



**AGENDA FOR  
CITY COUNCIL MEETING**

*Council Chambers*

401 E Third Street

Kewanee, Illinois 61443

**Closed Session** starting at 6:30 p.m.

**Open Meeting** starting at 7:00 p.m.

**Monday, November 26, 2018**

**\*\*\* AMENDED\*\*\***

**Meeting postponed until Wednesday, November 28, 2018**

**Closed Meeting beginning at 6:30 PM**

**Open Meeting beginning at 7:00 PM**

Posted by 12:30 p.m., November 26, 2018

1. Call to Order
2. Closed Session pursuant to Section 2(c) (2) of the Open Meetings Act to discuss collective bargaining.
3. Pledge of Allegiance
4. Consent Agenda
  - a. Approval of Minutes
  - b. Payroll
  - c. Staff Reports
5. Presentation of Bills and Claims
6. Citizen Participation
7. Business:
  - a. **Presentation** by Kewanee Economic Development Corporation
  - b. **Consideration of a Resolution** authorizing the City Manager to execute a side letter of agreement to the existing collective bargaining agreement with AFSCME Council 31, Local 764.
  - c. **Consideration of a Resolution** authorizing the City Manager to execute a three-year collective bargaining agreement with the Fraternal Order of Police..
  - d. **Consideration of a Request** from the Kewanee Chamber of Commerce for a fireworks display permit in conjunction with the Windmont Park lighting on December 2, 2018.
  - e. **Discussion of** an Internal Control Policy.
8. Council Communications:
9. Announcements:
10. Adjournment



## MEMORANDUM

**Date:** November 21, 2018  
**From:** Gary Bradley, City Manager  
**To:** Mayor & Council  
**RE:** Council Meeting of **Monday, November 26, 2018**

**CLOSED MEETING AT 6:30 P.M.**  
**REGULAR MEETING AT 7:00 P.M.**

1. **Audit Response**— Management's response letter to the audit is once again included for your review. The internal control policy is included for your review and discussion, as well.
2. **FOP Negotiations**— We have reached a tentative agreement with the FOP for a new collective bargaining agreement. The agreement will be discussed in closed session prior to the meeting on Monday, and has been placed on the agenda to allow the City Council to consider the proposed agreement. We are still waiting on the FOP to get us the agreement with the amended language. It will be provided to you when it arrives.
3. **IAFF Negotiations**— The City received a letter of intent to bargain from the local IAFF, I do not anticipate that the negotiations will be as time consuming as they were the last time, and we appear to be getting an earlier start on the process.
4. **ADA Grant**— You may recall that we worked with Senator Weaver's office on a grant to obtain funding for ADA enhancements in the downtown area. Today we received notice of the funding availability for the project, so we're completing the paperwork that will hopefully enable us to receive the funds.
5. **Solid Waste Automation**— The work session has been pushed back to the December 10<sup>th</sup> meeting to allow Rod Johnson more time to put together his presentation on the topic.
6. **South Water Tower**— The work on the tower is in progress. The old pipe has been removed. The installation of the new pipe is expected to begin Monday and be completed by the end of the week. Then chlorination and testing have to be completed prior to the tank being brought back online.
7. **EMT B Class**— The Fire Department will be hosting a class starting in January that will train participants to obtain the EMT-B License. The class filled up quickly, indicating a clear need for this type of training in the area.

## **COUNCIL MEETING 18-21 NOVEMBER 13, 2018**

The City Council met in Council Chambers at 7:00 PM with the Mayor calling the meeting to order and the following answering to roll call:

Andy Koehler	Council Member
Steve Faber	Council Member
Chris Colomer	Council Member
Michael Yaklich	Council Member
Steve Looney	Mayor

News media present was as follows:

Mike Helenthal	Star Courier
Shawn Kernan	WKEI

The Pledge of Allegiance was said.

Mayor Looney asked for a moment of silence for our troops still fighting overseas.

Mayor Looney explained that the next items were placed on the consent agenda and were considered to be routine in nature to be passed as a whole with one vote of the Council. Mayor Looney requested that any member of the Council or the audience wishing to have an item removed from the consent agenda for individual consideration to make the request and the item would be removed and considered following the approval of the remaining consent items. The consent agenda included minutes from the October 22, 2018 Council Meeting, payroll for the pay period ending October 27 and November 10, 2018 in the amount of \$403,149.77, reports from the Community Development and Water Loss and a request from the YMCA to use the Council Chambers on November 30 and December 1 for their annual charity Christmas Auction. The consent agenda items were approved on a motion made by Council Member Faber and seconded by Council Member Colomer. Roll call showed 5 ayes, no nays. The motion passed.

Bills submitted for approval totaling \$604,263.06 were approved on a motion made by Council Member Colomer and seconded by Council Member Faber. Council Member Yaklich received confirmation that the work of County Line Services was in conjunction with the work on the annual street program. Roll call showed 5 ayes, no nays. The motion passed.

### **CITIZEN PARTICIPATION**

Mayor Looney then asked if anyone wished to speak regarding a non-agenda item. There being no such requests Mayor Looney moved on to new business.

## **NEW BUSINESS**

Ordinance #3945 providing for the issuance of General Obligation Refunding Bonds, Series 2018 of The City of Kewanee, Henry County, Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds was approved on a motion made by Council Member Colomer and seconded by Council Member Faber. City Manager Bradley noted that this is an ongoing double barrel bond issued annually. Roll call showed 5 ayes, no nays. The motion passed.

Ordinance #3946 authorizing the City Manager to execute a Tax Increment Financing Agreement with NAPA Auto Parts for their remodel and store opening project was approved on a motion made by Council Member Faber and seconded by Council Member Yaklich. City Manager Bradley noted that there was nothing new since the last meeting's discussion. Council Member Yaklich noted the extensive renovation and increment that would be generated. Roll call showed 5 ayes, no nays. The motion passed.

Ordinance #3947 authorizing the City Manager to execute a Tax Increment Financing Agreement with The Broken Chimney, Inc. d/b/a The Station was denied on a motion made by Council Member Faber and seconded by Council Member Colomer. City Manager Bradley noted that the improvements proposed would not generate a lot of increment. Council Member Yaklich noted he was against the TIF application because the TIF is not for arbitrary remodeling. Mayor Looney confirmed, for the benefit of Council Member Koehler, that the applicants were no longer associated with Dale Matthews and this was a completely different venture. Andrew Speck, owner of the Station, explained the need for the funding. Roll call showed 1 aye, 4 nays with Council Member Colomer casting the affirmative vote. The motion failed.

Ordinance #3948 providing for a STOP sign on Mission Drive at its intersection with Midland Drive by amending Schedule I, STOP Intersections, of Chapter 77 Traffic Schedules, of Title 7 Traffic Code of the Kewanee City Code was approved on a motion made by Council Member Colomer and seconded by Council Member Yaklich. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #5130 awarding the demolition of 117 E Seventh Street to Dana Construction was approved on a motion made by Council Member Faber and seconded by Council Member Koehler. City Attorney Raver confirmed that this was a fast track agreement. He also noted that the judicial agreement was amended to have more teeth, as well. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #5131 authorizing the City Manager to execute a side letter of agreement with AFSCME Council 31, Local 764 was tabled awaiting more information on a motion made by Council Member Yaklich and seconded by Council Member Colomer. Roll call showed 5 ayes, no nays. The motion passed.

City Engineer Nobel reviewed the status of a broken pipe in the south water tower with a review of the repair being made and an estimated project length.

A review of the Administration of the Incentive Programs was given by City Manager Bradley.

Council Member Yaklich noted that he had requested specific information regarding the Targeted Minor Home Repair Program. City Manager Bradley reported, at Council Member Yaklich's request that the program was administered by Community Development Director Edwards and City Manager Bradley, the homeowner has to qualify by HUD low to moderate income guidelines and be in the targeted area, and the repairs had to fit in the scope of the program. A listing of all of the beneficiaries of the program was provided to the Council, with the homeowners contacting contractors for a minimum of two bids for the project. City Manager Bradley further noted that the intent of the program is to serve as a catalyst to improve the neighborhood. City staff has leveraged funds with those raised through Rebuilding Together Henry County as well as with grant and low interest loan programs available through the USDA.

A discussion regarding the transfer station summer hours was held. City Manager Bradley noted that Operations Manager Johnson had some reservation about staff burnout. Council Member Faber noted that the suggestion is only 8 hours per month. Council Member Yaklich noted that the concept was to provide accessibility to residents in Kewanee. After a brief discussion, Council Members provided a consensus to have summer Saturday hours on the second and fourth Saturdays in April, May, June, July, August, and September. They also requested that the summer hours be posted on the Transfer Station gate.

## **OTHER BUSINESS**

Council Member Koehler noted that he was looking forward to the YMCA Auction and that he had went through Northeast Park to see the Christmas Decorations.

Council Member Yaklich stated that he was proud of the schools presentation at the Veterans Day ceremony. Council Member Koehler noted his appreciation of the goody bags from the Wethersfield FCA for the Veterans.

Council Member Faber agreed that all of the programs he attended for Veterans Day were good programs.

