



**CITY COUNCIL MEETING**  
*Council Chambers*  
401 E Third Street  
Kewanee, Illinois 61443  
**Open Meeting** starting at 7:00 p.m.  
**Monday June 15th, 2020**

Posted by 6:00 p.m. June 12th, 2020

1. Call to Order
2. Roll Call
3. ~~Pledge of Allegiance~~
4. Consent Agenda
  - a. Approval of Minutes
  - b. Payroll
  - c. Staff Reports
  - d. Wethersfield School request for permission for a parade honoring 2020 graduates.
5. Presentation of Bills and Claims
6. Public Participation
7. Business:
  - a) **Presentation of Audit FY2019** from Adam Pulley from Clifton Larson Allen
  - b) **Bid Openings- Land sale**
  - c) **Consideration of a Resolution #5229** Approving Change Order #1 for Project #20-02, 2020 Cured in Place Pipe (CIPP) Sewer Program, in the amount of \$96,743.50.
  - d) **Consideration of a Resolution #5230** to authorize an amendment to the existing agreement between the City of Kewanee and Saint John Paul II parish of Kewanee for care of burial grounds.
  - e) **Consideration of a Resolution #5231** fixing a budget for the fiscal year beginning May 1, 2020, and ending April 30, 2021
  - f) **Discussion with Scott Hinton** of a request from Eco Hill to dispose of leachate from the Atkinson Landfill at the Wastewater Treatment Plant.
  - g) **Discussion with Scott Hinton** of the REBUILD Illinois Grant Funds and the Illinois Transportation Enhancement Grant (ITEP)
  - h) **Consideration of an Ordinance #4007** requiring all dogs and cats within the City limits to be registered with the City of Kewanee.
8. Council Communications:
9. Announcements:
10. Adjournment:



## MEMORANDUM

**Date:** June 12, 2020  
**From:** Gary Bradley, City Manager  
**To:** Mayor & Council  
**RE:** Council Meeting of **Monday, June 15, 2020**

### REGULAR MEETING AT 7:00 P.M.

1. **BLM Peaceful Protest**—The Black Lives Matter peaceful protest was a major success. Many thanks to all involved in the planning and seamless execution of the event. In follow up to the march, Chief Ainley and I met on Monday of this week to discuss training opportunities for law enforcement personnel and we plan to develop and implement additional training for the City's other departments, as well.
2. **COVID-19**—A number of people have expressed concerns that the recent reopening of stores and restaurants, along with events such as the Black Lives Matter Peaceful Protest, will lead to a localized spike in the number of cases in the area. We have had 76 reported cases at this time. We'll keep tracking the cases reported and the location they come from to see if there's any correlation at all to the recent changes and events and an actual rise in Kewanee. Recent announcements that the disease is not easily caught from surfaces nor from asymptomatic carriers would appear to have a significant impact on reopening plans and procedures, but they have not been materially affected to date. Please remember that in your highly visible positions, people take particular notice of whether or not their leaders are wearing mask when in public and many count on you to set a positive example with regard to PPE and social distancing.
3. **Downtown Kewanee** —We've worked with a few volunteers to have the areas of concern sprayed this week and will be going in next week after the plants have died to actually cut them down with string trimmers.
4. **Hog Days**— It appears that the event will happen in one form or another. The group may bring in fewer ride or ask for additional space on City streets to ensure that the rides can be better spaced apart to facilitate social distancing.
5. **Police Information**— Sergeant Reed and Officer Gibbs are in training to be Field Training Officers for newly hired police officers. The new police truck has been equipped and decal and placed into service. Court cases will resume in this building on June 19<sup>th</sup>.
6. **Incentive Programs**— There have been no incentive awards for any of the City's economic development programs (Demolition Grant Program, Targeted Minor Home Repair, Façade Improvement Program) since the last update was provided.

7. **Covid-19 Grant**—The City is working with Sarah Cleveland of the American job Center on a grant that could provide a fully-funded part time employee to ensure that facilities such as the depot, City Hall, and other facilities are sanitized to help prevent the spread of Covid-19.
8. **South Tower** — The contractor has completed their work at the south tower. As you may recall, the bids came in approximately 66,000 under the engineers estimate. The contractor completed the project in approximately half the time that had been allotted under the contract. The north tower is slated for painting next year.
9. **OSHA Complaint**—OSHA found in our favor but the complainant appealed the decision. OSHA conducted an inspection and asked us to update some of our operating guidelines in the fire Department. We have completed that work and submitted it to OSHA for their review.
10. **Wood Burners**—Keith Edwards is still waiting for direction from the City Council on how to proceed with whether or not to permit the use of wood burners within the City limits.



SYS DATE:06/12/20

CITY OF KEWANEE  
A / P W A R R A N T L I S T  
REGISTER # 260  
Friday June 12,2020

SYS TIME:09:05  
[NW1]

DATE: 06/12/20

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 1-800-RADIATOR & A/C			575.00	
53498465	62-45-613	CAR 1		289.00
53504212	62-45-613	CAR 5 WARRANTY		64.34
53504213	62-45-613	2010 CROWN REPAIRS		221.66
01 LEXISNEXIS RISK SOLUTIONS			192.00	
1381734-2020043	01-21-549	CONTRACT FEE		96.00
1381734-2020053	01-21-549	CONTRACT FEE		96.00
01 A CHILD IS MISSING			200.00	
D06022020	01-21-552	ANNUAL RENEWAL		200.00
01 ACTION FLAG CO			178.00	
31209	38-71-611	CITY HALL/DEPOT FLAGS		178.00
01 ADKISON, ROB			77.38	
D050720	01-41-473	CLOTHING ALLOWANCE		77.38
01 ADVANCED BUSINESS SYSTEMS INC			210.00	
INV172323	01-11-512	MAINTENANCE CONTRACT		210.00
01 AEP ENERGY			209.38	
D05292020	01-52-571	PARK PEDASTALS		1.19
D05302020	01-21-539	ANIMAL POUND		208.19
01 AIRGAS MID AMERICA			275.22	
9101426677	01-22-612	OXYGEN		166.01
9101555246	01-22-612	OXYGEN		109.21
01 ALLIED LOCK & SAFE TECHNICIANS			888.00	
D05272020	38-71-611	ELECTRIC STRIKE FOR DOOR		888.00
01 ALL SEASONS LAWN CARE			2885.75	
257	01-65-549	WEED MOWING CONTRACT		2885.75
01 AMEREN ILLINOIS			133.31	
D05292020	01-21-539	POUND		36.04
D06012020	01-21-539	POUND ELECTRICTY		97.27
01 AUTOMOTIVE ELECTRIC OF KEWANEE			135.00	
68857	62-45-513	CHEVY AC		105.00
68858	62-45-513	CHECK AC AND FREON		30.00
01 AUTO ZONE			65.65	
2644507273	62-45-612	ST 16 WARRANTY CREDIT		17.99-
2644518835	62-45-613	W54		83.64
01 AZAVAR AUDIT SOLUTIONS			2.32	
150078	01-11-929	ELECTRIC AUDIT		2.32
01 B & B PRINTING			46.25	
24347	01-21-553	STOP CARDS		46.25
01 B & B LAWN EQUIPMENT & CYCLERY			63.36	
248031	58-36-612	TORO 5000 PARTS		63.36
01 BEA OF ILLINOIS			1328.00	
2208453	52-93-512	WIRE FOR BAR SCREEN		633.75
2208454	52-93-512	WIRE FOR BAR SCREEN		694.25
01 ROBERT BICKHAUS			390.00	
D05192020	01-41-617	SIDEWALK REIMBURSEMENT		390.00
01 CAMBRIDGE TELCOM SERVICES INC			275.00	

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
PO06082020	01-21-552	POLICE FIBER		275.00
01 CHAMLIN & ASSOCIATES INC			2908.46	
2020251	52-93-929	FORCE MAIN PRF SERV		1950.46
2020253	52-93-929	NPDES RENEWAL		958.00
01 CLIFTONLARSONALLEN LLP			5250.00	
2495438	11-13-531	FY19 AUDIT		5250.00
01 COLWELL, BRENT			175.00	
280960	02-61-549	ELECTRICAL INSPECTION		50.00
280961	02-61-549	ELECTRICAL INSPECTION		25.00
280962	02-61-549	ELECTRICAL INSPECTION		25.00
280963	02-61-549	ELECTRICAL INSPECTION		25.00
280964	02-61-549	ELECTRICAL INSPECTION		25.00
280965	01-65-549	ELECTRICAL INSPECTION		25.00
01 IDOIT - COMMUNICATIONS REVOLVI			316.70	
T2026111	01-21-552	LEADS LINE		316.70
01 COMCAST CABLE			69.95	
D05262020	51-42-537	PW BLDG INTERNET		34.98
D05262020	62-45-537	PW BLDG INTERNET		34.97
01 CORE & MAIN LP			3125.03	
M387741	52-43-850	(12) 6 CLAY/PVC		182.76
M390004	52-43-850	SEWER PARTS B4 CIPP WORK		2942.27
01 CREATIVE PRODUCR SOURCE			145.87	
CPI084881	01-22-652	PROMO ITEMS		145.87
01 DOOLEY BROS PLUMBING			125.00	
982	01-41-511	PW RPZ TEST		125.00
01 EAGLE ENTERPRISES RECYCLING IN			6243.47	
D05312020	57-44-583	MAY 2020 RECYCLING		6243.47
01 EASTERN IOWA TIRE, INC			708.90	
100088368	62-45-513	SD RIM/A13/A14		35.00
100089003	62-45-613	SANI A13/A14		673.90
01 EJ EQUIPMENT INC			461.25	
W09576	52-43-512	BRASS TRANSPORTER		461.25
01 FARM KING OF KEWANEE			710.48	
815985	58-36-652	ORANGE MARKING FLAGS		12.99
816117	52-93-619	FOAM/CAP/ELBOW		30.75
816118	52-93-619	HERBICIDE/PLUMBING PARTS		41.22
816494	52-93-652	HAMMER DRILL		139.99
816534	52-93-619	WWTP SUPPLIES		57.11
816543	51-93-512	S WATER TOWER		369.94
816739	52-93-619	3 IN 1 MOTOR OIL		2.49
916802	58-36-512	MOUNT 4 TIRES		40.00
916899	52-93-619	GLOVES		15.99
01 FORD & SONS INC			34.82	
259330	01-52-652	DOWNTOWN PLANTERS		34.82
01 FOSTER COACH SALES, INC			170.35	
19691	62-45-613	1-K-16		170.35
01 FRIENDS OF THE ANIMALS			1333.33	

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
628699	01-21-539	SEMI MONTHLY PAYMENT		1333.33
01 GREENHAGEN, JODY D06092020	52-43-473	CLOTHING ALLOWANCE	64.94	64.94
01 GUSTAFSON FORD 7518	62-45-613	CAR 8 HARNESS/W54 BRAKES	628.48	628.48
01 CHRISTOPHER AND CHRISTINE GUST D06042020	01-41-617	SIDEWALK REIMBURSEMENT	801.00	801.00
01 HACH COMPANY 11963012	52-93-652	TEST STRIPS/CHLORIDE	1081.04	509.55
11971428	52-93-652	LABORATORY SUPPLIES		571.49
01 HAMILTON, TIMOTHY A D05142020	01-41-617	SIDEWALK REIMBURSEMENT	193.20	193.20
01 THOMPSON TRUCK & TRAILER, INC X203030147:01	62-45-613	1-K-28	234.30	234.30
01 HAWKINS INC 4726746	32-42-850	WELL # 4 CHLORINE	357.00	357.00
01 HAYES, RAY JR 5829	52-43-515	PUSH SPOILS CIPP SPOT	1750.00	910.00
5833	52-43-515	PUSH SPOILS		420.00
5835	52-43-515	PUSH SPOILS		420.00
01 HENRY CO CLERK/RECORDER D06012020	01-65-549	LIENS RELEASED	464.00	464.00
01 HODGE'S 66 INC 55327	62-45-513	A14	613.08	68.04
55364	62-45-513	A13		68.04
55407	62-45-513	ST 29		45.90
55442	62-45-512	ST 33		45.90
55462	01-22-513	2011 DURASTAR		45.90
55467	01-22-513	2011 INTERNATIONAL		45.90
55469	01-22-513	2010 CHEVY G SERIES		45.90
55483	62-45-513	SANI 45		247.50
01 ILL DEPARTMENT OF 1ST QTR 2020	22-14-453	1ST QTR UEMPLOY TAX	12148.00	12148.00
01 ILLINOIS ENVIRONMENTAL PROTECT MAIN-18	37-42-710	MAIN ST PRINCIPAL	28599.76	8669.33
MAIN-18	37-42-720	MAIN ST WATER/INTEREST		1335.76
PARK-13	37-42-710	PARK ST /PRINCIPAL		13664.67
PARK-13	37-42-720	PARL ST /INTEREST		4930.00
01 INTERSTATE BATTERY SYSTEMS OF 10131667	62-45-613	SANI 49	439.82	239.90
10131764	38-71-611	CITY HALL BACK UP BATTERIES		199.92
01 JOHN'S GLASS SHOP 22155	14-11-591	SHAG TRACTOR WINDSHIELD	1187.25	291.25
22164	38-71-611	CITY HALL PLEXIGLASS		896.00
01 JOHN DEERE FINANCIAL 1137542	01-52-612	Y 610 PARTS FOR PARKS	221.36	1.33
1143303	01-22-512	NEEDLE BEARING		7.76

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
1144338	58-36-612	Z TRAK 925 M PARTS		133.72
1144765	58-36-612	Z TRAK 925 M PARTS		47.84
1144766	58-36-612	Z TRAK 925 M PARTS		30.71
01 KEWANEE POOL & SPA 21739	52-93-619	4 GAL LIQ CHLORINE	14.72	14.72
01 KEWANEE VETERINARY CLINIC D053025020	01-21-539	STRAY CAT CARE	180.95	180.95
01 KEY EQUIPMENT & SUPPLY CO 158820	62-45-613	TRUCK 46	159.64	159.64
01 KNOX COUNTY LANDFILL D05312020	57-44-573	SOLID WASTE DISPOSAL	49913.33	49913.33
01 LAVERDIERE CONSTRUCTION INC A10888	52-43-515	CHURCH ST	22200.00	9000.00
A10889	52-43-515	150 W WILLARD ST		2000.00
A10890	52-43-515	REPAIRS TO CHURCH ST		11200.00
01 LEXIPOL, LLC INV#2300	01-21-563	TRAINING SUBSCRIPTION	6708.00	6708.00
01 LIPPENS, TOM & NORINE D05042020	14-11-591	SEWER LINE REPAIR	1050.00	1050.00
01 MARTIN EQUIPMENT OF ILLINOIS I 486124	62-45-613	A14 HOSES	333.77	43.28
486124	62-45-612	BOCK LOADER FILTER		290.49
01 MARTIN BROS COMPANIES INC 594	52-43-515	B & CA6 ROCK	9987.11	3537.11
596	01-65-595	620 E DEMO		6450.00
01 MCI D06012020	01-21-552	POLICE	125.64	61.29
D06012020	01-11-552	F&A		5.37
D06012020	01-41-552	PWD		36.20
D06012020	01-22-552	FIRE		2.07
D06012020	54-54-552	PARK		.10
D06012020	58-36-552	CEMETERY		4.09
D06012020	62-45-552	FLEET		4.08
D06012020	01-11-552	FEE		12.44
01 MCKESSON MEDICAL SURGICAL 4875007	01-22-612	MEDICAL SUPPLIES	885.52	49.89
4877189	01-22-612	MEDICAL SUPPLIES		295.86
4895091	01-22-612	MEDICAL SUPPLIES		54.29
5475395	01-22-612	MEDICAL SUPPLIES		119.33
6005054	01-22-612	MEDICAL SUPPLIES		109.68
6006851	01-22-612	MEDICAL SUPPLIES		256.47
01 MED-TECH RESOURCE LLC 118214	01-22-612	MED SUPPLIES	1660.32	590.00
118255	01-22-612	MED SUPPLIES		832.62
118541	01-22-612	MED SUPPLIES		237.70
01 MICHIG ENERGY LTD 5026557	58-36-655	CEMETERY GAS	9701.07	363.45

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
5123113	58-36-655	CEMETERY GAS		423.39
7103177	58-36-655	CEMETERY GAS		307.71
9144183	58-36-655	CEMETERY GAS		482.49
d05292020	01-41-655	PW GAS		537.25
d05292020	51-42-655	WATER -GAS		729.12
d05292020	52-43-655	SEWER-GAS		307.28
d05292020	52-93-655	WWTP -GAS		76.75
d05292020	01-22-655	FIRE-GAS		38.37
d05292020	01-21-655	POLICE-GAS		2033.86
d05292020	01-65-655	COMM DEV-GAS		115.12
d05292020	01-41-655	PW -DIESEL		814.40
d05292020	51-42-655	WATER DIESEL		85.73
d05292020	57-44-655	SANITATION DIESEL		2828.94
d05292020	01-22-655	FIRE DIESEL		557.21
01 MIDWEST WHEEL COMPANIES INC			1105.62	
192270-01	62-45-612	A13/A14		496.40
1992270-00	62-45-613	A14 AND STOCK		109.24
1994258-00	62-45-613	POLICE TRUCK		523.12
1995050-00	62-45-613	CORE RETURN		67.00-
2004922-00	62-45-613	STOCK/WATER/ST/SANI		43.86
01 MIROCHA'S AUTO SERVICE INC			826.72	
17324	62-45-513	CAR 445		640.34
17325	62-45-513	CAR # 5		132.38
17326	62-45-513	BOCK 23		18.00
17327	62-45-513	CAR#2		18.00
17328	62-45-513	CEM 24		18.00
01 MOORE TIRES KEWANEE			157.58	
K36894	62-45-513	ECOD 86 VAN		23.78
k37386	62-45-513	CAR 3		133.80
01 MOTOROLA - STARCOM21 NETWORK			240.00	
43542632019	01-22-556	ANNUAL SERVICE		240.00
01 NAPA KEWANEE			57.45	
496-8813	62-45-613	W54		46.92
496-8822	62-45-613	W54		10.53
01 O'REILLY AUTOMOTIVE STORES, IN			305.94	
1143-390718	62-45-830	TOOL WARRANTY		9.99-
1143-392309	62-45-613	1K-12 /STOCK		13.40
1143-392452	62-45-613	CAR445		43.11
1143-392913	62-45-613	W54		12.80
1143-393359	62-45-613	E1 SWEEPER FITTINGS		4.26
1143-393515	62-45-613	CAR 1		34.12
1143-393569	62-45-613	E1 SWEEPER		6.18
1143-393660	54-54-830	FR. PARK TOOLS		179.99
1143-394766	62-45-612	E1 SWEEPER PART		3.12
1143-395744	52-93-619	GLASS/CARB CLEANER		18.95
01 OFFICE SPECIALISTS INC			652.56	
1081128-1	38-71-611	FACE MASKS C-19		89.38



PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
1083254-0	01-11-651	OFFICE SUPPLIES		274.46
1083872-0	52-93-652	MARKERS		14.69
1083986-0	38-71-611	CITY HALL SUPPLIES		79.39
1084285-0	38-71-611	CITY HALL SUPPLIES		142.14
INV173514	01-11-537	CHANGE EMAIL PASSWORD		52.50
01 OFFICE MACHINE CONSULTANTS INC IN204468	01-22-537	COPIER MAINTENANCE	23.29	23.29
01 ONLINE SOLUTIONS LLC 3718	01-65-537	ANNUAL BILLING	5400.00	5400.00
01 OSBORNE, BRADLEY D06182020	57-44-473	CLOTHING ALLOWANCE	142.31	87.33
d05152020	57-44-473	CLOTHING ALLOWANCE		54.98
01 PATRICK O FICKLING 4912	01-65-518	CONTAINERS/BASKETS	6270.48	6270.48
01 PDC LABORATORIES INC I9417053	51-93-542	COLIFORM/ECOLI TEST	700.00	300.00
I9418324	51-93-542	COLIFORM/ECOLI		300.00
I9418542	51-93-542	COLIFORM/ECOLI		40.00
I9418852	51-93-542	COLIFORM/ECOLI		60.00
01 PEART, BRANDON D06032020	51-42-473	CLOTHING ALLOWANCE	188.36	188.36
01 LAURA CLARK D05312020	38-71-549	MAY JANITORIAL	1495.83	1495.83
01 PEERLESS WELL & PUMP 775	32-42-850	TELEWISE WELL 4	18390.00	18390.00
01 PERFORMANCE PIPELINING, INC D06092020	33-49-850	CIPP SEWER PROJECT	35194.50	35194.50
01 PEST DOCTOR 30603	38-71-549	CITY HALL SERVICE	105.00	60.00
30604	01-22-580	MONTHLY PEST CONTROL		20.00
30605	01-21-539	POUND SERVICE		25.00
01 PF PETTIBONE & CO 178725	01-21-553	TICKET BOOKS	335.95	335.95
01 POLICE PETTY CASH PPC060920	01-21-655	FUEL	30.93	30.93
01 REHRIG PACIFIC COMPANY 5009939	57-44-537	RVISION SERVICE	625.00	625.00
01 RUYLE MECHANICAL SERVICES INC 14171	52-93-512	REPLCAE WIRE AND CONDUIT	5223.05	5223.05
01 S&S INDUSTRIAL SUPPLY 5060659RI	62-45-613	VEHICLE SUPPLIES	63.98	51.30
5060660RI	62-45-652	SHOP SUPPLIES		3.86
5067227RI	62-45-652	SHOP SUPPLIES		8.82
01 SIRCHIE 0446236-IN	01-21-652	INTEGRITY BAGS	154.34	154.34
01 STAR-COURIER 41721	01-11-553	LAND SALE	276.40	139.50

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
41728	01-11-541	ZONING BOARD		66.20
41770	01-11-541	NOTICE OF HEARING		70.70
01 TRIANGLE CONCRETE INC			2406.25	
9871	51-42-615	8 YARDS HEAVY CONCRETE		1000.00
9871	52-43-615	VALVE TENTH AND TERRY		1000.00
9873	51-42-615	STORM INLET		187.50
9879	01-41-614	BEACH ST		218.75
01 TSS			130.00	
55060	01-21-455	EMPLOYEE INJURY		130.00
01 VERNON MANUFACTURING CO. INC.			447.50	
18896	51-93-512	2"CONTROL DEVICE		447.50
01 STATE BANK OF TOULON - VISA			4342.18	
D06012020 CEM	58-36-655	CEMETERY FUEL		52.39
D06012020 GB	01-11-537	ADOBE		112.60
D06012020 KN	58-36-830	CEMETERY TOOL		79.68
D06012020 KN	58-36-612	CEMENTERY TIRES		299.58
D06012020 KN	58-36-652	CEMNETERY TRIMMER/STRING		169.99
D06012020 KN	38-71-611	clerk battery back up		79.50
D06012020 KN	38-71-611	SECURITY CAMERA CITY HALL		39.95
D06012020 KS	01-22-652	WASH BRUSH		16.23
D06012020 RJ	57-44-473	HAND SANITIZER		42.11
D06012020 RJ	01-41-652	SUPPLIES		44.40
D06012020 RJ	51-42-652	SUPPLIES		44.41
D06012020 RJ	52-43-652	SUPPLIES		44.41
D06012020 RJ	57-44-652	SUPPLIES		44.41
D06012020 RJ	51-42-615	LOCATION MAGNETS		605.92
D06012020 RJ	01-41-561	AMAZON PRIME		12.99
D06012020 RJ	51-42-653	JACK HAMMER		189.99
D06012020 RXJ	31-71-532	POSTAGE		9.20
D06012020 RXJ	01-22-563	ROOF MEDIC CLASSES		1148.56
D06012020 RXJ	01-11-929	WATER FOR FIRE		56.22
D06012020 RXJ	01-21-513	3 DMV STICKERS		463.20
D06012020 TA	01-21-652	SIRCHIE		154.34
D06012020 TA	01-21-651	TONER CARTRIDGE		38.59
D06012020 TA	01-21-159.7	ILL CHAPTER MEMBERSHIP		339.00
D06012020 TA	01-21-159.7	MINX TRAINING/MEALS		254.51
01 WAGER'S LAWN SERVICE INC.			80.00	
D05312020	01-52-618	MILL CREEK TREATMENT		80.00
01 WATCHGUARD			145.00	
ACCINV00255758	01-21-473	DUTY BELT		145.00
01 WILLIAMS JR, BILLY R			64.99	
D05032020	58-36-473	BOOT REIMBURSEMENT		64.99
01 WINFIELD SOLUTIONS, LLC			426.94	
63804756	52-93-656	WWTP CHEMICALS		224.16
63804773	52-93-656	WWTP CHEMICALS		202.78
** TOTAL CHECKS TO BE ISSUED			267619.68	

SYS DATE:06/12/20

CITY OF KEWANEE  
A / P W A R R A N T L I S T  
REGISTER # 260  
Friday June 12,2020SYS TIME:09:05  
[NW1]

DATE: 06/12/20

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
GENERAL FUND			44898.43	
ECONOMIC DEVELOPMENT			150.00	
AUDIT FUND			5250.00	
INSURANCE FUND			1341.25	
UNEMPLOYMENT INSURANCE			12148.00	
NHR SALES TAX INFRASTRUCTURE IMP			9.20	
WATER IMPROVEMENT			18747.00	
SEWER IMPROVEMENT			35194.50	
IEPA WATER LOAN FUND			28599.76	
CAPITAL MAINTENANCE/MUN. BLDG.			4148.11	
WATER FUND			4583.45	
SEWER FUND			43870.17	
FRANCIS PARK			180.09	
SANITATION			59839.57	
CEMETERY FUND			2576.38	
CENTRAL MAINTENANCE			6083.77	
*** GRAND TOTAL ***			267619.68	
TOTAL FOR REGULAR CHECKS:			266,286.35	
TOTAL FOR DIRECT PAY VENDORS:			1,333.33	

DATE: 06/12/20

Friday June 12,2020

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A/P MANUAL CHECK POSTING LIST					
POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)					
PAYABLE TO REG# INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR	
01 BARASH & EVERETT, LLC 469 63	06/02/20 21-11-533	57827 MAY RETAINER	6250.00	6250.00	
01 COMCAST CABLE 469 D05142020	06/02/20 38-71-549	57828 DEPOT INTERNET	246.70	246.70	
01 COMCAST CABLE 469 D05152020	06/02/20 51-93-552	57829 VPN SWTP	98.40	98.40	
01 COMCAST CABLE 469 D05162020	06/02/20 51-93-552	57830 VPN NWTP	118.35	118.35	
01 HENRY COUNTY COLLECTOR 469 2019-2026300011	06/02/20 02-61-929	57831 2019 PROPERTY TAX	39.26	39.26	
01 HENRY COUNTY COLLECTOR 469 2019-2027427007	06/02/20 02-61-929	57832 2019 PROPERTY TAX KEDC	1562.14	1562.14	
01 CULLIGAN OF KEWANEE 469 D05172020	06/02/20 52-93-652	57833 WWTP LAB	318.36	318.36	
01 DLT SOLUTIONS LLC 469 4837412.0 469 4837412.0	06/02/20 51-42-537.4 52-43-537.4	57834 AUTO CAD AUTO CAD	1999.20	999.60 999.60	
01 FRONTIER COMMUNICATIONS CORPOR 469 D05192020	06/02/20 01-21-552	57835 POLICE PHONE	366.15	366.15	
01 FRONTIER COMMUNICATIONS CORPOR 469 D05202020 469 D05202020 469 D05202020 469 D05202020 469 D05202020 469 D05202020 469 D05202020 469 D05202020 469 D05202020 469 D05202020	06/02/20 01-11-552 01-21-552 01-22-552 01-41-552 51-93-552 52-93-552 54-54-552 57-44-552 58-36-552 62-45-552	57836 F&A PHONE POLICE PHONE FIRE PHONE PW PHONE WTP PHONE WWTP PHONE PARKS PPHONE SANITATION PHONE CEMETERY PHONE FLEET PHONE	1179.11	288.58 62.50 195.05 230.35 52.33 124.13 38.77 45.06 84.87 57.47	
01 ILLINOIS DEPT OF AGRICULTURE 468 2020-2021	06/09/20 01-21-539	57840 FACILITY LICENSE RENEWAL	100.00	100.00	

DATE: 06/12/20

Friday June 12,2020

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A/P MANUAL CHECK POSTING LIST

POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

=====

FUND 01	REG#	INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01	PROFESSIONAL BILLING	SERVICES	06/12/20	166	1160.12	
468	MAY 2020	01-22-579	MAY 20	BILLING CHGS		1160.12
01	U.S. CELLULAR		06/02/20	57837	421.11	
469	374296044	01-11-552		CM CELL		61.02
469	374296044	01-41-552		PW CELL		151.17
469	374296044	01-65-552		COMM DEV CELL		91.12
469	374296044	54-54-552		CEM HOTSPOT		36.20
469	374296044	57-44-552		SANITATION TABLET		22.87
469	374296044	58-36-552		CEM CELL		58.73
01	VERIZON WIRELESS		06/02/20	57838	820.17	
469	9854563084	01-21-552		POLIC CELLULAR		820.17
01	WALMART COMMUNITY		06/02/20	57839	187.24	
469	D05162020	01-11-929		CITY HALL SUPPLIES		19.92
469	D05162020	01-22-612		GLUCOSE		17.76
469	D05162020	01-22-652		CAR CARE		17.88
469	D05162020	01-22-654		CLEANING SUPPLIES		65.83
469	D05162020	01-65-652		TAPE/STAPLER		65.85
74	MUTUAL OF OMAHA		05/28/20	1426A	331.80	
467	001089314786	74-14-452		LIFE/AD&D INS-5/20		331.80
74	SISCO		06/01/20	1427A	411.75	
468	202305	74-14-451		DENTAL/VISION ADMIN FEES		411.75
74	SISCO		06/12/20	1428A	457.00	
468	D052920	74-14-451		DENTAL/VISION CLAIMS		457.00
74	SISCO		06/12/20	1429A	1018.00	
468	D060520	74-14-451		DENTAL/VISION CLAIMS		1018.00
78	GUPPY'S LAKE LLC		05/28/20	CC053483	6000.00	
467	RES-5221	78-61-900		REV LOAN PER RES 5221		6000.00
78	THE STATION		05/28/20	CC053484	20000.00	
467	RES-5222	78-61-900		REV LOAN PER RES 5222		20000.00
** TOTAL MANUAL CHECKS REGISTERED					43084.86	

DATE: 06/12/20

Friday June 12,2020

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A/P MANUAL CHECK POSTING LIST					
POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)					
PAYABLE TO	CHECK DATE	CHECK NO	AMOUNT		
REG# INV NO	G/L NUMBER	DESCRIPTION			DISTR
REPORT SUMMARY					
CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL		
01	267619.68	14866.31	282485.99		
74	.00	2218.55	2218.55		
78	.00	26000.00	26000.00		
TOTAL CASH	267619.68	43084.86	310704.54		

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL		
01	44898.43	3713.47	48611.90		
02	150.00	1601.40	1751.40		
11	5250.00	.00	5250.00		
14	1341.25	.00	1341.25		
21	.00	6250.00	6250.00		
22	12148.00	.00	12148.00		
31	9.20	.00	9.20		
32	18747.00	.00	18747.00		
33	35194.50	.00	35194.50		
37	28599.76	.00	28599.76		
38	4148.11	246.70	4394.81		
51	4583.45	1268.68	5852.13		
52	43870.17	1442.09	45312.26		
54	180.09	74.97	255.06		
57	59839.57	67.93	59907.50		
58	2576.38	143.60	2719.98		
62	6083.77	57.47	6141.24		
74	.00	2218.55	2218.55		
78	.00	26000.00	26000.00		
TOTAL DISTR	267619.68	43084.86	310704.54		

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
<b>MEETING DATE</b>	June 15, 2020	
<b>RESOLUTION OR ORDINANCE NUMBER</b>	Consent Agenda	
<b>AGENDA TITLE</b>	Wethersfield School request for permission for a parade honoring 2020 graduates.	
<b>REQUESTING DEPARTMENT</b>	Police Department	
<b>PRESENTER</b>	Chief Troy Ainley	
<b>FISCAL INFORMATION</b>	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
<b>PURPOSE</b>	Provide for an event honoring the graduates.	
<b>BACKGROUND</b>	This is to honor Wethersfield H.S. 2020 graduates. The group of graduates were denied the traditional ceremony due to COVID-19 restrictions.	
<b>SPECIAL NOTES</b>	N/A	
<b>ANALYSIS</b>	The individual graduates would ride in a vehicle, 39 in all, along a designated route from the 100blk of E. McClure St. west to Beach St. South. The route would turn left and go southbound to Garfield St. The parade would turn left onto Garfield Street and return to the school and end in the 100blk of E. Garfield St.	

<b>PUBLIC INFORMATION PROCESS</b>	Traffic would be stopped temporally at Tenney St. and McClure St. and Tenney St. and Garfield St. to allow safe passage. There will be additional intersection control during the parade at other locations along the route.
<b>BOARD OR COMMISSION RECOMMENDATION</b>	N/A
<b>STAFF RECOMMENDATION</b>	Recommend Passage
<b>PROCUREMENT POLICY VERIFICATION</b>	
<b>REFERENCE DOCUMENTS ATTACHED</b>	N/A



**From:** [Beth Kelley](#)  
**To:** [Rabecka Jones](#); [Gary Bradley](#); [Debbie Johnson](#); [Rod Johnson](#)  
**Subject:** Murphy's report  
**Date:** Tuesday, June 02, 2020 11:15:28 AM  
**Attachments:** [image001.png](#)

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Good morning,

Here is the updated info on Murphy's Transfer Station account:

- Balance on account 6/1/20: \$31549.63
- Payment in drop box 6/1/20: \$17891.31
- May bill processed 6/2/20: \$20072.18
- No April penalty bills processed for water or Transfer Station bills
- Balance on account 6/2/20: \$33730.50

If you have any questions, please let me know. Thanks!

Beth Kelley  
City of Kewanee Public Works Department  
Phone: 309.852.2611 Ext 222  
Email: [bmillman@cityofkewanee.net](mailto:bmillman@cityofkewanee.net)  
Fax: 309.856.6001





## Health - Building - Zoning

### Building Permits May 2020

Date	Bldg. Permit#	Permit Issued To	Job Address	Est Cost	Permit Fee
Job Descrip					
5/4/2020	B-20-033	Steven Brody	415 W Division		
Adding 6' x 10' (60 sq ft total) section to E side of existing utility shed, on existing concrete fo				\$800.00	\$10.00
5/4/2020	B-20-034	James Kida	307 Rice		
Construction of 26' x 26' (676 sq ft total) detached garage on slab.				\$10,000.00	(\$95.50)
5/4/2020	B-20-035	Michael Nichols	803 Page		
Construction of 30' x 50' (1500 sq ft total) storage building.				\$17,000.00	(\$147.50)
5/4/2020	B-20-036	Cecil Adkison	206 Mosher		
Construction of 14' x 10' (140 sq ft total) addition to E side of existing storage shed.				\$1,340.00	\$10.00
5/4/2020	B-20-037	Gerald Westefer Jr	249 Hollis		
Install 24' round, 52" tall above ground pool w/ electric.				\$3,500.00	\$82.50
5/4/2020	B-20-038	Brandon Pickering	615 Roosevelt		
Install 24' round, 54" deep above ground pool w/ electric, inside fenced backyard.				\$3,800.00	\$82.50
5/4/2020	B-20-039	Stephen McGough	136 E McClure		
Install appx 227' of 6' wood and vinyl fence w/ two entry gates behind parsonage house.				\$5,500.00	(\$20.00)
5/5/2020	B-20-040	Terry Sopiars	609 Edwards		
Install 16' x 32' in ground pool w/ electric, vinyl liner, steel walls, concrete decks behind hous				\$29,618.00	\$89.00
5/6/2020	B-20-041	Maria Guerrero de Favela	221 N Walnut		
Install 85' of chain link fencing 4' high (word started w/o permit, Enterprise Zone fees forfeilt				\$600.00	\$40.00

Date	Bldg. Permit#	Permit Issued To	Job Address	Est Cost	Permit Fee
Job Descrip					
5/8/2020	B-20-042	Danny Cantwell	1512 Lake		
Construction of L shaped 20' x 20', 6' wide, 3' high (240 sq ft total) deck for swimming pool.				\$2,000.00	\$69.50
5/8/2020	B-20-043	James Ensley	628 E Division		
Construction of 11' x 20' (220 sq ft total) addition to pre-existing garage w/ electric on slab.				\$23,500.00	\$69.50
5/11/2020	B-20-044	Terry Looney	625 Willard		
Demolish cement front porch and replace w/ a composite wood deck. Same dimenstions as ori				\$3,500.00	(\$10.00)
5/11/2020	B-20-045	Frank Sisco	809 David		
Install appx 203' of 6' wood privacy fence in the back yard, dog ear panels and posts.				\$4,700.00	\$20.00
5/11/2020	B-20-046	Matt Costenson	32 Edgewood		
Digging 6 holes for poles (piers) for supports to install a roof over outdoor patio. Appx 13' out				\$3,000.00	\$76.00
5/11/2020	B-20-047	Richard Bennett	616 S Tremont		
Construction to frame in the deck area where a swimming pool was removed, resurfacing new				\$2,500.00	(\$10.00)
5/12/2020	B-20-048	Victoria Lozano-Cardenas	611 N Walnut		
Construction of 10' x 14' (140 sq ft total) deck (work started w/o permit, Enterprise Zone fees				\$3,000.00	\$20.00
5/12/2020	B-20-049	Matthew DeClercq	316 McKinley		
Install appx 90' of new 6' wood fence behind property.				\$900.00	(\$20.00)
5/12/2020	B-20-050	Traci Witte	535 Whitney		
Install appx 145' of 6' fencing to enclose property.				\$750.00	\$20.00
5/12/2020	B-20-051	Traci Witte	535 Whitney		
Install 24', 52" deep above ground swimming pool w/ electric in the backyard.				\$5,000.00	\$82.50
5/13/2020	B-20-052	Phil Cone	308 Emmons		
Construction of 16' x 16' (256 sq ft total) deck off of N side of house.				\$4,000.00	\$69.50
5/13/2020	B-20-053	Phil Cone	151 W Mill		
Construction of 8' x 17' (136 sq ft total) wood deck/porch replacement off the front of the hou				\$3,000.00	(\$10.00)

Date	Bldg. Permit#	Permit Issued To	Job Address		
Job Descrip				Est Cost	Permit Fee
5/13/2020	B-20-054	Top Gear Landscaping	1032 Western		
Construction of black chain link fence to enclose property around the house and garage.				\$3,000.00	\$20.00
5/20/2020	B-20-055	Alan Gould	1300 E 7th		
Install 30' round above ground pool w/ electric in backyard, inside existing 4' and 6' fencing.				\$6,700.00	\$102.00
5/20/2020	B-20-056	Andrew Bullock	618 McKinley		
Construction of 10' x 14' (140 sq ft total) deck (partial demo and rebuild).				\$1,300.00	\$10.00
5/20/2020	B-20-057	Lauren Potter	505 W Central		
Install 220' of 6' treated lumber fence to enclose property.				\$3,000.00	\$20.00
5/20/2020	B-20-058	John Hooker	517 Rockwell		
Install appx 128' of 6' wood privacy fence in backyard.				\$2,650.00	\$20.00
5/20/2020	B-20-059	Gregg Sawickis	223 W Garfield		
Install appx 152' of 6' vinyl fence along W and S sides of property.				\$5,100.00	\$20.00
5/21/2020	B-20-060	Dillon Jannie	1015 Terry		
Install 6' dog eared wood fence panels around back and sides of yard to enclose the property.				\$3,883.95	\$20.00
5/22/2020	B-20-061	Chris Quagliano	245 Dwight		
Install 3 sections of 6' x 8' treated wood dog eared fence panels to enclose property, appx 161'				\$1,000.00	\$20.00
5/26/2020	B-20-062	Ray Bollinger	813 E 7th		
Renovation of current building, adding residential living quarters.				\$15,000.00	(\$104.00)
5/26/2020	B-20-063	Louis Garms	337 Whitney		
Installing 6' tall welded wire and treated lumber fence to enclose property.				\$300.00	\$20.00
5/26/2020	B-20-064	Travis Brock	416 Rockwell		
Installing sections of 4' tall wood fence in backyard to enclose property.				\$100.00	\$20.00
5/26/2020	B-20-065	Mary Jimenez	45 Edgewood		
Installing above ground vinyl pool with electric on N side of property. 4' steel fence on area of				\$2,700.00	\$69.50

Date	Bldg. Permit#	Permit Issued To	Job Address		
Job Descrip				Est Cost	Permit Fee
5/26/2020	B-20-066	Shelli Sauer	621 Edwards		
Installing 15' x 30' above ground pool in backyard, 6' fence along the side of pool to sliding do				\$2,500.00	\$82.50
5/27/2020	B-20-067	April Kuster	251 Payson		
Install 28' of fencing off the W side of garage, 12' back to the N. Five 6x8 sections, 7 post chai				\$500.00	\$20.00
5/27/2020	B-20-068	Larry Stroud	546 Dwight		
Install fencing in the back yard w/ 6' solid vinyl privacy fence, not extending past the S end of				\$3,325.00	\$20.00
5/28/2020	B-20-069	Heidi Heinrich	408 Willard		
Install appx 112' of 6x8 wood privacy fence to enclose back yard.				\$3,000.00	\$20.00
5/28/2020	B-20-070	Jeff Chayer	817 Dewey		
Install 18' round, 4' deep above ground pool.				\$1,700.00	\$69.50
5/29/2020	B-20-071	Judy Bishop	517 E 9th		
Install appx 181' of wooden dog eared fence and poles to enclose property.				\$1,100.00	\$20.00
<i>Value of improvements in Enterprise Zone</i>				<b>\$57,400.00</b>	
<i>Value of improvements outside the Enterprise Zone</i>				<b>\$127,466.95</b>	
<i>Total Value of Improvements</i>				<b>\$184,866.95</b>	
<i>Total Value of Permit Fees waived for Enterprise Zone</i>				<b>(\$417.00)</b>	
<i>Total Value of other Permit Fees</i>				<b>\$1,314.50</b>	

Prepared by:





## Health - Building - Zoning

### Electrical Permits May 2020

Date	Elec Permit#	Permit Issued To	Job Address	Job Descrip	Est Cost	Permit Fee
5/4/2020	E-20-024	Gutschlag Electric	300 S Main	Replace old electric service w/ new 100A service. (Inside wiring TBD later).	\$2,000.00	(\$100.00)
5/4/2020	E-20-025	Brandon Pickering	615 Roosevelt	Install 24' round, 54" deep above ground pool w/ electric, inside fenced backyard.	\$300.00	\$50.00
5/4/2020	E-20-025	Gerald Westefer Jr	249 Hollis	Install 24' round, 52" tall above ground pool w/ electric.	\$300.00	\$50.00
5/5/2020	E-20-026	Terry Sopiars	609 Edwards	Install 16' x 32' in ground pool w/ electric, vinyl liner, steel walls, concrete decks behind hous	\$300.00	\$50.00
5/7/2020	E-20-027	Professional Electric Co	110 N Burr	Install new electric for renovation of old Save-A-Lot building to convert to Henry Co Health	\$200,000.00	\$200.00
5/8/2020	E-20-028	James Ensley	628 E Division	Construction of 11' x 20' (220 sq ft total) addition to pre-existing garage w/ electric on slab.	\$500.00	\$50.00
5/12/2020	E-20-029	Traci Witte	535 Whitney	Install 24', 52" deep above ground swimming pool w/ electric in the backyard.	\$300.00	\$50.00
5/20/2020	E-20-030	Alan Gould	1300 E 7th	Install 30' round above ground pool w/ electric in backyard, inside existing 4' and 6' fencing.	\$300.00	\$50.00
5/26/2020	E-20-031	Ray Bollinger	813 E 7th	Renovation of current building, adding residential living quarters.	\$500.00	(\$50.00)

Date	Elec Permit#	Permit Issued To	Job Address		
Job Descrip				Est Cost	Permit Fee
5/26/2020	E-20-032	Mary Jimenez	45 Edgewood		
Installing above ground vinyl pool with electric on N side of property. 4' steel fence on area of				\$300.00	\$50.00
5/27/2020	E-20-033	Vernon Parks	610 E 5th		
Replace second floor wiring due to fire damage.				\$1,000.00	(\$50.00)
5/28/2020	E-20-034	Swanson Electric Inc	221 Dwight		
Install power to swimming pool and install new meter base.				\$7,500.00	\$50.00

*Value of improvements in Enterprise Zone* **\$3,500.00**

*Value of improvements outside the Enterprise Zone* **\$209,800.00**

*Total Value of Improvements* **\$213,300.00**

*Total Value of Permit Fees waived for Enterprise Zone* **(\$200.00)**

*Total Value of other Permit Fees* **\$600.00**

**Prepared by:** Elizabeth A. Kelley



## Health - Building - Zoning

### Plumbing Permits May 2020

Date	Plumb Permit	Permit Issued To	Job Address	Est Cost	Permit Fee
Job Descrip					
5/6/2020	P-20-025	Ed's Htg, AC, Plmbg & Elec., Inc.	222 S Elm		
Install one new A.O. Smith 40 gallon natural gas water heater.				\$995.57	\$16.30
5/8/2020	P-20-026	Ed's Htg, AC, Plmbg & Elec., Inc.	321 E Garfield		
Install one new A.O. Smith 40 gallon natural gas (tall) water heater.				\$1,060.98	\$16.30
5/11/2020	P-20-027	Ed's Htg, AC, Plmbg & Elec., Inc.	231 Elliott		
Install one new A.O. Smith 40 gallon natural gas power vent water heater.				\$1,745.02	\$16.30
5/12/2020	P-20-028	Ed's Htg, AC, Plmbg & Elec., Inc.	611 E Division		
Install one new A.O. Smith 40 gallon natural gas power vent water heater.				\$1,927.07	\$16.30
5/14/2020	P-20-029	Ed's Htg, AC, Plmbg & Elec., Inc.	805 Madison		
Install one new A.O. Smith 40 gallon natural gas water heater.				\$972.90	\$16.30
5/15/2020	P-20-030	Ed's Htg, AC, Plmbg & Elec., Inc.	424 5th Ave		
Install one new A.O. Smith 40 gallon natural gas water heater.				\$1,197.05	\$16.30
5/15/2020	P-20-031	Dooley Bros. Plmbg & Htg	207 N Tremont		
Bathroom remodel, installing 2 water closets, 2 lavatories, and one sink.				\$5,130.00	(\$41.50)



