

**VILLAGE OF  
STEGER  
BOARD OF TRUSTEES  
REGULAR MEETING AGENDA**

**DECEMBER 15, 2014**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AWARDS, HONORS, AND SPECIAL RECOGNITIONS
- E. MINUTES OF PREVIOUS MEETING
- F. AUDIENCE PARTICIPATION
- G. REPORTS
  - 1. Administrator
  - 2. Department Heads
    - a. Public Infrastructure/Code Enforcement Director
    - b. Fire Chief
    - c. Police Chief
    - d. EMA Chief
    - e. Community Center Director
    - f. HR Director
    - g. Housing Director
  - 3. Attorney
  - 4. Treasurer
  - 5. Trustee/Liaison
  - 6. Clerk

The next meeting of the Steger Village Board will be held on Monday January 5<sup>th</sup> 2015.

**MONDAY, DECEMBER 15, 2014 BOARD OF TRUSTEE REGULAR MEETING AGENDA**

The Village Hall will be closed on December 24<sup>th</sup> & 25<sup>th</sup> for the Christmas Holiday.

The Village Hall will be closed on January 1<sup>st</sup>, New Year's Day.

7. Mayor's Report

H. PAYING OF THE BILLS

I. CORRESPONDENCE

J. OLD BUSINESS:

Discussion on the Finance Policy (tabled 10/20/14, 11/3/14, 11/17/14 & 12/1/14)

Discussion and Consideration of LOCIS 8 Time Entry (Tabled 11/3/14, 11/17/14 & 12/1/14)

Temporary Business License Application of Fadi Wireless, Inc. at 3335 Chicago Road, pending inspections. (Tabled 11/17/14 & 12/1/14)

**ORDINANCE NO. 1086    AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES (TABLED 12/1/14)**

K. NEW BUSINESS:

**RESOLUTION NO. 1064    A RESOLUTION TO ACCEPT PLANNING STAFF ASSISTANCE SERVICES DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING**

**RESOLUTION NO. 1071    A RESOLUTION APPROVING THE PURCHASE OF 3001 LOVEROCK AVENUE FROM THE STOUGH GROUP**

Discussion on Paramedics/Billing

Discussion on temporary business licenses

Temporary Business License Application of L & R Auto Sales at 3218 Chicago Road, pending inspections.

- L. ADJOURN TO CLOSED SESSION – to discuss Personnel and Contracts
  - 5 ILCS 120/2 (c) (2) Collective bargaining matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to Section 2(c)(2) of the Open Meetings Act
  - 5 ILCS 120/2 (c) (1) Appointment, employment, compensation, discipline, performance or dismissal of specific employees, pursuant to Section 2(c)(1) of the Open Meetings Act.
  - 5 ILCS 120/2 (c) (11)Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before court, pursuant to Section 2(c)(11) of the Open Meetings Act
  
- M. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN CLOSED SESSION (If Necessary)
  
- N. ADJOURNMENT

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF THE  
VILLAGE OF STEGER, WILL & COOK  
COUNTIES, ILLINOIS

The Board of Trustees convened in regular session at 7:00 P.M. on this 1<sup>st</sup> day of December, 2014 at the Steger Village Hall in the Fire Department Headquarters with President Peterson in the Chair and presiding and Village Clerk Carmen S. Recupito, Jr. attending.

The Village Clerk called the roll and the following Trustees were present: Buxton, Skrezyna, Kozy, Lopez, Sarek and Perchinski. Also present were Village Administrator Mike Tilton, Director of Public Infrastructure Dave Toepper, HR Director Mary Jo Seehausen, EMA Chief Tom Johnston, Police Chief Carl Mormann, Fire Chief Nowell Fillion, Community Center Director Diane Rossi, Attorney Amber Munday and Housing Director Alice Peterson.

**AWARDS, HONORS, AND SPECIAL RECOGNITIONS**

None

**MINUTES**

Trustee Lopez made a motion to approve the Minutes as written as all members have copies. Trustee Sarek seconded the motion. Voice vote all ayes; motion carried.

**AUDIENCE PARTICIPATION**

Real Estate Agent Bruce Hackel of ReMax thanked the Board for providing services to residents and discussed real estate values and the market with the audience.

**REPORTS**

**Village Administrator Mike Tilton** reported that Steger and South Chicago Heights have been awarded a \$101,000.00 to repair the road in front of Saukview School. (30<sup>th</sup> Street from Chicago Road to Peoria). South Suburban Mayors and Managers are processing the paperwork. Roadwork should begin in the spring of 2015.

**Director of Public Infrastructure Dave Toepper** explained that the SCADA program should be running later this week.

**Fire Chief Nowell Fillion** reported that in November the Fire Department responded to 95 ambulance calls and 16 fire calls. Mutual aid was given 14 times and received once. There have been 1243 calls thus far in 2014.

Chief Fillion reported that last week a live burn training was held and that South Chicago Heights, Sauk Village and Steger Estates attended.

Fire Department EMTs will graduate soon and are doing very well.

The Fire Department hosted the Pancake Breakfast with Santa on November 30<sup>th</sup>. The event was a huge success. Chief Fillion thanked all those who attended for their participation.

**Police Chief Carl Mormann** referred to his weekly reports. Chief Mormann is working with the Flossmoor Police Department on "Active Shooter" training December 29-30.

**EMA Chief Johnston** reported that in November, his department had eight regular patrols, 13 emergency callouts and 3 functions for a total of 275 man hours.

**Community Center Director Diane Rossi** had no report.

**Human Resources Director Mary Jo Seehausen** reported the negotiations meeting earlier today went well. Another meeting is scheduled for January 9, 2015.

Ms. Seehausen stated that the first laserfische project is starting this week.

Evaluations are due. Ms. Seehausen hopes to have all evaluations returned by the end of the week.

The risk management agreement has been renewed for another year with no rate increase.

**Housing Director Alice Peterson** had no report.

**Village Attorney Amber Munday** thanked Trustee Buxton for his input on the Finance Policy. She is still reviewing the policy.

### **TRUSTEES' REPORTS**

**Trustee Ryan Buxton** mentioned some concerns regarding grant funding in the Finance Policy.

A full financial report will be provided at the next Board meeting.

**Trustee Sarek** thanked Public Works for having the nets at Veterans Park removed before the winter sets in.

Trustee Sarek discussed flaws in the Community Center's gym floor. Community Center Director Diane Rossi has been in contact with the contractor and is working to have the flaws repaired.

**Trustee Perchinski** thanked the Steger Chamber of Commerce, Steger Fire Department, EMA and Steger Police Department for the Tree Lighting Ceremony, and the fireworks display. Trustee Perchinski also reported that the Pancake Breakfast with Santa was a great event and the children all seemed to enjoy it.

**Clerk Recupito** reported on the Obenauff on Line Auction. The fire truck did not sell, as the reserve was not met. The Ford Expedition and Chevy Uplander sold for \$4,695.00 and the emergency lights sold for \$710.01.

Mr. Recupito reported that Fr. Dennis of St. Liborius asked parishioners at the 5:30pm Mass to contact the Village Board and request the fireworks be eliminated from the 2015 Tree Lighting ceremony or hold the tree lighting fireworks display until the conclusion of the 5:30pm Mass.

The Fire truck will be put up for auction in the New Year.

**President Peterson** recommends that the Board table Ordinance No. 185 until the January 5, 2015 Board Meeting and Ordinance No. 186 until the December 15, 2014 Board Meeting.

### **PAYING THE BILLS**

Trustee Skrezyna made a motion to pay the bills as listed. Trustee Sarek seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Kozy, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

### **CORRESPONDENCE:**

A letter from Illinois Department of Transportation proclaiming December as National Drunk and Drugged Driving Prevention Month.

### **OLD BUSINESS:**

Trustee Buxton made a motion to table Discussion on the Finance Policy. Trustee Perchinski seconded the motion. Voice vote all ayes; motion carried.

Trustee Perchinski made a motion to table Discussion and Consideration of LOCIS 8 Time Entry. Trustee Lopez seconded the motion. Voice vote all ayes; motion carried.

Trustee Skrezyna made a motion to table the Temporary Business License Application of Fadi Wireless, Inc. at 3335 Chicago Road, pending inspections. Trustee Perchinski seconded the motion. Voice vote all ayes; motion carried.

### **NEW BUSINESS:**

Trustee Perchinski made a motion to table ORDINANCE NO. 1085 MAKING THE APPROPRIATION FOR THE CORPORATE PURPOSE OF THE VILLAGE OF STEGER, COUNTIES OF COOK AND WILL, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF JANUARY, 2015 AND ENDING ON THE THIRTY FIRST DAY OF DECEMBER, 2015. Trustee Lopez seconded the motion. Voice vote all ayes; motion carried.

Trustee Lopez made a motion to table ORDINANCE NO. 1086 VILLAGE OF STEGER TAX LEVY. Trustee Perchinski seconded the motion. Voice vote all ayes; motion carried.

Trustee Perchinski made a motion to approve RESOLUTION NO. 1069 AUTHORIZING THE COUNTY OF COOK TO SUBMIT A NO-CASH BID TO ACQUIRE A TAX CERTIFICATE OF PURCHASE FOR THE NONPAYMENT OF TAXES ON 3 IMPROVED PROPERTIES VIA THE COOK COUNTY NO CASH BID PROGRAM. Trustee Lopez seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Kozy, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Lopez made a motion to approve RESOLUTION NO. 1070 AUTHORIZING THE COUNTY OF COOK TO SUBMIT A NO-CASH BID TO ACQUIRE A TAX CERTIFICATE OF PURCHASE FOR THE NONPAYMENT OF TAXES ON 5 VACANT PROPERTIES VIA THE COOK COUNTY NO CASH BID PROGRAM. Trustee Sarek seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Kozy, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Sarek made a motion to approve the request of EMA Chief Tom Johnston to purchase a 2015 Ford F-250 Pick Up truck at a cost of \$17,450.00. The truck exceeds the budgeted price by \$4,000.00. All lighting and labor to install will be provided by EMA members. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Kozy, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to approve the request of the Housing & Community Development Committee to submit the Blight Reduction Program application. Trustee Sarek seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Kozy, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to ratify the Board Action November 17, 2014, approving the installation of a security alarm at the Recreation Buildings at a cost of approximately \$30.00 per month per building. Trustee Sarek seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Kozy, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to approve the 2015 Board Meeting Dates. Trustee Skrezyna seconded the motion. Voice vote all ayes; motion carried.

**ADJOURNMENT**

Trustee Perchinski made a motion to adjourn. Trustee Skrezyna seconded the motion. Voice vote all ayes; motion carried.

