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

**FEBRUARY 2, 2015**

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 Village Board meeting will be Tuesday, February 17, 2015
   The Village Hall will be closed Monday, February 16th in observance of the Presidents Day Holiday
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, 12/15/14 & 1/20/15)

Mayoral Appointments to Boards and Commissions (tabled 1/20/15)

Liquor License Application of Mahmood Lakha of 500 Food Mart at 500 West 34th Street. (TABLED 1/5/15 & 1/20/15)

Fadi Wireless temporary business license (tabled 1/20/15)

K. NEW BUSINESS:

The swearing in of Full-time Patrolman Ryan M. Boren

Chief Mormann requests approval of one additional Full-time Patrolman.

Discussion on Architects’ proposals and possible Board Action

Discussion on Article I Sec. 22-1 of the Code of Ordinances - Security Patrol in certain residential rental apartment complexes.

Discussion on Sec. 22-45 of the Code of Ordinances - General business license subsection (b).

Temporary Business License Application of Hey Ma! Tattoo at 3218 Chicago Road, Unit B, pending inspections.

Temporary Business License Application of Dew’s Produce, LLC at 670 E. Sauk Trail, pending inspections.

2015 MFT Paving Project – Hopkins 30th to Steger Rd, Wentworth Steger Rd to Church, Durham Drive, Tiverton Ln, Camden Dr, E 35th St across RR tracks and Emerald W 32nd St to W 32nd PL

An intergovernmental Agreement by and between the Will County 9-1-1 Emergency Telephone System Board and the Village of Steger (Police & Fire Departments) for the funding of 9-1-1 Surcharge reallocation.

A request from Misericordia to hold its annual Jelly Belly Candy Days fundraising event on Friday and Saturday April 24 & 25, 2015 at the corner of 34th Street and Chicago Road.

L. ADJOURN TO CLOSED SESSION – 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.

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 20th day of January, 2015 in the Municipal Building of the Village of Steger with the Village Clerk Carmen S. Recupito, Jr. attending. President Peterson was absent.

The Village Clerk called the roll and the following Trustees were present: Buxton, Skrezyna, Sarek, Lopez and Perchinski. President Peterson and Trustee Kozy were absent. Also present were HR Director Mary Jo Seehausen, Community Center Director Diane Rossi, Village Administrator Mike Tilton, Fire Chief Nowell Fillion, EMA Chief Tom Johnston and Police Chief Carl A. Mormann.

Clerk Recupito entertained a motion to appoint a temporary Mayor in President Peterson's absence. Trustee Perchinski made a motion to appoint Trustee Lopez as temporary Mayor. Trustee Skrezyna seconded the motion. Roll was called and the following Trustees voted aye; Buxton, Skrezyna, Lopez, Sarek and Perchinski. Motion carried. Trustee Lopez took the chair as temporary Mayor.

AWARDS, HONORS & SPECIAL RECOGNITIONS

None

MINUTES

Trustee Skrezyna made a motion to approve the minutes of the January 5, 2015 Board Meeting, as written. Trustee Buxton seconded the motion. Voice vote was called; all ayes. Motion carried.

Trustee Sarek made a motion to approve the minutes of the January 5, 2015 Appropriation Hearing, as written. Trustee Buxton seconded the motion. Voice vote was called; all ayes. Motion carried.

AUDIENCE PARTICIPATION

Mike Ruiz approached the Board. Mr. Ruiz works for Green Hornet Taxi Company. Mr. Ruiz would like to offer transportation to senior citizens. Temporary Mayor Lopez suggested Mr. Ruiz meet with Village Administrator Mike Tilton to further discuss the service.

REPORTS

Village Administrator Mike Tilton reported that he met with a third architect today. Funds that were promised by the State of Illinois have been frozen since the new governor has taken office. The money is still expected, but delayed.
Minutes of January 20, 2015 – page 2

Mr. Tilton met with Bruce Hackel who owns the parcel the Village is interested in. Mr. Tilton suggests going back to Crete and requesting more land to satisfy the state’s requirement of $7,700.

Trustee inquired about the quiet zone. Mr. Tilton explained that Chicago Heights is out of the study and South Chicago Heights is in agreement with Steger. The cost factor will fall on the Village of Steger.