Date	Plumb Permit	Permit Issued To	Job Address	Job Descrip	Est Cost	Permit Fee
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5/26/2020	P-20-032	Ray Bollinger	813 E 7th	Renovation of current building, adding residential living quarters.	\$300.00	(\$25.00)
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5/27/2020	P-20-033	Patrick Dooley	702 E Division	Replacing existing 40 gallon natural gas water heater.	\$700.00	\$16.30
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<i>Value of improvements in Enterprise Zone</i>	<b>\$5,430.00</b>
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<i>Value of improvements outside the Enterprise Zone</i>	<b>\$8,598.59</b>
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<i>Total Value of Improvements</i>	<b>\$14,028.59</b>
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<i>Total Value of Permit Fees waived for Enterprise Zone</i>	<b>(\$66.50)</b>
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<i>Total Value of other Permit Fees</i>	<b>\$114.10</b>
---	-----------------

**Prepared by:** Eloise A. Kelley



## Health - Building - Zoning

### Miscellaneous Permits May 2020

Date	Misc Permit#	Permit Issued To	Job Address	Job Descrip	Est Cost	Permit Fee
5/4/2020	M-20-009	Lori Burke	334 Rice	Demolition of 10' x 20' garage, converting to 10' x 10' shed.	\$500.00	\$25.00
5/4/2020	M-20-010	Tanner Smith	121 E Division	Partial demolition of garage, owner took down 24' x 25', 27' x 24' structure remaining. (5/4/20	\$2,000.00	(\$25.00)
5/5/2020	M-20-011	Jose Pereda	127 E Division	Demolition of garage (work completed w/o permit, Enterprise Zone fees forfeited/permit fees d	\$200.00	\$50.00
5/12/2020	M-20-012	Martin Bros	620 E 11th	Demolition of house and garage foundation (City demo).	\$6,450.00	(\$100.00)

Date	Misc Permit#	Permit Issued To	Job Address	Est Cost	Permit Fee
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<i>Value of improvements in Enterprise Zone</i>	<b>\$8,450.00</b>
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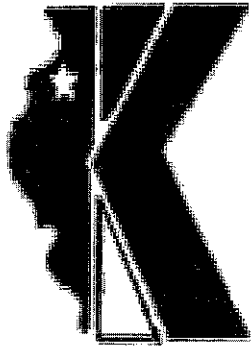
<i>Value of improvements outside the Enterprise Zone</i>	<b>\$700.00</b>
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<i>Total Value of Improvements</i>	<b>\$9,150.00</b>
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<i>Total Value of Permit Fees waived for Enterprise Zone</i>	<b>(\$125.00)</b>
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<i>Total Value of other Permit Fees</i>	<b>\$75.00</b>
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**Prepared by:** Elizabeth A. Kelley



Kewanee PD

# Monthly UCR Code Report May 2020

Printed: 02-Jun-2020 09:39

<u>Code</u>	<u>Description</u>	<u>Total</u>
		4395
0410	BATTERY:AGGRAVATED	5
0460	BATTERY:SIMPLE	2
0486	BATTERY:DOMESTIC BATTERY	6
0488	BATTERY:AGGRAVATED DOMESTIC BATTERY	2
0510	ASSAULT:AGGRAVATED	1
0560	ASSAULT:SIMPLE	1
0610	BURGLARY:FORCIBLE ENTRY	1
0625	BURGLARY:RESIDENTIAL (FORCIBLE ENTRY)	2
0710	THEFT FROM MOTOR VEHICLE	1
0720	THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES	1
0800	THEFT:UNKNOWN AMOUNT	1
0810	THEFT:OVER \$300	1
0815	THEFT UNDER \$500	7
0820	THEFT:UNDER \$300	5
0825	THEFT OVER \$500	3
0850	THEFT:ATTEMPTS	1
0860	THEFT:RETAIL THEFT	11
0910	MOTOR VEHICLE THEFTS:AUTOS AND PARTS	2
1110	DECEPTION:DECEPTIVE PRACTICES	1
1120	DECEPTION:FORGERY	3
1130	DECEPTION:FRAUD	1
1137	DECEPTION:IDENTITY THEFT	1
1150	DECEPTION:CREDIT CARDS	3
1190	DECEPTION:ATTEMPTS	1
1200	DECEPTION:STOLEN PROPERTY;BUY RECEIVE OR POSSESS	1
1305	CRIMINAL DEFAACEMENT	8
1310	CRIMINAL DAMAGE TO PROPERTY	8
1320	CRIMINAL DAMAGE TO VEHICLE	6
1330	CRIMINAL TRESPASS TO LAND	8

<u>Code</u>	<u>Description</u>	<u>Total</u>
1365	CRIMINAL TRESPASS TO RESIDENCE	2
1415	UNLAWFUL USE OF A WEAPON AGGR DISCHARGE	1
1430	UNLAWFUL POSSESSION OF A WEAPON	1
1563	SEX OFFENSES:CRIMINAL SEXUAL ABUSE	2
1585	SEX OFFENSES:ALL OTHERS	1
1710	OFFENSES INVOL.CHILD:ENDANGERING LIFE OR HEALTH	2
1740	RUN-AWAYS (JUVENILES)	4
1750	CHILD ABUSE	1
1780	NEGLECT OF CHILD	4
1811	CANNABIS CONTROL ACT:POSS 30 GRAMS OR LESS	2
1880	CANNABIS CONTROL ACT:OTHER	1
1910	CONTROLLED SUB ACT:POSS OF METHAMPHETAMINE	4
2020	CONTROLLED SUB.ACT:POSSESSION OF CONTROLLED SUB.	3
2220	LIQUOR CONTROL ACT VIOL:ILLEGAL POSS. BY MINOR	1
2410	DRIVING UNDER INFLUENCE OF ALCOHOL	2
2440	RECKLESS DRIVING	2
2445	ACCIDENT-HIT AND RUN	3
2455	NO REGISTRATION	1
2461	OPERATE UNINSURED MOTOR VEHICLE	9
2470	NO DRIVERS LICENSE	2
2475	MOTOR VEHICLE ANTI-THEFT LAWS	2
2480	SUSPEND/REVOKED DRIVERS LICENSE	9
2820	DISORDERLY CONDUCT:TELEPHONE THREAT	1
2825	DISORDERLY CONDUCT:HARASSMENT BY TELEPHONE	11
2890	DISORDERLY CONDUCT:OTHER(NOT DRUNKENNESS)	8
3000	DISORDERLY CONDUCT:FIREWORKS	17
3710	INTERFER W/PUB.OFFIC:RESIST/OBSTRUCT/DISARM OFFICR	4
3730	INTERFER W/PUB.OFFIC:OBSTRUCTING JUSTICE	1
4386	VIOLATION BAIL BOND	1
4387	VIOLATION OF ORDER OF PROTECTION	7
4505	SEX OFFENDER - FAILURE TO REGISTER	1
5081	IN-STATE WARRANT	8
6000	ABANDONED VEHICLE	2
6019	ACCIDENT-TICKET ISSUED	2
6020	ACCIDENT - TRAFFIC - DAMAGE ONLY	22
6021	ACCIDENT-HIT AND RUN - DAMAGE	4
6039	ACCIDENT - TRAFFIC - PD ONLY	1
6041	ACCIDENT - TRAFFIC - INJ UNK	4
6060	ALARM - BUSINESS	10
6065	ALARM - RESIDENCE	5
6070	ALARM - HOLDUP OR PANIC	1

<b>Code</b>	<b>Description</b>	<b>Total</b>
6100	AMBULANCE - EMERGENCY	18
6120	ANIMAL - BARKING DOG	3
6130	ANIMAL - CITATION	3
6140	ANIMAL - DEAD	1
6150	ANIMAL - DOG AT LARGE	38
6151	ANIMAL - OTHER AT LARGE	1
6160	ANIMAL - DOG BITE	4
6170	ANIMAL - TAKEN TO IMPOUND	17
6171	ANIMAL - RELEASE/REDEMPTION RECEIPT	2
6180	ANIMAL - LOST/FOUND	32
6190	ANIMAL - NEGLECT/ABUSE	2
6210	ANIMAL - OTHER COMPLAINT	10
6220	ANIMAL - SICK/INJURED	5
6260	ANIMAL - VICIOUS	1
6280	ASSIST - BUSINESS	17
6290	ASSIST - CITIZEN	22
6310	ASSIST - GENESEO PD	1
6320	ASSIST - HCSO	1
6340	ASSIST - OTHER AGENCIES	10
6350	ASSIST - OTHER PUBLIC WORKS DEPT	1
6360	ASSIST - OTHER LAW ENFORCEMENT AGENCIES	4
6410	ATV/MINI BIKE COMPLAINT	11
6490	CHECK BUSINESS	114
6500	CHECK OPEN DOOR	4
6501	CHECK OPEN WINDOW	1
6510	CHECK RESIDENCE	4
6515	CHECK CITY PARK	9
6520	CHECK WELFARE	35
6540	CITY ORDINANCE VIOLATION - OTHER	2
6555	CIVIL STAND BY	10
6560	CIVIL COMPLAINT - OTHER	33
6561	CIVIL COMPLAINT - CUSTODY VIOLATIONS	4
6571	DAMAGE TO PROPERTY - NON CRIMINAL	2
6580	COURT / ON DUTY	1
6620	DEATH INVESTIGATION - OTHER	1
6640	DEATH INVESTIGATION - APPARENT NATURAL CAUSES	4
6670	DISPERSE GROUP	1
6680	DISTURBANCE - CIVIL	5
6690	DISTURBANCE - DOMESTIC	61
6700	DISTURBANCE - FIGHTS-RIOTS-BRAWLS	20

<u>Code</u>	<u>Description</u>	<u>Total</u>
6705	DISTURBANCE - NEIGHBORHOOD TROUBLE	4
6715	DISTURBANCE - OTHER	21
6717	DOMESTIC STAND BY	1
6720	ESCORT BANK	15
6730	ESCORT OTHER	9
6750	EVIDENCE TECH	4
6770	EXTRA PATROL	10
6790	FINGERPRINTING	5
6800	FIRE CALLS - OTHER	2
6802	FIRE CALLS - GRASS OR BRUSH	1
6803	FIRE CALLS - STRUCTURE	3
6810	FOLLOW - UP	73
6821	HARASSMENT	21
6880	ILLEGAL BURNING	16
6890	ILLEGAL DUMPING	1
6940	JUVENILES - OTHER PROBLEMS	13
6995	LOITERING	2
6999	PREMISE ALERT	17
7000	LOST/FOUND ARTICLES	14
7010	LOUD NOISE	44
7040	MENTAL PATIENT	39
7050	MENTAL PATIENT - ATTEMPTED SUICIDE /THREAT	2
7090	MISSING PERSON - ADULT	2
7100	MISSING PERSON - JUVENILE OTHER	2
7105	MOTORIST ASSIST - VEH OFF THE ROAD	1
7110	MOTORIST ASSIST - OTHER	3
7120	OBSTRUCTION OF PUBLIC RIGHT OF WAY	10
7125	OFFICER SAFETY INFO	1
7165	ON DUTY INJURY	2
7175	OTHER PUBLIC COMPLAINTS	34
7176	CRIMESTOPPER INFO	1
7220	PAPER SERVICE - ORDER OF PROTECTION	2
7230	PAPER SERVICE - OTHER	1
7250	PARKING COMPLAINT	11
7290	PICKUP - DELIVERY	4
7310	PRISONER TRANSPORT	5
7337	RAILROAD - CROSSING PROBLEMS	1
7350	REMOVE UNWANTED SUBJECT	34
7360	REPOSSESSION	1
7375	SCAMS - ACTUAL	2
7376	SCAMS - ATTEMPTED	6

<u>Code</u>	<u>Description</u>	<u>Total</u>
7400	SEX OFFENDER - REGISTRATION	12
7401	SEX OFFENDER - FAILURE TO REGISTER	1
7402	SEX OFFENDER - ADDRESS VERIFICATION	1
7410	SKATEBOARDERS- ROLLERBLADES	2
7440	SOLICITATION COMPLAINT	4
7470	SUSPICIOUS ACTIVITY	28
7480	SUSPICIOUS AUTO	18
7490	SUSPICIOUS NOISE	2
7500	SUSPICIOUS PERSON	12
7560	TRAFFIC COMPLAINT	26
7570	TRAFFIC CONTROL	2
7590	TRAFFIC STOP	62
7600	TRAFFIC STOP - CITATION	11
7610	TRAFFIC STOP - WRITTEN WARNING	30
7611	TRAFFIC STOP - VERBAL WARNING	1
7640	TRASH	3
7650	UTILITIES COMPLAINT	12
7666	WARRANT - ATTEMPT	2
7690	911 -HANG UP	75
7700	911-MISDIAL	32
7730	911- WIRELESS CALL	19
7740	911- TEST CALL	1
7760	911 - OPEN LINE	31
7780	911 - UNLAWFUL USE OF 9-1-1	7
7800	DELIVER MESSAGE	2
8000	STATION INFO - INFO NOT LISTED ELSEWHERE	62
8903	ORDINANCE WRITTEN WARNING	1

total = 1671

YTD = 7552





Kewanee PD

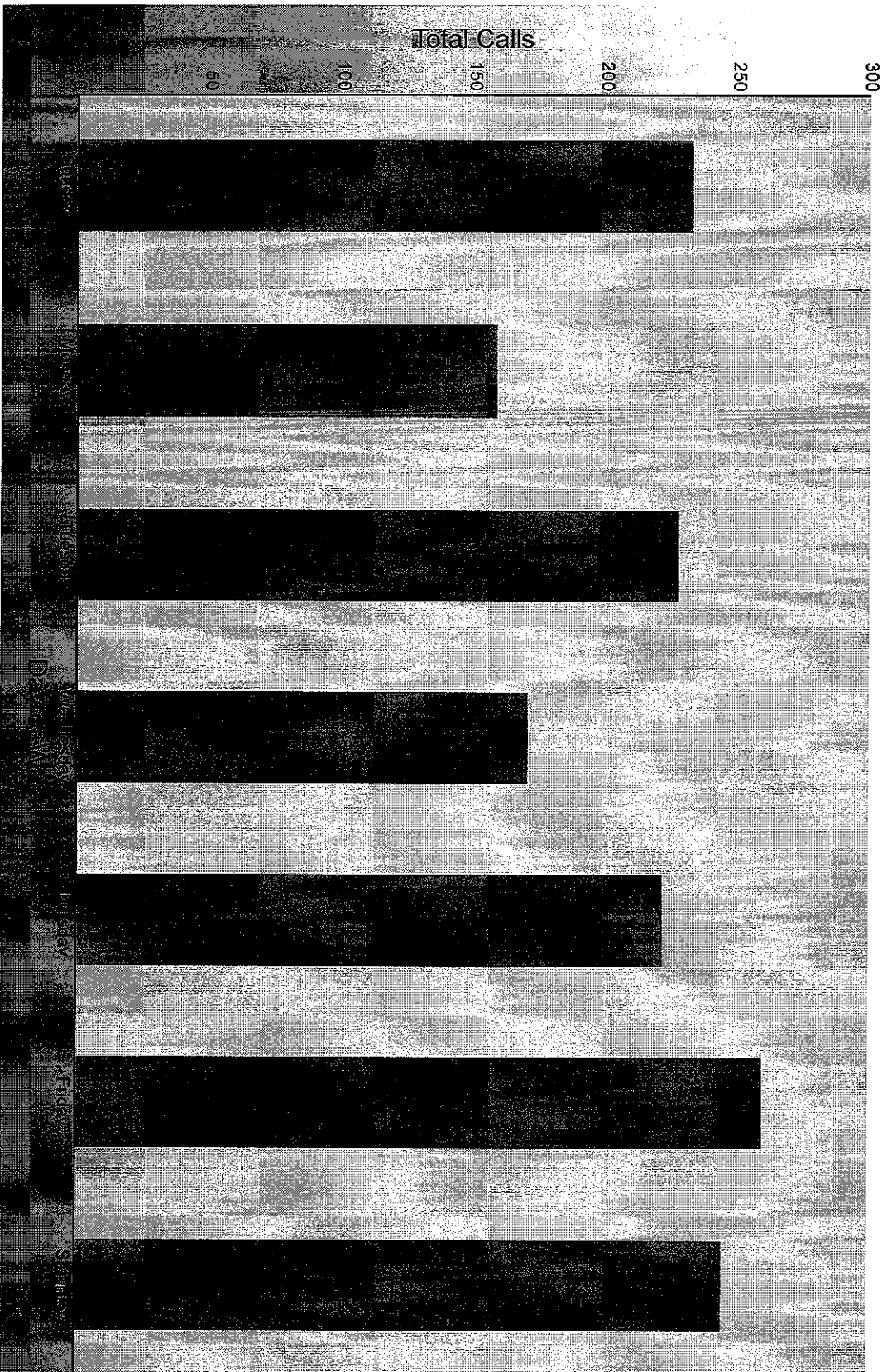
# Calls For Service by Time and Day

## May 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0000 - 0059 Hrs	10	1	1	2	3	8	4	29
0100 - 0159 Hrs	4	5	6	5	6	6	10	42
0200 - 0259 Hrs	10	6	8	9	2	9	9	53
0300 - 0359 Hrs	6	8	5	1	8	11	9	48
0400 - 0459 Hrs	12	4	2	3	8	7	6	42
0500 - 0559 Hrs	5	3	4	4	6	9	4	35
0600 - 0659 Hrs	4	2	2	4	7	8	4	31
0700 - 0759 Hrs	4	5	2	3	5	5	4	28
0800 - 0859 Hrs	5	8	9	3	10	7	10	52
0900 - 0959 Hrs	13	9	10	9	10	11	15	77
1000 - 1059 Hrs	8	14	11	8	15	12	11	79
1100 - 1159 Hrs	9	7	8	8	12	14	11	69
1200 - 1259 Hrs	16	10	19	10	8	12	10	85
1300 - 1359 Hrs	7	7	16	13	9	17	13	82
1400 - 1459 Hrs	11	9	13	12	17	14	7	83
1500 - 1559 Hrs	17	12	7	10	26	15	16	103
1600 - 1659 Hrs	14	8	20	11	15	14	11	93
1700 - 1759 Hrs	15	4	14	7	10	13	8	71
1800 - 1859 Hrs	10	7	11	12	7	14	11	72
1900 - 1959 Hrs	8	8	14	11	10	10	17	78
2000 - 2059 Hrs	21	6	16	12	13	11	15	94
2100 - 2159 Hrs	7	5	16	4	7	15	15	69
2200 - 2259 Hrs	7	4	6	6	2	11	12	48
2300 - 2359 Hrs	10	7	8	4	6	7	13	55
Total	233	159	228	171	222	260	245	1,518

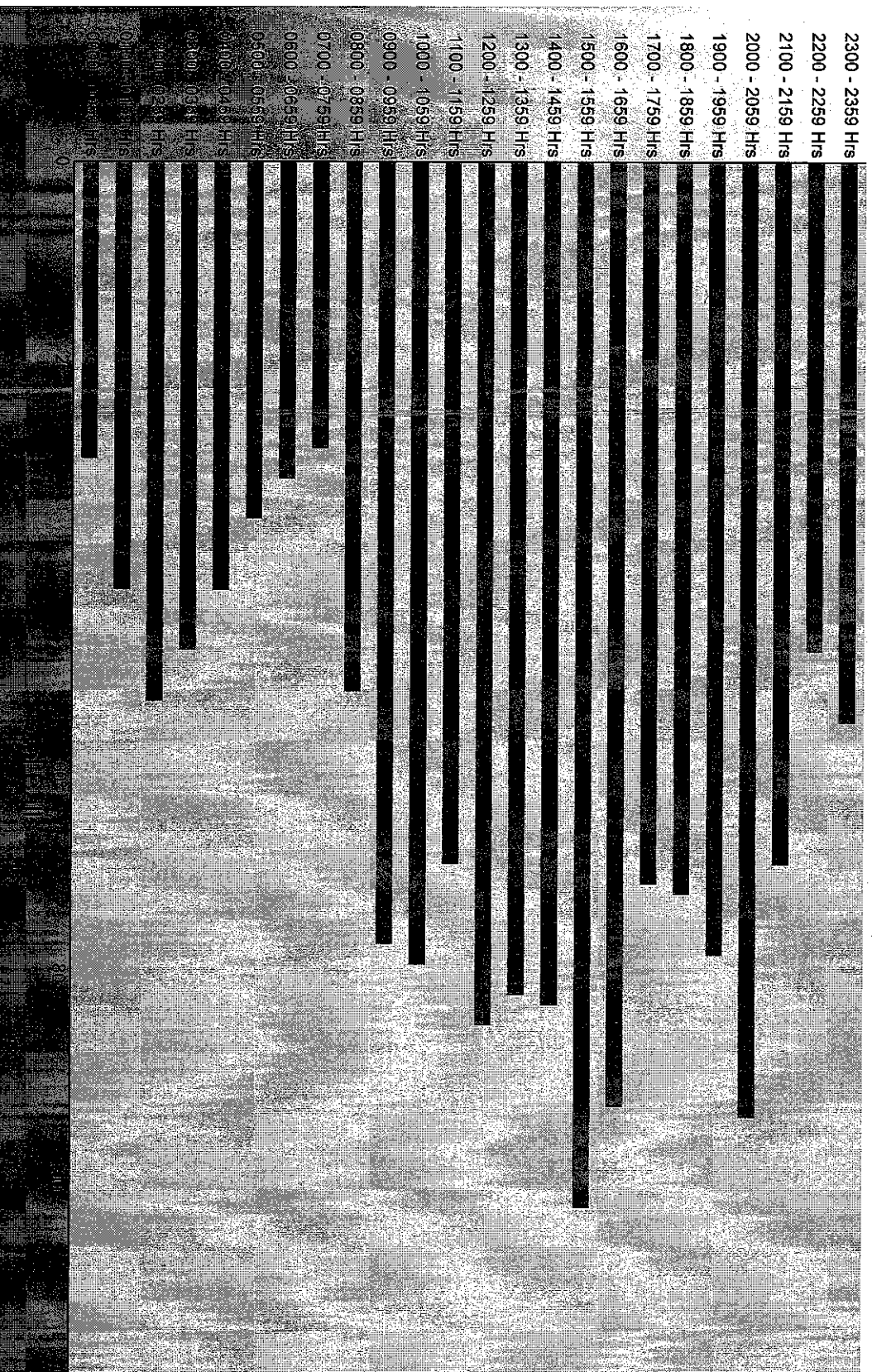
# May 2020

## Total Calls by Day

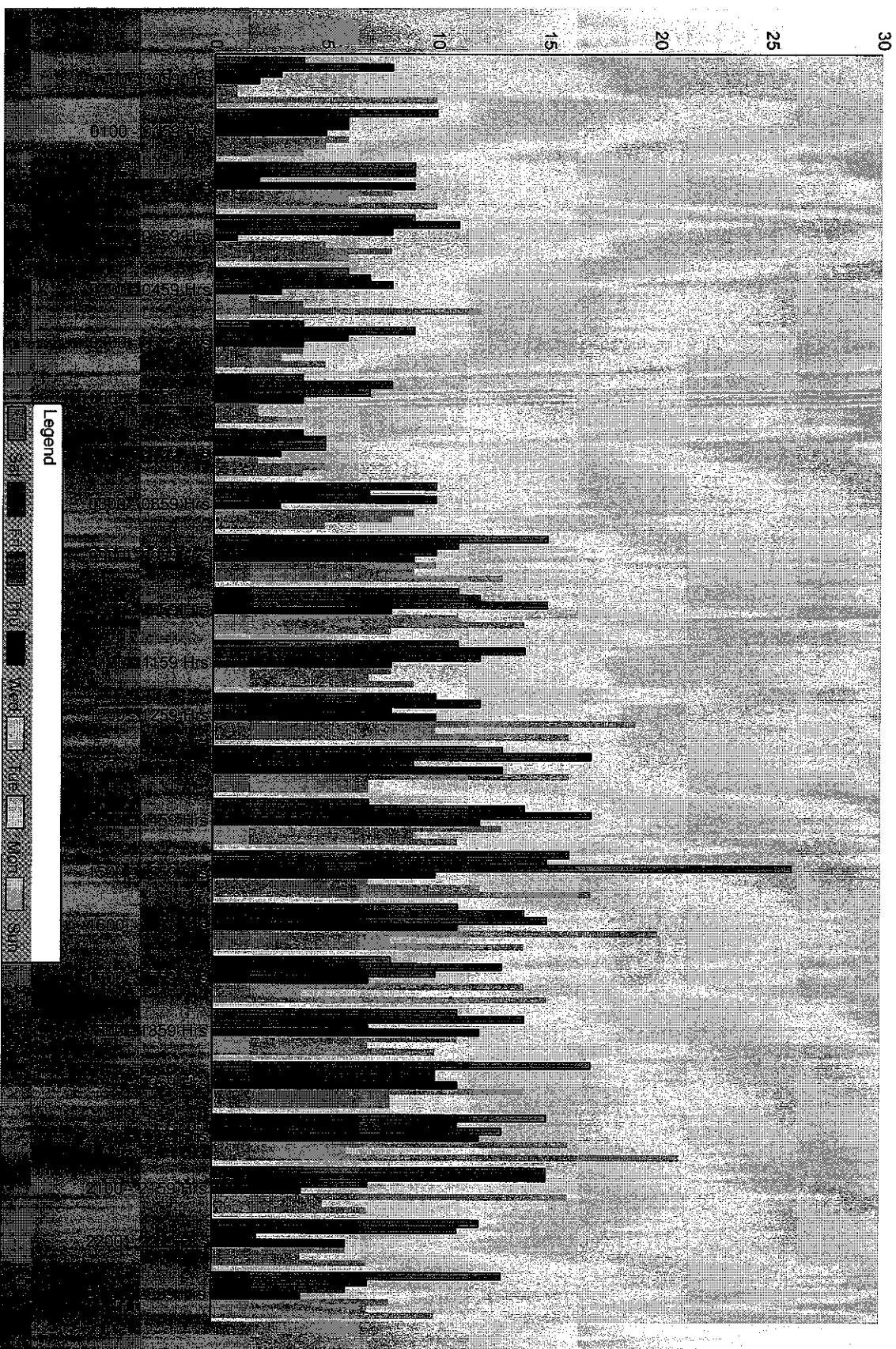


# May 2020

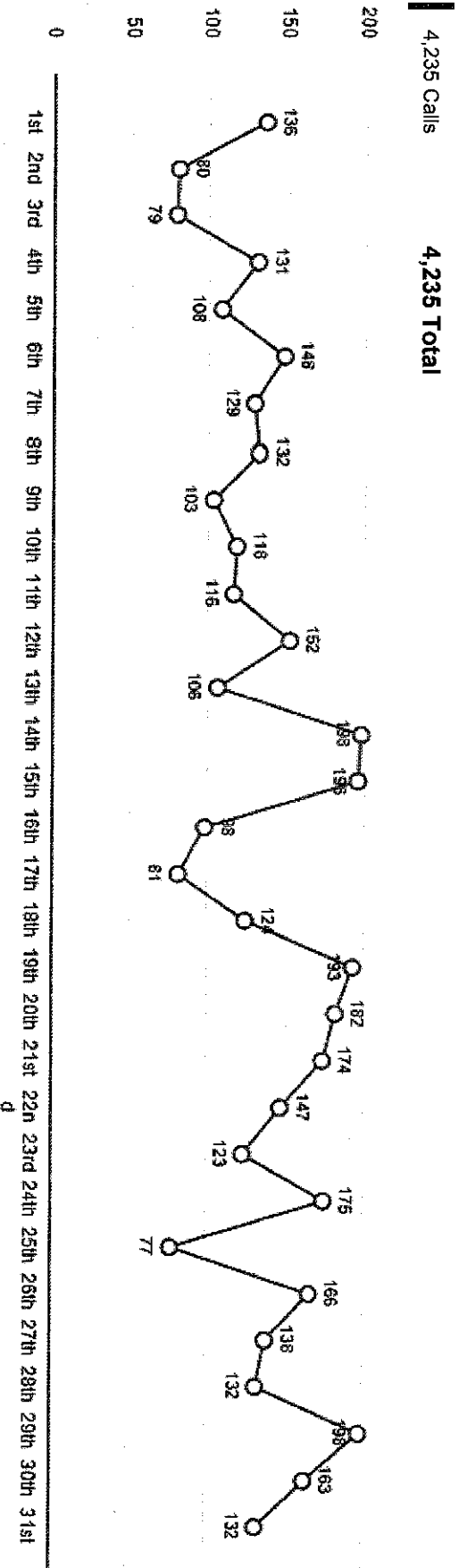
## Total Calls by Hour



**May 2020**  
**Total Calls by Hour and Day**



# Captures per Day in May, 2020



## Call Flow for May, 2020

	Incoming	Outgoing	Total
Emergency (852-0078)	242	3	245
Non-Emergency (852-4522)	385	286	671
Non-Emergency (852-4523)	52	725	777
Non-Emergency (853-1911)	2,042	500	2,542
<b>Total</b>	<b>2,721</b>	<b>1,514</b>	<b>4,235</b>

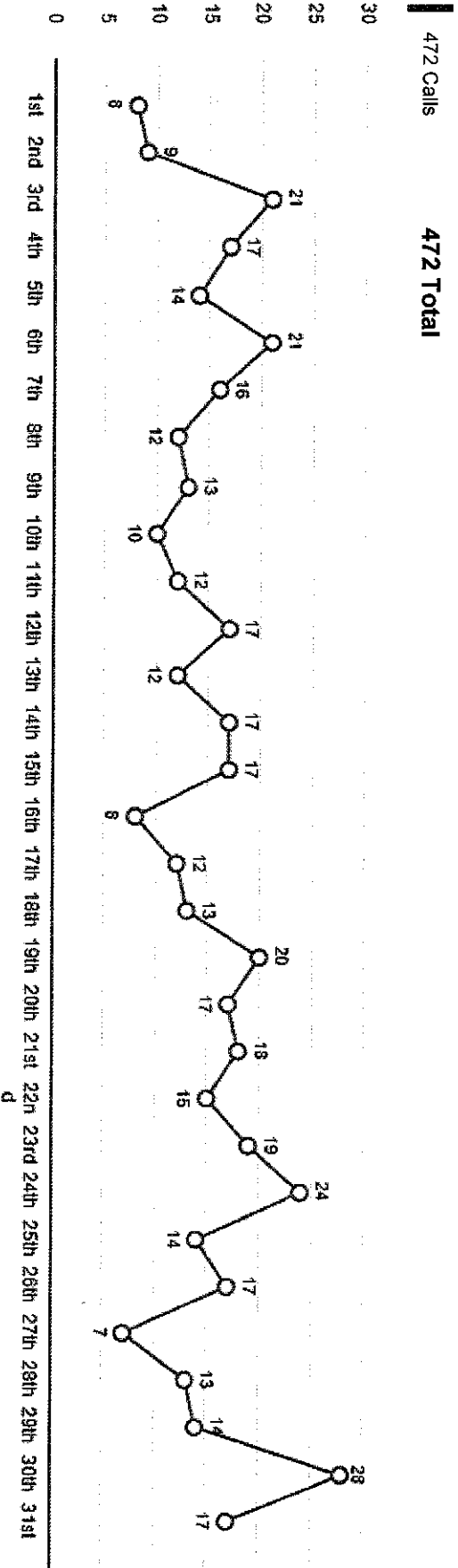
## Call Durations for May, 2020

# Call Durations for May, 2020

	Total Incoming	Average Incoming	Total Outgoing	Average Outgoing
Average Between				
00:00	16:40:00	1:09:20:00	2:02:00:00	2:18:40:00
Emergency (852-0078)	00:51 08:41 02:53 01:45:06	03:27:02		
Non-Emergency (852-4522)	01:41 01:13 41:39 01:18:53 01:28	05:51:18		
Non-Emergency (852-4523)	01:22 41:14	16:37:22		
Non-Emergency (853-1911)	01:44 01:36 13:55	13:23:11		2:11:28:13



## Captures per Day in May, 2020



## Call Flow for May, 2020

	Incoming	Outgoing	Total
Console #1 (911-1)	131	5	136
Console #2 (911-2)	318	18	336
<b>Total</b>	<b>449</b>	<b>23</b>	<b>472</b>

## Call Durations for May, 2020

Total Incoming	Average Incoming	Total Outgoing	Average Outgoing
Average Between			
00:00	01:40:00	03:20:00	05:00:00
			06:40:00

Call Durations for May, 2020

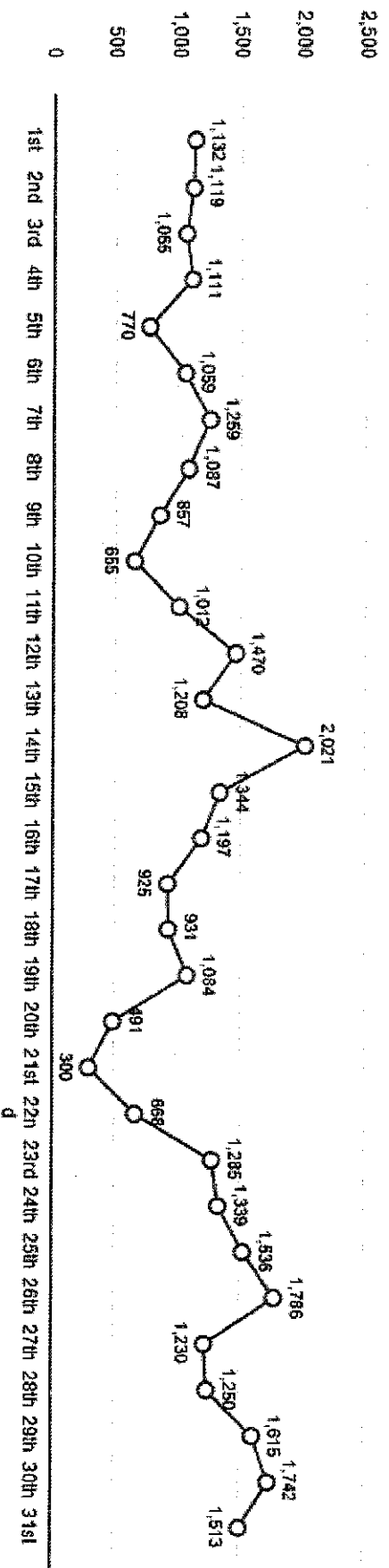
		02:26:46
Console #1 (911-1)		
01:07	11:58	
02:23		
	01:29:00	
		05:56:57
Console #2 (911-2)		
01:07	01:13:37	
04:05		
	01:24:06	



## Captures per Day in May, 2020

36,061 Calls

36,061 Total



## Call Flow for May, 2020

	Incoming	Outgoing	Total
Radio (HC IREACH PT MED)	26,853	473	27,326
Radio (Kew Fire)	1,272	4	1,276
Radio (Kew PD)	7,278	21	7,299
Radio (Star-Com)	160	0	160
<b>Total</b>	<b>35,563</b>	<b>498</b>	<b>36,061</b>

## Call Durations for May, 2020

# Call Durations for May, 2020

	Total Incoming	Average Incoming	Total Outgoing	Average Outgoing
Average Between				
	00:00	1.09:20:00	2.18:40:00	4.04:00:00
				5.13:20:00
				4.09:51:17
Radio (HC IREACH PT MED)				
	00:14	06:29:03		
	00:41			
	01:17			
	04:41:49			
Radio (Kew Fire)				
	00:13			
	01:42			
	00:25			
	21:24			
		1.09:03:12		
Radio (Kew PD)				
	00:16			
	11:23			
	00:32			
	05:42			
	40:18			
Radio (Star-Com)				
	00:15			
	00:00			
	00:00			
	10:34			



# Kewanee PD

## Calls For Service by Time and Day

### May 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0000 - 0059 Hrs	10	1	1	2	3	8	4	29
0100 - 0159 Hrs	4	5	6	5	6	6	10	42
0200 - 0259 Hrs	10	6	8	9	2	9	9	53
0300 - 0359 Hrs	6	8	5	1	8	11	9	48
0400 - 0459 Hrs	12	4	2	3	8	7	6	42
0500 - 0559 Hrs	5	3	4	4	6	9	4	35
0600 - 0659 Hrs	4	2	2	4	7	8	4	31
0700 - 0759 Hrs	4	5	2	3	5	5	4	28
0800 - 0859 Hrs	5	8	9	3	10	7	10	52
0900 - 0959 Hrs	13	9	10	9	10	11	15	77
1000 - 1059 Hrs	8	14	11	8	15	12	11	79
1100 - 1159 Hrs	9	7	8	8	12	14	11	69
1200 - 1259 Hrs	16	10	19	10	8	12	10	85
1300 - 1359 Hrs	7	7	16	13	9	17	13	82
1400 - 1459 Hrs	11	9	13	12	17	14	7	83
1500 - 1559 Hrs	17	12	7	10	26	15	16	103
1600 - 1659 Hrs	14	8	20	11	15	14	11	93
1700 - 1759 Hrs	15	4	14	7	10	13	8	71
1800 - 1859 Hrs	10	7	11	12	7	14	11	72
1900 - 1959 Hrs	8	8	14	11	10	10	17	78
2000 - 2059 Hrs	21	6	16	12	13	11	15	94
2100 - 2159 Hrs	7	5	16	4	7	15	15	69
2200 - 2259 Hrs	7	4	6	6	2	11	12	48
2300 - 2359 Hrs	10	7	8	4	6	7	13	55
<b>Total</b>	<b>233</b>	<b>159</b>	<b>228</b>	<b>171</b>	<b>222</b>	<b>260</b>	<b>245</b>	<b>1,518</b>

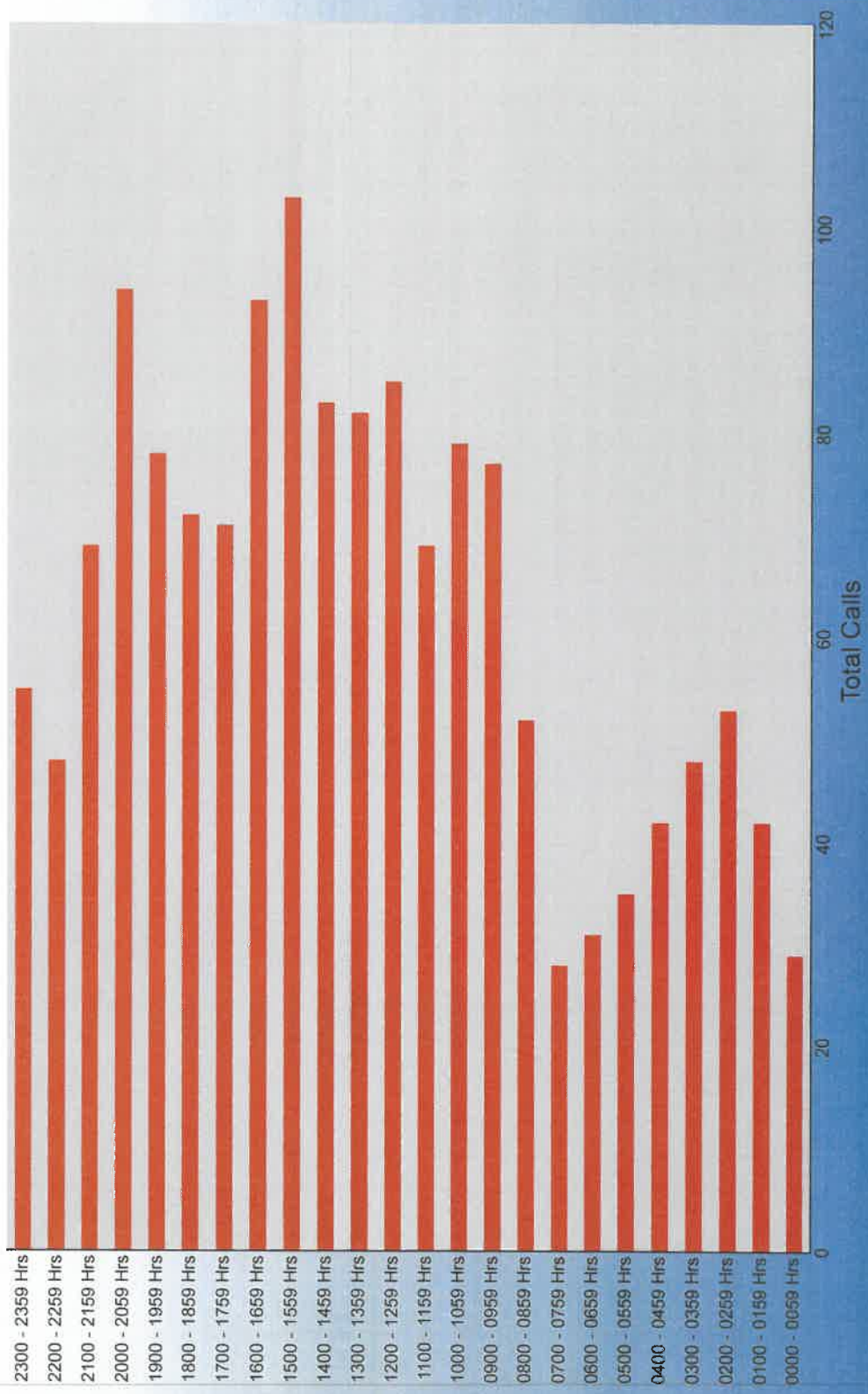
# May 2020

## Total Calls by Day

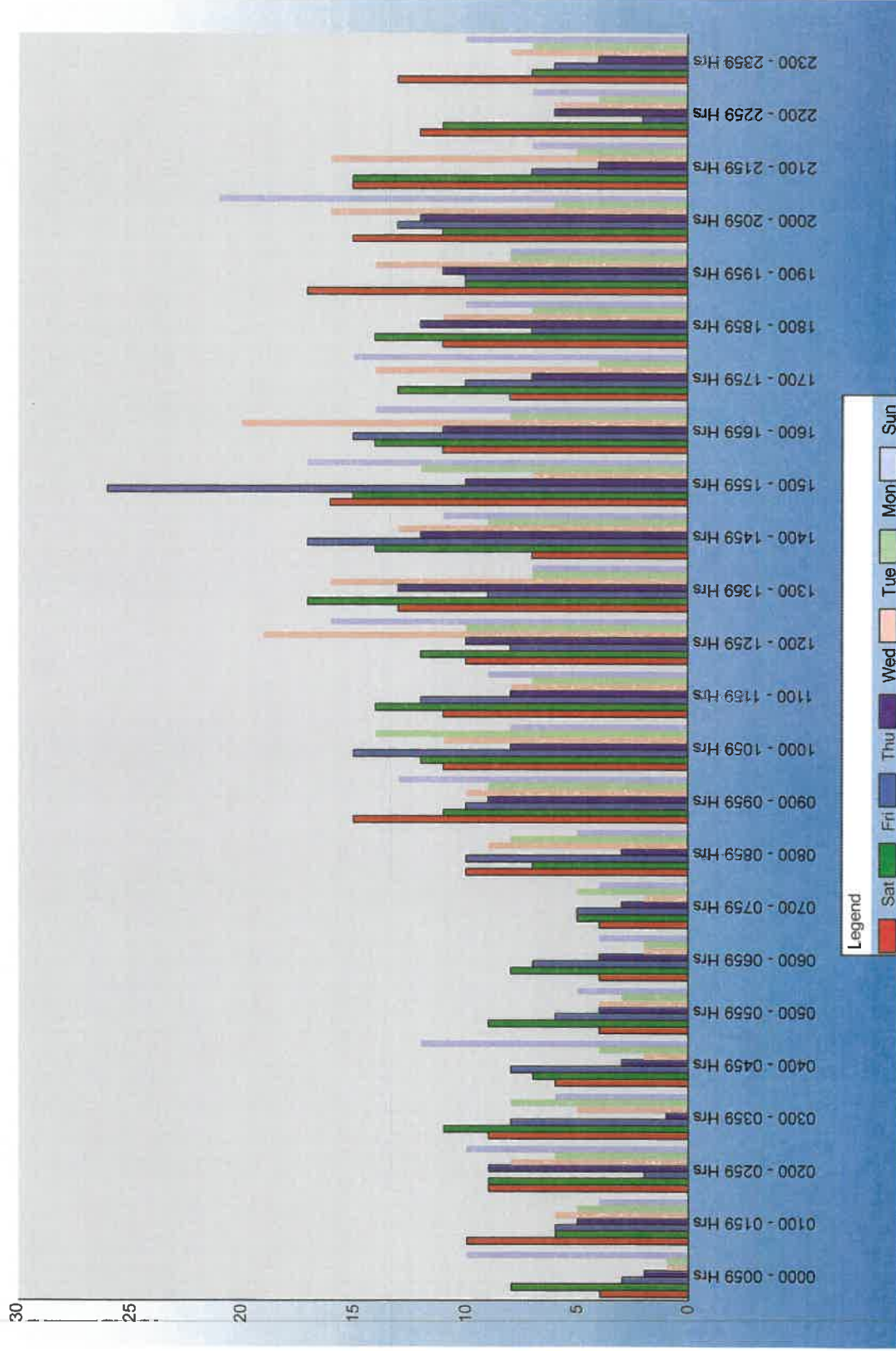


# May 2020

## Total Calls by Hour



May 2020  
Total Calls by Hour and Day



MISSION STATEMENT  
OF THE  
KEWANEE POLICE DEPARTMENT

The primary mission of the Kewanee Police Department is the protection of life and property. We are committed to maintaining peace and order while respecting individual rights, human dignity, and community values. The department recognizes that it cannot stand alone in its efforts to suppress crime and protect the community residents. In that regard, we will work closely with residents, community groups, other law enforcement agencies and city departments to better serve the citizens of Kewanee. We will strive for personal and professional excellence in all that we do. We believe that integrity is the basis of community trust and we hold ourselves to the highest standards of moral and ethical behaviors.

Kewanee Police Department  
401 E. Third Street  
Kewanee, IL. 61443

Area Code (309) unless otherwise noted

Main Information Line	853-1911
Dispatch	853-1911 Press 1
Investigations	853-1911 Press 2
Chief of Police	853-1911 Press 3
Records	853-1911 Press 4
Crimestoppers	1-800-227-2324
Burn Day Information	853-2611 Press 6
Circuit Clerk	852-2507



KEWANEE POLICE DEPARTMENT  
401 E. THIRD STREET, KEWANEE, IL. 61443  
(309) 853-1911 FAX (309) 852-0948

AN INFORMATIONAL PAMPHLET

ON

**PERSONNEL**

**COMMENDATIONS**

**AND**

**COMPLAINTS**

KEWANEE POLICE DEPARTMENT  
401 E. Third Street  
Kewanee, IL. 61443  
(309) 853-1911

A community must be able to expect a trusting relationship between its citizens and the law enforcement officers who protect them and their vital interests.

