



**Board of Trustees
Agenda
Regular Meeting
Tuesday, April 21, 2020**

6:00PM

IMPORTANT COVID-19 INFORMATION:

The Village Board Meeting On April 21, 2020 will be held remotely. The Whitmore/Oreana Community Building WILL NOT be open to the Board or Public. Members of the board and public can participate in the meeting by phone. To Join the meeting, call 312 626 6799. When prompted, enter meeting ID: 672 221 2599 and password: 0421.

In addition to the above option to join the remote meeting by telephone, public comment can be submitted in advance by e-mail to mayor@oreanail.com or by dropping off written comments in the water bill slot at the Whitmore/Oreana community building. Public comments must be submitted by 5:00 PM on April 21, 2020.

Call to Order

Consent Agenda

- Approval of Treasurer's Report, including bills for March and April
- Approval of Minutes from 2-18-2020 Board Meeting

Administrative Reports

- Mayor's Report
- Attorney's Report
- Police Report
- Public Works Report

Public Comment

Any members of the public that are connected to the remote meeting and wish to address the board will be given up to 5 minutes to do so. Public Comment may also be submitted in advance by writing to mayor@oreanail.com or the water bill slot no later than April 21, 2020.

Old Business

New Business

- Approval of COVID-19 water/sewer utility billing policy.
- Approval of the trade-in of two existing John Deere Z925M and Z920A Mowers and the lease/purchase of a new John Deere Z950R Mower.
- Approval of Resolution 2020-04-21-01, Motor Fuel Tax Program for 2020.
- Approval of Resolution 2020-04-21-02, for the development of an asset management database for Village maintained street signs and sidewalks.

Adjournment



Meeting Minutes
For the February 18th, 2020
Regular Meeting of the Village Board

The meeting was called to order at 7:00 p.m. by Mayor Aaron Keathley.

Roll Call

Trustee Ballard	Absent	Trustee Ward	Present
Trustee Bruns	Present	Trustee Welch	Absent
Trustee Hiser	Present	Trustee Guntle	Present
Mayor Keathley	Present	Attorney Weatherford	Present
Clerk Kirby	Present	Treasurer Koszesza	Present

Mayor Keathley declared a quorum present.

Consent Agenda:

A **motion** was made by Trustee Bruns, **seconded** by Trustee Ward to accept the Consent Agenda.

Bills: \$ 14,505.72

Income: \$ 67,637.88

Minutes from the January 28, 2020

A general discussion was held.

A roll call vote was taken.

Trustee Ballard	Absent	Trustee Ward	Yes
Trustee Bruns	Yes	Trustee Welch	Absent
Trustee Hiser	Yes	Trustee Guntle	Yes

Mayor Keathley declared **Motion Carried.**

Administrative Reports:

Mayor - None

Clerk – None

Treasurer – None

Attorney – None

Engineer- None

Police – None

Public Comment: Martha Dalton presented to board about possible adding on to Community Center for storage. There will be a new front door being but on the Community Center in the next couple of weeks.

Old Business:

New Business:

Mayor Keathley declared **Motion Carried**

The **first item** on the Agenda is the Approval of Ordinance #2020-02-18-1, Public Water Supply Loan Program Authorizing Loan Agreement.

A **motion** was made by Trustee Ward **seconded** by Trustee Bruns to Approve Ordinance #2020-02-18-1, Public Water Supply Loan Program Authorizing Loan Agreement.

A general discussion was held.

A roll call vote was taken.

Trustee Ballard	Absent	Trustee Ward	Yes
Trustee Bruns	Yes	Trustee Welch	Absent
Trustee Hiser	Yes	Trustee Guntle	Yes

Mayor Keathley declared **Motion Carried.**

Adjournment

The **second item** on the Agenda is the Approval of Approval of General Service Contract with Chastain and Associates.

A **motion** was made by Trustee Guntle **seconded** by Trustee Ward to Approve General Service Contract with Chastain and Associates.

A general discussion was held.

A roll call vote was taken.

Trustee Ballard	Absent	Trustee Ward	Yes
Trustee Bruns	Yes	Trustee Welch	Absent
Trustee Hiser	Yes	Trustee Guntle	Yes

Mayor Keathley declared **Motion Carried.**

- Update on Right Kaufman
- Ordinance Violations still working on it.
- Newwave Raising Rates.

A **motion** was made by Trustee Welch to adjourn, **Seconded** by Ward.

A voice vote was taken. Yes-4, No-0. Mayor Keathley declared the **motion** carried and the meeting adjourn.

Dated this day of February 18, 2020

Anne Kirby, Village Clerk

Approved:

Aaron Keathley, Mayor

10:09 AM
03/17/20

Village of Oreana
Bills for All Vendors
All Transactions

Vendor	Num	Amount
ADVANCED DISPOSAL	F30002862572	314.18
AMEREN IP	03-05-20	1,402.29
CHASTAIN & ASSOCIATES LLC	7490-01	179.78
CHASTAIN & ASSOCIATES LLC	6921.0019	13,651.25
FRONTIER	217-468-2112	168.57
HERALD & REVIEW	75037	544.58
JOHNSON, CHILIGIRIS & WEATHERF...	3401	187.50
KESTREL TECH, LLC	604248	55.50
LEAK DETECTION SERVICES, INC	200209	1,340.00
LETAC, MTU #10	FY21-037	110.00
MENARDS	55958	44.41
MENARDS	56965	33.79
MOTOROLA SOLUTIONS - STARCOM	482450200203	68.00
NEWWAVE COMMUNICATIONS	128067345	72.24
POSTMASTER	Permit #12	130.00
SANITARY DISTRICT OF DECATUR	March 2020 Usage	2,617.53
SURE SHARP, INC.	80920	215.19
USIC Locating Services, LLC	369938	95.49
VERIZON WIRELESS	9848724417	6.09
VILLAGE OF FORSYTH	Water Usage	4,400.56
WATTS COPY SYSTEMS	969119	81.15
WHITMORE TOWNSHIP	Office Rental	37.17
Total		25,755.27

