

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Robert O. Barber, Village Administrator

DATE: Friday, February 7, 2020

RE: VILLAGE ADMINISTRATOR MATERIALS FOR VILLAGE BOARD MEETING

BOARD MEETING DATE: *Monday, February 10, 2020 at 7:00 p.m.*

A G E N D A

I. PLEDGE TO THE FLAG

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. RECOGNITION OF AUDIENCE

V. VILLAGE CLERK REPORT

VI. REPORTS OF VILLAGE COMMISSIONS

1. BEAUTIFICATION COMMISSION - Matt Conner
2. FOURTH OF JULY COMMISSION - Marcy Meyer
3. YOUTH COMMISSION - Stacy Mazurek
4. HISTORIC PRESERVATION COMMISSION - Scott Wehling

VII. VILLAGE PRESIDENT REPORT

1. CONSIDER APPOINTMENTS TO THE BEECHER YOUTH COMMISSION.
There are currently three vacancies on the Commission and three names have been recommended for appointment: Michelle Panozzo, Kim Wojciechowski and Megan Haddon.
2. CONSIDER AN ORDINANCE REDUCING THE POPULATION REQUIREMENTS FOR A CLASS A LIQUOR LICENSE TO PERMIT TWO ADDITIONAL LICENSES FOR CONSUMPTION ON PREMISE. This ordinance was requested at the last meeting. One license would be for 436 Dixie, and the other for Lacey's so that they could serve more than just beer and wine.
3. RESULTS OF SSMMA MEETING WITH LOCAL LEGISLATORS. This meeting was held on Friday and an update will be provided if there is anything new to report.

VIII. COMMITTEE REPORTS

A. FINANCE AND ADMINISTRATION COMMITTEE - Frank Basile, Marcy Meyer

1. CONSIDER A MOTION OF APPROVAL OF THE TREASURER'S REPORT OF FINANCIAL ACTIVITY IN THE PRIOR MONTH
2. VARIANCE REPORTS FOR THE PRECEDING MONTH
3. APPROVAL OF BILLS FOR THE PRIOR MONTH
4. BUDGET APPROVAL PROCESS TIMELINE. Staff's draft of the budget will be ready for distribution at the February 24th Village Board meeting. The public works committee has reviewed its portion of the budget and the public safety committee plans to meet soon to review the police budget. Sometime in March the entire Village Board should meet in workshop to review and discuss the proposed budget as is the annual practice. We have several options this year on how to achieve this: a.) hold two shorter workshops after each Board meeting in March and review half of the budget at each meeting; b.) hold a special Board meeting the fifth Monday in March (the 30th) at 6:00 p.m. and review the entire budget at once; or c.) pick a Saturday in March (14th, 21st, or the 28th) and start at 8am until done.
5. CONSIDER A MOTION AUTHORIZING A PUBLIC HEARING ON THE PROPOSED BUDGET ON MONDAY, APRIL 27TH AT 7:00 P.M.
6. ELECTED OFFICIALS AND EMPLOYEES ARE REQUIRED TO TAKE SEXUAL HARRASSMENT TRAINING BEFORE DECEMBER 31, 2020. Although this law passed last year, the required training session has not yet been approved for use and we

are all waiting for the State to release the training session. We believe it will be in form of a webinar where each official logs in and takes the course and a certificate is then printed and stored in a State data base, similar to the Open Meetings Act and the Freedom of Information Act compliance training. Once we know what needs to be done we will let you know.

***B. PUBLIC BUILDINGS AND PROPERTIES, PARKS AND RECREATION COMMITTEE
- Scott Wehling, Todd Kraus***

1. SPLASH PAD UPDATE. We hope to have a rendering of the proposed pad in time for the meeting.
2. PARK DISTRICT REFERENDUM QUESTION JUST FIVE WEEKS AWAY. The public notice has appeared in the Vedette.

C. PLANNING, BUILDING AND ZONING COMMITTEE - Stacy Mazurek, Jonathan Kypuros

1. PUBLIC HEARING ON THE PROPOSED FENCE AMENDMENTS SET FOR THURSDAY, FEBRUARY 27TH AT 7:00 P.M. AT THE TOWNSHIP CENTER.
2. PAPER COPIES OF THE NEW 2019 COMPREHENSIVE LAND USE PLAN were provided to you at the last meeting which now formally completes this project.

D. PUBLIC SAFETY COMMITTEE - Todd Kraus, Scott Wehling

1. CONSIDER A NEW CODE ENFORCEMENT PROGRAM FOR 2020. Please read the enclosed proposal. The intention is to remove code enforcement from the police department and make it a function of the Village Administrator's office once again at the Village Hall. The current municipal ordinance for code enforcement is also written this way. This program will add \$15,246 in new expenses to the General Fund, since the original plan in the police department included patrol coverage that cannot be reduced. This will be discussed further in the budget prep workshops forthcoming, but the committee wanted this program discussed first to make sure everyone understands the concept of the new program first.
2. LARAWAY COMMUNICATIONS CENTER UPDATE. The Board has asked to be more informed of this subject due to the issues this center was facing. Trustee Kraus and Administrator Barber attended the last Board of Directors meeting on January 30th and there was quite a bit of positive movement which occurred at this meeting. There was an agreement to a 5% cap on fees for 2020 which reduced Beecher's cost by over \$12,000 for the coming year. In 2021 and beyond fees will be allocated on a 3 year

call average, reducing the size of the peaks and valleys that call volume can create. This is also good for Beecher since our call volume dropped in 2019 which will hedge the increase in volume we experienced in 2018. Dave Wallace of Monee was elected Chairman of the Board and Bob Barber was made Secretary. Mayor Einhorn from Crete was also put on the Executive Board representing small fire departments. The subject of withdrawing also came up and it appears that it is very difficult to withdraw and that those that signed letters of intent are not pursuing withdrawal at this time. A risk assessment is also being planned for the center by an outside consultant to uncover weaknesses and recommend solutions. It appears we are finally heading in the right direction. Enclosed is the agenda packet for the meeting, along with an annual report and the strategic plan.

E. PUBLIC WORKS COMMITTEE - Jonathan Kypuros, Stacy Mazurek

1. CONSIDER AN AGREEMENT WITH BAXTER AND WOODMAN IN THE AMOUNT OF \$50,000 FOR BEECHER WASTEWATER TREATMENT PLANT PERMIT COMPLIANCE. This presentation occurred at the last meeting where a proposal of \$62,000 was provided. The committee met after this meeting and decided that the fee was excessive for the work being performed and Baxter and Woodman agreed to reduce the fee to \$50,000 which would be payable in next year's budget. This agreement is enclosed for your review. There are several items which have to be completed by March 8, 2020 so time is of the essence.
2. CONSIDER A RESOLUTION TO SUBMIT AN APPLICATION TO THE WILL COUNTY GOVERNMENTAL LEAGUE TRANSPORTATION COMMITTEE FOR INCLUSION OF THE REHAB CHURCH ROAD FROM DIXIE TO CARDINAL CREEK BOULEVARD AS AN 80/20 FEDERAL STP PROJECT IN THE NEW FIVE YEAR PLAN for FY 2026 FROM BAXTER AND WOODMAN IN THE AMOUNT OF \$4,000 USING MFT FUNDS. This section of Church Road is eligible for federal funding but as we have learned with Penfield Street these projects take forever to move through the system. Even though we target the Summer of 2026 it may be 2027 or 2028 before we do the project. Since these call for projects occur every five years we need to get on the list now to see if the project is rated and then funded. We can decide later how to pursue with the project but this is the first step. We may not even get on the five year list but if we do not apply we will at least five years out for any funding. This could be another major grant project for us later in the decade, which would include sidewalks on both sides, curb and gutter, and left turn lanes for the four street crossings, storm sewers, and new street lights. With the traffic volumes increasing and the school at Cardinal Creek Boulevard, staff believes this project may score enough to get funded. The first phase of engineering would have to be paid by the Village and would cost \$253,440 in 2024 or 2025. The design phase would cost \$221,760 and the Village would be responsible for \$44,352 (or 20%) of that cost in 2025. The construction phase would cost \$3,484,800 and the Village would be responsible for \$696,600 (or 20%) of that cost in 2026 or 2027. There is also an argument that since we have spent our funding for Penfield, they will not fund

this project. That is unfortunate since the delay on Penfield is no fault of the Village. However, this may also be the case.

3. CONSIDER AUTHORIZING PAYMENT TO BAXTER AND WOODMAN IN THE AMOUNT OF \$19,995.11 UPON THE RECEIPT OF IEPA LOAN FUNDS FOR PROGRESS PAYMENT FOR CONSTRUCTION MANAGEMENT SERVICES RELATED TO THE BEECHER WASTEWATER TREATMENT PLANT. This brings the total billed to \$576,399 and the contract was for \$628,000 so up to \$51,601 remains to be paid. We are on target to wrap this project up by May 30th.

F. ECONOMIC DEVELOPMENT AND COMMUNITY RELATIONS COMMITTEE

- Marcy Meyer, Frank Basile

1. CONTINUED DISCUSSION ON OPEN HOUSE FOR HOME BUILDERS. The committee is planning to meet to discuss a date and time in March to hold this open house/presentation to local homebuilders and then ask for help from the home builders association and Tom Wagner from the real estate association to put it together. It would be a very informal setting with the purpose of encouraging some new home building in town. There has also been talk of producing a promotional video.

G. OLD BUSINESS

H. NEW BUSINESS

I. ADJOURN INTO EXECUTIVE SESSION (if necessary)

J. ADJOURNMENT

Reports:

1. Illinois Municipal Insurance Cooperative (IMIC) year-end Financial Report
2. Laraway Communications Center (LCC) Year-End Report
3. Laraway Communications Center Strategic Plan
4. Building Department Monthly Report
5. Water Department Monthly Report

Public Works and Police Department Annual Reports for 2019 will be provided at the next meeting on February 24th.

**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
JANUARY 27, 2020 -- 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, Wehling, Kypuros, Meyer and Kraus.

ABSENT: Trustee Basile.

STAFF PRESENT: Clerk Janett Conner, Administrator Robert Barber, Public Works Superintendent Matt Conner, Public Works Foreman Jim Pratl, Chief Greg Smith, and Ray Koenig and Nicole Schaeffer from Baxter and Woodman.

GUEST: Edward Hiller and George Schuitema.

President Szymanski asked for consideration of the minutes of the January 13, 2020 Board meeting. Trustee Kypuros made a motion to approve the minutes as written. Trustee Kraus seconded the motion.

AYES: (4) Trustees Mazurek, Wehling, Kypuros and Kraus.

NAYS: (0) None.

ABSTAIN: (1) Trustee Meyer.

Motion Carried.

CLERK'S REPORT

No report.

RECOGNITION OF AUDIENCE

Ed Hiller was present and requested a change to the Village Ordinance to allow an additional liquor license to be issued. There are currently no liquor licenses available. Mr. Hiller has been working with staff on a proposal for a high end wine bar with food for the building at 436 Dixie Highway in association with Orchid Development. The information was previously provided to the Economic Development Committee. He plans to have pool tables and pool leagues, entertainment, video gaming and also offer breakfast, lunch and tapas at dinner time. Board members were provided a copy of the business plan. He will need the main area to be 1,500 sf or less or will be required to install sprinklers. Questions were asked about possible noise from entertainment. Mr. Hiller said he would offer more low key music such as acoustic guitar, karaoke, etc. Entertainment will be geared towards age 40+. The Board discussed whether they

would be willing to increase the liquor licenses to accommodate his business. He is needing some type of approval of the liquor license so he can move forward with purchase of the building from the bank. There were no objections to letting Mr. Hiller proceed subject to compliance with the Village ordinances and see where the project goes once more detailed plans are provided. It was the consensus of the Board to have the Village Attorney draft an ordinance adding one Class A liquor license to the ordinance.

REPORT OF THE VILLAGE PRESIDENT

A railroad quiet zone update was provided. The Notice of Intent Letter comment period expired January 24th with no comments received. The Village will apply for a permit from the railroad to make required improvements and apply for a permit from Will County to move the grain elevator driveway. This work will be done in the spring and it's hoped to have a final inspection of the work from the FRA in the summer to get the quiet zone approved. Staff received a certified letter from railroad that agrees to the terms of the quiet zone. The Village still needs engineer review and approval from FRA.

A legislative breakfast will be held in Homewood on February 7th. Board members were asked to let President Szymanski know if anyone is interested in attending.

PUBLIC WORKS COMMITTEE

Nichole Schaeffer from Baxter and Woodman made a presentation on an application for a permit for a Class I wastewater treatment plant permit. The Village has to be in compliance with all special conditions to construct a Class I facility. The engineer was asked to explain to the Board why it needs to spend another \$60,000 in engineering fees to achieve compliance with the Class I facility permit. The application involves surveying the industrial users in town for their use of phosphorous, drafting an O + M plan for phosphorous removal at the plant, and continuation of monitoring and compliance reporting over the coming five years.

The water and sewer pumping, billing and treatment report for 2019 was provided in the packet for review. The gallons billed appears to be trending downward every year to the point that the \$0.10 increase each year for the water and sewer departments is not keeping up with the rate of inflation. Staff felt this trend needs to be monitored. Trustee Kypuros felt this is a concern and needs to be addressed at budget time because the \$0.10 increase each year is not keeping up with expenses.

A Gould Street watermain project update was provided. The Will County Governmental League has been asked to intervene on the Village's behalf to see if Beecher's project funding can be pushed along. Our project is ready to go while almost every other project has not even been designed yet.

Trustee Kypuros made a motion authorizing payment to I.H.C. in the amount of \$479,500.30 as a progress payment at the Beecher wastewater treatment plant upon receipt of I.E.P.A. loan funds. A copy of the invoice was provided in the packet for review. Trustee Mazurek seconded the motion.

AYES: (5) Trustees Mazurek, Wehling, Kypuros, Meyer and Kraus.
NAYS: (0) None.
Motion Carried.

FINANCE AND ADMINISTRATION COMMITTEE

RESOLUTION #2020-01 – A Resolution adopting a drug and alcohol policy for Village employees which now includes cannabis. Trustee Meyer made a motion to adopt Resolution #2020-01. Trustee Kraus seconded the motion.

AYES: (5) Trustees Mazurek, Wehling, Kypuros, Meyer and Kraus.
NAYS: (0) None.
Motion Carried.

PUBLIC BUILDINGS AND PROPERTIES, PARKS AND RECREATION COMMITTEE

Trustee Wehling provided a report on a meeting with a vendor regarding a splash pad. He should have some type of rendering by the next meeting. The planned location is in Firemen's Park.

PLANNING, BUILDING AND ZONING COMMITTEE

A report on the results of the first PZC workshop on the issue of fences was provided. A public hearing will be held on February 27th at the Washington Township Center. Trustee Kypuros felt the biggest issue may be privacy fences.

PUBLIC SAFETY COMMITTEE

Trustee Kraus made a motion declaring a 2007 Ford Expedition as surplus property. This was a former EMA vehicle. Trustee Wehling seconded the motion.

AYES: (5) Trustees Mazurek, Wehling, Kypuros, Meyer and Kraus.
NAYS: (0) None.
Motion Carried.

A Laraway Communications Center Board of Directors meeting has been scheduled for Thursday, January 30th. Trustee Kraus and Administrator Barber plan to attend.

The Public Safety Committee met to discuss the code enforcement program for 2020. Trustee Kraus reported it was decided the program should be removed from the Police Department and moved back to the Village Hall.

ECONOMIC DEVELOPMENT AND COMMUNITY RELATIONS COMMITTEE

Trustee Meyer reported that the Committee is considering having an open house for potential residential builders, which could also include local realtors. No date has been set yet. Committee will work on this.

A Sesquicentennial update was provided. The Committee has booked a band for the street dance on Saturday, July 25th. This will include food vendors. Events are also being planned for the Beecher Lions Club Summerfest on Saturday, August 1st, including a skit on the stage by the Beecher Part-Time Players, a huge birthday cake, and the laser light show. The history book on the past 25 years is also progressing along. \$17,000 has been raised to fund the printing of the book with any remaining funds being used to fund the rest of the celebration.

NEW BUSINESS

Trustee Meyer commented that people have been posting on Facebook about a TV show on HGTV that is holding a contest to help redo old downtowns or parks. Trustee Meyer is working on getting some video and pictures to submit for the contest.

President Szymanski said a videographer will be making a film on Beecher for the Census Bureau this week.

President Szymanski reported that he received a call from Lacey's. They currently have a beer and wine license and want to expand to a full liquor license. Board members were asked their opinion on this. President Szymanski said there were some previous code violations and he would like to require a condition of issuing this license be confirmation that those code violations have been corrected. The Village Attorney will be directed to draft an ordinance expanding the number of liquor licenses by two. One license for Lacey's and one for the business proposed by Ed Hiller earlier in the meeting.

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

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

NAYS: (0) None.

Motion Carried.

Meeting adjourned at 8:06 p.m.

Respectfully submitted by:

Janett Conner
Village Clerk

VILLAGE OF BEECHER, WILL COUNTY, ILLINOIS

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 3-9-6 OF THE VILLAGE CODE OF THE VILLAGE OF BEECHER, AND REPEALING ALL VILLAGE CODE SECTIONS AND ORDINANCES, OR PARTS THEREOF, IN CONFLICT THEREWITH.

WHEREAS, the Corporate Authorities of the Village of Beecher, Will County, Illinois, have been advised that it is necessary to amend the Village Code concerning the number of Liquor Class A Licenses available in the community;

WHEREAS, the Corporate Authorities of this Village of Beecher, Will County, Illinois, have reviewed the text provisions of the Village Code concerning Liquor Class A Licenses; and

WHEREAS, the Corporate Authorities of this Village of Beecher, Will County, Illinois, having reviewed the Village Code provisions, as amended from time to time, pertaining to Liquor Class A Licenses, now concur that it is advisable, necessary, and in the best interests of the residents of the Village of Beecher that Section 3-9-6 of the Village Code be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BEECHER, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: That subsection (A) of Section 6 entitled "CLASSIFICATION FEES; NUMBER" of Chapter 9 entitled "LIQUOR" of Title 3 entitled "BUSINESS REGULATIONS" of the Village Code of the Village of Beecher, be, and the same is hereby amended to read and provide as follows, namely:

3-9-6: CLASSIFICATION FEES; NUMBER:

"(A) Class A licenses, which shall authorize the retail sale on the premises specified of alcoholic liquor for consumption on the premises as well as other retail sales of such liquor. The annual fee for such license shall be one thousand dollars (\$1,000.00). The number of class A licenses shall be limited to one for every six hundred twenty (620) inhabitants of the Village."

SECTION TWO: That all existing Ordinances and Village Code provisions, or parts thereof, in conflict with the provisions of this Ordinance, are hereby deemed null, void, and of no legal effect, and are specifically repealed.

SECTION THREE: If any section, clause, provision or portion of this Ordinance shall be held to be invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Ordinance, and this Village Board hereby expressly acknowledges that it would have enacted this Ordinance even with the invalid portion deleted.

SECTION FOUR: That this Ordinance shall be in effect immediately after its passage by the Village Board, its approval by the President and its publication as required by law.

PASSED and **APPROVED** this ___ day of _____, 2020.

Yeas: _____

Nays: _____

Abstain: _____

Present: _____

Greg Szymanski, Village President

ATTEST:

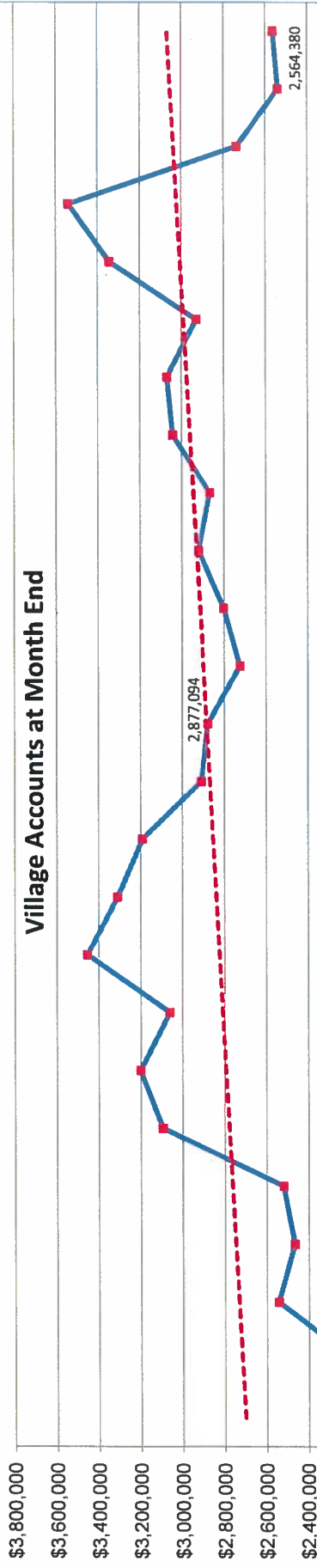
Janett Conner, Village Clerk

**VILLAGE OF BEECHER
ACCOUNT BALANCES**

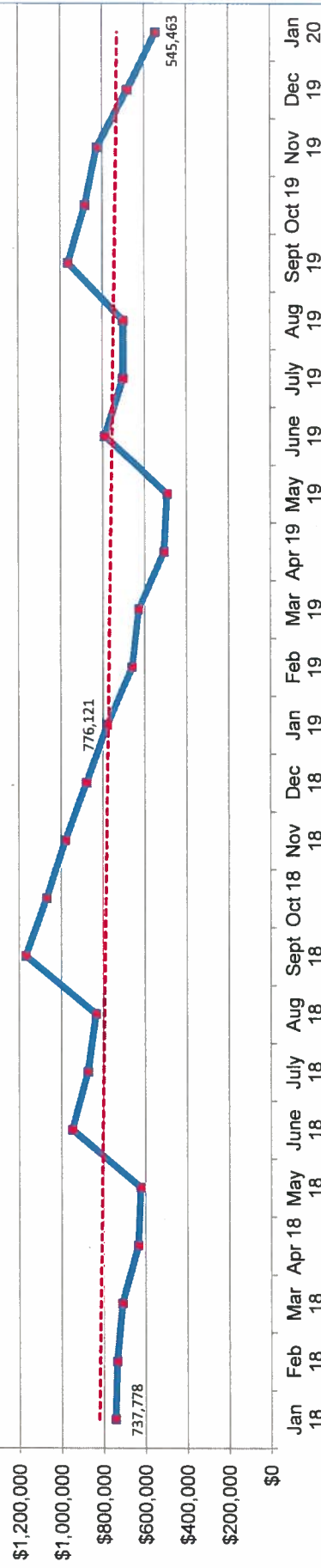
<u>Account</u>	<u>Number</u>	<u>12/31/2018</u>	<u>01/31/2019</u>	<u>12/31/2019</u>	<u>01/31/2020</u>	<u>Change</u>
MFT	Ck. 9016	\$ 121,261.17	\$ 119,649.45	\$ 145,298.50	\$ 157,049.89	\$ 11,751.39
Refuse	Ck. 59692	\$ 57,620.72	\$ 66,577.93	\$ 59,726.07	\$ 82,326.04	\$ 22,599.97
Joint Fuel	Ck. 70041	\$ 31,255.09	\$ 32,483.52	\$ 30,835.58	\$ 32,306.92	\$ 1,471.34
W/S Debt	Ck. 107689	\$ 856,031.10	\$ 889,418.02	\$ 725,498.99	\$ 755,386.98	\$ 29,887.99
O&M	Ck. 9210	\$ 229,951.78	\$ 307,821.35	\$ 192,347.83	\$ 285,534.58	\$ 93,186.75
W/S Main Replace	Ck. 162043	\$ 315,437.55	\$ 253,301.60	\$ 129,615.23	\$ 129,796.87	\$ 181.64
W/S Capital	Ck. 7609	\$ 67,903.35	\$ 66,406.06	\$ 166,216.42	\$ 154,629.17	\$ (11,587.25)
Central	Ck. 62618	\$ 10,844.53	\$ 10,908.83	\$ 5,128.38	\$ 5,187.62	\$ 59.24
Infrastructure	Ck. 140074	\$ 316,058.41	\$ 326,927.94	\$ 344,822.69	\$ 357,033.26	\$ 12,210.57
General Ck.	Ck. 9008	\$ 875,018.82	\$ 776,120.99	\$ 680,532.73	\$ 545,462.68	\$ (135,070.05)
Bond Redemption	Ck. 150649	\$ 5,650.34	\$ 5,654.95	\$ 1,315.01	\$ 1,316.85	\$ 1.84
CapEquipSinkFund	Ck. 164186	\$ 21,805.74	\$ 21,823.52	\$ 58,267.50	\$ 58,349.15	\$ 81.65
All Village Accounts		\$ 2,908,838.60	\$ 2,877,094.16	\$ 2,539,604.93	\$ 2,564,380.01	\$ 24,775.08
Commission & Spec Accts	Number	12/31/2018	01/31/2019	12/31/2019	01/31/2020	
4th July	Ck. 102989	\$ 39,525.38	\$ 36,717.94	\$ 38,246.21	\$ 38,299.81	\$ 53.60
Builders Escrow	Ck. 130567	\$ 23,393.39	\$ 23,232.36	\$ 19,466.45	\$ 19,493.73	\$ 27.28
Beautification	Ck. 130834	\$ 507.35	\$ 607.82	\$ 631.27	\$ 632.15	\$ 0.88
Asset Forfeiture PD	Ck. 179752	\$ 2,103.99	\$ 2,105.71	\$ 2,141.61	\$ 2,144.61	\$ 3.00
Youth Commission	Ck. 135895	\$ 17,951.40	\$ 16,964.94	\$ 16,988.50	\$ 16,155.20	\$ (833.30)
Ehlers Fund	Ck. 179744	\$ 11,371.69	\$ 11,380.96	\$ 10,276.56	\$ 10,290.96	\$ 14.40
Nantucket Escrow	Ck. 153303	\$ 48,990.00	\$ 49,029.94	\$ 49,865.84	\$ 44,526.68	\$ (5,339.16)
Newsletter	Ck. 153745	\$ 1,729.29	\$ 1,730.70	\$ 1,070.98	\$ 1,072.48	\$ 1.50
Escrow 170 Ind.	Ck. 165891	\$ 34,980.04	\$ 35,008.56	\$ 35,605.42	\$ 35,655.32	\$ 49.90
Ribbon of Hope	Ck. 9900058259	\$ 285.85	\$ 285.85	\$ 415.85	\$ 415.85	\$ -
Sesquicentennial	Ck. 1000519325	\$ 10,500.00	\$ 10,500.00	\$ 17,000.00	\$ 17,000.00	\$ -
Commission & Spec Accts		\$ 191,338.38	\$ 187,564.78	\$ 191,708.69	\$ 185,686.79	\$ (6,021.90)
All Total		\$ 3,100,176.98	\$ 3,064,658.94	\$ 2,731,313.62	\$ 2,750,066.80	\$ 18,753.18

