

AGENDA
RESCHEDULED
Administrative-Finance Committee
December 16, 2024
6:00 p.m. – City Hall Conference Room

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. Tuition Reimbursement Policy Revision**
 - b. An ordinance amending section 1-7-1 and section 1-7-2 of the Darien city code - creating the position of director of finance**
 - c. A motion approving the following:**
 - 1. Incorporating a new full time staff position responsible for special events and business outreach - Director of the Business Alliance and Community Events**
 - 2. Creating the Darien Business Alliance**
 - 3. Budgeting for a part time employee to help with special events and certain business outreach duties**
 - d. Approval of Minutes – November 4, 2024**
- 4. Other Business**
- 5. Next Meeting – TBD**
- 6. Adjournment**

AGENDA MEMO
Administrative Finance Committee
December 16, 2024

ISSUE STATEMENT

A motion to approve a revision to the City's Personnel Policy, Section 22 Education and Training Leave and Reimbursement – Exhibit A.

BACKGROUND/HISTORY

The Admin/Finance Committee discussed this topic at the 11-4-24 meeting. Below are the committee members' questions from the meeting. Staff's responses are in bold/caps.

1. Define reimbursement by grade – not an average if more than one class taken but per class. For example, if took three classes and got 2 As and 1 C the two As should be 100% but the C 50%. AN EMPLOYEE WOULD RECEIVE REIMBURSEMENT FOR EACH CLASS SEPARATELY, BASED ON THE GRADE FOR THAT CLASS.
2. What about classes that have no grades – pass/fail. A PASS GRADE WOULD BE REIMBURSED AS IF THE GRADE WAS AN A. A FAIL GRADE WOULD NOT BE REIMBURSED.
3. Make employee aware that there is a tax implication of tax free up to \$5,250 after that there is a tax liability. The city should not be asked to cover the tax. THE CURRENT PERSONNEL RULES INCLUDE TUITION REIMBURSEMENT SHALL BE DONE IN ACCORDANCE WITH IRS REGULATIONS AND THE FOLLOWING TUITION PLAN. HOWEVER, THE POLICY CAN INCLUDE ADDITIONAL LANGUAGE STATING: THE EMPLOYEE WILL BE RESPONSIBLE FOR PAYMENT OF ANY INCOME TAX LIABILITY THAT MAY ARISE FROM THIS REIMBURSEMENT.

The Committee will discuss these questions prior to a formal recommendation on this policy change.

INFORMATION BELOW IS FROM THE 11-4-24 Administrative/Finance Committee MEETING AGENDA MEMO

The city's personnel rules and union contracts offer employee tuition reimbursement. The personnel rules generally apply to those employees not covered by a union contract.

The personnel rules relating to tuition reimbursement have not been revised since prior to 2002 nor has any employee taken advantage of tuition reimbursement.

Chief Thomas advised that Deputy Chief Norton is interested in earning his master degree. While at the FBI National Academy (NA), Jason's coursework was all graduate-level courses (except the physical training block) and was considered part of University of Virginia (UVA). Since Jason's credits already earned at the NA will count for Public Safety, half of the

Master's Degree was earned while at the NA. While this benefit provision is rarely used, staff is supportive of additional job related education.

In reviewing the policy, staff modified it to reflect current trends in education, including remote learning and educational expenses. A marked copy is included with this memo and listed as Exhibit A.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of Exhibit A.

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be placed on at the January 20, 2025 City Council agenda for consideration.

SECTION 22. Education and Training Leave and Reimbursement

- .05 The City may provide paid leave and reimburse employees for expenses related to professional conferences, training and seminars when either attendance has been required of the employee by the City or has been approved by the City Administrator subject to budgetary appropriation. Reimbursement shall be based on established City policy at that time.
- .10 Full-time employees may apply for tuition ~~reimbursement assistance~~ for courses or other educational programs in an accredited university, college or adult education program or other school or authorized training recognized by the City Administrator for the purpose of education in subjects relating to the work of the employee and which will benefit the employee and the City in accordance with IRS regulations and the following tuition plan:
- A. The employee must submit a written ~~application request~~ for the educational program, ~~including certification that the reimbursement is tax exempt under IRS regulations. The request and it~~ must receive approval of the department head & the City Administrator.
- B. The City will provide reimbursement of tuition & books for approved educational courses, provided the course is completed. ~~At its discretion, the City may pay the authorized training organization directly. Reimbursement is based on the following schedule:~~
- Grade of A or B: ~~5100%~~ reimbursement to a maximum of ~~\$4,000~~ \$15,000 reimbursement ~~while employee is employed by the City of Darien~~ per year.
- Grade of C: ~~2550%~~ reimbursement to a maximum of ~~\$4,000~~ 15,000 reimbursement ~~per year while employee is employed by the City of Darien~~.
- Grade of D or below: No reimbursement
- .15 If the City provides reimbursement for tuition, the employee must remain in the City's service at least ~~two five~~ (25) years following the completion of a course and reimbursement. If the employee fails in this obligation, the City's portion of the tuition and books will be deducted from the employee's last paycheck. ~~If the employee's last pay check does not cover the required reimbursement amount, the employee will be required to reimburse the city based on a training cost agreement.~~
- .20 In the event the course is not based on credit hours, the employee's required length of stay after completion of the course shall be determined by the employee City Administrator before the course begins.

