

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Robert O. Barber, Village Administrator



DATE: Friday, October 5, 2018

RE: VILLAGE ADMINISTRATOR MATERIALS FOR VILLAGE BOARD MEETING

BOARD MEETING DATE: *Tuesday, October 9, 2018 at 7:00 p.m.*

PLEASE NOTE THE DATE CHANGE

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 - Matt Conner
2. FOURTH OF JULY COMMISSION - Marcy Meyer/Greg Szymanski
3. YOUTH COMMISSION - Stacy Mazurek
4. 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 Basile) CONSIDER A MOTION APPROVING ACCEPTANCE OF THE AUDIT FOR FY 2017/2018. Brad Porter from Lauterbach and Amen will present the audit and the management letter to the Village Board for their review and discussion. Following the presentation a motion is in order to accept the audit and authorize it for public release and filing. The audit has provided under separate cover. After the meeting, staff would like to have your paper copies of the back for mailing to various agencies.

X. (Trustee Kypuros) CONSIDER A MOTION AUTHORIZING APPROVAL OF PREPARATION OF FIVE YEAR LAND APPLICATION OF SLUDGE PERMIT: BAXTER AND WOODMAN IN THE AMOUNT OF \$5,000. We have to re-apply for our five year land application of sludge permit and this time we will be applying for both the liquid and the solid application using Synagro. The application requires a biological review and process control which is what Baxter and Woodman will provide. This is the same fee we paid in 2014 for the last renewal. Staff recommends approval.

XI. (Trustee Kypuros) CONSIDER A MOTION AUTHORIZING THE USE OF \$4,000 IN MOTOR FUEL TAX FUNDS TO PREPARE AN APPLICATION FOR A GRANT NOT TO EXCEED \$200,000 FOR THE INSTALLATION OF SIDEWALKS IN RESIDENTIAL AREAS: SAFE ROUTES TO SCHOOLS GRANT. This is now a 100% state-funded program. The Village has identified several areas in town where there are gaps in the sidewalk network for children walking to school. Most of these gaps are in the newer subdivisions where there are vacant, improved lots. There are also two gaps in the older part of town; the 800 block of Catalpa and the 700 blk of Woodward. Public Works is in the process of identifying the specific segments to be installed and will turn this information over to the Village Engineer. The school district also has to assist in completing surveys of students and parents. Please see the enclosed proposal. It is recommended that the motion be approved.

XII. (Trustee Kypuros) CONSIDER A MOTION ADOPTING A QUALITY-BASED SELECTION (QBS) PROCEDURE FOR THE SELECTION OF AN ENGINEER FOR THE PENFIELD STREET STP PROJECT. The Village is required to conduct an RFQ and QBS process for the selection of an engineer for the Penfield Street STP Project since it is a federally-funded project. This motion approves the IDOT process used for the selection of an engineer. The Public Works Committee and the Village President become the selection committee for the engineering firm to conduct the Phase II design and Phase III Construction management for this project. Please see the enclosed procedure to be followed and a motion of acceptance is required.

XIII. (Trustee Kypuros) CONSIDER A MOTION AUTHORIZING A REQUEST FOR QUALIFICATIONS FOR PHASE II PRELIMINARY ENGINEERING SERVICES FOR THE PENFIELD STREET STP PROJECT. This motion authorizes the RFQ process to begin. After November 26th when the RFQ's are due, the selection committee will meet and rate each of the proposals. The committee will then rank the top three firms and from this short list a selection can be made either by rankings, interviews, or presentations. A recommendation on a selection would be due to the Village Board at the December 10th meeting and then the Village would enter into negotiations with that firm on hours and fees. Please see the enclosed RFQ.

XIV. (Trustee Meyer) CONSIDER PROPOSALS FOR A PRESENTATION ON UNDERSTANDING GENERATIONAL DIFFERENCES AND THE NEED FOR PROPER ENGAGEMENT. At the last meeting this item was continued to this meeting to allow Trustee Kypuros to join in the conversation and to seek other proposals from guest speakers in the field. In addition to the Bridgeworks proposal, a proposal has been received from Jeff Butler and also from Prairie State College. These are enclosed for your review. Action on this matter is at the discretion of the Board.

XV. OLD BUSINESS

XVI. NEW BUSINESS

XVII. ADJOURNMENT

**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
September 24, 2018 -- 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 Mazurek, Basile, Wehling, Meyer and Kraus.

ABSENT: Trustee Kypuros.

STAFF PRESENT: Clerk Janett Conner, Administrator Robert Barber, Public Works Superintendent Matt Conner, Public Works Crew Leader Jim Pratl and Chief Greg Smith.

GUEST: George Schuitema and Joe Tieri.

President Szymanski asked for consideration of the minutes of the September 10, 2018 Board meeting. Trustee Wehling made a motion to approve the minutes as written. Trustee Basile seconded the motion.

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

NAYS: (0) None.

Motion Carried.

CLERK'S REPORT

A report on income received since the last meeting was provided.

RECOGNITION OF AUDIENCE

George Schuitema reported that both the Beecher boys' and girls' golf teams won their tournaments.

A. FINANCE AND ADMINISTRATION COMMITTEE

Trustee Basile made a motion authorizing a request for proposals for auditing services for a three-year period beginning the year ending April 30, 2019. Trustee Meyer seconded the motion.

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

NAYS: (0) None.

Motion Carried.

B. PUBLIC BUILDINGS AND PROPERTIES, PARKS AND RECREATION COMMITTEE

Trustee Wehling provided a Tot Lot update. There is \$10,000 in escrow for the project. It was estimated that the park equipment would cost approximately \$18,000 and an additional \$15,400 for cement, plastic border and mulch. Trustee Wehling asked for any input on information provided at last meeting with photos provided and location. Trustee Basile indicated that he preferred the location be near the ball diamonds. Trustee Mazurek asked how hard it would be to add equipment to benefit older children, so the equipment for younger children isn't damaged by older kids. It was explained that this would cost much more and we would like to add on to the equipment in stages so some equipment can be put in sooner for the kids that currently attend ball games and use the park.

Superintendent Conner reported that the generator project at the Police Station has been completed.

It was reported that the Lions Park lights are repaired and now working, but a street light at the corner of Miller and Gould is out and needs to be repaired by ComEd.

C. PLANNING, BUILDING AND ZONING COMMITTEE

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

The Planning and Zoning Commission (PZC) will meet on Thursday, September 27th. The PZC will hold a workshop on a special use permit request for a proposed self-contained crematorium at Hack Funeral Home and continue work on the comprehensive plan.

D. PUBLIC SAFETY COMMITTEE

The Police Department, Code Enforcement and EMA monthly reports were provided for review.

Trustee Kraus reported that the Police Department will be conducting a fraud prevention seminar for local businesses at 6:00 p.m., Wednesday, September 26th at Midland States Bank. Skimmers, fake bills, and other fraud prevention issues will be discussed.

A joint Fire Department and Police Department open house will be held on Friday, October 12th, 5:30 to 8:30 p.m. Penfield Street will be closed from Maxwell to Woodward during this period.

Halloween trick or treat hours will be from 4-7 p.m. on Wednesday, October 31st. The Lions Club will be serving hot dogs in Firemen's Park from 6-8 p.m.

Superintendent Conner reported that Public Works will spray for mosquitoes for approximately another week, depending on the weather. A new machine will be needed next year.

The Board discussed establishing a policy for the hiring of full-time sworn officers. Trustee Kraus reported on the process that was done to put together this policy. This policy closely resembles what the Village will have to follow when it goes over 5,000 in population. It establishes the

process for the creation of a hiring list. An outside service is used to conduct most of the testing with the exception of the oral interviews which are done by a special committee. This committee will be the Public Safety Committee and one resident appointed by the Village President.

RESOLUTION #2018-10 – A Resolution establishing a policy for the hiring of full-time sworn Police officers. Trustee Kraus made a motion to adopt Resolution #2018-10. Trustee Mazurek seconded the motion.

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

NAYS: (0) None.

Motion Carried.

President Szymanski appointed Joseph Tieri to the Board of Police Commissioners for a one-year term. Trustee Kraus made a motion to approve President Szymanski's appointment. Trustee Mazurek seconded the motion.

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

NAYS: (0) None.

Motion Carried.

E. PUBLIC WORKS COMMITTEE

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

The water billing register for the months of July and August were provided in the packet for review. The Village is getting a better handle on non-billed water and a list of the sources of unbilled water was provided.

An update on construction at the sewer treatment plant was provided. Administrator Barber said digging, pouring cement and putting in linings is being done.

Trustee Mazurek made a motion approving payment in the amount of \$489,974.79 to IHC, pending receipt of Illinois Environmental Protection Agency (IEPA) loan funds as a progress payment #1 on the wastewater treatment plant project. Trustee Basile seconded the motion.

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

NAYS: (0) None.

Motion Carried.

An update was provided by Superintendent Conner on the Dunbar Street watermain improvements. The pressure test failed in the 500 block of Dunbar and passed in the 600 block of Dunbar. Contractor is working on finding a leak.

A crack sealing update was provided by Trustee Mazurek. Bids were solicited by advertisement and direct mail and no bids were received. The Committee has decided to defer the project until the next budget year and take bids in the spring for a larger dollar amount to be determined later.

Trustee Mazurek made a motion to authorize the payment of \$8,922 to Perino Brothers Concrete from the Nantucket Cove escrow account for the installation of concrete foundations for cluster

mail boxes. This work was never completed by the developer and when new homes are being built there is no box available to deliver the mail to. The post office is ready to install the boxes, but someone has to put in the concrete. Trustee Meyer seconded the motion.

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

NAYS: (0) None.

Motion Carried.

The Gould Street boardwalk sealing has been completed.

Superintendent Conner provided a curb and sidewalk repair update. Perino Brothers has completed both the curb and sidewalk repairs for this year.

A preliminary diagram showing a proposed cul-de-sac for Hodges Street was provided for review. Trustee Meyer asked if this size would accommodate ambulances. Since Chair Kypuros wasn't present, this will be considered at a later meeting. It was also a much high cost than anticipated for the project.

An update was provided on the Penfield Street project and tentative schedule given. A public information workshop and open house is scheduled for Wednesday, November 7th at 7 p.m. at the Village Hall to engage the residents and businesses that live along Penfield Street. Administrator Barber said that residents and business owners will be personally invited to attend the meeting, to review the plans and provide comments. This will be more of an open house instead of a hearing so residents can provide their input. Administrator Barber explained logistical issues with the direction of traffic with this project. The project must be under way by 2020 or funding will be lost.

Trustee Mazurek requested an Executive Session be held at the end of the meeting to discuss the hiring of two full-time and two part-time Public Works employees.

F. ECONOMIC DEVELOPMENT AND COMMUNITY RELATIONS COMMITTEE

Trustee Meyer provided a fall newsletter update. There have been a lot of ads sold this time which will make for a large newsletter. The newsletter is scheduled to be mailed the week of October 15th according to Clerk Conner.

President Szymanski provided a railroad quiet zone update. The Village, HR Green, Federal Railroad Agency and ICC have been provided with the quiet zone plans. Preliminary plans have been read by these groups without any comments. The next step is an onsite visit with all parties.

Trustee Meyer provided a TIF District update. The feasibility study should be completed in the next month and then the Village President will have to appoint a TIF Review Board to review the report.

A Sesquicentennial update was provided. Work is beginning on the book and the committee is working on and reviewing an ad purchase policy. Trustee Meyer said Shirley Biery is working on this project diligently and checking facts for the book.

The Board again discussed hiring of a guest speaker to encourage communication between generations. A proposal from Bridgeworks, Inc. for the program was provided, which is \$10,000 plus expenses. The Village President is trying to obtain commitments from other local governments and the Chamber to help fund this. The Village Board could also propose a lower amount of funding if it so desires, if other matching funds are committed or a less expensive speaker is found. Administrator Barber has a conference call with another speaker this week to consider other options. Trustee Meyer said she would like to put this off until Trustee Kypuros is present since he is very committed to this project. Trustee Meyer felt it would be advantageous to learn what millennials need in the next 5-10 years. President Szymanski has been discussing this with other taxing bodies but has no commitment yet because many have not had their meetings yet to discuss this. Trustee Basile said he is looking at someone from the college which may be free, and staff is looking at other less expensive speakers. Trustee Basile said this was also a big issue at Illinois Municipal League (IML) with multiple sessions on this subject. There's a need to look at the changing things that millennials are looking for in businesses. Matter was tabled until the next meeting.

G. VILLAGE PRESIDENT'S REPORT

A report on the results of the IML conference was provided. Administrator Barber announced that President Szymanski is now an elected member of the IML Board of Directors. Board members were encouraged to go on-line and look at the handouts from the conference.

There was nothing new to report on the Crete Intermodal. President Szymanski reported that he ran into a CSX representative and word was that the Crete Intermodal isn't going to happen anymore and now may be rail-served warehousing in that area.

H. OLD BUSINESS

Administrator Barber reported that the new Public Works truck approved by the Board in May will be picked up this week.

I. NEW BUSINESS

Administrator Barber reported that the first meeting in October will be held on Tuesday, October 9th due to the Columbus Day holiday, and the first meeting in November will be held on Tuesday, November 13th due to the Veteran's Day holiday.

There being no further business to discuss in regular session, Trustee Meyer made a motion to adjourn into Executive Session at 7:36 p.m. to discuss the candidates for two full-time and two part-time employees for the Public Works Department. Trustee Wehling seconded the motion.