First Community Checking Interest January 2020 - 1.6473% Total Interest for January = \$3,913.41 Fiscal YTD Interest = \$44,043.79

Village Accounts at Month End



General Fund at Month End



Jan 18 Feb 18 Mar 18 Apr 18 May 18 Jun 18 Jul 18 Aug 18 Sept 18 Oct 18 Nov 18 Dec 18 Jan 19 Feb 19 Mar 19 Apr 19 May 19 Jun 19 July 19 Aug 19 Sept 19 Oct 19 Nov 19 Dec 19 Jan 20

**Commission Bills / Non AP Payments
01/01/20 - 01/31/20**

Date	Account	Num	Description	Memo	Amount
01/02/2020	Central_ck62618	ACH	IPBC	Health Ins auto debit 01/2020	(33,119.34)
01/08/2020	Central_ck62618	ACH	Net Pay	Net Pay payroll 01/08/20	(45,007.25)
01/22/2020	Central_ck62618	ACH	Net Pay	Net Pay payroll 01/22/20	(43,315.19)
	Central_ck62618 Total				(121,441.78)
01/09/2020	General_ck9008	24154	Teamsters Union Local # 700	p.d. union dues	(453.48)
01/10/2020	General_ck9008	24155	Operating Engineers Local 399	PW & Clerical Union Dues	(139.75)
01/10/2020	General_ck9008	ACH	Fed Payroll Taxes	Fed w/h, ss, med payroll 01/08/20	(17,937.60)
01/10/2020	General_ck9008	ACH	IMRF	Retirement contribution Dec 2019	(10,286.37)
01/10/2020	General_ck9008	ACH	State Of Illinois	IL w/h tax payroll 01/08/20	(3,042.34)
01/13/2020	General_ck9008	24156	Will County Governmental League	EAP 1st Qtr	(201.60)
01/22/2020	General_ck9008	24157	AFLAC	Aflac suplimental ins	(260.54)
01/22/2020	General_ck9008	24158	Teamsters Union Local # 700	p.d. union dues	(453.48)
01/22/2020	General_ck9008	24159	NCPERS Group Life Ins.	supp. life ins., 4725022020	(32.00)
01/22/2020	General_ck9008	ACH	VSP Of illinois	vision ins	(374.38)
01/23/2020	General_ck9008	24160	Icma	302933 deferred comp.deducts	(600.00)
01/24/2020	General_ck9008	ACH	Fed Payroll Taxes	Fed w/h, ss, med payroll 01/22/20	(15,892.72)
01/24/2020	General_ck9008	ACH	State Of Illinois	IL w/h tax payroll 01/22/20	(2,816.07)
01/30/2020	General_ck9008	ACH	IDES	unemployment ins. 4th qtr 2019	(480.05)
01/31/2020	General_ck9008	ACH	IMRF	Retirement contribution January 2020	(10,853.78)
	General_ck9008 Total				(63,824.16)
01/03/2020	Joint Fuel_ck70041	1422	Washington Township	Monthly internet and electric	(100.00)
01/03/2020	Joint Fuel_ck70041	TXFR	Village Of Beecher	Administrative duties	(300.00)
01/07/2020	Joint Fuel_ck70041	1423	Heritage FS	Inv. 36003450	(1,795.11)
01/13/2020	Joint Fuel_ck70041	1424	Heritage FS	Inv. 3508 & 3536	(2,620.76)
01/22/2020	Joint Fuel_ck70041	1425	Heritage FS	Inv. 3538, 3566, 3586	(5,185.42)
01/23/2020	Joint Fuel_ck70041	1426	Heritage FS	Inv. 3617 & 3628	(2,811.80)
	Joint Fuel_ck70041 Total				(12,813.09)
01/09/2020	Nantucket Escrow_ck153303	1046	Helsel - Jepperson	Replace street light	(5,404.89)
	Nantucket Escrow_ck153303 Total				(5,404.89)
01/08/2020	O & M_ck9210	8252	John Hernandez	Pay Per WWTP Contract - 01/08/20	(1,423.08)
01/08/2020	O & M_ck9210	8253	Beecher Postmaster	January water bills	(396.76)
01/10/2020	O & M_ck9210	8254	Operating Engineers Local 399	PW & Clerical Union Dues	(398.75)
01/10/2020	O & M_ck9210	ACH	IMRF	Retirement contribution Dec 2019	(4,658.89)
01/22/2020	O & M_ck9210	8255	John Hernandez	Pay Per WWTP Contract - 01/22/20	(1,423.08)
01/23/2020	O & M_ck9210	8256	Icma	302933 deferred comp.deducts	(1,359.82)
01/23/2020	O & M_ck9210	ACH	Credit Card Charges	fees for December credit cards	(4.68)
01/31/2020	O & M_ck9210	ACH	IMRF	Retirement contribution January 2020	(4,601.38)
	O & M_ck9210 Total				(14,266.44)
01/09/2020	Refuse_ck59692	796	Star / A&J Disposal	Dec 2019,#11-28728	(27,331.15)
	Refuse_ck59692 Total				(27,331.15)
01/21/2020	Youth Comm.,ck135895	1424	Pin & Tonic	MLK bowling - 2020	(825.00)
01/29/2020	Youth Comm.,ck135895	1425	Walt's Food Center	MLK bowling - 2020 donuts	(32.00)
	Youth Comm.,ck135895 Total				(857.00)
	Grand Total				(245,938.51)

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Operating Revenue				
01-00-311 REAL ESTATE TAX	11,220.06	954,391.30	952,897.00	(1,494.30)
01-00-321 LIQUOR LICENSES	0.00	5,725.00	13,350.00	7,625.00
01-00-323 BUSINESS LICENSES	0.00	1,000.00	3,200.00	2,200.00
01-00-324 ANIMAL LICENSES	850.00	3,840.00	8,960.00	5,120.00
01-00-325 CONTRACTOR'S LICENSES	400.00	8,150.00	18,700.00	10,550.00
01-00-326 AMUSEMENT DEVICE LICENSES	0.00	1,950.00	1,850.00	(100.00)
01-00-327 VIDEO GAMING TAX	5,350.55	48,526.30	71,855.00	23,328.70
01-00-331 BUILDING PERMITS	4,103.25	19,825.17	38,404.00	18,578.83
01-00-332 RE-INSPECTION FEES	0.00	0.00	100.00	100.00
01-00-333 PARK IMPACT FEES	0.00	2,225.00	0.00	(2,225.00)
01-00-341 STATE INCOME TAX	28,539.45	316,011.30	439,170.00	123,158.70
01-00-343 REPLACEMENT TAX	248.09	5,848.07	4,700.00	(1,148.07)
01-00-345 SALES TAX	36,284.26	321,676.56	476,221.00	154,544.44
01-00-347 STATE USE TAX	12,758.01	92,804.07	138,180.00	45,375.93
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 IPRF SAFETY GRANT	0.00	5,403.00	5,403.00	0.00
01-00-359 INTERGOVERNMENTAL REVENUES	4,504.43	38,764.95	69,614.00	30,849.05
01-00-361 COURT FINES	5,235.09	30,046.13	43,952.00	13,905.87
01-00-362 LOCAL ORDINANCE FINES	475.00	5,975.00	7,000.00	1,025.00
01-00-363 TOWING FEES	1,000.00	10,000.00	20,000.00	10,000.00
01-00-381 INTEREST INCOME	1,149.05	10,110.05	3,440.00	(6,670.05)
01-00-382 TELECOMM/EXCISE TAX	5,751.29	47,923.80	80,000.00	32,076.20
01-00-383 FRANCHISE FEES - CATV	0.00	53,949.86	72,832.00	18,882.14
01-00-384 REIMBURSEMENTS - ENGINEERING	0.00	2,800.00	9,000.00	6,200.00
01-00-386 MOSQUITO ABATEMENT FEES	1,732.66	14,071.45	20,382.00	6,310.55
01-00-387 FINGERPRINT FEES	310.00	1,205.00	600.00	(605.00)
01-00-389 MISCELLANEOUS INCOME	0.00	7,380.03	16,601.00	9,220.97
01-00-392 FIXED ASSET SALES	0.00	0.00	500.00	500.00
01-00-393 INTERFUND OPERATING TRANS	0.00	76,031.00	214,626.00	138,595.00
01-00-396 RESERVE CASH	0.00	0.00	63,100.00	63,100.00
01-00-397 ENCUMBRANCES	0.00	0.00	0.00	0.00
Total Operating Revenue	\$119,891.19	\$2,085,633.04	\$2,796,137.00	\$710,503.96
Total Revenue	\$119,891.19	\$2,085,633.04	\$2,796,137.00	\$710,503.96
Operating Expense				
01-01-441 ELECTED OFFICIALS SALARIES	0.00	11,450.00	22,900.00	11,450.00
01-01-442 APPT OFFICIALS SALARIES	0.00	0.00	17,500.00	17,500.00
01-01-461 SOCIAL SECURITY	0.00	875.92	2,700.00	1,824.08
01-01-552 TELEPHONE	0.00	560.00	560.00	0.00
01-01-561 DUES AND PUBLICATIONS	3,975.19	5,369.49	8,205.00	2,835.51
01-01-565 CONFERENCES	419.67	6,209.52	8,000.00	1,790.48
01-01-566 MEETING EXPENSES	0.00	111.48	250.00	138.52
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	3,570.50	5,948.00	9,000.00	3,052.00
01-02-535 PLANNING SERVICES	0.00	0.00	0.00	0.00
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	14,975.40	108,540.90	161,517.00	52,976.10
01-03-451 HEALTH INSURANCE	2,907.59	21,875.90	33,017.00	11,141.10

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01-03-461 SOCIAL SECURITY	1,145.62	8,303.38	12,357.00	4,053.62
01-03-462 IMRF	949.38	8,161.41	12,292.00	4,130.59
01-03-532 AUDITING SERVICES	0.00	12,800.00	11,000.00	(1,800.00)
01-03-534 LEGAL SERVICES	0.00	13,931.67	12,085.00	(1,846.67)
01-03-536 DATA PROCESSING SERVICES	242.78	3,420.28	6,000.00	2,579.72
01-03-539 CODIFICATION	500.00	500.00	1,500.00	1,000.00
01-03-551 POSTAGE	122.55	1,377.98	1,950.00	572.02
01-03-552 TELEPHONE	545.36	5,183.88	7,120.00	1,936.12
01-03-555 COPYING AND PRINTING	186.18	2,799.95	5,150.00	2,350.05
01-03-558 LEGAL NOTICES	65.00	2,574.00	3,480.00	906.00
01-03-561 DUES AND PUBLICATIONS	0.00	135.00	1,225.00	1,090.00
01-03-566 MEETING EXPENSES	0.00	0.00	250.00	250.00
01-03-567 PROFESSIONAL DEVELOPMENT	0.00	4,000.00	4,000.00	0.00
01-03-595 OTHER CONTRACTUAL SERV	0.00	90.00	600.00	510.00
01-03-651 OFFICE SUPPLIES	270.86	1,034.19	1,650.00	615.81
01-03-830 NEW EQUIPMENT	0.00	0.00	0.00	0.00
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	3,097.50	25,081.62	31,604.00	6,522.38
01-05-421 APPOINTED OFFICIALS SALARIES	460.00	3,910.00	5,980.00	2,070.00
01-05-461 FICA	35.18	299.37	458.00	158.63
01-05-462 IMRF	0.00	0.00	0.00	0.00
01-05-512 MAINT SERVICE - EQUIP.	1,087.64	1,087.64	4,890.00	3,802.36
01-05-513 MAINT SERVICE - VEHICLES	1,040.96	2,338.26	2,500.00	161.74
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	174.00	1,111.12	1,500.00	388.88
01-05-669 SUPPLIES - OTHER	0.00	0.00	1,500.00	1,500.00
01-06-421 SALARIES FULL-TIME	52,524.07	418,217.92	696,949.00	278,731.08
01-06-422 SALARIES PART-TIME	10,510.00	111,900.60	95,360.00	(16,540.60)
01-06-423 OVERTIME	11,900.32	79,159.21	96,336.00	17,176.79
01-06-451 HEALTH INSURANCE	11,605.71	89,773.02	158,552.00	68,778.98
01-06-461 SOCIAL SECURITY	5,630.44	45,952.98	68,277.00	22,324.02
01-06-462 IMRF	4,522.94	40,684.40	65,488.00	24,803.60
01-06-471 UNIFORM ALLOWANCE	599.99	6,893.80	12,700.00	5,806.20
01-06-513 MAINT. SERVICE - VEHICLES	308.62	7,136.13	13,145.00	6,008.87
01-06-521 MAINT. SERVICE - EQUIP	896.40	8,526.61	16,230.00	7,703.39
01-06-534 LEGAL SERVICES	2,100.00	12,239.04	17,800.00	5,560.96
01-06-536 DATA PROCESSING SERVICES	875.88	3,607.94	5,000.00	1,392.06
01-06-549 OTHER PROFESSIONAL SERVICES	50.00	7,519.30	6,700.00	(819.30)
01-06-551 POSTAGE	0.00	127.77	950.00	822.23
01-06-552 TELEPHONE	800.00	4,848.34	7,928.00	3,079.66
01-06-555 COPYING AND PRINTING	306.18	479.03	2,400.00	1,920.97
01-06-556 DISPATCHING SERVICES	10,245.75	74,760.15	109,177.00	34,416.85
01-06-561 DUES AND PUBLICATIONS	3,996.00	5,568.10	9,040.00	3,471.90
01-06-563 TRAINING	421.99	6,767.99	11,890.00	5,122.01
01-06-566 MEETING EXPENSES	0.00	287.46	1,010.00	722.54
01-06-567 PROFESSIONAL DEVELOPMENT	0.00	132.93	3,000.00	2,867.07
01-06-613 MAINT. SUPPLIES - VEHICLES	0.00	95.00	3,520.00	3,425.00
01-06-651 OFFICE SUPPLIES	0.00	1,376.45	2,400.00	1,023.55
01-06-652 FIELD SUPPLIES	520.28	7,777.15	16,000.00	8,222.85
01-06-656 UNLEADED FUEL	2,909.98	19,198.09	26,650.00	7,451.91
01-06-830 NEW EQUIPMENT	0.00	0.00	0.00	0.00
01-06-840 NEW VEHICLE	27,606.50	32,779.79	43,000.00	10,220.21
01-06-929 MISC EXPENSES	0.00	0.00	100.00	100.00

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01-07-538 MOSQUITO ABATEMENT SERV	0.00	180.00	8,800.00	8,620.00
01-07-595 OTHER CONTRACTUAL SERV	1,830.00	1,830.00	1,900.00	70.00
01-08-421 SALARIES FULL-TIME	5,104.00	41,182.19	71,881.00	30,698.81
01-08-422 SALARIES PART-TIME	0.00	0.00	0.00	0.00
01-08-423 OVERTIME	554.35	3,504.24	8,263.00	4,758.76
01-08-451 HEALTH INSURANCE	1,424.04	13,458.03	16,266.00	2,807.97
01-08-461 SOCIAL SECURITY	432.88	3,418.51	6,131.00	2,712.49
01-08-462 IMRF	407.84	3,771.43	6,099.00	2,327.57
01-08-471 UNIFORM ALLOWANCE	0.00	0.00	0.00	0.00
01-08-512 MAINT. SERVICE - EQUIPMENT	0.00	1,607.81	2,300.00	692.19
01-08-513 MAINT. SERVICE - VEHICLES	2,356.48	12,810.61	14,136.00	1,325.39
01-08-514 MAINT. SERVICE - STREET	800.00	37,627.36	39,100.00	1,472.64
01-08-516 MAINT. SERVICE - STREET LIGHT	0.00	0.00	180.00	180.00
01-08-533 ENGINEERING	532.00	1,512.00	2,900.00	1,388.00
01-08-572 STREET LIGHTING	11,110.00	70,819.38	122,986.00	52,166.62
01-08-576 RENTALS	731.43	7,059.90	10,513.00	3,453.10
01-08-612 MAINT. SUPPLIES EQUIPMENT	57.45	914.68	2,800.00	1,885.32
01-08-613 MAINT. SUPPLIES - VEHICLES	839.45	2,599.22	3,500.00	900.78
01-08-614 MAINT. SUPPLIES - STREET	684.05	24,783.67	30,224.00	5,440.33
01-08-653 SMALL TOOLS	0.00	500.00	500.00	0.00
01-08-656 UNLEADED FUEL	1,373.31	19,090.09	21,588.00	2,497.91
01-08-830 CAPITAL OUTLAY- EQUIP.	0.00	5,527.08	5,403.00	(124.08)
01-09-511 MAINT. SERVICE - BUILDING	551.14	6,153.32	10,800.00	4,646.68
01-09-611 MAINT. SUPPLIES - BUILDING	0.00	343.96	990.00	646.04
01-09-654 JANITORIAL SUPPLIES	0.00	100.79	1,000.00	899.21
01-09-820 BUILDING	0.00	13,579.73	13,800.00	220.27
01-09-821 DEPOT RENT	0.00	2,145.55	2,149.00	3.45
01-10-820 CAPITAL OUTLAY - BUILDING	0.00	63,100.00	63,100.00	0.00
01-10-860 CAPITAL OUTLAY-INFRASTRUCT.	0.00	9,741.15	100,000.00	90,258.85
01-11-451 HEALTH INSURANCE	1,714.08	14,638.51	18,947.00	4,308.49
01-11-453 UNEMPLOYMENT INSURANCE	0.00	2,730.25	6,318.00	3,587.75
01-11-592 COMPREHENSIVE INSURANCE	0.00	58,678.00	58,678.00	0.00
01-11-595 OTHER CONTRACTUAL SERV	0.00	478.80	624.00	145.20
01-11-730 FISCAL AGENT FEES	0.00	0.00	350.00	350.00
01-11-914 SALES TAX REIMBURSEMENTS	31,299.32	92,035.58	127,555.00	35,519.42
01-11-915 PROPERTY TAX REIMB	0.00	4,019.75	4,495.00	475.25
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	85,022.83	85,090.00	67.17
01-11-955 INTERFUND TRANS-CAP EQUIP	0.00	13,654.00	13,654.00	0.00
01-11-956 INTERFUND TRANS-PARK	0.00	0.00	0.00	0.00
01-13-422 SALARIES PART-TIME	0.00	4,192.50	6,504.00	2,311.50
01-13-461 SOCIAL SECURITY	0.00	320.72	496.00	175.28
01-13-515 MAINT SERVICE - PARKS	830.20	4,282.20	9,400.00	5,117.80
01-13-571 ELECTRIC POWER	73.24	1,073.78	2,250.00	1,176.22
01-13-595 CONTRACTUAL SERVICES	0.00	1,296.80	2,800.00	1,503.20
01-13-614 MAINT SUPPLIES - PARKS	0.00	2,380.36	3,700.00	1,319.64
Total Operating Expense	\$246,807.67	\$1,877,221.96	\$2,796,137.00	\$918,915.04
Total Expense	\$246,807.67	\$1,877,221.96	\$2,796,137.00	\$918,915.04
Excess Revenue Over Expenses	(\$126,916.48)	\$208,411.08	\$0.00	

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11 - CAPITAL EQUIPMENT SINKING FUND				
Operating Revenue				
11-00-381 INTEREST INCOME	84.17	662.00	100.00	(562.00)
11-00-392 PROCEEDS - FIXED ASSET SALES	0.00	0.00	7,500.00	7,500.00
11-00-393 INTERFUND TRANSFERS	0.00	92,189.00	92,069.00	(120.00)
11-00-396 RESERVE CASH	0.00	0.00	0.00	0.00
11-00-397 ENCUMBERANCES	0.00	0.00	0.00	0.00
Total Operating Revenue	\$84.17	\$92,851.00	\$99,669.00	\$6,818.00
Total Revenue	\$84.17	\$92,851.00	\$99,669.00	\$6,818.00
Operating Expense				
11-11-830 CAPITAL OUTLAY - EQUIPMENT	0.00	56,533.36	59,500.00	2,966.64
11-11-961 CAPITAL RESERVE CONTRIBUTION	0.00	0.00	40,169.00	40,169.00
Total Operating Expense	\$0.00	\$56,533.36	\$99,669.00	\$43,135.64
Total Expense	\$0.00	\$56,533.36	\$99,669.00	\$43,135.64
Excess Revenue Over Expenses	\$84.17	\$36,317.64	\$0.00	

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12 - REFUSE ACCOUNT				
Operating Revenue				
12-00-377 REFUSE CHARGES	29,830.11	235,466.22	350,619.00	115,152.78
12-00-389 MISCELLANEOUS INCOME	7.20	3,822.25	8,000.00	4,177.75
12-00-396 RESERVE CASH	0.00	0.00	2,882.00	2,882.00
Total Operating Revenue	\$29,837.31	\$239,288.47	\$361,501.00	\$122,212.53
Total Revenue	\$29,837.31	\$239,288.47	\$361,501.00	\$122,212.53
Operating Expense				
12-07-573 REFUSE DISPOSAL	27,331.15	215,780.80	327,565.00	111,784.20
12-07-578 YARD WASTE BAGS	0.00	5,403.00	8,000.00	2,597.00
12-07-953 INTERFUND OPERAT TRANS	0.00	25,936.00	25,936.00	0.00
Total Operating Expense	\$27,331.15	\$247,119.80	\$361,501.00	\$114,381.20
Total Expense	\$27,331.15	\$247,119.80	\$361,501.00	\$114,381.20
Excess Revenue Over Expenses	\$2,506.16	(\$7,831.33)	\$0.00	