Fire Chief Nowell Fillion reported that Brian Pearce is in the EMT Program at Prairie State College. Seven Fire Department members, including the Chief are enrolled in the Advanced Technical Firefighter Class also at Prairie State College.

The recently delivered Fire Department’s Units #103 & #106 should be in service by the next Board meeting and will be available for inspection.

Director of Public Infrastructure Dave Toepper was absent.

Police Chief Carl A. Mormann referenced his weekly reports. Chief Mormann also announced that Officer Brian Smith is being honored by the National Rifle Association as Law Enforcement Firearms Instructor of the Year.

EMA Chief Tom Johnston reported that a draft of the emergency operations plan should be presented by the March 2nd Board meeting.

Community Center Director Diane Rossi had no report.

HR Director Mary Jo Seehausen had no report.

Housing and Community Development Director Alice Peterson was absent.

Village Attorney Amber Munday was absent.

Trustee Buxton reported that the change from fiscal year to calendar year is underway. A financial report will be prepared for the next Board meeting.

TRUSTEES’ REPORTS

Trustee Skrezyna had no report.

Trustee Lopez had no report.

Trustee Sarek reported that Volleyball and Basketball seasons are underway.

Trustee Perchinski had no report.
Minutes of January 20, 2015– page 3

CLERK’S REPORT

The Clerk announced that St. Liborius Knights of Columbus are having a “Blue Mass” to honor public safety personnel Saturday January 31st at 5:30pm. All are invited.

PRESIDENT’S REPORT

Mayor was absent, but will have a State of Village address at the next Board meeting.

BILLS

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

OLD BUSINESS:

Trustee Perchinski made a motion to table discussion on the Finance Policy. Trustee Sarek seconded the motion. Voice vote was called; all ayes. Motion carried.

Trustee Perchinski made a motion to adopt ORDINANCE NO. 1085 AN ORDINANCE 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 Buxton seconded the motion. Roll was called and the following Trustees voted aye; Buxton, Skrezyna, Lopez, Sarek and Perchinski. Motion carried.

Trustee Perchinski made a motion to table the Liquor License Application of Mahmoud Lakha of 500 Food Mart at 500 West 34th Street, until the second Board Meeting of February. Trustee Skrezyna seconded the motion. Voice vote was called; all ayes. Motion carried.

NEW BUSINESS:

Trustee Perchinski made a motion to table Mayoral Appointments. Trustee Buxton seconded the motion. Voice vote was called; all ayes. Motion carried.

Trustee Skrezyna made a motion to approve the Proven Business Systems Toshiba 36 month lease and to include the fax board and the stapling finisher to the lease. Trustee Perchinski seconded the motion. Voice vote was called; all ayes. Motion carried.

Trustee Perchinski made a motion to accept the low bid of Talsma Builders for Temporary Police Modifications as the result of the January 15th bid opening. Trustee Skrezyna seconded the motion. Roll was called and the following Trustees voted aye; Buxton, Skrezyna, Lopez, Sarek and Perchinski. Motion carried.
Minutes of January 20, 2015– page 4

Trustee Sarek made a motion to approve the financing of the Village Administrator's new vehicle. The financing will be 4 years at 3.2% through Old Plank Trail Bank. Trustee Buxton seconded the motion. Roll was called and the following Trustees voted aye; Buxton, Skrezyna, Lopez, Sarek and Perchinski. Motion carried.

Trustee Perchinski made a motion to transfer a 2008 Ford Explorer from the Police Department to the Fire Department, as recommended by Police Chief Carl A. Mormann. Trustee Sarek seconded the motion. Voice vote was called; all ayes. Motion carried.

Trustee Perchinski made a motion to approve the purchase of a Stryker ambulance cot at a cost of $18,805.15, to be paid for in part with grant funds. Financing through Stryker will be used at $2,700 per year. Trustee Skrezyna seconded the motion. Roll was called and the following Trustees voted aye; Buxton, Skrezyna, Lopez, Sarek and Perchinski. Motion carried.

Trustee Perchinski made a motion to table the Fadi Wireless temporary business license. Trustee Skrezyna seconded the motion. Voice vote was called; all ayes. Motion carried.

