

# **ADMINISTRATIVE OVERSIGHT COMMITTEE**

MUNICIPAL COMPLEX HALL

208 E. MAIN STREET

November 14, 2024

4:00 P.M.

## **AGENDA**

1. CALL TO ORDER/ROLL CALL
2. APPROVE MINUTES OF SEPTEMBER 18, 2024, ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING
3. PUBLIC COMMENT
4. DISCUSSION ABOUT PROPOSED STAFF REORGANIZATION
5. DISCUSSION OF PROPERTY MAINTENANCE PROPOSAL FROM B&F CONSTRUCTION CODE SERVICES, INC
6. GENERAL DISCUSSION
7. ADJORNMENT

**VILLAGE OF PEOTONE**  
**ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES**  
**Minutes of September 18, 2024**

**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 Marevka and Trustee Sluis. Also present was the Village Administrator and Trustee Sandberg.

**MINUTES**

Motion by Sluis, Second by Marevka to approve the Administrative Oversight Committee minutes from February 13, 2024. All voting Yes; Motion Carried.

**PUBLIC COMMENT** - None

**DISCUSSION AND RECOMMENDATION ABOUT FINANCE DIRECTOR/TREASURER POSITION AND CONTRACT**

The Village has had a consultant for a while through a contract which has ended and the company has merged with another company and they want to implement a new contract. The Administrator stated the new contract would be from 9/24/24-5/2/25 and there was discussion about extending it to include the budget and audit, it also has a two-week notice to end contract and increased hourly rate. He reviewed the numbers of hours billed and the total cost for 2024. He explained that if the Village hired someone full time they would not get the caliber of employee for that amount and would have additional cost for benefits. The current consultant can help implement utilizing the current software instead of purchasing additional software and training current staff to take on additional duties where applicable and she would handle the more extensive and detailed duties and projects. She would also help the Administrator as he becomes acclimated. The committee consensus was to make a recommendation to the Board to renew the contract.

**DISCUSSION REGARDING TRAVEL POLICY AND EMPLOYEE HANDBOOK UPDATES**

The Administrator had provided a copy of the latest employee handbook from October 2020 to review. The guidelines for travel reimbursement do not currently detail what reasonable expenses consist of and he is recommending they be more specific in regard to what is covered and the range. He also suggested that it is more appropriate for expense reimbursement and approvals be submitted to him instead of the Board as currently stated in the employee handbook. He will review and revise and bring the updated handbook to the Board for approval and then distribute it to employees for review and signature. The union contract does supersede the handbook but usually is taken into consideration, he will submit to the union for review prior to final approval. The committee consensus was to have the Administrator review and update the employee handbook and then present it to the Board.

**DISCUSSION ABOUT CLEANING AND INFORMATION TECHNOLOGY (IT) SERVICE CONTRACTS**

The Village currently has a cleaning service that was originally budgeted at \$400 once a month. The service has increased to \$500 per cleaning and is coming twice a month and it is exceeding the budgeted amount. The Administrator suggested cutting it back to once a month immediately. There was previous

discussion about utilizing Public Works for some of the cleaning services, the Administrator recommends having Public Works complete some of the items that fall under their duties but not cleaning bathrooms. The Administrator will streamline the scope of work, reassess needs and get additional quotes.

The Administrator has some concerns with the current IT coverage in regard to cybersecurity and archived items. He has had some difficulties getting accurate responses to his inquiries and that could be concerning in regards to FOIA and transparency to the public, protections and policies need to be in place. He is researching and looking into improvements and will bring back to the Board information and recommendations if necessary.

**GENERAL DISCUSSION –**

Trustee Sluis inquired about the Rural Economic Development Grant. The Administrator stated that the Village did not get it, the Village did not meet all criteria. He stated that there are other options that the Village should be looking into and he is working with the Travel Center on a few things, talking to other property owners in the area, looking into potential opportunities for development and other grant and economic opportunities that are available.