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14 - MFT ACCOUNT	Actual Current	Actual YTD	Budget YTD	Variance YTD
Operating Revenue				
14-00-344 MOTOR FUEL TAX	16,267.80	97,582.27	110,065.00	12,482.73
14-00-381 INTEREST	205.48	1,400.05	100.00	(1,300.05)
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 -SPECIAL MFT PMT	0.00	0.00	0.00	0.00
14-00-396 MFT RESERVE CASH	0.00	0.00	58,148.00	58,148.00
14-00-397 ENCUMBRANCES	0.00	0.00	35,244.00	35,244.00
Total Operating Revenue	\$16,473.28	\$98,982.32	\$203,557.00	\$104,574.68
Total Revenue	\$16,473.28	\$98,982.32	\$203,557.00	\$104,574.68
Operating Expense				
14-08-533 ENGINEERING	0.00	1,250.00	33,350.00	32,100.00
14-08-614 MAINT. SUPPLIES - STREET	7,600.90	30,299.36	82,463.00	52,163.64
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	32,527.44	52,500.00	19,972.56
14-10-951 RESERVE CONTRIBUTION	0.00	0.00	0.00	0.00
Total Operating Expense	\$7,600.90	\$64,076.80	\$203,557.00	\$139,480.20
Total Expense	\$7,600.90	\$64,076.80	\$203,557.00	\$139,480.20
Excess Revenue Over Expenses	\$8,872.38	\$34,905.52	\$0.00	

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16 - JOINT FUEL ACCOUNT				
Operating Revenue				
16-00-358 FUEL FUND REIMBURSEMENTS	15,073.10	126,199.84	224,800.00	98,600.16
16-00-396 RESERVE CASH	0.00	0.00	0.00	0.00
Total Operating Revenue	\$15,073.10	\$126,199.84	\$224,800.00	\$98,600.16
Total Revenue	\$15,073.10	\$126,199.84	\$224,800.00	\$98,600.16
Operating Expense				
16-12-577 FUEL PAYMENTS	15,421.00	128,638.52	224,800.00	96,161.48
16-12-820 CAPITAL OUTLAY-EQUIP	0.00	0.00	0.00	0.00
Total Operating Expense	\$15,421.00	\$128,638.52	\$224,800.00	\$96,161.48
Total Expense	\$15,421.00	\$128,638.52	\$224,800.00	\$96,161.48
Excess Revenue Over Expenses	<u>(\$347.90)</u>	<u>(\$2,438.68)</u>	<u>\$0.00</u>	

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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	41.20	136.97	0.00	(136.97)
18-00-393 INTERFUND OPERATING TRANS	0.00	72,545.00	85,090.00	12,545.00
18-00-396 RESERVE CASH	0.00	0.00	0.00	0.00
Total Operating Revenue	\$41.20	\$72,681.97	\$85,090.00	\$12,408.03
Total Revenue	\$41.20	\$72,681.97	\$85,090.00	\$12,408.03
Operating Expense				
18-00-710 PRINCIPAL & INTEREST	0.00	77,045.00	85,090.00	8,045.00
18-00-820 BUILDING	0.00	0.00	0.00	0.00
Total Operating Expense	\$0.00	\$77,045.00	\$85,090.00	\$8,045.00
Total Expense	\$0.00	\$77,045.00	\$85,090.00	\$8,045.00
Excess Revenue Over Expenses	\$41.20	(\$4,363.03)	\$0.00	

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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	12,122.34	101,301.75	158,772.00	57,470.25
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	246,400.00	246,400.00
19-00-381 INTEREST INCOME	496.45	4,325.87	500.00	(3,825.87)
19-00-393 INTERFUND TRANSFERS	0.00	0.00	0.00	0.00
19-00-396 RESERVE CASH	0.00	0.00	0.00	0.00
Total Operating Revenue	\$12,618.79	\$105,627.62	\$405,672.00	\$300,044.38
Total Revenue	\$12,618.79	\$105,627.62	\$405,672.00	\$300,044.38
Operating Expense				
19-19-533 ENGINEERING	0.00	649.32	308,000.00	307,350.68
19-19-711 DEBT SERV-2014 STP ENGIN LOAN	0.00	15,857.17	15,846.00	(11.17)
19-19-861 CAPITAL OUTLAY - INFRA.	0.00	78,760.00	81,826.00	3,066.00
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	\$0.00	\$95,266.49	\$405,672.00	\$310,405.51
Total Expense	\$0.00	\$95,266.49	\$405,672.00	\$310,405.51
Excess Revenue Over Expenses	\$12,618.79	\$10,361.13	\$0.00	

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51 - WATER ACCOUNT	Actual Current	Actual YTD	Budget YTD	Variance YTD
Operating Revenue				
51-00-371 WATER CHARGES	60,798.08	492,092.15	756,902.00	264,809.85
51-00-375 WATER SERVICE CONNECTION FEES	313.27	4,440.34	3,750.00	(690.34)
51-00-381 INTEREST INCOME	319.44	2,788.30	940.00	(1,848.30)
51-00-387 RENTAL INCOME	225.00	1,800.00	2,700.00	900.00
51-00-389 MISCELLANEOUS INCOME	0.00	0.00	4,900.00	4,900.00
51-00-396 RESERVE CASH	0.00	0.00	0.00	0.00
Total Operating Revenue	\$61,655.79	\$501,120.79	\$769,192.00	\$268,071.21
Total Revenue	\$61,655.79	\$501,120.79	\$769,192.00	\$268,071.21
Operating Expense				
51-20-421 SALARIES FULL-TIME	20,989.62	150,286.83	213,315.00	63,028.17
51-20-422 SALARIES PART-TIME	1,300.00	9,010.00	8,400.00	(610.00)
51-20-423 SALARIES OVERTIME	2,035.94	10,132.95	11,826.00	1,693.05
51-20-451 HEALTH INSURANCE	3,791.32	26,566.34	42,679.00	16,112.66
51-20-461 SOCIAL SECURITY	1,818.91	12,607.73	17,866.00	5,258.27
51-20-462 IMRF	1,293.51	11,630.75	17,133.00	5,502.25
51-20-471 UNIFORMS	0.00	7,172.00	7,400.00	228.00
51-20-513 MAINT. SERVICE- VEHICLES	4,500.00	4,500.00	4,500.00	0.00
51-20-517 MAINT. SERVICE - WATER SYSTEM	0.00	54,192.59	68,500.00	14,307.41
51-20-532 AUDIT	0.00	5,500.00	5,500.00	0.00
51-20-533 ENGINEERING	0.00	0.00	0.00	0.00
51-20-534 LEGAL SERVICES	0.00	4,200.00	4,200.00	0.00
51-20-536 DATA PROCESSING SERVICES	0.00	225.00	3,500.00	3,275.00
51-20-537 LABORATORY ANALYSIS	90.00	1,493.56	5,550.00	4,056.44
51-20-551 POSTAGE	0.00	1,045.18	2,400.00	1,354.82
51-20-552 TELEPHONE	800.00	2,940.84	3,960.00	1,019.16
51-20-553 LEASED CONTROL LINES	0.00	0.00	0.00	0.00
51-20-561 DUES AND PUBLICATIONS	0.00	380.56	975.00	594.44
51-20-563 TRAINING	648.72	864.72	5,400.00	4,535.28
51-20-565 CONFERENCES	0.00	0.00	0.00	0.00
51-20-571 ELECTRIC POWER	2,466.00	17,482.38	28,440.00	10,957.62
51-20-574 NATURAL GAS	1,861.49	3,324.94	6,900.00	3,575.06
51-20-592 COMPREHENSIVE INSURANCE	0.00	32,189.00	32,189.00	0.00
51-20-595 OTHER PROFESSIONAL SERVICES	0.00	0.00	990.00	990.00
51-20-611 MAINT. SUPPLIES - BUILDING	0.00	0.00	350.00	350.00
51-20-616 MAINT. SUPPLIES-WATER SYSTEM	2,909.49	45,677.41	52,111.00	6,433.59
51-20-651 OFFICE SUPPLIES	0.00	1,138.02	1,900.00	761.98
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	600.00	600.00	600.00	0.00
51-20-659 CHEMICALS	6,154.86	32,749.20	36,326.00	3,576.80
51-20-830 CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	0.00	0.00
51-20-953 INTERFUND TRANS	0.00	98,209.00	185,782.00	87,573.00
Total Operating Expense	\$51,259.66	\$534,119.00	\$769,192.00	\$235,073.00
Total Expense	\$51,259.66	\$534,119.00	\$769,192.00	\$235,073.00
Excess Revenue Over Expenses	\$10,396.13	(\$32,998.21)	\$0.00	

VILLAGE OF BEECHER (BEEFND)

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52 - SEWER ACCOUNT				
Operating Revenue				
52-00-372 SEWER CHARGES	42,093.45	330,838.13	508,148.00	177,309.87
52-00-373 LIFT STATION CHARGES	1,071.96	8,490.08	12,900.00	4,409.92
52-00-374 DEBT SERVICES CHARGES	9,421.75	75,150.92	111,180.00	36,029.08
52-00-381 INTEREST INCOME	0.00	0.00	0.00	0.00
52-00-389 MISC. INCOME	300.00	2,400.00	3,600.00	1,200.00
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
Total Operating Revenue	\$52,887.16	\$416,879.13	\$635,828.00	\$218,948.87
Total Revenue	\$52,887.16	\$416,879.13	\$635,828.00	\$218,948.87
Operating Expense				
52-21-421 SALARIES FULL-TIME	13,944.00	118,524.00	183,035.00	64,511.00
52-21-422 SALARIES PART-TIME	0.00	0.00	0.00	0.00
52-21-423 OVERTIME	1,778.83	13,433.34	17,217.00	3,783.66
52-21-451 HEALTH INSURANCE	4,641.50	35,593.39	45,542.00	9,948.61
52-21-461 SOCIAL SECURITY	1,171.35	9,850.75	15,319.00	5,468.25
52-21-462 IMRF	1,189.29	10,955.43	15,239.00	4,283.57
52-21-471 UNIFORM ALLOWANCE	0.00	0.00	0.00	0.00
52-21-512 MAINT. SERVICE - EQUIPMENT	135.38	7,000.00	7,000.00	0.00
52-21-513 MAINT. SERVICE - VEHICLES	864.85	1,400.00	1,400.00	0.00
52-21-518 MAINT SERVICE SEWER SYSTEM	0.00	30,900.00	14,400.00	(16,500.00)
52-21-532 AUDIT	0.00	5,500.00	5,500.00	0.00
52-21-533 ENGINEERING	0.00	1,000.00	1,000.00	0.00
52-21-534 LEGAL SERVICES	0.00	4,200.00	4,200.00	0.00
52-21-536 DATA PROCESSING SERVICES	0.00	0.00	4,700.00	4,700.00
52-21-537 LABORATORY ANALYSIS	601.42	9,578.34	33,700.00	24,121.66
52-21-549 OTHER PROFESSIONAL SERVICES	758.60	1,365.80	1,650.00	284.20
52-21-551 POSTAGE	0.00	810.18	1,500.00	689.82
52-21-552 TELEPHONE	800.00	1,760.00	1,920.00	160.00
52-21-562 IEPA PERMIT FEES	0.00	19,000.00	18,500.00	(500.00)
52-21-563 TRAINING	0.00	0.00	2,400.00	2,400.00
52-21-571 ELECTRICAL POWER	5,163.50	37,275.57	63,576.00	26,300.43
52-21-574 NATURAL GAS	0.00	0.00	0.00	0.00
52-21-592 COMPREHENSIVE INSURANCE	0.00	32,189.00	32,189.00	0.00
52-21-595 OTHER PROFESSIONAL SERV	2,846.16	25,538.51	37,000.00	11,461.49
52-21-611 MAINT. SUPPLIES - BUILDING	81.01	500.00	500.00	0.00
52-21-612 MAINT. SUPPLIES - EQUIPMENT	651.27	1,890.60	1,928.00	37.40
52-21-617 MAINT. SUPPLIES-SEWER SYSTEM	0.00	2,121.34	2,400.00	278.66
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
52-21-659 CHEMICALS	0.00	0.00	7,061.00	7,061.00
52-21-830 CAPITAL OUTLAY- EQUIPMENT	0.00	0.00	0.00	0.00
52-21-953 INTERFUND TRANS	0.00	4,872.00	116,052.00	111,180.00
Total Operating Expense	\$34,627.16	\$375,258.25	\$635,828.00	\$260,569.75
Total Expense	\$34,627.16	\$375,258.25	\$635,828.00	\$260,569.75
Excess Revenue Over Expenses	\$18,260.00	\$41,620.88	\$0.00	

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53 - WATER & SEWER CAPITAL IMPR				
Operating Revenue				
53-21-350 IDOT GRANT-ILLIANA CORRIDOR PLANNIN	0.00	0.00	0.00	0.00
53-21-373 WATER TAP-INS	0.00	10,986.00	0.00	(10,986.00)
53-22-374 SEWER TAP-INS	0.00	23,838.00	0.00	(23,838.00)
53-22-381 INTEREST	464.95	2,553.91	0.00	(2,553.91)
53-22-393 INTERFUND TRANSFERS	0.00	96,000.00	96,000.00	0.00
53-22-394 LOAN PROCEEDS-IPEA WASTEWATER	622,788.42	3,384,228.47	10,000,000.00	6,615,771.53
53-22-396 RESERVE CASH - CAPITAL	0.00	0.00	42,400.00	42,400.00
53-22-397 ENCUMBRANCES	0.00	0.00	0.00	0.00
Total Operating Revenue	\$623,253.37	\$3,517,606.38	\$10,138,400.00	\$6,620,793.62
Total Revenue	\$623,253.37	\$3,517,606.38	\$10,138,400.00	\$6,620,793.62
Operating Expense				
53-21-517 MAINT SERV - WATER SYSTEM	0.00	2,500.90	2,500.00	(0.90)
53-21-616 METER REPLACEMENT PROGRAM	9,900.00	27,811.90	29,400.00	1,588.10
53-21-861 CAPITAL OUTLAY- INFRAS	605,315.56	3,164,672.35	9,370,000.00	6,205,327.65
53-22-518 MAINT SERV - SEWER SYSTEM	0.00	0.00	0.00	0.00
53-22-533 ENGINEERING	18,222.86	224,392.78	630,000.00	405,607.22
53-22-535 PLANNING SERVICES	1,325.16	3,301.08	6,000.00	2,698.92
53-22-595 OTHER PROFESSIONAL SERVICES	0.00	500.00	4,500.00	4,000.00
53-22-830 CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	96,000.00	96,000.00
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	\$634,763.58	\$3,423,179.01	\$10,138,400.00	\$6,715,220.99
Total Expense	\$634,763.58	\$3,423,179.01	\$10,138,400.00	\$6,715,220.99
Excess Revenue Over Expenses	(\$11,510.21)	\$94,427.37	\$0.00	

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54 - WATER & SEWER DEBT SERVICE				
Operating Revenue				
54-21-393 TRANS FROM WATER FUND	0.00	0.00	0.00	0.00
54-22-336 UTILITY TAX	14,964.98	119,312.73	188,000.00	68,687.27
54-22-346 1/2% INFRA SALES TX	12,122.34	101,301.72	158,772.00	57,470.28
54-22-381 INTEREST INCOME	1,027.94	12,920.69	2,350.00	(10,570.69)
54-22-393 TRANSFER FROM WATER FUND	0.00	0.00	10,206.00	10,206.00
54-22-394 TRANSFER FROM SEWER FUND	0.00	0.00	111,180.00	111,180.00
54-22-395 TRANSFER FROM REFUSE FUND	0.00	0.00	0.00	0.00
54-22-396 RESERVE CASH	0.00	0.00	325,171.00	325,171.00
Total Operating Revenue	\$28,115.26	\$233,535.14	\$795,679.00	\$562,143.86
Total Revenue	\$28,115.26	\$233,535.14	\$795,679.00	\$562,143.86
Operating Expense				
54-21-533 ENGINEERING	0.00	0.00	0.00	0.00
54-21-711 2013 INSTALLMENT CONTRACT	0.00	358,215.94	358,489.00	273.06
54-21-830 CAPITAL OUTLAY - EQUIP	0.00	77,845.75	0.00	(77,845.75)
54-22-712 2018 BALLOON LOAN	0.00	0.00	0.00	0.00
54-22-713 1996 IEPA LOAN	0.00	0.00	112,000.00	112,000.00
54-22-951 RESERVE CONTRIBUTION	0.00	0.00	0.00	0.00
54-22-953 INTERFUND TRANSFERS	0.00	186,595.00	325,190.00	138,595.00
54-23-716 WASH TWP BUILDING PMT	0.00	0.00	0.00	0.00
Total Operating Expense	\$0.00	\$622,656.69	\$795,679.00	\$173,022.31
Total Expense	\$0.00	\$622,656.69	\$795,679.00	\$173,022.31
Excess Revenue Over Expenses	\$28,115.26	(\$389,121.55)	\$0.00	

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	Actual Current	Actual YTD	Budget YTD	Variance YTD
55 - WATERMAIN REPLACEMENT FUND				
Operating Revenue				
55-21-381 INTEREST INCOME	193.19	1,522.23	705.00	(817.23)
55-21-393 INTERFUND TRANS	0.00	76,546.00	153,913.00	77,367.00
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	0.00	0.00
Total Operating Revenue	\$193.19	\$78,068.23	\$154,618.00	\$76,549.77
Total Revenue	\$193.19	\$78,068.23	\$154,618.00	\$76,549.77
Operating Expense				
55-21-533 ENGINEERING	0.00	46,621.33	0.00	(46,621.33)
55-21-714 DEBT SERV - 2017 IEPA LOAN	0.00	32,651.99	65,304.00	32,652.01
55-21-861 CAPITAL OUTLAY-DUNBAR MAIN	0.00	15,508.00	0.00	(15,508.00)
55-21-862 CAPITAL OUTLAY-	0.00	0.00	0.00	0.00
55-22-951 CAPITAL RESERVE CONTRIBUTION	0.00	0.00	89,314.00	89,314.00
Total Operating Expense	\$0.00	\$94,781.32	\$154,618.00	\$59,836.68
Total Expense	\$0.00	\$94,781.32	\$154,618.00	\$59,836.68
Excess Revenue Over Expenses	\$193.19	(\$16,713.09)	\$0.00	

CONSIDER A PROPOSAL FOR A CODE COMPLIANCE OFFICER

BACKGROUND

Prior to 2013, the Village Hall was responsible for code enforcement. Julie Riechers was assigned to code enforcement for one hour each day and upon request. She was also the utility billing clerk and fuel secretary. This program was reactive in nature but complaints did get processed.

When Julie left employment, the decision was made to have the police department take over code enforcement so that the program could become more proactive and less reactive. Aaron Decorte was a part-time officer at the time and was assigned this duty. He went to a three day class and became certified in the property maintenance code. He worked some weekdays and every other weekend for one shift. While on patrol he observed violations and worked with property owners to achieve compliance. There were some citations written but these were to absentee landlords and vacant property owners. Liens were also placed on properties for failure to pay past due mowing fees.

Aaron Dacrote was then made a full time officer in 2015 and was moved to midnights as a probationary officer. He stayed on code enforcement for a time but due to his shift and the lack of communication with the Village Hall the Chief assumed more of the duties. The Chief did not have the time to adequately address code enforcement and asked to be relieved of this responsibility in the Fall of 2015.

The Administrator began to look at various options and it was decided at that time to outsource code enforcement to Safebuilt, Inc. at a rate of \$60 per hour not to exceed \$17,500 per year. This would provide only 292 hours of code enforcement per year. This was not an ideal situation at the time but it was what the Village had budgeted. The Village President agreed to place this item on the Board agenda.

The day of the Village Board meeting Chief Weissgerber signed an MOU where Denis Tatgenhorst would provide code enforcement, community policing, EMA Director, and other duties as assigned as the third day car on the street for 1,000 hours per year for \$36,000 per year. \$17,500 would come from the code enforcement budget, \$5,000 from EMA and the remainder would come from the part-time police budget. This arrangement was discontinued in 2018 by action of the Village Board. Since that time, the police department has been handling code and the Chief would assign officers to specific complaints.

The code enforcement program has limped along since 2018. The main problems with the current practice is the image of the police department and the lack of communication between shifts and between the Village Hall and the police department. There lacks a coordinated procedure or a specific "go to" person for handling of nuisance complaints.

After several meetings with the Village President as the appointing authority, the Public Safety Chair as the committee responsible for program, the Administrator and the Chief the following proposal has come forward for the Village Board to consider.

PROPOSAL

It is recommended that the Village hire a part-time person on a flexible schedule for up to 750 hours at a range of \$16 to \$18 per hour DOE to be the code enforcement officer. This person would be non-sworn but have the ability to write local ordinance tickets. This person would work out of the Village Hall and report directly to the Village Administrator as is stated in our current ordinance. Compliance would be the goal and not the writing of tickets. Duties and budget for this program are described below. The person would wear a uniform different than a police officer (logo polo and ID tag) and a vehicle (if available) could be parked at the Village Hall and be provided for this officer's use. Another option is to use one's personal vehicle and pay mileage. The car would have magnet labels stating "Beecher Code Compliance Officer". The officer and the Administrator would prepare a work schedule acceptable to the Village for completion of the duties. More time would be allocated in the Summer months than in the Winter months.

A recruitment process would include using Indeed.com and Village website. The goals would be to have this officer in place by no later than April 30, 2020 when nuisance complaints begin to rise. This is not currently in the budget so there would be some overlap issues.

Code Compliance Officer Budget:

Hourly Pay of \$17/hr x 750 hrs:	\$12,750
FICA	976
Uniform	200
Vehicle Fuel/Use per yr:	1,500
TOTAL:	\$15,426

One Time Expense for a Vehicle: Police department to provide

Duties of Code Compliance Officer:

1. Inspect Common Hallways of Apartment Buildings
2. Assist Fire Department with Life Safety Inspection Compliance of Commercial Property
3. High Weeds
4. Portable Signs
5. Work with Owners of old buildings to Improve their Properties
6. Swimming Pools and Other Life Safety Complaints
7. Illegal Dumping, especially on vacant lots in newer subdivisions
8. Investigate complaints of unsanitary conditions
9. Annual check of ordinance pertaining to visible addresses
10. Patrol for violations
11. Deliver past due water bills
12. Outside inspection of vacant homes and buildings for compliance
13. Checking for valid building permits and contractors licenses
14. Check of compliance with amusement device licensing
15. Check of zoning violations such as trailers in front yard setbacks
16. Silt fencing, portable johns, and clean streets in areas under construction
17. Notify police department of suspicious activity, abandoned or unlicensed vehicles
18. Other duties as assigned.

**NOW HIRING:
CODE COMPLIANCE OFFICER**

The Village of Beecher is seeking a part-time code compliance officer which is a non-sworn position reporting directly to the Village Administrator. Flexible schedule weekdays capped at 750 hours per year. \$16 to \$18/hr. DOE. Enforcement of the Property Maintenance Code, Nuisance and Licensing ordinances, and certain chapters of the Municipal Code. Apply to Village of Beecher, 625 Dixie Highway, P.O. Box 1154, Beecher, IL 60401 or download application at www.villageofbeecher.org. Applications due by Friday, March 20th.

Chapter 14

CODE ENFORCEMENT OFFICER

1-14-1: OFFICE CREATED:

The position of village code enforcement officer is hereby created subject to the provisions of this chapter. Nothing in this chapter shall supersede or detract from the statutory powers and authority of other elected and appointed officials of the village. Further, in the event of any conflict between state statutes, as amended from time to time, and this chapter, state statute shall supersede and control. (Ord. 1155, 4-23-2012)

1-14-2: APPOINTMENT AND QUALIFICATIONS:

The village president shall appoint a village code enforcement officer, by and with the advice and consent of the village board of trustees, for a term of one year or as set forth by contract. In making such an appointment, the village president shall consider the qualifications, past conduct, knowledge and experience of the individual being considered for such an appointment in all aspects of this code, village operations and the provisions of this chapter. The village code enforcement officer must have a valid driver's license and must not have been convicted of a felony. The village code enforcement officer must take an oath of office as a sworn officer of the village, but shall not possess the power of arrest or the ability to carry a firearm. (Ord. 1155, 4-23-2012)

1-14-3: COMPENSATION:

The rate of compensation of the village code enforcement officer shall be set by the village board of trustees and may be adjusted from time to time as the village board of trustees deems appropriate. (Ord. 1155, 4-23-2012)

1-14-4: REMOVAL FROM OFFICE:

The village code enforcement officer shall at all times be subject to the removal of office by a majority vote of the total membership of the corporate authorities. (Ord. 1155, 4-23-2012)

1-14-5: DUTIES AND RESPONSIBILITIES:

The village code enforcement officer shall act independently of the Beecher police department and be under the direct supervision of the village administrator. The village code enforcement officer shall work with and assist the village zoning administrator, chief of police, and the building inspectors in enforcing certain provisions of this code and shall have the authority to issue local citations for violations of local ordinances and issue cease and desist orders to violations in progress. The village code enforcement officer shall have the authority as provided by state law and the ordinances of the village to inspect private and public property for conformance to the codes under the officer's authority

as stated herein. In the event the village code enforcement officer does not obtain compliance with such an order, a sworn officer of the Beecher police department shall be summoned to assist in the enforcement of this code. The village code enforcement officer shall have the authority to issue long form complaints through the police department or the village prosecutor and act as the village's official agent or witness in local court when called upon to do so.

