

ADMINISTRATIVE OVERSIGHT COMMITTEE

MUNICIPAL COMPLEX HALL

208 E. MAIN STREET

August 18, 2025

2:00 P.M.

AGENDA

1. CALL TO ORDER/ROLL CALL
2. APPROVE MINUTES OF JULY 14, 2025, ADMINISTRATIVE OVERSIGHT COMMITTEE MEETING
3. PUBLIC COMMENT
4. DISCUSSION ON NEW FINANCE SYSTEM
5. GENERAL DISCUSSION
6. ADJORNMENT

VILLAGE OF PEOTONE
ADMINISTRATIVE OVERSIGHT COMMITTEE MINUTES
Minutes of July 14, 2025

CALL TO ORDER, ROLL CALL

The Administrative Oversight Committee was called to order at 5:00pm 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 Administrator Palmer, Police Chief DeMik, Public Works Manager Hennke, Trustee Richards, Trustee Sandberg and Trustee Strba.

MINUTES

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

PUBLIC COMMENT - None

DISCUSSION ON SPORTSMAN'S CLUB LEASE AGREEMENT

The Sportsman's Club currently has a lease that will be expiring in March 2026. There are concerns that the facility is unavailable to residents and that the property is being used as a private residence. There was discussion on what options are available including voiding the lease immediately, not renewing the lease in March, having the residents evacuate the property and shutting off the water to the property. It was reported that currently the members of the club do not have access and have to call in advance to access the club. There was discussion on what liability the Village would take on if the lease is terminated and it included the water, cutting the grass, installing a fence, returning the property to its previous condition and then maintaining the property and organizing a new community club and who would initiate and organize it. It was determined that the current lease will not be terminated early but it will not be renewed. The Village will have the attorney draft a letter and will be sending it once completed and will look for someone to reorganize the club.

DISCUSSION ON EVENT PERMIT REGULATIONS, GUIDELINES AND REQUIREMENTS

There was discussion about the current process for events, mainly in the downtown area, and how involved the Village should be. There was discussion about revising the applications and if the Village should be covering any expense. The consensus was that the Village would like to promote the downtown area and provide recreation and entertainment for the community. The current expenses include administration, labor from Police and Public Works and equipment. There is currently no charge for the event, only for an Amplifier Permit or Liquor License, and porta potties are not required. The liquor code is also being reviewed and there will be future discussion and determination regarding defined rules, what is allowable, should fencing and signage be required and road closure. The consensus was to leave the way it is, Public Works will set up barricades and the Liquor Commissioner (Mayor Vieaux) and the Administrator Palmer have the authority to approve. There will be a line item put in next year's budget to cover some event expenses and the guidelines will be revised this fall.

DISCUSSION ON BUILDING DEPARTMENT/PLANNING FUNCTIONS

With a number of changes in the building and planning work over the past several years and the departure of a full time staff person there has been a significant amount of transition ongoing. Administrator Palmer identified a resource that can provide expert advice on a more regular basis to move specific planning or building issues forward. The Village's current engineering firm, Robinson Engineering, offers Planning Services on a as needed basis and fits within the existing Village budget parameters. There are currently sufficient funds, and no additional dollars will be needed to fund this consultant work.

GENERAL DISCUSSION – None

ADJOURNMENT-Motion by Sluis, Second by Bowden to adjourn the Administrative Oversight Committee meeting at 5:46pm. All voting Yes; Motion Carried.



Board of Trustees Memo

TO: Chris Vieaux, Mayor
Village Board of Trustees
From: Nick Palmer, Village Administrator
Date: August 14, 2025
Subject: Discussion of new Financial Management/ERP system
For Agenda: Admin. Oversight Mtg – 8/18/25

Administrator sign off:

WNG

Agenda item:

Discussion of new Financial Management/ERP system

Background:

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 processes and workflows that create additional inefficiencies.

