

ADMINISTRATIVE OVERSIGHT COMMITTEE

MUNICIPAL COMPLEX HALL

208 E. MAIN STREET

January 21, 2026

2:00 P.M.

AGENDA

1. CALL TO ORDER/ROLL CALL
2. APPROVE MINUTES OF DECEMBER 8, 2025, ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING
3. PUBLIC COMMENT
4. DISCUSSION OF DRAFT CAPITAL IMPROVEMENT PLAN (CIP)
5. DISCUSSION OF AVAILABLE REVENUE STREAMS
6. REVIEW DRAFT SOUTH SUBURBAN MAYORS & MANAGERS ASSOCIATION (SSMMA) 2026 STATE INFRASTRUCTURE PRIORITY PROJECTS LIST
7. DISCUSSION OF STRATEGIC PLANNING CONSULTANT PROPOSAL
8. GENERAL DISCUSSION
9. ADJORNMENT

VILLAGE OF PEOTONE
ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES
Minutes of December 8, 2025

CALL TO ORDER, ROLL CALL

The Administrative Oversight Committee was called to order at 4:00pm at the Municipal Complex Hall, 208 E. Main Street, Peotone, Illinois, by the Committee Chair, Trustee Gary Hudson. In attendance were Trustee Hudson, Trustee Bowden and Trustee Sluis. Also present was Village Clerk Hartwell, Village Administrator Palmer, Mayor Vieaux, Financial Consultant Mampe, Trustee Sandberg and Diane Nielsen.

MINUTES

Motion by Sluis, Second by Bowden to approve the Administrative Oversight Committee minutes from September 25, 2025. All voting Yes; Motion Carried.

PUBLIC COMMENT - None

REVIEW LEVYING AND ASSESSING OF THE 2025 TAXES

This is done annually and needs to be filed with the County by the last Tuesday in December who then determines the tax rate needed to raise the dollars levied by the Village. The amount calculated includes the levy for previous years and the breakdown of the levy and is slightly higher than last year's rate but is still within the 5% to avoid a truth in taxation hearing. The Village will not know the new rate until next year when the County determines it. Most of the levy goes into the General Fund and the rest goes into the Police Pension Fund. The Committee will recommend to the Village Board to approve the ordinance to pass the levy.

REVIEW INVESTMENT POLICY FOR VILLAGE OF PEOTONE

The previous policy was reviewed and revised in compliance with State statutes and GOFA and will apply to all investments made on or after the effective date of the document. The Village Finance Director/Treasurer shall manage the operation of the Village's investment program in accordance with the policy and periodic reports will be provided quarterly or as needed. A copy of the policy will be made available on the Village's website and for public inspection during business hours. The Committee will recommend to the Village Board to approve the Resolution.

DISCUSSION OF CURRENT INVESTMENT FUND BALANCES

An overview was given of all the current account/fund balances and where they are located. After review and discussion, the consensus of the Committee was to move the money in the Old National Bank Money Market Account to PFM.

REVIEW ILLINOIS MUNICIPAL INSURANCE COOPERATIVE (IMIC) 2025-2026 RENEWAL

An overview was given of IMIC which the Village is a participant in. While the premiums for Peotone have increased, they are still within the allocated amount in the FY 26 budget and are lower than many other municipalities. The Committee will recommend to the Village Board to renew and approve the Resolution.

FY 27 BUDGET PROCESS REVIEW AND DISCUSSION

The FY 27 budget process is starting. One main focus will be to review and revise the capital improvement plan and create a more detailed plan going forward. There was discussion about prioritizing and creating a list of public works projects including streets and sidewalks and how to budget for them, the previous paving study may help guide this. The strategic plan for the Village will also be worked on and there was discussion about including public input and budgeting for professional services. Other discussion items included updating the comprehensive plan and the façade improvement program and ways to keep it funded.

There was discussion about making Railroad Street parking improvements South of Main Street a priority, refreshing the capital improvement plan to prioritize projects, continuing to work on grants and installing speakers in the downtown which would need to be budgeted for.