The village code enforcement officer shall have the authority to enforce the following provisions of this code:

- (A) Business regulations, with the exception of liquor regulations.
- (B) Current building regulations as adopted in this code.
- (C) Barbed wire fence regulations.
- (D) Obstructing gutters, sewers regulations.
- (E) Graffiti prohibited regulations.
- (F) Dog license regulations.
- (G) Removal of dog excrement regulations.
- (H) Swine and poultry regulations.
- (I) Nuisances, plants and weeds regulations.
- (J) Solicitor regulations.
- (K) Health and sanitation regulations.
- (L) Public ways and property regulations.
- (M) The village zoning ordinance, as amended from time to time.
- (N) The village subdivision ordinance, as amended from time to time.
- (O) The international property maintenance code, as amended from time to time. (Ord. 1155, 4-23-2012)

Chapter 4

NUISANCES

6-4-1: PROHIBITED GENERALLY:

- (A) For the purposes of this section, the term "public nuisance" shall be defined as any activity, inactivity, neglect, omission, commission, abandonment, inadvertent or otherwise, or the like, which does, or tends to, permits, or results in a condition or conditions or circumstances which deleteriously affects the public health, public safety, public welfare, public morals, public sensibilities, public rights and enjoyment of residence or property, panders to vicious tastes, creates attractive nuisances for minors, results in a dilapidated, abandoned or dangerous building or buildings, or improvement or improvements, or unfinished or uncompleted improvements on real property, permits the growth of noxious or poisonous weeds or growth and accumulation of trash dumps or not maintaining pond areas or the like. Any person who shall be responsible for the maintenance of a public nuisance shall be guilty of an offense of the provisions specified hereinbefore and hereinafter in this chapter.
- (B) It shall be unlawful to commit or do any act which endangers the public health or results in annoyance or discomfort to the public. It shall be unlawful for any person to permit or maintain the existence of any nuisance on any property under such person's control.
- (C) It shall be unlawful for any property owner within the Village to permit or maintain the existence of any nuisance consisting of any weeds, grasses or plants, other than trees, bushes, flowers or other ornamental plants, on the Village parkway abutting such owner's property. For purposes of this subsection, "parkway" is defined as that area located between the property owner's lot line and the Village street.
- (D) It shall be unlawful for any property owner or entity responsible for maintenance of a pond to allow:
- 1) more than one-third ($\frac{1}{3}$) of the water surface area of the pond to be covered in algae; 2) to allow more than one-third ($\frac{1}{3}$) of the water surface area of the pond to have vegetation of any kind; 3) to allow garbage or other debris to remain in the pond area; 4) to allow grass or weeds to exceed eight inches (8") in height in the pond areas not covered with water; 5) to allow foul odors to originate from such pond areas; 6) to allow weeds or debris in cement troughs or rip rap around pond and pond structures; or 7) to allow culverts or other pond improvements to remain damaged or missing. For purposes of this subsection, "pond" is defined as any area designated or used for stormwater purposes, regardless if such facility always has water present or is a dry bottom stormwater facility. (Ord. 1276, 9-25-2017)

6-4-2: NUISANCE ABATEMENT:

The Village is hereby authorized to abate any nuisance existing in the Village, whether such nuisance is recognized by ordinance or otherwise, subject to the notification provisions as required by law. In addition to the assessment of any fine or penalty, the Village shall also assess the cost of abatement

of any nuisance to the party responsible and/or the owner of the property upon which the nuisance occurred according to State Statute. (Ord. 1173, 2-11-2013)

6-4-3: STAGNANT WATER:

Any stagnant pool of water in the Village is hereby declared to be a nuisance. It shall be unlawful for any person to permit any such nuisance to remain or exist on any property under his or its control. (Ord. 1173, 2-11-2013)

6-4-4: REFUSE:

It shall be unlawful for any person to deposit anywhere in the Village any uncovered piles of refuse, garbage, offal or carcasses of dead animals. Such refuse must be buried at least two feet (2') below the surface of the ground. Any uncovered pile of refuse is hereby declared to be a nuisance. (Ord. 1173, 2-11-2013)

6-4-5: PREMISES:

It shall be unlawful to permit any building, structure or place, to remain in such a condition as to be dangerous to the public health in any way. Any such structure, building or place is hereby declared to be a nuisance. Further, clothing collection boxes and other similar containers are prohibited from being located outside of a building and are hereby declared to be a nuisance unless special permission is granted by the Board of Trustees or by the granting of a special use permit pursuant to the Village zoning ordinance. (Ord. 1173, 2-11-2013)

6-4-6: PLANTS, WEEDS, AND POND MAINTENANCE ABATEMENT:

- (A) It shall be the duty of the Chief of Police or Code Enforcement Officer to serve or cause to be served a notice upon the owner or occupant or entity responsible for maintenance of any such premises on which weeds or plants are permitted to grow or where ponds are not maintained in violation of the provisions of this chapter, and to demand the abatement of the nuisance within five (5) days.
- (B) If the person so served does not abate the nuisance within five (5) days after such notice, the Superintendent of Public Works or designee may proceed to abate such nuisance, keeping an account of the expense thereof, and such expense shall be charged to and paid by the owner or occupant of the premises concerned, and the same shall constitute a lien upon the real estate affected, superior to all other liens and encumbrances, except tax liens; provided, that within sixty (60) days after such cost and expense is incurred by the Municipality, the person or persons, performing the service by the authority of the Municipality, in his or its own name, files notice of lien in the Office of the Recorder of Deeds of Will County, consisting of a sworn statement setting out: 1) description of the real estate sufficient for identification thereof, 2) the amount of money representing the cost and expense incurred or payable for the service, and 3) the date or dates when such cost and expense was incurred by the Municipality. Upon payment of the cost and expense by the owner of or persons interested in such property, after notice of lien has been filed,

the lien shall be released by the Municipality or person in whose name the lien has been filed and the release may be filed of record as in the case of filing notice of lien. (Ord. 1276, 9-25-2017)

6-4-7: PROHIBITED WEEDS:

Any weed such as jimson, burdock, ragweed, thistle, cocklebur, or other weeds of a similar kind, found growing in the Village are hereby declared to be nuisances, and it shall be unlawful to permit any such weeds to grow or remain in the Village. (Ord. 1173, 2-11-2013)

6-4-8: PROHIBITED HEIGHTS:

(A) Prohibited Heights: It shall be unlawful for any person or entity to permit any weeds, grass or plants, other than trees, bushes or flowers or other ornamental trees to grow to a height exceeding eight inches (8"); any such plants or weeds shall be and are hereby declared to be a nuisance. This prohibition shall not apply to vegetation native to the area, including ferns, wildflowers, grasses, forbs, shrubs, and trees as long as they are properly and reasonably managed to create a landscape amenity as determined by the Village's Code Enforcement Officer.

(B) Application To New Subdivisions: The prohibition contained in subsection (A) of this section shall apply to and be enforced as to any property located within the Village as stated hereinafter.

1. In the case of newly created subdivisions (those subdivisions that are approved by the Village after the effective date hereof), all lots, parkways and common areas shall be fine graded and all weeds thereon shall be maintained in accordance with the standards of this section and shall not allow any prohibited weeds to grow thereon.
2. Provided, however, that the requirements of subsection (A) of this section may be enforced in any newly subdivided property commencing immediately after approval of such new subdivision that may be approved after the effective date hereof, and after the installation and acceptance by the Village of required public improvements. Grass and weed control in such case shall include trimming around posts, poles, fence lines and trees.

(C) Accumulation Of Grass Clippings And Other Debris: No person shall cause or knowingly allow the accumulation or dumping of grass clippings unless said grass clippings are in an enclosed container designed for the purpose of composting that does not produce a noxious odor.

(D) Abatement Of Nuisance: In the event the Village elects to abate any nuisance for a violation of this section in accordance with the terms and provisions of this chapter, a minimum charge of at least one hundred dollars (\$100.00) per acre or fraction thereof, plus the Village's costs for preparation and recording of said lien shall be assessed. (Ord. 1173, 2-11-2013)

6-4-9: BARBERRY BUSHES:

It shall be unlawful and a nuisance to plant or permit the growth of the bush of the species of tall, common or European barberry, further known as *Barberis vulgaris*, or its horticultural varieties within the Village. (Ord. 1173, 2-11-2013)

6-4-10: POISON IVY AND OTHER NOXIOUS WEEDS:

It shall be unlawful and a nuisance for any person to knowingly permit, allow or maintain any poison ivy or other noxious weed or plant on any lot owned, controlled or leased by such person in the Village. (Ord. 1173, 2-11-2013)

6-4-11: NOISE:

- (A) Definition: When used in this section, "loud noise" shall mean any sound which because of its volume level, duration and character, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the Village. As provided in this section, prohibited acts may be established both or either by the testimony of persons who heard the loud noise and by recorded decibel levels.
- (B) General Prohibitions: It shall be unlawful for any person to make, continue, or cause to be made or continued or to allow to be made on the premises under the person's ownership or control, any loud noise.
- (C) Specific Prohibitions: The following are declared to be loud noises in violation of this section:
1. Sound Reproducing Devices: The use, operation, or permitting to be played, used, or operated of any musical instrument, machine, or electronic device, speaker, or other objects for the producing or reproducing of sound in such a manner as to constitute a loud noise with louder volume than is necessary for the convenient hearing of the person or persons who are in the immediate area where such device is being operated and who are voluntary listeners.
 2. Loading, Unloading, And Opening Containers: The creation of loud noise in connection with loading or unloading any vehicle or the opening and destruction of any containers.
 3. Construction: Any violation of section 4-1-6 of this Code.
 4. Domestic Power Tools: The operation of any mechanically powered saw, drill, sander, grinder or other tool, lawn or garden tool, lawn mower, or similar device used outdoors or indoors between the hours of nine o'clock (9:00) P.M. and seven o'clock (7:00) A.M. as to be plainly audible across property boundaries or through partitions common to two (2) separate dwelling units.
 5. Blowers: The operation of any noise creating blower, power fan, or any internal combustion engine between the hours of nine o'clock (9:00) P.M. and seven o'clock (7:00) A.M., the operation of which causes noise due to the explosion of gases, fuels, or fluids, provided that the loud noise can be heard across property line of the property from which the loud noise emanates.
 6. Yelling And Shouting: Yelling, shouting, or other similar noise emanating from a person that is a loud noise.
 7. Horns And Signaling Devices: Operating a horn or other audible signaling device on any motor vehicle that constitutes a loud noise.
 8. Noisy Parties Or Gatherings: Hosting any party or gathering between the hours of ten o'clock (10:00) P.M. and seven o'clock (7:00) A.M. Monday through Thursday and eleven o'clock (11:00)

P.M. and seven o'clock (7:00) A.M. Friday, Saturday and Sunday which constitutes a loud noise that is plainly audible across property boundaries or between partitions common to two (2) separate dwelling units.

9. Motor Vehicles: The operation of a motor vehicle which causes excessive noise as a result of a defective or modified exhaust system or as a result of an unnecessary rapid acceleration or deceleration, engine revving, or tire squealing and the operation of audio equipment in a vehicle which is plainly audible within twenty five feet (25') of the vehicle.
10. Stationary Source: It shall be unlawful for any person to cause the sound pressure level to exceed the limits listed below at any point on the boundary of the property where the person is located.
 - (a) If a person is located within a residential zone: Fifty five (55) dBA at all times.
 - (b) If the person is located within a commercial zone: Sixty five (65) dBA at all times.
 - (c) If the person is located within an industrial zone: Seventy (70) dBA at all times.
 - (d) If the property boundary lies between two (2) zones the lower limits shall apply regardless of the zone in which the person creating the noise is located.

(D) Exemptions: The following shall be exempt from enforcement under this section:

1. Loud noise caused by emergency or public works vehicles or in the performance of emergency work for the immediate safety, health, or welfare of the community or individuals of the community or to restore property to a safe condition.
2. Outdoor gatherings provided that a permit has been issued by the Village for such gathering.
3. Snowblowers, snow removal machinery, emergency generators during power outages that have mufflers, Municipal street sweeping and landscape operations conducted on golf courses.
4. Reasonable activities conducted on public or private property, which is conducted in accordance with the permitted use for such property, such as schools, churches, entertainment events, provided however that such activities cease by eleven o'clock (11:00) P.M. each day. (Ord. 1228, 6-22-2015)

6-4-12: PENALTIES:

- (A) Penalty: Whosoever violates or fails to comply with any of the provisions of this chapter, shall be guilty of an offense and fined not less than one hundred dollars (\$100.00) nor more than seven hundred fifty dollars (\$750.00). A separate offense shall be deemed committed for each day during or on which a violation occurs or continues. Except when fines and costs are paid by compromise payment as provided in subsection (B) of this section prior to court, the Circuit Clerk shall add to the fine any and all costs and fees upon an authorized disposition.
- (B) Compromise Payment: In the event the Beecher Police elect to charge any individual under a compromise citation as set forth hereinafter, any such person accused of a violation of this chapter and originally charged under this section may settle and compromise said claim without a court appearance by payment of one-half ($1/2$) of the minimum required fine to the Village within ten (10)

business days of the date of violation if the compromise box designation is so checked on the complaint and notice to appear form. (Ord. 1228, 6-22-2015)

10/2/19

VILLAGE OF BEECHER, ILLINOIS

JOB DESCRIPTION – CODE COMPLIANCE OFFICER

POSITION: PART-TIME

REPORTS TO: VILLAGE ADMINISTRATOR

SUMMARY:

The Code Enforcement Officer inspects and enforces all property maintenance and zoning laws and certain municipal ordinances pertaining to nuisances and licensing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Inspects sites for zoning or property maintenance code compliance as a result of complaints by residents, as direct assignments by supervisor, or as self-initiated.
- Documents all violations in written and photographic form for use in the enforcement process as needed along with processing complaints and preparing for court with the Village Prosecutor.
- Coordinates with other affected Village Departments and prepares reports as needed.
- Notifies property owners of violations and works with them to effect compliance. Follow-up with complainant when applicable to keep them apprised of status.
- Responds to all verbal and written messages from residents and contractors regarding zoning and property maintenance matters.
- Enforces Village Codes pertaining to licenses, contractors and nuisances.
- Prepares concise reports regarding each case; files, enters information in computer and prepares legal notices and citations.
- Comply with all Village policies, protocols, and procedures.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions. A valid Illinois State Driver's License is required.

EDUCATION/EXPERIENCE:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two-year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. One to three years of experience in the inspection field is required. Must become certified in the I.C.C. Property Maintenance Code within one (1) year from the date of hire.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret complex documents including blueprints, site plans, surveys, and elevation plans. Ability to respond effectively to citizen inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or commissions.

MATHEMATICAL SKILLS:

Ability to add and subtract numbers and to multiply and divide. Ability to perform these operations using units of weight measurement, volume, and distance. Ability to calculate figures and amounts such as proportions, percentages, and area.

REASONING ABILITIES:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk indoors or outdoors in all weather conditions. The employee is also required to sit and work at a desk for up to several hours.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The noise level in the work environment can at times be exceptionally loud. Extensive use of computers, video displays, and keyboards as required. The position often works in a vehicle.

SAFETY:

All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence of performance will be considered an important measure of employee performance evaluation. As such, the employee must:

- Comply with established safe working rules.
- Report all accidents and injuries immediately, and cooperate in all accident and injury investigations, supplying full and complete information.
- Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions.
- Know their exact duties in the event of a fire or catastrophe.
- Provide public protection from unsafe conditions and hazards.



THE IMPORTANCE OF CODE ENFORCEMENT

BY LAURA ROUSE-DEVORE, 1ST VICE PRESIDENT OF THE ILLINOIS ASSOCIATION OF CODE ENFORCEMENT

There is a saying among those connected to the realm of Code Enforcement that little children rarely ever say that they want to be a “Code Enforcement Officer” when they grow up. The fact of the matter is that Code Enforcement remains a confusing and misunderstood profession that most people know very little about. However, the role of the Code Enforcement Officer within modern-day municipalities is integral to the daily operations, and essential to enhancing quality of life by helping to sustain safe, healthy living conditions for residents and businesses of the municipality.

WHAT IS A CODE ENFORCEMENT OFFICER?

Code enforcement officers are often asked to embody so many roles within the context of their duties. In any given day, they may function as problem solvers, communicators, mediators, researchers, and educators within their role as a code enforcement officer. In the community, code enforcement officers also perform a variety of functions related to their role as public servants.

The most obvious function of code enforcement within communities is controlling the battle of the blight. Code enforcement officers have a very visible role in the community from the standpoint that the decisions they make and how effectively they perform their duties can have a major impact on the property values and image of the community. A commonality among all municipalities is that they have buildings, homes, and properties that will age over time. Code Enforcement Officers support and enhance property values through effective enforcement of property standards, while working to keep aging buildings, homes, and properties from deteriorating and becoming “eyesores” to the community. Every community faces struggles with vacant buildings, trash, tall grass and weeds, graffiti, and inoperable vehicles. Studies have shown that communities that have areas of blight and deteriorated properties may eventually see an increase in the amount of crime and a significant decrease in property values. Code enforcement

officers provide the first line of action in making sure that these issues are managed in a responsible and effective way.

Safety is another one of the primary ways that code enforcement officers positively impact communities. Communities have legislative bodies that enact ordinances for the good of the entire community. These ordinances include rules and regulations that take into consideration the safety and wellbeing of the public, such as fire codes, building codes, and general property standards. Enforcement of these ordinances can be essential to the provision of safe and healthy living and working conditions for the members of the community. Code enforcement officers are called upon to ensure compliance with these ordinances and codes. They are also called upon to provide input when the legislative body of a community is working to develop these ordinances and codes. Based upon their valuable experiences and “real life” situations in the community, Code Enforcement Officers can help to shape the ordinance provisions and the overall codes of their jurisdiction.

The recent financial and housing crisis has made code enforcement officers even more necessary and essential to communities. As the rates of foreclosed properties and bankruptcies continue to soar, communities are struggling to find ways to manage these properties and the various code and ordinance violations that may be connected to the growing number of vacancies. This has affected, and significantly expanded, the role of code enforcement officers within communities. In the 2006 Fannie Mae Foundation article *The External Costs of Foreclosures*, authors Dan Immergluck, of the Georgia Institute of Technology, and Geoff Smith, of the Woodstock Institute, estimate that a single foreclosed property could directly cost a city government over \$30,000. Code Enforcement Officers spend substantial amounts of time and effort establishing current ownership to initiate and ensure compliance of these vacant properties.

(Continued on page 2)

Effective code enforcement initiatives seek to achieve voluntary compliance as a means of avoiding other punitive methods of enforcement, while still accomplishing what is best for the community in terms of public health and safety. It can be, and often is, a very arduous and intensive task.

CODE ENFORCEMENT AND COMMUNITIES

Communities should consider approaching code enforcement in a more proactive manner. A proactive code enforcement approach involves addressing issues that may become code enforcement cases or complaints before they escalate to a point of mandated abatement or referral to the court system. This can be achieved by implementing many different techniques, but the primary means to achieving a more proactive code enforcement approach is through education. Educating the community about what the ordinance and code requirements and standards are is one of the best ways that communities and code enforcement officers can prevent violations from occurring or reoccurring. Education should be the first step to providing effective and proactive code enforcement and will generally garner more favorable results on behalf of the property owner and the community as a whole.

It is important for communities to take code enforcement seriously and to value the code enforcement officer within their community. Code enforcement is often a difficult job. It is a highly visible position and they, typically, interact with a variety of different people and agencies. Code enforcement officers regularly interact with various county and state agencies, such as health departments, child and family services, and highway departments. They tend to work closely with various city departments, such as fire, police, building, planning and zoning, and legal, as well as having interaction, at times, directly with the legislative body, board, or commission members. Code enforcement officers also have interaction with various members and resources within the community, such as senior service organizations, economic development commissions, mortgage companies, businesses, and residents. It is not uncommon that code enforcement interaction is a

resident's first association with the municipality. The professionalism and approach of the code enforcement officer could shape community notion of local government and municipal experience. Building relationships and knowledge of the community is so integral to a proactive and professional code enforcement approach. It could be challenging for a community to establish effective code enforcement presence and efficient case management and follow up without having a code enforcement officer as part of their day to day staff.

CODE ENFORCEMENT PROFESSIONALISM

Code enforcement officers have a very intricate, challenging, and demanding role. It is a job that is constantly evolving and changing. The Illinois Association of Code Enforcement (IACE) is a non-profit organization established in 1993 that provides training and support for those providing the services of code enforcement. This year marks the 20th Anniversary celebration of the association and IACE has chosen the slogan, "20 years of Success, Safety, and Service" to portray the essence of the Association's history, as well as IACE's vision for the future. Code enforcement can be a very demanding and misunderstood role, however, it can also be a very rewarding and effective career. Code enforcement officers provide communities with intrinsic and tangible benefits which can profoundly impact and enhance the quality of life, health and safety of the residents. With the support of community members, legislators, businesses, residents, and fellow employees, others can come to understand, appreciate, and respect the contribution and service that code enforcement officers provide to society and to their communities.

For more information regarding the profession of Code Enforcement or the Illinois Association of Code Enforcement, please visit IACE online:

www.i-ace.org





ILLINOIS ASSOCIATION OF CODE ENFORCEMENT

**2019 MEMBERSHIP
APPLICATION/RENEWAL FORM**

Note: Membership is for an individual person and cannot be shared by an agency.

IACE MEMBERSHIP APPLICATION			
APPLICANT INFORMATION			
Member Name:			
Title:	New IACE Member in 2018:		Y/ N
AGENCY/ORGANIZATION INFORMATION			
Agency/Organization:			
Agency/Organization Address:			
City:	State:	Zip Code:	
Phone:	Fax:	Email:	
PLEASE INDICATE IN WHICH ORGANIZATIONS YOU ARE A MEMBER			
International Code Council:	Y / N	AACE:	Y / N
NWBOCA:	Y / N	Other:	SBOC 7: Y / N
MEMBERSHIP CATAGORIES			
<input type="checkbox"/> ACTIVE MEMBER (Any person involved in the regulation of health/safety in the environment and otherwise responsible for enforcement of municipal, county, state or federal codes and employed in Illinois; all voting rights) \$40.00			
<input type="checkbox"/> ASSOCIATE MEMBER (Any person having an interest furthering objectives/purpose of IACE; no voting rights) \$30.00			
<input type="checkbox"/> LATE FEE (If application submitted after March 1, 2019) \$15.00			
TOTAL			\$ _____
MAKE CHECKS PAYABLE TO ILLINOIS ASSOCIATION OF CODE ENFORCEMENT			
Mail all checks to: Illinois Association of Code Enforcement c/o City of Batavia Attn: Rhonda Klecz 100 N. Island Ave. Batavia, IL 60510			
OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE)			
Membership Renewal Date:	Check Number:	Amount Paid:	
Comments:			

REMINDER: DUES PRICE INCREASE FOR 2019



CITY OF NAPERVILLE, IL
invites applications for the position of:

Code Enforcement Officer

SALARY: \$23.32 - \$26.38 Hourly

OPENING DATE: 07/02/15

CLOSING DATE: 07/23/15 12:16 PM

JOB DESCRIPTION:

Looking to put your communications skills and code knowledge to work with a progressive organization that prioritizes collaborative problem solving and excellent customer service? You'll want to consider the City of Naperville!

The City of Naperville now seeks a **Code Enforcement Officer** for its Transportation, Engineering and Development (TED) department to effectively communicate and enforce City codes, ordinances, and other regulations to residential and commercial property owners.

DUTIES:

As a vital member of the Code Enforcement team, this position initiates, manages and closes investigations related to property maintenance and other code violations. Related work includes generating data/reports, writing management memorandums based on investigative case involvement, writing summary reports, issuing citations, and representing the City in court when necessary. Other responsibilities include project management of special assignments assumed by the Code Enforcement Team, and support for other City departments and teams, including Police, Fire, Finance, Social Services, and the Inspection, Plan Review, and Planning teams.

QUALIFICATIONS:

At a minimum, this position requires an Associate's Degree plus a minimum of three year's related experience, or a Bachelor's Degree plus a minimum of one year related experience. A valid State of Illinois Driver's License and a good driving history are also required.

Preferred candidates will (additionally) possess polished communication skills (both verbal and written), be knowledgeable of City codes, ordinances, laws & regulations pertaining to health & safety, and be proficient using Microsoft Office software (Word, Excel, & Outlook).