Considering the many significant limitations of the Village's current financial system, staff are recommending moving to a modern cloud-based platform, often referred to as an Enterprise Resource Planning (ERP) system. An ERP is a system that can manage and integrate a multitude of 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. In addition, an ERP provides the ability to offer online services to residents and businesses, such as applying for a permit or paying for a contractor license.

The Administrator, Finance Consultant/Treasurer, and Financial Analyst have reviewed several different options that have a broad range of pricing and functionality. The recommended vendor is BS&A Software which is currently in use in many communities in the surrounding area and offers a significant increase in functionality as compared to the Village's current financial system.

Key points for discussion

- Improved efficiency and effectiveness of a unified system
- Enhancements that will assist small staff levels with managing current and future processes and workflows and respond to the demands of a growing community
- Improved service to the public and staff through virtual portals
- More transparency through professionalized reporting for the Village Board & public

Implementation of new ERP system will take 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:

Most of 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 before sharing hard numbers on a new ERP system. We will discuss all of these items at the AOC committee meeting.

Committee action:

This is a significant decision, and staff are looking to provide examples of the current workload and inefficiencies that exist using the current financial system. Staff would like to discuss the ways the new ERP system will reduce and eliminate many of these inefficiencies and create a more seamless processes and workflows.

Ultimately, staff are looking to move this item forward to the full board for discussion and deliberation.

Supporting information:

- BS&A Information sheet
- BS&A Software – www.bsasoftware.com
*This site has several videos on the different modules that are offered

BS&A Information

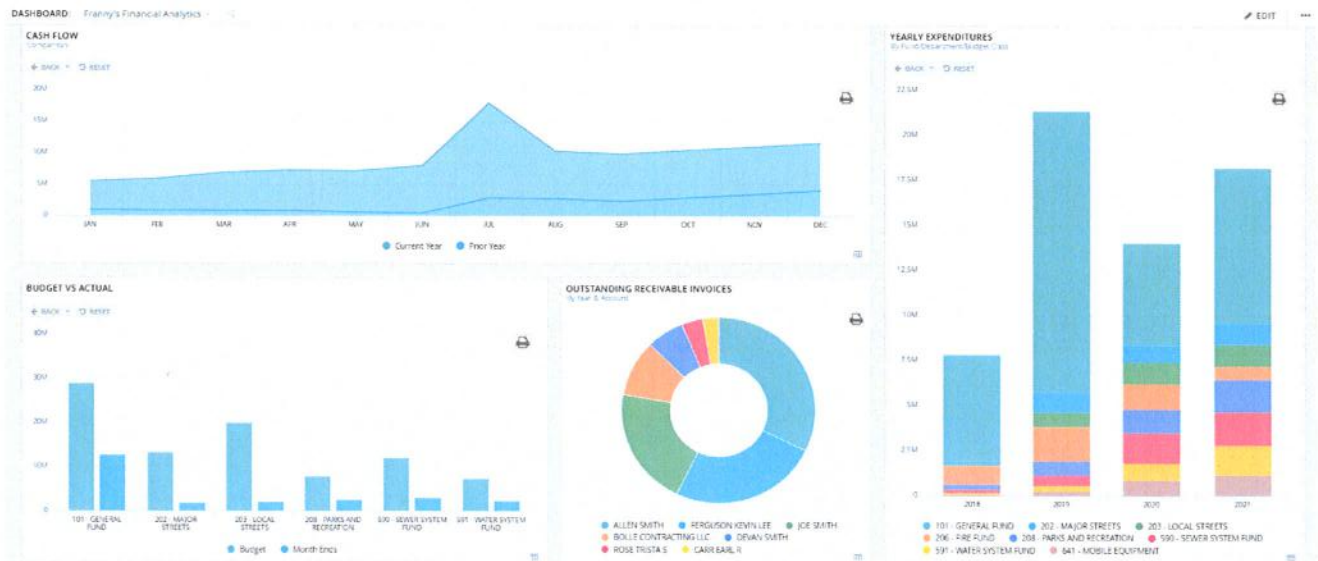
Financial Management

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.

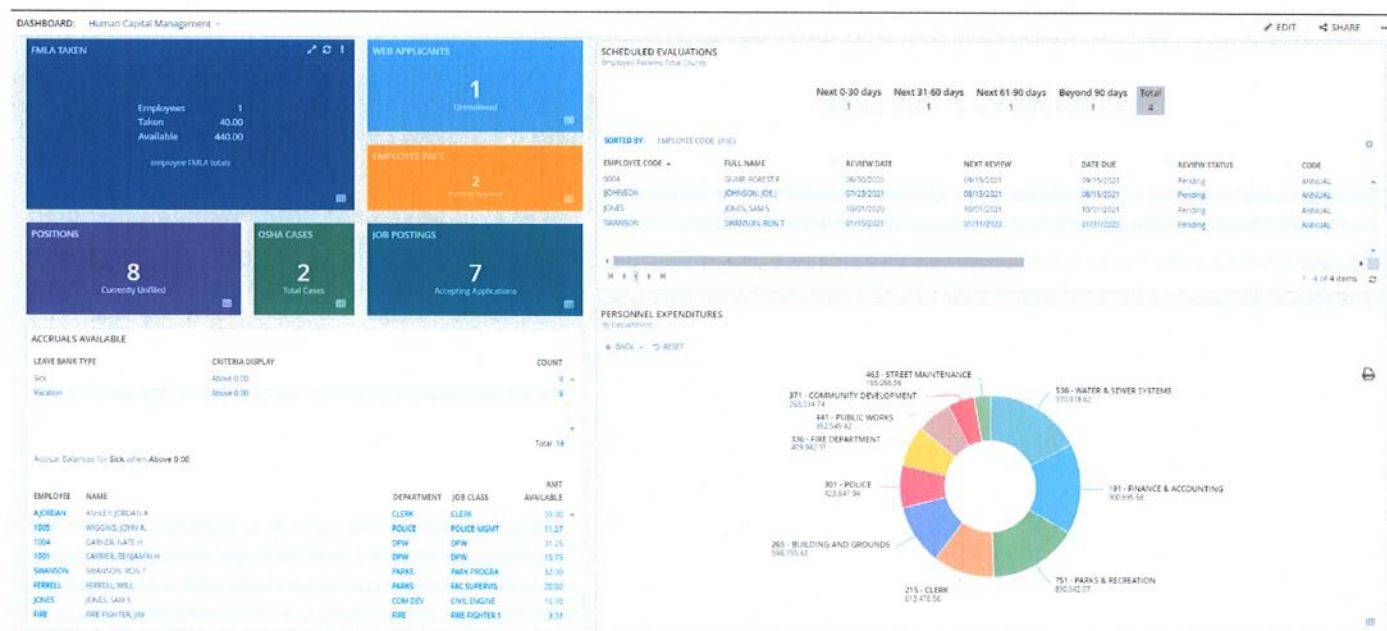


BS&A Information

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.



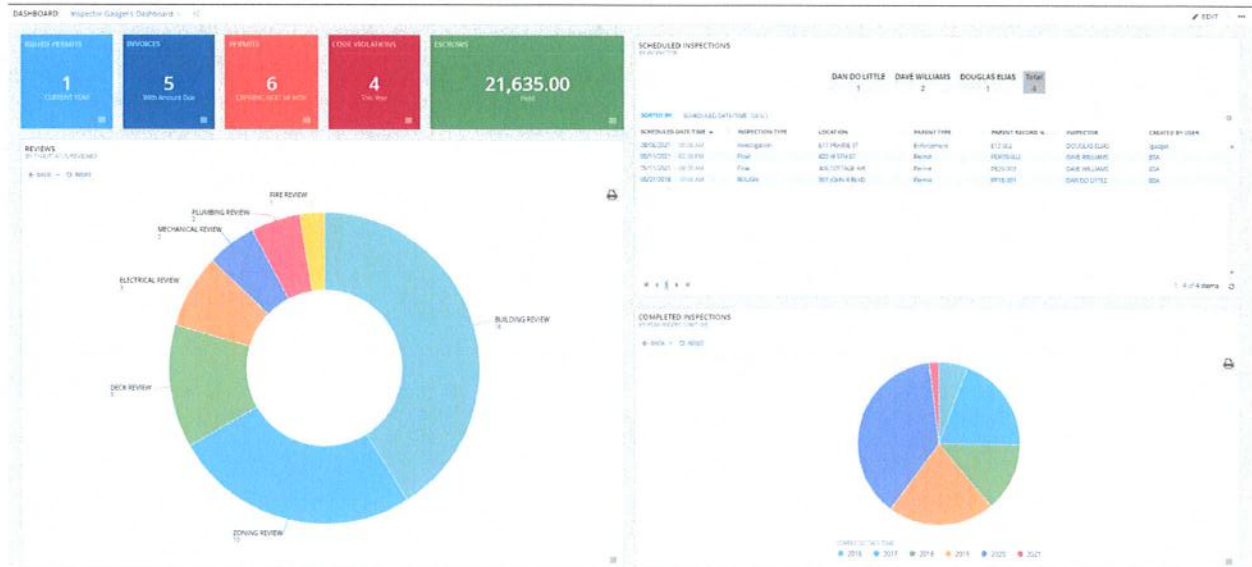
Community Development Suite

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.

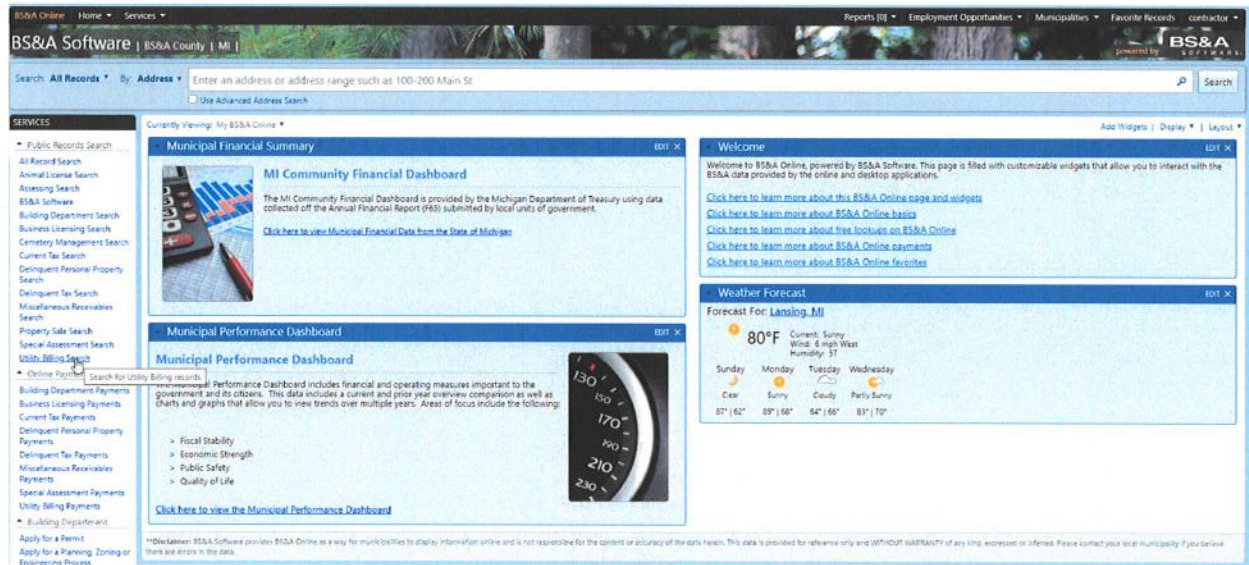
Community Development comes ready to handle your municipality's accounting requirements. Enter invoices, take payments and bond deposits, do adjustments and transfers, and print receipts. Run balance reports to match to your totals. Generate detailed and summary general ledger information for deposits.

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.