

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Robert O. Barber, Village Administrator



DATE: Thursday, November 9, 2017

RE: VILLAGE ADMINISTRATOR MATERIALS FOR VILLAGE BOARD MEETING

BOARD MEETING DATE: *Monday, November 13, 2017 at 7:00 p.m.*

NOTE: VILLAGE OFFICES CLOSED ON FRIDAY, NOVEMBER 10TH FOR VETERANS DAY HOLIDAY

A G E N D A

- I. PLEDGE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES
- IV. RECOGNITION OF AUDIENCE
- V. REPORTS OF VILLAGE COMMISSIONS
 1. BEAUTIFICATION COMMISSION - Harold Cowger
 2. FOURTH OF JULY COMMISSION - Marcy Meyer/Greg Szymanski
 3. YOUTH COMMISSION - Stacy Mazurek
 4. RIBBON OF HOPE COMMISSION - Frank Basile
 5. HISTORIC PRESERVATION COMMISSION - Scott Wehling

VI. CONSIDER A MOTION APPROVING THE TREASURER'S REPORT AND THE REPORT OF FINANCIAL ACTIVITY IN THE PRIOR MONTH. - Frank Basile

VII. VARIANCE REPORTS FOR THE PRECEDING MONTH are enclosed for your review - Frank Basile.

VIII. APPROVAL OF BILLS FOR THE PRIOR MONTH - Frank Basile

IX. (Trustee Kypuros) CONSIDER A MOTION AUTHORIZING THE AWARD OF A BID FOR THE REHABILITATION OF THE BEECHER WASTEWATER TREATMENT PLANT IN THE AMOUNT OF \$8,696,500 TO IHC CONSTRUCTION COMPANY OF ELGIN, ILLINOIS SUBJECT TO THE VILLAGE'S RECEIPT OF A FORMAL LOAN OFFER FROM THE ILLINOIS ENVIRONMENTAL PROTECTION AGENCY. The Village opened five bids and a bid tab sheet is enclosed for your review. The Chairman will walk the Board through the bid process and explain how we got to this low bidder. Please note that there are three alternates which we are recommending being approved which may be loan ineligible totaling \$75,000. However, the engineer and staff believe that it is in the Village's best interest to fund this alternates locally if we have to due to the present value of an extended warranty and parts inventory which is much lower than the current shelf retail price. However, we may be able to get these alternates loan-eligible depending on the reviewer.

X. (Trustee Meyer) CONSIDER A RESOLUTION ADOPTING A SOCIAL MEDIA POLICY FOR ALL ELECTED AND APPOINTED OFFICIALS OF THE VILLAGE AND THE USE OF THE VILLAGE'S FACEBOOK PAGE. This resolution, recommended by committee and approved after some minor revision by the attorney, protects the Village from potential first amendment and FOIA concerns since it sends ground rules for the use of the facebook page. It is recommended that the ordinance be adopted.

XI. (Trustee Kypuros) CONSIDER A MOTION WAIVING BIDS FOR THE PURCHASE OF A USED TANDEM AXLE DUMP TRUCK. We are budgeted next year to replace the 1988 F800 with a tandem axle plow truck at a price of around \$69,000. However, there have recently been opportunities for the Village to purchase a used tandem axle dump truck for significantly less money and place it into service immediately for snow removal and slating operations. This would allow us to retire the 1988 F800 directly to the sewer plant for sludge hauling and use it strictly as a back-up truck. We are dealing with two local truck dealers (Holt of Gardner and Western Specialties of Braidwood) to secure the exact truck we are looking for under \$40,000. WE have the funding escrowed now and if a great opportunity avails itself in our search we want to jump on it. The last time we had our eye on an excellent truck for \$20,000 each but the truck was sold in 24 hours. We need to move quickly in this market, which means we have to do it in this fashion. After transfers were made on November 9th, we have \$72,785 in the Capital Equipment Sinking Fund Account. Staff recommends approval of the motion, and will keep the Board fully informed of any decision that is made when it happens.

XII. (Trustee Kypuros) CONSIDER A MOTION AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE DOCUMENTS FOR THE PURCHASE OF A USED TANDEM AXLE DUMP TRUCK IN AN AMOUNT NOT TO EXCEED \$40,000. Once again, you will be advised when a decision is made and we will concur with the Chairman before pulling the trigger.

XIII. OLD BUSINESS

XIV. NEW BUSINESS

MOTION TO RECESS FOR FIVE MINUTES TO PREPARE FOR STRATEGIC PLANNING DISCUSSION. We will need a motion to recess the Board meeting for five minutes. We will then resume the meeting to continue where we left off on October 30th. We will go to 9pm and decide if we want to quit for the evening and schedule another date and time, perhaps after the November 27th Village Board meeting.

**MINUTES OF THE REGULAR MEETING OF THE PRESIDENT
& BOARD OF TRUSTEES OF THE VILLAGE OF BEECHER
HELD AT THE BEECHER VILLAGE HALL,
625 DIXIE HIGHWAY, BEECHER, ILLINOIS
OCTOBER 23, 2017 -- 7:00 P.M.**

All present joined in the Pledge to the Flag.

President Szymanski called the meeting to order.

ROLL CALL

PRESENT: President Szymanski and Trustees Basile, Meyer, Kraus, Mazurek, Kypuros and Wehling.

ABSENT: None.

STAFF PRESENT: Clerk Janett Conner, Administrator Robert Barber, Superintendent of Public Works Bud Cowger and Acting Chief Rick Emerson.

GUEST: George Schuitema.

President Szymanski asked for consideration of the minutes of the September 25, 2017 and October 10, 2017 Board meetings. Trustee Wehling made a motion to approve the minutes as written. Trustee Mazurek seconded the motion.

AYES: (6) Trustees Basile, Meyer, Kraus, Mazurek, Kypuros and Wehling.

NAYS: (0) None.

Motion Carried.

CLERK'S REPORT

1) A report on income received since the last meeting was provided. 2) Clerk Conner read a thank you card from the family of Jeff Weissgerber.

A. FINANCE AND ADMINISTRATION COMMITTEE

Trustee Basile made a motion authorizing the Village President to sign an agreement with Buyboard.com to participate in cooperative purchasing. Trustee Meyer seconded the motion.

AYES: (6) Trustees Basile, Meyer, Kraus, Mazurek, Kypuros and Wehling.

NAYS: (0) None.

Motion Carried.

The Board discussed dates and times to begin the strategic planning process. The Board decided to conduct a session after the November 13th Board meeting and November 14th at 6:30 p.m., if necessary.

B. PUBLIC BUILDINGS AND PROPERTIES, PARKS AND RECREATION COMMITTEE

Trustee Wehling provided a report on the proposed playground equipment for Firemen's Park. He and Trustee Kraus got together and measured the area. They plan to get some different prices on equipment. The suggested location is right behind the t-ball field.

Superintendent Cowger reported on damage to the Firemen's Park bathrooms. Kids kicked in the vents in the door. The police arrested those responsible. Superintendent Cowger said he is looking at replacing the vents or possibly a new door, depending on costs. Acting Chief Emerson said the Police Department is seeking restitution from parents once costs are known.

C. PLANNING, BUILDING AND ZONING COMMITTEE

The Building Department monthly report was provided in the packet for review.

The Village was notified that we will be receiving a CMAP LTA grant for drafting of a new comprehensive land use plan. This process will begin after the holidays.

The Board considered an ordinance adding Section 9-5-16 of the Village Code pertaining to the parking of oversized vehicles and trailers within all property of the Village. The Committee met last month and is proposing the drafted ordinance to be part of the municipal code and not the zoning ordinance so it could be more easily enforced by the Police Department and interpreted by the Code Enforcement Officer. This would change the current ordinance so that any vehicle or trailer in excess of 25 feet in length cannot be parked anywhere in the Village for more than three days unless on property licensed for such use. All recreational trailers and vehicles would also have to be parked on an asphalt or concrete surface and be at least 5' from a property line.

There was much discussion as to whether this is a frequent problem in the Village and if it should be approved if there was only one complaint received. The complaint was resolved by the Code Enforcement Officer. It was noted that the town has grown a lot since the ordinance was approved, with smaller lots and different subdivision layouts and different setback requirements than the old part of town. Old campers used to be smaller than the large campers there are today. The Acting Chief was asked for an opinion and he stated that the Code Enforcement Officer will not write a ticket on a Zoning Ordinance violation. Zoning Ordinance violations must be addressed through long form complaints. Village Ordinance could be changed to mirror what's in the Zoning Ordinance so the Police Department can enforce it. After much discussion the matter was tabled to allow the Board to consider the matter further and to obtain more information and determine how many people this would affect.

D. PUBLIC SAFETY COMMITTEE

The Police Department monthly report was provided for review.

The EMA monthly report was provided in the packet for review.

The Code Enforcement monthly report was provided in the packet for review.

Halloween trick or treat hours are set from 4-7 p.m. on Tuesday, October 31st.

Trustee Kraus reported that the Police Department is moving ahead with promotion of corporals and the creation of a full-time hiring list. The Department hopes to promote up to two patrol officers to corporal at some point in the future and create a list for eligible candidates for full-time police officer.

E. PUBLIC WORKS COMMITTEE

The Water and Sewer Department monthly reports were included in the packet for review.

Bid opening for the wastewater treatment plant rehabilitation project is scheduled for Tuesday, October 31st at 2:00 p.m. at the Village Hall. Consideration of the bids will be at the next Village Board meeting.

Superintendent Cowger provided a Penfield Street watermain restoration update. The project has been completed. Restorations that have been sinking will be corrected by the contractor in the spring.

A Chestnut street light update was provided. Brandon Industries will supply us with two high-lumen decorative street lamps and we will price these out once more information is received from King Electric on installation costs. Superintendent Cowger is working on lining everything up with ComEd. He hopes to get the lights in within the next 2-3 weeks.

It was reported that there are major problems at well #4 located at the base of the water tower on Gould Street. The well was placed out of service and the motor was pulled off the shaft. The seal to the bearings to the shaft from the motor were compromised resulting in a vibration and some damage to the shaft inside the well. The motor will be taken to Jays for repair and then reset it on the shaft and test the well. It won't be known if the shaft is damaged until the motor is repaired and put back in. The other wells are working fine while well #4 is off-line.

