



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

COMMITTEE OF THE WHOLE MEETING

MAY 24, 2022

## Call to Order

The meeting was called to order at 7:30 pm.

Roll call was answered by Trustees Huckins, Dustin, Bojarski, and President Bogdanowski.

Motion to allow Trustees Anderson, Murphy, and Harlfinger to attend telephonically was made by Trustee Huckins and seconded by Trustee Dustin. On roll call vote, Trustees Bojarski, Dustin, Huckins and President Bogdanowski voted Aye. No Nays. Motion carried.

Also present were Village Administrator Shannon Andrews, Assistant Village Administrator Ashley Eccles, Chief of Police Mary Frake, Finance Director Pete Stefan, Public Works Director Tom Migatz, Community and Economic Development Director Josh Langen, Village Attorney Brad Stewart, and Village Clerk Shannon DuBeau.

Pledge of Allegiance was led by President Bogdanowski.

## Audience Participation

None.

## Finance

### **Request for Approval of Insurance Plan Renewals: Medical, Dental, Vision, and Life**

Presented by Finance Director Pete Stefan

As part of its comprehensive benefit package, the Village provides employees and their families with medical, dental, vision, and life insurance plans and coverage. Currently, these benefits are provided by Blue Cross Blue Shield of Illinois (medical), Guardian (dental), and MetLife (vision and life). There are no changes being recommended to providers during this renewal period and each line of coverage is discussed below.

#### **Medical Insurance**

The Village currently has six components to its medical insurance program. Employees have the choice to participate in five different types of plans: a PPO Plan, a High Deductible Health Plan (HDHP), a Basic HMO Plan, an Enhanced HMO Plan, or the waiver program. The sixth component is the partially self-funded portion of the PPO and HDHP plans.

The Blue Cross Blue Shield (BCBS) PPO plan offers the widest choice of network providers. The Village purchases a \$3,500 deductible (single coverage) and \$10,500 deductible (family coverage) medical plan with 80% coinsurance from BCBS and then self-funds the difference between this plan and the plan design offered to employees, which is a \$500 deductible for single coverage and a \$1,500 deductible for family coverage.



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The BCBS HDHP plan offers the same wide network as the PPO plan. The Village purchases a \$5,000 deductible (single coverage) and \$10,000 deductible (family coverage) plan and then self-funds the difference between this plan and the plan design offered to employees which is a \$1,400 deductible for single coverage and a \$2,800 deductible for family coverage.

The HMO Plans are network plans with copays for primary care, specialists, other services, and prescriptions, and are the least costly but most restrictive plans. The Basic HMO Plan has a \$50 primary care/\$70 specialist copay with a \$1,000 single/\$3,000 family deductible. The Enhanced HMO Plan has a \$30 primary care/\$50 specialist copay with no deductible, however, employees enrolling in the Enhanced HMO Plan are responsible for paying 100% of the premium differential from the Basic HMO Plan.

The Village initially received a renewal rate increase of 22.0% for the medical plan from BCBS. After soliciting and receiving quotes from other insurance carriers through our insurance broker, Gallagher, and further discussions with BCBS, they provided rate relief down to an average 10.3% increase comprised of a blend of a 9.9% increase for the HDHP Plan, a 10.0% increase for the Enhanced HMO Plan, a 10.1% increase for the PPO Plan, and a 14.0% increase for the Basic HMO Plan.

Quotes were solicited from several other carriers to ensure that we were receiving competitive renewal rates. United Health Care's low quote was a 21.7% increase while Aetna provided a quote with a 10.9% increase. Both of these quotes were higher than BCBS's final quote of a 10.3% increase.

