

**VILLAGE OF ST. JOSEPH
VILLAGE BOARD MEETING
February 14th, 2023 Agenda**

CALL TO ORDER: 7:00 PM

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATION: None

MINUTES:

- Review and approve the minutes for:
 - o Regular Village Board Meeting minutes – January 24th, 2022* - **Exhibit #1**
 - o Executive Session minutes review – January 24th, 2022* - **Exhibit #2**

Treasurer's Report: *First meeting of the month** - **Exhibit #3**

INVESTMENTS: *First meeting of the month.** - **Exhibit #4**

BILLS: Review and approval of bills in the amount of **\$84,706.10.*** - **Exhibit #5**

PUBLIC COMMENT: The Board welcomes your input. Please notify the Village Administrator (joe.hackney@stjosephillinois.org) before the meeting if you intend to speak. (The Village has a resolution regarding public comment. The specifics are located at the end of the agenda.) ^

Old Business:

1. Northern Sewer Utility Expansion – presented by Clark Dietz – **Exhibit #6**
2. FY23/24 Budget Conversation #1 – Public Works Department Storage needs.

New Business:

1. Approve Sports Complex Field maintenance bid* - **Exhibit #7**
2. Approve amendment to Park Use Agreement* - **Exhibit #8**
3. FY23/24 Budget Conversation #3 – Vehicle/Equipment replacement* - **Exhibit #9**
4. Flock (LPR) Camera* - **Exhibit #10**

Village Administrator:

- Updates

Staff Updates:

- **Village Attorney:** Nothing.
- **Village Clerk:** Nothing.
- **Public Works:** Nothing.

Mayor:

- Updates.

Board of Trustees:

- Updates/Comments from Trustees

Executive Session:

- None.

Adjournment:

**VILLAGE OF ST. JOSEPH
VILLAGE BOARD MEETING
February 14th, 2023 Agenda**

***Denotes Action Item**

ACTION ITEMS

1. Motion to approve the minutes from:
 - a. January 24th, 2023 Village Board Meeting minutes* - **Exhibit #1**
 - b. Motion to approve minutes from closed session January 24th, 2023* - **Exhibit #2**
2. Motion to accept the Treasurer's Report* - **Exhibit #3**
3. Motion to approve Investment Recommendations* - **Exhibit #4**
4. Motion to approve Bills in the amount of **\$84,706.10** from February 14, 2023* - **Exhibit #5**
5. Motion to award field maintenance services to selected contractors*. - **Exhibit #7**
6. Motion to amend Park Use Agreement to incentive early scheduling for games and practices - **Exhibit #8**
7. Motion to purchase grapple bucket for skid steer, and motion to sell/trade-in Farmall 100 C- **Exhibit #9**
8. Motion to approve Flock Camera annual subscription for the recommended location. - **Exhibit #10**

^PUBLIC COMMENT: The Board welcomes your input. You may address the Board/Committee by completing the information requested on the Attendance/Oath Sheet before the meeting. You may address the Board /Committee on subjects listed and not listed on the agenda, during the Public Comment portion of the meeting. Everyone addressing the Board/Committee is asked to state their name and address for the record. Organized groups addressing the same issue are asked to please choose a spokesperson to represent the group and speak on behalf of the group. Please limit your comments to no more than five minutes and refrain from using profanity or abusive language. The Mayor reserves the right to limit repetitive comments or those that are otherwise out of order.

Village of St. Joseph - 02.14.2023

Februray 14, 2023 Exhibits			
Exhibit #	Description	Action?	Notes
1	Regular Village Board Meeting minutes – January 24, 2023	Yes	
2	Executive Session Minutes - January 24, 2023	Yes	Distributed at meeting.
3	Treasurer's Report- Februray 2023	Yes	
4	Investment Recommendations - February 2023	Yes	
5	Bills - Februrary 14, 2023	Yes	
6	Norhern Expansion Sudy	No	
7	Parks field treatment bids	Yes	
8	Amending Park Use Agreement	Optional	
9	VERF	Optional	Distributed at meeting.
10	Flock LPR second service agreement.	Yes	

VILLAGE OF ST. JOSEPH
VILLAGE BOARD MEETING

January 24, 2023

DRAFT

Mayor Fruhling-Voges called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was said by all present.

Roll call was taken.	Fruhling-Voges	Present
	Wagner	Present
	Van Buskirk	Present
	Painter	Present
	Davis	Present
	Cummings	Present
	Rapp*	Present

Others in attendance: Joe Hackney, Village Administrator; Tiffany McElroy-Smetzer*, Village Clerk; Mike Peters*, Superintendent of Public Works; Luke Fisher, Assistant Superintendent of Public Works; Marc Miller, Village Attorney; Mike Sennert, Village AV; and Nora Maberry, The St. Joseph Record. (* Attended by Zoom).

MINUTES (Exhibit #1): The minutes of the January 10, 2023 Village Board Meeting were presented to the Board for approval. Cummings motioned and Davis seconded to approve the minutes as presented. Roll call vote was taken: Wagner – Aye, Van Buskirk – Aye, Painter – Aye, Davis – Aye, Cummings – Aye, and Rapp - Aye. Motion passed 6 – 0.

EXECUTIVE SESSION MINUTES REVIEW (Exhibit #2): The Board reviewed the Executive Minutes from September 27, 2022. Cummings motioned and Van Buskirk seconded to keep the Executive Session Minutes from September 27, 2022 confidential. Roll call vote was taken: Van Buskirk – Aye, Painter – Aye, Davis – Aye, Cummings – Aye, Rapp – Aye, and Wagner – Aye. Motion passed 6-0.

BILLS (Exhibit #3): The bills were presented. Rapp motioned and Painter seconded to approve the bills in the amount of \$44,980.77 as presented. Roll call vote was taken: Painter – Aye, Davis – Aye, Cummings – Aye, Rapp – Aye, Wagner – Abstain, and Van Buskirk – Aye. Motion passed 5-0-1.

PUBLIC PARTICIPATION: There was no public participation.

OLD BUSINESS:

- FY23/24 Budget Conversation #1 – Public Works Department Storage Needs (Exhibit #4):** Hackney presented a drawing that Fisher, Peters, and Hackney had come up with after extensive discussions. The plan is to build the new Public Works facility at the Community Park. The goal is to have all public works equipment and materials at one location. This will make getting ready for jobs much more efficient and effective. It will also free up the many buildings that are currently being used throughout the downtown. There was discussion amongst Board members regarding location, height, size, etc. Hackney stressed that this was a very well thought out plan but that input was welcome to make sure everything had been considered before actual drawings/plans were requested.

VILLAGE OF ST. JOSEPH
VILLAGE BOARD MEETING

January 24, 2023

DRAFT

NEW BUSINESS:

- 1) **General Discussion: Self-Storage units in Commercial Districts:** Fruhling-Voges noted that she had been approached regarding the possibility of construction of storage units in a Commercial District. She wanted to give the Board a heads up on the matter so they could research the Zoning Ordinance and be informed before the request came to the Board so they could talk about the request (when it was officially made) in a timely manner.

- 2) **FY23/24 Budget Conversation # 2- Employee Wage Adjustment Maximum Percentage (Exhibit #5):** Hackney referred the Board to Exhibit # 5 which gives the history of the Board addressing the wage compression issue that came as a result of the State of Illinois minimum wage increase through 2025. Hackney is recommending given increased inflation, that the Board consider a 3% maximum employee wage adjustment percentage. This is based on merit and COLA. This does not mean that all employees will receive this percentage. This is the most that an employee can be given. Final roster adjustments will be presented after the conclusion of evaluations, prior to the final budget being approved. The final roster adjustment will include the minimum wage plan approved last year. Cummings motioned and Van Buskirk seconded to approve Hackney's recommendation to approve the 3% maximum employee wage adjustment percentage. Roll call vote was taken: Davis – Aye, Cummings – Aye, Rapp – Aye, Wagner – Aye, Van Buskirk – Aye, and Painter – Aye. Motion passed 6-0.

- 3) **FY23/24 Budget Conversation #3- Vehicle/Equipment Replacement Funding (Exhibit #6):** Hackney reported that information presented in Exhibit #5 is very in depth and complex. He would like Board members to study the information before budget discussions. He would also be glad to discuss this one on one with any of the Trustees. He thinks that the employees do a very good job taking care of the Village equipment. He thinks that it is necessary to budget every month for equipment replacement. Further discussion will take place at later meetings.

VILLAGE ADMINISTRATOR:

- **Written Report (Exhibit #7):**

Hackney reported that the main item in his report was paperless billing. Hackney noted that as of today, the Village has \$205 customers signed up for paperless billing. This is approximately 12% of the total customer base. It represents an annual savings of \$1,082.40. The raffle brought a significant number of enrollments. He would like to see the enrollment number as high as possible. He would like to see intermittent raffles to achieve the at least 25% or 400 customers enrolled in paperless billing. This would represent \$2,112 in annual savings to the Village. If all customers enrolled it would be \$8,448 in annual savings.

STAFF UPDATES:

Village Attorney: Nothing to report

Village Clerk: Nothing to report.

VILLAGE OF ST. JOSEPH
VILLAGE BOARD MEETING
January 24, 2023

DRAFT

Public Works: Nothing to report.

MAYOR'S DESK:

Fruhling-Voges reminded the Board of the CIMOA meeting in Savoy Thursday. She also told the Public Works staff that she would be thinking about them if the Village did get the snow that was predicted.

BOARD OF TRUSTEES:

Nothing to report.

At 7:34, Cummings motioned and Wagner seconded to go into Executive Session for the limited purpose of discussing the employment, compensation, and performance of one or more Village employees pursuant to 5ILCS120/2(c). Roll call vote was taken: Cummings – Aye, Rapp – Aye, Wagner – Aye, Van Buskirk – Aye, Painter – Aye, and Davis – Aye. Motion passed 6-0.

At 8:15, Wagner motioned and Cummings seconded to come out of Executive Session. Roll call vote was taken: Rapp – Aye, Wagner – Aye, Van Buskirk – Aye, Painter – Aye, Davis – Aye, and Cummings – Aye. Motion passed 6-0.

At 8:16, Wagner motioned and Van Buskirk seconded to adjourn the meeting.

These minutes are respectfully submitted.

Tiffany McElroy-Smetzer
Village Clerk

Approved: December 13, 2022

	<u>Receipts</u>	<u>Expenditures</u>
GENERAL CORPORATE FUND		
Beginning Balance	\$162,953.72	
Checks Issued as per Statement		\$408,320.33
Checks Outstanding as of December 31, 2022		\$9,587.38
Checks Outstanding as of January 31, 2023	\$25,955.02	
Receipts	\$368,478.83	
Deluxe Charge for Deposit Slips		\$125.05
Ending Balance		\$139,354.81
TOTAL	\$557,387.57	\$557,387.57
INVESTMENTS		
General Corporate Fund	\$1,140,000.00	
Equipment Replacement	\$75,000.00	
Community Building	\$377,395.00	
TOTAL GENERAL CORP FUNDS ON JANUARY 31, 2023	\$1,731,749.81	
ARPA FUNDING GRANT MONEY		
Beginning Balance	\$368.09	
Checks Issued as per Statement		\$0.00
Receipts	\$758.82	
Ending Balance		\$1,126.91
TOTAL	\$1,126.91	\$1,126.91
INVESTMENTS		
ARPA	\$525,147.96	
TOTAL ARPA FUNDING GRANT MONEY JANUARY 31, 2023	\$526,274.87	
STORM WATER MANAGEMENT FUND		
Beginning Balance	\$174,447.57	
Checks Issued as per Statement		\$35,000.00
Checks Outstanding as of December 31, 2022	\$0.00	\$10,000.00
Checks Outstanding as of January 31, 2023	\$10,000.00	
Receipts	\$49,335.62	
Ending Balance		\$188,783.19
TOTAL	\$233,783.19	\$233,783.19
INVESTMENTS		
Storm Water Fund	\$60,000.00	
TOTAL STORM WATER MGMT. FUNDS JANUARY 31, 2023	\$248,783.19	

	<u>Receipts</u>	<u>Expenditures</u>
MOTOR FUEL FUND		
Beginning Balance	\$55,364.55	
Checks Issued as per Statement		\$117,435.84
Checks Outstanding as of December 31, 2022		\$683.68
Checks Outstanding as of January 31, 2023	\$0.00	
Receipts	\$130,842.43	
Ending Balance		\$68,087.46
TOTAL	\$186,206.98	\$186,206.98
INVESTMENTS		
Motor Fuel Fund	\$105,000.00	
Motor Fuel Rebuild IL Grant	\$174,293.48	
TOTAL MOTOR FUEL FUNDS ON JANUARY 31, 2023	\$347,380.94	
SEWER FUND		
Beginning Balance	\$387,069.95	
Checks Issued as per Statement		\$157,796.22
Checks Outstanding as of December 31, 2022		\$16,317.19
Checks Outstanding as of January 31, 2023	\$1,667.41	
Credit Card Settlement, Merchant Fees, and Bank Fees		\$100.23
Transfer to Sewer Depreciation (Billables)		\$4,041.61
Transfer to Sewer Bond Payment Account		\$10,500.00
Sewer Chargebacks		\$179.45
Receipts	\$210,285.15	
Ending Balance		\$410,087.81
TOTAL	\$599,022.51	\$599,022.51
Sewer Depreciation Account		
Beginning Balance	\$67,580.77	
Receipts	\$4,041.61	
Ending Balance		\$71,622.38
TOTAL	\$71,622.38	\$71,622.38
INVESTMENTS		
Sewer Fund	\$180,000.00	
Depreciation Fund	\$225,000.00	
TOTAL OF ALL SEWER FUNDS ON JANUARY 31, 2023	\$886,710.19	