Exhibit A

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- .25 If the requested education or training program requires leave from work, the City Administrator may authorize a special leave of absence, without pay, in accordance with Section 21, Leave of Absence, of this Manual.
- .30 If it is in the best interests of the City, an employee may be allowed to attend classes during working hours, subject to the approval of the City Administrator.
- .35 **Training Cost Agreement.** Expensive and extensive training and education is often part of employment within the City workforce. The City is at risk when investing in training or education for an employee and having that employee leave the City's service shortly thereafter without the benefit of the employee's increased skills. Because of such expense and time, the City may impose the following:
- A. The employee, prior to receiving extensive training, may be requested to execute an agreement with the City to remain in the City's service for a period of time following training. Should such employee leave the City's service prior to the time period specified in the agreement, the employee shall reimburse the City per a pre-arranged payment schedule based on the amount of time that has passed following such training.
- B. A reimbursement payment schedule for training received will only apply in cases where the employee voluntarily leaves the City's employment. Other conditions of separation do not apply under this section.

Exhibit A

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- A. ~~The employee, prior to receiving extensive training, may be requested to execute an agreement with the City to remain in the City's service for a period of time following training. Should such employee leave the City's service prior to the time period specified in the agreement, the employee shall reimburse the City per a pre-arranged payment schedule based on the amount of time that has passed following such training.~~
- B. ~~A reimbursement payment schedule for training received will only apply in cases where the employee voluntarily leaves the City's employment. Other conditions of separation do not apply under this section.~~

AGENDA MEMO
Administrative Finance Committee
December 16, 2024

ISSUE STATEMENT

AN ORDINANCE AMENDING SECTION 1-7-1 AND SECTION 1-7-2 OF THE DARIEN CITY CODE - CREATING THE POSITION OF DIRECTOR OF FINANCE

BACKGROUND/HISTORY

During this year's council goal setting meeting, Administrator Vana proposed a staff reorganization relating to the city's financial management responsibilities. In part, the recommended change aligns with the strategic issue (**Financial Responsibility**) recently adopted by the city council.

In summary, the change includes promoting Julie Saenz from the position of Accounting Manager to a newly created position of Finance Director. It also includes creating a part time Accounting Clerk position (estimated at 1000 hours per year) under the supervision of the Finance Director. Job descriptions for both positions are attached.

This recommendation focuses on the city's financial management looking forward. The city's finance structure has remained lean over the years. Even with the lean staff, our financial management has remained very strong. However, this recommended change would accomplish the following:

- Provide stability in the Finance Department by providing growth to retain employees. Without this opportunity, whoever serves as our Accounting Manager would seek career growth as a Finance Director position in another organization
- Increase internal controls
- Provide financial backup by having a second employee able to perform payroll, accounting transactions and journal entrees, etc.
- Allow the Finance Director to accomplish specific goals outlined in our strategic plan and future goals
- Provide a second employee to expand knowledge of financial duties and provide backup to the City Administrator regarding budget and tax levy preparation, ongoing budget management, expenditure approval
- Improve direct supervision of certain office positions and improve coordination among those positions

STAFF/COMMITTEE RECOMMENDATION

During this year's goal setting meeting the city council concurred with the city administrator's recommendation.

ALTERNATE CONSIDERATION

As directed by council.

DECISION MODE

This item will be scheduled for the December 16, 2024, City Council meeting.

JOB DESCRIPTION

JOB TITLE: FINANCE DIRECTOR

DEPARTMENT: ADMINISTRATION

FLSA STATUS: EXEMPT

POSITION SUMMARY

Under the general supervision of the City Administrator, the Finance Director administers, directs, and controls municipal fiscal and accounting operations, payroll, AP/AR, annual audit, supervisors related staff members as assigned by the City Administrator, annual budget assistance, tax levy, cash/treasury management, financial analysis and financial reporting.

