



**AGENDA FOR  
CITY COUNCIL MEETING**

*Council Chambers*

401 E Third Street

Kewanee, Illinois 61443

**Closed Session** starting at 6:00 p.m.

**Work Session** immediately following the closed session

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

**Monday, December 10, 2018**

Posted by 6:00 p.m., December 7, 2018

1. Call to Order
2. Closed Session pursuant to Section 2(c) (2) of the Open Meetings Act to discuss collective bargaining.
3. Work Session regarding automation of trash collection.
4. Pledge of Allegiance
5. Consent Agenda
  - a. Approval of Minutes
  - b. Payroll
  - c. Staff Reports
6. Presentation of Bills and Claims
7. Citizen Participation
8. Business:
  - a. **Consideration of an Ordinance** abating the property tax levy for the General Obligation Bonds (Alternate Revenue Source), Series 2012.
  - b. **Consideration of an Ordinance** abating the property tax levy for the Series 2013 General Obligation Waterworks and Sewerage Refunding Bonds, Alternate Revenue Source.
  - c. **Consideration of an Ordinance** abating the property tax levy for General Obligation Waterworks and Sewerage Refunding Bonds (Alternate Revenue Source), Series 2015.
  - d. **Consideration of an Ordinance** establishing 2018 property tax levy, payable in 2019.
  - e. **Consideration of a Resolution** establishing the meeting dates for City Council meetings in 2019.
  - f. **Consideration of a Resolution** authorizing the City Manager to execute a three-year collective bargaining agreement with the Fraternal Order of Police.
  - g. **Consideration of a Resolution** awarding the demolition of 730 Gilbert Street to Dana Construction.
9. Council Communications:
10. Announcements:
11. Adjournment



## MEMORANDUM

**Date:** December 7, 2018  
**From:** Gary Bradley, City Manager  
**To:** Mayor & Council  
**RE:** Council Meeting of **Monday, December 10, 2018**

**CLOSED MEETING AT 6:00 P.M.**  
**WORK SESSION IMMEDIATELY FOLLOWING THE CLOSED MEETING**  
**REGULAR MEETING AT 7:00 P.M.**

1. **Internal Control Policy**—The internal control policy has been reviewed by staff, but the auditors have not yet completed their review of the document. We will include their comments, as well, and hope to have the document available for your consideration at the meeting on the 21<sup>st</sup>. In the meantime, if you have any comments, concerns, or ideas for improving the document, please let me know at your earliest convenience.
2. **Animal Control Facility Update**— At the last City Council meeting, staff was asked to provide an update on the costs of construction of the Animal Control Facility (the pound). To date, City expenditures on the building are \$88,417.96.
3. **Warming Centers**— At the last City Council meeting, staff was asked to provide information about the location of warming centers. The City's Emergency Operations Plan is silent to the topic. Anecdotally, we know that in the past City Hall has been used for such a purpose, as have school district facilities, and the YMCA. Staff is reaching out to other partners including churches and the Black Hawk College Community Education Center, to coordinate for future needs and will disseminate the information soon.
4. **ADA Grant**— The ADA grant application was submitted to DCEO on December 5<sup>th</sup>. If approved, funding would enable the City to install ADA compliant on-Street parking spaces that are currently signed as handicapped spaces but do not meet the requirements for such spaces under the law.
5. **Demolition Grant**— The Community Development Department is working with Bi-State on a Grant Application that would provide funding for the demolition of vacant houses in the community. The deadline for the Application is December 21<sup>st</sup>.
6. **CEDS**— Staff attended the kick-off meeting for 2019 Progress Report of the Bi-State Region's Comprehensive Economic Development Strategy. Annually, each community in the region provides information to update the plan's SWOT analysis, as well as a status report on all significant public and private sector improvements planned or in progress in their respective jurisdictions.

7. **Joint ED Meeting**— Staff met with KEDC for the monthly meeting, but the Chamber was tied up with a rescheduled meeting. There are no active projects that we're working together on at this time, but the session allowed for a constructive conversation on the partnership and expectations.
8. **Blackhawk Area Task Force**— Shawn Lay has been selected for the BATF position and will begin his assignment on December 17th. Officer Hamilton will move to first shift on or about January 1st.
9. **Fire & Police Commission**— The Commission will meet on December 11<sup>th</sup> to finalize the promotion list for the position of Captain for the next three years. The current list was exhausted with promotion of Captain Welgat earlier in the year.
10. **IAFF Negotiations**— The City was slated to begin negotiations the local IAFF on Monday, December 10<sup>th</sup>. The Union has asked that the meetings be delayed until January 15<sup>th</sup>. I remain optimistic that this round of negotiations will be an easier process than the last time.
11. **Communication Plan**— I'm working on a communication plan to help bridge communication gaps within the organization and between the organization and our customers. Barring any unforeseen complications, I expect the plan to be substantially complete by the end of next week and will forward a draft of it to you for your review at that time.
12. **South Water Tower**— The work on the tower is complete. Chlorination and testing have followed and we expect the tower to be back on-line soon.
13. **EMT B Class**— The Fire Department's January EMT-B class is full, with a waiting list of approximately 10 participants that are willing to fill a vacancy if one comes up.

## City of Kewanee

City of Kewanee is considering moving to a fully automated trash collection system for all households.

Staff has previously been in contact with an area community that is replacing their automated side loading trucks. **\$350,000.00** was approved and budgeted this fiscal year for the purchase and upfitting of 2 used automated trucks. Money has been set aside from the Sanitation Fund (generated from user fees) into the Acquisition Fund for the past several years for vehicle purchases. The City of Kewanee would have to enter into an intergovernmental agreement for the purchase of the two used trucks. Delivery of the other community's new units are expected in February. It is estimated to take approximately 6-8 weeks for Fleet Services to install two way radios, decals and etc after we take possession of the used trucks.

Public Works will utilize the 2 displaced employees in other divisions (Sewer and Street) after the initial adjustment period switching to automation. Five members of the Sanitation Department are utilized for other duties 2 days (Mondays & Fridays) per week currently and this would not change. All six members of Sanitation are utilized at different times for after-hour emergencies such as snow-plowing, watermain breaks, sewer repairs, etc. to assist the other departments.

Training is expected to take approximately 2 weeks and delivery of the new trash carts will tentatively start on April 15, 2019. The carts and deployment are estimated to cost **\$260,000.00** for 4750 carts. Each cart will have a RFID tag and an embossed brand plate to identify it. The money for the carts has also been approved and budgeted in this fiscal year's budget from set asides in the Acquisition Fund.

Other nearby communities that use automated trucks are Moline, Rock Island, East Moline and Geneseo. In speaking with some of the other communities, they have had their workers compensation claims and lost time cases almost disappear with automation.

In **May 2019**, every household in the City should have received a new, 95-gallon, wheeled cart, to replace their existing trash cans. Once your new cart has been provided, only solid waste that has been placed inside the bin will be collected. **Trash placed at the curb in any other receptacle will not be collected.**

Please note that there will be **no changes** to yard-waste, recycling or "bulk" (large item) trash collection.

The carts are property of the City of Kewanee; they will be delivered directly to each home. No appointments are necessary, and you do not need to be home to receive your new trash cart. If the deployed cart has been left at the curb longer than 48 hours after deployment, the cart will be retrieved by the Deployment team.

Cities across the country have made the move to automated collection, and have historically reported both decreased collection costs, as well as an increase in the city's recycling rate – which in turn can generate less of an impact on the environment and improve the following:

**Worker safety.** Sanitation crews will no longer be subjected to the harsh elements of the Midwest weather, and the automated system will greatly reduce the number of on-the-job injuries to workers. Under the current system, crew members face a number of potential injuries, including slips, trips, falls, hazardous chemicals, and scrapes and cuts from broken glass, needles, and nails. Nationally, solid waste and recycling collection workers are three times more likely to be killed on the job than fire fighters and policemen, according to the U.S. Bureau of Labor Statistics. Sanitation claims account for 22 percent of Workforce Safety and Insurance claims, although sanitation employees account for only 4 percent of the workforce.

**Efficiency.** Sanitation crews will be doing the same or more work with fewer people, which will save the City of Kewanee Sanitation costs in the long term and help curb user fees.

**Cleanliness:** With household garbage being contained in the new carts, there will be less debris blowing around the city, and there will no longer be unsightly piles of garbage sitting on the curb. In addition, animals will no longer be able to tear open bags of trash. The new containers are also built to be resistant to tipping over in windy conditions, reducing the amount of trash being blown around by the wind.

## Frequently Asked Questions

### What is Automated Collection?

Automated collection is a thoroughly proven method of residential solid waste collection used by many communities as a cost-effective option to manual collection. Each home is provided with a wheeled cart, which is easy to roll and place curbside on the designated collection day. The garbage trucks, equipped with a lifting device on the curbside, will lift, empty and return the carts to the same spot. The operator never has to leave the truck cab, but controls the entire loading operation from his cab of the vehicle.

### Why is the City changing to Automated Collection?

Automated collection will increase efficiency of trash collection while improving safety. Worker injuries are reduced thereby benefitting employee quality of life and reducing workman compensation claims and insurance costs. Overall operating costs are reduced. Automation provides stable annual costs for collection while improving service. It has been shown to improve recycling efforts and reduce amount of trash processed, and therefore, lower costs for disposal.

City provides the cart, so no more trash cans to buy. The carts are maneuverable and easy to roll. Carts feature large wheels and do not need to be picked up and carried. Residents will only have to wheel out a single container each week. Snug fitting lids are attached to the cart so they won't blow off or get lost. Litter, odors, animal and fly problems are greatly reduced improving the quality of life and aesthetics of the neighborhood. In addition to anticipated time and cost savings, the program will help keep our neighborhoods neat and clean, improve safety on residential streets, and provide safer working conditions for trash collectors.

### When will we receive our new carts?

Carts will be delivered to every home in the City beginning in **April**. Carts are property of the City of Kewanee. No appointment is necessary, and you do not need to be home to receive your new can.

**When will automated collection begin?**

Automated collection will begin on **May 6, 2019** after your new cart has been delivered, and trash put at the curb in any other receptacle will not be collected. Please be advised: **DO NOT USE YOUR CARTS UNTIL THE START DATE**. Carts placed out before **May 6th** will NOT be collected.

**Is the wheeled cart for trash or recycling?**

The wheeled cart you will receive is for the use of TRASH ONLY. Recycling collection and methodology will remain the same. Do not use your trash cart for recycling as it will NOT be collected.

**How many carts and what size carts will I get?**

Single-family homes are eligible to have their trash and recycling picked up through the City's program.

Residences listed as a single family household will receive one 95-gallon wheeled cart for trash.

**Do I have to pay for my new trash cart?**

No. All households will receive at no charge one new, 95-gallon trash cart.

**What do the new carts look like?**

Kewanee has selected **green**, 95-gallon trash carts. These uniform carts will help to keep our residential streets neat and clean. **All trash carts will have the City logo on the side and will be linked to your address via a serial number embedded in the plastic.**

**What size is the 95 gallon cart?**

Standard 95 gallon cart:   Width – 29"  
  Depth – 33"  
  Height – 43.5" (Lid to ground)  
  Height – 40" (cart opening)  
  Wheel Diameter = 10"

**What if I want a second trash cart?**

An additional cart will be available for double the cost. We currently utilize the same practice for those wishing to have 2 trash pickups at one address now.

**How do I prepare my trash cart for weekly set-out?**

All trash should be bagged before being placed in the cart. Please do not put loose garbage into your cart. Bagging helps keep the cart clean and reduces windblown litter. Do not place recyclable materials, construction material, demolition material, yard waste, hazardous materials or any similar materials in your cart. The lid to the cart must close tightly, and no material should be sticking out of the cart. Trash carts should be placed at the curb approximately 3 feet apart from each other, and at least 4 feet from obstacles such as mailboxes, telephone poles and any overhead obstructions. Cart handles and wheels should be facing the house and the lid opening should face the street.

**Why do I need to provide space between my garbage cart, recycling bags and other items out for collection?**

The collection arm on the automated truck requires space to make the collection safely so that it will not tip over other containers, damage your property or any other obstructions placed in the vicinity of the cart. Please keep the containers away from mailboxes, fire hydrants, telephone poles and other obstacles that may interfere with the collection process.

**What happens when parked cars block access to the wheeled carts?**

Occasionally this will be an issue just like it currently is and we expect that this may happen from time to time. The first couple months of the program will be an adjustment period. As in other communities that have implemented automated collection programs, the City will attempt to contact the resident in order to resolve such instances.

**Are there any items not permitted for collection?**

- Recyclable products. Yard waste such as leaves, grass, or brush.
- Hazardous materials such as oil-based paints, solvents, asbestos or commercial medical waste.
- Construction debris, concrete, bricks, dirt, rocks, or building material. These items will have to be taken directly to the landfill.

**I already have a rolling cart at home, can I use that one?**

No. Only those carts provided by the City will be collected. Carts other than those provided by the City will not be collected.

**What about the person who has one small Walmart bag of trash each week?**

It will be the homeowner's choice if they wish to fill the cart and as to how often they place the cart out for pickup. They will continue to be charged the minimum fee just as they currently are.

**What do I do with my cart if I move?**

Carts are issued and owned by the City and must remain at the property/address to which they are assigned.

**The new carts look big. Are they easy to wheel to and from the curb?**

The new trash carts are easier to maneuver than a similar-sized trash can. They are designed for weight distribution and safety and are easy to move to the curb even when they are full. They are senior-friendly and roll easily on all types of terrain. It is easier to pull the cart uphill and push the cart downhill.

**Will lawn and yard waste still be collected?**

Yes. Lawn and yard waste will still be collected according to existing guidelines

**Are the new carts animal proof?**

The new carts are the most animal proof available. If you store your cart outside and encounter a problem with animals, you can use a bungee cord to secure the lid to the lift bar, but please remember to remove the bungee cord on your collection day or your cart will not be emptied.

**Will the new carts take up more space?**

The footprints of the carts are not very different than those of a typical trash can. The footprint required to store two 32 gallon cans is actually more than that of a 95 gallon cart.

**Will my collection day remain the same?**

Yes. Your trash will continue be collected weekly, and on the same collection day. Place all trash and recyclables out for collection after 5:30 p.m. the day before or prior to 6 a.m. the day of your scheduled collection day. All emptied containers must be removed from **curbside within 12 hours** after the end of the collection day.

**What if my cart is damaged?**

Contact the Public Works at (309) 852-2611 extension 222 to report a damaged cart.

**What should I do with overflow trash that does not fit into my cart?**

Your new trash cart can accommodate as much volume as 3 to 4 standard-sized trash cans. We expect these carts to be sufficient for your household. If you have a one-time overflow of trash, please hold it until your next regular collection day.

**Will collection of bulk items (sofas, mattresses, other furniture) change?**

Bulk (large) items that do not fit inside the trash cart will continue to be collected according to our existing guidelines.



## AUTOMATED TRASH COLLECTION

Listed below is a copy of the cart policies and procedures.

### POLICIES

Implementation of the automated refuse collection system will impact every residential household customer in the City (or that is currently served by the City's manual residential collection service). Accordingly, it will be critical for the City to establish policies that enable the automated system to function properly while still providing a high level of service to City residential customers. While automated technology has many proven advantages, failure to align customer behaviors with the requirements of the system will diminish operational productivity, and therefore financial performance, of the system. The recommended policies for implementation of the automated collection system in Kewanee are listed below.

- ◆ **Provision and Use of the Standardized Carts:** The City will provide, free of charge, one standardized refuse cart for use by residential customers and commercial can customers. Carts will be embossed with a unique serial number and RFID tag which will be recorded in a City database for each household. Every residential household customer receiving refuse service from the City shall be required to use the City-provided standardized carts. Carts shall generally be a standard size of 95 gallons.
- ◆ **Collection Frequency:** Residential household customers will have their carts collected on a weekly bases.
- ◆ **Cart Storage:** Carts may be stored in the garage, carport, shed, or under cover of the household. Carts may also be stored outdoors to the side or rear of the household, but may not be stored in the front yard unless they are not visible from the street.
- ◆ **Cart Care and Use:** All refuse shall be placed in bags prior to deposit in the carts. Lids on carts should be kept closed at all times to prevent windblown litter, access to animals, and pooling of rainwater inside the cart. Carts shall not be filled in excess of 250 pounds. Dirt, rocks, and concrete shall not be placed in the cart. Hot coals/embers and household hazardous waste (chemicals, motor oil, paint, etc.) should not be placed in the carts. Dimensional lumber and large household items shall not be physically forced into the cart, but must first be dismantled or cut down to a size and shape that fits easily in the cart with the lid closed. Residents who place these materials in carts such that damage is caused to the cart or to the collection vehicle, or otherwise use the carts for other purposes that result in damage to the cart, shall be liable for the replacement cost of the cart as well as a \$15.00 new cart delivery fee.
- ◆ **Cart Maintenance:** Carts may break because of normal wear and tear. Report broken carts (wheels, axles, lids, etc.) to the City, and an employee will be deployed free of charge to fix or replace the cart. Carts requiring maintenance by the City should be emptied, cleaned out and placed curbside so the technician can determine the appropriate solution.
- ◆ **Set-out and Roll-back Timing:** Carts may be set out at the curb no sooner than 5:00 PM the evening before, but no later than 6:00 AM on the morning of, the scheduled collection day. Carts should be removed as soon as possible after collection by the City, and no later than 8:30 PM on the day of collection.

- ◆ **Set-out Placement:** Carts shall always be set at the curb with the lids closed and with no material on top of the lids. Carts shall be placed within three feet of the curb. The most common placement is at the end of the driveway near the street. Carts shall not be placed within four feet of trees, mailboxes, vehicles, power poles, or other curbside impediments to either side of the cart including another cart. Carts shall not be blocked by parked cars, as the automated collection vehicle needs room to maneuver the automated arm to collect the cart without risk to personal property. Carts that are placed too close to cars or impediments will require the automated vehicle operator to exit the vehicle and manually reposition the cart within reach of the automated arm. Carts should always be placed with the lid opening facing the street (i.e., the handle should face away from the street). Although it will not be a requirement, the City intends to use ongoing outreach and education of homeowners who live in cul-de-sacs and one way streets to place all carts on the right side of the road ingress so the automated truck can collect all homeowners with a single pass to the end of the cul-de-sac or street.
- ◆ **Customer-requested Change in Cart Size:**
- ◆ **Second Cart for Residential Customers:** Normal residential customers generation rates in the cities that also offer separate recyclables will fit all of the waste inside of the cart. However, large households or households that opt not to use the City-provided recycling program may require an additional cart. It is recommended that all additional carts be distributed at the same rate as the initial cart. (2 times base rate) No more than one additional request per year.
- ◆ **Second Cart Return Policy:** Residents who have two carts may opt to switch back to one cart at any time, thereby returning their monthly rate to the original one-cart rate. Residents must notify the City Utility Billing Clerk of their desire to return their second cart. The City will schedule to pick up the cart and confirm the cart is in good working condition, however the customer will be charged a cart return fee of \$15.00 plus any cost of repairing the cart for re-issue, not to exceed replacement cost of the cart(if applicable).
- ◆ **Out-of-cart Set-outs:** Households will be required to place all household refuse in their carts except for the exceptions listed below.
  - Leniency will be granted in the week following the Christmas. Residents will be allowed to set out no more than two additional bags of refuse on their designated collection day in this week, free of charge;
  - Household bulky items that do not fit in the cart – furniture, mattresses, etc. – shall continue to be set out as part of the City’s regularly scheduled large item collection program. The City will not pick up extra bags of garbage nor boxed wastes as part of the bulk waste collection service. Please call 309/852-2611 if you have large items for pickup.
- ◆ **Theft/Vandalism:** Carts that are stolen or vandalized will be replaced or repaired free of charge by the City. Households that report more than two thefts or vandalized carts over a one year period may be required to pay for the cost of repair, not to exceed replacement cost prior to receiving a replacement cart.
- ◆ **Elderly/Disabled Service:** There will be no change to the current policies supporting side-of-house service to certified disabled customers. These customers will continue to receive side door service free of additional charges.

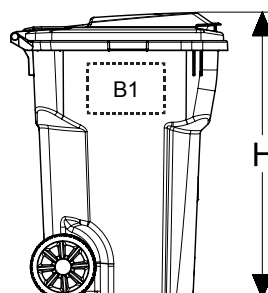
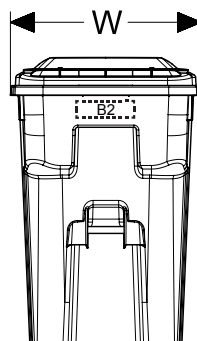
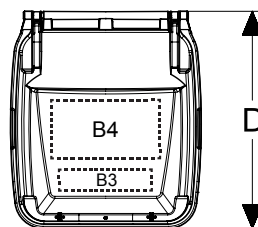


# 95 Gallon EnviroGuard Roll Out Cart



Specifications	IN/LB	CM/KG
Capacity (Gallons / Liters)	95 Gal	360 L
Overall Depth (D)	33.3	84.5
Overall Width (W)	29.2	74.1
Overall Height with Lid (H)	43.5	110.4
53' Trailer Quantity	702	

Decoration Areas	WIDTH (IN)	HEIGHT (IN)
Side Brand - Hot Stamp (B1)	11.5	7.5
Barcode & Serial Number (B2)	9.75	1.25
Lid Brand - Hot Stamp (B3)	11.0	2.25
4 Color In Mold Label or Hot Stamp (B4)	12.0	8.0



## Features & Benefits

- Proven to withstand the rigors of today's household refuse, recyclables and organics collection programs; Backed by 10 year non-prorated warranty
- Meets/Exceeds all ANSI type B & G container standards; Compatible with all ANSI certified Fully and Semi-Automated Lift Arm Lifters
- Constructed of high quality, resilient UV-Stabilized HDPE; Ability to include Post-Consumer Recycled (PCR) material to support your sustainability goals; Available in a wide range of colors
- Continuous one-piece handle provides strong gripping area designed to provide optimum control of a fully loaded cart while the wide wheelbase is designed for easy maneuvering
- Lid is of one-piece construction with a lid handle throughout the front of the lid
- Carts are shipped with lids already attached reducing assembly time
- One piece blow-molded wheels snap on (BMSO) with integrated spacers, taking seconds to assemble
- Permanently imprint cart bodies and/or lids with customized Hot Stamp Branding of Logos and Recycling Slogans; Multi-Colored In Mold Labels (IML's) are also available
- Barcode & Serial Number imprinted to facilitate A&D distribution and manual inventory control and work order tracking
- RFID Tag Enabled option provides innovative asset and participation tracking programs powered by RVision
- Many additional services and technology offerings available and powered by RVision to improve capital utilization, enhance customer experience and prevent capital and revenue losses
- Additional Cart Options: Internal and external locking lids, lid cut outs or vents, locking options, and lid stops

**Corporate Headquarters**  
4010 East 26th St., Los Angeles, CA 90058  
(800) 421-6244 • (323) 262-5145

**Locations**  
Los Angeles, CA • Orlando, FL • Atlanta, GA • De Soto, KS  
Erie, PA • Dallas, TX • Kenosha, WI • Quebec, Canada  
Querétaro, Qro., Mexico

**Web:** [www.rehrigpacific.com](http://www.rehrigpacific.com)



A FAMILY TRADITION OF GROWTH, SERVICE AND INNOVATION

## **COUNCIL MEETING 18-22 NOVEMBER 26, 2018**

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

Steve Faber  
Chris Colomer  
Michael Yaklich  
Steve Looney

Council Member  
Council Member  
Council Member  
Mayor

Council Member Koehler was absent with regrets.

Council Member Faber made a motion to adjourn to executive session pursuant to Section 2(C)(2) of the Open Meetings Act to discuss collective bargaining. Council Member Colomer seconded the motion. Roll call showed 4 ayes, no nays. The motion passed.

The executive session adjourned at 6:52 pm on a motion made by Council Member Yaklich and seconded by Council Member Colomer. Roll call showed 4 ayes, no nays. The motion passed.

Mayor Looney called the open meeting to order at 7:00 pm stating that the Council is reconvening following a closed session pursuant to Section 2(C) (2) of the Open Meetings Act to discuss collective bargaining.

News media present was as follows:

Mike Helenthal  
Shawn Kernan

Star Courier  
WKEI

The Pledge of Allegiance was said.

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

Mayor Looney explained that the next items were placed on the consent agenda and were considered to be routine in nature to be passed as a whole with one vote of the Council. Mayor Looney requested that any member of the Council or the audience wishing to have an item removed from the consent agenda for individual consideration to make the request and the item would be removed and considered following the approval of the remaining consent items. The consent agenda included minutes from the November 13, 2018 Council Meeting, payroll for the pay period ending November 24, 2018 in the amount of \$215,392.49, reports from Bock, Inc. The consent agenda items were approved on a motion made by Council Member Faber and seconded by Council Member Colomer. Roll call showed 4 ayes, no nays. The motion passed.

Bills submitted for approval totaling \$176,880.14 were approved on a motion made by Council Member Yaklich and seconded by Council Member Colomer. Council Member Yaklich requested an update on the money spent on the pound. City Manager Bradley stated that he would get the report for the Council. Council Member Yaklich then questioned the payment to Synchronist. City

Manager Bradley noted that the program was meant to be used by all of the business retention and expansion partners. Mr. Bradley noted that the other partners, KEDC and Chamber of Commerce, have not embraced the program, and the program was not utilized to its fullest extent due to time constraints. Council Member Yaklich rescinded his motion, with Council Member Colomer rescinding his second. Council Member Yaklich then made a motion to approve the bills without payment to Synchronist, with a second from Council Member Colomer. Council Member Faber asked about the two separate invoices from Michlig. Grounds Maintenance Manager Newton reported that it was for two separate deliveries of fuel from Michlig. Roll call showed 4 ayes, no nays. The motion passed.

## **CITIZEN PARTICIPATION**

Mayor Looney then asked if anyone wished to speak regarding a non-agenda item. David Williams noted that he had recently purchased the lot on the corner of Oak and Vine Street, which was prone to flooding due to a collapsed drain. Mr. Williams gave permission for the City to enter on to his property to fix the problem. He will be landscaping the lot in approximately two years and the permission was good until the improvements were made. There being no other requests Mayor Looney moved on to new business.

## **NEW BUSINESS**

Kathy Albert, Executive Director of the Kewanee Economic Development Corporation gave a presentation regarding the activities of the KEDC over the past six months.

Resolution #5131 authorizing the City Manager to execute two side letters of agreement to the existing collective bargaining agreement with AFSCME Council 31, Local 764 was approved on a motion made by Council Member Colomer and seconded by Council Member Faber. Roll call showed 4 ayes, no nays. The motion passed.

Resolution #5132 authorizing the City Manager to execute a authorizing the City Manager to execute a three-year collective bargaining agreement with the Fraternal Order of Police was tabled on a motion made by Council Member Faber and seconded by Council Member Colomer. Roll call showed 4 ayes, no nays. The motion passed.

