is \$49,620 which includes: \$22,000 for 2 squad replacement (2 of 2 years for 1 vehicle), \$3,000 for body camera video docking station, \$3,500 for Glock 17 9MM handguns with extra mags & night sites, \$1,750 for 7 tactical rail lights for the handguns, \$7,500 for 7 Sig-Sauer rifles, \$770 for 7 lights for rifles, \$2,400 for 7 rear and front sites for rifles, \$2,000 for 7 rifle suppressors, \$1,800 for 7 gas masks, \$400 for 7 goggles for ballistic helmets and \$4,500 for P25 Radio.

Chief Nicholson suggested instead of waiting every four years for squad car replacement and replacing both cars because at that point the trade-in value of the squads has been reduced, he would like to think about maybe once every two years switching cars so only one is bought at a time which would be a better cycle and help stay on budget. The going rates to switch out squad cars with all the equipment is about \$3,000. The unmarked car is about \$1,400. Usually what is given for the trade in pays for the switch out. The Ford Explorers have been fantastic vehicles. The squad cars are specially made vehicles.

The body camera video docking station is a device that the body cam video player plugs into that will automatically download the video.

Currently, the guns that are carried are 30 caliber weapons that were purchased in 2008. Chief Nicholson would like to purchase Glock 17 9MM guns. The advantage to using these guns is the ammunition is less expensive. The ammunition for the guns currently owned has doubled in price. The guns are durable and the Officers can use their current holsters. These guns are about \$500 each. The guns currently owned by the Department can be traded in for about \$100 each. The current rail lights have worn out so new tactical rail lights are requested in the amount of \$1,750.

The Department has 3 rifles and 2 automatic rifles which are mismatched. Consistency in firearms is encouraged. Chief Nicholson would like to outfit each Officer with their own rifle, this will help with having the rifle sized for each officer. This is a safety issue since all officers are different heights. The Department has shotguns that could be traded in. Rifle suppressors are also important. Without these, hearing problems, hearing loss and workman's compensation claims are high. With this purchase, no rifles will need to be purchased for many years. All firearms are safely secured.

The gas masks currently used are army surplus that were acquired 32 years ago. The rubber has dried out and there is no tight seal. If the Officers are in a situation where there is gas used, there is no way to protect the Officers.

C. Fire Department by Fire Lieutenant Michael Barrett

Fire Lieutenant Michael Barrett gave a brief overview of the Fire Department budget requests.

The total amount of Fire Department Capital Outlay is \$92,500 which includes: \$4,000 for Toughbook replacement for EMS, \$50,000 for fire equipment replacement, \$5,000 for hose replacement program, \$5,000 for pager replacement, \$2,500 for tire replacement, \$10,000 for turnout gear and \$16,000 for station exhaust modification.

The Village of Thiensville is one of the few Departments in the County not using any electronics or technology on EMS calls. New Toughbooks is relevant in order to get information to hospitals faster and will also reduce staff time; iPads could be used. The Fire Department is moving away from Firehouse to ImageTrend which fully supports iPads.

Fire equipment replacement is helping to fund the fire engine from the Village of Slinger. This line item helps save for future requests.

Hose replacement is carried over every year due to the requirements on hose replacement.

As far as pager replacement, the current pagers used cannot pick up on other calls from area municipalities so the Village cannot get a head start on calls and has to wait for a page to the Village which could take about 10 minutes. Batteries are also expiring and do not hold a charge. The new pagers would be compatible with other municipalities.

The front tires budgeted. New turnout gear would be for new members and also to replace old gear.

The station exhaust modification is due to the recent engine purchased from the Village of Slinger. This will allow for all of the vehicles to have the exhaust fumes exerted outside of the building. The building as a whole is cleaner with this system and it is healthier for the staff.

D. Department of Public Works by Director of Public Works Andy LaFond

Director of Public Works Andy LaFond gave a brief overview of the Public Works budget requests.

Some of the items in Public Works are carried over from last year because of the water main project. The total amount of Department of Public Works Capital Outlay is \$161,163 which includes: \$20,000 for vehicle replacement, \$5,800 for utility trailer, \$30,000 for brush chipper, \$6,500 for radios, \$8,000 for pressure washer, \$9,000 for emerald ash borer program and \$81,863 for Public Works building improvement-architectural fees.

The next truck up for replacement is a 1997 pick-up truck.

A utility trailer large enough to carry two lawn mowers is requested.

As far as a brush chipper, the Department is certainly open to purchasing a used or demo machine.

The radios may be purchased by the County, however, it may be determined that each municipality is responsible for this purchase.

**2017 Budget Work Session Minutes
October 3, 2016
Page eight of ten**

The pressure washer is a new request. It uses hot water and could be tapped in to the natural gas supply and it is of high quality.

The emerald ash borer is in the Village. Trees are being treated. Extra funds will need to be on hand to process the trees that are being cut down. More and more trees are being effected.

The Public Works building improvement-architectural has been in front of the Board in the past. In 2013 there was an estimate of \$600-\$800,000 to rehabilitate the current facility. About a year and half ago a building manufacturer came in to assess the size of the building that would be needed. The estimated cost was \$2.5-\$3 million for a new Public Works building.

The current building was built in 1959. There have not been many updates. If the new fire engine would need repair, the entire building would need to be emptied, and the truck would have to be parked sideways to do work on it. This repair may take several days if a part was ordered and not in stock. There are currently no offices for the Director or Mechanic. The request is to start the architectural process. Director LaFond suggested the possibility of taking on debt for this project.

Director of Public Works Andy LaFond also gave a brief overview of the Park Department budget requests.