EXECUTIVE SESSION— to discuss personnel and contracts
Trustee Perchinski made a motion to table Executive Session until the next Board Meeting. Trustee Sarek seconded the motion. Voice vote was called; all ayes. Motion carried.

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.

ADJOURNMENT

There being no further business to discuss, Trustee Perchinski moved that the meeting adjourn. Trustee Skrezyna seconded the motion. Voice vote; all ayes. Motion carried.

MEETING ADJOURNED AT 7:24 pm

Kenneth A. Peterson, Jr., Village President

Carmen S. Recupito, Jr., Village Clerk
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TRI-R SYSTEMS INCORPORATED 003984  06-00-31502  MIANT TO PUMPS  405.00
CENTRAL RODDING TOTAL SEWER SERVICE INC  11689  06-00-31506  HYDRO JET EASEMEN  650.00
T.R.L. TIRE SERVICE CORP  10760  06-00-31805  VEHICLE MAINT  45.94
COMED  52003 0115  06-00-33100  MONTHLY SERVICE  1.33
COMED  76056 0115  06-00-33100  MONTHLY SERVICE  1181.25
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** TOTAL FOR FUND 16 DEPT. 00 **

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TO: THE HONORABLE VILLAGE PRESIDENT
    THE HONORABLE BOARD OF TRUSTEES

CC: THE HONORABLE VILLAGE CLERK

FROM: AMBER L. MUNDAH, 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 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 ________
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 1st of each year and end on December 31st 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 charges 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 charges 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 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 31st 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


Taxation

VILLAGE OF STEGER

APPLICATION FOR LICENSE TO SELL ALCOHOLIC LIQUOR AT RETAIL

Application for License to Sell 
(Beer, Liquor, Wine and Liquor)

To the Mayor and Aldermen of the Village of Steger,

The undersigned hereby makes application for a license for the sale of alcoholic liquors under the provision of an Act entitled, "An Act relating to alcoholic liquors."

1. Name: 
   
   Mahmoud Labha 
   Home Phone: 713 513 9874
   Business Phone: 741 619 5384

2. Address: 
   
   625 W 77th Place
   Chicago, IL 60651

3. If a partnership or corporation, list names of partners or officers of the corporation and directors.

   Mahmoud Labha
   President
   Secretary

4. Citizenship:

   USA

   Place of birth: Karachi, Pakistan

5. Time and place of naturalization:

   Chicago, IL

6. Time and place of naturalization:

   Corporation

7. Character of business of applicant is:

   Corporation

8. Length of time in that business:

   15 Years

9. Amount of goods, wares and merchandise on hand:

   

10. Location and description of premises or place of business which is to be operated under such license:

    800 W 30th Street, Steger, IL 60475

11. The applicant has not made a similar application for a similar other license on premises other than described in this application.

   

12. The applicant has not been convicted of a felony and is not disqualified to receive a license by reason of any matter contained in this Act.

   Yes

13. State whether a previous license by any state or subdivision thereof, or by the federal government has been revoked.

   No

14. Give reasons therefor:

   

15. Applicant has received a local license from:

   

16. Applicant will not violate any of the laws of the State of Illinois or of the United States in the conduct of his place of business.

   

17. Applicant has not received or borrowed money or anything else of value, and will not receive or borrow money or anything else of value (other than merchandise credit in the ordinary course of business for a period not to exceed ninety days, as expressly permitted under Section 4 of Article VI hereof), directly or indirectly from any manufacturer, importing distributor or distributor, representative of any such manufacturer, importing distributor or distributor, nor be a party in any way, directly or indirectly, to any violation by a manufacturer, distributor or importing distributor of Section 5 of Article VI of this Act.

   

Dated this 8th day of DECEMBER, A.D. 2014

Applicant.

STATE OF ILLINOIS

County of COOK

Oath of the undersigned, being first duly sworn upon

oath states that he has read the above and foregoing application and knows the contents thereof, and that the same and the facts therein are true.

Subscribed and sworn to before me this 8th day of DECEMBER, A.D. 2014

Notary Public.