A Request from the Kewanee Chamber of Commerce for a fireworks display permit in conjunction with the Windmont Park lighting on December 9, 2018 was approved on a motion made by Council Member Faber and seconded by Council Member Colomer. Mayor Looney noted that the date had changed by a week. Roll call showed 4 ayes, no nays. The motion passed.

A discussion of an Internal Control Policy was held. The Council requested that the policy be brought back for discussion at the next Council Meeting. They also requested that the policy be reviewed by the auditors to verify all of the points they suggested are included.

## **OTHER BUSINESS**

Council Member Yaklich asked about the plans for landscape waste bags after the blizzard.

Operations Manager Johnson noted that the plans are fluid based on the weather and the cleanup of the snow. Council Member Yaklich asked about a rule regarding clearing sidewalks. He urged residents to clear a path for postal workers. He also noted that a lot of comments were made about a snow event, which was a momentous thing. He noted that the effort was made to clear the snow. However, the side streets were full of a slushy mess and dangerous and he hoped staff learned some things for the next event.

Council Member Faber noted that the problem with the snow removal was that people needed to stay home when there was wet snow. Staff did a good job, when the city could have been paralyzed after the 14 inches of snow. He asked where the warming centers are located. City Manager Bradley noted that the locations would be listed in the Emergency Operations Procedure Manual.

Council Member Faber also noted that he found an American Flag in a trash receptacle. He was distraught by the discovery and urged residents to contact a veteran or find the American Flag receptacle for the proper disposal of a flag.

Council Member Colomer urged residents to clear the sidewalks for the kids walking to school. He also reported that he had received mixed reviews regarding the plowing.

Mayor Looney thanked the police, fire and public works staff on their work during the blizzard. He also thanked internal staff for their extra patience during the cleanup period. He also noted that the change in date for the fireworks applied to the lighted parade, Windmont Park, and Northeast Park lightings only.

## **ANNOUNCEMENTS**

City Clerk Edwards announced that the last day for this season's landscape waste collection would be Monday, December 3, 2018.

There being no further business, Council Member Colomer moved to adjourn the meeting and Council Member Yaklich seconded the motion. Roll call showed 4 ayes, no nays. The meeting adjourned at 7:44 PM.

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MELINDA EDWARDS, CITY CLERK

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DATE APPROVED

## Community Development EOM Violation Listing

**From Date:** 11/01/2018

11/01/2018

**To Date:** 11/30/2018

11/30/2018

File#	Owner Name	Street#	Pre-Direction	Street Name	Street Type	Phone#	Open Date	Violation Short Description	Violation Comments	How Received
18-001016	FEUCHT, EARL & MARGARET L	1018		HARRISON			11/01/2018	Littering	Junk around home.front and back. General lawn clean up. And porch	
18-001017	LAMBERT, RANDY L	1318	EAST	7TH	ST		11/01/2018	Littering	Sofa outside of indoor type.	Staff Initiated
18-001018	MALLERY, ROLLAND & CLARICE	619		WILBUR	ST		11/01/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) back yard.	Staff Initiated
18-001019	RYAN, FRANK	719		WILBUR			11/01/2018	Littering	Indoor toilet in front yard.	Staff Initiated
18-001020	SINGH, BALJINDER	214	NORTH	EAST			11/01/2018	Littering	Trash and litter in yard and pile of tree branches by garage door.	Staff Initiated
18-001021	JANNIE, CAROL A	315	NORTH	EAST			11/01/2018	Littering	Sofa outside of indoor type.	Staff Initiated
18-001022	MURRAY, CASEY	117	SOUTH	GRACE	AVE		11/01/2018	Littering	Trash and litter in yard	Staff Initiated
18-001023	RUMBOLD, MYRON H & LORI A	515		Willow			11/01/2018	Storage and parking of vehicles and other personal property	Parking in front yard . and not in drive.	Staff Initiated
18-001024	CHRISTIAN, GERALD L & ROSE M	111	SOUTH	GRACE	AVE		11/01/2018	Unsafe, Unsightly Structures	Porch roof falling down	Staff Initiated
18-001026	SCOTT, DENNIS L & DEIRDRE	941		DIVISION			11/02/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) in yard and drive.	Staff Initiated
18-001027	SWEARINGEN, THOMAS E & BRENDA K	320		EDWARDS	ST		11/02/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) with flat tires.	Staff Initiated

[illegible]



18-001043	HIER, DAN M & TRACI L	447	SOUTH	GROVE	ST		11/08/2018	Littering	Tv on porch.	Staff Initiated
18-001044	KRUSKOP, SUSAN A	324		Cottage			11/08/2018	Littering	Junk by garage range and other junk.	Staff Initiated
18-001045	BROWN, JOHN E SR	203		Lyle			11/08/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) 2 of them.	Staff Initiated
18-001046	GAINES, ORVILLE	709		Florence			11/13/2018	Littering	Trash and litter in yard	Staff Initiated
18-001046	GAINES, ORVILLE	709		Florence			11/13/2018	Exterior Structure Property Areas, Weeds	Tall weeds and trees.	Staff Initiated
18-001046	GAINES, ORVILLE	709		Florence			11/13/2018	Exterior Structure, Unsafe Conditions	Garage falling down.	Staff Initiated
18-001046	GAINES, ORVILLE	709		Florence			11/13/2018	Exterior Structure, Building security	Home open.	Staff Initiated
18-001047	AINLEY, RUTH A	519	EAST	9TH	ST		11/13/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) back yard.	Staff Initiated
18-001048	GAUGHT, ANTHONY J	517		9			11/13/2018	Littering	Junk around home.front and back. General lawn clean up. Must be done.	Staff Initiated
18-001050	CENTURY 21 SUTTON & ASSOCIATES INC,	144		WILLARD			11/15/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) back yard.	In Person
18-001050	CENTURY 21 SUTTON & ASSOCIATES INC,	144		WILLARD			11/15/2018	Littering	Pile of tree branches need to be burned.	In Person
18-001051	PHELPS, JASON R & CATHY A	725		DEWEY	AVE		11/16/2018	Littering	Indoor furniture outside On porch.	Staff Initiated
18-001052	JAMISON, JOE & PHYLLIS	121		SMITH	ST		11/16/2018	Littering	Tv at curb,	Staff Initiated
18-	RVFM 11 SERIES	140		DWIGHT	ST		11/16/2018	Littering	Bed furniture in yard.	Staff

001053	LLC,									Initiated
18-001054	SANUDO, MATTHEW R	820	NORTH	CHESTNUT			11/16/2018	Littering	Bed at curb.	Staff Initiated
18-001055	JOHNSTON, YANNA MAY	247	WEST	GARFIELD			11/20/2018	Littering	Junk by garage wood pile hauled in.	Phone
18-001056	PALMER, BRUCE	1605	EAST	7TH	ST		11/20/2018	Littering	Wood pile in back yard.	Staff Initiated
18-001057	WILLIAMS, DAVID B	1105	EAST	11TH	ST		11/20/2018	Littering	Washer or dryer in drive way.	Staff Initiated
18-001058	KELLY, DERESSIA DAVIS	212	N	Grove			11/20/2018	Littering	Sofa outside of indoor type. And other junk. By garage.	Staff Initiated
18-001059	CROWE, CHESTER A	406	EAST	7TH	ST		11/20/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
18-001060		834	E	3			11/27/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) all over.	Staff Initiated
18-001060		834	E	3			11/27/2018	Unsafe, Unsightly Structures	Tarps used as garages.	Staff Initiated
18-001060		834	E	3			11/27/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
18-001061	RIVERA, LUIS R & LOPEZ, JOHNNY	834	E	3			11/27/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) all over.	Staff Initiated
18-001061	RIVERA, LUIS R & LOPEZ, JOHNNY	834	E	3			11/27/2018	Unsafe, Unsightly Structures	Tarps used as garages.	Staff Initiated
18-001061	RIVERA, LUIS R & LOPEZ, JOHNNY	834	E	3			11/27/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
18-001061	RIVERA, LUIS R & LOPEZ, JOHNNY	834	E	3			11/27/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) all over.	Staff Initiated
	RIVERA, LUIS R &	834	E	3			11/27/2018	Unsafe, Unsightly	Tarps used as garages.	Staff

18-001061	LOPEZ, JOHNNY							Structures		Initiated
18-001061	RIVERA, LUIS R & LOPEZ, JOHNNY	834	E	3			11/27/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
18-001062	GREENHAGEN, MARTIN & EDNA	802		Elmwood			11/28/2018	Storage and parking of vehicles and other personal property	Truck and trailer blocking view out of alley.	In Person





## MEMORANDUM NOVEMBER 2018 WATER LOSS REPORT

DATE: December 4, 2018

TO: Gary and Rod

FROM: Dale

Attached are the charts and worksheets for the November 2018 water loss report. **Our water loss for the month of November is 36.9%** Our water loss has not been this high since October 2015. I'm hoping this is just an anomaly and reflects some sort of timing issue between the meter reading data and the water bills being sent out.

However, as previously discussed, our November monthly flow data and charts clearly show a jump in both our low am water flow rate as well as the daily flow to the distribution system indicating we have developed a leak of about 50 gpm and losing an additional 70,000 gallons per day.

In the last few days our low am flow has increased even more, to around 480 GPM, with the daily flow increasing to 1.13 MGD. It appears that we are losing ground in our war on water loss.

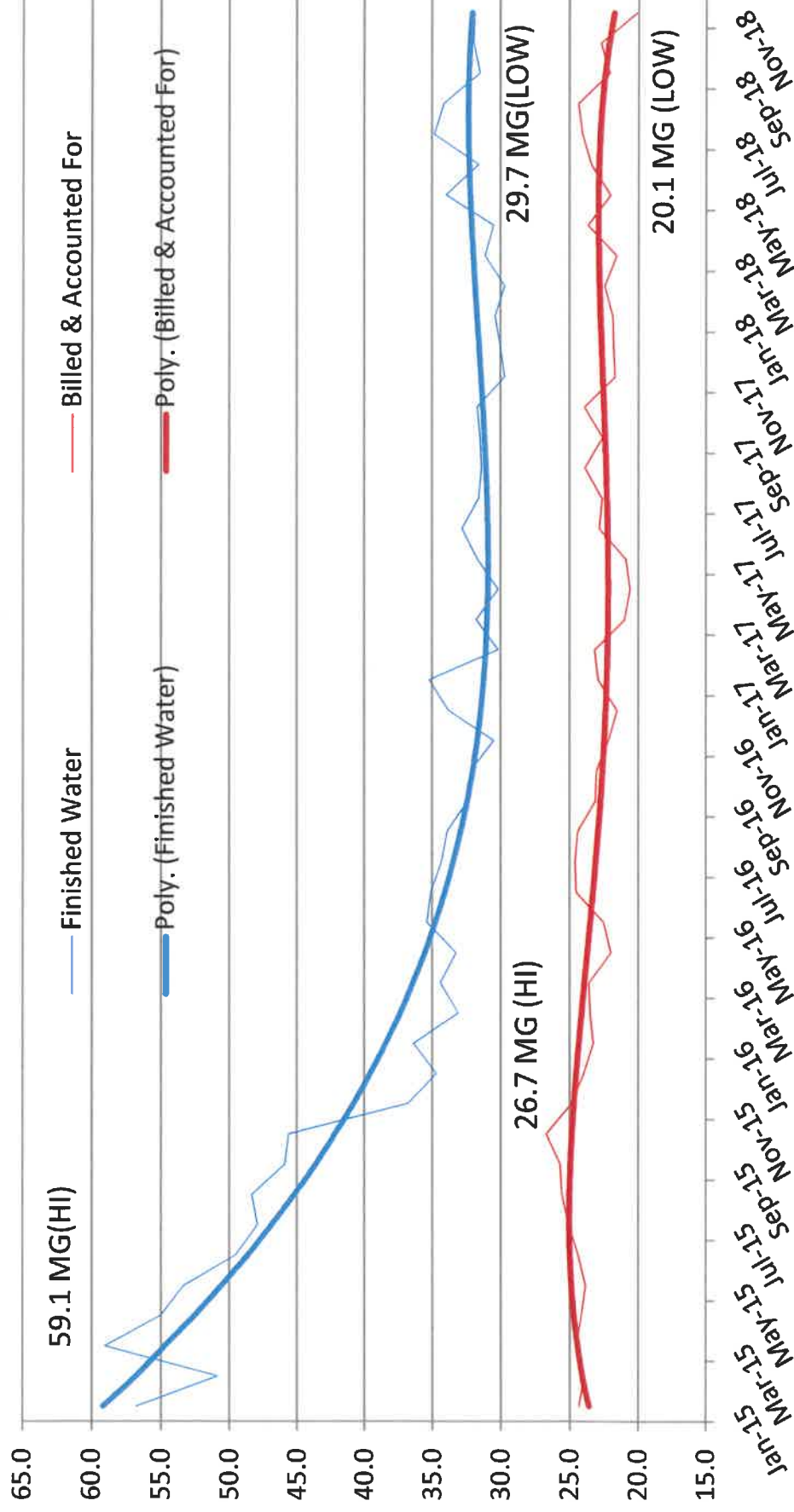
Terri and I will keep a close daily check on our water usage and hopefully the leaks that we know of and are fixing now will bring our water loss back down.

# City of Kewanee, Illinois

## CHART A

### NOVEMBER 2018 Water Audit Data

Finished Water Produced vs Billed & Accounted For Water-MG/Month



# CHART B

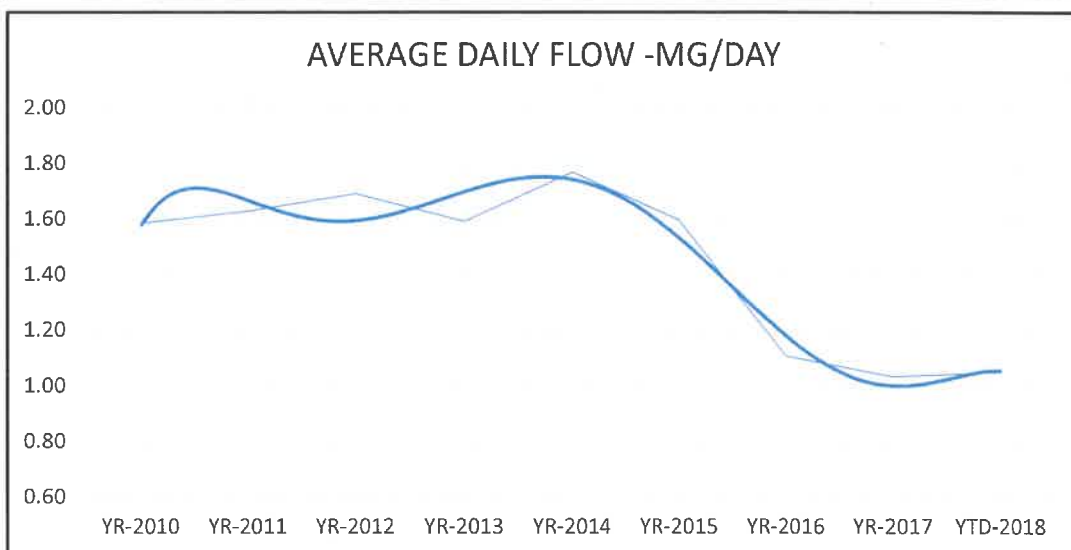
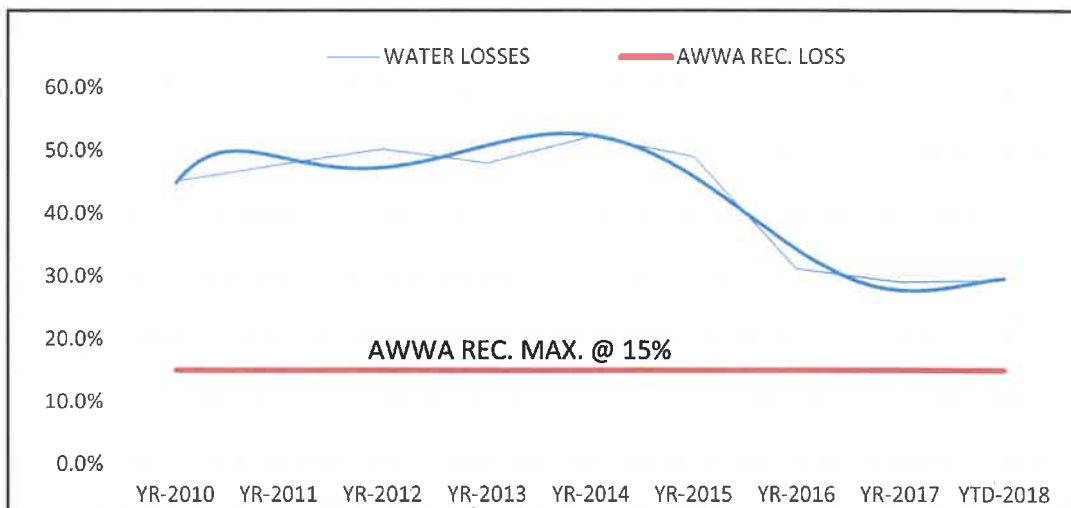
## City of Kewanee, Illinois NOVEMBER 2018 Water Audit - losses



# CITY OF KEWANEE, ILLINOIS WATER AUDIT DATA

## MONTHLY AVERAGES / YEAR - MG

YEAR	RAW WATER	FINISHED WATER	ADF MG/DAY	AMOUNT BILLED	WWTP USAGE	CITY OTHER	TOTAL ACC.FOR	LOSS %	AWWA MAX %
YR-2010	57.6	48.3	1.59	24.4	2	0.13	26.5	45.1%	15.0%
YR-2011	58.5	49.6	1.63	23.8	2	0.13	25.9	47.7%	15.0%
YR-2012	61	51.5	1.69	23.5	2	0.13	25.6	50.2%	15.0%
YR-2013	57.1	48.5	1.59	23.1	2	0.13	25.2	48.0%	15.0%
YR-2014	67.6	53.9	1.77	23.6	2	0.13	25.7	52.3%	15.0%
YR-2015	59.9	48.7	1.60	22.6	1.98	0.18	24.8	49.1%	15.0%
YR-2016	42.1	33.7	1.11	21.9	1.17	0.17	23.2	31.2%	15.0%
YR-2017	38.9	31.5	1.04	21.7	0.35	0.30	22.3	29.1%	15.0%
YTD-2018 THROUGH NOVEMBER 2018	41.5	32.0	1.05	22.0	0.17	0.42	22.57	29.4%	15.0%



# CITY OF KEWANEE, ILLINOIS WATER AUDIT DATA

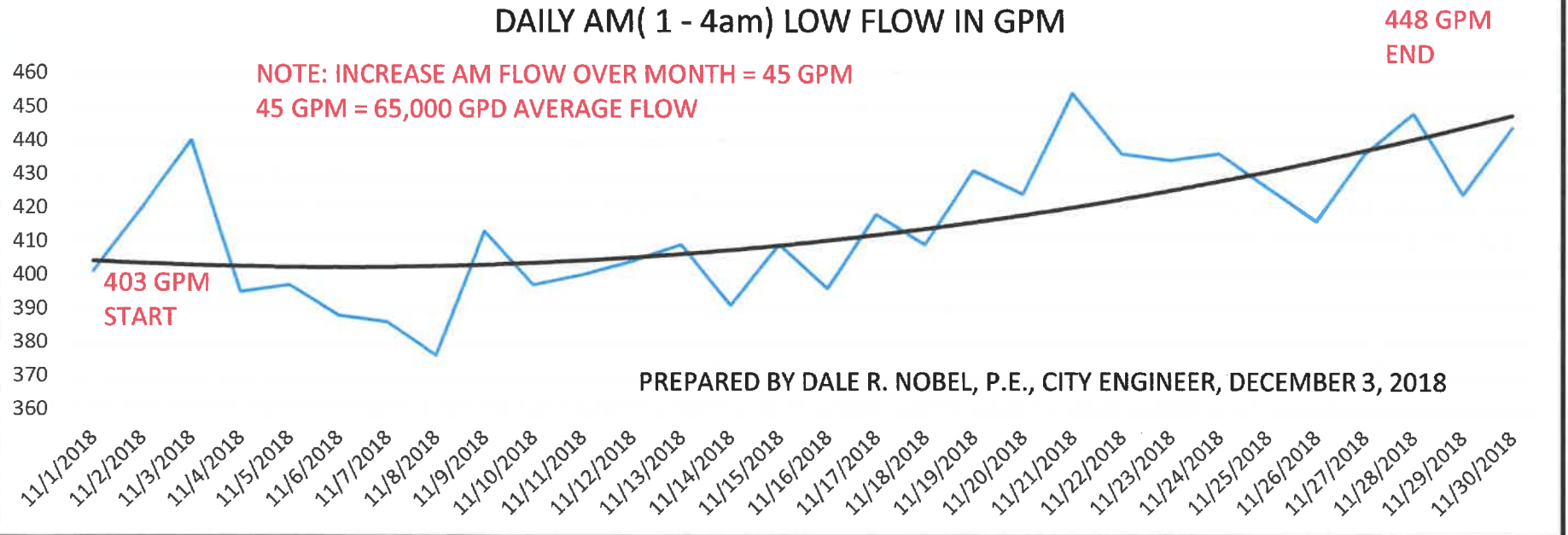
## MONTHLY FLOWS / LOSSES

MONTH	RAW WATER	FINISHED WATER	AVERAGE DAILY FLOW MG / DAY	NOTES:	AMOUNT BILLED	WWTP USAGE	CITY OTHER	TOTAL ACC.FOR	LOSS %	AWWA MAX %
Jan-15	68.44	56.8	1.83		22.24	2	0.13	24.4	57.1%	15.0%
Feb-15	63.13	50.9	1.82		22	1.81	0.13	23.9	52.9%	15.0%
Mar-15	72.87	59.1	1.90		22.13	2.28	0.13	24.5	58.4%	15.0%
Apr-15	66.66	55.1	1.84		21.85	2.2	0.13	24.2	56.1%	15.0%
May-15	66.11	53.3	1.72		21.62	2.1	0.13	23.9	55.3%	15.0%
Jun-15	62.19	49.5	1.65		22.19	2.1	0.13	24.4	50.7%	15.0%
Jul-15	59.4	47.9	1.55		22.82	2.14	0.13	25.1	47.7%	15.0%
Aug-15	58.93	48.4	1.56		23.31	2.14	0.13	25.6	47.1%	15.0%
Sep-15	55.8	45.9	1.53		23.51	2.07	0.13	25.7	44.0%	15.0%
Oct-15	56.1	45.6	1.47		24.64	1.96	0.13	26.7	41.4%	15.0%
Nov-15	45.4	36.8	1.23		22.38	1.8	0.73	24.9	32.3%	15.0%
Dec-15	43.2	34.7	1.12		22.67	1.2	0.13	24.0	30.8%	15.0%
Jan-16	45.3	36.4	1.17		21.15	2	0.13	23.3	36.0%	15.0%
Feb-16	41.1	33.1	1.14		22.21	1.18	0.13	23.5	28.9%	15.0%
Mar-16	42.7	34.4	1.11		22.16	1.02	0.42	23.6	31.4%	15.0%
Apr-16	43.2	33.3	1.11		20.82	1.06	0.13	22.0	33.8%	15.0%
May-16	44.4	35.4	1.14		21	1.4	0.13	22.5	36.4%	15.0%
Jun-16	44.3	35.1	1.17		23.11	1.29	0.13	24.5	30.1%	15.0%
Jul-16	42.4	34.3	1.11		23.15	1.33	0.13	24.6	28.3%	15.0%
Aug-16	40.5	33.9	1.09		23.12	1.18	0.13	24.4	27.9%	15.0%
Sep-16	39.1	32.4	1.08		21.95	1.05	0.13	23.1	28.6%	15.0%
Oct-16	41.6	32.2	1.04		22.03	0.88	0.13	23.0	28.4%	15.0%
Nov-16	37.8	30.5	1.02		21.41	0.64	0.13	22.2	27.3%	15.0%
Dec-16	42.4	33.8	1.09		20.21	1.02	0.33	21.6	36.2%	15.0%
Jan-17	44	35.2	1.14		21.64	1.16	0.13	22.9	34.9%	15.0%
Feb-17	37.3	30.2	1.08		22.4	0.65	0.13	23.2	23.2%	15.0%
Mar-17	38.9	31.8	1.03		20.09	0.72	0.197	21.0	33.9%	15.0%
Apr-17	36.7	30.2	1.01		20	0.47	0.13	20.6	31.8%	15.0%
May-17	39.1	31.7	1.02	Vehicle hits FH,	20.22	0.2	0.49	20.9	34.0%	15.0%
Jun-17	38.8	32.8	1.09		21.9	0.167	0.78	22.8	30.3%	15.0%
Jul-17	38.9	31.6	1.02		21.93	0.157	0.54	22.6	28.4%	15.0%
Aug-17	38.5	31.4	1.01		23.14	0.17	0.57	23.9	23.9%	15.0%
Sep-17	39.1	31.5	1.05		22.33	0.15	0.13	22.6	28.2%	15.0%
Oct-17	37.9	31.7	1.02		23.66	0.12	0.13	23.9	24.6%	15.0%
Nov-17	38.9	29.7	0.96	FH Flow Testing/Flushing	21.4	0.12	0.19	21.7	26.9%	15.0%
Dec-17	38.3	30.0	0.97	FH Flow Testing/Flushing	21.59	0.09	0.13	21.8	27.3%	15.0%
Jan-18	42.4	30.4	0.98	"FREEZE" LEAKS (1)	21.59	0.155	0.13	21.9	28.0%	15.0%
Feb-18	36.8	29.7	1.06	Leaks cont.	22.16	0.15	0.13	22.4	24.4%	15.0%
Mar-18	37.9	31.1	1.00		21.3	0.15	0.13	21.6	30.7%	15.0%
Apr-18	41	30.5	1.02		23.26	0.21	0.17	23.6	22.5%	15.0%
May-18	44.2	34.0	1.10		21.09	0.11	0.84	22.0	35.1%	15.0%
Jun-18	42.01	31.6	1.05		22.59	0.15	0.67	23.4	25.9%	15.0%
Jul-18	45.09	34.8	1.12		23.35	0.15	0.58	24.1	30.9%	15.0%
Aug-18	44.41	34.1	1.10	Est. WWTP/City Other	23.62	0.15	0.58	24.4	28.6%	15.0%
Sep-18	41.3	31.5	1.05	Est. WWTP/City Other	21.57	0.1	0.4	22.1	29.9%	15.0%
Oct-18	39.56	31.9	1.03	S Tower leak / drain .5 l	22.00	0.1	0.63	22.7	28.8%	15.0%
Nov-18		31.9	1.06		19.33	0.43	0.34	20.1	36.9%	15.0%
Dec-18										

NOTES: (1) Extreme cold weather in January, -20, caused fireline pipe to freeze and burst 1/6 at old Bo-Mag bldg and other leaks in City  
Amount of water lost from known and fixed leaks from 1/2 - 1/19/18 = 3.71 MG; Finished Water Amount Adjusted for this.