**MEETING ADJOURNED AT 7:28pm.**

Kenneth A. Peterson, Jr., Village President

Carmen S. Recupito, Jr., Village Clerk



PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT	DIST
ACE HARDWARE IN STEGER	113014	01-00-31401		ELECTRICAL LIGHT	52.71	
EXCEL ELECTRIC INC	118158	01-00-31401		STREET LIGHTS MAI	240.00	
CURRIE MOTORS	400929	01-00-31805		VEHICLE MAINT	34.16	
GUARANTEED TECHNICAL SERV & CONSULT INC	2012319	01-00-32901		COMPUTER MAINT	1132.52	
GUARANTEED TECHNICAL SERV & CONSULT INC	2012275	01-00-32902		COMPUTER MAINT	360.00	
COMED	22049 1214	01-00-33102		MONTHLY SERVICE	296.61	
COMED	24002 1214	01-00-33102		MONTHLY SERVICE	453.57	
COMED	73007 1214	01-00-33102		MONTHLY SERVICE	188.49	
COMED	80004 1214	01-00-33102		MONTHLY SERVICE	25.33	
COMED	81001 120414	01-00-33102		MONTHLY SERVICE	40.49	
NICOR GAS	1000 9 1114	01-00-33200		MONTHLY SERVICE	219.41	
HERITAGE F/S, INC.	65174	01-00-33300		GASOLINE/DIESEL	701.29	
DELUXE FOR BUSINESS	2032571686	01-00-33400		CHECK PRINTING	276.57	
ALPINE VALLEY WATER, INC.	73062	01-00-33500		DRINKING WTR	18.50	
WALTON OFFICE SUPPLY	286172-0	01-00-33500		OFFICE SUPPLIES	30.70	
WALTON OFFICE SUPPLY	286172-0	01-00-33500		MILLER WOODS CLIP	212.76	
WALTON OFFICE SUPPLY	286200-0	01-00-33500		OFFICE SUPPLIES	65.42	
WALTON OFFICE SUPPLY	286259-0	01-00-33500		MILLER WOODS CLIP	141.84	
ABSOLUTE BEST CLEANING SERVICES, INC.	12321	01-00-33502		MONTHLY SERVICE	657.14	
U.S. POSTAL SERVICE	120914	01-00-33600		POSTAGE	1000.00	
COMCAST	111914	01-00-33700		MONTHLY SERVICE	46.35	
COMCAST BUSINESS	32444214	01-00-33700		MONTHLY PHONE SER	391.30	
COMCAST BUSINESS	32913042	01-00-33700		MONTHLY PHONE SER	391.30	
COMCAST BUSINESS	32929236	01-00-33700		MONTHLY PHONE SER	925.19	
COMCAST	111914	01-00-33900		MONTHLY SERVICE	109.90	
PROSHRED SECURITY	100051789	01-00-33900		SHRED SERVICE	45.00	
GIANOPOLUS, DENNIS G. P.C.	15757	01-00-34100		GENERAL MATTERS	209.35	
GIANOPOLUS, DENNIS G. P.C.	15757	01-00-34100		PROSECUTION MATTE	500.60	
GIANOPOLUS, DENNIS G. P.C.	15757	01-00-34100		TAX EXEMPTION MAT	1350.24	

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
GIANOPOLUS, DENNIS G. P.C. 15757		01-00-34100		3001 LOVEROCK AVE	82.50
STEVEN MODZELEWSKI 112514		01-00-34150		NEWSLETTER	2940.00
JOSEPH A SCHUDT & ASSOCIATES 1114183		01-00-34300		CDBG, KMART PARKI	282.00
COUNTY LINE PET HOSPITAL, P.C 112914		01-00-34600		IMPOUND FEES	1601.00
CANON FINANCIAL SERVICES, INC 14387790		01-00-37800		LASERFISCHE SERVE	2381.00
JOLYNDA REYES 112114		01-00-38840		MILEAGE REIMBURSE	106.01
CYNTHIA PAULEY 120114		01-00-38900		DIGITAL VOICE REC	53.97
FORTE 18139		01-00-38900		WARRANTY FEES	5.00
JPH INC 002		01-00-38900		PROPERITES SEARCH	1732.50
ILLINOIS LINCOLN HIGHWAY COALITION 386		01-00-38901		CERTIFICATION	195.70
TOTAL FOR FUND 01 DEPT. 00					19496.42
ROYAL PLUMBING, INC. 3623 CARPENTER		01-01-22104		PATIAL REOCCUPANC	20.00
TOTAL FOR FUND 01 DEPT. 01					20.00
WOMMACK, ROGER 11/7-8/14		01-02-38900		MILEAGE & TOLLS	92.66
TOTAL FOR FUND 01 DEPT. 02					92.66
ACE HARDWARE IN STEGER 113014		01-07-38900		MISCELLANEOUS	10.79
TOTAL FOR FUND 01 DEPT. 07					10.79
TOTAL FOR FUND 01					19619.87
MARINO, RICHARD J 120314		02-00-30302		FIRE INSPECTIONS	112.00
EASTCOM JANUARY 2015		02-00-31801		RADIO MAINT	46.50
NICOR GAS 1000 9 1114		02-00-33200		MONTHLY SERVICE	219.41
PIONEER OFFICE FORMS INC. 90861		02-00-33400		BUSINESS CARDS	432.00

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
PIONEER OFFICE FORMS INC. 90880		02-00-33400		ENVELOPES	80.09
ACE HARDWARE IN STEGER 113014		02-00-33501		SHOP SUPPLIES	221.65
MENARDS - MATTESON 69099		02-00-33501		SHOP SUPPLIES	23.99
MENARDS - MATTESON 69365		02-00-33501		SHOP SUPPLIES	29.98
COMCAST 112014		02-00-33700		MONTHLY SERVICE	149.64
COMCAST 112414		02-00-33700		CREDIT	3.41-
COMCAST BUSINESS 32444214		02-00-33700		MONTHLY PHONE SER	560.29
COMCAST BUSINESS 32913042		02-00-33700		MONTHLY PHONE SER	514.67
CYLINDER MAINTENANCE AND SUPPLY 3266		02-00-33702		MEDICAL OXYGEN	13.00
HENRY SCHEIN 2948330-001		02-00-33702		AMBULANCE SUPPLIE	25.00
COMCAST 112014		02-00-33900		MONTHLY SERVICE	74.90
MW LEASING COMPANY LLC L102011		02-00-33900		COPIER LEASE	249.99
KURTZ AMBULANCE SERVICE INC 101		02-00-34250		JANUARY 2015 SERV	18693.25
MEDICAL REIMBURSEMENT SERVICES INC 3742		02-00-34251		AMBULANCE BILLING	764.94
EASTCOM JANUARY 2015		02-00-34252		JANUARY DISPATCH	3412.00
5 ALARM FIRE AND SAFETY EQUIPMENT LLC 143800-1		02-00-37302		SUSPENDERS	109.89
JCM UNIFORMS 694862.1		02-00-37302		UNIFORMS	147.45
SCREMENTI'S RESTAURANTS 102214		02-00-38840		CHIEFS MEETING	628.25
COUNTY LINE PET HOSPITAL, P.C 11292014		02-00-38900		MISC FEES	50.59
TOTAL FOR FUND 02 DEPT. 00					26556.07
TOTAL FOR FUND 02					26556.07
SPECIALTY FLOORS INC 13939		03-30-31203		GYM FLOOR SEAL CO	11728.00
ELMER & SON LOCKSMITHS INC 317218		03-30-32900		KEYS	25.00
GUARANTEED TECHNICAL SERV & CONSULT INC 2012275		03-30-32900		COMPUTER MAINT	90.00
MENARDS - MATTESON 69926		03-30-32900		MAINT MISC	155.37
ACE HARDWARE IN STEGER 113014		03-30-33500		OFFICE SUPPLIES	4.49
WALTON OFFICE SUPPLY 286174-0		03-30-33500		OFFICE SUPPLIES	397.36

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
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ABSOLUTE BEST CLEANING SERVICES, INC.	12321	03-30-33502		MONTHLY SERVICE	985.72
PEDERSOLI, JODI	NOVEMBER 2014	03-30-33504.01		AEROBICS INSTRUCT	140.00
MADSEN, AMY	NOVEMBER 2014	03-30-33504.10		ZUMBA KICK BUTT I	140.00
COMCAST BUSINESS	32444214	03-30-33700		MONTHLY PHONE SER	199.00
COMCAST BUSINESS	32913042	03-30-33700		MONTHLY PHONE SER	199.00
SMITHEREEN COMPANY	1076487	03-30-33703		MONTHLY SERVICE	57.00
PROTECTION ONE ALARM MONITORING, INC.	112514	03-30-33704		MONTHLY SERVICE	83.00
K-MART #7289	35 0173 9026	03-30-38899		SENIOR PARTY	114.42
TOTAL FOR FUND 03		DEPT. 30			14318.36
EXCEL ELECTRIC INC	118159	03-31-31300		SCOREBOARD MAINT	2675.05
COMED	66000 1214	03-31-33100		MONTHLY SERVICE	213.96
NICOR GAS	1000 1 1014	03-31-33200		MONTHLY SERVICE	5.99
TOTAL FOR FUND 03		DEPT. 31			2895.00
TOTAL FOR FUND 03					17213.36
ACE HARDWARE IN STEGER	113014	04-00-31805		VEHICLE MAINT	8.16
COY'S AUTO REBUILDERS INC	2153	04-00-31805		VEHICLE MAINT	553.50
SAUK TRAIL CAR WASH	NOV 2014	04-00-31805		SQUAD WASHES	59.95
SUPERIOR OIL SERVICE	267552	04-00-31805		VEHICLE MAINT	36.44
SUPERIOR OIL SERVICE	267554	04-00-31805		VEHICLE MAINT	36.44
SUPERIOR OIL SERVICE	267609	04-00-31805		VEHICLE MAINT	40.49
ACE HARDWARE IN STEGER	113014	04-00-32900		MAINT MISC	7.90
GUARANTEED TECHNICAL SERV & CONSULT INC	2012275	04-00-32902		COMPUTER MAINT	90.00
HERITAGE F/S, INC.	65175	04-00-33300		GASOLINE	3199.29
HERITAGE F/S, INC.	65211	04-00-33300		GASOLINE	1429.74
K-MART #7289	25 9008 9000	04-00-33500		OFFICE SUPPLIES	29.99

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
WALTON OFFICE SUPPLY	286175-0	04-00-33500		OFFICE SUPPLIES	71.80
WALTON OFFICE SUPPLY	286270-0	04-00-33500		OFFICE SUPPLIES	157.03
ABSOLUTE BEST CLEANING SERVICES, INC.	12321	04-00-33502		MONTHLY SERVICE	657.14
A T & T	708754359311	04-00-33700		MONTHLY SERVICE	172.43
A&R SHARED SERVICES CENTER	T1514049	04-00-33700		MONTHLY SERVICE	377.16
COMCAST BUSINESS	32444214	04-00-33700		MONTHLY PHONE SER	427.54
COMCAST BUSINESS	32913042	04-00-33700		MONTHLY PHONE SER	427.54
MOTOROLA SOLUTIONS-STARCOM	16117102814	04-00-33701		STARCOM NETWORK	1122.00
COOK COUNTY BUREAU OF TECHNOLOGY	2014	04-00-33703		MAINTENANCE CONTR	2087.25
LEXISNEXIS RISK DATA MANAGEMENT	20141130	04-00-33703		MONTHLY SERVICE	32.50
ACE HARDWARE IN STEGER	113014	04-00-33900		MISC	24.18
PROSHRED SECURITY	100051788	04-00-33900		SHRED SERVICE	45.00
MW LEASING COMPANY LLC	L101833	04-00-33901		COPIER LEASE	595.08
KIESLER'S POLICE SUPPLY INC.	0738202	04-00-33902		AMMUNITION	1872.08
EASTCOM	JANUARY 2015	04-00-34252		JANUARY DISPATCH	19540.00
GLENS UNIFORM SALES	047344	04-00-37302		UNIFORMS BOREN	51.95
GLENS UNIFORM SALES	047433	04-00-37302		UNIFORMS D'ANNA	312.75
P. F. PETTIBONE & CO	31980	04-00-37302		PHOTO ID CARDS	62.00
THE EAGLE UNIFORM COMPANY INC	235090	04-00-37302		SGT BAUTISTA UNIF	42.75
THE EAGLE UNIFORM COMPANY INC	235105	04-00-37302		SGT RUFF UNIFORMS	340.45
THE EAGLE UNIFORM COMPANY INC	235106	04-00-37302		SGT RUFF UNIFORMS	249.00
MARLIN BUSINESS BANK	12857709	04-00-37902		TOUGHBOOKS	1158.48
CHICAGO HEIGHTS POLICE DEPARTMENT	14-10602	04-00-38910		LOCK UP	100.00
OLD PLANK TRAIL COMMUNITY BANK	33342#27	04-00-40000		SQUADS PRINCIPAL	2668.18
OLD PLANK TRAIL COMMUNITY BANK	3504 #2	04-00-40000		SQUADS PRINCIPAL	582.09
OLD PLANK TRAIL COMMUNITY BANK	33342#27	04-00-41000		SQUADS INTEREST	202.56
OLD PLANK TRAIL COMMUNITY BANK	3504 #2	04-00-41000		SQUADS INTEREST	81.41
TOTAL FOR FUND 04		DEPT. 00			38952.25