GENERAL DISCUSSION

There was discussion about when the Administrative Oversight Committee should meet next and it was determined mid-January would be best and there would be discussion then about the initial budget lists and draft. Administrator Palmer reviewed a few of the items that will be on the upcoming Board agenda which included the Grocery Tax revision, the Bond Abatement Annual Ordinance, the Conrad Street Project payment and the Levy. He also stated that there should be a future conversation regarding the TIF 2 and the Travel Center and updating projections.

ADJOURNMENT-Motion by Bowden, Second by Sluis to adjourn the Administrative Oversight Committee meeting at 4:59pm. All voting Yes; Motion Carried.



Board of Trustees Memo

TO: Members of the Administrative Oversight Committee
Chris Vieaux, Mayor
From: Nick Palmer, Village Administrator
Date: January 15, 2026
Subject: Discussion of Draft Capital Improvement Plan (CIP)
For Agenda: AOC Mtg 1/21/26

Administrator sign off: *NMP*

Agenda item:

Discussion of Draft Capital Improvement Plan (CIP)

Background:

A Capital Improvement Planning (CIP) is a long-term, strategic process for governments and organizations to prioritize, plan, and fund major infrastructure projects over a set period of time, identifying costs, timelines, and funding sources to guide responsible development, asset management, and community growth, balancing needs with financial reality. It's a roadmap for large-scale investments, ensuring essential public assets are maintained, improved, or expanded strategically, not just reactively.

The Village of Peotone has historically adopted a five-year CIP to help guide spending on critical projects and equipment. The CIP document is one of several key pieces of the annual budget.

At the AOC meeting, the intent is to review the draft CIP and discuss options and edits to this plan. The full Village Board will discuss this draft CIP at the January 26, 2026 Board meeting and continue work until the annual budget is approved.

Committee action:

Review and discuss the draft Capital Improvement Plan (CIP)

Supporting documents:

- Fiscal Year 2027 – Five Year Capital Improvement Plan (Draft)

Village of Peotone
Fiscal Year 2027 Budget
Five Year Capital Improvement Plan

Department	Description	FY2027	FY2028	FY2029	FY2030	FY2031
General Fund						
Police	Squad Car and Equipment	140,000	70,000	70,000	70,000	70,000
PW	Truck w/Spread & Plow		-	225,000	240,000	-
PW	Brush Chipper			-	-	140,000
PW	Front Loader			-	-	-
PW	Pickup Truck	75,000			-	-
PW	Replacement Generator at Village Hall		30,000		-	-
	Total General Fund	215,000	100,000	295,000	310,000	210,000
Capital Improvements Fund						
PW	Annual Sidewalk Program	50,000	50,000	50,000	50,000	50,000
PW	Paving - E. South Street Route 50 to South 2nd - Engineering	37,700				
PW	Paving - South Street Route 50 to South 2nd - Construction	290,000	-	-	-	-
PW	Paving -- S 4th Street -- South Street to Corning - Engineering	16,900				
PW	Paving -- S 4th Street -- South Street to Corning - Construction	146,900				
PW	Paving - E. Main Street - Village Hall to IL 50 - Engineering		35,000			
PW	Paving - E. Main Street - Village Hall to IL 50 - Construction		155,000			
PW	Paving - Gull Landings -- Gull View Drive - Engineering		-	40,163	-	-
PW	Paving - Gull Landings -- Gull View Drive - Construction			236,250		
PW	Paving - Meadow Lane - Engineering				35,280	
PW	Paving - Meadow Lane - Construction				147,000	
PW	West Street reconstruction - Wilmington-Peotone to Corning - Local match to Fed. funds				400,00	255,000
PW	Storm Water Study	-	20,000		-	-
PW	Storm Sewer - Royal Lane - \$1.3 million	-	-		-	-
PW	Hauert Street Storm Sewer - \$1.4 million to \$1.65 million	-	-	-		-
PW	W. Main Street Storm Sewer between 1st and West Street - \$1.1 million					
PW	Salt Dome (500 Ton)	-	-		-	325,000
PW	Sidewalk Improvements - WP Road - Meadow to Rathje - DE					13,268
PW	Sidewalk Improvements - WP Road - Meadow to Rathje - CE					18,000
PW	Sidewalk Improvements - WP Road - Meadow to Rathje					95,000
	Total Capital Improvements Fund	541,500	260,000	326,413	232,280	756,268
Business Development District Fund						
Admin	Façade Improvement Program - Downtown	25,000	25,000	25,000	25,000	25,000
Admin	Property Acquisition			???	-	-
Admin	Market Study - Downtown			???	-	-
Admin	Speakers in Downtown	70,000	-	-	-	-
Admin	Railroad Street Parking Lot Improvements	-	250,000		-	-
	Total Business Development District Fund	95,000	275,000	25,000	25,000	25,000
TIF 1 FUND						
Admin	Façade Improvement Program	25,000	25,000	25,000	25,000	25,000
Admin	Village Hall Remodel & maintenance	30,000	10,000	10,000	10,000	10,000
	Total TIF 1 Fund	55,000	35,000	35,000	35,000	35,000
TIF 2 FUND						
Admin	TIF Expansion	-	-	30,000	-	-
	Total TIF 2 Fund	-	-	30,000	-	-
Total Capital Improvement Plan		\$ 906,500	\$ 670,000	\$ 711,413	\$ 602,280	\$ 1,026,268



