



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, July 10, 2024 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Special Village of Trustee Board Minutes from June 5, 2024.
- [2.](#) Motion to approve Board of Trustee Meeting Minutes from June 12, 2024.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

NEW BUSINESS

- [3.](#) Motion to discuss and possible action on **Ordinance 2024-15** An Ordinance appropriating for all corporate purposes for the Village of Poplar Grove, Illinois, for the fiscal year commencing on the 1st day of May, 2024 and ending on the 30th day of April, 2025 (FY 2025).
4. Presentation by auditors.
5. Discussion and possible action to amend agreement with auditors to include additional years.

UNFINISHED BUSINESS

6. Motion to discuss and possible action regarding next steps related to BS&A software upgrade.

EXECUTIVE SESSION

7. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body and 5 ILCS 120/(c)(3) The selection of a person to fill a public office - Interview candidates for Village Administrator.

NEW BUSINESS

8. Motion to discuss and possible action to hire a Village Administrator.

9. Motion to discuss/approve quote for the Ravens Crest entrance sign from Timber Line Sign Company.

ADJOURNMENT (Voice Vote)

KJ 07/08/2024



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, June 05, 2024 - 6:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

<https://www.youtube.com/watch?v=8ZzdeOdv81g>

AGENDA

CALL TO ORDER

The meeting called to order by President Don Sattler at 6:00pm

ROLL CALL

PRESENT

President Don Sattler

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee Dan Cheek

Trustee Austin Davies

Trustee Bruce More

Trustee Betsy Straw

Treasurer Carina Boyd

Attorney Dave Kurlinkus

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

no phone participation

APPROVAL OF AGENDA (Voice Vote)

Motion made by Finance Chairman Goings, Seconded by Trustee Cheek. Motion passed via voice vote

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be*

further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.

No public comment

UNFINISHED BUSINESS

1. Motion to discuss FY 2024-2025 Budget.

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.

Treasurer Boyd went over the updated budget. Trustees asked questions and requested changes.

*** **Budget Items and Fund Allocation****

Discussion on deferring budget items to the next fiscal year due to incomplete quotes and the non-finalized status of Fund 90.

*** **Capital Improvement Fund****

Clarification on the long-term capital improvement fund's purpose for expensive items and emergencies, not covered by the general fund.

*** **Cannabis Revenue Allocation****

Proposal to allocate cannabis revenue for drug intervention programs, potentially partnering with the sheriff's department.

*** **Interest Received on Funds****

Explanation of interest allocation on funds, specifically mentioning Fund 90.

*** **Water and Sewer Fund Adjustments****

Adjustments made to the water and sewer fund, increasing the budget to \$18,000 for land applications.

*** **Tennis Courts and Veterans Park Funding****

Allocation discussion of \$90,000 for tennis courts and Veterans Park, including potential matching grants for park improvements.

*** **Boardroom Equipment****

Discussion on the \$10,000 allocated for boardroom equipment, which needs updating.

*** **Additional Revenue Sources****

Review of additional revenue sources such as interest, litigation, insurance proceeds, and equipment sales.

*** **Christmas Tree Lighting Event****

Clarification on the event budget, noting it is closer to \$6,000 due to rental lifts.

*** **Public Works Building Repairs****

Discussion on the \$50,000 allocated for old public works building repairs, pending quotes.

*** **Travel and Training Budget****

Reduction in travel and training budgets for admin and clerk's departments, compared to Boone County's budget.

*** **Auditing Services****

Increase in the budget for auditing services, including a potential forensic audit.

*** **Bad Debt and Outstanding Judgments****

Discussion on handling bad debt and outstanding judgments, including a \$200,000 item from Eden Fruit.

*** **IEPA Required Testing****

Correction of a budget typo from \$95,000 to \$9,500 for IEPA required testing.

*** **SSA Payments****

Discussion on the county owing \$90,000 due in September and a potential extra \$60,000 incoming this year.

*** **Budget Amendment****

Debate on whether to show expected income and expenses in the budget or wait until the money is received.

*** **Transparency****

Emphasis on the importance of transparency in budgeting and recording expected incomes and expenses.

*** **Capital Projects Fund****

Discussion on the economic development fund and adding \$7,000 for GWA.

*** **WIN 9-1-1****

Plan to earmark the extra \$60,000 for the WIN 9-1-1 project.

*** **Budget Discrepancies****

Clarification on the differences in budget amounts for street administration and equipment.

*** **Administrative Position Funding****

Discussion on funding the administrative position with \$100,000 from Fund 90.

ADJOURNMENT (Voice Vote)

Motion made by Trustee Davies, Seconded by Admin Chairman Costanza.
The meeting adjourned at 6:46 pm



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, June 12, 2024 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

CALL TO ORDER

The meeting called to order by President Don Sattler

ROLL CALL

PRESENT

President Don Sattler

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee Dan Cheek

Trustee Austin Davies

Trustee Bruce More

Trustee Betsy Straw

Attorney Aaron Szeto

Attorney Keri-Lyn J. Krafthefer

Clerk Karri Miller

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

None

APPROVAL OF AGENDA (Voice Vote)

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza. Motion carried via voice vote

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza to remove items 9 and 10 from the agenda. Motion carried via voice vote.

Trustee Goings stated that he is not ready to report on item 9. He also stated that item 10 was discussed at the budget meeting

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustees meeting minutes from May 14, 2024
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. Motion carried via voice vote.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

No public comment

UNFINISHED BUSINESS

2. Motion to discuss and possible approval of selection of contractor to perform tennis court restoration repairs.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings postpone to June 19th board meeting.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee More, Trustee Straw

3. Motion to discuss/approve **Ordinance 2024-** An Ordinance of the Village of Poplar Grove, Illinois amending Title VI, Chapter 2, of the Village's Code of Ordinances to create a new section 6-2-10 to provide for commercial sewer credit.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee More, Trustee Straw

Attorney Szeto stated the proposed amendment to the code aims to provide commercial sewer credit to businesses, such as grocery stores, that sell bottled water in 5-gallon jugs. This water doesn't enter the sewer system since it is sold to customers. The amendment outlines a procedure for these businesses to apply for the sewer credit, requiring them to submit quarterly receipts and other evidence of the water sold. The village would review these submissions to verify the amount of water sold and decide on the appropriate sewer credit.

NEW BUSINESS

4. Motion to discuss/approve **Resolution 2024-** A Resolution appointing Ancel Glink P.C. as the Village Attorney for the Village of Poplar Grove, Illinois.
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee More, Trustee Straw

The board discussed and approved the resolution to appoint Ancel Glick PC as the new village attorney. Attorney Keri-Lyn J. Krafthefer from Ancel Glick PC provided an overview of their services.

Attorney Szeto from Sosnowski Szeto stepped down and Attorney Krafthefer took over as the attorney.

5. Motion to discuss/approve Class K Liquor license application to allow to-go cocktails from Hyde Out Bar & Grill.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee More, Trustee Straw

Clerk Miller explained that Hyde Out is adding a Class K license to their current permit. The Class K license, which allows for to-go cocktails, has been part of the ordinance since 2021. Hyde Out is the first business to request this type of license. They plan to primarily utilize it after the gas station and grocery store have closed for the day.

6. Motion to discuss/approve **Ordinance 2024-** An Ordinance of the Village of Poplar Grove, Illinois amending Title 1 "Administration," Chapter 6 "Village Officers and Employees," article H. "Reserved" of the code to hereby create the position of Village Administrator.

Motion made by Trustee Straw, Seconded by Trustee Davies.

Trustee Davies stated The ordinance to hire a village administrator was previously in effect but was removed under the prior administration.

Trustee Goings and Costanza would like more detailed information, including job duties, salary comparisons, and the potential impact on the budget.

Trustee Davies and Straw feel that the ordinance should be passed now to allow for hiring an administrator, while others believe more planning and discussion are needed before proceeding.

Attorney Krafthefer pointed out that the ordinance's removal process needs to align with Illinois Municipal Code provisions, suggesting an amendment to ensure legal compliance.

Motion made by Trustee Straw, Seconded by Trustee Davies amend the Ordinance to follow the municipal code and approve Ordinance.