By the very nature of their duties, police officers are tasked with many challenges not entertained by any other profession. These very duties, among them preserving and protecting life and property, casts a huge responsibility on the department and its members. In order for police officers to effectively accomplish this mission, they must be free to use their judgment and discretionary powers. All the while doing this, the officer must recognize the constitutional, statutory and human rights of all individuals and acknowledge that his or her actions must be seen as reasonable by those who may be tasked to review those very actions.

As Chief of Police, I am tasked with the responsibility of providing and maintaining a system that not only recognizes the significant accomplishments and conduct of its department members but also addresses and investigates the public's complaints and concerns. This system must be fair and provide acknowledgement for those who are commended by others and provide a process of due diligence, review and discipline in those situations that warrant it.

The goal of the Kewanee Police Department is to provide the community with the finest and most efficient police services possible.

Troy Ainley  
Chief of Police

### **WHAT IS A COMMENDATION?**

The written or verbal recognition of a department member's noteworthy service, accomplishment or other achievement.

### **HOW AND WHEN DO I SUBMIT A COMMENDATION?**

A commendation should be filed with the department at the submitter's earliest possible convenience.

### **WHO DO I SUBMIT THE COMMENDATION TO?**

A commendation can be filed with the Chief of Police by phone, fax, mail, or email.

### **WHAT IS CONSIDERED A PERSONNEL COMPLAINT?**

A complaint of wrong- doing or inappropriate action on the part of any employee of the Kewanee Police Department. Any person can lodge a legitimate complaint.

### **WILL MY COMPLAINT BE ACKNOWLEDGED?**

Yes. Personnel complaints, where violations of the law or the Kewanee Police Department policies and procedures can be articulated, shall be accepted, documented and reviewed.

### **WHAT ARE SOME REASONS THAT PEOPLE FILE COMPLAINTS?**

Many people file personnel complaints because they may believe that they were treated improperly and want the Department to be aware of these actions? Many times, people do not understand why someone was arrested, ticketed, or had force used on them when they did not feel it to be appropriate. Some people file personnel complaints because they believe it may help their criminal case, traffic ticket, or for revenge against the Department employee.

### **WHAT TYPES OF COMPLAINTS WILL NOT BE TAKEN?**

Complaints alleging disagreements on traffic tickets, parking tickets or probable cause for an arrest are examples of complaints that may not be taken. These

decisions are for the Courts to make and not normally subject to review by the department.

### **HOW DO I FILE A PERSONNEL COMPLAINT?**

A personnel complaint against any employee of the Kewanee Police Department may be taken by any member of the department. If you choose not to lodge the complaint with a member of the department, you may ask for a complaint form and complete. By Illinois law the form must be notarized. You will be contacted via mail to assure you that the complaint has been received and will be investigated.

### **WILL THE EMPLOYEE BE TOLD ABOUT THE COMPLAINT?**

Yes. As in the case with any potentially punitive process, the accused is afforded the right of knowing what he/she is accused of and who the accusers are. This is done in all fairness to the employee just as it would be for any other person.

### **WILL ANYTHING HAPPEN TO THE EMPLOYEE?**

This depends on what the employee did and if the complaint is sustained against the employee. If the employee's actions were criminal, the information will be reviewed by the State Attorney for possible criminal charges. If the actions were improper, but not criminal, the accused employee will be disciplined according to the Department's policies and procedures. This procedure will not only subject employees to corrective action when improper conduct is determined, but will also vindicate personnel from unwarranted charges or criticisms when their actions were proper.

### **WILL I BE TOLD HOW THE COMPLAINT WAS RESOLVED?**

You will be advised when the investigation has concluded and if your complaint is sustained.

### **CAN I BE CRIMINALLY CHARGED IF I FILE A FALSE COMPLAINT?**

Any person filing a formal complaint that is determined to be falsely and intentionally presented may be subject to civil and/or criminal charges.



## City of Kewanee – Pound Population Report

Month: <i>May</i>	Year: 2020
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### Totals:

Feral Cats (unclaimed)	<i>1</i>
Domesticated Cats (unclaimed)	<i>4</i>
Dogs (unclaimed)	<i>1</i>
Domesticated Cats (claimed)	
Dogs (claimed)	<i>11</i>
Total:	<i>17</i>

### KPD Case Numbers

#### Dogs

#### Cats

20- <i>005951</i>	20- <i>5917</i>
20- <i>5819</i>	20- <i>5379</i>
20- <i>5818</i>	20- <i>5515</i>
20- <i>005373</i>	20- <i>5169</i>
20- <i>005280</i>	20- <i>6170</i>
20- <i>5474</i>	20-
20- <i>5564</i>	20-
20- <i>005285</i>	20-
20- <i>5788</i>	20-
20- <i>005978</i>	20-
20- <i>006157</i>	20-
20-	20-

Prepared By: *Kathy Werdner* Date: *5-25-2020*

5-25-2020

Tracy,

Here are some bits of information I thought you should have:

Since January 1<sup>st</sup> we have spayed, neutered, chipped and given shots to 22 cats. We have adopted out 9 cats as of today. We have had 2 pregnant cats come in and we have 7 babies.

We have spayed, neutered, chipped and shots for 7 dogs since January 1<sup>st</sup>, and those dogs have been adopted out.

We don't have a lot of paperwork on cats so cat numbers are different from your calls. The guys are not leaving papers on some because no one is claiming any cats.

If you have any questions give me a call.

Thanks  
Kathy

**KEWANEE POLICE DEPARTMENT**  
**DETAILS OF EMPLOYEE COMMENDATION OR COMPLAINT**

Please take a moment to complete the following information, which will be needed in reviewing the facts surrounding your recommendation for commendation or your formal complaint against a staff member. Please include as much detail as possible. ***Please print except for your signature.***

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_  
(FIRST, MI, LAST) (MM/DD/YYYY)

ADDRESS: \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
(NUMBER, STREET, APT, CITY, STATE, ZIP) HOME PHONE \_\_\_\_\_

**THIS INFORMATION CONCERNS: (IF KNOWN)**

OFFICER/EMPLOYEE(S): \_\_\_\_\_  
BADGE/ID NUMBER(S): \_\_\_\_\_  
CAR NUMBER(S): \_\_\_\_\_

***I WISH TO FILE A COMMENDATION/ COMPLAINT (CIRCLE CHOICE) REGARDING THE CONDUCT, SERVICE OR ACTIONS OF THE ABOVE OFFICER/EMPLOYEE(S) AS A RESULT OF AN INCIDENT WHICH OCCURRED:***

Date \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

*PLEASE EXPLAIN IN DETAIL WHAT HAPPENED AND WHAT THE OFFICER/EMPLOYEE(S) DID THAT YOU ARE FILING THIS COMMENDATION/ COMPLAINT (CIRCLE CHOICE) ABOUT. LIST ANY WITNESSES AND THEIR CONTACT INFORMATION. PLEASE USE THE BACK OF THIS FORM OR ADDITIONAL SHEETS OF PAPER IF NECESSARY.*

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**YOU HAVE THE RIGHT TO FILE A RECOMMENDATION FOR COMMENDATION IN SUPPORT OF ANY DEPARTMENT EMPLOYEE. YOU ALSO HAVE THE RIGHT TO FILE A COMPLAINT AGAINST ANY MEMBER OF THE DEPARTMENT FOR IMPROPER CONDUCT. YOU WILL BE ADVISED IF YOUR COMPLAINT IS SUSTAINED, AND IF SUSTAINED, THE DEPARMTENT WILL TAKE APPROPRIATE AND PROGRESSIVE DISCIPLINARY ACTIONS AS AFFORDED BY LAW. THE INVESTIGATION MAY ALSO CONCLUDE THAT THE OFFICER/EMPLOYEE ACTED PROPERLY OR THAT THERE WAS NOT ENOUGH INFORMATION TO PROVE OR DISPROVE AN ALLEGATION (SEE REVERSE SIDE FOR DECISION CRITERIA). BY ILLINOIS LAW THIS FORM MUST BE SWORN TO AND NOTARIZED.**

**I AFFIRM AND UNDERSTAND THIS STATEMENT OF COMMENDATION/COMPLAINT (CIRCLE CHOICE) WILL BE SUBMITTED TO THE CHIEF OF POLICE. THIS INFORMATION WILL SERVE AS THE BASIS FOR EITHER A COMMENDATION OR COMPLAINT AND WILL BE ASSIGNED TO THE PROPER DIVISION. I DECLARE AND AFFIRM THAT THE FACTS CONTAINED HEREIN ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE TO COOPERATE SHOULD ANY INVESTIGATION BE REQUIRED AND TO APPEAR AT ANY CIVIL OR CRIMINAL HEARING SHOULD IT BE REQUIRED. I ALSO UNDERSTAND THAT ANY FALSE STATEMENTS HEREIN ATTESTED TO BY ME MAY GIVE CAUSE FOR CRIMINAL OR CIVIL ACTION AGAINST ME.**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

SUBSCRIBED AND SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY: \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

If you choose to file a complaint against an employee/officer, the Kewanee Police Department will follow a formal process that, depending on the scope of the complaint, may take up to 60 days to investigate and complete. Once a complaint is investigated, the Kewanee Police Department will make a decision based upon the available facts. The decision issued will be one of the following:

Sustained- The allegation is supported by sufficient evidence to justify a reasonable conclusion of improper conduct.

Not Sustained- Insufficient evidence to either prove or disprove the allegation(s).

Exonerated- Incident occurred but was lawful and proper.

Unfounded- Allegation is false or not factual based on available evidence.

Policy Failure- The investigation revealed that the alleged acts did occur, however, the officer/member was acting in accordance with established department policy.

Administratively closed- The investigation could not be completed and a disposition determined.

Disagreements over the elements of a traffic citation, parking ticket or the probable cause for an arrest are not grounds for a formal complaint. These situations are best settled in a court of law by a Judge. Pending traffic and criminal matters are not affected by this investigation. Criminal allegations will be investigated by another agency.

# Use of Force

## 300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**Deadly force** - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

**Force** - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

**Chokehold**- Applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air. Chokehold does not include any holding involving contact with the neck that is not intended to reduce the intake of air. (720 ILCS 5/7-5.5)

## 300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

### 300.2.1 DUTY TO INTERCEDE

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

## 300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

### *Use of Force*

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The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

#### 300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use any force which he/she reasonably believes to be necessary to effect an arrest and may use any force which he/she reasonably believes to be necessary to defend him/herself or another from bodily harm while making an arrest (720 ILCS 5/7-5).

#### 300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of drugs or alcohol.
- (e) Subject's mental state or capacity.
- (f) Proximity of weapons or dangerous improvised devices.
- (g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (h) The availability of other options and their possible effectiveness.

## *Use of Force*

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- (i) Seriousness of the suspected offense or reason for contact with the individual.
- (j) Training and experience of the officer.
- (k) Potential for injury to officers, suspects and others.
- (l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
- (m) The risk and reasonably foreseeable consequences of escape.
- (n) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (p) Prior contacts with the subject or awareness of any propensity for violence.
- (q) Any other exigent circumstances.

### 300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the person can comply with the direction or orders of the officer.
- (c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

### 300.3.4 CAROTID CONTROL HOLD

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

- (a) The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.
- (b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:
  - 1. The subject is violent or physically resisting.

# Kewanee Police Department

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### *Use of Force*

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2. The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.
- (c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:
  1. Females who are known to be pregnant
  2. Elderly individuals
  3. Obvious juveniles
  4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries
- (d) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until examined by paramedics or other appropriate medical personnel.
- (e) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the subject lost consciousness as a result.
- (f) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.
- (g) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

#### **300.3.5 USE OF FORCE TO SEIZE EVIDENCE**

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Kewanee Police Department for this specific purpose.

#### **300.4 DEADLY FORCE APPLICATIONS**

Use of deadly force is justified in the following circumstances:

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.



### *Use of Force*

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- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

#### **300.4.1 SHOOTING AT OR FROM MOVING VEHICLES**

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

#### **300.4.2 CHOKEHOLDS**

A member shall not apply direct pressure to the throat, windpipe or airway of a person with the intent to reduce or prevent the intake of air (chokehold) unless deadly force is justified (720 ILCS 5/7-5.5). A member shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion (720 ILCS 5/7-5.5).

### **300.5 REPORTING THE USE OF FORCE**

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

#### **300.5.1 NOTIFICATION TO SUPERVISORS**

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

### *Use of Force*

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- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the TASER device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges any of the above has occurred.

#### **300.6 MEDICAL CONSIDERATIONS**

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

## Use of Force

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### 300.7 SUPERVISOR RESPONSIBILITIES

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:
  - 1. The content of the interview should not be summarized or included in any related criminal charges.
  - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
  - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the subject may pursue civil litigation.
  - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

#### 300.7.1 SERGEANT RESPONSIBILITY

The Sergeant shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

### *Use of Force*

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#### **300.8 TRAINING**

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

#### **300.9 USE OF FORCE ANALYSIS**

At least annually, the Lieutenant should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

# Personnel Complaints

## 1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Kewanee Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

## 1010.2 POLICY

The Kewanee Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report alleged misconduct without concern for reprisal or retaliation.

## 1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or of federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

### 1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the Chief of Police is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints should be investigated by a supervisor of rank greater than the accused member or referred to the Lieutenant, depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Lieutenant, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

# Kewanee Police Department

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### *Personnel Complaints*

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#### 1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct by another department member shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

#### 1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

##### 1010.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in the 911 PSAP and on the department website and will be provided without question to any person requesting one.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

##### 1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

#### 1010.5 DOCUMENTATION

Formal complaints of alleged misconduct shall be documented in writing by a sworn affidavit by the person making the complaint (50 ILCS 725/3.8(b)).

Should the sworn affidavit be found to contain knowingly false material information, the matter shall be brought to the attention of the appropriate State's Attorney for determination of prosecution (50 ILCS 725/3.8(b)).

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

## *Personnel Complaints*

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### **1010.6 ADMINISTRATIVE INVESTIGATIONS**

Allegations of misconduct will be administratively investigated as follows.

#### **1010.6.1 SUPERVISOR RESPONSIBILITIES**

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
  - 1. The original complaint form will be directed to the supervisor of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
  - 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the Lieutenant or the Chief of Police, who will initiate appropriate action.
- (b) Responding to all complaints in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
  - 1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
  - 2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the .
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Lieutenant and Chief of Police are notified via the chain of command as soon as practicable.
- (e) Promptly contacting the Finance and Administrative Services and the Lieutenant for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
- (f) Forwarding unresolved personnel complaints to the Lieutenant, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.
- (h) Investigating a complaint as follows:

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### Personnel Complaints

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1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
  2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed.
  - (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

#### 1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Internal Affairs Officer, the following applies to members covered by the Uniform Peace Officers' Disciplinary Act:

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated (50 ILCS 725/3.3).
- (b) Unless waived by the member, interviews of an accused member shall be at the Kewanee Police Department or other reasonable and appropriate place (50 ILCS 725/3.1).
- (c) The accused member shall be informed in writing of the name, rank and unit of command of the officer in charge of the investigation, the interviewers and all persons who will be present on behalf of the Department during any interview. The accused member shall inform the Department of any person who will be present on his/her behalf during any interview (50 ILCS 725/3.4). No more than two interviewers should ask questions of an accused member.
- (d) Prior to any interview, a member should be informed in writing of the nature of the investigation (50 ILCS 725/3.2).
- (e) All interviews should be for a reasonable period and the member's personal needs should be accommodated (50 ILCS 725/3.5).
- (f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so (50 ILCS 725/3.6).
- (g) A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement and after the investigator has consulted with the prosecuting agency.
- (h) The interviewer shall record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview (50 ILCS 725/3.7).



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- (i) No member shall be interviewed without first being advised in writing that admissions made in the course of the interview may be used as evidence of misconduct or as the basis for charges seeking suspension, removal or discharge. In addition, no member shall be interviewed without first being advised in writing that he/she has the right to counsel of his/her choosing, and that counsel may be present to advise him/her at any stage of any interview (50 ILCS 725/3.8).
- (j) The member under investigation shall have the right to be represented by counsel of his/her choosing and may request counsel at any time before or during an interview. When a request for counsel is made, the interview shall not proceed until a reasonable time and opportunity are provided to the member to obtain counsel. If a collective bargaining agreement requires the presence of a representative of the collective bargaining unit during investigations, the representative shall be present during the interview, unless this requirement is waived by the member being interviewed (50 ILCS 725/3.9). However, in order to maintain the integrity of each employee's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (k) All members shall provide complete and truthful responses to questions posed during interviews.
- (l) No member may be compelled to submit to a polygraph test, or any other test questioning by means of any chemical substance, except with the member's express written consent. Refusal to submit to such tests shall not result in any disciplinary action nor shall such refusal be made part of his/her record (50 ILCS 725/3.11).
- (m) These provisions do not apply to any member charged with violating any provisions of the Criminal Code of 2012, or any other federal, state or local criminal law (50 ILCS 725/5).
- (n) These provisions apply only to the extent that there is no collective bargaining agreement currently in effect dealing with the subject matter of these provisions (50 ILCS 725/6).

#### 1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

**Introduction** - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

**Synopsis** - Provide a brief summary of the facts giving rise to the investigation.

**Summary** - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

**Evidence** - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

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**Conclusion** - A recommendation regarding further action or disposition should be provided.

**Exhibits** - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

#### 1010.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

**Unfounded** - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

**Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

**Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

**Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

#### 1010.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within 60 days from the date of discovery by an individual authorized to initiate an investigation.

#### 1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

#### 1010.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

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- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

#### **1010.9 CRIMINAL INVESTIGATION**

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

The Kewanee Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction.

No disciplinary action should be taken until an independent administrative investigation is conducted.

#### **1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES**

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review and include their comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

##### **1010.10.1 SERGEANT RESPONSIBILITIES**

Upon receipt of any completed personnel investigation, the Chief of Police shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Lieutenant may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Lieutenant may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Lieutenant shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

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#### **1010.10.2 CHIEF OF POLICE RESPONSIBILITIES**

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Lieutenant for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
  - 1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
  - 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

#### **1010.11 PRE-DISCIPLINE EMPLOYEE RESPONSE**

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.

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- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

### **1010.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE**

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

Any member who tenders a written resignation or notice of retirement prior to the imposition of discipline shall forfeit any future right to apply for any position within the City of Kewanee organization.

### **1010.13 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal pursuant to the personnel rules and applicable guidelines; pursuant to the collective bargaining agreement; if non-home rule, the procedures outlined in 65 ILCS 5/10-2.1-1; if civil service, the procedures outlined in 65 ILCS 5/10-1-1.

### **1010.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS**

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

### **1010.15 RETENTION OF PERSONNEL INVESTIGATION FILES**

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Peace Officer Personnel Files Policy.

### **1010.16 MANDATORY NOTIFICATION TO THE ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**

The Chief of Police or the authorized designee shall notify the ILETSB of any final determination of discipline in the following circumstances (50 ILCS 705/6.2):

- (a) The officer is discharged or dismissed as a result of the violation.

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- (b) The officer resigns during the course of an investigation and after being served notice that he/she is under investigation that is based on the commission of a Class 2 or greater felony.

The notification shall occur within 30 days of a final decision and exhaustion of any appeal, or resignation, and shall provide information regarding the nature of the violation.

## Community Development EOM Violation Listing

**From Date:** 05/01/2020

**To Date:** 05/31/2020

File#	Owner Name	Street#	Pre-Direction	Street Name	Street Type	Phone#	Open Date	Violation Short Description	Violation Comments	How Received
20-000273	PALMER, JAMES & KATHY	518		ELLIOTT			05/01/2020	Littering	Trash debris furniture in back yard and garage	Staff Initiated
20-000273	PALMER, JAMES & KATHY	518		ELLIOTT			05/01/2020	Exterior Structure, General	Inappropriate sign on front porch	Staff Initiated
20-000275	GUTSCHLAG, CAROL & KUSTER, APRIL	702		ELLIOTT	ST		05/01/2020	Storage and parking of vehicles and other personal property	Inoperable vehicles	
20-000275	GUTSCHLAG, CAROL & KUSTER, APRIL	702		ELLIOTT	ST		05/01/2020	Littering	Open garage with trash and debris	
20-000299	PALAFOX, RUBEN	621	WEST	4TH	ST		05/04/2020	Storage and parking of vehicles and other personal property	Inoperable vehicles and scrap parts	Staff Initiated
20-000305	FEUCHT, EARL W & MARGARET L	808	NORTH	CHESTNUT			05/04/2020	Littering	Sofa on trash pile	Staff Initiated
20-000313	FEUCHT, EARL & MARGARET L	1018		HARRISON			05/04/2020	Littering	Back yard full of trash debris and junk	Staff Initiated
20-000318	AINLEY, PHILIP & ROSE	245	WEST	DIVISION			05/06/2020	Storage and parking of vehicles and other personal property	Inoperable vehicles parked in yard	Staff Initiated
20-	AINLEY, PHILIP &	245	WEST	DIVISION			05/06/2020	Exterior	Paper falling off siding	\$

[illegible]



20-000336	DEKOSTER, ALLEN G	312		WHITNEY			05/07/2020	Exterior Structure, Protective Treatment	Missing siding and or paint.	Phone
20-000336	DEKOSTER, ALLEN G	312		WHITNEY			05/07/2020	Exterior Structure, Roofs and drainage	Roof in need of repair.	Phone
20-000341	GUSTAVO GRUTIERNEZ VERDUZCO	601	EAST	5TH	ST		05/07/2020	Storage and parking of vehicles and other personal property	Inoperable van	Staff Initiated
20-000341	GUSTAVO GRUTIERNEZ VERDUZCO	601	EAST	5TH	ST		05/07/2020	Littering	Trash and debris all around home	Staff Initiated
20-000349	DELATHOUWER, ROBERT	440		PINE	ST		05/07/2020	Exterior Structure Property Areas, Sanitation	Misc brush and/or overgrowth.	Staff Initiated
20-000349	DELATHOUWER, ROBERT	440		PINE	ST		05/07/2020	Exterior Structure, General	Front porch collapsing. Back porch missing appropriate foundation support.	Staff Initiated
20-000349	DELATHOUWER, ROBERT	440		PINE	ST		05/07/2020	Exterior Structure, Protective Treatment	Missing/failing paint.	Staff Initiated
20-000349	DELATHOUWER, ROBERT	440		PINE	ST		05/07/2020	Exterior Structure, Roofs and drainage	Roof in need of repair.	Staff Initiated
20-000359	WERDERMAN, JOHN E SR	1007		WILBUR			05/08/2020	Littering	Trash brush and debris around entire yard	Staff Initiated
20-000372	SCHOONOVER, LINDA S	419	SOUTH	TREMONT	ST		05/08/2020	Littering	Trash on front porch	Phone

20-000381	BRADEN, JANN E	305		PAYSON	ST		05/11/2020	Storage and parking of vehicles and other personal property	Inoperable motorhome	In Person
20-000385	FEUCHT, EARL	116	EAST	7TH	ST		05/12/2020	Littering	Excess trash and debris needs removed	Staff Initiated
20-000390	HAMRICK, ALLEN	825	NORTH	WALNUT			05/12/2020	Littering	Trash and debris in yard	Staff Initiated
20-000391	David L & Marcia Kull Sunquist	1003		LAKE			05/12/2020	Storage and parking of vehicles and other personal property	Inoperable vehicles	Staff Initiated
20-000392	LIMBERBUSH LLC,	807	EAST	2ND	ST		05/12/2020	Littering	Trash and debris by garage	Staff Initiated
20-000397	INTERIAL, HECTOR R	727	NORTH	MADISON			05/13/2020	Storage and parking of vehicles and other personal property	Inoperable vehicles	Staff Initiated
20-000398	TYLER RUMBOLD	212	EAST	COLLEGE			05/13/2020	Littering	Trash and debris in front	Staff Initiated
20-000402	GUERRERO, INES F BONILLA	310		HELMER			05/13/2020	Storage and parking of vehicles and other personal property	Inoperable vehicle no plates	Staff Initiated
20-000412	BEN COOPER	833		RAILROAD	AVE		05/14/2020	Littering	Trash and debris around entire yard and porch	Staff Initiated
20-000413	DANIEL & MARICELA SOTELO	617	EAST	5TH	ST		05/14/2020	Storage and parking of vehicles and	Vehicle in yard	Staff Initiated

								other personal property		
20-000415	MARTINEZ, JORGE SOTELO & JUANITA SOTELO	605	EAST	5TH	ST		05/14/2020	Littering	Debris along side and back yard	Staff Initiated
20-000416	SOTELO, DANIEL & MARICELA	611	EAST	5TH			05/14/2020	Storage and parking of vehicles and other personal property	Inoperable unregistered car	Staff Initiated
20-000416	SOTELO, DANIEL & MARICELA	611	EAST	5TH			05/14/2020	Littering	Furniture TV and debris in back yard and appliance on front porch	Staff Initiated
20-000419	LIMBERBUSH LLC,	807	EAST	2ND	ST		05/14/2020	Littering	Trash and debris in back yard	Phone
20-000421	SCOTT, DENNIS L & DEIRDRE	126	WEST	COLLEGE			05/15/2020	Littering	Recliner in front yard	Staff Initiated
20-000430	DEANNA BANNON	420	NORTH	WEST			05/18/2020	Littering	Trash and debris by garage	Staff Initiated
20-000439	SMITH, LARRY	921	NORTH	WALNUT			05/19/2020	Storage and parking of vehicles and other personal property	Inoperable vehicles and vehicles parked in yard	Staff Initiated
20-000439	SMITH, LARRY	921	NORTH	WALNUT			05/19/2020	Littering	Debris in yard	Staff Initiated
20-000440	MORGAN, DANIEL J	920	NORTH	ELM			05/19/2020	Storage and parking of vehicles and other personal property	Inoperable vehicles	Staff Initiated
20-000443	DURKIN, PATRICK D & TINA M	1020	NORTH	EAST	ST		05/19/2020	Littering	TV s in back drive	Staff Initiated
	CLAGUE, DUANE	1001		ROSE	ST		05/19/2020	Littering	Debris	\$

20-000445	SR & CATHERINE									Initiated
20-000450	STONE, DUSTIN K & AMETHYST A	125		LYLE			05/20/2020	Littering	Trash and debris in back yard	Staff Initiated
20-000452	SANCHEZ, DORA I	900		WILLOW			05/20/2020	Storage and parking of vehicles and other personal property	Vehicles parked in yard	Staff Initiated
20-000452	SANCHEZ, DORA I	900		WILLOW			05/20/2020	Littering	Debris in back yard	Staff Initiated
20-000453	LONGEVILLE , LANCE A RLTR	816		WILLOW	ST		05/20/2020	Storage and parking of vehicles and other personal property	Cars in back yard	Staff Initiated
20-000453	LONGEVILLE , LANCE A RLTR	816		WILLOW	ST		05/20/2020	Littering	Debris pile in back yard	Staff Initiated
20-000453	LONGEVILLE , LANCE A RLTR	816		WILLOW	ST		05/20/2020	Swimming Pool - Barriers	No fence around pool	Staff Initiated
20-000455	CORRAL, JOSA P	324	WEST	OAK			05/20/2020	Littering	Trash debris tire	Staff Initiated
20-000460	FEUCHT, EARL W & MARGARET L	803		COLUMBUS	AVE		05/20/2020	Storage and parking of vehicles and other personal property	Inop truck	In Person
20-000460	FEUCHT, EARL W & MARGARET L	803		COLUMBUS	AVE		05/20/2020	Littering	Debris in front and back	In Person
20-000462	MURRAY, JOHN K & RICHARD T	711		ROSE	ST		05/20/2020	Storage and parking of vehicles and	Inoperable vehicle	Staff Initiated

								other personal property		
20-000469	RUSSELL, MARK L & THERESA M	617	WEST	1ST	ST		05/21/2020	Storage and parking of vehicles and other personal property	Unlicensed vehicle	Staff Initiated
20-000469	RUSSELL, MARK L & THERESA M	617	WEST	1ST	ST		05/21/2020	Littering	Debris tarsh and concrete behind garage	Staff Initiated
20-000472	STOLLENWERK, FRED & JOYCE	801		ELMWOOD	AVE		05/21/2020	Littering	Debris in back	Staff Initiated
20-000474	PETTY, JOANNE K	401		HOLLIS	ST		05/21/2020	Animal waste on private property	Dog droppings smell	Staff Initiated
20-000482	BEHNKE, JOHN	815	NORTH	GRACE			05/21/2020	Littering	Fence posts placed on city right of way along alley and by the street must be removed.	Online
20-000484	NIERYNCK, MATTHEW	420	EAST	MILL			05/22/2020	Storage and parking of vehicles and other personal property	Vehicles parked at several places	Phone
20-000484	NIERYNCK, MATTHEW	420	EAST	MILL			05/22/2020	Littering	Debris and upkeep of property	Phone
20-000490	MILLER, KEVIN & DESIRAE	726	NORTH	WALNUT			05/26/2020	Littering	Debris must be removed. Brush and boat	Staff Initiated
20-000491	DYKEMA, ASHLEY	416	EAST	8TH	ST		05/26/2020	Violation Penalties	Complaint received from County Assessor of building activity at rear of house without a valid building permit. Please contact me at City Hall to discuss whether or not your project might require a permit.	Phone
20-000492	DOLIESLAGER, LANCE	914	NORTH	EAST	ST		05/26/2020	Violation Penalties	Pool, Fence, Deck construction without valid permit.	Phone
20-	ATWELL, MARLENE J	1318		LAKE	ST		05/26/2020	Fence - Permits	Complaint of a fence under construction without a valid permit. Staff Could not verify if a fence is	

000493								Required; Compliance with Codes	being built. Please contact me at City Hall to determine if your project will require a permit or not. Thank You!	
20- 000497	LINDHORST, MARC F & AMANDA S	906	NORTH	BURR			05/27/2020	Littering	Debris by garage	Staff Initiated
20- 000500	BJS RENTALS LLC,	712	NORTH	WALNUT			05/27/2020	Littering	Debris in yard	Staff Initiated
20- 000505	FEUCHT, EARL	135		EDWARDS	ST		05/28/2020	Storage and parking of vehicles and other personal property	Abandoned vehicles	
20- 000511	DIAZ, RAMON	721		ROSE	ST		05/28/2020	Storage and parking of vehicles and other personal property		Staff Initiated
20- 000511	DIAZ, RAMON	721		ROSE	ST		05/28/2020	Littering	Debris on front and back porch. Tires in back yard	Staff Initiated
20- 000511	DIAZ, RAMON	721		ROSE	ST		05/28/2020	Storage and parking of vehicles and other personal property		Staff Initiated
20- 000511	DIAZ, RAMON	721		ROSE	ST		05/28/2020	Littering	debris on front and back porch and yard along with tires	Staff Initiated
20- 000513	KIDA, JAMES E & DOREEN A	307		RICE	ST		05/29/2020	Storage and parking of vehicles and other personal property	Inoperable vehicles in back alley	Staff Initiated
20- 000513	KIDA, JAMES E & DOREEN A	307		RICE	ST		05/29/2020	Littering	Tires debris in back alley	Staff Initiated
20-	KIDA, JAMES E &	310	NORTH	RICE			05/29/2020	Storage and	Inoperable vehicle	\$

000515	DOREEN A							parking of vehicles and other personal property		Initiated
20- 000521	HUGHES, DONNA M	401	EAST	COLLEGE	ST		05/29/2020	Littering	Wood and debris	Staff Initiated

## Violation Listing - Weeds and Tall Grasses

**From Date:** 05/01/2020

**To Date:** 05/31/2020

File#	Owner Name	Street#	Pre-Direction	Street Name	Street Type	Phone#	Open Date	Violation Short Description	Violation Comments	How Received
20-000274	GUTSCHLAG, CAROL & KUSTER, APRIL	702		ELLIOTT	ST		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000276	PETTY, STEVEN	147		SMITH	ST		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000277	GRIFFITH INVESTMENT GROUP	110		HOULE	AVE		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000278	MARTINEZ, AUSENCIA	224		WILLARD	ST		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000279	BETHANY STRODE	111	EAST	CHURCH			05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000280	LNBGR INC,	113	WEST	KELLOGG	AVE		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000281	GEARHART, LINDA	428		PAYSON	ST		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000282	NGUYEN, ANTHONY P	301		PAYSON	ST		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000283	ENGELS, TERRY R & MICHELLE	224		PAYSON			05/01/2020	Weeds and Tall Grasses	Tall grass on bank	Staff Initiated
20-000284	DECLERCQ, JOHN P & REBECCA	430	WEST	MILL	ST		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000285	FAVELA, JESUS & QUINTERO, EVELICA	728		PINE	ST		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-	PTASHNIK, ADAM	816		FRANKLIN	ST		05/01/2020	Weeds and Tall	Tall grass	Staff Initiated



000286								Grasses		Initiated
20-000287	YOUNG, MICHELE R	834		FRANKLIN			05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000288	CANTWELL, JANIE	830		FRANKLIN	ST		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000289	ENSLEY, ROBERT A & MAURITA K	132	WEST	CHURCH	ST		05/01/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000290	WIEGAND, DAVID S	117	WEST	DIVISION			05/01/2020	Weeds and Tall Grasses	Tall grassroots	Staff Initiated
20-000291	PETTY, MARILYN J & PETTY, EDWARD	121	SOUTH	JACKSON			05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000292	SCHWIGEN, MICK	328		RICE			05/04/2020	Weeds and Tall Grasses	Tall grass	
20-000293	BROWN, WILLIAM	524	WEST	4TH	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	
20-000294	ORR, KEITH D & LOUISE M	523	WEST	6TH	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	
20-000295	MANNON, FRANK	500	NORTH	GROVE			05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000296	CAMEY, RICHARD E & MARGARET	807	WEST	4TH			05/04/2020	Weeds and Tall Grasses	Tall grass	
20-000297	DANIEL, JEFFREY & LORENE	422		ROSS	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000298	BANDERAS, MARICELA CORRAL	517	WEST	4TH	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000300	GREENHAGEN, MARTIN L & EDNA L	410	WEST	4TH	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000301	DAVIS, EBONIE	411	WEST	4TH	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated

20-000302	STONER, N RUTH	724		MADISON	AVE		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000303	INTERIAL, HECTOR R	727	NORTH	MADISON			05/04/2020	Weeds and Tall Grasses	Tall grass	
20-000304	HOADLEY, BONNIE DEWITT	814	NORTH	CHESTNUT			05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000306	PEREZ, ALEJANDRINA	812		Tremont			05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000307	DEREU, ROBERT MICHAEL	124		9			05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000308	SUTTON & ASSOCIATES REALTY INC,	709	NORTH	MAIN	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000309	SANCHEZ, ROMAN	317	SOUTH	VINE	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000310	HUSEMANN, DAVID J JR % CULLIGAN	300	EAST	2ND	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000311	MURRAY, MARC R & SUZZANNE M	200	EAST	2ND	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000312	CANCELLER , CONSUELO R & MATTHEW	208	EAST	2ND	ST		05/04/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000314	DEREU, ROBERT MICHAEL	124	WEST	9TH	ST		05/05/2020	Weeds and Tall Grasses	Tall grass and brush	
20-000315	KARNES, ROBERT	415	SOUTH	CHESTNUT			05/05/2020	Weeds and Tall Grasses	Tall grass and brush	Staff Initiated
20-000316	ELMORE, KATHLEEN T	140		TENNEY	ST		05/05/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000317	FEUCHT, EARL & MARGARET L	1018		HARRISON			05/05/2020	Weeds and Tall Grasses	Tall grass and brush	Staff Initiated
20-	KOENIGS, MOLLY S	121	EAST	DIVISION			05/06/2020	Weeds and Tall	Tall grass	\$

000319								Grasses		Initiated
20-000320	BROWN, GREGORY	220	EAST	6TH	ST		05/06/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000321	HESS, SUSIE EST	117	EAST	7TH	ST		05/06/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000322	CONTRERAS, FRANCISCO & MARTHA A	211	EAST	7TH	ST		05/06/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000323	JUOZUNAS, LAURA	624	NORTH	ELM			05/06/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000324	WILLIAMS, JESSIE M EST	621	NORTH	WALNUT			05/06/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000326	MILLER, KEVIN & DESIRAE	726	NORTH	WALNUT			05/06/2020	Weeds and Tall Grasses	Tall grass and debris	Staff Initiated
20-000327	VASQUEZ, JUAN & MAURA L	430	EAST	9TH	ST		05/06/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000328	CLONG, JASON L & PETTY, ROXANNE	429	EAST	9TH	ST		05/06/2020	Weeds and Tall Grasses	Tall grass	
20-000329	NEIRYNCK, MATTHEW	1035		TERRY	AVE		05/06/2020	Weeds and Tall Grasses	Tall grass and brush pile	Staff Initiated
20-000337	VANDUSEN, DALE	520	WEST	5TH	ST		05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000338	WITTE, TIMOTHY E & GRETA A	320	EAST	10TH	ST		05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000339	RUIZ, ZACHARY STEPHEN	714	EAST	7TH	ST		05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000340	BOLLINGER, RAY & KATHRYN	911		LAKE	ST		05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000342	JOSLYN, CANDY & MALLERY, DANIEL	601	EAST	5TH	ST		05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated

20-000343	PUCKETT, ANGELINA E	630	EAST	5TH	ST		05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000344	OSMANI, DZELIL	707	EAST	5TH	ST		05/07/2020	Weeds and Tall Grasses	Tall grass and brush	Staff Initiated
20-000345	LUTZ, STEVEN E	921		PLEASANT	ST		05/07/2020	Weeds and Tall Grasses	Tall grass brush	Staff Initiated
20-000346	KOEHLER, ANDREW W & ADAM KOEHLER GARRETT	220		Walnut			05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000347	ANGELCYK, DAISY F & FRANK E	300	EAST	CENTRAL	BLVD		05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000348	GISH, DOUGLAS P	102	SOUTH	ELM			05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000350	PROJECT NOW,	103	NORTH	ELM			05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000351	FEUCHT, EARL & MARGARET L	800		PRAIRIE	AVE		05/07/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000353	HENRY CO. AS TRUSTEE	310	EAST	7TH	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000355	HENRY CO. AS TRUSTEE	717	NORTH	VINE			05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000356	SCOTT, WYATT & JERRY	624	NORTH	WALNUT			05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000357	DAVIS, CURTIS ET AL	620	NORTH	WALNUT			05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000358	WITTE, TIMOTHY E & GRETA A	320	EAST	10TH	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000360	NELL, TROY L	420	EAST	10TH	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-	CARRASCA, CHERYL	600		WILLOW	ST		05/08/2020	Weeds and Tall	Tall grass	

000361								Grasses		
20-000362	CEJA, RUBEN C	602		PLEASANT			05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000363	CLARK, MATTHEW L	600		PLEASANT	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000364	WEST, JUSTIN Z	111		TENNEY	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000365	CASTRO. MIRIAM & EVELIN	226	EAST	COLLEGE	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000366	EDGE, DAVID AND LYNN	826		PAGE	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000367	TEER, CAROLYN L	1006	WEST	MILL	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000368	KNOX APARTMENTS LP,	1126	WEST	MILL			05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000369	SCOTT, DENNIS L & DEIRDRE	941	WEST	DIVISION			05/08/2020	Weeds and Tall Grasses	Tall grase	
20-000370	SAMS, LINDSAY D	842		PINE	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000371	FAVELA, OMAR	816		PINE	ST		05/08/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000373	FAVELA, JESUS C	312	NORTH	BOSS			05/11/2020	Weeds and Tall Grasses	Tall grass and weeds	Staff Initiated
20-000374	KIMBERLY, GENE W	815	WEST	5TH	ST		05/11/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000375	MARTINEZ, RAUL DIAZ	821	WEST	5TH	ST		05/11/2020	Weeds and Tall Grasses	Tall grase	Staff Initiated
20-000376	NAYLOR, RICHARD W & EMMA M RTR	406	WEST	4TH	ST		05/11/2020	Weeds and Tall Grasses	Tall grass and bushes need	Staff Initiated

									trimmed	
20-000377	NEVA , SUSAN K, LEWIS, PATRICIA A & RAES, DEENA L	1232	WEST	PROSPECT			05/11/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000378	DOSS PROPERTIES OF ILLINOIS LLC,	909		ROSE	ST		05/11/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000378	DOSS PROPERTIES OF ILLINOIS LLC,	909		ROSE	ST		05/11/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000379	DAVIS, THOMAS E & MARJORIE S	802		ROSE	ST		05/11/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000380	GRAF, CHARLES	1021		ROSE	ST		05/11/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000383	AFFORDABLE HOUSING & MAINTENANCE	419	SOUTH	GROVE			05/12/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000384	ENSLEY, CHAD M & DANA, ALLISON L	431	SOUTH	GROVE	ST		05/12/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000386	FEDERAL NATIONAL MORTGAGE ASSOC.	110	EAST	8TH	ST		05/12/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000387	LINDSEY, T J	112	EAST	8TH	ST		05/12/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000389	VANDENDOOREN, NAIDA J	315	EAST	10TH	ST		05/12/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000393	KIRKHOVE, JODIE A	905		ELMWOOD	AVE		05/12/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000394	ALMADON ENTERPRISES LLC,	211	SOUTH	WALNUT			05/12/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000395	JENNINGS, KIMBERLY	227	SOUTH	WALNUT			05/12/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000399	BRUCE & VIVIAN WELCH	312	WEST	OAK	ST		05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated

20-000400	INVERSE VENTURES LLC	807		COLUMBUS	AVE		05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000401	RIVERA, LUIS D	319		HELMER			05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000403	GUERRERO, INES F BONILLA	310		HELMER			05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000404	LEWIS, COLLEEN E	206		ROOSEVELT	AVE		05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000405	TUCKER, JEFF	334	SOUTH	VINE			05/13/2020	Weeds and Tall Grasses	Tall grass	Phone
20-000406	SUMMERSON, JOSHUA E & TANZILLO, PETER	526		PLEASANT	ST		05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000407	SMITH, THOMAS A	318	EAST	PROSPECT			05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000408	MARTINEZ, ANTONIO & BANDERAS, AGUSTINA	322	EAST	PROSPECT			05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000409	STONE, DUSTIN K & AMETHYST A	125		LYLE			05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000410	BAILLEU, ROBERT B & LEE ANN H	116		LYLE	ST		05/13/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000411	BEN COOPER	833		RAILROAD	AVE		05/14/2020	Weeds and Tall Grasses	Tall grass and weeds	Staff Initiated
20-000414	DANIEL & MARCIELA SOTELO	617	EAST	5TH	ST		05/14/2020	Weeds and Tall Grasses	Tall grass in back and front yard	Staff Initiated
20-000417	MURPHY, JOSHUA C	133	SOUTH	GRACE			05/14/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000418	SYDNEY, JOSHUA S & CHEROKEE L	205		ROOSEVELT	AVE		05/14/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-	SIZEMORE, MICHAEL RAE	103	SOUTH	GROVE	ST		05/14/2020	Weeds and Tall	Tall grass	\$

000420								Grasses		Initiated
20-000422	RUMBOLD	212	EAST	COLLEGE			05/15/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000423	RUMBOLD, TYLER J	333		WILLARD	ST		05/15/2020	Weeds and Tall Grasses	Tall garss	Staff Initiated
20-000424	HEPNER, LUKAS A & ELYSA H	329		WILLARD	ST		05/15/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000425	BRYANT LLC	137	WEST	DIVISION	ST		05/15/2020	Weeds and Tall Grasses	Tall grass	In Person
20-000426	LIMBERBUSH LLC,	807	EAST	2ND	ST		05/15/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000428	WEJEMARK, KARYN M	238		EDWARDS			05/18/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000429	HENLEY, GARY	108	WEST	CHURCH			05/18/2020	Weeds and Tall Grasses	Tall grass and brush	Staff Initiated
20-000431	MCNAUGHT, WESLEY I SR & JUDITH L	803	WEST	2ND	ST		05/18/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000432	BARTON, BRUCE V	629	WEST	4TH	ST		05/18/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000434	BRIGGS, JEFFREY S	203	NORTH	GROVE			05/19/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000435	KURSOCK, SCOTT W & KELLI R	725	NORTH	BURR			05/19/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000436	JIMENEZ, MAXIMINO & AGUILAR, GUILLERMINA	722	NORTH	BURR	ST		05/19/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000437	SCOTT JUAREZ SAUER HOMES, JERRY SCOTT	622	NORTH	BURR			05/19/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000438	RUIZ, ROBERTO S & LUCIA LOZANO RUIZ	634	NORTH	ELM	ST		05/19/2020	Weeds and Tall Grasses	Tall grass	Staff I



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20-000463	STONER, GERALD L	530	SOUTH	CHESTNUT			05/20/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000464	AINLEY, BRUCE C/O/ JOSIE AINLEY	711	SOUTH	TREMONT			05/20/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000465	FLETCHER REAL ESTATE LLC C/O VIRDEN BROADCASTING	101	WEST	CENTRAL	BLVD		05/20/2020	Weeds and Tall Grasses	Tall grass and weeds	Staff Initiated
20-000466	WITTLAND LLC	427	WEST	2ND	ST		05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000467	VANDRAN, JOHN D TR & JULIE A TR	527		COMMERCIAL			05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000468	ARNOLD, ROBERT R & LEAH J	201	SOUTH	GROVE			05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000470	NOLAN, DANIEL F	708		ROOSEVELT			05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000471	SCOTT, DENNIS L & DEIRDRE	712		ROOSEVELT			05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000473	WASHBURN, BRIAN G	606	EAST	5TH	ST		05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000475	CORRAL, MACARIO DUARTE & MARGARITA DUARTE	200	WEST	MCCLURE			05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000476	NEVAREZ, JESSICA	232	WEST	MCCLURE			05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000477	MANGO, BARBARA A	131	SOUTH	GRACE	AVE		05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000478	BENIGNO & CLARA TORRES & CECLIA CORNEL	126	SOUTH	GRACE	AVE		05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000479	JAMISON, BILL	120	SOUTH	GRACE	AVE		05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-	REYES, ALEJANDRO	116	SOUTH	GRACE	AVE		05/21/2020	Weeds and Tall	Tall grass	\$

