AGENDA
REGULAR MEETING OF
THE PRESIDENT AND THE BOARD OF TRUSTEES
THE VILLAGE OF WAYNE
5N430 Railroad Street - Wayne, Illinois 60184

Tuesday, September 16, 2025
7:30pm

Link to Join Webinar
https://us06web.zoom.us/j/85036473381

I. Pledge of Allegiance

II. Call to Order - Roll Call

III. Public Comment - (please limit your comments to three minutes)

Speakers may submit written comments in lieu of verbal comments by emailing them to clerk@villageofwayne.org not later than noon the day preceding the day of the meeting. The Clerk shall deliver written comments to the Board President and Trustee. The President may acknowledge receipt of them during open meetings without reading them verbatim. Though not required by OMA, anyone wishing to make public comments without attending the meeting in person may do so through the Village's zoom platform by clicking the raise hand icon.

The Public Comment section is intended to give the public an opportunity to present a comment or opinion to the Board of Trustees. It is not intended to be a time for questions and answers or debate on political issues. Discussion between speakers and other members of the audience will not be permitted. For questions, please email members of the Board directly and a Board member or staff will respond directly. Public Comment should be limited to this portion of the agenda and the public should not interrupt the Board during the remainder of the meeting. Should a member of the public become disruptive or interrupt another speaker they will be warned once, and if the disruption continues, removed from the meeting.

IV. Expired Building Permit - 30W270 Maple Tree Lane (Sorocean)

V. Reports of Boards, Commissions, Staff, and Action Items
- **A. Plan Commission**
- **B. Zoning Board of Appeals**
- **C. Engineering**
- **D. Park Commission**

VI. Consent Agenda
- **A. Minutes September 2, 2025 – Open Session**

VII. Items Removed from Consent Agenda

VIII. Ordinances and Resolutions

IX. Reports of Officers and Action Items
- **A. Clerk's Report – Patti Engstrom**
- **B. Treasurer's Report – Howard Levine**
  1. **Financial Statement as of May 31, 2025 and the One Month Then Ended**
  2. **May 2025 Disbursements**
- **C. President's Report – Eileen Phipps**
- **D. Village Attorney's Report – Steve Adams**

X. Appointments – Village Commissions and Committees – President Phipps

XI. Reports of Trustees and Action Items

- **A. Public Safety – Pete Connolly**
  1. **Closed Session – Item B. (c)(1) Appointment, Employment, Compensation of Village Employees**
- **B. Public Works – Mike Dimitroff**
- **C. Finance – Pete Connolly**
  1. **Board Approval of Updated Payroll Operating Procedures Guide**
  2. **Start the Professional Services Selection Process**
- **D. Administration – Karen Kaluzsa**
- **E. Development/Historic and Rural Preservation – Ed Hull**
- **F. Building & Zoning – Ed Hull**
- **G. Parks – Emily Miller**
- **H. Technology – Guy Bevente**

XII. Old Business

XIII. Closed Session

- **A. Pending, Imminent or Probable Litigation – Open Meetings Act, 5 ILCS 120/2 (c) (11) Open Meetings Act, 5 ILCS 120/2 (c) (1)B**
- **B. Appointment, Employment and Compensation of Village Employees–Open Meetings Act, 5 ILCS 120/2 (c)(1)**
- **C. Purchase or Lease of Real Property – Open Meetings Act, 5 ILCS 120/2 (c) (6)**
- **D. The Setting of a Price for Sale or Lease of Village Property, 5 ILCS 120/2 (c) (6)**
- **E. Security Procedures, Personnel, Equipment in Response to Threat of Potential Danger to Employees, Staff, Public or Public Property, 5 ILCS 120/2 (c) (8)**
- **F. Discussion of Closed Minutes for Purposes of Approval or Semi-Annual Review, 5 ILCS 120/2 (c) (21)**
- **G. The Selection of a Person to Fill Public Office, 5 ILCS 120/2 (c) (3)**

Viewing the meeting via the Zoom webinar is offered as a convenience to the public but is not legally required. Access may be interrupted due to technical difficulties and, in the event the Village is unable to block public viewing when the Board enters a Closed Session, viewers will be removed from the Zoom meeting.

XIV. New Business

- **A. Action on Police Mechanic Salary Adjustment**

XV. Adjournment

Note: Any person who has a disability requiring a reasonable accommodation to participate in this meeting should contact ADA Compliance Officer Mon-Thurs 8:00am–12:00pm Village of Wayne, 5N430 Railroad Street, P.O. Box 532, Wayne, IL 60184, or call (630) 584-3090. Requests for a qualified interpreter require five (5) working days' advance notice.