Cigna offered a quote of a 6.8% increase but only if all three lines of medical, dental, and vision coverage moved to Cigna. The medical plan savings would amount to approximately \$61,300 but needs to be considered in conjunction with the following factors:

- *Network Disruption:* The overall BCBS network has almost twice the number of providers as the overall Cigna network does including 65% coverage in McHenry County compared to only 42% coverage by Cigna in McHenry County. Additionally, the overall BCBS primary care providers outnumber the overall Cigna primary care providers by almost a 2.6 to 1.0 ratio.
- *Network Discount:* In general, there is about a 5% differential in net paid versus gross billed claims with BCBS having an advantage over Cigna and other carriers in this segment. Therefore, other carriers pay about 5% net more for the same claim amounts in a policy year. Based on the Village's recent claims history of about \$1.8 million net, the gross numbers would be about \$3.6 million so 5% is approximately \$180,000 more than other carriers will pay in claims than BCBS will pay in a policy year for the same gross remittances. This will impact future renewal rates.
- *Second and Future Year Premiums:* Another impact on future renewal rates is the first-year savings experienced by a new carrier following a transition. A new carrier will only experience about ten months of claims to pay in their first year and won't go to a fully mature plan year until the second year. The impact



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on rates in the second and future years will be somewhere between one month (8.3%) and two months (16.7%).

- *Administrative Costs:* There are also significant administrative costs involved in transitioning to a new carrier. While these are internal costs comprised mostly of staff time, they need to be considered since transitioning to a new carrier involves much more staff time than renewing with an existing carrier does and open enrollment periods are already a time-consuming process currently managing over 100 insurance eligible employees and retirees across multiple medical, dental, vision, and life insurance plans.

Based on these factors, the general rule of thumb is to consider a move from BCBS to another carrier if the rate differential is about 10% or more. Therefore, the recommendation is to renew with BCBS for medical insurance at a blended rate increase of 10.3%.

### **Partially Self-Funded Medical Plan**

Both the PPO and HDHP plans have a partially self-funded component to them whereby the Village purchases a higher deductible/higher out-of-pocket plan from BCBS and then self-funds the difference down to the plan designs offered to employees. Funding is proposed at a level sufficient to pay expected claims plus fees for the next plan year, but actual costs will depend on the number and severity of claims actually incurred. Envision Healthcare will continue to process all medical claim processing, tracking, and reimbursements. Envision Healthcare is BCBS's preferred vendor and has a direct feed from them to receive the Explanation of Benefits for Village employees and retirees to process their claims. This automatic processing of claims has been well received and replaced a manual and burdensome process that was placed on employees and staff.

### **Waiver Option**

The Village currently offers a waiver option to all employees if they have other health insurance coverage available. The annual waiver payment is currently \$2,000 and represents a sharing with the employee of the premium savings the Village realizes if the employee is not enrolled in one of the Village's health insurance plans.

### **Dental Insurance**

Guardian provides our dental insurance through a self-funded plan arrangement. Since the dental plan is self-funded, the Village will be responsible for all claims incurred regardless of the carrier so a dental network with strong discounts is a key component. Guardian's renewal quote came in at a 5.7% decrease from current rates including a 1% decrease in their claims administration fee for the second consecutive year.

Quotes were also requested from several other carriers and responses ranged from a 12.6% decrease from Cigna to a 14.6% increase from United Health Care. The Cigna quote was also contingent on moving vision coverage to Cigna. The combined dental and vision costs of the Cigna quote would be about \$6,300 or 4.9% lower than renewing with Guardian for dental and MetLife for vision.



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Similar to the medical renewal, second year and future year premium costs as well as the network disruption and administrative costs involved with a change in carriers are factors that need to be considered. Based on those factors, the recommendation is to renew dental insurance coverage with Guardian.

## **Vision Insurance**

MetLife's vision plan renewal rate came in at a 4% increase. Six other carriers submitted proposals ranging from a 7% increase from United Health Care to a 42% increase from Delta Vision. Renewing vision insurance with MetLife is being recommended at an estimated annual cost of \$16,697.

## **Life Insurance**

MetLife provided a renewal quote for an 8.3% increase for Life & Accidental Death & Disability insurance coverage. No other competitive quotes were received. The MetLife quote will result in an increase of less than \$1,300 annually and is being recommended. This benefit is 100% paid for by the Village and is projected to have a total annual premium of \$16,306.