Voting Yea: Trustee Davies, Trustee More, Trustee Straw

Voting Nay: Admin Chairman Costanza, Finance Chairman Goings

Voting Abstaining: Trustee Cheek

7. Motion to discuss/approve retaining Green Forensic Accounting Solutions, LLP to perform Forensic Audit for January 1, 2019 to December 31, 2022.

Motion made by Trustee Straw, Seconded by Trustee Davies.

Voting Yea: Trustee Davies, Trustee More, Trustee Straw, President Sattler

Voting Nay: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek

Trustee Goings questioned the necessity and execution of a forensic audit, specifically asking why a representative from Green Forensic Accounting was not present at the board meeting as some members had requested. President Sattler stated it wasn't necessary and that six detailed proposals had been provided. The discussion then shifted to the audit's cost and scope, with initial approval for \$25,000, potentially rising to \$60,000 depending on findings.

Trustees Goings and Costanza raised concerns about the audit's end goal, questioning the need for additional controls when recent measures had already been implemented, and feeling the audit was premature and unnecessary.

8. Motion to discuss retaining Sikich to perform annual audit.
Motion made by Trustee Davies, Seconded by Trustee Cheek.

President Sattler stated that he recommends the Village move forward with Sikich to perform the annual audit, and he is waiting to hear back from them on a quote and whether they can complete it within the legal time frame of 180 days from the end of our fiscal year, with a possible 60-day extension if approved by the Comptroller's office. He stated he has not heard back from Lauterbach and Ammann, and they haven't responded to Attorney Szeto's attempts to contact them. President Sattler stated that this update is for public consumption and transparency.

Trustee Goings stated that Lauterbach did reach out and they are to start on June 20th.

Discussion only

9. Motion to discuss Veteran's Park.
removed from agenda
10. Motion to discuss/approve Mansfield Park Tree Donation.
removed from the agenda
11. Motion to discuss/approve Village Hall closing July 5th, 2024.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. The motion was withdrawn after legal advised that the Village should not take official action on the

item due to concerns that this could create an additional holiday pay obligation for the staff.

It was agreed that staff would use their personal, sick, or vacation time, or not get paid if they choose to take the day off. The village will not provide extra holiday pay. C

ADJOURNMENT (Voice Vote)

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies. Motion passed via voice vote

The meeting adjourned at 8:26 pm

BUDGET REPORT
Fund: 01 GENERAL FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 00							
UNK_REV - UNK_REV							
01-00-3010	PROPERTY TAXES - CORPORATE	233,208	240,456	241,078	260,927	260,563	279,832
01-00-3011	PROPERTY TAXES - ROAD & BRIDGE	83,353	85,000	83,956	86,000	88,049	91,000
01-00-3012	PROPERTY TAXES - AUDIT	15,040	15,000	14,991	15,000	14,976	15,000
01-00-3013	PROPERTY TAXES - LIABILITY INSURAN	21,044	21,000	20,992	21,000	20,965	21,000
01-00-3014	PROPERTY TAXES - SOCIAL SECURITY	20,050	20,000	19,988	20,000	19,961	20,000
01-00-3100	STATE INCOME TAXES	724,629	667,478	815,809	782,596	826,595	863,379
01-00-3101	STATE USE TAXES	193,157	195,900	206,509	202,768	190,709	212,967
01-00-3102	STATE TELECOMMUNICATIONS TAX	41,574	42,000	42,012	45,000	41,605	43,000
01-00-3103	STATE SALES TAXES	446,411	375,000	443,835	450,000	489,331	475,000
01-00-3104	STATE VIDEO GAMING TAX	122,775	100,000	124,309	120,000	118,346	125,000
01-00-3105	REPLACEMENT TAX	13,276	5,000	15,007	12,000	9,885	15,000
01-00-3106	STATE LOCAL SHARE OF CANNABIS USE	8,049	9,100	7,780	8,600	7,989	7,876
01-00-3200	MUNICIPAL UTILITY TAX - ELECTRICIT	136,226	135,000	129,931	135,000	129,074	135,000
01-00-3201	MUNICIPAL UTILITY TAX - NATURAL G	112,229	75,000	135,364	85,000	96,780	100,000
01-00-3205	MUNICIPAL TAX MEDIACOM/COMCAST	34,234	38,500	42,777	38,500	38,102	50,000
01-00-3300	CODE VIOLATION FEES	1,943	5,000	3,075	5,000	26,250	5,000
01-00-3301	FILING FEES	1,563	2,000	1,950	2,000	7,545	2,000
01-00-3400	BUILDING PERMIT FEES	89,727	100,000	92,787	100,000	74,627	90,000
01-00-3401	VIDEO GAMING LICENSES	450	1,500	1,500	1,600	1,575	1,600
01-00-3403	OTHER LICENSE FEES	975	1,000	765	1,000	1,005	1,000
01-00-3405	TRUCK PERMITS		500	2,150	1,000		250
01-00-3406	LIQUOR LICENSES	2,650	15,000	20,100	22,000	23,305	24,000
01-00-3408	TOBACCO LICENSE FEES		200	190	200	340	300
01-00-3500	RENTS RECEIVED	21,545	21,600	6,050	22,800	22,230	24,000
01-00-3502	RECAPTURE FEES		9,000		9,000		5,000
01-00-3505	GASB 87 LEASE RECEIPTS			17,304			
01-00-3700	FEDERAL GRANT REVENUE	54,337				694,576	
01-00-3702	LOCAL GRANT REVENUE	6,818					10,000
01-00-3800	MISCELLANEOUS REVENUE	26,851	1,505,000	1,760	1,960,000	1,526,990	2,000
01-00-3801	DONATIONS/CONTRIBUTIONS	4,195	1,850	2,948	3,000	5,386	
01-00-3860	INSTALLMENT CONTRACT ISSUANCE			66,899		500,000	
01-00-3900	INTEREST	3,924	49,000	60,088	75,000	220,930	110,000
01-00-3902	GASB 87 INTEREST REVENUE			1,025			
	TOTAL UNK_REV - UNK_REV	2,420,233	3,736,084	2,622,929	4,484,991	5,457,689	2,729,204
	NET OF REVENUES/APPROPRIATIONS - 00 -	2,420,233	3,736,084	2,622,929	4,484,991	5,457,689	2,729,204