**ADJOURNMENT-**Motion by Sluis, Second by Marevka to adjourn the Administrative Oversight Committee meeting at 4:55pm. All voting Yes; Motion Carried.



## Board of Trustees Memo

**TO:** Peter March, Mayor  
Village Board of Trustees

**From:** Nick Palmer, Village Administrator

**Date:** November 11, 2024

**Subject:** Discussion of Proposed Staff Reorganization

**For Agenda:** AOC Committee – November 14, 2024 Administrator sign off: *WNP*

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**Agenda item:**

Discussion of Proposed Staff Reorganization

**Background:**

The Village of Peotone operates with a lean and efficient staff structure. This generally works well and accomplishes the goals and objectives of the Village. However, with the recent departure of the Building & Zoning coordinator/Code Enforcement officer the increased demands on administrative staff have become more challenging. The front reception area is generally covered by two part-time staff and supplemented by the Village Clerk.

In the current budget, along with the budgeted funds for the recently vacated Building Coordinator position (\$77,307 – annual salary plus benefits), two part-time positions also were budgeted for the Community Development department (\$63,709). This included a PT permit technician and a PT code enforcement staffer. Both positions were not filled. The total FY 25 budget for staff salaries and benefits in the Community Development department was \$141,016.

**Recommendation:**

After assessing the current workload for the front reception area and the Community Development Department, I am recommending that Diane Nielsen be promoted to a full-time clerical/financial analyst position. She currently handles payroll, accounts payable and accounts receivable. Diane continues to take on additional financial work that reduces hours needed from the Village's financial consultant. This allows the finance consultant to be utilized for more critical tasks that more effectively use her billable hours. Finally, Diane also assists with many functions related to human resources and other duties as assigned.

In addition, I would like to have the authority to add additional hours for Karen Bakker, as needed, for permit processing and other clerical support that is critical to the front reception operations. This could put her over the IRMF limit, but these costs are manageable. Karen has stepped in and kept the permit work going, with the assistance of Diane Nielsen and Village Clerk Stacy Hartwell. This team will continue to improve the Village's operations to streamline the permitting process and code enforcement complaints in the months ahead.

These moves, along with the proposed expansion of B&F's work to include code enforcement work should positively impact the Village's budget, while promoting a better end product for the residents and businesses that utilize these services.

**Fiscal impact:**

Previous Building/Zoning/Code Enforcement position salary	\$61,808
Total compensation with benefits	<b>\$77,307</b>
Two PT positions (permit tech. and code enforcement)	<b>\$63,709</b>
*In FY 25 budget, not filled	
<b><u>Total budgeted amount</u></b>	<b><u>\$141,016</u></b>

Current staffing at front reception (PT & no benefits)	\$ 42,691
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**Proposed changes:**

Diane Nielsen – FT status with benefits	TBD
Karen Baker – flexibility to add additional hours as needed	TBD

**Board action:**

The Village Administrator recommends moving the proposed changes to the full board for approval at the November 18, 2024 meeting. An executive session may be needed to discuss specific dollar amounts for these changes.

**Supporting documents:**

Excel spreadsheet with FY 25 budgeted pay levels for Community Development and Admin Clerical Support



FY25 - Admin Clerical Support

Administration - 50														
Last Name	First Name	Position Title	FY 24 Hourly Rate	FY 24 Annual Salary	FY2025 Hourly Rate	Hours Worked Per Year	FY 2025 Annual Salary	Total Salary	Social Security	IMRF	Medicare	Insurance	FY2025 Total Salary & Benefits	
<b>Part-Time</b>														
Bakker	Karen	Clerical Support PT	18.54	18,521	19.10	999	\$19,077.10	\$19,077.10	\$1,183.00	\$0.00	\$277.00	\$0.00	\$20,537.10	
Nielsen	Diane	Clerical Support PT	20.00	19,980	20.60	999	\$20,579.40	\$20,579.40	\$1,276.00	\$0.00	\$298.00	\$0.00	\$22,153.40	
<b>Total Part Time</b>								\$39,656.50	\$2,459.00	\$0.00	\$575.00	\$0.00	\$42,690.50	
<b>Overtime</b>								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Administration</b>								\$39,656.50	\$2,459.00	\$0.00	\$575.00	\$0.00	\$0.00	\$42,690.50
									6.20%		1.45%	49,630		