SYS DATE:12/11/14

Village of Steger

SYS TIME:16:50

A / P W A R R A N T L I S T  
REGISTER # 563

[NW2]

DATE: 12/11/14

Thursday December 11, 2014

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PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
TOTAL FOR FUND 04				38952.25	
JOSEPH A SCHUDT & ASSOCIATES	1114184	05-00-34300		PARKING LOT IMPRO	2475.00
PERM-A-SEAL MAINTENANCE	12412	05-00-38900		PARKING LOT MARKI	992.08
TOTAL FOR FUND 05			DEPT. 00		3467.08
TOTAL FOR FUND 05				3467.08	
THORN CREEK BASIN SANITARY DISTRICT					
NOVEMBER 2014		06-00-15800		MONTHLY USER CHAR	20280.88
ELMER & SON LOCKSMITHS INC	317091	06-00-31100		PADLOCKS	70.89
GALLAGHER MATERIALS CORP	634554MB	06-00-31204		PATCHING	474.24
ACE HARDWARE IN STEGER	113014	06-00-31212		MAINT TO SEWERS	46.77
CHEMICAL PUMP SALES AND SERVICE, INC	73692	06-00-31502		PUMPS MAINT	80.00
EXCEL ELECTRIC INC	118157	06-00-31504		MAINT TO MAINS	240.00
GREAT LAKES UNDERGROUND SUPPLY, LLC	6346	06-00-31504		MAINT TO MAINS	804.00
GREAT LAKES UNDERGROUND SUPPLY, LLC	6363	06-00-31504		MAINT TO MAINS	974.00
GREAT LAKES UNDERGROUND SUPPLY, LLC	6384	06-00-31504		MAINT TO MAINS	335.60
M&J UNDERGROUND, INC	M14-0725	06-00-31504		MAINT TO MAINS	547.50
MONARCH AUTO SUPPLY INC	6981-280282	06-00-31805		VEHICLE MAINT	44.09
T.R.L. TIRE SERVICE CORP	10257	06-00-31805		VEHICLE MAINT	390.56
T.R.L. TIRE SERVICE CORP	270856	06-00-31805		VEHICLE MAINT	26.95
T.R.L. TIRE SERVICE CORP	270865	06-00-31805		VEHICLE MAINT	745.05
ACE HARDWARE IN STEGER	113014	06-00-32900		MAINT	37.77
GUARANTEED TECHNICAL SERV & CONSULT INC	2012275	06-00-32900		COMPUTER MAINT	360.00
NICOR GAS	1000 2 1214	06-00-33200		MONTHLY SERVICE	62.38
ACE HARDWARE IN STEGER	113014	06-00-33501		SHOP SUPPLIES	29.19
ALPINE VALLEY WATER, INC.	73061	06-00-33501		DRINKING WTR	12.00
ZEE MEDICAL, INC.	01001944651	06-00-33501		MEDICAL SUPPLY KI	34.75
COMCAST	120114	06-00-33700		MONTHLY SERVICE	56.76

A / P W A R R A N T L I S T  
REGISTER # 563

DATE: 12/11/14

Thursday December 11, 2014

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PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
COMCAST BUSINESS	32444214	06-00-33700		MONTHLY PHONE SER	165.89
COMCAST BUSINESS	32913042	06-00-33700		MONTHLY PHONE SER	165.89
TYCO INTEGRATED SECURITY	23301960	06-00-33704		QRTRLY SERVICE	170.28
TYCO INTEGRATED SECURITY	23301961	06-00-33704		QRTRLY SERVICE	166.26
UNIFIRST CORPORATION	062 0097143	06-00-33800		WEEKLY SERVICE	63.76
UNIFIRST CORPORATION	062 0098162	06-00-33800		WEEKLY SERVICE	75.84
UNIFIRST CORPORATION	062 0099199	06-00-33800		WEEKLY SERVICE	67.56
ALEXANDER CHEMICAL CORP	SLS10026483	06-00-33900		DELIVERY CHARGE	50.00
ALEXANDER CHEMICAL CORP	SLS10026484	06-00-33900		DELIVERY CHARGE	50.00
COMCAST	120114	06-00-33900		MONTHLY SERVICE	79.85
ALEXANDER CHEMICAL CORP	SLS10026483	06-00-33904		CHLORINE	1170.00
ALEXANDER CHEMICAL CORP	SLS10026484	06-00-33904		CHLORINE	1215.00
ALEXANDER CHEMICAL CORP	SLS10026483	06-00-33906		HYDROFUROSILIC	460.00
ALEXANDER CHEMICAL CORP	SLS10026484	06-00-33906		HYDROFLOURSILIC	360.00
WATER SOLUTIONS UNLIMITED	35901	06-00-33907		PHOSPHATE	2955.00
TRI-R SYSTEMS INCORPORATED	003967	06-00-37503		SCADA SYSTEM UPGR	57200.00
ROY STONE	112814	06-00-38914		BOOTS REIMBURSEME	50.00
TOTAL FOR FUND 06		DEPT. 00			90118.71
TOTAL FOR FUND 06				90118.71	
KEITHS POWER EQUIPMENT INC	25746	07-00-31800		HEDGE TRIMMER	158.90
GOLDIE'S AUTO BODY MECHANICAL & TOWING	7522	07-00-31805		VEHILCE MAINT	749.66
GOLDIE'S AUTO BODY MECHANICAL & TOWING	7565	07-00-31805		VEHICLE MAINT	1937.44
KEITHS POWER EQUIPMENT INC	25913	07-00-31805		VEHICLE MAINT	7.35
MONARCH AUTO SUPPLY INC	6981-272469	07-00-31805		VEHICLE MAINT	44.67
MONARCH AUTO SUPPLY INC	6981-277765	07-00-31805		VEHICLE MAINT	42.36
MONARCH AUTO SUPPLY INC	6981-277775	07-00-31805		VEHICLE MAINT	53.98
MONARCH AUTO SUPPLY INC	6981-277964	07-00-31805		VEHICLE MAINT	64.29

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
MONARCH AUTO SUPPLY INC	6981-277969	07-00-31805		VEHICLE MAINT	43.15
MONARCH AUTO SUPPLY INC	6981-277971	07-00-31805		VEHICLE MAINT	18.27
MONARCH AUTO SUPPLY INC	6981-278219	07-00-31805		VEHILCE MAINT	34.49
MONARCH AUTO SUPPLY INC	6981-278232	07-00-31805		VEHICLE MAINT CRE	43.15-
MONARCH AUTO SUPPLY INC	6981-279340	07-00-31805		VEHICLE MAINT	7.77
MONARCH AUTO SUPPLY INC	6981-279395	07-00-31805		VEHICLE MAINT	42.77
MONARCH AUTO SUPPLY INC	6981-279396	07-00-31805		VEHICLE MAINT	146.83
MONARCH AUTO SUPPLY INC	6981-279469	07-00-31805		VEHICLE MAINT	37.07
O'REILLY AUTO PARTS	3414322141	07-00-31805		VEHICLE MAINT	30.69
O'REILLY AUTO PARTS	3414322910	07-00-31805		VEHICLE MIANT	18.38
T.R.L. TIRE SERVICE CORP	10287	07-00-31805		VEHICLE MAINT	55.64
T.R.L. TIRE SERVICE CORP	10327	07-00-31805		VEHICLE MAINT	1076.43
T.R.L. TIRE SERVICE CORP	10412	07-00-31805		VEHICLE MAINT	27.23
WALTON OFFICE SUPPLY	286072-0	07-00-33500		OFFICE SUPPLIES	26.79
ACE HARDWARE IN STEGER	113014	07-00-33501		SHOP SUPPLIES	166.82
ALPINE VALLEY WATER, INC.	73061	07-00-33501		DRINKING WTR	12.00
FASTENAL COMPANY	ILSTE121096	07-00-33501		SHOP SUPPLIES	29.16
FASTENAL COMPANY	ILSTE121235	07-00-33501		SHOP SUPPLIES	306.84
FASTENAL COMPANY	ILSTE121335	07-00-33501		SHOP SUPPLIES	5.67
FASTENAL COMPANY	ILSTE121369	07-00-33501		SHOP SUPPLIES	2.70
T.R.L. TIRE SERVICE CORP	270848	07-00-33501		SHOP SUPPLIES	210.30
ZEE MEDICAL, INC.	01001944651	07-00-33501		MEDICAL SUPPLY KI	34.74
UNIFIRST CORPORATION	062 0097143	07-00-33800		WEEKLY SERVICE	63.76
UNIFIRST CORPORATION	062 0098162	07-00-33800		WEEKLY SERVICE	75.83
UNIFIRST CORPORATION	062 0099199	07-00-33800		WEEKLY SERVICE	67.56
MCCANN INDUSTRIES INC	111114	07-00-37600		SNOW PUSHER	4150.00
ILLINOIS DEPT OF AGRICULTURE	2015	07-00-38400		PUBLIC APPLICATOR	20.00
TOTAL FOR FUND 07		DEPT. 00			9726.39



PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT	DIST
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TOTAL FOR FUND 07 9726.39

CARGILL INCORPORATED 2902017743	08-00-33910	ROCK SALT		16166.79	
JOSEPH A SCHUDT & ASSOCIATES 1114185	08-00-34300	CDBG		1721.00	

TOTAL FOR FUND 08 DEPT. 00 17887.79

TOTAL FOR FUND 08 17887.79

ST FLORIAN ATHLETIC ASSOCIATION 8TH GRADE TEAM	13-50-38903	ENTRY FEES-LEAGUE		450.00	
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TOTAL FOR FUND 13 DEPT. 50 450.00

TOTAL FOR FUND 13 450.00

ILLINOIS COUNTIES RISK MANAGMENT TRUST 2015	15-00-36100	CASUALTY INSURANC		88534.00	
ILLINOIS COUNTIES RISK MANAGMENT TRUST 2015	15-00-36200	WORKERS COMPENSAT		86077.00	
AMERICAN FURNITURE RENTALS INC R1324601	15-00-36602	FURNITURE RENTAL		1869.28	
VISION SERVICE PLAN (IL) DECEMBER 2014	15-00-36901	MONTHLY PREMIUM		452.45	

