

**VILLAGE OF PEOTONE
REGULAR VILLAGE BOARD MEETING
208 E. MAIN STREET, PEOTONE, IL
MONDAY SEPTEMBER 25, 2023
6:00 PM
AGENDA**

I. CALL TO ORDER

- A. PLEDGE OF ALLEGIANCE
- B. ROLL CALL

II. PUBLIC COMMENTS

III. CONSENT AGENDA

ACTION ITEM

- A. APPROVE MINUTES OF THE SEPTEMBER 11, 2023, REGULAR VILLAGE BOARD MEETING
- B. PAYROLL/ACCOUNTS PAYABLE
- C. APPROVE HIRING DIANE NIELSEN FOR PART TIME CLERICAL SUPPORT POSITION IN THE ADMINISTRATION DEPARTMENT

IV. STAFF/COMMITTEE REPORTS

V. MAYOR'S COMMENTS

VI. OLD BUSINESS

VII. NEW BUSINESS

- D. PRESENT CERTIFICATE OF ACHIEVEMENT FOR YEARS OF SERVICE TO GARY MILLER, MATT MOORE, JOHN POPEK AND DAN STANKUS IN THE POLICE DEPARTMENT

- E. PRESENTATION OF THE 2022/2023 ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 2023 (AUDIT)

- F. DISCUSS VILLAGE CODE CH. 72.01 – VEHICLE PARKING

DISCUSSION ITEM

- G. APPROVE RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING ACCEPTANCE OF PROPOSAL FROM JIF PAVING FOR PAVING OF SOUTHEAST CORNER OF MAIN ST. AND RAILROAD ST. IN THE AMOUNT OF \$34,600

ACTION ITEM

- H. APPROVE RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING ACCEPTANCE OF PROPOSAL FROM PEOTONE SEALCOATING FOR PARKING LOT SEALCOATING AT NORTHEAST CORNER OF E. CRAWFORD AND N. RAILROAD ST. IN THE AMOUNT OF \$3,350

ACTION ITEM

- I. APPROVE RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING ACCEPTANCE OF PROPOSAL FROM FREEHILL ASPHALT INC FOR CRACK SEALING AT FIRST ST FROM CORNING TO WILSON, WILSON ST FROM RAILROAD TRACKS TO WEST ST, CRAWFORD ST FROM WEST ST TO RAILROAD TRACKS, MEYER GLEN SUBDIVISION ON WESLEY, HAUERT AND HICKORY IN THE AMOUNT OF \$24,900

ACTION ITEM

- J. APPROVE RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR SERVICES BETWEEN THE VILLAGE OF PEOTONE AND GMT LLC FOR ECONOMIC DEVELOPMENT, PLANNING AND MARKETING SERVICES

ACTION ITEM

- K. APPROVE RESOLUTION ADOPTING A CAPITAL PLANNING AND REPORTING POLICY

ACTION ITEM

VIII. QUESTIONS OF THE PRESS

IX. CORRESPONDENCE / COMMUNICATIONS / PETITIONS

X. ADJOURNMENT

ACTION ITEM

VILLAGE OF PEOTONE
REGULAR VILLAGE BOARD

Minutes of September 11, 2023

I. The Pledge of Allegiance was led by Mayor March at 6:00 pm.

II. Roll call

Village Clerk, Stacey Hartwell, conducted the roll call and following persons were present: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis and Trustee Strba. Also present were the Mayor, the Village Administrator and the Village Attorney.

Public Comments: None

III. Approval of Consent Agenda:

- A. Approve the Minutes of the August 28, 2023, Regular Village Board meeting.
- B. Approve Payroll/Accounts Payable
- C. Approve Trick or Treat hours for October 31, 2023, 4PM-7PM
- D. Special Event Permit for Peotone High School Homecoming Parade, September 29, 2023, Starting at 4:00pm
- E. Special Event Permit, Golf Cart Parade, Peotone High School Student Council, October 28, 2023, 605 W. North St., 4:15PM Start, 4:00PM Lineup at PHS
- F. Special Event Permit, Jim Williams/Cornerstone Coffeehouse & Chambers & Sons Plumbing, Trunk or Treat with Street Closures on First Street from Corning to Main St, October 29, 2023 11AM-2PM

Moved by Trustee Marevka, Seconded by Trustee Sluis

Roll Call Vote: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis, Trustee Strba

Nays: None

Absent: None

Motion passed

IV. Staff Committee Reports:

Treasurer: Treasurer report was submitted in the packet

Engineer: MFT Program-supposed to pour concrete curbs and sidewalk Wednesday, rolling and paving next week. Sidewalk Program – later this week/early next week. Wilmington Peotone Road – guard rails on the South side this week and then can take care of patching, will finish in November.

PW Committee: The Committee met September 6th. Went over the needs of the department for plowing snow and landscape for the downtown area, the possibility of a new hire, the tree program and con ex boxes for storage.

V. Mayor's Comments: Chamber Sip N Stroll Event will be on September 14th, the Old Mill Fest will be on September 17th, received an additional grant from the County for the Conrad Street Storm Sewer project in the

amount of \$425,000, was invited to a press conference for the new battery company in Manteno that the Administrator attended in his absence.

VI. Old Business: None

VII. New Business:

A. Approve Raffle License, Single Raffle, Suzy's Saloon, Fundraiser for Robin Matthias, September 1, 2023, 111 N. Second Street St., Peotone IL

The Mayor wanted to address and have on record the amount of events/licenses being ratified after the fact and encourage them to be submitted prior to the events to allow for time to actually have the opportunity to review.

Moved by Trustee Strba, Seconded by Trustee Sluis

Roll Call Vote: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis, Trustee Strba

Nays: None

Absent: None

Motion passed

B. Approve Hiring of Loretta Brown for Full Time Community Support Liaison in the Police Department

The Chief was absent. He had put together a job description, advertised, interviewed ten initial applicants and then narrowed down to three final applicants that had interviews with the Chief, Mayor and Administrator.

Moved by Trustee Sluis, Seconded by Trustee Hudson

Roll Call Vote: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis, Trustee Strba

Nays: None

Absent: None

Motion passed

C. Approve Ordinance for Class E Liquor License, Peotone Corner Café, 102 N. Second St., Peotone IL

Conditional on meeting other provisions of the Code which include a State Liquor License and Gaming License. Dinner will be served until 8pm per Sebastian who was there representing the restaurant.

Moved by Trustee Marevka, Seconded by Trustee Strba

Roll Call Vote: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis, Trustee Strba

Nays: None

Absent: None

Motion passed

D. Approve Final Invoice from IPC for Railroad Street Project in the amount of \$320,992.90

Per email from Robinson Engineering, this is the final invoice for the Railroad Street project, a portion needs to be reimbursed from Aqua and has been submitted to them for payment.

Moved by Trustee Sluis, Seconded by Trustee Marevka

Roll Call Vote: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis, Trustee Strba (Trustee Sandberg voted present but the vote is counted with the majority by law)

Nays: None

Absent: None

Motion passed

E. Approve Fence Variance Application for Variance Requested at 243 Rathje Road, Variance Requested so Fence Does Not Go Through or Enclose Detention Pond

Moved by Trustee Marevka, Seconded by Trustee Sandberg

Roll Call Vote: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis, Mayor March

Nays: None

Absent: None

Motion passed

F. Approve Resolution Authorizing Execution of Agreement for Services Between the Village of Peotone and B & F Construction Code Services

Three were received, one is from out of State, other two were interviewed and staff recommended B&F.

Moved by Trustee Sluis, Seconded by Trustee Richards

Roll Call Vote: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis, Trustee Strba

Nays: None

Absent: None

Motion passed

G. Motion to Approve Budget Amendment to General Fund Revenues in the Amount of \$10,520 and to General Fund Expenditures in the Amount of \$20,000

Missed last budget, in the Public Works Department, revenue from previous grant and just got reimbursed and donations for tree planting, the removal line was not in budget.

Moved by Trustee Hudson, Seconded by Trustee Strba

Roll Call Vote: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis, Trustee Strba

Nays: None

Absent: None

Motion passed

H. Motion to Approve Budget Amendment to Business Development District Fund Expenditures in the Amount of \$321,000

Final invoice for Railroad Street project, amount was not in budget, funds will be coming from the Business Development District.

Moved by Trustee Marevka, Seconded by Trustee Sluis

Roll Call Vote: Trustee Hudson, Trustee Marevka, Trustee Richards, Trustee Sandberg, Trustee Sluis, Trustee Strba (Trustee Sandberg voted present but the vote is counted with the majority by law)

Nays: None

Absent: None

Motion passed

VIII. Questions of the Press: None

IX. Correspondence/Communications/Petitions: A letter from a homeowner on Garfield was received regarding concerns about reparations in the parkway from work done by AT&T. The Public Works Manager will look at and see what the status is.