000480								Grasses		Initiated
20-000481	INCE, BRANDON J	106	NORTH	VINE			05/21/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000485	LISA FORNANDER	422		WILLARD	ST		05/26/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000486	ROUMBOS, PANAYIOTIS G	125	WEST	MCCLURE			05/26/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000487	OLSON, MERRIL C/O DAVE OLSON	721	NORTH	CHESTNUT			05/26/2020	Weeds and Tall Grasses	Tall grass	
20-000488	GOOD, ANN	711	NORTH	CHESTNUT			05/26/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000489	LEE, TANA J	132	SOUTH	GRACE			05/26/2020	Weeds and Tall Grasses	Tall grass and weeds	Staff Initiated
20-000494	CALHOUN, DELBERT A & SUSAN	331	WEST	OAK	ST		05/27/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000495	CONNER, GREGORY A	321	NORTH	BOSS	ST		05/27/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000496	LONGEVILLE, LANCE A RLTR	802	NORTH	MAIN			05/27/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000498	BJS RENTALS LLC,	712	NORTH	WALNUT			05/27/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000501	MONTEMAYOR, JUAN	815		PLEASANT VIEW	AVE		05/27/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000502	MARTINEZ, JORGE SOTELO & JUANITA SOTELO	605	EAST	5TH	ST		05/27/2020	Weeds and Tall Grasses		Staff Initiated
20-000503	GRAF, CHARLES R	1027		ROSE	ST		05/28/2020	Weeds and Tall Grasses	Tall weeds and grass	Staff Initiated
20-000504	TAYLOR, MERL K	406	SOUTH	CHESTNUT			05/28/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated

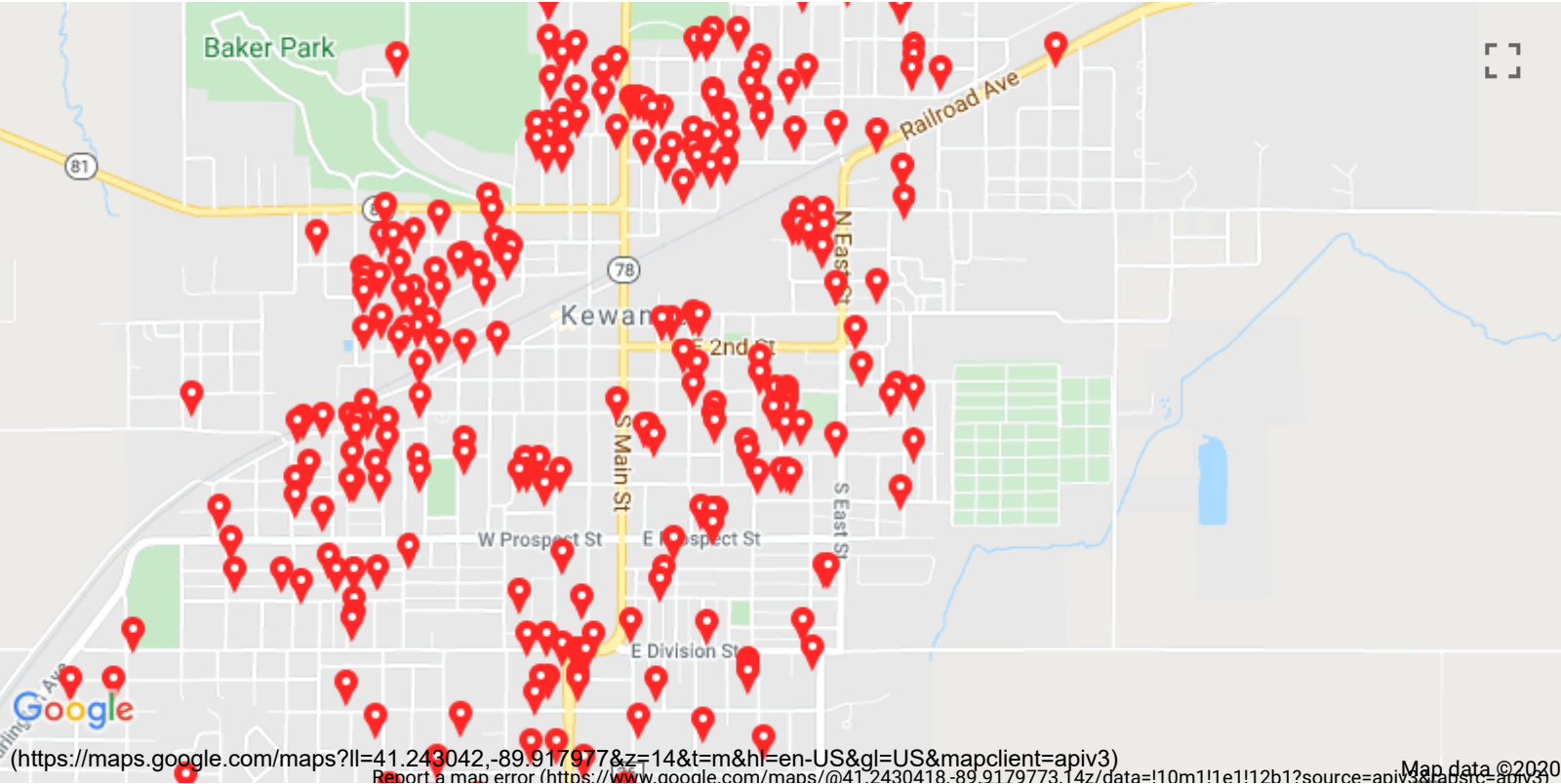
20-000506	GANDARILLA, CRISTINO G	807	NORTH	WALNUT	ST		05/28/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000507	VAN DRAN, JULIE	800	SOUTH	WEST	ST		05/28/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000508	OSMANI, DZELIL	1112		PINE			05/28/2020	Weeds and Tall Grasses	Tall grass and weeds	
20-000509	AHLBERG, DAWN M	904	WEST	PROSPECT			05/28/2020	Weeds and Tall Grasses	Tall grass and weeds	Staff Initiated
20-000510	HARDEN, KRISTAN	326		5TH	AVE		05/28/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000512	LOPEZ, SUSAN	304	EAST	2ND	ST		05/28/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000514	KIDA, JAMES E & DOREEN A	310	NORTH	RICE			05/29/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000516	LEE, TANA	1003		ROCKWELL	ST		05/29/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000517	ROUMBOS, GEORGE	131	WEST	GARFIELD			05/29/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000518	LIPPENS, GERALD G & DORIS E LTR	225		BEACH ST S			05/29/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000519	ORLANDO, JEFFREY T	335		PAYSON			05/29/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000520	BEAUPREZ, BEVERLY A	407		GREEN	ST		05/29/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000522	CHAVEZ, JOSE L & SOFIA M	348		WILLARD			05/29/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-000523	ANGLIN, RALPH E	341		WILLARD	ST		05/29/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated
20-	DANIELS, THOMAS E & MARY	226		DWIGHT	ST		05/29/2020	Weeds and Tall	Tall grass and	\$

000524								Grasses	weeds	Initiated
20- 000525	COPPERLINE PROPERTIES LLC	139		EDWARDS			05/29/2020	Weeds and Tall Grasses	Tall grass	Staff Initiated

Weeds Violation Map Report

From: 04/01/2020  
To: 05/31/2020

 Not Turned In



# City of Kewanee, Illinois

## April 30, 2019

### Audit Report Presentation

Adam Pulley, CPA, Principal

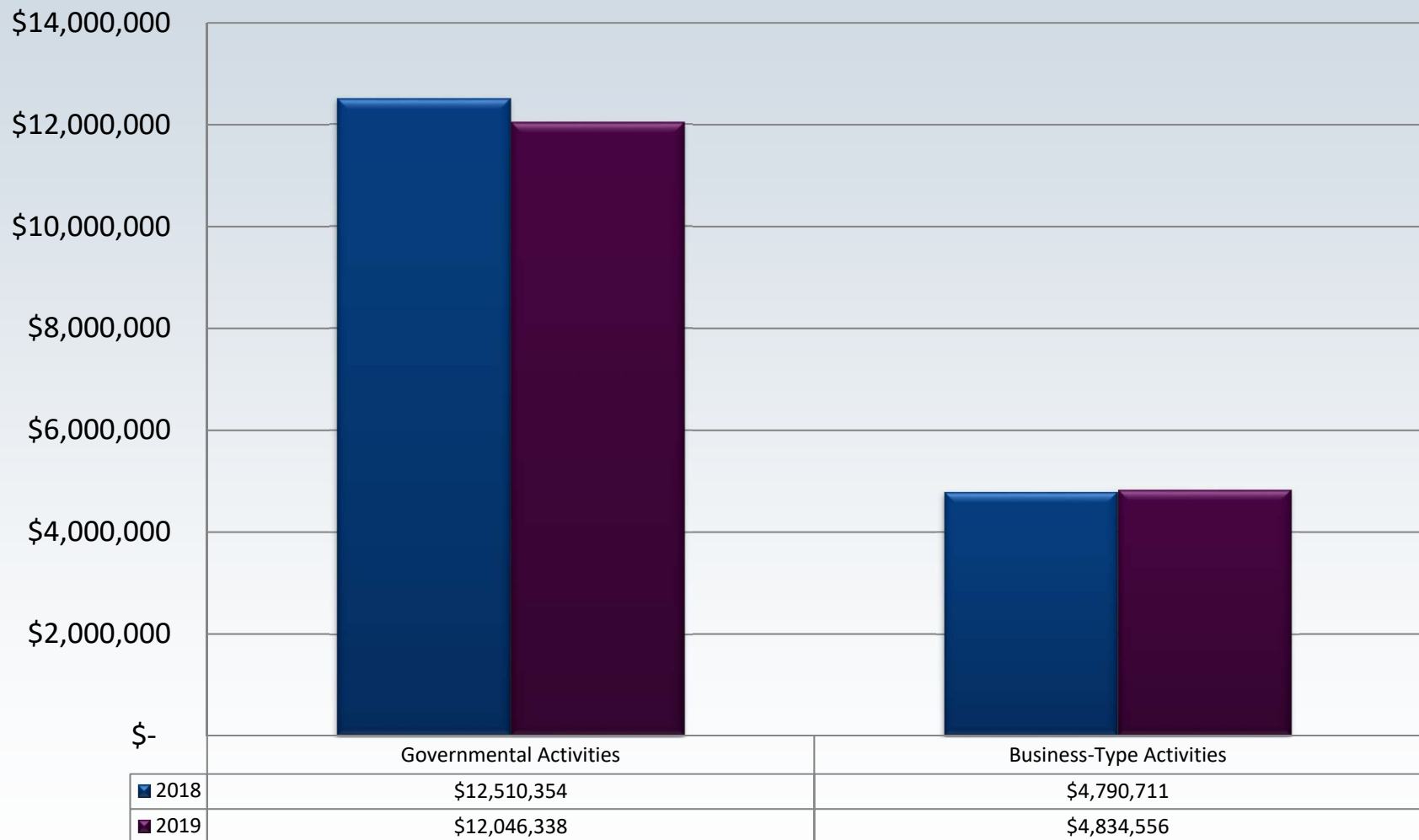
# Financial Statement Highlights

## Highlights for FY 2019:

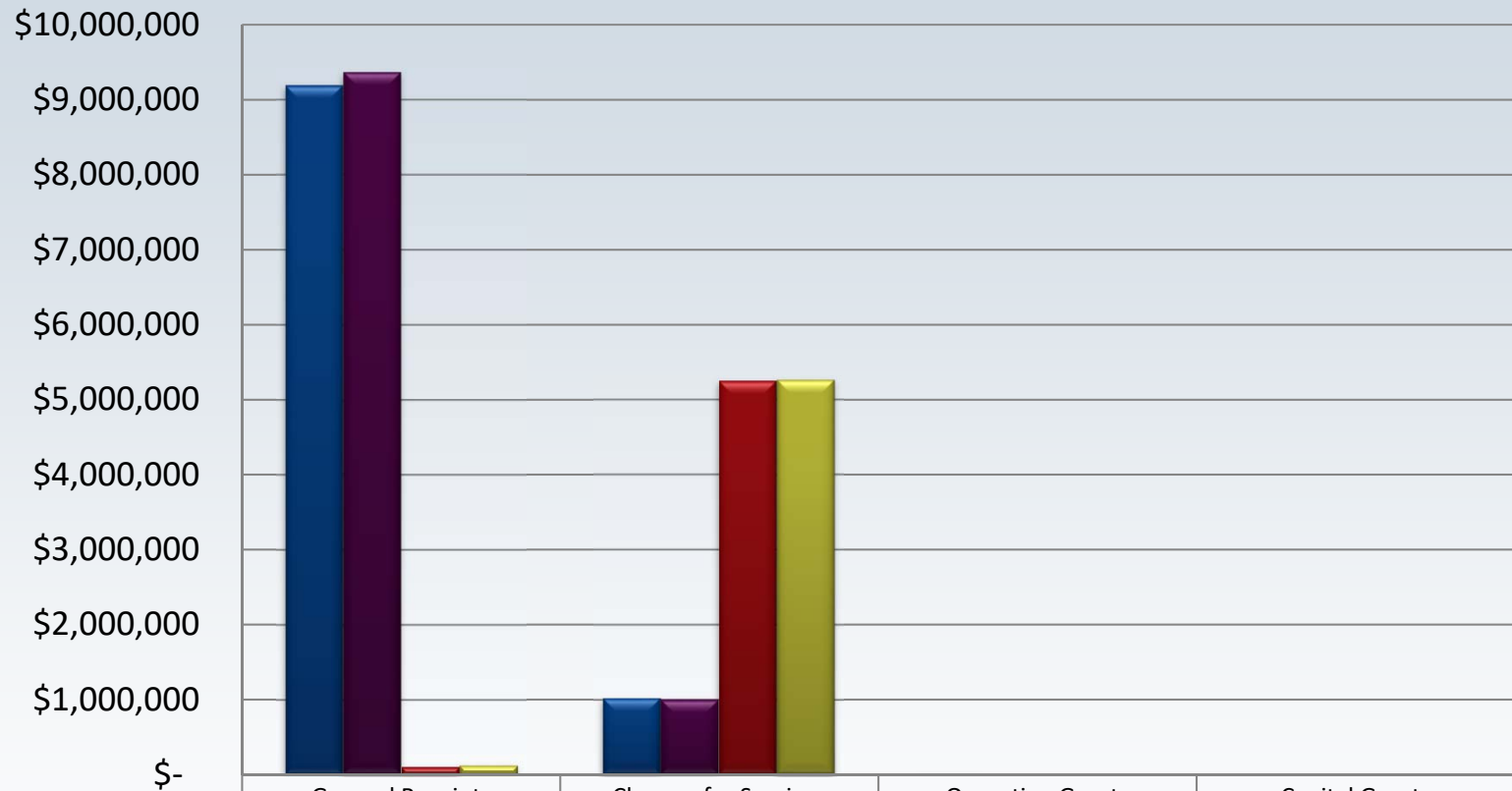
- Pages 2 to 4 – Audit report, clean unmodified opinion on the cash basis for all opinion units except the Aggregate Remaining Fund Information (qualified opinion)
- Page 5 – Government-wide statements
  - Total change in net position of (\$420,171) in FY19 and (\$977,081) in FY18
    - Governmental Activities decreased (\$464,016)
    - Business-Type Activities increased \$43,845



# Cash and Cash Equivalents

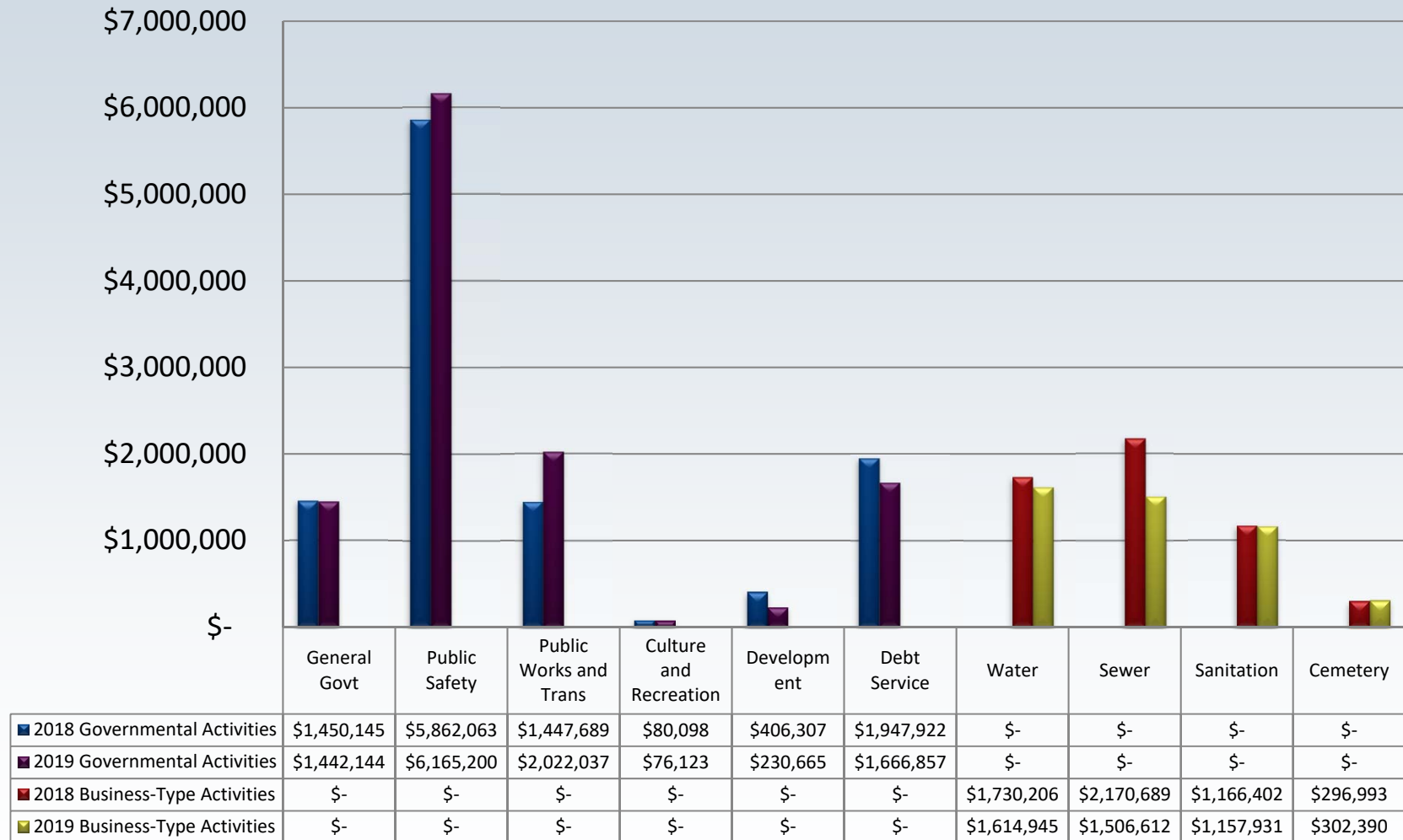


# Receipts (excludes transfer activity)



	General Receipts	Charges for Services	Operating Grants	Capital Grants
■ 2018 Governmental Activities	\$9,194,172	\$1,022,834	\$9,338	\$-
■ 2019 Governmental Activities	\$9,371,280	\$1,003,634	\$-	\$-
■ 2018 Business-Type Activities	\$105,929	\$5,249,160	\$-	\$-
■ 2019 Business-Type Activities	\$126,298	\$5,263,521	\$-	\$-

# Disbursements (excludes transfer activity)



# Required Communications (Governance Letter)

Area	Comments
<b>Significant accounting policies</b>	<ul style="list-style-type: none"> <li>No new accounting policies were adopted during fiscal year 2019</li> </ul>
<b>Significant accounting estimates</b>	<ul style="list-style-type: none"> <li>No significant accounting estimates by management (few needed on cash basis)</li> </ul>
<b>Corrected and uncorrected misstatements</b>	<ul style="list-style-type: none"> <li>There were adjustments required related to the adjusting of cash balances.</li> <li>There were uncorrected misstatements in regards to unreconciled cash balances.</li> </ul>
<b>Disagreements with management</b>	<ul style="list-style-type: none"> <li>No disagreements with management on financial accounting and reporting matters, auditing procedures, or other matters</li> </ul>
<b>Difficulties encountered in performing the audit</b>	<ul style="list-style-type: none"> <li>The completion of our audit was significantly delayed because the Operations and Payroll bank accounts were not properly reconciled throughout fiscal year 2019.</li> </ul>

# Required Communications (Internal Control Letter)

Area	Comments
Material weakness	<ul style="list-style-type: none"><li>Financial statement preparation and audit adjustments</li></ul>
Material weakness	<ul style="list-style-type: none"><li>Operations and Payroll bank accounts were not properly reconciled throughout the fiscal year</li></ul>
Significant deficiency	<ul style="list-style-type: none"><li>Negative cash balance in several funds as a result of pooled bank account</li></ul>
Other item	<ul style="list-style-type: none"><li>Substantial amount of interfund transfer activity, some of which would be better classified as receipts and disbursements</li></ul>
Other item	<ul style="list-style-type: none"><li>Minimum fund balance in the Health Insurance Reserve Fund did not meet the 30% of audited expenditures. Consider reviewing/revising policy.</li></ul>

# Questions?

CLA can help!

- Outsourcing
- Telecommunications Efficiency Service
- IT Vulnerability Assessment

Adam Pulley, CPA

Principal

[adam.pulley@claconnect.com](mailto:adam.pulley@claconnect.com)

**CITY OF KEWANEE, ILLINOIS**

**BASIC FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**YEAR ENDED APRIL 30, 2019**

**CITY OF KEWANEE, ILLINOIS  
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**CITY OF KEWANEE, ILLINOIS  
CITY OFFICIALS  
APRIL 30, 2019**

<u>Official Title</u>	<u>Official</u>	<u>Term Expiration Date of Elected Officials</u>
Elected Officials:		
Mayor	Gary Moore	4/30/2023
Council Member	Mike Komnick	4/30/2023
Council Member	Chris Colomer	4/30/2023
Council Member	Mike Yaklich	4/30/2021
Council Member	Steve Faber	4/30/2021
Administration:		
City Manager	Gary Bradley	
City Clerk	Rabecka Jones	
City Attorney	Justin Raver	
City Treasurer	Ray Jacobs	
Departments:		
Police	Chief Troy Ainley	
Fire	Chief Kevin Shook	
Parks and Cemetery	Kevin Newton	
Health, Building, and Zoning	Keith Edwards	
Central Maintenance	Victor Kluever	
Operations Manager	Rod Johnson	
City Engineer	Scott Hinton	
Finance and Administrative Services	Deborah Johnson	

## INDEPENDENT AUDITORS' REPORT

The Honorable Mayor, City Council, and City Manager  
City of Kewanee, Illinois  
Kewanee, Illinois

### **Report on the Financial Statements**

We have audited the accompanying cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Kewanee, Illinois (the City), as of and for the year ended April 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our unmodified and qualified audit opinions.

### ***Summary of Opinions***

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Unmodified
Business-Type Activities	Unmodified
General Fund	Unmodified
Acquisition Fund	Unmodified
NHR Sales Tax Infrastructure Improvement Fund	Unmodified
Sanitation Fund	Unmodified
Water Fund	Unmodified
Sewer Fund	Unmodified
Cemetery Fund	Unmodified
Aggregate Remaining Fund Information	Qualified

### ***Basis for Qualified Opinion on Aggregate Remaining Fund Information***

The financial statements referred to above do not include financial data for the City's legally separate fiduciary (pension trust) funds. Accounting principles generally accepted in the United States of America require financial data for those fiduciary funds to be reported with the financial data of the City's primary government, thus increasing the aggregate remaining fund information's assets, net position, revenues, and expenses. The amount by which this departure would affect the assets, net position, revenues, and expenses of the aggregate remaining fund information has not been determined.

### ***Qualified Opinion***

In our opinion, except for the effects of the matter described in the "Basis for Qualified Opinion on Aggregate Remaining Fund Information" paragraph, the financial statements referred to above present fairly, in all material respects, the cash basis financial position of the aggregate remaining fund information of the City, as of April 30, 2019, and the changes in cash basis financial position thereof for the year then ended in accordance with the cash basis of accounting.

### ***Unmodified Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business-type activities, and each major fund of the City, as of April 30, 2019, and the respective changes in cash basis financial position thereof for the year then ended on the basis of accounting described in Note 1.

### ***Basis of Accounting***

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

### ***Report on Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining schedules of cash transactions, the schedules of cash transactions – budget to actual, and the consolidated year-end financial report are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Honorable Mayor, City Council, and City Manager  
City of Kewanee, Illinois

The combining schedules of cash transactions and the consolidated year-end financial report are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America by us. In our opinion, except for the effect on the supplementary information of the omitted pension trust fund information as described in the Basis for Qualified Opinion paragraph, the information is fairly stated in all material respects in relation to the financial statements as a whole.

The schedules of cash transactions – budget to actual have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

**CliftonLarsonAllen LLP**

Peoria, Illinois  
REPORT DATE

**CITY OF KEWANEE, ILLINOIS**  
**STATEMENT OF ACTIVITIES AND NET POSITION – CASH BASIS**  
**AS OF AND FOR THE YEAR ENDED APRIL 30, 2019**

		Program Receipts		Net Receipts (Disbursements) and Changes in Cash Basis Net Position		
	Disbursements	Charges for Services	Operating Grants	Governmental Activities	Business-Type Activities	Total
FUNCTIONS/PROGRAMS						
Governmental Activities:						
General Government	\$ 1,442,144	\$ 335,958	\$ -	\$ (1,106,186)	\$ -	\$ (1,106,186)
Public Safety	6,165,200	651,305	-	(5,513,895)	-	(5,513,895)
Public Works and Transportation	2,022,037	4,280	-	(2,017,757)	-	(2,017,757)
Culture and Recreation	76,123	12,091	-	(64,032)	-	(64,032)
Development	230,665	-	-	(230,665)	-	(230,665)
Debt Service:						
Principal Retirement	1,323,004	-	-	(1,323,004)	-	(1,323,004)
Interest	343,853	-	-	(343,853)	-	(343,853)
Total Governmental Activities	11,603,026	1,003,634	-	(10,599,392)	-	(10,599,392)
Business-Type Activities:						
Sanitation	1,157,931	1,276,471	-	-	118,540	118,540
Water	1,614,945	2,291,257	-	-	676,312	676,312
Sewer	1,506,612	1,638,913	-	-	132,301	132,301
Cemetery	302,390	56,880	-	-	(245,510)	(245,510)
Total Business-Type Activities	4,581,878	5,263,521	-	-	681,643	681,643
Total	\$ 16,184,904	\$ 6,267,155	\$ -	(10,599,392)	681,643	(9,917,749)
GENERAL RECEIPTS AND OTHER FINANCING SOURCES (USES)						
Property and Other City Tax Levied for:						
General Purposes				3,139,596	-	3,139,596
Debt Service				295,846	-	295,846
Sales and Local Option Sales Tax				2,994,860	-	2,994,860
State Income Tax				1,254,001	-	1,254,001
Motor Fuel Tax				328,847	-	328,847
Replacement Tax				296,411	-	296,411
Interest Income				218,144	31,281	249,425
Miscellaneous				545,005	95,017	640,022
Proceeds from Bond Sale				298,570	-	298,570
Transfers In				764,096	-	764,096
Transfers Out				-	(764,096)	(764,096)
Total General Receipts and Other Financing Sources (Uses)				10,135,376	(637,798)	9,497,578
CHANGE IN CASH BASIS NET POSITION				(464,016)	43,845	(420,171)
Cash Basis Net Position - April 30, 2018				12,510,354	4,790,711	17,301,065
CASH BASIS NET POSITION - APRIL 30, 2019				\$ 12,046,338	\$ 4,834,556	\$ 16,880,894
ASSETS						
Cash and Cash Equivalents				\$ 12,046,338	\$ 4,834,556	\$ 16,880,894
NET POSITION						
Restricted - Nonexpendable				\$ -	\$ 1,076,925	\$ 1,076,925
Restricted - Expendable				2,085,005	1,581,071	3,666,076
Unrestricted				9,961,333	2,176,560	12,137,893
Total Cash Basis Net Position				\$ 12,046,338	\$ 4,834,556	\$ 16,880,894

See accompanying Notes to Basic Financial Statements.

**CITY OF KEWANEE, ILLINOIS**  
**STATEMENT OF CASH TRANSACTIONS**  
**GOVERNMENTAL FUND TYPES**  
**AS OF AND FOR THE YEAR ENDED APRIL 30, 2019**

		Capital Projects			
			NHR Sales Tax		
	General	Acquisition	Infrastructure	Nonmajor	Total
	Fund	Fund	Improvement	Governmental	Governmental
			Fund	Funds	Fund Types
<b>RECEIPTS</b>					
Taxes	\$ 918,490	\$ -	\$ -	\$ 2,516,952	\$ 3,435,442
Licenses and Permits	335,958	-	-	-	335,958
Intergovernmental Receipts	3,922,568	-	622,704	328,847	4,874,119
Charges for Services	556,125	-	-	17,098	573,223
Interest Income	179,141	-	4,295	30,776	214,212
Fines and Forfeits	94,453	-	-	-	94,453
Other Receipts	343,288	-	-	53,806	397,094
Total Receipts	6,350,023	-	626,999	2,947,479	9,924,501
<b>DISBURSEMENTS</b>					
General Government	428,647	-	-	979,550	1,408,197
Public Safety	4,732,303	-	-	986,742	5,719,045
Public Works and Transportation	741,891	722,466	143,177	359,611	1,967,145
Culture and Recreation	76,123	-	-	-	76,123
Development	178,968	-	-	51,697	230,665
Debt Service:					
Principal Retirement	27,680	-	250,000	1,045,324	1,323,004
Interest and Fiscal Charges	6,962	-	96,665	240,226	343,853
Total Disbursements	6,192,574	722,466	489,842	3,663,150	11,068,032
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	157,449	(722,466)	137,157	(715,671)	(1,143,531)
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	119,660	305,000	-	696,245	1,120,905
Transfers Out	(270,914)	-	(57,200)	(28,695)	(356,809)
Proceeds from Bond Sale	-	-	-	298,570	298,570
Total Other Financing Sources (Uses)	(151,254)	305,000	(57,200)	966,120	1,062,666
<b>NET CHANGE IN CASH FUND BALANCES</b>	6,195	(417,466)	79,957	250,449	(80,865)
Cash Balances - April 30, 2018	6,462,042	2,287,368	303,652	2,929,461	11,982,523
<b>CASH BALANCES - APRIL 30, 2019</b>	<u>\$ 6,468,237</u>	<u>\$ 1,869,902</u>	<u>\$ 383,609</u>	<u>\$ 3,179,910</u>	<u>\$ 11,901,658</u>
<b>CASH BASIS FUND BALANCES</b>					
Restricted	\$ -	\$ -	\$ 328,921	\$ 1,756,084	\$ 2,085,005
Assigned	-	1,869,902	54,688	1,423,826	3,348,416
Unassigned	6,468,237	-	-	-	6,468,237
Total Cash Basis Fund Balances	<u>\$ 6,468,237</u>	<u>\$ 1,869,902</u>	<u>\$ 383,609</u>	<u>\$ 3,179,910</u>	<u>\$ 11,901,658</u>

See accompanying Notes to Basic Financial Statements.

**CITY OF KEWANEE, ILLINOIS**  
**STATEMENT OF CASH TRANSACTIONS**  
**PROPRIETARY FUND TYPES**  
**AS OF AND FOR THE YEAR ENDED APRIL 30, 2019**

	Enterprise				Nonmajor	Total	Internal	Total
	Sanitation	Water	Sewer	Cemetery	Enterprise	Enterprise	Service	Proprietary
	Fund	Fund	Fund	Fund	Funds	Funds	Funds	Fund Types
<b>RECEIPTS</b>								
Licenses and Permits	\$ -	\$ 1,145	\$ -	\$ -	\$ -	\$ 1,145	\$ -	\$ 1,145
Charges for Services	1,257,673	2,224,313	1,608,800	56,880	-	5,147,666	1,469,036	6,616,702
Interest Income	-	27,194	2,913	-	-	30,107	5,106	35,213
Fines and Forfeits	18,798	65,799	30,113	-	-	114,710	-	114,710
Other Receipts	1,886	76	29,107	19,757	-	50,826	192,100	242,926
Total Receipts	1,278,357	2,318,527	1,670,933	76,637	-	5,344,454	1,666,242	7,010,696
<b>DISBURSEMENTS</b>								
Personnel	450,289	653,141	197,223	241,426	-	1,542,079	1,998,737	3,540,816
Contractual	579,651	498,654	954,290	12,375	-	2,044,970	100,527	2,145,497
Commodities	28,212	231,658	182,218	19,113	-	461,201	70,032	531,233
Capital Expenditures	31,274	160,675	130,813	8,426	-	331,188	2,928	334,116
Other Disbursements	8,606	6,718	18,543	358	-	34,225	19	34,244
Total Disbursements	1,098,032	1,550,846	1,483,087	281,698	-	4,413,663	2,172,243	6,585,906
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	180,325	767,681	187,846	(205,061)	-	930,791	(506,001)	424,790
<b>OTHER FINANCING SOURCES (USES)</b>								
Transfers In	-	-	-	227,212	-	227,212	-	227,212
Transfers Out	(147,333)	(700,059)	(130,037)	(13,879)	-	(991,308)	-	(991,308)
Total Other Financing Sources (Uses)	(147,333)	(700,059)	(130,037)	213,333	-	(764,096)	-	(764,096)
<b>CHANGE IN CASH BASIS NET POSITION</b>	32,992	67,622	57,809	8,272	-	166,695	(506,001)	(339,306)
Cash Balances - April 30, 2018	282,235	2,547,530	664,938	1,131,703	25,606	4,652,012	666,530	5,318,542
<b>CASH BALANCES - APRIL 30, 2019</b>	<u>\$ 315,227</u>	<u>\$ 2,615,152</u>	<u>\$ 722,747</u>	<u>\$ 1,139,975</u>	<u>\$ 25,606</u>	<u>\$ 4,818,707</u>	<u>\$ 160,529</u>	<u>\$ 4,979,236</u>
<b>CASH BASIS NET POSITION</b>								
Restricted - Nonexpendable	\$ -	\$ -	\$ -	\$ 1,076,925	\$ -	\$ 1,076,925	\$ -	\$ 1,076,925
Restricted - Expendable	-	1,555,465	-	-	25,606	1,581,071	-	1,581,071
Unrestricted	315,227	1,059,687	722,747	63,050	-	2,160,711	160,529	2,321,240
Total Cash Basis Net Position	<u>\$ 315,227</u>	<u>\$ 2,615,152</u>	<u>\$ 722,747</u>	<u>\$ 1,139,975</u>	<u>\$ 25,606</u>	<u>\$ 4,818,707</u>	<u>\$ 160,529</u>	<u>\$ 4,979,236</u>

See accompanying Notes to Basic Financial Statements.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The City of Kewanee, Illinois (the City) was originally incorporated in 1855 and reincorporated as a city under general law in 1872. The City is a nonhome rule unit of local government and operates under a council-manager form of government. The City provides numerous services to citizens including law enforcement, fire protection, water and sewer utility services, sanitation, recycling, and landscape waste service.

**Reporting Entity**

For financial reporting purposes, the City has included all funds, organizations, agencies, boards, commissions, and authorities. The City has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the City.

Blended component units, although legally separate entities, are, in substance, part of the City's operations and so data from these units are combined with data of the primary government. The Cemetery Board of Managers is a governing board appointed by the Mayor and City Council. The Cemetery Board is authorized and empowered to receive and hold assets in perpetual trust. The income shall be applied to the upkeep of the City cemeteries. This activity is reported within the Cemetery Fund (enterprise fund) of the City.

**Government-Wide and Fund Financial Statements**

The government-wide financial statement reports information on all of the activities of the City. Governmental activities, which are primarily supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for services.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as a separate column in the fund financial statements.

**Measurement Focus, Basis of Accounting, and Basis of Presentation**

The City maintains its financial statements on the cash basis of accounting. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Revenues are recognized when they are received rather than earned, and expenses when paid rather than incurred. Capital assets are expensed as purchased. Accordingly, the financial statements do not present the financial position and results of operations of the funds in accordance with accounting principles generally accepted in the United States of America.



**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Measurement Focus, Basis of Accounting, and Basis of Presentation (Continued)**

When a disbursement in governmental funds can be paid using either restricted or unrestricted resources, the City's policy is to first apply the disbursement toward restricted fund balance and then to less restrictive classifications – committed, assigned and then unassigned fund balances.

In the governmental fund financial statements, cash basis fund balances are classified as follows:

Nonspendable – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.

Restricted – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The City has classified the state and federal grants as being restricted because their use is restricted by granting agencies. The City has also considered various taxes as being restricted because their use is restricted by state laws and regulations.

Committed – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council. These amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

Assigned – This classification includes amounts that are constrained by the City's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the City Council or through the City Council delegating this responsibility to the City's management through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.

Unassigned – This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Measurement Focus, Basis of Accounting, and Basis of Presentation (Continued)**

The City reports the following major governmental funds:

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Acquisition Fund (capital projects fund) accounts for the acquisition of property for City purposes.

NHR Sales Tax Infrastructure Improvement Fund (capital projects fund) accounts for the additional 1/2% of sales tax implemented effective January 1, 2010 to be used for property tax relief or infrastructure improvements.

Proprietary funds distinguish between operating revenues and expenses from nonoperating items. Operating revenues, such as utility user charges, services and permits, and other charges result from exchange transactions associated with the principal activity of the City. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as interest income, result from nonexchange transactions or ancillary activities. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and capital expenditures. All other expenses not meeting this definition, such as interest expense, are reported as nonoperating expenses.

Enterprise funds are used to account for those operations that are financed and operated in a manner similar to private business. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

The City reports the following major enterprise funds:

The Sanitation Fund accounts for sanitation services provided to residents of the City.

The Water Fund accounts for water services provided to residents of the City.

The Sewer Fund accounts for sewer services provided to residents of the City.

The Cemetery Fund accounts for cemetery plot and maintenance services provided to residents of the City.

Internal service funds are used to account for health insurance coverage and maintenance services provided to other departments based on actual cost.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Budgets**

The state of Illinois requires municipalities of less than 500,000 inhabitants to pass an ordinance within the first quarter of each fiscal year to appropriate sums of money deemed necessary to defray all necessary expenses and liabilities of the municipality. This ordinance, setting forth the appropriations budget, is adopted on the cash basis of accounting for all funds.

Statutory compliance with the appropriations budget is at the total expenditure level. State law provides authority for the City Council, by a two-thirds vote of all members of the body, to make transfers within any department of the City; however, any revisions that alter total appropriations are prohibited. All annual appropriations lapse at fiscal year-end.

An annual operating budget is also adopted, by resolution of the City Council, on the cash basis of accounting for all funds from the sum appropriated. The budget includes amounts of funds and categories of receipts and expenditures.

The City amends the budget through City Council action upon review of receipts and expenditures at mid-year and recommendation by the City Manager. The budget was not amended during fiscal year 2019.

**Use of Estimates**

The preparation of financial statements in conformity with the cash basis of accounting requires management to make estimates and assumptions that affect certain reported amounts of assets and fund equities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of receipts and disbursements during the reporting period. Actual results could differ from those estimates.

**Minimum Fund Balance Requirements**

Effective June 14, 2010, the City established minimum fund balance levels for the General, Water, Sewer, and Health Insurance Reserve Funds. The minimum fund balance for the General Fund is 30% of the audited expenditures for the General Fund, plus 10% of the audited expenditures for the Water Fund, plus 10% of the audited expenditures for the Sewer Fund, as averaged over the prior three fiscal years. At April 30, 2019, the City met the minimum fund balance requirements for the General Fund.

**Program Revenues**

Program revenues for the City are primarily charges for services. These charges are primarily service charges such as water usage fees, sewer fees, and sanitation fees, and EMS fees.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**Statutory Budget Compliance**

As explained in Note 1, the City adopts an annual appropriations budget, which is the legally binding budget. The City also adopts an operating budget by fund. The budgets are approved by the City Council and controlled by the City Manager.

Statutory compliance is demonstrated as follows:

Total Annual Appropriation	<u>\$ 91,331,957</u>
Total Operating Budget	<u>\$ 18,919,229</u>
Total Expenditures - Budgetary Basis	<u>\$ 17,653,938</u>

**NOTE 3 DEPOSITS AND INVESTMENTS**

**Deposits**

At year-end, the carrying amount of the City's deposits was \$16,880,894 and the bank balance was \$17,219,258 as shown in the following schedule:

	Total Deposits
Total Cash and Investments	<u>\$ 16,880,894</u>
Carrying Amount of Deposits	<u>\$ 16,880,894</u>
Bank Balance	<u>\$ 17,219,258</u>

The City considers all cash accounts and all certificates of deposit, regardless of their maturity date, to be cash and cash equivalents.

Custodial Credit Risk – Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the City will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party.

Information regarding the City's bank balances is as follows:

	Total Bank Balances
Amount Covered by FDIC or through state pooled collateral	\$ 12,687,693
Collateralized with Securities Held by the Pledging Financial Institution's Trust Department Agent	4,531,565
Total Bank Balance	<u>\$ 17,219,258</u>

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 4   REVOLVING LOAN FUND**

The City maintains a revolving loan fund for economic development purposes. The program was initially funded by the state of Illinois. At April 30, 2019, total outstanding loans were approximately \$796,000. During the fiscal year, the City made no new loans and collected principal payments of approximately \$40,000. At April 30, 2019, there was approximately \$683,000 of loans in default.

**NOTE 5   BONDS AND LOANS PAYABLE**

Revenue Bonds – The City issues bonds where the government pledges income derived from the acquired or constructed assets to pay debt service. There were seven revenue bonds outstanding at April 30, 2019.

The East and 11th Street TIF bonds were issued in 2004 at \$420,000 at a fixed interest rate of 4.00%. These bonds were refinanced in 2009 at \$302,779, requiring semi-annual payments of varying amounts, and bear a fixed interest rate of 2.00%. During the refinancing, \$83,721 of principal was reduced. The General Obligation NHRST bonds were issued in 2012 at \$3,755,000 and were for various municipal facilities and infrastructural improvements. These bonds require semi-annual payments of varying amounts and bear a variable interest rate of 2.00% to a high of 4.00%. The two bonds for the Mill Creek Station TIF were issued together in 2003 and include an \$800,000 tax-exempt portion and a \$175,000 taxable portion. They were both refinanced in 2012 at \$613,000 and \$122,000, respectively, and require semi-annual payments of varying amounts. They both bear a fixed interest rate of 1.75%.

During the year ended April 30, 2013, the City issued revenue bonds in order to consolidate and refinance three loans originally issued by the IEPA Water Revolving Fund for the acquisition, construction, and installation of waterworks and sewerage facilities, improvements and costs. Total bonds issued were \$5,935,000 of which the City had a balance outstanding of \$2,975,000 at April 30, 2019. The bonds require annual payments of principal ranging from \$470,000 to \$680,000 and semi-annual payments of interest at rates ranging from 2.00% to 2.70%.

During the year ended April 30, 2016, the City issued revenue bonds for the purpose of financing the acquisition, construction, installation, and rehabilitation of City infrastructure, including, but not limited to, various water and sewer system facilities and paying for costs related thereto. Total bonds issued were \$3,640,000 of which the City had a balance outstanding of \$3,245,000 at April 30, 2019. The bonds require annual payments of principal ranging from \$60,000 to \$270,000 and semi-annual payments of interest at rates ranging from 2.00% to 4.00%. These bonds were issued at a premium of \$76,479 which will be amortized over the life of the bond, 17 years. The balance of the premium at April 30, 2019 was \$62,982.

During the year ended April 30, 2019, the City issued revenue bonds for the purpose of refunding certain outstanding obligations of the City and for the payment of expenses incident thereto. Total bonds issued were \$298,570, all of which was outstanding at April 30,

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

2019. The bonds require a one-time principal payment of \$298,570 with a one-time interest payment at a rate of 2.15%.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 5 BONDS AND LOANS PAYABLE (CONTINUED)**

Illinois Environmental Protection Agency Water Revolving Fund – A loan was obtained during fiscal year 2012 for various water main replacement projects. Total project costs were \$468,236, of which \$128,997 was forgiven, and the City had a balance outstanding of \$230,899 at April 30, 2019. The loan requires semi-annual payments of \$10,005 and bears interest at a fixed rate of 1.25%.

A loan was obtained during fiscal year 2013 for the acquisition, construction, installation, improvement, and extension of waterworks and sewerage facilities. Total project costs were \$807,003, of which \$225,000 was forgiven, and the City had a balance outstanding of \$456,496 at April 30, 2019. The loan requires semi-annual payments of \$18,595 and bears interest at a fixed rate of 2.295%.

A loan was obtained during fiscal year 2009 for the purchase of a new emergency rescue squad ambulance for the Kewanee Fire Department. The balance of the loan was \$10,000 as of April 30, 2019. The loan requires annual payments on November 1 of each year of \$10,000 beginning November 1, 2010 and ending November 1, 2019.

A loan was obtained during fiscal year 2016 for the purchase of a new fire truck. The balance of the loan was \$297,320 as of April 30, 2019. The loan requires annual principal payments of \$17,500 and bears interest at a fixed rate of 2.21%.