	<u>Receipts</u>	<u>Expenditures</u>
ST. JOSEPH COMMUNITY PARK BILL PAYMENT ACCOUNT		
Beginning Balance	\$37,119.03	
Checks Issued as per Statement		
Checks Outstanding as of December 31, 2022		\$0.00
Checks Outstanding as of January 31, 2023	\$0.00	
Receipts	\$2,891.61	
Ending Balance		\$40,010.64
TOTAL	\$40,010.64	\$40,010.64
VILLAGE OF ST. JOSEPH SEWER BOND PAYMENT ACCOUNT		
Beginning Balance	\$204,719.98	
Checks Issued		
Receipts	\$62.77	
Transfer from Sewer Account	\$10,500.00	
Ending Balance		\$215,282.75
TOTAL	\$215,282.75	\$215,282.75

Debbie Routh
 Debbie Routh, Treasurer

**Village of St. Joseph
Investment Worksheet-Treasurer Recommendation
Tuesday, February 14, 2023**

INVESTMENT RATE CHART:

Months	BANKS			
	Longview	Gifford	Philo	Busey
3	2.50%	0.40%	0.45%	2.75%
6	2.75%	0.50%	0.85%	3.20%
9	N/A	0.50%	N/A	3.35%
12	2.90%	0.60%	1.10%	3.60%

INVESTMENT ACTIONS:

GENERAL CORP

LONGVIEW 6 MONTH CD #25650 FOR \$190,000.00

RENEW

LONGVIEW BANK

STORM WATER FUND

BUSEY 3 MONTH CD #293059 FOR \$25,000.00

RENEW

BUSEY BANK

MOTOR FUEL FUND

BUSEY 3 MONTH CD #293105 FOR \$45,000.00

RENEW

BUSEY BANK

MOTOR FUEL REBUILD IL GRANT

BUSEY 3 MONTH CD #293148 FOR \$50,000.00

RENEW

BUSEY BANK

BUSEY 3 MONTH CD 293164 FOR \$43,573.48

RENEW

BUSEY BANK

SEWER FUND

BUSEY 3 MONTH CD #293199 FOR \$30,000.00

RENEW

BUSEY BANK

SEWER DEPRECIATION FUND

BUSEY 3 MONTH CD #293229 FOR \$35,000.00

RENEW

BUSEY BANK

January 31, 2023

VILLAGE OF ST. JOSEPH
SUMMARY OF CERTIFICATE OF DEPOSITS

GENERAL CORP FUND

BANK	CD NUMBER	TERM	AMOUNT	INT. RATE	DUE DATE	FINANCE CHAIRMAN'S NOTE
Longview	25650	6 Month	190,000.00	0.30%	2/23/2023	
Longview	25658	6 Month	190,000.00	0.40%	3/22/2023	
Longview	25668	6 Month	190,000.00	0.80%	4/4/2023	
Busey	292680	6 Month	190,000.00	2.50%	5/28/2023	
Busey	314595	6 Month	190,000.00	2.50%	6/28/2023	
Busey	342521	6 Month	190,000.00	3.20%	7/26/2023	

TOTAL 1,140,000.00

EQUIPMENT REPLACEMENT FUND

Busey	293008	6 Month	25,000.00	2.50%	5/28/2023	
Busey	342564	6 Month	50,000.00	3.20%	7/26/2023	

TOTAL 75,000.00

COMMUNITY BUILDING

Busey	293040	6 Month	377,395.00	2.50%	5/28/2023	
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TOTAL 377,395.00

ARPA FUNDING GRANT MONEY #1 AND GRANT MONEY #2

Busey	314625	3 Month	262,372.32	2.25%	3/28/2023	
Longview	700000024	6 Month	262,775.64	0.80%	4/13/2023	

TOTAL 525,147.96

STORM WATER FUND

Busey	293059	3 Month	25,000.00	2.25%	2/28/2023	
Busey	342629	3 Month	35,000.00	2.75%	4/26/2023	

TOTAL 60,000.00

MOTOR FUEL FUND					
Busey	293105	3 Month	45,000.00	2.25%	2/28/2023
Busey	314668	3 Month	25,000.00	2.25%	3/28/2023
Busey	342645	3 Month	35,000.00	2.75%	4/26/2023
TOTAL			105,000.00		
Motor Fuel Rebuild IL Grant					
Busey	293148	3 Month	50,000.00	2.25%	2/28/2023
Busey	293164	3 Month	43,573.48	2.25%	2/28/2023
Busey	342688	3 Month	80,720.00	2.75%	4/26/2023
TOTAL			174,293.48		
SEWER FUND					
Busey	293199	3 Month	30,000.00	2.25%	2/28/2023
Busey	314706	3 Month	150,000.00	2.25%	3/28/2023
TOTAL			180,000.00		
SEWER DEPRECIATION FUND					
Busey	293229	3 Month	35,000.00	2.25%	2/28/2023
Busey	314765	3 Month	65,000.00	2.25%	3/28/2023
Busey	342718	3 Month	125,000.00	2.75%	4/26/2023
TOTAL			225,000.00		
TOTAL INVESTMENTS FROM ALL FUNDS			2,861,836.44		

January 31, 2023

GENERAL CORPORATE FUND DEPOSITS

State Comptroller, Income Tax	\$56,704.34
State Comptroller, Sales Tax	\$30,181.52
State Comptroller, State Use Tax	\$13,694.16
State Comptroller, Cannabis Use Tax	\$483.57
State Comptroller, Personal Property Replacement Tax	\$4,597.94
Building Permits	\$50.00
St. Joseph Township (Dumpster Day)	\$2,502.50
Proceeds from Dump Truck	\$19,600.00
Reimbursement for American Water	\$118.27
General Corp CD	\$240,000.00
General Corp CD Interest	\$516.71
Interest	\$29.82
Total	368,478.83

MOTOR FUEL DEPOSITS

State Comptroller, Motor Fuel Tax	\$8,754.34
State Comptroller, Transportation Renewal Fund	\$6,116.25
MFT CD	\$115,720.00
MFT CD Interest	\$240.57
Interest	11.27
Total	130,842.43

SEWER FUND DEPOSITS

Sewer Receipts	84,031.69
Charges for Credit Cards	32.00
Outside Water Meter Revenue	960.00
Sewer CDs	125,000.00
Sewer CD Interest	236.30
Interest	25.16
Total	210,285.15

STORM WATER MANAGEMENT DEPOSITS

State Comptroller, Non Home Rule Sales Tax	11,020.95
State Comptroller, Video Gaming Tax	3,191.47
Storm Water CD	35,000.00
Storm Water CD Interest	66.16
Interest	57.04
Total	49,335.62

ST. JOSEPH COMMUNITY PARK BILL PAYMENT DEPOSITS

State Comptroller, Telecommunications Tax	2,880.33
Interest	11.28
Total	2,891.61

SEWER DEPRECIATION DEPOSITS

5% Billables	4,041.61
Total	4,041.61

VILLAGE OF ST. JOSEPH SEWER BOND PAYMENT DEPOSITS

Sewer Bond Transfer	10,500.00
Interest	62.77
Total	10,562.77

ARPA DEPOSITS

ARPA CD Interest	758.82
Total	758.82

GENERAL CORPORATE FUND

1/31/2023

CD #	TERM	DATE	INT. RATE	AMOUNT	PURCHASED	RENEWED	REDEEMED	TOTAL
								\$835,000.00
24761	6 Month	5/14/2022	0.20%	\$75,000.00			\$75,000.00	\$760,000.00
25675	6 Month	5/16/2022	0.20%	\$190,000.00	\$190,000.00			\$950,000.00
25632	6 Month	6/16/2022	0.20%	\$190,000.00	\$190,000.00			\$1,140,000.00
25626	6 Month	7/18/2022	0.20%	\$190,000.00		\$190,000.00		\$1,140,000.00
25650	6 Month	8/23/2022	0.30%	\$190,000.00		\$190,000.00		\$1,140,000.00
25658	6 Month	9/22/2022	0.40%	\$190,000.00		\$190,000.00		\$1,140,000.00
25668	6 Month	10/14/2022	0.80%	\$190,000.00		\$190,000.00		\$1,140,000.00
25675	6 Month	11/16/2022	0.20%	\$190,000.00			\$190,000.00	\$950,000.00
292680	6 Month	11/28/2022	2.50%	\$190,000.00	\$190,000.00			\$1,140,000.00
25632	6 Month	12/16/2022	0.20%	\$190,000.00			\$190,000.00	\$950,000.00
314595	6 Month	12/28/2022	2.50%	\$190,000.00	\$190,000.00			\$1,140,000.00
25626	6 Month	1/18/2023	0.20%	\$190,000.00			\$190,000.00	\$950,000.00
342521	6 Month	1/26/2023	3.20%	\$190,000.00	\$190,000.00			\$1,140,000.00

EQUIPMENT REPLACEMENT

CD #	TERM	DATE	INT. RATE	AMOUNT	PURCHASED	RENEWED	REDEEMED	TOTAL
								\$75,000.00
24614	6 Month	5/3/2022	0.20%	\$25,000.00		\$25,000.00		\$75,000.00
25645	6 Month	7/25/2022	0.20%	\$50,000.00			\$50,000.00	\$25,000.00
7321	6 Month	7/25/2022	0.30%	\$50,000.00	\$50,000.00			\$75,000.00
24614	6 Month	11/10/2022	0.20%	\$25,000.00			\$25,000.00	\$50,000.00
293008	6 Month	11/28/2022	2.50%	\$25,000.00	\$25,000.00			\$75,000.00
7321	6 Month	1/25/2023	0.30%	\$50,000.00			\$50,000.00	\$25,000.00
342564	6 Month	1/26/2023	3.20%	\$50,000.00	\$50,000.00			\$75,000.00

COMMUNITY BUILDING

CD #	TERM	DATE	INT. RATE	AMOUNT	PURCHASED	RENEWED	REDEEMED	TOTAL
								\$367,395.00
24694	6 Month	7/22/2022	0.20%	\$100,000.00			\$100,000.00	\$267,395.00
7322	6 Month	7/22/2022	0.30%	\$100,000.00	\$100,000.00			\$367,395.00
24693	12 Month	7/22/2022	0.30%	\$217,395.00			\$217,395.00	\$150,000.00
7323	12 Month	7/22/2022	0.45%	\$217,395.00	\$217,395.00			\$367,395.00
24609	12 Month	11/16/2022	0.25%	\$50,000.00			\$50,000.00	\$317,395.00
7322	6 Month	11/22/2022	0.30%	\$100,000.00			\$100,000.00	\$217,395.00
7323	12 Month	11/22/2022	0.45%	\$217,395.00			\$217,395.00	\$0.00
293040	6 Month	11/28/2022	2.50%	\$377,395.00	\$377,395.00			\$377,395.00

ARPA FUNDING GRANT MONEY #1 AND GRANT MONEY #2

CD #	TERM	DATE	INT. RATE	AMOUNT	PURCHASED	RENEWED	REDEEMED	TOTAL
								\$262,372.32
25599	3 Month	6/21/2022	0.20%	\$262,372.32		\$262,372.32		\$262,372.32
25599	3 Month	9/21/2022	0.35%	\$262,372.32		\$262,372.32		\$262,372.32
70000024	6 Month	10/13/2022	0.80%	\$262,775.64	\$262,775.64			\$525,147.96
25599	3 Month	12/21/2022	0.35%	\$262,372.32			\$262,372.32	\$262,775.64
314625	3 Month	12/28/2022	2.25%	\$262,372.32	\$262,372.32			\$525,147.96

STORM WATER

CD #	TERM	DATE	INT. RATE	AMOUNT	PURCHASED	RENEWED	REDEEMED	TOTAL
								\$60,000.00
7297	3 Month	5/23/2022	0.20%	\$25,000.00		\$25,000.00		\$60,000.00
25606	3 Month	7/19/2022	0.20%	\$35,000.00		\$35,000.00		\$60,000.00
7297	3 Month	8/23/2022	0.20%	\$25,000.00			\$25,000.00	\$35,000.00
700000003	3 Month	8/23/2022	0.25%	\$25,000.00	\$25,000.00			\$60,000.00
25606	3 Month	10/19/2022	0.75%	\$35,000.00		\$35,000.00		\$60,000.00
700000003	3 Month	11/28/2022	0.25%	\$25,000.00			\$25,000.00	\$35,000.00
293059	3 Month	11/28/2022	2.25%	\$25,000.00	\$25,000.00			\$60,000.00
25606	3 Month	1/19/2023	0.75%	\$35,000.00			\$35,000.00	\$25,000.00
342629	3 Month	1/26/2023	2.75%	\$35,000.00	\$35,000.00			\$60,000.00

MOTOR FUEL FUND

CD #	TERM	DATE	INT. RATE	AMOUNT	PURCHASED	RENEWED	REDEEMED	TOTAL
								\$105,000.00
7298	3 Month	5/23/2022	0.20%	\$45,000.00		\$45,000.00		\$105,000.00
25601	3 Month	6/21/2022	0.20%	\$25,000.00		\$25,000.00		\$105,000.00
25607	3 Month	7/19/2022	0.20%	\$35,000.00		\$35,000.00		\$105,000.00
7298	3 Month	8/23/2022	0.20%	\$45,000.00			\$45,000.00	\$60,000.00
700000004	3 Month	8/23/2022	0.25%	\$45,000.00	\$45,000.00			\$105,000.00
25601	3 Month	9/21/2022	0.35%	\$25,000.00		\$25,000.00		\$105,000.00
25607	3 Month	10/19/2022	0.75%	\$35,000.00		\$35,000.00		\$105,000.00
700000004	3 Month	11/28/2022	0.25%	\$45,000.00			\$45,000.00	\$60,000.00
293105	3 Month	11/28/2022	2.25%	\$45,000.00	\$45,000.00			\$105,000.00
25601	3 Month	12/21/2022	0.35%	\$25,000.00			\$25,000.00	\$80,000.00
314668	3 Month	12/28/2022	2.25%	\$25,000.00	\$25,000.00			\$105,000.00
25607	3 Month	10/19/2022	0.75%	\$35,000.00		\$35,000.00		\$105,000.00
25607	3 Month	1/19/2023	0.20%	\$35,000.00			\$35,000.00	\$70,000.00
342645	3 Month	1/26/2023	2.75%	\$35,000.00	\$35,000.00			\$105,000.00