The total amount of Park Department Capital Outlay is \$34,000 which includes: \$8,000 for tennis court light replacement, \$20,000 for bleachers, \$5,000 for annual Pigeon Creek maintenance and \$1,000 for annual fishladder maintenance.

Switching to more efficient light fixtures for the tennis courts is budgeted for \$8,000.

The current bleachers are quite old.

The Pigeon Creek and fishladder maintenance are annual items.

Trustee Beck inquired about controlling the geese in the Park. Director LaFond will keep an eye on this and start control if needed.

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to Recess the 2017 Budget Work Session at 6:00 PM and to Reconvene after the Committee of the Whole Meeting. **MOTION CARRIED UNANIMOUSLY.**

MOTION by Trustee Beck, **SECONDED** by Trustee Prenzlou to Reconvene the 2017 Budget Work Session at 6:15 PM. **MOTION CARRIED UNANIMOUSLY.**

E. Balance of Departments by Administrator Robertson/Finance Admin. Colleen Landisch-Hansen

Administrator Robertson gave a brief overview of the Capital Equipment and Improvement fund requests which total \$1,849,940 of which \$728,840 has been approved. This includes: \$50,000 Contingency, \$5,840 assessment revaluation, \$10,000 Public Works yard remediation, \$100,000 Village Park improvement plan, \$100,000 Old Village Hall upper floor study, \$50,000 entryway feature, \$30,000 camera upgrade Park/Police/DPW, \$20,000 Molyneux Park Veterans Memorial and landscaping, \$15,000 Spring Street connection to bike path, \$265,000 Green Bay Road-mill and overlay, \$210,000 Freistadt Road pedestrian path, \$134,000 Madero Drive – Riverview to Freistadt (ditching, culverts, mill, overlay) \$284,300 Heidel Road reconstruct – Green Bay to Park Crest, \$325,800 Heidel Road reconstruct –

**2017 Budget Work Session Minutes
October 3, 2016
Page nine of ten**

Park Crest to River Road, \$200,000 Sunny Lane storm sewer replacement and \$50,000 storm sewer improvement – Madero/Riverview/Luisita.

The budgeted amount of \$20,000 for Molyneux Park may be high.

The Spring Street connection may be partially funded by Port Washington State Bank.

The businesses on Main Street and Green Bay Road have had quite an impact due to the recent construction so it is hoped to delay some construction on Green Bay Road for some time. An overlay would take about three weeks.

The ditching on Madero is in conjunction with the DPPII project. There may be a possibility that this is not needed, but this is placed in the budget in case the costs increase.

Trustee Kucharski believes that a pedestrian path on Freistadt Road is an important project for the safety of the pedestrians. There is no sidewalk. This could be considered and defer the Heidel and Madero project. On the north side of the street there is water and the south side has cables and electrical. There would need to be room for snow storage from the road. The impact to individual homeowners will need to be considered.

There was not unanimous support of the pedestrian path on Freistadt, support was shown for Heidel Road on the east side and no interest in Green Bay Road reconstruction this year.

The DPW building will most likely be one of the largest projects in the Village. Projects could be put on hold for a few years to save for this project. A metal building was estimated to be more than Bayside's spancrete building. This is due to the price of metal and cost of construction method. This project could go to a referendum or to borrow money. The cost to borrow money now is cheap. If money is borrowed, taxes will not have to be raised. Money in the budget this year could be put in reserve for the DPW building as well. A feasibility study was supported for the building.

There are no objections to the Police Department and Fire Department requests.

Trustee Heinritz believes funds should be set aside for the Old Fire House improvements.

Heidel Road, the Old Village Hall and the entryway feature could generate about \$300,000 which would be a large down payment for a project. It would have to be determined if the proposed pedestrian path would be maintained in the winter. If it is not maintained in the winter, it could serve as the holding area for snow removal.

Of this \$300,000, Trustee Heinritz requested \$30,000 to be set aside for the Old Village Hall and the remaining \$270,000 for the pedestrian path. The HVAC line item was suggested to be \$0 and move the \$14,000 to contingency. If needed, these funds can be moved back and used if the HVAC system needs repair.

Trustee Prenzlow inquired about curbside leaf collection in the Village during the months of October and November. The Village has about 900 families that deal with leaves. Director of Public Works LaFond reported numbers from 2007. Man hours, storing of the vehicle as well as workmen's comp issues are a concern. It is estimated that each stop would take about three minutes, equaling about 46 hours for just pick up. This does not include trips to dump the leaves. Director LaFond believes this would be a 2 to 4-person job and take about 250-260 man hours. Residents would still have to get their leaves to the curb. Special charges cannot be charged for this service due to levy limits and expenditure restraint.

**2017 Budget Work Session Minutes
October 3, 2016
Page ten of ten**

Director of Public Works noted that other responsibilities of the Department of Public Works would have to be looked at being cut if the leaf collection was adopted. Trustee Kucharski recommended a service taking care of the leaves. It was determined to look into this.

The Village does not own a chipper and rents one when needed.

For the Five-Year Plan, Assistant Administrator Landisch-Hansen indicated that for 2018 moving forward, items were moved down that were not on this year's budget and is still waiting for updated lists from the Departments. Trustee Prenzlou indicated that there are streets that need repair as a result of water main repairs when owned by the former water co-op.

Department of Public Works LaFond stated that roads are rated every two years on their quality. Green Bay Road south of Freistad is in need of repair but a year moratorium would be nice for the business owners.

IV. ADJOURNMENT

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to adjourn the 2017 Budget Work Session at 7:50 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Signed by,



Dianne S. Robertson
Administrator