10:46 AM
04/18/20

Village of Oreana
Bills for All Vendors
All Transactions

Vendor	Num	Due Date	Amount
ADVANCED DISPOSAL	F30002875939	04/21/2020	616.44
AMEREN IP	04/03/2020	04/21/2020	1,384.60
ATLANTA NATIONAL BANK	06-01-20	04/21/2020	5,777.50
CARD SERVICE CENTER	0101 04/05/20	04/21/2020	150.82
CHASTAIN & ASSOCIATE...	6921.00-0020	04/21/2020	3,185.35
FRONTIER	03/13/20	04/21/2020	180.11
FRONTIER	468-2112 04-13-20	04/21/2020	179.57
ILLINOIS EPA	05-29-20	04/21/2020	1,693.82
KURENT SAFETY, INC	011305	04/21/2020	37.65
LEXIPOL, LLC	INV549	04/21/2020	1,671.00
MACON COUNTY HIGHW...	20-2	04/21/2020	116.56
MELISTY MART	2404	04/21/2020	403.47
MELISTY MART	2406	04/21/2020	282.12
MENARDS	57507	04/21/2020	12.28
MENARDS	57871	04/21/2020	21.76
MENARDS	59208	04/21/2020	10.00
MILLER PRODUCTS UNLI...	11496	04/21/2020	173.00
MOTOROLA SOLUTIONS ...	4882620200302	04/21/2020	68.00
NEWWAVE COMMUNICA...	04/19/20	04/21/2020	72.24
PARKS SEWER SERVICE...	53298	04/21/2020	175.00
POSTMASTER	Permit #12, Box Rent	04/21/2020	305.00
SANITARY DISTRICT OF ...	Sewer Usage	04/21/2020	2,270.03
SOFTLINE DATA, INC	10248	04/21/2020	227.00
USIC Locating Services, LLC	374411	04/21/2020	127.32
VERIZON WIRELESS	9850820751	04/21/2020	296.75
VILLAGE OF FORSYTH	Water Usage	04/21/2020	3,624.15
WATTS COPY SYSTEMS	975710	04/21/2020	80.02
WHITMORE TOWNSHIP	Office Rental	04/21/2020	37.17
Total			23,178.73

10:50 AM
04/12/20
Accrual Basis

Village of Oreana
Balance Sheet
As of April 12, 2020

	<u>Apr 12, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
01-1110 · Checking Acct	11,448.36
01-1150 · General	99,335.68
11-1150 · Audit MMDA	19,812.78
12-1150 · Insurance MMDA	7,381.04
13-1150 · IMRF MMDA	14,111.03
14-1150 · Social Security MMDA	6,491.00
15-1120 · MFT MMDA	90,128.27
16-1140 · Clearinghouse	1,000.10
50-1100 · Water/Sewer	
51-1130 · Surplus MM	15,855.44
51-1150 · Water	-66,412.30
52-1150 · Sewer	124,085.70
50-1100 · Water/Sewer - Other	411.00
Total 50-1100 · Water/Sewer	73,939.84
51-1125 · Bond Int & Repayment	33,596.70
Total Checking/Savings	357,244.80
Other Current Assets	
Certificates of Deposit	
01-1153 · CD-General-8575	15,000.00
15-1151 · CD-MFT-7137	10,000.00
51-1152 · CD-Bond Reserve-10618	9,500.00
51-1153 · CD-Depreciation & Cont	8,000.00
51-1158 · CD-Surplus	9,000.00
Total Certificates of Deposit	51,500.00
Total Other Current Assets	51,500.00
Total Current Assets	408,744.80

10:50 AM
04/12/20
Accrual Basis

Village of Oreana
Balance Sheet
As of April 12, 2020

	<u>Apr 12, 20</u>
Fixed Assets	
Fixed Assets	
01-1610 · Land.	136,697.17
01-1700 · Infrastructure	268,170.24
01-1709 · Accum Depr-Infrastructure	-165,186.75
01-1720 · Buildings	11,165.04
01-1729 · Accum Depr-Buildings	-11,165.04
01-1740 · Machinery & Equipment	308,875.30
01-1749 · Accum Depr-Machinery & Eq...	-250,561.05
51-1505 · Land	18,420.00
51-1530 · Equipment	61,753.75
51-1535 · Accum Depr-Equipment	-61,304.82
51-1541 · Treatment Plant & Pump Stat...	1,571,463.45
51-1546 · Accum Depr.-Treat. Plnt & P...	-900,664.84
52-1620 · Sewer System	4,134,103.00
52-1629 · Accum Depr-Sewer System	-578,774.42
Total Fixed Assets	<u>4,542,991.03</u>
Total Fixed Assets	4,542,991.03
Other Assets	
01-2012 · General - Due to/from INS Fund	-453.18
12-2000 · INS - Due to/from Gen Fund	453.18
01-2015 · General - Due to/from Water	32,047.13
51-2006 · Water - Due to/from General	-32,047.13
Total Other Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>4,951,735.83</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2090 · Unapplied Cash	-1,336.76
2100 · Payroll Liabilities	
2110 · Fed/SS/Med Payable	612.54
2120 · State Withholding	122.65
2131 · IL Unemployment	8.61
2151 · IMRF Withholding	296.04
Total 2100 · Payroll Liabilities	<u>1,039.84</u>