X. Adjournment:

Motion by Trustee Sluis, Seconded by Trustee Strba

All said AYE

Nays: None

Absent: None

Adjournment at 6:20pm

Stacey Hartwell Village Clerk

Village of Peotone
Payroll and Accounts Payable Activity
Board Meeting Date - September 25, 2023

Payroll

For the period ending: 9/16/2023
Check Date: 9/22/2023

	Gross Payroll	FICA	IMRF	Total
Village Board	\$ 1,971.67	\$ 150.84	\$ -	\$ 2,122.51
Administration	7,251.60	554.74	50.96	7,857.30
Building	2,308.00	176.57	19.16	2,503.73
Police	34,949.96	2,673.68	35.11	37,658.75
Public Works	8,942.37	684.09	68.25	9,694.71
Total	\$ 55,423.60	\$ 4,239.92	\$ 173.48	\$ 59,837.00

Accounts Payable

For the period ending: 9/22/2023
Check Date: 9/25/2023

General Fund	\$ 34,835.61
Building Permit Escrow Fund	-
Motor Fuel Tax Fund	-
Capital Improvement Fund	17,578.25
Vehicle Service Fund	-
Business Development District Fund	25,809.54
TIF #1 Fund	-
TIF #2 Fund	57,108.00
Total	\$ 135,331.40



Village of Peotone
 208 E. Main Street - Peotone IL 60468-0430
 AP Invoices - Board Listing V2 -

Invoice Final Update - G/L Source: C/V - Tentative G/L Register: 976 Tentative G/L Date: 09/25/2023

Fund/Account	Description	Date	Due Date	Amount
01-00-105	Payments via Check			
39741	ADVE1 ADVERTISING SOLUTIONS	9/19/2023		\$462.10
Inv: 8805	Promotional Items	9/18/2023	9/25/2023	\$462.10
39742	AHW1 AHW LLC - Champaign	9/19/2023		\$312.26
Inv: 11704529	Machinery Repair Parts	8/28/2023	9/25/2023	\$312.26
39743	ALL02 ALL AUTOMOTIVE INC.	9/19/2023		\$15.00
Inv: 12692	Tire Repair	9/14/2023	9/25/2023	\$15.00
39744	ANDR3 Andrea Clark	9/19/2023		\$400.00
Inv: 986900	Cleaning Service	9/5/2023	9/25/2023	\$400.00
39745	ATandT4 AT&T MOBILITY	9/19/2023		\$1,021.62
Inv: 287286193665X0908 2023	Phone Service	8/31/2023	9/25/2023	\$554.45
Inv: 2872862966215X090 82023	Phone Service	8/31/2023	9/25/2023	\$467.17
39746	BANK1 BANK ONE TRUST COMPANY, NA	9/19/2023		\$510.96
Inv: 510089980	Copier Lease	8/28/2023	9/25/2023	\$510.96
39747	CHR12 CHRISTIANSEN FARMS, LLC	9/19/2023		\$450.00
Inv: 09630	Wood Chips/Shavings	8/31/2023	9/25/2023	\$450.00
39748	COMED COMED	9/19/2023		\$5,358.05
Inv: 09052023	Electricity	9/5/2023	9/25/2023	\$338.10
Inv: 09062023	Electricity	9/6/2023	9/25/2023	\$5,019.95
39749	COUN1 COUNTY OF WILL	9/19/2023		\$188.16
Inv: August 2023 -001 Blgd Repay	Building Repayment	9/6/2023	9/25/2023	\$188.16
39750	DRAL1 DRALLE CHEVROLET & BUICK, INC.	9/19/2023		\$153.85
Inv: 08112023	Tire Repair - 2019 Ford Interceptor	8/11/2023	9/25/2023	\$153.85
39751	EAGL1 EAGLE UNIFORM	9/19/2023		\$20.25
Inv: INV-16536	Badges	8/14/2023	9/25/2023	\$20.25
39752	HALL1 HALL SIGNS, INC.	9/19/2023		\$611.40
Inv: 60162	Street Signs	4/26/2023	9/25/2023	\$611.40
39753	LEAD1 LEADINGIT	9/19/2023		\$4,982.87
Inv: 132069WC	Managed IT Services	10/1/2023	9/25/2023	\$4,982.87
39754	MOTO1 MOTOROLA SOLUTIONS - STARCOM	9/19/2023		\$574.00
Inv: 77957020230801	Monthly Service - Radios	9/1/2023	9/25/2023	\$574.00
39755	OPER1 OPERATING ENGINEERS LOCAL #399	9/19/2023		\$168.28
Inv: PRe-230908-708- 1-OPER1-0	Employee Deduction	9/2/2023	9/2/2023	\$84.14
Inv: PRe-230922-709- 1-OPER1-0	Employee Deduction	9/16/2023	9/16/2023	\$84.14
39756	QUILL QUILL CORPORATION	9/19/2023		\$104.76
Inv: 34322430	Toner	8/30/2023	9/25/2023	\$69.99
Inv: 34334994	Office Supplies	8/30/2023	9/25/2023	\$34.77
39757	SAFE2 SAFEBUILT ILLINOIS, LLC LOCKBOX #88135	9/19/2023		\$2,889.77
Inv: 0099322-IN	Plan Reviews - May 2023	5/31/2023	9/25/2023	\$737.88
Inv: 0104150-IN	Permit Reviews	8/31/2023	9/25/2023	\$368.94
Inv: 0104209-IN	Planning Services - August 2023	8/31/2023	9/25/2023	\$247.50
Inv: 0104222-IN	Permit Reviews - August 2023	8/31/2023	9/25/2023	\$1,535.45



Village of Peotone
 208 E. Main Street - Peotone IL 60468-0430
 AP Invoices - Board Listing V2 -

Fund/Account	Description	Date	Due Date	Amount
39758	AandJ01 STAR DISPOSAL SERVICE, INC.	9/19/2023		\$105.00
Inv: 8445627	Refuse Pickup - Refrigerator	8/3/2023	9/25/2023	\$46.00
Inv: 8477660	Monthly Refuse Service	9/1/2023	9/25/2023	\$59.00
39759	STAT1 STATE AND MUNICIPAL TEAMSTERS	9/19/2023		\$654.00
Inv: PRe-230908-708-1-STAT1-0	Employee Deduction	9/2/2023	9/2/2023	\$310.00
Inv: PRe-230922-709-1-STAT1-0	Employee Deduction	9/16/2023	9/16/2023	\$344.00
39760	TandM1 T and M Services	9/19/2023		\$2,000.00
Inv: QC2311958	Furniture - Police Department	8/28/2023	9/25/2023	\$2,000.00
39761	BREW1 THE BREWER COMPANY	9/19/2023		\$122.00
Inv: 205023	Street Paint	9/2/2023	9/25/2023	\$122.00
39762	TONG1 TONGREN LAW OFFICES	9/19/2023		\$300.00
Inv: 08232023	Judicial Hearing Officer	8/23/2023	9/25/2023	\$300.00
39763	UPLA1 UPLAND DESIGN LTD.	9/19/2023		\$9,802.79
Inv: 23-1124-03	Downtown Streetscape Design	8/31/2023	9/25/2023	\$9,802.79
39764	VERI1 VERIZON WIRELESS	9/19/2023		\$95.70
Inv: 6280000045280	Monthly Data Service	9/5/2023	9/25/2023	\$95.70
39765	WHIT1 WHITMORE ACE HARDWARE	9/19/2023		\$19.98
Inv: 4839093	Concrete Mix	9/7/2023	9/25/2023	\$19.98
Paying Account 01-00-105(Check) Total:				\$31,322.80

01-00-105

Payments via Nacha

90008174	AZAV1 AZAVAR AUDIT	9/19/2023		\$445.46
Inv: 157235	Gas Audit	8/31/2023	9/25/2023	\$213.12
Inv: 157236	Electreic Audit	8/31/2023	9/25/2023	\$232.34
90008175	GTEMP GovTempsUSA	9/19/2023		\$6,634.25
Inv: 4091266	Financial Consultant	12/8/2022	9/25/2023	\$2,380.00
Inv: 4241289	Financial Consultant	8/24/2023	9/25/2023	\$1,576.75
Inv: 4245226	Financial Consultant	8/31/2023	9/25/2023	\$1,487.50
Inv: 4249336	Financial Consultant	9/7/2023	9/25/2023	\$1,190.00
90008176	MURR1 MURRAY OVERHEAD DOORS	9/19/2023		\$325.00
Inv: 44414	Garage Door Service	8/30/2023	9/25/2023	\$325.00
90008177	ROBI1 ROBINSON ENGINEERING, LTD.	9/19/2023		\$96,363.50
Inv: 23080143	Construction Engineering - 88th Ave/WP Road/I-57	9/14/2023	9/25/2023	\$28,798.75
Inv: 23080144	Phase I Engineering - West Street South	8/14/2023	9/25/2023	\$3,563.75
Inv: 23080145	Phase II Engineering - Streetscape Reconstruction	8/14/2023	9/25/2023	\$6,007.25
Inv: 23080146	Miscellaneous Engineering	8/14/2023	9/25/2023	\$1,804.00
Inv: 23080147	Resurfacing - Mill Trace	8/14/2023	8/10/0925	\$2,500.00
Inv: 23080148	Construction Engineering - Conrad Storm Sewer	9/19/2023	9/25/2023	\$2,442.25
Inv: 23090026	Construction Engineering - 88th Ave/WP Road/I-57	9/8/2023	9/25/2023	\$28,309.25
Inv: 23090031	Phase II Engineering - Streetscape Road Reconstruction	9/19/2023	9/25/2023	\$9,999.50
Inv: 23090032	Miscellaneous Engineering	9/8/2023	9/25/2023	\$2,712.00
Inv: 23090033	House Permit Plat Survey Reviews	9/8/2023	9/25/2023	\$1,154.50
Inv: 23090034	Resurfacing - Mill Trace	9/8/2023	9/25/2023	\$2,500.00
Inv: 23090035	Corning and Other Sidewalk Locations	9/8/2023	9/25/2023	\$2,774.50
Inv: 23090036	Design Engineering - Conrad Storm Sewer	8/9/0908	9/25/2023	\$3,797.75



Village of Peotone
 208 E. Main Street - Peotone IL 60468-0430
 AP Invoices - Board Listing V2 -

Fund/Account	Description	Date	Due Date	Amount
90008178	SOUT4 SOUTHWEST EXURBAN PUBLISHING, LLC	9/19/2023		\$120.00
Inv: 23-705	Ad - Code Corner	8/31/2023	9/25/2023	\$120.00
Paying Account 01-00-105(Nacha) Total:				\$103,888.21
<hr/>				
01-00-105	Payments via Web/Telephone			
80000141	GOTOC1 GOTO Communications, Inc.	9/19/2023	.	\$120.39
Inv: IN7102251017	Phone Service	9/1/2023	9/25/2023	\$120.39
Paying Account 01-00-105 (Web/Telephone) Total:				\$120.39



Village of Peotone
 208 E. Main Street - Peotone IL 60468-0430
 AP Invoices - Board Listing V2 -

Invoice Final Update - G/L Source: C/V - Tentative G/L Register: 976 Tentative G/L Date: 09/25/2023