Chap. 43, Sec. 148

If a partnership should be signed by any of the partners.

If a corporation should be signed by the President and Secretary.

Commission No 25661

WANDA MOREHEAD
Notary Public, State of Illinois
My Commission Expires June 15, 2015
BUSINESS LICENSE APPLICATION

BUSINESS NAME: Fadi Wireless Inc. ADDRESS: 3335 Chicago Road
APPLICANT'S NAME: Fadi Mohammad ADDRESS: 6 Old Farm South Court
CITY: Broadview STATE: IL ZIP CODE: 60103

BUSINESS PHONE: 815-295-2036 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)

Burst Mobile cell phone store. We also sell accessories and air time and repairs.

STATE TAX NO.: 4094-7972 THE VILLAGE OF STEGER MUST BE NAMED ON YOUR STATE TAX FORM AS RECIPIENT 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: 1-05-15 APPROVED BY: __________________________
FIRE DATE: 1-7-15 APPROVED BY: __________________________
HEALTH DATE: __________ APPROVED BY: __________________________

BOARD APPROVAL: DATE: ______ 45 DAY TEMPORARY LICENSE EXPIRES: ______

INSPECTION FEES: AMOUNT PAID: ______ DATE PAID: ______ RECEIPT #: ______
Sec. 22-45. - General business license.

(a) No person shall engage in the business of dealing in merchandise, wares, or goods of any kind or nature, or operate a factory or any other business not otherwise licensed by a special ordinance, without first obtaining a license therefor.

(b) Specifically excluded from the provisions of subsection (a) are persons offering professional services engaged in the practice of medicine, dentistry, law, architecture, and engineering.

(c) The annual fee for such license shall be as set by separate ordinance; provided that upon application made after the expiration of the first six months of the license year, a license shall be issued upon the payment of one-half of such fee.

(d) All businesses included in this section must be operated so as not to create a fire hazard. The premises in which the businesses are operated shall be regularly inspected by the fire inspector, who shall be authorized to make any regulations as to exits, fire escapes, or fire prevention as are necessary. The inspections herein provided may be in addition to other inspections provided in this chapter.

(Code 1969, § 110.015)

Cross reference— Fire prevention and protection, ch. 34.
ARTICLE I. - IN GENERAL

Sec. 22-1. - Security patrol in certain residential rental apartment complexes.
(a) All apartment complexes containing 100 or more units shall provide a 24-hour onsite security patrol at the ratio of one officer for every 300 units during the hours of 2:00 p.m. to 4:00 a.m. and one officer for every 600 units from 4:00 a.m. to 2:00 p.m.
(b) The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:
   Complex means a cluster of apartment buildings which use common roadways, parking lots, play areas, swimming pools, etc., regardless of whether or not the actual ownership of the individual units or group of units is held by the same person.
(c) Any person violating this section shall be fined as provided in section 1-12. In addition thereto, any person violating this section shall forfeit any claim to any occupancy permits until the complex is in compliance with this section.

(Code 1969, § 99.001)

Cross reference— Definitions and rules of construction generally, § 1-2; law enforcement, ch. 54.
Secs. 22-2—22-30. - Reserved.
BUSINESS LICENSE APPLICATION

BUSINESS NAME: Hey Ma! tattoo
ADDRESS: 3218 unit B3

APPLICANT'S NAME: David Slater
ADDRESS: 1842 w westlake

CITY: crete STATE: IL ZIP CODE: 60417

BUSINESS PHONE: 855-0893 HOME PHONE: 708-257-1233

TYPE OF BUSINESS: (Please explain your proposed operations, products, and services include hours of operation and whether your business is wholesale or retail) tattoo
body piercing 12-9 toes -sat retail selling t-shirts
body piercing, nose, ear, tattoo merchandise

STATE TAX NO.: Applied for

THE VILLAGE OF STEGER MUST BE NAMED ON
YOUR STATE TAX FORM AS RECIPIENT OF SALES TAX

YAMMABLE MATERIALS? : ______ 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: [Signature] Date: 1-20-15

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: $50.00 DATE PAID: 1/21/15 RECEIPT #: 14461