Board of Trustees Memo

TO: Members of the Administrative Oversight Committee
Chris Vieaux, Mayor
From: Nick Palmer, Village Administrator
Date: January 15, 2026
Subject: Discussion of available revenue streams
For Agenda: AOC Mtg 1/21/26

Administrator sign off:

WNP

Agenda item:

Discussion of available revenue streams

Background:

As part of the discussion on the annual capital improvement plan (CIP), it is critical also to discuss the available revenue streams. With no significant dedicated funding stream for the Village's capital budget, it is challenging to fund all the equipment and capital projects.

At the AOC meeting, the intent is to review the current revenue streams and discuss options for projects within the draft CIP.

Committee action:

Review and discuss the current balances of various revenue streams available for capital projects

Supporting documents:

- Fiscal Year 2027 – Five Year Capital Improvement Plan (Draft)

Village of Peotone
Fiscal Year 2027 Budget
Capital Improvement Plan Funding

	General	Capital Improvement	BDD	TIF 1
General Revenues	\$ 215,000	\$ -	\$ -	\$ -
MFT FY2027 Revenues	-	180,000	-	-
MFT Reserves		150,000		
Capital Improvement Fund Reserves	-	100,000	-	-
Contribution from General Fund		111,500		
TIF Revenues	-	-	-	55,000
BDD Reserves/Revenue	-	-	95,000	-
	\$ 215,000	\$ 541,500	\$ 95,000	\$ 55,000
	215,000	541,500	95,000	55,000
Funding Shortage	-	-	-	-



Board of Trustees Memo

TO: Members of the Administrative Oversight Committee
Chris Vieaux, Mayor
From: Nick Palmer, Village Administrator
Date: January 15, 2026
Subject: Review DRAFT SSMMA 2026 State Infrastructure Priority Projects List
For Agenda: AOC Mtg 1/21/26 Administrator sign off: *WNP*

Agenda item:

Review DRAFT SSMMA 2026 State Infrastructure Priority Projects List

Background:

The South Suburban Mayors and Managers Association (SSMMA) is an intergovernmental agency providing technical assistance and joint services to municipal members in Cook and Will Counties. SSMMA members work cooperatively on transportation, legislation, land use, economic development, recycling, purchasing, stormwater and open space planning, infrastructure, human resources, public safety and housing issues. Established in 1978, SSMMA currently serves 45 member communities across the Southland. Our communities cover 223 square miles and are home to more than 750,000 residents. The Village of Peotone is an active member in the SSMMA.

The staff at SSMMA are preparing for the 2026 State of Illinois legislative session and requested that member municipalities review and update Peotone's municipal state infrastructure and capital investment project priorities. The SSMMA is anticipating that the General Assembly may take up a multi-year capital program during this legislative cycle, making it especially important that Peotone's infrastructure needs are clearly articulated and documented.

SSMMA strongly encourage these requests are not limited what feel as "realistic" requests or immediately achievable. Instead, they suggested that the Village include projects that reflect both Peotone's short and long-term infrastructure needs.