IX. B.

Village of Wayne
Net Position
General Fund
May 31, 2025

	May 2025	April 2025	May 2024
Assets			
Cash			
Petty Cash Fund	$ **150.00**	150.00	$ 50.00
Cash in Bank - Checking	**14,621.60**	15,730.41	9,428.66
Cash in Bank - Money Market	**104,029.91**	87,900.22	54,594.98
Cash in Bank - Illinois Funds	**1,953,791.21**	1,898,909.00	2,041,494.04
Cash in Bank - Old Second Checking	-	-	551.47
Cash in Bank - Old Second	**28,774.37**	28,761.76	28,125.29
Cash in Bank - St. Charles Bank & Trust	**25,210.88**	25,213.81	25,195.74
First National Bank of Ottawa	**1,470,821.09**	1,465,940.78	1,205,771.19
Total Cash	**3,597,399.06**	3,522,605.98	3,365,211.37
Other Assets			
Due From Park Fund	**720.00**	720.00	-
Prepaid Road Maintenance	**1,269.00**	1,269.00	13,811.86
Total Other Assets	**1,989.00**	1,989.00	13,811.86
Total Assets	$ **3,599,388.06**	$ 3,524,594.98	$ 3,379,023.23
Liabilities and Fund Balance			
Liabilities			
Due to Developers	$ **7,201.09**	7,201.09	$ 9,455.38
Due to Road & Bridge	-	-	43.22
Due to SSA#3	**78,528.81**	78,071.83	63,687.04
Due to SSA#4	**163,069.12**	162,407.79	152,137.76
Due to SSA#5	**10,066.50**	10,066.50	10,066.50
Construction Deposits	**215,068.40**	225,068.40	225,768.40
Deferred Vehicle Sticker Fee	-	17,282.88	-
Accrued Expenses	**14,990.33**	18,774.49	40,822.96
Net Pension Liability	**3,159,273.00**	3,159,273.00	3,261,397.00
Total Liabilities	**3,648,197.25**	3,678,145.98	3,763,378.26
Fund Balance			
Utility Line Burial Account	**10,000.00**	10,000.00	10,000.00
Fee in Lieu Account PCBMP	**24,752.00**	24,752.00	17,046.50
Fund Balance Beginning of Year	**(188,303.00)**	(402,915.58)	(505,039.58)
Net Income - Operating	**89,055.81**	386,749.21	88,437.98
Net Income - Captial	**15,686.00**	(172,136.63)	5,200.07
Total Fund Balance	**(48,809.19)**	(153,551.00)	(384,355.03)
Total Liabilities and Fund Balance	$ **3,599,388.06**	$ 3,524,594.98	$ 3,379,023.23

Village of Wayne
Statement of Revenue & Expenditures - General Funds
May 2025

Income:	
Taxes:	
Property Taxes - DuPage	$ 40,857.17
Property Taxes - Kane	19,063.83
Sales Tax	18,752.10
Amusement Tax	1,462.50
State Income Tax	71,535.71
Utilities Tax	15,801.17
Licenses and Permits:	
Building Permits	9,245.00
Vehicle Sticker Fee	27,568.52
Fines and Penalties:	
Traffic Fines - DuPage	5,887.37
Charges for Services:	
Police Report Fees	35.00
Investment Income:	
Interest Income	11,718.07
Other Income:	
Miscellaneous Income	1,607.00
Total Income	**$ 223,533.44**
Expenditures by Department:	
Administration	$ 20,833.39
Police	97,063.15
Building	10,616.44
Public Works	5,964.65
Total Expenditures	**$ 134,477.63**
Excess Revenues (Expenditures)	**$ 89,055.81**

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Village of Wayne
Monthly Expenditures - Administration
May 2025

Expenditures:	
Personnel:	
Salaries - Part Time	**$ 6,949.23**
FICA Tax	**531.51**
State Unemployment Tax	**57.82**
Contractual Services:	
Maintenance - Building	**65.00**
Telephone	**337.01**
Printing	**1,638.82**
Postage	**100.00**
Accounting Services	**399.08**
Engineering Services	**1,910.32**
Legal Services	**2,340.00**
Other Professional Services	**4,715.35**
Commodities:	
Office Supplies	**409.05**
Allocated Expenses:	
Internet Services	**150.00**
Records Management	**319.28**
Utilities - Gas	**205.92**
Miscellaneous Expense	**705.00**
Total Expenses	**$20,833.39**