Council Member Colomer thanked all Veterans for their service, noting that it is impressive the way we support our vets. He also commented on his participation in the most recent City Wide Cleanup and how quickly the lines went down.

Mayor Looney noted that the lines went down quickly due to the number of volunteers. He also reported that 322 visitors attended the cleanup event, with more than 69,000 pound of trash. He also announced that the other STOP sign requests had been reviewed but were not recommended by staff. Berrien Park was placed on a trash collection rotation for Monday, Wednesday, and Friday, as well as an extra trash can being placed in the park. The Audit plan requested was not complete and would be available at the next meeting or the first meeting in December.

## **ANNOUNCEMENTS**

City Clerk Edwards announced that City Hall offices would be closed on Thursday, November 22 and Friday, November 23, in observance of Thanksgiving. Thursday's trash collection would be moved to Saturday, with no other changes to the trash collection schedule. The last day for

the season's landscape waste collection would be Monday, December 3, 2018.

There being no further business, Council Member Faber moved to adjourn the meeting and Council Member Colomer seconded the motion. Roll call showed 5 ayes, no nays. The meeting adjourned at 8:04 PM.

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MELINDA EDWARDS, CITY CLERK

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DATE APPROVED



***BOCK INC.***  
***MONTHLY REPORT FOR***  
***OCTOBER, 2017***

***SUBMITTED BY:*** *Stan Bockent*

## **IEPA SUMMARY**

No communications with the IEPA for the month of October.

## **MAINTENANCE SUMMARY**

BOCK INC. generated 33 preventive work orders for the month. All 33 work orders were completed. In addition to the preventive work orders, there was 7 corrective maintenance work orders performed.

## **SAFETY SUMMARY**

Because safety is an important part of our daily practice, we have been without a loss time injury at the plant for 45 months.

## **OPERATIONS SUMMARY**

Flow for the month averaged 2.265 MGD with the rainfall totaling 2.41 inches.

Total KWH used for the month was 153,600.

We experienced 2 values of the outfall 001 Effluent that was outside the permit limit for chloride concentration.

Sludge applied to the field totaled 0 gallons for the month.



DMR Copy of Record

Permit

Permit #:

IL0029343

Major:

Yes

Permittee:

KEWANEE, CITY OF

Permittee Address:

401 EAST THIRD STREET  
KEWANEE, IL 61443

Facility:

KEWANEE STP

Facility Location:

194 FISHER AVENUE  
KEWANEE, IL 61443

Permitted Feature:

001  
External Outfall

Discharge:

001-0  
STP OUTFALL

Report Dates & Status

Monitoring Period:

From 10/01/18 to 10/31/18

DMR Due Date:

11/25/18

Status:

NetDMR Validated

Considerations for Form Completion

DMF LOAD LIMITS DISPLAYED

Principal Executive Officer

First Name:

Stanley

Last Name:

Bockewitz

Title:

Operator-in-Charge

Telephone:

309-852-2789

No Data Indicator (NODI)

Form NODI: --

50060	Chlorine, total residual	1 - Effluent Gross	0	--	Permit Req.										<=	.05 DAILY MX	19 - mg/L		CL/OC - Chlorination/Occurances	GR - GRAB
					Value NODI											9 - Conditional Monitoring - Not Required This Period				
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample										=	5000	13 - #/100mL	0	01/30 - Monthly	GR - GRAB
					Permit Req.											Req Mon DAILY MX	13 - #/100mL		01/30 - Monthly	GR - GRAB
					Value NODI															
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	--	Sample	=	17.1	=	24.5	26 - lb/d			=	1.12	=	1.42	19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Permit Req.	<=	417 MO AVG	<=	834 DAILY MX	26 - lb/d			<=	10 MO AVG	<=	20 DAILY MX	19 - mg/L		01/07 - Weekly	CP - COMPOS
					Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

Parameter		Monitoring Location	Field	Type	Description	Acknowledge
Code	Name					
00940	Chloride [as Cl]	1 - Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. (Error Code: 1)	Yes

Comments

Chlorination did not occur this monitoring period.

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:	bockinc1992
Name:	Stanley Bockewitz
E-Mail:	stanb@bockinc.net
Date/Time:	2018-11-16 15:23 (Time Zone: -06:00)

Report Last Signed By

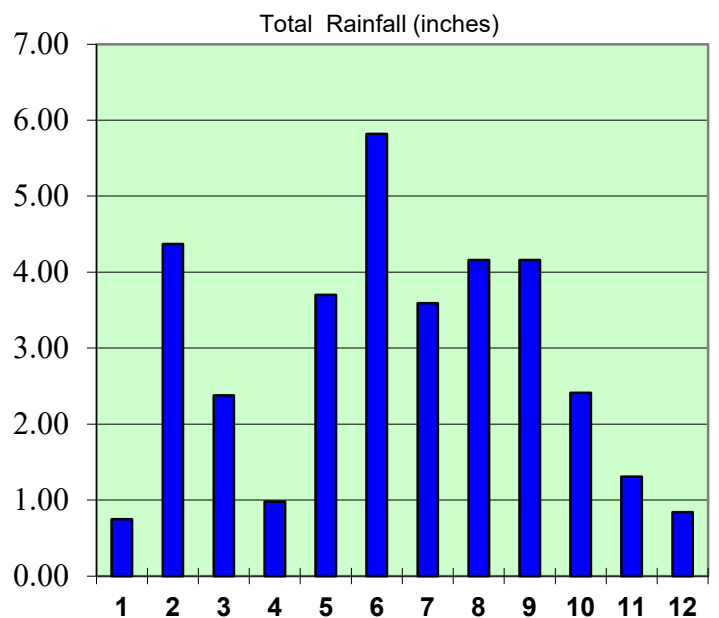
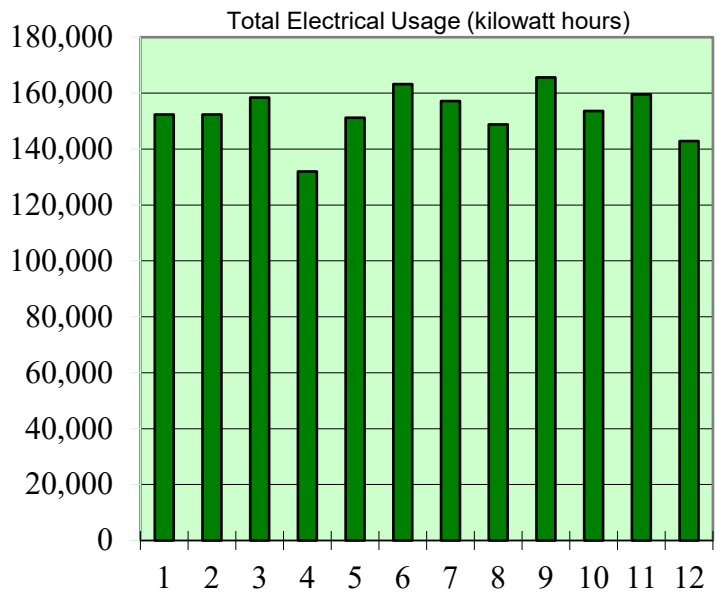
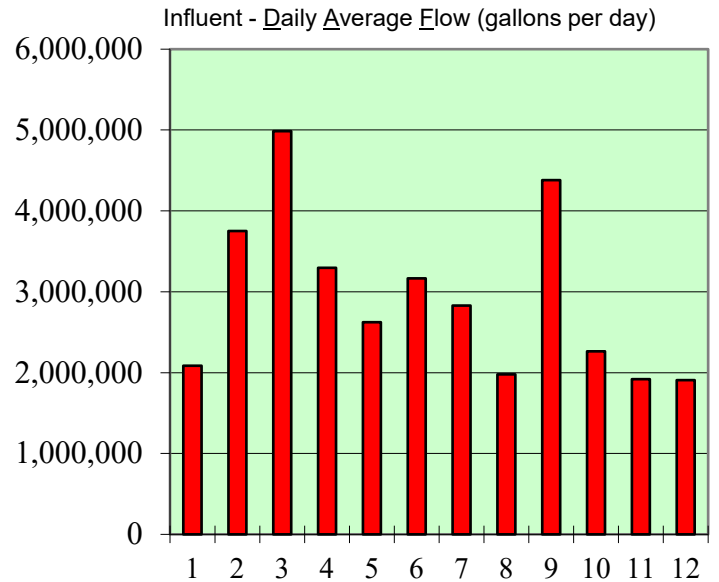
User:	bockinc1992
Name:	Stanley Bockewitz
E-Mail:	stanb@bockinc.net
Date/Time:	2018-11-16 15:25 (Time Zone: -06:00)

Kewanee, Illinois  
Wastewater Treatment Plant  
Twelve Month Moving Average Report  
Submitted by  
Bock Inc.

