



Village Board Meeting July 30, 2020 6:00 p.m.

Note: This meeting will be a blended meeting held remotely and with in-person attendance to allow for social distancing requirements. For remote attendance, the meeting will be streaming live on the Village's YouTube channel: <https://www.youtube.com/VillageofWestmont>. A remote Open Forum is available for the community to participate in the meeting remotely if so desired, to submit comments/questions by filling out the online public comment form by visiting <https://westmont.illinois.gov/meetinginfo> or by calling (630) 981-6195. If you are calling in a comment please do so 2 hours prior to the start of meeting time. If there are questions on how to submit a form please email clerk@westmont.il.gov

1. **Call To Order**

2. **Roll Call**

3. **Pledge Of Allegiance**

4. **Open Forum**

Public Comment, both in person and remote, is subject to the public comment rules and procedures adopted by the Village.

Citizens can submit remote public comment by filling out an online form, or by phone call.

- The Online Public Comment Form can be found by visiting <HTTPS://WESTMONT.ILLINOIS.GOV/533/MEETING-INFO>.
- By phone: Call 630-981-6195 and leave your full name, address, and comment.
 - A comment made by phone must be submitted 2 hours prior to the start of the Village Board Meeting.
- If there are any questions on how to make public comments, email clerk@westmont.il.gov.

***Background of
Subject Matter***

*

Type

Discussion Only

5. **Reports**

a. **Board Reports**

- Mayor
- Clerk
- Trustees

Background Of Subject Matter *

Type Discussion Only

6. Items To Be Removed From Consent Agenda

7. Consent Agenda (Omnibus Vote)

a. Village Board Minutes

i. Board Meeting Minutes

Board to consider approving the minutes of the Village Board meeting held July 16, 2020.

Background Of Subject Matter Required Parliamentary Procedure

Type Motion

Documents:

[2020-07-16 VILLAGE BOARD MEETING MINUTES.PDF](#)

b. Finance Ordinance

i. Finance Ordinance #6

Total to be announced at the meeting.

Background Of Subject Matter *

Type Motion

c. Purchase Orders

i. PO 21200380

Engineering Enterprises, Inc \$50,000.00

Background Of Subject Matter Risk and Resilience Assessment for Emergency Response Planning regarding our water utility.

Type Purchase Order

Budgeted Yes

Budgeted Explanation This item was added back to the Water Fund's budget as part of the adjustments at the June meeting. It is NOT identified as "on hold" because it is a requirement of the Federal EPA.

Documents:

[21200380.PDF](#)

d. Total Of Purchase Orders And Finance Ordinance

Total to be announced at the meeting.

Background Of Subject Matter *

Type Motion

8. Unfinished Business

9. New Business

a. **Honorary Street Name Request**

Board to consider a resolution for an honorary street designation.

Background Of Subject Matter *

Type Resolution

b. **Franchise Agreement - Comcast**

Board to consider an ordinance approving a franchise agreement between the Village of Westmont and Comcast.

Background Of Subject Matter The current franchise agreement, authorized in 2010, is set to expire. The agreement will again be for a 10 year term. The conditions and fees are in accord with the previous agreement.

Type Ordinance

c. **Intergovernmental Agreement Village Of Addison - Westmont Fire Department**

Board to consider an ordinance approving an Intergovernmental Agreement between the Village of Addison / Addison Consolidated Dispatch Center and the Village of Westmont Fire Department.

Background Of Subject Matter The Fire Department is requesting Village Board approval of an agreement for dispatch services for the period of May 1, 2020, through April 30, 2023.

Recommendation Approve.

Type Ordinance

Documents:

[ACDC RENEWAL AGREEMENT - FIRE 2020-2023.PDF](#)

d. **Intergovernmental Agreement Village Of Addison - Westmont Police Department**

Board to consider an ordinance approving an Intergovernmental Agreement between the Village of Addison / Addison Consolidated Dispatch Center and the Village of Westmont Police Department.

Background Of Subject Matter The Police Department is requesting Village Board approval of an agreement for dispatch services for the period of May 1, 2020, through April 30, 2023.

Type Ordinance

Documents:

[ACDC RENEWAL AGREEMENT - POLICE 2020-2023.PDF](#)

10. Miscellaneous

11. Executive Session

This Board may adjourn to closed session to discuss matters so permitted and may act upon such matters upon returning to open session.

