MINUTES OF THE BOARD MEETING OF THE TRUSTEES, VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS, HELD DECEMBER 17, 2024

The regular meeting of the Board of Trustees, Village of Tinley Park, Illinois, was held in the Council Chambers located in the Village Hall of Tinley Park, 16250 Oak Park Avenue, Tinley Park, IL on December 17, 2024. President Glotz called this meeting to order at 6:04 p.m.

At this time President Glotz led the Board and audience in the Pledge of Allegiance.

Clerk O'Connor called the roll. Present and responding to roll call were the following:

Village President:

Michael W. Glotz

Village Clerk:

Nancy M. O'Connor

Trustees:

William P. Brady

William A. Brennan Dennis P. Mahoney Michael G. Mueller Kenneth E. Shaw Colleen M. Sullivan

Absent:

None

Also Present:

Village Manager:

Patrick Carr

Asst. Village Manager:

Hannah Lipman

Village Attorney:

Brian Miller

Motion was made by Trustee Mueller, seconded by Trustee Brennan to approve the agenda as written or amended for this meeting. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Mueller, seconded by Trustee Sullivan to continue agenda items 9-14 to the January 7, 2025, Village Board Meeting. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Brady, seconded by Trustee Sullivan to approve and place on file the minutes of the special Village Board Meeting held on December 2, 2024. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Brennan, seconded by Trustee Sullivan to adopt and place on file RESOLUTION 2024-R-145 RECOGNIZING ALBERT J. SIEGERS, OUTSTANDING TINLEY PARK VOLUNTEER, UPON HIS RETIREMENT. This Resolution recognizes Albert J. Siegers for more than 40 years of volunteerism in Tinley Park. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Brennan, seconded by Trustee Brady to appoint PATRICK ST. JOHN TO THE POSITION OF DIVISION POLICE COMMANDER. Patrick has been with the Tinley Park Police Department for 26 years, spending the last 9 years as a Sergeant in the Patrol Division. Prior to his

supervisory duties, he held several specialty assignments, including the TAC Unit, Squad Leader for ILEAS Mobile Field Force, and as a member of the South Suburban Major Crimes Task Force. His leadership, problem-solving, and teamwork strengths make him a strong candidate for the Division Police Commander position. He holds a Bachelor of Arts in Sociology. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Brennan, seconded by Trustee Brady to appoint BRYAN BISHOP TO THE POSITION OF DIVISION POLICE COMMANDER. Bryan joined the Tinley Park Police Department nearly 24 years ago and has spent the last 7 years as Sergeant, overseeing the patrol operations for 6 years and administrative functions for the last year. Before his supervisory duties, he held numerous specialty assignments, including Field Training Officer, Evidence Technician, Firearms Instructor, National and State Certified Reconstruction Specialist, and Citizen's Police Academy Instructor, amongst others. His leadership, crisis management, and strategic planning strengths make him a strong candidate for the Division Police Commander position. He holds a Bachelor of Arts in Criminal Justice and is graduating from the Northwestern School of Police Staff and Command in January 2025. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Brennan, seconded by Trustee Brady to RECOGNIZE THE PROMOTION OF MICHAEL HARMON TO POLICE SERGEANT. Officer Michael Harmon has been a full-time Tinley Park Police Officer for over 9 years. During his tenure, he has served as a Field Training Officer, Evidence Technician, Firearms Instructor, Juvenile Officer, and South Suburban Emergency Response Team member. Additionally, Officer Harmon served four years in the Marine Corps, including three tours in Iraq. He earned a Bachelor's Degree in Kinesiology from Western Illinois University.

Chief Tilton extended his congratulations to Sergeant Harmon.

Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Sullivan, seconded by Trustee Brennan to CONDUCT A SWEARING-IN CEREMONY FOR POLICE SERGEANT MICHAEL HARMON. At this time Clerk O'Connor performed a swearing in ceremony for Sergeant Michael Harmon. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Shaw, seconded by Trustee Mahoney to consider approving the following Consent Agenda items:

- A. CONSIDER RELEASE OF LETTER OF CREDIT #CM-06191 ISSUED BY FIRST SECURE BANK & TRUST FOR CHESTNUT MEADOWS II, LLC IN THE AMOUNT OF \$212,500.
- B. CONSIDER ADOPTING RESOLUTION 2024-R-151 WITH IMAGING SYSTEMS INC. FOR HYLAND ONBASE AGENDA AND DOCUMENT MANAGEMENT SOFTWARE RENEWAL IN THE AMOUNT OF \$31,265.03.
- C. CONSIDER PAYMENTS OF OUTSTANDING BILLS IN THE AMOUNT OF \$6,986,633.22 AS LISTED ON THE VENDOR BOARD APPROVAL REPORTS DATED DECEMBER 6 AND 13, 2024.