64461 CA 50.00 01/21/15
BUSINESS LICENSE APPLICATION

BUSINESS NAME: Dow's Produce LLC
ADDRESS: 670 E. Sauk Trail

BUSINESS OWNER'S NAME: Clarence A. Dow
ADDRESS: 670 E. Sauk Trail
CITY/STATE: Steger/IL
ZIP: 60475

BUSINESS PHONE: 708-758-1364
HOME PHONE: 708-758-1364

TYPE OF BUSINESS: Farm
WHOLESALE: V
RETAIL: ______

STATE TAX NO.: 0246-6034

THE VILLAGE OF STEGER MUST BE NAMED ON YOUR STATE TAX FORM AS RECIPIENT OF SALES TAX

Return completed application, along with $50.00, non-refundable, to cover inspection fees to the Village Clerk's Office. The completed application will go before the Village Board for temporary approval.

In accordance with Ordinance No. 895, all inspections on the business must be made and the property brought into compliance with all pertinent State and Village Codes within 45 days from the issuance of the TEMPORARY APPROVAL or the business license will terminate. At that point, you will not be allowed to conduct business until such time as the property is brought into compliance with State and Village Codes and the Village Board grants final approval.

In accordance with Ordinance No. 850, it shall be unlawful for any person, firm or corporation to paint, erect, construct, alter, relocate, expand or change the face of any sign within the Village unless a permit has been issued by the Village of Steger. (see attached sign permit application)

Applicant's Signature: Clarence A. Dow
Date: 1-29-2015

FOR OFFICE USE ONLY

CURRENT ZONING OF PROPERTY: ______ ZONING REQUIRED: ______

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

INSPECTION FEES: AMOUNT PAID: 50.00 DATE PAID: 1/30/15 RECEIPT #: 64578

COPIES DISTRIBUTED TO: Code Enforcement: ______ Water Billing: ______

TEMPORARY APPROVAL GRANTED BY VILLAGE BOARD ON: ______

04/01/08
INTERGOVERNMENTAL AGREEMENT

BY AND BETWEEN

THE WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD

AND THE

Village of Steger
Agency Name

FOR THE FUNDING OF A 9-1-1 SURCHARGE REALLOCATION

Pursuant to the FY 2015
Surcharge Reallocation Grant Program

Effective December 1, 2014 to September 30, 2015

DATED: ____
INTERGOVERNMENTAL AGREEMENT
BETWEEN THE WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD
AND THE MUNICIPAL AGENCY OR PUBLIC SAFETY ANSWERING POINT
KNOWN AS

**Village of Steger**
*Agency Name*

FOR THE FUNDING OF A 9-1-1 SURCHARGE REALLOCATION

This AGREEMENT is made and entered into on the 2nd day of February, 2015,
by and between the WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD (hereafter referred to as “ETSB”) and the MUNICIPAL AGENCY or Public Safety Answering Point (hereafter referred to as “PSAP” known as Village of Steger (hereafter referred to as “MUNICIPAL AGENCY or PSAP”).

WHEREAS, the ETSB has created a Surcharge Reallocation program as outlined in “exhibit one”, attached hereto, and hereby incorporated by reference; and

WHEREAS, the MUNICIPAL AGENCY or PSAP has agreed to participate in said Surcharge Reallocation program, and by doing so, has agreed to all of the terms and conditions as outlined in said agreement; and

WHEREAS, the provisions of Article VII, Section 10 of the 1970 Illinois Constitution and the provisions of the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) authorize and encourage intergovernmental cooperation;

NOW, THEREFORE, in consideration of the promises, covenants, terms and conditions set forth in this AGREEMENT and the attached “Exhibit One,” the sufficiency of which are hereby acknowledged, the ETSB, and the MUNICIPAL AGENCY or PSAP agree as follows:

A. That the parties agree to be bound by each and every term and condition as set forth in “Exhibit Two” and that all such terms and conditions are hereby made a part of this agreement as if here fully set forth in this INTERGOVERNMENTAL AGREEMENT.

B. That this Surcharge Reallocation is expressly given by the ETSB to the MUNICIPAL AGENCY or PSAP as a single Surcharge Reallocation for specific qualifying goods and/or services in accordance with “Exhibit Two”, and is not to be construed as a continuing Surcharge Reallocation for this, or any other purpose.