BUDGET REPORT

Fund: 01 GENERAL FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 50 - ADMIN							
UNK_EXP - UNK_EXP							
01-50-4000	SALARIES	210,878	281,414	231,647	291,334	238,245	448,365
01-50-4010	SALARIES - OVERTIME		3,000	223	9,000	272	12,000
01-50-4100	SOCIAL SECURITY - EMPLOYER	12,612	17,634	13,746	18,621	14,027	28,543
01-50-4101	MEDICARE - EMPLOYER	2,950	4,124	3,215	4,355	3,281	6,675
01-50-4102	WORKERS COMPENSATION INSURANCE	7,235	7,000	8,125	7,000	1,233	4,000
01-50-4103	UNEMPLOYMENT COMPENSATION	4,051	3,458	582	876	916	1,000
01-50-4104	IMRF EMPLOYER	10,599	14,317	11,855	15,650	10,726	17,879
01-50-4105	LIFE INSURANCE - EMPLOYER	538	576	538	768	613	768
01-50-4106	HEALTH INSURANCE EXPENSE	36,329	64,875	46,258	80,561	61,634	95,084
01-50-4200	GENERAL INSURANCE EXPENSE	28,630	35,000	31,942	40,000	39,043	50,000
01-50-4202	TELEPHONE & INTERNET SERVICES	8,007	9,000	9,006	9,600	8,910	9,600
01-50-4203	WEB SITE MAINTENANCE	5,325	5,000	4,650	5,000		2,000
01-50-4205	TRAVEL/MEALS/LODGING	6,595	7,500	4,698	7,500	5,892	500
01-50-4206	SECURITY SYSTEM	3,445	2,500	2,271	2,500	2,585	3,000
01-50-4207	TRAINING	1,022	6,000	1,280	6,000	5,032	6,000
01-50-4208	POSTAGE	1,576	1,500	1,650	1,800	1,900	2,000
01-50-4209	PUBLICATION COST	3,502	3,000	2,465	3,000	1,863	3,000
01-50-4211	AUDITING SERVICES	16,900	16,000	15,930	17,000	18,250	77,000
01-50-4212	ENGINEERING SERVICES	28,504	50,000	23,004	35,000	2,738	35,000
01-50-4213	LEGAL SERVICES	88,958	85,000	100,254	90,000	58,081	65,000
01-50-4214	OFFICE SYSTEM SUPPORT	18,022	20,000	19,043	20,000	19,877	22,000
01-50-4217	PROFESSIONAL DUES	1,415	3,500	1,690	3,500	1,570	2,500
01-50-4219	CUSTODIAL SERVICES	4,680	4,500	6,508	7,200	7,133	9,500
01-50-4220	RENTAL PROPERTY REPAIRS	1,520	2,500		2,500		2,500
01-50-4223	IT SERVICES	5,425	5,500	9,807	7,000	9,502	10,000
01-50-4237	PLANNING SERVICES	750					
01-50-4240	PROFESSIONAL SERVICES	6,665	12,500	6,686	10,000	1,414	10,000
01-50-4270	BOND AGENT FEE	500	500	500	500	500	500
01-50-4300	OFFICE SUPPLIES	4,711	5,000	5,517	5,500	6,501	7,000
01-50-4301	MAINTENANCE SUPPLIES	1,851	2,000	3,218	2,907	2,224	3,500
01-50-4302	OPERATING SUPPLIES	977	1,000	2,498	1,500	1,048	2,000
01-50-4400	CAPITAL OUTLAY - VILLAGE HALL EQU1	5,510	7,500	2,560	7,500	3,312	7,500
01-50-4500	MISCELLANEOUS EXPENSE	1,243	2,000	347	2,000	465	2,748
01-50-4752	INTEREST ON BONDS/NOTES	647	42,500	40,101	166,440	169,434	233,897
01-50-4970	SIMERL LAND REPAYMENT	12,190					
TOTAL UNK_EXP - UNK_EXP		543,762	725,898	611,814	882,112	698,221	1,181,059
NET OF REVENUES/APPROPRIATIONS - 50 - ADMIN		(543,762)	(725,898)	(611,814)	(882,112)	(698,221)	(1,181,059)

BUDGET REPORT
Fund: 01 GENERAL FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 51 - PUBLIC SAFETY							
UNK_EXP - UNK_EXP							
01-51-4223	IT SERVICES		10,000		10,000		10,000
	TOTAL UNK_EXP - UNK_EXP		10,000		10,000		10,000
NET OF REVENUES/APPROPRIATIONS - 51 - PUBLIC SAFETY			(10,000)		(10,000)		(10,000)

BUDGET REPORT
Fund: 01 GENERAL FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 52 - PARKS							
UNK_EXP - UNK_EXP							
01-52-4000	SALARIES	58,878	67,500	61,686	80,000	71,667	83,750
01-52-4010	SALARIES - OVERTIME	1,430	7,000	975	6,000	385	6,000
01-52-4100	SOCIAL SECURITY - EMPLOYER	3,461	4,619	3,617	5,332	4,171	5,564
01-52-4101	MEDICARE - EMPLOYER	810	1,080	847	1,247	976	1,301
01-52-4102	WORKERS COMPENSATION INSURANCE	1,809	2,500	1,566	2,000	3,565	4,000
01-52-4103	UNEMPLOYMENT COMPENSATION	1,235	1,250	1,135	275	442	250
01-52-4104	IMRF EMPLOYER	4,111	4,399	4,091	4,401	4,135	2,832
01-52-4105	LIFE INSURANCE - EMPLOYER	192	200	212	240	232	240
01-52-4106	HEALTH INSURANCE	21,928	24,500	19,661	25,000	21,893	25,000
01-52-4224	COMMUNITY EVENTS			162			
01-52-4225	LANDSCAPING PARKS	418	8,000	5,845	8,000	8,422	12,000
01-52-4240	PROFESSIONAL SERVICES					390	2,000
01-52-4303	GASOLINE AND OIL	1,922					
01-52-4304	MAINTENANCE SUPPLIES	708	10,700	3,695	10,700	5,334	10,000
01-52-4402	CAPITAL OUTLAY - PARK BUILDINGS &				7,500		7,500
01-52-4406	CAPITAL OUTLAY - PARK IMPROVEMENTS	6,254			7,500		7,500
01-52-4440	PARKS EQUIPMENT	3,083		2,816		392	
TOTAL UNK_EXP - UNK_EXP		106,239	131,748	106,308	158,195	122,004	167,937
NET OF REVENUES/APPROPRIATIONS - 52 - PARKS		(106,239)	(131,748)	(106,308)	(158,195)	(122,004)	(167,937)

BUDGET REPORT
Fund: 01 GENERAL FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 53 - STREETS							
UNK_EXP - UNK_EXP							
01-53-4000	SALARIES	55,857	57,500	58,463	70,000	68,204	73,750
01-53-4010	SALARIES - OVERTIME	1,430	7,000	975	6,000	385	6,000
01-53-4080	STREETS UNIFORM ALLOWANCE	1,003	2,500	3,799	2,500	3,567	4,500
01-53-4100	SOCIAL SECURITY - EMPLOYER	3,273	3,999	3,417	4,712	3,956	4,944
01-53-4101	MEDICARE - EMPLOYER	765	935	799	1,102	925	1,156
01-53-4102	WORKERS COMPENSATION INSURANCE	1,809	2,500	1,566	2,000	3,565	4,000
01-53-4103	UNEMPLOYMENT COMPENSATION	1,027	988	890	275	385	250
01-53-4104	IMRF - EMPLOYER	4,111	4,399	4,089	5,267	4,134	3,557
01-53-4105	LIFE INSURANCE - EMPLOYER	192	200	212	240	232	240
01-53-4106	HEALTH INSURANCE	21,968	24,500	19,694	25,000	21,923	25,000
01-53-4107	UNIFORM CLEANING SERVICES	1,206	1,500	1,478	2,000	1,515	2,000
01-53-4202	TELEPHONE & INTERNET SERVICES	2,309	2,650	2,317	2,650	2,570	7,000
01-53-4204	UTILITIES					2,443	10,000
01-53-4205	TRAVEL/MEALS/LODGING		300	653	500	66	500
01-53-4207	TRAINING	300	1,500	2,817	2,000	330	2,000
01-53-4226	VEHICLE MAINTENANCE	15,649	25,000	19,534	20,000	15,166	20,000
01-53-4227	EQUIPMENT MAINTENANCE	5,834	10,000	22,131	20,000	24,518	20,000
01-53-4228	MAINTENANCE	11,342	18,000	6,907	18,000	7,543	18,000
01-53-4229	SNOW PLOW MAINTENANCE	14,167	15,000	6,656	15,000	4,108	15,000
01-53-4230	STREET LIGHTING SERVICES	50,225	47,000	38,258	47,000	45,455	50,000
01-53-4231	SHOP BUILDING - HEAT	4,087	3,000	3,885	3,000	3,559	4,500
01-53-4232	ENGINEERING SERVICES	2,589	2,500		3,000		6,000
01-53-4233	CONTRACTED SNOW PLOWING	10,100	25,000	4,540	20,000		20,000
01-53-4240	PROFESSIONAL SERVICES	21,906	30,000	8,505	25,000	4,083	15,000
01-53-4301	MAINTENANCE SUPPLIES	6,125	15,000	5,908	15,000	10,726	20,000
01-53-4302	OPERATING SUPPLIES	13,144	15,000	18,229	15,000	23,665	20,000
01-53-4303	GASOLINE AND OIL	21,667	26,000	32,011	30,000	25,776	35,000
01-53-4304	SALT PURCHASES	28,573	50,000	57,079	55,000	44,967	60,000
01-53-4309	JULIE LOCATES	951	1,200	909	1,200	920	1,100
01-53-4407	CAPITAL OUTLAY - VEHICLES & EQUIPM	86,346	102,845	165,732	108,000	59,106	105,083
01-53-4408	CAPITAL OUTLAY - STORM SEWER CONST	9,317			10,000		
01-53-4409	CAPITAL OUTLAY - ROAD CONSTRUCTION	58,393	85,000	85,000	88,000	76,268	110,000
01-53-4500	MISCELLANEOUS EXPENSE	491	500	1,133	1,000	3,639	2,000
01-53-4811	INTEREST EXPENSE	7,892	5,500	6,953	12,000	4,582	12,354
TOTAL UNK_EXP - UNK_EXP		464,048	587,016	584,539	630,446	468,281	678,934
NET OF REVENUES/APPROPRIATIONS - 53 - STREETS		(464,048)	(587,016)	(584,539)	(630,446)	(468,281)	(678,934)