Attached to this board memo is the previous version of Peotone's existing project information. Also attached is a DRAFT update of project requests that are both realistic and aspirational. Staff would like to review this list with the AOC.

The SSMMA staff has set a deadline of Friday, January 23, 2026 for submitting this updated list for inclusion in their 2026 aggregate listing of projects for SSMMA member communities.

Fiscal impact:

There is no immediate financial impact, or commitment of Village funds, to participate in this work.

Committee action:

Review and discuss the proposed SSMMA 2026 State Infrastructure Priority Projects List

Supporting documents:

- SSMA 2026 State Infrastructure Priority Projects List

Peotone

FY2026 Capital Bill Requests			
Project Name	Project Description	Total	Project Type
Resurfacing Local Roads Village-wide	Many local streets are in need of re-paving and the MFT funding cannot keep up with the need	\$ 5,000,000	Transportation
W Corning Rd Reconstruction	Reconstructing and widening Corning Rd which is needed for development including a multi-use path	\$ 3,500,000	Transportation
Bridge Rehabilitations	Local Bridge Rehabilitations on Ridgeland Ave & Corning Ave	\$ 500,000	Transportation
Sidewalk Replacements	Sidewalk & ADA Ramp Replacements Village-wide	\$ 300,000	Transportation
Stormwater Improvements	Culvert Replacements and Storm Sewer/Manhole Repairs	\$ 800,000	Storm Water
Salt Dome	Build a new Salt Dome (1000 Ton)	\$ 400,000	Other
W Main St Storm Sewer	W Main St new relief storm sewer to fix street flooding along with curb and road repairs	\$ 1,800,000	Stormwater
Royal Lane Storm Sewer	Royal Ln new relief storm sewer to fix street flooding along with curb and road repairs	\$ 2,100,000	Stormwater
Hauert St Storm Sewer	Hauert St new relief storm sewer to fix street flooding along with curb and road repairs	\$ 2,500,000	Stormwater
Wilmington-Peotone Road Sidewalk	Wilmington-Peotone Rd Sidewalk Connection - West of Meadow Ln to Rathje Rd	\$ 200,000	Transportation
New Village Detention Pond Drainage Project	New Village Detention Pond and Culvert Replacements to alleviate flooding from a Rock Creek Tributary	\$ 9,000,000	Stormwater
New Multi-Use Path Phase 1	New Multi-Use Path along Village-owned abandon railroad ROW	\$ 450,000	Transportation
New Multi-Use Path Phase 2	New Multi-Use Path connecting to Phase 1 and Corning Ave/Rathje Rd	\$ 1,000,000	Transportation
Downtown Streetscape Phase 3	Expanding the current Streetscape project to improve other downtown transitional areas in the original plan including 1st St, North St, Corning Ave, Crawford Ave, and Railroad St	\$ 5,500,000	Transportation
Downtown & Municipal Parking Lots	Reconstruct and Improve parking lots for additional public spaces in the downtown and Village Hall areas	\$ 2,000,000	Building Improvements
Site Cleanup & Improvements	Excavating and properly disposing of contaminated soil and debris on a site on the NE corner of Crawford Ave/Washington St and paving for future parking lot or development	\$ 900,000	Environmental
Village Hall & Police Station Improvements	Revamp of Village Hall/Police Station interior to address major space needs identified in a Space Study	\$ 4,000,000	Building Improvements
New Village Hall	Construct a new Village Hall	\$ 15,000,000	Building Improvements
Total:		\$ 54,950,000	



Board of Trustees Memo

TO: Members of the Administrative Oversight Committee
Chris Vieaux, Mayor
From: Nick Palmer, Village Administrator
Date: January 15, 2026
Subject: Discussion of Strategic Planning Consultant Proposal – CP2 Consulting, Inc.
For Agenda: AOC Mtg 1/21/26 Administrator sign off: *WNG*

Agenda item:

Discussion of Strategic Planning Consultant Proposal – CP2 Consulting , Inc.

Background:

Strategic planning for government is the process where leaders define a long-term vision, set priorities, and create action plans to achieve goals, ensuring efficient resource allocation and alignment with community needs, often involving stakeholder input, environmental analysis, and performance measurement to address challenges and opportunities. It acts as a roadmap, guiding decisions, budgets, and services to achieve desired outcomes for the public.