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

NAYS: (0) None.

Motion Carried.

Trustee Wehling made a motion to return from Executive Session at 7:52 p.m. Trustee Basile seconded the motion.

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

NAYS: (0) None.

Motion Carried.

Trustee Mazurek made a motion to approve hiring of full-time candidates Jacob Pevion and Alex Witkowski, effective October 1st, subject to physical and drug test. Trustee Meyer seconded the motion.

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

NAYS: (0) None.

Motion Carried.

Trustee Mazurek made a motion to offer part-time Public Works positions to Carter Crandall and Jesse Kilbourn, effective October 1st, subject to drug screens. Trustee Basile seconded the motion.

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

NAYS: (0) None.

Motion Carried.

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

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

NAYS: (0) None.

Motion Carried.

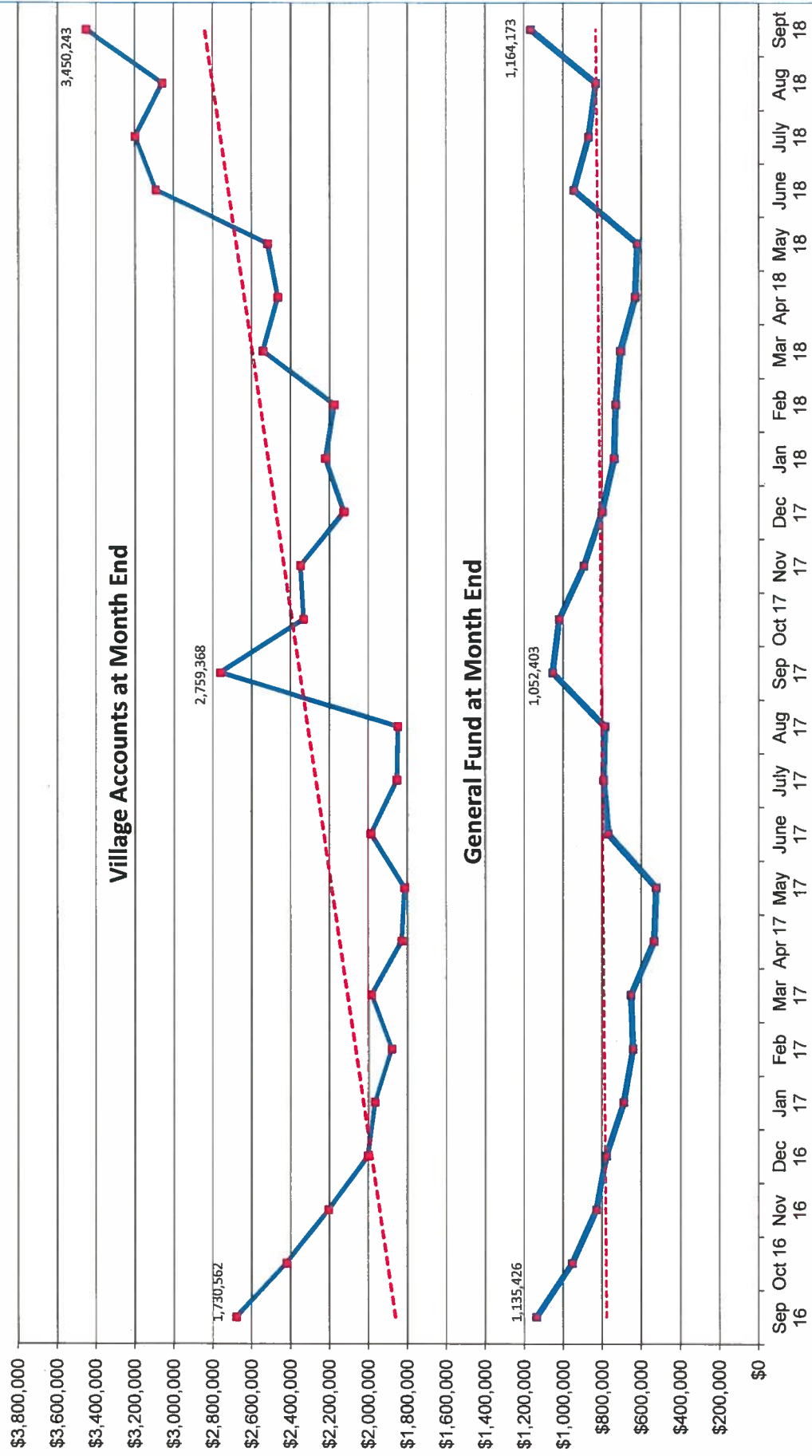
Meeting adjourned at 7:54 p.m.

Respectfully submitted by:

Janett Conner
Village Clerk

VILLAGE OF BEECHER ACCOUNT BALANCES

<u>Account</u>	<u>Number</u>	<u>8/31/2017</u>	<u>9/30/2017</u>	<u>8/31/2018</u>	<u>9/30/2018</u>	<u>Change</u>
MFT	Ck. 9016	\$ 90,143.69	\$ 89,035.23	\$ 118,108.22	\$ 125,436.04	\$ 7,327.82
Refuse	Ck. 59692	\$ 72,084.43	\$ 83,535.67	\$ 74,851.99	\$ 77,837.20	\$ 2,985.21
Joint Fuel	Ck. 70041	\$ 42,641.73	\$ 46,779.48	\$ 33,700.72	\$ 35,860.75	\$ 2,160.03
W/S Debt	Ck. 107689	\$ 155,079.82	\$ 159,437.01	\$ 739,099.70	\$ 772,666.43	\$ 33,566.73
O&M	Ck. 9210	\$ 193,342.22	\$ 293,283.24	\$ 228,872.34	\$ 268,533.39	\$ 39,661.05
W/S Main Replace	Ck. 162043	\$ 109,334.80	\$ 672,705.77	\$ 430,807.31	\$ 427,832.28	\$ (2,975.03)
W/S Capital	Ck. 7609	\$ 56,115.93	\$ 50,042.26	\$ 36,766.86	\$ 37,529.93	\$ 763.07
Central	Ck. 62618	\$ 48,741.48	\$ 28,834.59	\$ 10,741.55	\$ 10,754.28	\$ 12.73
Infrastructure	Ck. 140074	\$ 255,227.00	\$ 244,587.69	\$ 319,168.56	\$ 307,603.47	\$ (11,565.09)
General Ck.	Ck. 9008	\$ 784,908.69	\$ 1,052,403.50	\$ 829,156.47	\$ 1,164,172.69	\$ 335,016.22
Bond Redemption	Ck. 150649	\$ 1,082.42	\$ 1,082.56	\$ 5,544.31	\$ 5,546.05	\$ 1.74
CapEquipSinkFund	Ck. 164186	\$ 37,636.16	\$ 37,640.94	\$ 19,875.10	\$ 14,408.88	\$ (5,466.22)
All Village Accounts		\$ 1,846,338.37	\$ 2,759,367.94	\$ 2,846,693.13	\$ 3,248,181.39	\$ 401,488.26
Commission & Spec Accts	<u>Number</u>	<u>8/31/2017</u>	<u>9/30/2018</u>	<u>8/31/2018</u>	<u>9/30/2018</u>	
4th July	Ck. 102989	\$ 53,607.29	\$ 47,214.58	\$ 45,033.90	\$ 44,007.30	\$ (1,026.60)
Builders Escrow	Ck. 130567	\$ 16,951.37	\$ 15,403.63	\$ 15,721.47	\$ 19,281.47	\$ 3,560.00
Beautification	Ck. 130834	\$ 2,652.31	\$ 2,652.65	\$ 1,873.58	\$ 1,874.17	\$ 0.59
Asset Forfeiture PD	Ck. 179752	\$ 596.58	\$ 596.66	\$ 2,100.58	\$ 2,101.24	\$ 0.66
Youth Commission	Ck. 135895	\$ 16,032.98	\$ 17,235.02	\$ 19,622.89	\$ 19,229.06	\$ (393.83)
Ehlers Fund	Ck. 179744	\$ 11,122.83	\$ 11,068.24	\$ 11,153.47	\$ 11,156.98	\$ 3.51
Nantucket Escrow	Ck. 153303	\$ 62,876.65	\$ 60,469.54	\$ 58,937.35	\$ 58,955.89	\$ 18.54
Newsletter	Ck. 153745	\$ 978.24	\$ 978.36	\$ 306.34	\$ 306.44	\$ 0.10
Escrow 170 Ind.	Ck. 165891	\$ 34,838.70	\$ 34,843.13	\$ 34,923.34	\$ 34,934.32	\$ 10.98
Ribbon of Hope	Ck 9900058259	\$ 6,162.41	\$ 5,562.41	\$ 214.85	\$ 214.85	\$ -
Tot Lot	Ck 1000519325	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
Commission & Spec Accts		\$ 205,819.36	\$ 196,024.22	\$ 199,887.77	\$ 202,061.72	\$ 2,173.95
All Total		\$ 2,052,157.73	\$ 2,759,367.94	\$ 3,046,580.90	\$ 3,450,243.11	\$ 403,662.21



**Commission Bills / Non AP Payments
09/01/18 - 09/30/18**

Date	Account	Num	Description	Memo	Amount
9/13/2018	4th July,ck102989	3371	Lowe's Home Centers	building materials/grounds	(71.31)
9/13/2018	4th July,ck102989	3372	Village Of Beecher	Reimburse Security-Peotone Police	(720.00)
9/24/2018	4th July,ck102989	3373	Washington Township Community B	rental fee, comm.building	(250.00)
	4th July,ck102989 Total				(1,041.31)
9/6/2018	Builders Escrow,ck130567	1125	Tadpole's Aquascapes	mowing charges, Inv. 6123	(285.00)
9/25/2018	Builders Escrow,ck130567	1126	Tadpole's Aquascapes	mowing charges, Inv. 6185	(360.00)
	Builders Escrow,ck130567 Total				(645.00)
9/24/2018	Capital Equip.Sinking Fund	1007	Currie Motors	PW F-250	(40,641.00)
	Capital Equip.Sinking Fund,ck164186 Total				(40,641.00)
9/4/2018	Central_ck62618	ACH	IPBC	Health Ins auto debit 09/2018	(26,553.21)
9/5/2018	Central_ck62618	EFT	Net Pay	Net Pay payroll 09/05/18	(35,373.18)
9/19/2018	Central_ck62618	EFT	Net Pay	Net Pay payroll 09/19/18	(37,608.21)
	Central_ck62618 Total				(99,534.60)
9/5/2018	General,ck9008	ACH	Illinois State Disbursement Unit	Little - 09/05/18 payroll	(1,200.00)
9/7/2018	General,ck9008	ACH	Fed Payroll Taxes	Fed w/h, ss, med payroll 09/05/18	(13,466.07)
9/7/2018	General,ck9008	ACH	State Of Illinois	IL w/h tax payroll 09/05/18	(2,367.30)
9/10/2018	General,ck9008	24034	AFLAC	Aflac suplimental ins	(260.54)
9/10/2018	General,ck9008	ACH	IMRF	Retirement contribution Aug 2018	(10,996.56)
9/12/2018	General,ck9008	24035	Operating Engineers Local 399	PW & Clerical Union Dues	(48.25)
9/18/2018	General,ck9008	24036	Humana Dental	181934111	(1,340.99)
9/19/2018	General,ck9008	ACH	Illinois State Disbursement Unit	Little - 09/19/18 payroll	(1,200.00)
9/21/2018	General,ck9008	ACH	Fed Payroll Taxes	Fed w/h, ss, med payroll 09/19/18	(14,366.76)
9/21/2018	General,ck9008	ACH	State Of Illinois	IL w/h tax payroll 09/19/18	(2,482.96)
9/25/2018	General,ck9008	24037	VSP Of Illinois	vision ins	(231.29)
9/25/2018	General,ck9008	24038	Icma	302933 deferred comp.deducts	(1,288.20)
9/25/2018	General,ck9008	24039	Teamsters Union Local # 700	p.d. union dues Aug & Sept	(1,003.44)
9/27/2018	General,ck9008	24040	NCPERS Group Life Ins.	supp. life ins., 47251018	(48.00)
	General,ck9008 Total				(50,300.36)
9/17/2018	Infrastructure,ck140074	ACH	First Community Bank	loan payment	(2,640.98)
	Infrastructure,ck140074 Total				(2,640.98)
9/4/2018	Joint Fuel,ck70041		Village Of Beecher	Administrative duties	(300.00)
9/4/2018	Joint Fuel,ck70041	1335	Washington Township	Electric reimbursement	(100.00)
9/18/2018	Joint Fuel,ck70041	1336	Heritage FS	Inv. 81836 & Inv. 81912	(8,422.37)
9/25/2018	Joint Fuel,ck70041	1337	Heritage FS	Inv. 82008 & 82009	(4,291.67)
	Joint Fuel,ck70041 Total				(13,114.04)
9/5/2018	O & M,ck9210	8177	Beecher Postmaster	mail water bills, September 2018	(418.11)
9/5/2018	O & M,ck9210	8178	John Hernandez	Pay Per WWTP Contract - 9/5/18	(1,346.15)
9/13/2018	O & M,ck9210	8179	Operating Engineers Local 399	PW & Clerical Union Dues	(332.50)
9/19/2018	O & M,ck9210	8180	John Hernandez	Pay Per WWTP Contract - 9/19/18	(1,346.15)
9/20/2018	O & M,ck9210		Charge Credit Cards	July/Aug Credit Card Fees	(15.07)
9/25/2018	O & M,ck9210	8181	Icma	302933 deferred comp.deducts	(300.00)
	O & M,ck9210 Total				(3,757.98)
9/27/2018	Youth Comm.,ck135895	1389	On The Square	Back to School Event	(400.00)
	Youth Comm.,ck135895 Total				(400.00)
	Grand Total				(212,075.27)