President Glotz asked if anyone from the Board would like to remove or discuss any items from the Consent Agenda. No items were removed or discussed. President Glotz asked if there were any comments from members of the public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Sullivan, seconded by Trustee Brennan to adopt and place on file ORDINANCE 2024-O-066 GRANTING ACTION BEHAVIOR CENTERS A SPECIAL USE PERMIT AT 8151 W. 183RD STREET, SUITE A. The Special Use Permit allows a Special Needs/Therapy Institution use, within the existing M-1 PD (Tinley Crossings Corporate Center Planned Unit Development) zoning district. The Plan Commission held a Public Hearing on December 5, 2024, and voted 6-0 to recommend approval of the Special Use Permit in accordance with the listed plans, the recommended condition, and drafted Findings of Fact in the Staff Report. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Mahoney, seconded by Trustee Sullivan to adopt and place on file ORDINANCE 2024-O-067 GRANTING A PARKING VARIATION FROM THE ZONING ORDINANCE AT 9550 179TH STREET (JACK IN THE BOX). The Variation allows for a reduction of required on-site parking associated with the reconfiguration of the site to add additional drive-thru lane queuing space for Jack in the Box. The Plan Commission held a Public Hearing on December 5, 2024, and voted 6-0 to recommend approval of the variation with the plans and Findings of Fact as noted in the Staff Report. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Mahoney, seconded by Trustee Mueller to adopt and place on file RESOLUTION 2024-R-150 APPROVING THE REVISED PLAT OF SUBDIVISION FOR CERTAIN PROPERTY LOCATED AT NORTH STREET AND 67TH COURT (WEST POINT AT HARMONY SQUARE). The Petitioner is seeking approval of the revised Harmony Square Final Plat of Subdivision for the townhome portion of the development. No changes to the development plans or phasing are proposed. The Plan Commission voted 6-0 on December 5, 2024, to recommend approval of the Final Plat dated 12/9/2024 subject to final review and approval by the Village Engineer and Village Attorney. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Mahoney, seconded by Trustee Sullivan to adopt and place on file ORDINANCE 2024-O-068 ANNEXING THE 0.06 ACRE PROPERTY NORTH OF 191ST STREET TO THE VILLAGE OF TINLEY PARK (INTERSTATE SPORTS DOME). The Petitioner requests annexation of the property under the allowances of the Illinois Municipal Code. The 2,650 sq. ft. vacant parcel is contiguous to the Village of Tinley Park and will be annexed under the R-1 Zoning District by default and rezoned to B-3 as part of a corresponding zoning request for a larger 48-acre Interstate Sports Dome development. The annexation will be effective on the date of passage. This item was reviewed at the Committee of Whole meeting held prior to this meeting. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Mahoney, seconded by Trustee Sullivan to adopt and place on file ORDINANCE 2024-O-069 APPROVING A MAP AMENDMENT TO REZONE CERTAIN PROPERTY LOCATED AT 7600 191ST STREET FROM ORI AND R-1 TO B-3 (INTERSTATE SPORTS DOME). The Petitioner seeks to rezone 48-acres of property located at 7600 191st Street from ORI and from R-1 zoning districts to the B-3 zoning district. The purpose of the rezoning will allow for multiphase commercial development proposed as the Interstate Sports Dome. The Plan Commission held a Public Hearing on December 5, 2024, and voted 5-0 to recommend approval of the Map Amendment in accordance with the listed plans and Findings of Fact in the Staff Report. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Mahoney, seconded by Trustee Brennan to adopt and place on file ORDINANCE 2024-O-070 GRANTING A SPECIAL USE PERMIT TO ESTABLISH THE INTERSTATE SPORTS DOME PLANNED UNIT DEVELOPMENT AND PRELIMINARY PUD PLAT AT 7600 191ST STREET. The Special Use will allow multi-phase commercial development of sports, retail, and dining uses. The Plan Commission held a Public Hearing on December 5, 2024, and voted 5-0 to recommend approval of the Special Use in accordance with the listed plans, the recommended conditions, exceptions, and Findings of Fact as listed in the Staff Report. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Mahoney, seconded by Trustee Sullivan to adopt and place on file ORDINANCE 2024-O-071 APPROVING THE INTERSTATE SPORTS DOME FINAL PLAT OF CONSOLIDATION AND PLAT OF VACATION. The Petitioner has proposed Final Plat approval for the Interstate Sports Dome Final Plat of Consolidation, dated November 6, 2024, and the Plat of Vacation, dated October 24, 2024, for 40 feet width of the former 76th Avenue roadway. The Plan Commission reviewed the Final Plats on December 5, 2024, and voted 5-0 to recommend approval with the conditions as listed in the Staff Report. Trustee Brennan feels this a great location for the project given the growing interest in youth sports. Steve Vernon, Vernon Development, representing GK Development, stated they are excited about the project and are hoping to break ground in the spring. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Mueller, seconded by Trustee Brennan to adopt and place on file RESOLUTION 2024-R-146 APPROVING A PURCHASE BETWEEN THE VILLAGE OF TINLEY PARK AND OFFICE REVOLUTION, RAMAR SUPPLY, MY BEER GUY, INC. AND OSA INTEGRATED SOLUTIONS FOR THE HARMONY SQUARE PURCHASE OF KITCHEN FURNITURE, FIXTURES, AND EQUIPMENT (FF&E). This FF&E initial purchase is on behalf of the Licensee. This item was discussed at the Committee of the Whole meeting held prior to this meeting. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Brennan, seconded by Trustee Sullivan to adopt and place on file RESOLUTION 2024-R-152 APPROVING RENEWAL OF AN INSURANCE POLICY WITH THE ILLINOIS MUNICIPAL LEAGUE RISK MANAGEMENT ASSOCIATION (IML RMA). The Village has received our annual renewal quote for insurance coverages and risk management services from our provider, Illinois Municipal League Risk Management Association (IML RMA). The renewal for 2025 is a