Date		Influent - <u>D</u> aily <u>A</u> verage <u>F</u> low (gallons per day)	Total Electrical Usage (kilowatt hours)	Total Rainfall (inches)
1	January 2018	2,083,840	152,400	0.75
2	February 2018	3,752,853	152,400	4.37
3	March 2018	4,984,868	158,400	2.38
4	April 2018	3,297,617	132,000	0.98
5	May 2018	2,621,941	151,200	3.70
6	June 2018	3,167,547	163,200	5.82
7	July 2018	2,829,240	157,200	3.59
8	August 2018	1,980,407	148,800	4.16
9	September 2018	4,381,977	165,600	4.16
10	October 2018	2,265,252	153,600	2.41
11	November 2017	1,917,567	159,600	1.31
12	December 2017	1,906,254	142,800	0.84
Total		35,189,363	1,837,200	34.47
Average		2,932,447	153,100	2.87

The Plant Design Average Flow is  
2,000,000 Gallons per Day.

The Plant Design Maximum Flow is  
5,000,000 Gallons per Day.



DMR Copy of Record

Permit

Permit #:

IL0029343

Major:

Yes

Permittee:

KEWANEE, CITY OF

Permittee Address:

401 EAST THIRD STREET  
KEWANEE, IL 61443

Facility:

KEWANEE STP

Facility Location:

194 FISHER AVENUE  
KEWANEE, IL 61443

Permitted Feature:

003  
External Outfall

Discharge:

003-0  
EMERGENCY HIGH LEVEL OVERFLOW

Report Dates & Status

Monitoring Period:

From 10/01/18 to 10/31/18

DMR Due Date:

11/25/18

Status:

NetDMR Validated

Considerations for Form Completion

Principal Executive Officer

First Name:

Stanley

Last Name:

Bockewitz

Title:

Operator-in-Charge

Telephone:

309-852-2789

No Data Indicator (NODI)

Form NODI:

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Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:

bockinc1992

Name:

Stanley Bockewitz

E-Mail:

stanb@bockinc.net

Date/Time:

2018-11-16 15:23 (Time Zone: -06:00)

Report Last Signed By

User:

bockinc1992

Name:

Stanley Bockewitz

E-Mail:

stanb@bockinc.net

Date/Time:

2018-11-16 15:24 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:IL0029343

Major:Yes

Permittee:KEWANEE, CITY OF

Permittee Address:401 EAST THIRD STREET  
KEWANEE, IL 61443

Facility:KEWANEE STP

Facility Location:194 FISHER AVENUE  
KEWANEE, IL 61443

Permitted Feature:004  
External Outfall

Discharge:004-0  
EXCESS FLOW LAGOON OUTFALL- EAST LAGOON

Report Dates & Status

Monitoring Period:From 10/01/18 to 10/31/18

DMR Due Date:11/25/18

Status:NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:

Principal Executive Officer

First Name:Stanley

Last Name:Bockewitz

Title:Operator-in-Charge

Telephone:309-852-2789

No Data Indicator (NODI)

Form NODI:--

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.									Req Mon MN WK AV		Req Mon DAILY MN	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00400	pH	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.					>=	6 MINIMUM			<=	9 MAXIMUM	12 - SU				
					Value NODI						C - No Discharge				C - No Discharge					
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.									Req Mon MO AVG		Req Mon WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.									Req Mon MO AVG		Req Mon WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	.75 MO AVG			19 - mg/L			
					Value NODI									C - No Discharge						
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.										<=	400 DAILY MX	13 - #/100mL			
					Value NODI											C - No Discharge				
82220	Flow, total	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	CN - CONTIN
					Permit Req.				Req Mon MO TOTAL 03 - MGD											
					Value NODI				C - No Discharge											

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:bockinc1992

Name:Stanley Bockewitz

E-Mail:stanb@bockinc.net

Date/Time:2018-11-16 15:23 (Time Zone: -06:00)

Report Last Signed By

User:bockinc1992  
Name:Stanley Bockewitz  
E-Mail:stanb@bockinc.net  
Date/Time:2018-11-16 15:23 (Time Zone: -06:00)



DMR Copy of Record

Permit

Permit #:IL0029343

Major:Yes

Permittee:KEWANEE, CITY OF

Permittee Address:401 EAST THIRD STREET  
KEWANEE, IL 61443

Facility:KEWANEE STP

Facility Location:194 FISHER AVENUE  
KEWANEE, IL 61443

Permitted Feature:005  
External Outfall

Discharge:005-0  
EXCESS FLOW LAGOON OUTFALL-WEST LAGOON

Report Dates & Status

Monitoring Period:From 10/01/18 to 10/31/18

DMR Due Date:11/25/18

Status:NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:

Principal Executive Officer

First Name:Stanley

Last Name:Bockewitz

Title:Operator-in-Charge

Telephone:309-852-2789

No Data Indicator (NODI)

Form NODI:--

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.									Req Mon MN WK AV		Req Mon DAILY MN	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00400	pH	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.					>=	6 MINIMUM			<=	9 MAXIMUM	12 - SU				
					Value NODI						C - No Discharge				C - No Discharge					
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.									Req Mon MO AVG		Req Mon WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.									Req Mon MO AVG		Req Mon WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	.75 MO AVG			19 - mg/L			
					Value NODI									C - No Discharge						
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.										<=	400 DAILY MX	13 - #/100mL			
					Value NODI											C - No Discharge				
82220	Flow, total	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	CN - CONTIN
					Permit Req.				Req Mon MO TOTAL	03 - MGD										
					Value NODI				C - No Discharge											

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:bockinc1992

Name:Stanley Bockewitz

E-Mail:stanb@bockinc.net

Date/Time:2018-11-16 15:05 (Time Zone: -06:00)

Report Last Signed By



DMR Copy of Record

Permit

Permit #:

IL0029343

Major:

Yes

Permittee:

KEWANEE, CITY OF

Permittee Address:

401 EAST THIRD STREET  
KEWANEE, IL 61443

Facility:

KEWANEE STP

Facility Location:

194 FISHER AVENUE  
KEWANEE, IL 61443

Permitted Feature:

INF  
Internal Outfall

Discharge:

INF-L  
INFLUENT MONITORING

Report Dates & Status

Monitoring Period:

From 10/01/18 to 10/31/18

DMR Due Date:

11/25/18

Status:

NetDMR Validated

Considerations for Form Completion

Principal Executive Officer

First Name:

Stanley

Last Name:

Bockewitz

Title:

Operator-in-Charge

Telephone:

309-852-2789

No Data Indicator (NODI)

Form NODI:

--

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:

bockinc1992

Name:

Stanley Bockewitz

E-Mail:

stanb@bockinc.net

Date/Time:

2018-11-16 15:23 (Time Zone: -06:00)

Report Last Signed By

User:

bockinc1992

Name:

Stanley Bockewitz

E-Mail:

stanb@bockinc.net

Date/Time:

2018-11-16 15:26 (Time Zone: -06:00)

SYS DATE:11/11/18

CITY OF KEWANEE  
A / P W A R R A N T L I S T  
REGISTER # 179  
Sunday November 11,2018

SYS TIME:08:43

[NW1]

DATE: 11/11/18

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 AEP ENERGY			17618.76	
D103118	01-11-571	TRAFFIC SIGNALS & SIRENS		220.44
D103118	51-93-571	WATER PLANTS & WELLS		9435.54
D103118	52-93-571	WWTP & LIFT STATIONS		6231.00
D103118	54-54-571	FRANCIS PARK ELECTRIC		240.52
D103118	58-36-571	CEMETERY ELECTRIC		12.72
D103118	62-45-471	MUN BLDGS ELECTRIC		1478.54
01 AIRGAS MID AMERICA			132.78	
9957236064	01-22-612	OXYGEN CYLINDER RENT		132.78
01 ALTORFER INC			324.78	
PC0200544541	62-45-613	COOLANT		316.80
PC0200544542	62-45-612	OIL TEST TUBING		7.98
01 AMEREN ILLINOIS			20629.93	
D110718	01-11-571	ST LIGHTS & SIGNALS		7053.41
D110718	01-52-571	PARKS - ELECTRICITY		30.64
D110718	51-93-571	WTP & WELLS - ELECTRIC		8221.70
D110718	52-93-571	WWTP & LIFT STS-ELECTRIC		3923.53
D110718	54-54-571	FR PARK - ELECTRICITY		68.59
D110718	58-36-571	CEMETERY - ELECTRICITY		127.42
D110718	62-45-571	MUN BLDGS-ELECTRICITY		1204.64
01 APT US&C			185.00	
20302	01-11-561	ANNUAL MEMBERSHIP DUES		185.00
01 B & B LAWN EQUIPMENT & CYCLERY			316.06	
208136	58-36-612	BATTERY, OIL & FILTER		316.06
01 BLANE, CANADA LTD			1800.00	
D110118	02-61-549	SYNCHRONIST USER FEE		1800.00
01 BOCK INC			54894.42	
56A	51-93-515	WTP-CONTRACT PAYMENT		14676.42
56A	52-93-515	WWTP-CONTRACT PAYMENT		40218.00
01 BREEDLOVE'S SPORTING GOODS			39.95	
20856	01-22-471	POWELL-UNIFORM ALLOWANCE		39.95
01 BUSINESS RADIO LICENSING			120.00	
D082818	01-21-556	RADIO LICENSING		120.00
01 CULLIGAN OF KEWANEE			78.13	
D110418	52-93-652	WATER-WWTP LAB		78.13
01 DUFFY, CECIL			213.50	
D110218	01-41-617	SIDEWALK REIMBURSEMENT		213.50
01 FARM KING OF KEWANEE			183.43	
785685	52-93-512	GROUNDING LUG		6.29
786254	52-93-654	WWTP-JANITORIAL SUPS		42.95
786259	52-93-512	RUBBER BOOTS & GLOVES		43.98
786766	52-93-619	FASTENERS		2.88
786769	52-93-619	WWTP-MAINT SUPS		60.06
787122	51-93-512	ADAPTER & COUPLING		10.28
787276	58-36-652	GAS STABILIZER		16.99
01 HILLSIDE FLORIST			121.76	