VILLAGE OF BEECHER (BEEFND)

Budget Revenue & Expense Report

Current: 8/1/2018 to 8/31/2018

10/1/2018 1:11:41 PM

YTD 5/1/2018 to 8/31/2018

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
01 - GENERAL ACCOUNT				
Operating Revenue				
01-00-311 REAL ESTATE TAX	20,008.84	523,896.36	969,716.00	445,819.64
01-00-321 LIQUOR LICENSES	0.00	625.00	12,900.00	12,275.00
01-00-323 BUSINESS LICENSES	0.00	350.00	3,050.00	2,700.00
01-00-324 ANIMAL LICENSES	340.00	1,290.00	8,960.00	7,670.00
01-00-325 CONTRACTOR'S LICENSES	1,250.00	7,200.00	17,650.00	10,450.00
01-00-326 AMUSEMENT DEVICE LICENSES	0.00	1,725.00	1,250.00	(475.00)
01-00-327 VIDEO GAMING TAX	5,343.02	24,617.82	59,032.00	34,414.18
01-00-331 BUILDING PERMITS	5,881.94	29,759.54	49,706.00	19,946.46
01-00-332 RE-INSPECTION FEES	0.00	0.00	100.00	100.00
01-00-333 PARK IMPACT FEES	3,270.00	4,905.00	0.00	(4,905.00)
01-00-341 STATE INCOME TAX	27,411.63	152,155.91	417,592.00	265,436.09
01-00-343 REPLACEMENT TAX	83.00	1,958.15	4,700.00	2,741.85
01-00-345 SALES TAX	48,660.40	159,987.77	445,764.00	285,776.23
01-00-347 STATE USE TAX	9,813.82	37,664.71	106,502.00	68,837.29
01-00-352 IPRF GRANT - PPE FOR PW	0.00	0.00	0.00	0.00
01-00-353 E 9-1-1 GRANT	0.00	0.00	1,500.00	1,500.00
01-00-354 DCEO GRANT - BALLFIELD LIGHTS	0.00	0.00	0.00	0.00
01-00-355 GRANTS	0.00	0.00	0.00	0.00
01-00-356 CMAP LTA PLANNING GRANT	0.00	0.00	0.00	0.00
01-00-359 INTERGOVERNMENTAL REVENUES	0.00	6,000.00	42,119.00	36,119.00
01-00-361 COURT FINES	1,622.43	11,721.90	43,952.00	32,230.10
01-00-362 LOCAL ORDINANCE FINES	625.00	2,225.00	9,900.00	7,675.00
01-00-363 TOWING FEES	0.00	6,000.00	17,000.00	11,000.00
01-00-381 INTEREST INCOME	310.64	903.93	1,610.00	706.07
01-00-382 TELECOMM/EXCISE TAX	7,508.36	29,555.41	90,000.00	60,444.59
01-00-383 FRANCHISE FEES - CATV	18,068.67	35,702.31	75,135.00	39,432.69
01-00-384 REIMBURSEMENTS - ENGINEERING	0.00	0.00	9,000.00	9,000.00
01-00-386 MOSQUITO ABATEMENT FEES	65.38	6,927.26	20,376.00	13,448.74
01-00-387 FINGERPRINT FEES	0.00	195.00	600.00	405.00
01-00-389 MISCELLANEOUS INCOME	5,085.00	13,568.18	15,900.00	2,331.82
01-00-392 FIXED ASSET SALES	0.00	0.00	500.00	500.00
01-00-393 INTERFUND OPERATING TRANS	0.00	0.00	125,418.00	125,418.00
01-00-396 RESERVE CASH	0.00	0.00	20,000.00	20,000.00
01-00-397 ENCUMBERANCES	0.00	0.00	30,800.00	30,800.00
Total Operating Revenue	\$155,348.13	\$1,058,934.25	\$2,600,732.00	\$1,541,797.75
Total Revenue	\$155,348.13	\$1,058,934.25	\$2,600,732.00	\$1,541,797.75
Operating Expense				
01-01-441 ELECTED OFFICIALS SALARIES	0.00	0.00	22,900.00	22,900.00
01-01-442 APPT OFFICIALS SALARIES	0.00	0.00	17,500.00	17,500.00
01-01-461 SOCIAL SECURITY	0.00	0.00	2,700.00	2,700.00
01-01-536 DATA PROCESSING SERVICES	0.00	0.00	0.00	0.00
01-01-552 TELEPHONE	0.00	560.00	560.00	0.00
01-01-561 DUES AND PUBLICATIONS	0.00	381.16	8,205.00	7,823.84
01-01-565 CONFERENCES	798.20	1,583.40	8,000.00	6,416.60
01-01-566 MEETING EXPENSES	0.00	86.97	250.00	163.03
01-02-441 APPOINTED OFFICIALS SALARIES	0.00	0.00	1,440.00	1,440.00
01-02-442 FICA	0.00	0.00	110.00	110.00
01-02-533 ENGINEERING SERVICES	306.25	306.25	9,000.00	8,693.75
01-02-535 PLANNING SERVICES	0.00	11,318.17	13,000.00	1,681.83
01-02-561 DUES AND PUBLICATIONS	0.00	167.02	175.00	7.98
01-02-566 MEETING EXPENSES	0.00	0.00	0.00	0.00
01-03-421 SALARIES FULL-TIME	7,537.84	33,829.32	99,242.00	65,412.68

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01 - GENERAL ACCOUNT				
01-03-451 HEALTH INSURANCE	2,008.43	8,140.94	24,419.00	16,278.06
01-03-461 SOCIAL SECURITY	576.65	2,587.95	7,592.00	5,004.05
01-03-462 IMRF	811.83	3,623.82	10,688.00	7,064.18
01-03-532 AUDITING SERVICES	6,300.00	6,300.00	9,150.00	2,850.00
01-03-534 LEGAL SERVICES	(916.16)	4,215.46	15,672.00	11,456.54
01-03-536 DATA PROCESSING SERVICES	42.00	227.00	4,150.00	3,923.00
01-03-539 CODIFICATION	0.00	0.00	1,500.00	1,500.00
01-03-551 POSTAGE	200.00	842.85	1,950.00	1,107.15
01-03-552 TELEPHONE	600.00	2,700.00	9,800.00	7,100.00
01-03-555 COPYING AND PRINTING	457.17	1,106.72	4,800.00	3,693.28
01-03-558 LEGAL NOTICES	0.00	2,890.00	2,860.00	(30.00)
01-03-561 DUES AND PUBLICATIONS	0.00	0.00	1,225.00	1,225.00
01-03-566 MEETING EXPENSES	0.00	0.00	250.00	250.00
01-03-567 PROFESSIONAL DEVELOPMENT	0.00	647.14	4,000.00	3,352.86
01-03-595 OTHER CONTRACTUAL SERV	0.00	0.00	600.00	600.00
01-03-651 OFFICE SUPPLIES	0.00	53.47	1,650.00	1,596.53
01-03-822 CAPITAL OUTLAY - BLDG	0.00	0.00	0.00	0.00
01-03-830 NEW EQUIPMENT	0.00	0.00	4,500.00	4,500.00
01-04-422 PART-TIME SALARIES	0.00	0.00	0.00	0.00
01-04-461 SOCIAL SECURITY	0.00	0.00	0.00	0.00
01-04-595 OTHER CONTRACTUAL SERVICES	3,851.26	14,875.88	39,506.00	24,630.12
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.	491.80	491.80	4,490.00	3,998.20
01-05-513 MAINT SERVICE - VEHICLES	0.00	123.71	2,500.00	2,376.29
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	2,500.00	2,500.00
01-05-652 FIELD SUPPLIES	0.00	1,103.45	1,500.00	396.55
01-05-669 SUPPLIES - OTHER	0.00	0.00	1,500.00	1,500.00
01-06-421 SALARIES FULL-TIME	44,290.57	196,907.91	633,606.00	436,698.09
01-06-422 SALARIES PART-TIME	13,405.00	52,781.20	54,807.00	2,025.80
01-06-423 OVERTIME	7,615.22	39,745.84	68,368.00	28,622.16
01-06-451 HEALTH INSURANCE	10,521.98	41,004.20	139,293.00	98,288.80
01-06-461 SOCIAL SECURITY	5,060.85	21,971.15	57,894.00	35,922.85
01-06-462 IMRF	6,394.47	27,007.00	79,819.00	52,812.00
01-06-471 UNIFORM ALLOWANCE	0.00	2,002.17	9,800.00	7,797.83
01-06-513 MAINT. SERVICE - VEHICLES	4,977.25	6,945.21	13,145.00	6,199.79
01-06-521 MAINT. SERVICE - EQUIP	1,082.17	2,731.22	16,230.00	13,498.78
01-06-534 LEGAL SERVICES	900.00	6,073.10	17,800.00	11,726.90
01-06-536 DATA PROCESSING SERVICES	315.00	1,455.00	6,000.00	4,545.00
01-06-549 OTHER PROFESSIONAL SERVICES	0.00	4,483.18	5,700.00	1,216.82
01-06-551 POSTAGE	0.00	45.04	950.00	904.96
01-06-552 TELEPHONE	700.00	1,600.00	8,000.00	6,400.00
01-06-555 COPYING AND PRINTING	525.28	525.28	2,400.00	1,874.72
01-06-556 DISPATCHING SERVICES	7,958.58	39,792.90	97,095.00	57,302.10
01-06-561 DUES AND PUBLICATIONS	0.00	60.00	9,040.00	8,980.00
01-06-563 TRAINING	67.11	1,655.21	8,990.00	7,334.79
01-06-566 MEETING EXPENSES	0.00	972.83	1,010.00	37.17
01-06-567 PROFESSIONAL DEVELOPMENT	0.00	0.00	3,000.00	3,000.00
01-06-575 CIRCUIT COURT RENT	0.00	0.00	0.00	0.00
01-06-613 MAINT. SUPPLIES - VEHICLES	19.50	19.50	3,520.00	3,500.50
01-06-651 OFFICE SUPPLIES	0.00	405.64	2,400.00	1,994.36
01-06-652 FIELD SUPPLIES	(333.87)	386.13	16,000.00	15,613.87
01-06-656 UNLEADED FUEL	2,868.06	11,481.89	33,000.00	21,518.11

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01 - GENERAL ACCOUNT				
01-06-830 NEW EQUIPMENT	0.00	0.00	5,847.00	5,847.00
01-06-840 NEW VEHICLE	0.00	39,751.47	43,000.00	3,248.53
01-06-929 MISC EXPENSES	0.00	0.00	100.00	100.00
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	1,900.00	1,900.00
01-08-421 SALARIES FULL-TIME	4,935.24	27,735.34	109,461.00	81,725.66
01-08-422 SALARIES PART-TIME	0.00	0.00	0.00	0.00
01-08-423 OVERTIME	370.00	2,730.56	12,456.00	9,725.44
01-08-451 HEALTH INSURANCE	2,398.80	8,893.75	29,107.00	20,213.25
01-08-461 SOCIAL SECURITY	385.51	2,234.91	9,327.00	7,092.09
01-08-462 IMRF	872.76	3,720.25	13,131.00	9,410.75
01-08-471 UNIFORM ALLOWANCE	0.00	1,423.32	2,000.00	576.68
01-08-512 MAINT. SERVICE - EQUIPMENT	0.00	437.36	2,300.00	1,862.64
01-08-513 MAINT. SERVICE - VEHICLES	214.97	9,335.31	13,750.00	4,414.69
01-08-514 MAINT. SERVICE - STREET	2,359.10	7,582.85	17,300.00	9,717.15
01-08-516 MAINT. SERVICE - STREET LIGHT	0.00	44.55	180.00	135.45
01-08-533 ENGINEERING	70.00	1,221.25	2,900.00	1,678.75
01-08-572 STREET LIGHTING	10,115.75	30,741.94	126,240.00	95,498.06
01-08-576 RENTALS	553.89	2,311.61	9,763.00	7,451.39
01-08-595 OTHER CONTRACTUAL SERV	0.00	0.00	0.00	0.00
01-08-612 MAINT. SUPPLIES EQUIPMENT	599.07	1,488.43	2,800.00	1,311.57
01-08-613 MAINT. SUPPLIES - VEHICLES	860.00	994.21	3,500.00	2,505.79
01-08-614 MAINT. SUPPLIES - STREET	1,871.97	11,614.79	30,675.00	19,060.21
01-08-653 SMALL TOOLS	0.00	0.00	500.00	500.00
01-08-656 UNLEADED FUEL	2,208.28	7,768.56	26,500.00	18,731.44
01-08-830 CAPITAL OUTLAY- EQUIP.	7,000.00	7,000.00	0.00	(7,000.00)
01-08-860 CAPITAL OUTLAY-INFRASTRUCTURE	0.00	0.00	0.00	0.00
01-09-511 MAINT. SERVICE - BUILDING	19.80	2,845.16	10,200.00	7,354.84
01-09-611 MAINT. SUPPLIES - BUILDING	0.00	0.00	990.00	990.00
01-09-654 JANITORIAL SUPPLIES	0.00	196.20	1,000.00	803.80
01-09-820 BUILDING	4,702.22	9,155.97	12,300.00	3,144.03
01-09-821 DEPOT RENT	0.00	0.00	2,086.00	2,086.00
01-09-830 NEW EQUIPMENT - CATV	0.00	0.00	0.00	0.00
01-10-820 CAPITAL OUTLAY - BUILDING	0.00	0.00	0.00	0.00
01-10-860 CAPITAL OUTLAY-INFRASTRUCT.	40.00	10,894.13	120,000.00	109,105.87
01-11-451 HEALTH INSURANCE	845.67	4,023.31	11,084.00	7,060.69
01-11-453 UNEMPLOYMENT INSURANCE	0.00	1,261.97	9,984.00	8,722.03
01-11-592 COMPREHENSIVE INSURANCE	0.00	0.00	69,320.00	69,320.00
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	0.00	27,191.85	128,818.00	101,626.15
01-11-915 PROPERTY TAX REIMB	0.00	0.00	4,657.00	4,657.00
01-11-951 CAPITAL RESERVE CONTRIB.	0.00	0.00	0.00	0.00
01-11-953 INTERFUND TRANSFERS	0.00	0.00	0.00	0.00
01-11-954 INTERFUND TRANS- GO BOND ACCT	0.00	13,574.19	87,295.00	73,720.81
01-11-955 INTERFUND TRANS-CAP EQUIP	0.00	0.00	13,654.00	13,654.00
01-11-956 INTERFUND TRANS-PARK	0.00	0.00	0.00	0.00
01-13-421 FULL-TIME SALARIES - PARKS	0.00	0.00	0.00	0.00
01-13-422 SALARIES PART-TIME	638.00	2,645.50	6,504.00	3,858.50
01-13-461 SOCIAL SECURITY	48.82	202.39	496.00	293.61
01-13-515 MAINT SERVICE - PARKS	0.00	7,945.00	9,400.00	1,455.00
01-13-571 ELECTRIC POWER	94.94	580.30	3,140.00	2,559.70
01-13-595 CONTRACTUAL SERVICES	420.00	1,692.50	2,800.00	1,107.50
01-13-614 MAINT SUPPLIES - PARKS	12.68	1,109.05	3,700.00	2,590.95
Total Operating Expense	\$171,069.91	\$808,681.76	\$2,600,732.00	\$1,792,050.24