BUDGET REPORT
Fund: 01 GENERAL FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 55 - COMMUNITY DEVELOPMENT AND EVENTS							
UNK_EXP - UNK_EXP							
01-55-4205	TRAVEL/MEALS/LODGING					350	1,000
01-55-4209	PUBLICATION COST	2,038	1,500	317	2,000	1,079	2,000
01-55-4212	ENGINEERING	31,636	15,000	34,314	25,000	32,568	22,500
01-55-4213	LEGAL	49,331	45,000	39,887	45,000	55,733	55,000
01-55-4215	CONTRACT INSPECTION SERVICES	80,839	100,000	63,867	100,000	58,370	90,000
01-55-4216	CONTRACT CODE ENFORCEMENT	19,768	21,000	17,524	23,000	10,432	20,000
01-55-4237	PLANNING SERVICES	7,115	15,000	11,275	25,000	18,250	25,000
01-55-4240	PROFESSIONAL SERVICES	17,035	25,000	20,361	26,000	31,860	32,000
01-55-4302	OPERATING SUPPLIES	12,260	21,500	10,698	20,000	13,238	16,000
	TOTAL UNK_EXP - UNK_EXP	<u>220,022</u>	<u>244,000</u>	<u>198,243</u>	<u>266,000</u>	<u>221,880</u>	<u>263,500</u>
NET OF REVENUES/APPROPRIATIONS - 55 - COMMUNITY DEVEI		<u>(220,022)</u>	<u>(244,000)</u>	<u>(198,243)</u>	<u>(266,000)</u>	<u>(221,880)</u>	<u>(263,500)</u>

BUDGET REPORT
Fund: 01 GENERAL FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 57 - VILLAGE CLERK							
UNK EXP - UNK_EXP							
01-57-4000	SALARIES	25,967	25,000	27,360	48,000	38,973	38,559
01-57-4010	SALARIES - OVERTIME		1,000	42	3,000		500
01-57-4100	SOCIAL SECURITY - EMPLOYER	1,549	1,612	1,628	3,162	2,226	2,422
01-57-4101	MEDICARE - EMPLOYER	362	377	381	740	521	566
01-57-4102	WORKERS COMPENSATION INSURANCE		1,000		1,000		1,000
01-57-4103	UNEMPLOYMENT COMPENSATION	417	225	204	219	143	225
01-57-4104	IMRF EMPLOYER	611	682	853	2,287	1,311	1,051
01-57-4105	LIFE INSURANCE - EMPLOYER	38	48	38	192	91	100
01-57-4106	HEALTH INSURANCE	4,809	6,625	5,194	16,925	13,951	14,900
01-57-4202	TELEPHONE & INTERNET SERVICES	709	800	753	600	561	700
01-57-4203	WEB SITE MAINTENANCE						1,000
01-57-4205	TRAVEL/MEALS/LODGING	6,150	7,500	4,784	7,500	3,477	500
01-57-4207	TRAINING	2,595	4,000	1,465	4,000	1,530	
01-57-4209	PUBLICATION COST	204	400		400		400
01-57-4213	LEGAL	8,811	12,000	11,492	12,000	6,840	10,000
01-57-4214	OFFICE SYSTEM SUPPORT	5,566	6,000	4,983	8,000	12,656	10,000
01-57-4217	DUES	450	650	475	650	600	650
01-57-4218	CODIFICATION	2,495	6,000	3,235	6,000		2,900
01-57-4223	IT SERVICES	1,354	2,000	1,194	3,000	1,494	3,000
01-57-4500	MISCELLANEOUS EXPENSE	54					100
TOTAL UNK EXP - UNK EXP		62,141	75,919	64,081	117,675	84,374	88,573
NET OF REVENUES/APPROPRIATIONS - 57 - VILLAGE CLERK		(62,141)	(75,919)	(64,081)	(117,675)	(84,374)	(88,573)

BUDGET REPORT
Fund: 01 GENERAL FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 99 - FIXED ASSETS							
UNK_EXP - UNK_EXP							
01-99-6032	TRANSFER TO DEBT SERVICE	217,977	216,503	216,503	216,563	216,563	216,200
01-99-6050	TRANSFER TO GOV FUNDS CIP FUND	682,400	2,340,000	840,000	2,204,000	2,899,066	123,000
	TOTAL UNK_EXP - UNK_EXP	<u>900,377</u>	<u>2,556,503</u>	<u>1,056,503</u>	<u>2,420,563</u>	<u>3,115,629</u>	<u>339,200</u>
	NET OF REVENUES/APPROPRIATIONS - 99 - FIXED ASSETS	<u>(900,377)</u>	<u>(2,556,503)</u>	<u>(1,056,503)</u>	<u>(2,420,563)</u>	<u>(3,115,629)</u>	<u>(339,200)</u>
	ESTIMATED REVENUES - FUND 01	2,420,233	3,736,084	2,622,929	4,484,991	5,457,689	2,729,204
	APPROPRIATIONS - FUND 01	2,296,589	4,331,084	2,621,488	4,484,991	4,710,389	2,729,203
	NET OF REVENUES/APPROPRIATIONS - FUND 01	123,644	(595,000)	1,441		747,300	1
	BEGINNING FUND BALANCE	2,005,805	2,129,448	2,129,448	2,130,889	2,130,889	2,130,889
	ENDING FUND BALANCE	2,129,449	1,534,448	2,130,889	2,130,889	2,878,189	2,130,890

BUDGET REPORT

Fund: 20 MOTOR FUEL FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 00							
UNK_REV - UNK_REV							
20-00-3120	MOTOR FUEL TAX	220,283	205,245	205,742	213,000	227,277	220,136
20-00-3130	LOCAL RDS & STS REBUILD IL	110,345	55,173	55,173			
20-00-3900	MFT INTEREST	906	650	11,309	10,000	27,614	10,000
TOTAL UNK_REV - UNK_REV		331,534	261,068	272,224	223,000	254,891	230,136
UNK_EXP - UNK_EXP							
20-00-4232	MFT ENGINEERING SERVICES	22,764	20,000	17,969	42,000	611	32,000
20-00-4240	PROFESSIONAL SERVICES	1,519		715			
20-00-4302	MFT STREET OPERATING SUPPLIES	921					
20-00-4409	ROAD CONSTRUCTION	183,352	145,000	122,391	576,000	464,748	332,699
TOTAL UNK_EXP - UNK_EXP		208,556	165,000	141,075	618,000	465,359	364,699
NET OF REVENUES/APPROPRIATIONS - 00 -		122,978	96,068	131,149	(395,000)	(210,468)	(134,563)
ESTIMATED REVENUES - FUND 20		331,534	261,068	272,224	223,000	254,891	230,136
APPROPRIATIONS - FUND 20		208,556	165,000	141,075	618,000	465,359	364,699
NET OF REVENUES/APPROPRIATIONS - FUND 20		122,978	96,068	131,149	(395,000)	(210,468)	(134,563)
BEGINNING FUND BALANCE		525,784	648,762	648,762	779,911	779,910	384,911
ENDING FUND BALANCE		648,762	744,830	779,911	384,911	569,442	250,348

