

# **ADMINISTRATIVE OVERSIGHT COMMITTEE**

MUNICIPAL COMPLEX HALL

208 E. MAIN STREET

September 25, 2025

3:30 P.M.

## **AGENDA**

1. CALL TO ORDER/ROLL CALL
2. APPROVE MINUTES OF AUGUST 18, 2025, ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING
3. PUBLIC COMMENT
4. ERP/FINANCE SYSTEM CONTINUED DISCUSSION
5. GENERAL DISCUSSION
6. ADJORNMENT

**VILLAGE OF PEOTONE**  
**ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES**  
**Minutes of August 18, 2025**

**CALL TO ORDER, ROLL CALL**

The Administrative Oversight Committee was called to order at 2:00pm 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 Mayor Vieaux, Village Clerk Hartwell, Village Administrator Palmer, Financial Consultant Mampe and Trustee Sandberg.

**MINUTES**

Motion by Bowden, Second by Sluis to approve the Administrative Oversight Committee minutes from July 14, 2025. All voting Yes; Motion Carried.

**PUBLIC COMMENT** - None

**DISCUSSION ON NEW FINANCE SYSTEM**

The Administrator explained that he wanted to start a discussion at the Committee level and that the Village currently uses Locis software and is having challenges with payroll and the building department resulting in an increase in manual work and inefficiency. He explained that Locis is a small company with one developer and that they do not look at development from a user's perspective. He stated that reporting is very involved and not outward facing for customers and there is no employee portal access. He stated that the software works but not very well and he would like to move towards a more streamlined process. The programs he has been researching are more than just a finance system and are more of an ERP (Enterprise Resource Planning) system that includes more reporting options, are more visible to the public and have building department functions built in. The cost would be \$20,000 a year for licensing and \$45,000-\$60,000 for conversion and data with a 6-9 month implementation process.

The Mayor stated he feels that business registration fees could be increased to help offset the cost and Financial Consultant Mampe stated the contractor registration fees could also be increased.

Trustee Bowden inquired if the Village needs a new system and if BS&A is necessarily the one to go with, he also asked what functions it entails. Financial Consultant Mampe replied that it will do H/R, accounting, A/P, A/R, budget reports, payroll, onboarding processes, employee records, posting jobs, work orders, community development and that it integrates with GIS. It would not integrate with police ticketing as they utilize a separate program. Trustee Bowden replied that he would like to see a few more options and have it brought back for a recommendation.

Administrator Palmer stated there will be further investigation done into additional systems and then it will be brought back to the committee.

**GENERAL DISCUSSION** – None

**ADJOURNMENT**-Motion by Sluis, Second by Bowden to adjourn the Administrative Oversight Committee meeting at 2:50pm. All voting Yes; Motion Carried.



## Board of Trustees Memo

**TO:** Chris Vieaux, Mayor  
Village Board of Trustees

**From:** Nick Palmer, Village Administrator

**Date:** September 23, 2025

**Subject:** Continued discussion of new finance/ERP system

**For Agenda:** Admin. Oversight Mtg – 9/25/25 Administrator sign off: *WNP*

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**Agenda item:**

**Continued discussion of new finance/ERP system**

**Background:**

The Administrative Oversight Committee met on August 18, 2025 and discussed the need for a new ERP/Finance system for the Village. The current system is inadequate in meeting the needs of staff to effectively function and has resulted in significant inefficiencies in the way we do business. Following the previous discussion, Village staff further engaged with two vendors (BS&A and Tyler Technologies) to review their respective systems. Additionally, staff met with colleagues from other municipalities who had previously deployed BS&A to understand the pros and cons of this specific software package.

The Administrator, Finance Director/Treasurer, and Financial Analyst have also reviewed these different options regarding pricing and what we believe is needed verses what would be nice to have. We have focused on the needed modules to move Peotone forward.

At the meeting on 9/25/25 we will run the committee through a demonstration of the BS&A software focusing on the dashboard which provides a higher-level view of the software. We will also explore the Community Development/Building modules which are very problematic with the Village's current finance system.