12. Adjourn

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact the ADA Compliance Officer, 9:00 A.M. to 5:00 P.M. Monday through Friday, Village of Westmont, Illinois, 60559; or telephone (630) 981-6210 voice, within a reasonable time before the meeting.



Clerk's Office
Village of Westmont

MINUTES OF THE HYBRID VIRTUAL BOARD MEETING HELD **Thursday, July 16, 2020.**

Mayor Gunter called the meeting to order at **6:00 P.M.**

WESTMONT VIRTUAL VILLAGE BOARD MEETING ROLL CALL:

PRESENT: Mayor Gunter P Clerk Szymski P

TRUSTEES: Addington P Barker A
Barry P Guzzo P
Liddle P Nero P

STAFF:

May <u>P</u> (Village Mgr)	Parker <u>P</u> (Finance Director)	Sylvester <u>P</u> (Community Dev. Director)
Brainerd <u>A</u> (HR Director)	McIntyre <u>A</u> (Communications Director)	Liljeberg <u>P</u> (I.T. Manager)
Chief Gunther <u>A</u> (Police Dept.)	Dep Chief Thompson <u>P</u> (Police Dept.)	Dep Chief Gruen <u>A</u> (Police Dept.)
Chief Riley <u>P</u> (Fire Dept.)	Olsson <u>A</u> (Assistant Finance Director))	Richards <u>A</u> (Deputy Clerk)
Ramsey <u>P</u> (P.W. Director)	Mielcarski <u>P</u> (Management Analyst)	Mulhearn <u>A</u> (Deputy Liquor Commissioner)

ATTORNEY: Zemenak P Carrara A

A QUORUM WAS PRESENT TO TRANSACT BUSINESS.

PRESS:

Bugle A

CHAMBER OF COMMERCE DIRECTOR: Forssberg - P

WESTMONT PUBLIC LIBRARY DIRECTOR: Coen - P

THE PLEDGE OF ALLEGIANCE WAS WAIVED.

OPEN FORUM:

Manager May reported that there are no submitted comments.

Trustee Liddle

- The next Administration / Finance Committee meeting will be held August 13th at 4:30pm at Village Hall.
- The Virtual Taste of Westmont turned out to be a really big hit. Eight local restaurants participated and offered great deals. The WSEC also promoted live music in the community for Friday, Saturday and Sunday nights. The WSEC looks forward to usual events next year.
- Cruisin Nights is still on hold. We are continuing to receive updates on how other communities are responding.
- Talked about the Human-Centered Design Project that is going on. The Communications Department has been meeting with resident, Clara Joyce, who is completing her masters degree. The project will include community surveys and focus groups.

Trustee Johanik-Guzzo

- Our next Public Safety Committee meeting will be August 21st, 4:30pm at Village Hall.
- The Fire and Police Department made a video about summer safety tips. This was published on social media. More safety videos will be released next week and they will be available through the end of August.

Trustee Barker (absent)

Mayor Gunter gave the report in lieu of Trustee Barkers absence.

- The next Westmont First meeting will be in August.
- More than 70% of the community has filled out the Census. If you have not filled out your Census, go to www.my2020census.gov.
- The next Environment Improvement Committee will be August 3rd at 8 o'clock at the Library.

Trustee Barry

- The next Economic Development Committee meeting will be August 5th. There are many exciting projects to talk about.
- We have a small business retail grant. The program launched on July 7th and we have earmarked \$50,000 to eligible businesses that have suffered economic hardship during COVID-19. For more details go to <http://choosewestmont.com/>.
- The groundbreaking for the Quincy Project will be August 6th.
- Expressed a need for a temporary crosswalk across Cass Avenue.
- Condolences to the Mull family.

The Mayor expressed the same concerns regarding a temporary crosswalk. Many residents enjoy Tasty Treat and then come across to sit by the fountain. We need some sort of crosswalk there too.

Trustee Addington

- We are on a pace for a record setting year for permits and fees.
- Previously, we have had a problem with shipping containers and 21 of the 23 have been adjudicated and resolved.
- Employee parking for Las Palmas was approved at the Planning and Zoning.