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
13255	01-21-929	PLANT - REED		61.88
13270	01-21-929	PLANT - TURLEY		59.88
01 HODGE'S 66 INC			503.50	
50319	01-21-538	TOW STOLEN CAR		404.62
50562	62-45-513	DOT SAFETY TEST		36.83
50610	62-45-513	DOT SAFETY TEST		25.22
50614	62-45-513	DOT SAFETY TEST		36.83
01 ILLINOIS MUNICIPAL LEAGUE			1250.00	
2019 DUES	01-11-561	ANNUAL MEMBERSHIP DUES		1250.00
01 JOHN DEERE FINANCIAL			349.71	
914407	01-41-612	V-BELT & BAR		80.95
916809	62-45-612	BOLTS & LOCK NUTS		55.62
920772	01-52-612	TIE ROD ENDS		99.28
923445	58-36-612	FILTERS		113.86
01 KNOX COUNTY LANDFILL			49452.56	
D103118	57-44-573	SOLID WASTE DISPOSAL		49452.56
01 MCI MEGA PREFERRED			119.98	
D110118	01-21-552	TELEPHONE-POLICE		64.74
D110118	01-11-552	TELEPHONE-F&A		18.63
D110118	01-41-552	TELEPHONE-PW		26.87
D110118	01-22-552	TELEPHONE-FIRE		2.57
D110118	54-54-552	TELEPHONE-FR PARK		.62
D110118	58-36-552	TELEPHONE-CEMETERY		.83
D110118	62-45-552	TELEPHONE-FLEET		5.72
01 MED-TECH RESOURCE LLC			807.00	
96166	01-22-612	FIRE-NITRILE GLOVES		645.60
96166	01-21-652	POLICE-NITRILE GLOVES		161.40
01 MENARD'S			851.88	
11249	52-93-619	TRADESMAN KNIFE		12.98
11303	01-41-653	SPADES & TOOLS		35.32
11588	01-41-614	MINERAL SPIRITS		19.96
11649	51-42-615	BRASS PADLOCKS		7.98
11774	01-21-539	HEATERS & WIRING SUPS		461.25
11795	01-21-539	CITY POUND - OUTLETS		45.96
11930	38-71-611	TRI-TAP CORD		8.99
11964	51-93-512	HEATER & DROP CORDS		75.61
11970	01-65-652	35' TAPE MEASURE		49.94
11982	01-21-539	RETURNED HEATER		57.37-
11983	01-21-539	BASEBOARD HEATER		57.37
11993	01-21-539	RETURNED WIRING SUPS		12.34-
11994	01-21-539	POUND-WIRING SUPS		9.92
12112A	38-71-611	PLUMBING SUPS-PW BLDG		29.49
12240	58-36-652	CONCRETE MIX		11.20
12308	38-71-611	RETURNED PLUMBING PARTS		11.93-
12309	01-21-539	CITY POUND SUPPLIES		36.60
12357	01-52-618	BERRIEN PARK SUPPLIES		51.79
12600	01-41-652	TRASH CANS		19.16

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 METTLER-TOLEDO INC 654672331	52-93-652	LAB INSPECTION/CALIBRATE	287.71	287.71
01 MICHLIG ENERGY LTD			8310.65	
10/18-DS	01-41-655	DIESEL - PW		481.51
10/18-DS	51-42-655	DIESEL - WATER		89.69
10/18-DS	57-44-655	DIESEL - SANITATION		854.72
10/18-DS	01-22-655	DIESEL - FIRE		268.11
10/18-GS	01-41-655	GASOLINE - PW		578.62
10/18-GS	51-42-655	GASOLINE - WATER		892.01
10/18-GS	52-43-655	GASOLINE - SEWER		301.79
10/18-GS	52-93-655	GASOLINE - WWTP		69.84
10/18-GS	01-22-655	GASOLINE - FIRE		171.45
10/18-GS	01-21-655	GASOLINE - POLICE		3138.19
10/18-GS	52-43-655	GASOLINE - ENGINEERING		72.61
10/18-GS	01-65-655	GASOLINE - COMM DEV		124.55
7256753	01-22-655	FIRE ST#2 GENERATOR FUEL		24.39
7256756	58-36-655	CEMETERY - GASOLINE		448.42
7257052	62-45-612	FUEL ISLAND-PULSER		430.80
7257275	58-36-655	CEMETERY - GASOLINE		363.95
01 MUNICIPAL CLERKS OF ILLINOIS 2019-DC	01-11-561	2019 MEMBERSHIP DUES	65.00	65.00
01 NEENAH FOUNDRY CO 297462	52-43-615	GRATES, LIDS & RINGS	3065.68	3065.68
01 NORTHERN SAFETY CO INC 903192374	01-41-473	SAFETY EQUIP-RAIN COATS	104.92	104.92
01 O'REILLY AUTOMOTIVE STORES, IN			52.91	
1143-302873	62-45-613	BRAKE SHOES		26.06
1143-302993	62-45-612	COPPER PLUG		2.49
1143-303079	62-45-613	MUFFLER CLAMP		5.88
1143-303154	62-45-613	HEADLIGHTS		18.48
01 OFFICE SPECIALISTS INC 1027140-1	01-22-654	FIRE-JANITORIAL SUPS	37.45	37.45
01 PANTHER UNIFORMS INC 21570	01-22-471	HOGUE-UNIFORM ALLOWANCE	161.73	161.73
01 PDC LABORATORIES INC I9345549	51-93-542	WATER TESTING	72.00	72.00
01 SECRETARY OF STATE D110918	01-21-513	POLICE-LICENSE STICKER	101.00	101.00
01 STAR-COURIER 110418	01-11-553	TREASURER'S REPORT	711.50	711.50
01 STAR-COURIER D110718PD	01-21-553	ANNUAL SUBSCRIPTION	244.40	244.40
01 THYSSENKRUPP ELEVATOR CORP 3004247098	38-71-549	ELEVATOR MAINTENANCE	945.50	945.50
01 TRIANGLE CONCRETE INC 9525	32-42-850	HY-EARLY N TREMONT ST	2968.75	1000.00



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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
9525	52-43-517	HY-EARLY STORM REPAIRS		1781.25
9525	52-43-615	HY-EARLY SEWER REPAIRS		187.50
01 TRUCK COUNTRY OF IOWA X106347600:01	62-45-613	EGR VALVES & AIR GAUGE	1012.01	1012.01
01 UNIVERSITY OF ILLINOIS UFIN1626	01-22-563	FIRE TRAINING - MOLS	1400.00	300.00
UFIN1690	01-22-563	FIRE TRAINING-GA & PW		1100.00
01 VILLAGE OF ROMEOVILLE FIRE ACA 2018-652	01-22-563	ADV TECH FF CLASS-MOLS	525.00	525.00
01 STATE BANK OF TOULON - VISA			5487.47	
D110118CITY	01-21-562	POLICE-LODGING/MEAL EXPS		629.60
D110118CITY	01-21-551	POLICE-POSTAGE CHGS		10.70
D110118CITY	51-42-562	WATER-LODGING/MEAL EXPS		245.67
D110118CITY	51-00-159.7	REIMBURSE TIP OVERAGE		.83
D110118DJ	51-93-552	WTP-INTERNET SERVICES		419.50
D110118DJ	38-71-549	DEPOT-INTERNET SERVICES		239.70
D110118GB	01-11-537	2 ADOBE SUBSCRIPTIONS		106.22
D110118GB	02-61-562	ICSC TRAVEL & MEAL EXPS		93.94
D110118GB	01-21-651	POLICE-TONER & FLASH DRIVE		103.84
D110118GB	01-11-561	AMAZON PRIME MBRSHIP		119.00
D110118KE	01-65-563	CODE TRAINING MATERIALS		69.00
D110118KN	01-21-539	DOG POUND HEATERS		800.88
D110118KS	01-22-563	FIRE CHIEF CONF REG		200.00
D110118KS	01-22-159.7	FIRE DEPT PROJECTOR		250.00
D110118KS	01-22-830	FIRE DEPT PROJECTOR		18.30
D110118KS	01-22-471	SHOOK-UNIFORM ALLOWANCE		68.47
D110118KS	01-22-562	FIRE TRAVEL EXPS-LODGING		221.69
D110118KS	01-22-830	TURNOUT SUSPENDERS		108.92
D110118ME	01-22-612	FIRE-MEDICAL SUPPLIES		332.79
D110118ME	01-22-563	FIRE-TRAINING BOOK		92.57
D110118RJ	01-41-561	MEMBERSHIP DUES		12.99
D110118RJ	51-42-562	MEETING-MEAL EXPS		45.25
D110118RJ	01-41-562	TRAVEL-MEAL EXPS		30.98
D110118RJ	01-41-561	APWA MEMBERSHIP DUES		196.00
D110118RJ	01-41-562	IPSI MEALS & LODGING		612.68
D110118RJ	01-41-655	AUTOMOTIVE FUEL		34.00
D110118RJ	51-42-652	CENTERPULL TOWELS		26.32
D110118RJ	52-43-652	CENTERPULL TOWELS		26.32
D110118RJ	57-44-652	CENTERPULL TOWELS		26.32
D110118RJ	01-41-513	TRUCK LITE BOX KITS		143.11
D110118RJ	51-42-612	TRUCK LITE BOX KITS		143.11
D110118VK	62-45-820	AIR COMPRESSOR REGULATOR		58.77