The City expenses its bonds payments when the cash is disbursed rather than carrying the principal amount on the statement of net position and applying the principal payment to that balance, which is the treatment required under accounting principles generally accepted in the United States of America.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 5 BONDS AND LOANS PAYABLE (CONTINUED)**

A summary of the debt activity during the fiscal year ended April 30, 2019, is as follows:

	Balance April 30, 2018	Issued	Retired	Balance April 30, 2019
Revenue Bonds:				
General Obligation NHRST Bonds 2012	\$ 2,605,000	\$ -	\$ 250,000	\$ 2,355,000
Mill Creek Station TIF Bonds 2012 - Tax-Exempt	412,502	-	43,000	369,502
Mill Creek Station TIF Bonds 2012 - Taxable	81,993	-	8,500	73,493
East and 11th Street TIF Bonds 2009	195,722	-	18,679	177,043
General Obligation Waterworks and Sewerage Refunding Bonds 2013	3,445,000	-	470,000	2,975,000
General Obligation Alternative Bonds 2015	3,415,000	-	170,000	3,245,000
General Obligation Bonds Series 2017	291,920	-	291,920	-
General Obligation Bonds Series 2018	-	298,570	-	298,570
Illinois Environmental Protection Agency Water Revolving Fund:				
Water Revolving Fund - L17422800	247,864	-	16,965	230,899
Water Revolving Fund - L17481700	482,756	-	26,260	456,496
Firetruck Loan	315,000	-	17,680	297,320
Ambulance Loan	20,000	-	10,000	10,000
Total Outstanding Debt	<u>\$ 11,512,757</u>	<u>\$ 298,570</u>	<u>\$ 1,323,004</u>	<u>\$ 10,488,323</u>

Annual debt service requirements to maturity for bonds and loans payable are as follows:

<u>Year Ending April 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 1,355,668	\$ 311,176	\$ 1,666,844
2021	1,068,308	279,601	1,347,909
2022	1,094,560	252,593	1,347,153
2023	1,120,829	224,511	1,345,340
2024	1,152,124	193,253	1,345,377
2025-2029	3,132,271	527,677	3,659,948
2030-2034	1,529,742	161,255	1,690,997
2035-2037	34,821	1,160	35,981
Total	<u>\$ 10,488,323</u>	<u>\$ 1,951,226</u>	<u>\$ 12,439,549</u>

The City's debt limit is 8.625% of the Total City Equalized Value or approximately \$7,819,000 as of April 30, 2019. Of the total debt listed above, approximately \$928,000 is applicable to the debt limit statute. Remaining debt capacity is approximately \$6,891,000.



**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 6 COMPENSATED ABSENCES**

City employees are paid for vacation and compensated time by prescribed formulas based on employment contracts. The liability for compensated absences as of April 30, 2019 was approximately \$1,329,000.

**NOTE 7 PENSION AND RETIREMENT BENEFITS**

Illinois Municipal Retirement Fund

*Plan Description.* The City's defined benefit pension plan for regular employees provides retirement and disability benefits, postretirement increases, and death benefits to plan members and beneficiaries. The City plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent-multiple-employer plan. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available financial report that includes financial statements and other information. That report may be obtained online at [www.imrf.org](http://www.imrf.org).

*Funding Policy.* As set by statute, the City regular plan members are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The City annual required contribution rate for calendar years 2018 and 2017 was 11.18% and 11.07%, respectively. The City also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

*Contributions Made.* For the year ended April 30, 2019, the City contributed \$230,670. Contributions for years ended April 30, 2018 and 2017 were \$234,805 and \$217,678, respectively.

The required contribution for 2018 was determined as part of the December 31, 2016 actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions at December 31, 2016, included (a) 7.50% investment rate of return (net of administrative and direct investment expenses), (b) projected salary increases of 3.50% per year, attributable to inflation, (c) additional projected salary increases ranging from 0.4% to 10% per year depending on age and service, attributable to seniority/merit, and (d) postretirement benefit increases of 3% annually.

Deferred Compensation Plan

The City offers its employees a deferred compensation plan as allowed by Internal Revenue Code Section 457. The plan allows City employees to defer a portion of their current salary until future years. The employee becomes eligible to withdraw funds upon termination, retirement, death, or unforeseeable emergency, and each employee's account will be immediately 100% vested.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 7 PENSION AND RETIREMENT BENEFITS (CONTINUED)**

Deferred Compensation Plan (Continued)

The plan, all amounts deferred under the plan, all property and rights purchased with such amounts, and all income attributable to such amounts, property, or rights, are held in trust for the exclusive benefit of participants and their beneficiaries.

The City is responsible for due care in managing the investments and the participant or beneficiary assumes the risk of loss from decreases in the value of plan assets. At April 30, 2019, plan assets consisted of stocks, bonds, mutual funds, and a life insurance policy.

**NOTE 8 PUBLIC ENTITY RISK POOL**

The City is a member of the Municipal (Self) Insurance Cooperative Agency (MICA). MICA is a cooperative agency voluntarily established by contracting Illinois Municipalities and other Illinois units of government pursuant to Article VII, Section 10, of the 1970 Constitution of the State of Illinois and 5 ILCS 220/6 of the Illinois Compiled Statutes for the purpose of seeking the prevention or lessening of casualty losses to member governmental properties and injuries to persons or property. At April 30, 2019, MICA consisted of 24 Illinois governmental entities, including the City of Kewanee, Illinois.

MICA provides coverage to its members with the following limits: \$400 million on property claims, \$10 million on general liability claims, and \$1 million on cyber liability. MICA provides coverage on workers' compensation claims on amounts in excess of \$750,000. MICA purchases commercial insurance for coverage in excess of the self-insured reserve (SIR) limits. Settled claims have not exceeded this coverage in any of the past three fiscal years.

Claim payments in excess of the per-occurrence retention limit and corridor deductible, if applicable, or total loss aggregates are recovered from reinsurers.

**NOTE 9 HEALTH BENEFITS**

The City has established a Health Insurance Fund for insuring benefits provided to City employees and covered dependents. This is included in the Internal Service Fund types. Health benefits are self-insured up to an annual amount of \$65,000 per individual covered, and for the City as a whole, and an unlimited aggregate annual amount. Coverage from a private insurance company is maintained for losses in excess of these amounts. All claims handling procedures are performed by an independent claims administrator.

**NOTE 10 STATE UNEMPLOYMENT TAX**

The City is on the reimbursement method for state of Illinois unemployment taxes. Claims for unemployment are paid by the State as incurred and reimbursed by the City. Claims paid for the year ending April 30, 2019 totaled \$30,314.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 11 PROPERTY TAXES**

Property taxes are levied as of January 1 on property values assessed as of the same date. The tax levy is divided into two billings: the first billing is an estimate of the current year's levy based on the prior year's taxes; the second billing reflects adjustments to the current year's actual levy. The first billing is mailed in May of each year and consists of two installments due by June and September, with penalties and interest charged on late payments. Property taxes received during the year ended April 30, 2019 were for the 2017 assessment paid in 2018.

**NOTE 12 CONDUIT DEBT**

From time to time, the City has issued Industrial Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. The City, the State, and any political subdivisions thereof are not obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements.

As of April 30, 2019, there was one series of Industrial Revenue Bonds outstanding, with an aggregate principal amount payable of \$479,500.

**NOTE 13 COMMITMENTS**

The City has extended an agreement with Bock Inc. to operate its Wastewater Treatment Plant, excess flow lagoon and pumping station, and all lift stations. The agreement requires monthly payments and expires April 30, 2024. Total expense for the year ending April 30, 2019 was \$483,425.

In addition, the City has extended an agreement with the same company to operate its Reverse Osmosis Water Plants. The agreement requires monthly payments and expires April 30, 2024. Total expense for the year ending April 30, 2019 was \$176,412.

The City also has an agreement with Knox County Landfill to transfer solid waste from the transfer station to the landfill. The contract expires December 31, 2020 and requires monthly payments that are based on tonnage hauled at a specified rate identified in the contract. Total expense for the year ending April 30, 2019 was \$486,833.

The City has a contract for legal services with the City Attorney. The agreement requires monthly payments of \$6,250 and expires on September 22, 2023.

The City has TIF agreements in place for Kewanee School District and Wethersfield School District. Both agreements require annual payments of \$12,000 and expire on April 30, 2022.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 13 COMMITMENTS (CONTINUED)**

Future payments required on the above contracts as of April 30, 2019 are as follows:

<u>Year Ending April 30.</u>	<u>Amount</u>
2020	\$ 1,392,117
2021	1,202,330
2022	799,516
2023	745,036
2024	728,561
Total	<u>\$ 4,867,560</u>

**NOTE 14 RELATED PARTIES**

The Cemetery Board of Managers Fund is a component unit of the City. A Cemetery board member is the president of People's National Bank. As of year-end, the City had approximately \$542,000 of deposits with this institution.

**NOTE 15 INTERFUND TRANSFERS**

The following table summarizes the net interfund transfers for the year ended April 30, 2019:

	<u>Transfers To</u>	<u>Transfers From</u>
General Fund	\$ 119,660	\$ 270,914
Acquisition Fund	305,000	-
NHR Sales Tax Infrastructure Improvement Fund	-	57,200
Nonmajor Governmental Funds	696,245	28,695
Sanitation Fund	-	147,333
Water Fund	-	700,059
Sewer Fund	-	130,037
Cemetery Fund	227,212	13,879
Total	<u>\$ 1,348,117</u>	<u>\$ 1,348,117</u>

Transfers generally move resources from the fund statutorily required to collect the resources to the fund statutorily required to disburse the resources. Transfers are also made between various funds to make debt service payments. Furthermore, the General Fund subsidizes the Cemetery Fund and Municipal Building Fund each year for operations. In the current fiscal year, the General Fund, Water Fund, Sewer Fund, and Sanitation Fund transferred \$305,000 to the Acquisition fund for various capital expenditures.

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 16 PENSION TRUST FUNDS**

Fire and Police personnel are covered by the City of Kewanee Firefighters' Pension Fund and Police Pension Fund, which are defined benefit single-employer pension plans. Although these funds are single-employer pension plans, the defined benefits as well as the employee and employer contributions levels are mandated by Illinois State Statutes and may be amended only by the Illinois legislature. Complete financial statements of the Firefighters' Pension Trust Fund and the Police Pension Trust Fund, which issued separate financial statements, can be obtained from their respective administrative offices by contacting the City.

**Plan Description**

The following is a summary of the City of Kewanee Firefighters' Pension Fund and Police Pension Fund as provided for in Illinois State Statutes:

The City of Kewanee Firefighters' Pension Fund and Police Pension Fund provide retirement benefits as well as death and disability benefits. Employees attaining the age of 50 or more with 20 or more years of creditable service are entitled to receive monthly retirement benefits of one-half the monthly salary attached to the rank held in the fire or police service at the date of retirement. The monthly pension shall be increased by one-twelfth of 2.5% of such monthly salary for each additional month over 20 years of service through 30 years of service and one-twelfth of 1% of such monthly service for each additional month over 30 years of service to a maximum of 75% of such monthly salary.

Employees with at least 10 (firefighter) or 8 (police) years but less than 20 years of credited service may retire at or after age 60 and receive a reduced retirement benefit. The monthly pension of a firefighter or policeman who retired with 20 or more years of service after January 1, 1978 (firefighter) or January 1, 1977 (police), shall be increased annually, following the first anniversary date of retirement and paid upon reaching at least the age 55, by 3% of the original pension and 3% annually thereafter.

**Funding Policy**

Covered employees are required to contribute 9.455% (firefighter) or 9.910% (police) of their salary to the Fund. If an employee leaves covered employment with less than 20 years of service, accumulated employee contributions may be refunded without interest. The City of Kewanee, Illinois is required to contribute the remaining amounts (not less than 9.25%) necessary to finance the Plan as actuarially determined by an enrolled actuary. By the year 2040, the contributions must accumulate to the point where any past service cost for the Funds are 90% funded. At April 30, 2019, the percent funded was 44.2% and 54.0% for the Firefighters' Pension Fund and Police Pension Fund, respectively.

**Contributions Made**

For the year ended April 30, 2019, the City contributed \$487,343 (police) and \$499,399 (firefighter).

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 16 PENSION TRUST FUNDS (CONTINUED)**

**Contributions Made (Continued)**

The total pension liability for the plans as of April 30, 2019, was determined as part of an actuarial valuation performed on April 30, 2017. The contribution rate for normal cost is determined using the entry age normal actuarial funding method. The system used a level dollar amount method to amortize the unfunded liability over a 30-year period which commenced in 2011.

**NOTE 17 NET POSITION/FUND BALANCE**

The net position/fund balance was restricted for the following purposes at April 30, 2019:

Employee Benefits	\$ 202,400
Public Safety	28,130
Public Works and Transportation	304,712
Development	677,978
Cemetery	1,098,867
Capital Projects	2,421,019
Audit	9,895
Total	<u><u>\$ 4,743,001</u></u>

The governmental fund balances were assigned for the following purposes at April 30, 2019:

Employee Benefits	\$ 41,411
Public Works and Transportation	5,222
Development	142,894
Debt Service	1,149,663
Cemetery	1,373
Capital Projects	2,007,843
Audit	10
Total	<u><u>\$ 3,348,416</u></u>

**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 18 EXPLANATION OF DIFFERENCES BETWEEN FUND STATEMENTS AND STATEMENT OF NET POSITION**

Below is an explanation of differences between the Statement of Cash Transactions – Governmental Fund Types and the Statement of Activities and Net Position – Cash Basis:

Total Fund Balance of Governmental Funds	\$ 11,901,658
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An internal service fund is used by the City to charge the costs of medical and dental plans and liability insurance coverage to the individual funds. A portion of the assets of the internal service fund are included in governmental activities in the statement of net position.

	<u>144,680</u>
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Net Position of Governmental Activities	<u>\$ 12,046,338</u>
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Below is an explanation of differences between the Statement of Cash Transactions – Proprietary Fund Types and the Statement of Activities and Net Position – Cash Basis:

Net Position of Enterprise Funds	\$ 4,818,707
----------------------------------	--------------

An internal service fund is used by the City to charge the costs of medical and dental plans and liability insurance coverage to the individual funds. A portion of the assets of the internal service fund are included in business-type activities in the statement of net position.

	<u>15,849</u>
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Net Position of Business-Type Activities	<u>\$ 4,834,556</u>
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**NOTE 19 EXPLANATION OF DIFFERENCES BETWEEN FUND STATEMENTS AND STATEMENT OF ACTIVITIES**

Below is an explanation of differences between the Statement of Cash Transactions – Governmental Fund Types and the Statement of Activities and Net Position – Cash Basis:

Change in Fund Balance of Governmental Funds	\$ (80,865)
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A portion of the net change in net position of the internal service fund is reported with governmental activities.

	<u>(383,151)</u>
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Change in Net Position of Governmental Activities	<u>\$ (464,016)</u>
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**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 19 EXPLANATION OF DIFFERENCES BETWEEN FUND STATEMENTS AND STATEMENT OF ACTIVITIES (CONTINUED)**

Below is an explanation of differences between the Statement of Cash Transactions – Proprietary Fund Types and the Statement of Activities and Net Position – Cash Basis:

Change in Net Position of Enterprise Funds	\$ 166,695
A portion of the net change in net position of the internal service fund is reported with business-type activities.	<u>(122,850)</u>
Change in Net Position of Business-Type Activities	<u><u>\$ 43,845</u></u>

**NOTE 20 POSTEMPLOYMENT HEALTH PLAN**

In July 2016, the City adopted a resolution for providing a plan for postemployment health benefits for the 8 eligible firefighters hired prior to May 1, 2010. Under this plan, the employee's accumulated sick leave will be placed in a postemployment health benefit plan, along with a \$20,000 contribution per employee. Employees can then use their proceeds to make premium payments or to pay for other health care related costs after their employment with the City has ended. The City paid \$53,333 during fiscal year 2019 for this plan.

**NOTE 21 SUBSEQUENT EVENTS**

**Worldwide Pandemic**

Subsequent to year-end, the World Health Organization declared the spread of Coronavirus Disease (COVID-19) a worldwide pandemic. The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities. Specific to the City, COVID-19 may impact various parts of its 2020 operations and financial results including, but not limited to, costs for emergency preparedness and shortages of personal. Management believes the City is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 is unknown and cannot be reasonably estimated as these events occurred subsequent to year-end and are still developing.

**General Obligation Bonds Issuance**

On November 12, 2019, the City issued \$299,245 of general obligation bonds with an interest rate of 1.40% and a maturity date of October 15, 2020.



**CITY OF KEWANEE, ILLINOIS**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**APRIL 30, 2019**

**NOTE 21 SUBSEQUENT EVENTS (CONTINUED)**

**Contracts Subsequent to Year-End**

On February 28, 2020, the City entered into an \$87,500 contract with Quad Cities Directional Boring, Inc. for the purchase and installation of DR17 HDPE piping at the Wastewater Treatment Plant.

On May 8, 2020, the City entered into a \$500,161 contract with Performance Pipelining, Inc. for materials and labor related to the 2020 Cured-in-Place Pipelining Sewer Program.

On May 12, 2020, the City entered into a \$271,000 contract with L.C. United Painting, Inc. for coating of the South Water Tower.

**CITY OF KEWANEE, ILLINOIS**  
**COMBINING SCHEDULE OF CASH TRANSACTIONS**  
**ALL FUND TYPES**  
**AS OF AND FOR THE YEAR ENDED APRIL 30, 2019**

	Governmental Fund Types					Proprietary Fund Types			City-Wide
	General	Special Revenue	Debt Service	Capital Projects	Total	Enterprise	Internal Service	Total	Total
<b>RECEIPTS</b>									
Taxes	\$ 918,490	\$ 2,221,106	\$ 295,846	\$ -	\$ 3,435,442	\$ -	\$ -	\$ -	\$ 3,435,442
Licenses and Permits	335,958	-	-	-	335,958	1,145	-	1,145	337,103
Intergovernmental Receipts	3,922,568	328,847	-	622,704	4,874,119	-	-	-	4,874,119
Charges for Services	556,125	17,098	-	-	573,223	5,147,666	1,469,036	6,616,702	7,189,925
Interest Income	179,141	26,685	4,091	4,295	214,212	30,107	5,106	35,213	249,425
Fines and Forfeits	94,453	-	-	-	94,453	114,710	-	114,710	209,163
Other Receipts	343,288	53,491	-	315	397,094	50,826	192,100	242,926	640,020
Total Receipts	6,350,023	2,647,227	299,937	627,314	9,924,501	5,344,454	1,666,242	7,010,696	16,935,197
<b>DISBURSEMENTS</b>									
General Government	428,647	922,445	-	57,105	1,408,197	-	-	-	1,408,197
Public Safety	4,732,303	986,742	-	-	5,719,045	-	-	-	5,719,045
Public Works and Transportation	741,891	359,611	-	865,643	1,967,145	-	-	-	1,967,145
Culture and Recreation	76,123	-	-	-	76,123	-	-	-	76,123
Development	178,968	51,697	-	-	230,665	-	-	-	230,665
Personal	-	-	-	-	-	1,542,079	1,998,737	3,540,816	3,540,816
Contractual	-	-	-	-	-	2,044,970	100,527	2,145,497	2,145,497
Commodities	-	-	-	-	-	461,201	70,032	531,233	531,233
Capital Expenditures	-	-	-	-	-	331,188	2,928	334,116	334,116
Other	-	-	-	-	-	34,225	19	34,244	34,244
Debt Service:									
Principal Retirement	27,680	70,179	975,145	250,000	1,323,004	-	-	-	1,323,004
Interest and Fiscal Charges	6,962	12,475	227,751	96,665	343,853	-	-	-	343,853
Total Disbursements	6,192,574	2,403,149	1,202,896	1,269,413	11,068,032	4,413,663	2,172,243	6,585,906	17,653,938
<b>CHANGE IN CASH BALANCES</b>	157,449	244,078	(902,959)	(642,099)	(1,143,531)	930,791	(506,001)	424,790	(718,741)
<b>OTHER FINANCING SOURCES (USES)</b>									
Transfers In	119,660	28,271	603,200	369,774	1,120,905	227,212	-	227,212	1,348,117
Transfers Out	(270,914)	(28,695)	-	(57,200)	(356,809)	(991,308)	-	(991,308)	(1,348,117)
Proceeds from Bond Sale	-	-	298,570	-	298,570	-	-	-	298,570
Total Other Financing Sources (Uses)	(151,254)	(424)	901,770	312,574	1,062,666	(764,096)	-	(764,096)	298,570
<b>EXCESS (DEFICIENCY) OF RECEIPTS AND OTHER FINANCING SOURCES OVER (UNDER) DISBURSEMENTS AND OTHER FINANCING USES</b>	6,195	243,654	(1,189)	(329,525)	(80,865)	166,695	(506,001)	(339,306)	(420,171)
Cash Balances - April 30, 2018	6,462,042	1,783,837	1,150,852	2,585,792	11,982,523	4,652,012	666,530	5,318,542	17,301,065
<b>CASH BALANCES - APRIL 30, 2019</b>	<u>\$ 6,468,237</u>	<u>\$ 2,027,491</u>	<u>\$ 1,149,663</u>	<u>\$ 2,256,267</u>	<u>\$ 11,901,658</u>	<u>\$ 4,818,707</u>	<u>\$ 160,529</u>	<u>\$ 4,979,236</u>	<u>\$ 16,880,894</u>
<b>CASH BASIS FUND BALANCES/NET POSITION</b>									
Restricted - Nonexpendable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,076,925	\$ -	\$ 1,076,925	\$ 1,076,925
Restricted - Expendable	-	1,756,084	-	328,921	2,085,005	1,581,071	-	1,581,071	3,666,076
Assigned	-	271,407	1,149,663	1,927,346	3,348,416	-	-	-	3,348,416
Unrestricted	-	-	-	-	-	2,160,711	160,529	2,321,240	2,321,240
Unassigned	6,468,237	-	-	-	6,468,237	-	-	-	6,468,237
Total Cash Basis Fund Balances/Net Position	<u>\$ 6,468,237</u>	<u>\$ 2,027,491</u>	<u>\$ 1,149,663</u>	<u>\$ 2,256,267</u>	<u>\$ 11,901,658</u>	<u>\$ 4,818,707</u>	<u>\$ 160,529</u>	<u>\$ 4,979,236</u>	<u>\$ 16,880,894</u>

**CITY OF KEWANEE, ILLINOIS**  
**COMBINING SCHEDULE OF CASH TRANSACTIONS**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**AS OF AND FOR THE YEAR ENDED APRIL 30, 2019**

	Total Nonmajor Governmental Funds	Audit Fund	Liability Insurance Fund	Motor Fuel Tax Fund	Municipal Retirement Fund	Social Security Fund
<b>RECEIPTS</b>						
Taxes	\$ 2,516,952	\$ 34,830	\$ 337,659	\$ -	\$ 248,298	\$ 198,672
Intergovernmental Receipts	328,847	-	-	328,847	-	-
Charges for Services	17,098	-	-	-	-	-
Interest Income	30,776	10	96	2,205	71	57
Other Receipts	53,806	-	12,873	-	-	-
Total Receipts	2,947,479	34,840	350,628	331,052	248,369	198,729
<b>DISBURSEMENTS</b>						
General Government	979,550	27,050	398,514	-	230,670	211,897
Public Safety	986,742	-	-	-	-	-
Public Works and Transportation	359,611	-	-	332,348	-	-
Development	51,697	-	-	-	-	-
Debt Service:						
Principal Retirement	1,045,324	-	-	-	-	-
Interest and Fiscal Charges	240,226	-	-	-	-	-
Total Disbursements	3,663,150	27,050	398,514	332,348	230,670	211,897
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	(715,671)	7,790	(47,886)	(1,296)	17,699	(13,168)
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	696,245	-	-	-	-	-
Transfers Out	(28,695)	-	-	-	(7,438)	(6,852)
Proceeds from Bond Sale	298,570	-	-	-	-	-
Total Other Financing Sources (Uses)	966,120	-	-	-	(7,438)	(6,852)
<b>NET CHANGE IN CASH FUND BALANCES</b>	250,449	7,790	(47,886)	(1,296)	10,261	(20,020)
Cash Balances - April 30, 2018	2,929,461	2,115	176,744	311,230	53,017	59,156
<b>CASH BALANCES - APRIL 30, 2019</b>	<u>\$ 3,179,910</u>	<u>\$ 9,905</u>	<u>\$ 128,858</u>	<u>\$ 309,934</u>	<u>\$ 63,278</u>	<u>\$ 39,136</u>
<b>CASH BASIS FUND BALANCES</b>						
Restricted	\$ 1,756,084	\$ 9,895	\$ 97,934	\$ 304,712	\$ 62,997	\$ 38,948
Assigned	1,423,826	10	30,924	5,222	281	188
Total Cash Basis Fund Balances	<u>\$ 3,179,910</u>	<u>\$ 9,905</u>	<u>\$ 128,858</u>	<u>\$ 309,934</u>	<u>\$ 63,278</u>	<u>\$ 39,136</u>

**CITY OF KEWANEE, ILLINOIS**  
**COMBINING SCHEDULE OF CASH TRANSACTIONS**  
**NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)**  
**AS OF AND FOR THE YEAR ENDED APRIL 30, 2019**

	Unemployment Insurance Fund	CDAP Housing Fund	TIF Development Fund	IEPA Water Loan Fund	Revolving Loan Fund	2015 Bond Fund
<b>RECEIPTS</b>						
Taxes	\$ 32,835	\$ -	\$ 382,351	\$ -	\$ -	\$ 295,846
Intergovernmental Receipts	-	-	-	-	-	-
Charges for Services	-	-	-	-	-	-
Interest Income	10	10	5,696	-	16,897	4,091
Other Receipts	-	-	287	-	40,331	-
Total Receipts	32,845	10	388,334	-	57,228	299,937
<b>DISBURSEMENTS</b>						
General Government	30,314	-	24,000	-	-	-
Public Safety	-	-	-	-	-	-
Public Works and Transportation	-	-	27,263	-	-	-
Development	-	-	51,697	-	-	-
Debt Service:						
Principal Retirement	-	-	70,179	43,225	-	461,920
Interest and Fiscal Charges	-	-	12,475	13,975	-	135,073
Total Disbursements	30,314	-	185,614	57,200	-	596,993
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	2,531	10	202,720	(57,200)	57,228	(297,056)
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	12,950	-	3,100	57,200	-	-
Transfers Out	-	-	-	-	-	-
Proceeds from Bond Sale	-	-	-	-	-	298,570
Total Other Financing Sources (Uses)	12,950	-	3,100	57,200	-	298,570
<b>NET CHANGE IN CASH FUND BALANCES</b>	15,481	10	205,820	-	57,228	1,514
Cash Balances - April 30, 2018	(2,942)	2,994	385,704	23,287	760,640	356,391
<b>CASH BALANCES - APRIL 30, 2019</b>	<u>\$ 12,539</u>	<u>\$ 3,004</u>	<u>\$ 591,524</u>	<u>\$ 23,287</u>	<u>\$ 817,868</u>	<u>\$ 357,905</u>
<b>CASH BASIS FUND BALANCES</b>						
Restricted	\$ 2,521	\$ 2,962	\$ 511,027	\$ -	\$ 675,016	\$ -
Assigned	10,018	42	80,497	23,287	142,852	357,905
Total Cash Basis Fund Balances	<u>\$ 12,539</u>	<u>\$ 3,004</u>	<u>\$ 591,524</u>	<u>\$ 23,287</u>	<u>\$ 817,868</u>	<u>\$ 357,905</u>

**CITY OF KEWANEE, ILLINOIS**  
**COMBINING SCHEDULE OF CASH TRANSACTIONS**  
**NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)**  
**AS OF AND FOR THE YEAR ENDED APRIL 30, 2019**

	2013 Bond Fund	Capital Maint./ Municipal Building Fund	Firefighters' Pension Fund	Police Pension Fund	Perpetual Care Fund
<b>RECEIPTS</b>					
Taxes	\$ -	\$ -	\$ 499,257	\$ 487,204	\$ -
Intergovernmental Receipts	-	-	-	-	-
Charges for Services	-	-	-	-	17,098
Interest Income	-	-	142	139	1,352
Other Receipts	-	315	-	-	-
Total Receipts	-	315	499,399	487,343	18,450
<b>DISBURSEMENTS</b>					
General Government	-	57,105	-	-	-
Public Safety	-	-	499,399	487,343	-
Public Works and Transportation	-	-	-	-	-
Development	-	-	-	-	-
Debt Service:					
Principal Retirement	470,000	-	-	-	-
Interest and Fiscal Charges	78,703	-	-	-	-
Total Disbursements	548,703	57,105	499,399	487,343	-
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	(548,703)	(56,790)	-	-	18,450
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	546,000	64,774	6,020	6,201	-
Transfers Out	-	-	-	-	(14,405)
Proceeds from Bond Sale	-	-	-	-	-
Total Other Financing Sources (Uses)	546,000	64,774	6,020	6,201	(14,405)
<b>NET CHANGE IN CASH FUND BALANCES</b>	(2,703)	7,984	6,020	6,201	4,045
Cash Balances - April 30, 2018	771,174	(5,228)	7,618	8,291	19,270
<b>CASH BALANCES - APRIL 30, 2019</b>	<u>\$ 768,471</u>	<u>\$ 2,756</u>	<u>\$ 13,638</u>	<u>\$ 14,492</u>	<u>\$ 23,315</u>
<b>CASH BASIS FUND BALANCES</b>					
Restricted	\$ -	\$ -	\$ 13,638	\$ 14,492	\$ 21,942
Assigned	768,471	2,756	-	-	1,373
Total Cash Basis Fund Balances	<u>\$ 768,471</u>	<u>\$ 2,756</u>	<u>\$ 13,638</u>	<u>\$ 14,492</u>	<u>\$ 23,315</u>

**CITY OF KEWANEE, ILLINOIS**  
**COMBINING SCHEDULE OF CASH TRANSACTIONS**  
**NONMAJOR ENTERPRISE AND INTERNAL SERVICE FUNDS**  
**AS OF AND FOR THE YEAR ENDED APRIL 30, 2019**

	Nonmajor Enterprise Fund	Internal Service Funds		
	IEPA Water Treatment Fund	Total Internal Service Funds	Central Maintenance Fund	Health Insurance Fund
<b>RECEIPTS</b>				
Charges for Services	\$ -	\$ 1,469,036	\$ 227,310	\$ 1,241,726
Interest Income	-	5,106	-	5,106
Other Receipts	-	192,100	49	192,051
Total Receipts	-	1,666,242	227,359	1,438,883
<b>DISBURSEMENTS</b>				
Personnel	-	1,998,737	119,485	1,879,252
Contractual	-	100,527	75,327	25,200
Commodities	-	70,032	70,032	-
Capital Expenditures	-	2,928	2,928	-
Other	-	19	19	-
Total Disbursements	-	2,172,243	267,791	1,904,452
<b>CHANGE IN CASH BASIS NET POSITION</b>	-	(506,001)	(40,432)	(465,569)
Cash Balances - April 30, 2018	25,606	666,530	22,276	644,254
<b>CASH BALANCES - APRIL 30, 2019</b>	<u>\$ 25,606</u>	<u>\$ 160,529</u>	<u>\$ (18,156)</u>	<u>\$ 178,685</u>
<b>CASH BASIS NET POSITION</b>				
Restricted - Expendable	\$ 25,606	\$ -	\$ -	\$ -
Unrestricted	-	160,529	(18,156)	178,685
Total Cash Basis Net Position	<u>\$ 25,606</u>	<u>\$ 160,529</u>	<u>\$ (18,156)</u>	<u>\$ 178,685</u>

**CITY OF KEWANEE, ILLINOIS**  
**SCHEDULE OF CASH TRANSACTIONS – BUDGET TO ACTUAL**  
**ALL FUND TYPES**  
**YEAR ENDED APRIL 30, 2019**

	Budget		Actual	Over (Under) Budget
	Original	Final		
<b>RECEIPTS</b>				
Taxes	\$ 3,463,445	\$ 3,463,445	\$ 3,435,442	\$ (28,003)
Licenses and Permits	359,663	359,663	337,103	(22,560)
Intergovernmental Receipts	4,631,620	4,631,620	4,874,119	242,499
Charges for Services	5,999,666	5,999,666	7,189,925	1,190,259
Interest Income	117,586	117,586	249,425	131,839
Fines and Forfeits	200,050	200,050	209,163	9,113
Other Receipts	725,798	725,798	640,020	(85,778)
Total Receipts	15,497,828	15,497,828	16,935,197	1,437,369
<b>DISBURSEMENTS</b>				
General Government	1,480,550	1,480,550	1,408,197	(72,353)
Public Safety	5,626,151	5,626,151	5,719,045	92,894
Public Works and Transportation	2,347,704	2,347,704	1,967,145	(380,559)
Culture and Recreation	96,812	96,812	76,123	(20,689)
Development	752,637	752,637	230,665	(521,972)
Personnel	3,196,516	3,196,516	3,540,816	344,300
Contractual	2,315,933	2,315,933	2,145,497	(170,436)
Commodities	661,630	661,630	531,233	(130,397)
Capital Expenditures	812,508	812,508	334,116	(478,392)
Other	7,816	7,816	34,244	26,428
Debt Service:				
Principal Retirement	1,293,404	1,293,404	1,323,004	29,600
Interest and Fiscal Charges	327,568	327,568	343,853	16,285
Total Disbursements	18,919,229	18,919,229	17,653,938	(1,265,291)
<b>DEFICIENCY OF RECEIPTS UNDER DISBURSEMENTS</b>	(3,421,401)	(3,421,401)	(718,741)	2,702,660
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers In	2,777,806	2,777,806	1,348,117	(1,429,689)
Transfers Out	(1,534,808)	(1,534,808)	(1,348,117)	186,691
Proceeds from Bond Sale	295,000	295,000	298,570	3,570
Total Other Financing Sources (Uses)	1,537,998	1,537,998	298,570	(1,239,428)
<b>NET CHANGE IN CASH BALANCES</b>	<u>\$ (1,883,403)</u>	<u>\$ (1,883,403)</u>	(420,171)	<u>\$ 1,463,232</u>
Balances - April 30, 2018			17,301,065	
<b>BALANCES - APRIL 30, 2019</b>			<u>\$ 16,880,894</u>	

**CITY OF KEWANEE, ILLINOIS**  
**SCHEDULE OF CASH TRANSACTIONS – BUDGET TO ACTUAL**  
**GENERAL FUND**  
**YEAR ENDED APRIL 30, 2019**

	Budget			Over (Under)
	Original	Final	Actual	Budget
<b>RECEIPTS</b>				
Taxes	\$ 902,026	\$ 902,026	\$ 918,490	\$ 16,464
Licenses and Permits	358,263	358,263	335,958	(22,305)
Intergovernmental Receipts	3,846,960	3,846,960	3,922,568	75,608
Charges for Services	668,666	668,666	556,125	(112,541)
Interest Income	80,000	80,000	179,141	99,141
Fines and Forfeits	90,050	90,050	94,453	4,403
Other Receipts	404,740	404,740	343,288	(61,452)
Total Receipts	6,350,705	6,350,705	6,350,023	(682)
<b>DISBURSEMENTS</b>				
General Government	446,046	446,046	428,647	(17,399)
Public Safety	4,460,168	4,460,168	4,732,303	272,135
Public Works and Transportation	754,549	754,549	741,891	(12,658)
Culture and Recreation	96,812	96,812	76,123	(20,689)
Development	607,800	607,800	178,968	(428,832)
Debt Service:				
Principal Retirement	-	-	27,680	27,680
Interest and Fiscal Charges	-	-	6,962	6,962
Total Disbursements	6,365,375	6,365,375	6,192,574	(172,801)
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	(14,670)	(14,670)	157,449	172,119
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers In	80,000	80,000	119,660	39,660
Transfers Out	(424,825)	(424,825)	(270,914)	153,911
Total Other Financing Sources (Uses)	(344,825)	(344,825)	(151,254)	193,571
<b>NET CHANGE IN CASH FUND BALANCE</b>	<u>\$ (359,495)</u>	<u>\$ (359,495)</u>	6,195	<u>\$ 365,690</u>
Balances - April 30, 2018			6,462,042	
<b>BALANCES - APRIL 30, 2019</b>			<u>\$ 6,468,237</u>	



**CITY OF KEWANEE, ILLINOIS**  
**SCHEDULE OF CASH TRANSACTIONS – BUDGET TO ACTUAL**  
**ACQUISITION FUND**  
**YEAR ENDED APRIL 30, 2019**

	Budget			Over (Under)
	Original	Final	Actual	Budget
<b>RECEIPTS</b>				
Total Receipts	\$ -	\$ -	\$ -	\$ -
<b>DISBURSEMENTS</b>				
Public Works and Transportation	869,035	869,035	722,466	(146,569)
<b>DEFICIENCY OF RECEIPTS     UNDER DISBURSEMENTS</b>	(869,035)	(869,035)	(722,466)	146,569
<b>OTHER FINANCING SOURCES</b>				
Transfers In	305,000	305,000	305,000	-
<b>NET CHANGE IN CASH FUND BALANCE</b>	<u>\$ (564,035)</u>	<u>\$ (564,035)</u>	(417,466)	<u>\$ 146,569</u>
Balances - April 30, 2018			2,287,368	
<b>BALANCES - APRIL 30, 2019</b>			<u>\$ 1,869,902</u>	

**CITY OF KEWANEE, ILLINOIS**  
**SCHEDULE OF CASH TRANSACTIONS – BUDGET TO ACTUAL**  
**NHR SALES TAX INFRASTRUCTURE IMPROVEMENT FUND**  
**YEAR ENDED APRIL 30, 2019**

	Budget			Over (Under)
	Original	Final	Actual	Budget
<b>RECEIPTS</b>				
Intergovernmental Receipts	\$ 600,000	\$ 600,000	\$ 622,704	\$ 22,704
Interest Income	2,000	2,000	4,295	2,295
Total Receipts	602,000	602,000	626,999	24,999
<b>DISBURSEMENTS</b>				
Public Works and Transportation	280,000	280,000	143,177	(136,823)
Debt Service:				
Principal Retirement	250,000	250,000	250,000	-
Interest and Fiscal Charges	96,665	96,665	96,665	-
Total Disbursements	626,665	626,665	489,842	(136,823)
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	(24,665)	(24,665)	137,157	161,822
<b>OTHER FINANCING USES</b>				
Transfers Out	(57,200)	(57,200)	(57,200)	-
<b>NET CHANGE IN CASH FUND BALANCE</b>	<u>\$ (81,865)</u>	<u>\$ (81,865)</u>	79,957	<u>\$ 161,822</u>
Balances - April 30, 2018			303,652	
<b>BALANCES - APRIL 30, 2019</b>			<u>\$ 383,609</u>	

**CITY OF KEWANEE, ILLINOIS**  
**SCHEDULE OF CASH TRANSACTIONS – BUDGET TO ACTUAL**  
**SANITATION FUND**  
**YEAR ENDED APRIL 30, 2019**

	Budget			Over (Under)
	Original	Final	Actual	Budget
<b>RECEIPTS</b>				
Charges for Services	\$ 1,270,000	\$ 1,270,000	\$ 1,257,673	\$ (12,327)
Fines and Forfeits	17,000	17,000	18,798	1,798
Other Receipts	-	-	1,886	1,886
Total Receipts	<u>1,287,000</u>	<u>1,287,000</u>	<u>1,278,357</u>	<u>(8,643)</u>
<b>DISBURSEMENTS</b>				
Personnel	448,177	448,177	450,289	2,112
Contractual	648,075	648,075	579,651	(68,424)
Commodities	23,000	23,000	28,212	5,212
Capital Expenditures	35,750	35,750	31,274	(4,476)
Other	200	200	8,606	8,406
Total Disbursements	<u>1,155,202</u>	<u>1,155,202</u>	<u>1,098,032</u>	<u>(57,170)</u>
<b>EXCESS OF RECEIPTS OVER DISBURSEMENTS</b>	131,798	131,798	180,325	48,527
<b>OTHER FINANCING USES</b>				
Transfers Out	<u>(172,564)</u>	<u>(172,564)</u>	<u>(147,333)</u>	<u>25,231</u>
<b>CHANGE IN CASH NET POSITION</b>	<u>\$ (40,766)</u>	<u>\$ (40,766)</u>	32,992	<u>\$ 73,758</u>
Balances - April 30, 2018			<u>282,235</u>	
<b>BALANCES - APRIL 30, 2019</b>			<u>\$ 315,227</u>	

**CITY OF KEWANEE, ILLINOIS**  
**SCHEDULE OF CASH TRANSACTIONS – BUDGET TO ACTUAL**  
**WATER FUND**  
**YEAR ENDED APRIL 30, 2019**

	Budget			Over (Under)
	Original	Final	Actual	Budget
<b>RECEIPTS</b>				
Licenses and Permits	\$ 1,400	\$ 1,400	\$ 1,145	\$ (255)
Charges for Services	2,300,500	2,300,500	2,224,313	(76,187)
Interest Income	12,300	12,300	27,194	14,894
Fines and Forfeits	63,000	63,000	65,799	2,799
Other Receipts	15,000	15,000	76	(14,924)
Total Receipts	2,392,200	2,392,200	2,318,527	(73,673)
<b>DISBURSEMENTS</b>				
Personnel	688,320	688,320	653,141	(35,179)
Contractual	525,017	525,017	498,654	(26,363)
Commodities	350,855	350,855	231,658	(119,197)
Capital Expenditures	384,400	384,400	160,675	(223,725)
Other	13,500	13,500	6,718	(6,782)
Total Disbursements	1,962,092	1,962,092	1,550,846	(411,246)
<b>EXCESS OF RECEIPTS OVER DISBURSEMENTS</b>	430,108	430,108	767,681	337,573
<b>OTHER FINANCING USES</b>				
Transfers Out	(706,812)	(706,812)	(700,059)	6,753
<b>CHANGE IN CASH NET POSITION</b>	<u>\$ (276,704)</u>	<u>\$ (276,704)</u>	67,622	<u>\$ 344,326</u>
Balances - April 30, 2018			2,547,530	
<b>BALANCES - APRIL 30, 2019</b>			<u>\$ 2,615,152</u>	

**CITY OF KEWANEE, ILLINOIS**  
**SCHEDULE OF CASH TRANSACTIONS – BUDGET TO ACTUAL**  
**SEWER FUND**  
**YEAR ENDED APRIL 30, 2019**

	Budget			Over (Under)
	Original	Final	Actual	Budget
<b>RECEIPTS</b>				
Charges for Services	\$ 1,700,500	\$ 1,700,500	\$ 1,608,800	\$ (91,700)
Interest Income	1,200	1,200	2,913	1,713
Fines and Forfeits	30,000	30,000	30,113	113
Other Receipts	26,800	26,800	29,107	2,307
Total Receipts	<u>1,758,500</u>	<u>1,758,500</u>	<u>1,670,933</u>	<u>(87,567)</u>
<b>DISBURSEMENTS</b>				
Personnel	196,738	196,738	197,223	485
Contractual	1,028,216	1,028,216	954,290	(73,926)
Commodities	199,575	199,575	182,218	(17,357)
Capital Expenditures	381,158	381,158	130,813	(250,345)
Other	3,000	3,000	18,543	15,543
Total Disbursements	<u>1,808,687</u>	<u>1,808,687</u>	<u>1,483,087</u>	<u>(325,600)</u>
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	(50,187)	(50,187)	187,846	238,033
<b>OTHER FINANCING USES</b>				
Transfers Out	<u>(143,947)</u>	<u>(143,947)</u>	<u>(130,037)</u>	<u>13,910</u>
<b>CHANGE IN CASH NET POSITION</b>	<u>\$ (194,134)</u>	<u>\$ (194,134)</u>	57,809	<u>\$ 251,943</u>
Balances - April 30, 2018			<u>664,938</u>	
<b>BALANCES - APRIL 30, 2019</b>			<u>\$ 722,747</u>	

**CITY OF KEWANEE, ILLINOIS  
CONSOLIDATED YEAR-END FINANCIAL REPORT  
YEAR ENDED APRIL 30, 2019**

CSFA Number	Program Name	State	Federal	Other	Total
494-00-1488	Motor Fuel Tax Program	\$ 332,348	\$ -	\$ -	\$ 332,348
	Other Grant Programs and Activities	-	-	-	-
	All Other Costs Not Allocated	-	-	15,852,556	15,852,556
	<b>Total</b>	<b>\$ 332,348</b>	<b>\$ -</b>	<b>\$ 15,852,556</b>	<b>\$ 16,184,904</b>

**CITY OF KEWANEE, ILLINOIS  
TAX INCREMENT FINANCING DISTRICT FUNDS**

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT  
AND COMPLIANCE REPORT**

**APRIL 30, 2019**

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## **INDEPENDENT AUDITORS' REPORT**

The Honorable Mayor and City Council  
City of Kewanee, Illinois  
Kewanee, Illinois

We have audited the cash basis financial statements of the City of Kewanee, Illinois as of and for the year ended April 30, 2019, and have issued our report thereon, dated REPORT DATE, which contained a qualified opinion on the aggregate remaining fund information and an unmodified opinion on the governmental activities, the business-type activities, and each major fund of the City on those cash basis financial statements. Our audit was performed for the purpose of forming an opinion on the cash basis financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the cash basis financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the cash basis financial statements. The information has been subjected to the auditing procedures applied in the audit of the cash basis financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the cash basis financial statements or to the cash basis financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, except for the effect on the accompanying information of the qualified opinion on the aggregate remaining fund information as described above, the information is fairly stated in all material respects in relation to the cash basis financial statements as a whole.

**CliftonLarsonAllen LLP**

Peoria, Illinois  
REPORT DATE

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
WITH ILLINOIS MUNICIPAL CODE SUBSECTION (Q) SECTION 11-74.4-3  
OF PUBLIC ACT 85-1142**

The Honorable Mayor and City Council  
City of Kewanee, Illinois  
Kewanee, Illinois

We have audited, in accordance with auditing standards generally accepted in the United States of America 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 of Kewanee, Illinois (the City), as of and for the year ended April 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated REPORT DATE. Our report contained a modified opinion the aggregate remaining fund information due to the omission of pension trust information from the financial statements.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Kewanee, Illinois failed to comply with Subsection (q) of Section 11-74.4-3 of Public Act 85-1142, insofar as it relates to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above-referenced Illinois Municipal Code, insofar as it relates to accounting matters.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of compliance with Subsection (q) of Section 11-74.4-3 of the Illinois Tax Increment Redevelopment Allocation Act and the results of that testing, and not to provide an opinion on the effectiveness of the City's compliance with Subsection (q) of Section 11-74.4-3 of the Illinois Tax Increment Redevelopment Allocation Act. This report is an integral part of an audit performed in considering the City's compliance with Subsection (q) of Section 11-74.4-3 of the Illinois Tax Increment Redevelopment Allocation Act. Accordingly, this communication is not suitable for any other purpose.