BUDGET REPORT

Fund: 31 WATER & SEWER FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 00							
UNK_REV - UNK_REV							
31-00-3600	WATER & SEWER SALES	1,728,078	1,825,000	1,753,115	1,885,000	1,775,070	1,925,000
31-00-3601	WATER / SEWER PENALTIES	14,611	20,000	22,015	20,000	24,004	25,000
31-00-3602	WATER & SEWER CONNECTION FEES	19,500	53,000	13,000	50,500	4,950	50,000
31-00-3603	BULK WATER SALES		1,000	820	1,000	824	1,000
31-00-3604	METER & MXU SALES	9,160	10,000	5,605	10,000	10,111	10,000
31-00-3605	TURN ON/OFF WATER FEES	6,110	8,000	10,675	10,000	7,925	10,000
31-00-3800	MISCELLANEOUS INCOME	23,293	300	22,223		11,617	1,000
31-00-3900	INTEREST	1,174	1,200	17,788	20,000	57,196	30,000
	TOTAL UNK_REV - UNK_REV	1,801,926	1,918,500	1,845,241	1,996,500	1,891,697	2,052,000
	NET OF REVENUES/APPROPRIATIONS - 00 -	1,801,926	1,918,500	1,845,241	1,996,500	1,891,697	2,052,000

BUDGET REPORT

Fund: 31 WATER & SEWER FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 50 - ADMIN							
UNK_EXP - UNK_EXP							
31-50-4200	GENERAL INSURANCE	27,630	35,000	31,942	40,000	39,043	50,000
31-50-4202	TELEPHONE & INTERNET SERVICES	5,499	6,000	6,331	6,500	7,276	7,500
31-50-4235	BOND AGENT FEES	1,500	1,500	1,500	1,500	1,000	1,000
31-50-4240	PROFESSIONAL SERVICES	3,063			3,000	3,188	3,500
31-50-4300	OFFICE SUPPLIES	987	700	592	750	632	750
31-50-4500	MISCELLANEOUS EXPENSE	32	100		100		100
31-50-4503	BAD DEBT EXPENSE	657					
31-50-4794	DEPRECIATION EXPENSE	692,946		687,674			
31-50-4802	BOND PRINCIPAL - SERIES 2012A		30,000		30,000		
31-50-4803	BOND PRINCIPAL - SERIES 2012B		140,000		145,000	150,000	150,000
31-50-4804	BOND PRINCIPAL - SERIES 2015		350,000		360,000	405,000	405,000
31-50-4812	AMORTIZATION EXPENSE	(698)		(698)			
31-50-4813	INTEREST - SERIES 2012A	2,220	1,665	1,110	555		
31-50-4814	INTEREST - SERIES 2012B	27,663	25,737	23,813	21,637	19,463	17,212
31-50-4815	INTEREST - SERIES 2015	79,975	74,725	69,475	63,175	56,875	49,788
	TOTAL UNK_EXP - UNK_EXP	841,474	665,427	821,739	672,217	682,477	684,850
	NET OF REVENUES/APPROPRIATIONS - 50 - ADMIN	(841,474)	(665,427)	(821,739)	(672,217)	(682,477)	(684,850)

BUDGET REPORT

Fund: 31 WATER & SEWER FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 68 - WATER TOWERS							
UNK_EXP - UNK_EXP							
31-68-4202	TELEPHONE & INTERNET SERVICES	2,776	2,800	2,820	3,000	2,889	3,000
31-68-4204	UTILITIES	31,446	50,000	29,837	50,000	52,584	50,000
31-68-4236	WATER &SEWER CONTRACT LABOR	55,671	52,518	48,206	54,794	58,668	55,716
31-68-4240	PROFESSIONAL SERVICES	1,237	5,000	3,706	5,000	170	15,000
31-68-4301	MAINTENANCE SUPPLIES	100	5,000		3,000		3,000
31-68-4302	OPERATING SUPPLIES	728	5,000	2,385	5,000	159	5,000
31-68-4305	UTILITY SYSTEM CHEMICALS	10,412	13,000	11,189	13,000	14,394	13,000
31-68-4310	IEPA REQUIRED TESTING	6,104	9,000	7,988	9,000	10,951	9,500
	TOTAL UNK_EXP - UNK_EXP	108,474	142,318	106,131	142,794	139,815	154,216
	NET OF REVENUES/APPROPRIATIONS - 68 - WATER TOWERS	(108,474)	(142,318)	(106,131)	(142,794)	(139,815)	(154,216)

BUDGET REPORT

Item 3.

Fund: 31 WATER & SEWER FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 70 - WATER							
UNK_EXP - UNK_EXP							
31-70-4000	SALARIES	53,780	57,500	58,517	70,000	68,207	73,750
31-70-4010	SALARIES - OVERTIME	1,429	7,000	974	6,000	384	6,000
31-70-4100	SOCIAL SECURITY - EMPLOYER	3,273	3,999	3,418	4,712	3,956	4,944
31-70-4101	MEDICARE - EMPLOYER	766	935	800	1,102	925	1,156
31-70-4102	WORKERS COMPENSATION INSURANCE	1,809	2,500	1,566	2,000	3,565	4,000
31-70-4103	UNEMPLOYMENT COMPENSATION	1,027	988	890	275	385	250
31-70-4104	IMRF EMPLOYER	2,540	4,399	6,572	5,267	4,135	3,557
31-70-4105	LIFE INSURANCE - EMPLOYER	192	200	212	240	232	240
31-70-4106	HEALTH INSURANCE	21,927	24,500	19,660	25,000	21,893	25,000
31-70-4205	TRAVEL/MEALS/LODGING		250		250		
31-70-4207	TRAINING		450	10	450		
31-70-4208	POSTAGE	4,550	5,500	5,632	5,500	6,650	7,000
31-70-4210	PRINTING		100		200		200
31-70-4214	OFFICE SYSTEM SUPPORT	1,395	3,000	1,243	1,400	175	1,400
31-70-4240	PROFESSIONAL SERVICES	7,113	10,000	17,213	10,000	3,450	24,000
31-70-4300	OFFICE SUPPLIES		250		250		250
31-70-4301	MAINTENANCE SUPPLIES	3,772	7,500	6,260	7,500	7,406	7,500
31-70-4302	OPERATING SUPPLIES	6,420	7,500	4,821	7,500	3,405	7,500
31-70-4305	UTILITY SYSTEM CHEMICALS	1,430					
31-70-4306	METER & MXU PURCHASES	18,137	20,000	19,721	20,000	16,650	20,000
31-70-4310	IEPA REQUIRED TESTING					250	500
31-70-4410	EQUIPMENT	1,187	5,000	1,636	5,000		5,000
31-70-4500	MISCELLANEOUS	9,000	9,000	3,000	9,000		9,000
31-70-4930	CAPITAL OUTLAY	13,355	70,000		70,000	22,766	30,000
TOTAL UNK_EXP - UNK_EXP		153,102	240,571	152,145	251,646	164,434	231,247
NET OF REVENUES/APPROPRIATIONS - 70 - WATER		(153,102)	(240,571)	(152,145)	(251,646)	(164,434)	(231,247)

BUDGET REPORT

Item 3.