Village of Wayne
Monthly Expenditures - Police Department
May 2025

Expenditures:	
Personnel:	
Salaries-Full Time	$ 43,856.68
Salaries-Part Time	20,202.50
FICA Tax	5,417.72
State Unemployment Tax	80.68
Training	1,830.00
Salaries-Over Time	
Contractual Services:	
Maintenance - Building	1,568.84
Maintenance - Vehicles	1,665.00
Maintenance - Equipment	3,469.60
Telephone	313.53
Legal Services	490.00
Dues	6,500.00
Commodities:	
Office Supplies	620.62
Gasoline	2,300.00
Operating Supplies	13.95
Allocated Expenses:	
Disability Insurance	1,775.14
Hospitalization Insurance	5,383.46
Life/Retirement Ins	282.05
Internet Services	936.89
Utilities - Gas	281.49
Miscellaneous Expense	75.00
Total Expenses	**$ 97,063.15**

Village of Wayne
Monthly Expenditures - Building Department
May 2025

Expenditures:	
Personnel:	
Salaries-Part Time	$ 7,457.50
FICA Tax	570.51
State Unemployment Tax	55.93
Expense Reimbursement	228.50
Contractual Services:	
Maintenance - Building	65.00
Telephone	337.00
Engineering Services	800.00
Legal Services	210.00
Other Professional Services	742.00
Allocated Expenses:	
Internet Services	150.00
Total Expenses	**$ 10,616.44**

Village of Wayne
Monthly Expenditures - Public Works Department
May 2025

Expenditures:	
Personnel:	
Salaries - Part Time	**$ 2,771.83**
FICA Tax	**204.71**
State Unemployment Tax	**13.88**
Contractual Services:	
Maintenance - Vehicles	**96.56**
Engineering Services	**1,706.17**
Commodities:	
Gasoline	**225.00**
Operating Supplies	**820.32**
Allocated Expenses:	
Street Lights	**126.18**
Total Expenses	**$ 5,964.65**

Village of Wayne
Statement of Revenue & Expenditures - Capital Fund
May 2025

Income	
Grant Income - Other	$ 15,686.00
Total Income	**$ 15,686.00**
Excess Revenues (Expenditures)	**$ 15,686.00**

Village of Wayne
Net Position
Nonmajor Funds
May 31, 2025

	MFT	Park	Road and Bridge	Sanctuary Maintenance	School	Jenson Memorial	Total	Police Pension (a)
Assets								
Cash	$ 393,332.01	$ 102,715.27	$ 13,588.29	$ 86,842.83	$ 0.36	$ 122,351.76	$ 718,830.52	$ 2,318,437.24
Due to/(from) general fund	-	(720.00)	-	-	-	-	(720.00)	-
Total Assets	$ 393,332.01	$ 101,995.27	$ 13,588.29	$ 86,842.83	$ 0.36	$ 122,351.76	$ 718,110.52	$ 2,318,437.24
Fund Balances								
Beginning Fund Balance, May 1, 2025	$ 383,605.22	$ 101,611.54	$ 13,559.96	$ 86,518.40	$ 0.36	$ 121,894.65	$ 707,190.13	$ 2,274,274.35
Change in Fund Balance, May 31, 2025	9,726.79	383.73	28.33	324.43	-	457.11	10,920.39	44,162.89
Total Fund Balance	$ 393,332.01	$ 101,995.27	$ 13,588.29	$ 86,842.83	$ 0.36	$ 122,351.76	$ 718,110.52	$ 2,318,437.24

(a) reflects assets held and activity for information only
does not reflect the pension plan funds liability for benefits

Village of Wayne
CD Portfolio - First National Bank of Ottawa
May 31, 2025

Security	Rate	Maturity Date	Principal
Security State Bank	4.51%	06/12/25	$ 150,000
Gateway Bank	4.45%	08/23/25	140,000
First Utah Bank	4.46%	09/06/25	168,000
Bradesco Bank	4.45%	09/04/25	150,000
Northpointe Bank	4.54%	09/07/25	200,000
United Fidelity Bank	4.45%	09/08/25	182,000
Peoples Savings Bank	4.38%	09/12/25	182,000
First State Bank & Trust Co	4.40%	11/18/25	125,000
State3 Bank of Texas	4.38%	03/20/26	140,000
MFB Northern Instl Fds Treas Port	4.22%		33,821
Total Portfolio			$ 1,470,821