Route #1 shoulder widening began the previous week. It was noted that this is an Illinois Department of Transportation (IDOT) project and work not being done by the Village as some think.

Superintendent Cowger provided an update on valve turning. He will have a solid date on this program within the next two weeks.

Leaf collection is now in full swing. Public Works will do one pass per street each week.

A Penfield Street STP update was provided. The engineer's estimate for the total project cost is \$4,902,250 which includes the bridge at Trim Creek and the feds are picking up \$3,921,800 (80%) of that amount, leaving the Village to pay a 20% match or \$980,450. This project is planned for 2020 or 2021 depending on the circumstances.

The Board discussed an ordinance extending the deferred tap-in fee payment and \$2,000 water bill incentive for a period of two years and imposing a 10% late penalty for deferred tap-ins if they are not paid within one year. Trustee Kypuros felt a 10% penalty was not high enough. He preferred a 15% late penalty. Discussion followed.

ORDINANCE #1277 – An Ordinance extending the deferred tap-in fee payment and \$2,000 water bill incentive for a period of two years and imposing a 15% late penalty for deferred tap-ins if they are not paid within one year. Trustee Kypuros made a motion to approve Ordinance #1277. Trustee Basile seconded the motion.

AYES: (6) Trustees Basile, Meyer, Kraus, Mazurek, Kypuros and Wehling.

NAYS: (0) None.

Motion Carried.

F. ECONOMIC DEVELOPMENT AND COMMUNITY RELATIONS COMMITTEE

An update on the Village newsletter was provided. It is still at the printer and should be mailed this week.

Trustee Meyer provided a Facebook page update. The scheduled launch date is the end of November. Staff is working on a social media posting policy.

The Gould Street boardwalk is now complete. The contractor recommends it not be sealed until summer of 2018. Staff will get prices to put that into the budget. Some boards have already been replaced by the contractor.

Trustee Basile reported that a Veteran's ceremony is scheduled to take place at 2:00 p.m. on Thursday, November 9th at Prairie State College. Several applications have been received from Beecher residents. Forms are being accepted at the Village Hall.

A sesquicentennial update was provided. Administrator Barber stated that this will be discussed during strategic planning.

RESOLUTION #2017-08 – A Resolution supporting Illinois bi-centennial celebrations. Trustee Meyer made a motion to adopt Resolution #2017-08. Trustee Mazurek seconded the motion.

AYES: (6) Trustees Basile, Meyer, Kraus, Mazurek, Kypuros and Wehling.

NAYS: (0) None.

Motion Carried.

G. VILLAGE PRESIDENT'S REPORT

President Szymanski provided the Board with a proposal to recruit, screen and assess Police Chief candidates. A job description, announcement, salary surveys and proposed timeline for the process was provided for review. He went through the timeline for options on how to proceed and explained the overall selection process. The Chief's current budgeted salary is being advertised but the salary will be dependent upon qualifications. The Board looked at hiring options A, B and C as presented by President Szymanski. He said he originally thought about going with a

company to do the hiring process but that would cost approximately \$13,000, so he is looking at a hybrid of different options instead. There were some questions regarding who will be on the selection committee and the benefits and costs of the different options. After much discussion, President Szymanski decided to go with option B for the selection process. There were no objections from the Board.

H. OLD BUSINESS

I. NEW BUSINESS

Administrator Barber reported crack sealing was done on Friday. It still needs to be determined if street sweeping needs to be done on the streets that were sealed.

There being no further business, President Szymanski asked for a motion to adjourn. Trustee Kypuros made a motion to adjourn the meeting. Trustee Meyer seconded the motion.

AYES: (6) Trustees Basile, Meyer, Kraus, Mazurek, Kypuros and Wehling.

NAYS: (0) None.

Motion Carried.

Meeting adjourned at 8:23 p.m.

Respectfully submitted by:

Janett Conner
Village Clerk

**MINUTES OF THE SPECIAL MEETING OF THE PRESIDENT
& BOARD OF TRUSTEES OF THE VILLAGE OF BEECHER
HELD AT THE BEECHER VILLAGE HALL,
625 DIXIE HIGHWAY, BEECHER, ILLINOIS
OCTOBER 30, 2017 – 6:30 P.M.**

President Szymanski called the meeting to order at 6:32 p.m.

ROLL CALL

PRESENT: President Szymanski and Trustees Basile, Meyer, Kypuros, Wehling and Mazurek (arrived at 6:45 p.m.)

ABSENT: Trustee Kraus.

STAFF PRESENT: Administrator Robert Barber.

The creation of a strategic plan was discussed by the Board.

There being no further business, President Szymanski asked for a motion to adjourn. Trustee Wehling made a motion to adjourn the meeting. Trustee Mazurek seconded the motion.

AYES: (5) Trustees Basile, Meyer, Kraus, Mazurek, Kypuros and Wehling.

NAYS: (0) None.

Motion Carried.

Meeting adjourned at 9:17 p.m.

Respectfully submitted by:

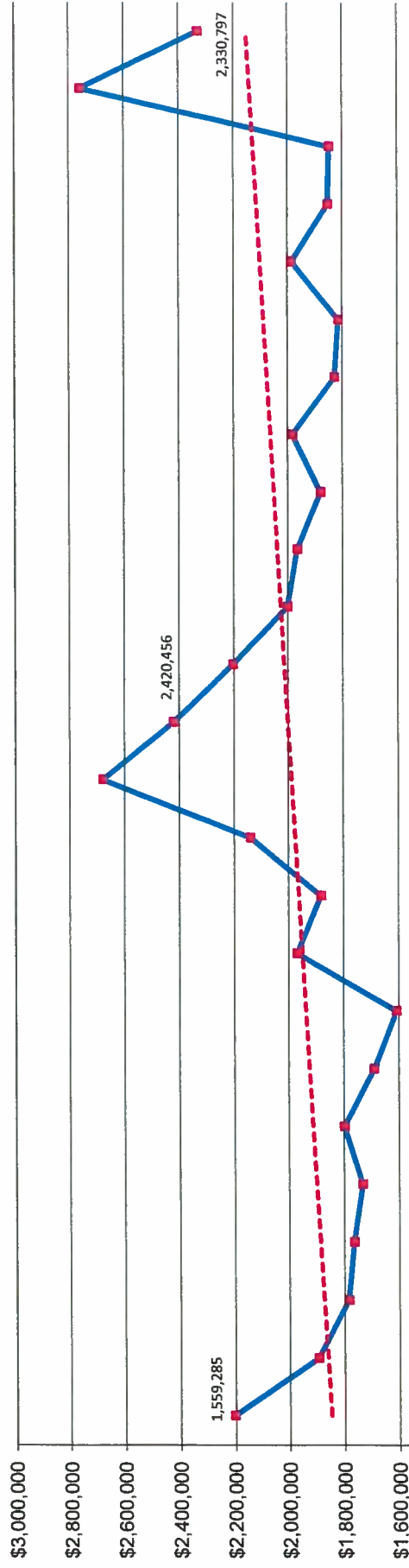


Robert O. Barber
Village Administrator

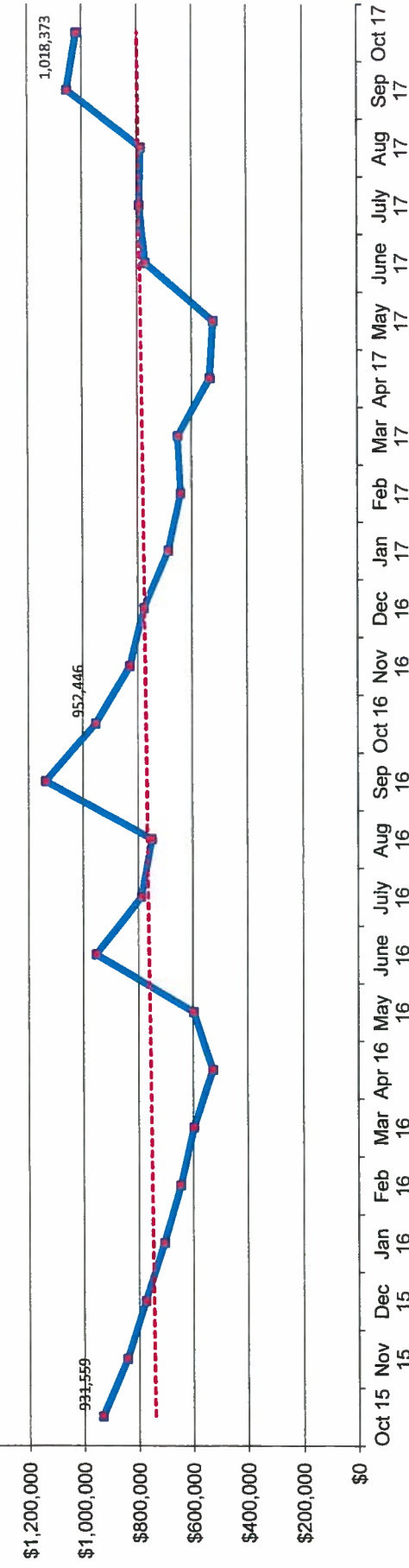
**VILLAGE OF BEECHER
ACCOUNT BALANCES**

<u>Account</u>	<u>Number</u>	<u>9/30/2016</u>	<u>10/31/2016</u>	<u>9/30/2017</u>	<u>10/31/2017</u>	<u>Change</u>
MFT	Ck. 9016	\$ 142,057.62	\$ 134,212.39	\$ 89,035.23	\$ 89,163.70	\$ 128.47
Refuse	Ck. 59692	\$ 86,176.40	\$ 48,338.88	\$ 83,535.67	\$ 77,230.21	\$ (6,305.46)
Joint Fuel	Ck. 70041	\$ 43,012.62	\$ 37,359.11	\$ 46,779.48	\$ 40,529.09	\$ (6,250.39)
W/S Debt	Ck. 107689	\$ 431,895.02	\$ 413,222.20	\$ 159,437.01	\$ 196,100.85	\$ 36,663.84
O&M	Ck. 9210	\$ 305,086.58	\$ 180,392.42	\$ 293,283.24	\$ 285,304.09	\$ (7,979.15)
W/S Main Replace	Ck. 162043	\$ 189,091.03	\$ 228,359.13	\$ 672,705.77	\$ 248,588.83	\$ (424,116.94)
W/S Capital	Ck. 7609	\$ 52,933.64	\$ 52,750.82	\$ 50,042.26	\$ 59,420.77	\$ 9,378.51
Central	Ck. 62618	\$ 44,600.75	\$ 33,835.68	\$ 28,834.59	\$ 10,481.82	\$ (18,352.77)
Infrastructure	Ck. 140074	\$ 208,022.88	\$ 195,330.77	\$ 244,587.69	\$ 266,875.55	\$ 22,287.86
General Ck.	Ck. 9008	\$ 1,135,426.32	\$ 952,446.47	\$ 1,052,403.50	\$ 1,018,373.62	\$ (34,029.88)
Bond Redemption	Ck. 150649	\$ 1,067.53	\$ 52,280.07	\$ 1,082.56	\$ 1,082.71	\$ 0.15
CapEquipSinkFund	Ck. 164186	\$ 38,426.25	\$ 91,927.75	\$ 37,640.94	\$ 37,646.22	\$ 5.28
All Village Accounts		\$ 2,677,796.64	\$ 2,420,455.69	\$ 2,759,367.94	\$ 2,330,797.46	\$ (428,570.48)
Commission & Spec Accts						
4th July	Ck. 102989	\$ 39,519.34	\$ 38,903.26	\$ 47,214.58	\$ 46,604.15	\$ (610.43)
Builders Escrow	Ck. 130567	\$ 15,821.87	\$ 16,234.01	\$ 15,403.63	\$ 17,505.92	\$ 2,102.29
Beautification	Ck. 130834	\$ 3,450.41	\$ 3,450.88	\$ 2,652.65	\$ 1,413.92	\$ (1,238.73)
Asset Forfeiture PD	Ck. 179752	\$ 595.67	\$ 595.75	\$ 596.66	\$ 1,996.87	\$ 1,400.21
Youth Commission	Ck. 135895	\$ 14,277.73	\$ 14,182.91	\$ 17,235.02	\$ 17,191.08	\$ (43.94)
Ehlers Fund	Ck. 179744	\$ 12,167.35	\$ 12,169.00	\$ 11,068.24	\$ 11,069.79	\$ 1.55
Nantucket Escrow	Ck. 153303	\$ 69,049.71	\$ 64,058.79	\$ 60,469.54	\$ 60,478.02	\$ 8.48
Newsletter	Ck. 153745	\$ 3,372.79	\$ 4,573.05	\$ 978.36	\$ 1,682.88	\$ 704.52
MGM Escrow	Ck. 153753	\$ 4,999.72	\$ 5,000.40	\$ -	\$ -	\$ -
Escrow 170 Ind.	Ck. 165891	\$ 34,787.58	\$ 34,792.31	\$ 34,843.13	\$ 34,848.02	\$ 4.89
Ribbon of Hope	Ck 430001959	\$ 5,146.07	\$ 4,816.95	\$ 5,562.41	\$ 3,141.42	\$ (2,420.99)
Commission & Spec Accts		\$ 203,188.24	\$ 198,777.31	\$ 196,024.22	\$ 195,932.07	\$ (92.15)
All Total		\$ 2,880,984.88	\$ 2,619,233.00	\$ 2,955,392.16	\$ 2,526,729.53	\$ (428,662.63)

Village Accounts at Month End



General Fund at Month End



Commission Bills / Non AP Payments
10/1/2017 - 10/31/17

Date	Account	Num	Description	Memo	Amount
10/2/2017	Beautification,ck130834	1164	Barco Products Company	bench	(1,238.96)
	Beautification,ck130834 Total				(1,238.96)
10/2/2017	Central_ck62618	EFT	IPBC	Health Ins auto debit 10/2017	(17,776.79)
10/4/2017	Central_ck62618	EFT	Net Pay	Net Pay payroll 10/04/17	(33,929.27)
10/18/2017	Central_ck62618	EFT	Net Pay	Net Pay payroll 10/18/17	(37,775.91)
	Central_ck62618 Total				(89,481.97)
10/2/2017	General,ck9008	23931	VSP Of Illinois	vision ins, 804225220	(162.45)
10/2/2017	General,ck9008	23932	Illinois State Disbursement Unit	Little - 10/4/17 payroll	(1,080.00)
10/6/2017	General,ck9008	EFT	Fed Payroll Taxes	Fed w/h, ss, med payroll 10/04/2017	(13,884.96)
10/6/2017	General,ck9008	EFT	State Of Illinois	IL w/h tax payroll 10/04/17	(2,281.79)
10/10/2017	General,ck9008	23933	AFLAC	Aflac suplimental ins	(260.54)
10/10/2017	General,ck9008	23934	Teamsters Union Local # 700	p.d. union dues Nov	(231.72)
10/10/2017	General,ck9008	23935	Operating Engineers Local 399	PW & Clerical Union Dues	(173.25)
10/10/2017	General,ck9008	23936	Will County Governmental League	emp.assistance program,2017-1286	(119.70)
10/10/2017	General,ck9008	EFT	IMRF	Retirement contribution Sept 2017	(11,419.62)
10/10/2017	General,ck9008	EFT	IMRF	Late filing penalty	(99.25)
10/12/2017	General,ck9008	23937	Advanced Weighing Systems	truck scales	(8,000.00)
10/16/2017	General,ck9008	23938	Illinois State Disbursement Unit	Little - 10/18/17 payroll	(1,080.00)
10/18/2017	General,ck9008	23939	Humana Dental	181933749	(964.58)
10/20/2017	General,ck9008	EFT	Fed Payroll Taxes	Fed w/h, ss, med payroll 10/18/2017	(17,699.24)
10/20/2017	General,ck9008	EFT	State Of Illinois	IL w/h tax payroll 10/18/17	(2,943.71)
10/20/2017	General,ck9008	EFT	IDES	unemployment ins. 3rd qtr 2017	(1,907.25)
10/23/2017	General,ck9008	23940	Icma	302933 deferred comp.deducts	(250.00)
10/24/2017	General,ck9008	23941	Teamsters Union Local # 727	Police Union health ins, Oct 2017	(5,555.00)
10/27/2017	General,ck9008	23942	NCPERS Group Life Ins.	supp. life ins., 47251117	(48.00)
10/30/2017	General,ck9008	23943	VSP Of Illinois	vision ins, 804371742	(162.45)
10/30/2017	General,ck9008	23944	Illinois State Disbursement Unit	Little - 11/01/17 payroll	(1,080.00)
	General,ck9008 Total				(69,403.51)
10/16/2017	Infrastructure,ck140074	EFT	First Community Bank	loan payment October 2017	(2,640.98)
	Infrastructure,ck140074 Total				(2,640.98)
10/4/2017	Joint Fuel,ck70041	1254	Heritage FS	Inv. 78284	(4,218.75)
10/6/2017	Joint Fuel,ck70041	1255	Heritage FS	Inv. 78404	(3,497.13)
10/12/2017	Joint Fuel,ck70041	1256	Heritage FS	Inv. 78504	(2,973.33)
10/24/2017	Joint Fuel,ck70041	1257	Heritage FS	Inv. 78607	(3,921.10)
10/30/2017	Joint Fuel,ck70041	1258	Heritage FS	Inv. 78675	(942.44)
10/30/2017	Joint Fuel,ck70041	1259	Heritage FS	Inv. 78703	(2,308.93)
	Joint Fuel,ck70041 Total				(17,861.68)
10/17/2017	Newsletter,ck153745	1041	Washington Township	Fall newsletter ads 2017	(770.00)
10/23/2017	Newsletter,ck153745	1042	Beecher Postmaster	Fall Newsletter mailing	(450.82)
	Newsletter,ck153745 Total				(1,220.82)
10/10/2017	O & M,ck9210	8145	Operating Engineers Local 399	PW & Clerical Union Dues	(299.50)
10/10/2017	O & M,ck9210	EFT	IMRF	Retirement contribution Sept 2017	(4,846.66)
10/18/2017	O & M,ck9210	ACH	Credit Card Charges	fees for Sept credit card payments	(14.87)
10/23/2017	O & M,ck9210	8146	Icma	302933 deferred comp.deducts	(1,193.88)
	O & M,ck9210 Total				(6,354.91)
10/4/2017	Refuse,ck59692	769	Star / A&J Disposal	pick up, Sept 2017,#11-28728	(24,908.50)
	Refuse,ck59692 Total				(24,908.50)
10/6/2017	Ribbon ck430001959	1020	Bultema	Hydrangea bushes	(135.00)
10/6/2017	Ribbon ck430001959	1021	Matt's Repair, Inc.	9 engraved plates for benches	(405.00)
10/6/2017	Ribbon ck430001959	1022	Oak Ridge Maintenance	1 dwarf korean lilac tree	(320.99)
10/11/2017	Ribbon ck430001959	1023	Great American Glass And Stone	engraved pavers	(1,560.00)
	Ribbon ck430001959 Total				(2,420.99)
10/2/2017	W. Main Replacement,ck16	1021	Brandt Excavating, Inc.	Contractor Invoice #3	(388,308.97)
	W. Main Replacement,ck162043 Total				(388,308.97)
10/3/2017	W-S Debt,ck107689	EFT	First Community Bank	loan payment October 2017	(361.66)
	W-S Debt,ck107689 Total				(361.66)
10/12/2017	Youth Comm.,ck135895	1363	Tony's Pizza	Haunted house 2017	(150.00)
10/12/2017	Youth Comm.,ck135895	1364	Amhurst Asylum	Haunted house tickets	(805.00)
	Youth Comm.,ck135895 Total				(955.00)
	Grand Total				(605,157.95)