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01 - GENERAL ACCOUNT	Actual Current	Actual YTD	Budget YTD	Variance YTD
Total Expense	\$171,069.91	\$808,681.76	\$2,600,732.00	\$1,792,050.24
Excess Revenue Over Expenses	(\$15,721.78)	\$250,252.49	\$0.00	(\$250,252.49)

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
11 - CAPITAL EQUIPMENT SINKING FUND				
Operating Revenue				
11-00-381 INTEREST INCOME	6.92	21.38	0.00	(21.38)
11-00-392 PROCEEDS - FIXED ASSET SALES	0.00	0.00	0.00	0.00
11-00-393 INTERFUND TRANSFERS	0.00	0.00	35,422.00	35,422.00
11-00-396 RESERVE CASH	0.00	0.00	6,078.00	6,078.00
11-00-397 ENCUMBERANCES	0.00	0.00	0.00	0.00
Total Operating Revenue	\$6.92	\$21.38	\$41,500.00	\$41,478.62
Total Revenue	\$6.92	\$21.38	\$41,500.00	\$41,478.62
Operating Expense				
11-11-830 CAPITAL OUTLAY - EQUIPMENT	257.40	557.04	41,500.00	40,942.96
11-11-961 CAPITAL RESERVE CONTRIBUTION	0.00	0.00	0.00	0.00
Total Operating Expense	\$257.40	\$557.04	\$41,500.00	\$40,942.96
Total Expense	\$257.40	\$557.04	\$41,500.00	\$40,942.96
Excess Revenue Over Expenses	(\$250.48)	(\$535.66)	\$0.00	\$535.66

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
12 - REFUSE ACCOUNT				
Operating Revenue				
12-00-377 REFUSE CHARGES	8,724.17	120,370.12	334,917.00	214,546.88
12-00-381 INTEREST INCOME	28.14	77.17	0.00	(77.17)
12-00-389 MISCELLANEOUS INCOME	282.15	1,932.80	8,000.00	6,067.20
12-00-396 RESERVE CASH	0.00	0.00	3,987.00	3,987.00
Total Operating Revenue	\$9,034.46	\$122,380.09	\$346,904.00	\$224,523.91
Total Revenue	\$9,034.46	\$122,380.09	\$346,904.00	\$224,523.91
Operating Expense				
12-07-573 REFUSE DISPOSAL	34,004.99	110,048.23	313,486.00	203,437.77
12-07-578 YARD WASTE BAGS	0.00	592.50	8,000.00	7,407.50
12-07-953 INTERFUND OPERAT TRANS	0.00	0.00	25,418.00	25,418.00
Total Operating Expense	\$34,004.99	\$110,640.73	\$346,904.00	\$236,263.27
Total Expense	\$34,004.99	\$110,640.73	\$346,904.00	\$236,263.27
Excess Revenue Over Expenses	(\$24,970.53)	\$11,739.36	\$0.00	(\$11,739.36)

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
14 - MFT ACCOUNT				
Operating Revenue				
14-00-344 MOTOR FUEL TAX	9,881.56	37,466.50	111,678.00	74,211.50
14-00-381 INTEREST	40.59	117.93	100.00	(17.93)
14-00-384 SAFE ROUTES TO SCHOOL GRANT	0.00	0.00	0.00	0.00
14-00-385 FEDERAL STP - PENFIELD REIMB	0.00	0.00	0.00	0.00
14-00-389 MISC INCOME -SPECA MFT PMT	0.00	0.00	0.00	0.00
14-00-396 MFT RESERVE CASH	0.00	0.00	70,082.00	70,082.00
14-00-397 ENCUMBRANCES	0.00	0.00	0.00	0.00
Total Operating Revenue	\$9,922.15	\$37,584.43	\$181,860.00	\$144,275.57
Total Revenue	\$9,922.15	\$37,584.43	\$181,860.00	\$144,275.57
Operating Expense				
14-08-533 ENGINEERING	319.23	8,600.56	80,825.00	72,224.44
14-08-614 MAINT. SUPPLIES - STREET	1,920.25	4,946.63	65,791.00	60,844.37
14-10-711 DEBT SERVICE - 2006 INSTALL	0.00	0.00	0.00	0.00
14-10-860 CAPITAL OUTLAY-INFRASTRUCTURE	0.00	0.00	35,244.00	35,244.00
14-10-861 CAPITAL PROJECTS	0.00	0.00	0.00	0.00
14-10-951 RESERVE CONTRIBUTION	0.00	0.00	0.00	0.00
Total Operating Expense	\$2,239.48	\$13,547.19	\$181,860.00	\$168,312.81
Total Expense	\$2,239.48	\$13,547.19	\$181,860.00	\$168,312.81
Excess Revenue Over Expenses	\$7,682.67	\$24,037.24	\$0.00	(\$24,037.24)

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
16 - JOINT FUEL ACCOUNT				
Operating Revenue				
16-00-358 FUEL FUND REIMBURSEMENTS	11,038.25	57,796.53	208,190.00	150,393.47
16-00-381 INTEREST	14.41	42.56	0.00	(42.56)
16-00-396 RESERVE CASH	0.00	0.00	0.00	0.00
Total Operating Revenue	\$11,052.66	\$57,839.09	\$208,190.00	\$150,350.91
Total Revenue	\$11,052.66	\$57,839.09	\$208,190.00	\$150,350.91
Operating Expense				
16-12-577 FUEL PAYMENTS	17,550.78	62,301.04	208,190.00	145,888.96
16-12-820 CAPITAL OUTLAY-EQUIP	0.00	0.00	0.00	0.00
Total Operating Expense	\$17,550.78	\$62,301.04	\$208,190.00	\$145,888.96
Total Expense	\$17,550.78	\$62,301.04	\$208,190.00	\$145,888.96
Excess Revenue Over Expenses	(\$6,498.12)	(\$4,461.95)	\$0.00	\$4,461.95

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
18 - G.O. BOND REDEMPTION FUND				
Operating Revenue				
18-00-381 INTEREST INCOME	1.93	5.84	0.00	(5.84)
18-00-393 INTERFUND OPERATING TRANS	0.00	4,441.00	87,295.00	82,854.00
18-00-396 RESERVE CASH	0.00	0.00	0.00	0.00
Total Operating Revenue	\$1.93	\$4,446.84	\$87,295.00	\$82,848.16
Total Revenue	\$1.93	\$4,446.84	\$87,295.00	\$82,848.16
Operating Expense				
18-00-710 PRINCIPAL & INTEREST	0.00	0.00	87,295.00	87,295.00
18-00-820 BUILDING	0.00	0.00	0.00	0.00
Total Operating Expense	\$0.00	\$0.00	\$87,295.00	\$87,295.00
Total Expense	\$0.00	\$0.00	\$87,295.00	\$87,295.00
Excess Revenue Over Expenses	\$1.93	\$4,446.84	\$0.00	(\$4,446.84)

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19 - PUBLIC INFRASTRUCTURE ACCOUNT	Actual Current	Actual YTD	Budget YTD	Variance YTD
Operating Revenue				
19-00-346 1/2% INFRASTRUCTURE SALES TAX	12,124.24	45,777.81	144,110.00	98,332.19
19-00-355 STP GRANT- NEW TRAFFIC SIGNAL	0.00	0.00	0.00	0.00
19-00-356 PENFIELD ST STP PE II REIMB	0.00	0.00	310,000.00	310,000.00
19-00-381 INTEREST INCOME	110.70	328.87	500.00	171.13
19-00-393 INTERFUND TRANSFERS	0.00	0.00	0.00	0.00
19-00-394 LOAN PROCEEDS - ENG INFRA	0.00	0.00	0.00	0.00
19-00-396 RESERVE CASH	0.00	0.00	0.00	0.00
Total Operating Revenue	\$12,234.94	\$46,106.68	\$454,610.00	\$408,503.32
Total Revenue	\$12,234.94	\$46,106.68	\$454,610.00	\$408,503.32
Operating Expense				
19-19-533 ENGINEERING	0.00	0.00	352,918.00	352,918.00
19-19-711 DEBT SERV-2014 STP ENGIN LOAN	2,640.98	10,563.92	31,692.00	21,128.08
19-19-861 CAPITAL OUTLAY - INFRA.	24,266.00	24,266.00	70,000.00	45,734.00
19-19-952 CAPITAL RESERVE CONTRIB.	0.00	0.00	0.00	0.00
19-19-953 INTERFUND TRANSFERS	0.00	0.00	0.00	0.00
Total Operating Expense	\$26,906.98	\$34,829.92	\$454,610.00	\$419,780.08
Total Expense	\$26,906.98	\$34,829.92	\$454,610.00	\$419,780.08
Excess Revenue Over Expenses	(\$14,672.04)	\$11,276.76	\$0.00	(\$11,276.76)

VILLAGE OF BEECHER (BEEFND)

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
51 - WATER ACCOUNT				
Operating Revenue				
51-00-371 WATER CHARGES	28,423.50	247,931.63	728,903.00	480,971.37
51-00-375 WATER SERVICE CONNECTION FEES	865.00	5,610.00	10,000.00	4,390.00
51-00-381 INTEREST INCOME	81.98	177.71	340.00	162.29
51-00-387 RENTAL INCOME	225.00	900.00	2,700.00	1,800.00
51-00-389 MISCELLANEOUS INCOME	300.00	300.00	3,900.00	3,600.00
51-00-393 INTERFUND TRANS FROM GENERAL	0.00	0.00	0.00	0.00
51-00-396 RESERVE CASH	0.00	0.00	0.00	0.00
Total Operating Revenue	\$29,895.48	\$254,919.34	\$745,843.00	\$490,923.66
Total Revenue	\$29,895.48	\$254,919.34	\$745,843.00	\$490,923.66
Operating Expense				
51-20-421 SALARIES FULL-TIME	17,437.38	82,778.34	222,854.00	140,075.66
51-20-422 SALARIES PART-TIME	1,520.00	8,938.00	11,200.00	2,262.00
51-20-423 SALARIES OVERTIME	228.06	2,970.74	10,262.00	7,291.26
51-20-451 HEALTH INSURANCE	2,625.40	10,641.76	31,916.00	21,274.24
51-20-461 SOCIAL SECURITY	1,467.67	6,876.37	19,639.00	12,762.63
51-20-462 IMRF	2,066.68	8,662.92	26,442.00	17,779.08
51-20-471 UNIFORMS	0.00	175.84	200.00	24.16
51-20-513 MAINT. SERVICE- VEHICLES	0.00	0.00	4,500.00	4,500.00
51-20-517 MAINT. SERVICE - WATER SYSTEM	2,150.00	7,722.96	36,500.00	28,777.04
51-20-532 AUDIT	5,000.00	5,000.00	5,000.00	0.00
51-20-533 ENGINEERING	0.00	0.00	0.00	0.00
51-20-534 LEGAL SERVICES	602.94	602.94	4,200.00	3,597.06
51-20-536 DATA PROCESSING SERVICES	0.00	1,949.94	3,500.00	1,550.06
51-20-537 LABORATORY ANALYSIS	0.00	148.88	5,550.00	5,401.12
51-20-551 POSTAGE	0.00	639.78	2,400.00	1,760.22
51-20-552 TELEPHONE	100.00	557.75	1,680.00	1,122.25
51-20-553 LEASED CONTROL LINES	35.68	535.68	2,280.00	1,744.32
51-20-561 DUES AND PUBLICATIONS	0.00	373.56	975.00	601.44
51-20-563 TRAINING	80.00	605.00	5,400.00	4,795.00
51-20-565 CONFERENCES	0.00	0.00	0.00	0.00
51-20-571 ELECTRIC POWER	2,150.19	8,493.45	31,653.00	23,159.55
51-20-592 COMPREHENSIVE INSURANCE	0.00	0.00	34,660.00	34,660.00
51-20-595 OTHER PROFESSIONAL SERVICES	0.00	950.00	900.00	(50.00)
51-20-611 MAINT. SUPPLIES - BUILDING	0.00	0.00	350.00	350.00
51-20-616 MAINT. SUPPLIES-WATER SYSTEM	2,901.54	6,604.46	58,427.00	51,822.54
51-20-651 OFFICE SUPPLIES	136.46	419.63	1,900.00	1,480.37
51-20-653 SMALL TOOLS	0.00	0.00	500.00	500.00
51-20-656 UNLEADED FUEL	0.00	0.00	0.00	0.00
51-20-657 DIESEL FUEL	0.00	0.00	600.00	600.00
51-20-659 CHEMICALS	674.25	14,067.51	35,885.00	21,817.49
51-20-822 CAPITAL OUTLAY - BLDG	0.00	0.00	0.00	0.00
51-20-830 CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	15,483.00	15,483.00
51-20-953 INTERFUND TRANS	0.00	0.00	170,987.00	170,987.00
Total Operating Expense	\$39,176.25	\$169,715.51	\$745,843.00	\$576,127.49
Total Expense	\$39,176.25	\$169,715.51	\$745,843.00	\$576,127.49
Excess Revenue Over Expenses	(\$9,280.77)	\$85,203.83	\$0.00	(\$85,203.83)