MAJOR RESPONSIBILITIES AND DUTIES

- Manage the assets, liabilities, revenues, and expenditures of the City.
- Manage and prepare annual audit (CAFR), complex journal entries, audit schedules, statistical schedules, treasurer's report and management discussion and analysis (MD&A) report, for both annual and supplemental financial reporting.
- Supervise part-time accountant, accounts payable/receivable clerk, receptionists, and clerk's office receptionist, including hiring recommendations, training, assigning work, evaluating performance and recommending disciplinary action when necessary.
- File all Federal, State, and County fiscal reports in addition to preparing and submitting monthly financial reports to the Board.
- Manage financial transaction recording ensuring accuracy and compliance, including accounts payable and receivable, correcting errors, preparing W-2's, 1099's, and 1096's forms, and reviewing and editing final warrants.
- Maintain fixed asset system.
- Maintain and reconcile general ledger accounts including preparing operating reports, analyzing financial transactions and posting entries in general and subsidiary ledgers.

- Manage fund investments, analyze cash flow, make short-term investments per guidelines, and make necessary money transfers needed to meet the obligations of the City's expenditures.
- Assists in the development of the entire budget process.
- Prepare regular and special reports, analyses and projections summarizing budget status in relation to revenues and expenditures.
- Interacts with City personnel in all departments, elected officials and vendors to resolve questions and problems relating to accounting activities.
- Oversee the establishment and maintenance of proper internal controls throughout the City.
- Prepare and maintain grants and report to appropriate agencies.
- File annual certification reports with GATA, FESA, and Justice Web among others.
- Perform other duties as assigned by the City Administrator

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university in finance, accounting, public management, or related field. CPA beneficial but not required.

Five or more years progressively responsible experience in governmental accounting, with a minimum of 3 years in a supervisory capacity; or any combination of education and experience which provides the required knowledge, skills, and abilities.

Experience within a municipal organization or not-for-profit organization that uses fund accounting system.

REQUIRED KNOWLEDGE AND SKILL

- Professional knowledge of accounting principles, practices, and procedures
- Knowledge of governmental accounting requirements and procedures
- Knowledge of applying supervisory principles
- Knowledge of principles of management
- Proficient use of a personal computer, database, and accounting software
- Skill in financial analysis
- Skill in dealing with subordinate staff as well as senior level managers
- Ability to operate various types of office equipment, including fax machines, copy machines, and postage machines

MENTAL AND PHYSICAL ABILITY

Limited amount of physical effort required; associated with walking, standing, stooping, and lifting and/or carrying light to moderately heavy objects (less than 35-lbs.)

Ability to sit for long periods of time and sustain mental concentration at a personal computer.

Good vision is required, either uncorrected or corrected through the use of lenses.

Moderate mobility is required, because duties are usually performed by a combination of sitting, standing, and walking on a frequently changing basis.

Distance of travel is usually within the same building; although some travel outside of the City Hall is required (Police Station, Public Works Facility, or the Bank, etc.)

These physical requirements may be accommodated for an individual with disabilities requiring and requesting such accommodation.

WORKING CONDITIONS

Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent(s) may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

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JOB TITLE: Part Time Accounting Clerk

DEPARTMENT: Administration

FLSA STATUS: Non-Exempt

GENERAL RESPONSIBILITIES

Under direction of the Finance Director, this position is responsible for processing the bi-weekly, monthly, and special payrolls in accordance with applicable state and federal laws and city personnel policies, maintaining employee personnel payroll files and preparing state and federal filings and year-end processing.

EXAMPLES OF WORK

Preparation and processing of bi-weekly payroll for city employees, monthly payrolls (elected officials), and special payrolls as needed.

Guarantee precision of the organization's payroll by reviewing employee time entry including hours worked, vacation, sick and personal time taken and other hours codes as appropriate of approved timesheets.

Evaluate payrolls for conformity with organization's budget, staff wages and policies.

Prepare payroll reports and deposits for federal, state, Medicare and Social Security contributions as well as other withholding such as section 457 plans and wage deductions. File Federal and State withholding reports on a timely basis.

Compile and generate W-2's and 1099's at year-end and file all necessary reports in accordance with prescribed federal and state government requirements.

Provides auditors with various detailed information, i.e. schedules and processes related to payroll for the annual audit. Conduct audit of payroll procedures and performing corrective actions as required.

Prepare monthly IMRF report and payment.

Follows city-wide and departmental safety rules and practices.

Assists in monitoring payroll practices in compliance with DOL and IRS regulations.

Prepare recurring, non-recurring and adjusting journal entries as assigned.

Creates and reconciles schedules to the general ledger balances. Analyzes the account to determine the appropriateness of the balance. Maintains supporting documentation. Develops or recommends adjustments to journal entries when necessary.