Portfolio Yield	May	4.44%
	April	4.53%
	March	4.53%
	February	4.92%

Checking Distribution Detail
Village of Wayne
May 1-31, 2025

Transaction Date	Num	Name	Memo/Description	Distribution Account	Class	Amount
Total for Lauterbach & Amen, LLP						
U.S. Postal Service						
05/15/25	37851	U.S. Postal Service	Post Office Box Fee - #532	7530000 Postage	General Fund:General - Administrative Dept.	$ 100.00
Total for U.S. Postal Service						**100.00**
Able Pest Control Inc.						
05/15/25	37852	Able Pest Control Inc.	Inv # A15634 pd building	7310000 Maintenance-Building	General Fund:General - Police Dept.	195.00
Total for Able Pest Control Inc.						**195.00**
aflac						
05/15/25	37853	aflac	apr inv 938620	7210000 Hospitalization Insurance	General Fund:General - Police Dept.	598.68
Total for aflac						**598.68**
AHW LLC						
05/15/25	37854	AHW LLC	inv 12109138 parts	7320000 Maintenance-Vehicles	General Fund:General - Public Works Dept.	96.56
Total for AHW LLC						**96.56**
Carol Stream Lawn and Power						
05/01/25	37855	Carol Stream Lawn and Power	inv 523886 9.36 charged now that shipped	7630000 Operating Supplies	General Fund:General - Public Works Dept.	168.96
Total for Carol Stream Lawn and Power						**168.96**
Alphagraphics						
05/15/25	37856	Alphagraphics	inv 125890 12 page window 12-page	7520000 Printing	General Fund:General - Administrative Dept.	1,412.64
05/30/25	37878	Alphagraphics	inv # 126118 5/13/25 business cards	7520000 Printing	General Fund:General - Administrative Dept.	76.18
05/30/25	37878	Alphagraphics	inv # 126239	7520000 Printing	General Fund:General - Administrative Dept.	150.00
Total for Alphagraphics						**1,638.82**
City of St. Charles						
05/15/25	37857	City of St. Charles	Shooting Range Fee 05/25-4/26	7260000 Training	General Fund:General - Police Dept.	500.00
Total for City of St. Charles						**500.00**
Consultnet Inc.						
05/15/25	37858	Consultnet Inc.	20492 5/1/25 huntress labs, remote manage, rmm subscrip	7570000 Other Professional Services	General Fund:General - Administrative Dept.	354.00
05/15/25	37858	Consultnet Inc.	inv 20415 4/30/25 consult carbonite	7570000 Other Professional Services	General Fund:General - Administrative Dept.	1,092.50
05/15/25	37858	Consultnet Inc.	inv 20383 4/30/25 micro defender	7570000 Other Professional Services	General Fund:General - Administrative Dept.	94.80
05/30/25	37877	Consultnet Inc.	INV #20024 huntress labs 2/3/25	7570000 Other Professional Services	General Fund:General - Administrative Dept.	354.00
05/30/25	37877	Consultnet Inc.	inv #20069 2/28/25 micro defend	7570000 Other Professional Services	General Fund:General - Administrative Dept.	94.80
05/30/25	37877	Consultnet Inc.	inv # 20094 2/2/25 general labor	7570000 Other Professional Services	General Fund:General - Administrative Dept.	471.25
05/30/25	37877	Consultnet Inc.	inv # 20175 3/3/25 huntress labs	7570000 Other Professional Services	General Fund:General - Administrative Dept.	354.00
Total for Consultnet Inc.						**2,815.35**
DuPage MERIT						
05/15/25	37860	DuPage MERIT	2025/2026 dues	7580000 Dues	General Fund:General - Police Dept.	6,500.00
Total for DuPage MERIT						**6,500.00**
Evonne E. Einoris						
05/15/25	37861	Evonne E. Einoris	april final	7310000 Maintenance-Building	General Fund:General - Administrative Dept.	65.00
05/15/25	37861	Evonne E. Einoris	april final	7310000 Maintenance-Building	General Fund:General - Building Dept.	65.00
Total for Evonne E. Einoris						**130.00**
Menards-West Chicago						
05/15/25	37862	Menards-West Chicago	inv 19041 recpt 4/29/25	7630000 Operating Supplies	General Fund:General - Public Works Dept.	73.69
05/15/25	37862	Menards-West Chicago	inv 19041 recpt 4/29/25	7630000 Operating Supplies	General Fund:General - Public Works Dept.	43.70
05/30/25	37871	Menards-West Chicago	Inv 19945 receipt 5/14/25	7630000 Operating Supplies	General Fund:General - Public Works Dept.	65.62
Total for Menards-West Chicago						**183.01**