CP2 Consulting presented the attached proposal based upon leading practices in strategic planning that have been refined using industry trends and knowledge through their past experience. The proposal includes multiple phases to accomplish the scope of work.

Key components of the proposed work include:

- Stakeholder engagement – internal & external; focus groups (6); online survey, interviews
- Understanding the operating environment – enviro scan; organizational profile; SWOT
- Strategic planning workshops
- Implementation strategy & plan

If approved at Village Board meeting on January 26, 2026, the proposed timeline would be aggressive and start that week with stakeholder engagement to commence in February 2026.

Fiscal impact:

The total cost of the proposal is \$24,800.

Committee action:

Review and discuss the strategic plan proposal from CP2 Consulting, Inc. and advance to the full board for consideration on January 26, 2026

Supporting documents:

- Strategic Plan Proposal for Peotone, IL – CP2 Consulting, Inc. – January 2026

Peotone, IL

Proposal for Comprehensive Strategic Planning Services



January 2026

Prepared by: CP2 Consulting



January 12, 2026

Nick Palmer, Village Administrator
Village of Peotone
208 E. Main Street
Peotone IL 60468

RE: Comprehensive Strategic Plan Services Proposal

Dear Nick,

CP2 Consulting is pleased to submit our proposal to assist the community and Village Board with strategic planning services. The following approach/framework specifically addresses the Village's desired outcomes as we understand them. The following proposal outlines how CP2 Consulting can address the following needs:

- Facilitate the development of the organization's mission and vision to set organizational priorities and the Village's overall strategic direction;
- Conduct internal and external stakeholder engagement activities via varied methods such as focus groups, online surveys, and interviews;
- Facilitate a strategic planning workshop with the Village's elected officials and senior leadership to develop organizational goals that can be monitored;
- Facilitate an implementation strategy to deliver progress reports on organizational goals and initiatives;
- Provide a final summary report of the strategic planning process and outcomes for use by the Village Board, staff, and broader community.

As the attached proposal reflects, we have considerable experience facilitating strategic planning and stakeholder engagement processes like the one envisioned for the Village of Peotone. CP2 Consulting specializes in serving public sector and nonprofit clients. I will be the lead consultant for this project, and my career has been focused on roles either in local government or nonprofits, including as the former Executive Director of the Wisconsin City County Management Association. My Master of Public Administration (MPA) degree includes a specialization in public leadership and strategic management, and I hold a certification in Strategic Planning endorsed by George Washington University and the Baldrige Foundation. The CP2 Consulting team has a long-standing commitment to strategic thinking, cultivating leadership, transparent practices, and measurable results.

Thank you for the opportunity to provide these services to the Village of Peotone.

Sincerely,



Cory Poris Plasch, CEO
CP2 Consulting, Inc.

Project Approach

Strategic planning, at its core, is establishing a clear direction forward for the organization in alignment with its mission and core values.

The CP2 Consulting strategic planning methodology is based upon leading practices in strategic planning, refined and continually updated based upon industry trends and knowledge gained through client engagements. Organizational culture is a key component in meeting strategic goals, and we employ and promote strategies to create a Learning Culture, where growth, curiosity and authenticity prevail. Our methodology is comprehensive and thorough, while remaining flexible enough to meet the specific needs of our clients.

In the following proposal, CP2 Consulting recommends a multi-phased, participative format to engage Village Board leadership and staff to shape the desired future direction of the Village.

Phase 1: Project Launch

This phase involves project start-up activities, including:

1. Project review meetings with key Village project staff to confirm the scope of work and expected outcomes;
2. Provide an overview of the strategic planning process;
3. Review history and current fit of mission and vision of the organization and determine the need for any adjustments;
4. Identify and confirm internal stakeholder involvement and the overall environmental scanning process elements; and,
5. Discuss current organizational culture.

The purpose of this phase is to confirm the overall project scope and intended outcomes and make any necessary refinement to the project plan and budget.

Phase 2: Stakeholder Engagement

Stakeholder engagement is a key component of the strategic planning effort as it allows you to understand your organization from a variety of perspectives. This effort seeks to understand community needs and expectations as well as the needs and expectations of internal stakeholders, who have an “insider view” of the organization.