ILLINOIS GAMING BOARD
VIDEO GAMING REPORT
Beecher

September 2017

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income		VGT Tax Distribution			
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	NTI	NTI Tax Rate (30%)	State Share	Municipality Share
Beecher	Beecher Veterans Association	120901215	5	\$215,500.93	\$202,044.02	\$13,456.91	\$61,116.00	\$47,061.09	\$13,456.91	\$4,037.13	\$3,364.28	\$672.85
Beecher	Cardinal Creek LLC	170700101	4	\$89,747.01	\$83,147.59	\$6,599.42	\$30,493.00	\$23,893.58	\$6,599.42	\$1,979.84	\$1,649.87	\$329.97
Beecher	Douglas Cafe, Inc.	130702738	4	\$93,904.47	\$86,569.12	\$7,335.35	\$31,554.00	\$24,218.65	\$7,335.35	\$2,200.62	\$1,833.85	\$366.77
Beecher	Lacey's Place LLC Series Beecher	160702877	5	\$315,903.85	\$289,828.25	\$26,075.60	\$97,576.00	\$71,502.40	\$26,075.60	\$7,822.75	\$6,518.96	\$1,303.79
Beecher	PIN AND TONIC, INC.	150700908	5	\$126,849.49	\$117,891.05	\$8,958.44	\$41,421.00	\$32,462.56	\$8,958.44	\$2,687.59	\$2,239.66	\$447.93
Beecher	S & E 222 ENTERPRISES, INC. <i>Sophias</i>	160700931	5	\$148,763.06	\$136,208.42	\$12,554.64	\$54,701.00	\$42,146.36	\$12,554.64	\$3,766.50	\$3,138.75	\$627.75
Beecher	Station 21 LLC <i>STATION 21</i>	160703399	5	\$130,760.72	\$119,145.41	\$11,615.31	\$46,766.00	\$35,150.61	\$11,615.31	\$3,484.71	\$2,903.82	\$580.79
Beecher	THE GOULD VAULT, LLC	170701489	5	\$111,649.04	\$100,844.49	\$10,804.55	\$39,695.00	\$28,890.45	\$10,804.55	\$3,241.40	\$2,701.17	\$540.23
Beecher	Tony's Pizza of Beecher, Inc.	130706429	2	\$152,102.05	\$142,088.39	\$10,013.66	\$67,069.00	\$57,055.44	\$10,013.66	\$3,004.10	\$2,503.42	\$500.68
REPORT TOTAL:				\$1,385,190.82	\$1,277,766.74	\$107,424.08	\$470,395.00	\$362,881.14	\$107,413.86	\$32,224.64	\$26,853.88	\$5,370.76

VILLAGE OF BEECHER (BEEFND)
Budget Revenue & Expense Report

CURRENT: 9/1/2017 to 9/30/2017

YTD: 5/1/2017 to 9/30/2017

	Actual	Actual	Budget	Variance
	<u>Current</u>	<u>YTD</u>	<u>YTD</u>	<u>YTD</u>
01 - GENERAL ACCOUNT				
Operating Revenue				
01-00-311 REAL ESTATE TAX	296,348.99	816,376.21	967,217.00	150,840.79
01-00-321 LIQUOR LICENSES	0.00	1,675.00	11,900.00	10,225.00
01-00-323 BUSINESS LICENSES	0.00	600.00	3,050.00	2,450.00
01-00-324 ANIMAL LICENSES	85.00	2,405.00	9,630.00	7,225.00
01-00-325 CONTRACTOR'S LICENSES	1,050.00	5,050.00	17,500.00	12,450.00
01-00-326 AMUSEMENT DEVICE LICENSES	0.00	1,600.00	1,175.00	(425.00)
01-00-327 VIDEO GAMING TAX	5,611.59	23,771.49	36,224.00	12,452.51
01-00-331 BUILDING PERMITS	2,259.00	10,346.00	41,683.00	31,337.00
01-00-332 RE-INSPECTION FEES	0.00	0.00	100.00	100.00
01-00-333 PARK IMPACT FEES	0.00	1,635.00	0.00	(1,635.00)
01-00-341 STATE INCOME TAX	41,632.56	236,687.30	440,259.00	203,571.70
01-00-343 REPLACEMENT TAX	0.00	1,872.54	5,420.00	3,547.46
01-00-345 SALES TAX	62,132.84	207,114.94	425,312.00	218,197.06
01-00-347 STATE USE TAX	8,934.96	43,038.49	100,315.00	57,276.51
01-00-353 E 9-1-1 GRANT	0.00	0.00	1,500.00	1,500.00
01-00-356 CMAP LTA PLANNING GRANT	0.00	0.00	32,000.00	32,000.00
01-00-359 INTERGOVERNMENTAL REVENUES	3,744.60	3,744.60	10,000.00	6,255.40
01-00-361 COURT FINES	7,521.54	17,912.61	49,000.00	31,087.39
01-00-362 LOCAL ORDINANCE FINES	600.00	2,220.00	10,900.00	8,680.00
01-00-363 TOWING FEES	1,500.00	7,500.00	17,000.00	9,500.00
01-00-381 INTEREST INCOME	134.99	561.71	1,610.00	1,048.29
01-00-382 TELECOMM/EXCISE TAX	8,043.92	41,473.76	106,600.00	65,126.24
01-00-383 FRANCHISE FEES - CATV	0.00	37,077.08	69,393.00	32,315.92
01-00-384 REIMBURSEMENTS - ENGINEERING	0.00	0.00	9,000.00	9,000.00
01-00-386 MOSQUITO ABATEMENT FEES	2,290.03	9,064.42	20,040.00	10,975.58

	Actual	Actual	Budget	Variance
	Current	YTD	YTD	YTD
01-00-387 FINGERPRINT FEES	85.00	220.00	1,800.00	1,580.00
01-00-389 MISCELLANEOUS INCOME	488.50	12,834.76	14,900.00	2,065.24
01-00-392 FIXED ASSET SALES	0.00	0.00	500.00	500.00
01-00-393 INTERFUND OPERATING TRANS	0.00	0.00	45,223.00	45,223.00
01-00-396 RESERVE CASH	0.00	0.00	50,000.00	50,000.00
Total Operating Revenue	\$442,463.52	\$1,484,780.91	\$2,499,251.00	\$1,014,470.09
Total Revenue	\$442,463.52	\$1,484,780.91	\$2,499,251.00	\$1,014,470.09
Operating Expense				
01-01-441 ELECTED OFFICIALS SALARIES	0.00	0.00	22,900.00	22,900.00
01-01-442 APPT OFFICIALS SALARIES	45.00	577.08	4,900.00	4,322.92
01-01-461 SOCIAL SECURITY	0.00	31.24	2,127.00	2,095.76
01-01-552 TELEPHONE	0.00	560.00	560.00	0.00
01-01-561 DUES AND PUBLICATIONS	0.00	1,636.16	8,155.00	6,518.84
01-01-565 CONFERENCES	2,289.90	4,424.97	8,000.00	3,575.03
01-01-566 MEETING EXPENSES	60.60	172.00	250.00	78.00
01-02-441 APPOINTED OFFICIALS SALARIES	0.00	742.50	1,440.00	697.50
01-02-442 FICA	0.00	56.80	110.00	53.20
01-02-533 ENGINEERING SERVICES	0.00	1,427.30	9,000.00	7,572.70
01-02-535 PLANNING SERVICES	0.00	0.00	40,000.00	40,000.00
01-02-561 DUES AND PUBLICATIONS	0.00	50.00	50.00	0.00
01-02-566 MEETING EXPENSES	0.00	426.45	1,200.00	773.55
01-03-421 SALARIES FULL-TIME	7,355.92	40,368.83	96,877.00	56,508.17
01-03-451 HEALTH INSURANCE	3,908.23	11,819.35	24,389.00	12,569.65
01-03-461 SOCIAL SECURITY	562.73	3,088.19	7,411.00	4,322.81
01-03-462 IMRF	815.04	4,453.20	10,734.00	6,280.80
01-03-532 AUDITING SERVICES	0.00	5,900.00	8,000.00	2,100.00
01-03-534 LEGAL SERVICES	1,546.99	9,039.56	23,205.00	14,165.44
01-03-536 DATA PROCESSING SERVICES	360.00	2,166.90	4,150.00	1,983.10
01-03-539 CODIFICATION	0.00	152.00	1,500.00	1,348.00

	Actual		Budget		Variance	
	Current	YTD	YTD	YTD		YTD
01-03-551 POSTAGE	153.83	896.24	1,950.00	1,053.76		
01-03-552 TELEPHONE	770.00	4,414.52	9,800.00	5,385.48		
01-03-555 COPYING AND PRINTING	0.00	1,943.22	4,800.00	2,856.78		
01-03-558 LEGAL NOTICES	0.00	1,885.00	2,020.00	135.00		
01-03-561 DUES AND PUBLICATIONS	0.00	259.75	1,160.00	900.25		
01-03-566 MEETING EXPENSES	0.00	0.00	250.00	250.00		
01-03-567 PROFESSIONAL DEVELOPMENT	596.40	1,537.55	4,000.00	2,462.45		
01-03-651 OFFICE SUPPLIES	130.54	656.64	1,900.00	1,243.36		
01-04-595 OTHER CONTRACTUAL SERVICES	1,759.41	8,062.66	33,683.00	25,620.34		
01-05-421 APPOINTED OFFICIALS SALARIES	0.00	0.00	5,850.00	5,850.00		
01-05-461 FICA	0.00	0.00	448.00	448.00		
01-05-462 IMRF	0.00	0.00	644.00	644.00		
01-05-512 MAINT SERVICE - EQUIP.	0.00	0.00	4,490.00	4,490.00		
01-05-513 MAINT SERVICE - VEHICLES	353.87	1,342.63	5,000.00	3,657.37		
01-05-563 TRAINING (ESDA)	0.00	0.00	900.00	900.00		
01-05-566 MEETING EXPENSES	0.00	0.00	500.00	500.00		
01-05-595 OTHER PROFESSIONAL SERVICES	0.00	0.00	5,450.00	5,450.00		
01-05-652 FIELD SUPPLIES	106.53	2,037.48	5,000.00	2,962.52		
01-05-669 SUPPLIES - OTHER	0.00	0.00	2,900.00	2,900.00		
01-06-421 SALARIES FULL-TIME	43,363.80	232,373.17	552,324.00	319,950.83		
01-06-422 SALARIES PART-TIME	12,692.00	69,917.89	125,411.00	55,493.11		
01-06-423 OVERTIME	3,544.81	24,454.01	67,666.00	43,211.99		
01-06-451 HEALTH INSURANCE	14,949.67	45,205.57	114,046.00	68,840.43		
01-06-461 SOCIAL SECURITY	4,807.72	25,512.40	57,023.00	31,510.60		
01-06-462 IMRF	5,634.90	32,260.24	75,879.00	43,618.76		
01-06-471 UNIFORM ALLOWANCE	124.99	3,139.54	8,850.00	5,710.46		
01-06-513 MAINT. SERVICE - VEHICLES	0.00	3,908.57	13,145.00	9,236.43		
01-06-521 MAINT. SERVICE - EQUIP	2,228.66	7,387.71	16,230.00	8,842.29		
01-06-534 LEGAL SERVICES	2,700.00	10,196.28	17,800.00	7,603.72		
01-06-536 DATA PROCESSING SERVICES	1,280.75	3,595.27	6,000.00	2,404.73		
01-06-549 OTHER PROFESSIONAL SERVICES	0.00	4,682.04	5,700.00	1,017.96		
01-06-551 POSTAGE	26.70	86.13	950.00	863.87		