Checking Distribution Detail
Village of Wayne
May 1-31, 2025

Transaction Date	Num	Name	Memo/Description	Distribution Account	Class	Amount
Metro West COG						
05/15/25	37863	Metro West COG	5820 annual dues	7710000 Miscellaneous Expense	General Fund:General - Administrative Dept.	500.00
05/30/25	37887	Metro West COG	May Networking Night	7710000 Miscellaneous Expense	General Fund:General - Administrative Dept.	100.00
05/30/25	37887	Metro West COG	April Networking Night	7710000 Miscellaneous Expense	General Fund:General - Administrative Dept.	100.00
Total for Metro West COG						**700.00**
North East Multi-Regional Training						
05/15/25	37864	North East Multi-Regional Training	training inv # 376961	7260000 Training	General Fund:General - Police Dept.	1,330.00
Total for North East Multi-Regional Training						**1,330.00**
Runco Office Supply						
05/15/25	37865	Runco Office Supply	invoice 967562	7610000 Office Supplies	General Fund:General - Police Dept.	168.76
05/15/25	37865	Runco Office Supply	invoice 966693	7610000 Office Supplies	General Fund:General - Police Dept.	182.34
05/15/25	37865	Runco Office Supply	invoice 966464	7610000 Office Supplies	General Fund:General - Police Dept.	233.52
05/15/25	37865	Runco Office Supply	967442	7610000 Office Supplies	General Fund:General - Administrative Dept.	59.33
05/15/25	37865	Runco Office Supply	956266	7610000 Office Supplies	General Fund:General - Administrative Dept.	213.85
05/15/25	37865	Runco Office Supply	957617	7610000 Office Supplies	General Fund:General - Administrative Dept.	30.89
05/15/25	37865	Runco Office Supply	963749	7610000 Office Supplies	General Fund:General - Administrative Dept.	104.98
05/30/25	37883	Runco Office Supply	inv # 967965-0 5/7/25 paper	7610000 Office Supplies	General Fund:General - Police Dept.	36.00
Total for Runco Office Supply						**1,029.67**
Stacey A McCullough						
05/15/25	37866	Stacey A McCullough	Prosecutions inv for April 2025	7560000 Legal Services	General Fund:General - Police Dept.	490.00
05/15/25	37866	Stacey A McCullough	Prosecutions	7560000 Legal Services	General Fund:General - Building Dept.	210.00
Total for Stacey A McCullough						**700.00**
TPI						
05/15/25	37867	TPI	Plan Review	7570000 Other Professional Services	General Fund:General - Building Dept.	124.00
05/15/25	37867	TPI	Plumbing Review	7570000 Other Professional Services	General Fund:General - Building Dept.	450.00
05/15/25	37867	TPI	Building Inspection	7570000 Other Professional Services	General Fund:General - Building Dept.	168.00
Total for TPI						**742.00**
TransUnion						
05/15/25	37868	TransUnion	april billing 5/1/25 inv 820745-202504-1	7710000 Miscellaneous Expense	General Fund:General - Police Dept.	75.00
Total for TransUnion						**75.00**
Gordon Flesch						
05/30/25	37870	Gordon Flesch	base period 4/28/25-4/27/26	7330000 Maintenance-Equipment	General Fund:General - Police Dept.	1,916.60
05/30/25	37893	Gordon Flesch	base period 04/11/25-5/10/25	7330000 Maintenance-Equipment	General Fund:General - Police Dept.	94.00
05/22/25	echeck	Gordon Flesch	base period 5/11/25-6/10/25	7330000 Maintenance-Equipment	General Fund:General - Police Dept.	79.00
Total for Gordon Flesch						**2,089.60**
NFC Solutions USA						
05/30/25	37875	NFC Solutions USA	Inv#1385 Software Development Services - Saloni's April	7570000 Other Professional Services	General Fund:General - Administrative Dept.	1,900.00
Total for NFC Solutions USA						**1,900.00**
Christopher B. Burke Engineering						
05/30/25	37876	Christopher B. Burke Engineering	Inv #201309 Wayne Retainer SERV FROM 3/30/25-4/26/25	7550000 Engineering Services	General Fund:General - Administrative Dept.	1,054.32
05/30/25	37876	Christopher B. Burke Engineering	Inv # 201310 Misc engineering general drainage complaints	7550000 Engineering Services	General Fund:General - Public Works Dept.	256.92
05/30/25	37876	Christopher B. Burke Engineering	inv # 201312 2025 road proj ect	7550000 Engineering Services	General Fund:General - Public Works Dept.	1,449.25
05/30/25	37876	Christopher B. Burke Engineering	Inv#201311 broad band expansion	7550000 Engineering Services	General Fund:General - Administrative Dept.	856.00
05/30/25	37876	Christopher B. Burke Engineering	inv # 201313 33W672 Mare Barn	7550000 Engineering Services	General Fund:General - Building Dept.	400.00
05/30/25	37876	Christopher B. Burke Engineering	inv # 201314 35W456 pearson	7550000 Engineering Services	General Fund:General - Building Dept.	400.00
Total for Christopher B. Burke Engineering						**4,416.49**