ADDITIONAL INFORMATION:

The City of Naperville, Illinois is a dynamic community of 146,000 residents, 28 miles west of Chicago. Money Magazine frequently rates Naperville among its "best cities in the United States" in recognition for our family-friendly environment, excellent schools and library system, low crime rate and vibrant downtown area.

It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories. The workforce culture here is one of trust & accountability, employee safety, and high productivity. We offer competitive benefits and free access to an on-site fitness center.

MABOI

Missouri Association of Building Officials and Inspectors



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📅 May 23, 2019 📁 Employment



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Code Enforcement Officer

Closing 6/2/2019 11:59 PM Central

Description

EQUAL OPPORTUNITY EMPLOYER

This position is one of the first points of contact between the Community Development Department and the citizens of O’Fallon. It requires extensive field work inspecting properties to determine compliance with city codes and regulations and communicating with property owners, residents and

businesses.

Starting salary range: \$16 to \$17.95 (33,280 to 37,342 annually) up to \$19.95 (\$41,484) for candidate with extensive code enforcement experience plus a generous benefits package including paid time off and defined pension through IMRF Essential Duties

The primary duty of the position is enforcing city ordinances and property maintenance codes through performing Code Enforcement inspections as they pertain to nuisance violations, sign violations, and the like.

Duties include (but are not limited to): performing property maintenance inspections primarily on residential properties; documenting inspection results; investigating and documenting nuisance complaints; following up on citizen complaints and establishing compliance plans; daily site inspections; extensive interaction with the public; report writing; preparing for and providing credible testimony in court; other duties for the benefit of the Community Development Department and the City of O'Fallon. Requires

1. Associates degree or equivalent (trade school) with training in property maintenance and inspection or law enforcement;
2. Two years of related work experience in the construction industry, home inspection industry, fire service, or law enforcement; or
3. Other equivalent combination of education and experience may be considered;
4. ICC Property Maintenance Certification is required within one (1) year of hire.
5. Excellent verbal and written communication skills;
6. Experience in meeting and dealing with the public in a variety of situations;
7. Ability to handle conflict in a professional manner;
8. Ability to issue citations and appear in court as needed;
9. Ability to handle time-sensitive constraints;
10. Valid driver's license in good standing as required by the City's insurance program;
11. Grasping, lifting, reaching, walking on rough terrain, sitting, standing, running, crouching, frequent bending and repetitive tasks;



 ICC News

- Voting Member Survey: Online Remote Voting September 25, 2019
- Voting Member Survey: Online Remote Voting September 25, 2019
- 2019 Annual Conference Education

12. Ability to pick-up, lift, and carry objects up to 50 pounds on a frequent basis;
13. Qualities such as competence, independence, self-sufficiency, & dependability;
14. Proficient with computer software, word processing & spreadsheet/database management applications (i.e. Microsoft applications), as well as general office equipment and various inspection equipment;
15. Ability to maintain a positive attitude; demonstrate a commitment to City goals and values, and to exhibit a positive overall customer service-oriented manner and a willingness to work together in a team environment;
16. Regular & predictable attendance.

Supplemental Information

In addition to completing the application in full, please upload a CURRENT RESUME and COVER LETTER. Also, be sure to complete the Supplemental Questions.

All full-time employees are eligible for health, dental, and vision benefits as well as the applicable retirement program (typically Illinois Municipal Retirement Fund, Police Pension or Fire Pension).The City offers a very competitive benefit package. Most benefits, including health insurance, are effective the first day of employment. Highlights of these benefits are outlined below.

Medical Benefits

The City offers a consumer-driven Smart-Choice high deductible health plan through United Healthcare alongside a partially-funded Health Savings Account (through a local banking institution).

Dental Benefits

The City offers two types of dental benefits through National Options; standard PPO and Buy-Up.

Vision Benefits

The City offers vision benefits from United Healthcare through Spectera.

Spending Accounts

Under the City's Section 125 cafeteria plan, full-time employees participating in the City's health insurance plan may elect to contribute additional dollars to a health savings account. With

Programs September 24, 2019

- ICC-ES receives accreditation to conduct formaldehyde emission listing September 18, 2019
- ICC-ES receives accreditation to conduct formaldehyde emission listing September 18, 2019
- Find Your Member Category September 18, 2019

Training by month

the Smart-Choice Plan, employees may select contribute to an HSA. Employee's may also wish to establish a Child and Dependent Care FSA to manage the cost of child care or adult day care.

Supplemental Benefits

Currently the City uses AFLAC and Guardian to administer voluntary supplemental benefits. The offerings include a cancer policy, short-term disability, accident, hospitalization, and group term life insurance.

Life Insurance

A full-time employee receives a \$20,000 life insurance benefit at no cost, effective upon date of hire.

Retirement

The City of O’Fallon participates in the Illinois Municipal Retirement Fund’s defined benefit pension program. Employee's contribute 4.5% of salary into their individual account and the City’s contribution varies annually to provide for several benefits in addition to the pension.

For Police Pension, employees contribute 9.91% of their salary based on Illinois state statute.

For Fire Pension, employees contribute 9.455% of their salary based on Illinois state statute.

Deferred Compensation

Employees may elect to contribute additional dollars towards individual 457 retirement accounts through AXA Equitable, Valic, ICMA, or Nationwide. Details for participation are available through Human Resources.

Education Assistance

The City provides financial assistance to eligible employees who satisfactorily complete qualified courses towards a post-secondary education. Applications to participate in the City’s Educational Assistance program are submitted through the individual department directors. Terms and conditions may vary based upon course of study, allowable amounts, and reimbursement cap.

Vacation

Full-time employees begin accruing vacation time from their date of hire beginning with two weeks annually. Vacation time may be taken after six months of employment. Vacation accrual

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2018 IPC, IMC and IFGC Transition | University City | October 29, 2019

October 29, 2019 at 8:30 AM

Heman Park Community Center

Heman Park Community Center - 975 Pennsylvania Ave - University City, MO 63130

Register Now!

Tweet This Event

Powered by Eventbrite

Recent MABOI Posts

- o 2018 IPC, IMC and IFGC Transition | University City | October 29, 2019 September 30, 2019
- o 2018 IPC, IMC and IFGC Transition | University City | October 29, 2019 September 24, 2019

rates may differ for employees who are members of a bargaining unit.

Holidays

The City recognizes the following holidays: New Year's Day, Martin Luther King, Jr. Day (labor local employees exchange this for Veteran's Day), President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Day after Thanksgiving (EMS bargaining unit employees exchange this for Christmas Eve), Christmas Day, One Personal Holiday (taken at the time of your choice).

Sick Time

In the event of a qualifying illness, the City offers a generous sick leave plan. Full-time City employees begin accruing sick time from the date of hire. The accrual of sick time is generally earned at 4 hours per pay period.

Employee Assistance Program

Because the City of O'Fallon recognizes its employees are one of its most valuable resources, the City offers a confidential Employee Assistance Program for employees needing help with: Depression, Grief and Loss, Relationship Problems, Alcohol and Drug Related Problems, Financial Pressures, Family Problems, Parenting Concerns, Stress, Anxiety. This list constitutes a brief summary of offered benefits. Benefits will be covered in greater detail upon employment.

<https://www.governmentjobs.com/careers/ofallonil/jobs/2450421/code-enforcement-officer?pagetype=jobOpportunitiesJobs>

Share this:



- o Job Opportunity | Assistant Property Maintenance Inspector | Marshall MO September 24, 2019
- o Job Opportunity | Property Maintenance Code Inspector | Warrensburg MO September 18, 2019
- o 50th Annual MABOI Fall Conference | Chateau on the Lake | September 26th – 29th, 2019 September 16, 2019

CODE ENFORCEMENT

RESPONSIBILITIES

The Code Enforcement Unit is responsible for:

- Protecting the health, safety and maintenance of all residential properties within the Village
- Enforcing the International Property Maintenance Code and the [Hanover Park Municipal Code](#).
- Administering the Rental Residential Licensing program.
- Inspecting all residential rental properties in the Village

COMPLIANCE QUESTIONS

The goal of every enforcement action undertaken by the Code Enforcement Unit is to achieve voluntary compliance. Should you receive a Property Maintenance Violation Notice and have any questions, or need to request extra time for compliance, you are strongly encouraged to make direct contact with the Code Enforcement Officer whose name and telephone number is listed on the notice. Building permits and commercial property inspections are the responsibility of the [Department of Community Development](#).

CRIME FREE MULTI-HOUSING PROGRAM

- All rental residential properties in the village are inspected and landlords **MUST** attend a [Crime Free Multi-Housing training seminar](#) as well as use a crime free lease addendum prior to being licensed.
- Apartment buildings having more than two apartments are [inspected and licensed annually](#).
- Residential rental buildings having two units or less are [inspected and licensed every two years](#).
- The goal of this program is to ensure that these properties are maintained in a manner that provides for the health and safety of the tenants, as well as the community.

CODE ENFORCEMENT HOTLINE

- Monitored 24 hours day, 7 days a week.

- Residents may call the Hotline anytime at 630-823-5572 and leave a confidential voicemail to report violations.
- Complaints may be made anonymously if desired.
- A Code Enforcement Officer will investigate the complaint, usually within 24 to 48 hours after receiving the message.

For most the frequent code enforcement violations encountered by Code Enforcement Officers, go to the [Laws, Rules and Regulations page](#). These frequent violations are also available in pamphlet form (in English or Spanish) by contacting the Code Enforcement Unit at 630-823-5570. For any other concerns, you are encouraged to contact the Code Enforcement Supervisor at 630-823-5565. The Code Enforcement Unit appreciates your cooperation and assistance in maintaining the quality of life and appearance of the Village of Hanover Park.

CONTACT US

POLICE CODE ENFORCEMENT UNIT

Phone: (630) 823-5570

[Directory](#)



CONTACT US

Hanover Park Police Department
2011 Lake Street
Hanover Park, IL 60133

Phone: [630-823-5500](tel:630-823-5500)

Fax: [630-823-5499](tel:630-823-5499)

[Contact Us](#)

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CODE ENFORCEMENT OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
4. Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
7. Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
8. Participate in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City, record location of graffiti, and inform the City's Graffiti Abatement Office of the need for vandalism clean-up; obtain and collect right of entry forms for graffiti abatement on private property; enter calls into computer system and track case progress.

CITY OF CERES

Code Enforcement Officer (Continued)

9. Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
10. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
11. Participate in supervising the work of community service workers, county inmates, or volunteers engaged in community clean-up and preservation activities; determine locations and type of work to be performed.
12. Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
13. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal code compliance program.
Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
City services and organizational structure as they relate to code compliance.
Legal actions applicable to code enforcement compliance.
Effective public relations practices.
Principles and procedures of record keeping.
Methods and techniques of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
Occupational hazards and standard safety practices.
Geographic features and locations within the area served.

Ability to:

Independently perform a full range of municipal code enforcement and compliance duties.
Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
Inspect and identify violations of applicable codes and ordinances.
Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
Investigate complaints and mediate resolutions in a timely and tactful manner.
Prepare accurate and detailed documentation of investigation findings.
Maintain complex logs, records, and files.

CITY OF CERES
Code Enforcement Officer (*Continued*)

Research, compile, and collect data.
Prepare clear and concise technical reports.
Make oral presentations and testify in court
Work independently in the absence of supervision.
Read County Assessors maps and property profiles.
Read and interpret legal documents and descriptions.
Understand and follow oral and written instructions.
Type and enter data accurately at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized training and/or college level coursework in criminal justice, public administration, business administration, or other related field.

Experience:

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Successful completion of P.O.S.T. 832 P.C. course within six months of hire.

Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by the CACEO.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

CITY OF CERES
Code Enforcement Officer (*Continued*)

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

June, 2007
Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Code Enforcement Officer position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.

Job Details for 3184 - Code Enforcement Officer

Job Description

FLSA STATUS: Non-Exempt

GRADE: 210

POSITION SUMMARY

Under general supervision; performs work of moderate difficulty in the enforcement of the County Zoning Ordinance, the DPC Building Code, and Department of Transportation regulations; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

A Code Enforcement Officer is primarily responsible for investigating complaints of possible violations of zoning regulations, providing information to the public on zoning requirements, reviewing road construction plans, and obtaining, where possible, voluntary compliance with code requirements and standards for construction in DuPage County. An employee in this class has authority to order the removal or alteration of conditions or materials, which violate applicable codes and ordinances. Field inspection duties are conducted independently according to adopted standards and regulations, referring more complex situations to a Sr. Code Enforcement Officer. General supervision is received from the Chief Code Enforcement Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Investigates zoning complaints and inspects structures during all stages of construction for conformance with County ordinances and building and zoning codes
- Conducts field inspections for construction work related to highway and public works permits
- Provides assistance to property owners for correcting building deficiencies in conformance with the intent set forth in these codes
- Contacts persons responsible for violations and issues notice to discontinue, remove or alter conditions which conflict with zoning regulations
- Reviews plans and specifications for conformance to Environmental Protection Agency, State and County codes
- Acts as construction inspector on public works construction projects inspecting new sewer lines, manholes, water mains and hydrants; performs test inspections on sanitary and water lines
- Prepares investigative documentation, including photographs required to support findings
- Maintains on-going surveillance of assigned area for zoning/code compliance
- Represents the County in court regarding violation cases submitted for prosecution
- Performs record search to determine accuracy of data such as location, ownership, district and legal description
- Performs drainage and fill inspections
- Inspects signs and fences for compliance with specifications
- Issues vehicle violation notices and arranges for towing of vehicles
- Prepares daily reports
- Develops departmental cross training regarding adopted building/drainage/zoning codes
- May prepare highway construction permits;
- May review engineering and architectural plans to compute impact fees;
- May act as the contact person for the general public regarding impact fee calculations and procedures;
- May verify municipal compliance with the Impact Fee program;
- May prepare status report regarding the Impact Fee Program.
- Maintains regular attendance and punctuality.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Performs related duties as required or assigned within job classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Purpose of zoning, signs and related regulations and of the provisions of the County Zoning Ordinance
- Methods and practices used in construction, repair, and land survey
- Building codes and their application for purposes of evaluation of buildings and their condition
- Geography of the County
- Engineering plans, records and drafting nomenclature and symbols
- Current office practices, procedures and equipment
- County policies and procedures
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes

Skill in:

- Interpreting plans and specifications
- Gathering violation data and ownership information based on field observation and the use of investigative questioning techniques
- Evaluating situations and drawing conclusions
- Reading and interpreting plats of survey, legal descriptions, and topographical drawings
- Arithmetic and cost computations
- Using computer hardware and software including word processing, spreadsheets, databases, email, etc
- Applying an acquired knowledge of procedures, rules, regulations and services applicable to the assigned office

Ability to:

- Manage projects and multiple priorities simultaneously
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Plan, analyze and evaluate programs and services, operational needs and fiscal constraints
- Establish and maintain effective working relationships with department and division staff, other departments and others, such as vendors
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations and statutory requirements
- Convey excellent oral and written communication
- Work effectively under stress
- Maintain confidentiality

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and/or EXPERIENCE

Completion of a High School Diploma or General Equivalency Diploma equivalent; Three years' experience at the journeyman level in one of the following construction fields; zoning, code enforcement, engineering, or related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work: Exerting up to 50 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Use of arm and /or leg controls require exertion of forces greater than for sedentary work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work will occur in an office and field environment. While performing the duties and responsibilities the employee may be exposed to moving mechanical parts, vibrations, loud noise noxious odors, dusts, poor ventilation, unsanitary conditions, chemicals, oils, electricity, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and other related conditions and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires a valid Illinois driver's license.



**LARAWAY COMMUNICATIONS CENTER
BOARD OF DIRECTORS MEETING**

**6:00 PM on January 30, 2020
Laraway Communications Center
Second Floor Training Room
16911 W Laraway Road
Joliet, IL 60433**

AGENDA

- 1. Call to order / Pledge of Allegiance**
- 2. Roll Call / Determination of quorum**
- 3. Welcome and introductions (if needed)**
- 4. Review / Motion to approve minutes**
 - **November 21, 2019 Board of Directors Meeting Minutes**
- 5. Old Business**
 - **By-Law Changes Review and Discussion**
 - **Motion to approve changes**
- 6. New Business**
 - **New Fire Representatives for Executive Board nominations and election**
 - **Nominations and Election for new BOD Chair, Vice Chair, and Secretary**
- 7. Report from Executive Board Chairman**
- 8. Report from Executive Director**
- 9. Additional Comments**
- 10. Adjournment**

Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Laraway Communications Center's Administrative Manager, Courtney DeFrancesco at 815-774-6270 at least 24 hours in advance of the meeting date.



**LARAWAY COMMUNICATIONS CENTER
BOARD OF DIRECTORS MEETING
MEETING MINUTES**

Meeting Date: November 21st 2019 @ 6:30pm

Meeting Location: Laraway Communications Center

16911 W. Laraway Road Suite 103

Joliet, IL 60433

Recorded By: Courtney DeFrancesco

Board Members Present:

<u>Agency</u>	<u>P/A</u>	<u>First</u>	<u>Last</u>	<u>Title</u>	<u>Present?</u>
Beecher Fire	Primary	Dennis	Kennedy	Trustee	N
	Alternate	Margie	Cook	Trustee	Y
Beecher Police	Primary	Bob	Barber	Administrator	Y
	Alternate	Rick	Emerson	Lt.	N
Braidwood Police	Primary	Don	Labriola	Administrator	N
	Alternate	Eric	Tessler	Commissioner of Public Health	N
Crete Fire	Primary	Mike	Einhorn	Mayor	Y
	Alternate	Mark	Wiater	Trustee	N
Crete Police	Primary	Holly	Milburn	Trustee	Y
	Alternate	Mark	Wiater	Trustee	N
Custer Fire	Primary	Ron	Pruss	President	Y
	Alternate	Bob	Hussey	Trustee	N
East Joliet Fire	Primary	Harold	O'Mara	Trustee	Y
	Alternate	Doug	Oram	Trustee	N
Forest Preserve District of Will County Police	Primary	Tracy	Chapman	Chief	Y
	Alternate	Dean	Klier	Sgt.	N
Frankfort Fire	Primary	Bob	Wilson	Chief	N
	Alternate	Robert	Jacobs	Board President	Y
Frankfort Police	Primary	Keith	Ogle	Trustee	Y
	Alternate	Jim	Holland	Mayor	N
Manhattan Fire	Primary	Bob	Davis	Trustee	N
	Alternate	Bill	Moncrief	Trustee	Y
Manhattan Police	Primary	James	Doyle	Mayor	Y
	Alternate	Kevin	Sing	Administrator	N
Mokena Fire	Primary	William	Haas	Trustee	N
	Alternate	Rick	Campbell	Assistant Chief	Y
Mokena Police	Primary	Joe	Budzyn	Trustee	Y
	Alternate	Steve	Vaccaro	Chief	N
Monee Fire	Primary	Don	Quick	Trustee	N
	Alternate	Kevin	Gorman		N
Monee Police	Primary	James	Popp	Mayor	N
	Alternate	David	Wallace	Administrator	Y
New Lenox Fire	Primary	Joe	Levey	Trustee	Y
	Alternate	Bill	McCollum	Trustee	N
New Lenox Police	Primary	Tim	Baldermann	Mayor	Y
	Alternate	Dave	Smith	Trustee	N
Peotone Fire	Primary	Bruce	Boyle	Deputy Chief	Y
	Alternate				
Peotone Police	Primary	Aimee	Ingalls	Administrator	N

	Alternate	Bill	Mort	Chief	Y
Romeoville Fire	Primary	Kent	Adams	Chief	Y
	Alternate	Mike	Pemble	Assistant Chief	N
Romeoville Police	Primary	Mark	Turvey	Chief	Y
	Alternate	Steve	Lucchesi	Deputy Chief	N
Rockdale Police	Primary	Robert	Dykstra	Chief	Y
	Alternate	Timothy	Harris	Officer	N
South Chicago Heights Fire	Primary	Nora	Martinez	Administrator	Y
					N
South Chicago Heights Police	Primary	William	Joyce	Chief	Y
	Alternate	John	Ross	Trustee	N
Steger Fire	Primary	Nowell	Fillion	Chief	Y
	Alternate	James	Baine		N
Steger Police	Primary	Mary Jo	Seehausen	Administrator	N
	Alternate	Pat	Rossi	Chief	Y
Steger Estates Fire	Primary	William	Felts	President	N
	Alternate	Craig	DiMascio	Treasurer	N
University Park Fire	Primary	Brian	Chellios	Chief	Y
	Alternate	Joseph	Roudez	Mayor	N
University Park Police	Primary	Theaplise	Brooks	Trustee	Y
	Alternate	Ernestine	Beck-Fulgham	Village Manager	N
Will County Sheriff Police	Primary	Mark	Kedziora	Chief	Y
	Alternate				

Others Present:

Joe Falaschetti, Mike Waterman, Jeff Panega, Chad Vliestra, Steve Cross, Steve Malone, Marguerita Shay, Alex Szalinski, Denise Pavlik, Courtney DeFrancesco, Larry Walsh, Nick Palmer

Call to Order

Chairman Baldermann called the meeting to order at 6:30pm.

Chairman Baldermann, the Board of Directors, and members of the audience recited the Pledge of Allegiance.

Roll Call/Establishment of Quorum

Roll call was completed; a quorum was established. It was determined that there are enough Board Members Present to conduct business and move forward with any votes on the agenda.

Introductions

Introductions were made to Larry Walsh, Will County Executive and Nick Palmer, Chief of Staff. The Board recognized Mr. Walsh for his many years of dedicated service to Will County.

Approval of Minutes

A motion was made by South Chicago Heights Fire to approve the minutes from the July 31st 2019 meeting. Second by South Chicago Heights Police. Roll call vote, 27 ayes, 1 nay. **Motion Carried.**

Chairman Baldermann began by stating that everyone in this room wants the same thing: safety for the public and what is best for first responders and residents. The letters of intent to withdraw are an act of desperation to get the serious issues brought to the forefront. Director Pavlik and her staff are working hard to get these issues resolved, however it is difficult due to the many layers each issue contains. He asks those who have sent letters to reconsider and help be a part of the solution.

Old Business

Chairman Baldermann asks the Board to name any of the proposed by-laws changes that need to be discussed. They will vote on all others, and then discuss and vote on the ones in question. The Board asks that Article 10.C & 10.D be set aside.

A motion was made to pass the by-laws with the proposed changes except for Article 10.C & 10.D. A roll call vote was had and there were 12 ayes and 17 nays. **The motion does not carry.**

The Board discussed the increases in cost for each agency, making the point that we need to be prudent in order to protect the smaller agencies. Each agency should not see an increase more than 5%. In fact, at the last meeting several Board members were under the impression that the motion to pass the budget at no more than 5% increase meant 5% per agency – not the budget as a whole. South Chicago Heights Police made the motion, and he stated his intention was a 5% increase on the total budget. Chairman Baldermann recommends that the budget as passed will stand for now, however we can re-meet in January to discuss changes. Chairman Baldermann asked why the changes to the by-laws did not pass. The Board agreed to discuss each proposed by-law change one by one.

A motion was made by Monee Police and second by Crete Township Fire to approve all proposed by-law changes except for 4.B.4, 10.C, 10.D, 10.E, 12.A.2.C and 13.B – setting them aside for further discussion. A roll call vote was taken and all were in favor. **Motion Carries.**

Discussion:

4.B.4 – the Executive Board will send a list of delinquent agencies prior to any scheduled Board of Directors meeting and it will be reflected in the meeting minutes as well. Sign-In sheets will reflect voting eligibility for each meeting.

6.B – Exhibit “B” – the population subgroup breakdown - will be added.

10.C – Table until January meeting.

10.D – The Board wants clarification on how calls for service are counted and how call volume is calculated. This will be tabled until the January meeting.

10.E – What rights do we have for delinquent agencies? Would need legislation.

12.A.2.C – The concern here is that there is no lease. The amount owed to the County was for the build out of the building. The Executive Board will clean up the wording and clarify a formula for equal assessment to each agency. This will no longer be added to the budget, it will be a separate line item on the agencies’ monthly bill.

13.B – Executive Board will clean this up and resubmit for voting in January.

Chief of Staff, Mr. Palmer addressed the Board, stating that the building was built as a dispatch center. This building was not free for LCC, it cost \$1.4 million, and this is to be paid back over 20 years.

A motion was made by Steger Fire and second by Rockdale Police to approve proposed by-law changes 4.B.4 and 10.E. A roll call vote was taken and all were in favor. **Motion carries.**

New Business

New officers will be elected at the January 2020 Board of Directors Meeting.