PUBLIC HEARING: FY 2020-21 APPROPRIATIONS ORDINANCE

Board to conduct a public hearing for the Fiscal Year 2020-2021 Appropriations Ordinance. Public Hearing was opened at 6:17pm.

- Finance Director Parker talked about the appropriations ordinance vs the budget. He explained that the spending limit is different from the budget.
- There was one change from the published version. We will be given \$600,000 from the Rebuild IL Program that we could spend on some specific kinds of projects. It has been recommended that we put that into a separate fund.

Public Hearing was closed at 6:19pm.

ITEMS TO BE REMOVED FROM CONSENT AGENDA:

No items to be removed from the consent agenda.

(1) CONSENT AGENDA [Omnibus Vote]:

Village Manager May addressed the Board on this agenda item.

Motion by **Trustee Liddle** to approve the consent agenda.

(A) BOARD MEETING MINUTES

Board to consider approving the minutes of the Village Board meeting held June 29, 2020.

(B) FINANCE ORDINANCE #5: Dated **July 16, 2020** in the amount of **\$2,337,393.52.**

Seconded by **Trustee Barry** and the motion passed.

VOTE ON MOTION #1

Ayes: Addington, Barry, Guzzo, Liddle, Nero

Nays: None

Absent: Barker

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

(2) FY 2020-21 APPROPRIATIONS ORDINANCE

Finance Director Parker addressed the Board on this item.

Motion by **Trustee Nero** to consider an ordinance adopting the Fiscal Year 2020-2021 Appropriations Ordinance.

Seconded by **Trustee Liddle** and the motion passed.

VOTE ON MOTION #2

Ayes: Addington, Barry, Guzzo, Nero, Liddle
Nays: None
Absent: Barker

(3) PRELIMINARY PLAT OF SUBDIVISION - 700 OAKMONT LANE

Community Development Director Sylvester addressed the Board on this item.

Motion made by **Trustee Liddle** to consider an ordinance to approve a preliminary plat of subdivision for property located at 700 Oakmont Lane.

Seconded by **Trustee Nero** and the motion passed.

VOTE ON MOTION #3

Ayes: Addington, Barry, Guzzo, Liddle, Nero
Nays: None
Absent: Barker

(4) FOOD AND BEVERAGE RETAIL STORES TEXT AMENDMENT

Community Development Director Sylvester addressed the Board on this item.

Motion made by **Trustee Nero** to consider an ordinance to amend the Zoning Code to allow food and beverage retail stores in the O/R Office Research Districts.

Seconded by **Trustee Liddle** and the motion passed.

VOTE ON MOTION #4

Ayes: Addington, Barry, Guzzo, Liddle, Nero
Nays: None
Absent: Barker

(5) ANDY FRAIN SERVICES - AMENDMENT TO SERVICE AGREEMENT

Deputy Police Chief Thompson addressed the Board on this item.

Motion made by **Trustee Liddle** to consider an ordinance to amend the Zoning Code to allow food and beverage retail stores in the O/R Office Research Districts.

Seconded by **Trustee Nero** and the motion passed.

VOTE ON MOTION #5

Ayes: Addington, Barry, Guzzo, Liddle, Nero
Nays: None
Absent: Barker

(6) INTERGOVERNMENTAL AGREEMENT - DUPAGE COUNTY

Village Manager May addressed the Board on this item.

Motion made by **Trustee Nero** to consider an ordinance to amend the Zoning Code to allow food and beverage retail stores in the O/R Office Research Districts.

Seconded by **Trustee Liddle** and the motion passed.

VOTE ON MOTION #6

Ayes: Addington, Barry, Guzzo, Liddle, Nero

Nays: None

Absent: Barker

(7) NATURE'S BEST PARKING LOT - 260 N LINDEN AVENUE

Community Development Director Sylvester, Joe Rossi, and Bill Zeleski addressed the Board on this item.