- Internal stakeholders—refers to individuals or groups who are within the organization by virtue of being elected to or employed/appointed by the organization. This includes employees or groups at all levels, the governing Board, Committees, and Commissions. Internal stakeholders are essential to successful implementation of the strategic plan and their input should be considered and incorporated into the strategic planning process.
- External stakeholders—refers to individuals or groups who are outside the organization but are affected by the actions of the organization and the quality of life in the community. These include, but are not limited to, residents of all ages, historically marginalized populations, special interest groups, educational facilities including K-12 schools and higher education, businesses, and other taxing jurisdictions.

There are several avenues for collecting stakeholder data proposed for this project, including:

- Invitational Focus groups. These groups are facilitated by the consulting team with groups identified and invited by the client. The sessions run approximately 90 minutes and consist of 8 to 12

individuals from each of the selected stakeholder groups. Groups can be either internal or external stakeholders. *For this project, six focus groups are recommended, with at least one consisting of Village staff, and other groups consisting of additional key stakeholders.*

- **Online survey of stakeholders.** These surveys can be targeted to internal or external stakeholder groups, a subsection of internal or external stakeholder groups, and/or the entire community. A semi-custom survey is developed collaboratively between the Administrator and/or other key staff and the consultant. The survey is administered by the consultant and the raw data is owned by the consultant but upon request will be anonymized and shared with the client. *For this project, a community survey is recommended.*
- **Interviews.** Interviews with members of the Village Board will be conducted to introduce the consultant(s) and acquire the perspective of the elected officials regarding the current environment, challenges, and issues.

All stakeholder engagement activities include:

1. Discussion and finalization of methods to be used (e.g., focus groups – number and types, type of survey, etc.).
2. Facilitation of the process with selected approaches.
3. Summarization and presentation of thematic results derived from the raw data.

It is the responsibility of the Village to secure any facilities or meeting rooms as well as coordinate invites needed for stakeholder engagement. The Village will coordinate with CP2 Consulting for room arrangements/set-up, participant list, and refreshments for all workshops and project sessions. The Village should check with its legal counsel to make sure all meeting postings are consistent with any open meetings act procedures. The Village is responsible for reviewing and securing facilities including technology or equipment, supplies and/or other ancillary logistical items, as well as refreshments and any associated costs.

Phase 3: Understanding the Operating Environment

The introductory step in the strategic planning process is to understand the operating environment. This is accomplished in three ways: (1) an Environmental Scan; (2) an Organizational Profile; and (3) a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.

➤ Conduct Environmental Scan

An environmental scan is a thoughtful analysis and evaluation of the strategic environment facing the organization. Environmental factors affecting the organization's operative environment should be reviewed, including financial and economic conditions, demographics, political and intergovernmental relations, citizen and stakeholder issues, technology changes, environmental sustainability, and the regulatory environment. This will be generated by the consultant with guidance from staff.

➤ Develop Organizational Profile

An organizational profile is a snapshot of your organization, the key influences on how it operates and the key challenges it faces. Specifics regarding governance, organizational structure, work processes, staff capacity and capabilities, and the strategic environment are included. This will be generated by staff with guidance from the consultant.

➤ SWOT Analysis

A SWOT questionnaire is administered in advance of the strategic planning retreat to all strategic planning participants. This provides a leadership perspective on the current internal and external environments. The SWOT is administered by the consultant to ensure anonymity; candor by participants is encouraged to uncover and understand strategic issues. The data generated is used at the strategic planning retreat.

Phase 4: Strategic Planning Workshops

Visioning Session

This session includes the governing Board and staff leadership team and focuses on the Peotone of the future. A facilitated process will let participants collectively brainstorm in small groups in response to prompts. Multiple rounds of prompts are done, and participants can indicate which ideas they find most interesting from the brainstormed responses. The session concludes with a facilitated large group discussion. (This session is typically 3 hours.)