minimum premium of \$1,109,119 with the potential maximum contribution not to exceed \$1,752,186. This item was discussed at the Committee of the Whole meeting held prior to this meeting. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Shaw, seconded by Trustee Sullivan to adopt and place on file ORDINANCE 2024-O-054 LEVYING TAXES FOR CORPORATE PURPOSES FOR THE VILLAGE OF TINLEY PARK 2024 TAX LEVY YEAR. The property tax levy request for 2024 will be in the total amount of \$30,484,487. This reflects a zero percent increase and remains unchanged for both the Village and Library from the prior year's levy requests. The proposed 2024 levy was discussed with the Village Board at the Committee of the Whole meeting on November 18, 2024, and the Library Board on November 20, 2024. President Glotz highlighted that there had been no increase in the past two years, with the last adjustment being a 1% increase three years ago. Trustee Shaw credited the Village's strong fiscal management for enabling it to avoid increases. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Shaw, seconded by Trustee Mueller to adopt and place on file ORDINANCE 2024-O-055 ABATING ALL OF THE 2024 TAX LEVY REQUIREMENTS AS PROVIDED FOR IN THE "NOTIFICATION OF SALE OF GENERAL OBLIGATION BONDS, SERIES 2021A AND TAXABLE GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B" AND THE "DIRECTION FOR ABATEMENT OF TAXES" DATED DECEMBER 2, 2021 IN CONNECTION WITH THE ISSUANCE OF \$8,940,000 GENERAL OBLIGATION BONDS, SERIES 2021A OF THE VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS. This ordinance abates all \$746,650 of the 2024 Tax Levy requirements for the Series 2021A bonds as contained in both the "Notification of Sale of General Obligation Bonds, Series 2021A and Taxable General Obligation Refunding Bonds, Series 2021B" and the "Direction for Abatement of Taxes" dated December 2, 2021, in connection with the issuance of the \$8,940,000 General Obligation Bonds, Series 2021A ("Series 2021A bonds"). The bond issue supports infrastructure improvements for the Village Water and Sewer system and the abated debt service will be paid by the utility revenues of those funds.

Abatement Funding Source Amount
Water Retail Fund \$481,357.78
Water Wholesale Fund \$66,825.18
Sewer Fund \$198,467.04

This abatement item was provided at the Committee of the Whole meeting held on November 18, 2024. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Shaw, seconded by Trustee Mueller to adopt and place on file ORDINANCE 2024-O-056 ABATING A PORTION OF THE 2024 TAX LEVY REQUIREMENTS AS PROVIDED FOR IN THE "NOTIFICATION OF SALE OF GENERAL OBLIGATION BONDS, SERIES 2021A AND TAXABLE GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B" AND THE "DIRECTION FOR ABATEMENT OF TAXES" DATED DECEMBER 2, 2021 IN CONNECTION WITH THE ISSUANCE OF \$5,965,000 TAXABLE GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B OF THE VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS. This ordinance abates a portion of the 2024 Tax Levy requirements for the Series 2021B bonds

as contained in both the "Notification of Sale of General Obligation Bonds, Series 2021A and Taxable General Obligation Refunding Bonds, Series 2021B" and the "Direction for Abatement of Taxes" dated December 2, 2021, in connection with the issuance of the \$5,965,000 Taxable General Obligation Refunding Bonds, Series 2021B ("Series 2021B bonds"). This ordinance abates \$610,750 of the 2024 Tax Levy requirements of \$960,750.00 for the Series 2021B bonds, leaving \$350,000 as the remaining 2024 Tax Levy amount.