\*\* TOTAL CHECKS TO BE ISSUED

175546.81

SYS DATE:11/11/18

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
GENERAL FUND			23889.26	
ECONOMIC DEVELOPMENT			1893.94	
WATER IMPROVEMENT			1000.00	
CAPITAL MAINTENANCE/MUN. BLDG.			1211.75	
WATER FUND			34361.91	
SEWER FUND			56412.50	
FRANCIS PARK			309.73	
SANITATION			50333.60	
CEMETERY FUND			1411.45	
CENTRAL MAINTENANCE			4722.67	
*** GRAND TOTAL ***			175546.81	
TOTAL FOR REGULAR CHECKS:			175,546.81	

SYS DATE: 11/20/18  
FROM: 11/26/18

CITY OF KEWANEE  
A / P B O A R D L I S T  
LIST # 180  
Tuesday November 20, 2018

SYS TIME: 14:57  
[NB]

TO: 11/26/18

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

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PAYABLE TO	CHECK DATE	CHECK NO	AMOUNT	FUND	REG#	
INV NO	GL NO	DESCRIPTION				DISTR

=====

FRIENDS OF THE ANIMALS	11/26/18	55184	1333.33	01	360	
628661	01-21-539	SEMI-MONTHLY CONT				1333.33
** TOTAL MANUAL CHECKS LISTED			1333.33			
** TOTAL OF ALL LISTED CHECKS			1333.33			

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	November 26, 2018	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5131	
AGENDA TITLE	Consideration of a Resolution authorizing the City Manager to execute 2 side letters of agreement to the existing collective bargaining agreement with AFSCME Council 31, Local 764.	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Gary Bradley, City Manager	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Authorizes the City Manager to execute two side letters of agreement with AFSCME Council 31, Local 764	
BACKGROUND	Per collective bargaining, in light of the resolution of a grievance and the supreme court ruling in the Janus v AFSCME case staff negotiated with Local 764 for agreeable language to be included in side letters of agreement.	
SPECIAL NOTES	N/A	
ANALYSIS	Local 764 has indicated their agreement with the proposed language in the side letters.	
PUBLIC INFORMATION PROCESS	N/A	

<b>BOARD OR COMMISSION RECOMMENDATION</b>	N/A
<b>STAFF RECOMMENDATION</b>	Staff recommends approval.
<b>PROCUREMENT POLICY VERIFICATION</b>	N/A
<b>REFERENCE DOCUMENTS ATTACHED</b>	None

## **RESOLUTION NO. 5131**

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE TWO SIDE LETTERS OF AGREEMENT TO THE EXISTING COLLECTIVE BARGAINING AGREEMENT WITH AFSCME COUNCIL 31, LOCAL 764, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

- WHEREAS,** The United States Supreme Court issued a verdict in Janus vs AFSCME regarding the payment of union dues; and
- WHEREAS,** The City and AFSCME Council 31, Local 764 have been in negotiations for several months to develop a side letter of agreement that will address the verdict; and
- WHEREAS,** The City and AFSCME Council 31, Local 764 have been in negotiation for several months to develop a side letter of agreement that will address the rotation of staff to full positions of absent union employees; and
- WHEREAS,** AFSCME Council 31, Local 764 has indicated to the City Manager the acceptance of the terms and conditions contained in the proposed side letters of agreement; and
- WHEREAS,** The City Manager recommends that the City Council authorize the proposed side letters of agreement, attached hereto as Attachments A and B; and,
- WHEREAS,** The City Council finds it to be in the best interest of the City and harmonious work place relations to approve the side letter of agreement contained herein as Attachments A and B.

### **NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KEWANEE, IN COUNCIL ASSEMBLED AS FOLLOWS:**

- Section 1** Attachments A and B to this resolution are considered a part of this resolution as if entirely rewritten within this resolution.
- Section 2** The City Manager is authorized to execute the side letters of agreement concerning payment of union dues as contained in Attachment A and staff rotation to backfill for absent staff in the sanitation division as contained in Attachment B, hereto pending ratification by Local 764.
- Section 3** This Resolution shall be in full force and effect immediately upon its passage and approval as provided by law.



Adopted by the Council of the City of Kewanee, Illinois this 26<sup>th</sup> day of  
November, 2018

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ATTEST:

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Melinda Edwards, City Clerk

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Steve Looney, Mayor

RECORD OF THE VOTE	Yes	No	Abstain	Absent
Mayor Steve Looney				
Council Member Andy Koehler				
Council Member Mike Yaklich				
Council Member Steve Faber				
Council Member Chris Colomer				

In response to the Supreme Court decision that now prohibits the collection of fair share fees, the Parties agree to the following:

1. The Employer shall honor employees' individually authorized deduction forms, and shall make such lawful deductions in the amounts certified by the Union for union dues, assessments, or fees; and PEOPLE contributions. Authorized deductions shall be in accordance with the terms under which an employee voluntarily authorized said deductions, and in accordance with all applicable State of Illinois and Federal laws. ([For Member Reference Only] Terms on Membership Card: This voluntary authorization and assignment shall be irrevocable for a period of one year from the date of authorization and shall automatically renew from year to year unless I revoke this authorization by sending written notice by the United States Postal Service to my Employer and to the Union postmarked not more than 25 days and not less than 10 days before the expiration of the yearly period described above, or as otherwise provided by law.)
2. The Union shall maintain accurate records of the voluntary deductions which have been authorized by represented employees, and shall give the Employer timely notice of any changes in such authorizations, with the understanding that the Employer will promptly execute said changes in payroll deductions. Upon request, and within five (5) calendar days, the Union shall provide the Employer an electronic copy of the voluntary deduction card for any bargaining unit member if a question or concern arises regarding the individually authorized membership status of the bargaining unit employee. Upon all parties signing this agreement, the Union shall furnish within fourteen (14) calendar days, an electronic file of all individually authorized membership cards that the Union has on file for the bargaining unit members.
3. With the exception of the fair share provision, the collective bargaining agreement shall remain in full force and effect, including the provision of the collective bargaining agreement which indemnifies the Employer for any claims against it in connection with compliance with deductions from employees' pay to be transmitted to the Union.

Memorandum of Understanding Between the  
City of Kewanee, IL  
AFSCME Local 764  
AFSCME Council 31

Signed:

City of Kewanee, IL

---

Print Name

---

Signature

---

Date

AFSCME Local 764

---

Print Name

---

Signature

---

DATE

AFSCME Council 31

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Print Name

---

Signature

---

DATE

Memorandum of Understanding between the City of Kewanee, IL, AFSCME Local  
764 & AFSCME Council 31

In order to more equitably cover the essential trash and recycle pick up operations within the Sanitation Division during the event the Division's trash and recycle pick up operation is not operating with a five (5) person crew due to approved use of benefit time, approved medical or other lawful or contractual benefit leave, or due to termination and accordingly during the reasonable period of time required to hire a new bargaining unit employee—the parties agree to the following:

- 1) The five (5) lowest seniority bargaining unit employees within the Public Works Department outside of the Sanitation Division shall rotate daily to cover for the missing regularly assigned Sanitation Division bargaining unit employee.
- 2) In the event of an emergency that requires the lowest seniority bargaining unit employee(s) to attend to the operations of the Water or Streets Division, the rotation will continue to move up in lowest seniority to the next available bargaining unit employee.
- 3) Nothing contained within this agreement nullifies or amends the existing language in the current collective bargaining agreement, nor does it create precedent or establish a past practice. This agreement shall remain in effect for the duration of twelve (12) months from the date of execution. After the period of twelve (12) months, either party may revoke this agreement with written notice provided no less than thirty (30) days prior to the effective termination. This agreement may be amended by mutual agreement by the signatory parties.