Strategic Planning Session #1 – Review Stakeholder Feedback, Environmental Scan, and Organizational Profile

This session includes the governing Board and leadership team and is dedicated to reviewing the results of the internal and external stakeholder feedback, the environmental scan, and the organizational profile. The consultants will present focus group and survey results (if applicable); the staff will present the organizational profile and environmental scan. The session concludes with a facilitated discussion amongst the governing Board regarding issues raised. (This session is typically one hour or less in length and can be combined with a regularly scheduled Board meeting or work session.)

Strategic Planning Session #2 – Facilitate Strategic Discussion, Mission, and Vision Review, and Strategic Goal Development

This session includes the governing Board and leadership team and focuses on reviewing or confirming organizational purpose, examining the operating environment, and establishing strategic goals. The impact of organizational culture will be discussed via a facilitated conversation. The current mission, vision, and values will be reviewed and updated as appropriate. A facilitated process is held to generate a list of organizational challenges and a resulting set of strategic goals. The group's effort will be informed by the results of the information generated by the scan, profile, and results of the SWOT questionnaire. (This session is typically 3 hours and can be the morning session of a one-day retreat, combined with Session #3.)

Strategic Planning Session #3 – Establish Outcomes, Key Indicators, Targets

This session includes the government Board and leadership team and is dedicated to defining a set of outcomes, key performance indicators, and targets to measure progress towards the strategic goals established in Session #2. Measures are established with the priority of establishing clear alignment between all measures, resulting in buy-in through all levels of the organization. (This session is typically 3 hours and can be the afternoon session of a one-day retreat, combined with Session #2.)

Phase 5: Implementation Strategy and Plan

Achieving strategic goals can be a daunting challenge unless deadlines and accountability measures are put into place. As a result, CP2 Consulting in collaboration with the Village will focus on building buy-in throughout the organization. CP2 Consulting will also work to develop an implementation strategy that clearly demonstrates how employees throughout the organization play a role in breathing life into the strategic goals and overall strategic plan that is intended to guide the community forward over the next 3-5 years.

CP2 Consulting will work with the Village to assemble an Implementation Team, representing staff from multiple levels and job functions throughout the organization. The Implementation Plan development process aligns efforts to ensure that every department works together in a complementary fashion as they achieve measurable progress towards common goals. We will discuss resources for tracking progress using systems ranging from spreadsheets to software, depending on your organizational preference.

Strategic Plan Implementation Session #1 – Develop Strategic Initiatives/Project Plans

This session is conducted with the Implementation Team and focuses on cascading the strategic plan throughout the organization through the development of initiatives and project plans. Project plans will be developed to include milestones to measure progress on initiatives, providing accountability. Options to manage the Strategic Plan progress, including internal tracking or using external software, will be determined with the leadership team. A Strategic Plan Final Report that includes an Executive Summary will be submitted to the Administrator once initiatives are established.

Strategic Plan Implementation Session #2 – Project Plan refinement and integration

This session is conducted with the Implementation Team and focuses on further cascading of the strategic plan throughout the organization to achieve integration of effort across service areas. It includes development of the first year's workplan, including deadlines and task responsibilities. Development of a Learning Culture will be introduced via a facilitated conversation and key elements incorporated in the Implementation Plan.

Check-ins

Three sessions are conducted remotely with the Implementation Team to discuss progress on strategic goals and building of organizational culture. The sessions are generally 30-60 minutes, conducted remotely via Zoom with the Implementation Team and focus on sharing successes and finding solutions for obstacles.

Project Timeline

The strategic planning meeting activities and workshops will be held on dates that are mutually convenient for both the Village's participants and CP2 Consulting. The completion date will be dependent on the timing and sequence of the various planning components and leadership workshops. The following is a sample timeline for the recommended multi-phased approach:

Sample Project Plan

STEP	POTENTIAL DATES*	ACTIVITIES
Project Initiation	January 28 th	Project planning, Kick-off senior management session
Development of Environmental Scan, Organizational Profile	Feb 1 st - 28 th	Environmental Scan, Organizational Profile
Stakeholder Engagement	February 1 st - 28 th	Environmental Scan, Stakeholder Engagement
Visioning Session	February 24 th	Facilitated session to brainstorm ideas about potential futures for the community
Data review, preparation	March 1 st - 7 th	Synthesis of stakeholder data
Strategic Planning Session #1	March 9 th	Review Stakeholder Feedback, Environmental Scan, Organizational Profile
Strategic Planning Sessions #2 and #3**	March 25 th	Strategic planning sessions including review and updating of mission, vision, and values as appropriate
Strategy Implementation Session #1	April 6 th	Management & staff session Initiatives, action plans, performance management
Summary Report including Executive Summary	April 27 th	Report submitted for client review