	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
	<u>Current</u>	<u>YTD</u>	<u>YTD</u>	<u>YTD</u>
01-06-552 TELEPHONE	666.00	3,879.26	8,000.00	4,120.74
01-06-555 COPYING AND PRINTING	128.60	891.70	2,400.00	1,508.30
01-06-556 DISPATCHING SERVICES	9,340.00	46,700.00	112,272.00	65,572.00
01-06-561 DUES AND PUBLICATIONS	0.00	70.00	9,640.00	9,570.00
01-06-563 TRAINING	634.00	1,772.26	9,900.00	8,127.74
01-06-566 MEETING EXPENSES	0.00	25.00	100.00	75.00
01-06-567 PROFESSIONAL DEVELOPMENT	0.00	1,619.20	3,000.00	1,380.80
01-06-613 MAINT. SUPPLIES - VEHICLES	0.00	15.00	3,520.00	3,505.00
01-06-651 OFFICE SUPPLIES	269.60	392.79	2,400.00	2,007.21
01-06-652 FIELD SUPPLIES	2,855.21	7,306.73	16,000.00	8,693.27
01-06-656 UNLEADED FUEL	2,524.71	12,761.28	26,590.00	13,828.72
01-06-840 NEW VEHICLE	0.00	30,800.00	30,800.00	0.00
01-06-929 MISC EXPENSES	13.70	43.70	100.00	56.30
01-07-538 MOSQUITO ABATEMENT SERV	0.00	0.00	3,500.00	3,500.00
01-07-595 OTHER CONTRACTUAL SERV	0.00	0.00	1,500.00	1,500.00
01-08-421 SALARIES FULL-TIME	8,341.40	46,054.22	106,328.00	60,273.78
01-08-423 OVERTIME	356.65	2,821.84	12,202.00	9,380.16
01-08-451 HEALTH INSURANCE	1,823.75	8,727.53	21,520.00	12,792.47
01-08-461 SOCIAL SECURITY	650.27	3,633.62	9,068.00	5,434.38
01-08-462 IMRF	991.31	5,362.70	13,134.00	7,771.30
01-08-471 UNIFORM ALLOWANCE	0.00	317.58	2,000.00	1,682.42
01-08-512 MAINT. SERVICE - EQUIPMENT	0.00	878.26	2,300.00	1,421.74
01-08-513 MAINT. SERVICE - VEHICLES	1,135.22	1,158.72	13,750.00	12,591.28
01-08-514 MAINT. SERVICE - STREET	6,171.00	11,299.00	24,600.00	13,301.00
01-08-516 MAINT. SERVICE - STREET LIGHT	44.55	89.10	180.00	90.90
01-08-533 ENGINEERING	0.00	2,900.00	2,900.00	0.00
01-08-572 STREET LIGHTING	9,971.87	51,145.59	119,500.00	68,354.41
01-08-576 RENTALS	686.13	2,805.29	9,763.00	6,957.71
01-08-612 MAINT. SUPPLIES EQUIPMENT	471.30	2,143.04	2,800.00	656.96
01-08-613 MAINT. SUPPLIES - VEHICLES	7.20	538.34	3,500.00	2,961.66
01-08-614 MAINT. SUPPLIES - STREET	1,970.36	16,215.99	33,136.00	16,920.01
01-08-653 SMALL TOOLS	0.00	0.00	500.00	500.00

	Actual Current	Actual YTD	Budget YTD	Variance YTD
01-08-656 UNLEADED FUEL	1,687.08	9,602.89	32,750.00	23,147.11
01-09-511 MAINT. SERVICE - BUILDING	320.00	3,301.37	11,480.00	8,178.63
01-09-611 MAINT. SUPPLIES - BUILDING	0.00	89.52	990.00	900.48
01-09-654 JANITORIAL SUPPLIES	63.20	611.49	1,500.00	888.51
01-09-820 BUILDING	0.00	1,404.79	5,300.00	3,895.21
01-09-821 DEPOT RENT	2,022.39	2,022.39	2,025.00	2.61
01-09-830 NEW EQUIPMENT - CATV	0.00	2,500.00	2,500.00	0.00
01-10-860 CAPITAL OUTLAY-INFRASTRUCT.	0.00	51,667.24	50,000.00	(1,667.24)
01-11-451 HEALTH INSURANCE	1,395.31	3,083.69	10,600.00	7,516.31
01-11-453 UNEMPLOYMENT INSURANCE	0.00	1,306.64	11,794.00	10,487.36
01-11-592 COMPREHENSIVE INSURANCE	0.00	2,460.00	75,889.00	73,429.00
01-11-595 OTHER CONTRACTUAL SERV	0.00	119.70	624.00	504.30
01-11-730 FISCAL AGENT FEES	0.00	0.00	350.00	350.00
01-11-914 SALES TAX REIMBURSEMENTS	28,391.30	58,233.02	133,377.00	75,143.98
01-11-915 PROPERTY TAX REIMB	5,194.71	5,966.28	7,630.00	1,663.72
01-11-954 INTERFUND TRANS- GO BOND ACCT	0.00	11,249.36	85,922.00	74,672.64
01-11-955 INTERFUND TRANS-CAP EQUIP	0.00	0.00	9,850.00	9,850.00
01-13-422 SALARIES PART-TIME	528.00	3,404.50	6,504.00	3,099.50
01-13-461 SOCIAL SECURITY	40.40	260.45	496.00	235.55
01-13-515 MAINT SERVICE - PARKS	0.00	2,870.00	6,400.00	3,530.00
01-13-571 ELECTRIC POWER	44.83	820.93	3,540.00	2,719.07
01-13-595 CONTRACTUAL SERVICES	280.00	2,296.83	2,400.00	103.17
01-13-614 MAINT SUPPLIES - PARKS	0.00	1,791.69	3,700.00	1,908.31
Total Operating Expense	\$201,189.04	\$1,000,277.56	\$2,499,251.00	\$1,498,973.44
Excess Revenue Over Expenses	\$241,274.48	\$484,503.35	\$0.00	(\$484,503.35)

	<u>Actual</u> <u>Current</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>YTD</u>	<u>Variance</u> <u>YTD</u>
CAPITAL EQUIPMENT SINKING FUND				
Operating Revenue				
11-00-381 INTEREST INCOME	0.00	15.50	0.00	(15.50)
11-00-393 INTERFUND TRANSFERS	0.00	0.00	27,493.00	27,493.00
Total Operating Revenue	\$0.00	\$15.50	\$27,493.00	\$27,477.50
Total Revenue	\$0.00	\$15.50	\$27,493.00	\$27,477.50
Operating Expense				
11-11-961 CAPITAL RESERVE CONTRIBUTION	0.00	0.00	27,493.00	27,493.00
Total Operating Expense	\$0.00	\$0.00	\$27,493.00	\$27,493.00
Total Expense	\$0.00	\$0.00	\$27,493.00	\$27,493.00
Excess Revenue Over Expenses	\$0.00	\$15.50	\$0.00	(\$15.50)

	<u>Actual</u> <u>Current</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>YTD</u>	<u>Variance</u> <u>YTD</u>
REFUSE FUND				
Operating Revenue				
12-00-377 REFUSE CHARGES	36,174.63	143,601.79	322,299.00	178,697.21
12-00-381 INTEREST INCOME	9.51	47.25	0.00	(47.25)
12-00-389 MISCELLANEOUS INCOME	175.60	1,594.96	8,000.00	6,405.04
12-00-396 RESERVE CASH	0.00	0.00	3,176.00	3,176.00
Total Operating Revenue	\$36,359.74	\$145,244.00	\$333,475.00	\$188,231.00
Total Revenue	\$36,359.74	\$145,244.00	\$333,475.00	\$188,231.00
Operating Expense				
12-07-573 REFUSE DISPOSAL	24,908.50	122,359.82	300,252.00	177,892.18
12-07-578 YARD WASTE BAGS	0.00	355.50	8,000.00	7,644.50
12-07-953 INTERFUND OPERAT TRANS	0.00	0.00	25,223.00	25,223.00
Total Operating Expense	\$24,908.50	\$122,715.32	\$333,475.00	\$210,759.68
Total Expense	\$24,908.50	\$122,715.32	\$333,475.00	\$210,759.68
Excess Revenue Over Expenses	\$11,451.24	\$22,528.68	\$0.00	(\$22,528.68)
Excess Revenue Over Expenses	\$0.00	\$0.00	\$0.00	\$0.00

	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
	<u>Current</u>	<u>YTD</u>	<u>YTD</u>	<u>YTD</u>
MFT ACCOUNT				
Operating Revenue				
14-00-344 MOTOR FUEL TAX	9,517.11	46,497.84	111,678.00	65,180.16
14-00-381 INTEREST	11.47	72.96	100.00	27.04
14-00-384 SAFE ROUTES TO SCHOOL GRANT	1,859.76	4,422.38	5,500.00	1,077.62
14-00-385 FEDERAL STP - PENFIELD REIMB	0.00	0.00	193,600.00	193,600.00
Total Operating Revenue	\$11,388.34	\$50,993.18	\$310,878.00	\$259,884.82
Total Revenue	\$11,388.34	\$50,993.18	\$310,878.00	\$259,884.82
Operating Expense				
14-08-533 ENGINEERING	4,330.74	50,954.27	182,953.00	131,998.73
14-08-614 MAINT. SUPPLIES - STREET	3,966.00	22,029.01	75,791.00	53,761.99
14-10-860 CAPITAL OUTLAY-INFRASTRUCTURE	0.00	6,577.15	35,244.00	28,666.85
14-10-951 RESERVE CONTRIBUTION	0.00	0.00	16,890.00	16,890.00
Total Operating Expense	\$8,296.74	\$79,560.43	\$310,878.00	\$231,317.57
Total Expense	\$8,296.74	\$79,560.43	\$310,878.00	\$231,317.57
Excess Revenue Over Expenses	\$3,091.60	(\$28,567.25)	\$0.00	\$28,567.25