**CliftonLarsonAllen LLP**

Peoria, Illinois  
REPORT DATE

**CITY OF KEWANEE, ILLINOIS  
TAX INCREMENT FINANCING DISTRICT FUNDS  
BALANCE SHEETS - CASH BASIS  
APRIL 30, 2019**

	<b>Mill Creek Station 2003</b>	<b>East &amp; 11th 2004</b>	<b>Downtown 2015</b>
<b>ASSETS</b>			
<b>CASH AND CASH EQUIVALENTS</b>	<u>\$ 63,205</u>	<u>\$ 205,826</u>	<u>295,661</u>
<b>FUND BALANCES</b>	<u>\$ 63,205</u>	<u>\$ 205,826</u>	<u>\$ 295,661</u>

**CITY OF KEWANEE, ILLINOIS**  
**TAX INCREMENT FINANCING DISTRICT FUNDS**  
**STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - CASH BASIS**  
**YEAR ENDED APRIL 30, 2019**

	<b>Mill Creek Station 2003</b>	<b>East &amp; 11th 2004</b>	<b>Downtown 2015</b>
<b>REVENUES</b>			
Taxes	\$ 94,782	\$ 76,219	\$ 193,907
Interest income	261	3,197	1,608
Other receipts	287	-	-
Total revenues	<u>95,330</u>	<u>79,416</u>	<u>195,515</u>
<b>EXPENDITURES</b>			
Current:			
General government	12,000	12,000	-
Public works	3,485	3,349	11,521
Development	-	-	51,697
Debt service:			
Principal payments	51,500	18,679	-
Interest and fiscal charges	8,654	3,821	-
Total expenditures	<u>75,639</u>	<u>37,849</u>	<u>63,218</u>
<b>NET CHANGE IN FUND BALANCES</b>	19,691	41,567	132,297
Fund Balances - Beginning of Year	<u>43,514</u>	<u>164,259</u>	<u>163,364</u>
<b>FUND BALANCES - END OF YEAR</b>	<u><u>\$ 63,205</u></u>	<u><u>\$ 205,826</u></u>	<u><u>\$ 295,661</u></u>

The Honorable Mayor, City Council, and Management  
City of Kewanee, Illinois  
Kewanee, Illinois

In planning and performing our 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 City of Kewanee, Illinois (the City) as of and for the year ended April 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis.

### **Material weaknesses**

The following material weaknesses were identified and communicated in a prior period; remedial action has not yet been taken:

- Financial statement preparation and audit adjustments

The City does not 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 adjustments that individually and in the aggregate had a material effect on the City's financial statements. Adjustments were made to properly record activity in accordance with the cash basis of accounting.

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 internal training towards the ability to prepare its annual financial statements and related footnotes is cost beneficial.

- Bank reconciliations

During our audit, we noted that the Operations and Payroll bank accounts were not properly reconciled throughout the fiscal year. A lack of proper controls over bank reconciliations could lead to material errors or improprieties. We recommend bank reconciliations be prepared monthly. Furthermore, the reconciliations should be reviewed and approved by someone other than the preparer.

### **Significant deficiencies**

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The following significant deficiency was identified and communicated in a prior period; remedial action has not yet been taken:

- Negative cash in pooled bank accounts

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

### **Other deficiencies in internal control and other matters**

During our audit, we became aware of other deficiencies in internal control that are opportunities to strengthen your internal controls and improve the efficiency of your operations. While the nature and magnitude of the deficiencies in internal controls is not considered important enough to merit the attention of the Honorable Mayor and City Council, they are considered of sufficient importance to merit management's attention and are included herein to provide a single, comprehensive communication for both those charged with governance and management.

- Interfund transfers

We noted that the City has a substantial amount of interfund transfer activity. Additionally, we noted that some of these transfers would be better classified as receipts and disbursements in various funds due to the nature of the activity. We recommend the City record these transactions appropriately so that the activity in each fund is transparent to a reader of the financial statements. Further, we recommend the City scrutinize each interfund transfer to ensure that it is for an appropriate business purpose and is not violating any restrictions or commitments of fund balance. Below are examples of transactions initially recognized as interfund transfers that were reclassified on the financial statements to receipts or disbursements as appropriate:

- Transfers totaling approximately \$1,242,000 from various funds to the Health Insurance Fund for health insurance related activity.
- Transfers totaling approximately \$227,000 from various funds to the Central Maintenance Fund for activity related to fleet maintenance.

- Minimum fund balance policy

We noted that the Health Insurance Reserve Fund net position is approximately \$273,000 below the minimum policy set by the City for that fund. The policy calls for the net position to be, at a minimum, 30% of the average audited expenditures for the previous three fiscal years. The Health Insurance Reserve Fund is an internal service fund, which by its nature, should be operating on break-even basis. As such, the City should consider whether the minimum fund balance policy for this fund is appropriate for the City's needs.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various City personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

\* \* \*

This communication is intended solely for the information and use of management, The Honorable Mayor and City Council, and others within the City, and is not intended to be, and should not be, used by anyone other than these specified parties.

**CliftonLarsonAllen LLP**

Peoria, Illinois  
June 12, 2020

<b>CITY OF KEWANEE CITY COUNCIL AGENDA ITEM</b>		
<b>MEETING DATE</b>	June 15, 2020	
<b>RESOLUTION OR ORDINANCE NUMBER</b>	Resolution #5229	
<b>AGENDA TITLE</b>	Approval of a Resolution approving Change Order #1 for Project #20-02, 2020 Cured in Place Pipe (CIPP) Sewer Program, in the amount of \$96,743.50.	
<b>REQUESTING DEPARTMENT</b>	Public Works	
<b>PRESENTER</b>	Scott Hinton, City Engineer	
<b>FISCAL INFORMATION</b>	Cost as recommended:	\$96,743.50
	Budget Line Item:	33-49-850
	Balance Available	\$610,000 in the proposed FY2021 budget. Change Order #1 increases the estimated contract value to \$596,904.90
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PURPOSE</b>	Approving Change Order #1 allows the contractor to proceed with additional work not included in the original contract.	



<b>BACKGROUND</b>	<p>Council approved a contract with Performance Pipelining, Inc. for the 2020 CIPP Program at the April 27, 2020 City Council Meeting. Staff explained that the bid pricing received was very favorable and that Staff would bring a change order for Council's approval to take advantage of the pricing and increase the contract value closer to the budgeted amount of \$610,000.</p> <p>The proposed change order includes spot repairs identified during the cleaning and televising process and adds 1,631 LF of lining at three locations on Payson, Mill, and Willard Streets. The final quantities may change as the work progresses depending on the field conditions encountered.</p>
<b>SPECIAL NOTES</b>	N/A
<b>ANALYSIS</b>	<p>Much of the City's sanitary sewer collection system is aging and nearing the end of its useful life. Trenchless technologies allow gravity piping to be rehabilitated by placing a structural liner inside the deteriorating pipe. In most cases, CIPP has proven to be more efficient and cost effective than installing new gravity pipe. Staff finds that CIPP allows the City to stretch our limited funding and get the most bang-for-the buck. As such, it is prudent to increase the contract value to the budgeted amount.</p>
<b>PUBLIC INFORMATION PROCESS</b>	N/A
<b>BOARD OR COMMISSION RECOMMENDATION</b>	N/A
<b>STAFF RECOMMENDATION</b>	Staff recommends approving the change order.
<b>PROCUREMENT POLICY VERIFICATION</b>	This change order is consistent with the City of Kewanee's Procurement Policy.
<b>REFERENCE DOCUMENTS ATTACHED</b>	Bid tabulation and contract attached.



## CONTRACT CHANGE ORDER

Project No. : **20-02**

Description: **2020 Cured in Place Pipelining Program**

Contractor : **Performance Pipelining, Inc.**

Date : **5.27.20**

Original Contract \$500,161.40

Change Order #1 \$96,743.50

Change Order No. : **1**

Adjusted Contract \$596,904.90

Sheet **1** of **1**

% Change 19.3%

Item	Description	Bid Quantity	Unit	Price	Bid Total	Add Quantity	Deduct Quantity	Net Change
	<b>CIP</b>							
1	Line Sanitary Sewer, 8"	3,577.20	LF	\$23.75	\$84,958.50	862.00		\$20,472.50
2	Line Sanitary Sewer, 10"	5,240.40	LF	\$25.00	\$131,010.00	769.00		\$19,225.00
3	Line Sanitary Sewer, 12"	1,116.40	LF	\$32.25	\$36,003.90			
4	Line Sanitary Sewer, 24"	97.00	LF	\$157.00	\$15,229.00		(97.00)	(\$15,229.00)
5	Lateral Reinstatement	180.00	Each	\$78.00	\$14,040.00	30.00		\$2,340.00
6	Lateral Lining	65.00	Each	\$3,200.00	\$208,000.00	6.00		\$19,200.00
7	Producing Service Connection	20.00	Each	\$260.00	\$5,200.00			
8	Dye Testing of Service	10.00	Each	\$416.00	\$4,160.00	10.00		\$4,160.00
9	Traffic Control Complete	1.00	LS	\$1,560.00	\$1,560.00			
* 10	Spot Repairs	1.00	LS	\$45,000.00		1.00		\$45,000.00
* 11	Transition from 8" to 10"	1.00	LS	\$1,575.00		1.00		\$1,575.00

\* Denotes new item added to contract

Previous Changes = Total Changes To-Date = \$0.00

Totals

\$500,161.40

Net Change

\$96,743.50

### Reason for Change

1	Add 8" Lining on Payson from Church - Mill and Mill & Dwight @ Mill Creek
2	Add 10" Lining on Willard from College - Garfield
4	Deduct 24" Lining from Contract
5	Add Lateral Reinstatement on #1 & #2 above
6	Line Additional Laterals
* 10	Repairs to Lateral Connections Necessary Before Lining
* 11	

### Final Change Order Approval

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

RESOLUTION NO. 5229

APPROVAL OF A RESOLUTION APPROVING CHANGE ORDER #1 FOR PROJECT #20-02, 2020 CURED IN PLACE PIPE (CIPP) SEWER PROGRAM, IN THE AMOUNT OF \$96,743.50 AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

- WHEREAS, The City Council recognizes that aging sanitary sewers are deteriorating and nearing the end of their useful lives; and,
- WHEREAS, Lining the sewers using the Cured in Place Pipelining (CIPP) method of trenchless technology is more cost efficient with less public inconvenience than installing new sewers; and,
- WHEREAS, The City Council approved a contract with Performance Pipelining, Inc on April 27<sup>th</sup>, 2020 in the amount of \$500,161.40 to perform CIPP; and,
- WHEREAS, \$610,000.00 is allocated for this work in the proposed FY2021 budget; and,
- WHEREAS, Staff recommends the City of Kewanee take advantage of favorable contract pricing and increase the contract value via Change Order #1 to the budgeted amount.

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

- Section 1** Change Order #1 with Performance Pipelining, Inc. is hereby approved in the amount of \$96,743.50.
- Section 2** The Mayor, City Clerk, City Manager, and City Engineer are hereby authorized to execute and attest to all necessary contract documents with Performance Pipelining, Inc. for Project #20-02, 2020 CIPP Sewer Program, for Change Order #1 in the amount of \$96,743.50; provided, however, that said change order documents are in substantially similar form and content to that attached hereto and incorporated herein.
- 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 15<sup>th</sup> day of June 2020.

ATTEST:

\_\_\_\_\_  
Rabecka Jones, City Clerk

\_\_\_\_\_  
Gary Moore, Mayor

RECORD OF THE VOTE	Yes	No	Abstain	Absent
Mayor Gary Moore				
Council Member Mike Komnick				
Council Member Steve Faber				
Council Member Chris Colomer				
Council Member Michael Yaklich				

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
<b>MEETING DATE</b>	June 15, 2020	
<b>RESOLUTION OR ORDINANCE NUMBER</b>	Resolution # 5230 to authorize an amendment to the existing agreement between the City of Kewanee and Saint John Paul II parish of Kewanee for care of burial grounds, and declaring that this resolution shall be in full force immediately.	
<b>AGENDA TITLE</b>		
<b>REQUESTING DEPARTMENT</b>	Cemetery Department	
<b>PRESENTER</b>	Kevin Newton, Grounds Maintenance Manager	
<b>FISCAL INFORMATION</b>	Cost as recommended:	N/A, including recurring charges
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PURPOSE</b>	To enter an agreement with Saint John Paul II Parish for the care of Catholic Church owned burial grounds	
<b>BACKGROUND</b>	The City has had an agreement with the Catholic Church for the care of their burial grounds since the year 2000. During that time the agreement has been renegotiated 5 times to reflect the increasing costs of maintaining their burial grounds.	
<b>SPECIAL NOTES</b>	N/A	

# ANALYSIS

## Cemetery Maintenance Analysis

The City of Kewanee maintains the following cemeteries

- Pleasant View – 20 acres
- South Pleasant – 46 acres
- Mt. Olivet – 8.5 acres
- Monsignor Burke – 9.5 acres
- Saint Mary's – 2 acres
- Kewanee Cemetery – 4 acres
- Wethersfield Cemetery – 8.5 acres

City Cemeteries = 78.5 acres  
Catholic Cemeteries = 20 acres  
Total acreage = 98.5 acres

Seasonal Costs for maintaining 98.5 acres.

Year	2020	2021	2022
Seasonal Wages	\$73,437	\$80,808	\$88,111
Unemployment Costs	\$21,840	\$21,840	\$21,840
Equipment/Supplies	\$5,000	\$5,000	\$5,000
Fuel	\$5,140	\$5,140	\$5,140
<b>TOTAL</b>	<b>\$105,417</b>	<b>\$112,788</b>	<b>\$120,091</b>
<b>Cost Per Acre</b>	<b>\$1,070.22</b>	<b>\$1,145.05</b>	<b>\$1,219.20</b>
<b>City Obligation</b>	<b>\$84,013</b>	<b>\$89,887</b>	<b>\$95,707</b>
<b>Church Obligation</b>	<b>\$21,404</b>	<b>\$22,901</b>	<b>\$24,384</b>

Seasonal Wages Formula: Employee Wage x 975 Labor Hours x 7 Seasonal Employees

Employee wage breakdown	2020	2021	2022
• Employee wage/hr	\$10.00	\$11.00	\$12.00
• Social Security (6.2%)	\$0.62	\$0.68	\$0.74
• Medicare (1.45%)	\$0.14	\$0.16	\$0.17
• <b>Total</b>	<b>\$10.76</b>	<b>\$11.84</b>	<b>\$12.91</b>

The Church reviewed this information and they indicated our costs are understandable and reasonable.

# PUBLIC INFORMATION PROCESS

Email correspondence between the City and Church.

# BOARD OR COMMISSION RECOMMENDATION

N/A

<b>STAFF RECOMMENDATION</b>	Staff recommends entering into a new agreement.
<b>PROCUREMENT POLICY VERIFICATION</b>	
<b>REFERENCE DOCUMENTS ATTACHED</b>	N/A



Saint John Paul II Parish  
406 West Central Blvd.  
Kewanee IL 61443

## Cemetery Maintenance Analysis

The City of Kewanee maintains the following cemeteries

- Pleasant View – 20 acres
- South Pleasant – 46 acres
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City Cemeteries = 78.5 acres

Catholic Cemeteries = 20 acres

Total acreage = 98.5 acres

Seasonal Costs for maintaining 98.5 acres.

Year	2020	2021	2022
Seasonal Wages	\$73,437	\$80,808	\$88,111
Unemployment Costs	\$21,840	\$21,840	\$21,840
Equipment/Supplies	\$5,000	\$5,000	\$5,000
Fuel	\$5,140	\$5,140	\$5,140
<b>TOTAL</b>	<b>\$105,417</b>	<b>\$112,788</b>	<b>\$120,091</b>
<b>Cost Per Acre</b>	<b>\$1,070.22</b>	<b>\$1,145.05</b>	<b>\$1,219.20</b>
<b>City Obligation</b>	<b>\$84,013</b>	<b>\$89,887</b>	<b>\$95,707</b>
<b>Church Obligation</b>	<b>\$21,404</b>	<b>\$22,901</b>	<b>\$24,384</b>

Seasonal Wages Formula: Employee Wage x 975 Labor Hours x 7 Seasonal Employees

Employee wage breakdown	2020	2021	2022
• Employee wage/hr	\$10.00	\$11.00	\$12.00
• Social Security (6.2%)	\$0.62	\$0.68	\$0.74
• Medicare (1.45%)	\$0.14	\$0.16	\$0.17
• <b>Total</b>	<b>\$10.76</b>	<b>\$11.84</b>	<b>\$12.91</b>

Please note this cost does not include other services outline in the cemetery maintenance agreement. Such as:

- Snow removal/plowing of cemetery roads
- The disposal of fallen trees and limbs
- Cemetery Clean-ups

For 2019, the City and Church received \$8,805.41 in interest from the Perpetual Care Fund to be used towards cemetery maintenance. Historically the Church and City agreed that 1/3 of that amount was entitled to the Church and was to be applied to the other services in the agreement.

# Amendment to Care of Burial Grounds Agreement

WHEREAS, the City of Kewanee (CITY) and Saint John Paul II Parish (CHURCH) have an existing Care of Burial Grounds Agreement, dated March 29, 2000; and,

WHEREAS, both parties to the agreement consider it in the best interest of their respective organizations to extend the existing agreement, as amended by the three items indicated below.

THEREFORE, the City of Kewanee and Saint John Paul II Parish hereby agree to extend the existing Agreement for Care of Burial Grounds, subject to the amendments shown in Section 1 hereof.

## Section 1

Amendment #1

Section 5-C) *Length of Agreement* is hereby amended by deleting the existing end date of March 31, 2020 and replacing it with the new end date of March 31, 2023.

Amendment #2

Appendix A, section A-1) *Yearly Maintenance Payment for Section 4-E.* is hereby amended by deleting the existing payment schedule and inserting the following payment schedule.

A-1) Yearly Maintenance Payment for Section 4-E).

Due October 31, 2020 .....	\$21,404.00
Due October 31, 2021 .....	\$22,901.00
Due October 31, 2022 .....	\$24,384.00

Amendment #3

Appendix A, section A-2 *Kewanee Cemetery Fee & Price Schedule* as outlined in the City ordinance.

**Section 2.** All other parts of the existing agreement dated March 29, 2000, not found to be in conflict with the amendments contained herein, remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this amendment to the existing agreement dated March 29, 2000 on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by their duly authorized representatives.

FOR THE CHURCH:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE CITY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



RESOLUTION NO. 5230

A RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE EXISTING AGREEMENT BETWEEN THE CITY OF KEWANEE AND SAINT JOHN PAUL II PARISH OF KEWANEE FOR CARE OF BURIAL GROUNDS, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

**Whereas,** The City of Kewanee has an existing agreement with Saint John Paul II Parish to provide maintenance service to the burial grounds owned by them in Kewanee; and,

**Whereas,** Both parties to the agreement wish to extend said agreement thereby having the City of Kewanee continue to provide maintenance of these same lands into the future.

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

**Section 1** The existing Care of Burial Grounds Agreement dated March 29, 2000, and as previously amended, between the City of Kewanee and Saint John Paul II Parish is hereby amended by appending the attached document entitled "Amendment to Care of Burial Grounds Agreement" to the existing agreement.

**Section 2** The City Manager is hereby authorized to execute said Amendment to Care of Burial Grounds Agreement between the City of Kewanee and Saint John Paul II Parish to provide for the City's maintenance of the Church's burial grounds for the period from April 1, 2020 through March 31, 2023.

**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 15th day of June, 2020.

ATTEST:

\_\_\_\_\_  
Rebecka Jones, City Clerk

\_\_\_\_\_  
Gary Moore, Mayor

RECORD OF THE VOTE	Yes	No	Abstain	Absent
Mayor Gary Moore				
Council Member Steve Faber				
Council Member Chris Colomer				
Council Member Michael Komnick				
Council Member Michael Yaklich				

**RESOLUTION NO. 5231**

A RESOLUTION FIXING A BUDGET FOR THE FISCAL YEAR BEGINNING MAY 1, 2020, AND ENDING APRIL 30, 2021 AND DECLARING THAT THIS RESOLUTION SHALL BE IN FORCE IMMEDIATELY.

WHEREAS, it is necessary for the proper management of the City of Kewanee to establish a budget to include amounts of funds and categories of receipts and expenditures.

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

Section 1 From the sum appropriated for corporate purposes by the City of Kewanee, Henry County, Illinois for the fiscal year beginning May 1, 2020 and terminating April 30, 2021 there be allocated to the payment of the operating and other expenses of the general government, the sums set out in the following budget of itemized costs and operating expenses.

Section 2 No labor be employed, or purchase made, or contracts entered into, or commitments for equipment made, unless sufficient funds have been budgeted by the Council and are available for the payment of such labor, supplies, equipment, or contracts.

Section 3 The Director of Finance, with the approval of the City Manager, may transfer funds from the contingent funds and funds in which there may be surplus, to other funds as needed, provided the total costs and expenditures of any fund shall not exceed the total amount allocated to that fund for the fiscal year.

Section 4 The budget, revenues and expenses reads as follows:

<b>REVENUE</b>		
Act#	Description	Amount

<b>EXPENSES</b>		
Act#	Description	Amount

**GENERAL FUND: Accounts & Finance 01-11-**

311	Property Tax	75,000
313	Utility Tax	440,482
	Total Taxes	515,482

411	Salaries - Boards & Comm.	800
421	Salaries - Regular	134,139
422	Salaries - Temporary	0
423	Salaries - Overtime	1,600
429	Retirement - payout	0
430	Salaries - Elected	13,000
451	Health Insurance	25,146
455	Pre-employment/testing	500
462	Retirement Contribution	0
471	Uniform Allowance	1,000
472	Auto Allowance	5,400
	Total Personnel	181,585

321	Liquor Licenses	58,317
323	Business Licenses	3,145
325	SMTT (Phone Tax)	185,247
326	Franc Licenses (Cable)	85,000
329	Other Licenses	700
	Total Licenses	332,409

341	State Income Tax (LGDF)	1,264,476
342	Replace. Tax/Pers Prop (CPPRT)	290,000
344	Grant Funds	0
345	Sales Tax	2,057,798
345.1	Local Use: State Tax	400,557
	Total Intergov. Income	4,012,831

511	Maint. Service-Bldg. Lease	0
512	Maint. Service-Equipment	5,820
531	Accounting Services	0
533	Legal Services	0
537	Computer Services	20,100
541	Services to Bds & Comm.	6,000
549	Other Professional Serv.	7,800
551	Postage	2,850
552	Telephone	4,500
553	Publishing	3,900
555	Microfilming	0
561	Dues/Publications/Membersh	3,230
562	Travel Expenses	4,300

381	Interest Income	175,000
382	Rental Income (Tower)	870
384	Refunds	0
388	Land Sale	100
389	Misc Income	1,500
398	Interfund Loan Payback	0
399	Interfund transfer	0

Total Other Income	177,470
<b>Total Accts &amp; Finance</b>	<b>5,038,192</b>

563	Training	2,250
571	Utilities	90,000
592	General Insurance	0
	Total Contractual/Services/Dev.	150,750

651	Office Supplies	2,500
655	Automotive Fuel/Oil	0
	Total Commodities	2,500

720	Interest Expense	0
	Total Debt Service	0

810	Land	0
820	Building	0
830	Equipment	600
870	Furniture	0
	Total Capital Outlays	600

929	Miscellaneous Expenses	12,125
988	Interfund Loan	0
999	Interfund Transfer	257,269
	Total Other	269,394

**Total A&F** **604,829**

**GENERAL FUND: Police 01-21-**

311	Property Tax	0
324	Animal license	0
344	Grants	1,500
348	Gaming	175,000
351	Court Fines	62,000
352	Parking Fines	350
354	Animal Fees & Fines	4,000
355	Court Supervision Fees	1,800
356	Drug Fund Income	10,000
357	DUI Enforcement Income	6,500
374	Copies of Documents	1,400
384	Refunds	1,500
385	Law Enforcement (BATF)	59,466
385.1	Law Enforcement (HAHC)	28,288
385.2	Law Enforcement (KH)	0
389	Miscellaneous Income	9,000
389.1	Auxiliary Police Income	3,300
	<b>Total Police</b>	<b>364,104</b>

421	Salaries - Regular	1,583,314
422	Salaries - Temporary	0
423	Salaries - Overtime	158,331
427	Salaries - Housing Authority	28,288
428	Salaries - Security	1,750
429	Retirement Payout	100,690
451	Health Insurance	534,635
455	Pre-Employment/Testing	2,000
462	Retirement Contribution	0
471	Uniforms	19,950
473	Personal Equipment	1,500
	Total Personnel	2,430,458

511	Maint. Service-Building	250
512	Maint. Service-Equipment	8,152
513	Maint. Service-Vehicle	1,250
537	Computer Services	3,400
538	Stowage & Towing of Cars	600
539	Animal Control	42,000
549	Other Professional Serv.	1,650
551	Postage	1,300
552	Telephone	25,900
553	Publishing	2,000
556	Radio	21,802
561	Dues	1,125
562	Travel Expenses	4,500
563	Training	16,813
	Total Contractual/Services/Dev.	130,742

611	Maint. Supplies-Building	0
651	Office Supplies	2,500

652	Operating Supplies	5,500
655	Automotive Fuel/Oil	37,000
657	K9 Supplies/Food	350
Total Commodities		45,350

820	Building	0
830	Equipment	5,500
840	Vehicles	0
870	Furniture	0
890	Other Improvements	0
Total Capital Outlays		5,500

914	Special Investigations	200
916	Auxiliary Police Exp.	3,250
917	Drug Fund Exp.	20,000
918	DUI Enforcement Exp.	1,250
929	Miscellaneous Expenses	400
999	Interfund Transfer	108,550
Total Other		133,650

**Total Police** 2,745,700

**GENERAL FUND: Fire 01-22-**

311	Property Tax	0
311.1	Foreign Fire Ins. Tax	3,241
312	Grants	14,000
344	Community Fire	0
349	EMS Fees: City	9,500
372	EMS Fees: Co. Health	3,000
372.1	Copies of Documents	475,000
374	Refunds	125
384	Miscellaneous Income	1,000
389	Interfund Transfer	8,500
<b>Total Fire</b>		<b>514,366</b>

421	Salaries - Regular	1,209,459
422	Salaries - Temporary	0
423	Salaries - Overtime	70,000
429	Retirement Payout	60,000
451	Health Insurance	422,354
455	PreEmployment Testing	2,676
462	Retirement Contribution-PEH	0
471	Uniforms	12,500
473	Personal Equipment	275
Total Personnel		1,777,264

511	Maint. Service-Bldg	4,000
512	Maint. Service-Equipment	7,200
513	Maint. Service-Vehicle	8,275
537	Computer Services	13,213
551	Postage	550
552	Telephone	2,300
553	Publishing	275
556	Radio	1,800
561	Dues & Publications	1,320
562	Travel Expenses	10,652
563	Training	7,465
564	Tuition Reimbursement	750
566	Career Development	1,250
579	Billing Charges	19,000
580	Pest Control	240
Total Contractual/Services/Dev.		78,290

611	Maint Supply-Bldg	200
612	Maint Supply-Equip EMS	25,000
651	Office Supplies	600
652	Operating Supplies	1,000
654	Janitorial Supplies	1,000
655	Automotive Fuel/Oil	8,750
658	Prevention Education & PR	1,000

Total Commodities 37,550

820	Building	0
830	Equipment	12,500
840	Vehicle	25,000
870	Furniture	0
Total Capital Outlays		37,500

915	Foreign Fire Ins Tax	12,000
929	Misc Exp & Refunds	3,000
999	Interfund Transfer	69,154
Total Other		84,154

Total Fire 2,014,758

**GENERAL FUND: Public Works 01-41-**

311	Property Tax	40,000
327	Electrical Licenses	0
328	Roofing Licenses	0
331	Building Permits	0
332	Electrical Permits	0
333	Plumbing Permits	0
335	Sewer	0
339	Other Permits	0
342	Township Road Tax	71,000
375	Bulk Brush Stickers	3,500
384	Refunds	0
386	Misc. Street Revenue	54,330
387	Sale of Items	1,000
389	Miscellaneous Income	2,000
Total Public Works		171,830

412	Salary of Inspectors	0
421	Salaries - Regular	306,767
422	Salaries - Temporary	300
422.4	Salaries - Temporary	0
423	Salaries - Overtime	18,000
429	Retirement Payout	0
451	Health Insurance	98,649
455	PreEmployment/Testing	500
462	Retirement Contribution	0
473	Personal Equipment	2,800
Total Personnel		427,016

511	Maint. Service-Bldg.	1,500
512	Maint. Service-Equip	400
513	Maint. Service-Vehicle	0
532	Engineering Services	0
537	Computer Services	1,200
537.4	Computer Services-Eng.	500
549	Other Professional Service	0
551	Postage	600
552	Telephone	5,600
553	Publishing	0
556	Radio/Dispatching	600
561	Dues & Publications	500
561.4	Dues & Publications	100
562	Travel Expenses	2,000
562.4	Travel Expenses	200
563	Training	3,000
563.4	Training	200
572	Street Lighting	4,000
574	Bulk Brush Disposal	5,500
580	Pest Control	170
581	Tree Removal	20,000
582	Hauling Expenses	1,200
593	Rentals	750
595	Demolition of Structures	0
Total Contractual/Services/Dev.		48,020

612	Maint. Supplies-Equip.	2,000
614	Maint. Supplies-Street	15,000
616	Maint. Supplies Snow Rem	93,000
617	Sidewalk & Curb Maintenanc	15,000
651	Office Supplies	500

651.2	Office Supplies	0
651.4	Office Supplies	300
652	Operating Supplies	375
652.4	Operating Supplies	0
653	Small Tools	1,000
653.4	Small Tools	300
655	Automotive Fuel/Oil	24,000
Total Commodities		151,475

820	Building	0
830	Equipment	3,800
830.2	Equipment	0
830.4	Equipment	0
840	Vehicle	0
870	Furniture	0
870.2	Furniture	0
870.4	Furniture	0
890	Other Improvements	0
Total Capital Outlays		3,800

929	Miscellaneous Expenses	425
999	Interfund Transfer	85,615
Total Other		86,040
<b>Total Public Works</b>		<b>716,351</b>

**GENERAL FUND: Parks 01-52-**

389.	Miscellaneous Income	3,500
<b>Total Parks</b>		<b>3,500</b>

421	Salaries - Regular	24,072
422	Salaries - Temporary	15,000
451	Health Insurance	6,781
455	PreEmployment/Testing	0
462	Retirement Contribution	0
473	Personal Equipment	350
Total Personnel		46,203

512	Maint. Service-Equipment	1,000
571	Utilities	750
581	Tree Removal	1,000
Total Contractual/Services/Dev.		2,750

612	Maint. Supplies-Equipment	3,000
618	Maint. Supplies-Grounds	2,500
652	Operating Supplies	1,000
655	Automotive Fuel/Oil	600
Total Commodities		7,100

830	Equipment	9,750
840	Vehicles	0
890	Other Improvements	0
Total Capital Outlays		9,750

929	Miscellaneous Expenses	0
999	Interfund Xfr	2,273
Total Other		2,273

**Total Parks** **68,076**

**GENERAL FUND: Community Development 01-65**

311	ESDA Property Tax	0
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412	Salary of Inspectors	0
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327	Electrical Licenses	800
328	Roofing Licenses	300
331	Building Permits	5,000
332	Electrical Permits	2,000
335	Sewer	0
339	Other Permits	800
344	Grants	0
384	Refunds	0
387	Sale of Items	0
389	Miscellaneous Income	0
<b>Total Community Development</b>		<b>8,900</b>

421	Salaries - Regular	82,671
422	Salaries - Temporary	0
423	Salaries - Overtime	0
429	Retirement Payout	0
451	Health Insurance	19,374
455	PreEmployment/Testing	0
462	Retirement Contribution	0
473	Personal Equipment	0
<b>Total Personnel</b>		<b>102,045</b>

518	Downtown Enhancements	6,600
519	Fireworks Display	3,000
532	Engineering Services	0
537	Computer Services	6,600
549	Other Professional Service	20,000
552	Telephone	1,200
553	Publishing	600
556	Radio/Dispatching	0
561	Dues & Publications	600
562	Travel Expenses	500
563	Training	1,000
580	Pest Control	0
581	Tree Removal	0
582	Hauling Expenses	0
593	Rentals	0
595	Demolition of Structures	20,000
<b>Total Contractual/Services/Dev.</b>		<b>60,100</b>

612	Maint. Supplies-Equip.	0
617	Sidewalk & Curb Maintenance	0
651	Office Supplies	0
652	Operating Supplies	300
653	Small Tools	0
655	Automotive Fuel/Oil	2,200
<b>Total Commodities</b>		<b>2,500</b>

830	Equipment	0
840	Vehicle	0
870	Furniture	0
890	Other Improvements	0
<b>Total Capital Outlays</b>		<b>0</b>

929	Miscellaneous Expenses	100
999	Interfund Transfer	5,950
<b>Total Other</b>		<b>6,050</b>
<b>Total Code Enforcement</b>		<b>170,695</b>

**TOTAL GENERAL FUND 6,100,892**

**TOTAL GENERAL FUND 6,320,409**

**SPECIAL REVENUE FUNDS**

**ECONOMIC DEVELOPMENT 02-61**

314	Hotel/Motel Tax	25,000
389	Miscellaneous Income	0
399	Interfund Transfer	0
<b>Total Economic Development</b>		<b>25,000</b>

421	Salaries - Regular	35,000
549	Other Professional Services	2,500
551	Postage	750
553	Publishing & Printing	0
561	Dues & Publications	5,625
562	Travel Expenses	2,400

563	Training	0
564	Meetings & Conferences	2,500
651	Office Supplies	0
658	Marketing Materials	1,500
820	Building	0
913	Other Contractual Services	46,000
929	Miscellaneous	1,000
930.1	Façade Improvement	25,000
930.2	Small Bus. Int. Pymnt	0
930.3	Demolition Grant	10,000
930.4	Distressed Property	0
930.5	Infill Development	10,000
930.6	Minor Home Repair	30,000
999	Interfund Transfer	3,696
<b>Total Economic Development</b>		<b>175,971</b>

#### AUDIT FUND 11-13-

311.	Property Tax	35,000
381.	Interest Income	10
384.	Refunds	0
<b>Total Audit Fund</b>		<b>35,010</b>

531.	Accounting Services	28,000
<b>Total Audit Fund</b>		<b>28,000</b>

#### LIABILITY INSURANCE FUND 14-11-

311.	Property Tax	227,000
381.	Interest	95
384.	Refund	4,000
399.	Interfund Transfer	116,500
<b>Total Insurance Fund</b>		<b>347,595</b>

549.	Other Professional Ser.	0
591.	Liability Insurance	460,000
929.	Miscellaneous Expenses	0
<b>Total Insurance Fund</b>		<b>460,000</b>

#### MOTOR FUEL TAX FUND 15-41-

343.	Motor Fuel Tax	330,004
381.	Interest Income	1,200
384.	Refunds	0
<b>Total Motor Fuel Tax Fund</b>		<b>331,204</b>

514.	Maint. Service-Street	450,000
532.	Engineering Services	0
810.	Land: ROW Purchase	0
929.	Misc - Relocation Expense	0
<b>Total Motor Fuel Tax Fund</b>		<b>450,000</b>

#### IMRF FUND 16-14-

311.	Property Tax	225,000
381.	Interest Income	70
389.	Misc. Income	0
399.	Interfund Transfer	0
<b>Total IMRF Fund</b>		<b>225,070</b>

462.	Retirement Contribution	255,000
<b>Total IMRF Fund</b>		<b>255,000</b>

#### SOCIAL SECURITY FUND 19-14-

311.	Property Tax	230,000
381.	Interest Income	50
384.	Refunds	0
<b>Total Social Security Fund</b>		<b>230,050</b>

461.	Social Security Contrib.	215,000
<b>Total Social Security Fund</b>		<b>215,000</b>

#### CHLORINATION OF SEWAGE FUND 20-43-

311.	Property Tax	0
381.	Interest Income	0
<b>Total Chlor Sewage Fund</b>		<b>0</b>

929	Miscellaneous Expenses	0
999	Interfund Transfer	0
<b>Total Chlor of Sew. Fund</b>		<b>0</b>

#### PUBLIC BENEFIT FUND 21-11-

311.	Property Tax	20,000
381.	Interest Income	5
384.	Refunds	0
399.	Interfund Transfer	80,000

533.	Legal Services	90,000
549.	Other Professional Service	0
553.	Publishing	0
562.	Travel Expenses	0



**Total Public Benefit Fund** **100,005**

**Total Public Benefits Fund** **90,000**

**UNEMPLOYMENT INS FUND 22-14-**

311.	Property Tax	33,000
381.	Interest Income	0
384.	Refunds	0
399.	Interfund Transfer	12,950
<b>Total Unemploy Ins Fund</b>		<b>45,950</b>

453.	Unemployment Insurance	34,000
<b>Tot Unemployment Ins. Fund</b>		<b>34,000</b>

**CDAP HOUSING (OOR) 34-62-**

344.	Grants	0
381.	Interest Income	0
384.	Refunds	0
<b>Total CDAP Housing</b>		<b>0</b>

540.	Grant Administration	0
913.	Community Relations	2,985
<b>Tot CDAP Rent Housing</b>		<b>2,985</b>

**FRANCIS PARK FUND 54-54-**

344.	Grants	0
370.	Park & Recreation Fees	10,500
381.	Interest Income	0
389.	Misc (Donations)	0
399.	Interfund Transfer	0
<b>Total Francis Park Fund</b>		<b>10,500</b>

422	Salaries-Temporary	13,500
<b>Total Personnel</b>		<b>13,500</b>

511	Maint. Service-Building	300
512	Maint. Service-Equipment	0
549	Other Professional Services	1,000
552	Telephone	750
553	Publishing	0
571	Utilities	4,500
580	Pest Control	500
581	Tree Removal	1,000
<b>Total Contractual/Service/Dev.</b>		<b>8,050</b>

611	Maint. Supplies-Bldg	500
618	Maint. Supplies-Grounds	1,000
651	Office Supplies	300
652	Operating Supplies	1,500
<b>Total Commodities</b>		<b>3,300</b>

820	Building	0
830	Equipment	1,000
890	Other Improvements	0
<b>Total Capital Outlays</b>		<b>1,000</b>

989	Interfund Loan Payback	0
999	Interfund Transfer	245
<b>Total Other</b>		<b>245</b>

**Total Francis Park Fund** **26,095**

**REVOLVING LOAN FUND 78-61-**

381	Interest Income	13,000
383	Loan Payment	37,956
389	Misc (late fees)	0
399	Interfund Transfer	0
<b>Total Revolving Loan Fund</b>		<b>50,956</b>

900.	Other Uses	200,000
913.	Community Relations	0
929.	Misc. Expense	0
<b>Tot Revolving Loan Fund</b>		<b>200,000</b>

**TOTAL SPECIAL REVENUE FUNDS** **1,401,340**

**1,937,051**

**DEBT SERVICE FUNDS**

**2003 IEPA WATER LOAN FUND 37-42-**

311.	Property Tax	0
344.	Grants	0
381.	Interest Income	0
389.	Misc. Income	0
391.	Proceeds-Bond Sale	0
399.	Interfund Transfer	57,200
<b>Total IEPA Water Loan Fund</b>		<b>57,200</b>

710.	Principal Payment	44,043
720.	Interest Expense	13,156
730.	Fiscal Agent Fee	0
929.	Misc. Expenses	0
999.	Interfund Transfer	0
<b>Total IEPA Water Fund</b>		<b>57,200</b>

**TIF DEVELOPMENT FUND, KENTVILLE 44-84-**

311.	Property Tax	0
381.	Interest Income	0
389.	Misc. Income	0
391.	Proceeds-Bond Sales	0
399.	Interfund Transfer	3,100
<b>Total Kent. TIF Fund</b>		<b>3,100</b>

549.	Other Professional Services	3,100
710.	Principal Payment	0
720.	Interest Expense	0
730.	Fiscal Agent Fees	0
890.	Other Improvements	0
929.	Misc. Expense	0
999.	Interfund Ops Transfer	0
<b>Total Kent. TIF Fund</b>		<b>3,100</b>

**TIF DEVELOPMENT FUND, LININGER, 44-84A-**

311.	Property Tax	14,106
381.	Interest Income	1,500
391.	Proceeds-Bond Sales	0
389.	Misc. Income	0
399.	Interfund Transfer	0
<b>Total Lininger TIF Fund</b>		<b>15,606</b>

549.	Other Professional Services	3,100
710.	Principal Payment	0
720.	Interest Expense	0
730.	Fiscal Agent Fees	0
890.	Other Improvements	0
929.	Misc. Expense	0
999.	Interfund Ops Transfer	0
<b>Total Lininger TIF Fund</b>		<b>3,100</b>

**TIF DEVELOPMENT FUND, WALWORTH, 44-84B-**

311.	Property Tax	3,374
381.	Interest Income	0
389.	Misc. Income	0
391.	Proceeds-Bond Sales	0
399.	Interfund Transfer	0
<b>Total Walworth TIF Fund</b>		<b>3,374</b>

549.	Other Professional Services	3,100
710.	Principal Payment	0
720.	Interest Expense	0
730.	Fiscal Agent Fees	0
890.	Other Improvements	0
929.	Misc. Expense	0
999.	Interfund Ops Transfer	0
<b>Total Walworth TIF Fund</b>		<b>3,100</b>

**TIF DEVELOPMENT FUND, MILL CREEK, 44-84C-**

311.	Property Tax	98,349
381.	Interest Income	213
384.	Refunds	0
389.	Misc. Income	0
391.	Proceeds-Bond Sales	0
399.	Interfund Transfer	0
<b>Total Mill Creek TIF Fund</b>		<b>98,562</b>

549.	Other Professional Services	5,000
710.	Principal Payment	51,500
720.	Interest Expense	7,752
730.	Fiscal Agent Fees	0
890.	Other Improvements	0
929.	Misc. Expense	12,000
999.	Interfund Ops Transfer	0
<b>Total Mill Creek TIF Fund</b>		<b>76,252</b>

**TIF DEVELOPMENT FUND, EAST & 11TH 2004, 44-84D-**

311.	Property Tax	100,195
381.	Interest Income	3,100
389.	Misc. Income	0
391.	Proceeds-Bond Sales	0
399.	Interfund Transfer	0
<b>Total East &amp; 11th 2004 TIF Fund</b>		<b>103,295</b>

549.	Other Professional Services	5,000
710.	Principal Payment	19,055
720.	Interest Expense	3,446
730.	Fiscal Agent Fees	0
890.	Other Improvements	0
929.	Misc. Expense	12,000

999.	Interfund Ops Transfer	0
<b>Total East &amp; 11th 2004 TIF Fund</b>		<b>39,501</b>

**TIF DEVELOPMENT FUND, DOWNTOWN, 44-84E-**

311.	Property Tax	213,277
381.	Interest Income	4,000
389.	Misc. Income	0
391.	Proceeds-Bond Sales	0
399.	Interfund Transfer	0
<b>Total Downtown TIF Fund</b>		<b>217,277</b>

549.	Other Professional Services	12,000
710.	Principal Payment	0
720.	Interest Expense	0
730.	Fiscal Agent Fees	0
890.	Other Improvements	0
919.	Redevelopment Projects	52,000
929.	Misc. Expense	0
<b>Total Downtown TIF Fund</b>		<b>64,000</b>

**2013 SERIES BOND FUND 46-84-**

311.	Property Tax	0
381.	Interest Income	0
391.	Proceeds-Bond Sales	0
399.	Interfund Transfer	546,000
<b>Total 2013 Series Bond Fund</b>		<b>546,000</b>

553.	Publishing & Printing	0
710.	Principal Payment	480,000
720.	Interest Expense	69,985
730.	Fiscal Agent Fees	400
999.	Interfund Ops Transfer	0
<b>Total 2013 Series Bond Fund</b>		<b>550,385</b>

**2015 SERIES BOND FUND 47-84-**

311.	Property Tax	303,563
381.	Interest Income	3,900
391.	Proceeds-Bond Sales	299,245
399.	Interfund Transfer	0
<b>Total 2013 Series Bond Fund</b>		<b>606,708</b>

710.	Principal Payment	473,570
720.	Interest Expense	63,754
730.	Fiscal Agent Fees	11,100
890.	Other Improvements	58,084
<b>Total 2013 Series Bond Fund</b>		<b>606,508</b>

**2011 B SERIES BOND FUND 48-71-**

311.	Property Tax	0
381.	Interest Income	0
391.	Proceeds-Bond Sales	0
399.	Interfund Transfer	0
<b>Total 2011B Bond Fund</b>		<b>0</b>

710.	Principal Payment	0
720.	Interest Expense	0
730.	Fiscal Agent Fees	0
<b>Total 2011B Bond Fund</b>		<b>0</b>

**TOTAL DEBT SERVICE FUNDS 1,651,122**

**1,403,146**

**CAPITAL PROJECT FUNDS**

**NHR SALES TAX INFRASTRUCTURE IMPROVEMENT FUND 31-71-**

311.	Property Tax	0
344.	Grants	0
345.1	Sales Tax (Local Use)	635,779
381.	Interest Income	3,136
384.	Refunds	0
389.	Misc. Income	0
391.	Proceeds-Bonds	0
399.	Interfund Xfr.	0
<b>Total NHR Sales Tax</b>		<b>638,915</b>

515	Maint. Service-Utility System	0
532	Engineering Services	70,000
533	Legal Services	0
549	Other Prof. Services	0
<b>Total Contractual</b>		<b>70,000</b>

615	Maint. Supplies-Utility System	0
652	Operating Supplies	0
<b>Total Commodities</b>		<b>0</b>

710.	Principal Payment	260,000
720.	Interest Payment	146,984
730.	Fiscal Agent Fees	265
<b>Total Debt Service</b>		<b>407,249</b>

811	Water Improvements	0
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812	Sanitary Sewer Improvement	0
813	Road/Sidewalk Improvement	223,143
814	Storm Sewer/Drainage Impro	95,000
890	Other Improvements	0
Total Capital Outlays		318,143

929	Miscellaneous	0
999	Interfund Xfr.	57,200
Total Other		57,200

**Total Infrastructure Improv.** **852,592**

**PUBLIC PROPERTY FUND 36-72-**

311	Property Tax	0
344	Grants	0
381	Interest Income	0
389	Misc. Income	0
391	Proceeds-Bonds	0
399	Interfund Xfr.	0
<b>Total Public Property Rev</b>		<b>0</b>

532	Engineering	0
549	Other Prof. Services	0
Total Contractual		0
652	Operating Supplies	0
Total Commodities		0

810	Land	0
850	Utility System	0
890	Other Improvements	65,000
Total Capital Outlays		65,000

929	Miscellaneous	0
999	Interfund Xfr.	0
Total Other		0

**Total Public Prop.** **65,000**

**MUNICIPAL BLDG. FUND 38-71-**

311	Property Tax	0
344	Grants	0
381	Interest Income	0
389	Misc. Income	465
391	Proceeds-Bonds	0
399	Interfund Xfr.	64,774
<b>Total Muni. Bldg. Rev</b>		<b>65,239</b>