Assists in the general duties of the accounting division as needed.

Performs other duties as assigned.

REQUIRED KNOWLEDGE AND EXPERIENCE

Minimum of two (2) to four (4) years of payroll experience

Broad knowledge of payroll laws and procedures

Familiarity with payroll, accounting and word processing software

Working knowledge of office practices and procedures

Working knowledge of operation of a computer in a network environment and use of internet

Working knowledge of Microsoft Excel or similar spreadsheet application

Working knowledge of Microsoft Word or similar word processing application

Ability to deal with vendors, employees, departments and other parties courteously and tactfully

Ability to maintain confidential information

Ability to schedule and organize work effectively and efficiently

Ability to communicate effectively in verbal and written form

EDUCATION AND TRAINING

College coursework in book keeping, accounting or an equivalent combination of experience and training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to reasonably perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 20 pounds; specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF DARIEN
DU PAGE COUNTY, ILLINOIS**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 1-7-1 AND SECTION 1-7-2
OF THE DARIEN CITY CODE
POSITION CREATED- DIRECTOR OF FINANCE**

**ADOPTED BY THE
MAYOR AND CITY COUNCIL
OF THE
CITY OF DARIEN**

THIS 16th DAY OF DECEMBER 2024

**Published in pamphlet form by authority of
the Mayor and City Council of the City of
Darien, DuPage County, Illinois, and this
_____ day of December 2024.**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 1-7-1 AND SECTION 1-7-2
OF THE DARIEN CITY CODE**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
OF DARIEN, DU PAGE COUNTY, ILLINOIS, IN THE EXERCISE OF ITS HOME RULE
POWERS, AS FOLLOWS:**

SECTION 1: 1-7-1 Position Created; Appointment There is hereby created the position of Director of Finance, an administrative management employee in the City. The Director of Finance shall be appointed by the Mayor with the advice and consent of the City Council and subject to removal by the Mayor. The Director of Finance shall, report directly to the City Administrator.

SECTION 2: 1-7-2: Powers and Duties. The Director of Finance shall perform the following duties:

- a) Prepare and encourage the use of efficient planning, budgeting, auditing, reports, accounting and other fiscal management procedures.
- b) Assist the City Administrator in obtaining such information from the city, its departments, commissions and boards as may be useful for the purposes of compiling an annual budget.
- c) Receive all money paid into the city treasury, either directly from the person paying the same or from such other officers who may receive it, and pay out money only on vouchers or orders when signed by the proper city officials.
- d) Keep records of all monies received by the city showing the source from which it is received and the purpose for which it is paid out; and such records shall, at all times, show the financial status of the city.
- e) Keep books and accounts and prepare the annual audit in the manner required by the city.

ORDINANCE NO. _____

f) Examine all books and records which relate to monies received, monies paid out, including debts and accounts receivable and amounts owed by or to the city, its' city departments, commissions, and boards.

g) Furnish, as often as required by the city, a full and detailed account of all receipts and disbursements of the city as shown by city financial records up to the time of such report.

h) Keep a register of all warrants, describing each warrant by showing its date, amount and number, the fund from which paid, the name of the person to whom paid and when paid as required by statute.

i) Supervise staff as directed by the City Administrator and confer with and advise subordinates concerning work problems and development of an installation of new work procedures.

j) Review general procedures, methods and results of the various activities of the Finance Department, including budgeting, budgeting control, data processing, financial reporting, insurance, purchasing, collecting, treasury management and personnel assistance.

k) Other duties as assigned by the City Administrator.

SECTION 3: Home Rule. This Ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the City of Darien that to the extent of the terms of this ordinance should be inconsistent with any non-preemptive state law, that this ordinance shall supersede state law in that regard within its jurisdiction.

SECTION 4: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

ORDINANCE NO. _____

PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 16th day of December 2024.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 16th day of December 2024.

JOSEPH MARCHESE, MAYOR

ATTEST:

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

AGENDA MEMO
Administrative Finance Committee
December 16, 2024

ISSUE STATEMENT

A motion approving the following:

1. Incorporating a new full time staff position responsible for special events and business outreach - Director of the Business Alliance and Community Events
2. Creating the Darien Business Alliance
3. Budgeting for a part time employee to help with special events and certain business outreach duties.

BACKGROUND/HISTORY

At the November 20, 2024, City Council goal setting meeting, Mayor Marchese and Administrator Vana proposed the following:

1. Incorporating a new full time staff position responsible for special events and business outreach - Director of the Business Alliance and Community Events.
2. Creating the Darien Business Alliance
3. Budgeting for a part time employee to help with special events and certain business outreach duties.