Cash Requirement Totals		Account	Amount	Fund	Amount
Total Payments	31	01-00-231 UNION DUES	\$822.28	01	\$34,835.61
Total Invoices:	56	01-50-451 ENGINEERING	\$3,160.00	30	\$17,578.25
Total Vendors:	31	01-50-452 OTHER PROFESSIONAL SERVICES	\$8,143.46	40	\$25,809.54
Total Amount:	\$135,331.40	01-50-463 COMMUNITY RELATIONS	\$462.10	42	\$57,108.00
		01-50-465 OFFICE SUPPLIES	\$104.76		\$135,331.40
		01-51-412 EQUIPMENT MAINTENANCE	\$679.81		
		01-51-428 TELEPHONE/FAX	\$554.45		
		01-51-446 LEGAL FEES	\$300.00		
		01-51-452 OTHER PROFESSIONAL SERVICES	\$6,220.66		
		01-51-467 UNIFORMS	\$20.25		
		01-52-400 SALARIES - EXPENSE	\$737.88		
		01-52-444 PRINTING/PUBLISHING	\$120.00		
		01-52-452 OTHER PROFESSIONAL SERVICES	\$3,058.89		
		01-53-402 IMRF	\$120.00		
		01-53-411 BUILDING MAINTENANCE	\$325.00		
		01-53-412 EQUIPMENT MAINTENANCE	\$434.26		
		01-53-413 STREET MAINTENANCE	\$611.40		
		01-53-418 SNOW/LEAF REMOVAL	\$450.00		
		01-53-428 TELEPHONE/FAX	\$467.17		
		01-53-436 STREET LIGHTING	\$5,358.05		
		01-53-451 ENGINEERING	\$1,356.00		
		01-53-452 OTHER PROFESSIONAL SERVICES	\$1,061.71		
		01-53-466 OTHER SUPPLIES	\$19.98		
		01-57-451 ENGINEERING	\$247.50		
		30-53-451 ENGINEERING	\$17,578.25		
		40-00-451 ENGINEERING	\$16,006.75		
		40-00-452 OTHER PROFESSIONAL SERVICES	\$9,802.79		
		42-00-452 OTHER PROFESSIONAL SERVICES	\$57,108.00		
			\$135,331.40		

Paying Account	Payment Method	Count	Amount	Vendor	Amount
01-00-105	Check	25	\$31,322.80	ADVE1	\$462.10
01-00-105	Web/Telephone	1	\$120.39	AHW1	\$312.26
01-00-105	Nacha	5	\$103,888.21	ALL02	\$15.00
			\$135,331.40	ANDR3	\$400.00
				ATandT4	\$1,021.62
				AZAV1	\$445.46
				BANK1	\$510.96
				CHR12	\$450.00
				COMED	\$5,358.05
				COUN1	\$188.16
				DRAL1	\$153.85
				EAGL1	\$20.25
				GOTOC1	\$120.39
				GTEMP	\$6,634.25
				HALL1	\$611.40
				LEAD1	\$4,982.87
				MOTO1	\$574.00
				MURR1	\$325.00
				OPER1	\$168.28
				QUILL	\$104.76
				ROBI1	\$96,363.50



Village of Peotone
 208 E. Main Street - Peotone IL 60468-0430
 AP Invoices - Board Listing V2 -

Vendor	Amount
SAFE2	\$2,889.77
SOUT4	\$120.00
AandJ01	\$105.00
STAT1	\$654.00
TandM1	\$2,000.00
BREW1	\$122.00
TONG1	\$300.00
VERI1	\$95.70
WHIT1	\$19.98
UPLA1	\$9,802.79
	<u>\$135,331.40</u>

Vendor	C/Y 2023 Invoices	C/Y 2023 Payments	F/Y 2024 Invoices	F/Y 2024 Payments
ADVE1	(1) 324.00	(1) 324.00	(1) 324.00	(1) 324.00
AHW1	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00
ALL02	(11) 1293.15	(5) 1293.15	(10) 1247.18	(5) 1293.15
ANDR3	(11) 4400.00	(10) 4400.00	(11) 4400.00	(10) 4400.00
ATandT4	(14) 6327.39	(10) 6327.39	(7) 3175.25	(8) 4965.87
AZAV1	(14) 3118.22	(7) 4009.14	(8) 1781.84	(4) 2014.18
BANK1	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00
SAFE2	(24) 84623.71	(9) 87428.31	(11) 26990.21	(6) 38965.22
QUILL	(30) 3930.55	(14) 4400.75	(19) 2257.84	(10) 2523.36
ROBI1	(54) 285162.50	(10) 299958.00	(32) 180533.50	(7) 261107.25
AandJ01	(2) 992.21	(2) 992.21	(2) 992.21	(2) 992.21
GOTOC1	(2) 240.78	(2) 240.78	(2) 240.78	(2) 240.78
GTEMP	(33) 58866.50	(17) 63458.50	(20) 37138.50	(12) 41030.50
HALL1	(1) 408.79	(1) 408.79	(1) 408.79	(1) 408.79
OPER1	(13) 1377.12	(10) 1614.29	(8) 687.24	(4) 687.24
DRAL1	(12) 53953.51	(8) 54060.67	(6) 51678.81	(5) 52581.00
EAGL1	(4) 1216.00	(4) 2067.75	(2) 856.50	(2) 1168.00
MOTO1	(6) 11998.00	(6) 11998.00	(3) 1526.00	(4) 6762.00
MURR1	(2) 631.00	(2) 631.00	(2) 631.00	(2) 631.00
UPLA1	(2) 31924.43	(2) 31924.43	(2) 31924.43	(2) 31924.43
VERI1	(1) 95.70	(1) 95.70	(1) 95.70	(1) 95.70
WHIT1	(36) 2039.11	(14) 2220.75	(17) 1231.63	(10) 1411.71
BREW1	(2) 1557.67	(2) 1557.67	(2) 1557.67	(2) 1557.67
CHRI2	(1) 530.00	(2) 940.00	(1) 530.00	(2) 940.00
COMED	(36) 44816.58	(11) 44816.58	(17) 22412.27	(7) 28108.54
COUN1	(17) 71399.55	(9) 71587.71	(11) 47536.98	(6) 47725.14
LEAD1	(44) 52807.54	(14) 55102.54	(17) 44261.29	(8) 45334.02
SOUT4	(4) 500.00	(2) 500.00	(4) 500.00	(2) 500.00
STAT1	(13) 3643.00	(8) 3643.00	(9) 2143.00	(7) 3189.00
TandM1	(0) 0.00	(0) 0.00	(0) 0.00	(0) 0.00
TONG1	(6) 1800.00	(7) 2100.00	(4) 1200.00	(5) 1500.00

DIANE NIELSEN

Peotone, IL 60468

Employment Objective

Detail-oriented, efficient and organized professional with over 20 years of experience in general accounting. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Demonstrate excellent written and verbal communication skills. Highly trustworthy, discreet and ethical. Resourceful in the completion of projects and effective at multi-tasking.

Key Proficiencies

MS Word, Excel, QuickBooks, NetSuite, Peachtree, Oracle, Tabs Practice Master, Google Docs, Google Sheets, Google Slides, Smartsheet, OneDesk

Professional Experience

Brennan Equipment & Manufacturing, University Park, IL April 2021 – July 2023

Accounting Assistant

- Process accounts payable and accounts receivable
- Process inventory adjustments
- Reconcile freight disputes
- Assist Purchasing Department with receiving inventory
- Assist with other departments (Routing and Payroll) when needed

oAppsNET Partners, Denver, CO November 2019 – April 2021

Financial Consultant

- Build and test functional design for Accounts Payable automation
- Produce documentation results of all testing for Accounts Payable automation for teaching purposes
- Project Management
- Onboard new employees

Performance Mechanical Contractors, Inc., Frankfort, IL June 2017 – October 2019

Accounts Payable Coordinator

- Verify invoices with purchase orders – contact field members with discrepancies
- Input approved invoices into accounting system
- Process weekly payments and prepare lien waivers
- Setup new vendors in computer system
- Assist Accounts Receivable and Purchasing Department

DeSitter Flooring, Bolingbrook, IL

November 2016 – June 2017

Accounts Receivable Clerk

- Maintain credit and collection policies with customers
- Prepare lien waivers
- Balance credit cards
- Prepare spreadsheets/reports for various departments
- Assist Accounts Payables and Purchasing Department

Aspen Valley Landscape Supply, Homer Glen, IL

June 2015 – October 2016

Bookkeeper

- Assist in A/P and A/R related issues
- Maintain credit and collection policies with customers
- Pay bills within terms
- Coordinate with purchasing department the receivers and payables
- Assist in month end close including financial reporting
- Perform price testing for cost validation on inventory items for external audits

Wunderlich Law Office, Ltd., Joliet, IL

February 2008 – January 2019

Accountant

- Bank reconciliations
- Monthly tax preparation and payments
- Process all accounts receivable, accounts payable, and payroll
- Maintain client accounts
- Prepare and file motions for Circuit Court filings

Panduit Corp., Tinley Park, IL

September 1997 – July 2004

Accountant

- Balance financial statements on a monthly and year-end basis for Panduit Corp. and multiple outside ventures, including C Corps, LLC, and Partnerships
- Journal entries, prepare wire transfers, reconcile bank accounts
- Loan and mortgage preparation
- Prepare monthly statements for shopping center tenants, handle all tenant relates issues on a daily basis

Education Background

Southern Illinois University, Bachelor Degree Finance

Moraine Valley Community College, A. S. Degree

Certificates

Oracle Financials Cloud: Receivables 2019 Certified Implementation Specialist

Oracle Financials Cloud: General Ledger 2019 Certified Implementation Specialist

Oracle Financial Cloud: Payables 2019 Certified Implementation Specialist

Abby Flexicapture Basic Certification

Board/Committee Meetings:
Public Works Committee Meetings
Village Board Meeting

Meetings/Organizations:
IPWMAN annual Meeting (Bloomington)
Eastern Will County Public Works Meeting

Staff: Public works staff have been busy painting crosswalks and mowing roadsides. In the next couple of weeks will have staff trim the newly planted trees. Also, staff will start inputting signs into the GIS system.

Resident Services: Branch pick up continues weekly. Branch Pick will end Oct 23 also leaf season dates for 2023 Oct 23 to Dec 1.