511	Maint. Building	0
549	Other Prof. Services	40,000
Total Contractual		40,000

611	Maint. Supplies Bldg.	7,000
Total Commodities		7,000

820	Building	9,000
830	Equipment	500
870	Furniture	0
890	Other Improvements	1,500
Total Capital Outlays		11,000

929	Miscellaneous	0
999	Interfund Xfr.	0
Total Other		0

**Total Muni. Bldg.** **58,000**

**ACQUISITION FUND 39-73-**

389	Misc. Income	0
397	Interfund Loan	0
399	Interfund transfer	735,500
<b>Tot Acquisition Fund</b>		<b>735,500</b>

830	Equipment	24,787
840	Vehicle	115,500
890	Other Improvements	10,000
999	Interfund Operating Transfer	0

Total Acquisition Fund 150,287

TOTAL CAPITAL PROJECT FUNDS 1,439,654

1,125,879

ENTERPRISE FUNDS

WATER IMPROVEMENT FUND 32-42-

344	Grants	0
381	Interest	26,600
384	Refunds	0
391	Bond Proceeds	0
399	Interfund Transfer	0
Total Water Improv Fund		26,600

421	Salaries-Regular	0
451	Health Insurance	0
532	Engineering Services	25,000
540	Grant Administration	0
549	Other Professional Serv.	10,000
850	Utility System	150,000
999	Interfund Transfer	1,505,000
Tot Water Improve Fund		1,690,000

SEWER IMPROVEMENT FUND 33-43-

344	Grants	0
381	Interest Income	0
384	Refunds	0
399	Interfund Transfer	990,000
Total Sewer Improv Fund		990,000

421	Salaries-Regular	0
451	Health Insurance	0
532	Engineering Services	0
850	Utility System	0
Tot Sewer Improve		0

SEWER 2001 BOND PROJECT 33-49-

344	Grants	0
381	Interest Income	2,658
391	Proceeds - IEPA Loan	0
391	Bond Proceeds	0
397	Interfund Loan Received	0
Total Sewer 2001 Bond Project		2,658

532	Engineering Services	0
850	Sewer Improvement	451,500
989	Interfund loan payback	0
Total Sewer 2001 Bond Project		451,500

Total Sewer Fund 33 992,658

451,500

WATER FUND: DISTRIBUTION 51-42-

333	Plumbing Permits	1,650
361	Water Sales	2,177,225
366	Connection Fee	302
376	Penalty & Delinquent	69,500
381	Interest Income	950
384	Refunds	0
389	Miscellaneous Income	19,760
399	Interfund Transfer	0
Total Water Fund		2,269,387

412	Salaries - Inspectors	500
421	Salaries - Regular	450,278
422	Salaries - Temporary	0
423	Salaries - Overtime	13,500
429	Salaries - Retire Cash in	0
451	Health Insurance	141,764
455	PreEmployment Testing	320
462	Retirement Contribution	0
473	Personal Equipment	3,200
Total Personnel		609,562

511	Maint. Service-Bldg	1,500
512	Maint. Service Equipment	1,000
513	Maint. Service-Vehicle	0
515	Maint Service-Utility System	15,000
532	Engineering Services	1,100
533	Legal Services	2,100
537	Computer Services	14,500
537.4	Computer Services	0
542	Laboratory Services	0
551	Postage	5,500
552	Telephone	0
553	Publishing & Printing	750

556	Radio Service	556
561	Dues & Publications	300
562	Travel Expenses	1,000
563	Training	3,000
571	Utilities	0
581	Tree Removal	0
582	Hauling Charges	0
593	Rentals	0
Total Contractual		46,306

611	Maint. Supplies-Building	0
612	Maint. Supplies-Equipment	2,000
615	Maint. Supplies-Utility	269,000
651	Office Supplies	1,500
652	Operating Supplies	2,100
653	Small tools	1,800
655	Automobile Fuel/Oil	14,000
656	Chemicals	0
Total Commodities		290,400

820	Building	0
830	Equipment	1,500
840	Vehicle	0
850	Utility System	4,000
870	Furniture	0
Total Capital Outlays		5,500

929	Miscellaneous Expenses	5,500
952	Transfer to Bond Fund	0
999	Interfund Transfer	83,988
Total Other		89,488

**Total Water Distribution** **1,041,256**

**WATER FUND: Water Production 51-93-**

389	Miscellaneous Income	0
397	Interfund Loan	0
399	Interfund Transfer	0
Total Water Production		0

512	Maint. Service Equip.	60,000
515	Maint Service-Utility System	179,661
542	Laboratory Services	9,450
551	Postage	0
552	Telephone	4,000
571	Utilities	197,000
580	Pest Control	2,000
Total Contractual		452,111

619	Maint. Supplies Water Plant	800
652	Operating Supplies Water Pla	375
653	Small Tools Water Plant	0
654	Janitorial Supplies	200
655	Automotive Fuel/Oil	0
656	Chemicals	53,500
Total Commodities		54,875

810	Land	0
830	Equipment	0
850	Utility System	0
870	Other Improvements	0
Total Capital Outlays		0

929	Miscellaneous Expenses	0
999	Interfund Operating Transfer	688,500
Total Other		688,500

**Total Water Production 1,195,486**

**TOTAL WATER FUND 51 2,269,387**

**2,236,742**

**SEWER FUND: Sewer System 52-43-**

362	Sewer Charges	1,603,028
366	Connection Fee	500
376	Penalty & Delinquent	32,875
381	Interest Income	0
384	Refunds	0
387	Sale of Material	0
389	Miscellaneous Income	1,285
399	Interfund Transfer	0
Total Sewer System		<b>1,637,688</b>

421	Salaries - Regular	165,166
422	Salaries - Temporary	0
423	Salaries - Overtime	3,000
429	Salaries - Retire Cash in	0
451	Health Insurance	37,540
455	Pre-employment testing	0
462	Retirement Contribution	0
473	Personal Equipment	1,200
Total Personnel		206,906

511	Maint. Service-Bldg	1,500
512	Maint. Service-Equip	5,000
512.6	Maint. Service-Equip	0
513	Maint. Service-Vehicle	1,500
515	Maint Service-Utility System	160,000
515.4	Maint Service-Utility System	0
517	Maint Service-Storm Water	0
517.4	Maint Service-Storm Water	0
532.4	Engineering Services	700
533	Legal Services	0
537	Computer Services	13,500
537.4	Computer Services	0
549.4	Other Professional Serv.	0
551	Postage	5,000
553	Publishing & Printing	1,200
556	Radio Service	600
562	Travel Expenses	1,500
563	Training	2,000
Total Contractual/Services/Develop.		192,500

611	Maint. Supplies-Building	0
615	Maint. Supplies-Utility	150,000
615.4	Maint Supplies-Storm Water	0
619	Maint. Supplies - Sewer	0
651	Office Supplies	900
652	Operating Supplies	1,175
655	Automobile Fuel/Oil	3,500
656	Chemicals	1,500
Total Commodities		157,075

820	Building	0
830	Equipment	2,600
830.6	Equipment - Lift Stations	5,000
840	Vehicle	0
850	Utility System	0
850.4	Utility System	0
Total Capital Outlays		7,600

929	Miscellaneous Expenses	3,500
952	XFR to Bond & Loan Funds	0
999	Interfund Transfer	58,248
	Total Other	61,748
	<b>Total Sewer</b>	<b>625,829</b>

**SEWER FUND: WWTP 52-93-**

389.	Miscellaneous Income	24,800
	<b>Total WWTP</b>	<b>24,800</b>

511	Maint. Service-Bldg	2,000
512	Maint. Service-Equip	63,000
512.6	Maint Service-Equip Lift Stati	0
515	Maint Service-Utility System	492,328
542	Laboratory Services	26,250
552	Telephone	1,500
571	Utilities	140,000
580	Pest Control	1,000
	Total Contractual/Services/Develop.	726,078

0	0	0
619	Maint. Supplies-WWTP	6,300
652	Operating Supplies	10,500
653	Small Tools	750
654	Janitorial Supplies	400
655	Automobile Fuel/Oil	7,500
	Total Commodities	25,450

0	0	0
810	Land	0
830.6	Equipment - Lift Stations	5,000
	Total Capital Outlays	5,000

0	Capital Outlays	105,220
0	0	0
	Total Other	105,220
	<b>WWTP TOTAL</b>	<b>861,748</b>

**TOTAL SEWER FUND 52 1,662,488**

**1,487,577**

**SANITATION FUND 57-44-**

311	Property Tax	0
363	Tipping Fees	474,668
368	Pickup Charges	760,484
375	Bag & Excess Stickers	19,722
376	Penalty & Delinquent	19,000
381	Interest Income	0
389	Miscellaneous	1,140
399	Interfund Transfer	0
	<b>Total Sanitation Fund</b>	<b>1,275,014</b>

421	Salaries-Regular	361,377
422	Salaries-Temporary	0
423	Salaries-Overtime	6,000
429	Retirement Cash-in	0
451	Health Insurance	90,680
455	PreEmployment Testing	250
462	Retirement Contribution	0
473	Personal Equipment	2,400
	Total Personnel	460,707

511	Maint. Service-Building	10,500
513	Maint. Service-Vehicle	5,900
537	Computer Services	12,400
542	Lab Fees	0
551	Postage	5,300
552	Telephone	520
553	Publishing & Printing	1,000
556	Radio Service	600
563	Training	200



573	Garbage Disposal	515,000
574	Landscape Waste Disposal	4,500
580	Pest Control	250
583	Recycling Charges	29,034
Total Contractual/Service/Dev.		585,204

651	Office Supplies	500
652	Operating Supplies	3,500
653	Small Tools	500
655	Automobile Fuel/Oil	21,000
Total Commodities		25,500

820	Building	37,200
830	Equipment	0
840	Vehicles	0
870	Other Improvements	1,300
Total Capital Outlays		38,500

929	Miscellaneous Expense	400
999	Interfund Transfer	126,588
Total Other		126,988
<b>Total Sanitation Fund</b>		<b>1,236,899</b>

#### CEMETERY FUND 58-36-

377	Cemetery Services	46,000
381	Interest Income	0
384	Refunds	0
388	Land Sale	14,000
389	Miscellaneous	19,531
399	Interfund Transfer	202,331
<b>Total Cemetery Fund</b>		<b>281,862</b>

421	Salaries-Regular	142,226
422	Salaries-Temporary	60,000
423	Salaries-Overtime	4,682
429	Salaries-Retirement Cashin	0
451	Health Insurance	36,278
455	PreEmployment Testing	0
462	Retirement Contribution	0
473	Personal Equipment	1,000
Total Personnel		244,186

511	Maint. Service-Building	1,700
512	Maint. Service-Equipment	1,500
537	Computer Services	889
551	Postage	200
552	Telephone	1,500
553	Publishing	125
571	Utilities	2,000
580	Pest Control	0
581	Tree Removal	0
Total Contractual/Service/Dev.		7,914

612	Maint. Supplies-Equipment	3,000
614	Maint. Supplies-Street	0
651	Office Supplies	225
652	Operating Supplies	2,500
655	Automobile Fuel/Oil	15,000
Total Commodities		20,725

810	Land	0
820	Building	0
830	Equipment	7,500
840	Vehicle	0
890	Other Capital Exp.	0
Total Capital Outlays		7,500

929	Miscellaneous Expense	1,500
999	Interfund Transfer	9,764
Total Other		11,264
<b>Total Cemetery Fund</b>		<b>291,589</b>

#### AMBULANCE FUND 59-24-

372	Ambulance Fees City	0
372.1	Ambulance Fees Co. Health	0
381	Interest Income	0
384	Refunds	0
389	Miscellaneous Income	0
<b>Total Ambulance Fund</b>		<b>0</b>

421	Salaries-Regular	0
422	Salaries-Temporary	0
451	Health Insurance	0
471	Uniform Allowance	0
499	Meal Expense	0
Total Personnel		0

512	Maint. Service-Equip	0
513	Maint. Service-Vehicle	0
533	Legal	0
537	Computer Service	0
551	Postage	0
552	Telephone	0
553	Publishing	0
556	Radio	0
561	Dues & Publications	0
562	Travel Expenses	0
563	Training	0
564	Tuition Reimbursement	0
579	Billing Charges	0
Total Contractual/Service/Dev.		0

612	Maint. Supplies-Equip.	0
651	Office Supplies	0
652	Operating Supplies	0
653	Small Tools	0
654	Janitorial Supplies	0
655	Automotive Fuel/Oil	0
Total Commodities		0

820	Building	0
830	Equipment	0
840	Vehicle	0
Total Capital Outlays		0

929	Misc Expense & Refunds	0
999	Interfund Transfer	0
Total Other		0
<b>Total Ambulance</b>		<b>0</b>

**TOTAL ENTERPRISE FUNDS 6,508,009**

**7,394,307**

#### INTERNAL SERVICE FUNDS

#### FLEET MAINTENANCE FUND 62-45-

384.	Refunds	0
399.	Interfund Transfer	269,847
<b>Total Fleet Maint Fund</b>		<b>269,847</b>

421	Salaries-Regular	80,000
422	Salaries-Temporary	13,000
423	Salaries-Overtime	1,500
451	Health Insurance	25,187
462	Retirement Contribution	0

471	Uniform Allowance	2,000
473	Personal Equipment	200
Total Personnel		121,887

511	Maint. Service-Building	500
512	Maint. Service-Equipment	10,000
513	Maint. Service-Vehicle	15,000
536	Janitorial Service	0
537	Computer Service	3,500
552	Telephone	700
561	Dues & Publications	500
562	Travel Expenses	200
563	Training	1,500
571	Utilities	38,000
580	Pest Control	0
Total Contractual/Service/Dev.		69,900

611	Maint. Supplies-Building	500
612	Maint. Supplies-Equip.	12,000
613	Maint. Supplies-Vehicle	60,000
651	Office Supplies	200
652	Operating Supplies	1,500
Total Commodities		74,200

820	Building	0
830	Equipment	1,800
890	Other Improvements	0
Total Capital Outlays		1,800

929	Miscellaneous Expense	0
999	Interfund Transfer	2,060
Total Other		2,060
Total Fleet Maint. Fund		269,847

#### HEALTH INSURANCE FUND 74-14-

381	Interest Income	5,100
384	Refunds	0
389	Misc Income/Ret&Employee Contrib.	182,000
399	Interfund Transfer	1,438,388
Total Health-Ins. Reserve		1,625,488

451	Health Insurance	1,509,125
452	Life Insurance/Reinsurance/F	105,000
549	Other Fees	25,200
Total Health-Insurance Res.		1,639,325

**TOTAL INTERNAL SERVICE FUNDS 1,895,335**

**1,909,172**

#### Trust & Agency Funds

#### FIRE PENSION FUND 71-14-

311	Property Tax	593,645
381	Interest Income	120
389	Miscellaneous Income	0
399	Interfund Transfer	3,422
Total Fire Pension Fund		597,187

462.	Retirement Contribution	593,645
549.	Other Professional Serv	3,000
Total Fire Pension Fund		596,645

#### POLICE PENSION FUND 72-14-

311	Property Tax	688,331
381	Interest Income	130
389	Miscellaneous Income	0
399	Interfund Transfer	3,363

462.	Retirement Contribution	688,331
549.	Other Professional Serv	3,000
Total Police Pension Fund		691,331

Total Police Pension Fund **691,824**

**CEMETERY BOARD OF MNGR FUND 77-36-**

381	Interest Income	4,816
399	Interfund Transfer	18,000
Total Cemetery Bd of Mngr Fund		<b>22,816</b>

929.	Miscellaneous Expense	16
999.	Inter fund Transfer	4,800
Total Cem Bd of Mngrs Fund		<b>4,816</b>

**PERPETUAL CARE XFR FUND 79-36-**

378	Perpetual Care Income (new sales)	18,000
381	Interest Income	10
Total Perpetual Care Xfr		<b>18,010</b>

999.	Interfund Transfer	18,000
Total Perpetual Care Xfr		<b>18,000</b>

**TOTAL TRUST & AGENCY FUNDS 1,329,837**

**1,310,792**

Section 5. 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 15th day of June, 2020.

\_\_\_\_\_  
Gary Moore, Mayor

ATTEST:

\_\_\_\_\_  
Rabecka Jones, City Clerk

RECORD OF THE VOTE	Yes	No	Abstain	Absent
Mayor Gary Moore				
Council Member Mike Komnick				
Council Member Chris Colomer				
Council Member Steve Faber				
Council Member Michael Yakilich				

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
<b>MEETING DATE</b>	June 15, 2020	
<b>RESOLUTION OR ORDINANCE NUMBER</b>	N/A	
<b>AGENDA TITLE</b>	Discussion of a request from Eco Hill to dispose of leachate from the Atkinson Landfill at the Wastewater Treatment Plant	
<b>REQUESTING DEPARTMENT</b>	Public Works	
<b>PRESENTER</b>	Scott Hinton, City Engineer	
<b>FISCAL INFORMATION</b>	Cost as recommended:	N/A
	Budget Line Item:	
	Balance Available	
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PURPOSE</b>	General discussion of the request to dispose of landfill leachate at the WWTP.	

<b>BACKGROUND</b>	<p>The Atkinson Landfill was purchased by Eco Hill in June of 2019. Eco Hill has corrected the environmental issues created by the previous owner and reopened for business. Eco Hill's parent company owns sanitation collection and transfer station operations in the Chicago area. They dispose of non-recyclable materials from their transfer stations at the Atkinson Landfill.</p> <p>Landfills cells are constructed with clay and plastic liners to prevent the migration of liquids from the landfill to groundwater and the surrounding area. This means that rainwater and snowmelt isn't able to naturally runoff and soak into the ground and as it does elsewhere. It collects at the bottom of the landfill cells and must be pumped from the cell and disposed of at treatment facilities.</p> <p>Eco Hill currently disposes of this "leachate" at the Atkinson, Galva, and Pearl City treatment plants and desires to begin disposing at the Kewanee WWTP. Initially they anticipate not more than 30,000 gallons per week but expect that to increase as the landfill expands in the future.</p> <p>City Code states that septic tank haulers shall pay \$36.00 per 1,000 gallons of material disposed of at the WWTP but does not address leachate specifically. Staff finds that other treatment facilities charge between \$17.50 and \$80.00 per 1,000 gallons. Atkinson and Galva are currently charging \$20.00 per 1,000 gallons.</p>
<b>SPECIAL NOTES</b>	N/A

<b>ANALYSIS</b>	<p>City, Bock, Inc., and Chamlin staff reviewed the chemical composition of the leachate and find nothing to suggest it will negatively affect the treatment process. It does include chlorides, but at a much lower concentration than the WWTP influent so will not add to the chloride concentration issue at the WWTP.</p> <p>Accepting the leachate would provide a new revenue stream to fund deferred maintenance and improvements at the WWTP. The volume of leachate is dependent on weather conditions and is likely to vary throughout the year however assuming 30,000 gallons/week for 45 weeks/year provides \$48,600 in new revenue annually.</p>
<b>PUBLIC INFORMATION PROCESS</b>	N/A
<b>BOARD OR COMMISSION RECOMMENDATION</b>	N/A
<b>STAFF RECOMMENDATION</b>	Staff recommends entering into an agreement with Eco Hill to allow the disposal of leachate at the WWTP at the septic tank disposal price of \$36 per 1,000 gallons and that this price be reviewed as part of the sanitary sewer rate study.
<b>PROCUREMENT POLICY VERIFICATION</b>	N/A
<b>REFERENCE DOCUMENTS ATTACHED</b>	N/A

**CITY OF KEWANEE  
CITY COUNCIL AGENDA ITEM**

<b>MEETING DATE</b>	June 15, 2020	
<b>RESOLUTION OR ORDINANCE NUMBER</b>	N/A	
<b>AGENDA TITLE</b>	Discussion of the REBUILD Illinois Grant Funds and the Illinois Transportation Enhancement Grant (ITEP)	
<b>REQUESTING DEPARTMENT</b>	Public Works	
<b>PRESENTER</b>	Scott Hinton, City Engineer	
<b>FISCAL INFORMATION</b>	Cost as recommended:	N/A
	Budget Line Item:	
	Balance Available	
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PURPOSE</b>	General discussion of the REBUILD Illinois Grant Funds and the upcoming ITEP Grant Program to provide direction to staff as to how to proceed.	



## BACKGROUND

### REBUILD Illinois Funds

As discussed at the May 26, 2020 City Council meeting, the City of Kewanee will receive \$851,251 in REBUILD Illinois Grant funds over the next three years. There is no local match requirement with these funds, although their use must follow all IDOT guidelines. These funds may only be used for planning, design, and construction of transportation-related improvements which have an anticipated useful life of at least 13 years. This prevents the funds from being used to supplement our annual resurfacing and seal coat programs. Staff proposed using the funds to design and construct street, sidewalk, and streetscape improvements in the downtown area. Council directed staff to consider a street reconstruction project outside of the downtown area.

Franklin Street from Prospect to Division is a brick street in poor condition with several concrete patches resulting from the repair of water main breaks. These three blocks are a good candidate for the REBUILD Illinois funds. The water main should be replaced before new pavement is installed. All costs related to the water main replacement must be funded by the Water Utility as they are not an eligible expense for the REBUILD Illinois Funds. The estimated construction cost per block is detailed below.

#### Franklin Street

##### Prospect - Rockwell

Est. Street Cost	\$233,940
Est. Water Main Cost	\$74,020

##### Rockwell - Pine

Est. Street Cost	\$235,814
Est. Water Main Cost	\$74,835

##### Pine - Division

Est. Street Cost	\$344,864
Est. Water Main Cost	\$108,835

Total Street Cost	\$814,618
Total Water Main Cost	\$257,690

	<p>Use of the funds to reconstruct Franklin Street will require consultant services to develop plans and specifications for IDOT's approval.</p> <p><b><u>ITEP Funds</u></b></p> <p>IDOT anticipates soliciting for ITEP Grant applications this summer with submittals due in the Fall. ITEP Funds are used for ADA-compliance, decorative sidewalks and lighting, bike paths, and other transportation-related, non-street improvements. Details have not yet been released, but it's expected that the usual rules will apply with a maximum award of \$2 million and a 20% local match requirement. The strongest applications will be those which are shovel-ready or at least have Phase 1 engineering completed.</p> <p>Consultant services will also be required to submit a competitive ITEP application. There is no guarantee of an award, so there is an inherent risk of spending funds to submit an application with no return on the investment.</p> <p><b><u>Summary</u></b></p> <p>The REBUILD Illinois funds can be used to develop plans and specifications for a street reconstruction project. This would be a good opportunity to improve a street that isn't a good candidate for resurfacing or seal coat (such as Franklin Street).</p> <p>The Rebuild Illinois funds also provide an opportunity to develop plans for street, sidewalk and aesthetic improvements in the downtown area. Having such plans in place allows for the submittal of competitive grant applications as they arise (such as this Fall's ITEP). The remaining funds can be used for construction and for the local match to grant funds.</p>
<b>SPECIAL NOTES</b>	N/A
<b>ANALYSIS</b>	N/A
<b>PUBLIC INFORMATION PROCESS</b>	N/A

<b>BOARD OR COMMISSION RECOMMENDATION</b>	N/A
<b>STAFF RECOMMENDATION</b>	Staff looks to Council for direction.
<b>PROCUREMENT POLICY VERIFICATION</b>	The expenditure of both funds will need to follow IDOT guidelines for design and construction.
<b>REFERENCE DOCUMENTS ATTACHED</b>	N/A

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
<b>MEETING DATE</b>	June 15, 2020	
<b>RESOLUTION OR ORDINANCE NUMBER</b>	Ordinance #4007	
<b>AGENDA TITLE</b>	Ordinance requiring all dogs and cats within the City limits to be registered with the City of Kewanee.	
<b>REQUESTING DEPARTMENT</b>	Kewanee Police Dept.	
<b>PRESENTER</b>	Troy Ainley, Chief of Police	
<b>FISCAL INFORMATION</b>	Cost as recommended:	N/A
	Budget Line Item:	01-21-539
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PURPOSE</b>	To help identify animals that are within the city limits of Kewanee	
<b>BACKGROUND</b>	The City of Kewanee hasn't required the owners of cats and dogs within the city to register them. This has led to animals that are picked up by the city ending up being taken to the city pound due to the owner not being located. .	
<b>SPECIAL NOTES</b>	The cost of \$1000.00 would be to obtain a tag machine for stamping the required tags.	
<b>ANALYSIS</b>	It's believed that this will assist the city in being able to get dogs and cats that are running at large, or have been lost, returned to their owners	
<b>PUBLIC INFORMATION PROCESS</b>	The City of Kewanee will be placing information related to the ordinance out to the public through social media, and traditional media.	

<b>BOARD OR COMMISSION RECOMMENDATION</b>	N/A
<b>STAFF RECOMMENDATION</b>	Staff recommends passing the ordinance
<b>PROCUREMENT POLICY VERIFICATION</b>	
<b>REFERENCE DOCUMENTS ATTACHED</b>	N/A

## Chapter 91: ANIMALS

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### Section

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#### ARTICLE I. GENERAL PROVISIONS

##### § 91.01 DEFINITIONS.

For purposes of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**ANIMAL.** Any animal, poultry, bird, reptile or any other dumb creature, but does not include any human being.

**ANIMAL CONTROL FACILITY (CITY POUND).** Any facility operated by or under contract for the State of Illinois, Henry County, or the City of Kewanee, Illinois for the purpose of impounding or harboring seized, stray, homeless, or abandoned dogs, cats and other animals, and also means any veterinary hospital or clinic operated by a veterinarian or veterinarians licensed under the Veterinary Medicine and Surgery Practice Act of 1994, ILCS Ch. 225, Act 115, §§ 1 et seq., and amendments thereto which operates for the above mentioned purpose in addition to its customary purposes.

**ANIMAL SHELTER.** A facility operated, owned or maintained by a duly incorporated humane society, animal welfare society, or other non-profit organization for the purpose of providing for and promoting the welfare, protection, and humane treatment of animals. **ANIMAL SHELTER** also means any veterinary hospital or clinic operated by a veterinarian or veterinarians licensed under the Veterinary Medicine and Surgery Practice Act of 1994, ILCS Ch. 225, Act 115, §§ 1 et seq., and amendments thereto which operates for the above-mentioned purpose in addition to its customary purposes.

**CAT.** Except where specifically distinguished, includes all animals of the feline species of the age of four months or older.

**CHIEF OF POLICE.** The Chief of the City of Kewanee Police Department or his or her designee.

**CITY.** The City of Kewanee, Illinois, a municipal corporation.

**CITY CODE.** The City of Kewanee Code of Ordinances.

**COMMUNITY SERVICE OFFICER.** Any employee of the Community Service Section of the City of Kewanee Police Department having custody and control of the city's animal control facility and of animals therein, and shall include his or her designees.

**COMMUNITY SERVICE SECTION.** The Community Service Section of the City of Kewanee Police Department.

**CONFINE, CONFINED OR CONFINEMENT.** The restriction of an animal at all times by such animal's owner or keeper to an escape-proof building or other enclosure separate from other animals and the public.

**DANGEROUS ANIMAL.** Any animal, as defined above, of any species considered to be ferocious, mischievous or intractable at common law, including lions, tigers, other jungle, desert or mountain cats, bears, elephants, wolves, foxes, raccoons, monkeys, apes, poisonous or constrictor snakes or lizards and shall also mean any animal of any other species, but excluding dogs, known to its owner to be dangerous or any animal, which has given its owner or possessor reason to know that it is dangerous.

**DANGEROUS DOG.** Any individual dog which when either unmuzzled, unleashed or unattended by its owner or keeper, or a member of the owner or keeper's family, in a vicious or terrorizing manner, approaches, in an apparent attitude of attack, any person upon a street, sidewalk or any public grounds or places, or any property other than the property of the animal's owner or keeper.

**DEPARTMENT.** The City of Kewanee Police Department.

**DOG.** Except where specifically distinguished, includes all animals of the canine species of the age of four months or older.

**ENCLOSURE.** A fence or structure of at least six feet in height, forming or causing an enclosure suitable to prevent the entry of young children and suitable to confine a vicious dog in conjunction with other measures which may be taken by the owner or keeper, such as tethering, and which shall be securely enclosed and locked and designed with secure sides, top and bottom and shall be designed to prevent the animal from escaping from the enclosure. ENCLOSURE does not include an invisible fence.

**FOUND TO BE A DANGEROUS DOG.** That the Chief of Police has, after notice and an opportunity to be heard by the dog's owner or keeper, determined that the dog is a DANGEROUS DOG as defined in this section and has entered a written order based on that determination.

**FOUND TO BE A VICIOUS DOG.** That the Chief of Police has, after notice and an opportunity to be heard by the dog's owner or keeper, determined that the dog is a "vicious dog" as defined in this section and has entered a written order based on that determination.

**GUARD OR SENTRY DOG.** A dog specifically trained and used primarily to perform guard, sentry or other security duty including, without limitation, defending, patrolling, or protecting property, life or safety, at a commercial establishment; however, this definition does not include personally owned pets kept on private residential property that also provide security.

**GUIDE OR SUPPORT DOG.** A dog specifically trained and used to perform services for the sight or hearing impaired or to provide support services for a disabled person.

**HAS BEEN BITTEN.** That a person or animal has been seized with the teeth or jaws of another animal so that the person or animal seized has been nipped, gripped, wounded or pierced and further means and includes any contact of animal saliva with any break or abrasion of the skin of the person or animal.



**IMPOUND, IMPOUNDED OR IMPOUNDMENT.** Confinement at the City of Kewanee Animal Control Facility or at a licensed veterinarian's place of business.

**INOCULATION.** The injection, subcutaneously or in such other manner as may be approved by the Illinois Department of Agriculture of an anti-rabies vaccine meeting standards approved by the Illinois Department of Agriculture or by the United States Department of Agriculture. For purposes of this chapter, vaccination is the same as inoculation.

**KENNEL OPERATOR.** Any person who operates an establishment, other than an animal control facility, veterinary hospital, or animal shelter, where dogs or dogs and cats are maintained for boarding, training or similar purposes for a fee or compensation; or who sells, offers to sell, exchange, or offers for adoption with or without charge dogs or dogs and cats which he has produced and raised. A person who owns, has possession of, or harbors four or less females capable of reproduction, shall not be considered a kennel operator.

**LEASH.** A cord, rope, strap or chain, or similar tether, made of appropriate materials, no longer than six feet in length which shall be securely fastened to the collar or harness of an animal and shall be of sufficient strength to keep the animal under control.

**LICENSED VETERINARIAN.** A veterinarian duly licensed as such under the laws of the State of Illinois or of any other state which, by law, provides for the licensing of veterinarians.

**MUZZLED.** The practice of preventing an animal from opening its mouth fully by means of any commercially manufactured muzzle or other humane device approved by a community service officer.

**OWNER OR KEEPER.** Includes any person, including any individual, partnership, society, association, corporation, firm or other legal entity, or any public or private institution, who:

- (1) Has a right of property in an animal;
- (2) Harbors or keeps an animal, including the feeding of stray animals;
- (3) Has an animal in the person's care;
- (4) Acts as custodian of an animal; or
- (5) Knowingly suffers or permits any dog or cat to remain on or about any premises within the city under said person's charge or control.

**PEACE OFFICER.** Any City of Kewanee police officer or any other law enforcement officer with authority to act within the jurisdiction of the city.

**PET SHOP OPERATOR.** Any person who sells, offers to sell, exchange, or offers for adoption with or without charge or donation dogs, cats, birds, fish, reptiles, or other animals customarily obtained as pets in the State of Illinois. However, a person who sells only such animals that he has produced and raised shall not be considered a pet shop operator under this chapter and a veterinary hospital or clinic operated by a veterinarian or veterinarians licensed under the Veterinary Medicine and Surgery Practice Act of 1994, ILCS Ch. 225, Act 115, §§ et seq., and amendments thereto shall not be considered a pet shop operator under this chapter.

**RUN LINE.** The system of tying a dog in place with either rope or chain having a tensile strength of at least 300 pounds and which allows the dog freedom of movement only on the property of the dog's owner or keeper.

RUNNING AT LARGE or AT LARGE. Any time an animal is:

- (1) Off its owner or keeper's property or is not confined within a vehicle being driven or parked upon the street while subject to the control of a competent person, and is not controlled by a leash by a competent person to whose commands the animal is obedient; or
- (2) On its owner or keeper's property without being contained on the property by means of:
  - (a) A fence, chain, leash, or other visible, physical, means of restraint sufficient to protect persons or animals not on that property;
  - (b) An electronic training device such as a pet containment system utilizing an in-ground electrical wire, or a wireless system, to transmit signals to a collar wore by the animal providing electrical stimulation that properly trains the animal, to remain on the owner's or keeper's property;
  - (c) An electronic training device such as a training collar or remote training collar which upon transmission of a signal from a hand-held device operated by a competent person provides electrical stimulation to the animal and properly trains the animal to remain on the owner's or keeper's property;
  - (d) Voice control of a competent person to whom the animal will immediately respond in an obedient manner so as to remain on the owner's or keeper's property, regardless of source of agitation or provocation to leave the owner's or keeper's property.

VICIOUS DOG.

- (1)
  - (a) Any individual dog that when unprovoked bites or attacks a human being or other animal either on public or private property;
  - (b) Any individual dog with a known propensity, tendency or disposition to attack without provocation, to cause injury or to otherwise endanger the safety of humans or domestic animals;
  - (c) Any individual dog that has a trait or characteristic and a generally known reputation for viciousness, dangerousness or unprovoked attacks upon humans or other animals, unless handled in a particular manner or with special equipment;
  - (d) Any individual dog that attacks a human being or domestic animal without provocation;or
  - (e) Any individual dog which has been found to be a dangerous dog upon three separate occasions by a court or an administrative hearing unit of competent jurisdiction as set forth in this chapter.
- (2) However, no dog shall be deemed vicious if it bites, attacks, or menaces a trespasser on the property of its owner or keeper, or harms or menaces anyone who has tormented or abused it, or is a professionally trained dog for law enforcement duties. Vicious dogs shall not be classified in a manner that is specific as to breed.

WILD ANIMAL. Any animal ferae naturae or naturally wild.

**KEEPING OF DANGEROUS, WILD, AND/OR EXOTIC ANIMALS PROHIBITED.** The Keeping of any dangerous, wild, or exotic animal within the city is prohibited.

(Ord. 3584, passed 8-11-08) Change needed or amended

§ 91.02 CRUELTY TO ANIMALS.

(A) No person shall commit cruelty to any animal. A person commits cruelty to animals by knowingly:

- (1) Overloading, overdriving, overworking, cruelly beating, torturing, tormenting, mutilating, starving, or cruelly killing any animal, or causing or knowingly allowing the same to be done;
- (2) Failing to provide any animal in a person's charge or custody, as owner or keeper or otherwise, with a sufficient quantity of good quality, wholesome food to maintain proper body weight and good general health, kept in a suitable container within viewable range and in an area to prevent tampering, contamination or spillage;
- (3) Failing to provide any animal in a person's charge or custody, as owner or keeper or otherwise, with a sufficient quantity of good quality, wholesome water kept in an area to prevent contamination and spillage, and replaced with fresh water at least once per day;
- (4) Failing to provide any animal in a person's charge or custody, as owner or keeper or otherwise, with shelter constructed in a manner to assure protection from the elements;
- (5) Failing to provide veterinary care when needed to prevent suffering;
- (6) Leaving one's animal at an animal control facility, animal shelter, veterinary clinic with the intent, or effect of abandoning said animal, or on the premises of another or any place where an animal may become a public charge or may suffer hunger, injury, or exposure;
- (7) Failing to provide humane care and treatment, including keeping the animal in a clean, sanitary and healthy manner;
- (8) Selling, offering for sale, bartering, or giving away as a pet or novelty any rabbit, baby chick, duckling, or other fowl or any other animal which has been dyed, colored, or otherwise treated to impart an artificial color thereto;
- (9) Poisoning or causing to be poisoned any dog or other domestic animal except by a licensed veterinarian or humane shelter or pound;
- (10) Confining an animal in such a manner so that it is forced to stand, lie or sit in its own excrement;
- (11) Failing to provide living quarters, in addition to the shelter required by § 91.16, of sufficient size for the animal to exercise and move about;
- (12) Tethering an animal on a leash or a weight or in such a manner that prevents the animal from moving freely without entanglement;
- (13) Killing or injuring, or attempting to kill or injure, any domestic animal;
- (14) Confining or allowing any animal to remain in a motor vehicle in such a manner that places it in a life or health threatening situation by exposure to a prolonged period of extreme heat or cold, without proper ventilation or other protection from such heat or cold. If a community service officer or peace officer has probable cause to believe that an animal has been subjected to cruelty as defined in this division, and that the animal's life, safety or

health is in danger, the community service officer or peace officer has authority to enter the motor vehicle containing such animal by any reasonable means under the circumstances after making a reasonable attempt to locate the person confining or allowing the animal to remain in the vehicle;

(15) Cropping an animal's ear, docking an animal's tail or performing other surgeries or surgical-type procedures, except as performed by a licensed veterinarian; or

(16) Instigating, causing, procuring or assisting in any indecent or immoral show or exhibition of any animal.

(B) Any person who causes, instigates, permits, facilitates, aids, abets, or encourages any violation of this section shall be guilty of the violation of cruelty to animals and shall also be responsible for any costs incurred by the city due to such violation, including but not limited to boarding, inoculation, rent, food, disposal, or medical care.

(C) If a community service officer or peace officer has probable cause to believe that an animal has been subjected to cruelty as defined in division (A) above, and that the animal's life, safety or health is in danger, the community service officer or peace officer may seize and impound the animal, may give the animal veterinary or other care at the owner or keeper's expense, and may euthanize the animal at the owner or keeper's expense when, in the judgment of a licensed veterinarian, euthanization is necessary to prevent additional suffering and alternative avenues of alleviating suffering have been exhausted or eliminated as futile. Once an animal subjected to cruelty but not subject to euthanization as stated above has been impounded, the redemption procedures set forth in §§ 91.30 through 91.32 shall apply.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.03 ANIMALS FOR USE IN ENTERTAINMENT.

(A) Prohibited acts.

(1) No person may own, capture, breed, train, or lease any animal which he or she knows or should know is intended for use in any show, exhibition, program, or other activity featuring or otherwise involving a fight between such animal and any other animal or human, or the intentional killing of any animal for the purpose of sport, wagering, or entertainment.

(2) No person shall promote, conduct, carry on, advertise, collect money for or in any other manner assist or aid in the presentation for purposes of sport, wagering, or entertainment, any show, exhibition, program, or other activity involving a fight between two or more animals or any animal and human, or the intentional killing of any animal.

(3) No person shall sell or offer for sale, ship, transport, or otherwise move, or deliver or receive any animal which he or she knows or should know has been captured, bred, or trained, or will be used, to fight another animal or human or be intentionally killed, for the purpose of sport, wagering, or entertainment.

(4) No person shall manufacture for sale, shipment, transportation or delivery any device or equipment which the person knows or should know is intended for use in any show, exhibition, program, or other activity featuring or otherwise involving a fight between two or more animals, or any human and animal, or the intentional killing of any animal for purposes of sport, wagering or entertainment.

(5) No person shall own, possess, sell or offer for sale, ship, transport, or otherwise move any equipment or device which such person knows or should know is intended for use in connection with any show,

exhibition, program, or activity featuring or otherwise involving a fight between two or more animals, or any animal and human, or the intentional killing of any animal for purposes of sport, wagering or entertainment.

(6) No person shall make available any site, structure, or facility, whether enclosed or not, which he or she knows or should know is intended to be used for the purpose of conducting any show, exhibition, program, or other activity involving a fight between two or more animals, or any animal and human, or the intentional killing of any animal.

(7) No person shall attend or otherwise patronize any show, exhibition, program, or other activity featuring or otherwise involving a fight between two or more animals, or any animal and human, or the intentional killing of any animal for the purposes of sport, wagering or entertainment.

(8) No person shall tie or attach or fasten any live or dead animal to any machine or device propelled by any power for the purpose of causing such animal to be pursued by a dog or dogs.

(B) Seizure and disposition of animals and other items illegally used in entertainment.

(1) The Department may seize and impound any and all animals and seize any equipment, money or other proceeds utilized in or directly related to any violation of this section. Animals and other items impounded or seized shall be held for evidence and for final disposition by the court or an administrative hearing unit of appropriate jurisdiction.

(2) The Department shall give notice to the person from whom the animals, equipment, money or other proceeds were seized pursuant to division (B) (1) above, or to the person in possession as owner, or lessee of the premises where said items were found, or if the names of any of these persons are unknown to the Department upon reasonable inquiry, by posting notice upon the outer door of the premises. The notice shall be directed to any person claiming an interest in the property or money, to come before the court on a specified date, not less than three days from the date of the notice, and to show cause, if any, why the items should not be sold at public auction as contraband, or otherwise be forfeited as contraband to the city for disposition as authorized by this section.

(3) If in the court's or hearing unit's opinion, after hearing, or upon the default of those notified to appear, it appears to the court or hearing unit that the items seized are in fact contraband, the court or hearing unit shall order disposition of said items in one or more of the following ways:

(a) Any animals forfeited under this section shall be either humanely euthanized, offered for adoption, or otherwise disposed of in accordance with any controlling provision of the city code or state law.

(b) Any money forfeited under this section shall be forfeited to the city treasury.

(c) Any other items forfeited under this section shall be sold at public auction to the highest bidder for cash, and the proceeds paid into the city treasury.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.04 SHOOTING OR MOLESTING BIRDS.

No person shall shoot or in any manner molest any bird. No person shall rob any bird's nest of its contents unless done in furtherance of removing a nest from a house or other structure on private property when such nest has become a nuisance.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

§ 91.05 LIVESTOCK AND DOMESTIC FOWL PROHIBITED IN CITY; RUNNING AT LARGE; NUISANCE.

(A) No person shall keep any cattle, sheep, goats, horses, mules, swine, other beasts of burden related to the foregoing, or domestic fowl of the species of geese, ducks, turkeys, guinea hens, ~~or chickens~~ or roosters (male chickens) at any place or upon any premises in the city excepting that horses shall be permitted to be kept upon premises for which a special use has been granted by the City Council to permit a riding stable provided any and all conditions of such special use are fully complied with at all times. No person shall permit any of the above enumerated animals to run at large in the city. Any animals found within the city in violation of this section are subject to impound by the Department and disposal as provided in §§ 91.30 through 91.32.

(B) In addition to any and all other legal or equitable remedies, the animals and fowl except urban hens are prohibited from being kept in the city or running at large in the city by division (A), are hereby declared to be nuisances, and may be abated pursuant to the provisions of Chapter 95 of this code and amendments thereto.

(C) The provisions of this section shall not apply to the business premises of any duly licensed animal control facility, animal shelter or licensed veterinarian, shall not apply to any existing education programs related to animal husbandry on a school grounds upon the date of passage of this chapter, nor shall they apply to any lawful nonconforming agricultural uses of land per the city's zoning regulations.

(D) Horses, mules, or other beasts of burden, shall be allowed to be ridden on roads and streets, not including sidewalks from sunrise to sunset daily, shall not be allowed to defecate on said roads and streets, shall be equipped with a manure catcher, shall not be ridden in a reckless manner, and shall obey the rules of the road for bicycles while being ridden on the road or street.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

§ 91.06 BEEKEEPING WITHIN THE CITY PROHIBITED.

(A) No person shall keep or maintain any bees, beehives, or apiaries within the city.

(B) In addition to any and all other legal or equitable remedies, keeping or maintaining bees, beehives or apiaries within the city is hereby declared to be a nuisance and may be abated pursuant to the provisions of Chapter 95 of this code and amendments thereto.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.08 WILD ANIMALS.

No person shall keep, harbor, possess, act as custodian or have a right of property in a wild animal. Appropriately licensed zoos, circuses, veterinary hospitals or clinics, animal control facilities, animal shelters, and persons licensed as wild animal rehabilitators are exempt from this prohibition. Wild animals found within the city in violation of this section are subject to impound by the Department and disposal as provided in §§ 91.30 through 91.32.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.09 NONRESIDENT NOT TO HAVE ANIMALS IN THE CITY; EXCEPTIONS.

(A) Persons who are not residents of the city shall not keep any animal in the city; however, this prohibition shall not apply to persons remaining in the city for 30 days or less or who are passing through the city, but shall apply to any nonresident who on more than one occasion allows an animal to run at large within the city. Any animals found within the city in violation of this section are subject to impound by the Department and disposal as provided in §§ 91.30 through 91.32.

(B) The provisions of division (A) shall not apply to appropriately licensed veterinary hospitals or animal control facilities, animal shelters, clinics, and licensed animal kennels and pet shops.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.10 ANIMAL BITES AND ATTACKS.

(A) Any person owning or keeping a dog or cat or other animal which bites or attacks or approaches a person on a street, sidewalk or public place in an apparent attitude of attack shall immediately report the same in writing to the Police Department.

(B) Any person who has been bitten or so attacked or approached by a dog, cat or other animal shall file a written report of such event with the Police Department within 24 hours after such event occurred.

(C) It shall be unlawful for the owner or harbinger of an animal involved in a biting incident to euthanize, sell, give away or otherwise dispose of such animal until a full release on the incident has been issued by the Chief of Police. Animals, other than dogs and cats, must be examined by a veterinarian on the first and tenth day following a bite.

(D) Vaccinated animal procedures.

(1) The owner or harbinger of a properly vaccinated biter animal shall have the dog or cat examined by a licensed veterinarian who shall submit a report to the Chief of Police within 24 hours of the incident.

(2) The biter animal may be impounded upon the premises by the owner or harbinger. Impoundment shall mean within a structure or secure enclosure or upon leash only upon the premises of the owner or harbinger. The period of impoundment shall be ten days.

(3) The owner or harbinger of a properly vaccinated biter animal shall have the animal examined by a licensed veterinarian again on the tenth day of impoundment. A written report by the veterinarian that the biter animal is not affected by rabies, filed with the Chief of Police, shall terminate the impoundment.

(E) Unvaccinated animal procedures.

(1) The owner or harbinger of a biter animal which has not been vaccinated shall have it examined immediately by a licensed veterinarian who shall submit a report to the Chief of Police within 24 hours of the incident.

(2) The owner or harbinger will then impound the biter animal in a licensed animal hospital or with a licensed veterinarian for the required ten-day confinement period. If said animal tests negative for rabies, said animal shall not be released from confinement until such time as the animal has been vaccinated.

(F) The owner or harbinger of any dog or cat requiring veterinarian, impounding, licensing, destruction or disposition services as a result of any violations of this chapter shall be responsible for all such expenses. Failure to assume such expenses shall be deemed a violation of this chapter and an act of disclaiming and the dog or cat involved shall be considered a stray animal.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.11 FACE BITE PROCEDURE.