## Board of Trustees Memo

**TO:** Peter March, Mayor  
Village Board of Trustees

**From:** Nick Palmer, Village Administrator

**Date:** November 11, 2024

**Subject:** Discussion of Property Maintenance Proposal from B&F Construction Code Services, Inc.

**For Agenda:** AOC Committee – November 14, 2024 Administrator sign off: *WMP*

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**Agenda item:**

Discussion of Property Maintenance Proposal from B&F Construction Code Services, Inc

**Background:**

The Village of Peotone has utilized a combination of regular staff and consultants to provide code enforcement services through the years. In recent years, the Village has utilized B&F Construction Code Services, Inc. to provide permit review and inspection services. In 2023, the Village hired a full-time Building & Zoning Coordinator/Code Enforcement officer. With the recent departure of this person, an alternative approach was researched.

The Village received a proposal from B&F dated October 10, 2024, for property maintenance services. This proposal offers the option of on-demand inspections and/or scheduled “sweeps” of the Village to look for code violations.

**Fiscal impact:**

The projected financial impact appears to be positive. At the proposed rate of \$85/hour per inspector plus round-trip travel time, Village staff believes that this work will be significantly within the budget that was previously allocated for a full-time permanent staff position.

An additional consideration is that these services can be ramped up or down as needed in the future. Thus, the Village controls how much it will spend for the Code Enforcement services based on the needs of the community.



This consultant option, coupled with the proposed staff reorganization is aimed at improving the budget impacts of all this work, while providing better quality services more effectively.