Checking Distribution Detail
Village of Wayne
May 1-31, 2025

Transaction Date	Num	Name	Memo/Description	Distribution Account	Class	Amount
Mickey,Wilson,Weiler,Renzi,Lenert&Julien						
05/30/25	37879	Mickey,Wilson,Weiler,Renzi,Lenert&Julien	INV # 9921 5/5/25 lumas broadband	7560000 Legal Services	General Fund:General - Administrative Dept.	562.50
05/30/25	37879	Mickey,Wilson,Weiler,Renzi,Lenert&Julien	Inv #9920 5/5/25 General Matters	7560000 Legal Services	General Fund:General - Administrative Dept.	1,665.00
05/30/25	37879	Mickey,Wilson,Weiler,Renzi,Lenert&Julien	inv # 9919 5/5/25 zoning board of appeal	7560000 Legal Services	General Fund:General - Administrative Dept.	112.50
Total for Mickey,Wilson,Weiler,Renzi,Lenert&Julien						**2,340.00**
Scrubco						
05/30/25	37881	Scrubco	inv # 17340 feb-april 2025	7310000 Maintenance-Building	General Fund:General - Police Dept.	1,320.00
Total for Scrubco						**1,320.00**
Motorola Solutions - Starcom21 Network						
05/30/25	37884	Motorola Solutions - Starcom21 Network	Radios - second Quarter 2025	7330000 Maintenance-Equipment	General Fund:General - Police Dept.	1,380.00
Total for Motorola Solutions - Starcom21 Network						**1,380.00**
FRIENDLY FORD						
05/30/25	37885	FRIENDLY FORD	parts bumper and deflector inv # 310697	7320000 Maintenance-Vehicles	General Fund:General - Police Dept.	406.62
05/30/25	37885	FRIENDLY FORD	parts rotor, kit, shaft inv # 310747	7320000 Maintenance-Vehicles	General Fund:General - Police Dept.	550.78
Total for FRIENDLY FORD						**957.40**
Hawk Ford						
05/30/25	37886	Hawk Ford	parts kit and rotor inv # 98794	7320000 Maintenance-Vehicles	General Fund:General - Police Dept.	373.74
Total for Hawk Ford						**373.74**
Hinckley Springs						
05/30/25	37888	Hinckley Springs	Drinking Water 5/25/25 inv	7630000 Operating Supplies	General Fund:General - Police Dept.	13.95
Total for Hinckley Springs						**13.95**
Napa Auto Parts						
05/30/25	37889	Napa Auto Parts	inv # 803508 5/9/25 total minus sales tax tax exempt	7320000 Maintenance-Vehicles	General Fund:General - Police Dept.	201.99
05/30/25	37889	Napa Auto Parts	invoice 804806 credit	7320000 Maintenance-Vehicles	General Fund:General - Police Dept.	(33.42)
05/30/25	37889	Napa Auto Parts	invoice # 804686	7320000 Maintenance-Vehicles	General Fund:General - Police Dept.	33.42
05/30/25	37889	Napa Auto Parts	invoice # 804939 credit	7320000 Maintenance-Vehicles	General Fund:General - Police Dept.	(19.13)
Total for Napa Auto Parts						**182.86**
Lawrence Piton						
05/30/25	37891	Lawrence Piton	Project cancelled permit refund from check # 2004	6120000 Building Permits	General Fund	75.00
Total for Lawrence Piton						**75.00**
Illinois Secretary of State						
05/30/25	37892	Illinois Secretary of State	Renew confidental license plat # DC91834	7320000 Maintenance-Vehicles	General Fund:General - Police Dept.	151.00
Total for Illinois Secretary of State						**151.00**
Think Ink, Inc						
05/30/25	37894	Think Ink, Inc	shirts pw inv 45580 previously pd short	7630000 Operating Supplies	General Fund:General - Public Works Dept.	468.35
Total for Think Ink, Inc						**468.35**
ComEd						
05/02/25	echeck	ComEd	acct 8168079000 survailance camera	7420000 Street Lights	General Fund:General - Public Works Dept.	66.72
05/02/25	echeck	ComEd	acct 426622000	7420000 Street Lights	General Fund:General - Public Works Dept.	59.46
Total for ComEd						**126.18**
Comcast Business						
05/01/25	echeck	Comcast Business	Internet	7400000 Internet Services	General Fund:General - Police Dept.	
05/01/25	echeck	Comcast Business	internet	7400000 Internet Services	General Fund:General - Police Dept.	329.14
05/27/25	echeck	Comcast Business	internet may bill acct 931099822	7400000 Internet Services	General Fund:General - Police Dept.	607.75
Total for Comcast Business						**936.89**