VILLAGE OF BEECHER (BEEFND)

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
52 - SEWER ACCOUNT				
Operating Revenue				
52-00-372 SEWER CHARGES	13,704.40	165,582.20	494,233.00	328,650.80
52-00-373 LIFT STATION CHARGES	403.82	4,017.54	12,900.00	8,882.46
52-00-374 DEBT SERVICES CHARGES	2,742.29	37,213.01	110,820.00	73,606.99
52-00-381 INTEREST INCOME	0.00	0.00	0.00	0.00
52-00-389 MISC. INCOME	0.00	900.00	3,600.00	2,700.00
52-00-393 TRANSFER FROM WATER FUND	0.00	0.00	0.00	0.00
52-00-396 RESERVE CASH-SEWER FUND	0.00	0.00	0.00	0.00
52-23-393 TRANS FROM SEWER FUND	0.00	0.00	0.00	0.00
Total Operating Revenue	\$16,850.51	\$207,712.75	\$621,553.00	\$413,840.25
Total Revenue	\$16,850.51	\$207,712.75	\$621,553.00	\$413,840.25
Operating Expense				
52-21-421 SALARIES FULL-TIME	13,793.80	61,997.08	167,392.00	105,394.92
52-21-422 SALARIES PART-TIME	0.00	0.00	0.00	0.00
52-21-423 OVERTIME	380.00	1,701.79	11,400.00	9,698.21
52-21-451 HEALTH INSURANCE	3,019.55	12,053.44	30,281.00	18,227.56
52-21-461 SOCIAL SECURITY	1,064.23	4,831.16	13,678.00	8,846.84
52-21-462 IMRF	1,605.49	6,805.75	19,256.00	12,450.25
52-21-471 UNIFORM ALLOWANCE	0.00	1,361.07	4,500.00	3,138.93
52-21-512 MAINT. SERVICE - EQUIPMENT	0.00	4,589.75	8,000.00	3,410.25
52-21-513 MAINT. SERVICE - VEHICLES	0.00	0.00	1,900.00	1,900.00
52-21-518 MAINT SERVICE SEWER SYSTEM	0.00	3,024.00	17,842.00	14,818.00
52-21-532 AUDIT	5,000.00	5,000.00	5,000.00	0.00
52-21-533 ENGINEERING	0.00	0.00	1,000.00	1,000.00
52-21-534 LEGAL SERVICES	0.00	3.48	4,200.00	4,196.52
52-21-536 DATA PROCESSING SERVICES	0.00	312.62	5,300.00	4,987.38
52-21-537 LABORATORY ANALYSIS	866.00	2,955.50	7,207.00	4,251.50
52-21-549 OTHER PROFESSIONAL SERVICES	0.00	84.00	1,650.00	1,566.00
52-21-551 POSTAGE	0.00	414.79	1,500.00	1,085.21
52-21-552 TELEPHONE	0.00	187.42	1,920.00	1,732.58
52-21-562 IEPA PERMIT FEES	0.00	18,500.00	18,500.00	0.00
52-21-563 TRAINING	0.00	0.00	3,900.00	3,900.00
52-21-571 ELECTRICAL POWER	4,654.80	20,471.57	65,588.00	45,116.43
52-21-574 NATURAL GAS	277.61	818.09	5,900.00	5,081.91
52-21-592 COMPREHENSIVE INSURANCE	0.00	0.00	34,660.00	34,660.00
52-21-595 OTHER PROFESSIONAL SERV	6,442.30	17,465.44	45,000.00	27,534.56
52-21-611 MAINT. SUPPLIES - BUILDING	0.00	500.00	500.00	0.00
52-21-612 MAINT. SUPPLIES - EQUIPMENT	0.00	695.17	2,700.00	2,004.83
52-21-617 MAINT. SUPPLIES-SEWER SYSTEM	0.00	0.00	2,400.00	2,400.00
52-21-651 OFFICE SUPPLIES	0.00	0.00	900.00	900.00
52-21-653 SMALL TOOLS	0.00	0.00	0.00	0.00
52-21-657 DIESEL FUEL	0.00	0.00	0.00	0.00
52-21-820 NEW EQUIPMENT	0.00	0.00	0.00	0.00
52-21-830 CAPITAL OUTLAY- EQUIPMENT	0.00	0.00	15,966.00	15,966.00
52-21-952 CAPITAL IMPROV CONTRIB	0.00	0.00	0.00	0.00
52-21-953 INTERFUND TRANS	0.00	0.00	123,493.00	123,493.00
52-22-953 INTERFUND TRANS (TO GENERAL)	0.00	0.00	0.00	0.00
Total Operating Expense	\$37,103.78	\$163,772.12	\$621,533.00	\$457,760.88
Total Expense	\$37,103.78	\$163,772.12	\$621,533.00	\$457,760.88

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
52 - SEWER ACCOUNT				
Excess Revenue Over Expenses	(\$20,253.27)	\$43,940.63	\$20.00	(\$43,920.63)

VILLAGE OF BEECHER (BEEFND)

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
53 - WATER & SEWER CAPITAL IMPR				
Operating Revenue				
53-00-381 INTEREST INCOME	0.00	0.00	0.00	0.00
53-21-350 IDOT GRANT-ILLIANA CORRIDOR PLANI	0.00	0.00	0.00	0.00
53-21-373 WATER TAP-INS	1,717.00	5,151.00	0.00	(5,151.00)
53-22-374 SEWER TAP-INS	3,549.00	10,647.00	0.00	(10,647.00)
53-22-381 INTEREST	16.11	61.05	0.00	(61.05)
53-22-393 INTERFUND TRANSFERS	0.00	0.00	0.00	0.00
53-22-394 LOAN PROCEEDS-IPEA WASTEWATER	0.00	0.00	10,000,000.00	10,000,000.00
53-22-396 RESERVE CASH - CAPITAL	0.00	0.00	92,300.00	92,300.00
53-22-397 ENCUMBRANCES	0.00	0.00	0.00	0.00
Total Operating Revenue	\$5,282.11	\$15,859.05	\$10,092,300.00	\$10,076,440.95
Total Revenue	\$5,282.11	\$15,859.05	\$10,092,300.00	\$10,076,440.95
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	0.00	14,006.00	29,400.00	15,394.00
53-21-861 CAPITAL OUTLAY- INFRAS	0.00	0.00	9,370,000.00	9,370,000.00
53-22-518 MAINT SERV - SEWER SYSTEM	0.00	0.00	0.00	0.00
53-22-533 ENGINEERING	2,850.00	2,850.00	630,000.00	627,150.00
53-22-535 PLANNING SERVICES	0.00	1,519.01	6,000.00	4,480.99
53-22-595 OTHER PROFESSIONAL SERVICES	0.00	0.00	4,500.00	4,500.00
53-22-830 CAPITAL OUTLAY - EQUIPMENT	9,080.50	38,075.50	49,900.00	11,824.50
53-22-951 CAPITAL RESERVE CONTRIB	0.00	0.00	0.00	0.00
53-22-953 INTERFUND TRANSFERS	0.00	0.00	0.00	0.00
Total Operating Expense	\$11,930.50	\$56,450.51	\$10,092,300.00	\$10,035,849.49
Total Expense	\$11,930.50	\$56,450.51	\$10,092,300.00	\$10,035,849.49
Excess Revenue Over Expenses	(\$6,648.39)	(\$40,591.46)	\$0.00	\$40,591.46

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
54 - WATER & SEWER DEBT SERVICE				
Operating Revenue				
54-21-393 TRANS FROM WATER FUND	0.00	0.00	10,116.00	10,116.00
54-22-336 UTILITY TAX	16,211.68	60,058.41	186,615.00	126,556.59
54-22-346 1/2% INFRA SALES TX	12,124.24	45,777.80	147,052.00	101,274.20
54-22-381 INTEREST INCOME	254.48	717.88	850.00	132.12
54-22-384 IEPA REIMBURSEMENT-ENGINEERING	0.00	633,417.50	0.00	(633,417.50)
54-22-391 1ST COMM BK-WWTP LOAN PROCEEDS	0.00	0.00	0.00	0.00
54-22-393 TRANSFER FROM WATER FUND	0.00	0.00	0.00	0.00
54-22-394 TRANSFER FROM SEWER FUND	0.00	0.00	110,820.00	110,820.00
54-22-395 TRANSFER FROM REFUSE FUND	0.00	0.00	0.00	0.00
54-22-396 RESERVE CASH	0.00	0.00	83,729.00	83,729.00
Total Operating Revenue	\$28,590.40	\$739,971.59	\$539,182.00	(\$200,789.59)
Total Revenue	\$28,590.40	\$739,971.59	\$539,182.00	(\$200,789.59)
Operating Expense				
54-21-533 ENGINEERING	0.00	36,626.38	5,000.00	(31,626.38)
54-21-711 2013 INSTALLMENT CONTRACT	0.00	75,386.71	79,865.00	4,478.29
54-22-712 2018 BALLOON LOAN	0.00	351,259.01	354,317.00	3,057.99
54-22-713 1996 IEPA LOAN	0.00	0.00	0.00	0.00
54-22-951 RESERVE CONTRIBUTION	0.00	0.00	0.00	0.00
54-22-953 INTERFUND TRANSFERS	0.00	0.00	100,000.00	100,000.00
54-23-716 WASH TWP BUILDING PMT	0.00	0.00	0.00	0.00
Total Operating Expense	\$0.00	\$463,272.10	\$539,182.00	\$75,909.90
Total Expense	\$0.00	\$463,272.10	\$539,182.00	\$75,909.90
Excess Revenue Over Expenses	\$28,590.40	\$276,699.49	\$0.00	(\$276,699.49)

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55 - WATERMAIN REPLACEMENT FUND	Actual Current	Actual YTD	Budget YTD	Variance YTD
Operating Revenue				
55-21-381 INTEREST INCOME	155.59	499.48	300.00	(199.48)
55-21-393 INTERFUND TRANS	0.00	0.00	151,776.00	151,776.00
55-21-394 LOAN PROCEEDS - IEPA DRINK WAT	0.00	0.00	0.00	0.00
55-21-396 RESERVE CASH	0.00	0.00	406,965.00	406,965.00
55-21-397 ENCUMBRANCES	0.00	0.00	0.00	0.00
Total Operating Revenue	\$155.59	\$499.48	\$559,041.00	\$558,541.52
Total Revenue	\$155.59	\$499.48	\$559,041.00	\$558,541.52
Operating Expense				
55-21-533 ENGINEERING	3,109.93	21,107.73	74,200.00	53,092.27
55-21-714 DEBT SERV - 2017 IEPA LOAN	0.00	32,651.99	90,041.00	57,389.01
55-21-861 CAPITAL OUTLAY-DUNBAR MAIN	0.00	0.00	394,800.00	394,800.00
55-21-862 CAPITAL OUTLAY-	0.00	0.00	0.00	0.00
55-22-951 CAPITAL RESERVE CONTRIBUTION	0.00	0.00	0.00	0.00
Total Operating Expense	\$3,109.93	\$53,759.72	\$559,041.00	\$505,281.28
Total Expense	\$3,109.93	\$53,759.72	\$559,041.00	\$505,281.28
Excess Revenue Over Expenses	(\$2,954.34)	(\$53,260.24)	\$0.00	\$53,260.24



August 22, 2018

The Honorable Village President
Members of the Board of Trustees
Village of Beecher, Illinois

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Beecher, Illinois for the year ended April 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 22, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended April 30, 2018. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental and business-type activities' financial statements was:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets. We evaluated the key factors and assumptions used to develop the depreciation expense estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Significant Audit Findings – Continued

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Any material misstatements detected as a result of audit procedures were corrected by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 22, 2018.