## **Employee Contributions**

There are no proposed changes to the current employee contribution rates. Current Non-Wellness contribution rates are 22% for the PPO plan, 9% for the HDHP plan, and 11% for the Basic HMO plan. Note that employees enrolling in the Enhanced HMO Plan are also responsible for paying 100% of the premium differential from the Basic HMO Plan so their contribution will be 15% effective July 1, 2022.

Additionally, those employees earning enough wellness points to achieve the wellness incentive receive a 4% wellness discount which makes their contribution rates 18% for the PPO plan, 5% for the HDHP plan, 7% for the Basic HMO plan, and 11% for the Enhanced HMO plan.

These contribution rates average 14.25% for Non-Wellness and 10.25% for Wellness and provide the Village a competitive advantage in terms of recruitment and retention of its workforce. The 4% wellness incentive discount is expected to motivate employees to earn the required wellness points and, consequently, result in a healthier workforce while simultaneously lowering overall health care costs.

## **Voluntary Plans**

Employees are also provided the opportunity to elect to participate in various other voluntary coverage plans via payroll deduction including flexible spending accounts through Envision Healthcare, health savings accounts, and voluntary life and accidental death & disability insurance for themselves and their dependents so that they can tailor their insurance coverages for their specific needs.

## **Financial Impact**

The FY22 budget for insurance for the last six months of the fiscal year is \$1.1 million, which includes a 10% increase in insurance premiums effective with the July 1, 2022, renewal. Assuming worst case, from a cost perspective, that all employees achieve the required number of wellness points to qualify for the 4% wellness discount for the last



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six months, the premium costs for that same time period would be \$1,068,000 or \$32,000 under budget across all funds.

Note that the budget contemplates that the number of employees and the plans selected by the employees will remain the same throughout the year, however, during open enrollment, employees have the opportunity to elect different plans and different levels of coverage. Also, as new employees are hired into insurance eligible positions, their insurance elections will also impact actual insurance costs when compared to budget. As such, the projected budgetary savings of \$32,000 may increase or decrease depending on open enrollment outcomes and new hire elections, as well as the actual number of employees who qualify for the wellness discount.

Staff recommends a motion to Authorize the Village Administrator to execute all contracts, applications, and other documents necessary to complete the July 1, 2022 renewal with Blue Cross Blue Shield for four medical insurance plans, with Guardian for dental insurance, with MetLife for vision and life insurance, and with Envision for flexible spending account, COBRA, and partially self-funded plan benefit administration services; to continue to offer the health insurance waiver program at \$2,000 per year; to maintain employee Non-Wellness contribution levels for medical, dental, and vision insurance at 22% for the PPO plan, 9% for the HDHP plan, and 11% for the Basic HMO plan; to continue to authorize a 4% wellness incentive discount by setting employee Wellness Rate contribution levels for medical, dental, and vision insurance at 18% for the PPO plan, 5% for the HDHP plan, and 7% for the Basic HMO plan; and to maintain the employee contribution levels for the Enhanced HMO Plan to be consistent with the above levels of 11% for Non-Wellness and 7% for Wellness plus the total incremental costs of the Enhanced HMO Plan above the Basic HMO Plan.

Trustee Dustin noted that the recent medical claims history is listed at \$1.8 million and questioned what last year's total was. Director Stefan stated that he will get back to the Board with the answer. Trustee Dustin feels that a 9-11% employee contribution is low. Trustee Bojarski asked if this is comparable with other communities. Administrator Andrews stated that the Village worked with Gallagher to identify national standards and will continue to explore different contribution rates going into next year.

Motion was made to place this item on the Village Board Agenda.

## **Request for an Ordinance Approving Budget Amendments to the Operating Budget for the Fiscal Year Ending December 31, 2021**

Presented by Finance Director Pete Stefan

As part of the process to close Fiscal Year 2021, one final housekeeping budget amendment is being proposed for three separate funds as summarized below.

### **General Fund**

The net effect on the total General Fund budget will be zero but budget amounts need to be transferred between costs centers.