The job description for the Director of the Business Alliance and Community Events position is attached. This plan would provide for the city to operate the Darien Business Alliance (DBA). The DBA would resemble a traditional chamber of commerce and similar to the concept discussed at the City Council's goal setting in 2022. The consensus of the council at that time was supportive and wanted to review more details at a later date. That plan was not implemented at that time. Instead, the council approved a chamber grant agreement with the goal of strengthening and improving the chamber and business membership. This proposal also includes \$5,000 for a PT employee to help with special events and certain business outreach duties.

This change would allow the city to have direct oversight of local business engagement such as special business events, communications, and programming. Combining additional duties of special event management also makes sense since the city is more involved in community events such as concerts, Darien Fest, and fall fest. It is also a benefit since the business community is an important part of our community events.

The city would most likely maintain a number of events that that would generate revenue, or reduce current expenses including:

<u>REVENUES</u>	AMOUNT
Darien Fest	\$40,000
Darien Dash	\$10,000
Memorial Day bash	\$20,000
Sponsorships	<u>\$4,000</u>
	\$74,000
<u>EXPENSE REDUCTION</u>	
Event MGT fee	\$8,000
Chamber grant	<u>\$35,000</u>
	\$43,000
Net to City	\$117,000

<u>EXPENSES</u>	
FT with benefits	\$99,840
Event/Outreach P-T	<u>\$5,000</u>
TOTAL EXP	\$104,840

STAFF/COMMITTEE RECOMMENDATION

During this year’s goal setting meeting the city council concurred with the recommendation of the Mayor and City Administrator

ALTERNATE CONSIDERATION

As directed by council.

DECISION MODE

This item will be scheduled for the December 16, 2024, City Council meeting.

JOB DESCRIPTION

JOB TITLE: Director of the Business Alliance and Community Events

DEPARTMENT: Administration

FLSA STATUS: EXEMPT

JOB SUMMARY

The Director of the Business Alliance and Community Events will carry out citywide special events and be the primary liaison between the city and business community.

PRINCIPAL DUTIES and RESPONSIBILITIES

The position will be responsible for special events including:

- Manage the overall development, planning and coordination of city special events
- Prepare RFPS and negotiate terms and conditions of contracts
- Supervise contracted event labor/personnel
- Provide information for social media, develop and maintain a timeline for festivals and events, develop budgets, event layouts and operational needs
- Request procurement of supplies and equipment related to event production
- Research, identify, and recruit fest and event participants, prepare RFPs and contracts related to special events.

The position will also be responsible for business liaison activities:

- Maintain a cohesive relationship between the city and local businesses with the goal of promoting members business activity.
- Develops and calls upon the business alliance active members and local businesses in an advisory capacity for unique business promotions and event planning.
- Plans events that provide educational and business training to businesses.
- Plans and maintains the master event calendar for major city sponsored events.
- Secures sponsorships for city events.
- Assesses efforts to engage and provide value to chamber membership.
- Promotes business and service groups' special events such as sidewalk sales, craft shows, holiday events, etc.
- Participates in regional business groups

REQUIRED EDUCATION AND EXPERIENCE

- Bachelors degree in a related field is preferred;

- At least 4 years of experience in a position-involving liaison with the business community and conducting public events, or an equivalent combination of education and experience.

DESIRABLE KNOWLEDGE, EXPERIENCE, REQUIRED TRAINING AND SKILLS

Outstanding public speaking and presentation skills

Excellent written communication skills

Outstanding time management and event planning skills

Strong executive and supervisory skills, including ability to set expectations and manage performance, plan, organize, lead, delegate, and monitor

Demonstrates a passion for collaboration and networking

Ability to work a wide and flexible range of business hours

Strong business acumen, including demonstrated ability to manage a budget, analyze organizational performance and project financial performance

Strong customer service skills

Ability to lead by personal involvement and example, but uses delegation wisely

Ability to motivate others to be champions of the business and city initiatives

Excellent skills in community consensus building

City of Darien
Minutes of the Administrative/Finance Committee
November 4, 2024

Chairwoman/Alderwoman Sullivan called the meeting to order at 6:30 pm. Committee members Leganski and Schauer were present. Also in attendance was Police Chief Thomas and Treasurer Coren.

Tuition Reimbursement Policy Revision

The committee discussed a proposed revision to the employee tuition reimbursement policy. The committee has several questions for follow up at a future meeting. The questions included IRS regulations, classes that use a pass/fail grade and reimbursement amounts for more than one class taken together

Minutes – October 7, 2024 - The committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:50 p.m.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Gerry Leganski, Member _____