Management Consultations with Other Independent Auditors

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Other Matters – Continued

We were engaged to report on the combining and individual fund financial statements and budgetary comparison schedules and supplemental schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the use of the Board of Trustees and management of the Village and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Board of Trustees and staff (in particular the Finance Department) of the Village of Beecher, Illinois for their valuable cooperation throughout the audit engagement.

Lauterbach + Amen LLP
LAUTERBACH & AMEN, LLP



August 22, 2018

The Honorable Village President
Members of the Board of Trustees
Village of Beecher, Illinois

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Beecher, Illinois, as of and for the year ended April 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Village's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Village's internal control to be a significant deficiency: The Village audit resulted in material audit adjustments that were detected by auditing procedures. This represents a significant deficiency in the internal control over financial reporting in accordance with Statement on Auditing Standards (SAS) No. 115.

This communication is intended solely for the information and use of management, the Village of Beecher's Board of Trustees, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Lauterbach & Amen LLP
LAUTERBACH & AMEN, LLP

September 14, 2018

Mr. Robert Barber
Village Administrator
Village of Beecher
Beecher, IL 60401

Subject: Village of Beecher – Sludge Land Application Permit Renewal

Dear Mr. Barber:

In accordance with your request, the following is our proposal to provide assistance with renewing the Village of Beecher's Land Application of Sewage Sludge permit. We understand the initial task of this effort will be to assist the Village with submitting the permit renewal forms to IEPA. The second task will be to review the draft permit and to advise the Village of proposed modifications to the existing permit. Our scope of service is as follows:

SCOPE OF SERVICES

- Task 1:** Prepare a list of necessary records that the Village must provide and that are necessary to complete the Permit renewal forms. Upon receipt of the information, we will complete the information required on the forms and prepare a cover letter to send to EPA. We will send the draft cover letter and forms to the Village for review and comment. We will incorporate the Village's comments (if any) and send the final version to the EPA. Subsequent to EPA review of the permit renewal forms, we will follow-up on comments or additional requirements that the EPA may make or request. This Task only includes preparing or assembling information that is required with the original permit renewal application.
- Task 2:** Review the draft Land Application permit from the EPA. We will advise the Village of any changes to the existing Land Application permit and whether these changes will require process modifications.

The Village shall pay the Engineer for the services performed or furnished a lump sum amount of \$5,000.



If you find this proposal acceptable, please sign and return one copy of this letter to our office. The Standard Terms and Conditions apply to this proposal. Please feel free to contact us with any questions you may have.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

A handwritten signature in black ink, reading "Derek J. Wold". The signature is written in a cursive, flowing style.

Derek J. Wold, P.E., BCEE
Executive Vice President

C: Raymond N. Koenig, Baxter & Woodman, Inc.

VILLAGE OF BEECHER, IL

ACCEPTED BY: _____

TITLE: _____

DATE: _____

Robert Barber

From: Thomas M. Slattery <tslattery@baxterwoodman.com>
Sent: Tuesday, September 25, 2018 10:31 AM
To: bobadm@villageofbeecher.org
Cc: Raymond N. Koenig
Subject: Safe Routes to School
Attachments: srts_parent_survey_spanish.pdf; srts_student_tally.pdf; srts_parent_survey_english.pdf; SRTS Cycle 2019 Announcement.pdf

Bob- Attached is the information for Safe Routes to School funding

Notes on this year's program:

- GATA registry required
- One infrastructure application per school district
- All infrastructure must be within 2 mile radius of school
- Schools eligible are K-8 only
- No local match required; 100% reimbursable
- Maximum funding limit is \$200,000, minimum is \$25,000
- "Necessary ROW and easements must be secured before a project can be considered for award"; ROW and Easements are not eligible
- No preliminary engineering (PE I and II) will be funded. Completion of Phase I and Phase II to be ready within 6 months of award date which is March 2019
- Student Tally and Parent Survey Results are required for every school affected by the project and included in the application.
- Construction must be completed and project closed by the end of 3 years from date of award announcement which is March 2019
- Online and hard copy of application due by 4:30pm, November 19, 2018
- The Village must supply a letter of support (**or** a resolution of support)
- The school district must supply a letter of support (**or** a resolution of support) and their wellness policy

Preparing the application can cost around \$4000. IDOT on the previous SRTS project required the Village to update the ADA ramps within the project limits so that needs to be taken into consideration when the Village updates the sidewalk gap assessment. Let us know if you have any questions. Thanks

Thomas M. Slattery
Senior Transportation Engineer



main: 815.459.1260 | direct: 815.444.3298
email: tslattery@baxterwoodman.com
www.baxterwoodman.com
8430 West Bryn Mawr Avenue, Suite 400
Chicago, IL 60631

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ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM

SRTS FUNDING CYCLE 2019

IDOT will be accepting applications for the SRTS Funding Cycle 2019 from Monday, September 24, 2018 through Monday, November 19, 2018.

Announcement of Selected Projects – March 2019

NEW for the SRTS Funding Cycle 2019

Every applicant must be registered through the Grant Accountability and Transparency Act (GATA) grantee portal, and all pre-award requirements must be fulfilled prior to submitting an ITEP application. The grantee portal link can be found [HERE](#). For general GATA information, please visit the [GATA website](#).

Safe Routes to School (SRTS) was originally established as a stand-alone Federal-Aid program in August 2005 through the passage of SAFETEA-LU, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. The Illinois Safe Routes to School Program is administered by the Illinois Department of Transportation.

SRTS uses a multidisciplinary approach to improve conditions for students who walk or bike to school. The program has three main goals: 1) to enable and encourage children, including those with disabilities, to walk and bicycle to school; 2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and 3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (within 2 miles) of both public and private primary and middle schools (grades K-8).

For the SRTS Funding Cycle 2019, these goals will be achieved by providing 100% reimbursable funding for infrastructure projects and non-infrastructure projects.

Eligible project sponsors may be Schools or School Districts, Political Subdivisions (municipalities, cities, towns, etc.), Metropolitan Planning Organizations/Regional Planning Commissions, Councils of Government, Local and Regional Agencies (law enforcement agencies, health departments, etc.), and Non-Profit Organizations. Project sponsors are responsible for supplying the upfront costs of the project and will be reimbursed by IDOT.

Eligible infrastructure projects include sidewalk improvements, traffic calming/speed reduction improvements, traffic control devices, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle facilities, and secure bicycle parking facilities.

Eligible non-infrastructure projects include events, equipment, and supplies that help to address areas of Education, Enforcement, Encouragement, and Evaluation.

Additional information and more specific details can be reviewed in the [SRTS Funding Cycle 2019 Program and Application Guidelines](#) found [here](#).

Safe Routes to School Students Arrival and Departure Tally Sheet

+ CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY

School Name:

Teacher's First Name: _____

Teacher's Last Name: _____

[illegible]

--	--	--	--	--	--	--	--	--

[illegible]

Grade: (PK,K,1,2,3...)

Monday's Date (Week count was conducted)

Number of Students Enrolled in Class:

--	--

0 2

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M M

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D D

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Y Y Y Y

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1 5

- Please conduct these counts **on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)**
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Then, reread each answer choice and record the number of students that raised their hands for each. **Place just one character or number in each box.**
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1.

Fill in the weather conditions and number of students in each class

Step 2.

AM – “How did you arrive at school today?” Record the number of hands for each answer.
PM – “How do you plan to leave for home after school?” Record the number of hands for each answer.

[illegible]

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+

+

Parent Survey About Walking and Biking to School

Dear Parent or Caregiver,

Your child's school wants to learn your thoughts about children walking and biking to school. This survey will take about 5 - 10 minutes to complete. We ask that each family complete only one survey per school your children attend. If more than one child from a school brings a survey home, please fill out the survey for the child with the next birthday from today's date.

After you have completed this survey, send it back to the school with your child or give it to the teacher. Your responses will be kept confidential and neither your name nor your child's name will be associated with any results.

Thank you for participating in this survey!

+	CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY	+
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School Name:

[illegible]

1. What is the grade of the child who brought home this survey? Grade (PK,K,1,2,3...)
2. Is the child who brought home this survey male or female? ☐ Male ☐ Female
3. How many children do you have in Kindergarten through 8th grade?

- 4. What is the street intersection nearest your home?** (Provide the names of two intersecting streets)

[illegible]

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box.

- 5. How far does your child live from school?**

- ☐ Less than ¼ mile ☐ ½ mile up to 1 mile ☐ More than 2 miles
- ☐ ¼ mile up to ½ mile ☐ 1 mile up to 2 miles ☐ Don't know

Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box.

- 6. On most days, how does your child arrive and leave for school?** (Select one choice per column, mark box with X)

Arrive at school

- ☐ Walk
- ☐ Bike
- ☐ School Bus
- ☐ Family vehicle (only children in your family)
- ☐ Carpool (Children from other families)
- ☐ Transit (city bus, subway, etc.)
- ☐ Other (skateboard, scooter, inline skates, etc.)

Leave from school

- ☐ Walk
- ☐ Bike
- ☐ School Bus
- ☐ Family vehicle (only children in your family)
- ☐ Carpool (Children from other families)
- ☐ Transit (city bus, subway, etc.)
- ☐ Other (skateboard, scooter, inline skates, etc.)

+ Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box

- 7. How long does it normally take your child to get to/from school?** (Select one choice per column, mark box with X)

Travel time to school

- ☐ Less than 5 minutes
- ☐ 5 – 10 minutes
- ☐ 11 – 20 minutes
- ☐ More than 20 minutes
- ☐ Don't know / Not sure

Travel time from school

- ☐ Less than 5 minutes
- ☐ 5 – 10 minutes
- ☐ 11 – 20 minutes
- ☐ More than 20 minutes
- ☐ Don't know / Not sure

+		+
---	--	---

+		+
---	--	---

8. Has your child asked you for permission to walk or bike to/from school in the last year? ☐ Yes ☐ No

9. At what grade would you allow your child to walk or bike to/from school without an adult?

(Select a grade between PK,K,1,2,3...) grade (or) ☐ I would not feel comfortable at any grade

+	Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box	+
---	--	---

10. What of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (Select ALL that apply)

11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (Select one choice per line, mark box with X)

☐ My child already walks or bikes to/from school

- | | | | |
|---|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Distance..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Convenience of driving..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Time..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Child's before or after-school activities..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Speed of traffic along route..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Amount of traffic along route..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Adults to walk or bike with..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Sidewalks or pathways..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Safety of intersections and crossings..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Crossing guards..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Violence or crime..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> Weather or climate..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |

+	Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box	+
---	--	---

12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school?

☐ Strongly Encourages ☐ Encourages ☐ Neither ☐ Discourages ☐ Strongly Discourages

13. How much fun is walking or biking to/from school for your child?

☐ Very Fun ☐ Fun ☐ Neutral ☐ Boring ☐ Very Boring

14. How healthy is walking or biking to/from school for your child?

☐ Very Healthy ☐ Healthy ☐ Neutral ☐ Unhealthy ☐ Very Unhealthy

+	Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box	+
---	--	---

15. What is the highest grade or year of school you completed?

- | | |
|---|--|
| <input type="checkbox"/> Grades 1 through 8 (Elementary) | <input type="checkbox"/> College 1 to 3 years (Some college or technical school) |
| <input type="checkbox"/> Grades 9 through 11 (Some high school) | <input type="checkbox"/> College 4 years or more (College graduate) |
| <input type="checkbox"/> Grade 12 or GED (High school graduate) | <input type="checkbox"/> Prefer not to answer |

16. Please provide any additional comments below.

Village of Beecher
MEMORANDUM

TO: Village President and Board of Trustees
FROM: Robert Barber, Village Administrator
DATE: October 4, 2018
RE: Village of Beecher QBS Procedures

The purpose of this memorandum is to document the Village's Qualification Based Selection (QBS) processes necessary to meet State and Federal requirements outlined in 23 CFR 172 and Chapter 5 of the IDOT BLRS Policy Manual.

Beecher receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as describe herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration - Beecher's QBS policy and procedures assigns responsibilities to the Village Administrator within Beecher for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures - Beecher believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *Bureau of Local Roads and Streets Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description - Beecher will use the following five items when developing the project description and may include additional items when unique circumstances exist.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems
 - Determine the total project budget.
4. Public Notice – Beecher will post an announcement on its website www.villageofbeecher.org. The item will be advertised continuously for at least 14 days prior to the acceptance of proposals on Village's website.

5. Conflict of Interest - Beecher requires consultants to submit a disclosure statement with their procedures. Beecher requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment - Beecher will use of SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors - Beecher allows the Village Administrator to set the evaluation factors for each project, but must include a minimum of five criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more than 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Proposals.