- Trustee Barry talked about the opposition from residents and other concerns regarding landscaping.
- Attorney Zemenak asked about who will be using this parking lot. There is a special condition that allows the parking lot to be used by only employees and customers of Nature's Best. There is language in the ordinance that the fencing and landscaping needs to be continuously maintained, repaired, and replaced as necessary.
- Trustee Barry also asked about the lighting concerns.
- Attorney Zemenak said that there would not be any lighting installed that would be obtrusive.
- The applicant, Joe Rossi, addressed the Village Board. The landscaping has never been an issue at other locations and there would not be a problem maintaining anything that is installed. There will not be any lighting installed so that is also not an issue.
- Bill Zeleski with Advantage Consulting Engineers addressed the Village Board. Asked that the fee be waived to remove a heritage tree. The total cost to replace the heritage trees would be about \$50,000.
- Mayor Gunter and Manager May said that this would be on a future committee agenda.

Motion by **Trustee Liddle** to consider an ordinance granting the following approvals for a proposed surface parking lot at 260 North Linden Avenue in the R-3 Zoning District:

1. Special use permit
2. Variance to allow the parking lot to encroach into the required front yard setback
3. Waiver from parking stall minimum dimension requirements

Seconded by **Trustee Nero** and the motion passed.

VOTE ON MOTION #7

Ayes: Addington, Barry, Guzzo, Liddle, Nero

Nays: None

Absent: Barker



Village Clerk's Office

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-981-6220 Fax: 630-829-4441

MISCELLANEOUS:

- Trustee Nero talked about sidewalk funding.
- Manager May talked about a list of things that are on hold.
 - Some of the flower baskets have been lost due to extreme weather and now we are watering on Saturday.
 - Wreaths must be ordered for the winter months in August. This is something that should be discussed.
- Mayor Gunter said that safety is very important.

(8) ADJOURNMENT

Motion by **Trustee Nero** to adjourn the meeting.

Seconded by **Trustee Liddle** and the motion passed.

VOTE ON MOTION #8

Ayes: Addington, Barry, Guzzo, Liddle, Nero

Nays: None

Absent: Barker

MEETING ADJOURNED AT 7:16 P.M.

ATTEST:

APPROVED:

Virginia Szymiski, Village Clerk

Ronald J. Gunter, Mayor

Dated this 30th day of July, 2020



Village of Westmont

Purchase Order

PO Date: 2020-07-23

Page: 1 of 1

Bill To:

MUNICIPAL SERVICES
31 W QUINCY
WESTMONT, IL 60559

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21200380**

Vendor:

Engineering Enterprises, Inc.
52 Wheeler Road
Sugar Grove, IL 60554

Ship To:

See Shipping Information Below

Vendor Number	Vendor Phone Number	Vendor Fax Number	Delivery Reference			
101087						
Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price	
1	Risk & Resilience Assessment/Emer. Response Planni Risk & Resilience Assessment/Emergency Response Planning Not to exceed GL Account: 4154110 - 55031 - 5INF \$50,000.00 Ship To: MUNICIPAL SERVICES 31 W QUINCY WESTMONT, IL 60559	1.0	EACH	\$50,000.00	\$50,000.00	

By: Spencer Parkes
Authorized Signature

PO Total \$50,000.00

*All vendors must comply with applicable regulations of the Illinois Department of Human Rights.

*This order is exempt from Federal Excise Tax under title 25 USCA, and from Illinois Sales Use and Service Taxes. E9997-4320-07.

*Acceptance of this Purchase Order constitutes agreement by vendor that any action arising out of this Agreement may be commenced only in the State or Federal courts located in DuPage County and/or the Northern District of Illinois. The prevailing party shall have their attorney's fees and court costs paid by the losing party.

*The Village of Westmont will process all bills in accordance with the Illinois Government Prompt Payment Act 50 ILCS 505.

EXHIBIT M-WESTMONT FIRE DEPARTMENT

Definitions.

For purposes of this document the following terms will be used and defined as below;

“Addison” shall refer to the Village of Addison.

“ACDC” shall refer to the Addison Consolidated Dispatch Center

“Westmont” shall refer to the Village of Westmont and or the Westmont Fire Department depending on the intent of the language within said paragraph.

M-1. Westmont Fire Customer Services

ACDC shall provide personalized customer services to Westmont including answering in person telephone calls from Westmont personnel. ACDC shall provide notifications to Westmont Public Works, utility calls, and contacting the appropriate Fire Protection District or Fire Departments of any emergency by phone, alpha numeric paging or other agreed upon methods. Westmont will answer their non-emergency/administrative phone lines during their business hours and a voice mail or other agreed upon method will be used to receive these calls after hours.