Checking Distribution Detail
Village of Wayne
May 1-31, 2025

Transaction Date	Num	Name	Memo/Description	Distribution Account	Class	Amount
Nicor Gas						
05/20/25	echeck	Nicor Gas	72-97-74-5631	7460000 Utilities - Gas	General Fund:General - Police Dept.	155.43
05/20/25	echeck	Nicor Gas	05-57--91-1000-7	7460000 Utilities - Gas	General Fund:General - Administrative Dept.	205.92
05/16/25	echeck	Nicor Gas	72+97-74-5631-7 date 5/16/25 ending #42672	7460000 Utilities - Gas	General Fund:General - Police Dept.	126.06
Total for Nicor Gas						**487.41**
At&T Mobility						
05/15/25	echeck	At&T Mobility	WIreless	7410000 Telephone	General Fund:General - Police Dept.	313.53
Total for At&T Mobility						**313.53**
Granite Telecommunictions						
05/28/25	echeck	Granite Telecommunictions	Elevator Phone	7310000 Maintenance-Building	General Fund:General - Police Dept.	53.84
Total for Granite Telecommunictions						**53.84**
Iron Mountain Records Management						
05/29/25	echeck	Iron Mountain Records Management	storage 3/26/25-4/22/25	7430000 Records Management	General Fund:General - Administrative Dept.	319.28
Total for Iron Mountain Records Management						**319.28**
AT&T						
05/08/25	echeck	AT&T	Internet	7400000 Internet Services	General Fund:General - Administrative Dept.	150.00
05/08/25	echeck	AT&T	Internet	7400000 Internet Services	General Fund:General - Building Dept.	150.00
05/08/25	echeck	AT&T	Telephone	7410000 Telephone	General Fund:General - Administrative Dept.	337.01
05/08/25	echeck	AT&T	Telephone	7410000 Telephone	General Fund:General - Building Dept.	337.00
Total for AT&T						**974.01**
Colonial Life & Accident Ins. Company						
05/07/25	echeck	Colonial Life & Accident Ins. Company	Disability	7200000 Disability Insurance	General Fund:General - Police Dept.	1,437.26
05/07/25	echeck	Colonial Life & Accident Ins. Company	Life	7230000 Life/Retirement Ins	General Fund:General - Police Dept.	282.05
05/07/25	echeck	Colonial Life & Accident Ins. Company	Schneider - Accident	7210000 Hospitalization Insurance	General Fund:General - Police Dept.	21.70
Total for Colonial Life & Accident Ins. Company						**1,741.01**
quickbooks						
05/27/25	echeck	quickbooks	monthly subscription for qb on line	7540000 Accounting Services	General Fund:General - Administrative Dept.	69.30
Total for quickbooks						**69.30**
david f walker						
05/15/25	37859	david f walker	road bond refund	4100000 Construction Deposits	General Fund	5,000.00
Total for david f walker						**5,000.00**
Construction Enterprises, LLC						
05/30/25	37890	Construction Enterprises, LLC	5N145 Ridge Rd Ln Bond Refund from dep check #1896	4100000 Construction Deposits	General Fund	5,000.00
Total for Construction Enterprises, LLC						**5,000.00**
					TOTAL	**$48,192.89**

Distribution Summary by Fund:	
General Fund	$10,075.00
General Fund:General - Administrative Dept.	12,960.05
General Fund:General - Building Dept.	2,304.00
General Fund:General - Police Dept.	20,104.61
General Fund:General - Public Works Dept.	2,749.23
	$48,192.89

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Village of Wayne

Payroll Operating Procedure

Objective

Payroll management is an essential operation for any local municipality. Proper and timely payroll processing is necessary to meet legal obligations, support employee relations, and maintain the financial operations of the municipal government. This document presents the standard operating procedure (SOP) for payroll in the Village of Wayne, detailing all key steps, assigned roles, compliance requirements, and control processes for effective payroll administration.