Qualification

Technical Approach	(10 - 30%)
Firm Experience	(10 - 30%)
Specialized Expertise	(10 - 30%)
Staff Capabilities (Prime/Sub)	(10 - 30%)
Work Load Capacity	(10 - 30%)
Past Performance	(10 - 30%)

8. Selection - Beecher requires a three person selection committee, consisting of two members of the Public Works Committee and the Village President. The selection committee members must certify that they do not have a conflict of interest. The selection committee will review proposals and weight them accordingly:

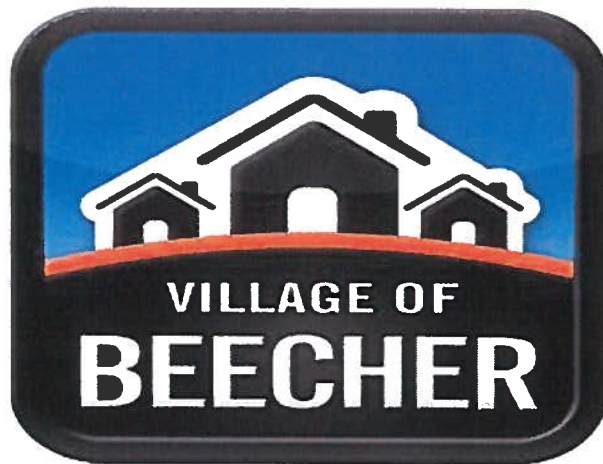
Criteria	Weighting	Points	Firm1	Firm2	Firm3
Criterion 1					
Criterion 2					
Criterion x					
Total	100%				

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking.

9. Independent Estimate - Beecher will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation - Beecher requires a three person team to negotiate with firms. This three person team will be appointed by the Village President. Members of the

negotiation team may delegate this responsibility to staff members.

11. Acceptable Costs - Beecher requires the Village Administrator to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing - Beecher requires the Project Manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration - Beecher requires the assigned Project Manager to monitor work on the project in accordance with the contract and to file reports with the Public Works Director. Beecher's procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in Beecher's consultant information database. Beecher follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.



REQUEST FOR QUALIFICATIONS

Village of Beecher

Phase II Preliminary Engineering Services

Penfield Street

Submission Deadline: NO LATER THAN 4:30 P.M. ON MONDAY, NOVEMBER 26TH TO
THE BEECHER VILLAGE HALL, 625 DIXIE HIGHWAY, P.O. BOX 1154, BEECHER, IL 60401
Published: on the Village of Beecher website beginning Monday, October 22, 2018.

GENERAL INFORMATION

The Village of Beecher invites Statements of Qualifications from IDOT pre-qualified engineering firms to assist the Village in completing Phase II Preliminary Engineering for the Penfield Street Improvement. The project is being funded with STP funds administered through IDOT. The project must adhere to Village, FHWA and IDOT standards as required.

This project proposes to reconstruct Penfield Street into a two-way urban roadway.

SCOPE OF WORK

The selected firm shall perform Phase II Preliminary Engineering services as required and in a professional and satisfactory manner. All work must be completed in accordance with the policies and standards of the Village, IDOT, and FHWA.

The anticipated scope of services shall include but is not limited to the following:

Phase II work shall consist of the preparation of plans, specifications, and estimates along with any other bid or pre-bid documents, which may be required by the Village of Beecher. The consultant will be responsible for obtaining all necessary approvals and permits for completing the project on time and within budget. The projected letting for this project is March of 2020.

The consultant may be required to make occasional presentations at Village Board Meetings, Public Works Committee Meetings, or other meetings.

PROPOSAL CONTENTS

The SOQ should be organized by the four areas listed below. Elements listed under each part must be included in the submittal.

A. Firm's Background. — Maximum of two pages.

Describe the general background and experience of your firm as it relates to this project.

B. Firm's Qualifications - Maximum of ten pages.

The firm shall identify experience completing projects of similar size and scope for federally funded projects with emphasis on completing projects on time and within budget, including any unique qualifications relevant to this project.

1. Provide projects for which your firm completed Phase II Preliminary Engineering services for a similar project. The projects should have been completed within the last five years. No more than two pages for each project.
2. Describe your firm's familiarity with the local conditions and the Village.
3. Include any other relevant information you believe is specific to the project.

C. Firm's Key Project Personnel — Maximum of four pages.

Identify the management, design, and office staff proposed and their project responsibilities for this project. Include resumes of Project Manager, Project Engineer, and key staff. Resumes are not included in the maximum page count.

D. Firm's Project Understanding and Approach — Maximum of three pages.

Describe how our firm has approached similar projects in the past, the firm's level of understanding of this project and funding sources, and how the firm would approach this project.

AGREEMENT TYPE

The selected firm will utilize the standard IDOT Engineering Services Agreement For Federal Participation. The agreement will be between the selected firm and the Village and shall be based on the specific scope after both parties have met. The agreement shall be a "Cost Plus Fixed Fee" type on a time and material basis with a not to exceed amount.

QUALIFICATIONS

The selected firm must possess the ability, experience, and reputation for quality service necessary to produce a high-quality and functional product. To ensure that key personnel are capable of providing an acceptable level of service to the Village, the following minimum qualifications must be met:

1. The selected firm must have previous experience in dealing with municipal governments.
2. The selected firm must have recent experience with similar Federally Funded projects.
3. The Project Manager must be a registered professional engineer of the discipline required for this specific service and currently licensed in the State of Illinois.

SELECTION

Upon receipt of the SOQ's, the Village will evaluate and rank each submittal using the Evaluation Criteria. The Village will select the highest ranked firm deemed the most qualified for the project. The highest ranked firm will be contacted to negotiate the scope of services and contract fee. Should the Village and highest ranking firm be unable to reach an agreement regarding the terms of a contract, the Village may initiate negotiations with the second ranked consultant, and so on until an agreement is reached with a qualified firm.

DEADLINE

Three copies of the responding firm's "Statement of Qualifications" are required. The submittal shall be in a sealed envelope bearing the name and address of the firm and "Statement of Qualifications for Penfield Street Improvement". The Statement of Qualifications shall be submitted no later than 4:30 p.m. on Monday, November 26th. Only

submittals meeting the requirements of this request shall be considered. Mailing Address and Questions may be sent to the following:

Mr. Robert Barber
Village Administrator
Village of Beecher
625 Dixie Highway
P.O. Box 1154
Beecher, IL 60401
bobadm@villageofbeecher.org

EVALUATION CRITERIA

Responding firms will be ranked in order of performance from this evaluation on firm's qualifications relative to the evaluation criteria. The evaluation criteria are as follows:

1. Experience and Qualifications of Firm: 20%
2. Experience and Qualifications of Staff: 20%
3. Project Understanding and Technical Approach: 20%
4. Past Performance: 20%
5. Ability of Firm and Key Personnel to Meet Project Schedule: 20%

Questions regarding the project and SOQ process should be directed to Bob Barber at (708) 946-2261.



BRIDGEWORKS

VILLAGE OF BEECHER + BRIDGEWORKS AUGUST 15TH, 2018

The topic of generations can be a hot button issue in almost any community or business. When those two entities combine, a deeper understanding of the perspectives of each generation becomes all the more crucial. How Traditionalists, Baby Boomers, Generation Xers, Millennials and Gen Edgers view the world can often be contrasting. Different values and motivations can often lead to generational clashes in many areas; including business, leadership and community. At BridgeWorks, we seek to understand how generational diversity affects organizations and individuals so that they can reap the rewards of the differences instead of reacting too late and suffering the consequences.

We're so excited by the prospect of contributing our expertise and research to the Village of Beecher. Our goal is to provide your community with not only awareness of the key characteristics of each generation but deliver practical solutions that they can use the very next day to start bridging gaps.

WHO ARE WE AND WHAT DO WE DO?

At BridgeWorks we help groups leverage a better understanding of the generations into strong and productive relationships. As a part of our presentations, we bring awareness into today's complex generational setting. Baby Boomers are delaying retirement, Gen Xers are vying for leadership positions, Millennials are still trying to shed harmful stereotypes, and Gen Edgers are trickling into the environment bringing their fierce competitive drive. Parties are feeling the pain as they flex to accommodate distinct workplace preferences, be it feedback style, office layout, compensation models, or flexible schedule policies. We will cut through all the clutter and examine where each generation came from and why they behave the way they do. By presenting the tools to more effectively communicate and collaborate across generational divides, we'll show you how to turn generational diversity from an obstacle into an opportunity.

Our goal at BridgeWorks, in a nutshell, is to bridge generational gaps. Every member of our team is a true generational expert, and our research hounds are constantly devising strategies for how to better help our clients close the gap. From keynotes to consulting, we've developed a suite of generational solutions to help address your most pressing generational needs. Each product we deliver is highly customized and client-specific. BridgeWorks strives to deliver generational research in an informative yet fun and interactive way. We like to consider ourselves witty, smart and relatable, and our deliverables are too.

WWW.GENERATIONS.COM

888.519.1187



BRIDGEWORKS

ACROSS GENERATIONS

This topic is ever-evolving and the establishments who create generational obstacles into ones of opportunities are getting ahead. Learning how to navigate generational differences can lead to better communication, stronger relationships and more success.

As these generational demographics continue shifting the way we work, organizations are facing challenges when it comes to:

- Mitigating intergenerational clashes and misunderstandings
- Evolving traditional recruiting practices
- Adapting the workforce to appeal to five generations of employees
- Developing a succession plan to retain institutional knowledge
- Preventing costly attrition due to outdated practices
- Building a robust pipeline of talent
- Determining effective strategies to retain Millennial and Gen Edge employees

APPROACH

At BridgeWorks, we are known for dynamic, fun and savvy presentations. Generational experts use clips from commercials and TV shows, websites, anecdotes, data from our extensive research, and best practices to make our concepts come alive. Our research team is constantly ensuring that the stats, trends, and content are up to date and relevant.

THE CUSTOMIZATION PROCESS

1. The Kick-Off Call

There will be an initial call between you and your team and the speaker for the event. The purpose of this call is to lock down the goals and tone of the presentation or workshop. Essentially, we would like you to think about the following questions: What do you want the attendees to take away from their session? How much interaction would be right for this audience? How much do you want the presenter to focus on awareness, actionable takeaways, and entertainment? The framework of the presentation will be a result of this conversation.

2. Interviews

We interview between 5-7 attendees beforehand to learn more about how and where they see the issues and let those findings drive the content of our sessions to ensure we are addressing the issues that are at the top of people's minds.

BridgeWorks will process and synthesize information found in research, interviews, and a conversation with meeting stakeholders to develop a customized program.

WWW.GENERATIONS.COM

888.519.1187



BRIDGEWORKS

SOLUTION

PRESENTATION

A highly customized and interactive presentation delivering an understanding of how generational dynamics are impacting the bottom line.

- Kick-off call with key stakeholders
- Interviews with attendees or advisory committee (up to five interviews)
- Customized handout with presentation takeaways
- Customized event marketing assistance, that may include short teaser reel from speaker

OUTCOMES

We pride ourselves on customization but as a starting place, a typical presentation, would accomplish the following...

- Explain who the generations are in today's workplace and marketplace.
- Explore how generations act and react in times of growth and change.
- Provide solutions for communication, engagement, management, team synergy, and motivation.
- Emphasize the unique perspectives of each generation.
- Identify key trends of the future of the workplace.
- Leave participants with a list of takeaways that they can put into practice the next day.

INVESTMENT

Presentation of up to two hours 10K

NOTE: Investment does not include travel expenses

BridgeWorks has been dedicated solely to the study of generational differences since its inception in 1998 and is the company who wrote the best-selling business books *When Generations Collide: Who They Are. Why They Clash. How to Solve the Generational Puzzle at Work* (HarperCollins), *The M-Factor: How the Millennial Generation is Rocking the Workplace* (HarperBusiness) and *Managing Millennials For Dummies* (Wiley Publishers). Go to www.generations.com for more information.

WWW.GENERATIONS.COM

888.519.1187

NAME:

PHIL GWOKE

GENERATION:

GEN X

ROLE:

KEYNOTE SPEAKER
and CONSULTANT



View Phil's speaking video here.

Phil is a firm believer that with the proper motivation, training, and support system, members of any generation can become capable of remarkable accomplishments.

Around BridgeWorks HQ, Phil is known as the motivator and the historian. As an internationally recognized speaker, Phil has shared his wisdom and inspired audiences in 40 different states and 4 continents to over 100,000 people. Before becoming a speaker he pursued his passion to help people be their best selves as a high school teacher, college admissions professional, marketing coordinator, corporate trainer and even small business owner. He has maintained strong ties to his local community as a mentor and consultant to young entrepreneurs, and brings his diverse background and skill-set to the BridgeWorks team.

Phil is one of BridgeWorks' resident Gen Xers, and brings his unique humor, experiences, research, and generational expertise to every keynote, workshop and training session he delivers. He is a firm believer that with the proper motivation, training, and support system, members of any generation can become capable of remarkable accomplishments. With his down-to-earth, relatable style and dedication to presenting research in a digestible, entertaining way, Phil has become a fast favorite with audiences around the country.

Long before becoming a BridgeWorks Gen Expert, Phil owned and ran a coffee shop in Minneapolis. He's the proud father of a collegiate Gen Edger, and is adjusting to life as an empty-nest Gen Xer.

952-797-9700

READ PHIL'S BLOGS HERE.

www.generations.com



WHEN GENERATIONS CONNECT

COMMUNICATING WITH FOUR GENERATIONS OF EMPLOYEES

WHAT IS IT?