As a reminder, the Village of Peotone operates with a very small number of staff and has few redundancies in positions throughout the organization. Due to this fact, staff are often called to perform many complex tasks with limited support. Throughout the history of the Village many labor-intensive processes have been utilized to carry out the Village's work. These activities often involve paper driven workflows that create additional inefficiencies.



Enterprise Resource Planning (ERP) systems are software solutions that can manage and integrate core business processes. It essentially combines all aspects of a business, such as finance, human resources, payroll, accounts payable, business licensing and community development into one unified platform.

**Key points for moving to a modern ERP system**

- Improved efficiency and effectiveness of a unified system
- Enhancements that will assist small staff levels to manage growing workflows
- Modern platform for better service to the public and staff through virtual portals
- More transparency through professionalized reporting to the Village Board & public

Implementation of new ERP systems takes a moderate amount of lead time to implement following board approval. Should the Board vote to approve this step, expected go live status could be as long as 9-11 months.

**Fiscal impact:**

The costs for this system will not be incurred until FY 27, which allows for a prioritization of expenditures in the next budget to accommodate these costs.

There will be an annual licensing fee to access this system. In addition, there will be a one-time cost for data conversion, data base setup, custom import, project management and implementation planning, installation, and training. We want to discuss the need for a new financial system further before sharing final figures on a new ERP system. We will discuss all these related items at the AOC committee meeting.

**Committee action:**

Staff is looking to answer questions and is seeking a recommendation to move this item to the full Board for review and action

**Supporting information:**

- BS&A Information sheet
- BS&A Software – [www.bsasoftware.com](http://www.bsasoftware.com)

\*This site has several videos on the different modules that are offered

# BS&A Information

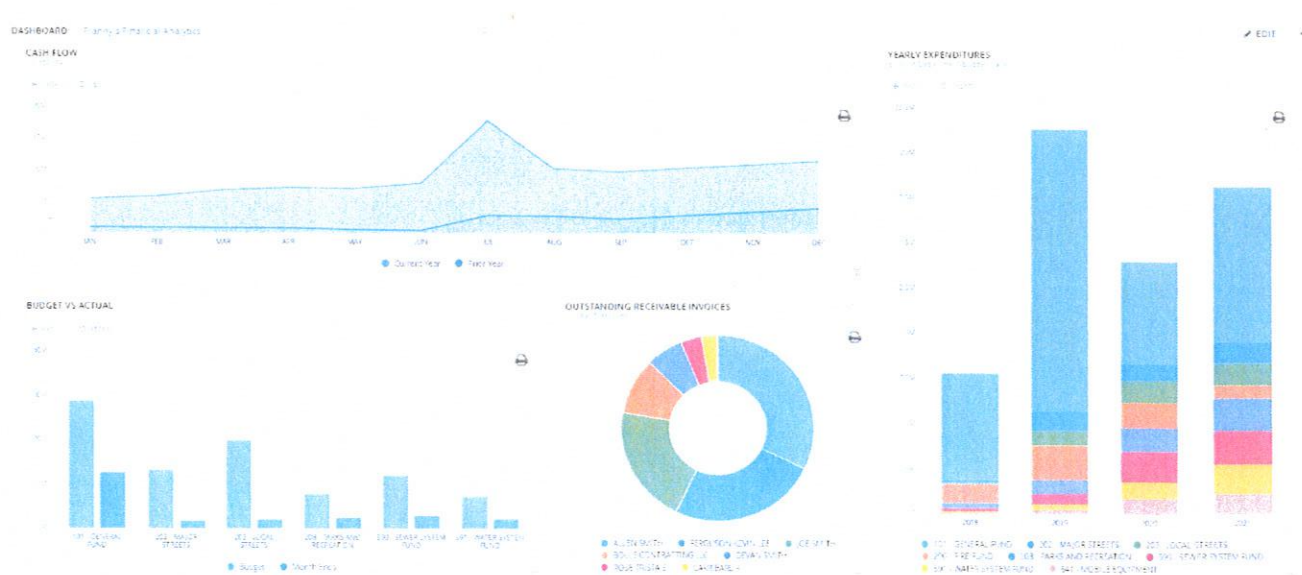
## Financial Management

### Why use BS&A Software?

When you do need help, you can call us, email us, or easily request a support call directly within our modules. The only thing you can't do is leave a voicemail, we don't have that!