Project Update: MFT looks like it will be finished soon. I'm hoping Davis concrete gets the sidewalk program done in the next week or so. This year it seems the contractors are behind on projects.

Miscellaneous: I ask that all residents not place or blow grass clippings in the streets. This causes issues during rain events and it's not safe for motorcycles also I want to point out it's a state law. I will be attending a few trainings in the month of October and attending IPWMAN conference in Bloomington.

FY2023 Audit Report

Lauterbach & Amen has completed the Village's Fiscal Year 2023 financial audit. The Village received an unmodified opinion, meaning that the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, the aggregate remaining fund information and respective changes in financial position of the Village of Peotone as of April 30, 2023.

Lauterbach & Amen will present the Village's FY2023 Annual Comprehensive Financial Report at Monday's Board meeting. Upon conclusion of the presentation, the Board will acknowledge receipt of the report.

August 28, 2023

Aimee Ingalls
Village Administrator
Village of Peotone
208 E. Main Street
Peotone, IL 60468

Dear Ms. Ingalls:

We are pleased to inform you, based on the examination of your budget by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Information about how to submit an application for the Distinguished Budget Program application is posted on GFOA's website.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will receive a brass medallion that will be mailed separately. First-time recipients will receive an award plaque within eight to ten weeks. Enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. The following standardized text should be used:

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Village of Peotone, Illinois**, for its Annual Budget for the fiscal year beginning **4/1/2023**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Director, Technical Services Center

Enclosure

FOR IMMEDIATE RELEASE

August 28, 2023

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Village of Peotone, Illinois**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 22,500 members and the communities they serve.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Peotone
Illinois**

For the Fiscal Year Beginning

4/1/2023

Christopher P. Morrill

Executive Director



The Government Finance Officers Association
of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

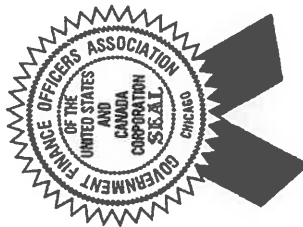
**Finance Department
Village of Peotone, Illinois**

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Merrill

Date: **August 28, 2023**



§ 72.01 VEHICLE PARKING.

(A) It shall be unlawful to park any vehicle on the following public streets in the village on each and every day of the week between the hours of 2:00 a.m. and 6:00 a.m.

Main Street from First Street to Railroad Street

Second Street from Main Street to Crawford Street

North Street from Railroad Street to Second Street

(B) (1) It shall be unlawful for any vehicle larger than a 3/4 ton pickup truck, including recreational vehicles, to park longer than two hours in a 24-hour period on any public street in the village.

(2) It shall be unlawful for any vehicle to park on either side of Oriole Drive between Wilmington Road and Teal Avenue.

(C) It shall be unlawful to park any vehicle on the following streets in the village at any time on each and every day of the week:

No parking on both sides of West Street from Joliet Road to Crawford Avenue.

No parking on the north side of Main Street from Route 50 to Third Street.

No parking on the west side of First Street from Wilson Street to Corning Avenue.

No parking on the north side of Hauert Street west of Sixth Street, from the point where the street begins to curve south, to the intersection with Route 50, approximately 350 feet.

No parking on the north side of Crawford Avenue from Route 50 to the existing railroad tracks.

No parking on the south side of Crawford Avenue from Route 50 to the west side of the driveway located at 432 East Crawford Avenue.

No parking on the north side of West North Street from First Street to Second Street.

No parking on both sides of Oriole Drive from Wilmington Road to Teal Avenue.

No parking on the north side of Louise Lane from the northeast corner of the intersection of Louise Lane and Locust Lane to a point 185 feet east of said intersection.

No parking on both sides of Teal Avenue west of Oriole Drive.

No parking on both sides of Garfield Avenue from the intersection of Garfield Avenue and Mill Street east for a distance of 100 feet.

No parking on both sides of Mill Street from the intersection of Mill Street and Garfield Avenue north for a distance of 100 feet.

No parking on the east side of West Street from the intersection of West Street and Corning Avenue to a point 175 feet north of said intersection.

No parking on the east side of Division Street from its intersection with Crown Lane to a point 220 feet to the south.

No parking on the north side of Crown Lane from its intersection with Division Street to a point 120 feet to the west.

No parking on both sides of West Street between Corning Avenue and Wilmington Peotone Road.

No parking on the north side of West Wilson Street between the railroad and First Street.

(D) It shall be unlawful to park any vehicle on the west side of West Street between Crawford Avenue and Corning Avenue from 9:00 a.m. to noon on Sundays.

(E) It shall be unlawful to park any vehicle on the following public streets as these streets border the Will County Fairgrounds (as posted) between the hours of 12:01 a.m. on the first day of the Will County Fair and 11:59 p.m. on the last day of the Will County Fair:

Both sides of Division, Crown, Royal and Manor Streets.

Both sides of Rathje Road from Wilmington Road to Corning Avenue.

(F) It shall be unlawful to park any vehicle on the following public streets as these streets border the Will County Fairgrounds (as posted) between the hours of 12:01 a.m. and 11:59 p.m. on the date of the Tri-Chevy Show held at the Will County Fairgrounds:

Both sides of Division, Crown, Royal and Manor Streets.

Both sides of Rathje Road from Wilmington Road to Corning Avenue.

(G) It shall be unlawful to park any vehicle on Conrad Street (both sides) from Joliet Road to Crawford on Monday through Friday from 8:00 a.m. to 8:30 a.m. and from 3:00 p.m. to 3:30 p.m.

(H) (1) *Definitions.* For the purpose of this division (H), the following definitions shall apply unless the context clearly indicates or requires a different meaning.

GUEST. A person who, during the time the automobile driven by the person is parked any place described by this division (H), is actually visiting the residential premise of the resident.

OWNER OF VEHICLE. That person to whom the automobile is titled according to the then current records of the Secretary of State.

RESIDENT. A person residing in a residential premises located adjacent to the street upon which parking is prohibited hereby.

(2) *Streets.* Between the hours of 8:00 a.m. through 4:00 p.m. Monday through Friday, parking on the following streets shall be limited to residents and their guests:

(a) That portion of North Street lying east of Rathje Road, thence east until the terminus of Rathje Road in the Ashburton Estate Subdivision (both sides of the street);

(b) Ashburton Lane (both sides of the street);

(c) The Hague Street (located within Ashburton Estate Subdivision, both sides of the street) ; and

(d) Hans Brinker Drive, both sides of the street (located in Ashburton Estates).

(I) It shall be unlawful to park any vehicle on the following streets in the village between the hours of 2:30 p.m. and 3:30 p.m. on any day school is in session:

Mill Street between Joliet Road and Glenview Lane

The south side of Garfield Avenue between Mill Street and West Street

(J) It shall be unlawful for an person to park or for the owner of a motor vehicle to permit it to be parked as follows:

(1) On, across or in any way blocking a sidewalk;

(2) Blocking a driveway;

(3) In an intersection or crosswalk;

(4) In a viaduct;

(5) Within 15 feet of a fire hydrant;

(6) In a bus stop, loading zone or cab stand;

(7) The wrong way on a one-way street;

(8) More than 12 inches from the curb;

(9) Double parked; or

(10) On a two-way street so that the driver's side of the car is nearest to the curb.

(11) In the parking space designated "Police Parking Only" on Main Street in front of the police station.

(K) The stopping, standing, or parking of any vehicle within a designated handicapped parking area, without the proper display of the handicapped status of the occupant of said motor vehicle by way of either special state license plates or a locally issue handicapped status placard, shall be unlawful. Any violation shall be punishable by a fine not less than \$100 nor more than \$200. A separate violation shall be deemed occurring on each day a particular vehicle remains so parked.

Penalty, see § 72.99(E)

(L) (RESERVED)

(M) It shall be unlawful to park any vehicle on the following public streets between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday excluding calendar holidays:

The east side of Rathje Road between Wilmington Road and Corning Avenue.

(N) It shall be unlawful to park either a semitrailer or any truck tractor on any public street, highway, or other public place located within the boundaries of the village except within an industrial zone. Except as otherwise posted to the contrary, it shall also be unlawful to park either a semitrailer or any truck tractor on any property located within the village not zoned for industrial use unless the semitrailer or truck tractor is placed within a garage or other appropriate building such that it is not open to public view.

(Ord. 88-07, passed 9-26-88; Am. Ord. 93-12, passed 11-15-93; Am. Ord. 93-18, passed 1-24-94; Am. Ord. 93-19, passed 2-21-94; Am. Ord. 94-03, passed 6-20-94; Am. Ord. 94-08, passed 8-15-94; Am. Ord. 94-10, passed 9-6-94; Am. Ord. 95-19, passed 10-16-95; Am. Ord. 96-25, passed 10-21-96; Am. Ord. 97-28, passed 2-1-99; Am. Ord. 98-26, passed 2-1-99; Am. Ord. 99-12, passed 8-8-99; Am. Ord. 00-20, passed 10-16-00; Am. Ord. 01-13, passed 9-18-01; Am. Ord. 03-12, passed 7-7-03; Am. Ord. 03-23, passed 2-2-04; Am. Ord. 04-08, passed 4-19-04; Am. Ord. 04-19, passed 8-16-04; Am. Ord. 05-20, passed 10-10-05; Am. Ord. 07-18, passed 8-27-07; Am. Ord. 07-26, passed 9-10-07; Am. Ord. 07-33, passed 11-26-07; Am. Ord. 07-40, passed 1-28-08; Am. Ord. 08-

08, passed 6-9-08; Am. Ord. 09-12, passed 9-28-09; Am. Ord. 09-14, passed 10-26-09; Am. Ord. 14-24, passed 3-23-15; Am. Ord. 20-22, passed 1-25-21) Penalty, see § 72.99

RESOLUTION NO. 2023-R-_____

**A RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING
ACCEPTANCE OF A PROPOSAL FROM JIF PAVING, INC. FOR PARKING LOT
PAVING AT SOUTHEAST (SE) CORNER OF MAINSTREET AND RAILROAD
STREET**