10:50 AM
04/12/20
Accrual Basis

Village of Oreana
Balance Sheet
As of April 12, 2020

	<u>Apr 12, 20</u>
2570 · Customer Deposit Liab	8,233.36
2600 · Water Bond Payable 2012	320,000.00
2610 · SDD Contract	3,184,633.17
2700 · Loan Payable - Ford Credit	27,025.25
Total Other Current Liabilities	<u>3,539,594.86</u>
Total Current Liabilities	<u>3,539,594.86</u>
Total Liabilities	3,539,594.86
Equity	
00-3000 · Equity	81,119.11
01-3000 · Fund Balance-General	421,015.53
11-3000 · Fund Balance-Audit	14,034.96
12-3000 · Fund balance INS	3,156.19
13-3000 · Fund balance - IMRF	10,192.86
14-3000 · Fund balance - S.S.	5,537.60
15-3000 · Fund balance - MFT	61,276.64
51-3900 · Retained Earnings Unres-Water	-28,518.32
51-3950 · Retained Earnings Res-Water	317,755.73
52-3900 · Retained Earnings - Sewer	430,850.41
Net Income	95,720.26
Total Equity	<u>1,412,140.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,951,735.83</u></u>

Village of Oreana
Profit & Loss by Class
March 2020

	Admin (01 - General)	Park (01 - General)	Police (01 - General)	Street (01 - General)	Total 01 - General	11 - Audit
Ordinary Income/Expense						
Income						
3400 · Video Gaming Tax	1,216.97	0.00	0.00	0.00	1,216.97	0.00
3410 · State Income Tax	6,134.59	0.00	0.00	0.00	6,134.59	0.00
3420 · Personal Property/Replace. Tax	13.38	0.00	0.00	0.00	13.38	0.00
3430 · Motor Fuel Tax Allotments	0.00	0.00	0.00	0.00	0.00	0.00
3440 · Telecommunication Tax	194.63	0.00	0.00	0.00	194.63	0.00
3450 · Sales/Use Tax	5,771.95	0.00	0.00	0.00	5,771.95	0.00
3460 · Cannabis Use Tax	61.48	0.00	0.00	0.00	61.48	0.00
3530 · Permits	40.00	0.00	0.00	0.00	40.00	0.00
3600 · Interest Income	48.75	0.00	0.00	0.00	48.75	4.21
3610 · Water/Sewer Revenues	0.00	0.00	0.00	0.00	0.00	0.00
3620 · Penalty Revenue	0.00	0.00	0.00	0.00	0.00	0.00
3700 · Miscellaneous Income	466.83	0.00	0.00	702.00	1,168.83	0.00
Total Income	13,948.58	0.00	0.00	702.00	14,650.58	4.21
Gross Profit	13,948.58	0.00	0.00	702.00	14,650.58	4.21
Expense						
4200 · Employees Salaries	1,236.83	1,121.94	2,091.69	1,152.99	5,603.45	0.00
4300 · Elected Salaries	1,140.00	0.00	0.00	0.00	1,140.00	0.00
4510 · IMRF - Employers Portion	0.00	0.00	0.00	0.00	0.00	0.00
4520 · SS - Employers Portion	0.00	0.00	0.00	0.00	0.00	0.00
4530 · Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00
5320 · Accounting Services	27.63	0.00	0.00	0.00	27.63	0.00
5325 · Engineering	0.00	0.00	0.00	179.78	179.78	0.00
5330 · Attorney/Legal Fees	187.50	0.00	0.00	0.00	187.50	0.00
5490 · Other Professional Services	55.50	0.00	0.00	0.00	55.50	0.00
5510 · Postage	0.00	0.00	0.00	0.00	0.00	0.00
5520 · Telephone/Cell Phone	174.66	0.00	0.00	0.00	174.66	0.00
5560 · Dispatching	0.00	0.00	68.00	0.00	68.00	0.00
5680 · Training-Membership CIRCLE, PTI	0.00	0.00	110.00	0.00	110.00	0.00
5710 · Utilities	571.90	0.00	0.00	708.32	1,280.22	0.00
5780 · Sewer Discharge Fees	0.00	0.00	0.00	0.00	0.00	0.00
5930 · Rentals	118.32	0.00	0.00	0.00	118.32	0.00
6110 · Maintenance Supplies	0.00	0.00	0.00	44.41	44.41	0.00
6122 · Maint Supplies - Equipment	0.00	0.00	0.00	248.98	248.98	0.00
Total Expense	3,512.34	1,121.94	2,289.69	2,334.48	9,238.45	0.00
Net Ordinary Income	10,436.24	-1,121.94	-2,289.69	-1,632.48	5,412.13	4.21
Net Income	10,436.24	-1,121.94	-2,289.69	-1,632.48	5,412.13	4.21