Fund: 31 WATER & SEWER FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 75 - SEWER							
UNK_EXP - UNK_EXP							
31-75-4000	SALARIES	53,772	57,500	58,508	70,000	68,200	73,750
31-75-4010	SALARIES - OVERTIME	1,429	7,000	974	6,000	384	6,000
31-75-4100	SOCIAL SECURITY - EMPLOYER	3,273	3,999	3,417	4,712	3,955	4,944
31-75-4101	MEDICARE - EMPLOYER	765	935	798	1,102	924	1,156
31-75-4102	WORKERS COMPENSATION INSURANCE	1,809	2,500	1,566	2,000	3,565	4,000
31-75-4103	UNEMPLOYMENT COMPENSATION	1,027	988	890	275	384	250
31-75-4104	IMRF EMPLOYER	2,539	4,399	6,571	5,267	4,134	3,557
31-75-4105	LIFE INSURANCE - EMPLOYER	192	200	212	240	232	240
31-75-4106	HEALTH INSURANCE	21,925	24,500	19,658	25,000	21,890	25,000
31-75-4204	UTILITIES	16,072	16,000	15,739	17,000	20,307	20,000
31-75-4205	TRAVEL/MEALS/LODGING		150		150		
31-75-4207	TRAINING		250		250		
31-75-4208	POSTAGE	4,550	5,500	5,600	5,500	6,650	7,000
31-75-4210	PRINTING		100		200		200
31-75-4214	OFFICE SYSTEM SUPPORT	2,055	2,000	1,902	2,000	2,425	2,000
31-75-4232	ENGINEERING	20,368	10,000	250	10,000		15,000
31-75-4236	WATER &SEWER CONTRACT LABOR	33,403	31,511	28,923	33,500	35,200	33,430
31-75-4240	PROFESSIONAL SERVICES	14,759	15,000	10,029	15,000	39,197	15,000
31-75-4300	OFFICE SUPPLIES		250		250		
31-75-4301	MAINTENANCE SUPPLIES	2,160	7,500	5,357	7,500	8,079	7,500
31-75-4302	OPERATING SUPPLIES	14,014	7,500	17,305	7,500	9,058	7,500
31-75-4303	GASOLINE AND OIL	154	250			1,398	1,500
31-75-4305	UTILITY SYSTEM CHEMICALS			184	200		
31-75-4312	GENERATOR MAINTENANCE	4,706	6,000	2,151	6,000	7,027	7,000
31-75-4411	EQUIPMENT		10,000	2,195	10,000		10,000
31-75-4500	MISCELLANEOUS		500		500	765	500
31-75-4930	CAPITAL OUTLAY	129,729	201,000	22,789	150,000		207,500
TOTAL UNK_EXP - UNK_EXP		328,701	415,532	205,018	380,146	233,774	453,027
NET OF REVENUES/APPROPRIATIONS - 75 - SEWER		(328,701)	(415,532)	(205,018)	(380,146)	(233,774)	(453,027)

BUDGET REPORT

Fund: 31 WATER & SEWER FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 77 - NORTH PLANT							
UNK_EXP - UNK_EXP							
31-77-4202	TELEPHONE & INTERNET SERVICES	2,810	2,800	3,179	3,000	3,731	3,000
31-77-4204	UTILITIES	57,971	60,000	36,325	60,000	64,977	60,000
31-77-4223	IT SERVICES			200	500		500
31-77-4236	WATER &SEWER CONTRACT LABOR	66,805	63,021	57,847	67,000	70,401	66,860
31-77-4240	PROFESSIONAL SERVICES	10,414	10,000	11,632	15,000	13,290	15,000
31-77-4301	MAINTENANCE SUPPLIES	2,450	5,000	2,079	3,000	2,525	3,000
31-77-4302	OPERATING SUPPLIES	1,053	5,000	128	3,000	6,255	5,000
31-77-4305	UTILITY SYSTEM CHEMICALS					696	1,000
31-77-4307	NPDS PERMIT	7,500	7,500	7,500	7,500	7,500	7,500
31-77-4310	IEPA REQUIRED TESTING		500		500		500
31-77-4311	LAND APPLICATION		2,500		2,500		9,000
31-77-4312	GENERATOR MAINTENANCE	1,307	4,000	643	4,000	1,714	4,000
TOTAL UNK_EXP - UNK_EXP		150,310	160,321	119,533	166,000	171,089	175,360
NET OF REVENUES/APPROPRIATIONS - 77 - NORTH PLANT		(150,310)	(160,321)	(119,533)	(166,000)	(171,089)	(175,360)

BUDGET REPORT

Fund: 31 WATER & SEWER FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 79 - SOUTH PLANT							
UNK_EXP - UNK_EXP							
31-79-4202	TELEPHONE & INTERNET SERVICES	1,044	1,200	1,138	1,200	1,320	1,400
31-79-4204	UTILITIES	115,307	105,000	70,628	120,000	163,562	155,000
31-79-4236	WATER &SEWER CONTRACT LABOR	66,805	63,021	57,847	67,000	70,401	66,860
31-79-4240	PROFESSIONAL SERVICES	9,131	10,000	4,320	8,000	17,559	8,000
31-79-4301	MAINTENANCE SUPPLIES	1,934	5,000	4,935	6,500	1,878	6,500
31-79-4302	OPERATING SUPPLIES	1,245	8,000	1,484	6,000	2,263	6,000
31-79-4305	UTILITY SYSTEM CHEMICALS	19,571	17,000	28,546	20,000	37,226	38,000
31-79-4307	NPDS PERMIT	15,000	15,000	15,000	15,000	15,000	15,000
31-79-4310	IEPA REQUIRED TESTING		1,000		1,000		
31-79-4311	LAND APPLICATION		2,500		2,500		9,000
31-79-4312	GENERATOR MAINTENANCE	1,875	4,000	643	4,000		4,000
TOTAL UNK_EXP - UNK_EXP		231,912	231,721	184,541	251,200	309,209	309,760
NET OF REVENUES/APPROPRIATIONS - 79 - SOUTH PLANT		(231,912)	(231,721)	(184,541)	(251,200)	(309,209)	(309,760)
ESTIMATED REVENUES - FUND 31		1,801,926	1,918,500	1,845,241	1,996,500	1,891,697	2,052,000
APPROPRIATIONS - FUND 31		1,813,973	1,855,890	1,589,107	1,864,003	1,700,798	2,008,460
NET OF REVENUES/APPROPRIATIONS - FUND 31		(12,047)	62,610	256,134	132,497	190,899	43,540
BEGINNING FUND BALANCE		7,953,219	7,941,174	7,941,174	8,197,308	8,197,308	8,329,805
ENDING FUND BALANCE		7,941,172	8,003,784	8,197,308	8,329,805	8,388,207	8,373,345

BUDGET REPORT

Fund: 32 DEBT SERVICE FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 00							
UNK_REV - UNK_REV							
32-00-3900	INTEREST	90		924		2,543	
32-00-5010	TRANSFERS IN - FROM GENERAL FUND	217,977	216,503	216,503	216,563	216,563	216,200
	TOTAL UNK_REV - UNK_REV	<u>218,067</u>	<u>216,503</u>	<u>217,427</u>	<u>216,563</u>	<u>219,106</u>	<u>216,200</u>
	NET OF REVENUES/APPROPRIATIONS - 00 -	<u>218,067</u>	<u>216,503</u>	<u>217,427</u>	<u>216,563</u>	<u>219,106</u>	<u>216,200</u>

BUDGET REPORT

Fund: 32 DEBT SERVICE FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 50 - ADMIN							
UNK_EXP - UNK_EXP							
32-50-4801	DEBT PAYMENT - PRINCIPAL 2015B	185,000	190,000	190,000	195,000	195,000	200,000
32-50-4811	INTEREST EXPENSE 2015B	32,978	26,503	26,503	21,563	29,663	16,200
	TOTAL UNK_EXP - UNK_EXP	217,978	216,503	216,503	216,563	224,663	216,200
	NET OF REVENUES/APPROPRIATIONS - 50 - ADMIN	(217,978)	(216,503)	(216,503)	(216,563)	(224,663)	(216,200)
	ESTIMATED REVENUES - FUND 32	218,067	216,503	217,427	216,563	219,106	216,200
	APPROPRIATIONS - FUND 32	217,978	216,503	216,503	216,563	224,663	216,200
	NET OF REVENUES/APPROPRIATIONS - FUND 32	89		924		(5,557)	
	BEGINNING FUND BALANCE	29,137	29,226	29,226	30,150	30,150	30,150
	ENDING FUND BALANCE	29,226	29,226	30,150	30,150	24,593	30,150

BUDGET REPORT

Fund: 90 GOV FUNDS CAPITAL PROJECTS FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 00							
UNK_REV - UNK_REV							
90-00-3700	FEDERAL GRANT REVENUE	27,683					
90-00-3701	STATE GRANT REVENUE	118,924	200,000		200,000	200,000	
90-00-3801	DONATIONS/CONTRIBUTIONS	20,000					
90-00-3900	INTEREST	604		16,473		7,207	5,000
90-00-5010	TRANSFERS IN - FROM GENERAL FUND	682,400	2,340,000	840,000	2,204,000	2,899,066	123,000
	TOTAL UNK_REV - UNK_REV	849,611	2,540,000	856,473	2,404,000	3,106,273	128,000
	NET OF REVENUES/APPROPRIATIONS - 00 -	849,611	2,540,000	856,473	2,404,000	3,106,273	128,000