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In the Police Department, budget amounts for salaries and wages are being transferred from the Patrol Division to the Administration Division (\$39,000) to cover accrued leave time payouts due at retirement and to the Support Services Division (\$7,000) to cover the net incremental cost of transferring a Sergeant position from the Patrol Division to the Support Services Division.

In the Public Works Department, the engineering line-item budget in the Administration Division is being increased by \$20,000 to cover additional engineering costs incurred for residential drainage investigations, Community Development Department investigative projects, parking lot and roadway improvement projects, traffic studies, and grant preparation and reporting for existing and future STP and 319 grant projects. This will be offset by a corresponding \$20,000 decrease in the Streets Division miscellaneous expense line-item budget resulting from the deferral of the Randall Road Intergovernmental Agreement payment.

### **Police Seizure Fund**

The only expense incurred in Fiscal Year 2021 in the newly created Police Seizure Fund was \$300 to cover the costs of liquor compliance checks. Accordingly, the miscellaneous expense line item is being increased by \$300.

### **Veterans Memorial Fund**

The Veterans Memorial Fund was the second newly created fund in Fiscal Year 2021 and budget amendments are proposed to increase revenues by \$800 (\$700 in memorial bricks revenue plus \$100 in contributions) and to increase expenditures by \$600 (\$300 for equipment rental, \$100 for brick installation supplies, and 200 for memorial brick purchases).

### **Financial Impact**

There is no financial impact of approving the proposed budget amendment Ordinance as these are budgetary dollars only, however, it will ensure that all funds have sufficient budgets for Fiscal Year 2021 to cover all expenditures incurred.

Staff recommends a motion to approve an Ordinance Approving Budget Amendments to the Operating Budget for the Fiscal Year Ending December 31, 2021.

Motion was made to place this item on the Village Board Agenda.

## **Public Works**

### **Request to Reject All Bids and Waive the Competitive Bidding Requirements for the Lynn Dillow Park Playground Removal and Replacement Project**

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to reject all bids and waive the competitive bidding requirements for the Lynn Dillow Park Playground Removal and Replacement Project.



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On April 20th, the Parks and Recreation (“P&R”) Board reviewed seven design concepts plans for the replacement of the existing playground equipment at Lynn Dillow Park. After considering resident input through a focus group and a survey, the P&R Board selected two design concept plans from Play Illinois and two from Parkreation/Hacienda Landscaping for participation in a Request for Proposal (RFP) process where they are given an opportunity to adjust and provide pricing for their designs.

On April 21st, staff released the RFP to both firms and staff contacted representatives from each firm on April 26th for the purpose of highlighting certain sections of the RFP. Staff read through the list of documents that must be provided with all RFP submittals, reminded the vendors of the RFP sealed bid opening due date and time, encouraged them to adjust their design concept plans based on the recent resident and P&R Board input, and informed them of the bid form they would need to fill-out if they know that they would be unable to meet the project completion due date listed in the RFP.

However, despite having conversations with both vendors, Parkreation/Hacienda Landscaping emailed their RFP submittal to staff on May 5th, the day before the sealed bid opening. Additionally, on May 6th, staff opened sealed bids from both vendors and quickly noticed a number of issues.

## Issues with the RFP Submittals

### Parkreation/Hacienda Landscaping

1. The following items are not included:
  - a. Appendix 1 – Schedule of Alternations and Deviations.
  - b. A copy of the manufacturer’s warranty.
  - c. A copy of the design concept plan and supporting materials including color options, dimensions, and specifications for the equipment included on the design concept plan.
2. There is a letter included that mentions challenges with the September 30, 2022, completion date due to longer equipment lead times, but it does not provide an alternate completion date for the Village to consider.
3. Appendix 4 – Proposal Certification Form is included, and pricing is listed on both of these forms, but it is not clear which pricing is for which design proposal.

### Play Illinois

1. They wrote a few sentences on Appendix 1 about concerns with meeting the September 30, 2022, project completion date due to longer equipment lead time. They suggest the possibility of certain alternate dates but it is not clear what alternate project completion date the Village would be able to hold them to.