The sources and amounts of the funds to support this abatement are as follows:

Abatement Funding Source	Amount
Hotel Tax Debt Service Reserve	\$384,300.00
Surtax Capital Projects Fund	\$ 61,719.80
Sewer Fund	\$137,243.13
Stormwater Management Fund	\$ 17,168.61
New Bremen TIF District	\$ 10,318.46

This abatement item was provided at the Committee of the Whole meeting held on November 16, 2024. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Shaw, seconded by Trustee Mueller to adopt and place on file ORDINANCE 2024-O-057 ABATING ALL OF THE 2024 TAX LEVY REQUIREMENTS AS PROVIDED FOR IN THE NOTIFICATION OF SALE OF GENERAL OBLIGATION BONDS, SERIES 2024 DATED JULY 23, 2024 IN CONNECTION WITH THE ISSUANCE OF \$46,595,000 GENERAL OBLIGATION BONDS, SERIES 2024 OF THE VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS. The 2024 tax levy requirement for this bond issue is established at \$3,663,357.64, and the Village is able to abate all of this levy from the following sources and amounts:

Abatement Funding Source	Amount
Water Retail Fund	\$ 859,643.50
Sewer Fund	\$ 182,105.51
Stormwater Management Fund	\$ 216,724.25
Surtax Capital Projects Fund	\$ 572,839.23
Downtown Initiatives Fund	\$1,832,045.15

This abatement item was provided at the Committee of the Whole meeting held on November 16, 2024.

President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Shaw, seconded by Trustee Sullivan to adopt and place on file ORDINANCE 2024-O-058 ABATING A PORTION OF THE TAX YEAR 2024 VILLAGE OF TINLEY PARK PROPERTY TAXES EXTENDED FOR 18501 CONVENTION CENTER DRIVE, TINLEY PARK, COOK COUNTY, ILLINOIS (DEVELOPMENT INCENTIVE AGREEMENT FOR THE TINLEY PARK HOTEL AND CONVENTION CENTER). In July 2017, the Village of Tinley Park entered into agreements with Elementary School District 159, Rich Township High School District 227, and The Harp Group, Inc. related to the hotel property located at 18501 Convention Center Drive and attached to the

Village's Convention Center facility. Under these agreements, the three (3) governments (Village, 159 and 227) will abate 50% of the respective government's property taxes extended for the property for a period of ten (10) years, or a cumulative and collective \$4 million in abatement, whichever comes first. This Ordinance represents the seventh year of abatement. This abatement item was provided at the Committee of the Whole meeting held November 16, 2024. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Brennan, seconded by Trustee Brady to adopt and place on file RESOLUTION 2024-R-147 PROVIDING FOR AND AUTHORIZING LANDING RIGHTS TO SANTA CLAUS IN THE VILLAGE OF TINLEY PARK. This Resolution would allow the necessary approvals for Santa Claus to land in Tinley Park as often as deemed appropriate. President Glotz asked if there were any comments from members of the Board or public. There were none. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Pat Carr, Village Manager, thanked staff and Village Board for a successful 2024. President Glotz concurred.

President Glotz reviewed the history and changes to the water billing including the scheduled administrative fee increase.

John Urbanski, Public Works Director, presented findings from the water rate study, noting a reduction in the annual transfer from the general fund to the water fund (from over \$2 million to about \$1 million). Despite improvements, the fund remains in deficit.

Hannah Lipman, Assistant Village Manager/Interim Finance Director, explained the changes implemented were in lieu of the water rate's study recommendation to increase the rate 60% over five years.

Trustee Shaw suggested a review of the data in 2025.

President Glotz and Trustee Brady wished everyone a Merry Christmas and Happy New Year.

Trustee Shaw thanked Public Safety for their response to a fire near his home on Thanksgiving evening.

President Glotz recognized the passing of Larry Nichols, former Chairman of the Advisory Commission on Labor and Development.

President Glotz asked if there were any comments from members of the public. There were none.

Motion was made by Trustee Brennan, seconded by Trustee Sullivan, at 7:45 p.m. to adjourn to Executive Session to discuss the following:

A. THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.

Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

Motion was made by Trustee Shaw, seconded by Trustee Sullivan to adjourn the Village Board meeting at 8:21 p.m. Vote on roll call. Ayes: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan. Nays: None. Absent: None. President Glotz declared the motion carried.

PLEASE NOTE: Where there is no summary of discussion on any items in the minutes, this reflects that no discussion occurred other than the introduction of the item.