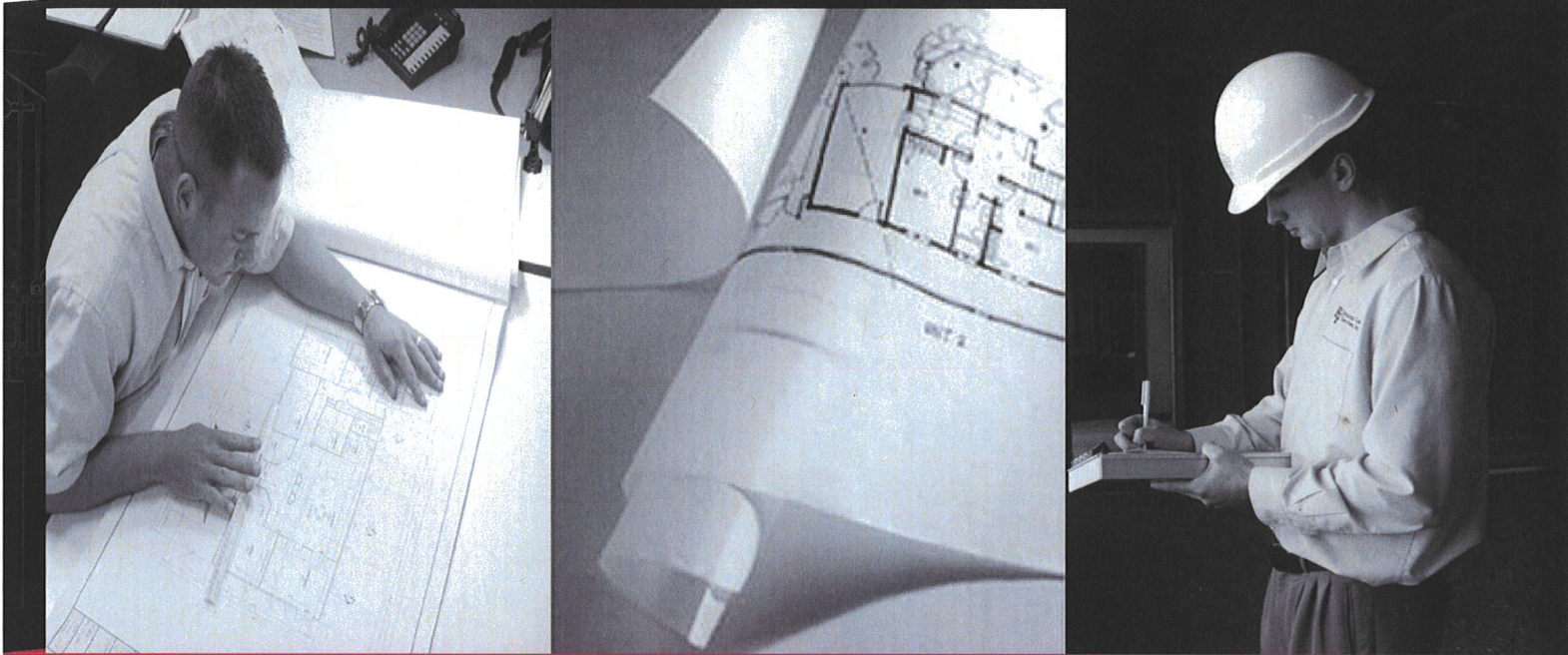
**Board action:**

The Village Administrator recommends moving the proposal from B&F Construction Code Services, Inc. to the full board for consideration at the November 18, 2024 meeting.

**Supporting documents:**

Property maintenance proposal from B&F Construction Code Services, Inc.

**B & F** CONSTRUCTION CODE SERVICES, INC.  
**BUILDING & FIRE PROTECTION PLAN REVIEW**  
TRAINING • INSPECTIONS • CODE CONSULTING



October 10, 2024

Nick Palmer  
Village Administrator  
Village of Peotone  
P.O Box 430  
208 E. Main Street  
Peotone, IL 60468

Thank you for the opportunity to present a proposal to the Village of Peotone for property maintenance.

If you have any questions please give me a call at 847-428-7010 or email [ryarbrough@bfccs.org](mailto:ryarbrough@bfccs.org).

Sincerely,

*Ron Yarbrough*

Ron Yarbrough

**B & F CONSTRUCTION CODE SERVICES, INC.**  
2420 Vantage Road • Elgin, IL 60124  
Telephone: (847) 428-7010 • Fax: (847) 428-3151

## PROFESSIONAL SERVICE AGREEMENT

### *Property Maintenance*

#### **Statement of Qualifications**

B & F Construction Code Services, Inc. provides building and fire protection plan review, and inspections. All technical personnel are certified and/or licensed to provide the services as described and requested.

#### **Services to be Provided – *Property Maintenance***

#### **Schedule to Perform Inspections**

Inspections require notice the day prior by 3:00 p.m. Inspections can be conducted between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday, excluding holidays. Inspection requests shall be emailed, called, submitted online. Additionally the client can approve B & F Construction Code Services, Inc. schedule inspections directly at no additional cost. Inspections can be made outside of these timeframes on an as requested basis for an additional cost. Days of the week and times during the day for inspections will be determined mutually by both parties.

The inspections are conducted as progress of the project takes place. All inspections are conducted and are documented with an inspection report indicating the results of the inspection. Inspector shall utilize company issued technology (tablets) to input inspection results real-time.

Inspectors shall contact customers, upon request, with estimated arrival times. We commit to adhere to inspection arrival times.

B & F Construction Code Services, Inc. maintains that it is the responsibility of the contractor or permit holder to ensure all required inspections are performed. B & F Construction Code Services, Inc. can provide evaluation services of inspection history, third party reports, and special inspections.