Built from the ground up to help navigate the ever-changing workforce that municipal government faces, BS&A's Cloud-Based Financial Management Suite provides anywhere, anytime access.

BS&A's comprehensive suite – modern, but easy to use – is designed exclusively for local government, and written with the end-user in mind. All data is shared across modules, eliminating the need for duplicate data entry. Clear workflows and custom reports enable you to make strategic, data-driven decisions. Quickly assess municipality performance through feature-rich, user-defined dashboards. The suite's wide assortment of modules provides a strong core financial management solution that allows you to maintain compliance and security.

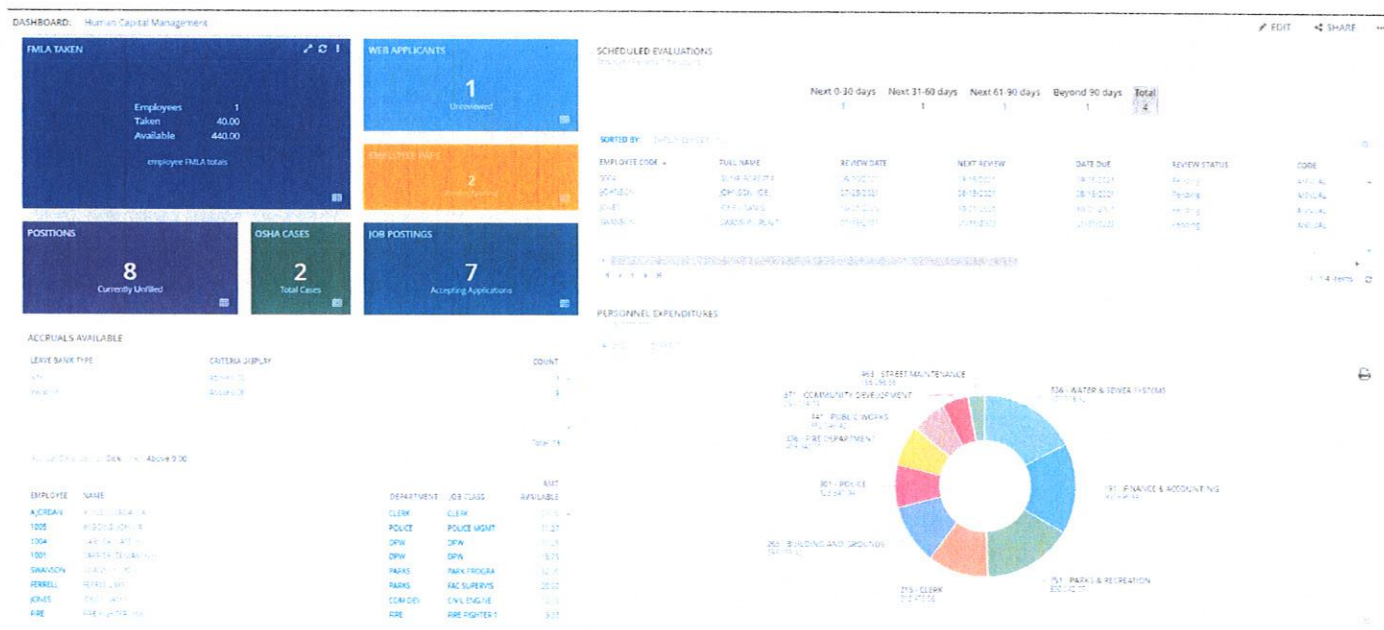


# BS&A Information

## Human Resources

Human Resource specialists are being asked to work more efficiently, think more strategically, and deliver faster results. Smart software that automates and simplifies daily tasks is critical to maximizing resources – designed specifically for the needs of local government, BS&A's Cloud-Based Human Resource Management Suite is the solution.

Easily manage job posting and applications, employee information, payroll checks, and regulatory reporting. Put change requests in the hands of your employees, easing the burden on your HR specialists.



## Community Development Suite

BS&A's Cloud-Based Community Development Suite provides comprehensive tools and processes for modern Community Development, Building, Code Enforcement, and Housing departments. We empower local government with a role-based and flexible system that automates every aspect of the community development process. Quick and efficient implementation, well-thought-out analyses, constituent self-service capabilities, and GIS integration all help municipalities make better decisions for long-lasting impact on their community.