Signed:  
City of Kewanee, IL

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Print Name

---

Signature

---

Date

AFSCME Local 764

---

Print Name

---

Signature

---

DATE



AFSCME Council 31

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Print Name

---

Signature

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DATE

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	November 26, 2018	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5132	
AGENDA TITLE	Consideration of a Resolution authorizing the City Manager to execute a three-year collective bargaining agreement with the Fraternal Order of Police Lodge 233.	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Gary Bradley, City Manager	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Authorizes the City Manager to execute a three-year collective bargaining agreement with the FOP Lodge 233.	
BACKGROUND	City staff has been in negotiations with the FOP Lodge 233 to develop a successor agreement to the agreement that expired on April 30, 2018.	
SPECIAL NOTES	N/A	
ANALYSIS	We had been at an impasse in negotiations, although attempts were made through mediation. The FOP Lodge 233 personnel continued to reach out to the City in an attempt to reach a successor agreement. The tentative agreement is a good compromise with staff providing a win-win solution to an unsustainable practice.	

<b>PUBLIC INFORMATION PROCESS</b>	N/A
<b>BOARD OR COMMISSION RECOMMENDATION</b>	N/A
<b>STAFF RECOMMENDATION</b>	Staff recommends approval
<b>PROCUREMENT POLICY VERIFICATION</b>	N/A
<b>REFERENCE DOCUMENTS ATTACHED</b>	Resolution #5132

RESOLUTION NO. 5132

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE A THREE YEAR COLLECTIVE BARGAINING AGREEMENT WITH FRATERNAL ORDER OF POLICE LODGE 233, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, The City and Fraternal Order of Police Lodge 233 have been in negotiations to enter into a collective bargaining agreement to replace the agreement that expired on April 30, 2018; and

WHEREAS, On November 20, 2018, Fraternal Order of Police Lodge 233 negotiating team and staff reached a tentative agreement during negotiations, and will take the tentative agreement to their membership for approval to execute a three year collective bargaining agreement based upon such language; and

WHEREAS, The City Manager recommends that the City Council accept the language and conditions of the tentative agreement.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KEWANEE THAT:**

Section 1 Attachment A to this resolution represents collective bargaining agreement language changes, (insertions [sample] and deletions [sample]), that will be incorporated into final the collective bargaining agreement covering a period of three years, beginning May 1, 2018, and ending April 30, 2021 with said final, executed agreement being made part of this resolution as Attachment B.

Section 2 The City Manager is authorized to sign any documents required to carry out the provisions of this resolution.

Section 3 Attachments A and B to this resolution are considered a part of this resolution as if entirely rewritten within this resolution.

Section 4 This Resolution shall be in full force and effect immediately upon its passage and approval as provided by law.

Adopted by the Council of the City of Kewanee, Illinois this 26<sup>th</sup> day of November 2018.

ATTEST:

\_\_\_\_\_  
Melinda Edwards, City Clerk

\_\_\_\_\_  
Steve Looney, Mayor

RECORD OF THE VOTE	Yes	No	Abstain	Absent
Mayor Steve Looney				
Council Member Andrew Koehler				
Council Member Chris Colomer				
Council Member Steve Faber				
Council Member Michael Yaklich				





# **INTERNAL CONTROL MANUAL**

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# Internal Control Manual

## Introduction

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The City of Kewanee has the responsibility to its taxpayers, ratepayers, and customers in general to be good stewards of public funds and property. In our efforts to meet the City Council's adopted goal of developing and implementing plans, policies, and practices to ensure the stewardship of public funds, this Internal Control Manual is established using widely recognized best practices from the field of municipal finance.

The internal control system consists of three (3) objectives and five (5) main components.

### **THREE (3) OBJECTIVES OF INTERNAL CONTROLS:**

1. Reporting – reliability
2. Operations – effective and efficient
3. Compliance – compliant with applicable laws, regulations, contracts and grant agreements

### **FIVE (5) MAIN COMPONENTS OF INTERNAL CONTROLS:**

1. Control Environment
2. Risk Assessment
3. Control Activities
4. Information and Communication
5. Monitoring

The purpose of this manual is to ensure that the objectives of reporting and compliance are established. The policies to achieve the objectives are derived from various financial best practices and applicable laws and regulations and policies may be developed to suit specific needs of city functions and resources. Detailed procedures are then developed and documented as a means for the City of Kewanee to comply with its established policies.



# Five Components of Internal Control

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## 1. Control Environment

### Overview

The control environment is the foundation for all other components of internal control, providing discipline and structure. Moreover, management establishes the tone at the top regarding the importance of internal control and expected standards of conduct, and reinforces expectations at various levels. Control environment factors include the integrity, ethical values, and competence of the city's personnel; the way management assigns authority and responsibility, and organizes and develops its personnel; and the attention and direction provided by the governing body.

### Objectives

The governing body and management should:

1. Conduct business with integrity and ethical behavior.
2. Provide direction and oversight for city's internal control system.
3. Hire, retain, train, and develop qualified and competent management that accepts responsibility for developing and implementing assigned responsibilities under this and other applicable policies. .
4. Establish structure, authority and responsibility, and hold individuals accountable for internal control responsibilities.

### Policies

1. The governing body through management has adopted a personnel manual/Admin Code that details policies, expectations, and other employment-related topics.
2. Each employee receives a copy of the city's personnel manual, and signs an acknowledgement of receipt.
3. Management has developed job descriptions for each position and reviews employee compliance on an annual basis through performance evaluations, (where applicable).
4. The governing body uses the budget process as a means of oversight to ensure alignment of resources with desired outcomes.
5. Organizational charts should be reviewed for needed changes in regards to authority and responsibility.

### Procedures

- The Leadership Team will review the personnel manual/Admin Code annually to determine needed revisions to comply with federal and state laws, as well as practices of the city.

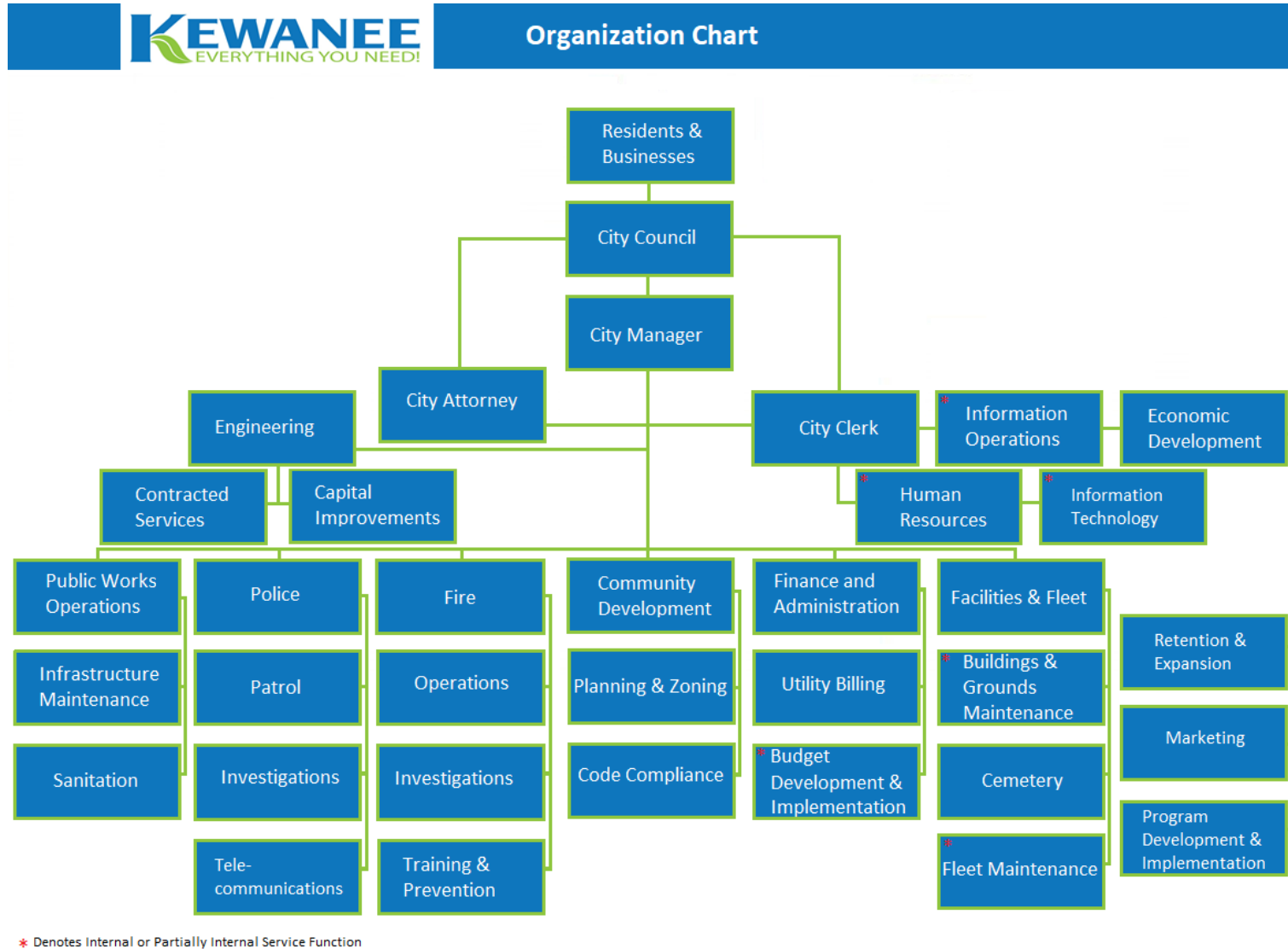
- The City Manager will review suggested revisions, if any, by the Leadership Team and presents the finalized manual to the City Council for their consideration.