Purpose and Scope

This procedure applies to all Village of Wayne departments and employees, both full-time and part-time. It outlines payroll activities such as data collection, processing, payment, recordkeeping, and adherence to regulations.

The purpose of this standard operating procedure is to:

- Standardize payroll procedures,
- Ensure compliance with wage and tax laws,
- Protect payroll data accuracy and confidentiality,
- Support transparency and accountability.

Payroll Operating Procedure

Payroll at the Village of Wayne is processed twice monthly, typically on the 15th and last day of the month, unless those dates fall on a weekend or holiday—in which case, pay is issued on the previous workday. Additionally, all hours worked are paid in arrears. All employees are compensated for their completed work from the previous pay period instead of the current pay period using actual data rather than estimates, leading to more accurate payroll calculations. All time must be approved before submission to payroll personnel, and approvers must verify the accuracy of reported hours. Both Exempt and Non-Exempt employees are required to report daily hours worked, and timekeeping follows Fair Labor Standards Act (FLSA) classification. The Village of Wayne employs third-party payroll services software for the administration of its payroll processes.

1. **Employee Onboarding and Data Collection**
   - New employees must complete all required forms, including tax forms, direct deposit authorization, and benefits enrollment, if applicable.
   - Payroll personnel verify and enter employee data into the payroll system, assigning unique employee identification numbers.
   - Each department shall communicate all new hires and terminations to the payroll staff in a timely manner and submitted prior to the commencement of work.

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Payroll Operating Procedure

2. **Timekeeping and Attendance Recording**
   - All employees are required to accurately record their working hours using the municipality's approved timekeeping system (e.g., electronic or paper-based).
   - Supervisors are responsible for reviewing, approving, and submitting employee timesheets or time records for each payroll period, ensuring the accuracy of reported regular hours, overtime, and any applicable leave.
   - Any discrepancies or corrections must be resolved before submission to payroll staff.

3. **Payroll Data Entry and Verification**
   - Payroll staff must receive approved timesheets no later than four days after the end of the pay period to enter data into the payroll software.
   - All earnings (regular, overtime, shift differentials) and deductions (taxes, benefits, garnishments) are entered and cross-checked for accuracy.
   - Payroll staff run preliminary payroll reports and review errors or inconsistencies.

4. **Payment Authorization and Disbursement**
   - The designated payroll staff member and/or the Treasurer are responsible for reviewing the final payroll summary and providing authorization for payment.
   - Payroll payments are disbursed according to the municipality's preferred payment methods (e.g., direct deposit, checks).
   - All payments are scheduled to ensure employees receive wages on the designated payday.
   - Any manual or off-cycle payments (e.g., terminations, bonuses) require additional approval.

5. **Payroll Corrections and Adjustments**
   - Employees must report any payroll discrepancies to their supervisor or payroll department personnel promptly.
   - Payroll staff shall investigate and resolve errors in a timely manner, documenting all corrections and adjustments made.
   - Significant errors or unresolved issues are escalated to the Treasurer and or the Village Board liaison.

6. **Payroll Recordkeeping and Confidentiality**
   - All payroll records, including timesheets, calculations, payment authorizations, and remittance confirmations, are stored securely.
   - Access to payroll data is strictly controlled and limited to authorized personnel only.
   - Records are retained in accordance with legal and regulatory requirements (typically 7 years or as required by law).

7. **Contingency Planning**
   - A backup payroll processing plan is maintained to ensure continuity in the event of system failure or disaster.
   - Critical payroll data is backed up regularly and stored in a secure, off-site location by using a third-party service provider's secured data server.
   - Designated staff are cross trained to perform key payroll functions as needed. In the unlikely event that the processor is unable to process payroll, the Village will conduct manual payroll processing.

This payroll operating procedure is designed to ensure the highest standards of accuracy, integrity, and compliance for the Village of Wayne.