Executive Director Report

Director Pavlik distributed a list of concerns she was given by the agencies at the beginning of her service here at LCC. The list now includes updates and/or resolutions for each listed issue. She has spent a lot of time making sure each agency knows they are being heard and that we are doing everything we can to continue to make LCC better. She added that errors have decreased, there has been a new training program put into place. LCC has continued to identify and fix policies and procedures and there is consistent counseling with the staff to prevent further errors.

Director Pavlik stated that while there is no official Quality and Assurance program in place, the supervisors are constantly reviewing random incidents and are Q&A all major incidents. Soon enough, we will be having the TCs QA themselves.

NFPA 1221 governs dispatch centers and at minimum we need to meet their standards. Director Pavlik is growing tired of reacting to issues and intends on hiring a 3rd party vendor to perform a risk assessment so she can be proactive and catch any further issues before they happen. As a result of the problems that have occurred, LCC has received letters of intent to withdraw from LCC membership from nine agencies. She reiterates that the concerns are valid and she is working as fast and as hard as she can to get them resolved moving forward.

Executive Board Chairman Comments

Director Pavlik is doing a great job. Both she and the Executive Board take all concerns very seriously. ETSB is helping. He added that the Executive Board does not know there are problems unless the agencies voice them. The 3rd party risk assessment will prioritize all issues so the Board can move forward and do what needs to be done to become NFPA 1221 compliant.

Adjournment

A motion was made by Manhattan Police to adjourn at 8:45pm, second by Mokena Police. All in favor. **Motion Carried**

2020 LCC Agency Cost Reallocation	2019 Approved Amounts	2020 Total Budget 5% Increase	Current % Difference	2020 Equal 1% Increase	2020 Equal 1.5% Increase	2020 Equal 2% Increase	2020 Equal 2.5% Increase	2020 Equal 3% Increase	2020 Equal 3.5% Increase	2020 Equal 4% Increase	2020 Equal 4.5% Increase	2020 Equal 5% Increase
Beecher Fire	\$29,956.00	\$35,237.16	17.63%	\$30,256	\$30,405	\$30,555	\$30,705	\$30,855	\$31,004	\$31,154	\$31,304	\$31,454
Beecher Police	\$105,655.00	\$122,949.06	16.37%	\$106,712	\$107,240	\$107,768	\$108,296	\$108,825	\$109,353	\$109,881	\$110,409	\$110,938
Braidwood Police	\$138,650.00	\$124,263.38	-10.38%	\$140,037	\$140,730	\$141,423	\$142,116	\$142,810	\$143,503	\$144,196	\$144,889	\$145,583
Crete Fire	\$43,477.00	\$47,149.26	8.45%	\$43,912	\$44,129	\$44,347	\$44,564	\$44,781	\$44,999	\$45,216	\$45,433	\$45,651
Crete Police	\$217,656.00	\$223,986.48	2.91%	\$219,833	\$220,921	\$222,009	\$223,097	\$224,186	\$225,274	\$226,362	\$227,451	\$228,539
Crete Township Fire	\$47,712.00	\$49,478.44	3.70%	\$48,189	\$48,428	\$48,666	\$48,905	\$49,143	\$49,382	\$49,620	\$49,859	\$50,098
Custer Fire Protection District*	\$5,000.00	\$3,992.88	-20.14%	\$5,050	\$5,075	\$5,100	\$5,125	\$5,150	\$5,175	\$5,200	\$5,225	\$5,250
East Joliet Fire	\$68,180.00	\$70,973.44	4.10%	\$68,862	\$69,203	\$69,544	\$69,885	\$70,225	\$70,566	\$70,907	\$71,248	\$71,589
Forest Preserve District of Will County Police	\$22,533.00	\$24,535.03	8.88%	\$22,758	\$22,871	\$22,984	\$23,096	\$23,209	\$23,322	\$23,434	\$23,547	\$23,660
Frankfort Fire	\$148,356.00	\$151,463.24	2.09%	\$149,840	\$150,581	\$151,323	\$152,065	\$152,807	\$153,548	\$154,290	\$155,032	\$155,774
Frankfort Police	\$364,662.00	\$413,024.65	13.26%	\$368,309	\$370,132	\$371,955	\$373,779	\$375,602	\$377,425	\$379,248	\$381,072	\$382,895
Manhattan Fire	\$37,784.00	\$38,697.66	2.42%	\$38,162	\$38,351	\$38,540	\$38,729	\$38,918	\$39,106	\$39,295	\$39,484	\$39,673
Manhattan Police	\$102,302.00	\$107,610.80	5.19%	\$103,325	\$103,837	\$104,348	\$104,860	\$105,371	\$105,883	\$106,394	\$106,906	\$107,417
Mokena Fire	\$89,732.00	\$89,174.32	-0.62%	\$90,629	\$91,078	\$91,527	\$91,975	\$92,424	\$92,873	\$93,321	\$93,770	\$94,219
Mokena Police	\$339,234.00	\$347,544.41	2.45%	\$342,626	\$344,323	\$346,019	\$347,715	\$349,411	\$351,107	\$352,803	\$354,500	\$356,196
Monroe Fire	\$47,238.00	\$53,304.95	12.84%	\$47,710	\$47,947	\$48,183	\$48,419	\$48,655	\$48,891	\$49,128	\$49,364	\$49,600
Monroe Police	\$153,346.00	\$189,267.98	23.43%	\$154,879	\$155,646	\$156,413	\$157,180	\$157,946	\$158,713	\$159,480	\$160,247	\$161,013
New Lenox Fire	\$149,747.00	\$149,666.45	-0.05%	\$145,184	\$145,903	\$146,622	\$147,341	\$148,059	\$148,778	\$149,497	\$150,216	\$150,934
New Lenox Police	\$526,828.00	\$468,948.59	-10.99%	\$532,096	\$534,730	\$537,365	\$539,999	\$542,633	\$545,267	\$547,901	\$550,535	\$553,169
Peotone Fire	\$35,920.00	\$37,333.43	3.93%	\$36,279	\$36,459	\$36,638	\$36,818	\$36,998	\$37,177	\$37,357	\$37,536	\$37,716
Peotone Police	\$125,759.00	\$132,353.60	5.24%	\$127,017	\$127,645	\$128,274	\$128,903	\$129,532	\$130,161	\$130,789	\$131,418	\$132,047
Rockdale Police	\$39,285.00	\$49,065.86	24.90%	\$39,678	\$39,874	\$40,071	\$40,267	\$40,464	\$40,660	\$40,856	\$41,053	\$41,249
Romeoville Fire	\$116,536.00	\$118,788.18	1.93%	\$117,701	\$118,284	\$118,867	\$119,449	\$120,032	\$120,615	\$121,197	\$121,780	\$122,363
Romeoville Police	\$810,277.00	\$801,975.69	-1.02%	\$818,380	\$822,431	\$826,483	\$830,534	\$834,585	\$838,637	\$842,688	\$846,739	\$850,791
South Chicago Heights Fire	\$41,477.00	\$43,555.66	5.01%	\$41,892	\$42,099	\$42,307	\$42,514	\$42,721	\$42,929	\$43,136	\$43,343	\$43,551
South Chicago Heights Police	\$153,284.00	\$177,364.75	15.71%	\$154,817	\$155,583	\$156,350	\$157,116	\$157,883	\$158,649	\$159,415	\$160,182	\$160,948
Steger Estates Fire	\$6,743.00	\$9,449.82	40.14%	\$6,810	\$6,844	\$6,878	\$6,912	\$6,945	\$6,979	\$7,013	\$7,046	\$7,080
Steger Fire	\$52,287.00	\$54,336.44	3.92%	\$52,810	\$53,071	\$53,333	\$53,594	\$53,856	\$54,117	\$54,378	\$54,640	\$54,901
Steger Police	\$221,296.00	\$245,537.93	10.95%	\$223,509	\$224,615	\$225,722	\$226,828	\$227,935	\$229,041	\$230,148	\$231,254	\$232,361
University Park Fire	\$55,608.00	\$58,429.14	5.07%	\$56,164	\$56,442	\$56,720	\$56,998	\$57,276	\$57,554	\$57,832	\$58,110	\$58,388
University Park Police	\$204,601.00	\$231,765.61	13.28%	\$206,647	\$207,670	\$208,693	\$209,716	\$210,739	\$211,762	\$212,785	\$213,808	\$214,831
Will County Sheriff Police* [qtrly]	\$1,941,557.00	\$2,068,978.72	6.56%	\$1,960,973	\$1,970,680	\$1,980,388	\$1,990,096	\$1,999,804	\$2,009,511	\$2,019,219	\$2,028,927	\$2,038,635
Total Budget Amount	\$6,436,678.00	\$6,740,203.00	4.72%	\$6,501,045	\$6,533,228	\$6,565,412	\$6,597,595	\$6,629,778	\$6,661,962	\$6,694,145	\$6,726,329	\$6,758,512

Robert Barber

From: Robert Barber
Sent: Friday, January 24, 2020 5:54 PM
To: Todd Kraus
Subject: DISPATCHING COSTS

FY 15/16: \$106,620.39 (eastcomm)

FY 16/17: \$112,273.45 (eastcomm)

Both of these years included a 10% surcharge for the building fund since we were saving money to build a new building in the future. This money was returned to us.

LLC:

2018: \$95,503

2019: \$105,655

2020: \$122,949

These are increases of 16% per year and is based on the prior year of call volume.

Robert O. Barber
Village Administrator
Village of Beecher
Phone: 708-946-2261
Fax: 708-946-3764

BY-LAWS OF THE LARAWAY COMMUNICATIONS CENTER

Article I - Purpose:

The Laraway Communications Center (hereinafter sometimes referred to as the LCC) is an intergovernmental association established by participating local governmental entities (hereinafter sometimes referred to individually as "Agency" or collectively as "Agencies" or "Member(s)" in accordance with a certain "Intergovernmental Agreement," a copy of which is attached hereto as Exhibit "A" (hereinafter referred to as the "Agreement"), and pursuant to legal authority conferred by the State of Illinois, for the purpose of providing equipment, services, and other items necessary and appropriate for the establishment, operation and ongoing maintenance of a combined public safety telecommunications system for the mutual benefit of the members of the LCC, to provide such services on a contractual basis to other units of local government or groups having a need, and to provide a forum for discussion, study, development and implementation of recommendations of mutual interest regarding public safety telecommunications and its related data processing systems, and such other related technical projects of a similar nature which may be beneficial to the member agencies and participants.

Article II - Powers and Duties:

The LCC shall have all the powers identified in the Agreement and such other powers as may be necessary and incidental to carrying out the terms and effectuate the purposes of the Agreement and these By-Laws. The LCC shall provide public safety telecommunication services to the Agencies and such other agencies or entities which might from time to time contract with or otherwise be authorized by the LCC for such services.

Article III - Members:

- A. All cities, counties, villages, fire protection districts, and other units of local government, as well as other providers of public safety services, which are enabled by Illinois law to contract or otherwise associate with other local government entities for the purpose set forth herein may participate in the LCC as provided herein.
- B. It is the intention of these By-Laws that the LCC membership shall be limited to those organizations which have a public responsibility for the provision of life-safety services and other public safety services as may be recognized from time to time by the then members.
- C. Membership shall be contingent upon a Member's (i) execution of the Agreement (ii) delivery to the LCC of a duly certified ordinance in proper form authorizing and directing such member's execution of the Agreement and its agreement to be bound by these By-Laws as amended from time to time and written acceptance by the new Member of its allocable portion of all existing and future debts and liabilities of the LCC; (iii) payment to the LCC of all required fees and charges then due and owing as determined pursuant to these bylaws; and (iv) continuing payment by the member of such fees as may be determined by the Board of Directors. New members shall be admitted only upon a majority vote of a quorum of the Board of Directors then holding office.
- D. If an emergency services organization outside of the LCC requests a quote for Membership, that Agency will pay a \$5,000.00 non-refundable fee to the LCC before any quote is given. If the Agency is accepted to join the LCC the \$5,000.00 will be applied to the Agency's annual assessment.
- E. Participation of members in the affairs of the LCC shall be through their respective representatives designated to serve on the LCC Board of Directors, Executive Board and Operating Committees.

Article IV - Board of Directors:

- A. There is hereby established a Board of Directors of the LCC (hereinafter sometimes referred to as the "Board") which shall consist of one representative for each primary police or fire Agency member of LCC and signatory to the IGA and these by-laws. Each representative and his or her alternate shall be an elected, hired, or appointed official of the subject Agency and possess the authority to act on behalf of the Agency. It is the responsibility of each Agency to keep the Board of Directors informed as to the name and contact information of their representatives.
1. Officers, every other year at its January meeting, the Board of Directors shall elect one of its members to serve as the Chairman, Vice-Chairman, and Secretary until the next election cycle. Mid-term vacancies shall be filled for the remainder of the term by a member from the same Agency.
 2. Officers shall serve a two year term or until their successors are elected.
 3. The Board of Directors shall determine the general policies of the LCC and shall have the duty and authority to hire auditors and attorneys, to approve amendments to these By-Laws, to accept new members, and to determine and approve the annual budget.
 4. The Board of Directors may establish rules governing its own conduct and procedures.
- B. Each police and fire Agency entitled to a seat on the Board of Directors shall have one vote thereon.
1. A Board of Directors member or his or her designated alternate shall be in physical attendance to cast a vote. No proxy votes or absentee voting shall be permitted. In the event of a tie vote, the Chairman of the Board shall cast a second and deciding vote.
 2. If any Board of Directors member ceases to be affiliated with the appointing Agency for any reason, the seat shall be declared vacant and such seat on the Board of Directors shall be filled by that Agency's designated alternate until a successor is duly appointed and qualified.
 3. No person who is a member of one of the Operating Committees may serve on the Board of Directors or as the designated alternate to the Board of Directors.
 4. Agencies delinquent in any payment(s) to the LCC shall not be eligible to vote. (See Articles X and XII).
- C. A quorum for the transaction of all business by the Board of Directors shall consist of a majority of the Board Members eligible to vote then holding office.
- D. No person serving on the Board of Directors shall receive any salary or compensation from the LCC, or from any vendors or contractual service providers of the LCC for acting as a Board member.
- E. The Chairman shall preside over all meetings of the Board of Directors and shall have such powers as are conferred upon him by the Board of Directors and these By-Laws.
- F. In the absence of the Chairman or in the event of his/her refusal or inability to act, the Vice-Chairman shall perform the duties of the Chairman and when so acting, shall have all the powers of and be subject to all the restrictions placed upon the Chairman.
- G. The Recording Secretary shall work with a designated LCC staff member chosen by the Executive Director to:
1. Draft and electronically hold the minutes of the Board of Directors meetings and verify that the minutes are distributed to the Board of Directors members.

2. See that all notices are duly given in accordance with the provisions of these By-Laws and/or as required by law;
3. Be custodian of the records of the LCC and perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned to him/her by the Chairman or by the Board of Directors.

Article V - Meetings of the Board of Directors:

- A. All meetings of the Board shall, except to the extent that these By-Laws impose more strict requirements, be held in accordance with the Open Meetings Act of the State of Illinois. Regular meetings of the Board shall be held four times per year in January, April, July, and October. The meeting in January shall be the Board's "Annual" meeting. The time, date and location of all regular meetings of the Board shall be determined by its Chairman. Special meetings of the Board may be called by its Chairman or any five (5) of its members, provided that at least ten (10) days prior written notice is given to each Board member, except in the event of an emergency, and an agenda specifying the subject of such special meeting shall accompany such notice. Except when a bona fide emergency exists, business conducted at special meetings shall be limited to those items specified in the agenda. The time, date and location of special meetings of the Board shall be determined in the call for the meeting.
- B. Notice of the regular meeting of the Board shall be given to the Board members at least five (5) days prior to such meeting and an agenda for such meeting shall accompany the notice. However, discussion at regular meetings shall not be limited to the matters set forth in the agenda but no action can be taken on non-agenda items.
- C. To the extent not contrary to these By-Laws, Robert's Rules of Order shall govern all meetings of the Board of Directors.

Article VI - Executive Board:

- A. The Executive Board shall consist of seven members of the Board of Directors: three members representing police agencies (one from each population subgroup), three members representing fire agencies (one from each population subgroup) and a seventh member from the Sheriff's Office.
- B. The members from the police and fire agency population subgroups will be elected by simple majority vote of the three population subgroups of the Board of Directors (Exhibit "B") at a vote held every other year at the April Board of Director's meeting, or otherwise in conjunction with the last meeting of the Board of Directors before the end of the fiscal year. Executive Board members shall serve two-year terms, or until their successors are elected. If an Executive Board member is unable to attend any meeting, the designated alternate of the Agency he/she represents will attend in his/her absence.
- C. Population subgroups will be determined every other year at the Annual Meeting of the Board of Directors. Population will be defined by the last official U.S. or special census for the Agency. The Forest Preserve District of Will County will have a population of zero "0." The police and fire agencies will be divided by population into three equal subgroups. In the event of unequal numbers, the smaller subgroup will contain the extra Agency. The population ranking will be repeated on an every other year basis at the October Board of Director's meeting or otherwise in conjunction with the last meeting of the Board of Directors before the end of the fiscal year.

Article VII - Executive Board Officers:

- A. Officers of the Executive Board shall consist of a Chairman, Vice-Chairman, Treasurer, and Recording Secretary. All officers shall be elected by and from the Members of the Executive Board.

- B. Executive Board Officers shall be elected every two years and shall serve a two-year term or until their successors are elected. In order to stagger the terms of the Executive Board Officers, the first term of three of the six police and fire members shall be extended by one year. The Executive Board shall decide which three will be extended. New officers shall be elected at the October regular meeting of the Board of Directors and shall take office December 1st.
- C. A vacancy shall immediately occur with the resignation, removal, or death of the person holding such office or upon his/her ceasing to serve in his/her capacity with the Agency. Upon a vacancy occurring in any office, the effected Agency's alternate shall fill the vacancy until the Agency appoints a successor.
- D. Robert's Rules of Order, and/or any Rules of Procedure established by the Executive Board, and approved by the Board of Directors, shall govern all meetings of the Executive Board. Such Rules of Procedure shall not be inconsistent with or contrary to the laws of the State of Illinois, these By-Laws or the Agreement.
- E. A quorum shall consist of a majority of the Executive Board Members.
- F. In addition to the requirements of these By-laws, all meetings of the Executive Board shall be held in accordance with the Open Meetings Act of the State of Illinois.
- G. The Executive Board will meet once each month or as otherwise needed. The minutes of all Executive Board meetings will be distributed to the members of the Board of Directors once approved.
- H. Notice of regular meetings of the Executive Board shall be given to each member and the Board of Directors thereof not less than (5) five days prior to such meeting, and an agenda shall accompany such notice.
- I. Special meetings of the Executive Board may be called by its Chairman or any three (3) of its members. At least forty-eight (48) hours prior written notice of special meetings shall be given to each member of the Executive Board and Board of Directors and an agenda specifying the subject of such special meeting shall accompany such meeting notice. Except when a bona fide emergency exists, business conducted at special meetings shall be limited to those items specified in the agenda. The time, date and location of special meetings of the Executive Board shall be determined in the call for the meeting by its Chairman.
- J. The Executive Board shall have the authority to contract with other entities, organizations or units of government for the use of the LCC facilities, equipment and services and to establish appropriate charges therefore, or for obtaining services necessary for the function and operation of the LCC subject to the policies and budget as determined by the Board of Directors.
- K. Subject to the policies established by the Board of Directors and within the limits fixed by an approved budget (and authorized transfers as provided herein), the Executive Board shall oversee the daily operating affairs of the LCC. The Executive Board shall not expend funds or incur obligations in an amount exceeding Twenty Thousand Dollars (\$20,000.00) per occurrence without the prior consent of the Board of Directors provided, however, in the event of an actual emergency, the Executive Board may expend amounts in excess of Twenty Thousand Dollars (\$20,000.00) in order to secure the continued operations of the LCC.
- L. The Recording Secretary shall work with a designated LCC staff member chosen by the Executive Director to:
 - 1. Review and hold the minutes of all Board meetings electronically, and verify that the minutes are distributed.

2. See that all notices are duly given in accordance with the provisions of these By-Laws or as required by law.
 3. Be custodian of the records of the LCC and perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned to him/her by the Chairman or by the Board of Directors.
- M. Executive Board Members of the LCC shall serve as such without compensation from the LCC or any vendors or contractors of the LCC.
- N. At each regular meeting of the Executive Board, the Executive Board Chairman shall present a full report of activities, including budget and financial transactions and significant developments since the previous meeting, and forward a copy of the report to the Board of Directors.
- O. Will County has been duly designated as the employer for all Laraway Communications Center Employees and Supervisors pursuant to the terms set forth by Intergovernmental Agreement between the County of Will and the LCC Executive Board and/or Board of Directors as amended from time to time. The Executive Director shall first recommend all new hires to the Executive Board. Upon approval of the recommended new hires by the Executive Board, the Executive Director will present the recommended new hires to the County Executive who will hire new employees with the advice and consent of the Will County Board. For termination of employment, the Executive Director will present the recommended terminations to the Executive Board but the County Executive will make the final decision regarding terminating Communications Center employees.
- P. The Executive Board shall have the responsibility for ensuring that the policy decisions of the Board of Directors are carried out. Furthermore, it is the responsibility of individual Executive Board members to actively communicate with the sub-group members they represent regarding the LCC matters.

Article VIII - Operations Committees:

The LCC shall have two (2) Operations Committees; one Police Operations Committee, and one Fire Operations Committee, and each shall have the powers and duties as hereinafter set forth.

- A. The Operations Committees shall consist of the following individuals:
1. Police Operations: The Police Chief of the Municipalities (or his/her duly designated alternate, The County Sheriff (or his/her duly designated alternate, The Forest Preserve District of Will County (or his/her duly designated alternate) and the Executive Director of the Communications Center.
 2. Fire Operations: The Fire Chief (or his/her duly designated alternate) of the Fire Districts, The Fire Chief of the Municipalities (or his/her duly designated alternate) and the Executive Director of the Communications Center.
- B. Each of the members as set forth in subsection (A) above shall be entitled to cast one (1) vote for any matter that comes before the Committee. In the event of a vote ending in a tie, the Executive Director or the Executive Director's duly authorized designee would be entitled to cast the tie breaking vote.
- C. The Operations Committee shall appoint one (1) of its members to serve in the capacity as Chairman, Vice Chairman and Recording Secretary through a voting process (However, the Executive Director shall not be eligible to serve as Chairman, Vice-Chairman or Secretary for either of the Operations Committees.) The Recording Secretary shall work with a designated LCC staff member chosen by the Executive Director to:
1. Review and hold the minutes of all Board meetings electronically, and verify that the minutes are

distributed.

2. See that all notices are duly given in accordance with the provisions of these By-Laws or as required by law;
 3. Be custodian of the records of the LCC and perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned to him/her by the Chairman or by the Board of Directors.
- D. The Operations Committees shall generally be governed by Robert's Rules of Order. The Operations Committees may also establish rules for its own procedures that are not inconsistent with or contrary to the laws of State of Illinois, the Intergovernmental Agreement or these By-Laws and in conformity with those requirements as established by the Board of Directors.
- E. All meetings of both Operations Committees shall be held in accordance with the Open Meetings Act of the State of Illinois and in conformity with those requirements as established by the Board of Directors.
- F. The Operations Committees shall also review the annual budget and submit its comments with respect thereto to the Executive Board for their consideration.
- G. With regard to the recommendations to be made to the Executive Board and Executive Director, the Committees shall consider the development, capital equipment needs, including new and updated equipment, replacement of equipment and the maintenance required thereof. The Committees shall also develop plans for future equipment needs of the Center in order to continue to conform to the most up to date communication requirements for the Center for which the County, Cities, Villages and Districts have associated pursuant to the terms of the Intergovernmental Agreement.
- H. The Operations Committees will work with the Executive Director to identify and address areas of operational concern and to discuss and recommend operational changes to the Executive Director and/or the Executive Board.
- I. The Operations Committees shall be standing committees and shall meet at such times as determined by each Committee.

Article IX – Executive Director:

The daily operations of the Center shall be conducted under the direction and supervision of an Executive Director as hereinafter provided.

A. The Executive Director will be recommended by the Board of Directors who will forward that recommendation to the Will County Executive for appointment, with advice and consent of the Will County Board. The removal of the Executive Director will be by a super majority (2/3) vote of the Board of Directors to recommend termination by the Will County Executive.