CITY OF KEWANEE WATER DEPARTMENT  
MONTHLY FLOW CHART - NOVEMBER 2018  
DAILY AM( 1 - 4am) LOW FLOW IN GPM

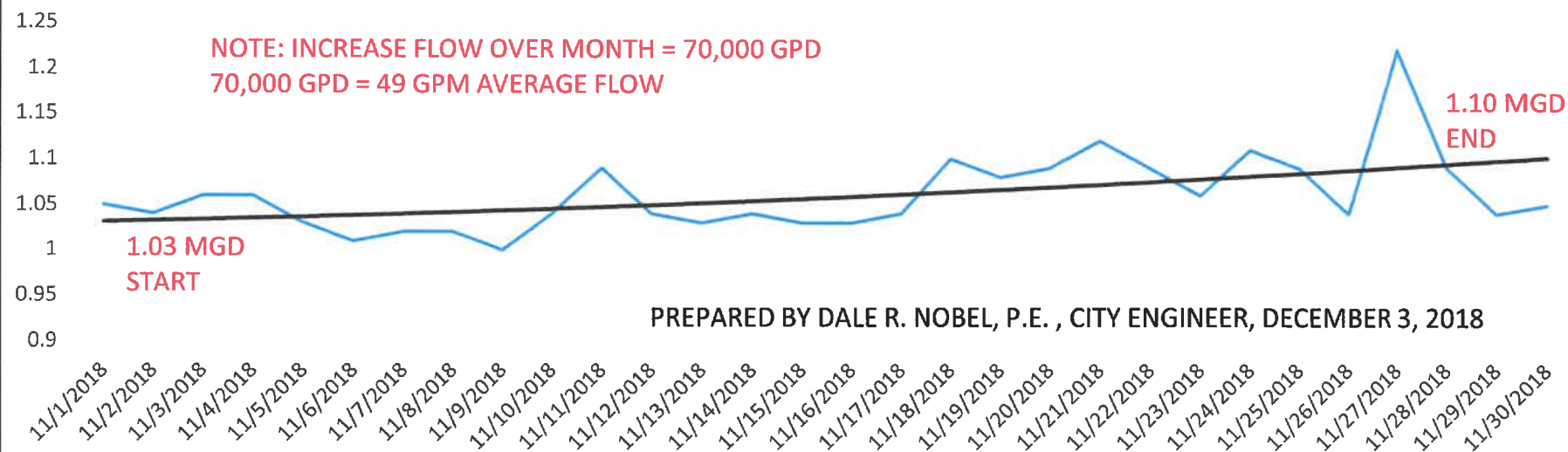


CITY OF KEWANEE WATER DEPARTMENT  
MONTHLY FLOW CHART - NOVEMBER 2018

TOTAL FLOW FOR THE MONTH = 31.87 MG

AVERAGE DAILY FLOW - 1.062MGD

NOTE:  
WATERMAIN BREAK  
ON TUES  
EVENING 11/27



# NOVEMBER 2018

## DAILY DATA TOTALS

DATE	Q - MGD	Q - LOW AM
11/1/2018	1.05	401
11/2/2018	1.04	420
11/3/2018	1.06	440
11/4/2018	1.06	395
11/5/2018	1.03	397
11/6/2018	1.01	388
11/7/2018	1.02	386
11/8/2018	1.02	376
11/9/2018	1	413
11/10/2018	1.04	397
11/11/2018	1.09	400
11/12/2018	1.04	404
11/13/2018	1.03	409
11/14/2018	1.04	391
11/15/2018	1.03	409
11/16/2018	1.03	396
11/17/2018	1.04	418
11/18/2018	1.1	409
11/19/2018	1.08	431
11/20/2018	1.09	424
11/21/2018	1.12	454
11/22/2018	1.09	436
11/23/2018	1.06	434
11/24/2018	1.11	436
11/25/2018	1.09	426
11/26/2018	1.04	416
11/27/2018	1.22	436
11/28/2018	1.09	448
11/29/2018	1.04	424
11/30/2018	1.05	444

TOTAL FLOW FOR MONTH  
31,870,300 = 1.062 MGD AVE.



*FINANCE & ADMINISTRATIVE SERVICES*

**OCTOBER 2018**

Water Bill Payments Processed

At counter	1208
By mail	466
By dropbox	728
At bank	<u>71</u>
Total Water Bill Payments	<b>2473</b>

Other Payments	251
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Total Payments Processed	<b>2724</b>
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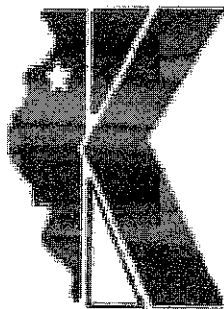
Customer Contacts (non-payment)

By phone	1655
At counter	577
Work orders written	<u>295</u>
Total Customer Contacts	<b>2527</b>

Misc Requests/Employee Contacts

By phone or in-person	<b>715</b>
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PSN Payments	<b>449</b>
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Kewanee PD

# Monthly UCR Code Report November 2018

Printed: 03-Dec-2018 07:38

<u>Code</u>	<u>Description</u>	<u>Total</u>
		3883
0460	BATTERY:SIMPLE	7
0486	BATTERY:DOMESTIC BATTERY	5
0610	BURGLARY:FORCIBLE ENTRY	4
0625	BURGLARY:RESIDENTIAL (FORCIBLE ENTRY)	1
0630	BURGLARY:ATTEMPTS-FORCIBLE ENTRY	1
0710	THEFT FROM MOTOR VEHICLE	5
0760	BURGLARY:FROM MOTOR VEHICLE	1
0815	THEFT UNDER \$500	6
0820	THEFT:UNDER \$300	10
0825	THEFT OVER \$500	3
0860	THEFT:RETAIL THEFT	13
0910	MOTOR VEHICLE THEFTS:AUTOS AND PARTS	3
1120	DECEPTION:FORGERY	1
1137	DECEPTION:IDENTITY THEFT	1
1150	DECEPTION:CREDIT CARDS	1
1190	DECEPTION:ATTEMPTS	2
1310	CRIMINAL DAMAGE TO PROPERTY	4
1320	CRIMINAL DAMAGE TO VEHICLE	3
1330	CRIMINAL TRESPASS TO LAND	5
1340	CRIMINAL DAMAGE TO GOVERNMENT SUPPORTED PROPERTY	2
1350	CRIMINAL TRESPASS TO STATE SUPPORTED LAND	1
1360	CRIMINAL TRESPASS TO VEHICLE	2
1365	CRIMINAL TRESPASS TO RESIDENCE	2
1563	SEX OFFENSES:CRIMINAL SEXUAL ABUSE	1
1740	RUN-AWAYS (JUVENILES)	7
1750	CHILD ABUSE	2
1755	CHILD ABANDONMENT	1
1811	CANNABIS CONTROL ACT:POSS 30 GRAMS OR LESS	1
1910	CONTROLLED SUB ACT:POSS OF METHAMPHETAMINE	1

<u>Code</u>	<u>Description</u>	<u>Total</u>
2040	CONTROLLED SUB.ACT:DELIV. OR POSS.W/INTENT TO DEL	1
2170	DRUG PARAPHERNALIA ACT:POSSESS DRUG EQUIPMENT	1
2220	LIQUOR CONTROL ACT VIOL:ILLEGAL POSS. BY MINOR	1
2230	LIQUOR CONTROL ACT VIOL:ILLEGAL CONSUMP. BY MINOR	5
2410	DRIVING UNDER INFLUENCE OF ALCOHOL	3
2430	TRANS. OF ALCOHOLIC LIQUOR	1
2445	ACCIDENT - HIT AND RUN	6
2455	NO REGISTRATION	3
2460	CANCELLED/SUSP/REV REGISTRATION	1
2461	OPERATE UNINSURED MOTOR VEHICLE	8
2470	NO DRIVERS LICENSE	3
2480	SUSPEND/REVOKED DRIVERS LICENSE	14
2495	ATTEMPTS TO FLEE OR ELUDE OFFICER	1
2820	DISORDERLY CONDUCT:TELEPHONE THREAT	3
2825	DISORDERLY CONDUCT:HARASSMENT BY TELEPHONE	8
2860	DISORDERLY CONDUCT:FALSE POLICE REPORT	1
2890	DISORDERLY CONDUCT:OTHER(NOT DRUNKENNESS)	2
3000	DISORDERLY CONDUCT:FIREWORKS	1
3710	INTERFER W/PUB.OFFIC:RESIST/OBSTRUCT/DISARM OFFICR	2
4210	KIDNAPPING:SIMPLE KIDNAPPING	1
4387	VIOLATION OF ORDER OF PROTECTION	2
4505	SEX OFFENDER - FAILURE TO REGISTER	2
4510	PROBATION VIOLATION	1
4525	SEX OFFENDER - PROHIBITED ZONE	1
4530	SEX OFFENDER - OTHER VIOLATION	1
4570	VIOL CHILD MURDER AND VIOLENT YOUTH OFF REG ACT	2
4870	DOMESTIC VIOLENCE	1
5081	IN-STATE WARRANT	18
6000	ABANDONED VEHICLE	13
6010	ABANDONED VEHICLE TOWED	1
6019	ACCIDENT - TICKET ISSUED	9
6020	ACCIDENT - TRAFFIC - DAMAGE ONLY	24
6021	ACCIDENT - HIT AND RUN - DAMAGE	7
6039	ACCIDENT - TRAFFIC - PD ONLY	2
6041	ACCIDENT - TRAFFIC - INJ UNK	3
6045	ACCIDENT - ANIMAL - DEER	1
6049	ACCIDENT - NON TRAFFIC - OTHER	1
6050	ADMINISTRATIVE DUTIES - OTHER	1
6060	ALARM - BUSINESS	22
6061	ALARM - AUDIBLE - BUSINESS	1
6065	ALARM - RESIDENCE	2

<u>Code</u>	<u>Description</u>	<u>Total</u>
6070	ALARM - HOLDUP OR PANIC	1
6075	ALARM - VEHICLE - AUDIBLE	2
6080	AMBULANCE - ASSIST AMB	1
6100	AMBULANCE - EMERGENCY	11
6120	ANIMAL - BARKING DOG	3
6130	ANIMAL - CITATION	1
6150	ANIMAL - DOG AT LARGE	32
6151	ANIMAL - OTHER AT LARGE	3
6170	ANIMAL - TAKEN TO IMPOUND	8
6180	ANIMAL - LOST/FOUND	22
6190	ANIMAL - NEGLECT/ABUSE	7
6210	ANIMAL - OTHER COMPLAINT	6
6220	ANIMAL - SICK/INJURED	4
6250	ANIMAL - EUTHANIZE	1
6280	ASSIST - BUSINESS	5
6290	ASSIST - CITIZEN	34
6300	ASSIST - COURT SECURITY	3
6310	ASSIST - GENESEO PD	1
6320	ASSIST - HCSO	5
6340	ASSIST - OTHER AGENCIES	9
6360	ASSIST - OTHER LAW ENFORCEMENT AGENCIES	4
6370	ASSIST - SCHOOLS	4
6380	ASSIST - STATE POLICE	1
6400	ATTEMPTED SUICIDE	1
6410	ATV/MINI BIKE COMPLAINT	5
6431	BICYCLE - FOUND BICYCLE	1
6490	CHECK BUSINESS	65
6500	CHECK OPEN DOOR	1
6510	CHECK RESIDENCE	5
6520	CHECK WELFARE	24
6540	CITY ORDINANCE VIOLATION - OTHER	1
6555	CIVIL STAND BY	4
6560	CIVIL COMPLAINT - OTHER	23
6561	CIVIL COMPLAINT - CUSTODY VIOLATIONS	3
6571	DAMAGE TO PROPERTY - NON CRIMINAL	3
6580	COURT / ON DUTY	3
6620	DEATH INVESTIGATION - OTHER	1
6640	DEATH INVESTIGATION - APPARENT NATURAL CAUSES	1
6670	DISPERSE GROUP	1
6680	DISTURBANCE - CIVIL	1

<u>Code</u>	<u>Description</u>	<u>Total</u>
6690	DISTURBANCE - DOMESTIC	29
6700	DISTURBANCE - FIGHTS-RIOTS-BRAWLS	7
6705	DISTURBANCE - NEIGHBORHOOD TROUBLE	4
6715	DISTURBANCE - OTHER	6
6720	ESCORT BANK	17
6730	ESCORT OTHER	4
6750	EVIDENCE TECH	3
6770	EXTRA PATROL	7
6790	FINGERPRINTING	12
6800	FIRE CALLS - OTHER	3
6803	FIRE CALLS - STRUCTURE	2
6804	FIRE CALLS - ASSIST FD	1
6810	FOLLOW - UP	54
6821	HARASSMENT	15
6865	HOUSING AUTHORITY GUEST PASS	7
6880	ILLEGAL BURNING	7
6890	ILLEGAL DUMPING	1
6910	INTOXICATED PERSON	2
6940	JUVENILES - OTHER PROBLEMS	7
6950	K-9 DETAIL	2
6990	LIVESTOCK	1
7000	LOST/FOUND ARTICLES	9
7010	LOUD NOISE	1
7030	MEETING	1
7040	MENTAL PATIENT	9
7050	MENTAL PATIENT - ATTEMPTED SUICIDE /THREAT	3
7100	MISSING PERSON - JUVENILE OTHER	3
7101	DRONE DEPLOYMENT	2
7105	MOTORIST ASSIST - VEH OFF THE ROAD	4
7110	MOTORIST ASSIST - OTHER	59
7120	OBSTRUCTION OF PUBLIC RIGHT OF WAY	8
7175	OTHER PUBLIC COMPLAINTS	21
7190	PAPER SERVICE - ATTEMPT	2
7230	PAPER SERVICE - OTHER	1
7250	PARKING COMPLAINT	10
7260	PARKING TICKET	1
7290	PICKUP - DELIVERY	1
7310	PRISONER TRANSPORT	2
7337	RAILROAD - CROSSING PROBLEMS	3
7350	REMOVE UNWANTED SUBJECT	15
7360	REPOSSESSION	1



<u>Code</u>	<u>Description</u>	<u>Total</u>
7375	SCAMS - ACTUAL	1
7376	SCAMS - ATTEMPTED	7
7381	SCHOOL - DISTURBANCE	1
7385	SCHOOL - INFORMATION	5
7400	SEX OFFENDER - REGISTRATION	21
7420	SMOKE REPORT - GAS SMELL	1
7430	SNOWMOBILE COMPLAINT	3
7440	SOLICITATION COMPLAINT	1
7450	SPECIAL ASSIGNMENT	8
7470	SUSPICIOUS ACTIVITY	14
7480	SUSPICIOUS AUTO	18
7490	SUSPICIOUS NOISE	5
7500	SUSPICIOUS PERSON	16
7560	TRAFFIC COMPLAINT	29
7570	TRAFFIC CONTROL	3
7590	TRAFFIC STOP	120
7600	TRAFFIC STOP - CITATION	21
7610	TRAFFIC STOP - WRITTEN WARNING	55
7630	TRAINING	1
7650	UTILITIES COMPLAINT	4
7665	WARRANT - ARREST	2
7666	WARRANT - ATTEMPT	2
7680	WIRE DOWN	2
7690	911 -HANG UP	67
7700	911-MISDIAL	19
7730	911- WIRELESS CALL	67
7740	911- TEST CALL	2
7750	911- ANI FAILURE	1
7760	911 - OPEN LINE	29
7780	911 - UNLAWFUL USE OF 9-1-1	16
7800	DELIVER MESSAGE	3
8000	STATION INFO - INFO NOT LISTED ELSEWHERE	52
9108	SNOW ROUTE - VEHICLE REMOVAL	1
9300	SUICIDE	1



Kewanee PD

# Calls For Service by Time and Day November 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0000 - 0059 Hrs	8	15	7	2	4	6	12	54
0100 - 0159 Hrs	13	8	6	2	11	8	4	52
0200 - 0259 Hrs	6	5	2	3	6	4	6	32
0300 - 0359 Hrs	4	5	0	1	2	2	1	15
0400 - 0459 Hrs	1	4	2	4	2	6	6	25
0500 - 0559 Hrs	4	5	4	7	3	8	4	35
0600 - 0659 Hrs	3	9	5	5	8	6	9	45
0700 - 0759 Hrs	2	5	2	5	14	5	3	36
0800 - 0859 Hrs	2	8	11	6	11	11	9	58
0900 - 0959 Hrs	7	14	8	10	11	6	6	62
1000 - 1059 Hrs	6	14	10	14	10	15	10	79
1100 - 1159 Hrs	6	4	6	10	12	8	5	51
1200 - 1259 Hrs	1	10	4	6	16	12	4	53
1300 - 1359 Hrs	2	7	3	9	10	11	4	46
1400 - 1459 Hrs	4	15	9	12	9	16	4	69
1500 - 1559 Hrs	9	12	12	10	9	12	9	73
1600 - 1659 Hrs	15	16	10	6	13	14	4	78
1700 - 1759 Hrs	14	10	15	8	14	14	11	86
1800 - 1859 Hrs	19	10	8	11	12	12	7	79
1900 - 1959 Hrs	26	3	8	8	10	13	4	72
2000 - 2059 Hrs	13	7	9	9	12	9	9	68
2100 - 2159 Hrs	18	14	7	8	12	15	8	82
2200 - 2259 Hrs	11	5	5	7	8	7	9	52
2300 - 2359 Hrs	7	4	8	7	6	12	8	52
<b>Total</b>	<b>201</b>	<b>209</b>	<b>161</b>	<b>170</b>	<b>225</b>	<b>232</b>	<b>156</b>	<b>1,354</b>

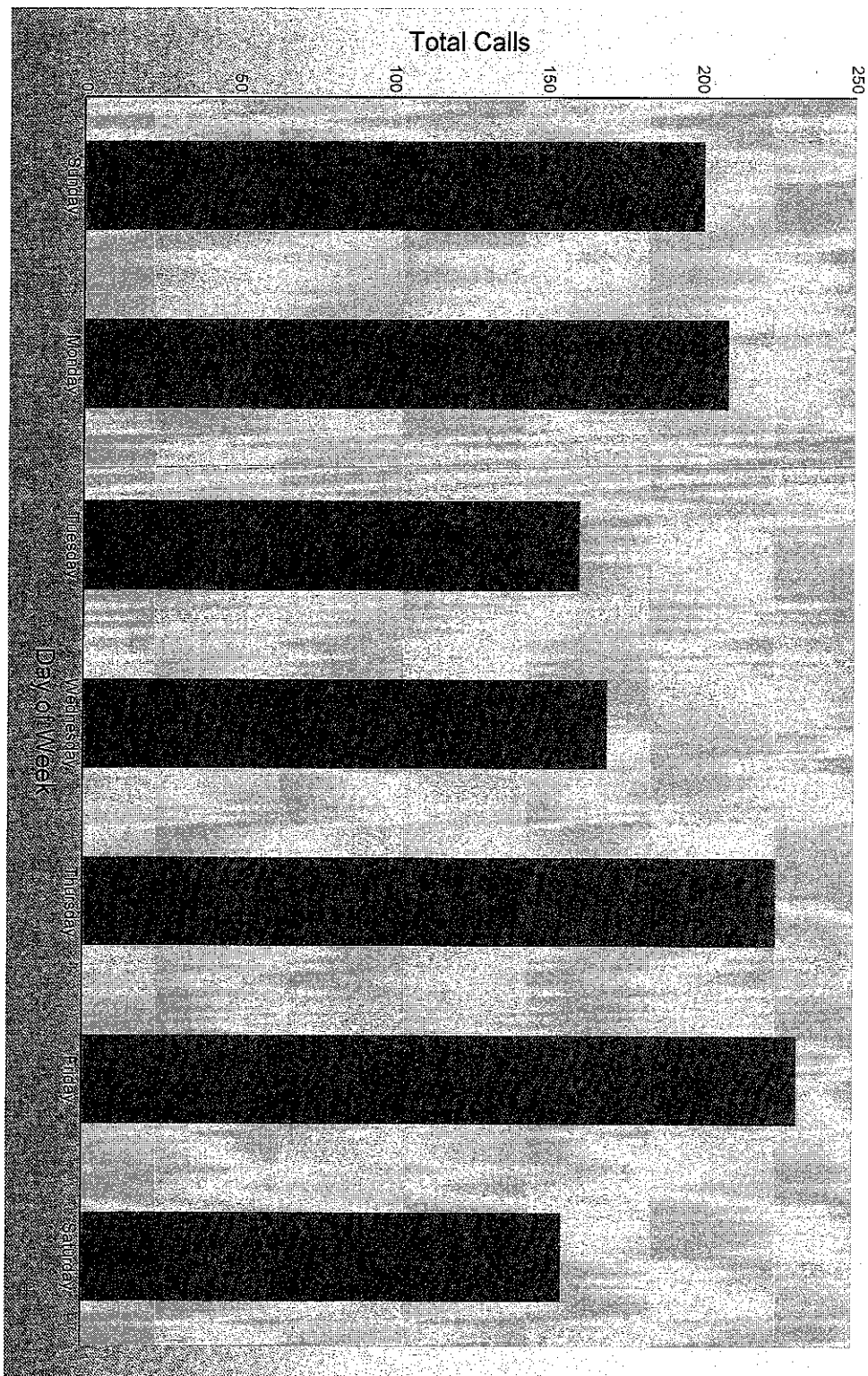
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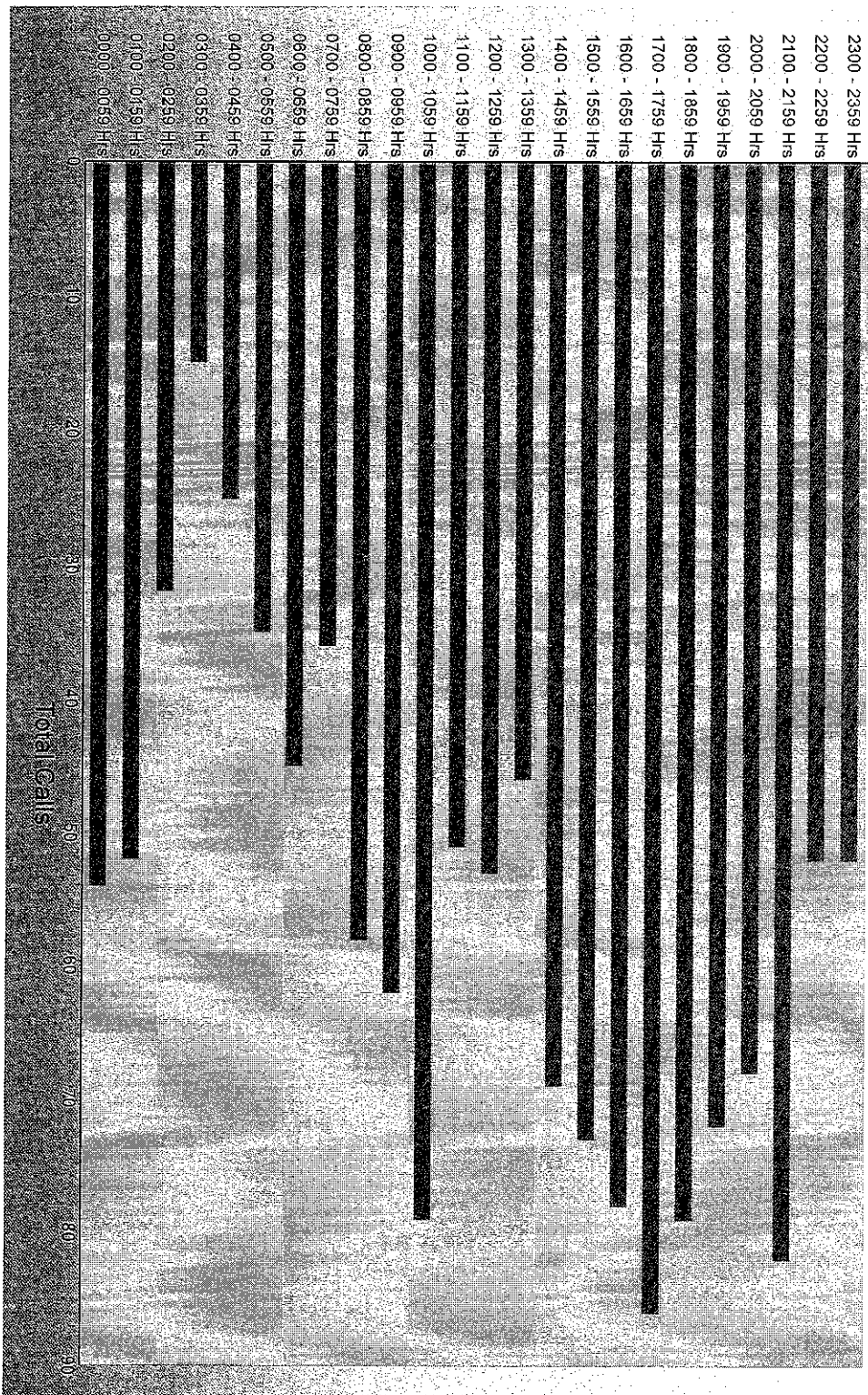
# November 2018