TOTAL FOR FUND 15 DEPT. 00 176932.73

TOTAL FOR FUND 15 176932.73

UNITED RADIO COMMUNICATIONS 117000058-2	16-00-31801	RADIO MAINT		286.00	
O'REILLY AUTO PARTS 3414316749	16-00-31805	VEHICLE MAINT		15.00-	
O'REILLY AUTO PARTS 3414319217	16-00-31805	VEHICLE MAINT		29.99	
O'REILLY AUTO PARTS 3414321777	16-00-31805	VEHICLE MAINT		40.97	
O'REILLY AUTO PARTS 3414322008	16-00-31805	VEHICLE MAINT		31.84	
O'REILLY AUTO PARTS 3414322245	16-00-31805	VEHICLE MAINT		20.96	
MENARDS - MATTESON 70034	16-00-33501	SHOP SUPPLIES		15.53	
COMCAST BUSINESS 32444214	16-00-33700	MONTHLY PHONE SER		118.94	

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REGISTER # 563

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PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO	AMOUNT	DIST
			DESCRIPTION			

COMCAST BUSINESS	32913042	16-00-33700		MONTHLY PHONE SER	118.94	
STORM SIRENS INC	100951-06	16-00-40000		SIREN PAYMENT #6	1458.33	

TOTAL FOR FUND 16		DEPT. 00			2106.50	
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TOTAL FOR FUND 16					2106.50	
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** TOTAL CHECKS TO BE ISSUED					403030.75	
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01	CORPORATE				19619.87	
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02	FIRE PROTECTION				26556.07	
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03	PLAYGROUND/RECREATION				17213.36	
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04	POLICE PROTECTION				38952.25	
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05	PUBLIC BENEFIT				3467.08	
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06	WATER/SEWER FUND				90118.71	
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07	ROAD & BRIDGE				9726.39	
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08	MOTOR FUEL TAX				17887.79	
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13	BOOSTER CLUB				450.00	
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15	LIABILITY INSURANCE FUND				176932.73	
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16	H.S.E.M.				2106.50	
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TOTAL FOR REGULAR CHECKS:					403,030.75	
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SYS DATE:12/11/14

Village of Steger

SYS TIME:16:50

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A/P MANUAL CHECK POSTING LIST  
POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)  
=====

PAYABLE TO	REG NO	CHECK DATE	CHECK NO	AMOUNT
INV NO	G/L NUMBER	DESCRIPTION	DIST	

SCREMENTI'S RESTAURANTS 121214	753 03-30-38899	12/12/14	63018 LUNCHEON	1040.00
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TOTAL FOR FUND 03	DEPT. 30			1040.00
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TOTAL FOR FUND 03			1040.00	
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PATRICK ROSSI 120914	752 04-00-33700	12/09/14	62791 TELEPHONE	606.24
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POLICE CHIEFS ASSOCIATION 2014	0754 04-00-38901	ILL COUNTY 12/01/14	62790 CHIEF MORMANN DUE	35.00
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TOTAL FOR FUND 04	DEPT. 00			641.24
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TOTAL FOR FUND 04			641.24	
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\*\* TOTAL MANUAL CHECKS LISTED 1681.24

\*\* TOTAL OF ALL LISTED CHECKS 404711.99



DEL GALDO LAW GROUP, LLC  
*Attorneys & Counselors*

*tabled*  
*11-3-14*  
*11-17-14*  
*12-1-14*

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1441 S. Harlem Avenue  
Berwyn, Illinois 60402  
Telephone (708) 222-7000 – Facsimile (708) 222-7001  
www.dglawgroup.com

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• **MEMORANDUM** •

TO: THE HONORABLE VILLAGE PRESIDENT  
THE HONORABLE BOARD OF TRUSTEES

CC: THE HONORABLE VILLAGE CLERK

FROM: AMBER L. MUNDAY, ESQ.

DATE: OCTOBER 17, 2014

**SUBJECT: DRAFT VILLAGE OF STEGER FINANCIAL POLICY**

Attached for your review, please find a preliminary draft of the requested Finance Policy (the “Policy”) for the Village of Steger. This draft includes a blend of financial reporting, accounting and procedural requirements established by governing law and policy statements sampled from other Illinois, non-home rule municipalities. Where the provisions of this Policy include mandatory provisions of State law, the statutory citation is provided to indicate the same.

Del Galdo Law Group, LLC expresses no opinion with regard to and this draft should not be read as a recommendation for the adoption of any specific policy decision. To the contrary, this draft merely provides examples of policies adopted by other municipalities on topics related to municipal finance for your consideration.

Finalizing the Policy will necessarily require review and revision by elected officials and staff familiar with the Village’s existing policies and procedures.

Please review and contact me at (708) 222-7000 if you would like discuss.

This document and the information in it is private and confidential and is only for the use and review of the designated recipient(s) named above. If you are not the designated recipient, do not read, review, disseminate, copy, or distribute this document, as it is strictly prohibited. The sender of this document hereby claims all privileges at law or in equity regarding this document, and specifically does not waive any privilege related to the secrecy of this document.

*This PRELIMINARY DRAFT is subject to ATTORNEY-CLIENT PRIVILEGE and contains recommendations and expresses opinions with regard to the formulation of actions and policies for the Village of Steger.*

**FINANCIAL POLICIES OF THE VILLAGE OF STEGER,**  
**ILLINOIS**

Adopted and approved on \_\_\_\_\_

By Ordinance \_\_\_\_\_

DRAFT

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## FINANCIAL POLICIES OF THE VILLAGE OF STEGER

### Introduction

The Financial Policies (the “Policies”) of the Village of Steger (the “Village”) are the basic guidelines for the management of the Village’s financial operations and have been developed in accordance with all applicable provisions of Illinois law. These policies assist the Mayor, Village Board and staff in managing the Village’s financial affairs throughout the year. The policies are to be generally reviewed during the budget process, and modified as appropriate to accommodate changing fiscal conditions and policy initiatives.

These Policies are not an exhaustive listing of all policies, procedures, ordinances, rules, or statutes relating to or governing the Village’s financial operations, nor should these policies be relied on in lieu of reviewing the requirements of Illinois law and/or the provisions of the Municipal Code of Steger, Illinois. Rather, these are meant to be general guidelines to be referred to by Village Staff and residents. These policies shall not be read as binding upon the Corporate Authorities and are merely a guideline for the efficient operation of the Village.

### Financial Planning Policies

1. Effective January 1, 2015, the fiscal year of the Village will begin on January 1<sup>st</sup> of each year and end on December 31<sup>st</sup> of the following year. All accounting and budgeting functions of the Village will occur in conjunction with this fiscal time period.
2. The Village Staff shall endeavor to present a balanced budget to the Village Board annually. A balanced budget means that current operating expenditures, excluding major capital expenditures, are funded with current recurring revenues. The use of reserves to cover current operating expenditures should be avoided.
3. The Corporate Authorities shall adopt an annual appropriation ordinance within the first quarter of each fiscal year, after publishing all notices and holding all hearings required in connection therewith. (65 ILCS 5/8-2-9). The notices required in connection with the annual appropriation ordinance shall include the disclosure of the total compensation packages of highly compensated employees as required by Section 7.3 of the Open Meetings Act. (5 ILCS 120/7.3). The Village shall file a certified copy of its annual appropriation ordinance, as well as an estimate, certified by its chief fiscal officer, of revenues, by source, anticipated to be received by the Village in the following fiscal year, with the County Clerks of Cook and Will Counties within thirty (30) days after the adoption of the annual appropriation ordinance. (35 ILCS 200/18-50).
4. The Village will avoid budgetary procedures that balance current expenditures at the expense of meeting future year’s expenses, such as postponing expenditures, accruing future year’s revenues, or rolling over short term debt.

5. The budget will provide for adequate maintenance of capital equipment and for its orderly replacement.
6. The budget will provide for adequate funding of all retirement systems, with a uniform reduction of unfunded liabilities, in accordance with either State requirements or an independent actuarial study.
7. Within thirty (30) days after the approval of the annual appropriation ordinance, the Village Staff shall prepare a budget document that includes the legally adopted appropriations and other supplementary information. The document shall describe the previous budget period's accomplishments and the Village's organization-wide goals, an estimate of revenues and budget expenditures by account, department goals and capital improvements.
8. The Village will prepare a three-year projection of revenues and expenditures annually. The projection will display the excess or deficiency of revenues over or under expenditures and the resulting unassigned fund balance. Projections will include estimated operating costs associated with future capital improvements.
9. The Village will integrate performance measurement and productivity indicators within the budget where applicable.
10. The Village will prepare a monthly financial report comparing actual revenues and expenditures to the approved budget amounts. The monthly report will provide a financial analysis that highlights major deviations from the approved budget.
11. Within six (6) months after the end of each fiscal year, the Village Treasurer will prepare and file with the Village Clerk an annual accounting of moneys received and expenditures incurred during the preceding fiscal year and the Village Clerk shall publish the same in a newspaper in general circulation within the Village. (65 ILCS 5/3.1-35-65).

#### **Revenue Policies**

1. The Village will maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any single revenue source.
2. The Village shall estimate its annual revenues conservatively, using an objective analytical approach, taking into account all available information.
3. Potential revenue sources will be examined annually.
4. The year-to-year increase of actual revenues from the property tax levy will not exceed five percent (5%) or such other amount as may be permitted pursuant to the Property Tax Extension Limitation Law. (35 ILCS 200/18-185, *et seq.*)



5. The Village will set fees and user chargers for the Waterworks and Sewerage Fund at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.
6. The Village shall establish, where possible, all other user chargers and fees at a level that attempts to recover the full cost of providing the services, including an amount for the cost associated with any capital assets used to provide the services.
7. On or before the last Tuesday in December in each year, the Corporate Authorities shall adopt an ordinance levying taxes upon all property subject to taxation within the Village in such amounts as are deemed necessary to defray the costs of the appropriations previously legally made for the Village. (65 ILCS 5/8-3-1). A certified copy of the levy ordinance shall be filed with the County Clerks of Cook and Will Counties. At least twenty (20) days prior to the adoption of such tax levy ordinance, the Corporate Authorities shall determine the amounts of money, exclusive of election costs (if any), estimated to be necessary to be raised by taxation for that year upon the taxable property within the Village. (35 ILCS 200/18-60). The Village shall comply with all public hearings, notification and certification requirements set forth in the Truth in Taxation Law in connection with the adoption of the tax levy ordinance. (35 ILCS 200/18-55, *et seq.*).

#### **Expenditure Policies**

1. The Village will fund all operating expenditures in a particular fund from operating revenues generated by the fund. In developing the budget, recommendations will be made regarding service level adjustments that may be necessary to meet this objective. Service levels will not be expanded beyond the Village's ability to utilize current revenues to pay for the expansion of services.
2. The Village will continually assess its organization and service provision efforts in order to provide service enhancements or cost reductions by increasing efficiency or effectiveness. The Village shall also constantly strive to provide the same highest quality of services using the most efficient means possible. During each budget process the Village will assess its current organization and service provision strategy and make adjustments if the analysis demonstrates that a particular enhancement would improve or reduce cost.
3. The Village will provide sufficient resources to train employees and thereby develop the specialized knowledge and expertise necessary to maintain and improve the quality of Village services.
4. The Village will strive to adopt new technologies and techniques that will improve efficiency and allow the Village to maintain or improve the level of service provided to residents.