## **1. Control Environment**

- The city holds annual required training where human resource topics are covered. The City's Mission, values, and the personnel manual are always part of the training.
- Detailed job descriptions with minimum job requirements are maintained for each position within the city.
- Department heads review employee job descriptions as needed, not less than bi-annually to ensure compliance and document employee performance and conformity through an annual employee evaluation (where applicable).
- Prior to the development of the annual budget, the Finance Director obtains actuarial analysis of pension funds to determine future tax levies sufficient to ensure adequate funding.
- Prior to the development of the annual budget, the Finance Director will obtain Estimated Assessed Value Information from the County in order to determine appropriate levy amounts sufficient to support anticipated operating expenses.
- The Finance Director prepares the annual budget beginning in February, with input from the City Manager and department heads, using historical data from the previous years and *planned* improvements to levels of service. The Engineering Department leads the development of a five-year Capital Improvement Plan, which rolls into the capital improvements portion of the annual budget.
- The proposed budget is presented to the City Council during a series of budget workshops in March and April. The City Manager, Finance Director, and all department heads are present to explain their budgets or justify requests for additional funding.
- The budget ordinance and appropriations ordinances are prepared for consideration in April. The required public notice is published in the local newspaper per applicable statutes.
- The City will seek labor agreements that are conducive to and in support of the City's Mission and Values.
- City organizational charts are developed based on the structure required to complete the City's mission.
- The charts are reviewed periodically as job descriptions and positions are added or changed to determine if the reporting structure, authority, and responsibility documented in the chart is still accurate.

## 1. Control Environment (Continued)

## Organizational Chart



## 2. Risk Assessment

### Overview

City officials and management assess risk of operations on an ongoing basis. The city has chosen to transfer the most common types of risk through the purchase of the following types of insurance:

- Property and Casualty
- Liability
- Errors and Omissions
- Worker Compensation
- Surety Bonds

There are risks we cannot anticipate or know about, and as it relates to financial and compliance issues, we have assessed the following areas and identified certain risks that we feel need to be addressed by the development of internal control policies and procedures. Internal controls will not eliminate all risk but will help reduce risk to gain reasonable assurance that reporting and compliance objectives are being met.

### Objectives

1. **Collections** are complete, timely, and accurate.
2. **Disbursements** are for a valid city purpose and properly recorded.
3. **Assets** are properly safeguarded.
4. City is in **compliance** with contractual, local, state, and federal laws and regulations.

### Risks

1. Collections could be lost or misappropriated.
2. Collections could be recorded improperly.
3. Collections may not be deposited in the bank and recorded timely.
4. Disbursements could be unauthorized.
5. Disbursements could be for personal items.
6. Disbursements could be made for items never received.
7. Bank balances may be inaccurate due to failure to reconcile bank accounts.
8. Capital assets or inventory items could be missing.
9. Inventory may not be available when needed.
10. Grant funds could be spent for unallowable items.
11. Grant rules may not be followed which could result in having to return federal funds.
12. Federal reporting requirements may not be met.

The significant areas of risk are identified above and policies and procedures will be documented in the next section to explain how the city plans to put internal controls in place to help reduce some of the risks associated with these areas of operations.

### **3. Control Activities**

#### **Overview**

Detailed procedures will be documented in this section. The objectives, policies, and implemented procedures will be described for each of the significant areas identified in the Risk Assessment section.

#### **Collections/ACHs**

##### **Objectives**

1. Collections are complete, timely and accurate.
2. Collections are safeguarded.
3. Collections should be recorded accurately and timely in the accounting system.

##### **Policies**

1. All collections will be receipted to the appropriate fund and revenue code and recorded in the general ledger daily.
2. A pre-numbered receipt will be issued for each collection made.
3. The cash drawer and payment drop box will be reconciled daily and the receipt log will be signed.
4. No checks will be cashed from the cash drawer.
5. All funds will be deposited within one (1) business day.
6. The cash drawer will be locked when unattended and placed in a designated area in the vault after hours.
7. At no time will cash be left out in the open unattended.
8. Collections and associated receipts will be immediately placed in the cash drawer until such time as they are reconciled and placed in a lockable bank bag.
9. Employees are prohibited from comingling city assets with personal assets.
10. Deposits containing cash are delivered to the bank in locked bank bags.
11. Chart of accounts codes will be reviewed with the cashiers on a regular basis.
12. All daily collection reports are posted to the general ledger by the accounting system at the end of each business day by assigned staff as part of the daily closing process.
13. Reconciliations are performed monthly by the Finance Director or designee.
14. Access to areas in which collections are processed will be appropriately restricted.

## Procedures

- The cashier will enter all collections immediately in the accounting system using the correct fund and revenue code.
- The cashier will immediately stamp all checks "for deposit only" in the appropriate account bearing the city's name.
- A pre-numbered receipt is issued for all collections by the accounting system. Receipt lists date, amount, payer, proper accounting code, cash or check and is initialed by the cashier. One copy is given to every customer and one copy is retained with the daily receipt log with proper backup documentation.
- The cashier will reconcile his/her cash drawer daily. All collections will be put into the lockable bank bag.
- The prepared deposit will be given to the Finance Director or designee to review and verify.
- Assigned staff will deliver the deposit to the bank in a locked bank bag.
- The deposit receipt will be returned to the Finance Director for reconciliation with the receipt log and general ledger report.
- The Finance Director or designee will reconcile the bank statements on a monthly basis and the Treasurer will review reconciliations. Dates will be compared to deposit records for timeliness. Receipts will be reviewed for accurate amounts, coding, proper signature, and other required information.
- The cashier retains the key to the cash drawer. The drawer is to remain locked at all times when unattended.
- The cash drawer will be locked in a designated area in the vault after hours and on weekends.
- The cash drawer will be reconciled daily.
- The payment drop box will be processed daily by the Finance Director or designee. The drop box will remain locked at all times and the keys kept secure.
- The Finance Director or designee will place all deposits containing cash in a lockable bank bag for deposit, and the keys to said bag kept secure.
- The Finance Director will reconcile the daily cash reports, deposit slips, and bank statements on a monthly basis.
- The Finance Director will periodically perform surprise cash counts to ensure there are no personal checks being held in the cash drawers and to ensure the drawers are in balance.
- All revenue codes used by the City are available to the cashiers to help ensure that revenues are properly coded at the time of collection. The Finance Director will notify the cashiers if an account code is changed or added.
- Assigned staff posts the daily transactions to the general ledger after reconciling each day.
- The Finance Director will review the transactions for accuracy and make any adjustments or changes to the general ledger with the approval of the Treasurer.
- The Finance Director or designee will post tax receipts, wire transfers, and other revenues directly deposited into bank accounts within five (5) business days of receipt of said revenue.

## **Disbursements/Drafts**

### **Objectives**

1. Disbursements are for a valid city purpose and necessary.
2. Disbursements are timely.
3. Disbursements are accurately coded and recorded in the accounting system.
4. Disbursements are legally appropriated.

### **Policies**

1. The city has adopted purchasing policies that comply with state law.
2. Various levels of spending authority have been assigned and employees have been made aware of their levels of spending authority.
3. Purchase orders and invoices are matched and given to the Finance Director for payment in a timely manner.
4. Checks are written generally bi-weekly to ensure timely payment of invoices.
5. All checks require two signatures.
6. All checks have appropriate documentation attached at the time of signing to verify compliance with applicable policies, statutes, or requirements.

### **Procedures**

- All purchases will be made in accordance with the City's purchasing policy.
- Employees will complete a purchase order when appropriate. The employee's supervisor will review and authorize the purchase order.
- The Finance Director or designee will enter purchase orders into the accounting system to *encumber* the funds and ensure compliance with the budget.
- The Finance Director or designee will verify that invoices and purchase orders match before payment of invoices.
- The Finance Director or designee verifies all expenditure line-items for accuracy and availability of funds prior to processing check payments.
- The Finance Director or designee will prepare generally bi-weekly check batches using backup documentation and present the batches to the City Manager for review and approval of expenditures and that said expenditures are being made from proper budget line-items
- The Finance Director, City Manager, and check signatories review backup documentation before the checks are manually signed. The City Clerk or Finance Director may act as a second signer in the absence of either the Mayor or Treasurer.

## **Safeguarding of Assets**

### **Objectives**

1. Ensure city assets are properly valued and protected.
2. Ensure cash and other asset accounts are reconciled.
3. Ensure investments are safe and in accordance with adopted investment policy.
4. Ensure city assets are protected against loss, misappropriation, or theft.
5. Ensure inventory items are available when needed for use.

### **Policies**

1. All bank account statements (checking, savings, investments, etc.) are reconciled to the general ledger accounts within 30 days of the date of the statement.
2. All bank accounts are appropriately collateralized.
3. All bank accounts are held in financial institutions under the City's name and only authorized employees (two signatures required) are allowed to open new accounts with the approval of the City Manager or City Council, as applicable.
4. All withdrawals, checks, liquidations, etc., from any bank account require two signatures.
5. All investments require two signatures.
6. Inventory records contain enough information to readily identify corresponding capital assets. Capital assets are tagged or otherwise identified during a physical inventory that is performed no less than bi-annually.
7. Proper safeguards are in place to prevent theft or loss of assets.