WHEREAS, the Village of Peotone (the “Village”) is an Illinois municipal corporation situated in Will County; and

WHEREAS, the Village is planning a massive streetscape update in Spring 2024 and desires to provide alternative and safe parking options for downtown businesses and visitors prior to the street closures and construction; and

WHEREAS, since timing is a factor in preparing the parking areas prior to downtown street closures and construction the Village desires to waive competitive bidding procedures and to authorize the acceptance of a proposal from JIF Paving, Inc. for parking lot paving at the SE corner of Main Street and Railroad Street in an amount not to exceed Thirty Four Thousand Six Hundred Dollars (\$34,600.00); and

WHEREAS, the Village may waive competitive bidding requirements by a two-thirds vote of the Board of Trustees pursuant to Section 8-9-1 of the Illinois Municipal Code (65 ILCS 5/8-9-1); and

WHEREAS, the Village President and Board of Trustees believe and hereby declare that it is in the best interests of the Village to waive competitive bidding requirements and approve the Proposal from JIF Paving, Inc. to provide the parking lot the SE Corner of Main Street and Railroad Street in an amount not to exceed Thirty Four Thousand Six Hundred Dollars (\$34,600.00), on the terms and conditions set forth in the Proposal attached hereto as **Exhibit A** and made a part hereof.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Peotone, Will County, Illinois, as follows:

SECTION 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

SECTION 2: The President and Board of Trustees waive competitive bidding requirements and approve the Proposal from JIF Paving, Inc. to provide parking lot paving at SE corner of Main Street and Railroad Street improvements in an amount not to exceed Thirty-Four Thousand Six Hundred Dollars (\$34,600.00), on the terms and conditions set

forth in the Proposal attached hereto as **Exhibit A** and made a part hereof. The Village President, Village Clerk and/or Village Manager are hereby authorized to execute said Proposal, subject to review and revision as to form by the Village Attorney, and to execute and deliver all other instruments and documents that are necessary to fulfill the Village's obligations under the Proposal.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this ____ day of _____, 2023, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2023, by the Village President of the Village of Peotone, and attested by the Village Clerk, on the same day.

Village President

ATTEST:

Village Clerk

EXHIBIT A
PROPOSAL
(ATTACHED)

-PROPOSAL- JIF PAVING, INC

11908 W. 108th Place
St. John, IN • (219)671-7584

Crete, IL • (708)307-0953

Proposal : Peotone Parking Lot	Phone: 708-258-3279 Email: publicworks@villageofpeotone.org
Address: SE corner of Main Street and Railroad Street	City, State, Zip Code Peotone, IL 60468
Job Number: 212-23	Contact: Bob

We hereby submit specifications and estimates for:

Excavate and haul away existing base and sub base,
12 inches deep.

Furnish, grade, and compact 12 inches of 3 inch aggregate and ca6stone.
Set grades for proper elevations and drainage.

Prime stone base, using ss1 emulsion primer.

Pave area 135 feet by 25 feet, using 2.5 inches of n50 binder course and
1.5 inches of n50 surface course asphalt compacted.

Secure asphalt after paving.

\$34,600

EXHIBIT A

JIF Paving proposes hereby to furnish material and labor-complete in accordance with above specifications, for the sum of **SEE ABOVE**.

Payment to be made as follows: To be discussed between Chris and Bob.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner in accordance to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal-the above prices, specifications, and conditions are satisfactory and hereby accepted. JIF Paving is hereby authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Print
name: _____

*NOTE: This Proposal may be withdrawn if not accepted within 30 days

www.jifpavinginc.com

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

CLERK'S CERTIFICATE

I, **Stacey Hartwell**, the duly appointed Village Clerk of the Village of Peotone, Will County, Illinois, do hereby certify that attached hereto is a true and correct copy of the Resolution now on file in my office, entitled:

RESOLUTION NO. 2023-R-_____

**A RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING
ACCEPTANCE OF A PROPOSAL FROM JIF PAVING, INC. FOR PARKING LOT
PAVING AT SOUTHEAST CORNER OF MAINSTREET AND RAILROAD STREET**

which was passed by the Board of Trustees of the Village of Peotone at a regular meeting held on the ____ day of _____, 2023, at which meeting a quorum was present, and approved by the President of the Village of Peotone on the _____ day of _____, 2023.

I further certify that the vote on the question of the passage of the said Resolution by the Board of Trustees of the Village of Peotone was taken by the Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Village of Peotone, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Resolution, of which the attached is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Peotone, this _____ day of _____, 2023.

Village Clerk

[SEAL]

RESOLUTION NO. 2023-R-_____

A RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING ACCEPTANCE OF A PROPOSAL FROM PEOTONE SEALCOATING, INC. FOR PARKING LOT SEALCOATING AT NORTHEAST CORNER OF E. CRAWFORD AND N. RAILROAD STREET

WHEREAS, the Village of Peotone (the "Village") is an Illinois municipal corporation situated in Will County; and

WHEREAS, the Village is planning a massive streetscape update in Spring 2024 and desires to provide alternative and safe parking options for downtown businesses and visitors prior to the street closures and construction; and

WHEREAS, since timing is a factor in preparing the parking areas prior to downtown street closures and construction the Village desires to waive competitive bidding procedures and to authorize the acceptance of a proposal from Peotone Sealcoating for parking lot sealcoating at the NE corner of E. Crawford Street and N. Railroad Street in an amount not to exceed

_____ ; and

WHEREAS, the Village may waive competitive bidding requirements by a two-thirds vote of the Board of Trustees pursuant to Section 8-9-1 of the Illinois Municipal Code (65 ILCS 5/8-9-1); and

WHEREAS, the Village President and Board of Trustees believe and hereby declare that it is in the best interests of the Village to waive competitive bidding requirements and approve the Proposal from Peotone Sealcoating to provide the parking lot sealcoating the NE Corner of E. Crawford Street and N. Railroad Street in an amount not to exceed _____, on the terms and conditions set forth in the Proposal attached hereto as **Exhibit A** and made a part hereof.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Peotone, Will County, Illinois, as follows:

SECTION 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

SECTION 2: The President and Board of Trustees waive competitive bidding requirements and approve the Proposal from Peotone Sealcoating to provide parking lot sealcoating at NE corner of E. Crawford Street and N. Railroad Street improvements in

an amount not to exceed _____, on the terms and conditions set forth in the Proposal attached hereto as **Exhibit A** and made a part hereof. The Village President, Village Clerk and/or Village Manager are hereby authorized to execute said Proposal, subject to review and revision as to form by the Village Attorney, and to execute and deliver all other instruments and documents that are necessary to fulfill the Village's obligations under the Proposal.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this ____ day of _____, 2023, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2023, by the Village President of the Village of Peotone, and attested by the Village Clerk, on the same day.

Village President

ATTEST:

Village Clerk

EXHIBIT A
PROPOSAL
(ATTACHED)

Peotone Sealcoating Proposal

438 S Third St.
Peotone, IL 60468
Craig Grotenhuis
(815) 405-3431
peotonesealcoating@gmail.com

Job:

Village of Peotone
North Railroad St
Attn. Bob Hennke
publicworks@villageofpeotone.com

Job includes: Cleaning, crack fill, sealcoating, and striping east and west sides of Railroad street

*Sealcoat applied by brush only

Approximately 12,000sq feet of sealcoating and striping

Total: \$3,350

Contact Craig at (815) 405-3431 with any questions

Thank you for your business!

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

CLERK'S CERTIFICATE

I, **Stacey Hartwell**, the duly appointed Village Clerk of the Village of Peotone, Will County, Illinois, do hereby certify that attached hereto is a true and correct copy of the Resolution now on file in my office, entitled:

RESOLUTION NO. 2023-R-_____

**A RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING
ACCEPTANCE OF A PROPOSAL FROM PEOTONE SEALCOATING FOR PARKING
LOT PAVING AT NORTHEAST (NE) CORNER OF E. CRAWFORD STREET AND N.
RAILROAD STREET**

which was passed by the Board of Trustees of the Village of Peotone at a regular meeting held on the ____ day of _____, 2023, at which meeting a quorum was present, and approved by the President of the Village of Peotone on the _____ day of _____, 2023.

I further certify that the vote on the question of the passage of the said Resolution by the Board of Trustees of the Village of Peotone was taken by the Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Village of Peotone, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Resolution, of which the attached is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Peotone, this ____ day of _____, 2023.

Village Clerk

[SEAL]

RESOLUTION NO. 2023-R-_____

A RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING ACCEPTANCE OF A PROPOSAL FROM FREEHILL ASPHALT, INC. FOR CRACK SEALING AT FIRST STREET FROM CORNING TO WILSON, WILSON STREET FROM RAILROAD TRACKS TO WEST STREET, CRAWFORD STREET FROM WEST STREET TO RAILROAD TRACKS, MEYER GLEN SUBDIVISION ON WESLEY DRIVE, HAUERT DRIVE, HICKORY DRIVE

WHEREAS, the Village of Peotone (the "Village") is an Illinois municipal corporation situated in Will County; and

WHEREAS, as part of the Village's Street program, crack sealing is an invaluable tool to prolong the useful life of pavement; and

WHEREAS, since the Village has a previous relationship with Freehill Asphalt, Inc., the Village desires to waive competitive bidding procedures and to authorize the acceptance of a proposal from Freehill Asphalt, Inc. for crack sealing at First Street from Corning to Wilson, Wilson Street from Railroad tracks to West Street, Crawford Street from West Street to Railroad Tracks, Meyer Glen Subdivision on Wesley Drive, Hauert Drive, Hickory Drive in an amount not to exceed Twenty Four Thousand Nine Hundred Dollars (\$24,900.00); and

WHEREAS, the Village may waive competitive bidding requirements by a two-thirds vote of the Board of Trustees pursuant to Section 8-9-1 of the Illinois Municipal Code (65 ILCS 5/8-9-1); and

WHEREAS, the Village President and Board of Trustees believe and hereby declare that it is in the best interests of the Village to waive competitive bidding requirements and approve the Proposal from Freehill Asphalt, Inc. for crack sealing at First Street from Corning to Wilson, Wilson Street from Railroad tracks to West Street, Crawford Street from West Street to Railroad Tracks, Meyer Glen Subdivision on Wesley Drive, Hauert Drive, Hickory Drive in an amount not to exceed Twenty Four Thousand Nine Hundred Dollars (\$24,900.00);, on the terms and conditions set forth in the Proposal attached hereto as **Exhibit A** and made a part hereof.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Peotone, Will County, Illinois, as follows:

SECTION 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

SECTION 2: The President and Board of Trustees waive competitive bidding requirements and approve the Proposal from Freehill Asphalt, Inc. for crack sealing at First Street from Corning to Wilson, Wilson Street from Railroad tracks to West Street, Crawford Street from West Street to Railroad Tracks, Meyer Glen Subdivision on Wesley Drive, Hauert Drive, Hickory Drive in an amount not to exceed Twenty Four Thousand Nine Hundred Dollars (\$24,900.00), on the terms and conditions set forth in the Proposal attached hereto as **Exhibit A** and made a part hereof. The Village President, Village Clerk and/or Village Manager are hereby authorized to execute said Proposal, subject to review and revision as to form by the Village Attorney, and to execute and deliver all other instruments and documents that are necessary to fulfill the Village's obligations under the Proposal.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this ____ day of _____, 2023, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2023, by the Village President of the Village of Peotone, and attested by the Village Clerk, on the same day.