Because of the many issues with the RFP submittals, staff believes that it is in the Village’s best interest to reject all bids and waive the competitive bidding requirements for this project. Doing so will allow staff to contact both vendors to request the missing RFP documents. Once the missing RFP documents are provided to the Village, staff





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will be able to request input on the design concepts from residents and the P&R Board, before returning to the Village Board with a recommendation to award a contract with one of the vendors.

Staff recommends a motion to reject all bids and waive the competitive bidding requirements for the Lynn Dillow Park Playground Removal and Replacement Project.

Trustee Huckins asked if lead time and product availability will cause issues moving forward. Director Migatz stated that it is likely. President Bogdanowski questioned the purpose of the waiver. Director Migatz stated that it allows further discussion on the bids. Trustee Huckins asked if the Board will see the final RFP. Director Migatz explained that the Board will see a recommendation based on a final contract. Administrator Andrews clarified that this action allows staff to independently negotiate with the two vendors that have placed bids.

Motion was made to place this item on the Village Board Agenda.

## **Request for Well 12 Emergency Pump Repair Contract Ratification**

Presented by Public Works Director Tom Migatz

Staff seeks Board approval to ratify a contract approved by the Village Administrator in a not-to-exceed amount of \$52,555.00 to Municipal Well and Pump (Municipal) for an emergency repair to Well 12.

On May 9, 2022, Well 12 suffered a pump and motor failure. Currently, the Village water system has one other well out of service due to pending PFAS litigation (Well 6), and another well running on a limited basis due to a rehabilitation project (Well 15). Due to these factors and the upcoming summer season, it was imperative to begin replacement of the pump and motor immediately. As such, staff contacted Municipal Well and Pump, the Village's preferred vendor for well and pump motor services since 2015, to perform the task, receiving a proposal and work agreement to perform the work for \$52,555.00.

On May 10, 2022, Village Administrator Andrews gave Municipal emergency authorization to do the work. Municipal is gathering the necessary materials and expects to begin the repair process the first week of June. In accordance with Section 9.12 Emergency Procedures of the Municipal Code, staff requests that the Board ratify the contract approved by the Village Administrator to Municipal Well and Pump. The project proposal, a recommendation memo and the Village's well asset management plan is attached to the agenda for the Board's review.

### **Financial Impact**

The 2022 Village Budget includes \$55,000.00 in the Water Fund for this project as staff budgets for one shallow pump and motor replacement every year, should one of the Village's six shallow wells need an emergency repair. The total expense for replacement is the not-to-exceed amount of \$52,555.00, which is \$2,445.00 under budget.

Staff recommends a motion to ratify a contract approved by the Village Administrator in a not-to-exceed amount of \$52,555.00 to Municipal Well and Pump for an emergency repair to Well 12.





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Trustee Huckins asked if there is a way to anticipate issues of this nature. Director Migatz stated that the Well 15 bearing had been replaced. Additionally, the cost is roughly the same whether a pump is pulled out for maintenance or is repaired during failure. Trustee Dustin asked for the time frame. Director Migatz stated that it will be completed in about a week. President Bogdanowski mentioned the well asset management plan. Migatz explained how this spreadsheet forecasts the maintenance and lifespans of wells.

Motion was made to place this item on the Village Board Agenda.

## Community Development

### **Request to Approve an Ordinance Granting a Variation to Section 7.4 Residential Bulk Chart R-4 Zoning District Rear Yard Setback at 9340 Haligus Road**

Presented by Community and Economic Development Director Josh Langen

Joseph Billitteri and John Curtis request a Variation to Section 7.4 Residential Bulk Chart R-4 Zoning District rear yard setback be granted for the development of a Class III Solar Energy System.