MOTOR FUEL REBUILD IL GRANT

CD #	TERM	DATE	INT. RATE	AMOUNT	PURCHASED	RENEWED	REDEEMED	TOTAL
								\$130,720.00
24818	3 Month	5/18/2022	0.20%	\$50,000.00		\$50,000.00		\$130,720.00
24886	3 Month	7/15/2022	0.20%	\$80,720.00		\$80,720.00		\$130,720.00
24818	3 Month	8/18/2022	0.25%	\$50,000.00		\$50,000.00		\$130,720.00
24886	3 Month	10/15/2022	0.75%	\$80,720.00		\$80,720.00		\$130,720.00
24818	3 Month	11/18/2022	0.25%	\$50,000.00			\$50,000.00	\$80,720.00
293148	3 Month	11/28/2022	2.25%	\$50,000.00	\$50,000.00			\$130,720.00
293164	3 Month	11/28/2022	2.25%	\$43,573.48	\$43,573.48			\$174,293.48
24886	3 Month	1/15/2023	0.75%	\$80,720.00			\$80,720.00	\$93,573.48
342688	3 Month	1/26/2023	2.75%	\$80,720.00	\$80,720.00			\$174,293.48

SEWER FUND

CD #	TERM	DATE	INT. RATE	AMOUNT	PURCHASED	RENEWED	REDEEMED	TOTAL
								\$180,000.00
24889	3 Month	5/12/2022	0.20%	\$30,000.00		\$30,000.00		\$180,000.00
25659	3 Month	6/28/2022	0.20%	\$150,000.00		\$150,000.00		\$180,000.00
24889	3 Month	8/12/2022	0.25%	\$30,000.00		\$30,000.00		\$180,000.00
25659	3 Month	9/28/2022	0.35%	\$150,000.00		\$150,000.00		\$180,000.00
24889	3 Month	11/14/2022	0.25%	\$30,000.00			\$30,000.00	\$150,000.00
293199	3 Month	11/28/2022	2.25%	\$30,000.00	\$30,000.00			\$180,000.00
25659	3 Month	12/28/2022	0.35%	\$150,000.00			\$150,000.00	\$30,000.00
314706	3 Month	12/28/2022	2.25%	\$150,000.00	\$150,000.00			\$180,000.00

SEWER DEPRECIATION FUND

CD #	TERM	DATE	INT. RATE	AMOUNT	PURCHASED	RENEWED	REDEEMED	TOTAL
								\$225,000.00
7299	3 Month	5/23/2022	0.20%	\$35,000.00		\$35,000.00		\$225,000.00
25660	3 Month	6/28/2022	0.20%	\$65,000.00		\$65,000.00		\$225,000.00
25627	3 Month	7/18/2022	0.20%	\$125,000.00		\$125,000.00		\$225,000.00
7299	3 Month	8/23/2022	0.20%	\$35,000.00			\$35,000.00	\$190,000.00
700000005	3 Month	8/23/2022	0.25%	\$35,000.00	\$35,000.00			\$225,000.00
25660	3 Month	9/28/2022	0.35%	\$65,000.00		\$65,000.00		\$225,000.00
25627	3 Month	10/18/2022	0.75%	\$125,000.00		\$125,000.00		\$225,000.00
700000005	3 Month	11/28/2022	0.25%	\$35,000.00			\$35,000.00	\$190,000.00
293229	3 Month	11/28/2022	2.25%	\$35,000.00	\$35,000.00			\$225,000.00
25660	3 Month	12/28/2022	0.35%	\$65,000.00			\$65,000.00	\$160,000.00
314765	3 Month	12/28/2022	2.25%	\$65,000.00	\$65,000.00			\$225,000.00
25627	3 Month	1/18/2023	0.75%	\$125,000.00			\$125,000.00	\$100,000.00
342718	3 Month	1/26/2023	2.75%	\$125,000.00	\$125,000.00			\$225,000.00

**VILLAGE OF ST. JOSEPH
OUTSTANDING CHECKS AS OF JANUARY 31, 2023**

29478	12/21/2022	Comcast	\$1,436.94	General Corp
29494	1/10/2023	Unemp IL Dept of Employment	\$161.05	General Corp
29494	1/10/2023	Unemp IL Dept of Employment	\$48.81	Sewer
ACH	1/10/2023	Terminex	\$40.00	General Corp
29499	1/30/2023	James R. Inghram, Trustee	\$3,000.00	General Corp
29509	1/10/2023	Benefit Planning Consultant	\$261.59	General Corp
29509	1/10/2023	Benefit Planning Consultant	\$87.19	Sewer
29539	1/24/2023	Champaign County Sheriff's Dept.	\$17,081.00	General Corp
29540	1/24/2023	Chemical Maintenance, Inc.	\$207.01	Sewer
29541	1/24/2023	Comcast	\$391.63	General Corp
29544	1/24/2023	Hawkins, Inc.	\$1,324.40	Sewer
29546	1/24/2023	Illini FS, Inc.	\$19.00	General Corp
29548	1/24/2023	Illinois Portable Toilets	\$150.00	General Corp
29552	1/24/2023	Lazers Edge Office Automation	\$1,296.74	General Corp
29554	1/24/2023	Menards	\$251.84	General Corp
29555	1/24/2023	Mid-West Truckers Assn., Inc.	\$80.00	General Corp
29557	1/24/2023	Productivity Plus Account	\$1,785.23	General Corp
3758	4/30/2022	G.F. Farms, Inc.	\$10,000.00	Storm Water
		Total	\$37,622.43	

**Village of St. Joseph
Investment Worksheet-Treasurer Recommendation
Tuesday, February 14, 2023**

INVESTMENT RATE CHART:

Months	BANKS			
	Longview	Gifford	Philo	Busey
3	2.50%	0.40%	0.45%	2.75%
6	2.75%	0.50%	0.85%	3.20%
9	N/A	0.50%	N/A	3.35%
12	2.90%	0.60%	1.10%	3.60%

INVESTMENT ACTIONS:

GENERAL CORP

LONGVIEW 6 MONTH CD #25650 FOR \$190,000.00

RENEW

LONGVIEW BANK

STORM WATER FUND

BUSEY 3 MONTH CD #293059 FOR \$25,000.00

RENEW

BUSEY BANK

MOTOR FUEL FUND

BUSEY 3 MONTH CD #293105 FOR \$45,000.00

RENEW

BUSEY BANK

MOTOR FUEL REBUILD IL GRANT

BUSEY 3 MONTH CD #293148 FOR \$50,000.00

RENEW

BUSEY BANK

BUSEY 3 MONTH CD 293164 FOR \$43,573.48

RENEW

BUSEY BANK

SEWER FUND

BUSEY 3 MONTH CD #293199 FOR \$30,000.00

RENEW

BUSEY BANK

SEWER DEPRECIATION FUND

BUSEY 3 MONTH CD #293229 FOR \$35,000.00

RENEW

BUSEY BANK

DATE: 02/14/23

Tuesday February 14, 2023

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 THE SHERWIN-WILLIAMS CO. 703176	15-00-652	PAINT	30.45	30.45
01 CHAMPAIGN COUNTY SHERIFF'S OFF 0210423	01-21-840	JAN POLICE CONTRACT	17081.00	17081.00
01 ILLINI FIRE EQUIPMENT 1237537	01-41-512	EXTINGUISHER	68.25	68.25
01 INTERSTATE ALL BATTERY CENTER 1903401029690	01-11-511	2 SLA1116	131.40	131.40
01 AMEREN ILLINOIS 0211323	01-11-811	202 W JAMES	15103.72	28.65
0211323	01-11-571	514 N MAIN		46.69
0211323	01-11-571	201 N 2ND		431.03
0211323	01-11-572	200 N MONROE		13.98
0211323	01-11-572	603 N MAIN		261.74
0211323	01-11-811	2007 HS SOCCER		28.65
0211323	01-11-571	204 W JAMES		28.77
0211323	01-11-811	2007 DIAMOND 4		71.12
0211323	52-00-571	515 N ELM		157.46
0211323	52-00-571	510 N 3RD		442.32
0211323	01-11-811	2007 SW DIAMONDS		89.47
0211323	01-11-572	STREET LIGHTS		2609.44
0211323	01-11-811	200 GREEN		52.46
0211323	01-11-571	403 CHESNUT		37.94
0211323	01-11-571	207 MUNICIPAL		383.90
0211323	01-11-811	2007 BALL DIAMONDS		61.02
0211323	01-11-811	2007 CONCESS STAND		510.46
0211323	01-11-811	2007 WELL HEAD		30.59
0211323	52-00-571	301 S MAIN		111.79
0211323	52-00-571	1500 E GRAND		94.84
0211323	01-11-571	204 GARAGE		1504.10
0211323	01-11-811	900 PARK		62.52
0211323	01-11-811	805 BALL PARK		28.65
0211323	52-00-571	805 WATER		7525.33
0211323	01-11-811	201 SHERMAN		49.60
0211323	01-11-571	501 WARREN		28.65
0211323	01-11-571	300 MEADOW		28.65
0211423	01-11-571	207-PYMNT TOOK 2X		383.90
01 PRILLAMAN & MOORE, LTD 22-90017	01-11-533	B. GOECKNER	500.00	500.00
01 QUILL CORPORATION 0211523	01-11-651	3 INV-SUPPLIES	201.32	201.32
01 ST JOSEPH IGA 0211023	52-00-610	ICE	41.36	9.96
0211023	01-11-511	CLEANING PRODUCTS		31.40
01 GRANT JANITORIAL SERVICE 0210723	01-11-508	JAN CLEANING	320.00	320.00

DATE: 02/14/23

Tuesday February 14, 2023

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 CLARK DIETZ INC 436442 436442	52-00-532 01-11-552	WORK THRU 12/31/2022 WORK THRU 12/31/2022	10857.70	130.00 10727.70
01 SPRINGFIELD ELECTRIC S010261147 S010261147	01-11-810 01-41-512	VOLTAGE WALL MOUNT LOCKING TIE BULK	316.56	96.94 219.62
01 FIRST NATIONAL BANK (1) 0210523 0210523 0210523 0210523	01-11-551 01-11-511 01-11-511 01-41-840	POSTAGE DOOR CLOSER THERMOSTATS LAPTOP	821.06	360.00 41.06 45.00 375.00
01 HEALTH ALLIANCE MEDICAL PLANS 0210823 0210823 0210923 PR011323-05-972 PR113022-04-951 PR121522-04-960 PR123022-05-966	01-11-452 52-00-452 01-11-452 01-11-452 01-11-452 01-11-452 01-11-452	 MIKES INS HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE HEALTH INSURANCE	14278.36	7306.85 2448.27 550.00 986.74 999.88 999.88 986.74
01 BENEFIT PLANNING CONSULTANT, I 100300568 100300568	01-11-451 52-00-451		350.00	262.50 87.50
01 VERIZON WIRELESS 9925976663 9925976663	52-00-613 01-11-552	CALL OUT M.CELL/HAZARD	111.32	42.19 69.13
01 CINTAS 4142135844	01-11-548	JAN 3/10/17/24/31	676.60	676.60
01 SUPERIOR PUMPING SERVICES 2990	52-00-613	PULLEDPUMP/CHNGDSEAL	2987.25	2987.25
01 USA BLUEBOOK 235875	52-00-611	REPLACECAP/ELECTRODE	611.00	611.00
01 CASEY'S BUSINESS MASTERCARD 0211223 0211223 0211223 0211223 0211223	52-00-655 01-41-655 01-41-655 52-00-655 01-41-655	30 33 1 2 22	797.87	92.00 266.22 175.79 174.21 89.65
01 LAZERS EDGE OFFICE AUTOMATION, 34490	01-11-513	JANUARY INV	202.42	202.42
01 KCN SOLUTIONS 5425	15-00-652	TREATED SALT	1336.00	1336.00
01 DUST AND SONS OF CHAMPAIGN CO. S15-592896 S15-606656	01-41-512 01-41-512	CONCENTRATE BLASTER	54.82	19.78 35.04
01 MH LAWOFFICE LLC 0211123	01-11-533	FOIA ISSUE	1890.00	1890.00