Village of Oreeana
Profit & Loss by Class
March 2020

	12 - INS	13 - IMRF	14 - SS	15 - MFT	61 - Water	52 - Sewer
Ordinary Income/Expense						
Income						
3400 · Video Gaming Tax	0.00	0.00	0.00	0.00	0.00	0.00
3410 · State Income Tax	0.00	0.00	0.00	0.00	0.00	0.00
3420 · Personal Property Replace. Tax	0.00	0.00	0.00	0.00	0.00	0.00
3430 · Motor Fuel Tax Allotments	0.00	0.00	0.00	2,692.47	0.00	0.00
3440 · Telecommunication Tax	0.00	0.00	0.00	0.00	0.00	0.00
3450 · Sales/Use Tax	0.00	0.00	0.00	0.00	0.00	0.00
3460 · Cannabis Use Tax	0.00	0.00	0.00	0.00	0.00	0.00
3530 · Permits	0.00	0.00	0.00	0.00	0.00	0.00
3600 · Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
3610 · Water/Sewer Revenues	1.60	3.38	1.55	45.20	76.66	0.00
3620 · Penalty Revenue	0.00	0.00	0.00	0.00	14,934.40	0.00
3700 · Miscellaneous Income	0.00	0.00	0.00	0.00	215.85	17,449.56
Total Income	1.60	3.38	1.55	2,737.67	15,286.91	17,657.49
Gross Profit	1.60	3.38	1.55	2,737.67	15,286.91	17,657.49
Expense						
4200 · Employees Salaries	0.00	0.00	0.00	0.00	1,651.66	0.00
4300 · Elected Salaries	0.00	0.00	0.00	0.00	0.00	0.00
4510 · IMRF - Employers Portion	0.00	1,831.77	0.00	0.00	0.00	0.00
4520 · SS - Employers Portion	0.00	0.00	642.27	0.00	0.00	0.00
4530 · Unemployment Insurance	45.35	0.00	0.00	0.00	0.00	0.00
5320 · Accounting Services	0.00	0.00	0.00	0.00	0.00	0.00
5325 · Engineering	0.00	0.00	0.00	0.00	0.00	0.00
5330 · Attorney/Legal Fees	0.00	0.00	0.00	0.00	14,195.83	0.00
5490 · Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
5510 · Postage	0.00	0.00	0.00	0.00	1,435.49	0.00
5520 · Telephone/Cell Phone	0.00	0.00	0.00	0.00	174.21	0.00
5560 · Dispatching	0.00	0.00	0.00	0.00	0.00	0.00
5680 · Training-Membership CIRCLE, PTI	0.00	0.00	0.00	0.00	0.00	0.00
5710 · Utilities	0.00	0.00	0.00	0.00	0.00	0.00
5780 · Sewer Discharge Fees	0.00	0.00	0.00	0.00	4,909.05	0.00
5930 · Rentals	0.00	0.00	0.00	0.00	0.00	2,617.53
6110 · Maintenance Supplies	0.00	0.00	0.00	0.00	0.00	0.00
6122 · Maint Supplies - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	45.35	1,831.77	642.27	0.00	22,366.24	2,617.53
Net Ordinary Income	-43.75	-1,828.39	-640.72	2,737.67	-7,079.33	15,039.96
Net Income	-43.75	-1,828.39	-640.72	2,737.67	-7,079.33	15,039.96

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
3400 · Video Gaming Tax	0.00	1,216.97
3410 · State Income Tax	0.00	6,134.59
3420 · Personal Property Replace. Tax	0.00	13.38
3430 · Motor Fuel Tax Allotments	0.00	2,692.47
3440 · Telecommunication Tax	0.00	194.63
3450 · Sales/Use Tax	0.00	5,771.95
3460 · Cannabis Use Tax	0.00	61.48
3530 · Permits	0.00	40.00
3600 · Interest Income	0.00	181.35
3610 · Water/Sewer Revenues	0.00	32,443.96
3620 · Penalty Revenue	0.00	423.78
3700 · Miscellaneous Income	0.00	1,168.83
Total Income	0.00	50,343.39
Gross Profit	0.00	50,343.39
Expense		
4200 · Employees Salaries	0.00	7,255.11
4300 · Elected Salaries	0.00	1,140.00
4510 · IMRF - Employers Portion	0.00	1,831.77
4520 · SS - Employers Portion	0.00	642.27
4530 · Unemployment Insurance	0.00	45.35
5320 · Accounting Services	0.00	27.63
5325 · Engineering	0.00	14,375.61
5330 · Attorney/Legal Fees	0.00	187.50
5490 · Other Professional Services	0.00	1,490.99
5510 · Postage	0.00	174.21
5520 · Telephone/Cell Phone	0.00	174.66
5560 · Dispatching	0.00	68.00
5680 · Training-Membership CIRCLE, PTI	0.00	110.00
5710 · Utilities	0.00	6,189.27
5780 · Sewer Discharge Fees	0.00	2,617.53
5930 · Rentals	0.00	118.32
6110 · Maintenance Supplies	0.00	44.41
6122 · Maint Supplies - Equipment	0.00	248.98
Total Expense	0.00	36,741.61
Net Ordinary Income	0.00	13,601.78
Net Income	0.00	13,601.78

Village of Okeana
Payroll Summary

March 2020

	Ballard, Julia F	Bruns, Jason	Coloni, Larry J	Fogerson, Ronald D	Guntle, Dustin	Hiser, Loren G
Employee Wages, Taxes and Adjustments						
Gross Pay	90.00	90.00	0.00	0.00	90.00	90.00
Salary - Elected	0.00	0.00	0.00	237.19	0.00	0.00
Salary - Employee - ADM	0.00	0.00	0.00	0.00	0.00	0.00
Overtime (x1.5) hourly-Police	0.00	0.00	0.00	0.00	0.00	0.00
Overtime (x1.5) hourly-Street	0.00	0.00	0.00	0.00	0.00	0.00
Park - Hourly	0.00	0.00	0.00	0.00	0.00	0.00
Police - Hourly	0.00	0.00	0.00	0.00	0.00	0.00
Street - Hourly	0.00	0.00	0.00	0.00	0.00	0.00
Water - Hourly	0.00	0.00	952.00	0.00	0.00	0.00
Total Gross Pay	90.00	90.00	952.00	237.19	90.00	90.00
Deductions from Gross Pay						
IMRF-VAC	0.00	0.00	0.00	0.00	0.00	0.00
IMRF Emp.	0.00	0.00	0.00	0.00	0.00	0.00
Total Deductions from Gross Pay	0.00	0.00	0.00	0.00	0.00	0.00
Adjusted Gross Pay	90.00	90.00	952.00	237.19	90.00	90.00
Taxes Withheld						
Federal Withholding	0.00	0.00	-100.00	0.00	0.00	0.00
Medicare Employee	-1.31	-1.31	-13.81	-3.44	-1.31	-1.31
Social Security Employee	-5.58	-5.58	-59.02	-14.71	-5.58	-5.58
IL - Withholding	0.00	-4.46	-20.56	0.00	-4.46	-4.46
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes Withheld	-6.89	-11.35	-193.39	-18.15	-11.35	-11.35
Additions to Net Pay						
Reimbursement	0.00	0.00	22.74	0.00	0.00	0.00
Total Additions to Net Pay	0.00	0.00	22.74	0.00	0.00	0.00
Net Pay	83.11	78.65	781.35	219.04	78.65	78.65
Employer Taxes and Contributions						
Medicare Company	1.31	1.31	13.81	3.44	1.31	1.31
Social Security Company	5.58	5.58	59.02	14.71	5.58	5.58
IL - Unemployment	0.00	0.00	5.95	1.49	0.00	0.00
IMRF Co. Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Employer Taxes and Contributions	6.89	6.89	78.78	19.64	6.89	6.89