M-2. Westmont Fire Equipment

Westmont shall be responsible for procuring and maintaining, at its own cost, its mobile and portable radio equipment and receivers for use by its personnel using the system, and any required enhancements shall be at Addison’s cost.

M-3. Westmont Fire Services Fee

For the period of May 1, 2020 through April 30, 2021, the Westmont Fire Department shall pay an Annual Service Fee to the Village of Addison in the amount of \$287,430 dollars. For the period of May 1, 2021 through April 30, 2022, the Westmont Fire Department shall pay an Annual Service Fee to the Village of Addison in the amount of \$303,239 dollars. For the period of May 1, 2022 through April 30, 2023, the Westmont Fire Department shall pay an Annual Service Fee to the Village of Addison in the amount of \$319,917 dollars with payment scheduled according to the provisions of Paragraph 11 herein.

M-4 Westmont Fire Alarm Monitoring Service Fee

ACDC shall provide dedicated alarm service personnel during the peak alarm system maintenance hours (e.g. 0700 – 1800). ACDC shall dispatch any activated fire alarms received on Westmont's alarm board. ACDC will attempt to contact a key holder for trouble alarms and dispatch an engine after an agreed upon amount of time if a key holder cannot be reached. ACDC will monitor, update, add and delete any alarms to Westmont's alarm board in accordance with any information provided by Westmont or its wireless alarm vendor(s). Westmont shall be solely responsible for maintaining all wireless alarm equipment within its jurisdiction, managing all maintenance agreements for alarm equipment, and for the invoicing of all alarm monitoring fees and false alarm fees. For the period of May 1, 2020 through April 30, 2021, Westmont Fire shall pay an annual alarm service fee monitoring fee to Addison in the amount of \$46,343 dollars. For the period of May 1, 2022 through April 30, 2022, Westmont Fire shall pay an annual alarm service fee monitoring fee to Addison in the amount of \$48,891 dollars. For the period of May 1, 2022 through April 30, 2023, Westmont Fire shall pay an annual alarm service fee monitoring fee to Addison in the amount of \$51,580 dollars with payment scheduled according to the provisions of Paragraph 11 herein.

M-5 VHF SYSTEM

ACDC shall provide a VHF radio system with licensed frequencies for the exclusive use of the south fire agencies. The system shall provide outbound coverage capable of activating radio pagers within three miles of the members' districts. The system shall also be capable of receiving mobile radio traffic from auto aid/mutual aid departments and outdoor portable radio traffic from units operating within the district. Two-tone paging for up to 10 paging groups shall be provided.

M-6 Monitoring Westmont's VHF & Dispatch Talk Groups

ACDC shall monitor Westmont's primary fire dispatch Talk group and VHF frequency 24x7.

M-7 IFERN1

ACDC shall monitor IFERN1 24x7 for box alarm and other mutual aid/auto aid requests. ACDC shall have the ability to tone alert surrounding departments and dispatch centers due to respond on IFERN1.

M-8 Subscriptions

ACDC shall provide Active 911 subscriptions to all fire district personnel and establish a link to the system for each call dispatched via CAD. ACDC shall maintain a subscription to eDispatch and make it available to all fire district personnel.

M-9 MABAS Division 10 dispatch

ACDC will be the primary MABAS Division 10 dispatch center as mutually agreed upon with Division 10. ACDC shall use I AM RESPONDING software for MABAS Division 10 IMAT dispatching and other uses as determined by the fire districts.

M-10 Fire Station Alerting

Please refer to the signed IGA between ETSB and Westmont.

M-11 Communications Devices

ACDC shall relay 911 calls, fire alarm and other information received to Westmont's personnel by means of voice/FSA , Starcom radio, VHF radio, alpha numeric paging, computer-aided dispatch (CAD), Active 911 and mobile data communications and any other mechanisms as agreed upon.

M-12 Emergency Weather or Emergency Conditions

During severe weather or other Village emergency, ACDC shall relay lower priority incidents (trees down, flooding, road closures. etc.) to Westmont's ECC via a mutually agreed upon system.

M-13 CAD

ACDC migrated to the new Hexagon CAD and in doing so the migration includes addresses, premise names, common names, special contacts, mapping, GIS data and other data needed for CAD to function accurately.