C. That this Surcharge Reallocation is not a continuing Surcharge Reallocation but is limited to a one time only agreement, unless the ETSB, at its sole discretion, determines that additional Surcharge Reallocations or extensions are to be allowed.
D. The term of the Agreement will take effect as of December 1, 2014 and continue through September 30, 2015. However, the Agreement may be extended for an additional period of time, not to exceed ninety (90) days by approval of the ETSB. Such requests shall be submitted in writing and directed to Steve Figyed, Chief Administrator, Will County ETSB, 2561 W. Division St., Suite 101, Joliet, IL 60435.

E. The receiving agency acknowledges that all purchases made by it shall be legal, proper and in accordance with the “Emergency Telephone System Act”, 50 ILCS 750.

F. That attached hereto, and hereby incorporated by reference as “Exhibit One”, is the specific dollar amount of the Surcharge Reallocation as approved by the ETSB.

G. That attached hereto, and hereby incorporated by reference as “Exhibit Four”, is the Surcharge Expenditure Audit Report form that shall be completed by the MUNICIPAL AGENCY or PSAP in accordance with “Exhibit Two”.

H. That attached hereto, and hereby incorporated by reference as “Exhibit Three”, is the Contact Information-Project Proposal form that shall be completed by the MUNICIPAL AGENCY or PSAP and returned to the ETSB with this executed agreement.

I. MISCELLANEOUS

1. Nonliability: No party to this AGREEMENT shall be liable to any other party for any loss, claim or damages as a result of any delay or failure in the performance of any obligation hereunder, directly or indirectly caused by or resulting from acts of the other party, acts of the government, acts of God, acts of third persons, strikes, embargoes, delays in the mail, transportation and delivery, network or power failures and shortages, fires, floods, epidemics and unusually severe weather conditions, or other causes beyond the control of such party.

2. Binding effect: This AGREEMENT shall be binding upon and inure to the benefit of the successors and assigns of the parties as if they too were parties.

3. Severability: The parties agree that to the extent a court of competent jurisdiction shall determine that any part or provision of this AGREEMENT is unenforceable as a matter of law, such part or provision of the AGREEMENT shall be deemed severable and the remainder of the AGREEMENT shall survive.

4. Notice: All notices required herein shall be in writing and be served personally or by registered or certified mail, return receipt requested, upon the parties at their principal administrative offices or as otherwise designated.

5. Governing law: This agreement shall be governed, interpreted and construed according to the laws of the State of Illinois.
6. Amendment: This AGREEMENT and attached exhibits contains the entire agreement of the parties and shall supersede any prior agreements or understandings, written or oral, and may only be altered, modified or amended by written consent of the parties.

7. Compliance with laws: The parties agree that they will each observe and comply with all applicable federal, state and local laws that affect performance under this AGREEMENT.

8. Indemnification: The MUNICIPAL AGENCY or PSAP hereby holds harmless the ETSB for any claims, losses, damages and liabilities whatsoever relative to actions by third parties as a result of this Surcharge Reallocation and/or the purchase of goods and services with the Surcharge Reallocation funds. MUNICIPAL AGENCY or PSAP agrees to hold harmless and defend the ETSB, its staff and Board members, from and against any claims, losses, damages and liabilities, including costs, expenses, and attorney’s fees.

9. The ETSB, or its designee, shall have the authority to audit services, equipment or materials purchased through the 9-1-1 Surcharge Reallocation Program to ensure that said services, equipment or materials are being used in accordance with the Emergency Telephone System Act and the 9-1-1 Surcharge Reallocation Program Guidelines. This audit authority shall remain in effect for the life of the service, equipment or materials purchased through the 9-1-1 Surcharge Reallocation. Should the ETSB determine that the service, equipment or materials are not being used in accordance with the Emergency Telephone System Act and the 9-1-1 Surcharge Reallocation Program Guidelines then said service, equipment or materials shall be removed and returned to the ETSB, at the expense of the agency, or the agency shall be required to refund the financial assistance received from the ETSB. The ETSB shall have sole discretion in determining which method of recovery shall be followed by the agency.