Community Development is a robust answer to the question of managing all of the components for which your municipality's Building, Code Enforcement, and Planning departments are



# BS&A Information

responsible. Configurable Workflows and Electronic Plan Review Software Integration only enhance an already feature-rich module.



Our Cloud-Based solution provides your staff members and citizens with the tools necessary to apply for and manage services online or through mobile devices. Paperless offices are increasingly important across all industry, and municipal offices are no different. BS&A's Cloud-Based Community Development turns your paper forms into digital libraries, allowing for anytime/anywhere access to those that need it. Our software is designed to improve business processes, boost productivity, and help build civic engagement.

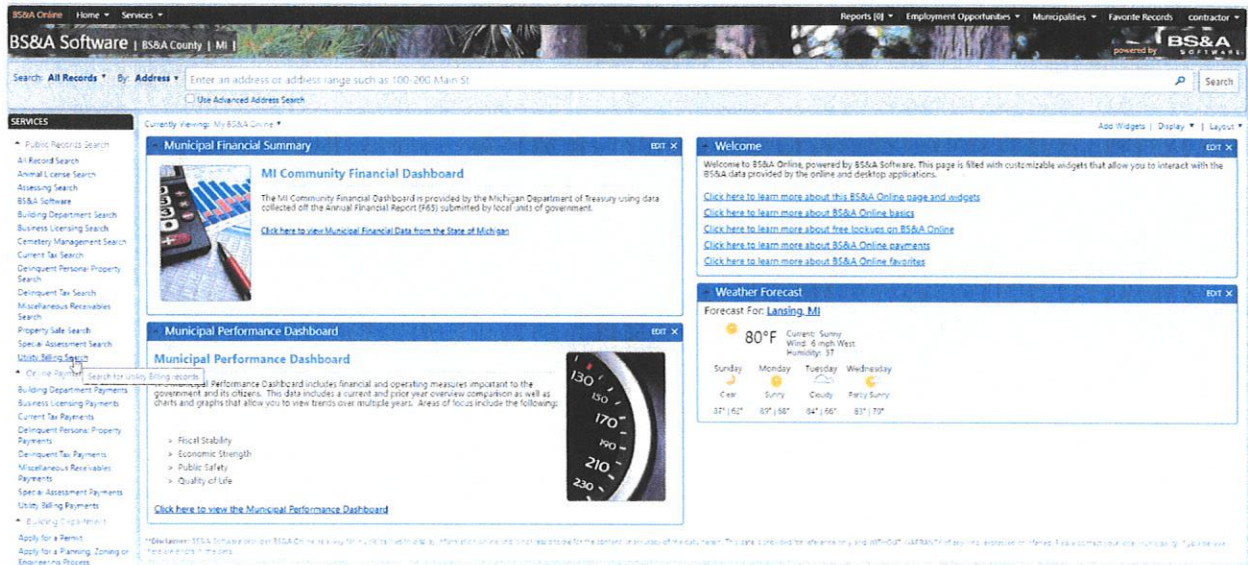
Community Development comes ready to handle your municipality's accounting requirements. Enter invoices, take payments and bond deposits, do adjustments and transfers, and print receipts. Run balance reports to match to your totals. Generate detailed and summary general ledger information for deposits.

All Community Development modules work seamlessly with all of our other Cloud modules, from Financial Management to Utilities Management to Assessing and Tax. This full integration ensures all municipal staff members can reach the same information on the same interface, with up-to-the-minute updates, and access from anywhere.

# BS&A Information

## BS&A Online Services

The key to creating integrated communities begins with active citizen engagement. BS&A's Online Services solution ensures community involvement through a clear and intuitive Cloud-Based system that provides easy-to-use, self-service choices.



Title companies, realtors, contractors, vendors, and residents have online access to quickly find information, report a concern, arrange payment, or communicate with key personnel. Our Cloud-Based software makes it easy for everyone to connect with their local government to allocate important resources and solve problems quickly.

Our intuitive Online Services solution provides your constituents with round-the-clock access and secure electronic payment processing from any device. You can feel confident that all personal information is protected.