Village President

ATTEST:

Village Clerk

EXHIBIT A
PROPOSAL
(ATTACHED)

Freehill Asphalt, Inc.

103 Yount Avenue
 P.O. Box 154
 Watseka, IL 60970

Estimate

Date	Estimate #
9/12/2023	1

Name / Address
Village of Peotone ATTN: Bob Hennke 208 E Main Street Peotone, IL 60468

Project

Description	Qty	Cost	Total
Crack Sealing City Streets First Street from Corning to Wilson Wilson Street from Railroad Tracks to West Street Crawford Street from West Street to the Railroad Tracks Myer Glen Subdivision (New Pavement) Wesley Drive, Hauert Drive, Hickory Drive Village of Peotone to provide VAC Truck	1	24,900.00	24,900.00
Total			\$24,900.00

Customer Signature _____

STATE OF ILLINOIS)
) SS.
COUNTY OF W I L L)

CLERK'S CERTIFICATE

I, **Stacey Hartwell**, the duly appointed Village Clerk of the Village of Peotone, Will County, Illinois, do hereby certify that attached hereto is a true and correct copy of the Resolution now on file in my office, entitled:

RESOLUTION NO. 2023-R-_____

A RESOLUTION WAIVING COMPETITIVE BIDDING AND AUTHORIZING ACCEPTANCE OF A PROPOSAL FROM FREEHILL ASPHALT, INC. FOR CRACK SEALING AT FIRST STREET FROM CORNING TO WILSON, WILSON STREET FROM RAILROAD TRACKS TO WEST STREET, CRAWFORD STREET FROM WEST STREET TO RAILROAD TRACKS, MEYER GLEN SUBDIVISION ON WESLEY DRIVE, HAUERT DRIVE, HICKORY DRIVE

which was passed by the Board of Trustees of the Village of Peotone at a regular meeting held on the ____ day of _____, 2023, at which meeting a quorum was present, and approved by the President of the Village of Peotone on the _____ day of _____, 2023.

I further certify that the vote on the question of the passage of the said Resolution by the Board of Trustees of the Village of Peotone was taken by the Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Village of Peotone, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Resolution, of which the attached is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Peotone, this ____ day of _____, 2023.

Village Clerk

[SEAL]

RESOLUTION NO. 2023-R-_____

RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR SERVICES BETWEEN THE VILLAGE OF PEOTONE AND GMT LLC

WHEREAS, the President and Board of Trustees of the Village of Peotone find it to be in the best interests of the Village and its residents to enter into an Agreement for Services between the Village of Peotone and GMT LLC for certain economic development, planning and marketing services; and

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Peotone, Will County, Illinois, as follows:

Section 1: The Preambles hereto are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

Section 2: The President and Board of Trustees of the Village of Peotone approve of the Services Agreement between the Village of Peotone and GMT LLC, a copy of which is attached hereto as **Exhibit A**. The Scope of Services and is attached herein as **Exhibit A**. Further, the President and Clerk of the Village, or their designees, be and are hereby authorized and directed to execute said Agreement on behalf of the Village, and to execute and deliver all other instruments and documents that are necessary to fulfill the Village's obligations under the Agreement.

Section 3: This Resolution shall take effect from and after its adoption and approval as required by law.

APPROVED this ____ day of _____, 2023, by a roll call vote of the Corporate Authorities as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2023, by the Village President.

Village President

ATTEST:

Village Clerk

(SEAL)



September 14, 2023

Ms. Aimee Ingalls
Village Administrator
Village of Peotone
208 E. Main Street
Peotone, Illinois 60468

Re: Commercial Development Consulting Proposal

Ms. Ingalls:

As you know, I provided economic development and consulting advice to Peotone in 2019–2020. That work was reasonably successful and resulted in the development of a tax positive project at I-57, adoption of a T.I.F District and a Business Development District and a new downtown business. That Agreement ended in 2021 and the Village has now requested a proposal under which I would once again provide those planning and development services, including:

- acquire, assemble and present market-sensitive data and materials regarding the Village of Peotone and investment opportunities;
- initiate a business lead process in order to assess and initiate discussion/negotiations relative to development projects;
- provide linkage to private development markets, companies, and individuals;
- determine appropriate public programs relative to grants, loans, and pertinent resources;
- continue existing development initiatives;
- initiate these and related activities on a timely, cost-effective basis; and,
- provide sketch plans and preliminary budgets to development prospects.

Consulting Work

I would like to continue my work for you as your economic development adviser, seeking out new projects, funding sources and methods to stir development in town. I have contacts and experience on both the public and private sides which I think can be used to help you accomplish your planning objectives. My firm works with developers, lenders and end users who we may be able to bring to the table in furtherance of your community redevelopment goals.

I am also comfortable meeting with public officials to ensure that we are not missing out on any potential funding sources or cooperative programs which may be available, but have been previously untapped in your efforts. And of course, where public meetings or other unforeseen tasks are involved, my other associates can be called upon for assistance.

Ms. Aimee Ingalls
September 14, 2023
Page 2

Also, I expect you will shortly have funds flowing into the town center from the new developments near I-57, and those can be used to acquire obsolete properties, improve or redevelop them and put them back on the market, eventually adding positively to the tax rolls. And we have associates who are specifically involved in acquiring vacant commercial and residential properties for rehab and resale.

Your community has already started taking steps toward commercial redevelopment. I would like to continue to help in those efforts, to get any undeveloped or dated, obsolete properties into successful redevelopment and tax production.

Also, where I find that you are presently missing out on some potential planning and redevelopment funding I will make suggestions and provide proposals to assist the community in working with those prospects as well.

I propose that you contract with me to represent you in these matters. I will spend the time and effort necessary to best turn your general plans into specific redevelopment action going forward. I have been creating a base of maps, plans and funding sources to help us work with developers, lenders and the like. Once we have a base of all the necessary information put together, I can continue to work to secure funding from new sources.

Finally, when a potential commercial contact is located, or makes an unsolicited call to the community, those can be referred to me, and I can recommend the action necessary to deal with their development issues. Basically I frame your presentation to the prospect in a way which he will see as most favorable to his own needs.

My fee for continuing my work with the Village would be set at a rate of \$3,000 per month, and will not exceed that charge unless I am directed to do something beyond my normal scope of services. And of course, you are not subject to paying tax or benefits as you would with an employee. The only expenses I add would be for such things as printing, or if you ask me to travel out of the area as a representative of the community.

I can prepare progress reports, when required, delineating activities, contacts, properties investigated, meetings attended, and agency/organization interface.

I have also included an Agreement for Board approval, my background material, and a fee list for extra services. Whether or not we work together, I wish you the best of luck. I believe your community is positioned to achieve some real economic progress, and I hope you have success with what you are trying to accomplish.

Sincerely,

Gene Steinmarch

Gene T. Steinmarch,
Date: 9/14/2023

Summary of proposed activities; including but not limited to:

- acquire, assemble and present market-sensitive data and materials regarding the Village of Peotone and investment opportunities;
- initiate a business lead process in order to assess and initiate discussion/negotiations relative to development projects;
- provide linkage to private development markets, companies, and individuals;
- determine appropriate public programs relative to grants, loans, and pertinent resources;
- continue existing development initiatives;
- initiate these and related activities on a timely, cost-effective basis; and,
- provide sketch plans and preliminary budgets to development prospects.



Management/Development
Consulting

CONSULTANT AGREEMENT

This Agreement sets forth the terms between the **Village of Peotone, Illinois**, (the “Village”) and **GMT LLC**, (the “Consultant”) having an address at 801 Park Drive, Flossmoor Il 60422 with regard to the performance by Consultant of the services contemplated herein.

RECITALS

WHEREAS, the Village desires to employ Consultant for certain economic development, planning and marketing services; and

WHEREAS, the Consultant has the expertise and experience to provide such services for the Village;

THEREFORE, the Village and the Consultant hereby agree to the following terms, obligations and conditions:

- Description of Services.** The Consultant agrees to perform such professional services, with the standard of professional care and skill customarily provided in the performance of such services, and shall use its best efforts to render the services and provide the deliverables identified in Section 1 of Exhibit A to this Agreement (the “Services”), attached hereto and incorporated by reference herein. The Consultant agrees to perform the Services at the reasonable direction and satisfaction of the Village Administrator as designee of the President and Board of Trustees during the term of this Agreement.
- Payment.** In full consideration for the Services performed by the Consultant under this Agreement, the Village shall pay or cause to be paid to the Consultant a fee and any incidentals payable pursuant to the schedule identified in Section 3 of Exhibit A to this Agreement, attached hereto and incorporated by reference herein. With submission of an invoice to the Village by Consultant, the Consultant shall include adequate receipts and documentation as reasonably requested by the Village to support reimbursement of any previously agreed upon incidental or reimbursable expenses. All payments due Consultant shall be made on a 30 day basis. The Consultant agrees that it is solely responsible for payment of income, social security, and other employment taxes due to the proper taxing authorities, and that the Village will not deduct such taxes from any payments to the Consultant hereunder, unless required by law.
- Term.** Consultant services under this Agreement shall start no later than October 1, 2023 and shall be terminated no sooner than March 30, 2024. Time is of the essence in this Agreement. This term may be extended by agreement of the parties.