DATE: 02/14/23

Tuesday February 14, 2023

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 JOSEPH HACKNEY 0210323	01-11-552	FEB PHONE	200.00	200.00
01 GOV OFFICE 4313042	01-11-562	ANNUAL WEBHOST FEE	1430.00	1430.00
01 TEKLAB, INC 283501	52-00-610	CHEMICALS	405.20	405.20
01 DAVE & HARRY LOCKSMITHS, INC 45307	01-11-511	KEYS	12.00	12.00
01 ILLINI FS INC 67020900	01-41-512	SERVICE/REPAIR	160.00	160.00
01 STERLING CODIFIERS/AMERICAN LE 23042	01-11-562	SUPP ORDINANCE PGS	1417.41	1417.41
01 MENARDS 55341 55426 55794	01-41-512 01-41-512 01-11-511	DRAINPAN/TOGGLE GRIPMEASURE/REBATE PASSGEJUNOKNOB	128.13	110.50 4.49 13.14
01 VISIT CHAMPAIGN COUNTY FOUNDAT 2022.0920	01-11-914	TOURISM PARTNER	700.00	700.00
01 LUKE FISHER 0210323-2	01-11-552	FEB PHONE	65.00	65.00
01 EVANS, FROEHLICH, BETH & CHAML 16395	01-11-533	STOWE/ORDINANCES	2215.64	2215.64
01 LOWELL SUITS 0210323-3	01-11-552	FEB PHONE	25.00	25.00
01 MIDWEST METERS INC 0151050-IN	52-00-580	18WATMETERS/COUPLINGS	1604.00	1604.00
01 DEPKE GASES AND WELDING SUPPLI 2140315	01-41-512	STEEL CYL	18.60	18.60
01 PRODUCTIVITY PLUS ACCOUNT (BIR 0210623	01-41-512	FIRE EXT/BURNS AMBER	201.05	201.05
01 PROGRESSIVE CHEMICAL & LIGHTIN 53774	01-41-512	POSI SHIELD	223.27	223.27
01 TERMINIX SERVICES, INC. 1095764	01-11-511	MONTHLY PEST	40.00	40.00
01 LONGVIEW BANK PR012423-01-974 PR012423-01-974 PR012423-01-974 PR012423-01-974 PR012423-01-974 PR012423-01-974 PR012423-01-974 PR012423-01-974 PR012423-01-974 PR012423-01-974	01-00-215 01-41-461 52-00-461 01-00-213 01-00-217 01-41-463 52-00-463 01-11-461 01-11-463	FICA FICA FICA FED. TAX MEDICARE MEDICARE MEDICARE FICA MEDICARE	5894.59	1684.99 660.23 436.98 1736.45 394.08 154.43 102.18 587.78 137.47
01 IL DEPARTMENT OF REVENUE PR012423-02-975	01-00-214	STATE TAX	1197.75	1197.75
** TOTAL CHECKS TO BE ISSUED			84706.10	

Village of St. Joseph - 02/14/2023

SYS DATE: 02/10/23

village of St Joseph

SYS TIME: 11:41

ACCOUNT LIST

[NW1]

REGISTER # 457

DATE: 02/14/23

Tuesday February 14, 2023

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
GENERAL CORP			65877.17	
MOTOR FUEL TAX			1366.45	
SEWER FUND			17462.48	
*** GRAND TOTAL ***			84706.10	
TOTAL FOR REGULAR CHECKS:			55,082.70	
TOTAL FOR DIRECT PAY VENDORS:			29,623.40	

Memo

Project: Village of St. Joseph – North Sanitary Sewer Study
(CDI Project No. S0010070)
To: Joe Hackney, Village Administrator
From: Nicholas Rademacher and Andrea Bretl
Date: January 9, 2023
Subject: North Sanitary Expansion Study

The Village of St Joseph (St Joe) is exploring the feasibility of development possibilities that would allow for residential and commercial growth. Clark Dietz (CD) is currently working with the Village on several wastewater and stormwater capital improvement projects including wastewater treatment plant upgrades, sanitary sewer interceptor replacement, and a new large diameter storm sewer. Once these projects are complete, existing sewer system capacity issues will be resolved and the Village will be positioned for substantial developments.

The goal of this study is to evaluate the feasibility of adding sanitary sewer infrastructure north of I-74 and determine design requirements for a north expansion of the sanitary utility. This memo includes discussion of:

- Development Study Area: Approximately 1,330 acres of developable land north of I-74.
- Downstream Connection: Sanitary forcemain would need to connect near Rte 150/Monroe St.
- Preliminary Gravity Sewer Network: Two preferred lift station options and gravity sewer layout.
- Lift Station and Forcemain: Lift station and forcemain sized for phased development of Study Area.
- Preliminary Cost Estimate: Lift station and forcemain total project cost estimated at \$2,839,000.

Development Study Area

One area of interest for development is north of Interstate-74 (see Figure 1 below). This area is currently not part of the Village, nor does it contain any Village-owned public infrastructure.

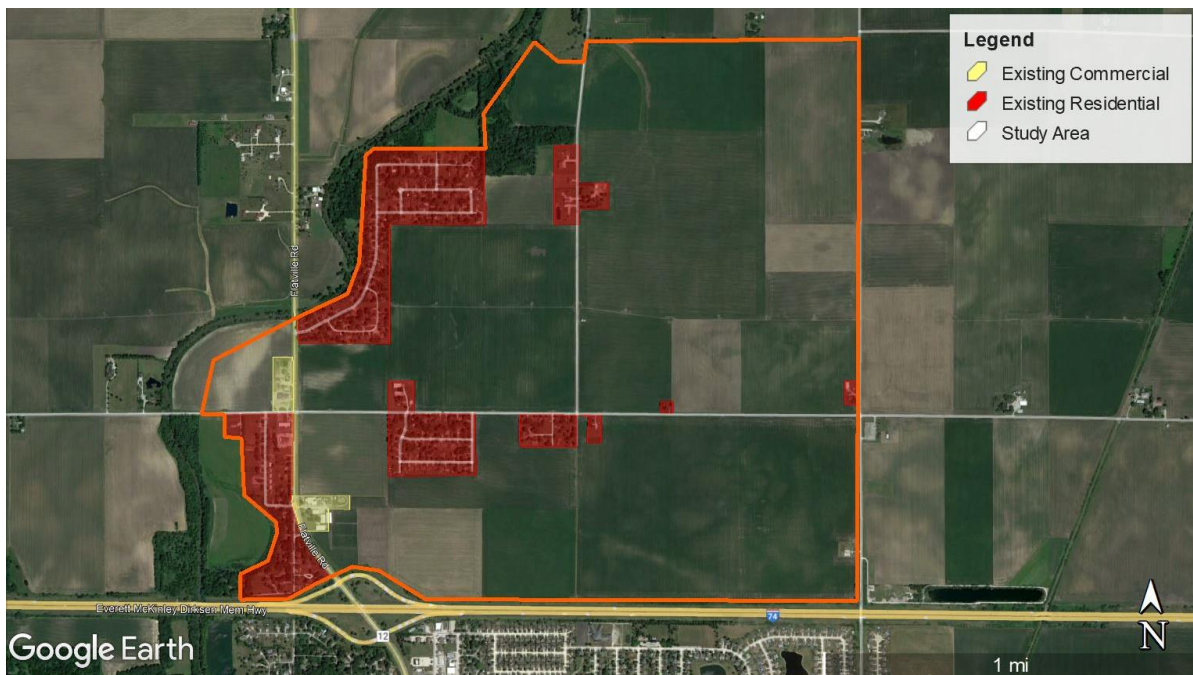


Figure 1. North Development Study Area



MEMO

Village of St. Joseph – North Sanitary Sewer Study

January 9, 2023

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The Study Area contains approximately 1,330 acres of developable land. Existing land uses and corresponding acreage are summarized below in Table 1.

Table 1. Study Area Existing Land Use

Land Use	Area (Acres)
Undeveloped Land	1,150
Existing Residential	165
Existing Business/Commercial	15
Total Study Area	1,330

Development Phase Assumptions

The identified Study Area is a combination of undeveloped area and existing developed area. This creates a wide range of possibilities for development types, development timeframe, and flow contributions. The Wastewater Treatment Plant Upgrades Facility Plan prepared in 2019 by Clark Dietz for the Village was used as a reference for development scenarios. Flow assumptions from that document are summarized in Table 2 below.

Table 2. Wastewater Treatment Plant Design Values from Facility Plan

Parameter	Unit	Value
Existing Treatment Plant Flow	mgd	0.51
Expanded Capacity	mgd	0.95
Remaining Treatment Plant Capacity	mgd	0.44
Assumed # of Future Development Households	--	1,200
Development Area	acres	525
Flow Per Household	gpd	360
Households per acre	--	2.26

Unit Abbreviations

mgd: million gallons per day

gpd: gallons per day

Flow rates from industrial areas can be highly variable based on the number of employees in the building, building use, and the manufacturing or industrial process. For example, warehouses fall in the low water usage category due to minimal employees and no additional processes contributing to the sanitary sewer system while food processing facilities are in the high usage category.

For the purposes of quantifying development phase limits, only residential development was assumed. The sanitary system is capable of adding other connection types such as commercial, industrial, or multifamily residential. Anticipated flows from those developments can be compared to the available system capacity when the Village evaluates development opportunities.

Development Phases

The Study Area was divided into 3 phases of development. Design criteria from each phase of development are used in determining the immediate and future infrastructure needs. A summary of each Phase is shown in Table 3 below.



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Village of St. Joseph – North Sanitary Sewer Study

January 9, 2023

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Table 3. Development Phase Summary

		Phase 1	Phase 2	Phase 3
Treatment Plant Capacity	%	75%	100%	117%
Average Daily Flow	mgd	0.19	0.44	1.11
Peak Design Flow	mgd	0.60	1.36	3.46
Assumed # of Households	--	525	1,200	3,040
Study Area Developed	%	17%	39%	100%
Development Area	acres	230	525	1,330

Figure 2 provides a visual representation to quantify the assumed level of development for each phase. These are based on all residential development at the stated household density. Actual location, quantity, and flow contribution may differ from the assumed values, but the conclusions should be similar.

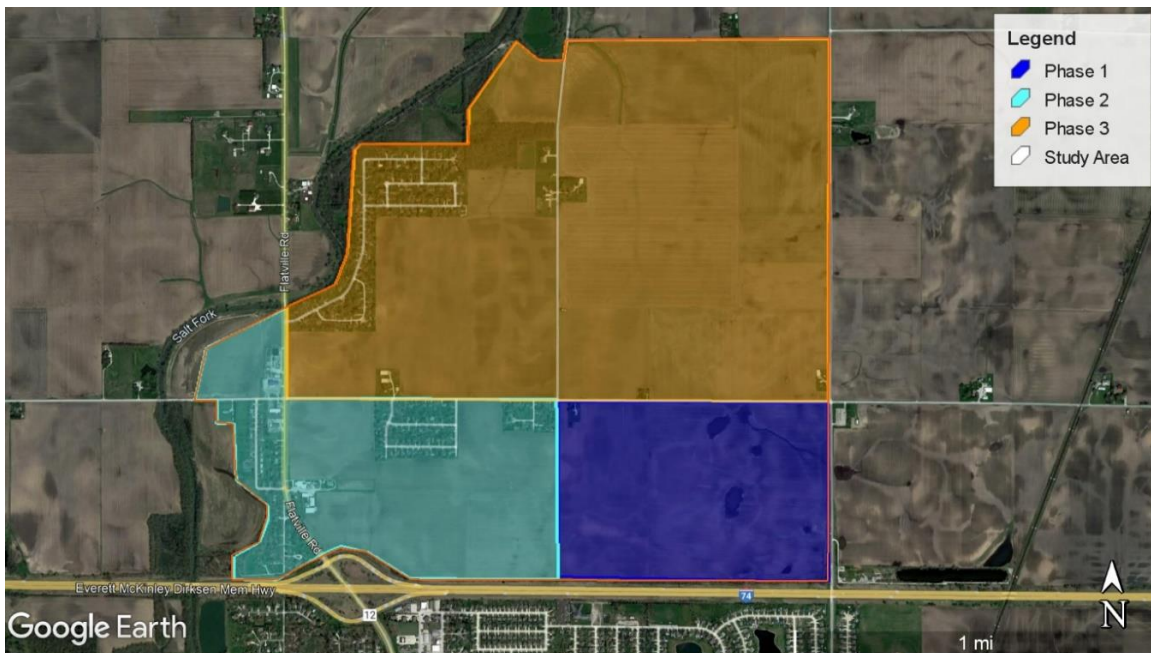


Figure 2. Assumed Development Phase Land Acreage

Phase 3 would require modifications at the wastewater treatment plant to treat and discharge additional sanitary sewer flow. While this is not anticipated to occur for some time, these values were used as a reference when considering the design criteria for the longer design life infrastructure (gravity sewers, lift station wet well substructure, etc.).

Downstream Connection

Development north of Interstate 74 requires a lift station and forcemain to transfer sanitary sewer flow to the existing sanitary network. A gravity sewer from this part of town to the existing treatment plant would be too deep to connect at the plant influent wetwell. A new treatment plant that serves only north of the interstate is not recommended due to additional construction and operational costs and permitting requirements. Two treatment plants are not feasible for communities of this population size. Therefore, a lift station and forcemain is the preferred option for conveying sanitary sewer flow.

The following downstream connection locations were evaluated to determine their capacity of conveying additional flow. These locations are shown in the following figure.

- Northeast Sanitary Basin
- Northwest Sanitary Basin
- Sanitary Sewer Interceptor

Northeast and Northwest Sanitary Basins

The existing sanitary basins adjacent to the interstate (northeast and northwest basins) are shown in Figure 3. Figure 3 also shows the new large interceptor sanitary sewer which is currently being designed and construction is anticipated in 2024-2025.



Figure 3. Existing Sanitary Sewer Basins (Northeast, Northwest)

The northeast sanitary sewer basin is approximately bounded by I-74, Main Street, Route 150, and the east Village limits. Most of this basin is served by 8-inch sanitary sewer with the downstream end connecting to a 10-inch sanitary sewer. The northwest sanitary basin is located in the existing northwest quadrant of the Village bounded by the interstate, wetland, and high school property. The basin is served by entirely 8-inch sanitary sewer.