B. The Executive Director shall have the following powers, duties and responsibilities:

1. The Executive Director shall be primary operating officer of the Center and shall, in general, direct, supervise, and manage all of the day to day business, operations, and affairs of the Center. The Executive Director shall make periodic reports to the Board of Directors, Executive Board and/or Operations Committees, and submit routine and emergency bills of the organization to the Executive Board for approval. The Executive Director shall monitor and give a monthly financial report to the Executive Board, have charge and custody of and be responsible for all funds and securities of the LCC; receive and give all receipts for monies due and payable to the LCC from any source, and deposit all such monies in the name of the LCC in such banks, trust companies, or other depositories

with confirmation/approval from the Treasurer of the Executive Board.

2. The Executive Director shall utilize the services of the County of Will for invoicing the individual agencies and having charge and custody of the funds of the LCC, so long as the County of Will maintains the fees collected in a separate account used only for the consolidated dispatch center, provides financial reports to the Executive Director, Executive Board and/or Board of Directors, and includes these funds in its annual financial audit and annual financial statements at no cost to the LCC.
3. The Executive Director shall have the authority to make expenditures on behalf of Center to purchase approved budgeted services and supplies in an amount not to exceed Ten thousand dollars (\$10,000.00) per occurrence, provided, however that in the event of any emergency the Executive Director may expend such amounts as are necessary to insure the continued safe operations of the Center.
4. The Executive Director shall have the direct responsibility for overseeing the operation of the communications system known as Law Enforcement Agencies Data System (LEADS). It shall be the obligation of the Executive Director to ensure that such system remains in conformity with the requirements of all Federal, State and local agencies having jurisdiction over the same. Further, the Executive Director shall be responsible for executing all contracts necessary for the Center's participation in the National Crime Information Computer System (NCIC). The Executive Director is hereby designated as the person charged with the supervision of such system.
5. The Executive Director shall have such other duties and responsibilities as are from time to time delegated to the Executive Director by the Executive Board and/or Board of Directors including, but not limited to preparation of a draft budget to be reviewed by the Executive Board prior to the annual date for its adoption by the Board of Directors. The Executive Director shall make recommendations for the hiring, suspension more than five (5) days, and firing of employees to the Executive Board for approval and submittal to the Will County Executive.

Article X - Finances:

- A. The fiscal year of LCC shall begin on December 1st end on November 30th annually.
- B. On or before May 1 of each year, the County of Will shall provide the Executive Board with a draft budget for all Employee Expenses.
- C. An annual budget shall be reviewed and approved by the Executive Board at the monthly meeting held in ~~February~~ June of each year then forwarded on to the Board of Directors for review. The Board of Directors will approve the budget at their ~~April~~ July regular meeting. If the annual budget exceeds 105% of the current years' budget, a two-thirds (2/3) majority vote of those present at the meeting is required for adoption.
- C.D. The annual budget shall be allocated 85% to Police agencies and 15% to fire agencies. The total budget will first be divided by the 85/15 to determine the cost for the police and fire portions respectively. The 15% allocation for fire agencies shall be divided among the agencies based on an average of the last three (3) years' as determined by ETSB records. The 85% allocated for police agencies shall be divided among the police agencies based on an average of the last three (3) years' Non MDT call volume as determined by the ETSB records.
- ~~D.E.~~ Any Agency whose charges have not been paid within sixty (60) days after billing shall not be entitled to further voting privileges, nor shall a representative of said Agency serve as a Member of the Executive Board until such time as all such charges have been paid. Such delinquent Agency's inability to vote shall

not relieve the member from its continuing obligation to pay all of its continuing charges as the same shall accrue. In addition, amounts due and payment owed that are more than sixty (60) days delinquent shall be subject to penalty or interest in the amount of twenty percent (20%) per annum only on the outstanding balance less any penalty charges. The amount of each Agency's charges shall be determined in accordance with paragraph (D) above.

E.F. | Through the supervision and direction of the Executive Board, the County of Will is to invoice each of the member agencies for their share of the operations of LCC pursuant to the guidelines in these by-laws. The County of Will is designated to record the receipt of participant fees and maintain record of outstanding amounts for each agency. As provided in the annual budget or otherwise approved by the LCC Board of Directors or Executive Board, the County of Will is designated to process payment of all invoices for all goods services.

F.G. | Any fees received by the LCC from contractors for alarm monitoring services shall be credited directly back to the Fire District or a municipal Fire and Police Department generating the income. Some municipal Fire and Police Departments may choose to collect all fees directly from their alarm vendor. Any credits collected by the LCC shall serve as a deduction in the amounts owed for fire or police dispatch services under these By-Laws.

Period payments shall be made to the LCC as follows:

1. Initial billing for the new fiscal year shall be issued on the first day of the new fiscal year.
2. Thereafter, statements will be issued on a monthly basis. Said statements will be based upon the terms of paragraph (D), Article X above.
3. Payments shall be due within thirty (45) days from receipt of a bill and/or statement.

Article XI - Audit:

- A. As long as the County of Will is responsible for invoicing and collecting the fees for the LCC, it will include the LCC finances in its annual financial audit and in the annual financial statements. In the event the financial arrangement terminates between the County of Will and the LCC, the Board of Directors shall cause an annual audit of the financial affairs of the LCC to be made by a Certified Public Accountant at the end of such agreement and in each fiscal year in accordance with generally accepted accounting principles applicable to local government entities.
- B. A copy of the annual audit report, whether by Will County or independent auditor, shall be provided to each Member annually.

Article XII Withdrawal, Termination and Dissolution:

- A. An Agency may no sooner than twenty-four (24) months after the effective date of the Agreement or from the date an Agency becomes a member, give written notice of its withdrawal from the LCC via certified mail or at meeting of the Board of Directors.

The non-payment of cost-sharing charges as set forth herein, or the refusal or declination of any member to be bound by any obligation of the Board of Directors and the Executive Board shall immediately result in loss of voting privileges on the Board of Directors as well as membership and voting privileges on the Executive Board or any Committees. Additionally, any payments that are more than sixty (60) days late shall be subject to penalty or interest in the amount of 1.5% per month per annum only on the outstanding balance less any penalty charges.

Withdrawal may be made subject to the following conditions:

1. Withdrawal shall not take effect for one (1) calendar year from the date of receipt of such notification.
2. Upon withdrawal, the withdrawing member shall continue to be responsible for:
 - a. Its share of all costs through the effective date of its withdrawal as long as service to the Agency continues in operation prior to actual withdrawal.
 - b. Any contractual obligations it has signed separately with LCC.
 - c. The withdrawing member's share of the remaining term of the building lease with Will County at the time of withdrawal which consists of the monthly lease payment paid to Will County by LCC, divided by the actual number of member agencies served by LCC at the effective date of withdrawal, multiplied by the months remaining on the lease on the effective date of withdrawal. Such payment is due in full on the effective date of withdrawal. The withdrawing member's share, at time of withdrawal, of the outstanding balance of the additional construction cost for the LCC paid by Will County. Such payment is due, in full, on the effective date of withdrawal and such payment received shall immediately be paid to Will County to reduce the outstanding balance owed. The outstanding balance shall be equally divided among all remaining and future member agencies of the LCC.
 - e. As a matter of record, this expense, in the amount of \$1,445,000.00, will be amortized, interest free, over twenty (20) years, with the first payment due and payable to Will County with the opening of the center in December 2017, and monthly thereafter.

- B. If withdrawal coincides with a vote of termination of this Agreement, then the withdrawing member shall participate in the termination of this contract as set forth in the following paragraph (C), Article XII, of these By-Laws.
- C. Upon the vote of two-thirds of the participating members, the LCC shall be terminated and dissolved after all debts and liabilities of the LCC are paid or distributed among participating members at the time of the vote for termination and dissolution. Upon such vote for termination and dissolution, the LCC shall immediately make all efforts to pay any debts and liabilities from the remaining funds of the LCC and to sell remaining assets of the LCC. Thereafter, any remaining assets or liabilities of the LCC shall be distributed among the remaining members of the LCC at the time of dissolution, in proportion to their respective payments at the time of dissolution.
- D. In any dispute under this agreement the non-prevailing party shall pay all costs and expenses, including expert witness fees and attorneys' fees, incurred by the prevailing party in resolving such dispute.

Article XIII Liability and Property:

- A. Except as otherwise herein provided all members of the LCC shall be jointly and severally liable for the debts and liabilities of the LCC which accrue prior to withdrawal of a Member, which liability will survive the withdrawal of a member.
- B. If an emergency services organization is accepted into the LCC as a new member, that member would be responsible for an entry fee. The entry fee would be based on cost for additional personnel, building rent or debt owed to Will County (\$1,445,000 as calculated using the method shown in Article XII, Section A.2.c above), utility contributions, needed equipment for operations, based on the budget year. The Board of Directors may also add any fees they feel necessary for the good of the organization.
- C. The LCC shall procure and maintain during the term of the Agreement sufficient insurance to cover the replacement value of the LCC equipment. Further, the LCC shall procure and maintain, during the term

of the Agreement, liability insurance with a single limit of five million dollars or such other amount as may from time to time be approved by the Board of Directors insuring the Agencies, the LCC employees, the Board of Directors, the Executive Board, the Operating Committee, and other agents of the LCC as their respective interests may appear, against public liability for any alleged act or omissions in connection with the LCC. Each Agency shall be named as an additional or co-insured on the policy(s) required herein.

- D. All property acquired by the LCC, whether purchased by the LCC, donated by an Agency or received as a grant, shall be owned by the LCC unless otherwise determined in writing. Any donated equipment must be accepted by a vote of the Executive Board if it represents a potential liability or cost for the LCC.

Article XIV Contracts, Loans, Checks & Deposits:

- A. The Board of Directors may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the LCC, and such authority may be general or confined to specific instances.
- B. No loans shall be procured on behalf of the LCC and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors and in accordance with applicable law, such authority may be general or confined to specific instances.
- C. All checks, drafts or other orders for payment or money, notes or other evidences of indebtedness issued in the name of the LCC shall be approved by the Executive Board, as agent or agents of the LCC with internal control and two party authorizations.
- D. All funds of the LCC not otherwise employed shall be deposited from time to time to the credit of the LCC in such banks, trust companies, or other depositories as the Executive Board may select to maximize the rate of return for all excess funds.

Article XV Indemnification:

- A. To the fullest extent permitted by applicable law and these By-Laws, the LCC shall indemnify and hold harmless any person who is made a party to a civil action, suit or proceeding, by reason of the fact that he or she is or was a director, officer, or agent of the LCC, against and from any expense (including reasonable attorneys' fees) judgments, fines and amounts paid in settlement, actually and reasonably incurred by said person in connection with such action, suit or proceeding, if the person acted in good faith and in a manner not opposed to the best interests of the LCC.
- B. The indemnification authorized herein (unless ordered by a court or required by law) shall be made by the LCC if in its sole determination it finds that the director, officer, employee, or agent met the applicable standard of conduct set forth in paragraph A above. Such determination shall be made by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding.
- C. Expenses incurred in defending a civil action, suit or proceeding may be paid by the LCC in advance of the final disposition of such actions, suit or proceeding, as authorized by the Board in the specific case, upon receipt of an undertaking by or on behalf of the director, officer, employee, or agent to repay such amount unless it shall ultimately be determined that he is entitled to be indemnified by the LCC as authorized in the Article XV.

Article XVI - Amendment:

- A. Amendment to these By-Laws may be proposed by any member of the Board of Directors or by any

member of the Executive Board or the Operating Committee. To be considered, the amendment shall be submitted to the Board of Directors at least thirty (30) days prior to the meeting of the Board of Directors at which such amendment is to be considered.

B. A majority vote of a quorum of the Board of Directors then holding office shall be required to adopt any amendment to these By-Laws. Amendments to Article X (Finances), Section D, which addresses the method of allocation of expenses, shall require a 2/3 supermajority vote of the Board of Directors.


C. These by-laws should be reviewed every two years by the Board of Directors.

Article XVII Public Works/Administrative Dispatching:

Subject to approval of the LCC Board of Directors, and the LCC capabilities, each Agency may receive EMA/ESDA, public works and/or administrative dispatching services from the LCC at no additional cost to the Agency provided, however, that the requesting Agency shall bear the costs of any additional equipment necessary to facilitate such services.

Adopted by the Board of Directors this

29th Day of Nov, 2018



Chairman, Board of Directors

LCC BY-LAWS - EXHIBIT B

Police Agency	Population
Beecher	4,451
Braidwood	6,191
Crete	8,230
Frankfort	18,168
Manhattan	7,182
Mokena	19,172
Monee	5,101
New Lenox	24,962
Peotone	4,133
Rockdale	1,957
Romeoville	39,650
So. Chicago Heights	4,158
Steger	9,565
University Park	7,111
WC Forest Preserve	0
WC Sheriff	165,000

Fire Agency	Population
Beecher	8,500
Crete	8,230
Crete Township	8,637
Custer	1,430
East Joliet	18,000
Frankfort	50,000
Manhattan	13,000
Mokena	20,500
Monee	8,509
New Lenox	50,000
Peotone	10,000
Romeoville	39,650
So. Chicago Heights	4,158
Steger	9,565
Steger Estates	2,000
University Park	7,111

Small Agencies	
Forest Preserve	0
Rockdale	1,957
Peotone	4,133
So. Chicago Heights	4,158
Beecher	4,451

Small Agencies	
Custer	1,430
Steger Estates	2,000
So. Chicago Heights	4,158
University Park	7,111
Crete	8,230
Beecher	8,500

Medium Agencies	
Monee	5,101
Braidwood	6,191
Univeristy Park	7,111
Manhattan	7,182
Crete	8,230
Steger	9,565

Medium Agencies	
Monee	8,509
Crete Township	8,637
Steger	9,656
Peotone	10,000
Manhattan	13,000

Large Agencies	
Frankfort	18,168
Mokena	19,172
New Lenox	24,962
Romeoville	39,650
WC Sheriff	165,000

Large Agencies	
Mokena	17,500
East Joliet	18,000
Romeoville	39,650
Frankfort	50,000
New Lenox	50,000

CORRECTED 1-30-2020

2020 LCC Agency Cost Reallocation

	2019	2020		2020		2020		2020		2020		2020		2020		2020		2020	
	Approved	Total Budget	Current %	Equal 1%	Equal 1.5%	Equal 2%	Equal 2.5%	Equal 3%	Equal 3.5%	Equal 4%	Equal 4.5%	Equal 5%	Increase	Increase	Increase	Increase	Increase	Increase	Increase
	Amounts	5% Increase	Difference	Increase	Increase	Increase	Increase	Increase	Increase	Increase	Increase	Increase							
Beecher Fire	\$29,956.00	\$35,237.16	17.63%	\$30,256	\$30,405	\$30,555	\$30,705	\$30,855	\$31,004	\$31,154	\$31,304	\$31,454							
Braidwood Police	\$105,655.00	\$122,949.06	16.37%	\$106,712	\$107,240	\$107,768	\$108,296	\$108,825	\$109,353	\$109,881	\$110,409	\$110,938							
Braidwood Police	\$138,650.00	\$124,263.38	-10.38%	\$140,037	\$140,730	\$141,423	\$142,116	\$142,810	\$143,503	\$144,196	\$144,889	\$145,583							
Crete Fire	\$43,477.00	\$47,149.26	8.45%	\$43,912	\$44,129	\$44,347	\$44,564	\$44,781	\$44,999	\$45,216	\$45,433	\$45,651							
Crete Police	\$217,656.00	\$223,986.48	2.91%	\$219,833	\$220,971	\$222,009	\$223,097	\$224,186	\$225,274	\$226,362	\$227,451	\$228,539							
Crete Township Fire	\$47,712.00	\$49,478.44	3.70%	\$48,189	\$48,428	\$48,666	\$48,905	\$49,143	\$49,382	\$49,620	\$49,859	\$50,098							
Custer Fire Protection District*	\$5,000.00	\$3,992.88	-20.14%	\$5,050	\$5,075	\$5,100	\$5,125	\$5,150	\$5,175	\$5,200	\$5,225	\$5,250							
East Joliet Fire	\$68,180.00	\$70,973.44	4.10%	\$68,862	\$69,203	\$69,544	\$69,885	\$70,225	\$70,566	\$70,907	\$71,248	\$71,589							
Forest Preserve District of Will County Police	\$22,533.00	\$24,535.03	8.88%	\$22,758	\$22,871	\$22,984	\$23,096	\$23,209	\$23,322	\$23,434	\$23,547	\$23,660							
Frankfort Fire	\$148,356.00	\$151,463.24	2.09%	\$149,840	\$150,581	\$151,323	\$152,065	\$152,807	\$153,548	\$154,290	\$155,032	\$155,774							
Frankfort Police	\$364,662.00	\$413,024.65	13.26%	\$368,309	\$370,132	\$371,955	\$373,779	\$375,602	\$377,425	\$379,248	\$381,072	\$382,895							
Manhattan Police	\$37,784.00	\$38,697.66	2.42%	\$38,162	\$38,351	\$38,540	\$38,729	\$38,918	\$39,106	\$39,295	\$39,484	\$39,673							
Manhattan Police	\$102,302.00	\$107,610.80	5.19%	\$103,325	\$103,837	\$104,348	\$104,860	\$105,371	\$105,883	\$106,394	\$106,906	\$107,417							
Mokona Fire	\$89,732.00	\$89,174.32	-0.62%	\$90,629	\$91,078	\$91,527	\$91,975	\$92,424	\$92,873	\$93,321	\$93,770	\$94,219							
Mokona Police	\$339,234.00	\$347,544.41	2.45%	\$342,626	\$344,323	\$346,019	\$347,715	\$349,411	\$351,107	\$352,803	\$354,500	\$356,196							
Monroe Fire	\$47,238.00	\$53,304.95	12.84%	\$47,710	\$47,947	\$48,183	\$48,419	\$48,655	\$48,891	\$49,128	\$49,364	\$49,600							
Monroe Police	\$153,346.00	\$189,267.98	23.43%	\$154,879	\$155,646	\$156,413	\$157,180	\$157,946	\$158,713	\$159,480	\$160,247	\$161,013							
New Lenox Fire	\$143,747.00	\$149,666.45	4.12%	\$145,184	\$145,903	\$146,622	\$147,341	\$148,059	\$148,778	\$149,497	\$150,216	\$150,934							
New Lenox Police	\$526,828.00	\$468,948.59	-10.99%	\$532,096	\$534,730	\$537,365	\$539,999	\$542,633	\$545,267	\$547,901	\$550,535	\$553,169							
Peotone Fire	\$35,920.00	\$37,333.43	3.93%	\$36,279	\$36,459	\$36,638	\$36,818	\$36,998	\$37,177	\$37,357	\$37,536	\$37,716							
Peotone Police	\$125,759.00	\$132,353.60	5.24%	\$127,017	\$127,645	\$128,274	\$128,903	\$129,532	\$130,161	\$130,789	\$131,418	\$132,047							
Rockdale Police	\$39,285.00	\$49,065.86	24.90%	\$39,678	\$39,874	\$40,071	\$40,267	\$40,464	\$40,660	\$40,856	\$41,053	\$41,249							
Romeoville Fire	\$116,536.00	\$118,788.18	1.93%	\$117,701	\$118,284	\$118,867	\$119,449	\$120,032	\$120,615	\$121,197	\$121,780	\$122,363							
Romeoville Police	\$810,277.00	\$801,975.69	-1.02%	\$818,380	\$822,431	\$826,483	\$830,534	\$834,585	\$838,637	\$842,688	\$846,739	\$850,791							
South Chicago Heights Fire	\$41,477.00	\$43,555.66	5.01%	\$41,892	\$42,099	\$42,307	\$42,514	\$42,721	\$42,929	\$43,136	\$43,343	\$43,551							
South Chicago Heights Police	\$153,284.00	\$177,364.75	15.71%	\$154,817	\$155,583	\$156,350	\$157,116	\$157,883	\$158,649	\$159,415	\$160,182	\$160,948							
Steger Estates Fire	\$6,743.00	\$9,449.82	40.14%	\$6,810	\$6,844	\$6,878	\$6,912	\$6,945	\$6,979	\$7,013	\$7,046	\$7,080							
Steger Fire	\$52,287.00	\$54,336.44	3.92%	\$52,810	\$53,071	\$53,333	\$53,594	\$53,855	\$54,117	\$54,378	\$54,640	\$54,901							
Steger Police	\$221,296.00	\$245,537.93	10.95%	\$223,509	\$224,615	\$225,722	\$226,828	\$227,935	\$229,041	\$230,148	\$231,254	\$232,361							
University Park Fire	\$55,608.00	\$58,429.14	5.07%	\$56,164	\$56,442	\$56,720	\$56,998	\$57,276	\$57,554	\$57,832	\$58,110	\$58,388							
University Park Police	\$204,601.00	\$231,765.61	13.28%	\$206,647	\$207,670	\$208,693	\$209,716	\$210,739	\$211,762	\$212,785	\$213,808	\$214,831							
Will County Sheriff Police* (qtrly)	\$1,941,557.00	\$2,068,978.72	6.56%	\$1,960,973	\$1,970,680	\$1,980,388	\$1,990,096	\$1,999,804	\$2,009,511	\$2,019,219	\$2,028,927	\$2,038,635							
Total Budget Amount	\$6,436,678.00	\$6,740,203.00	4.72%	\$6,501,045	\$6,533,228	\$6,565,412	\$6,597,595	\$6,629,778	\$6,661,962	\$6,694,145	\$6,726,329	\$6,758,512							

January 29, 2020

Mr. Robert O. Barber
Village of Beecher
625 Dixie Highway
Beecher, Illinois 60401-1154

Subject: Village of Beecher - WWTP NPDES Permit Compliance Assistance - REVISED

Dear Mr. Barber:

Baxter & Woodman, Inc. is pleased to submit this proposal to provide compliance assistance with the Village of Beecher's Wastewater Treatment Plant National Pollutant Discharge Elimination System (NPDES) permit. The current permit contains non-routine special conditions which must be fulfilled to meet the requirements of the permit. The following special conditions are as follows:

- Special Condition 15: Phosphorous Feasibility Study (Due by March 8, 2021)
- Special Condition 16: Phosphorous Discharge Optimization Plan (Due by March 8, 2021)
- Special Condition 16: Phosphorous Discharge Progress Reports (Due Annually by March 31)
- Special Condition 20: Disinfection Equipment Construction (Due by March 8, 2020)
- Special Condition 20: Disinfection Equipment Operation (Due by March 8, 2021)
- Special Condition 22: Pretreatment Activities Report and Industrial User Inventory (Survey), (Due by March 8, 2020)

The following is our scope of services and engineering fee:

SCOPE OF SERVICES

Special Condition 15: Phosphorous Feasibility Study

The purpose of this special condition is to prepare a study which determines the method, timeframe, and capital costs required for wastewater treatment plant improvements in order to reduce total phosphorus in the discharge to consistently meet a future potential effluent limit of 0.5 mg/L and 0.1 mg/L. The study will also evaluate the construction and O&M costs of the application of these limits on a monthly, seasonal and annual average basis.

Special Condition 16: Phosphorous Discharge Optimization Study

The purpose of this special condition is to prepare a study which determines two things:

- Influent Reduction Measures - identify potential sources of phosphorous in the WWTP collection system and determine if those sources can be reduced;
- Effluent Reduction Measures – identify what processes at the treatment plant can be optimized without capital expenditures to reduce the amount of total phosphorus in the WTP discharge.

The influent sources of phosphorus will be identified during the industrial user inventory survey being prepared for Special Condition 22.

An annual report on progress of optimizing the existing WWTP facilities is due annually by March 31st. The fee for this study will cover the study and the annual reporting for the duration of the current permit.

Special Condition 20: Disinfection Equipment Construction and Operation

This special condition requires the installation and operation of equipment at the WWTP to meet the disinfection effluent limits for fecal coliform in the existing permit. The updates to the treatment plant facilities have achieved substantial completion, and disinfection equipment has been installed. The two required reports can be combined into one for both the construction of and operation of the disinfection equipment and submitted to IEPA to satisfy this special condition of the NPDES permit.

Special Condition 22: Pretreatment Activities Report and Industrial User Inventory (Survey)

This special condition requires the Village of Beecher to provide a report briefly describing the Village's industrial pretreatment activities (if any), and identify all significant industrial users (SIU) (if any) within the WWTP's collection system. A one page questionnaire, or survey, accompanied by a cover letter and instructions will be sent out to a list of businesses and industries within the village who discharge sources of non-domestic waste to the WWTP. The survey will serve as a screening tool to help identify what businesses may be an SIU as defined in the 40 CFR 403 General Pretreatment regulations.