BUDGET REPORT

Fund: 90 GOV FUNDS CAPITAL PROJECTS FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 50 - ADMIN							
UNK_EXP - UNK_EXP							
90-50-4412	CIP GENERAL ADMINISTRATION	68,708	55,000	53,153	80,000	16,153	110,000
90-50-4420	CIP ECONOMIC DEVELOPMENT		10,000		15,000	25,016	7,000
90-50-4930	CIP GOVT EXPENSE	4,300					
	TOTAL UNK_EXP - UNK_EXP	73,008	65,000	53,153	95,000	41,169	117,000
	NET OF REVENUES/APPROPRIATIONS - 50 - ADMIN	(73,008)	(65,000)	(53,153)	(95,000)	(41,169)	(117,000)

BUDGET REPORT

Fund: 90 GOV FUNDS CAPITAL PROJECTS FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 52 - PARKS							
UNK_EXP - UNK_EXP							
90-52-4440	CIP PARKS EQUIPMENT		45,000	45,000	80,000	93,602	
90-52-4441	CIP PARKS MAINTENANCE		20,000	20,291			
90-52-4442	CIP PARKS IMPROVEMENTS	116,112		40,256	30,000	3,817	90,000
	TOTAL UNK_EXP - UNK_EXP	116,112	65,000	105,547	110,000	97,419	90,000
	NET OF REVENUES/APPROPRIATIONS - 52 - PARKS	(116,112)	(65,000)	(105,547)	(110,000)	(97,419)	(90,000)

BUDGET REPORT

Fund: 90 GOV FUNDS CAPITAL PROJECTS FUND

Calculations as of 04/30/2024

FUND	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2024-25 REQUESTED BUDGET
Dept 53 - STREETS							
UNK_EXP - UNK_EXP							
90-53-4460	CIP STREETS ADMINISTRATION	459	1,645,000	8,502	2,915,000	2,986,559	55,000
90-53-4461	CIP STREETS EQUIPMENT	235,404	145,000	48,023		398,740	25,000
90-53-4462	CIP STREETS MAINTENANCE	120,242	50,000	69,607			
90-53-4463	CIP STREETS STORM SEWER		125,000	121,433		5,000	
	TOTAL UNK_EXP - UNK_EXP	356,105	1,965,000	247,565	2,915,000	3,390,299	80,000
	NET OF REVENUES/APPROPRIATIONS - 53 - STREETS	(356,105)	(1,965,000)	(247,565)	(2,915,000)	(3,390,299)	(80,000)
	ESTIMATED REVENUES - FUND 90	849,611	2,540,000	856,473	2,404,000	3,106,273	128,000
	APPROPRIATIONS - FUND 90	545,225	2,095,000	406,265	3,120,000	3,528,887	287,000
	NET OF REVENUES/APPROPRIATIONS - FUND 90	304,386	445,000	450,208	(716,000)	(422,614)	(159,000)
	BEGINNING FUND BALANCE	578,381	882,766	882,766	1,332,974	1,332,975	616,974
	ENDING FUND BALANCE	882,767	1,327,766	1,332,974	616,974	910,361	457,974
	ESTIMATED REVENUES - ALL FUNDS	5,621,371	8,672,155	5,814,294	9,325,054	10,929,656	5,355,540
	APPROPRIATIONS - ALL FUNDS	5,082,321	8,663,477	4,974,438	10,303,557	10,630,096	5,605,562
	NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	539,050	8,678	839,856	(978,503)	299,560	(250,022)
	BEGINNING FUND BALANCE - ALL FUNDS	11,092,325	11,631,376	11,631,376	12,471,232	12,471,233	11,492,729
	ENDING FUND BALANCE - ALL FUNDS	11,631,375	11,640,054	12,471,232	11,492,729	12,770,793	11,242,707

EXHIBIT C

**Certificate of Estimate of Revenues for the Fiscal Year of
May 1, 2024 to April 30, 2025 for the Village of Poplar Grove, Boone County IL**

<u>REVENUES</u>	<u>2024-2025</u> <u>(Estimates this year)</u>
<u>GENERAL FUND</u>	
Property Taxes- Corporate	\$ 279,832.00
Property Taxes - Road & Bridge	\$ 91,000.00
Property Taxes - Audit	\$ 15,000.00
Property Taxes - Liability Insurance	\$ 21,000.00
Property Taxes - Social Security	\$ 20,000.00
State Income Taxes	\$ 863,379.00
State Use Taxes	\$ 212,967.00
State Telecommunications Tax	\$ 43,000.00
State Sales Tax	\$ 475,000.00
State Video Gaming Tax	\$ 125,000.00
State Replacement Tax	\$ 15,000.00
State Local Share of Cannabis Tax	\$ 7,876.00
Municipal Utility Tax - Electricity	\$ 135,000.00
Municipal Utility Tax - Natural Gas	\$ 100,000.00
Municipal Tax - Mediacom	\$ 50,000.00
Code Violation Fees	\$ 5,000.00
Filing Fees for Planning and Zoning	\$ 2,000.00
Building Permit Fees	\$ 90,000.00
Video Gaming Licenses	\$ 1,600.00
Other License Fees	\$ 1,000.00
Truck Permits	\$ 250.00
Liquor Licenses	\$ 24,000.00
Tobacco License Fees	\$ 300.00
Rents Received	\$ 24,000.00
Recapture Fees	\$ 5,000.00
Federal Grant Revenue	\$ -
Local Grant Revenue	\$ 10,000.00
Miscellaneous Revenue	\$ 2,000.00
Donations Contributions	\$ -
Interest	\$ 110,000.00
TOTAL GENERAL FUND	\$ 2,729,204.00
<u>MOTOR FUEL TAX</u>	
Motor Fuel Tax	\$ 220,136.00
Interest	\$ 10,000.00
TOTAL MOTOR FUEL TAX FUND	\$ 230,136.00
<u>WATER & SEWER FUND</u>	
Water and Sewer Sales	\$ 1,925,000.00
Water/Sewer Penalties	\$ 25,000.00
Water & Sewer Connection Fees	\$ 50,000.00
Bulk Water Sales	\$ 1,000.00
Meter & MXU Sales	\$ 10,000.00
Turn on/off Water Fees	\$ 10,000.00
Miscellaneous Income	\$ 1,000.00
Interest	\$ 30,000.00
Transfer in from General Fund	\$ -
TOTAL WATER AND SEWER FUND	\$ 2,052,000.00
<u>DEBT SERVICE FUND</u>	
Transfer from General Fund	\$ 216,200.00
TOTAL DEBT SERVICE FUND	\$ 216,200.00
<u>CAPITAL IMPROVEMENT FUND</u>	
Interest	\$ 5,000.00
Donations/Contributions	\$ -

Transfer from General Fund	\$	123,000.00
TOTAL CAPITAL IMPROVEMENT FUND	----- \$	128,000.00

I, Carina Boyd, Chief Fiscal Officer for the Village of Poplar Grove certify that the aforesated revenues are an accurate estimate by source anticipated to be received by the Village of Poplar Grove for the fiscal year of May 1, 2024 to April 30, 2025.

Chief Fiscal Officer

VILLAGE OF POPLAR GROVE

ORDINANCE NO. 2024 - 15

**APPROPRIATION ORDINANCE OF THE VILLAGE OF
POPLAR GROVE, BOONE COUNTY, ILLINOIS**

**ADOPTED BY THE VILLAGE BOARD OF
THE VILLAGE OF POPLAR GROVE**

THIS ____ DAY OF _____, 2024

Published in pamphlet form by authority of the Village Board of the Village of Poplar Grove,
Boone County, Illinois this ____ day of _____, 2024

ORDINANCE NO. 2024 - 15

APPROPRIATION ORDINANCE

An Ordinance appropriating for all corporate purposes for the Village of Poplar Grove, Illinois, for the fiscal year commencing on the 1st day of May, 2024, and ending on the 30th day of April, 2025.