Theoretical capacity of each sewer diameter was compared to the observed peak from the 2017 flow monitoring study. As shown in Table 4 below, the existing sewer in this area is at or above the theoretical available capacity during peak flow periods. **Therefore, it is not recommended that sanitary sewer flow from north of the interstate connect within the northeast or northwest sanitary basins.**



MEMO

Village of St. Joseph – North Sanitary Sewer Study

January 9, 2023

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Table 4. Northeast and Northwest Sanitary Basin Capacity

		Northeast		Northwest
Sewer Diameter	in	8	10	8
Service Area	acres	270	395	80
Existing Peak	gpm	365	535	320
Existing Peak	gpm/acre	1.35	1.35	4.0
Slope	%	0.40%	0.28%	0.40%
Theoretical Capacity	gpm	345	520	345
Remaining Capacity	gpm	none	none	25

Replaced Sanitary Interceptor

The Village’s sanitary sewer interceptor from the wastewater treatment plant to Route 150 is anticipated to be replaced in 2024/2025. This sewer will be sized to handle future connections and increased sanitary sewer flow.

The forcemain conveying sanitary sewer flow associated with developments north of the interstate will need to connect at the upstream end of this interceptor sewer near the intersection of Monroe St and Route 150 (Warren St).

Preliminary Gravity Sewer Network

To properly size the lift station and forcemain, a preliminary gravity sewer network for north of the interstate was developed. Two options for lift station location were evaluated since exact development locations are unknown. Both locations are expected to have similar design components and construction cost.

Maps showing the two potential lift station locations and associated forcemain and gravity sewer network are attached in Appendix A. Proposed lift station Location 1 is near the north limit of Shore Drive. Proposed lift station Location 2 is directly north of the intersection of Northgate Drive and Balsam Drive on the opposite side of Interstate 74. Also included in Appendix A are approximate ground profile drawings for the proposed interceptor sewer alignments. These profiles were used in determining required wetwell depth for the proposed lift station.

Varying sewer diameters were used based on the assumed sewer shed that would contribute flow to the pipe. Immediately upstream of the lift station would require a 21” interceptor sewer with sizes expected to decrease to 15” and 10” for tributary and connector sewers. Actual sewer sizes would be determined during final design in coordination with the Village and developers.

Lift Station and Force Main

The lift station and force main are recommended to be designed for Phase 1 and 2 flows. This determines wetwell size, pump size, and forcemain size as summarized in Table 5 below. We recommend that the lift station only be designed for the Phase 1 and 2 flows because designing for Phase 3 flows would lead to oversized infrastructure that would not operate efficiently at the flow anticipated in the short to medium term. When developing beyond 1,200 additional residences (in addition to the current number of Village residences) a lift station expansion and parallel forcemain will be required. Wastewater treatment plant capacity expansion will also be required when more than 1,200 residences are added.



MEMO

Village of St. Joseph – North Sanitary Sewer Study

January 9, 2023

Page 6

Table 5. Lift Station and Forcemain Design Criteria

Parameter	Unit	Value
Wet Well Diameter	ft	10
Incoming Sewer Depth	ft	27
Wet Well Depth	ft	35
Wet Well Depth (Usable)	ft	8
Usable Volume	gal	4,700
Pump Flow Rate, each*	gpm	500
Pump Quantity (Duty/Standby)	ea	2
Pump TDH*	ft	60
Pump HP*	hp	10
Forcemain Diameter	in	8

*Pump parameters based on Phase 1. Larger pumps are required for Phase 2 flows.

Preliminary Cost Estimate

The preliminary total project cost estimate for a lift station and forcemain is shown below in Table 6. This cost does not include the installation of a gravity sewer network but provides an approximate cost per foot for reference. The forcemain length is based on Location 1, with Location 2 having approximately 1,150 less feet of forcemain.

Table 6. Preliminary Total Project Cost Estimate (2023 Dollars)

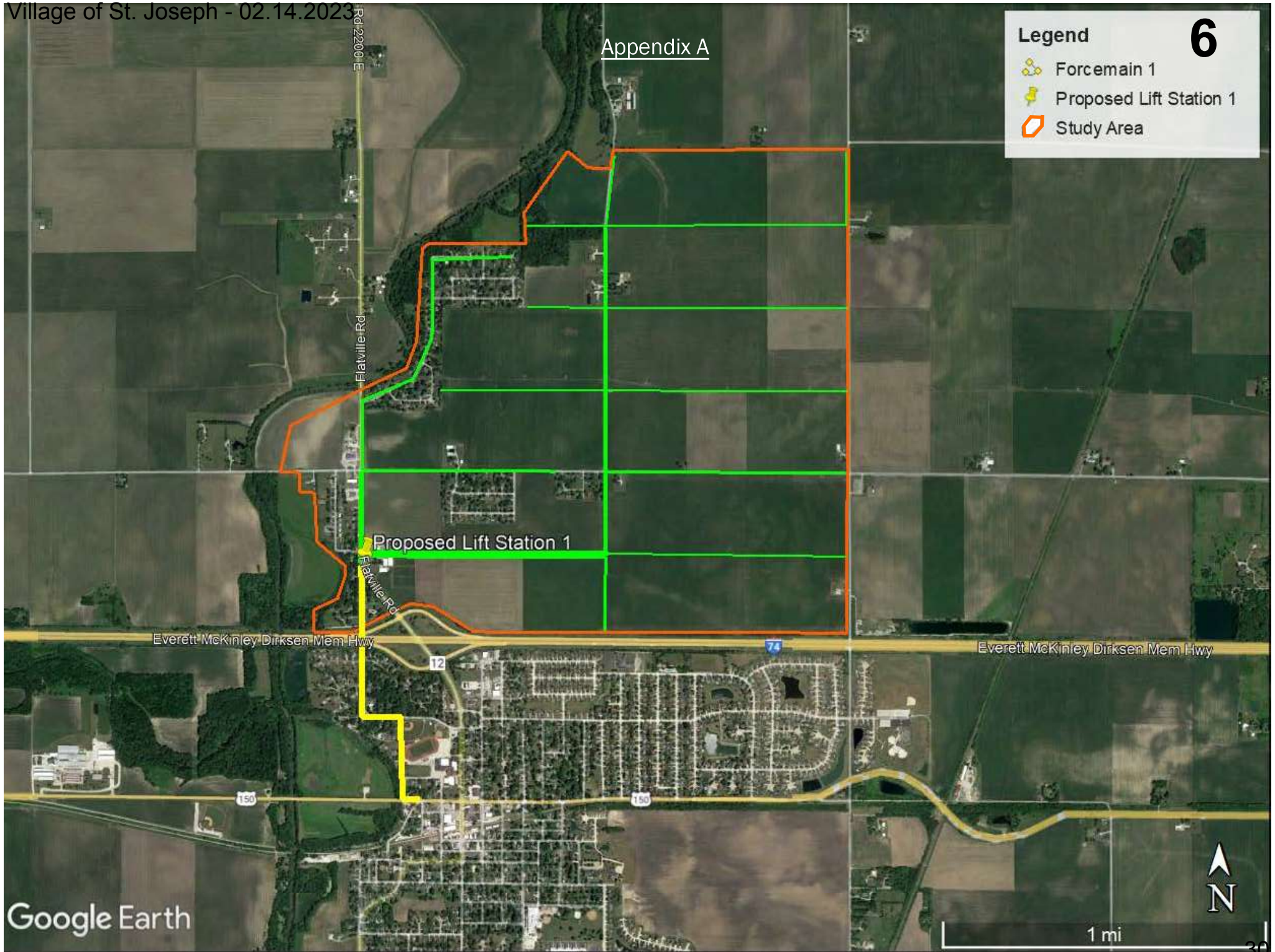
Item	Quantity	Unit	Unit Price	Total
<u>Lift Station</u>				
Wetwell (10 ft Diameter, 35 ft Deep)	1	LS	\$250,000	\$250,000
Pumps (500gpm, 55ft, 10hp)	2	EA	\$37,500	\$75,000
Wetwell Piping, Valves, Flow Meter, Valve Box	1	LS	\$100,000	\$100,000
Site Work (Access, Enclosure, Grading)	1	LS	\$100,000	\$100,000
Site Land Acquisition/Easements	1	LS	\$25,000	\$25,000
Electrical/Controls	1	LS	\$150,000	\$150,000
Subtotal				\$700,000
<u>Forcemain</u>				
Forcemain (8")	5425	LF	\$150	\$813,750
Bore and Jack I-74 and Rte 150	400	LF	\$500	\$200,000
Downstream Connection	1	LS	\$15,000	\$15,000
Forcemain Land Acquisition/Easements	1	LS	\$25,000	\$25,000
Subtotal				\$1,053,750
<u>General</u>				
Contractor Mobilization & Demobilization	5%			\$88,000
Contractor Bonds & Insurance	2%			\$35,000
Contingency	25%			\$614,000
Total Construction Cost				\$2,491,000
Final Design Engineering	8%			\$199,000
Construction Engineering	6%			\$149,000
Total Project Cost				\$2,839,000
<u>Additional Costs (for reference only)</u>				
10" Sanitary Sewer, Open Cut, BFM2, 9-12 ft	1	LF	\$200	
15" Sanitary Sewer, Open Cut, BFM2, 12-15 ft	1	LF	\$250	
21" Sanitary Sewer, Open Cut, BFM2, 15-18 ft	1	LF	\$350	

Appendix A

Legend




-  Forcemain 1
-  Proposed Lift Station 1
-  Study Area

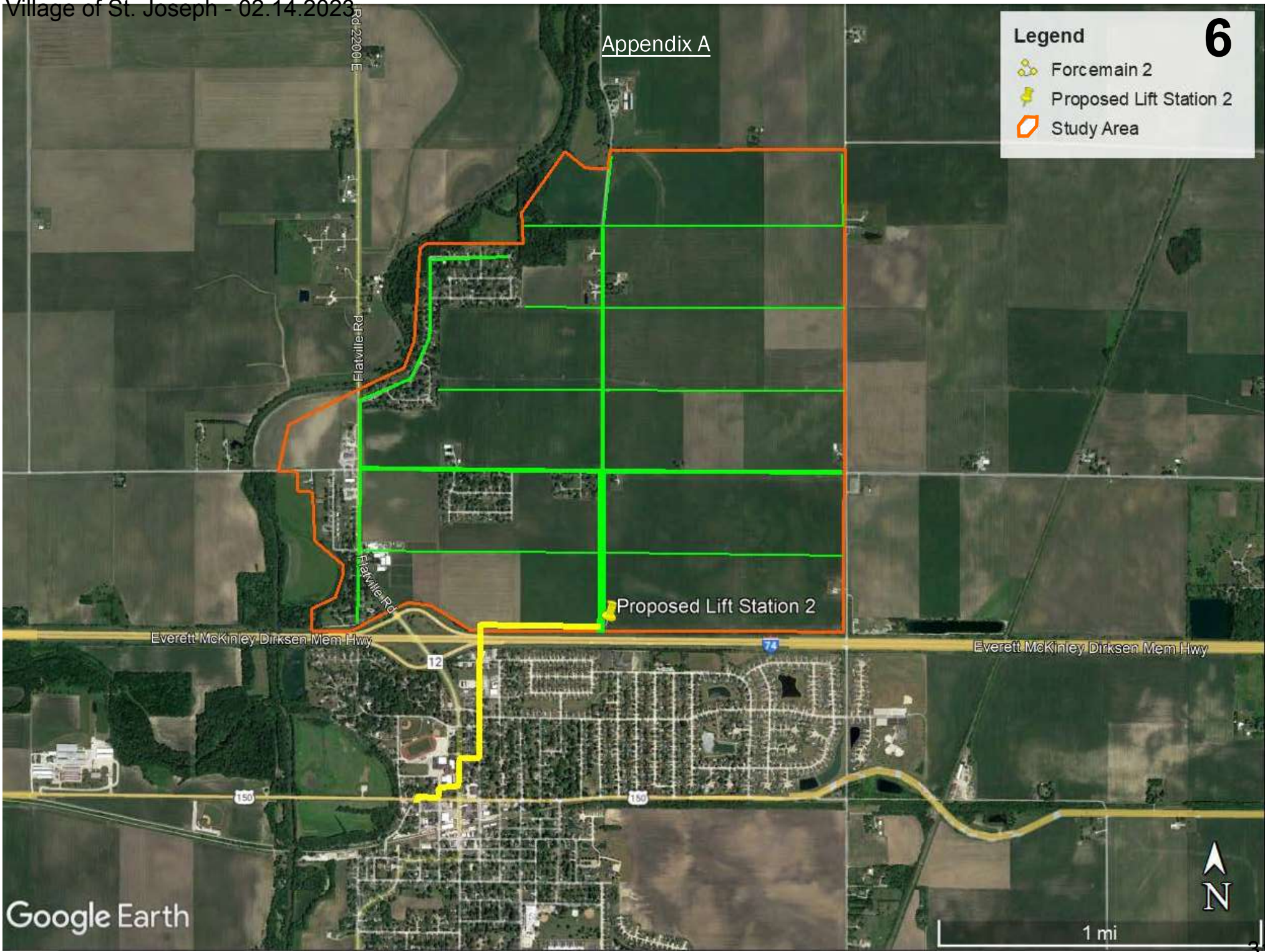
6



Appendix A

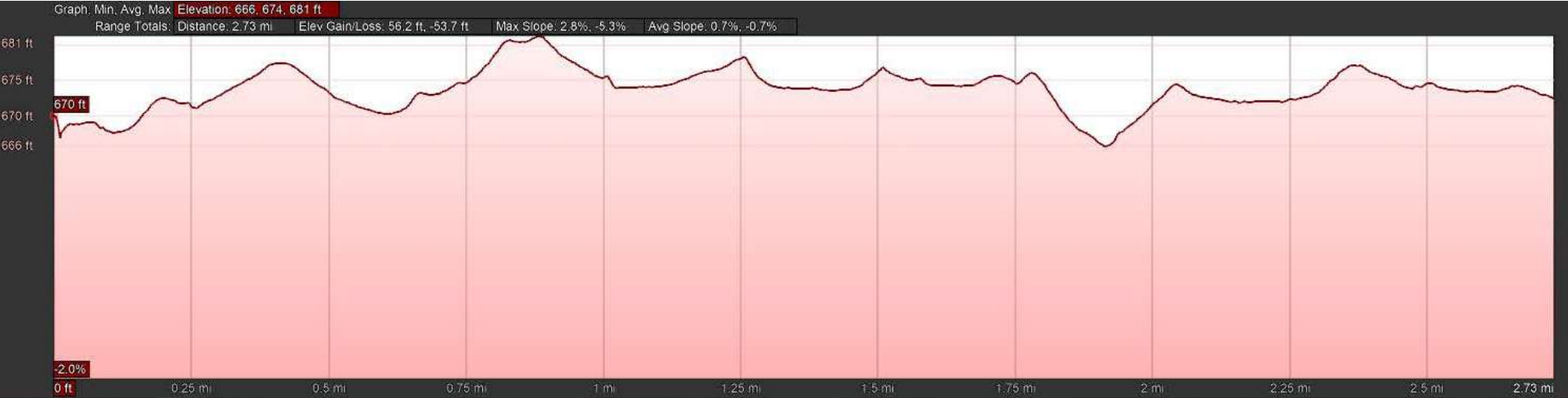
Legend

-  Forcemain 2
-  Proposed Lift Station 2
-  Study Area



Appendix A

Approximate Ground Profile along North Sewer Interceptor from Lift Station Location 1.