STEP	POTENTIAL DATES*	ACTIVITIES
Strategy Implementation Session #2	April 27 th	Project Plan, first year Workplan
Check-Ins	July, January, TBD	Consultant-client review, strategy session

**Dates to be confirmed after initial project meeting between the Village project staff and CP2 Consulting*

***Option to have one full day or two half days*

Consultant Information

Company Information

CP2 Consulting is a strategic planning and organizational development company that works with local governments to create and implement strategic plans that achieve measurable outcomes. Our company provides data-based solutions that enable organizations to actively engage stakeholders, define future outcomes with significant impact and implement result-oriented strategies to meet those goals. We incorporate leading performance management practices to help our clients measure and analyze performance data and implement strategies to achieve results with considerable impact.

Company History

CP2 Consulting was founded in 2021 by Cory Poris Plasch, an experienced local government and 501(c)3 nonprofit leader passionate about helping the public sector and nonprofits achieve significant impact and results. Since 2015 she has worked with municipalities and cities in numerous states, assisting them in stakeholder engagement, developing measurable and impactful strategic plans, and designing implementation plans that inspire the entire organization. CP2 Consulting works primarily with clients in Wisconsin, Illinois, Tennessee, and Iowa.

Project Members

Cory Poris Plasch, MPA, President/CEO of CP2 Consulting. Cory has served in variety of leadership positions in the public and private sector including Executive Director of the Wisconsin City/County Management Association, Membership Director for the Alliance for Innovation, and most recently as Vice President of Strategic Development at POLCO. Her local government experience ranges from 911 Dispatcher to the City Manager's Office in several communities. She speaks across the country on topics including the use of data, implementation of strategic plans, engaging hard-to-reach populations, and innovation in local government. She has a master's degree in public administration from Northern Illinois University and a certification in strategic planning from George Washington University. She has been assisting local governments with stakeholder engagement, developing performance measures, and establishing a learning culture since 2015.

Cory can be reached at:

Office: 262-362-8841

Cell: 630-476-0763

Email: cory@cp2-consulting.com

Contact Information

CP2 Consulting
25 N River Lane, Suite 25431
Geneva, IL 60134
cory@cp2-consulting.com
630-476-0763

References

CP2 Consulting has worked with numerous clients on strategic plans, and strategic plan implementation. References include:

Ben Benson, City Administrator, Lockport, IL
E-mail: bbenson@lockport.org Phone: 815-838-0549, 2111 (O)

Phil Kiraly, Village Manager, Glencoe, IL
E-mail: pkiraly@villageofglencoe.org Phone: 847-461-1101 (O)

Ben McCready, Assistant City Administrator, Geneva, IL
Email: bmccready@geneva.il.us 630-938-4540 (O)

Budget

Breakdown of Costs

The fee for this project (not including stakeholder engagement) is:		\$23,500
Stakeholder Engagement Options:		
Focus groups (up to 3 per day, 6 groups total)	\$2,500/day	\$5,000
Semi-Custom External Stakeholder Strategic Priorities Survey		\$2,500
<u>Total including all stakeholder and implementation options:</u>		<u>\$31,000</u>
First time Strategic Plan Discount (20%)		-\$6,200
<u>Total including Discount</u>		<u>\$24,800</u>

Payments shall occur according to the following schedule:

1. Twenty-five percent (25%), upon execution of this agreement.
2. Twenty-five percent (25%) 60 days after the execution of the agreement
3. Twenty-five percent (25%) 90 days after the execution of the agreement
4. Twenty-five percent (25%) upon submittal of final report
5. Payments shall be made upon receipt of an itemized invoice.

If this proposal is acceptable, please sign below and return one copy to Cory Poris Plasch at cory@cp2-consulting.com

Cory Poris Plasch

Janyar 12, 2026

Cory Poris Plasch

Date

Approval:

for Village of Peotone

Date