	<u>Actual</u> <u>Current</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>YTD</u>	<u>Variance</u> <u>YTD</u>
JOINT FUEL ACCOUNT				
Operating Revenue				
16-00-358 FUEL FUND REIMBURSEMENTS	11,299.59	65,322.11	178,640.00	113,317.89
16-00-381 INTEREST	5.76	29.19	0.00	(29.19)
Total Operating Revenue	\$11,305.35	\$65,351.30	\$178,640.00	\$113,288.70
Total Revenue	\$11,305.35	\$65,351.30	\$178,640.00	\$113,288.70
Operating Expense				
16-12-577 FUEL PAYMENTS	14,542.90	60,750.32	178,640.00	117,889.68
Total Operating Expense	\$14,542.90	\$60,750.32	\$178,640.00	\$117,889.68
Total Expense	\$14,542.90	\$60,750.32	\$178,640.00	\$117,889.68
Excess Revenue Over Expenses	(\$3,237.55)	\$4,600.98	\$0.00	(\$4,600.98)

	<u>Actual</u> <u>Current</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>YTD</u>	<u>Variance</u> <u>YTD</u>
G.O. BOND REDEMPTION FUND				
Operating Revenue				
18-00-381 INTEREST INCOME	0.14	0.74	0.00	(0.74)
18-00-393 INTERFUND OPERATING TRANS	0.00	0.00	85,922.00	85,922.00
Total Operating Revenue	\$0.14	\$0.74	\$85,922.00	\$85,921.26
Total Revenue	\$0.14	\$0.74	\$85,922.00	\$85,921.26
Operating Expense				
18-00-710 PRINCIPAL & INTEREST	0.00	0.00	85,922.00	85,922.00
Total Operating Expense	\$0.00	\$0.00	\$85,922.00	\$85,922.00
Total Expense	\$0.00	\$0.00	\$85,922.00	\$85,922.00
Excess Revenue Over Expenses	\$0.14	\$0.74	\$0.00	(\$0.74)

	<u>Actual</u> <u>Current</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>YTD</u>	<u>Variance</u> <u>YTD</u>
PUBLIC INFRASTRUCTURE ACCOUNT				
Operating Revenue				
19-00-346 1/2% INFRASTRUCTURE SALES TAX	0.00	43,632.51	138,424.00	94,791.49
19-00-381 INTEREST INCOME	31.67	173.34	100.00	(73.34)
Total Operating Revenue	\$31.67	\$43,805.85	\$138,524.00	\$94,718.15
Total Revenue	\$31.67	\$43,805.85	\$138,524.00	\$94,718.15
Operating Expense				
19-19-711 DEBT SERV-2014 STP ENGIN LOAN	2,640.98	13,204.90	31,692.00	18,487.10
19-19-861 CAPITAL OUTLAY - INFRA.	0.00	27,695.00	70,000.00	42,305.00
19-19-952 CAPITAL RESERVE CONTRIB.	0.00	0.00	36,832.00	36,832.00
Total Operating Expense	\$2,640.98	\$40,899.90	\$138,524.00	\$97,624.10
Total Expense	\$2,640.98	\$40,899.90	\$138,524.00	\$97,624.10
Excess Revenue Over Expenses	(\$2,609.31)	\$2,905.95	\$0.00	(\$2,905.95)

	<u>Actual</u> <u>Current</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>YTD</u>	<u>Variance</u> <u>YTD</u>
WATER ACCOUNT				
Operating Revenue				
51-00-371 WATER CHARGES	104,240.64	345,379.84	713,377.00	367,997.16
51-00-375 WATER SERVICE CONNECTION FEES	850.00	3,593.34	8,000.00	4,406.66
51-00-381 INTEREST INCOME	22.92	93.75	340.00	246.25
51-00-387 RENTAL INCOME	225.00	1,125.00	2,700.00	1,575.00
51-00-389 MISCELLANEOUS INCOME	0.00	0.00	2,900.00	2,900.00
Total Operating Revenue	\$105,338.56	\$350,191.93	\$727,317.00	\$377,125.07
Total Revenue				
	\$105,338.56	\$350,191.93	\$727,317.00	\$377,125.07
Operating Expense				
51-20-421 SALARIES FULL-TIME	16,817.64	90,409.30	214,533.00	124,123.70
51-20-422 SALARIES PART-TIME	1,672.00	6,319.62	11,200.00	4,880.38
51-20-423 SALARIES OVERTIME	542.24	3,644.96	9,183.00	5,538.04
51-20-451 HEALTH INSURANCE	2,695.48	16,823.86	31,884.00	15,060.14
51-20-461 SOCIAL SECURITY	1,455.96	7,635.67	17,971.00	10,335.33
51-20-462 IMRF	1,918.51	9,931.40	24,788.00	14,856.60
51-20-471 UNIFORMS	0.00	219.80	400.00	180.20
51-20-513 MAINT. SERVICE- VEHICLES	0.00	2,909.53	4,500.00	1,590.47
51-20-517 MAINT. SERVICE - WATER SYSTEM	0.00	9,717.57	33,000.00	23,282.43
51-20-532 AUDIT	0.00	5,000.00	5,000.00	0.00
51-20-533 ENGINEERING	0.00	0.00	1,200.00	1,200.00
51-20-534 LEGAL SERVICES	0.00	0.00	4,200.00	4,200.00
51-20-536 DATA PROCESSING SERVICES	0.00	2,949.94	3,500.00	550.06
51-20-537 LABORATORY ANALYSIS	135.00	598.96	5,600.00	5,001.04
51-20-551 POSTAGE	234.94	780.91	2,400.00	1,619.09
51-20-552 TELEPHONE	0.00	243.81	1,680.00	1,436.19
51-20-553 LEASED CONTROL LINES	71.20	302.51	2,280.00	1,977.49

	Actual	Actual	Budget	Variance
	<u>Current</u>	<u>YTD</u>	<u>YTD</u>	<u>YTD</u>
51-20-561 DUES AND PUBLICATIONS	0.00	366.56	600.00	233.44
51-20-563 TRAINING	0.00	0.00	3,900.00	3,900.00
51-20-571 ELECTRIC POWER	3,047.67	10,639.33	31,653.00	21,013.67
51-20-592 COMPREHENSIVE INSURANCE	0.00	0.00	37,945.00	37,945.00
51-20-595 OTHER PROFESSIONAL SERVICES	0.00	818.00	900.00	82.00
51-20-611 MAINT. SUPPLIES - BUILDING	0.00	0.00	350.00	350.00
51-20-616 MAINT. SUPPLIES-WATER SYSTEM	4,114.46	26,197.93	64,417.00	38,219.07
51-20-651 OFFICE SUPPLIES	0.00	0.00	1,900.00	1,900.00
51-20-653 SMALL TOOLS	0.00	1,198.00	1,598.00	400.00
51-20-657 DIESEL FUEL	0.00	0.00	600.00	600.00
51-20-659 CHEMICALS	5,622.75	11,603.55	37,760.00	26,156.45
51-20-830 CAPITAL OUTLAY - EQUIPMENT	0.00	4,995.00	6,000.00	1,005.00
51-20-953 INTERFUND TRANS	0.00	0.00	166,375.00	166,375.00
Total Operating Expense	\$38,327.85	\$213,306.21	\$727,317.00	\$514,010.79
Total Expense	\$38,327.85	\$213,306.21	\$727,317.00	\$514,010.79
Excess Revenue Over Expenses	\$67,010.71	\$136,885.72	\$0.00	(\$136,885.72)

	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
	<u>Current</u>	<u>YTD</u>	<u>YTD</u>	<u>YTD</u>
SEWER ACCOUNT				
Operating Revenue				
52-00-372 SEWER CHARGES	62,803.40	223,177.56	478,933.00	255,755.44
52-00-373 LIFT STATION CHARGES	1,430.17	5,265.66	11,200.00	5,934.34
52-00-374 DEBT SERVICES CHARGES	13,155.82	49,960.44	110,400.00	60,439.56
52-00-396 RESERVE CASH-SEWER FUND	0.00	0.00	20,000.00	20,000.00
Total Operating Revenue	\$77,389.39	\$278,403.66	\$620,533.00	\$342,129.34
Total Revenue	\$77,389.39	\$278,403.66	\$620,533.00	\$342,129.34
Operating Expense				
52-21-421 SALARIES FULL-TIME	13,449.84	72,926.42	169,400.00	96,473.58
52-21-422 SALARIES PART-TIME	0.00	0.00	0.00	0.00
52-21-423 OVERTIME	732.16	5,078.38	9,569.00	4,490.62
52-21-451 HEALTH INSURANCE	2,969.43	13,391.67	29,487.00	16,095.33
52-21-461 SOCIAL SECURITY	1,054.31	5,589.30	13,615.00	8,025.70
52-21-462 IMRF	1,493.45	8,343.10	19,719.00	11,375.90
52-21-471 UNIFORM ALLOWANCE	0.00	2,578.45	4,500.00	1,921.55
52-21-512 MAINT. SERVICE - EQUIPMENT	0.00	3,152.30	8,000.00	4,847.70
52-21-513 MAINT. SERVICE - VEHICLES	0.00	928.20	1,900.00	971.80
52-21-518 MAINT SERVICE SEWER SYSTEM	10,067.50	10,592.50	16,900.00	6,307.50
52-21-532 AUDIT	0.00	5,000.00	5,000.00	0.00
52-21-533 ENGINEERING	0.00	230.00	1,000.00	770.00
52-21-534 LEGAL SERVICES	0.00	0.00	4,200.00	4,200.00
52-21-536 DATA PROCESSING SERVICES	0.00	962.20	5,300.00	4,337.80
52-21-537 LABORATORY ANALYSIS	960.90	2,861.87	7,207.00	4,345.13
52-21-549 OTHER PROFESSIONAL SERVICES	200.00	200.00	1,650.00	1,450.00
52-21-551 POSTAGE	234.93	780.90	1,900.00	1,119.10
52-21-552 TELEPHONE	0.00	165.26	2,280.00	2,114.74