## Total Calls by Day

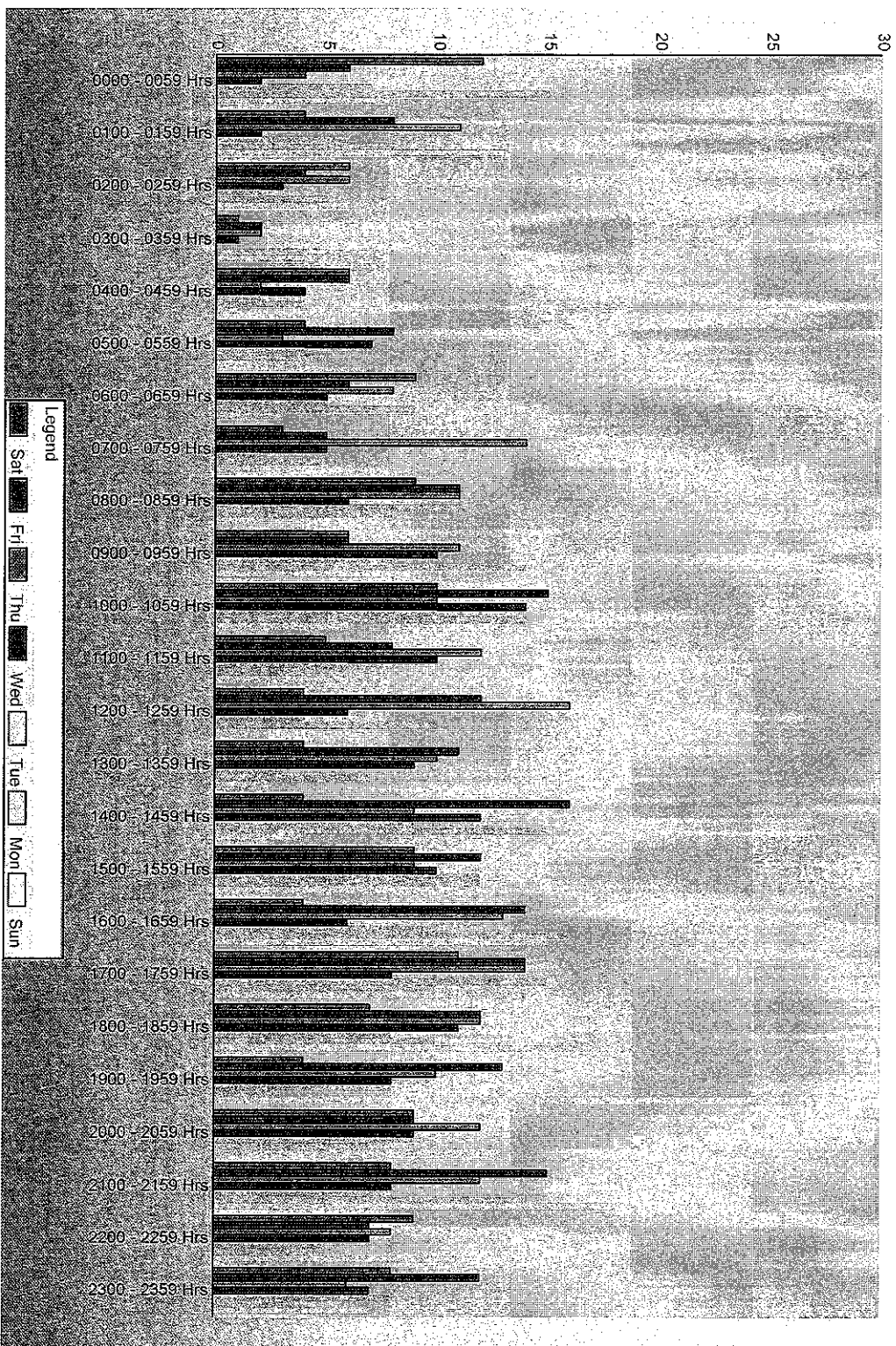


# November 2018

## Total Calls by Hour



# November 2018 Total Calls by Hour and Day



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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 AIRGAS MID AMERICA			281.44	
9081768202	01-22-612	OXYGEN USP MEDICAL		103.56
9081867905	01-22-612	OXYGEN USP MEDICAL		57.40
9082192893	52-93-512	TORCH TIP & STRIKER		15.08
9082594568	01-22-612	OXYGEN USP MEDICAL		57.40
9957212279	52-93-512	PROPANE TANK RENTAL		48.00
01 AMEREN ILLINOIS			471.37	
D112718BP	01-52-571	BERRIEN PARK-ELECTRICITY		36.08
D112818P	01-21-539	POUND - ELECTRICITY		435.29
01 AUCA CHICAGO MC LOCKBOX			143.25	
1591621192	62-45-471	UNIFORM RENTAL		35.94
1591629415	62-45-471	UNIFORM RENTAL		35.84
1591637609	62-45-471	UNIFORM RENTAL		35.85
1591645831	62-45-471	UNIFORM RENTAL		35.62
01 ARROW INTERNATIONAL INC			562.50	
9500752338	01-22-612	EZ-IO 25MM NEEDLES		562.50
01 AUTO ZONE			97.88	
2644261388	58-36-830	CREEPER SEAT		70.99
2644263185	62-45-613	BATTERY & INSTALL KIT		124.39
2644263186	62-45-613	BATTERY WARRANTIED		107.99-
2644269896	62-45-613	TURN/TAIL LIGHT		10.49
01 AZAVAR AUDIT SOLUTIONS			4.64	
146069	01-11-929	CONTINGENCY-ELECTRIC AUDIT		2.32
146193	01-11-929	CONTINGENCY-ELECTRIC AUDIT		2.32
01 B & B PRINTING			1812.50	
22373	57-44-652	EXCESS BAG STICKERS		1812.50
01 B & B LAWN EQUIPMENT & CYCLERY			171.05	
209060	62-45-512	POLE SAW REPAIRS		171.05
01 BARASH & EVERETT, LLC			6714.20	
D120318	21-11-533	NOVEMBER RETAINER		6250.00
D120318	21-11-533	REIMB EXPS & FEES		464.20
01 BEA OF ILLINOIS			907.90	
2187770	51-93-512	LABOR-WELL#1 BLEND VALVE		907.90
01 CAMBRIDGE TELCOM SERVICES INC			760.00	
D120618	01-11-537	FIBER INTERNET-CITY HALL		485.00
D120618PD	01-21-552	FIBER INTERNET-POLICE		275.00
01 CITY OF KEWANEE - HEALTH CARE			96093.90	
HLTH-12/18	01-11-451	HEALTH INS/F&A		1674.12
HLTH-12/18	01-21-451	HEALTH INS/POLICE		36427.96
HLTH-12/18	01-22-451	HEALTH INS/FIRE		27197.10
HLTH-12/18	01-41-451	HEALTH INS/PW		6707.55
HLTH-12/18	01-52-451	HEALTH INS/PARKS		457.54
HLTH-12/18	01-65-451	HEALTH INS/COM DEV		1307.27
HLTH-12/18	51-42-451	HEALTH INS/WATER		8814.17
HLTH-12/18	52-43-451	HEALTH INS/SEWER		2583.84
HLTH-12/18	57-44-451	HEALTH INS/SANIT		6817.69

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HLTH-12/18	58-36-451	HEALTH INS/CEMETERY		2407.21
HLTH-12/18	62-45-451	HEALTH INS/FLEET		1699.45
01 CITY OF KEWANEE - HEALTH CARE			96093.90	
HLTH-11/18	01-11-451	HEALTH INS/F&A		1674.12
HLTH-11/18	01-21-451	HEALTH INS/POLICE		36427.96
HLTH-11/18	01-22-451	HEALTH INS/FIRE		27197.10
HLTH-11/18	01-41-451	HEALTH INS/PW		6707.55
HLTH-11/18	01-52-451	HEALTH INS/PARKS		457.54
HLTH-11/18	01-65-451	HEALTH INS/COM DEV		1307.27
HLTH-11/18	51-42-451	HEALTH INS/WATER		8814.17
HLTH-11/18	52-43-451	HEALTH INS/SEWER		2583.84
HLTH-11/18	57-44-451	HEALTH INS/SANIT		6817.69
HLTH-11/18	58-36-451	HEALTH INS/CEMETERY		2407.21
HLTH-11/18	62-45-451	HEALTH INS/FLEET		1699.45
01 CLIFTONLARSONALLEN LLP			1150.00	
1935908	11-13-531	REVISE FINANCIALS-PENSIONS		1150.00
01 COLWELL, BRENT			75.00	
156169	01-65-549	ELECTRICAL INSPECTION		25.00
156170	01-65-549	ELECTRICAL INSPECTION		25.00
156171	01-65-549	ELECTRICAL INSPECTION		25.00
01 IDOIT - COMMUNICATIONS REVOLVI			316.70	
T1909976	01-21-552	LEADS LINE		316.70
01 COMCAST CABLE			115.85	
D111418D	38-71-549	INTERNET-DEPOT		115.85
01 COMCAST CABLE			110.85	
D111518NWP	51-93-552	INTERNET VPN-NWTP		110.85
01 COMCAST CABLE			90.90	
D111518SWP	51-93-552	INTERNET VPN-SWTP		90.90
01 COMCAST CABLE			84.90	
D112618PW	51-42-537	INTERNET - PW BLDG		42.45
D112618PW	62-45-537	INTERNET - PW BLDG		42.45
01 CORE & MAIN LP			48696.83	
J585875	51-42-537	SENSUS ANNUAL RNI FEE		3896.00
J585875	52-43-537	SENSUS ANNUAL RNI FEE		3896.00
J669469	51-42-615	WATER PARTS - STOCK		455.44
J731949	51-42-615	WATER PARTS - STOCK		7560.00
J732788	51-42-615	METERS & RADIOS		555.00
J732788	52-43-615	METERS & RADIOS		555.00
J742992	51-42-615	WATER PARTS - STOCK		154.91
J750518	51-42-615	METERS & RADIOS		11100.00
J750518	52-43-615	METERS & RADIOS		11100.00
J750518	51-42-615	WATER PARTS - STOCK		7944.48
J830117	51-42-615	IPERL METERS		740.00
J830117	52-43-615	IPERL METERS		740.00
01 CULLIGAN OF KEWANEE			36.06	
D120218	52-93-652	WATER-WWTP LAB		36.06
01 CYLINDERS PLUS LLC			138.01	



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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
6920	62-45-513	PLOW CYLINDER REPAIR		138.01
01 DANA, KIRK D112718	01-65-595	DEMOS-BIRCH & W 4TH	12050.00	12050.00
01 DEREU CONSTRUCTION LLC D120318	02-61-930.6	TMHR-405 N COTTAGE ST	6700.00	6700.00
01 DOOLEY BROS PLUMBING 16	32-42-850	CONNECT NEW WATER SERVICE	5680.56	578.06
4.2101	38-71-549	CHECK OIL SEPARATORS		42.50
4.2138	52-93-512	INSTALL PLUG VALVE/BOX		3700.00
4.2139	52-93-512	4" PLUG VALVE		1360.00
01 EAGLE ENTERPRISES D113018	RECYCLING IN 57-44-583	RECYCLING-NOV 2018	2419.50	2419.50
01 EASTERN IOWA TIRE, INC 100059669	62-45-613	TIRE DISPOSAL-SANIT	1328.30	27.00
100060119	62-45-613	TIRES - POLICE CARS		509.40
100060580	62-45-613	TIRES - POLICE CARS		240.90
100061006	62-45-613	TIRES - SANITATION		486.00
100061006	62-45-513	REFINISH WHEELS		65.00
01 ENTEC SERVICES INC SIN028068	38-71-549	CITY HALL HVAC REPAIRS	675.26	675.26
01 FRIENDS OF THE ANIMALS 628662	01-21-539	SEMI-MONTHLY CONTRACT	1333.33	1333.33
01 FRONTIER COMMUNICATIONS CORPOR D111918	01-41-552	LOCAL PHONE/PW	1489.63	223.27
D111918	54-54-552	LOCAL PHONE/FR PK		37.45
D111918	01-11-552	LOCAL PHONE/F&A		293.43
D111918	01-22-552	LOCAL PHONE/FIRE		178.38
D111918	52-93-552	LOCAL PHONE/WWTP		122.38
D111918	57-44-552	LOCAL PHONE/SANIT		44.02
D111918	51-93-552	LOCAL PHONE/WTP		51.05
D111918	01-21-552	LOCAL PHONE/POLICE		60.96
D111918	58-36-552	LOCAL PHONE/CEM		61.19
D111918	62-45-552	LOCAL PHONE/FLEET		55.91
D111918PD	01-21-552	LOCAL PHONE/POLICE		361.59
01 GRICE, JOHN D111018	58-36-473	CLOTHING/BOOT ALLOWANCE	148.66	148.66
01 GUSTAFSON FORD 5821	62-45-613	SENSOR	124.64	57.99
5844	62-45-613	BRAKE KIT		66.65
01 HACH COMPANY 11208577	52-93-652	WWTP - LAB SUPPLIES	671.23	584.90
11212529	52-93-652	WWTP - LAB SUPPLIES		86.33
01 THOMPSON TRUCK & TRAILER, INC R203010218:01	62-45-513	TRUCK REPAIRS	3469.40	2106.78
X203023416:01	62-45-613	DRAIN & FUEL HOSE		35.11
X203024099:01	62-45-613	CABLE ASSY & BALL JOINT		133.42
X203024151:01	62-45-613	BRAKE CHAMBER & FILTERS		198.95



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X203024165:01	62-45-613	BRACKETS & SEALS		242.18
X203024227:01	62-45-613	COMPRESSION NUT		33.13
X203024232:01	62-45-613	ABS MODULE		628.44
X203024311:01	62-45-613	AIR VALVE & LED LIGHT		137.52
X203024322:01	62-45-613	RETURNED BRACKET		46.13-
01 HENRY SCHEIN, INC			805.11	
59023928	01-22-612	MEDICAL SUPPLIES		101.25
59382551	01-22-612	MEDICAL SUPPLIES		464.30
59668775	01-22-612	MEDICAL SUPPLIES		239.56
01 CHARLES B HOLM & ASSOCIATES LL			150.00	
D112818DK	01-21-549	POLYGRAPH TEST-DK		150.00
01 ILLINOIS ENVIRONMENTAL PROTECT			28599.76	
MAIN-15	37-42-710	MAIN ST WATER/PRINCIPAL		8508.79
MAIN-15	37-42-720	MAIN ST WATER/INTEREST		1496.30
PARK-10	37-42-710	PARK ST WATER/PRINCIPAL		13204.86
PARK-10	37-42-720	PARK ST WATER/INTEREST		5389.81
01 IMEG CORPORATION			26535.00	
18000781.00-10	31-71-532	EAST ST FAU/ENGINEERING		26535.00
01 IMPACT NETWORKING			182.15	
1265963	01-11-512	COPIER MAINT CONTRACT		182.15
01 INTERSTATE BATTERY SYSTEMS OF			808.65	
10125041	62-45-613	3 BATTERIES		344.85
10125098	62-45-613	4 BATTERIES		463.80
01 J AND L SEPTIC SERVICE INC			350.00	
D103118	38-71-549	PUMP FLOOR DRAIN-ST#2		350.00
01 JOHNSON HEATING & A/C INC			478.00	
ST-175170	52-93-512	WWTP-HEATING REPAIRS		478.00
01 KEWANEE ECONOMIC DEVELOPMENT C			15000.00	
FY19-2	02-61-913	1/2 ANNUAL CONTRIBUTION		15000.00
01 KEWANEE FIRE PENSION FUND			37117.49	
2018-3	71-14-462	3RD DIST PROP TX & INT		37117.49
01 KEWANEE POOL & SPA			103.60	
18906	51-93-656	CHLORINE TABS-S TOWER		103.60
01 KEWANEE POLICE PENSION FUND			36221.36	
2018-3	72-14-462	3RD DIST PROP TX & INT		36221.36
01 KEWANEE ROTARY CLUB FOUNDATION			40.00	
D113018	01-11-562	ROTARY MEALS-GB		40.00
01 LENOVO (UNITED STATES) INC			2098.80	
6229871024	01-21-159.7	2 DESKTOP COMPUTERS		2098.80
01 MARTIN EQUIPMENT OF ILLINOIS I			4484.62	
374264	62-45-513	WWTP LOADER REPAIRS		4484.62
01 MARTIN BROS COMPANIES INC			6824.85	
306	01-41-582	HAULING COLD PATCH		110.00
306	51-42-615	CA6 & B ROCK		1761.97
306	52-43-615	CA6 & B ROCK		4952.88
01 MCKESSON MEDICAL SURGICAL			247.91	
39746641	01-22-612	MEDICAL SUPPLIES		247.91

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01 MED-TECH RESOURCE LLC			415.21	
96834	01-22-612	MEDICAL SUPPLIES		279.32
96980	01-22-612	MEDICAL SUPPLIES		135.89
01 MIDWEST WHEEL COMPANIES INC			148.85	
1391474-00	62-45-613	STOCK - BULBS		148.85
01 MIROCHA'S AUTO SERVICE INC			85.00	
15926	62-45-513	SWITCHED STRUT SPRING		25.00
15934	62-45-513	MOUNT & BALANCE TIRES		60.00
01 MISSISSIPPI VALLEY PUMP INC			480.00	
12451	52-93-512	PULL STORM WATER PUMP		480.00
01 MITSUBISHI ELECTRIC POWER PROD			2363.00	
UPSD-292896	38-71-549	UPS MAINT CONTRACT		2363.00
01 MOORE TIRES KEWANEE			626.56	
K13283	62-45-613	POLICE UTILITIES-TIRES		562.96
K14213	62-45-513	TRUCK TIRE REPAIR		40.39
K15039	62-45-513	TIRE REPAIR		23.21
01 MUNICIPAL CLERKS OF ILLINOIS			65.00	
2019-CC	01-11-561	2019 MEMBERSHIP DUES		65.00
01 MUTUAL WHEEL CO INC			4100.85	
3W4095	62-45-513	SUSPENSION REPAIRS		4100.85
01 NOBEL, DALE			262.69	
18-43E	31-71-532	MILEAGE REIMBURSEMENT		262.69
01 WALLEN, PETE			1250.00	
D113018	38-71-549	JANITORIAL SERVICES		1250.00
01 O'REILLY AUTOMOTIVE STORES, IN			134.85	
1143-303964	52-93-619	WWTP - MAINT SUPS		9.38
1143-305391	62-45-613	CLEANER & WHEEL COVER		19.98
1143-305648	62-45-830	HOIST PARTS		19.22
1143-305850	62-45-613	TENSIONER		30.39
1143-305859	62-45-830	STETHOSCOPE		25.99
1143-307491	62-45-613	RETURNED PARTS		3.78-
1143-307754	62-45-613	DOOR HANDLE & HINGE PIN		20.99
1143-307777	62-45-613	RETURNED DOOR HANDLE		7.63-
1143-307787	62-45-613	SHOP SUPPLIES		20.31
01 OFFICE SPECIALISTS INC			3147.74	
1029610-0	01-11-537	ANTI-VIRUS SOFTWARE		1599.00
1029983-0	01-11-537	LABOR-INSTALL AV LICENSE		46.24
1030044-0	52-93-652	WWTP-OFFICE SUPS		13.79
1030044-1	52-93-652	WWTP-OFFICE SUPS		64.66
1030044-2	52-93-652	WWTP-OFFICE SUPS		152.85
1030425-0	52-93-652	WALL & DESK CALENDARS		136.41
1030978-0	38-71-611	CITY HALL/DEPOT SUPPLIES		222.23
1030983-0	38-71-830	VACUUM - CITY HALL		285.00
1031009-0	01-11-651	OFFICE SUPS & CALENDARS		165.34
1031009-0	01-21-651	CALENDARS		14.10
1031009-0	01-22-651	OFFICE SUPS-COPY PAPER		71.98

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1031009-0	01-41-651	OFFICE SUPS & CALENDARS		165.35
1031009-0	51-42-651	OFFICE SUPS & CALENDARS		165.35
1031009-0	52-43-651	STANDARD DIARY		26.83
1031009-0	57-44-651	WALL PLANNER		18.61
01 OFFICE MACHINE CONSULTANTS INC			148.36	
IN158207	01-21-512	COPIER MONTHLY MAINT		69.44
IN158208	01-21-512	COPIER MONTHLY MAINT		78.92
01 OSF HEALTHCARE			96.36	
44898208	51-42-455	RANDOM DRUG SCREEN		96.36
01 PANTHER UNIFORMS INC			309.88	
21584	01-22-471	HORN-UNIFORM ALLOWANCE		309.88
01 PDC LABORATORIES INC			561.20	
I9345672	51-93-542	WATER TESTING		270.00
I9345723	51-93-542	WATER TESTING		36.00
I9345825	52-93-542	CHLORIDE/NITROGEN TESTS		162.20
I9345883	51-93-542	FLUORIDE TESTING		18.00
I9347728	51-93-542	VOC TESTING		75.00
01 PEST DOCTOR			260.00	
26771	01-21-539	POUND-INITIAL RODENT SVS		70.00
26937	38-71-549	MUN BLDG PEST CONTROL		60.00
26938	01-22-580	FIRE ST 2 PEST CONTROL		20.00
26941	01-21-539	POUND-PEST CONTROL		35.00
26942	58-36-511	CEMETERY-RODENT SVS		75.00
01 PHYSIO-CONTROL CORPORATION			4362.96	
418219209	01-22-512	ANNUAL MAINT AGREEMENT		4362.96
01 RATLIFF BROS & CO			9560.50	
15128	52-43-515	SEWER REPAIR-VINE ST		9560.50
01 RIBER, BENNETT			157.24	
D112418	01-22-471	UNIFORM ALLOW REIMB		157.24
01 ROACH, RONALD L			3200.00	
1356	52-43-830.6	HYDRO-EXCAVATE LIFT STS		1000.00
1357	52-43-830.6	HYDRO-EXCAVATE LIFT STS		600.00
1367	52-93-512	CLEAN/VAC WET WELLS		1600.00
01 S&S INDUSTRIAL SUPPLY			2.04	
4789237 RI	62-45-652	HARDWARE		2.04
01 SCHELKOPF, ERIC			177.98	
D110918	58-36-473	CLOTHING/BOOT ALLOWANCE		177.98
01 SNI SOLUTIONS			6012.00	
138720	01-41-616	GEO SALT		6012.00
01 SNS TREE SERVICE INC			10825.00	
630033	01-41-581	STORM DAMAGE TREE REMOVAL		10825.00
01 STAR-COURIER			116.60	
39671	01-65-595	DEMO BID NOTICES		116.60
01 SULLIVAN DOOR COMPANY			1375.00	
63801	01-22-511	DOOR OPENER & RECVR		1375.00
01 SUPREME RADIO COMMUNICATIONS I			5237.25	
8419	01-21-556	QTRLY RADIO MAINTENANCE		5237.25

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 TRIANGLE CONCRETE INC 9538	52-43-615	HY-EARLY - VINE ST	1750.00	1750.00
01 TRUCK COUNTRY OF IOWA X106347600:02 X106349010:01	62-45-613 62-45-613	DIPSTICK ASSEMBLY GASKETS	138.75	109.13 29.62
01 UNIVERSITY OF ILLINOIS UFIN1840	01-22-563	FIRE TRAINING-WELGAT	300.00	300.00
01 USA BLUEBOOK 729031 730238 730268	52-93-652 52-93-512 52-93-512	WWTP - LAB SUPS HAND-TITE PLUGS DIPPED RUBBER GLOVES	200.34	110.91 60.09 29.34
01 U.S. CELLULAR 279754439 279754439 279754439 279754439 279754439 279754439	01-41-552 01-11-552 58-36-552 01-65-552 58-36-552 54-54-552	CELLULAR SERVICE-PW CELLULAR SERVICE-CM CELLULAR SERVICE-CEM CELL & TABLETS-COM DEV WIFI HOTSPOT-CEM WIFI HOTSPOT-FR PK	411.14	157.20 60.52 52.40 95.70 22.66 22.66
01 UTILITY SERVICE CO INC D120318	32-42-850	S TOWER FILL PIPE LEAK	5168.73	5168.73
01 VERIZON WIRELESS 9817687104 9818345803	01-22-552 01-21-552	CELLULAR SERVICE-FIRE CELLULAR SERVICE-POLICE	807.64	7.61 800.03
01 STATE BANK OF TOULON - VISA D110118PCD D110118PCD D110118TA D110118TA D110118TA D110118TA D110118TA D110118TA D110118WR D110118WR	58-36-655 01-21-539 01-21-830 01-21-652 01-21-473 01-21-473 01-21-537 01-21-929 01-21-651	TRIMMER - GAS POUND-TEMP CONTROL MONITORS GREEN MATTRESSES ID SWIPES TACTICAL FLASHLIGHT DUTY BELT & POUCHES EXTERNAL HARD DRIVES MEMORIAL - PLANT DVD-R MEDIA	1391.19	16.53 178.55 173.34 96.71 105.94 131.15 519.98 75.59 93.40
01 WALMART COMMUNITY 1285 1285 1285 1285 1322 1601 1601 3726 5455 573 6667 7884	01-22-654 01-22-652 01-22-651 01-22-612 01-21-159.7 38-71-611 58-36-651 01-21-652 01-21-651 38-71-611 58-36-652 38-71-611	FIRE-JANITORIAL SUPS FIRE-CAR WASH FIRE-OFFICE SUPS FIRE-MEDICAL SUPS AUX PD CARD STOCK CITY HALL SUPPLIES CEMETERY-OFFICE SUPS POLICE-OPER SUPS POLICE-OFFICE SUPS CITY HALL SUPPLIES END OF SEASON BBQ CITY HALL SUPPLIES	366.96	14.97 5.87 19.76 5.92 4.44 5.96 12.24 36.70 71.49 79.68 94.67 10.82

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9046	01-21-159.7	AUX PD CARD STOCK		4.44
01 WELGAT, STEPHEN E 18-42E	01-22-562	TRAVEL EXPS REIMB	130.20	130.20
** TOTAL CHECKS TO BE ISSUED			517214.51	

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
GENERAL FUND			202387.60	
ECONOMIC DEVELOPMENT			21700.00	
AUDIT FUND			1150.00	
PUBLIC BENEFITS FUND			6714.20	
NHR SALES TAX INFRASTRUCTURE IMP			26797.69	
WATER IMPROVEMENT			5746.79	
IEPA WATER LOAN FUND			28599.76	
CAPITAL MAINTENANCE/MUN. BLDG.			5460.30	
WATER FUND			53763.60	
SEWER FUND			48599.27	
FRANCIS PARK			60.11	
SANITATION			17930.01	
CEMETERY FUND			5546.74	
CENTRAL MAINTENANCE			19419.59	
FIRE PENSION FUND			37117.49	
POLICE PENSION FUND			36221.36	
*** GRAND TOTAL ***			517214.51	
TOTAL FOR REGULAR CHECKS:			515,881.18	
TOTAL FOR DIRECT PAY VENDORS:			1,333.33	

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

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PAYABLE TO REG# INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR
01 PROFESSIONAL BILLING 361 OCT 2018	SERVICES 11/28/18 01-22-579	130 BILLING CHGS-OCT 18	1540.29	1540.29
01 ULTIMATE DETAILING 362 101 362 102	12/06/18 01-21-513 01-21-513	0097 FULL DETAIL-BLUE IMPALA FULL DETAIL-SILVER IMPALA	250.00	125.00 125.00
01 UMB BANK, NA 361 2013-101718 361 2013-101718	11/27/18 46-84-710 46-84-720	WT112718 2013 BOND-PRINCIPAL 2013 BOND-INTEREST	509192.50	470000.00 39192.50
44 GUSTAFSON FORD 362 D112818	12/07/18 44-84E-919	CC120718 TIF REDEV-ORD# 3926	20000.00	20000.00
47 ICE MILLER LLP 361 1544345	11/28/18 47-84-730	BC112818 BOND COUNSEL FEE	5000.00	5000.00
47 UMB BANK, NA 361 2015-101718 361 2015-101718	11/27/18 47-84-710 47-84-720	WT112718 2015 BOND-PRINCIPAL 2015 BOND-INTEREST	229783.75	170000.00 59783.75
74 MUTUAL OF OMAHA 361 803090684	11/29/18 74-14-452	1277A LIFE/AD&D INSURANCE	327.60	327.60
74 SISCO 361 D102618	11/27/18 74-14-451	1270A DENTAL/VISION CLAIMS	1270.01	1270.01
74 SISCO 361 193317	11/27/18 74-14-451	1271A D/V ADMIN FEES-11/18	456.00	456.00
74 SISCO 361 D110218	11/27/18 74-14-451	1272A DENTAL/VISION CLAIMS	2956.14	2956.14
74 SISCO 361 D110918	11/27/18 74-14-451	1273A DENTAL/VISION CLAIMS	2618.80	2618.80
74 SISCO 361 D111618	11/27/18 74-14-451	1274A DENTAL/VISION CLAIMS	2073.70	2073.70
74 SISCO 361 D112118	11/27/18 74-14-451	1275A DENTAL/VISION CLAIMS	265.00	265.00
74 SISCO	12/01/18	1276A	456.00	

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

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PAYABLE TO REG#	INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR
362	193648	74-14-451	D/V ADMIN FEES-12/18		456.00
74 SISCO		12/05/18	1278A	3165.35	
362	D113018	74-14-451	DENTAL/VISION CLAIMS		3165.35
** TOTAL MANUAL CHECKS REGISTERED				779355.14	

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REPORT SUMMARY

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CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	517214.51	510982.79	1028197.30
44	.00	20000.00	20000.00
47	.00	234783.75	234783.75
74	.00	13588.60	13588.60
TOTAL CASH	517214.51	779355.14	1296569.65

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	202387.60	1790.29	204177.89
02	21700.00	.00	21700.00
11	1150.00	.00	1150.00
21	6714.20	.00	6714.20
31	26797.69	.00	26797.69
32	5746.79	.00	5746.79
37	28599.76	.00	28599.76
38	5460.30	.00	5460.30
44	.00	20000.00	20000.00
46	.00	509192.50	509192.50
47	.00	234783.75	234783.75
51	53763.60	.00	53763.60
52	48599.27	.00	48599.27
54	60.11	.00	60.11
57	17930.01	.00	17930.01
58	5546.74	.00	5546.74
62	19419.59	.00	19419.59
71	37117.49	.00	37117.49
72	36221.36	.00	36221.36
74	.00	13588.60	13588.60
TOTAL DISTR	517214.51	779355.14	1296569.65



CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
<b>MEETING DATE</b>	December 10, 2018	
<b>RESOLUTION OR ORDINANCE NUMBER</b>	Ordinance # 3949	
<b>AGENDA TITLE</b>	AN ORDINANCE abating the tax heretofore levied for the year 2018 to pay the principal of, and the interest on \$3,755,000 General obligation bonds (Alternate revenue source), Series 2012 of the City of Kewanee, Henry County, Illinois	
<b>REQUESTING DEPARTMENT</b>	Administration	
<b>PRESENTER</b>	Gary Bradley, City Manager	
<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>	Abates the property tax levy for the 2012 Bond	
<b>BACKGROUND</b>	This bond is for capital improvements to water, sewer, and streets. The alternate revenue source pledged to repay the bond is the Non-Home Rule sales tax. There is sufficient Non-Home Rule sales tax available and budgeted to repay the bond. Therefore, the property tax levy is not needed.	
<b>SPECIAL NOTES</b>	N/A	
<b>ANALYSIS</b>	N/A	
<b>STAFF RECOMMENDATION</b>	Staff recommends adoption	

ORDINANCE NO. 3949

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018 TO PAY THE PRINCIPAL OF, AND THE INTEREST ON \$3,755,000 GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2012 OF THE CITY OF KEWANEE, HENRY COUNTY, ILLINOIS, AND DECLARING THAT THIS ORDINANCE SHALL BE IN FULL FORCE IMMEDIATELY IN ACCORDANCE WITH STATUTE.