Village of Oreauna
Payroll Summary

March 2020

	Keathley, Aaron	Kirby, Arme	Koszesza, Sherry L	Ward, Angela	Welch, Matthew	Welker, Austin G
Employee Wages, Taxes and Adjustments						
Gross Pay						
Salary - Elected	600.00	0.00	0.00	90.00	90.00	0.00
Salary - Employee - ADM	0.00	258.75	978.08	0.00	0.00	0.00
Overtime (x1.5) hourly-Police	0.00	0.00	0.00	0.00	0.00	0.00
Overtime (x1.5) hourly-Street	0.00	0.00	0.00	0.00	0.00	108.68
Park - Hourly	0.00	0.00	0.00	0.00	0.00	31.05
Police - Hourly	0.00	0.00	0.00	0.00	0.00	1,121.94
Street - Hourly	0.00	0.00	0.00	0.00	0.00	517.50
Water - Hourly	0.00	149.04	0.00	0.00	0.00	1,121.94
Total Gross Pay	600.00	407.79	978.08	90.00	90.00	3,451.73
Deductions from Gross Pay						
IMRF-VAC	0.00	0.00	0.00	0.00	0.00	-172.59
IMRF Emp.	0.00	0.00	0.00	0.00	0.00	-155.33
Total Deductions from Gross Pay	0.00	0.00	0.00	0.00	0.00	-327.92
Adjusted Gross Pay	600.00	407.79	978.08	90.00	90.00	3,123.81
Taxes Withheld						
Federal Withholding	0.00	0.00	-66.00	0.00	0.00	-348.00
Medicare Employee	-8.70	-5.91	-14.19	-1.31	-1.31	-50.05
Social Security Employee	-37.20	-25.28	-60.64	-5.58	-5.58	-214.01
IL - Withholding	-20.11	-20.19	-48.42	-4.46	0.00	-163.17
Medicare Employee Addl Tax	0.00	0.00	0.00	0.00	0.00	0.00
Total Taxes Withheld	-66.01	-51.38	-189.25	-11.35	-6.89	-775.23
Additions to Net Pay						
Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
Total Additions to Net Pay	0.00	0.00	0.00	0.00	0.00	0.00
Net Pay	533.99	356.41	788.83	78.65	83.11	2,348.58
Employer Taxes and Contributions						
Medicare Company	8.70	5.91	14.19	1.31	1.31	50.05
Social Security Company	37.20	25.28	60.64	5.58	5.58	214.01
IL - Unemployment	0.00	2.55	6.11	0.00	0.00	21.57
IMRF Co. Match	0.00	0.00	0.00	0.00	0.00	251.63
Total Employer Taxes and Contributions	45.90	33.74	80.94	6.89	6.89	537.26

	Wheeler, Gregory G	TOTAL
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salary - Elected	0.00	1,140.00
Salary - Employee - ADM	0.00	1,474.02
Overtime (x1.5) hourly-Police	0.00	108.68
Overtime (x1.5) hourly-Street	0.00	31.05
Park - Hourly	0.00	1,121.94
Police - Hourly	1,228.32	1,745.82
Street - Hourly	0.00	1,121.94
Water - Hourly	0.00	1,651.66
Total Gross Pay	1,228.32	8,395.11
Deductions from Gross Pay		
IMRF-VAC	0.00	-172.59
IMRF Emp.	0.00	-155.33
Total Deductions from Gross Pay	0.00	-327.92
Adjusted Gross Pay	1,228.32	8,067.19
Taxes Withheld		
Federal Withholding	-32.00	-546.00
Medicare Employee	-17.81	-121.77
Social Security Employee	-76.16	-520.50
IL - Withholding	-60.80	-351.09
Medicare Employee Addl Tax	0.00	0.00
Total Taxes Withheld	-186.77	-1,539.36
Additions to Net Pay		
Reimbursement	0.00	22.74
Total Additions to Net Pay	0.00	22.74
Net Pay	1,041.55	6,550.57
Employer Taxes and Contributions		
Medicare Company	17.81	121.77
Social Security Company	76.16	520.50
IL - Unemployment	7.68	45.35
IMRF Co. Match	0.00	251.63
Total Employer Taxes and Contributions	101.65	939.25

Municipal Lease

STK # 334527		3/6/2020	
Village of Oreana		Municipal Lease	
New JD Z950R--s/n 080179		advance payment	
	Trade Difference	Residual (JDF doesn't charge)	Annual Payment
2 year			\$2,276.64
3 year	\$4,349.00	\$1.00	\$1,553.10
4 year			\$1,191.71
5 year			\$975.18

A lease can be generally thought of as an arrangement where one party owns the equipment (the lessor) and transfers possession of the equipment for a period of time to another party (the lessee) in exchange for payment by the lessee to the lessor (in this case annual payments).

Municipal leases are a variation of that, and it might be more accurate to refer to them as Lease Purchases. In a regular lease there is a residual amount that the lessee either must pay when the lease matures or return the equipment to the lessor. In a municipal lease the residual value is set at \$1.00. Municipal leases are essentially an installment purchase contract, but because it's a "lease" the payments are generally considered a current expense of the municipality and does not create debt. Basically, this gives us the option to select how long you would like to retain and expense the item over (two to five-year terms are shown). This option lets you build an equity position in the asset.