	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
	<u>Current</u>	<u>YTD</u>	<u>YTD</u>	<u>YTD</u>
52-21-562 IEPA PERMIT FEES	0.00	11,000.00	11,000.00	0.00
52-21-563 TRAINING	0.00	200.00	3,900.00	3,700.00
52-21-571 ELECTRICAL POWER	4,733.12	26,166.04	65,588.00	39,421.96
52-21-574 NATURAL GAS	189.66	1,351.37	5,900.00	4,548.63
52-21-592 COMPREHENSIVE INSURANCE	0.00	0.00	37,945.00	37,945.00
52-21-595 OTHER PROFESSIONAL SERV	3,750.00	18,750.00	45,000.00	26,250.00
52-21-611 MAINT. SUPPLIES - BUILDING	325.00	325.00	500.00	175.00
52-21-612 MAINT. SUPPLIES - EQUIPMENT	0.00	1,129.61	2,700.00	1,570.39
52-21-617 MAINT. SUPPLIES-SEWER SYSTEM	0.00	272.35	2,400.00	2,127.65
52-21-651 OFFICE SUPPLIES	0.00	271.47	900.00	628.53
52-21-953 INTERFUND TRANS - DEBT FUND	0.00	0.00	143,073.00	143,073.00
Total Operating Expense	\$40,160.30	\$192,246.39	\$620,533.00	\$428,286.61
Total Expense	\$40,160.30	\$192,246.39	\$620,533.00	\$428,286.61
Excess Revenue Over Expenses	\$37,229.09	\$86,157.27	\$0.00	(\$86,157.27)

	<u>Actual</u> <u>Current</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>YTD</u>	<u>Variance</u> <u>YTD</u>
WATER & SEWER CAPITAL IMPROV				
Operating Revenue				
53-21-373 WATER TAP-INS	2,059.00	2,059.00	0.00	(2,059.00)
53-21-394 LOAN PROCEEDS - IEPA	0.00	0.00	0.00	0.00
53-22-374 SEWER TAP-INS	4,283.00	4,283.00	0.00	(4,283.00)
53-22-381 INTEREST	6.90	40.14	150.00	109.86
53-22-394 LOAN PROCEEDS-IEPA WASTEWATER	0.00	0.00	8,200,000.00	8,200,000.00
53-22-396 RESERVE CASH - CAPITAL	0.00	0.00	79,750.00	79,750.00
Total Operating Revenue	\$6,348.90	\$6,382.14	\$8,279,900.00	\$8,273,517.86
Total Revenue	\$6,348.90	\$6,382.14	\$8,279,900.00	\$8,273,517.86
Operating Expense				
53-21-517 MAINT SERV - WATER SYSTEM	0.00	0.00	2,500.00	2,500.00
53-21-616 METER REPLACEMENT PROGRAM	11,124.40	23,292.40	29,400.00	6,107.60
53-21-861 CAPITAL OUTLAY- INFRAS	0.00	0.00	8,200,000.00	8,200,000.00
53-22-518 MAINT SERV - SEWER SYSTEM	0.00	0.00	22,500.00	22,500.00
53-22-533 ENGINEERING	3,796.25	9,507.26	15,000.00	5,492.74
53-22-535 PLANNING SERVICES	0.00	757.54	6,000.00	5,242.46
53-22-595 OTHER PROFESSIONAL SERVICES	0.00	75.00	4,500.00	4,425.00
Total Operating Expense	\$14,920.65	\$33,632.20	\$8,279,900.00	\$8,246,267.80
Total Expense	\$14,920.65	\$33,632.20	\$8,279,900.00	\$8,246,267.80
Excess Revenue Over Expenses	(\$8,571.75)	(\$27,250.06)	\$0.00	\$27,250.06

	<u>Actual</u> <u>Current</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>YTD</u>	<u>Variance</u> <u>YTD</u>
WATER & SEWER DEBT SERVICE				
Operating Revenue				
54-21-393 TRANS FROM WATER FUND	0.00	0.00	10,038.00	10,038.00
54-22-336 UTILITY TAX	16,080.70	72,969.96	186,736.00	113,766.04
54-22-346 1/2% INFRA SALES TX	0.00	43,632.51	138,424.00	94,791.49
54-22-381 INTEREST INCOME	18.96	113.25	510.00	396.75
54-22-394 TRANSFER FROM SEWER FUND	0.00	0.00	110,400.00	110,400.00
54-22-396 RESERVE CASH	0.00	0.00	289,272.00	289,272.00
Total Operating Revenue	\$16,099.66	\$116,715.72	\$735,380.00	\$618,664.28
Total Revenue	\$16,099.66	\$116,715.72	\$735,380.00	\$618,664.28
Operating Expense				
54-21-533 ENGINEERING	2,193.25	118,569.50	300,000.00	181,430.50
54-21-711 2013 INSTALLMENT CONTRACT	0.00	76,267.83	81,642.00	5,374.17
54-22-712 2018 BALLOON LOAN	373.72	1,844.48	353,738.00	351,893.52
Total Operating Expense	\$2,566.97	\$196,681.81	\$735,380.00	\$538,698.19
Total Expense	\$2,566.97	\$196,681.81	\$735,380.00	\$538,698.19
Excess Revenue Over Expenses	\$13,532.69	(\$79,966.09)	\$0.00	\$79,966.09

	<u>Actual</u> <u>Current</u>	<u>Actual</u> <u>YTD</u>	<u>Budget</u> <u>YTD</u>	<u>Variance</u> <u>YTD</u>
WATERMAIN REPLACEMENT FUND				
Operating Revenue				
55-21-381 INTEREST INCOME	13.90	140.30	300.00	159.70
55-21-393 INTERFUND TRANS	0.00	0.00	151,367.00	151,367.00
55-21-394 LOAN PROCEEDS - IEPA DRINK WAT	563,357.07	851,474.31	1,182,000.00	330,525.69
Total Operating Revenue	\$563,370.97	\$851,614.61	\$1,333,667.00	\$482,052.39
Total Revenue	\$563,370.97	\$851,614.61	\$1,333,667.00	\$482,052.39
Operating Expense				
55-21-533 ENGINEERING	35,848.29	57,840.24	136,500.00	78,659.76
55-21-861 CAPITAL OUTLAY-PENFIELD MAIN	0.00	482,895.60	1,051,000.00	568,104.40
55-22-951 CAPITAL RESERVE CONTRIBUTION	0.00	0.00	146,167.00	146,167.00
Total Operating Expense	\$35,848.29	\$540,735.84	\$1,333,667.00	\$792,931.16
Total Expense	\$35,848.29	\$540,735.84	\$1,333,667.00	\$792,931.16
Excess Revenue Over Expenses	\$527,522.68	\$310,878.77	\$0.00	(\$310,878.77)

November 1, 2017

Village President and Board of Trustees
Village of Beecher
625 Dixie Highway
Beecher, Illinois 60401

Attention: Robert Barber, Village Administrator

RECOMMENDATION TO AWARD

**Subject: Village of Beecher – 2017 Wastewater Treatment Plant Improvements
IEPA WPCLP Loan No. L17-2448**

Dear Village President and Board of Trustees:

On October 31, 2017, five bids were received for the 2017 Wastewater Treatment Plant Improvements project. Each Bid contained a lump sum base Bid price and a separate deduct price for each of the 13 alternates. The Bidding Documents required the application of alternates to determine the apparent low bidder if the Bids were all above the Village’s base Bid plus alternates budget.

Prior to opening Bids, we announced that the Village’s base Bid plus alternates budget for the construction contract is \$8,738,000. That budget was computed as follows:

Total Project Budget	\$10,000,000
Design Engineering*	(\$ 634,024)
Construction Engineering	(\$ <u>628,000</u>)
Budget for Construction Contract	\$ 8,737,976 → rounded to \$8,738,000

* Design Engineering includes Design, Bidding, Loan Assistance, Geotech, & Structural Evaluation

All lump sum Bids exceeded the Village’s base Bid plus alternates budget. To achieve the \$8,738,000 budget, the first of the 13 alternates was applied. After deducting the first alternate, IHC Construction Companies, LLC was the apparent low bidder at \$8,696,500:

Item	<u>IHC</u>	<u>Vissering</u>	<u>WBCI</u>	<u>Boller</u>	<u>Thieneman</u>
Base Bid Price	\$8,754,000	\$9,197,000	\$9,480,000	\$9,772,000	\$9,984,000
Alt. a. - Pond Paving	(\$ <u>57,500</u>)	(\$ <u>30,000</u>)	(\$ <u>28,000</u>)	(\$ <u>49,000</u>)	(\$ <u>70,000</u>)
Adjusted Bid Price	\$8,696,500	\$9,167,000	\$9,452,000	\$9,723,000	\$9,914,000

See the attached Bid Tabulation for all five bidders’ proposed deducts for all 13 alternates.

We have analyzed each of the bids and find IHC Construction Companies, LLC to be the lowest responsible and responsive Bidder.

IHC Construction Companies, LLC and Baxter & Woodman, Inc. (BWI) have not worked together on any recent projects so we do not have current firsthand experience with IHC Construction Companies, LLC. However, IHC Construction Companies, LLC was the low bidder on another comparable BWI project that was bid in October. For that project, IHC Construction Companies, LLC submitted a Contractor's Qualification Statement indicating their Financial, Bonding, and Insurance positions are all acceptable. BWI contacted individuals familiar with IHC Construction Companies, LLC's work and have received favorable reports.

Based upon our investigation for the recent, comparable project, we believe that IHC Construction Companies, LLC is qualified to complete the Project.

The Bid Form contains three alternates to identify certain costs that, for some past projects, IEPA has declared ineligible for loan participation. IHC Construction Companies, LLC offered the following deductions for these 3 alternates:

- k. Reduce warranty period from three years to one year (\$27,500)
- l. Reduce equipment guarantee period from three years to one year (\$ 2,500)
- m. Delete spare parts and extra materials (\$45,000)

We recommend against accepting these three alternates, in which case, the Village may have to pay for them from local funds if IEPA declares them ineligible.

We recommend that the Village accept only one alternate: Alternate a. – Deletion of the new asphalt paving of the existing gravel road around the Excess Flow Storage Pond. By accepting this alternate, the project will be under the construction budget.

We, therefore, recommend the award of the construction contract to IHC Construction Companies, LLC in the amount of \$8,696,500 subject to the Village's receipt of a formal loan offer from the Illinois Environmental Protection Agency.