WHEREAS, The Kewanee City Council (the "Corporate Authorities") of the City of Kewanee, Henry County, Illinois (the "City"), had previously, by Ordinance #3695 passed on the 9<sup>th</sup> day of January, 2012 (the "Ordinance"), provided for the issuance of \$3,755,000 General Obligation Bonds (Alternate Revenue Source), Series 2012 (the "Bonds"), and the levy of a direct annual tax sufficient to pay the principal of, and the interest on, said Bonds; and

WHEREAS, the City will have Pledged Revenues (as defined in the Ordinance) available for the purpose of paying the principal of, and interest on, the Bonds up to and including December 15, 2019; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore authorized to levy for the year 2018 to pay the principal and interest on the Bonds be abated.

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

Section 1 Abatement of Tax. The tax heretofore authorized for levy for the year 2018 in the Ordinance is hereby abated in its entirety, which is scheduled to be in the amount of \$345,000.00.

Section 2 Filing of Ordinance. Forthwith upon the adoption of this ordinance, the City Clerk shall file a certified copy hereof along with Certificate of Abatement and Reduction of Taxes with the County Clerk of Henry County, Illinois, and it shall be the duty of said County Clerk to abate said authorized tax levy for the year 2018 in accordance with the provisions hereof.

Section 3 Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities as provided by law.

*Passed by the Council of the City of Kewanee, Illinois this 10<sup>th</sup> day of December, 2018.*

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

ATTEST: \_\_\_\_\_  
Melinda Edwards, City Clerk

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

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
<b>MEETING DATE</b>	December 10, 2018	
<b>RESOLUTION OR ORDINANCE NUMBER</b>	Ordinance #3950	
<b>AGENDA TITLE</b>	AN ORDINANCE abating the tax heretofore levied for the year 2018 to pay the principal of, and the interest on \$5,935,000 General obligation WATERWORKS AND SEWERAGE REFUNDING bonds (Alternate revenue source), Series 2013 of the City of Kewanee, Henry County, Illinois	
<b>REQUESTING DEPARTMENT</b>	Administration	
<b>PRESENTER</b>	Gary Bradley, City Manager	
<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>	Abates the property tax levy for the 2013 Bond	
<b>BACKGROUND</b>	This bond is the refinance of the IEPA Loans for water and sewer projects. The alternate revenue source pledged to repay the bond is Water and Sewer revenues. There are sufficient water and sewer revenues available and budgeted to repay the bond. Therefore, the property tax levy is not needed.	
<b>SPECIAL NOTES</b>	N/A	
<b>ANALYSIS</b>	N/A	
<b>STAFF RECOMMENDATION</b>	Staff recommends adoption	

ORDINANCE NO. 3950

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018 TO PAY THE PRINCIPAL OF, AND THE INTEREST ON \$5,935,000 GENERAL OBLIGATION WATERWORKS AND SEWERAGE REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2013 OF THE CITY OF KEWANEE, HENRY COUNTY, ILLINOIS, AND DECLARING THAT THIS ORDINANCE SHALL BE IN FULL FORCE IMMEDIATELY IN ACCORDANCE WITH STATUTE.

WHEREAS, The Kewanee City Council (the "Corporate Authorities") of the City of Kewanee, Henry County, Illinois (the "City"), had previously, by Ordinance #3725 passed on the 25<sup>th</sup> day of February, 2013 (the "Ordinance"), provided for the issuance of \$5,935,000 General Obligation Waterworks and Sewerage Refunding Bonds (Alternate Revenue Source), Series 2013 (the "Bonds"), and the levy of a direct annual tax sufficient to pay the principal of, and the interest on, said Bonds; and

WHEREAS, the City will have Pledged Revenues (as defined in the Ordinance) available for the purpose of paying the principal of, and interest on, the Bonds up to and including December 15, 2019; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore authorized to levy for the year 2018 to pay the principal and interest on the Bonds be abated.

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

Section 1      Abatement of Tax. The tax heretofore authorized for levy for the year 2018 in the Ordinance is hereby abated in its entirety, which is scheduled to be in the amount of \$544,185.00.

Section 2      Filing of Ordinance. Forthwith upon the adoption of this ordinance, the City Clerk shall file a certified copy hereof along with Certificate of Abatement and Reduction of Taxes with the County Clerk of Henry County, Illinois, and it shall be the duty of said County Clerk to abate said authorized tax levy for the year 2018 in accordance with the provisions hereof.

Section 3      Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities as provided by law.

*Passed by the Council of the City of Kewanee, Illinois this 10<sup>th</sup> day of December, 2018.*

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

ATTEST: \_\_\_\_\_  
Melinda Edwards, City Clerk

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

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	December 10, 2018	
RESOLUTION OR ORDINANCE NUMBER	Ordinance #3951	
AGENDA TITLE	AN ORDINANCE abating the tax heretofore levied for the year 2018 to pay the principal of, and the interest on, \$3,640,000 General obligation WATERWORKS AND SEWERAGE REFUNDING bonds (Alternate revenue source), Series 2015 of the City of Kewanee, Henry County, Illinois	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Gary Bradley, City Manager	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Abates the property tax levy for the 2015 Bond	
BACKGROUND	This bond was issued in 2015. We issued the rollover bond at the November 26 <sup>th</sup> meeting. Therefore, the property tax levy is not needed.	
SPECIAL NOTES	N/A	
ANALYSIS	N/A	
PUBLIC INFORMATION PROCESS	N/A	
STAFF RECOMMENDATION	Staff recommends adoption	
REFERENCE DOCUMENTS	N/A	

ORDINANCE NO. 3951

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2018 TO PAY THE PRINCIPAL OF, AND THE INTEREST ON, \$3,640,000 GENERAL OBLIGATION WATERWORKS AND SEWERAGE REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2015 OF THE CITY OF KEWANEE, HENRY COUNTY, ILLINOIS, AND DECLARING THAT THIS ORDINANCE SHALL BE IN FULL FORCE IMMEDIATELY IN ACCORDANCE WITH STATUTE.

WHEREAS, The Kewanee City Council (the "Corporate Authorities") of the City of Kewanee, Henry County, Illinois (the "City"), had previously, by Ordinance #3797 passed on the 8<sup>th</sup> day of June, 2015 (the "Ordinance"), provided for the issuance of \$3,640,000 General Obligation Waterworks and Sewerage Refunding Bonds (Alternate Revenue Source), Series 2015 (the "Bonds"), and the levy of a direct annual tax sufficient to pay the principal of, and the interest on, said Bonds; and

WHEREAS, the City will have Pledged Revenues (as defined in the Ordinance) available for the purpose of paying the principal of, and interest on, the Bonds up to and including December 15, 2019; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore authorized to levy for the year 2018 to pay the principal and interest on the Bonds be abated.

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

Section 1      Abatement of Tax. The tax heretofore authorized for levy for the year 2018 in the Ordinance is hereby abated in its entirety, which is scheduled to be in the amount of \$288,542.50.

Section 2      Filing of Ordinance. Forthwith upon the adoption of this ordinance, the City Clerk shall file a certified copy hereof along with Certificate of Abatement and Reduction of Taxes with the County Clerk of Henry County, Illinois, and it shall be the duty of said County Clerk to abate said authorized tax levy for the year 2018 in accordance with the provisions hereof.

Section 3      Effective Date. This Ordinance shall be in full force and effect immediately upon its passage by the Corporate Authorities as provided by law.

*Passed by the Council of the City of Kewanee, Illinois this 10<sup>th</sup> day of December, 2018.*

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

ATTEST: \_\_\_\_\_  
Melinda Edwards, City Clerk

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

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	December 10, 2018	
RESOLUTION OR ORDINANCE NUMBER	Ordinance #3952	
AGENDA TITLE	AN ORDINANCE ESTABLISHING THE ANNUAL TAX LEVY FOR 2018 PAYABLE IN 2019 FOR THE CITY OF KEWANEE, ILLINOIS	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Deborah Johnson, Director of Finance & Administration	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Establishes the annual tax levy for 2018 payable in 2019.	

<b>BACKGROUND</b>	<p>Total EAV increased .85% from last year. Because an independent actuarial review was not performed for either the fire or police pension funds, significant increases had to be absorbed within the tax levy, requiring either a significant increase in rates or significant cuts in others parts of the levy to offset the costs. Overall, the proposed tax rate is down slightly from last year.</p> <p>You have the discretion, if you so choose, to raise the total amount levied by less than 5% and still remain in compliance with the Truth in Taxation Act. However, staff recommends keeping any increase in taxes as low as possible, and holding the line on taxation if at all possible. We know that other taxing jurisdictions have continued to raise their levies and continue to believe that any effort made by the City to keep taxes low would be appreciated by our stakeholders.</p>
<b>SPECIAL NOTES</b>	N/A
<b>ANALYSIS</b>	See detailed memorandum
<b>PUBLIC INFORMATION PROCESS</b>	N/A
<b>BOARD OR COMMISSION RECOMMENDATION</b>	N/A
<b>STAFF RECOMMENDATION</b>	Staff recommends adoption
<b>PROCUREMENT POLICY VERIFICATION</b>	N/A
<b>REFERENCE DOCUMENTS ATTACHED</b>	Property Tax Memo dated December 4, 2018



## Ordinance No. 3952

AN ORDINANCE ESTABLISHING THE ANNUAL TAX LEVY FOR 2018 PAYABLE IN 2019 FOR THE CITY OF KEWANEE, ILLINOIS, AND DECLARING THAT THIS ORDINANCE SHALL BE IN FULL FORCE IMMEDIATELY, AS PROVIDED BY LAW.

**WHEREAS,** it is necessary for the proper management and operation of the City of Kewanee to levy taxes on the property contained within the City; and

**WHEREAS,** the State of Illinois allows municipalities to levy for certain taxes; and,

**WHEREAS,** the aggregate levy for calendar year 2018 payable in 2019, as defined in the Illinois Truth in Taxation Law, is less than 5% greater than the aggregate levy in the preceding year.

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

Section 1      A tax for the following sums of money, or as much thereof as may be authorized by law to defray all expenses and liabilities of the City of Kewanee, and the same is hereby levied for the purposes specified against all taxable property in the City of Kewanee for the year 2018.

Section 2      The following summary of the total taxes to be levied is as follows:

<b>Levy Description &amp; Illinois Compiled Statute Reference</b>	<b>Amount</b>
Corporate Fund Property Tax (65 ILCS 5/8-3-1)	\$50,000
Pension (IMRF) (40 ILCS 5/7-171)	\$225,000
Fire Protection (65 ILCS 5/11-7-1 & 3)	\$0
Pension (Firefighters) (40 ILCS 5/4-118)	\$593,645
Police Protection (65 ILCS 5/11-1-3 & 5.1)	\$0
Pension (Police) (40 ILCS 5/3-125)	\$688,331
Refuse (65 ILCS 5/11-19-4)	\$0
Audit (65 ILCS 5/8-8-8)	\$35,000
Liability Insurance (745 ILCS 10/9-107)	\$200,000
Streets & Bridges (65 ILCS 5/11-81-1 & 2)	\$0
Street Lighting (65 ILCS 5/11-80-5)	\$40,000
Public Benefit (65 ILCS 5/9-2-39 & 49)	\$20,000
Emergency Service & Disaster (65 ILCS 5/8-3-16)	\$3,241
FICA & Medicare (40 ILCS 5/21-110)	\$230,000
Unemployment Insurance (745 ILCS 10/9-107)	\$33,000
Chlorinating of Sewage (65 ILCS 5/11-142-3)	\$0
<b>TOTAL</b>	<b>\$2,118,217</b>

- Section 3      The City Clerk shall make and file with the County Clerk of Henry County, Illinois, a duly certified copy of this Ordinance and that the amount levied by this Ordinance is the minimum required by the City of Kewanee for the proper management and operations of our municipal government. The amounts levied are reflective of the real cost associated with our previously recorded appropriation and debt service ordinances, and such levies should be extended upon the appropriate tax books for the calendar year beginning January 1, 2018 and ending December 31, 2018. Further, the County Clerk is hereby authorized to add an extra factor for the inevitable loss of some funds resulting from non-payment of taxes, as based on previous and historic tax collection in Kewanee, and in accordance with law.
- Section 4      The amounts contained herein have been found to be less than 105% of the amounts previously levied for calendar year 2017, and therefore are not subject to the requirements contained in the Truth in Taxation Act (35 ILCS 200/18-55, et seq.).
- Section 5      If any section, subsection, sentence, clause, or part of this Ordinance is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.
- Section 6      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 10<sup>th</sup> day of December, 2018.*

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

ATTEST:

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

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



Director of Finance & Administrative Services  
401 E Third St  
Kewanee, IL 61443  
Phone 309-852-2611, Ext. 227  
Fax 309-856-6001

December 4, 2018

MEMORANDUM

TO: CITY MANAGER, MAYOR, AND COUNCILMEMBERS  
FROM: DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES

A handwritten signature in blue ink, appearing to read "Robert Johnson", is written over the "FROM:" line of the memorandum.

RE: Proposed property tax levy

As requested, I have prepared the proposed property tax levy for 2018 taxes payable in 2019. The purpose of this memo is to provide information for your review prior to action at the December 10th Council meeting. State law requires us to file a tax levy with the County Clerk by the fourth Tuesday of December.

First, some background information.

**UNDERSTANDING PROPERTY TAXES**

A tax levy extension is the amount of dollars a taxing district — e.g., a city or village, school district, county, township — intends on collecting. The overall tax levy is comprised of smaller levies that go toward specific purposes.

Property tax bills are calculated by applying tax rates to the equalized assessed value of one's property. What those rates are depend on how much the levy is and how much assessed value there is to tax (Tax levy = Tax Rate x Equalized Assessed Value).

Below are some definitions of terms you will see on your tax bill and how they apply to what you pay.

**Fair cash value:** The amount for which a property can be sold in the due course of business and trade, not under duress, between a willing buyer and a willing seller.

**Assessed value:** The value placed on property for tax purposes and the basis for determining what portion of the overall tax burden each property owner will bear. Assessed value is calculated at 1/3 of fair cash value. (Example: A home worth \$150,000 on the open market would have an assessed value of \$50,000.)

**Equalization factor or multiplier:** The equalization factor (sometimes called a multiplier) is the tool used to bring all property to a uniform level of assessment, either bringing values up or down if assessments are determined to be too high or low, whatever the case may be, from one taxing district to another.

**Equalized assessed value:** The equalized assessed value, or EAV, is the result of applying the state equalization factor to the assessed value of a parcel of property. Tax bills are calculated by multiplying the EAV (after any deductions) by the tax rate.

**Exemption:** The removal of property from the tax base. An exemption may only be a portion of the equalized assessed value, such as a homestead exemption, or for the complete amount of the equalized assessed value, such as a church building used exclusively for religious purposes.

**Tax rate:** The amount of tax due, stated in terms of a percentage of the tax base. (Example: \$6.81 per \$100 of equalized assessed valuation (equal to 6.81 percent). You can obtain this percentage by dividing the levy for a fund by the equalized assessed value for the taxing district. Some funds have a maximum statutory tax rate that may not be exceeded. The sum of the fund rates equals the total district rate.

Annually, the City Council establishes a dollar amount needed from the property tax extensions by the County Clerk. This amount is then aggregated with other taxing districts resulting in individual tax bills on individual property. The City should receive the majority of the money collected from this levy in June and September 2019.

Public Act 096-1495 requires Police and Fire Pension Funds to make annual contributions with a goal of attaining a 90% funding ratio by 2040. Eligible employees are required by law to contribute 9.91% and 9.455% of their base salary to the Police Pension Fund and Fire Pension Fund respectively. The City is required to contribute the remaining amounts necessary to fund the administrative costs and benefit payments of these funds as actuarially determined by an enrolled actuary. The City has financed its annual contributions to the pension funds with the property tax levy. Each year the City has hired an independent actuary to calculate the annual required contribution. This calculation is specific to the fund and is based on the demographics of all retired and current employees. Integral to the calculations are assumptions regarding investment rate of return, salary increases, retirement age, employee turnover, mortality rates and disability probabilities. The actuary gives the City options based on achieving a 90% funding ratio (as required by state law) or a 100% funding ratio (as recommended by GFOA's best practices). This year the City was notified by our auditors that the actuary we normally use had been publicly reprimanded. I later discovered that Mr. Sharpe's membership in the American Academy of Actuaries has been suspended for a period of two years and as such he is unable to perform actuarial services. It was decided that due to the late notice, the City would use the Department of Insurance's actuarial valuation reports this year and plan to send out RFQ's for actuarial services next year.

The recommended property tax levy for the Fire Pension Fund and Police Pension Fund have been received from the Department of Insurance. The actuarial valuation report for the Police Pension Fund is as of May 1, 2018. However, the latest report for the Fire Pension Fund is as of May 1, 2017 as the Department of Insurance is waiting for information from the Fire Pension Fund before they can forward their annual filing to the actuary. Therefore unless the 2018 actuarial valuation report for the Fire Pension Fund is received within the next few days, we will either use the 2017 report or some variation thereof. Historically the City has treated its pension fund levies very conservatively, and thus, they are the first to be funded by the City's property tax levy. As these two obligations have consistently grown over the years, there is less and less property tax revenue available for general operating purposes. As a result of the City maintaining a static levy for property owners in recent years, both the percentage of the City's operating budget attributed to property tax and the dollars available to general operations has drastically been reduced. This approach was aimed at providing stability to residents and businesses as the community rebounded from the economic lows of the 2007-2009 recession. However, this approach cannot continue indefinitely and in deciding the appropriate property tax levy, the Council needs to consider balancing the needs of the community and those of City operations for all departments.

<b>Fund</b>	<b>2017 levy</b>	<b>2018 levy</b>	<b>Delta \$</b>	<b>Delta %</b>
Fire Pension	\$502,701	\$593,645	+\$90,944	+18.1%
Police Pension	\$490,576	\$688,331	+\$197,755	+40.3%
IMRF	\$250,000	\$225,000	-\$25,000	-10.0%
Social Security	\$200,000	\$230,000	+\$30,000	+15.0%

Next is a table showing the percent funded for Kewanee Fire Pension, Kewanee Police Pension and State-wide IMRF Funds. One can see since FY 2012 the Fire and Police Pension Funds have been decreasing in funding status despite respectable returns on investments. The only exception being IMRF, whose funding status has been fairly static or increasing slightly each year. The Fire and Police Pension funding status decreased significantly this year.

<b>Year</b>	<b>Fire Pension Percent Funded</b>	<b>Police Pension Percent Funded</b>	<b>IMRF Percent Funded</b>
FY 2009	66.7%	75.1%	84.3%
FY 2010	77.4%	71.8%	83.2%
FY 2011	74.8%	75.8%	83.3%
FY 2012	78.1%	76.1%	83.0%
FY 2013	74.9%	74.6%	84.3%
FY 2014	73.3%	74.0%	87.6%
FY 2015	65.9%	67.7%	87.3%
FY 2016	56.0%	57.1%	88.4%
FY 2017	56.0%	59.7%	88.9%
FY 2018	50.0%	54.0%	92.9%

The pension levies, (one could include the Social Security tax levy in the discussion too), shape the entire two million dollar non-bond property tax levy. With IMRF, the City has to contribute the specified amount, 8.9% of wages in calendar year 2019. In the case of Fire and Police, State of Illinois law requires a full levy as specified by an actuary. In Illinois, Fire and Police pension funding has plagued many municipalities. The funding shortfall is a combination of lower than expected returns on investments, changes to pension provisions, greater frequency of disability pensions and other plan related factors. In addition, many municipalities fund an amount that is less than the actuarial required amount. Kewanee has historically funded its pensions at the actuarial requirement with property tax dollars. The combination of under-funding by many municipalities and the recessionary market losses against a 2033 amortization period posed a serious problem a few years ago. As a result, the State of Illinois passed Public Act 096-1495 to reset the amortization period to 2040 and establish 90% as the required funding target. These changes were designed to provide some relief, especially to municipalities such as Kewanee that honored the funding obligation. The best situation for any pension fund is to be fully funded, with 100% of accrued liabilities covered by assets because it means that the plan is doing a good job of maintaining intergenerational equity with current taxpayers appropriately paying the cost of current public employees' benefits. There is no official industry standard or best practice for an acceptable funded ratio other than 100%. Undercharging current taxpayers only means a need for higher taxes later. In an attempt to force municipalities to appropriately fund pensions, the Act stipulates that any City that does not levy the full actuarial amount, the Legislature has given the pension boards the ability to apply to the State and have shared income tax or sales tax revenue diverted from the municipality to the pension board to make up for any shortfall in the levy.

More information on the specific line item levies is shown in the line by line summary later in this memo. The table below shows the levy history, and what is proposed for tax year 2018 payable in 2019.

Tax Year	Specific Levies	Bond Debt Levy	Total	Increase
2006	\$1,668,768.00	\$300,202.50	\$1,968,970.50	
2007	\$1,708,236.00	\$297,002.50	\$2,005,238.50	\$36,268, +1.84%
2008	\$1,708,236.00	\$298,392.50	\$2,006,628.50	\$1,390, +0.07%
2009	\$1,790,682.00	\$299,263.00	\$2,089,945.00	\$83,316, +4.83%
2010	\$1,844,920.00	\$299,488.00	\$2,144,408.00	\$54,463, +2.61%
2011	\$1,901,963.00	\$284,225.00	\$2,186,188.00	\$41,780, +1.95%
2012	\$1,951,530.00	\$282,850.00	\$2,234,379.82	\$48,192, +2.20%
2013	\$2,002,527.00	\$281,350.00	\$2,283,877.00	\$49,497, +2.20%
2014	\$2,033,303.00	\$288,400.00	\$2,321,703.00	\$37,826, +1.66%
2015	\$2,028,556.00	\$293,065.00	\$2,321,621.00	(-\$82) +0.00%
2016	\$2,050,476.00	\$303,662.00	\$2,354,138.00	\$32,517, +1.40%
2017	\$2,067,518.00	\$296,356.00	\$2,363,874.00	\$9,736, +.41%
2018	\$2,118,217.00	\$304,240.00	\$2,422,457.00	\$58,583, +2.48%

First step in preparation of the tax levy is the EAV projection from the Assessor's office (Item A). There are seven property types that contribute to the EAV. Residential, commercial and industrial are the three statistically significant property types.

- Residential EAV increased \$673,263, (+1.19%) to \$57,412,617.
- Commercial EAV decreased \$104,924, (-0.48%) to \$21,752,300.
- Industrial increased \$123,398, (+3.41%) to \$3,742,199.

Adding in a (4.69%) increase in farm EAV and no change in State Railroad EAV, the total EAV is anticipated to increase \$707,341 (.85%) from \$83,702,972 to \$84,410,313.

By percent of EAV:

Residential parcels 68.0%

Commercial 25.8%

Industrial 4.4%

Railroad 1.4%

Farm 0.4%

Please recall that these EAV figures are not final until the Henry County Property Tax Board of Appeals makes the books final in March of 2019. Please refer to Item B for a graphic depiction of EAV since the mid-1990's. This is the third year in a row that the EAV has increased slightly. Item C shows the same information in a different format with year-to-year changes.

The EAV increased .85% for 2018 payable in 2019. One hopes that a third year of increases is a sign of EAV starting to regain some of the value lost in the last decade. A declining EAV contributes to a higher property tax rate. The property tax levy amounts were intentionally set to keep the increased payment by the property owner to as little as possible. The aggregate levy of all taxes increased 2.48% from last year. Factoring in the small increase in EAV, yields an increase in the property tax rate of 1.38%. With this being the proposed rate, it is well under the 5% threshold of the Truth in Taxation Act, thus a hearing will not be required and no special notice will have to be published. Based on the current EAV information for the 2018 tax levy, the estimated property tax rate for the City will be approximately \$2.8655 or .039 cents higher than the 2017 tax levy rate.

Items labeled A through F are attached with details on the proposed property tax levy along with the actuarial valuation reports for the Fire & Police Pensions. The table below provides comments on the proposed levy for each of the specific line items in the levy. Please remember this is a draft, and can be changed before the December 10<sup>th</sup> Council meeting at which it will be an action item.