#### **Qualifications**

B&F Construction Code Services, Inc. provides building and fire protection plan review, inspections and training services for municipal building departments. All inspection and plan review personnel are certified and/or licensed to provide the services as described.

We currently provide inspections and plan review for the City of Harvey, Villages of Broadview, Matteson, Markham, Riverdale, Brookfield, Forest Park, Oak Lawn, West Chicago, Kingston, Kirkland, Shabbona, Hinckley, Waterman, Mettawa, Manhattan, Inverness, Elwood, Deer Park, Timberlane, and Poplar Grove.

In West Chicago and in Harvey, we provide full code enforcement services and administration including; inspections, notices of violation, tickets, adjudication, correspondence, testimony, etc.

There are other municipalities where we provide fill-in inspections when municipalities are in need of inspectors because of a large short-term workload or because they are down staff members due to vacations or extended leaves of absence. These municipalities include the City of Wheaton and Villages of Wheeling and Romeoville.

B & F Construction Code Services, Inc. performs plan review services for numerous other communities in Illinois and other states such as Michigan, New Jersey and Pennsylvania.

We have completed plan review and inspection services for large projects such as the new 3.8 Million Square Foot Amazon facility in Matteson as well as numerous Casino projects, including Four Winds Casinos in Michigan and Indiana, Bally (formerly Jumer's) Casino in Rock Island, and Rivers Casino in Des Plaines.

### **Firm Information and Additional Qualifications**

B&F Construction Code Services, Inc. is led by its founder Richard A. Piccolo who has more than forty years in the code enforcement arena. For many years, we have been providing Plan Reviews, Inspections, Building Department Administration, Code Consulting, and Training Services for Municipal Building Departments, Architectural Firms, Developers and Construction Workers. Our expertise is in all the Major Model Codes including the ICC (International Code Council) series, Illinois Plumbing Code, BOCA, NFPA, Accessibility and accepted industry standards and practices. We have performed over 110,000 plan reviews, conducted more than 600,000 construction inspections and over 220,000 code enforcement inspections. We have trained thousands of industry professionals nationwide. Our services have become the most sought after in the industry because of our continual focus on the three elements we have consistently delivered since inception...Quality, Value and Service.

We have over 50 technical employees which include a full-time staff of qualified, licensed (where applicable) and certified staff of Plans Examiners, Building Inspectors, Property Maintenance Inspectors, and support personnel. Our affiliate company, the Building and Fire Code Academy (BFCA) provides training nationwide to industry professionals and has received approval by the State of Illinois as a Licensed Vocational School, approval by the International Association of Continuing Education & Training (IACET) and the approval of the American Institute of Architects (AIA).

Some B&F Construction Code Services, Inc. staff are also instructors with the Building & Fire Code Academy. The Building & Fire Code Academy works in conjunction with the State of Illinois and the Illinois Department of Employment Security to provide free training to help unemployed Municipal Building Department employees maintain their certification. BFCA is a State of Illinois Certified Workforce Provider. Individuals participating in a certificate program, or our flagship Code Enforcement Career Development Program receive first hiring preference over other applicants. Additionally, the Building & Fire Code Academy maintains a job placement service for our students.

What is unique about B&F Construction Code Services, Inc. is the combination of conducting inspections and training code officials across the country. Many of our competitors attend our training classes at our office and we appreciate their trust and confidence in our excellence in training.

This separates B&F Construction Code Services, Inc. from its competition and not to mention that all of our staff are company employees and we do not employ contract employees. We provide hours of training to make sure our staff is prepared prior to being assigned to a client.

B&F Construction Code Services, Inc. has developed a system to manage the varying needs of our clients. This includes a proprietary system, which tracks the adopted codes and their local

amendments. It also tracks each project, which includes what was submitted, when the project is due, and the status of each project including first and all subsequent reviews.

All of our clients use our plan submittal form with each set of plans submitted. This form gives us the specific type of reviews and any special instructions for each project.