### **Procedures**

- The Finance Director reconciles the bank account statements to the general ledger on a monthly basis using an account analysis of each cash account.
- The Treasurer reviews and approves the reconciliations and any adjustments to the general ledger.
- Reconciling items will not be carried forward more than sixty (60) days.
- The reconciliations are reviewed annually by external auditors.
- Any requests for new bank accounts are presented to the City Manager for approval. If approved, appropriate staff will complete the necessary paperwork to open the new account in the City's name and ensure that the bank holds the funds in a "public" account.
- The Finance Director will annually review the accounts for accuracy of signers and proper collateralization.
- Assets valued in excess of \$5,000 will be appropriately marked or tagged.
- The Finance Director directs the performance of an inventory count conducted by each department on a no less than bi-annual basis. Disposal of inventory is done in a way that sensitive information cannot be retrieved.



- Insurance policies are reviewed and renewed annually for accuracy of covered assets.
- Surety bonds are renewed on an annual basis for all employees that handle cash.

## **Compliance**

### **Objectives**

1. Ensure that state laws regarding the issuance of debt are followed.
2. Ensure that state and federal grant regulations are understood and followed.
3. Ensure that note disclosures in the financial statements contain all required elements.

### **Policies**

1. The City will adopt and maintain a debt management policy in accordance with state requirements.
2. The Finance Director consults with the City's financial advisor on all debt-related issues.
3. Every department must notify the Finance Director when an application for 100% grant funding is submitted and subsequently awarded.
4. All grants with matching requirements must be approved by the City Manager, and authorized by the City Council either through the budgeting process or prior to submission of application if not appropriate through the budget process.
5. Once awarded, the Finance Director is to be notified of the project budget and detailed expenditure requirements of the grantor agency.
6. The Finance Director must be provided with the grant contract information, grant or contract numbers, and whether the grant is state or federal funds.
7. The Finance Director will present budget amendments to the City Council as necessary to accommodate awarded grant revenues and expenditures.

### **Procedures**

- The City Manager and Finance Director annually review the debt management policy with the City's financial advisor.
- Before the issuance of debt, the Finance Director will consult with the City's financial advisor to determine the impact or implications to the City's financial well-being.
- The Department Heads are responsible for working with the Finance Director and City Manager to ensure sufficient matching funds are available prior to submitting all grant applications which require a match.
- All grant applications for grants requiring matching funds will be presented to the City Council for authorization before submission to ensure that funding will be made available.

- The Finance Director will determine any needed budget amendments upon receiving notice of award for any grant funds. The budget amendments will be presented to the City Council for approval.
- Grant management responsibilities will be assigned to an appropriate employee for every grant. This will usually be the Department Head.
- The Finance Director will be notified when any reimbursements have been submitted so that the revenue can be allocated to the appropriate revenue code.
- A copy of every grant application and contract will be filed with the City Clerk for appropriate records retention.

## **4. Information and Communication**

### **Overview**

Management has the responsibility to adequately communicate and provide information to both internal and external parties. It is important that employees know the objectives, policies, and procedures management has established and what the expectations are for internal controls. External stakeholders (citizens, developers, creditors) also seek information regarding objectives and reliable financial information.

### **Objectives**

1. Ensuring that quality information for achieving the City's objectives is available and used; internally communicated by management; and externally communicated by management.

### **Policies**

1. Information will be communicated in the same format in which it is maintained.
2. Reliable and accurate information will be communicated to those who need it in a timely and useful format.
3. Information will be maintained in a way that allows management to remain confident that information released is accurate, and that the release of information is in compliance with policies and procedures.

### **Procedures**

- The City maintains financial data in a computerized accounting system. Requests for financial information should be provided through a computer-generated report to maintain the integrity of the data.
- Any requests for data maintained in the City's computerized system will be provided through a computer-generated report from that system to maintain the integrity of the data.
- The City complies with the Freedom of Information Act, the Illinois Open Meetings Act, and observes the guidelines provided by the Public Access Council and the Attorney General's Office.

- All requests for information or records will be forwarded to the City Clerk to ensure compliance with state law.
- The City will redact all personally identifiable, confidential, or protected information in accordance with state law.
- Management clearly defines the lines of communication through policy manuals and organizational charts.

## **5. Monitoring**

### **Overview**

The internal control system changes as technology, staff, objectives, and policies change. Management is charged with continually monitoring the internal control system to determine if it is operating as it was designed to do and to ensure the controls are being followed.

### **Objectives**

1. Practice activities to monitor the internal control system and evaluate results.
2. Address deficiencies noted in the internal control system in a timely manner.

### **Policies**

1. An annual risk assessment will be conducted to ensure that internal controls continue to work as designed over time.
2. The city will establish more efficient and effective operations over time.
3. Accurate and reliable information will be used in decision-making.

### **Procedures**

- Management annually evaluates the state of the internal control system and determines any deviations from the designed criteria and the current condition of the system.
- Management makes a decision on whether to change the design of the internal control system or implement corrective actions to improve the effectiveness of the existing system.
- Members of management will periodically review the procedures outlined in this manual to ensure that policies are being implemented and objectives are being met.
- Financial reports will be generated monthly and reviewed by those in a position of authority over financial operations. Those in a position of authority include, but are not limited to, the Finance Director, Treasurer, City Manager, City Council, and Mayor.

## Summary

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The framework of this manual complies with the state requirements and was created using GFOA Best Practices as guidance. This manual will be reviewed annually and updated as needed. All employees of the City of Kewanee will be required to abide by the policies and procedures outlined in this manual, as well as any corresponding state laws or financial management policies adopted by the City of Kewanee. The manual will be made available electronically and in paper form.

The City of Kewanee will abide by the Internal Control Manual.



The City of Kewanee engaged CliftonLarsonAllen LLP to conduct an audit of the cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended April 30, 2018, in accordance with auditing standards generally accepted in the United States. As a part of the audit, CliftonLarsonAllen provided an internal control letter with certain findings regarding deficiencies within the City's internal controls, along with recommendations for mitigating such concerns. The audit identified two material weaknesses in internal controls, one significant deficiency in internal controls, and one item that is not material weaknesses or significant deficiencies, but nevertheless provides an opportunity for the City to improve its policies and practices for ensuring that adequate internal controls are in place.

Each of the items identified has been identified in the past, and three items previously identified were eliminated as points of concern for the auditors.

Below are the findings, recommendations, and management's response to each deficiency.

#### **1. Financial statement preparation and audit adjustments (material weakness)**

The City does not have an internal control policy in place over annual financial reporting that would enable management to prepare its annual financial statements and ensure related footnote disclosures are complete and presented in accordance with the cash basis of accounting.

Additionally, during the course of our audit, we proposed many adjustments that individually and in the aggregate had a material effect on the City's financial statements. Adjustments were made to the Water, Sewer, and Sanitation Funds.

The potential exists that a material misstatement of the annual financial statements could occur and not be prevented or detected by the City's internal controls. Management should continue to evaluate their internal staff capacity to determine if an internal control policy over the annual financial reporting is beneficial.

**Recommendation:** None Given

**Management Response:** Management concurs with the auditors' finding. As previously noted, the appearance of this item as a material weakness is a result of a change in auditors, as opposed to a change in the City's processes, with last year being the first time it was noted. The Finance Director has attended training on the development of the City's financial statements with the intent of preparing them in the

future. Staff is developing an internal control policy for financial reporting and other facets of financial administration.

## **2. Bank Reconciliations (material weakness)**

During our audit of the cash balances, we noted that the payroll bank account was not properly reconciled throughout the fiscal year. A lack of proper controls over bank reconciliations could lead to material errors or improprieties.

**Recommendation:** We recommend bank reconciliations be prepared monthly. Furthermore, the reconciliations should be reviewed and approved by someone other than the preparer.

**Management Response:** Management concurs with the auditors' finding. Bank reconciliations were more timely this year, but development and implementation of an internal control policy for financial reporting and other facets of financial administration should fully resolve this concern.

## **3. Negative Cash in Pooled Bank Accounts**

We noted during the audit that several funds (accounts) had a negative cash balance at year end. This implies borrowing from funds with a positive cash balance. Since loans from certain funding sources are restricted, unauthorized loans may also lead to noncompliance with external restrictions.

**Recommendation:** We recommend close tracking of these negative balances and appropriate approval in advance of interfund loans.

**Management Response:** Management concurs with the auditors' finding. The practice remained essentially the same during the fiscal year as it had in the past, with last year having been the first occurrence of this issue being noted in the audit. As recommended, staff more closely monitored the balances of pooled bank accounts. We are taking the steps necessary to address this concern in order to eliminate or mitigate this concern in future audits.

Please let me know if you have any questions or concerns.

Best regards,

A handwritten signature in cursive script, appearing to read "Gary Bradley".

Gary Bradley  
City Manager