5. The Village will attempt to maximize its financial resources by encouraging intergovernmental cooperation. The establishment of intergovernmental service agreements with other units of government may allow the Village to provide residents a higher level of service at a reduced cost. The Village will consider intergovernmental agreements as a means to enhance services or reduce costs.
6. Pension Trust Funds are funded based on actuarial requirements and applicable funding requirements. The Village shall obtain an actuarial statement from the Public Pension Division of the Illinois Department of Financial and Professional Regulation or from a qualified actuary in order to determine annual pension funding requirements. (40 ILCS 5/1A-111).

### *Capital Improvement Policies*

1. The Village will make all capital improvements in accordance with an adopted Capital Improvement Plan (CIP).
2. The CIP shall include all capital equipment and improvements with a value of \$10,000.00 or more.
3. The Village will develop a plan for capital improvements and update it as necessary. As part of this process, the Village will assess the condition of all major capital assets and infrastructure, including, but not limited to, buildings, streets, alleys, water mains, and sewer lines.
4. The Village will enact an annual capital budget based on the five-year capital improvement plan.
5. The Village will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget projections.
6. The Village will use intergovernmental assistance to finance capital improvements in accordance with Village plans and priorities.
7. The Village will maintain all its assets at a level adequate to protect the Village's capital investment and to minimize future maintenance and replacement costs.
8. The Village will project its equipment replacement need for the next five years and update this projection each year. A replacement schedule will be developed from this projection.
9. The Village will project capital asset maintenance and improvement needs for the next five years and update this projection each year. A maintenance and improvement schedule will be developed for this projection.

10. The Village will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the Village Board for approval.
11. The Village will determine the least costly financing method for each new project.

### **Debt Policies**

1. The Village will confine long-term debt borrowing to capital improvements or projects which result in a product that will have a life of five years or more and which cannot be financed from current revenues.
2. When the Village finances projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
3. When the Village finances projects by issuing bonds without referendum, the amount of such bonds, together with other bonds issued without referendum and outstanding, shall not exceed at the time of issue one-half of 1% of the assessed value of all the taxable property located within the corporate boundaries of the Village (65 ILCS 5/8-5-16).
4. The Village will maintain good communications with bond rating agencies about its financial condition. The Village will follow a policy of full disclosure on every financial report and bond prospectus.
5. The Village will make every effort to maintain a relatively level and stable annual debt service for all long-term general obligation bonds.
6. The Village may not become indebted in any manner or for any purpose to an amount, including existing indebtedness in the aggregate exceeding 8.625% on the value of the taxable property within the corporate boundaries of the Village, as ascertained by the last assessment for state and county purposes prior to the incurring of the indebtedness (65 ILCS 5/8-5-1).
7. The Village will endeavor to adopt legislation abating its annual debt service levy, in full or in part, in every fiscal year in which an alternate source of funds is available for the payment of a particular debt. Certified copies all tax abatement legislation shall be filed with the County Clerks of Cook and Will Counties, as applicable, prior to the respective County's extension of property taxes for the applicable tax year.

### **Accounting and Financial Reporting Policies**

1. The Village will establish and maintain a high standard of accounting practices.
2. Following the conclusion of the fiscal year, the Village will prepare a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board

(GASB). The CAFR shall also satisfy all criteria for the Government Finance Officers Association's Certificate for Achievement for Excellence in Financial Reporting.

3. Monthly financial reports shall be prepared and submitted to the board. The reports shall include a summary of financial activity.
4. An independent certified public accounting firm will perform an annual audit within six (6) months after the close of the fiscal year in accordance with generally accepted auditing standards and will publicly issue a financial opinion and file annually with the Comptroller a supplemental report on forms devised and approved by the Comptroller. (65 ILCS 5/8-8-3). The annual audit report shall be filed with the Village, made available for public inspection and filed with the Comptroller. (65 ILCS 5/8-8-7).
5. The Village shall request proposals from qualified independent accounting firms to conduct the annual audit every five years using a request for proposal process.
6. *See also* Section 2-176 through 2-183 of the Municipal Code of Steger, integrated herein by reference.

#### **Purchasing Policy**

1. The following is intended as a guideline for the Village of Steger Department Heads and their appointed designees in processing purchase requests.
2. The primary rules for purchase authorizations are that each Department Head is ultimately responsible for purchases charged to his or her department. Therefore, prior to initiating any purchase, the department head must confirm that his or her department has sufficient budgeted dollars to finance the intended acquisition.
3. Purchases totaling five thousand dollars or more: As a general rule, all purchase requests for goods and services rendered in an amount of Five Thousand and No/100 U.S. Dollars (\$5,000.00) or greater, must be presented to the Village Board for approval and three (3) competitive bids and/or proposals must accompany the purchase request. Please note that this section does not apply to services requiring unique skill or knowledge including, without limitation, professional services.

4. In order to promote efficient operations, purchases for less than Five Hundred and No/100 U.S. Dollars (\$500.00) will not require purchase order documentation. When placing an order for purchases that total less than Five Hundred and No/100 U.S. Dollars (\$500.00), Department Heads must supply the vendor with his/her name and the name of department in lieu of a purchase order.
5. Purchases for public works costing in excess of Twenty Thousand and No/100 U.S. Dollars (\$20,000.00) shall be purchased through contracts to the lowest responsible bidder after advertising for bids except as otherwise set forth in Section 8-9-1 of the Illinois Municipal Code. (65 ILCS 5/8-9-1).
6. *Annual Budget:* For purposes of preparing an annual budget, each Department Head will be required to send a list of all vendors utilized by that Department, which list shall include descriptions of goods and monies paid for such goods, to the Village Administrator. The list must be sent to the Village Administrator no later than January 31<sup>st</sup> for the prior calendar year.

#### **Redevelopment Project Areas**

1. The Village shall submit to the State Comptroller and to all taxing districts overlapping the boundaries of a redevelopment project area an annual TIF report for each active redevelopment project area within the Village within one hundred eighty (180) days after the end of the fiscal year and thereafter convene a joint review board as required by Section 11-74.4-5 of the Tax Increment Redevelopment Act (65 ILCS 5/11-74.4-5).
2. The Village has the following active Redevelopment Project Areas:
  - a) TIF #1 was designated on January 1, 1997. Any redevelopment project or obligation funded with tax increment financing in TIF#1 must be scheduled to be completed before December 31, 2021, the date that TIF#1 is set to terminate.
  - b) TIF#2 was designated on March 18, 2002. Any redevelopment project or obligation funded with tax increment financing in TIF#2 must be scheduled to be completed before December 31, 2026.
  - c) TIF#3 was designed on April 19, 2004. Any redevelopment project or obligation funded with tax increment financing in TIF#3 must be scheduled to be completed before December 31, 2028.
  - d) TIF#4 was designated on March 21, 2005. Any redevelopment project or obligation funded with tax increment financing in TIF#4 must be scheduled to be completed before December 31, 2029.

**Investment Policy**

1. See Section 2-6 of the Municipal Code of Steger, Illinois, integrated herein by reference.

**Taxation**

2. See Chapter 78 of the Municipal Code of Steger, Illinois, integrated herein by reference.

DRAFT

tabled 11-3-14  
tabled 11-17-14  
tabled 12-1-14



Software Solutions for Local Government

Mary Jo Seehausen  
Village of Steger  
35 W. 34th St.  
Steger IL 60475-1013

4000 W. Jefferson St.  
Joliet, Illinois 60431  
(815) 744-0011  
Fax (815) 744-8182

**Date:** October 31, 2014  
**Phone:** (708) 754-3395  
**Fax:** (708) 754-1913  
**Email:** mseehausen@villagofsteger.org

Dear Mary Jo,

Per your request, following are the figures based on the discussion of your requirements. Prices are valid for 30 days.

<b>10 hours of on-site time for Installation/Configuration/Training related to Time Entry.</b>	<b>\$70.00 per hour</b>	<b>\$700.00</b>
<i>Travel will be billed as used at</i>	<i>\$50.00 per hour</i>	

If you have any questions or if I may be of any further assistance, please, do not hesitate to call.

Sincerely,

Frank J. McKay  
President  
LOCIS

FJM/kam

*Rates as of contract date.  
All rates subject to change.*

## Current Rate Structure

### BILLING RATES

Effective October 1, 2013

#### SERVICES

**Technical Support – Training – On-Site Implementation** **\$80.00**  
Monday through Friday (Holidays excluded) 8:00 a.m. to 5:00 p.m. **Per Hour**

**IT/Network Administration** **\$100.00**  
System Administration, set-up, support, and modification to existing network environment, support of network environment, support of network, administration for security/user levels, hardware additions. All services that involve network system integration including Anti-Virus/Spyware software/configuration or having to reconfigure any pre-existing software which prohibits Locis from operating correctly. **Per Hour**

**Consulting / System Design/Programming** **\$150.00**  
Specific request for modification to existing program or data conversion from existing system to the LOCIS Modules. Programming and Import/Export to other 3<sup>rd</sup> Party Application. The review of existing operations and the design and layout of future changes for both internal operation (Software) and external operation (Hardware / Networking). System Administration, set-up, support, and modification to existing network environment, support of network environment, support of network, administration for security/user levels, hardware additions. All services that involve network system integration. **Per Hour**

**Travel Time from Office\*** **\$ 50.00**  
Travel time from the LOCIS office to your site will be charged **Per Hour**

\* Any hours of work which are provided outside of 8 to 5 Monday through Friday including holidays are billed at 125 percent the normal rate of work.

#### FORMS

Custom forms can be provided (voucher and payroll checks, utility bills, quick mailers, W-2 forms...) that match the LOCIS print format (Dot Matrix/Laser where applicable). Call LOCIS for pricing.

#### MISCELLANEOUS

The following are also billable items: Freight, System installation costs (wiring, building, electrical or software), Initial stock of supplies (paper, ribbons, backup media, etc.)





## LOCIS 8 Time Entry Costs

**\$1,000.00 Initial Payment (Upon Proposal Acceptance)**

**\$1,000.00 Approximate 50% completion (Approximately 30 days)**

**\$1,200.00 upon Completion (Approximately 60 days)**

- We host it at our facilities for the first year
- Fringe requests/approval methods included.
- Export Time Entry earnings to Locis 7.
- Import employees and earning codes from Locis 7 to Locis 8.
- Security by department or by earning code.

### Membership Costs

Counts based on employee annual W2 count.	0-33	34-66	67-100	Over 100
<b>Locis Hosted</b>	\$12.00	\$24.00	\$36.00	\$48.00
	<i>Per month</i>	<i>Per month</i>	<i>Per month</i>	<i>Per month</i>
<b>Unhosted</b>	\$10.00	\$20.00	\$30.00	\$40.00
	<i>Per month</i>	<i>Per month</i>	<i>Per month</i>	<i>Per month</i>

\* Employee W2 and Login Counts are periodically verified and averaged throughout the Contract Year.