We are a professional staff with company uniforms, vehicles (marked with company information on the vehicles), equipment, cell phones and the necessary materials to provide a high quality service for the municipality. We are available to serve the municipality in the best way possible.

Our experience is second to none!

### **Quality Control & Staff Development**

B&F Construction Code Services, Inc. Plans Examiners, Field Inspectors and Technical Staff undergo rigorous training and are required to attend our weekly technical meeting. They also attend continuing education course training and certification training provided by the Building & Fire Code Academy and outside sources.

Our staff must be able to meet applicable Insurance Services Organization (ISO) standards and pass written and field examinations. Our Director of Technical Services works with inspectors and plans examiners regularly to continually develop areas of expertise and provide guidance for future growth. Part of this process includes random selection of completed projects for review and/or inspection, meeting with clients and field personnel to ensure our employees are providing the quality of work, care and service we require. Quality control and staff development also extends to support staff.

### **Costs for Services**

#### **Property Maintenance**

Inspections shall be billed at an hourly rate of \$85 per hour per inspector plus round-trip travel time.

#### **General Project Consulting**

Staff Consultations for new projects, code analysis, zoning issues, and other complex development issues shall be billed at \$160 per hour.

#### **Emergency Inspection**

An inspector can be made available for emergency inspections outside normal business hours (7:30am – 4:30pm). The cost of said services shall be at our general consulting rate per hour. The time shall include travel both ways as well as any inspection and report writing time with a minimum of four hours (4 hrs.). For the purposes of this contract emergency inspections shall include, but not limited to, post fire inspections, inspections of structures after vehicle vs building incidents, determination of habitability or safety of structure, unsafe structures, building collapse, inspections required to restore utilities, large scale incidents that may require input from building department personnel.

#### **After Hours Inspection**

An inspector may be available for after-hours inspections outside normal business hours (7:30am – 4:30pm). The cost of said services shall be at hour general consulting rate per hour or double the fixed rate inspection for fire protection systems (fire alarm, fire sprinkler, special suppression, hood

**B & F CONSTRUCTION CODE SERVICES, INC.**

2420 Vantage Road • Elgin, IL 60124

Telephone: (847) 428-7010 • Fax: (847) 428-3151

suppression, etc.) but no less than the hourly minimum. The time shall include travel both ways as well as any inspection and report writing time with a minimum of four hours (4 hrs.).

Hourly services that are provided off site from the B & F Construction Code Services, Inc. office are subject to travel costs of one way per inspector per day.

This contract shall be subject to annual price increases for all hourly services that shall not exceed the Consumer Price Index for All Urban Consumers (CPI-U) for the Chicago-Gary-Kenosha, IL, IN, WI Area issued by the United States Department of Labor between January 15 of the preceding calendar year and January 15 of the current calendar year or 3%, whichever is less.

**Point of Contact for Contract**

Sean Fallows, Director of Technical Services  
Richard A. Piccolo, President

**Transmittal Method**

As normal course of business, all correspondence from our main office shall be done electronically.

**Start Date**

Full services including all plan reviews and inspections can start on an agreed upon date.

**Fuel Surcharge**

In the event fuel cost increase to a national average of Five Dollars (\$5.00) or more per gallon there will be eight percent (8%) added to the inspection (first and re-inspections) fee.

All B & F Construction Code Services, Inc. employees are covered by the following:

- A. Workers Compensation Insurance;
- B. General Liability Insurance; and
- C. Professional Liability Insurance.

A Certificate of Insurance can be provided by request.

*The client shall agree not to attempt to hire any of B & F Construction Code Services, Inc. officers, employees, agents, or consultants for a period of one (1) year after the individual is no longer employed by B & F Construction Code Services, Inc.*

Client

Accepted By \_\_\_\_\_

Please Print \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

B & F Construction Code Services

Accepted By *Ron Yarbrough*

Please Print Ron Yarbrough

Title Operations Supervisor

Date October 10, 2024