Please advise us of your decision on our recommendation to award contingent on receipt of a formal loan offer from the IEPA.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Carl F. Fischer, P.E., BCEE
Wastewater Department Manager
CFF:py

Enc.

VILLAGE OF BEECHER, ILLINOIS
2017 WASTEWATER TREATMENT PLANT IMPROVEMENTS
TABULATION OF BIDS
IEPA Loan No. L17-2448

Project Engineer: Jeffrey Mohler, P.E., BCCE

Date/Time: October 31, 2017 / 2:30 P.M.

ENGINEERS' JOB NO: 140610.40

Item	BIDDERS (for names, see Notes)				
	IHC	Viss.	WBCI	Boller	Thien.
Bid Security	y	y	y	y	y
Addenda Acknowledged	4	4	4	4	4
Base Bid Price	\$8,754,000	\$9,197,000	\$9,480,000	\$9,772,000	\$9,984,000
a. Pond Paving	-\$57,500	-\$30,000	-\$28,000	-\$49,000	-\$70,000
Subtotal	\$8,696,500	\$9,167,000	\$9,452,000	\$9,723,000	\$9,914,000
b. W & S Paving	-\$13,000	-\$16,000	-\$16,000	-\$22,000	-\$18,000
Subtotal	\$8,683,500	\$9,151,000	\$9,436,000	\$9,701,000	\$9,896,000
c. CIPM	-\$21,500	-\$40,000	-\$20,000	-\$82,000	-\$25,000
Subtotal	\$8,662,000	\$9,111,000	\$9,416,000	\$9,619,000	\$9,871,000
d. Soil Disposal Site	-\$41,500	-\$20,000	-\$16,000	-\$37,000	-\$12,000
Subtotal	\$8,620,500	\$9,091,000	\$9,400,000	\$9,582,000	\$9,859,000
e. West Fence	-\$18,500	-\$8,000	-\$11,300	-\$14,000	-\$12,000
Subtotal	\$8,602,000	\$9,083,000	\$9,388,700	\$9,568,000	\$9,847,000
f. Fence Gate	-\$41,250	-\$40,000	-\$44,000	-\$39,000	-\$21,500
Subtotal	\$8,560,750	\$9,043,000	\$9,344,700	\$9,529,000	\$9,825,500
g. Video Surveillance	-\$53,250	-\$51,000	-\$51,000	-\$55,000	-\$50,000
Subtotal	\$8,507,500	\$8,992,000	\$9,293,700	\$9,474,000	\$9,775,500
h. Ox Ditch Valves/Gates	-\$55,000	-\$47,000	-\$45,000	-\$62,000	-\$60,000
Subtotal	\$8,452,500	\$8,945,000	\$9,248,700	\$9,412,000	\$9,715,500
i. FRP Dome on Clar. 3	-\$89,000	-\$110,000	-\$95,000	-\$102,000	-\$75,000
Subtotal	\$8,363,500	\$8,835,000	\$9,153,700	\$9,310,000	\$9,640,500
j. Other Paving	-\$83,000	-\$115,000	-\$150,000	-\$149,000	-\$210,000
Subtotal	\$8,280,500	\$8,720,000	\$9,003,700	\$9,161,000	\$9,430,500
k. Warranty: 3→1 yr	-\$27,500	-\$25,000	-\$5,000	-\$20,000	-\$15,000
Subtotal	\$8,253,000	\$8,695,000	\$8,998,700	\$9,141,000	\$9,415,500
l. Warranty: 2→1 yr	-\$2,500	-\$2,000	-\$2,000	-\$17,000	-\$5,000
Subtotal	\$8,250,500	\$8,693,000	\$8,996,700	\$9,124,000	\$9,410,500
m. Spare Parts	-\$45,000	-\$25,000	-\$20,000	-\$35,000	-\$42,000
Total	\$8,205,500	\$8,668,000	\$8,976,700	\$9,089,000	\$9,368,500

Project Budget: \$8,738,000

Notes

Boller: Boller Construction Co. Inc., Waukegan, IL 60085

IHC: IHC Construction Companies LLC, Elgin, IL 60123

JJH: Joseph J. Henderson & Son Inc, Gurnee, IL 60031

Thien.: Thieneman Construction, Merrillville, IN 46410

Viss.: Vissering Construction Company, Streator, IL 61364

WBCI: Williams Bros. Construction Inc., Peoria Heights, IL 61616

November 14, 2017

*** DRAFT ***

Mr. Walter Dwyer, Chief Operating Officer
IHC Construction Companies LLC
1500 Executive Drive
Elgin, IL 60123

**Subject: Village of Beecher – 2017 Wastewater Treatment Plant Improvements
IEAP Loan No. L17-2448
Notice of Intent to Award**

Dear Mr. Dwyer:

On October 31, the Village of Beecher received bids on its 2017 Wastewater Treatment Improvements Project. At its November 13 meeting, the Beecher Village Board reviewed the bids.

You are hereby notified that your bid is the apparent low responsible, responsive bid. Accordingly, it is the Village's intent to award you the construction contract for the Project, contingent on the Village's receipt of a formal Loan Offer from the Illinois Environmental Protection Agency.

The Village currently expects to receive the Loan Offer on or shortly after December 22, 2017. However, that date is not guaranteed. The Loan Offer could come later. It depends on IEPA's schedule.

In your Bid Documents, you certified that IHC Construction Companies LLC received proposals from at least one Disadvantaged Business Enterprise (DBE), and you intend to award a subcontract to one DBE. In accordance with Paragraph B contained on page 00 21 00.61-27 of the Bidder Instructions in the Project Manual, you submitted DBE Form #3 (DBE Subcontractor Utilization Form) for Sorrelli Trucking, Inc.. If you intend to award a subcontract(s) to any other DBE(s), you must submit Form DBE Form #3 for them. Please submit these forms, if necessary, to the Ray Koenig, Baxter & Woodman, Inc., 8840 West 192nd Street, Mokena, IL 60448.

If you have any questions regarding this letter, please call me at 815-444-3255, or Amanda Heller at 815-444-3373.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Carl F. Fischer, P.E., BCEE
Wastewater Department Manager
CFF:py

C: Robert Barber, Village Administrator
Ray Koenig, Baxter & Woodman, Inc.

VILLAGE OF BEECHER, WILL COUNTY, ILLINOIS

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE VILLAGE OF BEECHER SOCIAL MEDIA POLICY

WHEREAS, the Corporate Authorities of the Village of Beecher, Will County, Illinois, deem it necessary and advisable to create a social media policy for the Village of Beecher employees and board and commission members; and

WHEREAS, the Corporate Authorities of the Village of Beecher, Will County, Illinois, now deem it advisable, necessary, and in the best interests of the residents of the Village of Beecher to establish a Village of Beecher Social Media Policy.

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

Section One: Beecher Social Media Policy

That the Corporate Authorities of the Village of Beecher adopt the attached Village of Beecher Social Media Policy dated November 2017.

Passed and approved this 13th day of November, 2017.

Yeas: _____

Nays: _____

Abstain: _____

Present: _____

Greg Szymanski, Village President

ATTEST:

Janett Conner, Village Clerk

VILLAGE OF BEECHER

SOCIAL MEDIA POLICY

Section 1. Purpose.

This document defines the social networking and social media policy for the Village of Beecher. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, the Village and its related departments, boards, or commissions may consider using social media tools to reach a broader audience. The Village encourages the use of social media to further Village goals and the missions of the departments, where appropriate. This policy establishes guidelines for the use of Village social media.

Section 2. Professional use.

- A. All official Village-related communication through social media outlets should remain professional in nature and should always be conducted in accordance with the Village's communications policy, practices and expectations. Employees, board members, and commission members must not use official Village social media for political purposes, to conduct private commercial transactions, or to engage in private business activities.
- B. Village employees should be mindful that inappropriate use of official Village social media sites can be grounds for disciplinary action. If social media sites are used for official Village business, the entire Village site, regardless of any personal views, is subject to best practices, guidelines, and standards.
- C. The Village's social media accounts are limited public forums and the Village does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on social media accounts.
- D. Only individuals authorized by the Village may publish content or comment to a Village social site.

Section 3. Oversight and enforcement.

- A. Employees, board members, and commission members representing the Village through social media outlets or participating in social media features on Village websites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in Village social media sites and features.
- B. Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms.
- C. Village employees recognize that the content and messages they post on social media sites are public and may be cited as official Village statements. Social media should not be used to circumvent other agency communication policies.
- D. Village employees, board members, and commission members may not publish information on Village social media sites that include:

1. Confidential information and personal identifiable information;
2. Copyrighted material without express authorization for such use;
3. Profanity, racist, sexist, or derogatory content or comments;
4. Partisan political views; or
5. Commercial endorsements or SPAM.

Section 4. Records retention.

Social media sites contain communications sent to or received by the Village and/or its employees, board members, and commissions members, and such communications are therefore public records subject to the Freedom of Information Act (FOIA). These retention requirements apply regardless of the form of the record (digital text, photos, audio, and video). The Department maintaining a site shall preserve records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible.

Section 5. Moderation of third party content.

- A. All published Village social media content is subject to monitoring.
- B. User-generated posts will be rejected or removed, if possible, when the content of a post:
 1. Is off-subject or out of context;
 2. Contains obscenity or material that appeals to the prurient interest;
 3. Contains personal identifying information or sensitive personal information;
 4. Contains offensive terms that target protected classes;
 5. Is threatening, harassing or discriminatory;
 6. Incites or promotes violence or illegal activities;
 7. Contains information that reasonably could compromise public safety;
 8. Advertises or promotes a commercial product or service, or any entity or individual; or
 9. Promotes or endorses political campaigns or candidates.
- C. Content that is removed shall be captured in some form (screen shot, etc.) prior to removal and a description of the reason for removal shall be noted.

Section 6. Public records law.

Village social media sites are subject to applicable public records laws. Any content maintained in a social media format related to Village business, including communication posted by the Village and communication received from citizens, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for social media content. However, no FOIA requests shall be responded to or processed through the Village social media sites. Any such requests via the Village social media shall be responded to by directing the requestor to the Village hall to complete a FOIA request form.

VILLAGE OF BEECHER

Chapter _____

SOCIAL MEDIA POLICY

Sections:

- _____ Purpose,
- _____ Professional use,
- _____ Oversight and enforcement,
- _____ Records retention,
- _____ Moderation of third party content,
- _____ Public records law.

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