Four distinct generations are working together shoulder to shoulder, each with a unique set of attitudes, values and work styles. It used to be that older workers were bosses and younger ones took orders. Now, roles are all over the map and rules are being rewritten. Organizations are feeling the pain of generations as they struggle to manage productivity and morale while maintaining high standards of quality and service in a challenging economy. This program will give you the tools to convert this form of diversity from an obstacle into an opportunity.

KEY TAKEAWAYS

- **Explain who the generations are in today's workplace**
- **Identify the stereotypes that keep us from understanding other generations**
- **Present solutions for engagement, team synergy, and motivation for all generations**
- **Help you develop approaches for communicating across generational divides**
- **Identify key trends of the future of the workplace**

THE BRIDGEWORKS TEAM

Our team is comprised of internationally recognized presenters and generational researchers. BridgeWorks literally wrote the book on the topic of generational theory, including the recently published *Managing Millennials For Dummies*. The Gen Xers on our team represent the often overlooked, "forgotten middle-child" generation with typical Xer passion and wit. And lastly, our Millennials are a voice for the newest generation to hit the workforce and marketplace. They offer a unique generational lens and a penchant for generational research through a global lens.



WWW.GENERATIONS.COM

888.519.1187

PRAIRIE STATE COLLEGE CORPORATE EDUCATION AND TRAINING

Training Proposal: Village of Beecher (Illinois) | Proposal Date: October 4, 2018



Prairie State College (PSC) offers innovative training solutions that increase efficiency, and enhance operations with positive impact to the bottom line. With partnered program development, training can be presented at your company facilities or one of our campus locations. Committed to lifelong learning, the Corporate Education and Training Department offers customized results-oriented training in industries including, but not limited to business, healthcare, manufacturing/trades, government, and non-profit organizations.

OVERVIEW



PSC is herewith proposing a training partnership with the Village of Beecher, Illinois. This proposal shall focus on providing general information for insight on means by which communication and collaborative efforts can be executed to support increased community engagement from young adults, with specific reference to Millennials/Generation Y (born 1981-1995), and Generation Z (born after 1995), in civic, community, political and education activities within the Village of Beecher.

Prairie State College is pleased to submit this proposal for services to support The Village of Beecher in achieving its goals associated with improving multigenerational communication and engagement.

The Objective



Provide training service(s) that present audience members with information explaining social and communicative differences and expectations of multigenerational target markets, as well as overview of strategies to enhance and promote engagement.

- Need #1: understanding multigenerational communication preferences
- Need #2: understanding communications means to which Millennials and Generation Z audiences are most likely to respond
- Need #3: provide training audience opportunity to engage in a Q & A platform to ask questions relevant to their area(s) of focus
- Need #4: allow training audience post-training opportunity to discuss customized training elements that can address specific audience outcome needs



Recommendation for 90-minute overarching training service to support noted objective(s) (above) as follows:

- Recommendation #1: One-hour presentation, and 30-minute Q&A (one Millennial presenter, one-hour presentation)
- Recommendation #2: One-hour presentation, and 30-minute Q&A (two Millennial presenters, one-hour presentation)
- Recommendation #3: One-hour presentation, and 30-minute Q&A (one GenX/Boomer presenter, one Millennial presenter, each with one, 30-minute presentation)

OUR PROPOSAL



Prairie State College (PSC), located in Chicago Heights, Illinois, is an accredited two-year community college offering associate degrees, technical and career certificates, and adult corporate, and continuing education. PSC, in cooperation with employers and economic development agencies, offers rigorous academic programs to meet the needs of our local workforce. The Department of Corporate and Continuing Education is an innovative educational resource offering customized workforce development opportunities to maximize employee potential and enrich business performance.

The Village of Beecher has a well-deserved reputation of being a family-oriented and warm community that values tradition and community engagement. The Village of Beecher faces the possibility of loss of community representation from younger generations in various segments of municipal operations.

We have developed solutions to assist the Village of Beecher in recognizing communication barriers that may deter younger generation engagement, as well as extending additional training opportunities that can be customized for specific outcomes for government, education and entrepreneurial organizations. PSC proposes service provisions to provide training and support to ensure concrete improvement to enhance multigenerational engagement in civic and political; education and entrepreneurial activities.

Training Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
Recommendation #1	Recommendation #1: One-hour presentation, and 30-minute Q&A (one Millennial presenter, one-hour presentation)
Recommendation #2	Recommendation #2: One-hour presentation, and 30-minute Q&A (two Millennial presenters, one-hour presentation)
Recommendation #3	Recommendation #3: One-hour presentation, and 30-minute Q&A (one GenX/Boomer presenter, one Millennial presenter, each with one, 30-minute presentation)

Timeline for Execution



Description	Start Date	End Date	Duration
To be determined			

Supplied Material

The following materials are to be supplied by The Village of Beecher for this project. For Prairie State College to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent our best guess based on current proposed project dates:

Materials to be supplied by The Village of Beecher	Due Date*
To be determined	

**We cannot be responsible for cost overruns caused by client's failure to deliver materials by agreed-upon due dates.*

PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 10 days from the date of this proposal:

Recommendation #1: One Millennial presenter, one-hour presentation, 30-minute Q&A	Price
Service Fee: Subject Matter Expert (1)	1595.00
Recommendation #2: Two (2) Millennial presenters, share one hour presentation, 30-minute Q&A	
Service Fee: Subject Matter Experts (2)	3190.00
Recommendation #3: One GenX/Boomer presenter, and one Millennial presenter, each with one 30-minute presentation, 30-minute Q&A	
Service Fee: Subject Matter Experts (2)	4299.00

Disclaimer: The prices listed in the preceding table are an estimate for the services discussed. This summary is not a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed.

CONCLUSION

We look forward to working with The Village of Beecher supporting your efforts to increase and improve multigenerational engagement with the Village community. We are confident we can help you address the noted challenges, and can provide training and direction to help you accomplish your goals.

If you have questions on this proposal, feel free to contact PSC using the contact information noted below. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,

Alisha Clark

**Manager, Business and Industry Partnerships
Corporate & Continuing Education Department
Prairie State College**

202 South Halsted Street, Chicago Heights, IL 60411

Office: 708/709-2957 Direct: 708/709-7895 Fax: 708/709-7883 Email: aclark1@prairiestate.edu



JEFF BUTLER

Proposal For Village of Beecher- Generation Engagement



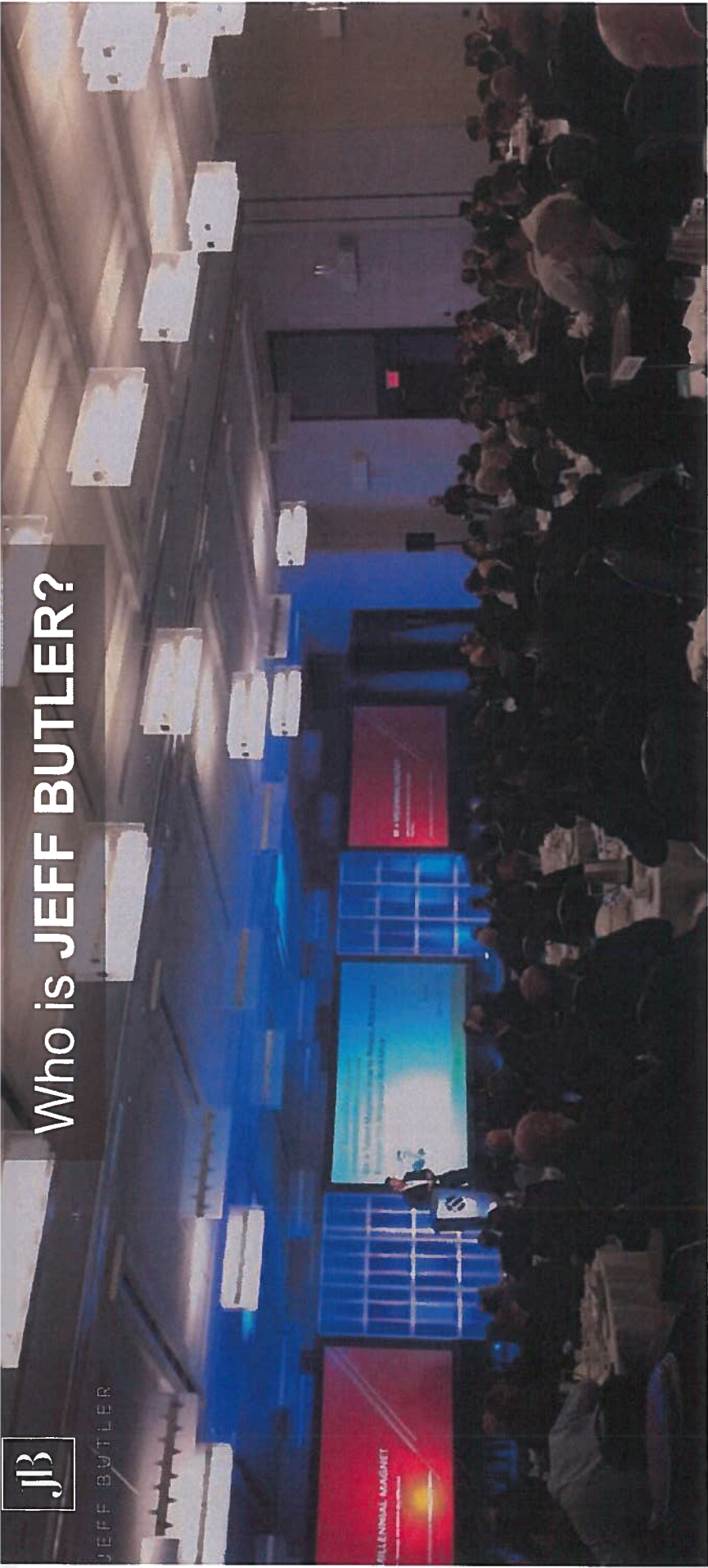
2019 Event
Speaker Candidate- Jeff Butler



JB

JEFF BUTLER

Who is JEFF BUTLER?



BIENNIAL MARKET
The World's Largest
Art and Design Fair

Jeff Butler
Managing Director & Senior Advisor
at The Museum of Modern Art

JEFF BUTLER
Managing Director & Senior Advisor
at The Museum of Modern Art

Google

COLDWELL
BANKER

amazon.com

TEDx



MuleSoft
Village of Beecher Proposal

JEFF BUTLER BIO

Jeff Butler is a speaker, author and passionate millennial who helps organizations improve their relationships with millennial employees. You may have seen him on Forbes, USA Weekly, or on the TED stage. A native Californian and raised in Silicon Valley, he graduated from UC Berkeley with a degree in Computer Science.

During his time in college, he was training for the Olympics under 3 time Olympian Tore Gustafsson, but left that pursuit because software engineering paid more. Unlike other experts on millennials, Jeff has been in the trenches of what it means to be a millennial and what it takes to retain and keep them engaged. With Jeff's versatile background, he has addressed companies like Amazon and Google as well as thousands of professionals across the North America.



PROPOSED TOPIC

Generation Engagement

A custom program focusing on how to get multiple generations to participate in the community. This will involve interviewing various people from the community and determining their motivations and desires and further aligning those in a way that is beneficial for cross generation engagement. The talk will be both informative and inspirational supplying relevant case studies and stories to help motivate attendees on making a positive change in their community sprinkled with actionable takaways.

LEARNING POINTS

- To be determined based off of interviews and event planners interests



JEFF BUTLER

SPEAKING SAMPLE



Village of Beecher Proposal 6

SPEAKER FEE

Jeff Butler is a speaker, author and passionate millennial who helps organizations improve their relationships with millennial employees.



✓ **FIXED FEE : \$3,000**

✓ **TOTAL FEE : FIXED FEE**

✓ **CASH ADVANCE DEPOSIT**

REFERENCES

Melissa Wagner

President at MN ACE
MN Association of College
and Employers

Twin Cities, Minnesota

Melissa.Wagner@rasmussen.edu

May 2018 - Jeff opened their 2018
Annual State Conference with a 1
hour keynote on Be a Millennial
Magnet

Marc Gramlich

Executive Director at APCO
Association of Public Safety
and Communications

Twin Cities, Minnesota

marc_gramlich@monroemi.org

May 2018 - Jeff opened their 2018
Annual State Conference with a 2
hour Keynote on Multigenerational
Management

Michelle Eastman

Program Director at AMA
Wichita
American Marketing Association

Wichita Kansas

meastman@rui.org

April 2016- AMA brought Jeff in a
chapter meeting to discuss Authentic
Marketing and the changes that are
happening the marketing world

REFERENCES

Jim Tisdel

Past President at MC
Association of College and
Employers
MC Association of College and
Employers

Traverse City, Michigan

jtisdel@ncmich.edu

June 2016 - Jeff closed their 2018
Annual State Conference with a 1
hour keynote on Be a Millennial
Magnet

Elizabeth Niehaus

Program Director at IELEA
International Exhibition Logistics
Association

Switzerland

elizabeth@iela.org

June 2018 - Hired Jeff to lead a
session on Digital Natives at their
annual international conference

Lori Kinsely

Executive Director at MPI
Northern California
Meetings Planners International

San Ramon, CA

Lorik@mpincc.org

February 2018- Hired Jeff to lead a
session on Be A Talent Magnet at
their annual conference and expo



JEFF BUTLER

MISCELLANEOUS INFORMATION

Email : jeff@jeffbutler.com

Website : www.jeffbutler.com

Travel Info : Travels From SFO airport





JEFF BUTLER

JEFF BUTLER
GENERATION WORKPLACE EXPERT