Approximate Ground Profile along North Sewer Interceptor from Lift Station Location 2.



Facility	Spring Green	Professional Outdoor Solutions
Sports Complex/Football Field	\$951.20	\$2,082.00
Sports Complex/Baseball Fields	\$3,684.40	\$6,397.00
Sports Complex/Soccer Fields	\$1,475.40	\$3,732.00
Sports Complex/Commons Area	\$4,164.10	\$9,874.00
Hackler Park/Soccer Fields	\$2,572.80	\$1,983.00
Hackler Park/Commons Area	\$1,482.60	\$5,554.50
Kolb Park	\$850.08	\$1,871.00
Total	\$14,326.55	\$31,493.50

VILLAGE OF ST. JOSEPH

207 EAST LINCOLN STREET, P.O. Box 716 • ST. JOSEPH, ILLINOIS
61873-0716

PHONE 217-469-7371 • FAX 217-469-7019

Invitation to Bid

2023 Community Parks Maintenance

Sealed bids will be received by the Village of St. Joseph, Illinois at the office of the Village Administrator, 207 East Lincoln Street **until 12:00 p.m. January 27th, 2023 and then opened at 12:00 p.m. by staff.** The bid shall be for furnishing all labor and materials and for performing all work on Seasonal Landscaping and Field Maintenance work at the Community Sports Complex, Hackler Park, and Kolb Park. Contractors are welcome to attend opening.

- 1.) Please provide itemized (you may provide a package deal, but all quotes should have an individual price quote) quotes and descriptions for the following services pertaining to Seasonal Landscaping and Field Maintenance work at the requested locations:

Sports Complex/Woodard Community Park:

Football field:

Spring Application: Mixture of nitrogen and potassium.

Price per application: \$ 212.80

Spring Application: Nitrogen with Broadleaf application and pre-emergent for crabgrass.

Price per application: \$ 212.80

Summer: Nitrogen and potassium, with Broadleaf application.

Price per application: \$ 212.80

Late Fall: Provides nitrogen and potassium with Broadleaf application.

Price per application: \$ 212.80

Total Price \$ 851.20

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61873-0716

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Baseball fields:

Spring Application: Mixture of nitrogen and potassium.

Price per application: \$ 921.10

Spring Application: Nitrogen with Broadleaf application and pre-emergent for crabgrass.

Price per application: \$ 921.10

Summer: Nitrogen and potassium, with Broadleaf application.

Price per application: \$ 921.10

Late Fall: Provides nitrogen and potassium with Broadleaf application.

Price per application: \$ 921.10

Total Price \$ 3,684.40

Soccer Field:

Spring Application: Mixture of nitrogen and potassium.

Price per application: \$ 368.85

Spring Application: Nitrogen with Broadleaf application and pre-emergent for crabgrass.

Price per application: \$ 368.85

Summer: Nitrogen and potassium, with Broadleaf application.

Price per application: \$ 368.85

Late Fall: Provides nitrogen and potassium with Broadleaf application.

Price per application: \$ 368.85

Total Price \$ 1,475.40

Commons Area:

Spring Application: Provide nitrogen along with broadleaf weed control and pre-emergent for crabgrass.

Price per application: \$ 2,092.05

Fall Application: Provide nitrogen and potassium along with broadleaf weed control.

Price per application: \$ 2,092.05

Total Price \$ 4,184.10

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Hackler Park/Crestwood Park:

Soccer Fields:

Three applications of weed and feed, including broadleaf application.

Price per application: \$ 643.20

Total Price \$ 2,572.80

Commons Area:

Three applications of weed and feed, including broadleaf application, including summer weed control.

Price per application: \$ 741.30

Total Price \$ 1,482.60

Kolb Park:

Spring Application: Provide nitrogen along with broadleaf weed control and pre-emergent for crabgrass.

Price per application: \$ 368.44

Fall Application: Provide nitrogen and potassium along with broadleaf weed control.

Price per application: \$ 369.44

Two Bag-Worm Applications

Price per application \$ 56.60

Total Price \$ 850.08

GRAND TOTAL IF SELECTED FOR ALL REQUESTED SERVICES:

Total Price \$ 15,080.58
- 754.03 (5% PRE-PAY DISCOUNT)

\$14,326.55

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* The Village of St. Joseph will be responsible for basic weed eating, field dragging, aeration, spot seeding, and mowing. The services requested are the only items the Village seeks quotes for. If the respondent has suggestions for additional services to be added, please include a separate attachment indicating how those additional recommended services can be added.

* The contractor should verify all measurements, The Village of St. Joseph is not liable for these measurements in the bid document, and they are only an estimate.

* The Village of St. Joseph reserves the right to increase or decrease these quantities with the expressed understanding that **NO** adjustment in unit bid price will be allowed.

* The Village of St. Joseph requires that the work be completed in a timely manner based on the indicated season or have written approval from the Village Administrator to extend the date due to natural causes.

* **Based on the contractor's familiarity with the facilities listed in this RFP, include any suggested additional services to the RFP submission as a separate attachment. Additional proposed services will be considered in addition to the items listed in this RFP. Those interested should not combine these additional services with the services listed in this RFP. Contractors can submit a separate subtotal in the attachment which includes any proposed "bulk discount" that could apply if the Village selects the contractor for all services listed in the RFP and those proposed additional services. If interested contractors have questions about this, please feel free to contact Village Administrator Joe Hackney at 217.469.7371.**

All bids are to be submitted to the Municipal Building of St. Joseph, Illinois. Copies of the specifications and other documents are on file in the Municipal Building and are open for public inspection during normal office hours. Proposals shall be submitted in sealed envelopes addressed the Village of St. Joseph, 2023 Community Parks Field Maintenance, 207 East Lincoln Street, St. Joseph, Illinois. Bids received after closing time will be returned unopened.

The Village of St. Joseph reserves the right to reject any or all bids and to waive informalities.

SUBMITTED BY: SPRING-GREEN LAWN CARE

VILLAGE OF ST. JOSEPH
207 EAST LINCOLN STREET, P.O. BOX 716 • ST. JOSEPH, ILLINOIS
61873-0716
PHONE 217-469-7371 • FAX 217-469-7019

Invitation to Bid
2023 Community Parks Maintenance

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- 1.) Please provide itemized (you may provide a package deal, but all quotes should have an individual price quote) quotes and descriptions for the following services pertaining to Seasonal Landscaping and Field Maintenance work at the requested locations:

Sports Complex/Woodard Community Park:

Football field:

Spring Application: Mixture of nitrogen and potassium.

Price per application: \$ 370

Spring Application: Nitrogen with Broadleaf application and pre-emergent for crabgrass.

Price per application: \$ 568

Summer: Nitrogen and potassium, with Broadleaf application.

Price per application: \$ 614

Late Fall: Provides nitrogen and potassium with Broadleaf application.

Price per application: \$ 530

Total Price \$ 2,082.⁰⁰

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Baseball fields:

Spring Application: Mixture of nitrogen and potassium.

Price per application: \$ 1,104.⁰⁰

Spring Application: Nitrogen with Broadleaf application and pre-emergent for crabgrass.

Price per application: \$ 1,705.⁰⁰

Summer: Nitrogen and potassium, with Broadleaf application.

Price per application: \$ 2,001.⁰⁰

Late Fall: Provides nitrogen and potassium with Broadleaf application.

Price per application: \$ 1,587.⁰⁰

Total Price \$ 6,397.⁰⁰

Soccer Field:

Spring Application: Mixture of nitrogen and potassium.

Price per application: \$ 644.⁰⁰

Spring Application: Nitrogen with Broadleaf application and pre-emergent for crabgrass.

Price per application: \$ 995.⁰⁰

Summer: Nitrogen and potassium, with Broadleaf application.

Price per application: \$ 1,168.⁰⁰

Late Fall: Provides nitrogen and potassium with Broadleaf application.

Price per application: \$ 925.⁰⁰

Total Price \$ 3,732.⁰⁰

Commons Area:

Spring Application: Provide nitrogen along with broadleaf weed control and pre-emergent for crabgrass.

Price per application: \$ 5,113.⁰⁰

Fall Application: Provide nitrogen and potassium along with broadleaf weed control.

Price per application: \$ 4,761.⁰⁰

Total Price \$ 9,874.⁰⁰

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61873-0716

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Hackler Park/Crestwood Park:

Soccer Fields:

Three applications of weed and feed, including broadleaf application.

Price per application: \$ 1,983.⁰⁰

Total Price \$ 1,983.⁰⁰

Commons Area:

Three applications of weed and feed, including broadleaf application, including summer weed control.

Price per application: \$ 5,554.⁵⁰

Total Price \$ 5,554.⁵⁰

Kolb Park:

Spring Application: Provide nitrogen along with broadleaf weed control and pre-emergent for crabgrass.

Price per application: \$ 710.⁰⁰

Fall Application: Provide nitrogen and potassium along with broadleaf weed control.

Price per application: \$ 661.⁰⁰

Two Bag-Worm Applications

Price per application \$ 500.⁰⁰

Total Price \$ 1,871.⁰⁰

GRAND TOTAL IF SELECTED FOR ALL REQUESTED SERVICES:

Total Price \$ 31,493.⁵⁰

VILLAGE OF ST. JOSEPH

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61873-0716

PHONE 217-469-7371 • FAX 217-469-7019

* The Village of St. Joseph will be responsible for basic weed eating, field dragging, aeration, spot seeding, and mowing. The services requested are the only items the Village seeks quotes for. If the respondent has suggestions for additional services to be added, please include a separate attachment indicating how those additional recommended services can be added.

* The contractor should verify all measurements, The Village of St. Joseph is not liable for these measurements in the bid document, and they are only an estimate.

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The Village of St. Joseph reserves the right to reject any or all bids and to waive informalities.



302 W. Walnut | Tolono, IL 61880 | 217.722.3948

Clarification for the 2023 Community Parks Maintenance Bid

1. All requested fertilizer applications that include broadleaf weed control are priced as 2 separate applications combined into 1.
2. The request for 3 broadleaf weed applications to some areas is quoted but will not be able to be completed. According to EPA registered labels, we cannot legally spray one product that many times in a calendar year. We also treat hundreds of acres of turf space and have great success at weed control with 2 or less applications per year. Please see our alternate and comparable plan for changes.
3. An alternate fertility and weed control plan is provided and would be put into action upon being awarded the bid. All areas where a 3rd broadleaf weed control application is requested has been removed and replaced with an additional fertilizer application. Many of these additional fertilizer applications include grub prevention for the higher priority areas such as sports fields.
4. The alternate plan also includes the football and soccer fields at the Community Park. These fields are in extremely poor condition and are deemed unsafe. The current bid requests and comparable plans will not improve the conditions to a respectable and safe level. Furthermore, alternate plans for these 2 specific areas are provided. These plans are built off extensive soil analysis and will provide the fields with nutrition that is lacking or not present. These plans also address seeding and sports field aeration needs. Home lawn aeration is of no benefit to sports fields and would be mismanagement of village resources.
5. In 2022, St. Joseph Youth Softball paid us to repair diamonds 1 and 2 at the Community Park. The grass lip removal and laser grade work was very successful and eliminated all issues with standing and pocketed water after rain events. Diamonds 3 and 4 have similar and more extensive issues that need addressed as well. Please refer to the included images. As a resident of the community and a professional in the sports field industry, I have great interest in seeing these fields improved to a quality that would make the village proud. A meeting with the Village of St. Joseph would be needed to discuss current issues and improvements to these areas.

It is with my sincerest desires to see the action of the Village of St. Joseph's leadership move away from the standard "way we have always done things" mindset and utilize the professionals of the community who want to make a difference and promote positive change in our parks. You have a major asset that is far from reaching its full potential.