**When approved please sign and return to our office via fax:**

<b>Name</b>	
<b>Title</b>	



**Locis 8 products can be operated in 'hosted' or an 'unhosted' mode and your membership prices are based off your chosen mode. Switching 'modes' are subject to our normal labor rates billed on an hourly basis.**

**Hosted Version:**

- Locis 8 Resides on Locis' or a third party's server.
- Locis is responsible for daily backups (every 24 hours).
- Locis will guarantee up to 95% up-time averaged over an annual basis
- Locis will guarantee adequate speed of data access (> 50 mbps).
  - o Locis obviously cannot guarantee the stability of your internet access so the speed of our access may not be relevant.
- Immediate software enhancement and bug fixes.
  - o Unhosted version, we will have to periodically remotely access your servers to send software enhancements and bug fixes.

**Unhosted Version**

- Locis 8 software and data reside on your server(s).
- You are responsible for data backups.
- You may have to pay us to deliver software enhancements and bug fixes.
- You are responsible for the acquisition of a Microsoft SQL product that is compatible with Locis 8.
- You are responsible for configuring the access to Locis 8.
  - o This may involve router work as well as Windows Server configuration changes.

**When approved please sign and return to our office via fax:**

<b>Name</b>	
<b>Title</b>	



BUSINESS LICENSE APPLICATION

tabled 11-17-14  
tabled 12-1-14

BUSINESS NAME: Fadi wireless INC ADDRESS: 3335 Chicago Road  
APPLICANT'S NAME: Fadi Mohammad ADDRESS: 6 old Farm South court  
CITY: Bradley STATE: IL ZIP CODE: 60915  
BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: 815-295-2036

TYPE OF BUSINESS: (Please explain your proposed operations, types of products and services include hours of operations and whether your business is wholesale or retail) \_\_\_\_\_  
Boost Mobile cell phone store. We also sell accessories and airtime and repairs.

STATE TAX NO.: 4094-7972 THE VILLAGE OF STEGER MUST BE NAMED ON YOUR STATE TAX FORM AS RECEIPT OF SALES TAX

FLAMMABLE MATERIALS?: NO INSIDE: \_\_\_\_\_ OUTSIDE: \_\_\_\_\_

PARKING SPACES: CUSTOMER: \_\_\_\_\_ HANDICAP: \_\_\_\_\_ EMPLOYEE: \_\_\_\_\_

Return completed application, along with \$50.00 fee to the Village Clerk's Office. The completed application will be presented to the Village Board for approval pending inspections. Once your business is set up, you must contact the Village Hall and set up for three (3) inspections (Fire, Building and Health). Once the inspections have been approved, your final business license invoice must be paid. Your final official business license will be hand delivered to your business.

Applicant's Signature:  Date: 11-11-14

FOR OFFICE USE ONLY

ZONING OF PROPERTY: \_\_\_\_\_

INSPECTIONS: BUILDING DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
FIRE DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
HEALTH DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

~~85853 CC 50.00 11/11/14~~

BOARD APPROVAL: DATE: \_\_\_\_\_ 45 DAY TEMPORARY LICENSE EXPIRES: \_\_\_\_\_

INSPECTION FEES: AMOUNT PAID: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

**ORDINANCE NO. 1086**

STATE OF ILLINOIS            )  
  )  
COUNTIES OF COOK         )        SS  
  )  
  )  
  )

**AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES  
OF THE VILLAGE OF STEGER, ILLINOIS**

**WHEREAS**, the Village of Steger, Counties of Cook and Will, State of Illinois (the "Village") is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefit of the residents of the Village; and

**WHEREAS**, the Village President (the "President") and the Board of Trustees of the Village (the "Village Board" and with the President, the "Corporate Authorities") have determined and do hereby determine that the amounts of money specified herein, exclusive of any cost of conducting an election required by the general election law, are estimated to be necessary to be raised by taxation upon the taxable property in the Village; and

**WHEREAS**, the Corporate Authorities have determined that it is advisable, necessary and in the best interests of the Village to levy and assess taxes; and

**WHEREAS**, in connection with the adoption of its tax levy, the Village has complied with Sections 18-60 through 18-85 of the Truth in Taxation Law (35 ILCS 200/18-60 through 35 ILCS 200/18-85), the Open Meetings Act (5 ILCS 120/1, *et seq.*) and all other applicable state and local laws; and

**NOW THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Steger, Counties of Cook and Will and State of Illinois that:

**SECTION 1:** The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true, and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

**SECTION 2:** A tax for the following sums of money, or as much thereof as may be authorized by law, to defray all expenses and liabilities of the Village of Steger, be and the same is hereby levied for the purposes specified against all taxable property in the Village of Steger, Illinois, as set forth on Exhibit A, attached hereto and incorporated herein. The Village Clerk is hereby authorized and directed to file with the Cook County Clerk and the Will County Clerk, on or before the time required by law, which is the last Tuesday in December, a certified copy of this Ordinance.

**SECTION 3:** This Ordinance shall be effective and in full force immediately upon passage and approval.

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**RESOLUTION NO. 1064**

STATE OF ILLINOIS        )  
  )  
COUNTIES OF COOK        )        SS  
AND WILL                    )

**A RESOLUTION TO ACCEPT PLANNING STAFF ASSISTANCE SERVICES  
DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING**

**WHEREAS**, the Village of Steger (“the Village”) has applied for staff assistance services through the Chicago Metropolitan Agency for Planning (“CMAP”), for a planning priorities report; and

**WHEREAS**, the Village’s request for such assistance has been recommended by CMAP as a priority project; and

**WHEREAS**, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing staff assistance as a means of advancing the plan’s implementation; and

**WHEREAS**, the Village and CMAP have agreed on the general contents of a Memorandum of Understanding (“MOU”) and a Scope of Services that will guide staff assistance services to be provided by CMAP;

**NOW, THEREFORE BE IT RESOLVED BY THE VILLAGE OF STEGER:**

- Section 1:** the Village Board supports this planning priorities report.
- Section 2:** the Village Board accepts the offer of staff assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of GO TO 2040.
- Section 3:** the Village Board authorizes staff as designated by the (mayor/city manager/village manager) to finalize and execute a Memorandum of Understanding with an attached Scope of Services.
- Section 4:** the Village Board recognizes that provisions that govern the administration of staff assistance services, and, if necessary, the discontinuance of such services, are included in the Memorandum of Understanding.

**Section 5:** This resolution shall be effective as of the date of its adoption.

**PASSED** this 15th day of December, 2014.

\_\_\_\_\_  
**Carmen Recupito, Jr., Village Clerk**

**APPROVED** this 15th day of December, 2014.

\_\_\_\_\_  
**Kenneth A. Peterson, Jr., Village President**

**ROLL CALL VOTE:**

**Those Voting For:**

**Those Voting Against:**

**Those Not Voting:**





# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## CMAP MOU – Local Technical Assistance Program Between CMAP and the Village of Steger December 15, 2014

Please note: “LTA staff” means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship
  - Scope of work for staff will be jointly determined by CMAP and applicant
  - All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan, but some indirectly related activities are also permitted
  - Within overall scope of work, day-to-day reporting on activities will be to applicant (who should designate a lead person for this purpose) but LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
  - Periodic check-ins (frequency to be determined based on need) may occur between applicant and CMAP management
  - CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences)
  
2. Access to resources
  - LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)
  - The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
  - The applicant will provide access to all relevant internal data, reports, and other information
  - The applicant’s leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (Plan Commission meetings, council meetings, etc) to ensure a successful project
  
3. Demonstration of local support
  - Applicants will be required to pass a resolution supporting the project at their governing board (if appropriate) before work will begin
  - The community will be responsible for working with CMAP to identify a project steering committee or similar oversight group

- If public outreach is a component of the project, the applicant agrees to participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information

4. Project management

- Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
- A full project scope of work must be attached to the MOU at the time it is signed
- Changes to project scope or timelines must be jointly agreed to by CMAP and applicant; major expansions of scope may result in discontinuation of project
- Allocation of LTA staff to each project will vary over time based on project timeline and work needs

The undersigned parties agree to the terms listed above.

CMAP Representative:

---

Robert Dean, Deputy Executive Director

Date

Village of Steger

---

Kenneth A. Peterson, Jr. Village President

Date



## **Local Technical Assistance project scope: Village of Steger planning prioritization report**

### **Project Description**

The following is a proposed outline of the steps to complete a planning priorities report for the Village of Steger as part of the Chicago Metropolitan Planning Agency's (CMAP) Local Technical Assistance (LTA) program. Through this program, CMAP will provide staff assistance to complete the planning priorities report.

Following preliminary discussions between CMAP and the Village of Steger, it was concluded that assistance from the LTA program should be divided into two steps. First CMAP staff will study Steger's many planning needs and initiatives in order to determine the communities planning priorities. This will culminate in a planning prioritization report.

Possible report recommendations may include: a comprehensive plan update, commercial corridor plan including suggested corridor, a sub-area or transit-oriented development plan.

### **Approximate Timeline**

The following scope of work is designed to be completed in approximately six months, however, this timeline can change based upon a number of factors such as meeting schedules and availability of necessary data.

### **Deliverables**

The final deliverable of this project will be a planning priorities report. Once approved, this report will be used to determine planning priorities for the village in an effort to direct further LTA assistance.

## **Proposed Tasks**

### **Step 1: Pre-kickoff work**

The first step in the planning process is designed to introduce the project to the Village Board and any relevant commissions. CMAP will be looking for a commitment from the Board of Trustees and any relevant commissions to actively participate in this important planning activity.

- The community will need to adopt a resolution expressing support for the project and authorizing staff to participate. CMAP will provide a sample resolution, to be modified as necessary. This will need to be passed before the project begins.
- The activities above will necessitate at least one (possibly more) in-person meeting between CMAP and Village staff as well as continual communication during the period immediately before project initiation.

### **Step 2: research**

CMAP staff will conduct a thorough review of current plans, studies and reports. The review of the current plans and studies may include meetings with the lead agency involved in each study to learn about the process used to create the study, the recommendations and outcomes of the study, and to learn what recommendations may be carried forward in the creation of the planning priorities report so

as not to “reinvent the wheel” and to build upon the work that has already been completed in the community.

**Step 3: stakeholder interviews**

This step will focus on gathering opinions on the community’s past, present and future planning priorities. CMAP will conduct interviews with the village mayor, board of trustees, village staff, and other relevant stakeholders who are critical to the future development of the village (as identified by village staff).

**Step 4: draft report**

Based upon research findings and the stakeholder interviews, a draft planning priorities report will be prepared. The planning priorities report will likely include the following sections: introduction, community context (including demographics), planning activities to-date, stakeholder interviews, recommendations, and next steps. Once complete, the draft report will be presented to village staff, Board of Trustees, and any relevant commission for input.

*Deliverables: A draft planning priorities report for review.*

**Step 5: report adoption**

CMAP anticipates that the Village Board of Trustees will approve the planning priorities report during a regular Village Board meeting, laying the groundwork for a future project to be undertaken through CMAP’s LTA program.