This survey also has questions regarding the use of and/or discharge of phosphorous in wastewater which is treated at the Village's WWTP. This way the survey will collect information required for both Special Condition 16 and Special Condition 22.

SCHEDULE

The above-described services will begin upon receipt of this proposal signed by the Village. We will begin the work on all the special conditions immediately and work through each one and submit by or before the due dates for each as listed in the NPDES permit.

ENGINEERING FEE

The engineering fee for the project work as described above shall be computed on a lump sum basis, including travel costs, which in total will not exceed **\$50,000**.

Thank you for the opportunity to submit our proposal for this Project. The attached Standard Terms and Conditions apply to this proposal. If you find this proposal acceptable, **please sign and return one copy for our files**. If you have any questions or need additional information, please do not hesitate to contact me or Nichole Schaeffer at 815-444-3372.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Sean E. O'Dell, P.E.
Vice President

Attachment

C: Raymond Koenig, Baxter & Woodman, Inc.
Nichole Schaeffer, P.E., Baxter & Woodman, Inc.

VILLAGE OF BEECHER, IL

ACCEPTED BY: _____

TITLE: _____

DATE: _____

\\corp.baxwood.com\Projects\Crystal Lake\BEECH\191238-NPDES Compliance Asst\Contracts\Work\191238.30 NPDESComplianceProposal_Rev2.docx

STANDARD TERMS AND CONDITIONS

Agreement - These Standard Terms and Conditions, together with the letter proposal, constitute the entire integrated agreement between the Owner and Baxter & Woodman, Inc. (BW) and take precedence over any other provisions between the Parties. These terms may be amended, but only if both parties consent in writing.

Owner's Responsibility - Provide BW with all criteria and full information for the Project. BW will rely, without liability, on the accuracy and completeness of all information provided by the Owner including its consultants, contractor, specialty contractors, manufacturers, suppliers and publishers of technical standards without independently verifying that information. The Owner warrants that all known hazardous materials on or beneath the site have been identified to BW. BW and their consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials unless this service is set forth in the proposal.

Schedule for Rendering Services - The agreed upon services shall be completed within a reasonable amount of time. If BW is hindered, delayed or prevented from performing the services as a result of any act or neglect of the Owner or force majeure, BW's work shall be extended and the rates and amounts of BW's compensation shall be equitably adjusted in writing executed by all Parties.

Invoices and Payments - The fees to perform the proposed scope of services constitute BW's estimate to perform the agreed upon scope of services. Circumstances may dictate a change in scope, and if this occurs, an equitable adjustment in compensation and time shall be made by all parties. No service for which added compensation will be charged will be provided without first obtaining written authorization from the Owner. BW invoices shall be due and owing by Owner in accordance with the terms and provisions of the Local Government Prompt Payment Act.

Opinion of Probable Construction Costs - BW's opinion of probable construction costs represents its reasonable judgment as a professional engineer. Owner acknowledges that BW has no control over construction costs of contractor's methods of determining prices, or over competitive bidding, of market conditions. BW cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from BW's opinion of probable construction costs.

Standards of Performance - (1) The standard of care for all services performed or furnished by BW, will be completed with the same care and skill ordinarily used by professionals practicing under similar circumstances, at the same time and in the same locality on similar projects. BW makes no guarantees or warranties, express or implied, in connection with its services; (2) BW shall be responsible for the technical accuracy of its services and documents; (3) BW shall use reasonable care to comply with all applicable laws and regulations and Owner-mandated standards; (4) BW may employ such sub-consultants as BW deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objection by Owner; (5) BW shall not supervise, direct, control, or have authority over any contractor work, nor have authority over or be responsible for the means, methods, techniques sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety of the site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work; (6) BW neither guarantees the performance of any contractor nor assumes responsibility for contractor's failure to furnish and perform the work in accordance with the contract documents; (7) Engineer is not acting as a municipal advisor as defined by the Dodd-Frank Act. Engineer shall not provide advice or have any responsibility for municipal financial products or securities. (8) BW is not responsible for the acts or omissions of any contractor, subcontractor, or supplier, or any of their agents or employees or any other person at the site or otherwise furnishing or performing any work; (9) Shop drawing and submittal review by BW shall apply to only the items in the submissions and only for the purpose of assessing if upon installation or incorporation in the Project work they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the construction documents. Owner further agrees that BW's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. BW's consideration of a component does not constitute acceptance of the assembled item; (10) BW's site observation during construction shall be at the times agreed upon in the Project scope. Through standard, reasonable means, BW will become generally familiar with observable completed work. If BW observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner for them to address.

Insurance - BW will maintain insurance coverage with the following limits and Certificates of Insurance will be provided to the Owner upon written request:

Worker's Compensation: Statutory Limits	Excess Umbrella Liability:	\$5 million per claim and aggregate
General Liability: \$1 million per claim	Professional Liability:	\$5 million per claim
\$2 million aggregate		\$5 million aggregate
Automobile Liability: \$1 million combined single limit		

BW's liability under this Agreement, based on any theory of liability or for any cause of action, shall not exceed the total amount of BW's contract amount for the project. Any claim against BW arising out of this Agreement may be asserted by the Owner, but only against the entity and not against BW's directors, officers, shareholders or employees, none of whom shall bear any liability and may not be subject to any claim.

Indemnification and Mutual Waiver - (1) To the fullest extent permitted by law, BW shall indemnify and hold harmless the Owner and its officers and employees from claims, costs, losses, and damages arising out of or relating to the Project, provided that such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of BW or its officers, directors, employees, agents, or consultants; (2) Owner shall indemnify and hold harmless BW and its officers, directors, employees, agents and consultants from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death of to injury or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Owner or its officers, directors, employees, consultants, or others retained by or under contract to the Owner with respect to this Agreement or to the Project; (3) To the fullest extent permitted by law, Owner and BW waive against each other, and the other's employees, officers, directors, insurers, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project; (4) In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of the ENGINEER and OWNER, they shall be borne by each party in proportion to its negligence; (5) The Owner acknowledges that BW is a business corporation and not a professional service corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees. The Owner and BW agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.

Termination - Either party may terminate this Agreement upon ten (10) business days' written notice to the other party in the event of failure by the other party to perform with the terms of the Agreement through no fault of the terminating party. A condition precedent to termination shall be an opportunity for the Parties to meet. If this Agreement is terminated, Owner shall receive reproducible copies of drawings, developed applications and other completed documents. Owner shall be liable for, and promptly pay for all services and reimbursable expenses rendered to the date of suspension/termination of services.

Use of Documents - BW documents are instruments of service and BW retains ownership and property interest (including copyright and right of reuse). Client shall not rely on such documents unless in printed form, signed or sealed by BW or its consultant. Electronic format of BW's design documents may differ from the printed version and BW bears no liability for errors, omissions or discrepancies. Reuse of BW's design documents is prohibited and Client shall defend and indemnify BW from all claims, damages, losses and expenses, including attorney's fees, consultant/expert fees, and costs arising out of or resulting from said reuse. BW's document retention policy will be followed upon Project closeout, and project documents will be kept for a period of 14 years after Project closeout.

Successors, Assigns, and Beneficiaries - Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or BW to any third party, including any lender, Contractor, Contractor's subcontractor, supplier, manufacturer, other individual, entity or public body, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of the Client and BW and not for the benefit (intended, unintended, direct or indirect) of any other entity or person.

Dispute Resolution - All disputes between the Parties shall first be negotiated between them for a period of thirty (30) days. If unresolved, disputes shall be then submitted to mediation as a condition precedent to litigation. If mediation is unsuccessful, litigation in the county where the Project is pending shall be pursued.

Miscellaneous Provisions - (1) This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located. (2) All notices must be in writing and shall be deemed effectively served upon the other party when sent by certified mail, return receipt requested; (3) All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason; (4) Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Owner and BW, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close to expressing the intention of the stricken provision; (5) A party's non-enforcement of any provision shall not constitute a waiver of the provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement; (6) To the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of substantial completion, which is the point where the Project can be utilized for the purposes for which it was intended.

Robert Barber

From: Thomas M. Slattery <tslattery@baxterwoodman.com>
Sent: Monday, February 03, 2020 4:11 PM
To: Robert Barber
Subject: RE: UPDATES
Attachments: 191673.90_Village_ESA.pdf; 191673.90_BLR 09110_MFT Resolution.pdf

Attached is the Phase II engineering agreement and MFT resolution for the STP application.

Based on planning level numbers, 3,300' of Church Road reconstruction would be about \$3,168,000 which includes a 20% contingency.

Preliminary Engineering (Phase I) at 8% would be \$253,440

Preliminary Engineering (Phase II) at 7% would be \$221,760

Construction Engineering at 10% would be \$316,800

Estimates will be refined during the application process as a detailed Estimate of Probable Cost is an application requirement.

Let me know if you need anything additional for review.

Thanks

From: Thomas M. Slattery
Sent: Thursday, January 30, 2020 2:53 PM
To: Robert Barber <rbarber@villageofbeecheer.org>
Subject: RE: UPDATES

Deadline for project submittal is early March.

We feel the Village should apply for Church Road. Application would cost around \$4,000. We have a draft agreement for you similar to the MFT funded applications in the past for SRTS and Penfield. Phase I would be fine to start after WCGL has ranked and funded the submitted projects. The STP application would be for Phase II engineering.

Thomas M. Slattery, PE Senior Transportation Engineer	main: 815.459.1260 direct: 815.444.3298 email: tslattery@baxterwoodman.com www.baxterwoodman.com 1548 Bond Street, Suite 103 Naperville, IL 60563
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This email and any attachments are confidential and are intended solely for the use of the intended addressee(s). If you have received this email in error, please notify the sender immediately or call 815-459-1260 and delete this email. If you are not the intended recipient(s), any use, retention, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. The integrity and security of this message cannot be guaranteed on the Internet. Thank You.

From: Robert Barber <rbarber@villageofbeecheer.org>
Sent: Wednesday, January 29, 2020 4:33 PM
To: Thomas M. Slattery <tslattery@baxterwoodman.com>
Subject: UPDATES

1. We are working on a complete streets resolution and policy that Teska has provided.
2. What is the deadline for the call for projects? Is it in March?

3. Did you believe we should file for the Church Road project? If so, how much will the applications cost? We would probably not do Phase I until we see how we ranked. Or do we wait for two years?

We may have discussed all this but I am getting old and forgetful. I have not gone to the Village Board with anything yet.

Robert O. Barber
Village Administrator
Village of Beecher
Phone: 708-946-2261
Fax: 708-946-3764

Municipality Beecher	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Motor Fuel Tax Funds	C O N S U L T A N T	Name Baxter & Woodman, Inc.
Township				Address 8678 Ridgefield Road
County Will				City Crystal Lake
Section 20-00022-00-EG				State IL, 60012

THIS AGREEMENT is made and entered into this _____ day of _____, 2020 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Section Description

Name Church Road

Route FAU 407 Length 0.625 Mi. 3,300 FT (Structure No. NA)

Termini IL 1 (Dixie Highway) to Cardinal Creek Boulevard

Description:

Application assistance for 2020 Surface Transportation Program. See Exhibit A for scope of services. ENGINEER's Project No. 191673.90.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:
 - a. Make such detailed surveys as are necessary for the preparation of detailed roadway plans
 - b. Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
 - c. Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - e. Prepare Army Corps of Engineers Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
 - f. Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
 - g. Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
 - h. Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

Note: Four copies to be submitted to the Regional Engineer

3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:
 - a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.
 - b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.

By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.

4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus _____ percent incurred up to the time he is notified in writing of such abandonment - "actual cost" being defined as in paragraph 2 of THE LA AGREES.
5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus _____ percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

VILLAGE OF BEECHER
2020 CHURCH ROAD SURFACE TRANSPORTATION PROGRAM APPLICATION

EXHIBIT A

SCOPE OF SERVICES

Location:

The Project is located on Church Road (FAU Route 407) from IL 1 (Dixie Highway) to Cardinal Creek Boulevard within the Village of Beecher.

Project Understanding:

The work included in the Project consists of completing a Surface Transportation Program (STP) application for the reconstruction of Church Road.

Scope of Services:

1. Early Coordination and Data Collection

- **Data Collection:** Obtain, review, and evaluate the following information provided by the Village for use in design:
 - Utility Atlases
 - Maintenance and flooding records
 - Crash Data (5 years)
 - ROW, GIS, and property data

2. Funding Application - Complete and submit STP funding application with the Will County Governmental League (WCGL) including all necessary exhibits and cost estimates. Assist the Village with coordination of exhibits for inclusion in the application.

3. Manage Project - Plan, schedule, and control the activities that must be performed to complete the Project including budget, schedule, and scope. Coordinate with Village and project team to ensure the goals of the Project are achieved. Prepare and submit monthly invoices, and provide regular updates to the Village.

VILLAGE OF BEECHER, ILLINOIS
 2020 SURFACE TRANSPORTATION PROGRAM
 SECTION NO.: 20-00022-00-EG

EXHIBIT B

Village of Beecher								
Plan Number: 191673.90								
Plan Name: BEECH - 2020 STP Local Application								
Level 2	Level3	Labor Category	Employee	Planned Hrs	Planned Labor Bill	Compensation Fee	Reimb Allowance	Total Compensation
Overall Project Total				32.00	4,160.00	3,940.00	60.00	4,000.00
1 Early Coordinaton and Data Collection				4.00	400.00	600.00	0.00	600.00
		Engineer I	Ryan Haupt	4.00	400.00			
2 Funding Application				24.00	3,040.00	2,720.00	0.00	2,720.00
		Engineer V	Thomas Slattery	8.00	1,440.00			
		Engineer I	Ryan Haupt	16.00	1,600.00			
3 Manage Project				4.00	720.00	620.00	60.00	680.00
		Engineer V	Thomas Slattery	4.00	720.00			



Resolution for Improvement Under the Illinois Highway Code



Resolution Type	Resolution Number	Section Number
Original		20-00022-00-EG

BE IT RESOLVED, by the President and Board of Trustees of the Village of Beecher Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract.

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Church Road	0.625	FAU 407	IL 1 (Dixie Highway)	Cardinal Creek Blvd

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Application assistance for the 2020 Surface Transportation Program.

2. That there is hereby appropriated the sum of four thousand and 00/100

Dollars (\$4,000.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Janett Conner Village Clerk in and for said Village

of Beecher in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

President and Board of Trustees of Beecher at a meeting held on February 10, 2020

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of Month, Year .

(SEAL)

Clerk Signature	Date

Approved

Regional Engineer Department of Transportation	Date



baxterwoodman.com

Village of Beecher
 PO Box 1154
 625 Dixie Highway
 Beecher, IL 60401-1154

January 24, 2020
 Project No: 140610.60
 Invoice No: 0211080

Client ID BEECH

Total This Invoice: \$19,995.11

Client Manager Raymond Koenig
 Project Manager Koenig, Raymond
 Project 140610.60 WWTP Improvements - CS

Deliverable CS105 Construction Administration

Professional Services

			Hours	Rate	Amount	
Manage Project						
Engr Tech V						
Koenig, Raymond	12/30/2019		1.00	145.00	145.00	
Koenig, Raymond	1/10/2020		2.00	145.00	290.00	
Koenig, Raymond	1/14/2020		4.00	145.00	580.00	
Koenig, Raymond	1/16/2020		1.00	145.00	145.00	
	Totals		8.00		1,160.00	
	Total Labor					1,160.00

Reimbursable Expenses

Travel						
1/10/2020	Koenig, Raymond	travel to site			32.20	
1/14/2020	Koenig, Raymond	travel to site			32.20	
Postage/Shipping						
1/11/2020	United Parcel Service	1/10/20 BEECH			11.99	
	Total Reimbursables				76.39	76.39

Total this Deliverable \$1,236.39

Deliverable CS107 Designer Reviews

Professional Services

			Hours	Rate	Amount	
Engineering						
Sr Engineer I						
Streicher, Amanda	12/17/2019		.50	130.00	65.00	
Streicher, Amanda	12/18/2019		1.75	130.00	227.50	
Streicher, Amanda	12/20/2019		1.00	130.00	130.00	
Engineer III						
Streicher, Amanda	12/23/2019		.25	140.00	35.00	
Streicher, Amanda	12/26/2019		.75	140.00	105.00	

Make check payable to Baxter & Woodman, P.O. Box 6192, Carol Stream, IL 60197-6192 or contact Baxter & Woodman's accounting department for wiring instructions. Call 815.459.1260 with questions on this invoice.

Project	140610.60	BEECH - WWTP Improvements - CS			Invoice	0211080
	Streicher, Amanda	1/9/2020	.75	140.00	105.00	
	Streicher, Amanda	1/15/2020	1.00	140.00	140.00	
	Streicher, Amanda	1/16/2020	1.25	140.00	175.00	
Engineering, Civil/Environmental						
	Sr Engineer IV					
	Fischer, Carl	12/17/2019	.25	180.00	45.00	
	Fischer, Carl	12/18/2019	1.00	180.00	180.00	
	Fischer, Carl	12/19/2019	.75	180.00	135.00	
	Engineer II					
	Crotteau, Anne	12/18/2019	.25	100.00	25.00	
	Crotteau, Anne	12/19/2019	1.00	100.00	100.00	
	Crotteau, Anne	12/23/2019	2.00	100.00	200.00	
	Crotteau, Anne	12/31/2019	1.50	100.00	150.00	
	Crotteau, Anne	1/2/2020	.50	100.00	50.00	
Engineering, Electrical						
	Engineer V					
	Harman, Harry	1/6/2020	.50	180.00	90.00	
	Engineer III					
	Tran, Phung	12/24/2019	1.75	120.00	210.00	
	Engr Tech IV					
	Hudspeth, Michael	1/10/2020	.50	135.00	67.50	
Engineering, Instrumentation						
	Automation Engineer IV					
	Gryn, Michael	1/16/2020	1.00	160.00	160.00	
	Totals		18.25		2,395.00	
	Total Labor					2,395.00
				Total this Deliverable		\$2,395.00

Deliverable	CS110	Field Observation	Hours	Rate	Amount
Professional Services					
Engineering, Field					
	Sr Engineer II				
	Norton, Jeremy	12/16/2019	4.00	140.00	560.00
	Norton, Jeremy	12/17/2019	4.00	140.00	560.00
	Norton, Jeremy	12/18/2019	4.00	140.00	560.00
	Norton, Jeremy	12/19/2019	4.00	140.00	560.00
	Norton, Jeremy	12/23/2019	4.00	140.00	560.00
	Norton, Jeremy	12/24/2019	2.00	140.00	280.00
	Norton, Jeremy	12/26/2019	4.00	140.00	560.00
	Norton, Jeremy	12/27/2019	4.00	140.00	560.00
	Engineer III				
	Norton, Jeremy	12/30/2019	4.00	140.00	560.00
	Norton, Jeremy	1/2/2020	4.00	140.00	560.00
	Norton, Jeremy	1/3/2020	3.25	140.00	455.00
	Norton, Jeremy	1/6/2020	4.00	140.00	560.00
	Norton, Jeremy	1/7/2020	4.00	140.00	560.00
	Norton, Jeremy	1/8/2020	3.00	140.00	420.00

Make check payable to Baxter & Woodman, P.O. Box 6192, Carol Stream, IL 60197-6192 or contact Baxter & Woodman's accounting department for wiring instructions. Call 815.459.1260 with questions on this invoice.

Project	140610.60	BEECH - WWTP Improvements - CS		Invoice	0211080
Norton, Jeremy		1/9/2020	3.00	140.00	420.00
Norton, Jeremy		1/10/2020	3.00	140.00	420.00
Norton, Jeremy		1/13/2020	4.00	140.00	560.00
Norton, Jeremy		1/14/2020	4.00	140.00	560.00
Norton, Jeremy		1/15/2020	4.00	140.00	560.00
Norton, Jeremy		1/16/2020	2.00	140.00	280.00
Norton, Jeremy		1/17/2020	4.00	140.00	560.00
	Totals		76.25		10,675.00
	Total Labor				10,675.00

Reimbursable Expenses

Travel

11/15/2019	Norton, Jeremy	Travel	26.10	
11/18/2019	Norton, Jeremy	Travel	26.10	
11/19/2019	Norton, Jeremy	Travel	26.10	
11/20/2019	Norton, Jeremy	Travel	26.10	
11/21/2019	Norton, Jeremy	Travel	26.10	
11/22/2019	Norton, Jeremy	Travel	26.10	
11/25/2019	Norton, Jeremy	Travel	26.10	
11/26/2019	Norton, Jeremy	Travel	26.10	
11/27/2019	Norton, Jeremy	Travel	26.10	
12/2/2019	Norton, Jeremy	Travel	26.10	
12/3/2019	Norton, Jeremy	Travel	26.10	
12/4/2019	Norton, Jeremy	Travel	26.10	
12/5/2019	Norton, Jeremy	Travel	26.10	
12/6/2019	Norton, Jeremy	Travel	26.10	
12/9/2019	Norton, Jeremy	Travel	26.10	
12/10/2019	Norton, Jeremy	Travel	26.10	
12/11/2019	Norton, Jeremy	Travel	26.10	
12/12/2019	Norton, Jeremy	Travel	26.10	
12/13/2019	Norton, Jeremy	Travel	26.10	
12/16/2019	Norton, Jeremy	Travel	26.10	
12/17/2019	Norton, Jeremy	Travel	26.10	
12/18/2019	Norton, Jeremy	Travel	26.10	
12/19/2019	Norton, Jeremy	Travel	26.10	
12/23/2019	Norton, Jeremy	Travel	26.10	
12/24/2019	Norton, Jeremy	Travel	26.10	
12/26/2019	Norton, Jeremy	Travel	26.10	
12/27/2019	Norton, Jeremy	Travel	26.10	
12/30/2019	Norton, Jeremy	Travel	26.10	
1/2/2020	Norton, Jeremy	Travel	25.88	
1/3/2020	Norton, Jeremy	Travel	25.88	
1/6/2020	Norton, Jeremy	Travel	25.88	
1/7/2020	Norton, Jeremy	Travel	25.88	
1/8/2020	Norton, Jeremy	Travel	25.88	
1/9/2020	Norton, Jeremy	Travel	25.88	
1/10/2020	Norton, Jeremy	Travel	25.88	
1/13/2020	Norton, Jeremy	Travel	25.88	
1/14/2020	Norton, Jeremy	Travel	25.88	
	Total Reimbursables		963.72	963.72
		Total this Deliverable		\$11,638.72

Make check payable to Baxter & Woodman, P.O. Box 6192, Carol Stream, IL 60197-6192 or contact Baxter & Woodman's accounting department for wiring instructions. Call 815.459.1260 with questions on this invoice.

Project	140610.60	BEECH - WWTP Improvements - CS	Invoice	0211080
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Deliverable CS150 Operation & Maintenance Manual
Professional Services

		Hours	Rate	Amount	
Engineering					
Sr Engineer IV					
Mohler, Jeffrey	12/16/2019	.50	180.00	90.00	
Engineer V					
Mohler, Jeffrey	1/7/2020	2.00	180.00	360.00	
Mohler, Jeffrey	1/8/2020	.50	180.00	90.00	
Mohler, Jeffrey	1/9/2020	.50	180.00	90.00	
Mohler, Jeffrey	1/10/2020	.25	180.00	45.00	
Engineering, Operations					
Engr Tech IV					
Martin, Ted	1/7/2020	4.50	135.00	607.50	
Martin, Ted	1/8/2020	7.25	135.00	978.75	
Martin, Ted	1/9/2020	4.25	135.00	573.75	
Martin, Ted	1/13/2020	4.50	135.00	607.50	
Martin, Ted	1/14/2020	2.75	135.00	371.25	
Martin, Ted	1/15/2020	3.25	135.00	438.75	
Martin, Ted	1/16/2020	2.00	135.00	270.00	
Martin, Ted	1/17/2020	1.50	135.00	202.50	
	Totals	33.75		4,725.00	
	Total Labor				4,725.00
			Total this Deliverable		\$4,725.00

Contract Billing Limits	Current	Prior	To-Date
Total Billings	19,995.11	556,403.89	576,399.00
Engineers' Fee			628,000.00
Remaining			51,601.00
		Total this Invoice	\$19,995.11

Outstanding Invoices

Number	Date	Balance
0210447	12/19/2019	19,521.52
Total		19,521.52

Billings to Date

	Current	Prior	Total
Labor	18,955.00	544,607.50	563,562.50
Expense	1,040.11	11,796.39	12,836.50
Totals	19,995.11	556,403.89	576,399.00

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