Levy Area		2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
001	Corporate	91,000	50,000	-41,000
	The Corporate levy is the only levy with no specified use. The Corporate levy goes into the General Fund. It has been intentionally decreased this year to allow the needed increase in the Police & Fire Pension levies. Since about 75% of all pension obligations arise from employees paid from the GF, it is logical to lower this levy to offset the increases in the Police & Fire Pension levies. It results in a de facto transfer of funds from GF to the pension funds.			

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
003	Bonds	296,356	304,240	+7,884
	Ordinance 3945 was passed November 13, 2018 issuing the General Obligation Limited Tax Bonds, Series 2018 and for the levy of a direct annual tax to pay the principal and interest on said bonds. Unlike other GO bonds the City has in which the property taxes are abated annually, this bond leaves the property tax levy in place.			
	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
	Retirement (IMRF)	250,000	225,000	-25,000
	The FY2018 audit shows the balance in IMRF fund at \$53,017 or 22.58% when compared to annual expenses for FY2018 of \$234,805. The Employer Contribution Rate will decrease from 11.18% to 8.90% in 2019. To ease the burden on the property tax payers, I recommend lowering the levy by \$25,000.			

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
007	Road & Bridge Transfer	0	0	0

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
012	Fire Protection	35,000	0	-35,000
	This is a levy that goes toward Fire Dept. expenses. The levy amount has been decreased to allow for the 18.1% increase in pension funding needed. The maximum statutory levy is 20 cents per hundred EAV. This levy could be raised up to 30 cents per hundred EAV by a backdoor referendum. Up to maximum of 60 cents per hundred EAV by standard referendum.			

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
013	Fire Pension	502,701	593,645	+90,944
	18.1% increase from last year. The 2017 actuarial valuation report from the Department of Insurance is attached. The 2018 actuarial valuation report has not been completed by the Department of Insurance at this time.			

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
014	Police Protection	27,000	0	-27,000
	This tax goes into the General Fund for Police Dept. expenses. The levy amount has been decreased to allow for the 40.3% increase in pension funding needed. Maximum for this tax of 7.5 cents per \$100 EAV. Can be increased to as much as 60 cents per \$100 EAV by referendum.			



Levy Area		2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
015	Police Pension	490,576	688,331	+197,755
	40.3% increase from last year. The 2018 actuarial valuation report from the Department of Insurance is attached.			
Levy Area		2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
023	Special Service Area	0	0	0
	No levy as this downtown trees & planters levy expired several years ago.			

Levy Area		2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
025	Garbage Disposal	0	0	0
	No levy again this year. Concerns were raised several years ago as to whether property tax should be used to defray Sanitation Fund expenses, since none of the commercial or industrial property owners are eligible for garbage collection. What this does is shift the costs from property owners to the rate payers for the Sanitation Fund.			

Levy Area		2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
027	Audit	35,000	35,000	0
	Levy remains the same to avoid a negative balance in Audit Fund.			

Levy Area		2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
035	Liability Insurance	340,000	200,000	-140,000
	The levy has been intentionally decreased this year to allow for the needed increase in the Police & Fire Pension levies. As a result, there will need to be dollars transferred in the FY2020 budget from other funds to cover the difference between the levy and actual costs. I recommend the transfers be apportioned across the funds related to departmental payroll costs.			

Levy Area		2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
	Playground & Recreation	0	0	0

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
040	Street & Bridge	0	0	0

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
041	Street Lighting	40,000	40,000	0
	Payment for the lights along public streets comes from the General Fund. This is close to the maximum levy with the current EAV.			

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
045	Public Benefit	20,000	20,000	0
	The levy has been intentionally unchanged this year to allow for the needed increase in the Police & Fire Pension levies. Interfund transfers made from the General, Water, Sewer, and Sanitation Funds were increased last year from \$64,000 to \$80,000 to avoid a negative balance in the fund.			

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
046	Emerg Serv & Disaster	3,241	3,241	0
	Levying near the statutory maximum.			

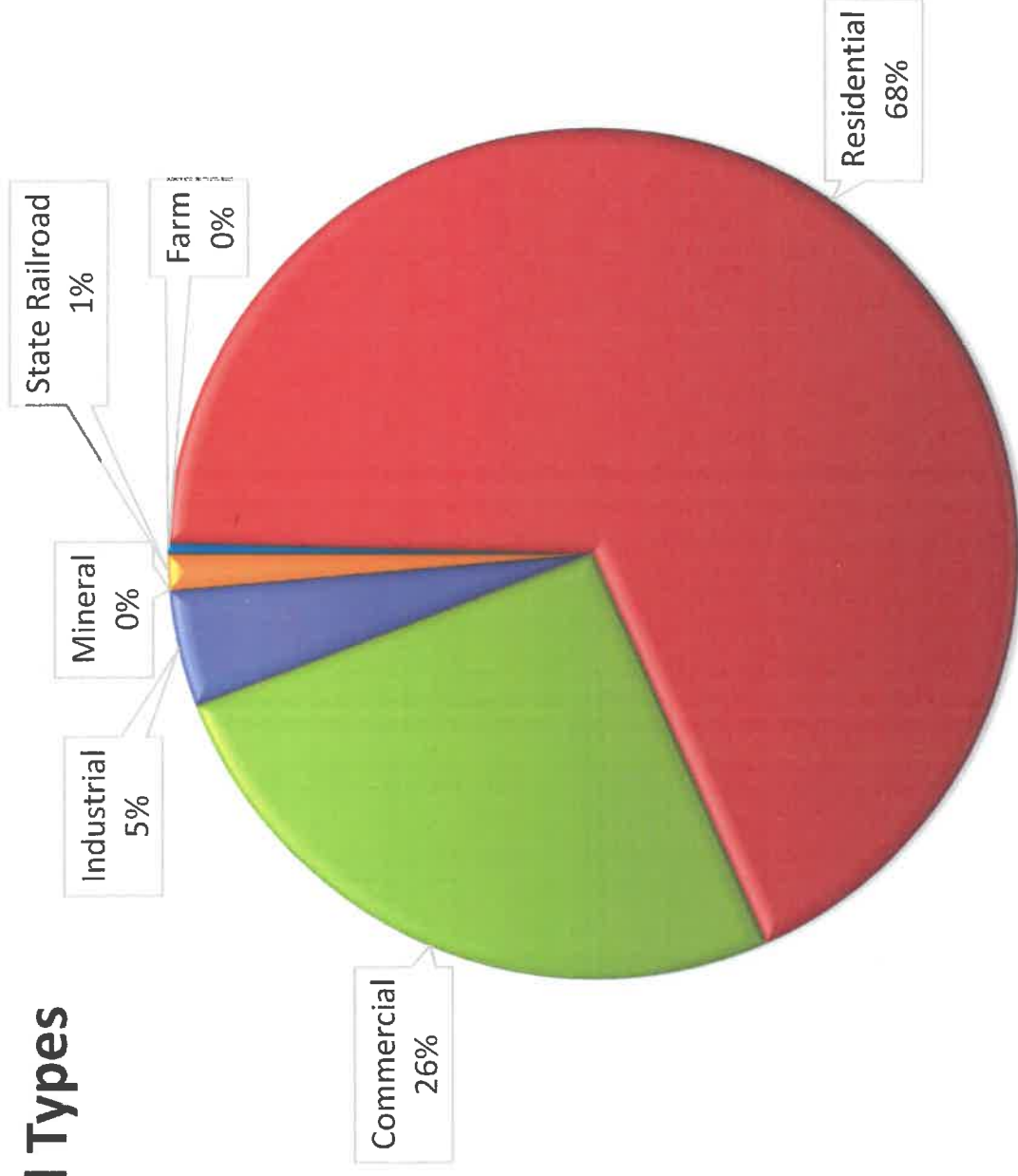
	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
047	Social Security	200,000	230,000	+30,000
	Drawdown of the fund balance last year requires an increase in the levy to avoid a projected negative balance due to increasing expenses.			

	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
060	Unemployment Insurance	33,000	33,000	0
	Levy remains the same to avoid a negative balance in Unemployment Insurance Fund.			

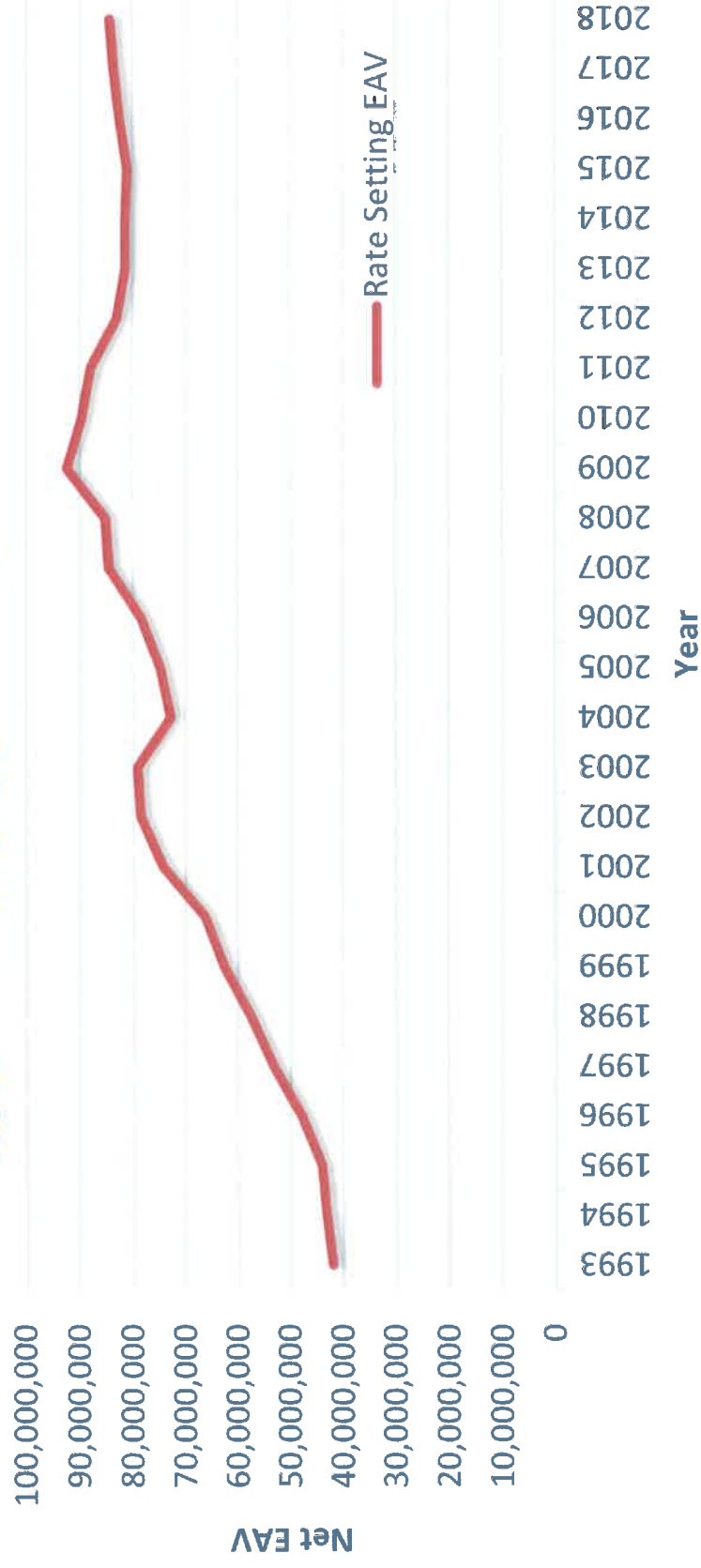
	Levy Area	2017 Payable 2018 Amounts	Levy Request 2018 Payable 2019	Diff. from Last Yrs
073	Chlorination of Sewage	0	0	0
	No levy again this year. Concerns as to whether property tax should be used to defray Sewer Fund expenses or addressed as part of rate calculation for users of the Sewer system. What this does is shift the costs from property owners to the rate payers for the Sewer Fund.			



# Parcel Types



## Kewanee EAV Annual Values



15.0%

10.0%

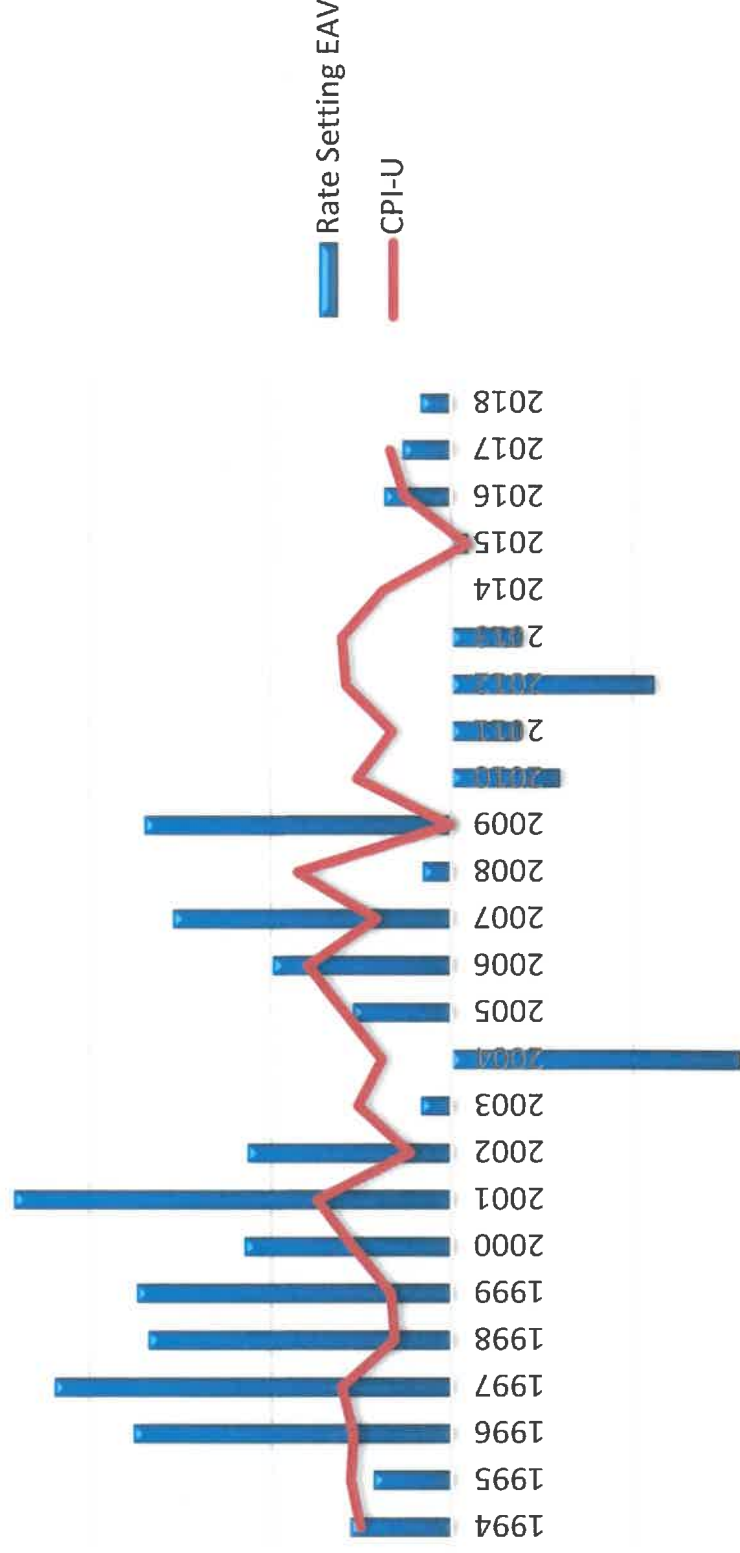
5.0%

0.0%

-5.0%

-10.0%

## Year to Year EAV % Change



ITEM C

Tax District: 42 City of Kewanee  
 Tax Year: 2018  
 Payable: 2019  
 Population: 12,916  
 Equalization Factor: 1.0000

Property Type	Rate Setting			TEAV less RS	Other Values
	Total EAV	EAV	Abated		
Farm	360,710	348,093	12,617		EZ Value Abated 2,178,132
Residential	59,688,727	57,412,617	2,266,110		EZ Tax Abated 62,509
Commercial	23,799,029	21,752,300	2,046,729		New Property 203,507
Industrial	5,403,337	3,742,199	1,661,138		TIF Increment 3,798,462
Mineral	0	0	0		
State Railroad	1,155,104	1,155,104	0		
Local Railroad	0	0	0		
County Total	90,386,907	84,410,313	5,976,594		<b>Total Abated 5,976,594</b>

2017 RS EAV	Total Est.		Abated	RS/Taxable Est.	EAV Change	EAV %
	83,702,972	EAV				
Tax Rate Last Year	0.028285	90,386,907	5,976,594	84,410,313	707,341	0.85%

\*\*\* = Excluded in 105%

Levy Area	2017 Pay 2018 Amounts	Levy Request 2018 payable 2019	Diff. from Last Yrs	Maximum	Calculated Rate	Actual Rate	Certified Rate	Total Extension (Co. Fig.)	Total Extension After TIF & EZ	% of Total	Max. Possible
001 Corporate	91,000	50,000	(41,000)	0.002640	0.00059234	0.000593	0.000593	53,599.44	50,055.32	2.0694%	222,843.23
003 ***Bonds	296,356	304,240	7,884	0.000000	0.00360430	0.003604	0.003559	321,687.00	300,416.30	12.4202%	0.00
005 Retirement (IMRF)	250,000	225,000	(25,000)	0.000000	0.00266555	0.002666	0.002666	240,971.49	225,037.89	9.3038%	0.00
007 Road & Bridge Transfer	0	0	0	0.000000	0.00000000	0.000000	0.000000	0.00	0.00	0.0000%	0.00
012 Fire Protection	35,000	0	(35,000)	0.002000	0.00000000	0.000000	0.000000	0.00	0.00	0.0000%	168,820.63
013 Fire Pension	502,701	593,645	90,944	0.000000	0.00703285	0.007033	0.007033	635,691.12	593,657.73	24.5437%	0.00
014 Police Protection	27,000	0	(27,000)	0.000750	0.00000000	0.000000	0.000000	0.00	0.00	0.0000%	63,307.73
015 Police Pension	480,576	688,331	197,755	0.000000	0.00815458	0.008155	0.008155	737,105.23	688,366.10	28.4593%	0.00
023 Special Service Area	0	0	0	0.000000	0.00000000	0.000000	0.000000	0.00	0.00	0.0000%	0.00
025 Garbage Disposal	0	0	0	0.002000	0.00000000	0.000000	0.000000	0.00	0.00	0.0000%	168,820.63
027 Audit	35,000	35,000	0	0.000000	0.00041464	0.000415	0.000415	37,510.57	35,030.28	1.4483%	0.00
035 Liability Insurance	340,000	200,000	(140,000)	0.000000	0.00236938	0.002369	0.002369	214,126.58	199,988.03	8.2673%	0.00
038 Playground & Recreation	0	0	0	0.000000	0.00000000	0.000000	0.000000	0.00	0.00	0.0000%	0.00
040 Street & Bridge	0	0	0	0.001000	0.00000000	0.000000	0.000000	0.00	0.00	0.0000%	84,410.31
041 Street Lighting	40,000	40,000	0	0.000500	0.00047388	0.000474	0.000474	42,843.39	40,010.49	1.6542%	42,205.16
045 Public Benefit	20,000	20,000	0	0.000500	0.00023594	0.000237	0.000237	21,421.70	20,005.24	0.8271%	42,205.16
046 Emerg Serv & Disaster	3,241	3,241	0	0.000500	0.00003840	0.000038	0.000038	3,434.70	3,207.59	0.1326%	0.00
047 Social Security	200,000	230,000	30,000	0.000000	0.00272479	0.002725	0.002725	246,304.32	230,018.10	9.6097%	0.00
060 Unemployment Insurance	33,000	33,000	0	0.000000	0.00039095	0.000391	0.000391	35,341.28	33,004.43	1.3645%	0.00
073 Chlorination of Sewage	0	0	0	0.000200	0.00000000	0.000000	0.000000	0.00	0.00	0.0000%	16,882.06

TOTAL 2,363,874 2,422,457 58,583 0.0286859 0.028700 0.028655 2,590,036.82 2,418,777.52 100.0000%

Not Excluded in 105% - This year's levy => 2,118,217  
 Not Excl 105% - Last years extension => 2,067,518  
 50,699

This Year's Actual Levy = 0.028655  
 Last Year Actual Levy = 0.028285  
**Net Change 0.000390**

Difference of 102.45%  
 If this is >= 105% truth in taxation needed  
 Per \$100= \$2.865500  
 Per \$100= \$2.826500  
 \$0.039000

Not Excluded in 105% - This year's levy =>	2,118,217
Not Excl 105% - Last years extension =>	2,067,518
	<u>50,699</u>

This Year's Actual Levy =	0.028655
Last Year Actual Levy =	0.028265
<b>Net Change</b>	<u>0.000390</u>

Difference of 102.45%  
If this is >= 105% truth in taxation needed

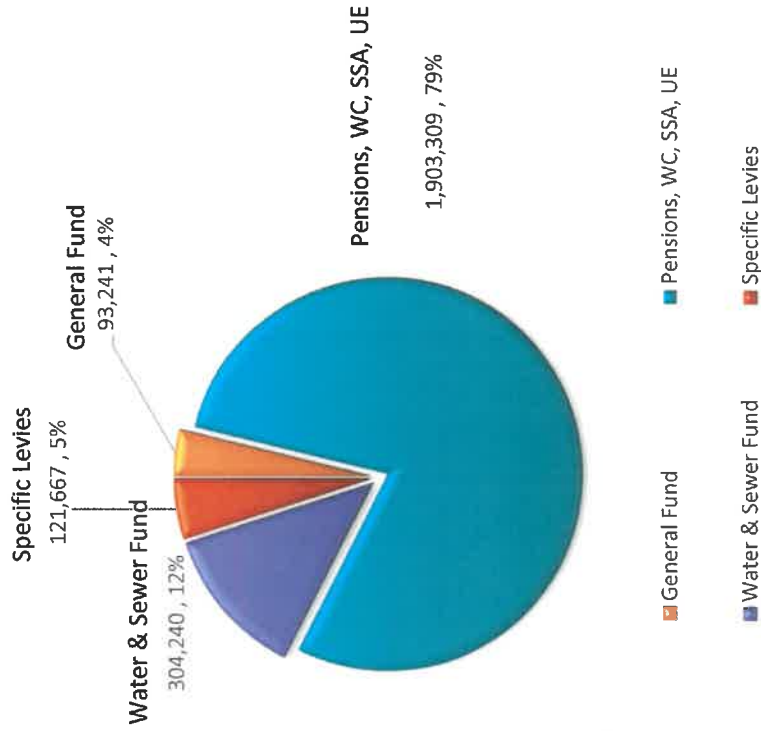
Per \$100=	\$2.865500
Per \$100=	\$2.826500
	<u>\$0.039000</u>

	2017 payable 2018	2018 payable 2019	\$ per \$100 EAV	\$ Difference 2017 vs 2018	% Difference 2017 vs. 2018
Tax Levy Excluding Bonds	\$2,067,518	\$2,118,217	\$2.509429	\$50,699	2.45%
Bond Levy	\$296,356	\$304,240	\$0.360430	\$7,884	2.66%
TOTAL Property Tax Levy	\$2,363,874	\$2,422,457	\$2.869859	\$58,583	2.48%

	2018 City Taxes	2019 City Taxes	\$ Difference	% Difference
\$40,000 House	\$377	\$382	\$5.20	1.38%
\$60,000 House	\$565	\$573	\$7.80	1.38%
\$80,000 House	\$754	\$764	\$10.40	1.38%



## Property Tax Categories



Total

2,422,457

### General Fund

	93,241	4%
Corporate	50,000	2.1%
Police Protection	0	0.0%
Emerg Serv & Disaster	3,241	0.1%
Fire Protection	0	0.0%
Playground & Recreation	0	0.0%
Street & Bridge	0	0.0%
Street Lighting	40,000	1.7%
Road & Bridge Transfer	0	0.0%

### Pensions, WC, SSA, UE

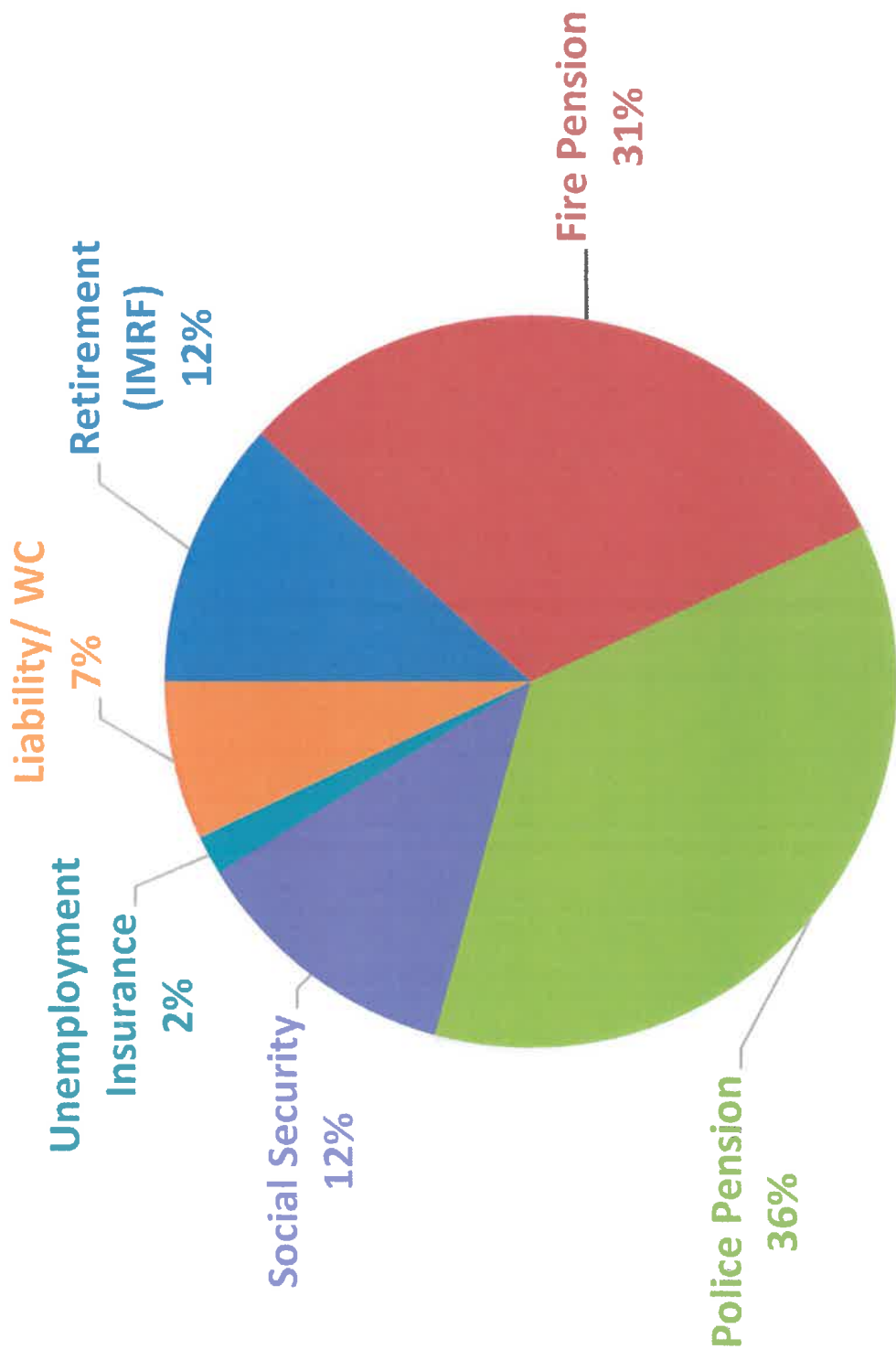
	1,903,309	79%
Retirement (IMRF)	225,000	9.3%
Fire Pension	593,645	24.5%
Police Pension	688,331	28.4%
Social Security	230,000	9.5%
Unemployment Insurance	33,000	1.4%
Liability/ WC	133,333	5.5%