A Class III Solar Energy System is a solar system which exceeds 1 acre and is the principal use of the property. Solar energy systems are regulated by Section 29 of the zoning code as well as all other applicable chapters. Section 29 requires solar energy systems to meet the setbacks and other bulk regulations for the subject property zoning designation. The subject property is zoned R-4 Multi-Family Residential. Section 7—Residential Districts, Residential Bulk Chart requires principal structures in the R-4 district to have a 75' rear yard setback. The property is located west of Sunset Park and north of a Village well house.

The applicant is proposing a ground-mounted solar energy system with a parking lot and security fence. The solar system consists of panel rows running north south. Some of these panels are within 75' of the rear property line; therefore, the applicant is requesting a 50' variation from the 75' requirement to allow solar panels within 25' of the rear property line. In addition, Class III Solar Energy Systems are allowed only by Conditional Use Permit in the R-4 district. The applicant has applied for a Conditional Use Permit.

The Planning and Zoning Commission conducted a public hearing on May 16, 2022. The Commissioners voted 6-0 to recommend approval of the requested Variation to develop a Class III Solar Energy System on the subject property.

Staff recommends a motion to Approve an Ordinance for a variation of 50' from Section 7.4 Residential Bulk Chart R-4 Zoning District required rear yard setback of 75' at 9340 Haligus Road, Parcel # 18-22-200-031, to allow for the construction of a Class III Solar Energy System with the following condition:

1. Approval of Conditional Use Permit for Class III Solar Energy System.



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Trustee Huckins asked if past apartment plans have been scrapped. Joe explained that it would have been too expensive to run water and sewer for an apartment complex.

Trustee Bojarski asked if there were any public comments at the planning and zoning meeting. Director Langen stated that there were no public comments.

Motion was made to place this item on the Village Board Agenda.

## **Request to Approve an Ordinance Granting a Conditional Use Permit to Allow for a Class 3 Solar System at 9340 Haligus Road**

Presented by Community and Economic Development Director Josh Langen

Joseph Billitteri and John Curtis request a Conditional Use Permit be granted for the development of a Class III Solar Energy System.

A Class III Solar Energy System is a solar system that exceeds 1 acre and is the principal use of the property. Solar energy systems are regulated by Section 29 of the zoning code as well as all other applicable chapters. The subject property is zoned R-4 Multi-Family Residential. Class III Solar Energy Systems are allowed by Conditional Use Permit in the R-4, Multiple Family, zoning district. The applicant is proposing a ground-mounted solar energy system with a parking lot and security fence. The solar system consists of panel rows running north south, some of which will encroach upon the 75' rear yard setback required on R-4 properties. The property is located west of Sunset Park and north of a Village well house. The applicant has applied for a variation to the setback requirement to allow for the encroachment.

The Planning and Zoning Commission conducted a public hearing on May 16, 2022. The Commissioners voted 6-0 to recommend approval of the requested Conditional Use Permit to develop a Class III Solar Energy System on the subject property.

Staff recommends a motion to Approve an Ordinance for a Conditional Use Permit to allow for the construction of a Class III Solar Energy System Conditional Use Permit at 9340 Haligus Road, Parcel # 18-22-200-031, with the following condition:

1. Approval of a variation to the rear yard setback requirement to allow for the proposed facility and/or design changes of less intensity to maintain conformance with residential bulk standards.

Trustee Dustin asked if the property is on a flood zone. Joe explained that the rear of property near the creek is a flood zone. However, this development will be outside of that flood zone.

Motion was made to place this item on the Village Board Agenda.



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## Board of Trustees

None.

## President

President Bogdanowski will deliver proclamations for the Girl Scout Gold Award and Pride Month at Thursday's Board of Trustees meeting.

## Adjournment

A motion to adjourn the meeting was made by Trustee Dustin and seconded by Trustee Huckins. On roll call vote, Trustees Anderson, Murphy, Bojarski, Dustin, Harlfinger, and Huckins voted Aye. No Nays. Motion carried.

There being no further business to discuss, the Committee of the Whole meeting was adjourned at 8:02 pm.

Submitted by,

A handwritten signature in cursive script that reads "Shannon DuBeau".

Shannon DuBeau  
Village Clerk