10. Forfeiture: Any use of surcharge reallocation funds that is not in compliance with the intergovernmental agreement, shall cause forfeiture of any unexpended reallocation funds and cause forfeiture of any future rights under this or any subsequent grant or surcharge reallocation program by the ETSB.

11. Time Extensions: The term of said agreement will take effect as of December 1, 2014 and continue through September 30, 2015. However, the Agreement may be extended for an additional period of time, not to exceed ninety (90) days after the term’s expiration date. The written extension request must be approved by the ETSB.

12. The agency shall pay all reasonable attorneys’ fees to the ETSB for any action necessary to enforce any part of this agreement.

SIGNED:
WILL COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

BY: ________________________________
    Julie Ponce-Doyle, CHAIRMAN

DATED ________________

MUNICIPAL AGENCY or PSAP - Village of Steger

BY: ________________________________

NAME AND TITLE (printed): Kenneth A. Peterson Jr., Village President

DATED: 02/02/2015
January 15, 2015

Carmen S. Recupito, Jr., Village Clerk
Village of Steger
35 West 34th Street
Steger, IL 60475

Dear Friend:

Once again our wonderful Candy Day volunteers, numbering in the thousands, have begun planning for our annual Misericordia/Jelly Belly Candy Days fundraising event. The dates for 2015 are Friday and Saturday, April 24 and 25. We have already received permission from the City of Chicago and we hope to receive written permission from you as well. Each year our volunteers stand in street intersections and in front of heavy pedestrian walkways distributing tags and bags of Jelly Belly Candy while collecting donations.

For some areas, this letter is for information only because they do not grant permits for streets or intersections. For other areas this letter is sufficient for the processing of our permit. All other areas will find the information they require attached to this letter. If you need any additional information or have any questions, please contact Misericordia at the Candy Days Hotline: 773-273-4738 or email mam1967@comcast.net. Permits can be mailed or faxed to Nancy Turry’s attention at Misericordia (see address and fax number above).

If you can help, we assure you that this will make a difference in the lives of the 600 children and adults who call Misericordia “Home”. They are persons of all races, religions and creeds with disabilities ranging from mild and moderate to severe and profound. Each of them is a gift to us and we are better people because they have touched our lives. The funds we receive from the State cover only a portion of our program costs. This year we must raise $14 million to cover the cost of programs that are not reimbursed. Our excellent physical and occupational therapy programs and music would not be realities without private contributions. Our vocational, spiritual and recreational programs are also gifts from our friends.

Private donations have allowed us to expand to serve more persons in need. At the present time we have more than 500 people on our waiting list. We know we can never meet all the demands for service but with the help of our friends, we will continue to face the challenges associated with expansion. We have completed our seventh home in the neighboring community and four additional homes on our campus. We have also started and will expand an outreach program for children with disabilities and their families.

For your belief in Misericordia, for your past assistance and your consideration of this request, we are most grateful.
God’s blessings on you and yours.

Sincerely,

Sister Rosemary, R.S.M.

Sister Rosemary Connelly, R.S.M.
Executive Director
Steger Locations

34th and Chicago Road
CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

IMPORTANT: If the certificate holder is an additional insured, the policy(ies) must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
PHP Division
Two Pierce Place
Itasca, IL 60143

CONTACT
NAME: Phone: (A/C, No., Ext.) 630-282-0837/0849 Fax: (A/C, No.) 847-240-6664
ADDRESS:

INSURER(S) AFFORDING COVERAGE
NAIC #: UNDERWRITERS AT LLOYDS LONDON 15792
INSURER B: PRINCETON EXCESS & SURPLUS LINES INS 10786
INSURER C: STATE NATL INS CO INC 12831
INSURER D: 
INSURER E: 
INSURER F: 

COVERAGES CERTIFICATE NUMBER: 41026402

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
MISERICORDIA HOME, 6300 NORTH RIDGE, CHICAGO, IL 60660
"CANDY DAYS"

ADDITIONAL INSURED: VILLAGE OF STEGER

CERTIFICATE HOLDER
*VILLAGE OF STEGER
35 W. 34TH STREET
STEGER, IL 60475
USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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