### Water & Sewer Fund

	304,240	13%
***Bonds	304,240	12.6%
Chlorination of Sewage	0	0.0%

### Specific Levies

	121,667	5%
Special Service Area	0	0.0%
Garbage Disposal	0	0.0%
Audit	35,000	1.4%
Liability/Other	66,667	2.8%
Public Benefit	20,000	0.8%



**KEWANEE POLICE PENSION FUND**  
**Actuarial Valuation Report**

**Showing Assets and Liabilities of the Fund in  
 Accordance with Actuarial Reserve Requirements  
 as of May 1, 2018**

**Summary**

Accrued Liability	\$18,469,954
Actuarial Value of Assets	\$9,922,680
Unfunded Accrued Liability	<u>\$8,547,274</u>

Funded Ratio 54%

**Liabilities**

**Reserves for Annuities and Benefits in Force**

	Head Count:	Present Value:	
Retirement Annuities	14	10,725,205	
Disability Annuities	4	1,699,285	
Surviving Spouse Annuities	8	1,707,202	
Minor Dependent Annuities	0	0	
Deferred Retirement Annuities	1	76,844	
Handicapped Dependent Annuities	0	0	
Dependent Parent Annuities	0	0	
Terminated Liabilities	0	0	
Total:	<u>27</u>	<u>\$14,208,536</u>	

Accrued Liabilities for Active Members	21	<u>\$4,261,418</u>
Total Accrued Liabilities		\$18,469,954
Total Normal Cost for Active Members		\$375,932
Total Normal Cost as a Percentage of Payroll		30%

Total Annual Payroll \$1,248,143

**Amortization of Unfunded Liabilities:**

Total Accrued Liability	\$18,469,954
90% Funded Ratio Target	\$16,622,959
Actuarial Value of Assets	\$9,922,680
Liabilities Subject to Amortization	\$6,700,279
Amortization Period	22 years
Amortization Payment, Beginning of Year	\$395,600

This report is provided to the Board and Municipality as part of the Public Pension Division advisory services under Section 1A-106 of the Illinois Pension Code. This report should not be relied upon for purposes other than determining the current tax levy required under the Illinois Pension Code. The assumptions have been set based on expectations for all Article 3 funds in the State of Illinois. The actuarial methods are prescribed by the Illinois Pension Code and do not necessarily represent the approach recommended by either the actuary or the Department of Insurance. This report was prepared under the direct supervision of the undersigned:

Brad Lee Armstrong (Enrolled Actuary #17-5614 )  
 Lance Weiss (Enrolled Actuary #17-2468)  
 GRS

Deputy Director  
 Public Pension Division  
 Illinois Department of Insurance

**KEWANEE POLICE PENSION FUND**  
**Actuarial Valuation Report**

**Assets**

**Actuarial Value of Assets**

**Current Year Gain/(Loss):**

Market value of assets as of April 30, 2017	\$9,492,587
Benefit payments during fiscal year 2018	(954,384)
Total contributions during fiscal year 2018	617,586
Expected return during fiscal year 2018	582,762
Expected market value of assets as of April 30, 2018	<u>\$9,738,551</u>

Actual market value of assets as of April 30, 2018	\$9,872,593
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Investment gain/(loss) during the fiscal year	\$134,042
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**Development of Actuarial Value of Assets (market value less unrecognized amounts):**

Market value of assets as of April 30, 2018	\$9,872,593
Unrecognized gain/(loss) from fiscal 2018	107,234
Unrecognized gain/(loss) from fiscal 2017	78,663
Unrecognized gain/(loss) from fiscal 2016	(260,738)
Unrecognized gain/(loss) from fiscal 2015	24,754
Actuarial value of assets as of April 30, 2018	<u>\$9,922,680</u>

**Actuarially Determined Employer Contributions**

Actuarially determined amount to provide the employer normal cost based on the annual payroll of active participants as of May 1, 2018.	\$252,241
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Amount necessary to amortize the unfunded accrued liability as determined by the State of Illinois Department of Insurance over the remaining 22 years as prescribed by Section 3-125 of the Illinois Pension Code.	\$395,600
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Interest to the end of the fiscal year.	\$40,490
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Total suggested amount of employer contributions to arrive at the annual requirements of the fund as prescribed by Section 3-125 of the Illinois Pension Code. *	\$688,331
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\*The above figure is the suggested amount which should be obtained by the fund from the municipality exclusive of any other items of income, such as interest on investments, contributions from participants, etc. These items have already been taken into consideration in arriving at this amount.

# KEWANEE POLICE PENSION FUND

## Actuarial Valuation Report

### Actuarial Information

The following methods have been prescribed in accordance with Section 3-125 of the Illinois Pension Code.

Funding method	Projected Unit Credit
Amortization method	Normal cost, plus an additional amount (determined as a level percentage of payroll) to bring the plan's funded ratio to 90% by the end of fiscal year 2040.
Asset valuation method	Investment gains and losses are recognized over a 5-year period.

### Actuarial Assumptions

Interest rate	6.25%
Interest rate, prior fiscal year	6.25%
Healthy mortality rates - Male	RP-2014 Healthy Annuitant with Blue Collar Adjustment, males
Healthy mortality rates - Female	RP-2014 Healthy Annuitant with Blue Collar Adjustment, females
Disability mortality rates - Male	115% of RP-2014 Healthy Annuitant with Blue Collar Adjustment, males
Disability mortality rates - Female	115% of RP-2014 Healthy Annuitant with Blue Collar Adjustment, females
Decrement other than mortality	Experience tables
Rate of service-related deaths	10%
Rate of service-related disabilities	60%
Salary increases	Service-related table with rates grading from 11.00% to 3.50% at 33 years of service
Payroll growth	3.50%
Tier 2 cost-of-living adjustment	1.25%
Marital assumptions	80% of members are assumed to be married; male spouses are assumed to be 3 years older than female spouses.

The actuarial assumptions used for determining the above amounts are based on experience for all Article 3 funds for the State of Illinois in aggregate. The Department of Insurance has approved the above actuarial assumptions. Contact the Department of Insurance for complete experience tables.

### Data and Fund Information

The above valuation uses personnel data as reported to the Department of Insurance in the Schedule P. Specifically, the following data items have been determined as of the date of the Actuarial Valuation Report: attained age, annual salary or pension, completed years of service of each individual participant.

The fund specific information used in the production of this document was provided to the Department of Insurance by your pension fund board of trustees through the fund's annual statement filing.

Additional critical information regarding actuarial assumptions and methods, and important actuarial disclosures are provided in the Actuarial Valuation Report Disclosures Document located on the following Illinois DOI Website (<https://insurance.illinois.gov/Applications/Pension/FOIAReporting/FOIAPortal.aspx>)

**KEWANEE FIREFIGHTERS PENSION FUND**  
**Actuarial Valuation Report**

**Showing Assets and Liabilities of the Fund in  
 Accordance with Actuarial Reserve Requirements  
 as of May 1, 2017**

**Summary**

Accrued Liability	\$16,619,134
Actuarial Value of Assets	\$8,380,088
Unfunded Accrued Liability	<u>\$8,239,046</u>

Funded Ratio 50%

**Liabilities**

**Reserves for Annuities and Benefits in Force**

	Head Count:	Present Value:	
Retirement Annuities	22	12,129,468	
Disability Annuities	2	543,784	
Surviving Spouse Annuities	4	440,500	
Minor Dependent Annuities	0	0	
Deferred Retirement Annuities	0	0	
Handicapped Dependent Annuities	0	0	
Dependent Parent Annuities	0	0	
Terminated Liabilities	3	<u>38,871</u>	
<b>Total:</b>	<u>31</u>		<b>\$13,152,623</b>

Accrued Liabilities for Active Members	19	<u>\$3,466,511</u>
Total Accrued Liabilities		<b>\$16,619,134</b>
Total Normal Cost for Active Members		\$271,717
Total Normal Cost as a Percentage of Payroll		29%

Total Annual Payroll \$939,804

**Amortization of Unfunded Liabilities:**

Total Accrued Liability	\$16,619,134
90% Funded Ratio Target	\$14,957,221
Actuarial Value of Assets	\$8,380,088
Liabilities Subject to Amortization	\$6,577,133
Amortization Period	23 years
Amortization Payment, Beginning of Year	\$375,866

This report is provided to the Board and Municipality as part of the Public Pension Division advisory services under Section 1A-106 of the Illinois Pension Code. This report should not be relied upon for purposes other than determining the current tax levy required under the Illinois Pension Code. The assumptions have been set based on expectations for all Article 4 funds in the State of Illinois. The actuarial methods are prescribed by the Illinois Pension Code and do not necessarily represent the approach recommended by either the actuary or the Department of Insurance. This report was prepared under the direct supervision of the undersigned:

Alex Rivera (Enrolled Actuary #17-5970)  
 Lance Weiss (Enrolled Actuary #17-2468)  
 GRS

Deputy Director  
 Public Pension Division  
 Illinois Department of Insurance

**KEWANEE FIREFIGHTERS PENSION FUND**  
**Actuarial Valuation Report**

**Assets**

**Actuarial Value of Assets**

**Current Year Gain/(Loss):**

Market value of assets as of April 30, 2016	\$7,754,850
Benefit payments during fiscal year 2017	(915,196)
Total contributions during fiscal year 2017	528,033
Expected return during fiscal year 2017	491,482
Expected market value of assets as of April 30, 2017	<u>\$7,859,169</u>

Actual market value of assets as of April 30, 2017	\$8,034,545
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Investment gain/(loss) during the fiscal year	\$175,376
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**Development of Actuarial Value of Assets (market value less unrecognized amounts):**

Market value of assets as of April 30, 2017	\$8,034,545
Unrecognized gain/(loss) from fiscal 2017	140,301
Unrecognized gain/(loss) from fiscal 2016	(413,045)
Unrecognized gain/(loss) from fiscal 2015	(88,321)
Unrecognized gain/(loss) from fiscal 2014	15,522
Actuarial value of assets as of April 30, 2017	<u>\$8,380,088</u>

**Actuarially Determined Employer Contributions**

Actuarially determined amount to provide the employer normal cost based on the annual payroll of active participants as of May 1, 2017.	\$182,859
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Amount necessary to amortize the unfunded accrued liability as determined by the State of Illinois Department of Insurance over the remaining 23 years as prescribed by Section 4-118 of the Illinois Pension Code.	\$375,866
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Interest to the end of the fiscal year.	\$34,920
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Total suggested amount of employer contributions to arrive at the annual requirements of the fund as prescribed by Section 4-118 of the Illinois Pension Code. *	\$593,645
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\*The above figure is the suggested amount which should be obtained by the fund from the municipality exclusive of any other items of income, such as interest on investments, contributions from participants, etc. These items have already been taken into consideration in arriving at this amount.

# KEWANEE FIREFIGHTERS PENSION FUND

## Actuarial Valuation Report

### Actuarial Information

The following methods have been prescribed in accordance with Section 4-118 of the Illinois Pension Code.

Funding method	Projected Unit Credit
Amortization method	Normal cost, plus an additional amount (determined as a level percentage of payroll) to bring the plan's funded ratio to 90% by the end of fiscal year 2040.
Asset valuation method	Investment gains and losses are recognized over a 5-year period.

### Actuarial Assumptions

Interest rate	6.25%
Interest rate, prior fiscal year	6.50%
Healthy mortality rates - Male	RP-2014 Healthy Annuitant with Blue Collar Adjustment, males
Healthy mortality rates - Female	RP-2014 Healthy Annuitant with Blue Collar Adjustment, females
Disability mortality rates - Male	115% of RP-2014 Healthy Annuitant with Blue Collar Adjustment, males
Disability mortality rates - Female	115% of RP-2014 Healthy Annuitant with Blue Collar Adjustment, females
Decrements other than mortality	Experience tables
Rate of service-related deaths	20%
Rate of service-related disabilities	80%
Salary increases	Service-related table with rates grading from 12.50% to 3.50% at 31 years of service
Payroll growth	3.50%
Tier 2 cost-of-living adjustment	1.25%
Marital assumptions	80% of members are assumed to be married; male spouses are assumed to be 3 years older than female spouses.

The actuarial assumptions used for determining the above amounts are based on experience for all Article 4 funds for the State of Illinois in aggregate. The Department of Insurance has approved the above actuarial assumptions. Contact the Department of Insurance for complete experience tables.

### Data and Fund Information

The above valuation uses personnel data as reported to the Department of Insurance in the Schedule P. Specifically, the following data items have been determined as of the date of the Actuarial Valuation Report: attained age, annual salary or pension, completed years of service of each individual participant.

The fund specific information used in the production of this document was provided to the Department of Insurance by your pension fund board of trustees through the fund's annual statement filing.

Additional critical information regarding actuarial assumptions and methods, and important actuarial disclosures are provided in the Actuarial Valuation Report Disclosures Document located on the following Illinois DOI Website (<https://insurance.illinois.gov/Applications/Pension/FOIAReporting/FOIAPortal.aspx>)



CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	December 10, 2018	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5133	
AGENDA TITLE	A RESOLUTION TO SET THE DATES FOR COUNCIL MEETINGS FOR THE 2019 CALENDAR YEAR	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Melinda Edwards, City Clerk	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Sets the dates for the upcoming Calendar year for all Council Meetings as required by 5 ILCS 120/2.02	
BACKGROUND	N/A	
SPECIAL NOTES	There are three meetings that will fall on Tuesday, May 28 to allow for Memorial Day, Tuesday, October 15 to allow for Columbus Day, and November 12 for Veteran's Day.	
ANALYSIS	N/A	
PUBLIC INFORMATION PROCESS	N/A	
STAFF RECOMMENDATION	Staff recommends adoption	

RESOLUTION NO. 5133

A RESOLUTION TO SET THE DATES FOR COUNCIL MEETINGS FOR THE 2019 CALENDAR YEAR, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

**WHEREAS,** it is necessary for the City Council to set the time and dates for its meetings for 2019.

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

**Section 1** The following dates are when the City Council will regularly meet, with such public meetings to begin at 7:00 p.m. in the Council Chambers 401 E Third Street, Kewanee, IL.

Date	Day
January 14, 2019	Mon
January 28, 2019	Mon
February 11, 2019	Mon.
February 25, 2019	Mon
March 11, 2019	Mon
March 25, 2019	Mon
April 8, 2019	Mon
April 22, 2019	Mon
May 13, 2019	Mon
May 28, 2019	Tues
June 10, 2019	Mon
June 24, 2019	Mon

Date	Day
July 8, 2019	Mon
July 22, 2019	Mon
August 12, 2019	Mon
August 26, 2019	Mon
September 9, 2019	Mon
September 23, 2019	Mon
October 15, 2019	Tues
October 28, 2019	Mon
November 12, 2019	Tues
November 25, 2019	Mon
December 9, 2019	Mon
December 23, 2019	Mon

**Section 2** 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 10<sup>th</sup> day of December, 2018.

ATTEST:

Melinda Edwards, City Clerk

Steve Looney, Mayor

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

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	December 10, 2018	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5134	
AGENDA TITLE	Consideration of a Resolution authorizing the City Manager to execute a three-year collective bargaining agreement with the Fraternal Order of Police Lodge 233.	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Gary Bradley, City Manager	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Authorizes the City Manager to execute a three-year collective bargaining agreement with the FOP Lodge 233.	
BACKGROUND	City staff has been in negotiations with the FOP Lodge 233 to develop a successor agreement to the agreement that expired on April 30, 2018.	
SPECIAL NOTES	N/A	
ANALYSIS	We had been at an impasse in negotiations, although attempts were made through mediation. The FOP Lodge 233 personnel continued to reach out to the City in an attempt to reach a successor agreement. The tentative agreement is a good compromise with staff providing a win-win solution to an unsustainable practice.	

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

RESOLUTION NO. 5134

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

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

WHEREAS, On November 20, 2018, Fraternal Order of Police Lodge 233 negotiating team and staff reached a tentative agreement during negotiations, and on December 3, 2018 their membership voted to ratify the tentative agreement to execute a three year collective bargaining agreement based upon such language; and

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

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

- Section 1 Attachment A to this resolution represents collective bargaining agreement language changes, (insertions [sample] and deletions [~~sample~~]), that will be incorporated into final the collective bargaining agreement covering a period of three years, beginning May 1, 2018, and ending April 30, 2021 with said final, executed agreement being made part of this resolution as Attachment B.
- Section 2 The City Manager is authorized to sign any documents required to carry out the provisions of this resolution.
- Section 3 Attachments A and B to this resolution are considered a part of this resolution as if entirely rewritten within this resolution.
- Section 4 This Resolution shall be in full force and effect immediately upon its passage and approval as provided by law.

Adopted by the Council of the City of Kewanee, Illinois this 10<sup>th</sup> day of December 2018.

ATTEST:

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

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

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

# **ILLINOIS FOP LABOR COUNCIL**

---

and

## **CITY OF KEWANEE**

**Kewanee City Lodge No. 233  
Officers in the rank of Captain and below  
and Telecommunicators, including  
Lead Telecommunicator**

**May 1, 2018– April 30, 2021**

Springfield - Phone: 217-698-9433 / Fax: 217-698-9487  
Western Springs - Phone: 708-784-1010 / Fax: 708-784-0058  
Web Address: [www.fop.org](http://www.fop.org)  
24-hour Critical Incident Hot Line: 877-IFOP911





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## **PREAMBLE**

This agreement is entered into by and between the City of Kewanee, (hereinafter ~~referred~~referred to as the "Employer"), and the Illinois Fraternal Order of Police Labor Council/Kewanee City Lodge No. 233, (hereinafter referred to as the "Lodge").

The purpose of this Agreement is to provide an orderly collective bargaining relationship between the Employer and the Lodge representing the employees in the bargaining unit, and to make clear the basic terms upon which such relationship depends. It is the intent of both the Employer and the Lodge to work together to provide and maintain satisfactory terms and conditions of employment, and to prevent as well as to adjust misunderstandings and grievances relating to employees' wages, hours and working conditions.

In consideration of mutual promises, covenants and agreements contained herein, the parties hereto, by their duly authorized representative and agents, do mutually covenant and agree as follows:

## **ARTICLE I - RECOGNITION**

The Employer recognizes the Lodge as the sole and exclusive collective bargaining representative for the purposes of collective bargaining on any and all matters relating to wages, hours of work, and all other terms and conditions of employment of all employees in the bargaining unit. The bargaining unit shall include all full-time Telecommunicators and peace Police Officers in the rank of Captain and below employed by the City of Kewanee. ~~and all Telecommunicators, including the position of Lead Telecommunicator.~~

## **ARTICLE II - LABOR MANAGEMENT CONFERENCES**

The Lodge and the Employer mutually agree that in the interest of efficient management and harmonious employee relations, it is desirable that meetings be held between Lodge representatives and responsible administrative representatives of the Employer. Such meetings may be requested at least seven (7) days in advance by either party by placing in writing a request to the other for a labor management conference and expressly providing the agenda for such meetings. Such meetings and locations shall be limited to:

- a. Discussion of the implementation and general administration of this Agreement.
- b. A sharing of general information of interest to the parties.

- c. Notifying the Lodge of changes in non-bargaining conditions of employment contemplated by the Employer which may affect employees.
- d. Discussion of pending grievances on a non-binding basis to attempt to adjust such grievances and to discuss procedures for avoiding further grievances.
- e. Items concerning safety issues.

The Employer and the Lodge agree to cooperate with each other in matters of the administration of this Agreement, and to the degree that standards of law enforcement can be maintained for the maximum protection of the citizens of the City of Kewanee and the State of Illinois. To effectuate the purposes and intent of the parties, both parties agree to meet as necessary.

### ~~ARTICLE III - LODGE SECURITY~~

#### ~~Section 3.1. Fair Share Deductions.~~

~~Employees covered by this Agreement who are not members of the Lodge paying dues by voluntary payroll deduction shall be required to pay in lieu of dues, their proportionate fair share of the costs of the collective bargaining process, contract administration and the pursuance of matters affecting wages, hours and conditions of employment in accordance with the applicable Labor Relations Act. The fair share payment, as certified by the Lodge, shall be deducted by the Employer from the earnings of the non-member employees. The aggregate deductions of the employees and a list of their names, addresses and social security numbers shall be remitted semi-monthly to the Lodge at the address designated in writing to the Employer by the Lodge. The Lodge shall advise the Employer of any increase in fair share fees in writing at least fifteen (15) days prior to its effective date. The amount constituting each non-member employee's share shall not exceed dues uniformly required to lodge members.~~

#### ~~Section 3.2. Religious Exemptions.~~

~~Should any employee be unable to pay their contribution to the Lodge based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member, such amount equal to their fair share, shall be paid to a non-religious charitable organization mutually agreed upon by the employee affected and the Lodge. If the Lodge and the employee are unable to agree on the matter, such payments shall be made to a charitable organization from an approved list of charitable organizations. The employee will on a monthly basis furnish a written receipt to the Lodge that such payment has been made.~~

#### ~~Section 3.3. Notice and Appeal.~~

~~The Lodge agrees to provide notices and appeal procedures to employees in accordance with applicable law.~~

### **Section 3.4. Indemnification.**

~~The Lodge shall indemnify, defend, and hold the Employer harmless against any claim, demand, suit or liability arising from any action taken by the Employer in complying with this Article.~~

## **ARTICLE IV-CHECK OFF**

The Employer agrees to deduct the Lodge membership initiation fee, assessment and, once each month, dues from the pay of those employees who individually request in writing (Appendix B) that such deductions be made. The amounts to be deducted shall be certified to the Employer by the treasurer of the Union, and the aggregate deductions of all employees shall be remitted, together with an itemized statement, to the Illinois Fraternal Order of Police Labor Council, 974 Clock Tower Drive, Springfield, Illinois 62704, by the 15th day of the succeeding month after such deductions are made. This authorization shall be irrevocable during the term of this Agreement.

The Employer further agrees to forward to the Labor Council a monthly list of employees from whom dues or fare share is being deducted. The list shall give the employee's name and social security number.

## **ARTICLE V - HOURS OF WORK**

### **Section 5.1. Work Day.**

Ten (10) consecutive hours of work within the twenty-four (24) hour period beginning at the start of the regular schedule shift constitute the regular work day except for those assigned to eight (8) hour work shifts for whom the ~~W~~work ~~D~~day shall be eight (8) consecutive hours of work within the twenty-four (24) hour period.

### **Section 5.2. Work Week.**

The work week for employees assigned to a ten (10) hour ~~W~~work ~~D~~day shall be based on one of the following work cycles, with any given ~~W~~work ~~W~~week being considered the seven (7) day period from 12am on Sunday to midnight on the following Saturday:

#### Work Week Cycle A:

- 5 days on then 3 days off followed by
- 5 days on then 3 days off followed by
- 5 days on then 3 days off followed by
- 5 days on then 4 days off followed by
- 4 days on then 4 days off followed by
- 4 days on then 4 days off after which the cycle is repeated

#### Work Week Cycle B:

Working four (4) regularly scheduled ten (10) hour ~~W~~work ~~D~~days during any given ~~W~~work ~~W~~week.

The work week for employees assigned to an eight (8) hour ~~W~~work ~~D~~day shall be Monday through Friday, inclusive.

### **Section 5.3. Work Shift**

Ten (10) consecutive hours of work, or eight (8) consecutive hours of work, whichever is applicable, shall constitute a work shift. All employees shall be scheduled to work on a regular work shift and each work shift shall have a regular starting and quitting time.

### **Section 5.4. Shift Preference**

Permanent shifts shall be selected by employees in accordance with their seniority among employees of the same rank or position classification.

If temporary shifts are required and no employee expresses a desire to work the temporary assignment, the least senior employee of the respective shift shall be the one to make the required change. Temporary shifts shall not exceed thirty (30) days except by mutual agreement between the Employer and the Lodge.

### **Section 5.5. Work Schedule**

Work schedules showing the employees' shifts, work days, and hours shall be posted on all ~~D~~department bulletin boards at all times. Except for emergency situations, work schedules shall not be changed unless the changes are mutually agreed upon by the Lodge and the Employer.

### **Section 5.6. Lunch Period**

All employees shall be entitled to a thirty (30) minute paid lunch period during the shift. Whenever possible, the lunch period shall be scheduled at the middle of each shift. Two fifteen (15) minute breaks shall be allowed, with the first taken at least two (2) hours after the beginning of the shift, and prior to the lunch break, and the second taken at least two (2) hours after the lunch break, and prior to the end of the shift. Whenever possible a break should be taken in the middle of the above referenced time frames between start and lunch or lunch and shift end.

## **ARTICLE VI - OVERTIME**

### **Section 6.1. Rate of Pay**

Time and one-half (1-1/2) the employee's regular hourly rate of pay or compensatory time off at the employee's option as defined below, shall be paid for work under any of the following conditions, but compensation shall not be paid twice for the same hours (Training time shall be paid one hour for one hour):

- a. All work performed in excess of forty (40) hours in any work week.
- b. All work performed before or after any scheduled work shift.

## **Section 6.2. Compensatory Time Off.**

If compensatory time off is chosen by the employee as the method of being compensated for overtime, the overtime rate of compensation shall be one and one-half (1-1/2) hours compensatory time off for each hour of overtime worked. Compensatory time shall be taken in such amounts and blocks of time as are mutually agreeable. However, compensatory time scheduled may be canceled with at least a minimum of twenty-four (24) hours' notice provided to the ~~E~~employee, except in the case of an emergency (e.g. natural or manmade disaster) when canceling of scheduled ~~C~~compensatory time may occur with no advance notice of said cancellation. Employees may only carry over into the next fiscal year one hundred sixty (160) hours. Each year during the month of May, an employee may elect to cash-in any unused compensatory time earned during the previous year only for cash payment. For any employees who currently have more than 250 hours of compensatory time on the books, the employee shall elect to receive payout for such time by either a lump sum or arrange payments during the term of this Agreement. Any such payment shall be at the rate of pay as it existed at the end of the ~~in the~~ previous fiscal year.