Allen Wall, Owner
Professional Outdoor Solutions, LLC





Parks and Athletic Field Applications

Village of St. Joseph

Estimated annual total for 2023

\$29,338.55

Sports Complex	
Soccer Fields - includes smaller youth fields	
Spring Fertilizer	\$644.00
Early Spring Crabgrass Prevention w/ Fertilizer	\$712.43
Broadleaf weed spray	\$281.75
Early Summer Fertilizer w/ Grub Prevention	\$885.50
Fall Fertilizer	\$644.00
Broadleaf weed spray	\$281.75
Area Total	\$3,449.43

Sports Complex	
Commons - Based on 18 Acres	
Early Spring Crabgrass Prevention w/ Fertilizer	\$3,663.90
Broadleaf weed spray	\$1,449.00
Fall Fertilizer	\$3,312.00
Broadleaf weed spray	\$1,449.00
Area Total	\$9,873.90

Sports Complex	
4 Outfields	
Early Spring Crabgrass Prevention w/ Fertilizer	\$1,221.30
Broadleaf weed spray	\$483.00
Early Summer Fertilizer w/ Grub Prevention	\$1,518.00
Fall Fertilizer	\$1,104.00
Broadleaf weed spray	\$483.00
Field Total	\$4,809.30



Sports Complex

JFL Field

Spring Fertilizer	\$368.00
Early Spring Crabgrass Prevention w/ Fertilizer	\$407.10
Broadleaf weed spray	\$161.00
Early Summer Fertilizer w/ Grub Prevention	\$506.00
Fall Fertilizer	\$368.00
Broadleaf weed spray	\$161.00

Field Total **\$1,971.10**

Crestwood Park Soccer Fields

Early Spring Crabgrass Prevention w/ Fertilizer	\$508.88
Broadleaf weed spray	\$201.25
Balanced Summer Fertility	\$566.38
Fall Fertilizer	\$460.00
Broadleaf weed spray	\$201.25

Field Total **\$1,937.75**

Crestwood Park Common Areas

Based on 7 Acres

Broadleaf weed spray	\$563.50
Early Spring Crabgrass Prevention w/ Fertilizer	\$1,424.85
Balanced Summer Fertilizer	\$1,585.85
Fall Fertilizer	\$1,288.00
Broadleaf weed spray	\$563.50

Field Total **\$5,425.70**

Kolb Park

Broadleaf weed spray	\$201.25
Early Spring Crabgrass Prevention w/ Fertilizer	\$508.88
Fall Fertilizer	\$460.00
Broadleaf weed spray	\$201.25
Bagworm spray of Pine Trees @ Tennis Cts.	\$250.00
Bagworm spray of Pine Trees @ Tennis Cts.	\$250.00

Field Total **\$1,871.38**



**Athletic Field Maintenance Program for:
2023**

Village of St. Joseph JFL Field

Football Field

Price

Broadleaf weed spray	\$	141
SOP Application	\$	358
Gypsum Application	\$	825
Starter Fertilizer	\$	372
Overseed Field with Turf Type Tall Fescue	\$	2,005
Deep Core Aeration	\$	1,155
Pulverize Cores	\$	150
Spring Fertilizer	\$	322
Crabgrass/Goosegrass spray	\$	352
Carbonized Soil Enhancer	\$	574
Early Summer Fertilizer w/ Grub Prevention	\$	443
Follow up Crabgrass/Goosegrass spray	\$	352
Balanced Summer Fertility	\$	396
Follow up Crabgrass/Goosegrass spray	\$	352
Starter Fertilizer	\$	372
Broadleaf weed spray	\$	141
SOP Application	\$	358
Late Fall Fertilizer	\$	322

Field Total

\$ 8,991





**Athletic Field Maintenance Program for:
2023**

HS Soccer Field at Village Park

Soccer Field

Price

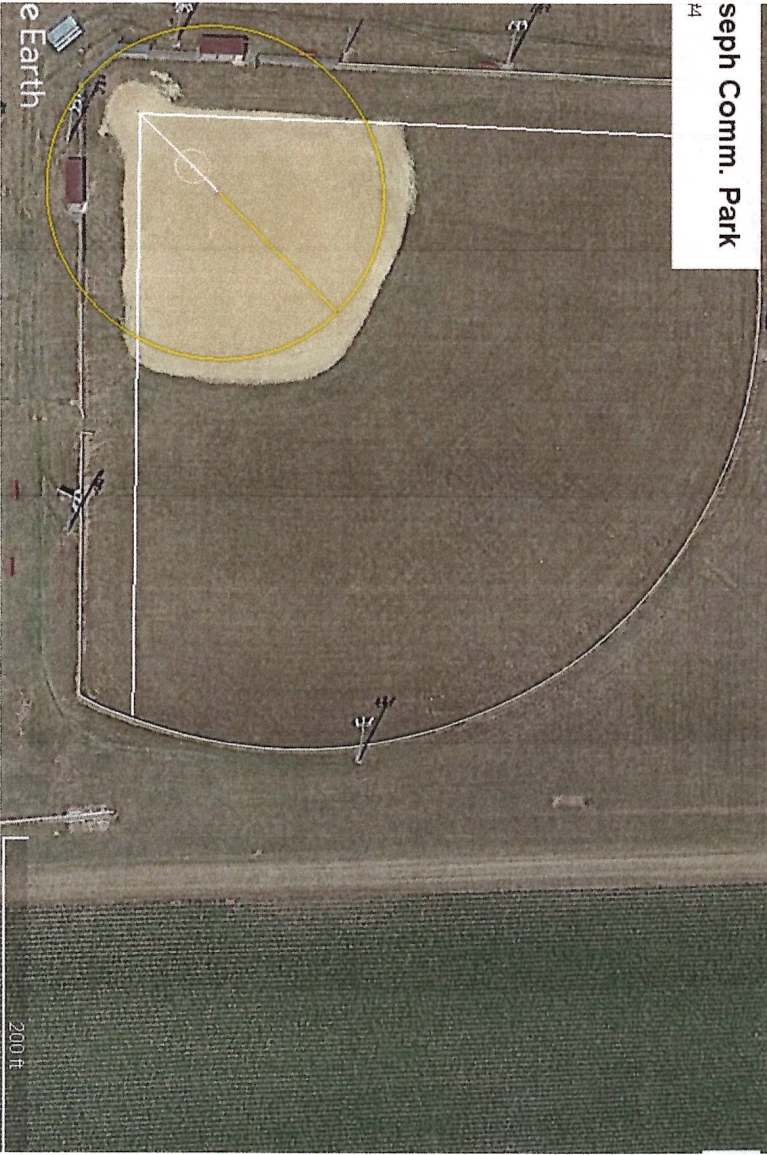
Broadleaf weed spray	\$	161
SOP Application	\$	409
Gypsum Application	\$	943
Starter Fertilizer	\$	426
Overseed Field with Turf Type Tall Fescue	\$	2,383
Deep Core Aeration	\$	1,320
Pulverize Cores	\$	200
Spring Fertilizer	\$	368
Crabgrass/Goosegrass spray	\$	403
Carbonized Soil Enhancer	\$	656
Early Summer Fertilizer w/ Grub Prevention	\$	506
Follow up Crabgrass/Goosegrass spray	\$	403
Balanced Summer Fertility	\$	453
Follow up Crabgrass/Goosegrass spray	\$	403
Starter Fertilizer	\$	426
Broadleaf weed spray	\$	161
SOP Application	\$	409
Late Fall Fertilizer	\$	368

Field Total

\$ 10,395







Village of St. Joseph
Parks and Recreation

207 E. Lincoln St.
P.O. Box 716
St. Joseph, IL 61873
Village Office: (217) 469-7371

PARK USE AGREEMENT

The Village of St. Joseph schedules the use of parks/pavilions/athletic fields/concession facilities. If you are interested in the use of these facilities, please follow these steps:

STEP 1 Read and understand all policies of the Park Use Agreement and then complete and sign Agreement.

STEP 2 Return all completed Agreements and Proof of Insurance in person or by mail to:

Village of St. Joseph
P.O. Box 716
St. Joseph, IL 61873

STEP 3 Payment of Fees: An invoice will be mailed or emailed to the Sports Organization Representative/Individual. Reservations are not confirmed until a completed Agreement has been turned in and approved by the Village and all fees/deposits have been paid.

Seasonal/Long Term users: Submit reservation requests to the Village of St. Joseph a minimum of **Four (4) weeks prior to the first requested date for use. Final schedule of all games/practices for the season** are to be submitted **Three (3) weeks prior to the regular season.**

(Amendment:

Spring/Summer sports: All Games scheduled after April 1st will have an additional \$5.00 charge assessed. Official calendar rescheduling will only take place after the \$5.00 convenience fee has been paid. Practices will not be rescheduled on the calendar and must be arranged between each coach.

Fall sports: All Games scheduled after August 1st will have an additional \$5.00 charge assessed. Official calendar rescheduling will only take place after the \$5.00 convenience fee has been paid. Practices will not be rescheduled on the calendar and must be arranged between each coach.)

Liability insurance: minimum coverage of \$1,000,000.00. The Village of St. Joseph must be named as additionally or also insured and be provided with proof of coverage.

All reservation requests shall be subject to Village approval on a case-by-case basis. It is possible that a group or individual may not receive all the time requests due to other groups requesting the same times and spaces. The Village will adjust requested reservations based on facility availability.

The Village of St. Joseph wants to ensure that wholesome, healthy, and enjoyable recreation activities are available to community members of St. Joseph. The Village provides valuable assets that are funded by Village

residents and the Village allows use of these assets. Sports Organizations/Individuals must be prepared to provide their services in accordance with existing Village policies.

STEP 4 Provide the Village of St. Joseph with a signed copy of this Agreement. If approved, the Village will sign and return a copy.

PARK USE AGREEMENT

For purposes of this Agreement, the “Village” shall be the Village of St. Joseph, Illinois. The “User” shall be:

Name

Address

Phone

Email

1. PURPOSE:

The primary consideration of this agreement is to maximize facility usage and best serve the community while maintaining the quality of the parks and facilities. While the Village will try to accommodate every request, there may be competing requests or limitations on availability and/or useability of Village resources which may result in the Village not being able to fulfill every request.

This agreement creates a standardized approach to park and sports field allocation and fee assessment for all users. It also describes specific rules and regulations governing the use of sports fields and park spaces owned and maintained by the Village of St. Joseph. It is an express condition of User that it will strictly abide by the terms of this Agreement.

It is possible that a group or individual may not receive all the time it requests due to other groups requesting the same times and spaces. It may be necessary to adjust game and practice scheduling based on facility availability. A condition of this Agreement is that User will be flexible and allow the Village to schedule as best as it can.

All information requested on the application form must be filled out completely and additional information included with the application. This information is vital for the village staff to provide important information to the public, in making responsible decisions on field allocation, improvement projects, and help justify future budget request for additions.

Sports Organizations and individuals will be required to re-apply on a seasonal basis.

2. VILLAGE OF ST. JOSEPH PARKS AND FACILITIES INVENTORY:

1. Woodard Community Park Sports Complex: 2007 E. Grand Ave. Features: 40 acres includes 2 Baseball Diamonds w/lights, 2 Softball Diamonds w/lights, Soccer Fields, Football Field, Playground, 3 Basketball Courts, Green space, Restrooms, 2 Concession Stands and Pavilion.
2. BJ Hackler Park: Park Ave. Features: Green Space that includes 2 Soccer Fields, Playground, Gazebo, Restroom and Pavilion.
3. Kolb Park: Sherman St. Features: KRT Trail Head, Playground, Tennis/Pickle Ball court, Basketball court, Restroom and Pavilion.
4. Southwest Park: 805 S. Water Street. Features: 1 Ball Diamond w/lights and Green Space.

3. PRIORITY OF USAGE:

St. Joseph residents shall always have priority for all programs and use of facilities. In the event of facility limitations, as determined by staff, the following priority system will be utilized.

1. St. Joseph Parks and Recreation sponsored programs.
2. St. Joseph youth organizations.
3. St. Joseph School sponsored programs.
4. St. Joseph Travel Clubs.
5. St. Joseph Adult or Church League.
6. Other Non-Resident programs.

4. NOTIFICATION OF USAGE:

Sports Organizations/Individuals with season long reservations are required to fill out a **Game/Practice Long Term Reservation Request Form** along with a Park Use Agreement form.

Each season the request forms are required to be submitted to the Village of St. Joseph **four (4) weeks prior to the first practice** – a schedule showing the days, dates, and times the fields are to be used for practices and a preliminary regular season starting date. **Three (3) weeks prior to the regular season starting date;** the final schedule of all games/practices shall be submitted for the season. Tournaments will be scheduled separately unless it is a part of the regular season.

Individuals/Organizations wishing to reserve the Village of St. Joseph athletic fields, parks, pavilions, etc. are required to complete a Park Use Agreement Form.

5. UNAUTHORIZED FIELD USAGE:

Any unauthorized field use due to wet conditions, field closures or without a reservation may **result in the loss of future bookings**. Spot checks will be carried out on parks and fields when they are closed.

6. SUPERVISION:

The User shall control the behavior of participants and spectators during the sporting event. This includes the ability to eject an unruly/dangerous participant, coach, parent, or spectator. The User shall contact the Sheriff's Department for assistance, if necessary. The User is also responsible for enforcing the Village's policies and procedures at the facilities designated in this Agreement. All Village policies, procedures and rules as are now in effect and may later be modified and/or adopted are incorporated into this Agreement. Please be a good neighbor and keep sound levels to a minimum and adhere to all facility rules and regulations.

7. FACILITIES/SECURITY:

The User agrees to police all areas being used to ensure that trash and litter are cleaned up after use. These areas include any support structures at a facility including monitoring restrooms. Hourly inspections are suggested to ensure that event members are not purposely or inadvertently causing damage to the facilities. Any damages that can be specifically tracked to the User will be deducted from the security deposit and it will be their responsibility to pay any repair cost more than the amount of the deposit.