Village of Oreana		3/6/2020			
New JD Z950R--s/n 080179		Stock # 334527			
	Trade Difference	Engine HPY	Residual	Payment	Cost/Hr.
3 year	\$4,349.00	250	\$4,300	\$351.76	\$1.41
		400	\$3,700	\$532.98	\$1.33

Above is a standard lease using the equity in your trade-in equipment to lower your payment. In this example we are leasing a Z950R that cost \$10,349.00, but we are trading in \$6,000 worth of equipment in your two current mowers. This gives us a difference of \$4,349.00. The residual value determined by how many engine hours per year (HPY) you will be putting on the equipment. In the 250 engine hour per year lease this residual value is \$4,300 (note the residual value must always be lower than the trade difference). This gives us a very low annual payment of \$351.76, but in essence we are expensing the equity position (\$6,000 trade value) you have in your current mowers over the life of this lease. At the end of the lease the village would have paid \$1,055.28 in payments and lost the \$6,000 in equity it had on the Z925M and Z920A. Total \$7,055.28. At the end of the lease the village could pay the residual value of \$4,300 and own the mower or could send the mower back to John Deere Financial.

Outright		3/6/2020			
Village of Oreana		Stock # 334527			
New JD Z950R--s/n 080179					
	Trade Difference	Engine HPY	Residual	Payment	Cost/Hr.
3 year	\$10,349.00	250	\$4,300	\$2,450.32	\$9.80
		400	\$3,700	\$2,631.54	\$6.58

The above chart just shows what a three year lease with no trades would look like. The annual payments are higher because there aren't any trades, but the overall cost is similar.



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
	Original	20-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of Oreana Illinois that there is hereby appropriated the sum of Fourty Thousand Dollars (\$40,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/20 to 12/31/20.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Oreana shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

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

I Anne Kirby Village Clerk in and for said Village of Oreana in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Oreana at a meeting held on 04/21/20

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

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date



**Maintenance Engineering to be
Performed by a Consulting Engineer**



Local Public Agency	County	Section Number
Village of Oreana	Macon	20-00000-00-GM

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14222), shall consist of the following:

PRELIMINARY ENGINEERING shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

ENGINEERING INSPECTION shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

SCHEDULE OF FEES

Total of all Maintenance Operations:

<= \$20,000 Base Fee:
 > \$20,000 Base Fee = \$1,250.00

Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%	2%	1%	1%	None
IIB	3%	3%	3%	3%	None
III	4%	4%	4%	4%	None
IV	5%	5%	6%	6%	None

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

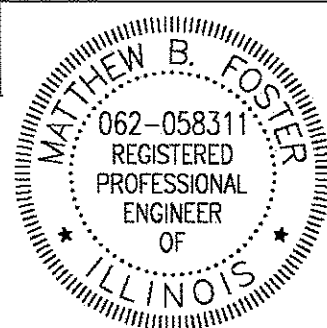
BY:
Local Public Agency Signature Date

Title

BY:
Consulting Engineer Signature Date

Title

P.E. Seal Date



Approved:
Regional Engineer, IDOT Date



Estimate of Maintenance Costs

Submittal Type:

Local Public Agency		County	Section Number	Maintenance Period	
Beginning		Ending			
Village of Oreana	Macon	20-00000-00-GM	01/01/20	12/31/20	

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
1. Sidewalk Maintenance	IIA	No	Sidewalk Removal & Replacement	Sq Ft	625	\$8.00	\$5,000.00	\$5,000.00
2. Gutter Maintenance	IIA	No	Gutter Removal & Replacement	Ft	125	\$80.00	\$10,000.00	\$10,000.00
3. Sign Maintenance	IIA	No	Miscellaneous Hardware, Signs & Posts	L Sum	1	\$20,000.00	\$20,000.00	\$20,000.00
Total Operation Cost								\$35,000.00

Estimate of Maintenance Costs

Submittal Type

Local Public Agency	County	Section	Maintenance Period	
Village of Oreana	Macon	20-00000-00-GM	Beginning	Ending
			01/01/20	12/31/20

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	Other Funds	Estimated Costs
Local Public Agency Labor	\$0.00	\$0.00	\$0.00
Local Public Agency Equipment	\$0.00	\$0.00	\$0.00
Materials/Contracts(Non Bid Items)	\$35,000.00	\$0.00	\$35,000.00
Materials/Deliver & Install/Request for Quotations (Bid Items)	\$0.00	\$0.00	\$0.00
Formal Contract (Bid Items)	\$0.00	\$0.00	\$0.00
Maintenance Total	\$35,000.00	\$0.00	\$35,000.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	Other Funds	Total Est Costs
Preliminary Engineering	\$1,950.00	\$0.00	\$1,950.00
Engineering Inspection	\$0.00	\$0.00	\$0.00
Material Testing	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$0.00
Bridge Inspection Engineering	\$0.00	\$0.00	\$0.00
Maintenance Engineering Total	\$1,950.00	\$0.00	\$1,950.00

Total Estimated Maintenance	\$36,950.00	\$0.00	\$36,950.00
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Remarks

SUBMITTED

Local Public Agency Official	Date
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>

Title
Village Clerk

County Engineer/Superintendent of Highways	Date
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>

APPROVED

Regional Engineer Department of Transportation	Date
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>



Resolution for Improvement Under the Illinois Highway Code



Resolution Type: Original, Resolution Number, Section Number

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

For Roadway/Street Improvements:

Table with 5 columns: Name of Street(s)/Road(s), Length (miles), Route, From, To. Row 1: Various, N/A, Village Limit, Village Limit.

For Structures:

Table with 5 columns: Name of Street(s)/Road(s), Existing Structure No., Route, Location, Feature Crossed. Row 1: N/A, N/A, N/A, N/A, N/A.