(A) Impoundment. Regardless of animal age or license status, the owner or harbinger of an animal inflicting a face bite shall impound the animal within 24 hours with a licensed veterinarian if the animal species allows or with a humane organization where proper facilities are available. Such impoundment shall be for a period of ten days.

(B) Impoundment exception. When the bitten person is a member of the same household as the owner or harbinger of the animal inflicting the face bite, such impoundment may be upon the premises. Impoundment shall mean within a structure or secure enclosure or upon leash only upon the premises of the owner or harbinger. The animal inflicting the face bite shall be humanely muzzled during impoundment. The animal inflicting the face bite shall be examined by a licensed veterinarian on the first and tenth day of such confinement.

(C) Reporting. All incidents of face bite shall be reported immediately to the Chief of Police, who shall report all such incidents to the County Animal Control Department on forms and in the time sequence required by that agency.

(D) Disposition of animal. It shall be unlawful for the owner or harbinger of an animal which has inflicted a face bite to dispose of such animal by sale, exchange, barter, or give away without full disclosure of the animal's history.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.12 CONTROL OF ANIMAL WASTES.

(A) Animal waste on public property. No person owning, harboring, keeping or controlling any dog or cat or other domestic animal or pet shall cause, suffer or allow such animal to soil, defile, defecate on or commit any nuisance on any common thoroughfare, sidewalk, passageway, bypath, play area, park, or any place where people congregate or walk or upon any public property whatsoever, or upon any private property without permission from the property owner. The restriction in this section shall not apply to public property when the owner or person in control of such animal complies with the following conditions:

(1) The person immediately removes all feces deposited by such animal by any sanitary method.

(2) The feces removed from the aforementioned designated areas is disposed of by the person in accordance with the provisions of this section in a sanitary manner approved by the city .

(B) Animal waste on private property.

(1) The accumulation of animal feces in or on any private property is hereby declared a nuisance.

(2) Every person who is the owner or occupant of private property or the agent in charge of such property is charged with the duty of keeping such property free of any accumulation of animal feces.



(3) ACCUMULATION for purposes of this division (B) shall mean:

(a) Any quantity which results in the presence of feces odor at the property line; or

(b) Any quantity that interferes with the use or enjoyment of any neighboring property as the result of odors, visual blight, or attraction of insects, rodents or other pests; or

(c) Any quantity that otherwise constitutes a hazard to the health, safety or convenience of persons residing both on and off of the property.

(4) Notice to remove.

(a) Each owner, occupant or agent having charge of such property who is notified in accordance with the provisions set forth herein by a community service officer, a peace officer or any other duly authorized agent of the city, including without limitation, any and all city personnel in the city's code compliance division, to remove an accumulation of feces, shall be charged with the duty of removing such feces and satisfactorily disposing of the same within 24 hours of the effective date and hour of the notice.

(b) The notice shall set forth in writing the dates of inspection, the address of the property found to have an accumulation of animal feces, the fact that such an accumulation was observed, and the fact that the owner, occupant or agent must remove the accumulation within 24 hours of the notice's effective date and hour.

(c) If the property where an accumulation of feces is found contains only a single-family dwelling, then the notice shall be directed to the occupant of such property whether such occupant be the property's owner or lessee. If the property where the accumulation of feces is found contains more than one dwelling unit, then notice shall be directed to the record owner of such property or the agent in charge of such property.

(5) The notice's effective date and hour shall be determined in accordance with the manner in which the notice was served:

(a) If a copy of the notice is delivered to an owner of record personally or to any adult occupant of the property personally or to the agent in charge of such property personally, the notice's effective date and hour is the date and hour so personally served.

(b) If a copy of the notice is delivered to the usual place of abode of an owner of record or to the occupant at the property and left with a person in the owner or occupant's family 13 years of age or older and of suitable discretion, who shall be informed of the contents thereof, and concurrently, a copy of the notice is sent by first class mail addressed to the usual place of abode of such owner and the occupant at the property, said notice becomes effective upon the date and hour of personal service upon such family member.

(c) If a copy of the notice is sent by certified or registered mail addressed to an owner of record at his or her last known address or the occupant at the property and receipt thereof is returned with the signature of such owner or occupant, then the effective date and hour of said notice shall be midnight of the date following the date signed for as evidenced by the return of mail received. If the notice is returned to the city undelivered, then a copy of the notice shall be posted conspicuously on the property, and the notice's effective date and hour is the date and hour the notice was so posted.

(6) No owner, occupant or agent in charge of such property shall fail to satisfactorily remove and dispose of such accumulation of feces within 24 hours of the effective date and hour of the notice to remove the same. A violation of this section shall be punishable by a fine of not less than \$100 plus court costs and not more than \$750

plus court costs. A second violation of this section shall be punishable by a fine of not less than \$200 plus court costs and not more than \$750 plus court costs. A number in excess of two violations of this section shall be punishable by a fine of not less than \$400 plus court costs and not more than \$750 plus court costs, and impoundment and disposition per §§ 91.30 through 91.32.

(7) Fourth or subsequent violations. After an owner, occupant or agent having charge of property is thrice notified of a violation of this section, and regardless of whether that person complies with any prior notice, a fourth or subsequent instance of an accumulation in violation of this section shall constitute a violation subjecting that person to a fine of not less than \$500 plus court costs and not more than \$750 plus court costs, and in order to abate such a nuisance, the court may, in addition to ordering any other legal or equitable relief, order that the owner or keeper may no longer own, harbor or maintain the dog or cat, or any other animal, causing the nuisance on any property within the city.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.13 LIBERATION OF CONFINED ANIMALS PROHIBITED.

No person shall remove from restraint, or release from confinement or enclosure, an animal belonging to or kept by any other person, unless in an emergency situation when such removal or release is necessary to protect the confined or enclosed animal from being physically harmed, or unless the animal's owner or keeper consents to the removal or release.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.14 DEAD ANIMALS.

(A) No person within the city shall mutilate any dead animal, or permit another to do so, within the view of any public place or within the view of any private property other than the private property owned or controlled by said person. For purposes of this division, cleaning and dressing of fish or game caught in compliance with Illinois Department of Natural Resources Regulations shall not be considered mutilation.

(B) No person shall allow the body, or any part thereof, of any dead animal to decompose and petrify on the person's property.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.15 ANIMAL TRAPPING.

(A) It shall be unlawful to use any type of leg-hold animal trap within the city. It shall be unlawful to use any other animal trap that could cause cruelty to animals within the city except where an infestation of property results in a determination that such infestation is either a public nuisance or that it creates a safety hazard to the public, which determination shall be made by the community service section. In the case of such exception, appropriate means to control the situation shall be used by the community service section.

(B) Nothing in this section shall be in any way used to determine, cause or create any duty upon the city to remedy, abate or eliminate such nuisance or hazard and no liability on the part of the city is created hereby.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

## 91.16 ANIMAL CAGES, RUNS, PENS, ETC.

(A) Location requirements. Each cage, enclosure, house, hutch, pen, run, shed or other structure used to harbor an animal hereafter erected, repaired or reconstructed shall be placed not less than five feet from all property lines, not less than ten feet from municipal right-of-ways including sidewalks, and not less than 20 feet from any neighboring building or structure designed for or permitting human habitation. The location requirements contained herein are meant to be used as a supplement to any location and/or minimum setbacks required by the city zoning regulations, land use covenants or deed restrictions. The regulation, covenant or restriction that is the most strict regarding location shall be complied with.

(B) Construction requirements. Each cage, enclosure, pen, run, shed or other structure used to harbor an animal hereafter erected, repaired or reconstructed shall meet the following requirements:

(1) Outdoor dog runs. Each outdoor cage, enclosure, pen, run or shed housing one dog shall have an aggregate base floor, and shall be of sufficient size to accommodate the size of the dog kept in such cage, enclosure, pen, run or shed. Each outdoor cage, enclosure, pen, run or shed housing two or more dogs shall be of sufficient size to accommodate both the number and size of the dogs kept in such cage, enclosure, pen, run or shed.

(2) Outdoor houses. The owner or keeper of each dog kept or maintained outdoors or outside an occupied residential structure must provide said dog with a doghouse or other shelter constructed in a manner to assure the protection of the dog from the elements, including a floor at least two inches off the ground, weatherproof solid sides and roof, and large enough for the dog to have freedom to enter, turn around, sit, stand, and lie in comfort. If the house or shelter is not radiantly heated, it shall have a sufficient quantity of suitable bedding material to provide insulation and protection against cold and dampness for comfort. The house or shelter shall be placed in such location or protected to prevent the elements from injuring the dog's health.

(3) Outdoor rabbit cages. The owner or keeper of rabbits over six weeks old shall provide a cage, enclosure, hutch, pen or other structure no smaller than eight cubic feet for each rabbit, and located not less than three feet off the ground. The cage, enclosure, hutch, pen or other structure shall be constructed in a manner to assure the protection of the rabbit from the elements, including weatherproof sides and roof, shall have a sufficient quantity of suitable bedding material to provide insulation and protection against cold and dampness for comfort, and shall be placed in such location or protected to prevent the elements from injuring the rabbit's health.

(4) Outdoor bird cages. The owner or keeper of pigeons and other outdoor birds shall provide a cage, enclosure, pen or other structure located at least three feet off the ground, and which shall be constructed in a manner to assure the protection of the birds from the elements, including weatherproof sides and roof, and shall be placed in such location or protected to prevent the elements from injuring the birds' health.

(C) Maintenance requirements. Each cage, enclosure, house, pen, run, shed or other structure used to harbor an animal shall be cleaned and maintained in a manner to assure the best possible sanitary conditions. Each person cleaning dog and rabbit cages, enclosures, houses, hutches, pens, runs, sheds or other structures, shall do so in a manner which prevents animal waste runoff onto public right-of-way and which complies with the provisions set forth in § 51.002 Depositing Objectionable Waste Prohibited, and § 51.003 Discharge of Untreated Sewage or Other Polluted Waters to Natural Outlets of this code of ordinances.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

## § 91.17 STRAY ANIMALS.

(A) Any person who picks up any stray animal shall promptly notify the community service section or the Department.

(B) No person shall harbor or hold for reward an animal which strayed upon the person's property or which has been picked up on a public street, highway or other public place unaccompanied by its owner or keeper or other person or which has been stolen from its owner or keeper.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.18 PENALTY FOR VIOLATION OF CHAPTER.

Unless the section specifically provides otherwise, any person violating any of the provisions of this chapter shall on conviction be fined not less than \$25 plus court costs and not more than \$750 plus court costs.

(Ord. 3584, passed 8-11-08)

### ARTICLE II. DOGS AND CATS

#### Division 1. In General

#### § 91.19 RABIES CONTROL.

(A) It shall be the duty of every owner of a dog harbored in the city to have such dog inoculated against rabies as required by the statutes of the State of Illinois. It shall be the duty of every owner of a cat or ferret harbored in the city to have such cat or ferret inoculated against rabies in a manner consistent with veterinary best practices. The owner or harbored of such dog, cat, or ferret shall at all times keep in his possession evidence of rabies inoculation consisting of a certificate signed by the licensed veterinarian administering the vaccine.

(B) A licensed veterinarian who inoculates an animal against rabies shall provide serially numbered rabies inoculation tags, to be issued with each inoculation certificate. Such tag shall at all times be attached to a collar or harness worn by the animal for which the certificate and tag have been issued. The original copy of the inoculation certificate shall go the County Rabies Warden, and one copy shall be kept by the licensed veterinarian.

(C) The owner or harbored of any animal which exhibits symptoms of rabies, or the owner of any animal in direct contact with such animal, whether or not such animal has been vaccinated shall immediately notify the Henry County Rabies Warden, or Police Department, and shall promptly confine such animal, or have it confined under suitable observation, for a period of at least ten days, unless officially authorized by the Henry County Rabies Warden, in writing, to release it sooner.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.20 DOGS AND CATS RUNNING AT LARGE; IMPOUNDMENT.

(A) No person shall permit any dog or cat to run at large or be at large within the city. Persons found to be in violation of this section shall be subject to fines as stated in the table below in addition to any other remedies possible.

#### Running at Large Minimum Fines

First Conviction	Second Conviction	Third Conviction	Greater than 3 Convictions
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\$100   \$200   \$400   \$750

Any dog or cat found running at large within the city is subject to apprehension and impound by the department and disposal as provided in §§ 91.30 through 91.32.

(B) For purposes of this section, PERMIT means any of the following:

- (1) To affirmatively permit or allow;
- (2) Inaction by one who knew or should have known the dog or cat was at large and failed to end the "at large" behavior;
- (3) Inaction which caused said dog or cat to run at large, including but not limited to failing to properly secure said animal while an individual is or is not present;
- (4) Placement of the dog or cat in a physical location or a set of circumstances such that it is unreasonable to assume the animal will not run at large or be at large.

(C) Voice control, electronic training devices, and other methods of control referenced in divisions (2) (b), (c) and (d) of the definition of RUNNING AT LARGE or AT LARGE set forth in § 91.01 shall not be a lawful means of restraint or control unless said animal is located on the owner's or keeper's property, nor shall said controls be a permissible defense in the event said dog or cat has left the property of the owner or keeper.

(D) In the event that a specific dog or cat has been found to be RUNNING AT LARGE or AT LARGE as defined in § 91.01 on more than two occasions, said dog or cat shall, from that point on, be confined on the owner's or keeper's property in a manner complying with division (2)(a) of the definition of RUNNING AT LARGE or AT LARGE set forth in § 91.01.

(E) Premises with an electronic training device such as a pet containment system utilizing an in-ground electrical wire, a wireless system, a training collar or remote training collar shall be registered with the city and have a sign visible from the right of way on the property indicating the presence of the containment system.

(Ord. 3584, passed 8-11-08; Am. Ord. 3773, passed 8-25-14) Penalty, see § 91.18

#### § 91.21 REMOVAL OF COLLARS, TAGS AND LEASHES FROM DOGS OR CATS PROHIBITED; EXCEPTIONS.

No person other than a community service officer, a peace officer, an owner or keeper, or a person with the consent of the dog's or cat's owner or keeper, shall remove the collar, inoculation tag, license tag or leash from any dog or cat within the city.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.22 EXCESSIVE BARKING, HOWLING OR YELPING.

(A) Offense. No person shall own, keep or harbor any dog or cat, or any other animal, that, by frequent or excessive loud barking, howling or yelping, unduly annoys or disturbs the quiet of any neighborhood within the city. However, this division shall not apply to the business property of a licensed kennel, pet shop or veterinarian, or to the property of any licensed or city-owned animal shelter or animal control facility. If the Department finds that a dog or cat has been left outdoors and unattended for longer than one hour anytime, and the Department has probable cause to believe that a violation of this section has occurred, and if the dog's or cat's owner or keeper is not home or refuses to

take said dog or cat indoors, then, upon obtaining a signed statement from a complainant, the Department may impound the dog or cat, which may be disposed of as provided in §§ 91.30 through 91.32.

(B) Penalty. Any person convicted of violating division (A) above as a first offense, shall be fined not less than \$50 plus court costs nor more than \$750 plus court costs. Any person convicted of violating division (A) above as a second offense shall be fined not less than \$100 plus court costs nor more than \$750 plus court costs. Any person convicted of violating division (A) above as a third or subsequent offense shall be fined not less than \$200 plus court costs nor more than \$750 plus court costs.

(C) Nuisance. Any dog or cat, or any other animal, described in division (A) above is hereby declared to be a nuisance, and the city may, in addition to seeking any other appropriate legal remedy, pursue equitable remedies to abate said nuisance in accordance with the provisions of Chapter 95 of this code. Upon finding a nuisance exists, and in order to abate such a nuisance, the court may, in addition to ordering any other legal or equitable relief, order that the owner or keeper may no longer own, harbor or maintain the dog or cat, or any other animal, causing the nuisance on any property within the city.

(Ord. 3584, passed 8-11-08)

#### § 91.23 TAKING UP AND TREATING INJURED DOGS AND CATS.

A community service officer or any peace officer may remove from any street or public place within the city any injured or ill dog or cat not being attended to and properly cared for by its owner or keeper and shall impound the dog or cat, or place the dog or cat in the possession of a licensed veterinarian and the dog or cat may be disposed of as provided in §§ 91.30 through 91.32. If a veterinarian renders needed or warranted veterinarian treatment to an injured or ill dog or cat placed in his or her possession pursuant to this section, the veterinarian shall advise the community service section of the cost of the treatment, and in the event the owner or keeper of the dog or cat redeems the dog or cat, the owner or keeper shall, in addition to paying impound redemption fees as otherwise set forth in this chapter, pay the full amount of the veterinarian's charges. If the dog or cat is not redeemed, it shall be disposed of in the manner provided in §§ 91.30 through 91.32.

(Ord. 3584, passed 8-11-08)

#### § 91.24 FEMALE DOGS OR CATS IN HEAT.

During periods of estrus ("heat"), owners and keepers of any female dog or cat shall keep said animal in an enclosed structure or enclosure. Any such female dog or cat found outside an enclosed structure or enclosure, whether on the property of the owner or keeper or not, shall be subject to impound by the Department and disposal as provided in §§ 91.30 through 91.32.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

### 91.25: LICENSE REQUIRED: Dogs and Cats

#### 1: Dogs and Cats license requirements

A. Purchase Required: No dog or cat shall be permitted to be or remain in the city without being licensed as herein provided.

- B. Annual Registration; Tag: Every owner of or person who keeps or harbors a dog or cat within the limits of the city shall report to the clerk or designee annually, within thirty (30) days after May 1 each year, his/her name and address, and shall give the name, breed, month of birth, color and sex of each and every dog or cat owned, kept and harbored by such person and shall pay such license fee as required in section 3-A of this article for male or female dogs or cats owned, kept or harbored, and shall cause such dogs or cats to be registered in the Office of the City Clerk, The City Clerk or her designee shall furnish the person paying the license therefor with the metal tag or check as hereinafter provided.
- C. Rabies Certificate: Every owner or person who harbors or keeps a dog or cat within the limits of the City shall, before securing registration tags, exhibit to the Clerk or her designee a current Henry County rabies certificate.
- D. Penalty: Any person owning a dog or cat shall purchase a license as herein provided or be subject to penalty as provided in section (91.25)-3-C-1 of this Code.

## **2: LICENSE TAGS, COLLAR REQUIRED:**

- A. Registry: The City Clerk or her designee shall keep a complete registry in a book kept for that purpose, of all licensed dogs or cats describing the same by name, breed, color and sex, and shall also enter the name and address of the owner or keeper as given, and the number of the City license, tag or check.
- B. Tags Provided By City: The City Clerk or her designee shall also provide each and every year, such number of metal tags or checks as may be necessary, having stamped thereon the year for which the license is issued, and also the number of the tag or check, and it shall be the duty of the City Clerk or designee to deliver one of such tags or check numbered to correspond with the registry of the animal, to the person having paid the license tax upon any such animal. The owner of each animal being of the age of four (4) months or over must have a tag for such animal.
- C. Collar Required: Every dog or cat over the age of four (4) months shall be provided by its owner or keeper with a collar to which shall be securely attached and kept the license registration tag furnished by the City Clerk or animal control officer as hereinabove provided.
- D. Removal Of Collars, Tags Or Leashes: No person, other than, a police officer, or an owner shall remove the collar, inoculation tag or leash from any dog or cat within the City without the consent of the owner or keeper of the dog or cat. Any such removal shall subject the dog or cat to impoundment.
- E. Penalty: Anyone found guilty of violating this section shall be subject to penalty as provided in section 3-C-1 of this Code.  
(Ord. 06/15/20)

## **3: FEES:**

- A. License Fee: An annual license fee for dogs and cats shall be established by the City Council as may be necessary. The fee for each dog or cat is set at (\$5.00) per year.
- B. Violation Fees:
1. Failure to License or Display License: The Police Officer shall issue to the owner or keeper of any unlicensed dog or cat or the owner of any dog or cat failing to display the license tag a notice of ordinance violation.
  2. Notice of Ordinance Violation: A person receiving a notice of ordinance violation may, at his/her discretion, may make payment to the office of city clerk or her designee within seven (7) working days a sum established by the administrative fee schedule in subsection C of this section.

3. Failure to Comply: In the event no payment is received within the time period prescribed by the animal control officer, a formal Municipal ordinance violation complaint shall be initiated in the Circuit Court.

C. Administrative Fee Schedule: The City Clerk or her designee is authorized to accept in full satisfaction of any notice of ordinance violation the payment of the following administrative fees:

1. The penalty for violating this section shall be a fine of twenty five dollars (\$25.00) for the first offense and a fine of fifty dollars (\$50.00) for each offense thereafter.
2. Proof of payment of fees imposed by section (91.25) 3-C-1 of this article.

#### § 91.26 USE OR POSSESSION OF DOGS IN CONJUNCTION WITH CRIMINAL ACTIVITY.

(A) No person who owns, keeps, harbors, possesses or controls any dog shall use the dog in the course of committing or in furtherance of any criminal or quasi-criminal act, nor suffer or permit such dog to be so used. If a dog, in any manner, impedes a community service officer's or peace officer's efforts to investigate or stop criminal or quasi-criminal behavior, to make any stop or arrest, or to serve any process or warrant or execute any search or seizure, the dog shall be irrebuttably presumed to have been so used.

(B) No person shall be in possession of any dog while said person is manufacturing, delivering, or possessing with the intent to manufacture or deliver any controlled substance or cannabis in violation of the Illinois Controlled Substances Act, ILCS Ch. 720, Act 570, §§ 100 et seq., or the Cannabis Control Act, ILCS Ch. 720, Act 550, §§ 1 et seq., or any amendments thereto. No person shall possess a dog in any dwelling unit or in or on the property of any single-family dwelling while any person in said dwelling unit or in or on the property of said single-family dwelling is manufacturing, delivering, or possessing with the intent to manufacture or deliver any controlled substance or cannabis in violation of the Illinois Controlled Substances Act, ILCS Ch. 720, Act 570, §§ 100 et seq., or the Cannabis Control Act, ILCS Ch. 720, Act 550, §§ 1 et seq., or any amendments thereto. For the purpose of this section, any person present in said dwelling unit or in or on the property of said single-family dwelling during the violation of the Controlled Substances Act or the Cannabis Control Act shall be irrebuttably presumed to be in possession of any dog found in said dwelling unit or in or on the property of said single-family dwelling at that time.

(C) Any dog found in violation of this section is subject to impound by the department and disposal as provided in §§ 91.30 through 91.32.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### Division 2. Dangerous and Vicious Dogs

#### § 91.27 KEEPING OF VICIOUS DOGS.

(A) It shall be unlawful for any person to keep or maintain any animal which has been found to be a vicious animal, unless such animal is at all times kept in an enclosure. The only times that a vicious animal may be allowed out of the enclosure is if it is necessary for the owner or harborer to obtain veterinary care for the vicious animal or to comply with the order of a court of competent jurisdiction, provided that said vicious animal is securely muzzled and restrained within a chain having a tensile strength of 500 pounds and not exceeding three feet in length, and shall be under the direct control and supervision of the owner or harborer of the vicious animal.



(B) Any animal which has been found to be a vicious animal and which is not confined to an enclosure shall be impounded by an animal control officer and shall be turned over to a licensed veterinarian for destruction by lethal injection.

(C) Any animal which has been found to be a vicious animal shall be spayed or neutered within 14 days of the date of the written notice of determination, and the owner or keeper must provide written proof of spaying or neutering to the community service section.

(D) No owner or harbinger of a vicious animal shall sell or give away any vicious animal.

(E) Work dogs are exempt from this section, provided, an attack or injury to a person occurs while the dog is performing duties as expected. To qualify for exemption under this section, each such dog shall be currently inoculated against rabies.

(F) The City Attorney may file a complaint to enjoin all persons from maintaining or keeping a dangerous or vicious animal, to abate the same, and to enjoin the owner of such animal from permitting such animal to leave his premises when not under control by leash per this section. Upon the filing of a complaint in the circuit court, the court, if satisfied that this nuisance may exist, shall grant a preliminary injunction with bond in such amount as the court may determine enjoining the defendant from maintaining such nuisance. If the existence of the nuisance is established, the owner of such animal shall be in violation of this section, and in addition, the court shall enter an order restraining the owner from maintaining such nuisance and may order that such animal be euthanized.

(G) Penalty. The fines for violating this § 91.27 are as shown in the table below.

#### Vicious Dog Regulations Minimum Fines

First Conviction	Second Conviction	Third Conviction	Greater than 3 Convictions
\$100	\$200	\$400	\$750

(Ord. 3584, passed 8-11-08; Am. Ord. 3773, passed 8-25-14)

#### § 91.28 KEEPING OF DANGEROUS DOGS.

(A) No person shall own, keep or harbor any dog found to be a dangerous dog inconsistently with this section within the city. A dog found to be a dangerous dog and kept in a manner which violates this section is hereby declared a nuisance and is subject to impound by the department and disposal as provided in §§ 91.30 through 91.32.

(B) A dog found to be a dangerous dog must be muzzled and controlled by a leash of no more than three feet in length and of appropriate strength whenever the dog is not contained within the owner's or keeper's residence or an enclosure located on the owner's or keeper's property from which the dog cannot escape. A dog found to be a dangerous dog must be spayed or neutered within 14 days of the date of the written notice of determination, and the owner or keeper must provide written proof of such spaying or neutering to the community service section.

(C) No person shall transfer, sell or give away to any person within the city any dog that has been found to be a dangerous dog, unless the transferor, prior to the transfer, informs the receiving party of the finding and notifies the community service section or Department of the pertinent details of the transfer, including without limitation, the address where the dog will be located after the transfer.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.18

#### § 91.29 IMPOUNDMENT AND DISPOSITION OF DANGEROUS ANIMALS.

(A) Dangerous animals not in compliance with this chapter are subject to impound by the Department and disposal as provided in §§ 91.30 through 91.32. If such animal cannot be safely taken up and impounded, the animal may be slain or dispatched by any peace officer.

(B) In all cases where an animal slain or dispatched pursuant to this section has bitten any person or animal, it shall be the duty of the community service officer or peace officer to treat the carcass and head as it would any animal displaying symptoms of rabies. No peace officer shall shoot an animal in the head if said animal is displaying symptoms of rabies.

(Ord. 3584, passed 8-11-08)

#### ARTICLE III. IMPOUNDMENT

#### § 91.30 GROUNDS FOR IMPOUNDMENT.

An animal is subject to impoundment for violations as stated in this chapter.

(Ord. 3584, passed 8-11-08)

#### § 91.31 NOTICE OF IMPOUNDMENT TO OWNER OR KEEPER.

(A) When any dog or cat displaying an inoculation tag is impounded by the Department subject to this chapter or state law, a community service officer shall search city records or contact the veterinarian who issued the inoculation tag to determine the identity of the dog's or cat's owner or keeper, and shall immediately provide the apparent owner, if any, with written notice of the impoundment. Said notice may be provided by posting of the notice at the owner's property.

(B) When any dog or cat not displaying an inoculation tag or any other animal is impounded by the Department subject to this chapter or state law, a community service officer shall make a reasonable attempt to discover the identity of the animal's owner or keeper, and if such an identity is discovered, the community service officer shall immediately provide such person with written notice of the impoundment. Said notice may be provided by posting of the notice at the owner's property.

(C) The owner of an impounded dog shall have five days from the time of impoundment in which to claim the dog. Failure by the owner to obtain release of the impounded animal within this time period shall be deemed an act of disclaiming and the animal will be destroyed or retained for an additional five days, at the discretion of the pound operator, for adoption, or otherwise disposed of by a veterinarian.

(D) The owner of an impounded cat or any animal other than a dog shall have five days from the time of impoundment in which to claim the animal. Failure by the owner to obtain release of the impounded animal within this time period shall be deemed an act of disclaiming and the animal will be destroyed or retained for an additional five days, at the discretion of the pound operator, for adoption, or otherwise disposed of by a veterinarian.

(Ord. 3584, passed 8-11-08)

#### § 91.32 REDEMPTION; FEES.

(A) (1) Any animal impounded under the provisions of §§ 91.05, 91.09, 91.20, 91.22, 91.23, 91.24, 91.26, 91.28, or 91.29 may be redeemed by its owner or keeper or authorized representative within five days from the date of impoundment upon payment by such person to the city the following fees:

(a) A redemption fee of \$25 for any animal impounded on not more than one occasion in the last 12 months, or \$50 for any animal impounded on not more than two occasions in the last 12 months, or \$100 for any animal impounded on three or more occasions in the last 12 months. The redemption fees shown above are for altered animals, that have been spayed or neutered so that they can no longer reproduce. Redemption fees for unaltered animals shall be two times the amounts indicated for altered animals. The owner of any animal that pays the required animal redemption fee, and subsequently has installed in the animal, within 30 days of payment of the redemption fee, an electronic identification device, shall upon submission of proof of the installation, and approval by the Chief of Police, or his or her designee, be given a \$25 rebate of the redemption fee previously paid. The owner of an unaltered animal that pays the required animal redemption fee, and subsequently has the animal spayed or neutered, within 30 days of payment of the redemption fee, shall upon submission of proof of the alteration, and approval by the Chief of Police, or his or her designee, be given a \$50 rebate of the redemption fee previously paid. The aggregate rebate paid shall not exceed the redemption fee collected for any given impounding.

Animal Type	Not More than One Offense in Preceding 12 Months			Not More than Two Offenses in Preceding 12 Months		
	Electronic ID Rebate		Spay/Neuter Rebate			
Altered	\$25	\$50	\$100	\$25	NA	
Unaltered	\$50	\$100	\$200	\$25	\$50	

(b) The amount of the veterinarian's current inoculation fee unless current inoculation is proven.

(c) Eleven dollars for each day a cat has been impounded. Thirteen dollars for each day that a dog is impounded. Fifteen dollars for each day that any animal not mentioned above is impounded.

(d) Any other costs as provided in this chapter.

(2) No animal will be released pursuant to this section, unless payment of fees is received or proof established excusing payment.

(B) If any animal subject to redemption under division (A) above is not redeemed within five days after impoundment, the department may cause the animal to be euthanized by approved methods or disposed of by adoption.

(C) An animal owner or harborer that abandons or refuses to claim an animal registered to them is in violation of this chapter and shall in addition to the other fees contained in this section, be subject to a fine of \$200 for the first abandoned or unclaimed registered animal, or a fine of \$400 for the second or subsequent occurrence of abandoning or not claiming a registered animal.

(Ord. 3584, passed 8-11-08; Am. Ord. 3587, passed 10-14-08; Am. Ord. 3660, passed 11-8-10)

#### ARTICLE IV. KENNELS AND PET SHOPS

#### § 91.33 LICENSE REQUIRED.

(A) No person shall engage in business as a pet shop operator, kennel operator, animal shelter or any combination thereof, or otherwise engage in the business of buying, selling or dealing in animals, without first obtaining a license from the city issued to such person by the City Manager or his or her designee.

(B) Only a person who complies with all of this article's requirements shall be entitled to receive or retain such a license. Licenses are not transferable from one person to another or from one premises to another. A valid license shall be posted in every licensed place of business and shall expire April 30 of each year and shall be renewed before May 1 of each year.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.42

#### § 91.34 LICENSE APPLICATION.

Any person desiring a license required by §§ 91.33 through 91.43 shall make written application therefore to the City Manager, or his or her designee on forms provided by the city, stating the name and residence of the applicant and the place at which the applicant intends or desires to carry on the business, giving the street location as well as a description of the premises.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.42

#### § 91.35 LICENSE FEE.

Any person desiring a license required by §§ 91.33 through 91.43 shall pay a license fee of \$50 annually, excepting any animal shelter located on land owned by the City of Kewanee, in which case said fee shall be waived. Any person failing to obtain a license prior to engaging in business as a pet shop operator, kennel operator, animal shelter or any combination thereof, or otherwise engaging in the business of buying, selling or dealing in animals, shall be assessed two times the applicable fee in addition to any other fine, penalty or cost assessed for violating §§ 91.33 through 91.43.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.42

#### § 91.36 INVESTIGATION OF PREMISES.

Upon the filing of an application for a license required by §§ 91.33 through 91.43, the City Manager, or his or her designee, shall forward copies of same to the Department and the Health, Building and Zoning Officer, or his or her designee for inspection of the premises for compliance with all relevant state and city health regulations and all city ordinances for compliance with §§ 91.33 through 91.43 and the city's zoning ordinances. Upon receipt of compliance reports with said regulations and ordinances from the appropriate city officials, and upon receipt of the license fee, the City Manager, or his or her designee, shall issue a license to the applicant.

(Ord. 3584, passed 8-11-08)

#### § 91.37 POSTING LICENSE ON PREMISES.

Any person receiving a license under the provisions of §§ 91.33 through 91.43 shall display said license conspicuously in the licensed premises.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.42

#### § 91.38 INFORMATION ON DOGS AND CATS FOR SALE.

Every pet shop operator, kennel operator, animal shelter or any combination thereof, or any person otherwise engaged in the business of buying, selling or dealing in animals shall provide the following information for every dog or cat available for sale or offered as a gift or promotional consideration:

- (A) The age, sex, and weight of the dog or cat;
- (B) The dog or cat's breed;
- (C) A record of the dog or cat's vaccinations and veterinary care and treatment;
- (D) A record of the dog or cat's surgical sterilization or lack of surgical sterilization, and if the dog or cat has not undergone surgical sterilization, information concerning the benefits to the dog or cat of such sterilization;
- (E) The name and address of the dog's or cat's breeder;
- (F) The name and address of any other person who owned or harbored the dog or cat between its birth and the point of sale.

(Ord. 3584, passed 8-11-08) Penalty, see § 91.42

#### § 91.39 SALE OR GIFT OF REPTILES AND OTHER ANIMALS.

(A) Every pet shop operator, kennel operator, animal shelter or any combination thereof, or any person otherwise engaged in the business of buying, selling or dealing in animals shall provide the information set forth in division (B) below for every reptile for sale, or offered as a gift or promotional consideration, by conspicuously and prominently posting a notice containing such information regarding safe reptile-handling practices on the premises where reptiles are displayed, housed, or held and by distributing such information in written form to the reptile's purchaser or recipient.

(B) The following information must be posted on the premises and provided to the purchaser or recipient as set forth in division (A) above:

- (1) "As with many other animals, reptiles carry salmonella bacteria, which can make people sick. Safe reptile-handling steps should be taken to reduce the chance of infection."
- (2) "Always wash your hands thoroughly after you handle your pet reptile, its food, and anything it has touched."
- (3) "Keep your pet reptile and its equipment out of the kitchen or any area where food is prepared. Kitchen sinks should not be used to bathe reptiles or wash their dishes, cages, or aquariums. If a bathtub is used for these purposes, it should be cleaned thoroughly and disinfected with bleach."
- (4) "Do not nuzzle or kiss your pet reptile."
- (5) "Keep reptiles out of homes where there are children under five years of age or people with weakened immune systems. Children under five years of age or people with weakened immune systems should avoid contact with reptiles."
- (6) "Pet reptiles should not be allowed in child care centers."
- (7) "Pet reptiles should not be allowed to roam freely throughout the home or living area."

(Ord. 3584, passed 8-11-08) Penalty, see § 91.42

#### § 91.40 ENFORCEMENT.

Any licensee or any licensee's agent shall permit any community service officer or any peace officer or other city official free and unrestricted access to the licensed premises for the purposes of inspecting such premises. Inspections shall be performed as often as deemed necessary by the community service officer or any peace officer or other city official for the enforcement of this article, but not less than one time annually prior to license issuance or renewal. This section does not provide an exclusive enforcement scheme, and any and all other enforcement provisions set forth in this chapter may be utilized to enforce this subchapter's provisions.

(Ord. 3584, passed 8-11-08)

#### § 91.41 LICENSE SUSPENSION/REVOCATION.

(A) In general. The Department may suspend or revoke any license granted hereunder if the operation of the licensed premises is found to be detrimental to the health or safety of the animals in the licensed premises or the public in general, is found to be noncompliant with state law or city ordinances, or if the licensee has been found to be guilty of violating any city ordinance or state law in the operation of the licensed premises. Said suspension or revocation shall occur after notice and an opportunity for hearing, as provided in this section.

(B) License suspension. Licenses may be suspended temporarily by the Department by notifying the licensee in writing that the license is, upon service of a notice, immediately suspended or that the suspension shall be effective on a specific future date, and that an opportunity for a hearing before the Chief of Police will be provided if a written request for a hearing is filed with the Department.

(C) Emergency license suspension. Notwithstanding any other provision of this subchapter, if the Department finds unsanitary or other conditions which, in the judgment of the department, constitutes a substantial hazard to the health and safety of animals on the licensed premises or to the public health and safety, the license may be immediately suspended without warning, notice, or hearing, but with written notice from the department following the immediate suspension as soon as is practicable, specifying the corrective action to be taken, and specifying the time period within which such action shall be taken. The licensee shall cease operating the licensed business immediately upon suspension, but upon written application to the Department, the license holder shall be afforded a hearing before the Chief of Police as soon as practicable.

(D) Reinstatement of suspended license. Any person whose license has been suspended may, at any time, make application for a re-inspection for the purpose of license reinstatement. This application shall include a statement signed by the applicant that, in the applicant's opinion, the conditions causing the license suspension have been corrected. The application shall also contain any necessary documentation required by the department to assure the licensee's compliance with state law or city ordinances.

(E) License revocation. For serious or repeated violations of any applicable state law or city ordinances, or for interference with a community service officer or peace officer or any other city official in the performance of any duties with respect to this subchapter or any other provision of this chapter or other city ordinances, the license may be permanently revoked after an opportunity for a hearing before the Chief of Police has been provided to the licensee. Prior to revoking a license, the community service officer, peace officer or other city official shall notify the license holder in writing stating the reasons for which the license is subject to revocation and advising that the license shall be permanently revoked at the end of five calendar days following service of such notice, unless a request for a hearing is filed with the health authority by the license holder within such five calendar day period. A license may be suspended for cause pending its revocation or a hearing relative to license revocation.

(F) Notice. A notice provided for in this article is properly served when it is delivered to the license holder or an agent of the license holder at the license holder's premises, or when it is sent by registered or certified mail, return receipt requested, to the last known address of the license holder.

(G) Hearings. Hearings provided for in this article shall be conducted at a place and time designated by the Chief of Police or his or her designee and shall be open to the public and recorded by a tape recorder, stenographer or other reliable means. The Chief of Police may admit into evidence all relevant evidence, including incident reports and the affidavits of witnesses, and live testimony. Based upon the record of the hearing, the Chief of Police shall make written findings and shall sustain, modify or rescind any license suspension or revocation notice or order considered in the hearing.

(H) Appeal. Any person aggrieved by a decision of the Chief of Police may appeal to the Circuit Court under the provisions of the Illinois Administrative Review Law, ILCS Ch. 735, Act 5, §§ 3-101 et seq., and amendments thereto.

(Ord. 3584, passed 8-11-08)

#### § 91.42 PENALTY.

(A) Fines. In addition to the license suspension and revocation procedures set forth in §§ 91.33 through 91.43 , any person violating the provisions of §§ 91.33 through 91.43 shall be fined not less than \$100 plus court costs, and not more than \$750 plus court costs.

(B) Nuisance. Any person engaging in business as a pet shop operator, kennel operator, animal shelter or any combination thereof, or otherwise engaging in the business of buying, selling or dealing in animals, contrary to the provisions of §§ 91.33 through 91.43 or contrary to any applicable state law or city ordinances shall be guilty of creating a public nuisance, which, in addition to any other remedy available at law or in equity, may be abated by the city pursuant to the provisions set forth in Chapter 95 of this code.

(Ord. 3584, passed 8-11-08)

#### § 91.43 THIS ARTICLE DECLARED SUPPLEMENTAL TO STATE LAW.

The provisions of this subchapter are in addition to, and not in replacement of, any law of the state of Illinois.

(Ord. 3584, passed 8-11-08)

### ARTICLE V. ENFORCEMENT

#### § 91.44 IN GENERAL.

The community service section is responsible for enforcing this chapter and state laws and regulations pertaining to animals and their care and treatment and the proper operation of the city's animal control facility. A community service officer shall have authority to issue summons, and take other actions necessary to enforce this chapter and such state law and regulations concerning animals.

(Ord. 3584, passed 8-11-08)

#### § 91.45 IMPOUNDMENT OF ANIMALS; RECORDS.

Community service officers and peace officers are hereby authorized to impound animals pursuant to the provisions of this chapter, department procedures and other applicable state laws and regulations.

(Ord. 3584, passed 8-11-08)

§ 91.46 HINDERING COMMUNITY SERVICE OFFICER DUTIES.

No person shall hinder, delay, impede, interfere with or obstruct any community service officer, peace officer or other department personnel performing his or her duties under this chapter, or engaged in capturing, impounding or taking to the city's animal control facility any animal subject to impoundment.

(Ord. 3584, passed 8-11-08)

§ 91.47 DOGS PROHIBITED IN PUBLIC AREAS ON CERTAIN DAYS.

No person shall permit or allow any dog owned by him or her, or under his or her maintenance and control, to be present at any public event involving large numbers of people, including but not limited to Hog Days, when, in the discretion of the City Chief of Police, the presence of dogs at such an event constitutes a danger or threat to the safety of the public, and the Police Chief has caused signs to be posted at the event informing the public that dogs are not permitted, unless the pet is entered in a sanctioned event. This section shall not apply to dogs trained to assist physically impaired individuals, nor to certified police dogs. Violations shall be subject to the fine provisions of § 91.18.

(Ord. 3769, passed 7-14-14) Penalty, see § 91.18





## **ORDINANCE NO. 4007**

AN ORDINANCE TO ESTABLISH A LICENSE REQUIREMENT FOR ALL DOGS AND CATS  
WITHIN THE CITY LIMITS OF THE CITY OF KEWANEE, AND DECLARING THAT THIS  
ORDINANCE SHALL BE IN FULL FORCE AND EFFECT UPON ITS PASSAGE AND APPROVAL  
AS PROVIDED BY LAW

WHEREAS, The City of Kewanee has the authority to require residents owning a dog or cat to register said dog or cat with the City: and

WHEREAS, The City of Kewanee requires a yearly fee of (\$5.00) per dog or cat; and

WHEREAS, The owner of the dog or cat will provide required information to the City in reference to said dog or cat, to identify the animal and the owner; and

WHEREAS, The City Council finds it to be in the best interest of the safety of the citizens of the City of Kewanee

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

### **Section 1      91.25: LICENSE REQUIRED: Dogs and Cats**

#### **1: Dogs and Cats license requirements**

A. Purchase Required: No dog or cat shall be permitted to be or remain in the City without being licensed as herein provided.

B. Annual Registration; Tag: Every owner of or person who keeps or harbors a dog or cat within the limits of the city shall report to the clerk or designee annually, within thirty (30) days after May 1 each year, his/her name and address, and shall give the name, breed, month of birth, color and sex of each and every dog or cat owned, kept and harbored by such person and shall pay such license fee as required in section 3-A of this article for male or female dogs or cats owned, kept or harbored, and shall cause such dogs or cats to be registered in the Office of the City Clerk. The City Clerk or her designee shall furnish the person paying the license therefor with the metal tag or check as hereinafter provided.

C. Rabies Certificate: Every owner or person who harbors or keeps a dog or cat within the limits of the City shall, before securing registration tags, exhibit to the Clerk or her designee a current Henry County rabies certificate.

D. Penalty: Any person owning a dog or cat shall purchase a license as herein provided or be subject to penalty as provided in section (91.25)-3-C-1 of this Code.

#### **2: LICENSE TAGS, COLLAR REQUIRED:**

A. Registry: The City Clerk or her designee shall keep a complete registry in a book kept for that purpose, of all licensed dogs or cats describing the same by name, breed, color and sex, and shall also enter the name and address of the owner or keeper as given, and the number of the City license, tag or check.

B. Tags Provided By City: The City Clerk or her designee shall also provide each and every year, such number of metal tags or checks as may be necessary, having stamped thereon the year for which the license is issued, and also the number of the tag or check, and it shall be the duty of the City Clerk or designee to deliver one of such tags or check numbered to correspond with the registry of the animal, to the person having paid the license tax upon any such animal. The owner of each animal being of the age of four (4) months or over must have a tag for such animal.

C. Collar Required: Every dog or cat over the age of four (4) months shall be provided by its owner or keeper with a collar to which shall be securely attached and kept the license registration tag furnished by the City Clerk or animal control officer as hereinabove provided.

D. Removal Of Collars, Tags Or Leashes: No person, other than, a police officer, or an owner shall remove the collar, inoculation tag or leash from any dog or cat within the City without the consent of the owner or keeper of the dog or cat. Any such removal shall subject the dog or cat to impoundment.

E. Penalty: Anyone found guilty of violating this section shall be subject to penalty as provided in section 3-C-1 of this Code. (Ord. 06/15/20)

### **3: FEES:**

A. License Fee: An annual license fee for dogs and cats shall be established by the City Council as may be necessary. The fee for each dog or cat is set at (\$5.00) per year.

#### **B. Violation Fees:**

1. Failure to License or Display License: The Police Officer shall issue to the owner or keeper of any unlicensed dog or cat or the owner of any dog or cat failing to display the license tag a notice of ordinance violation.
2. Notice of Ordinance Violation: A person receiving a notice of ordinance violation may, at his/her discretion, may make payment to the office of city clerk or her designee within seven (7) working days a sum established by the administrative fee schedule in subsection C of this section.
3. Failure to Comply: In the event no payment is received within the time period prescribed by the animal control officer, a formal Municipal ordinance violation complaint shall be initiated in the Circuit Court.

C. Administrative Fee Schedule: The City Clerk or her designee is authorized to accept in full satisfaction of any notice of ordinance violation the payment of the following administrative fees:

1. The penalty for violating this section shall be a fine of twenty five dollars (\$25.00) for the first offense and a fine of fifty dollars (\$50.00) for each offense thereafter.
2. Proof of payment of fees imposed by section (91.25) 3-C-1 of this article.

**Section 2** This Ordinance shall be in full force and effect immediately upon its passage and approval as provided by law.

Passed by the Council of the City of Kewanee, Illinois this 15nd day of June, 2020

ATTEST:

\_\_\_\_\_  
Rabecka Jones, City Clerk

\_\_\_\_\_  
Gary Moore, Mayor

RECORD OF THE VOTE	Yes	No	Abstain	Absent
Mayor Gary Moore				
Council Member Mike Komnick				
Council Member Chris Colomer				
Council Member Steve Faber				
Council Member Mike Yaklich				