*Deliverables: A finalized planning priorities report for acceptance and adoption by the Village Board.*

Res. # 1071

**RESOLUTION**

**BE IT RESOLVED** by the Village President and the Village Board of the Village of Steger, Cook County/Will County, Illinois, as follows:

1. That the Real Estate Purchase Agreement pertaining to the property commonly known as 3001 Loverock Avenue, Steger, Illinois, is hereby approved; and
2. Payment is hereby approved under the aforesaid Real Estate Purchase Agreement, and payment of the purchase price and any expenses associated with the Real Estate Purchase Agreement is hereby authorized and directed to be paid;
3. Approval is hereby given to the Village President, Village Clerk, Village Administrator and/or Village Prosecutor of the Village of Steger to execute any and all documents necessary for the completion of the transaction contemplated by the aforesaid Real Estate Purchase Agreement.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**APPROVED:**

\_\_\_\_\_  
Village President

**ATTEST:**

\_\_\_\_\_  
Clerk

REAL ESTATE CONTRACT  
FORM APPROVED BY THE SOUTHWEST BAR ASSOCIATION AND  
FORM APPROVED BY THE SOUTH/SOUTHWEST ASSOCIATION OF REALTORS

Seller: Stough Group, Inc.  Single Family

Address: \_\_\_\_\_  Multi-Family

(CITY) (STATE) (ZIP)

Buyer: Village of Steger  Townhouse

Address: 3320 Lewis Avenue, Steger, IL 60475  Condominium

(CITY) (STATE) (ZIP)

Vacant Lot  
(Check one)

Buyer hereby agrees to purchase and Seller agrees to sell the following described real estate, on the terms and conditions herein set forth.  
DESCRIPTION OF PROPERTY: LEGAL DESCRIPTION (Permission to attach hereto at any time hereafter)

Street Address: 3001 Loverock Avenue, Steger, IL 60475 PIN # 32-33-403-068-0000

SEE ATTACHED LEGAL

LOT SIZE: APPROXIMATELY 264.24 X 395 FEET.

IMPROVED WITH N/A Vacant Land

together with all appurtenances attached to and forming a part of the premises, for which Seller shall deliver a Bill of Sale at time of delivery of deed: existing heating, plumbing, electrical lighting fixtures, storm windows, storm doors and screens, if any; drapery rods, curtain rods, if any; fencing, if any; attached air conditioners, if any; attached outside antenna, if any; water softener (except rental units), if any; all planted vegetation; ceiling fans, if any; automatic garage door system and all related remote hand-held units, if any; and specifically including the following items of personal property now on the premises:

PRICE AND TERMS:

PURCHASE PRICE ..... \$ 1.00

EARNEST MONEY DEPOSIT

In the form of (cash), (personal check), (cashier's check) or (judgment note due \_\_\_\_\_) \$ 0.00

BALANCE DUE AT CLOSING ..... \$ 1.00

FINANCING:

~~This contract is contingent upon Buyer securing within \_\_\_\_\_ days of acceptance hereof a written mortgage commitment on the real estate herein in the amount of \$ \_\_\_\_\_ or such lesser sum as Buyer accepts, with interest not to exceed \_\_\_\_\_ % per year, to be amortized over \_\_\_\_\_ years, the combined origination and discount fees for such loan not to exceed \_\_\_\_\_, plus loan processing fees, if any. Buyer shall make written application for such loan within ten (10) days from date of acceptance of Contract, shall cooperate with the lender in supplying all necessary information and documentation, and shall diligently attempt to obtain the mortgage described herein. In the event the Buyer is unable to secure such loan commitment, Buyer shall provide written notice of same to Seller or Seller's attorney. Seller may, at his option, within an equal number of additional days, procure for Buyer such a commitment or notify Buyer that Seller will accept a purchase money mortgage upon the same terms. In the event that Buyer nor Seller secure such loan commitment as herein provided within the time allowed, then this Contract shall become null and void and all earnest money shall be returned to Buyer. Buyer shall be allowed to have a mortgage or trust deed placed of record prior to closing, but any delays caused thereby shall not constitute a default by the Seller. Seller must allow reasonable inspection of the premises by Buyer's financing agent. Unless a contingent upon sale/closing provision is attached and made part of this contract, Buyer represents that his ability to obtain financing is not subject to the sale, closing, or rental of any other real estate. Buyer will be deemed to be in default if he obtains a loan commitment conditioned upon the sale, closing, or rental of any other real estate. Buyer will be deemed to be in default if he obtains a loan commitment conditioned upon the sale, closing, or rental of other real estate, and fails to close this transaction as agreed.~~

CLOSING:

The closing shall be on or before December 15, 2014 at the office of Buyer's lender, or designated.

POSSESSION:(Select one applicable option)

Seller shall deliver possession to the Buyer at closing, OR

Seller shall deliver possession to Buyer within \_\_\_\_\_ days from date of closing. Seller agrees to pay Buyer for use and occupancy the sum of \$per day for each day after closing that Seller retains possession. Seller shall be responsible for heat, utilities and home

maintenance expenses during said period, and shall deliver possession of the real estate in the same condition as it is in on the date of closing. Should Seller fail to deliver possession to Buyer as agreed, Seller shall pay to Buyer beginning on the \_\_\_\_\_ day after closing, the sum of \$ \_\_\_\_\_ per day until possession is delivered to the Buyer and Buyer shall, in addition to all other remedies, have the immediate right to commence any legal action or proceeding calculated to evict and remove the Seller from the premises. Seller agrees to waive all notices required by the Forcible Entry and Detainer Act or any other statute, and consents to an immediate judgment for possession. Seller further agrees to reimburse Buyer for all reasonable attorneys' fees and court costs Buyer may incur the enforcement of his rights pursuant to this provision.

Seller shall deposit the sum of \$ \_\_\_\_\_ in escrow with, as Escrowee, at the time of closing, and any monies due the Buyer for Seller's use and occupancy hereunder shall be paid to Buyer from this deposit and the balance, if any, shall be refunded to Seller. Possession shall be deemed delivered to Buyer when Seller has vacated the premises and delivered the keys to the Buyer or the Escrowee. Escrow money shall be limited to delivery of possession, and funds held pursuant to this paragraph shall be used only to satisfy payment for use and occupancy.

*MP*  
*Buyer*  
**TITLE EVIDENCE:**

Seller, at his expense, shall furnish not less than five (5) days prior to the closing date, a title commitment for an owner's title insurance policy issued by an Illinois licensed title insurance company in the amount of the purchase price covering the date hereof subject only to (a) the general exceptions contained in the title policy (except that, where the subject property qualifies as single family residential unit, the policy shall provide extended coverage over the general exceptions); (b) the title exceptions set forth below; and (c) title exceptions pertaining to liens or encumbrances which have been assumed by the Buyer under the terms hereof or which the Seller has agreed to remove at closing from the proceeds hereunder. Any delay in delivery of the title commitment which is caused by the Buyer, his agent, or his lending agency shall extend the time for delivery thereof by the Seller by such period of delay. If the title commitment discloses exception not provided for herein, the Seller shall have until closing to remove said exceptions or to acquire title insurance covering said unpermitted exceptions. If Seller fails to remove said exceptions or obtain an additional insurance within the time stated herein, Buyer may elect to terminate this Contract and all monies paid by the Buyer shall be refunded to him.

**DEED (CONVEYANCE, LIENS, ENCUMBRANCES):**

Seller shall convey or cause to be conveyed to Buyer title to the premises by a recordable general warranty deed with release of homestead rights, or trustee's deed if applicable, in joint tenancy, if more than one Buyer, or to Buyer's nominee, subject only to the following permitted exceptions, provided none of which shall materially restrict the reasonable use of the premises as a residence: (a) general real estate taxes not due and payable at the time of closing; (b) building lines and building laws and ordinances, use or occupancy restrictions, conditions and covenants of record; (c) zoning laws and ordinances which conform to the present usage of the premises; (d) public and utility easements which serve the premises; (e) public roads and highways, if any; (f) party wall rights and agreements, if any; and (g) limitations and conditions imposed by the Illinois Condominium Property Act and condominium declaration, if applicable.

**PRORATIONS:**

The following items, if applicable, shall be prorated as of the date of closing: (a) insurance premiums; (b) general real estate taxes, including special service areas, if any; (c) rents and security deposits; (d) interest on mortgage indebtedness assumed; (e) water taxes; (f) homeowners and/or condominium/townhome association dues and assessments; (g) prepaid service contracts. Prorations of general taxes shall be on the basis of 105% of the last ascertainable bill. If said bill is based on a partial assessment or on an unimproved basis for improved property, a written agreement (with escrow) for final proration when the complete assessment information is available from the County Assessor shall be signed at closing by the parties hereto.

**SURVEY:**

*MP*  
Seller at his expense, except for condominiums, shall furnish to Buyer a current spotted survey (~~dated not more than 6 months prior to the closing date~~) under certification by an Illinois licensed land surveyor showing the location of all improvements, easements and building lines. The location of all improvements of the subject property shall be within the lot lines and not encroach upon any easements or building lines, and said survey shall show no encroachments from adjoining properties. In the event said survey discloses encroachments, these encroachments shall be insured by the title company for Buyer and Buyer's lender at Seller's expense.

~~**COMMISSION:**~~

~~Real estate broker's commission shall be paid in accordance with the terms of the listing agreements and Buyer representation agreements of the respective parties, unless otherwise agreed in writing by the respective parties and their brokers. Seller's broker and Buyer's broker are identified on page four (4) of this Contract.~~

**ATTORNEY MODIFICATION:**

The terms of this Contract, except the purchase price, closing date, and possession date, are subject to good faith modification (which may include additional terms) by the attorneys for the parties within three (3) business days from the Contract Date (excluding Saturday, Sunday, and legal holidays). Notice of modification shall be in writing, served upon the other party or his agent, and shall state the specific terms to be modified and the proposed revisions. **IN THE ABSENCE OF WRITTEN NOTICE WITHIN THE TIME SPECIFIED HEREIN, THIS PROVISION SHALL BE DEEMED WAIVED BY ALL PARTIES HERETO AND THIS CONTRACT SHALL CONTINUE IN FULL FORCE AND EFFECT. THE PARTIES ACKNOWLEDGE THAT MODIFICATION PURSUANT TO THIS PROVISION SHALL CONSTITUTE A COUNTEROFFER.**

~~CLEAN CONDITION:~~

~~Seller shall leave the premises in broom clean condition. All personal property not to be conveyed to Buyer and all refuse shall be removed from the premises at Seller's expense by the possession date.~~

**PROPERTY INSPECTION CONTINGENCY: (Select an applicable option)**

Buyer declines to have a professional property inspection performed, and this Contract shall not be contingent upon such an inspection,