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

The development of an asset management database for Village maintained street signs and sidewalks.

2. That there is hereby appropriated the sum of Eight Thousand Seven Hundred and Fifty Dollars (\$8,750.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

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

I, Anne Kirby, Village Clerk in and for said Village of Oreana.

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

President and Board of Trustees of Oreana at a meeting held on [Date].


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

(SEAL)

Clerk Signature and Date fields.

Approved

Regional Engineer Department of Transportation and Date fields.

Municipality Village of Oreana	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Motor Fuel Tax Funds	C O N S U L T A N T	Name Chastain & Associates LLC
Township				Address 5 N. Countrv Club Rd.
County				City Decatur
Section				State Illinois

THIS AGREEMENT is made and entered into this 21st day of April, 2020 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Section Description

Name Street Sign and Sidewalk Asset Management Development

Route Various Length 0.00 Mi. 0.00 FT (Structure No. N/A)

Termini Village Limits

Description:

The development of an asset management database for Village maintained street signs and sidewalks.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:

- | | |
|---|--------------------------------------|
| <ul style="list-style-type: none"> a. <input type="checkbox"/> Make such detailed surveys as are necessary for the preparation of detailed roadway plans b. <input type="checkbox"/> Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans. c. <input type="checkbox"/> Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT. d. <input type="checkbox"/> Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement. e. <input type="checkbox"/> Prepare Army Corps of Engineers permit application for a discharge of dredged or fill material, Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements. f. <input type="checkbox"/> Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches. g. <input type="checkbox"/> Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction. h. <input type="checkbox"/> Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required. | ** See Attached Scope of Services ** |
|---|--------------------------------------|

Note: Four copies to be submitted to the Regional Engineer

- ** See Attached Scope of Services ****
- i. Assist the LA in the tabulation and interpretation of the contractors' proposals
 - j. Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
 - k. Prepare the Project Development Report when required by the DEPARTMENT.

- (2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plats, plans and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.
- (3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.
- (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
- (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
- (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

The LA Agrees,

- 1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:
 - a. A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.
 - b. A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost	Percentage Fees	
Under \$50,000	_____	(see note)

To pay the ENGINEER as compensation for all services performed as stipulated above in accordance with the attached Schedule of Rates

Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

- 2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k of the ENGINEER AGREES at actual cost of performing such work plus _____ percent to cover profit, overhead and readiness to serve - "actual cost" being defined as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.
- "Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:
- Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.
 - Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.
- To pay the ENGINEER as compensation for all services performed above in accordance with the attached Schedule of Rates**
- By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.
4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a through 1g and prior to the award of such contract, the LA shall reimburse the ENGINEER for his actual costs plus _____ percent incurred up to the time he is notified in writing of such abandonment - "actual cost" being defined as in paragraph 2 of THE LA AGREES.
5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus _____ percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

It is Mutually Agreed,

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

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

Village of Oreana of the
(Municipality/Township/County)

ATTEST:

State of Illinois, acting by and through its

By _____

Village Clerk

By _____

(Seal)

Title President of Board of Trustees

Executed by the ENGINEER:

Chastain & Associates LLC

5 N. Country Club Rd.

ATTEST:

Decatur, IL 62521

By _____

By _____

Title Project Manager

Title Member

Approved

Date

Department of Transportation

Regional Engineer

Village of Oreana, Illinois

Street ROW Asset Management Database Development

Detailed Work Plan

Project Scope and Time Frame

The ultimate goal of this project is to develop and implement a GIS database for the management, maintenance and development of Village owned assets within the various street rights-of-way. To begin, street signs and sidewalks will be included in the database development. We anticipate this process taking approximately three (3) months to complete.

Direct Expenses Outside of Contract

In order to work with and modify the ArcGIS database after setup, a Village owned tablet with data plan will be necessary. If the Village intends to dedicate this tablet exclusively for management of MFT eligible assets (i.e. roads, storm sewers, signs, sidewalks, etc.), MFT funds can be used to purchase the equipment. If the Village plans to expand the use of GIS to sanitary sewers and water systems, then it should be purchased with local funds. Typically, local agencies purchase iPads through their Village cell service provider. Expected cost is usually around \$1,000 to \$1,250 plus the cost of the monthly data plan.

In order to save the Village the expense of a full ArcGIS license, Chastain proposes to host a page under our ESRI ArcGIS license for the Village's use. ESRI charges an annual flat fee of \$500 for additional licenses, so this cost is a direct expense. As with the tablet, if the Village plans to expand the use of GIS to sanitary sewers and water systems, the license should be purchased with local funds.

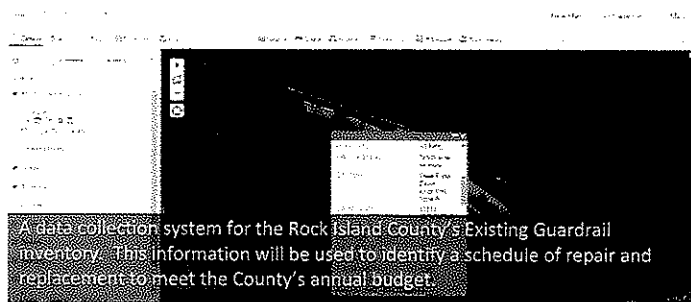
PHASE 1 | STREET SIGN GIS DATABASE DEVELOPMENT | \$3,000

This proposal is broken into a series of tasks which work to set up an ArcGIS system to locate, identify, and rate the signs located within the Village of Oreana.