M-14 Contacts and Key holders

ACDC shall maintain the special contacts (cautions, medical alerts, etc.) in CAD. Westmont shall properly maintain their own key holder list and update as needed as well as cautions.

M-15 Fire Staffing & Personnel

Addison will provide a staffed fire desk (console) for each fire talk group that is set up and dedicated to fire dispatching. Fire desk priorities include fire dispatch, fire unit availability monitoring, auto aid radio frequency monitoring, main fire frequency monitoring, IFERN monitoring, fire CAD monitoring, fire/trouble alarm monitoring, weather warning and other fire related activities. The fire desks shall be staffed by dedicated and trained fire dispatchers. All new fire dispatchers shall perform a minimum of eight (8) hours ride along tours of duty within 150 days of hire. All dispatchers shall perform a minimum of four (4) hours ride along tours of duty every three years. All Westmont fire personnel will participate in a four hour observation session at Addison. All dispatchers are trained and participate in the ACDC Customer Service Program.

M-16 Policies and Procedures

Fire dispatch procedures and priorities shall be mutually agreed upon by Addison and the fire districts' operations committee. These procedures may be amended from time to time by mutual agreement of the parties.

M-17 Equipment

Addison shall be responsible for providing all equipment necessary to provide the dispatching services. With the new FSA systems there is the expectation that Westmont will maintain the necessary equipment within each station and network within the stations. Addison shall be responsible for maintaining the equipment in a reasonable manner and shall provide appropriate primary back-up equipment in the event of a failure.

M-18 NFPA 1221 Standards & Accreditation

ACDC will immediately comply with all operational requirements (e.g. call processing time) in the most recent edition of NFPA 1221 and will comply with all requirements to the best of the ability of ACDC staff and equipment capabilities. ACDC shall make reasonable attempts to comply with all other applicable standards and guidelines (e.g. ILEAS, MABAS, APCO, NFPA and other relevant emergency services communications standards and guidelines). ACDC shall assist fire districts with the communications aspects of their accreditation process.

M-19 Continuity of Operations Plan

ACDC will develop a written Continuity of Operations Plan (COOP) that defines backup procedures for partial and total loss of the dispatch center. Westmont will make Communications Vehicle 1888 and its ECC available as needed to support the COOP.

Mayor/Designee

Richard Veenstra

DATE:

Mayor/Designee

Ron Gunter

DATE:

EXHIBIT N – WESTMONT

POLICE N-1. Westmont Customer Services

Addison shall provide personalized customer services to Westmont including answering in person all non-emergency calls during hours when the Member Municipality's offices are closed to the public, including Public Works, utility calls, dispatching, and contacting the appropriate Member Municipality of any emergency by phone, alpha numeric paging or other agreed upon methods. This precludes emergency (storm, flood) events. Westmont shall provide thirty (30) days' notice of any change in their evening and weekend office hours. Any change of three (3) or more hours from the original office hours above must be mutually agreed upon. Westmont's schedule of office hours is as follows: Westmont answers non-emergency telephones Monday – Friday 0830 – 1430 hours. Addison will answer non-emergency telephone calls after Westmont's office hours, on Saturdays and Sundays, and on holidays. All 911 and 7 digit direct calls will be answered by Addison 24 hours a day, 7 days a week

N-2. Westmont Equipment

Westmont shall be responsible for procuring and maintaining, at its own cost, its mobile and portable radio equipment and repeaters for use by its personnel using the system, and any required enhancements shall be at Westmont's cost.

N-3. Westmont Services Fee

For the period of May 1, 2020 through April 30, 2021, Westmont Police Department shall pay an Annual Service Fee to Addison in the amount of \$335,101. For the period of May 1, 2021 through April 30, 2022, Westmont Police Department shall pay an Annual Service Fee to the Village of Addison in the amount of \$353,532. For the period of May 1, 2022 through April 30, 2023, Westmont Police Department shall pay an Annual Service Fee to the Village of Addison in the amount of \$372,976 dollars with payment scheduled according to the provisions of Paragraph 11 herein.

Mayor/Designee

Richard Veenstra

DATE:

Mayor/Designee

Ron Gunter

DATE: