

PUBLIC WORKS COMMITTEE

MUNICIPAL COMPLEX HALL

208 E. MAIN STREET

December 9, 2025

5:00 P.M.

AGENDA

1. CALL TO ORDER
2. ATTENDANCE
3. APPROVAL OF THE MINUTES OF THE OCTOBER 1, 2025, PUBLIC WORKS COMMITTEE MEETING
4. PUBLIC COMMENT
5. DISCUSS PART TIME SEASONAL (SUMMER/WINTER) HELP
6. DISCUSS PUBLIC WORKS EQUIPMENT
7. DISCUSS PUBLIC WORK BUDGET
8. GENERAL DISCUSSION
9. ADJOURNMENT

ANY DISABLED PERSON REQUIRING A SPECIAL ACCOMMODATION SHOULD NOTIFY THE VILLAGE HALL PRIOR TO THE MEETING DATE FOR NECESSARY ARRANGEMENTS. 708-258-3279

VILLAGE OF PEOTONE
PUBLIC WORKS COMMITTEE MINUTES
Minutes of October 1, 2025

CALL TO ORDER, ROLL CALL

The Public Works Committee Meeting was called to order at 5:00 pm at the Municipal Complex Hall, 208 E. Main Street, Peotone, Illinois, by the Committee Chair, Trustee Strba. In attendance were Trustee Richards, Trustee Sandberg and Trustee Strba. Also present was Mayor Vieaux, Village Administrator Palmer, Village Clerk Hartwell and Public Works Manager Bob Hennke.

MINUTES

Motion by Sandberg, Second by Richards to approve the Public Works Committee minutes from June 9, 2025. All voted AYE.

PUBLIC COMMENT - None

DISCUSS SIDEWALK REPLACEMENT, EQUIPMENT AND TRAINING

Bob has not gotten any equipment yet; he stated that it is more cost effective to get a truck and also use bags of concrete where needed. He has prepared a list of locations and will get quotes, Administrator Palmer will send the list to the complete board and the item will be brought to the board for a vote. There was \$50,000 budgeted in this year's budget for the sidewalk program. An RFP was created and will need to be sent out, he would like to see three bids, competitive bidding will be waived. Some of the locations on the list will be able to grind instead of complete replacement.

SUMMERTIME PROJECT UPDATE

The public works department worked on storm brush forks this summer and they will mainly be used for storm damage but are available as needed.

2025 BRUSH PICK UP RECAP

Brush pickup has gone well. There was about the same amount of brush as last year and residents have been complying with the guidelines. The equipment is maintained by the department and has held up well and there have been no issues.

DISCUSS 2025 REMOVAL AND PLANTING

There are three more tree removals to be done. Letters have gone out to residents and the trees will be planted the last week of October or beginning of November. Bob reported there could be tree issues in the next few years due to the drought.

DISCUSS MOSQUITO SPRAYING

Bob explained the differences between larvicide and spraying. His preference is larvicide as it stops them by killing the larvae before they become adults, it doesn't hurt the environment and there are better results. He is also able to obtain the briquettes at no cost from the County.

DISCUSS LEAF COLLECTION AND EQUIPMENT

Leaf collection will start October 20th and run through the first week of December. It is a weekly program that runs throughout the entire Village each week. The department will be preparing equipment next week.

DISCUSS SNOWPLOW ROUTES AND EQUIPMENT PREPARATION

The previous routes have worked out well and the department will have the inclusion of another employee this year. Each employee is designated a route but they will all work together as needed. The equipment is all in good condition and it will all be prepared by November 1st. Bob will get a price for a cloth cab for the tractor. Morton Salt has the State salt supply contract and the Village has salt remaining from last year. The Village stores most of its salt in town and also still has some at the township, the Village also still stores and provides salt for the School. There was some discussion about possibly looking at a salt dome for the next budget year.

DISCUSS WINTER PROJECT(S) FOR PUBLIC WORKS DEPARTMENT

Bob has his staff working on ideas for what they would like to do for their winter project. It will encourage team building and he will inform everyone once a project has been decided on.

DISCUSS GENERAL STANDARDS LICENSING

Bob's license is up for renewal and the rest of his staff will attend along with him. It is run by the Department of Agriculture. Bob will take both general and mosquito and he is encouraging his staff to take what they would like.

GENERAL DISCUSSION

Administrator Palmer reported that the draft budget schedule will be starting with the December 15th board meeting and that he would like mileage and data on the vehicles and projects as they are working on the Capital Improvement Plan. He also announced that IDOT released a multi-year plan which includes I-57 and the interchange at Eagle Lake Road. The next Public Works Committee meeting will tentatively be on November 19th at 5:00pm, Bob will prepare a wish list and Public Works budget items including equipment and projects.

ADJOURNMENT- Motion by Sandberg, Second by Richards to adjourn the Public Works Committee meeting at 5:46 pm. All in Favor



Board of Trustees Memo

TO: Chris Vieaux, Mayor
Village Board of Trustees
From: Nick Palmer, Village Administrator
Date: December 5, 2025
Subject: Discuss Part Time Seasonal (Summer/Winter) Help
For Agenda: Public Works Mtg 12/9/25 Administrator sign off: WNP

Agenda item:

Discuss Part Time Seasonal (Summer/Winter) Help

Background:

The Village of Peotone, like most other public sector organizations, spend the bulk of their annual budget on the costs related to personnel (salaries, insurance, and other benefits). This is to be expected for an entity that largely provides services to residents, businesses, and other stakeholders.

To fully consider the implications of adding additional PT staff to assist with seasonal work, I believe it is necessary to document specifically what these additional staff would be responsible for, who they report to, and what limitations the Board & Mayor want to place on such additional staff.

Related to this work, it is critical for the Board/Mayor to articulate what you are hoping these staff will do and what gaps they will be filling. For example, with the downtown Streetscape project it was regularly discussed that specific staff should be assigned to watering plants, picking up garbage, and other tasks. This was part of the justification for increasing the existing PT employee to a full-time position. The reality is that the Public Works staff shared this work in the downtown and no one employee has this responsibility alone but is a collaborative effort.

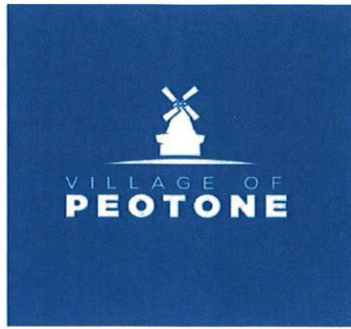
My recommendation is that the Administrator and Public Works Manager create a draft document that can be shared with the Board for review and discussion. This document should include what the expected costs of such additions would be and specific tasks that will be assigned to this employee(s).

Committee action:

At this stage of the budget process, we are reviewing the existing revenue available and gathering the Mayor's and Trustee's input on what they would like to have considered during the budget process. All this work is discussion at this point, with hard approvals of priority expenditures happening later in the FY 27 budget process.

Supporting documents:**To be created through this work:**

- Updated organizational chart for the Public Works department
- Current breakout of duties during the various seasons and what work is completed
- Projections of future staffing level needs



Board of Trustees Memo

TO: Chris Vieaux, Mayor
Village Board of Trustees
From: Nick Palmer, Village Administrator
Date: December 5, 2025
Subject: Discuss Public Works Equipment
For Agenda: Public Works Mtg 12/9/25

Administrator sign off: *WNP*

Agenda item:

Discuss Public Works Equipment

Background:

As noted in other items that the Public Works Committee and AOC are currently considering, equipment for Village departments is a large part of the annual capital improvement plan (CIP).

The existing CIP (attached) projects acquisition for the following pieces of equipment:

- Brush Chipper (\$102,000)
- Front Loader (\$185,000)
- Truck w/Spreader & Plow (\$250,000 and \$215,000)
- Salt Dome (\$189,000)

Unfortunately, there is no dedicated funding source each year for the CIP, so the Village's options to purchase new equipment is through general fund revenue or grants. This lack of a strong funding source limits what the Village can move forward on and should be a discussion point throughout the FY 27 budget discussions.

The Board, Mayor, and Village staff should continue the discussion of what equipment is most critical and budget accordingly in the FY 27 budget and in the refreshed five-year CIP.

Committee action:

At this stage of the budget process, we are reviewing the existing revenue available and gathering the Mayor's and Trustee's input on what they would like to have considered during the budget process. All this work is discussion at this point, with hard approvals of priority expenditures happening later in the FY 27 budget process.

Supporting documents:

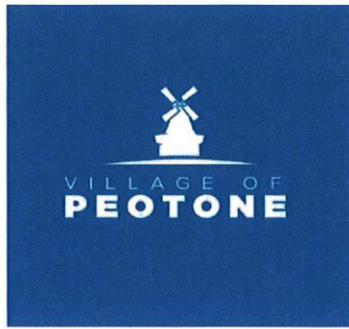
***FY 26 – Five Year Capital Improvement Plan**

***To be created through this work:**

- Updated list of Public Works vehicles – age, mileage, status
- Current breakout of needs – snow plowing routes & equipment
- Projections of future staffing level needs and impact of equipment needs

Village of Peotone
Fiscal Year 2026 Budget
Five Year Capital Improvement Plan

Description	FY2026	FY2027	FY2028	FY2029	FY2030
General Fund					
Squad Car and Equipment	-	70,000	70,000	70,000	70,000
Truck w/Spreaders & Plow	-	-	-	250,000	215,000
Brush Chipper	-	102,000	-	-	-
Front Loader	-	-	185,000	-	-
Pickup Truck	61,000	-	-	-	-
Replacement Generator at Village Hall	-	-	-	30,000	-
<i>Total General Fund</i>	<i>61,000</i>	<i>172,000</i>	<i>255,000</i>	<i>350,000</i>	<i>285,000</i>
Capital Improvements Fund					
Storm Sewer - Conrad Street - CE	70,000	-	-	-	-
Storm Sewer - Conrad Street - Construction	810,000	-	-	-	-
Sidewalk Improvements - WP Road - Meadow to Rathje - DE	-	13,268	-	-	-
Sidewalk Improvements - WP Road - Meadow to Rathje - CE	-	18,000	-	-	-
Sidewalk Improvements - WP Road - Meadow to Rathje	-	95,000	-	-	-
Annual Sidewalk Program	50,000	50,000	50,000	50,000	50,000
Salt Dome (500 Ton)	-	-	-	189,000	-
Paving - E Crawford - CE	32,400	-	-	-	-
Paving - E Crawford - Construction	135,000	-	-	-	-
Storm Sewer - Royal Lane	-	-	-	289,000	-
Storm Sewer - West Main	-	-	410,000	-	-
Paving - Gull Landings Paving	-	453,200	-	-	-
Hauert Street Storm Sewer	-	-	-	-	300,000
Reconstruction - West Street South	-	-	-	-	250,000
Paving - South Street Route 50 to South 2nd - Engineering	-	47,500	-	-	-
Paving - South Street Route 50 to South 2nd	-	250,000	-	-	-
Storm Water Study	-	-	-	20,000	-
<i>Total Capital Improvements Fund</i>	<i>1,097,400</i>	<i>926,968</i>	<i>460,000</i>	<i>548,000</i>	<i>600,000</i>
Business Development District Fund					
Facade Improvement Program - Downtown	25,000	10,000	10,000	10,000	10,000
Directional Signs	15,000	-	-	-	-
Railroad Street Parking Lot Improvements	-	-	-	250,000	-
<i>Total Business Development District Fund</i>	<i>40,000</i>	<i>10,000</i>	<i>10,000</i>	<i>260,000</i>	<i>10,000</i>
TIF 1 FUND					
Facade Improvement Program	25,000	10,000	10,000	10,000	10,000
Village Hall Remodel	40,000	20,000	20,000	10,000	-
<i>Total TIF 1 Fund</i>	<i>65,000</i>	<i>30,000</i>	<i>30,000</i>	<i>20,000</i>	<i>10,000</i>
TIF 2 FUND					
TIF Expansion	-	-	-	30,000	-
<i>Total TIF 2 Fund</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>30,000</i>	<i>-</i>
Total Capital Improvement Plan	\$ 1,263,400	\$ 1,138,968	\$ 755,000	\$ 1,208,000	\$ 905,000



Board of Trustees Memo

TO: Chris Vieaux, Mayor
Village Board of Trustees
From: Nick Palmer, Village Administrator
Date: December 5, 2025
Subject: Discuss Public Works Budget
For Agenda: Public Works Mtg 12/9/25

Administrator sign off: *NMP*

Agenda item:

Discuss Public Works Budget

Background:

The Village of Peotone operates on a fiscal year that runs from April 1st to March 31st.

With the approval of the annual levy, this is a key starting point as Village staff and the mayor launch into the hard work of creating a draft budget for consideration and modifications by the Board.

Per the draft FY 27 budget schedule that was previously distributed, the formal work of the budget creation begins in December and stretches through January and February with a draft budget plan expected to be shared with the Board in late February.

As administrator, I have been spending some time reviewing the details of the existing capital improvement plan (CIP) and would like to refresh this and review the priorities earlier in the budget process to help guide the creation of a more detailed plan going forward. This should include an “unconstrained list” of all the projects that the Village may want to do. Then the hard work of prioritizing this list of projects into a “constrained list” of projects that can get done with the existing revenue available. Although this can be a challenging process, it is important to determine which projects are the highest priority and can be done. I am hoping we can start this conversation both at the December 8th AOC and December 9th Public Works Committee meeting.

Committee action:

At this stage of the budget process, we are reviewing the existing CIP and gathering the Mayor's and Trustee's input on what they would like to have considered during the budget process. All this work is discussion at this point, with hard approvals of priority projects happening later in the FY 27 budget process.

Supporting documents:

FY 27 Budget Schedule

FY 26 – Five Year Capital Improvement Plan (CIP) – for review and discussion

Village of Peotone
FY2027 Budget Schedule
April 1, 2026 – March 31, 2027

Monday,
December 15, 2025

FY2027 Budget Kickoff Meeting with the Village Board to review FY2026 budget to actual reports and discuss the Board's goals and objectives related to the FY2027 budget

Approve 2025 Property Tax Levy Ordinance

Friday,
December 19, 2025

Operating and Capital Budget Worksheets distributed to Department Directors

Administrator and Treasurer to meet with Department Directors to discuss budget process and timeline

Friday,
January 9, 2026

Completed FY2027 Operating and Capital Budget Worksheets submitted to Village Administrator and Treasurer

Tuesday
January 13, 2026

Review budget submissions with Department Directors

Monday,
January 26, 2026

FY2026 Capital Improvements Plan Workshop with the Village Board

Executive Session at Board Meeting – Present Proposed Employee Pay Adjustments for Approval

Friday,
February 20, 2026

Provide the Village Board with an electronic copy of the FY2027 Proposed Budget

Tuesday,
February 24, 2026

Proposed FY2027 Budget formally presented to Administrative Oversight Committee

Monday,
March 9, 2026

Final Proposed FY2027 Budget presented to the Village Board

Monday,
March 23, 2026

Board Approval of FY2027 Budget Ordinance

Village of Peotone
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