Management/Development
Consulting

4. **Confidentiality.** "Confidential Information" shall mean any materials, written information, and data marked "Confidential" by the Consultant or non-written information and data disclosed by the Village that is identified at the time of disclosure to the Consultant as confidential and is reduced to writing and transmitted to the Consultant within thirty (30) days of such non-written disclosure. The Consultant agrees to use the same degree of care it uses to protect its own confidential information and, to the extent permitted by law, to maintain the Confidential Information in strict confidence for a period of three (3) years from the date of termination of this Agreement. The obligations of this paragraph do not apply to information in the public domain or information that is independently known, or that is hereafter supplied to the Consultant by a third party without restriction.
5. **Ownership of Work Product and Intellectual Property Rights.** Assuming that neither party is in breach or default of the terms of this Agreement, The Consultant and the Village shall both have property interest in the deliverables provided under this Agreement, including all works authored, produced, developed or reduced to practice by the Consultant during its' performance of the Services (the "Services"). This provision shall survive the termination of this Agreement.
6. **Termination.** In the event that either party commits a material breach of this Agreement and fails to remedy or cure such breach within thirty (30) days after receipt of written notice thereof from the non-breaching party, the non-breaching party may, at its option and in addition to any other remedies which it may have at law or in equity, terminate this Agreement by sending written notice of termination to the other party. Such termination shall be effective as of the date of its receipt. Additionally, either party may terminate this Agreement for its convenience upon sixty (60) days prior written notice to the other party. Upon any termination, the Village shall promptly pay, within 30 days, the Consultant for all services rendered and costs incurred up to and including the effective date of termination.
7. **Representations and Warranties.** The Consultant represents and warrants that in performing the Services it will not be in breach of any agreement with a third party. The Consultant also represents and warrants that no third party has any rights in, to, or arising out of, the Work Product rendered pursuant to the performance of the Services. Consultant warrants that it has no conflicts of interest with any agency, or governmental unit in performing the Services and agrees that it will disclose to the Village such future potential conflicts of interest if any. Consultant warrants that it is not presently engaged in providing services to any community abutting the Village of Peotone and that it will disclose to the Village any future contracts for services to abutting communities.
8. **Independent Contractor.** The Consultant is an independent contractor and is solely responsible for maintenance and payment of any and all taxes, insurances and the like that may be required by federal, state or local law with respect to any sums paid hereunder. The Consultant is not the Village's agent or representative and has no authority to bind or commit the Village to any agreements or other obligations.
9. **Notice.** Any notice to either party hereunder shall be in writing and shall be served either personally or by registered or certified mail addressed to the following individuals:



Management/Development
Consulting

To the Consultant:
Gene Steinmarch, Principal
801 Park Drive
Flossmoor, Il. 60422

To the Village:

10. Assignment. This Agreement is non-assignable and non-transferrable. Any attempt by either party to assign its obligations hereunder shall be void.

11. Amendment. This Agreement constitutes the entire understanding between the Consultant and the Village with respect to the subject matter hereof and may not be amended except by an agreement signed by the Consultant and an authorized representative of the Village.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of this _____ day of _____, 20____.

The Village of Peotone (the Village)

Signature: _____

Date: _____

Printed Name: _____

Title: _____

GMT LLC (the Consultant)

Signature: Gene Steinmarch

Date: September 14, 2023

Printed Name: Gene Steinmarch



Management/Development
Consulting

EXHIBIT A

Section 1 – Description of Services:

- A) The Consultant will regularly perform such tasks as are set out in its September 14, 2023 proposal, addressed to Village Administrator Aimee Ingalls (Administrator), a copy of which is attached hereto and made a part hereof.
- B) The Consultant will also provide any additional economic development services and advice as reasonably requested by the Administrator.
- C) The Consultant will assist the relevant staff in preparing marketing materials as necessary for recruitment/expansion of business in the Village.
- D) The Consultant will review and analyze existing economic development plans and marketing materials including whether they are up to date, timely and consistent with common best practices.
- E) The Consultant will assist in the review of development proposals by outside parties and advise the Village on responses to those proposals.
- F) The Consultant will perform other Services as agreed to by the Village and Consultant.
- G) The Consultant will attend meetings as directed by the Village, and prepare progress reports for Village review every three months.

Section 2 – Non-compete:

None

Section 3 – Fees:

- A) The Consultant will submit Invoices at a monthly rate of \$3,000 for Services performed. Other staff charges are shown on the Additional Expense Exhibit attached hereto. Consultant agrees to cap its monthly fee for services at \$3,000.00 (staff time), unless specifically directed by Village to exceed that cap.



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The hourly rate for any extra charges begins when the Partner/Associate arrives at the Village general office or any other Village facility, or any other meeting place to which he/she must travel in the provision of the services set out herein. Travel time to and from the Consultant office shall not exceed one (1) hour per day, unless directed by Village. Mileage is calculated at standard IRS rates. The Village shall pay Consultant's Invoice within thirty (30) days or the next available Village Board meeting following that 30 day period. Invoices not paid within 45 days shall accrue interest at the rate of 1% per month.

Previously approved reasonable expenses for printing, supplies, postage and other such overhead expenses shall be itemized and supported by receipts by the Consultant. Extraordinary expenses for travel outside the immediate Peotone region, consultation with other professionals, if any, or other assignments by the Village shall be preapproved by the designated agent of the Village.

The Consultant will use electronic delivery of Reports, Invoices and various correspondence from time to time.



Management/Development
Consulting

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Additional Terms

The proposal set out herein details all of the services to be provided by Gene Steinmarch (**Steinmarch**) under this Agreement. No additional planning, engineering, financial analyses or other studies or reports are included.

Additional services shall only be provided upon written authorization of the Client.

Consultant has included as part of this proposal, its anticipated direct costs for local travel, photocopy, mailing and delivery services. Expenses required as a part of additional services requested/pre-approved by the client are billed directly per our cost.

Additional Service Rates:

The professional fees for additional services requested beyond the scope of this agreement will be billed at the following rates:

- | | |
|----------------------|-----------------|
| * Principal | \$ 100.00 / hr. |
| * Research Assistant | \$ 60.00 / hr. |
| * Clerical | \$ 30.00 / hr. |

Steinmarch will bill monthly for services. The fees set out herein are based on prompt payment of invoices and the anticipated orderly and continuous progress of the project.

This proposal, these additional Terms, and any exhibits attached hereto represent the total Agreement between **Steinmarch** and the Client. Any modifications must be written and signed by both parties.

If this proposal satisfactorily sets forth a mutual understanding of our Agreement, please sign the space provided on the foregoing Agreement and return one copy to Consultant.

Questions can be directed to Gene Steinmarch at 708-945-9945, or at Steidev@AOL.com. Thank you.

RESOLUTION NO. 2023-R-_____

**RESOLUTION APPROVING A CAPITAL PLANNING AND REPORTING
POLICY**

WHEREAS, the Corporate Authorities of the Village of Peotone, Will County, Illinois, desire to describe the policies and procedures utilized in the development of the Village of Peotone’s capital asset program and put in place guidelines for accounting for and depreciating the Village of Peotone’s capital assets in accordance with generally accepted accounting principles;

NOW THEREFORE, Be It Resolved by the President and Board of Trustees of the Village of Peotone, Will County, Illinois, as follows:

Section 1: The Village Capital Planning and Reporting Policy is attached hereto as Exhibit

A is hereby adopted and approved.

Section 2: This Resolution shall be in full force and effect immediately upon its adoption and approval.

ADOPTED this _____ day of _____, 2023, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me as Village President this _____ day of _____, 2023, and attested to by the Village Clerk this same day.

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT 1

CAPITAL PLANNING AND REPORTING POLICY

(ATTACHED)

Village of Peotone

Capital Asset Planning and Reporting Policy

1.0 Purpose

The purpose of the Village of Peotone's ("Village") Capital Asset Planning and Reporting Policy is to provide a framework for capital planning and financial reporting in conformance with best practices, ensure good stewardship over Village resources and provide for annual capital plans that are consistent with the Village's overall organizational goals.

2.0 General Objectives

Capital assets are those assets that are used in operations and have initial useful lives that extend beyond a single financial reporting period. Capital assets may be either tangible, i.e., land, improvements, buildings, building improvements, vehicles, machinery, equipment and infrastructure or intangible, i.e., easements, licenses and leases. Capital asset planning safeguards the Village's investment in its capital assets, formalizes equipment custody, provides data for financial reporting and retirement policies, and assures compliance with state and federal laws, budget requirements, and policies of the Board of Trustees. The primary objectives of this policy are as follows:

- To allow the Village to continuously provide its constituents with optimal public spaces, buildings and infrastructure
- To provide guidelines for the development of a multi-year capital improvement plan
- To ensure compliance with accounting and financial reporting standards, including Generally Accepted Accounting Principles (GAAP), Governmental Accounting, Auditing and Financial Reporting (GAAFR) guidelines, and Governmental Accounting Standards Board (GASB) Statements, as well as to meet applicable state or federal reporting requirements

The benefit of maintaining complete, accurate records of the Village's capital assets include:

- Sound financial reporting in accordance with Generally Accepted Accounting Principles (GAAP)
- Ability to qualify for the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting and Distinguished Budget Presentation Awards programs
- Enhanced capital asset accountability and stewardship
- Improved property management relating to capital budgeting, cost analysis, resource allocation, and replacement forecasting
- Improved property insurance program management, specifically, insurance, replacement, and potential proof of loss assistance

3.0 Inventory, Valuation, Capitalization and Depreciation

Inventory

Each Village department, if applicable, shall be responsible for control of capital assets located within their department and/or if maintenance of the asset is performed within or by the

Village of Peotone Capital Asset Planning and Reporting Policy

department. Administration shall assist the departments with ensuring that such control is maintained Village-wide by combining all departmental capital asset inventories into an all-inclusive capital asset inventory into a single electronic schedule to be utilized for financial reporting purposes. Data maintained on this schedule will include the following, at a minimum:

- Descriptive and identifying information for each asset, including serial number, model number, property index number, etc.
- Capital asset classification (in categories noted below)
- Department name and physical location of the capital asset
- Date capital asset was purchased, or otherwise acquired, as well as the date of disposal, if applicable
- Method of acquisition, such as purchased or donated
- Cost of the asset
- Estimated useful life

Valuation

All purchased or constructed capital assets should be recorded at historical cost; this cost should reflect not only purchase and/or construction costs, but also any other reasonable and necessary costs incurred to place the asset in its intended location and use. Such other costs may include, but are not limited to, legal and title fees, condemnation costs, closing costs, appraisal fees, surveying, demolition and site preparation costs, engineering, design and architectural fees, preparation costs, permit and license fees, freight and other transportation charges, sales, use and transportation taxes, installation fees, accounting, insurance and transportation charges. The cost of fixtures, such as boilers, HVAC systems and lighting, attached to and forming a permanent part of a structure or building, which are not intended to be removed, should also be included in the capitalized cost. If historical cost information is not available, a conservative, documented cost estimate shall be used.