NOW, WHEREFORE, be it ordained by the President and Board of Trustees of the Village of Poplar Grove, Illinois, as follows:

SECTION ONE: The amounts herein set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of the Village of Poplar Grove, be and the same are hereby appropriated for the corporate purposes of the Village of Poplar Grove, Illinois, as hereinafter specified for the fiscal year commencing on the 1st day of May, 2024, and ending on the 30th day of April, 2025.

SECTION TWO: The appropriations herein made for any purpose shall be regarded as the maximum amounts to be expended under the respective appropriation funds and shall not be construed as a commitment, agreement, obligation, or liability of the Village of Poplar Grove, and such appropriation being subject to further approval as to the expenditure thereof by the Village Board of Trustees pursuant to the purchasing policy.

SECTION THREE: The amounts appropriated for each Fund shall be as summarized in Exhibit A, attached hereto and incorporated herein.

SECTION FOUR: That all sums of money not needed for immediate purposes may be invested in Securities of the Federal Government, in Federally Insured Savings and Loan Associations, or in Certificates of Deposit or Savings Accounts of any bank defined in the Illinois Banking Act.

SECTION FIVE: If any section, subdivision, or sentence of this Ordinance shall, for any reason, be held invalid or deemed to be unconstitutional, such decision shall not affect the

validity of the remaining portion of this Ordinance.

SECTION SIX: Herein also being adopted as part of this Ordinance is the fiscal year 2025 line item budget summary by fund and department for the Village of Poplar Grove, which is attached as Exhibit B, and incorporated herein.

SECTION SEVEN: Herein also being adopted as part of this Ordinance is the Certificate of Estimate of Revenues for the fiscal year of May 1, 2024 to April 30, 2025 for the Village of Poplar Grove, which is attached as Exhibit C, and incorporated herein.

SECTION EIGHT: A certified copy of this Ordinance shall be filed with the County Clerk of the County of Boone within thirty (30) days after its adoption.

SECTION NINE: This Ordinance shall be in full force and effect after its approval, passage, and publication as provided by law.

PASSED and approved this _____ day of _____, 2024.

PRESIDENT OF THE VILLAGE OF
POPLAR GROVE, ILLINOIS

ATTEST:

CLERK

AYES: _____

NAYS: _____

ABSENT: _____

EXHIBIT A

SUMMARY OF APPROPRIATIONS FOR FISCAL YEAR

ENDING APRIL 30, 2025 BY FUND

GENERAL FUND

Administration Department	1,181,059
Public Safety	10,000
Parks and Recreation	167,937
Street Department	678,934
Community Development and Events	263,500
Village Clerk Department	88,573
Transfers To W & S Fund, Debt Service & CIP	339,200

GRAND TOTAL GENERAL FUND 2,729,203

MOTOR FUEL TAX FUND

GRAND TOTAL MOTOR FUEL TAX FUND 364,699

WATER AND SEWER FUND

Administration Department	684,850
Water Towers	154,216
Water Department	231,247
Sewer Department	453,027
North Plant	175,360
South Plant	309,760

GRAND TOTAL WATER AND SEWER FUND 2,008,460

DEBT SERVICE FUND

GRAND TOTAL DEBT SERVICE FUND 216,200

CAPITAL PROJECTS FUND

GRAND TOTAL CAPITAL PROJECTS
FUND GOVERNMENTAL 287,000

GRAND TOTAL ALL FUNDS 5,605,562

STATE OF ILLINOIS)
) SS
COUNTY OF BOONE)

I, the undersigned Village Clerk, Karri Anderberg, of the Village of Poplar Grove, County of Boone, State of Illinois, do hereby certify that as the Village Clerk, I am the keeper of the minutes, ordinances and other books, records and papers of said Village and the foregoing is a true and correct copy of:

**ORDINANCE NO. 2024 - 15 APPROPRIATION ORDINANCE OF
THE VILLAGE OF
POPLAR GROVE, BOONE COUNTY, ILLINOIS**

With the original record thereof now remaining in my office, and have found the same to be a correct transcript therefrom and of the whole of such original record.

IN TESTIMONY WHEREOF, I HAVE HERewith SET MY HAND AND FIXED THE SEAL OF SAID VILLAGE OF POPLAR GROVE, ILLINOIS.

This _____ day of _____, 2024

VILLAGE CLERK

(SEAL)

¹In the two funds where appropriations are higher then the revenue for fiscal year 2025, we are not budgeting in a deficit, but are using revenue that was received in prior fiscal years.

EXHIBIT B

Line Item Budget

1

Proposal for:
Village of Poplar Grove, Boone County IL

June 20, 2024

Quoted by: Keegan Nixon

Software and Services for BS&A Cloud Upgrade



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Upgrade - Cloud Modules – Annual Fee

Financial Management

General Ledger	\$2,990
Accounts Payable	\$2,440
Cash Receipting	\$2,715
Accounts Receivable	\$2,270
Utility Billing (approximately 1,600 utility accounts)	\$2,240

Personnel Management

Payroll	\$4,070
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Subtotal **\$16,725**

BS&A Online - Fees for BS&A Online subscription services will be charged at the next renewal period.

Public Records Search + Online Bill Pay
With use of integrated Credit Card Processor

New Purchase - Cloud Modules – Annual Fee

Financial Management

Purchase Order	\$2,035
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Community Development

Building Department	\$4,175
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BS&A Online

Community Development Permit Application Feature - Enables contractors and the general public to submit permit applications online	\$1,760
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Subtotal **\$7,970**



Data Conversions/Database Setup

Database Setup:

Building Department (per database)	\$3,000
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Subtotal	\$3,000
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No database setup or data conversion to be performed for:
Purchase Order

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	\$1,500
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Subtotal	\$1,500
----------	----------------

Upgrade Implementation

Services include:

- Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption
- Project schedule aligned with your processes and needs, ensuring a seamless transition timeline
- Expedited upgrade to cloud capturing existing process to minimize demands required of client teams
- Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization
- Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources
- Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted
- Preliminary data conversion with attachments, mirroring final conversion for a smooth transition
- Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing
- Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes
- Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights.
- As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.
- Automated scaffolding of users and security roles based on your previous configurations
- Conversion of approval workflows based on role-based security, maintaining established processes
- As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment
- Documentation of our standard processes, facilitating easy access to essential information
- Upgrade training
- Prioritized response post go-live for 2 weeks from the upgrade team
- 3 post go-live survey touch points to check-in on post-go live experience
- Remote go-live assistance and remote office hours for a successful transition to the cloud-based software
- Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost

\$29,900

New Module Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$8,000

New Module Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	4		\$4,000
Financial Management Modules	Days:	3		\$3,000
Community Development Modules	Days:	9		\$9,000
	Total:	16	Subtotal	\$16,000



Cost Totals

Upgrade Modules – Annual Fee	\$16,725
New Modules – Annual Fee	\$7,970
Data Conversion/Database Setup	\$3,000
Custom Import	\$1,500
Upgrade Implementation	\$29,900
New Module Project Management and Implementation Planning	\$8,000
New Modules Implementation and Training	\$16,000

Total Proposed **\$83,095**

Travel Expenses \$13,340

Travel not expected for Upgrades. Any necessary travel to be billed at a per trip and/or per day cost.

Payment Schedule

- 1st Payment: **\$25,950** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$16,725** to be invoiced upon activation of customer’s site for upgrade modules.
- 3rd Payment: **\$14,950** to be invoiced upon completion of upgrade implementation.
- 4th Payment: **\$7,970** to be invoiced upon activation of new modules.
- 5th Payment: **\$30,840** to be invoiced upon completion of new module training.

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

			Quantity		Cost
Epson THM-6000V Series Receipt Printer*	\$1.100	x	_____	=	\$_____
APG Series 100Cash Drawer**	\$275	x	_____	=	\$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$275	x	_____	=	\$_____
Credit Card Reader (if using Invoice Cloud)	\$75	x	_____	=	\$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

- Classroom training, \$205/person/day
- On-site training (unlimited attendees), \$1,000/day, travel not included



BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).



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CO., INC.

Item 9.

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APPROVED BY _____ DATE _____