Task 1 | Build ArcGIS Asset Management Database Collector

Chastain will build a data base collection system to be utilized by the Village for the collection of the location and condition of local signs. Data anticipated to be collected includes, but is not limited to:

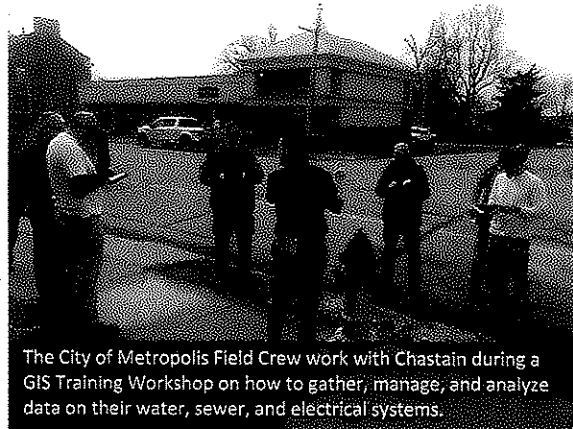
- Location
 - GPS acquired by tablet
- Street Name
- Sign Type
- Sign Condition
- Sign Material
- Sign Retroreflectivity
- Post Type
- Post Condition
- Notes
- Attached Photo/File



This cost includes one round of edits to the collection system once the database application is in use by the Village. These edits can help ensure the collection system best meets your needs and anticipated outcomes.

Task 2 | Data Collection & App Training Workshop

Chastain will host an on-site Training Workshop with Village staff. This meeting will introduce Village staff to ArcGIS Online, and educate on how to collect the data for asset management. Since it is a working meeting, the Village should provide a tablet for the specific use of field data collection. This can be used for other future field operations.



PHASE 2 | SIDEWALK GIS DATABASE DEVELOPMENT AND MANAGEMENT | \$5,750

The ultimate goal of this project is to develop a plan to safely get residents where they need to go. This should be done through better connections in the Village for alternative modes of transit—walkers, runners, strollers, cyclists, etc.—in a safe and accessible manner. It should also ensure a good system of sidewalks and pathways for the community to allow for safe and easy access to education, commerce, and recreation. Additionally, this will set the stage for the Village to apply for a variety of funding sources which assist communities in achieving mobility goals.

Task 1 | Existing Condition Analysis

Task 1.1 – Prior Plans and Studies Review. If existing, Chastain will review all existing plans, visions, and efforts that focus on changes to non-vehicular mobility infrastructure in and around the Village.

Task 1.2 – Existing Features and Conditions Inventory. Chastain will inventory all sidewalks within the Village. This inventory will include:

- Develop a GIS mapping database to simplify data collection procedures.
- A visual assessment of current condition of sidewalk: Excellent, Good, Fair and Poor. This can be accomplished in approximately 1/2 day
- Locations where sidewalks currently do not exist.
- A visual assessment of life span of sidewalks
- Geometry of street - length and width
- Identify areas for improvement to meet current ADA standards (ramps, grade, etc.)
- Sidewalk material (concrete, asphalt, oil and chip, rock, etc.)
- Identify high demand pedestrian destination within the Village

Deliverable: Existing Conditions Report

Task 2 | Collaboration

Task 2.1 – Action Committee. Chastain will meet with the Village’s appropriate staff to discuss desired outcomes of sidewalk changes and upgrades. This group will give input into the goals, final recommendations, and timeline. The Committee should include, but is not limited to:

- Public Works
- Village President or Board Member
- A resident or two, preferably from different areas of town
- School District Representative

Deliverable: One (1) meeting with the Action Committee and all associated materials.

Task 3 | Recommendation for Development & Cost Estimating

Task 3.1 – Final Report. Chastain will synthesize all the collected data and action committee recommendations into an implementation plan for the Village. The final report will have three main components:

- 1) Recommendations. Chastain will provide the Village with detailed recommendations for improvements to the sidewalk system within the Village.
- 2) Cost Estimates. To accompany each of the recommendations, Chastain will prepare cost estimates for each proposed recommendation.
- 3) Implementation. Finally, an implementation plan will highlight the recommend timetable and phasing for projects, responsible parties for action, and identify potential funding sources.

Deliverable: GIS database and Final Report including recommendations, cost estimates and an implementation plan.



2020 SCHEDULE OF RATES

<u>Classification</u>	<u>Per Hour Rate Net</u>	
	<u>RANGE</u>	
	<u>From</u>	<u>To</u>
Engineers		
Project Principal	\$198.00	\$219.00
Senior Project Manager	\$210.00	\$222.00
Project Manager II	\$153.00	\$178.50
Project Manager I	\$132.00	\$149.10
Project Engineer II	\$117.60	\$138.90
Project Engineer I	\$109.50	\$132.00
Engineer	\$69.00	\$97.50
Surveyors		
Chief of Survey	\$117.60	\$117.60
Surveyor II	\$91.50	\$105.90
Surveyor I	\$88.50	\$94.50
Technical		
Senior Technician	\$156.00	\$156.00
Tech. IV	\$124.50	\$138.00
Technician III	\$108.60	\$108.60
Technician II	\$93.00	\$106.20
Technician I	\$59.70	\$84.00
Office Services and Records		
Administrative	\$49.50	\$95.70

The above rates apply to all projects with exception to depositions and expert witness, in which all time spent for the preparation for depositions, providing the deposition, preparation for trials, and time spent in trial shall be billed at a rate of 2.0 times the above rate for all staff involved.

Expenses such as interim travel and subsistence, telephone, blueprints, subsurface investigations, laboratory testing, and subcontractor work approved by the client, will be charged at actual cost.

A Fathometer for hydrographic surveys will be invoiced at \$150.00 per day. The use of a Survey Laser Scanner will be invoiced at \$1,000.00 per day. The use of an ATV or UTV will be invoiced at \$200.00 per day or actual rental cost. The use of a drone for aerial surveys or photography will be invoiced at \$50.00 per hour.

Necessary field vehicles are charged at \$65.00 per day. All other mileage is charged at 57.5 cents per mile net (or the current rate allowed by the I.R.S.). Boat Service fees are \$350 per day.

Above quotations are subject to change with 60 days review by client, due to circumstances beyond our control.