Land that is donated or contributed should be recorded at the land cash value per acre as of the date of donation or contribution as published by the Village; if this information is not available, a reasonable estimate of market value shall be made and applied to the donated or contributed land. All other capital assets which are donated or contributed should be recorded at fair market value as of the date of donation or contribution. Fair market value may be defined as the estimated amount at which the capital asset could be exchanged between a willing buyer and a willing seller, neither being under compulsion to purchase and each having reasonable knowledge of all relevant facts.

Capitalization

Assets are capitalized at the time of acquisition. Capitalization refers to the act of reporting cash outlays (including proceeds from the issuance of debt) as capital assets on the Village's annual financial statements, based on certain criteria. The capitalization threshold is the dollar amount below which capitalization does not occur even if the expenditure otherwise fits the definition of a capital asset.

Capitalization shall be based upon a written policy that is reasonable and consistently applied. Capital assets with an original cost (or other established value) of \$10,000 or more shall be

Village of Peotone Capital Asset Planning and Reporting Policy

capitalized and recorded on the Village's government-wide financial statements. In addition, when determining if an expenditure related to an existing capital asset should be capitalized, the Village must determine whether the expenditure will materially add to the value of the asset or extend its useful life for at least one more year. The cost to replace an existing component with one of higher quality i.e., replacement of an asphalt roof with a tile roof, is to be added to the value of the asset when the original cost of the replaced component can be specifically identified. The original cost of the component is to be disposed of and the new cost capitalized. If the original cost of the component being improved cannot be specifically identified, the expenditure shall be treated as maintenance. Replacing part of an existing asset with another of like quality is not betterment, even though the useful life of an asset may be maintained or extended. All expenditures that add to the value of the asset or appreciably extend its useful life should be capitalized when cost exceeds \$10,000.

Expenditures which neither materially add to the value of property nor appreciably prolong its life, but merely keep it in an ordinary efficient operating condition are considered maintenance costs and shall not be capitalized. These expenditures will be reflected in the annual budget as operating maintenance costs.

Leased tangible, non-financial assets shall be capitalized except when either of the following conditions is present:

- The maximum possible contract term (including options to extend) is 12 months or less.
- The underlying asset transfers ownership at the end of the lease term and the contract does not contain termination options.

Information technology agreements which grant the Village the right to use another party's software for a specified time period are considered intangible assets. These agreements shall be capitalized except when the maximum possible contract term (including options to extend) is 12 months or less.

Based on generally accepted accounting principles and other guidance, the following categories of capital assets will be utilized on the capital asset inventory schedules, as well as for capital assets reported in the Village's annual audited financial statements:

- Land
- Buildings and Improvements
- Vehicles
- Transportation Network
- Equipment

Expenditures related to capital projects resulting in a capital asset, that are incurred over more than one financial reporting period, shall be categorized as *Construction in Process* in the Village's annual audited financial statements. When completed, the total cost of the capital asset is reported under the appropriate capital asset class.

Depreciation

In the Village's government-wide financial statements, the cost to acquire, construct, or improve a capital asset is not recognized immediately as an expense when incurred, but instead is deferred

Village of Peotone
Capital Asset Planning and Reporting Policy

(capitalized) and allocated over the estimated useful life of the asset. This process is accounted for in the form of depreciation expense. Depreciation expense shall be applied to all tangible assets, except the land and construction in progress categories; amortization expense will be applied to any intangible assets of the Village.

Depreciation and amortization expense on all assets shall be computed on a monthly basis, from the month of acquisition, using the straight-line method of depreciation, in compliance with generally accepted accounting principles, over the following estimated useful lives:

<i>Asset Type</i>	<i>Years</i>
Transportation Network	10 - 50
Buildings and Improvements	7 - 30
Equipment	5 - 40
Vehicles	5 - 20

4.0 Capital Planning

The Village’s capital planning practices are designed to ensure the Village creates a sustainable capital planning process that continuously considers its fiscal capacity. The Village will develop, and maintain a rolling five (5) – ten (10) year Capital Improvement Plan (CIP) for the acquisition, development, improvement and maintenance of the Village’s existing and newly acquired/constructed capital assets. This plan will be developed with the input of the Board of Trustees and the Village Administrator, with the assistance of all department heads. This plan will be reviewed and updated as part of the annual budget process and will reflect the following:

- All planned capital expenditures for new assets and/or improvement/maintenance of existing assets at a level adequate to protect the Village’s investment in these assets and minimize future maintenance and replacement costs, prioritized by the Board of Trustees, with the guidance of the Village Administrator and other applicable Village staff members, including the following:
 - Detailed description of the project, purchase, or improvement
 - Timetable for construction, improvement, or purchase of the asset
 - Graphic presentation of the asset, if applicable
 - Increased revenues that may be realized by the Village resulting from constructing, purchasing or improvement the asset
 - Anticipated future maintenance costs of the asset being constructed, purchased, or improved
 - Future savings which may result from the construction, purchase, or improvement of the asset
- Identification of existing revenue sources and/or existing reserves available to fund the capital improvement plan, as well as identification of any projects which may require the issuance of general obligation debt

Village of Peotone Capital Asset Planning and Reporting Policy

- Effects of the use of certain existing revenue sources, as well as the issuance of long-term debt, on the Village's long-term financing considerations and strategies, as well as the effect on operations, operating revenues, and the Village's overall long-term financial position

The Board of Trustees will prioritize the Village's capital investment objectives as part of the annual budget process and this prioritization will be reflected in the overall CIP. The first year of the CIP becomes the capital budget for the upcoming budget year and forms the basis for any debt issuance reflected in the upcoming annual budget. The rationale for prioritization shall be identified for each capital expenditure reflected in the most current year of the plan.

5.0 Financial Statement Presentation and Disclosure

The Village shall report its capital assets in the categories noted above in Section 3.0, net of accumulated depreciation, on the government-wide Statement of Net Position, under the Primary Government column of Governmental Activities. Annual depreciation expense, related to depreciable assets, shall be presented on the government-wide Statement of Activities, under the Expenses column, within the appropriate governmental activity.

In addition, the Notes to the Financial Statements shall include the following disclosures:

- A statement as to where capital assets are reported in the government-wide financial statements
- The Village's definition of capital assets and the cost basis utilized to report these assets
- Whether accumulated depreciation is reported and, if so, the depreciable lives and methods of depreciation
- A reconciliation of changes in the governmental capital assets during the year, including beginning balance, increases, decreases and ending balances
- Total depreciation expenses
- Commitments under long-term construction projects
- Pertinent data regarding capital and operating leases.

6.0 Capital Asset Accountability

It is essential to maintain records that demonstrate accountability for capital assets acquired and constructed by the Village. To maintain adequate accountability, the Village shall conduct a periodic physical inventory for capital assets and adjust its records accordingly. This inventory shall be conducted, at a minimum, on a bi-annual basis prior to the end of the applicable fiscal year.

7.0 Impairments of Capital Assets

A capital asset is considered impaired when its service utility has declined significantly and unexpectedly. All Village losses due to impairments will be recorded in compliance with GASB 42 and all other applicable GASB statements.

8.0 Disposal of Capital Assets

Disposal of capital assets shall be authorized by the Board of Trustees. Disposal may be accomplished through sale, by public auction, or declared of no useful value and salvaged. When an asset is disposed of, its cost, and related accumulated depreciation, is classified as disposed in the Village's capital asset inventory and removed from the capital assets reported in the Village's financial statements. Proceeds received from the disposal of governmental activities capital assets are recorded in the Village's General Fund.

When an asset is disposed of, supporting documents shall be submitted to the Administration Department. The disposal will be recorded with the effective date given on the form. Depreciation will be recorded including the appropriate gain or loss if applicable.

Board Approved: September 25, 2023

Village Clerk

STATE OF ILLINOIS)
) SS.
COUNTY OF W I L L)

CLERK'S CERTIFICATE

I, **Stacey Hartwill**, the duly appointed, qualified and acting Village Clerk of the Village of Peotone, Will County, Illinois, do hereby certify that attached hereto is a true and correct copy of the Resolution now on file in my office, entitled:

RESOLUTION NO. 2023-R-_____

RESOLUTION APPROVING A CAPITAL PLANNING AND REPORTING POLICY

which was passed by the Board of Trustees of the Village of Peotone at a regular meeting held on the ____ day of _____, 2023, at which meeting a quorum was present, and approved by the President of the Village of Peotone on the ____ day of _____, 2023.

I further certify that the vote on the question of the passage of the said Resolution by the Board of Trustees of the Village of Peotone was taken by the Ayes and Nays, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Resolution, of which the attached is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Peotone, this ____ day of _____, 2023.

Village Clerk

[SEAL]