OR

Buyer shall have the right, for a period of five (5) business days following the date of acceptance of this Contract, to have the subject property and its improvements inspected by a certified home inspection service of Buyer's choice, and at Buyer's cost. The home inspection shall cover ONLY the major components of the Premises; central heating system(s), central cooling system(s), interior plumbing system, electrical system, all mechanical systems, and structural components, consisting of roof, walls, windows, ceilings, floors and foundation. A MAJOR COMPONENT SHALL BE DEEMED TO BE IN OPERATING CONDITION IF IT PERFORMS THE FUNCTION FOR WHICH IT IS INTENDED, REGARDLESS OF AGE, AND DOES NOT CONSTITUTE A THREAT TO HEALTH OR SAFETY. Buyer shall indemnify Seller and hold Seller harmless from and against any loss or damage caused by the acts of negligence of Buyer or any person performing such inspection. BUYER AGREES MINOR REPAIRS AND ROUTINE MAINTENANCE ITEMS ARE NOT A PART OF THIS CONTINGENCY. The parties agree that repairs which do not exceed, in the aggregate, \$500.00 to remedy shall be considered minor deficiencies for the purpose of this paragraph and Buyer agrees to assume those repairs with no allowance from Seller. Buyer, within the five (5) business days after acceptance of Contract, shall have the right and option to serve written notice upon Seller, Seller's listing agent, or attorney of the above deficiencies disclosed by the inspection report when the cumulative cost of repair exceeds the limitation set forth herein, and Buyer shall have the right to request repair of such deficiencies. In the event Buyer makes a request for certain repairs, Buyer shall immediately deliver a copy of the inspection report to Seller. Seller shall, within five (5) business days thereafter, notify Buyer that (i) Seller will repair such deficiencies; (ii) Seller will, at closing, credit the Buyer in an amount equal to the reasonable cost of the repair of such deficiencies; or (iii) Seller proposes to negotiate the cost or obligation of correcting certain defects; or (iv) Seller will neither repair nor provide a credit. In the event Seller selects options (iv), upon receipt of the Seller's notice, Buyer shall within two (2) business days thereafter notify Seller of Buyer's election to either proceed with the transaction, waiving all home inspection repair request, or declare the Contract null and void, in which case all earnest money shall be promptly refunded to Buyer. The parties hereto agree that the following items are accepted by Buyer "As Is", shall not be made a part of Buyer's request for repairs, and shall not be further negotiated:

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**IN THE ABSENCE OF WRITTEN NOTICE OF REQUEST FOR REPAIRS FROM BUYER WITHIN THE TIME SPECIFIED HEREIN, THIS HOME INSPECTION CONTINGENCY SHALL BE DEEMED WAIVED BY THE BUYER AND NO LONGER A PART OF THIS REAL ESTATE CONTRACT.**

**WELL AND SEPTIC TEST: (Select one applicable option)**

The subject property is served by a community or municipal water and sewage treatment system (well and septic test provision inapplicable).

OR

The subject property is not served by a community or municipal water and/or sewage treatment system. Seller, at his expense, prior to closing, shall obtain and deliver to Buyer a water test performed by or acceptable to the county in which the property is located, and a septic system test indicating that the system is in proper operating condition and in compliance with applicable state, county and local statutes. Such tests shall be performed not more than 60 days prior to the closing date. If either of said written test reports indicate that the water is not potable, that the septic system is not in proper operating condition, or that the systems are not in compliance with the relevant statutes, Seller shall have the option to make the necessary repairs and bring the system(s) into compliance prior to the closing date. In the event Seller elects not to make the necessary repairs, then this Contract, at the option of Buyer, shall become null and void, and all earnest money shall be refunded to Buyer.

**FLOOD PLAIN:**

Buyer shall have the option of declaring this contract null and void within five (5) days of receipt of any written notice or disclosure, including the Residential Real Property Disclosure Report, that the property is located in a special flood plain hazard area which requires the Buyer to obtain flood insurance. This option shall not exist in the event such written notice or disclosure was provided in statement number three (3) of a Residential Real Property Disclosure Report executed by both Seller and Buyer prior to the Contract Date.

**PERFORMANCE/DEFAULT/RELEASE OF EARNEST MONEY:**

The earnest money and this Contract shall be held by \_\_\_\_\_ (Escrowee) for the benefit of the parties hereto, and applied to the purchase price at closing. In the event of a default by Seller or Buyer, the parties are free to pursue any legal remedies available at law or in equity. **THERE SHALL BE NO DISBURSEMENT OF EARNEST MONEY UNLESS ESCROWEE HAS BEEN PROVIDED WITH A WRITTEN AGREEMENT FROM SELLER AND BUYER.** Absent an agreement relative to the disbursement of earnest money within a reasonable period of time, Escrowee may deposit the funds with the Clerk of the Circuit Court by the filing of an action in the nature of an interpleader. Escrowee shall be reimbursed from the earnest money for court costs related to the filing of the interpleader action. Seller and Buyer hereby indemnify and hold Escrowee harmless from any and all claims and demands arising out of any releases of earnest money pursuant to a written agreement of the parties or court order.



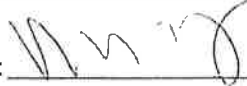

~~TERMITE INSPECTION:~~

~~Prior to closing, the Seller, at his expense, shall deliver to Buyer a written report from an inspection company certified to do termite inspection by the State Department of Public Health, dated not more than six (6) months prior to the closing date, stating that there is no visible evidence that the premises are infested by active termites, or other wood boring insects. Unless otherwise agreed between the parties, if the report discloses evidence of active infestation of structural damage, the Buyer shall have the option within five (5) business days of his receipt of the report to proceed with the purchase or declare the Contract null and void. This provision shall not be applicable to condominiums or to newly constructed property having been occupied for less than one year following completion of construction.~~

**GENERAL CONDITIONS AND STIPULATIONS:**

- (a) Both Seller and Buyer agree to execute all documents and provide all information necessary to enable any lender to issue a commitment for mortgage or trust deed and to close this sale.
  - (b) Seller represents that he has not received any notice from any governmental body of any ordinance, zoning or building code violation, condemnation proceeding, pending rezoning, or special assessment proceeding affecting the property.
  - (c) All notices herein required shall be in writing and served upon the parties at the addresses shown on this Contract or upon the attorney for such party. In the event the name and address of the Seller or the attorney for the Seller is unknown, written notice may be served upon the listing broker as agent for such Seller. Facsimile transmission of any offer, acceptance, notice, or rider herein provided to the parties, their broker or attorney, shall constitute sufficient notice or acceptance. Original documents shall be forwarded in all instances within three (3) business days of such notice. Notice to any one party of a multiple person party shall be sufficient service to all.
  - (d) This Contract and any Riders attached hereto shall constitute the entire agreement and understanding between the Seller and Buyer, and there are no other agreements, representations, or understandings, oral or written, between the parties with respect to the subject matter of this Contract. No alteration, modification, or amendment to this Contract shall be valid unless in writing and signed by all parties.
  - (e) This Contract shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, legal representatives and permitted assigns.
  - (f) This Contract is subject to the provisions of Public Act 89-111 known as the Residential Real Property Disclosure Act, the terms of which are expressly incorporated herein and made a part of this Contract. The Seller represents that the information contained in the disclosure document is accurate as of the contract date.
  - (g) The invalidity of any paragraph or subparagraph of this Contract shall not impair the validity of any other paragraph or subparagraph. If any provision of this Contract is determined to be unenforceable by a court, such provision shall be deemed severable and this Contract may be enforced with such provision severed or as modified by such court.
  - (h) Prior to closing, Buyer shall have the right to enter into and make a final inspection of the premises to determine that the premises are in the condition required by the terms of the contract. If there has been an adverse change in the condition of the premises since the Contract Date, the Seller shall restore the premises to the same condition as it was on the Contract Date, or as called for by the terms of the Contract.
  - (i) Seller shall pay for the State of Illinois and county real estate transfer tax stamps. Any municipal transfer tax shall be paid by the party designated in the ordinance of the municipality imposing the tax.
  - (j) If the improvements on the property shall be destroyed or materially damaged by fire or other casualty prior to closing, the provisions of the Uniform Vendor and Purchaser Risk Act of Illinois shall apply.
  - (k) If the Buyer or Seller under this Contract is an Illinois land trust, the individual beneficiaries thereto have signed their names to this Contract to indicate they are the beneficiaries of said trust in order to guarantee their performance of this contract and to indicate that they hold the sole power of direction with regards to said trust.
- This Contract and Riders numbered \_\_\_\_\_ **RESIDENTIAL REAL PROPERTY DISCLOSURE REPORT and LEAD BASED PAINT DISCLOSURE**, unless inapplicable, are attached hereto and incorporated herein, shall be executed by Buyer and Seller and one copy thereof delivered to Seller and one copy delivered to Buyer.

**THIS IS A LEGALLY BINDING CONTRACT WHEN SIGNED. IF NOT UNDERSTOOD, SEEK LEGAL ADVICE BEFORE SIGNING.**

BUYER(S):  SELLER(S):  Michael Pizzuto President  
The Slough Group

BUYER(S): \_\_\_\_\_ SELLER(S): \_\_\_\_\_

Date of Offer: 11/14/14 Date of Acceptance: 11/25/14

(This date shall be inserted only after the parties hereto have agreed to all the terms and conditions of this Contract and is also referred to herein as the Contract Date).

IDENTITY OF BROKERS AND ATTORNEYS

Buyers's Broker: \_\_\_\_\_  
(Company)

Seller's Broker : \_\_\_\_\_  
(Company)

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Agent's Name \_\_\_\_\_

Agent's Name \_\_\_\_\_

Buyer's Attorney: Luciano Panici, Jr.

Seller's Attorney: \_\_\_\_\_

Telephone: 708-889-9626

Telephone: \_\_\_\_\_

Fax: 708-889-9634

Fax: \_\_\_\_\_

Legal Description

PARCEL 1: LOTS 1 TO 48, BOTH INCLUSIVE, IN BLOCK 2 IN KEENEY'S  
SUBDIVISION OF CHICAGO HEIGHTS, A SUBDIVISION OF THE EAST ½ OF THE  
SOUTHWEST 1/4 AND THE WEST ½ OF THE SOUTHEAST 1/4 OF SECTION 33,  
TOWNSHIP 35 NORTH, RANGE 14, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN  
COOK COUNTY, ILLINOIS.

Permanent Index Number: 32-33-403-068-0000

BUSINESS LICENSE APPLICATION

Steger. Ill. 60475

BUSINESS NAME: L'ER Auto Sales ADDRESS: 3218 Chicago Rd.

APPLICANT'S NAME: Antoine Lientore ADDRESS: 2027 221st.

CITY: Sauk Village STATE: Ill. ZIP CODE: 60411

BUSINESS PHONE: (708) 890-4957 HOME PHONE: (708) 543-7015

TYPE OF BUSINESS: (Please explain your proposed operations, types of products and services include hours of operations and whether your business is wholesale or retail) \_\_\_\_\_

I would like to open a small car lot 10 cars or less

STATE TAX NO.: \_\_\_\_\_ THE VILLAGE OF STEGER MUST BE NAMED ON YOUR STATE TAX FORM AS RECEIPT OF SALES TAX

FLAMMABLE MATERIALS?: NO INSIDE: NO OUTSIDE: NO

PARKING SPACES: CUSTOMER: YES HANDICAP: N/A EMPLOYEE: YES

Return completed application, along with \$50.00 fee to the Village Clerk's Office. The completed application will be presented to the Village Board for approval pending inspections. Once your business is set up, you must contact the Village Hall and set up for three (3) inspections (Fire, Building and Health). Once the inspections have been approved, your final business license invoice must be paid. Your final official business license will be hand delivered to your business.

Applicant's Signature: [Signature] Date: \_\_\_\_\_

FOR OFFICE USE ONLY

ZONING OF PROPERTY: \_\_\_\_\_

INSPECTIONS:	BUILDING	DATE: _____	APPROVED BY: _____
	FIRE	DATE: _____	APPROVED BY: _____
	HEALTH	DATE: _____	APPROVED BY: _____

BOARD APPROVAL: DATE: \_\_\_\_\_ 45 DAY TEMPORARY LICENSE EXPIRES: \_\_\_\_\_

INSPECTION FEES: AMOUNT PAID: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_