The User must not allow alcoholic beverages, cannabis and/or illegal drugs to be consumed on Village property or facilities.

The User shall allow no vehicles in other-than designated parking areas unless specifically authorized by a Village Representative.

8. VILLAGE RESPONSIBILITY:

The Village shall maintain and provide all goals, fences, bleachers, gates, home plates, bases, and scoreboards.

The Village will provide portable toilets for needs in areas not provided with permanent restrooms, trash receptacles, and drag ball fields once a week as time as weather permits between April 1st thru October 31st.

9. OTHER USER RESPONSIBILITIES:

Pay reservation fees and any applicable fees upon submitting request and agreement forms.

The Sports Organizations will be responsible for lining their fields for play.

No User shall be allowed to alter, add, delete, or improve the facilities, buildings, fields, turf without prior written consent by the Village Board. Including locating any structures, mobile or otherwise on Village property. Any supplemental maintenance will be coordinated in writing between the User and the Village of St. Joseph.

When applicable the User shall turn off all applicable lights (field and facility) at the conclusion of each night's activities (by 10:00 pm) and lock any designated gates or doors. A penalty of \$100.00 may be assessed by Village for lights left on unnecessarily, or for failure to secure doors or gates.

The User will pick up all litter on their field(s), including playing areas, dugouts, fences, backstops, bleachers, concession stands, and adjacent park grounds. (Including parking lot and street area). All litter shall be placed in trash bags for pick up at a designated site. Any loose litter thrown into receptacles or dumpsters are required to be removed and placed in trash bags. For larger events such as tournaments or other recreational activities where large amounts of trash are expected a dumpster may be required for such events. The User must rent the dumpster and have approval from the Village for placement. Dumpster and clean up of trash must be completed within 24 hours following the conclusion of the tournament or event.

The User will be responsible for the storage and the pickup of all equipment after the completion of each game or practice i.e., bases, drags, ladders, concession boxes, barbecue grills or any other items as needed.

The User will be required to have a background check process in place for all coaches and assistant coaches who will work with minors involved with their season/events. No coaches or staff shall be allowed with questionable background checks.

10. INCLEMENT WEATHER:

In the event of inclement weather, the Village of St. Joseph has the final authority on whether facilities are usable. The Village issues no refunds for weather cancellations. If a scheduled event is rained out, the renter must call 72 hours after an event to reschedule (based on availability).

11. CONCESSION STAND RENTAL:

The Village reserves the right to sell concessions. User may request the use by completing applicable reservation agreement, Proof of Insurance, Proof of IDPH certification as needed and fees.

All food or drink prepared, served, sold, or stored shall be done so in strict conformity with all Village, County, State, and Federal ordinances, regulations, and statues.

Terms and Conditions are set forth in the "Concession Stand Agreement".

12. INDEMNIFICATION:

The Village shall not be liable to the User, its agents, officials, employees, contractors, members or participants for any injury or damage to person or property and/or equipment/ supplies caused by an act of negligence or malfeasance of the User, its agents, officials and employees and any umpire or official from any and all claims for any such injury or damage arising out of the activities of the User, its agents, officials, employees, contractors, members and participants.

13. INSURANCE:

The User shall maintain liability insurance with minimum coverage of \$1,000,000.00, and with the Village of St. Joseph named as additional insured and provide Village with proof of same.

14. SIGNAGE:

The User shall post no signs on the property without prior written approval of the Village of St. Joseph. Upon written approval, signs must be on the outfield fences and attached securely at all four corners.

15. VENDORS:

No outside vendors will be allowed to sell any product or service on property without prior written approval from the Village of St. Joseph.

16. SPECIAL REQUESTS:

Inflatables, dunk tanks, tents or other similar or unusual items are allowed in Village parks **ONLY** with the written approval of the Village of St. Joseph. In most cases, insurance will be required for such special requests.

17. FEES, DAMAGE DEPOSITS AND REFUNDS:

Upon submission of this Agreement by User to Village, User shall complete a Fee/Deposit Schedule which, by reference, is incorporated into this Agreement.

The User shall pay a damage deposit fee upon signature of agreement. Damage deposits shall be refunded at the end of each season if cleanup/damage/keys returned are assessed to be in order by a Village representative. Any damage other than normal wear will be reviewed by the Village representative and deducted from the damage deposit. All use of any scoreboards will need to be requested in advance and noted on agreement.

To be eligible for a refund, the user must submit in writing to the Village Board 10 days **PRIOR** to the reservation date. Otherwise, no Refunds will be issued unless initiated by the Village of St. Joseph and/or Village representative.

All refunds are subject to a \$10 Administrative Service Fee (per reservation) unless refund is initiated by the Village of St. Joseph and/or Village representative. The Village Board will review all refund requests for approval. Village Board meetings are on the second and fourth Tuesday of each month. Approved refunds will be mailed the next business day. The User shall pay the fees referenced in the Fee/Deposit Schedule by the dates provided therein.

*Fees for insufficient funds will be applied to all returned checks.

18. Miscellaneous:

a. No Village equipment shall be removed for the premises without permission of the Village.

b. No beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Village under this Agreement.

c. User shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the Village's attention any potential dangers, safety hazards or problems. User is solely responsible for determining whether said facility(s) is safe, appropriate, and/or compatible for User's intended use.

d. Either party hereto may cancel this Agreement by delivery of written notice to the other party at least one (1) week prior to the scheduled hour as hereinbefore designated. If this Agreement is so canceled, User will not be required to pay the fee hereinbefore designated. In such event, the security deposit will be returned to User less an unpaid fees and less any damages provided for in this Agreement in all other circumstances whether or not the premises are used by User.

e. Notices shall be effective upon the date personally served upon either party or as of the date that such notice is mailed by U.S. Postal Service First Class Mail and Certified Mail and to email addresses as provided in the notice section below.

Village

User

By Duly Authorized Agent

By Duly Authorized Agent

Date: _____

Date: _____

Notices:

Notices:

Village of St. Joseph
P.O. Box 716
St. Joseph, IL

ST. JOSEPH FEE/DEPOSIT SCHEDULE

Requested Village Facility(s):

Date(s)/Time(s):

Purpose of Use:

Deposit Amount (Due at Signing): \$ _____

Fee Amount: \$ _____

Fee Payment Deadline: _____

RE: Additional License Plate Reader Camera

Nathaniel "Shane" Cook <ncook@co.champaign.il.us>

Wed 2/8/2023 9:17 AM

To: Joe Hackney <joe.hackney@stjosephillinois.org>

Hope recovery is going well! See below as the potential location for the LPR...Thanks-



Captain Shane Cook #525
Champaign County Sheriff's Office
 204 E. Main Street
 Urbana, IL 61801
 Office: 217 384-1207
ncook@co.champaign.il.us
 FBI NA Graduate - 267



From: Joe Hackney <joe.hackney@stjosephillinois.org>
Sent: Wednesday, February 8, 2023 8:27 AM
To: Nathaniel "Shane" Cook <ncook@co.champaign.il.us>
Subject: Re: Additional License Plate Reader Camera

CAUTION: External email, be careful when opening.

That sounds good. I will make that recommendation next Tuesday. Sorry for late response -- I've been sick the last few days.

Thank you and talk soon,

Joseph Hackney
Village Administrator
Village of St. Joseph, Illinois

This Communication (including any attachments) is intended for the use of the intended recipient(s) only and may contain information that is confidential, privileged or legally protected. Any unauthorized use or dissemination of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender by return e-mail message and delete all copies of the original communication.

From: Nathaniel "Shane" Cook <ncook@co.champaign.il.us>
Sent: Friday, February 3, 2023 9:12 AM
To: Joe Hackney <joe.hackney@stjosephillinois.org>
Subject: RE: Additional License Plate Reader Camera

At this time, I do feel a camera near the schools is more of a priority than one being placed on 150. If we get to the point of a third camera then we can discuss whether it would be best on 150 or in the downtown area.

Thanks-

Captain Shane Cook #525
Champaign County Sheriff's Office
204 E. Main Street
Urbana, IL 61801
Office: 217 384-1207
ncook@co.champaign.il.us
FBI NA Graduate - 267



From: Joe Hackney <joe.hackney@stjosephillinois.org>
Sent: Friday, February 3, 2023 8:45 AM
To: Nathaniel "Shane" Cook <ncook@co.champaign.il.us>
Subject: Re: Additional License Plate Reader Camera

CAUTION: External email, be careful when opening.

Ultimately, it just comes down to where you will think the most effective placement will be for your departments purposes. You give us you top location, and that will be the recommendation for placement. Going through the IDOT approval process is not a deal breaker on our end, so do whichever.

You tell me the location and that will be the recommendation. In the future, we can try to figure out adding more location as funds allow.

Thank you for your help,

Joseph Hackney
Village Administrator
Village of St. Joseph, Illinois

This Communication (including any attachments) is intended for the use of the intended recipient(s) only and may contain information that is confidential, privileged or legally protected. Any unauthorized use or dissemination of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender by return e-mail message and delete all copies of the original communication.

From: Nathaniel "Shane" Cook <ncook@co.champaign.il.us>
Sent: Friday, February 3, 2023 8:37 AM
To: Joe Hackney <joe.hackney@stjosephillinois.org>
Subject: RE: Additional License Plate Reader Camera

This second camera can definitely be placed on 150, but expect a considerable delay due to permitting and IDOT's processes. It took approximately 8 months to get a camera on Route 45 in Savoy.

The purpose of a camera being placed near the grade school, middle school, and the daycare was to have some intel gathering near those areas which could potentially have security issues. If you prefer to have camera closer to the business district, I would suggest near Lohman Ray Insurance which would cover the central area.

Just let me know.

Thx

Captain Shane Cook #525
Champaign County Sheriff's Office
204 E. Main Street
Urbana, IL 61801
Office: 217 384-1207
ncook@co.champaign.il.us
FBI NA Graduate - 267



From: Joe Hackney <joe.hackney@stjosephillinois.org>
Sent: Friday, February 3, 2023 8:15 AM
To: Nathaniel "Shane" Cook <ncook@co.champaign.il.us>
Subject: Re: Additional License Plate Reader Camera

CAUTION: External email, be careful when opening.

That makes sense to me. I was just confused because I thought the plan was still to put a camera at 150? Can you refresh my memory when that plan changed?

Thank you for your help,

Joe

Get [Outlook for iOS](#)

From: Nathaniel "Shane" Cook <ncook@co.champaign.il.us>
Sent: Friday, February 3, 2023 8:07:41 AM
To: Joe Hackney <joe.hackney@stjosephillinois.org>
Subject: RE: Additional License Plate Reader Camera

Joe,

The Sheriff's Office is planning to handle the installation cost and annual payments for a new (additional) camera, which I was planning on placing near the grade / middle schools. The existing camera near the high school is still the financial responsibility of the Village. Essentially we pay for (1) camera and the Village is paying for (1) camera.

If the Village would like to install a third camera the cost of doing so would be the Village's financial responsibility, which would be a very similar addendum to the services contract we did before.

I hope I've explained this clearly. If not, feel free to give me call in the office or on my cell.

Cell- 217-722-9654

Captain Shane Cook #525
Champaign County Sheriff's Office
204 E. Main Street
Urbana, IL 61801
Office: 217 384-1207
ncook@co.champaign.il.us
FBI NA Graduate - 267



From: Joe Hackney <joe.hackney@stjosephillinois.org>
Sent: Thursday, February 2, 2023 6:15 PM
To: Nathaniel "Shane" Cook <ncook@co.champaign.il.us>
Subject: Re: Additional License Plate Reader Camera

CAUTION: External email, be careful when opening.

Good evening,

Thank you for letting me know. My gut is telling me that the additional cost won't be an issue at all. The BOT and Mayor seemed to be really excited about these new devices. They are getting a lot of good press throughout the county it seems also.

Can you clarify exactly what the cost to the Village will be upfront and on a recurring basis, just to make sure I understand. \$3,000 annual per each of the three locations (150, by 74, and grade school)? I don't think the area by the grade school would be IDOT permitted, right?

I can most likely have a solid answer for you after the 2/14 meeting.

Thank you and talk soon,

Joe Hackney
Village Administrator
Village of St. Joseph, Illinois

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From: Nathaniel "Shane" Cook <ncook@co.champaign.il.us>
Sent: Thursday, February 2, 2023 8:13:48 AM
To: Joe Hackney <joe.hackney@stjosephillinois.org>
Subject: Additional License Plate Reader Camera

Hello Joe,

I am in the process of expanding our FLOCK license plate reader cameras. I have been in correspondence with FLOCK and learned that an increase in pricing will take effect April 1st of this year. Each camera unit will increase from \$2500 annually to \$3000. Also if a camera is installed on an IDOT controlled route the permitting fee will be an additional \$1600.00 per unit.

I would like to add one additional camera in St. Joseph near the grade and middle schools with the cost of this additional camera being paid for by the Sheriff's Office. The exact location for the camera would be determined by a site survey and permitting.

I will be discussing the financials of additional cameras with the Sheriff, but I wanted to engage this conversation now with the hope of have something in place prior to April 1st avoiding the price increase. If the Village is

Village of St. Joseph - 02.14.2023

opposed to adding an additional camera then I will focus on other areas in our jurisdiction, so please advise once you have a chance to discuss this topic.

Reach out if you have any questions.

Thanks-

Captain Shane Cook #525
Champaign County Sheriff's Office
 204 E. Main Street
 Urbana, IL 61801
 Office: 217 384-1207
ncook@co.champaign.il.us
 FBI NA Graduate - 267