## **Section 6.3. Overtime Distribution.**

If overtime work is required or there is a shortage of manpower on any one (1) shift and there is to be a replacement, the overtime assignment shall be made in ~~A~~accordance with a system of rotating opportunity to work overtime. The order of rotation shall first be determined by seniority on the shift. Once established, said rotation order shall be changed only by the change of employee(s) on the shift.

Rotation of overtime means ~~each each employee member~~ of the shift, regardless of seniority on shift, or departmental seniority, shall have equal opportunity at overtime. Said opportunity will result in the ~~employee person~~ whose name is at the top of the list having first chance at serving overtime. Once the ~~employee person~~ at the top of the list serves an aggregate amount of overtime equal to, or in excess of, four (4) hours, said ~~employee person~~ shall have their name moved to the bottom of the rotation order, and all other ~~employees~~ on the rotation for the shift shall move up one (1). Should the ~~employee person~~ whose name is at the top of the rotation order decline an offer of overtime, then that ~~employee's person's~~ name shall be moved to the bottom of the rotation order, and all other ~~employees~~ on the rotation for the shift shall move up one (1).

There shall be four (4) tiers in the overtime selection process. The first tier shall be first used to acquire an employee to work overtime. If the first tier fails to produce someone to work overtime, then the second tier shall be used, then the third tier, and lastly the fourth tier.

First Tier: Rotation amongst ~~employees members~~ of the shift needing overtime. A marker system shall be established from seniority to least seniority to identify the last ~~employee person~~ working the overtime on the assigned shift. The Marker system shall not be ~~employed~~ used when an employee is ~~when~~ called to work any shift other than the employee's assigned shift.



Second Tier: Rotation amongst employees ~~members~~ of the shift preceding the shift requiring overtime. Calls begin with the senior most employee ~~person~~ on that shift.

Third Tier: Rotation amongst employees ~~member~~ of the shift following the shift requiring overtime. Calls begin with the senior most employee ~~person~~ on that shift.

Fourth Tier: Holdover of ~~these employees~~ working the prior shift. Seniority on the prior shift shall be the determining factor of which employee(s) work overtime, with the most senior employee on the shift having first opportunity, to the least senior employee on the shift being assigned the overtime if no one else volunteers. No employee ~~person~~ shall be assigned ~~to stay~~ overtime during consecutive days. In cases ~~of~~ when there are consecutive days s of overtime required, the next least senior employee ~~person~~ shall be assigned to work the overtime. An employee working the previous shift will be forced to stay a maximum of fifteen (15) hours total worked. If the employee chooses to work the full shift, twenty (20) ~~hours~~ hours, they may work it. If the employee chooses to work the fifteen (15) hours and there is still a need to fill the rest of the overtime shift, the following shift will be required to come in early and cover the remaining five (5) hours.

If an employee calls in sick for their regularly scheduled shift (not including any shifts for overtime, details, etc.), said employee shall not be entitled to be called for overtime during the twenty-four (24) hour period following the end of the shift the employee called in sick. ~~involved.~~ With the oversight of the shift sergeant, employees shall be responsible for maintaining the rotation order on the various shifts.

Calls for overtime shall be made from the Police Department on a recorded line. If the intended employee ~~officer~~ is not directly contacted, a message shall be left about the overtime opportunity and the process will continue. It shall be up to the supervisor or acting supervisor whether or not to allot any time before calling the next employee ~~officer~~.

Dispatch will notify the shift supervisor of the need to fill overtime. After contacting the shift supervisor, dispatch will immediately begin making calls to fill the overtime through the tier system to fill the shift overtime as soon as possible. After filling the overtime, dispatch will document the officer, date, and hours scheduled to work overtime on the electronic overtime marker file.

If an employee accepts overtime and then can't work the overtime, it shall be up to the employee who accepted the overtime to find the replacement for that overtime.

#### **Section 6.4: Overtime Work at Employee's Option**

In most cases, overtime work shall be voluntary and there shall be no discrimination against any employee who declines to work overtime. However, during an emergency, overtime shall be mandatory and any employee who refuses to work overtime in these cases, shall be subject to disciplinary action.

### **Section 6.5. Overtime Within Job Description**

The Employer shall only use personnel for work under their job title. Employees called in to work overtime shall only be called to work those positions for which they have title to. For the purpose of this Section there shall be two job descriptions (Titles):

- a. Police Officer
- b. Telecommunicator

In the case of an emergency the Lodge and the Employer agree that the Employer shall have the right to use available personnel to cover any ~~job~~ job description.

In the event that a ~~telecommunicator~~ telecommunicator cannot be reached by normal means of communications for available overtime, the Employer shall have the right to use ~~police~~ police officers to fill the position of ~~telecommunicator~~ telecommunicator.

## **ARTICLE VII - WAGES**

### **Section 7.1. Wage Scale**

Employees shall be compensated in accordance with the hourly wage scale attached to this Agreement and marked Appendix A. The attached wage scale shall be considered a part of this Agreement.

Hourly wage for each employee shall be based on the following formula:

Annual wage (Appendix A) plus any longevity pay divided by 2080 hours plus any shift differential or temporary assignment pay provided by this Agreement.

Hourly Wage = [(Annual wage + any longevity pay) ÷ 2080 hours] + shift differential + ~~temporary~~ temporary assignment pay

### **Section 7.2. Shift Differential**

In addition to the established wage rates, the Employer shall pay an hourly premium of fifty-seven ~~cents~~ (\$0.57) cents added to the employee's base as established in Appendix A, to an employee for all hours worked on a shift where fifty (50%) percent or more ~~of~~ hours falls between 4:00 PM and 7:00 AM. Any employee with a normal assignment of first shift ~~who~~ works any hours outside their normal assigned shift, shall receive temporary shift differential pay of fifty-seven (\$0.57) cents for each hour worked.

### **Section 7.3. Temporary Assignment Pay**

Any employee temporarily assigned to a position classification or rank which is a higher pay grade than their regular position classification or rank, shall receive the higher pay for each hour of temporary assignment.

#### **Section 7.4. Call Back Time.**

Any employee being called back to work at the request of the Chief of Police or his ~~D~~esignee or authorized representative of the Employer shall receive a minimum of two (2) hours pay at the overtime rate of one and one-half (1-1/2) times the employees hourly rate of pay. Court time outside of the employee's regular scheduled hours of work shall be considered "Call Back Time" under this ~~S~~ection.

In the event that an employee has been scheduled for court on a day or time period when the employee is off-duty, and the court appearance requirement has been canceled with less than four (4) hours' notice, the employee shall receive the above two (2) hour minimum.

#### **Section 7.5. Reserved.**

#### **Section 7.6. Termination Pay.**

Each and every ~~employee member~~ of the Police Department shall receive upon retirement or resignation of service, the cash value of accumulated sick leave as provided for in Article XI, Section 11.2.

It is hereby acknowledged that those employees that have previously exercised the option of using cashed in sick leave in exchange for health insurance coverage, as provided by the Employer City, shall retain that benefit until age sixty-five (65).

#### **Section 7.7. Clothing Allowance.**

The Employer City shall furnish the ~~employees~~Officers of the ~~P~~olice ~~D~~epartment all ~~police~~ equipment and such other equipment as determined by the Chief of Police or his designee, either of whom shall have the right to determine the uniform and equipment to be utilized and shall have the right to discontinue and/or modify said uniform and equipment. Upon initial hire the City shall furnish the employee the following equipment, dependent upon their appointment in the ~~D~~epartment. These lists are meant to be used in reference to clothing allowance ~~expenditures, and~~expenditures and may not include all equipment and gear issued to any ~~employee individual~~. Replacement and maintenance of items listed due to normal wear shall be the responsibility of the employee, with the clothing allowance payment provided by the Employer to be used to supplement said maintenance and purchases.

##### **OFFICERS**

Winter Coat, qty. 1  
Name Tag, sew-on, qty. 1  
Shirts, short-sleeved, qty. 2  
Shirts, long-sleeved, qty. 2  
Trousers, qty. 2  
Necktie, qty. 1

##### **TELECOMMUNICATORS**

Shirts, summer weight, qty. 2  
Shirts, winter weight, qty. 2  
Pants, qty. 1

Formal uniform cap, qty. 1  
Winter hat, qty. 1

Police ~~Officer's~~ annual clothing allowance shall be seven hundred ~~dollars~~ (\$700) ~~dollars~~ per year to be paid by a separate check on or before the fifteenth (15<sup>th</sup>) day of May of each year. Telecommunicator's annual clothing allowance shall be three hundred ~~dollars~~ (\$300) dollars payable in the same manner and fashion as ~~the police~~ officer's. Any employee with less than one (1) full year of service shall receive a pro-rata clothing allowance based upon the percentage of one (1) year they have served as of May 1<sup>st</sup>.

~~Employees~~Officers shall be responsible for the replacement of any equipment or uniforms that are damaged or rendered inoperable due to the employees ~~officer's~~ failure to maintain, negligence, or other situations out of the control of the Employer (e.g. weight gain or loss).

The Employer ~~City~~ shall issue an appropriate Ballistic Safety Vest to each new police officer and agrees to maintain and replace this item upon expiration or as needed ~~as necessary~~. The replacement of Ballistic Safety Vest shall not be deducted from the police officer's clothing allowance. Police officers ~~Employees~~ shall wear ballistic safety vests ~~as~~ established by departmental policy. Employees are responsible for the cleaning and maintenance of their uniforms and issued hardware and gear and shall maintain a professional appearance at all times. When an employee terminates employment for any reason, the employee shall return all uniforms/equipment to the Chief of Police or his designee.

The above clothing allowance shall be paid in cash to the effected employees and shall be paid by separate check on or before the fifteenth of May of each year.

~~The Employer agrees to repair or replace based on reasonable and customary cost of replacement as necessary, an Employee's eye glasses, contact lenses and other personal effects (watches and sunglasses limited to fifty (\$50) dollars), items over two hundred dollars (\$200.00) as documented with and approved by the Chief, including uniforms if such are damaged and equipment if broken (items over two hundred dollars (\$200.00) as documented with and approved by the Chief), if during the course of the employee's duties the employee is required to exert physical force, is attacked by another person or damage is caused during the performance of their duties. Incident to be documented with immediate supervisor as soon as possible after the incident occurs. Items shall be replaced with equal value item.~~

~~The effected employee shall supply to the Chief of Police or his designee the item damaged and a written report of the situation causing damage to the equipment or uniform within five (5) working days.~~

~~The Chief of Police or his designee shall, after receiving the report and the damaged equipment or uniform, evaluate whether the item can be repaired or needs to be replaced.~~

~~Equipment or uniforms shall be replaced or repaired no later than thirty (30) days from the date the item and report are given to the Chief of Police or his designee.~~

#### **Section 7.8. In Line of Duty Damage or Loss of Personal Property.**

~~Employees shall be reimbursed for personal property that is damaged in the line of duty up to a maximum of sixty five dollars (\$65.00) or the cost of replacement if the amount is less than sixty five dollars (\$65.00).~~

The Employer agrees to repair or replace as necessary an employee's contact lenses, sunglasses and watches (up to a value of \$ 200.00) or other items of personal equipment, if such are damaged or broken during the course of the employee's duties and the employee is required to exert physical force or is attacked by another person.

The effected employee shall supply to the Chief of Police or his/her designee the item damaged and a written report of the situation causing damage to the equipment or uniform within two (2) working days.

The Chief of Police or his designee shall, after receiving the report and the damaged equipment or uniform, evaluate whether the item can be repaired or needs to be replaced.

Equipment or uniforms shall be replaced or repaired no later than thirty (30) days from the date the item and report are given to the Chief of Police or his/her designee.

Employees are strongly encouraged to remove expensive personal items prior to their shift.

~~A complete report of the incident causing such damage shall be given to the Chief of Police or his designee within two (2) working days of the loss or damage. The Employer City may require proof of cost and whenever possible the item damaged shall become the property of the Employer City upon payment of the item. The exception to the total cost of two hundred (\$200) sixty five dollars (\$65.00) shall be that of plain wedding bands and eyeglasses worn by employees. Should these items be damaged or lost due to in line of duty activity, the Employer City shall repair or replace the items as soon as possible at no cost to the employee.~~

#### **Section 7.9. Canine Officer (K-9).**

An employee assigned as a K-9 officer shall be compensated for all hours spent in the routine care, feeding, and training of the animal ~~=~~at a regular hourly rate of pay equal to the Illinois Minimum wage for any hours outside the regular work week schedule as an officer. One and one-half times said regular rate of pay shall be paid for all hours worked in animal care, if said animal care work causes overtime as defined in the FLSA. These specific requirements shall not constitute a Call Back ~~or Holdover~~ as defined in Section 7.4 above.

### **Section 7.10. Field Training Officer (FTO)**

Any employee, certified and designated as a Field Training Officer, shall receive one (1) hour of compensatory time for each day while assigned a trainee.

### **Section 7.11. Telecommunicator Certification Compensation**

Telecommunicators shall receive annually ten (10) hours of compensatory time that may either be used or cashed in accordance to the terms of this Agreement.

## **ARTICLE VIII - VACATIONS**

### **Section 8.1. Eligibility and Allowance**

All employees of the ~~P~~olice ~~D~~epartment shall receive the below listed ~~an annual~~ ~~paid~~ vacation accrual rates for the periods specified below, based upon the following service requirements:

<u>Service Requirements</u>	<u>Accrual Rate per Month</u>
-----------------------------	-------------------------------

<u>Date of hire</u>	<u>8.34 hours</u>
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<u>Starting the first day of the 6<sup>th</sup> year</u> <u>(5 years have been completed)</u>	<u>12.5 hours</u>
--	-------------------

<u>Starting the first day of the 12<sup>th</sup> year</u> <u>(11 years have been completed)</u>	<u>16.67 hours</u>
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<u>Starting the first day of the 18<sup>th</sup> year</u> <u>(17 years have been completed)</u>	<u>20.84 hours</u>
--	--------------------

<u>Service Requirements</u>	<u>Vacation Period</u>	<u>Max. Carry Over</u>
-----------------------------	------------------------	------------------------

<u>Starting the first day of the 2nd year</u> <u>(1 year has been completed)</u>	<u>100 hours</u>	<u>40 hours</u>
---	------------------	-----------------

<u>Starting the first day of the 6th year</u> <u>(5 years have been completed)</u>	<u>150 hours</u>	<u>60 hours</u>
---	------------------	-----------------

<u>Starting the first day of the 12th year</u> <u>(11 years have been completed)</u>	<u>200 hours</u>	<u>80 hours</u>
---	------------------	-----------------

<u>Starting the first day of the 18th year</u> <u>(17 years have been completed)</u>	<u>250 hours</u>	<u>100 hours</u>
---	------------------	------------------

Employees may accrue ("have on the books") up to a maximum of eighteen (18) months of vacation leave at one time. For example, if an employee accrues 8.34 hours per month, that employee may have a maximum of 150.12 hours of vacation time on the books. Once an Employee reaches their maximum accrual, they will no longer accrue vacation until it is used below the maximum amount.

Employees who are over the maximum vacation hours allowed as of the ratification date of this Collective Bargaining Agreement shall have one (1) year from the ratification date to be in compliance.

A vacation day shall be defined as a paid work day off. Vacation will be taken in one (1) work week increments. Vacation leave may be taken in increments less than one week only after first receiving authorization from the Chief of Police. Said incremental vacation leave use of less than one week shall be subject to cancellation by the Chief of Police provided a minimum of twenty-four (24) hour notice is provided to the employee requesting said leave. Vacation leave taken in increments of less than one (1) week shall be scheduled on a first-come, first served basis, regardless of rank or seniority. The Chief of Police shall not grant incremental vacation leave use of less than one (1) week when the absence caused by granting said vacation leave will cause overtime due to insufficient employees scheduled to work. Vacations shall be accrued monthly from the employee's anniversary date of hire.

#### **Section 8.2. Choice of Vacation Period.**

Subject to the requirements contained in Section 8.1 hereof, ~~which are applicable to all of subsection 2,~~ Vvacations shall be granted at the time requested by the employee. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority shall be given his choice of vacation period in the event of any conflict over the employee's choices.

Telecommunicators shall select their vacation period according to seniority within their own classification.

No employee of the ~~P~~police ~~D~~department shall be permitted to take more than two (2) weeks' vacation during the months of June, July, and August.

Employees who are eligible for vacation shall post the period they desire to take their vacations, at least thirty (30) days in advance, beginning September 1st of each year.

#### **Section 8.3. The Vacation Year.**

~~The vacation year shall be the twelve month period beginning May 1st and ending April 30th. If vacation hours are not fully used during the employee's vacation year, then at their anniversary date of hire, the maximum number of hours shown in the Section 1 table may be carried over into their next year.~~

#### **Section 8.4. Reserved.**

#### **Section 8.5. Vacation Rights in Case of Layoff or Separation.**

Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason, prior to taking their vacation, shall be compensated in cash for the unused vacation accumulated at the time of separation.



### **Section 8.6. Vacation Buy Back**

An employee with a vacation leave accrual rate in excess of one hundred (100) hours annually, may request that an amount equal to fifty (50%) percent, or less, of their annual vacation leave accrual be converted to cash paid to the employee via regular payroll upon approval of the request by the Chief of Police and City Manager. Only one (1) such request shall be granted in any fiscal year. Approval of said vacation cash-in by the Chief of Police and City Manager will be dependent upon whether, in their sole judgment, there has been adequate funding included in the annual budget for said use, and whether the best interests of the ~~P~~olice ~~D~~epartment are served by the City having the employee take the time off in lieu of cashing in the vacation.

## **ARTICLE IX - HOLIDAYS**

### **Section 9.1. Holidays Recognized and Observed**

The following days shall be recognized and observed as holidays:

New Year's <del>Eve</del> Day	Columbus Day
Martin Luther King Jr. Day	Veteran's Day
Presidents Day	Thanksgiving Day
Memorial Day	<del>Friday after</del> <u>Wednesday before</u> Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas

### **Section 9.2. Holiday Pay**

Commencing on May 1, 2009, ten (10) hours of pay for each of the twelve (12) holidays listed in Section 9.1 were incorporated into the base salary in Appendix A. Since that time, holidays are not paid days off, but rather specific days upon which premium pay may be received.

Employees required to work on a holiday and perform work on a holiday shall be paid at a rate of double (2X) their regular rate of pay for all hours worked ~~on the shift~~ designated as occurring on the holiday.

## **ARTICLE X - PERSONAL DAYS**

All employees shall be permitted four (4) personal days off each fiscal year with pay. Personal days shall be granted at the time requested by the employee. The Employer shall not question employees as to why they desire to take a personal day off; however, the employee shall schedule the personal day off prior to the start of their scheduled work shift.



## ARTICLE XI - SICK LEAVE

### **Section 11.1. Sick Leave Allowance**

From the date of hire until the completion of three (3) years of service, employees covered by this Agreement will receive ten (10) hours of sick leave per month. Starting with the fourth (4<sup>th</sup>) year of service the sick leave accrual rate shall be twenty (20) hours per month.

### **Section 11.2. Sick Leave Accumulation**

#### Employees hired prior to January 1, 2019:

From the date of hire sick leave allowance will be credited to employees each month, with a maximum accumulation of two thousand five hundred (2,500) hours. Upon retirement or death of an employee, the employee shall receive cash payment for up to a maximum of fifty percent (50%) of unused sick leave. Such payment shall be at the employee's current rate of pay at the time of separation, capped at two thousand five hundred (2,500) hours (payment for max. of 1,250 hours). Upon resignation the employee shall receive cash payment for up to a maximum of fifty (50%) percent ~~(50%)~~ of unused sick leave capped at one thousand=(1,000) hours (payment for max. of 500 hours). Once an employee reaches the two thousand five hundred (2,500)-hour cap, any sick ~~hours~~days earned beyond the cap shall be kept on the books and may only be used by the employee in the event of a catastrophic illness. These ~~hours~~days would only be authorized in the event the prognosis for the employee will allow him/her to return to duty as opposed to being permanently disabled.

#### Employees hired after January 1, 2019:

From the date of hire sick leave allowance will be credited to employees each month, with a maximum accumulation of two thousand five hundred (2,500) hours. Upon retirement or death of an employee, the employee shall receive cash payment for up to a maximum of twenty-five percent (25%) of unused sick leave. Such payment shall be at the employee's current rate of pay at the time of separation, capped at two thousand five hundred (2,500) hours (payment for max. of 625 hours). Upon resignation the employee shall receive cash payment for up to a maximum of fifty (50%) percent of unused sick leave capped at one thousand (1,000) hours (payment for max. of 500 hours). Once an employee reaches the two thousand five hundred (2,500) hour cap, any sick hours earned beyond the cap shall be kept on the books and may only be used by the employee in the event of a catastrophic illness. These hours would only be authorized in the event the prognosis for the employee will allow him/her to return to duty as opposed to being permanently disabled.

### **Section 11.3. Use of Sick Leave:**

Any employee contracting or incurring any non-service connected ~~illness, injury, medical appointments~~~~sickness~~ or disability, which renders such employee unable to perform the duties of their employment, shall receive accumulated sick leave with pay. An employee may use sick leave to tend to the ~~emergency~~~~illness, injury, medical appointment~~ or physical incapacity of an ~~immediate household~~ family member. For purposes of this ~~S~~section, ~~a household~~ family member is defined as the spouse, ~~domestic partner,~~ child, ~~sibling,~~ mother-in-law, father-in-law, grandchild, grandparent, stepparent, ~~son~~ and parents of the employee. The Employer agrees to abide by state and federal law as currently written and as may be amended from time to time. ~~In the event that a parent does not reside with an employee, and it is necessary for the employee to take time off to arrange for medical care of a parent for whom the employee is responsible, employees may be granted up to three (3) days of sick leave to insure such services are provided. The utilization of sick leave for these purposes shall not be granted until approved by the Department Head or City Manager. The employee will make a good faith effort to schedule such appointments in a manner that is least disruptive to the work shift, e.g. start, mid or late in the work shift.~~

If an employee uses three (3) or more of consecutive sick days, the Employer may request written medical verification before returning to duty. ~~evidence, which may be in the form of a written medical certification.~~

Employees who are unable to report to work due to sickness shall call into the duty telecommunicator at least thirty (30) minutes prior to the start of their work shift to report that they are sick. The telecommunicator will log in the report of sickness and inform the on-duty sergeant.

### **Section 11.4 Sick Leave Credits to Another Employee:**

With the approval of the City Manager, any full-time employee may contribute up to ten (10) sick leave days to another full-time employee who is afflicted with a terminal illness, or a prolonged illness or injury in excess of two (2) weeks and of unknown duration, and has, or is likely to, exhaust sick leave credits to which they are entitled.

## **ARTICLE XII - SERVICE CONNECTED INJURY AND ILLNESS**

~~Employees~~~~Members~~ of the ~~Pp~~olice ~~Dd~~epartment who are injured in the line of duty, shall continue to be paid by the City of Kewanee, on the same basis as they were paid before the injury with no deduction from their sick leave credit, compensatory time for overtime accumulations or vacation, or service credits in a public employee pension fund during the time they are unable to perform their duties due to the result of the injury but not longer than one (1) year in relation to the same injury. In the event their disability shall continue for a period greater than one (1) year, such ~~employee~~~~Officer or member~~ shall make application to the Kewanee Policemen's Pension Fund or the Illinois Municipal Retirement Fund for a pension by reason of disability. Any ~~employee~~~~Officer or member~~ drawing Workmen's Compensation shall return the check to the City while receiving full pay from the City for the first year.

## ARTICLE XIII - LEAVES OF ABSENCE

### **Section 13.1. Application for Leave**

Any request for leave of absence shall be submitted in writing by the employees to their immediate supervisor. The request shall state the reason for the leave of absence being requested and the approximate length of time off the employee desires.

Authorization for leave of absence shall be furnished to the employee by his immediate supervisor and it shall be in writing.

~~Any request for a leave of absence shall be answered promptly. Requests for immediate leaves (for example, family sickness or death) shall be answered before the end of the shift on which the request is submitted.~~

A request for immediate leaves of absence (for example, family sickness or death) shall be answered before the end of the shift on which the request is submitted. A request for a short leave of absence -- a leave not exceeding one (1) month -- shall be answered within five (5) business days. A request for a leave of absence exceeding one (1) month shall be answered within ten (10) business days.

### **Section 13.2. Paid Leaves**

- a. Family sickness and death in the immediate family of an employee (spouse, parents, children, brother, sister, or grandparent):

The employee shall be granted three (3) days leave of absence with full pay.

\_\_\_\_\_ An employee shall be allowed one (1) day leave of absence with full pay to attend funeral services for the employee's mother-in-law, father-in-law, brother-in-law, or sister-in-law. Two (2) days travel time shall be granted, if needed, with the approval of the Chief of Police.

- b. Jury Duty. Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service. Employees shall be paid the differences between any jury duty compensation they receive and their regular wages for each day of jury service.

### **Section 13.3. Unpaid Leaves**

- a. Reasonable Purpose: Leaves of absence for a limited period, not to exceed six (6) months, may be granted for any reasonable purpose. Such leave may be granted, extended, or renewed with approval of the City Manager.
- b. Lodge Business: Employees elected to any Lodge office or selected by the Lodge to do work which takes them from their employment with the Employer shall at the written request of the Lodge be granted a leave of

absence. The leave of absence shall not exceed two (2) years, but it shall be renewed or extended for a similar period provided it is approved by the City Manager.

- c. Accumulation of Seniority: An employee granted an unpaid leave of absence under a reasonable purpose or for Lodge business, shall not accumulate seniority while on the approved leave absence.

#### **Section 13.4. Military Leave**

- a. The Employer agrees to abide by state and federal law as currently written and as may be amended from time to time.

- a. ~~Any full time employee of the City of Kewanee Police Department, as represented by Lodge #233, who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her public employment for any period actively spent in military service, including:~~

- ~~1. Active duty;~~
- ~~2. Basic training;~~
- ~~3. Special or advanced training, whether or not within the State, and whether or not voluntary; and~~
- ~~4.1. Annual training.~~

~~B.~~

- b. During said leaves, the employee's seniority and other benefits shall continue to accrue. During said leaves, the employee shall continue to receive his or her regular compensation as a public employee. During said leaves, if the employee's compensation for military activities is less than his or her compensation as a public employee, he or she shall receive his or her regular compensation as a public employee minus the amount of his or her base pay for military activities.
- c. The Employer City shall allow any ~~employee~~Lodge member who is a member of a reserve unit who attends annual or monthly trainings to utilize accrued vacation, comp and/or personal time in lieu of surrendering the military pay in order to retain military compensation associated with the annual or monthly trainings.

Employees~~Lodge members~~ may take unpaid leave for military service/training in lieu of surrendering their military compensation or using accrued leave time.

### **ARTICLE XIV - INSURANCE**

#### **Section 14.1. Regular employees**

The Employer shall pay the total cost of the premium for the Plan B Coverage Group Hospitalization, ~~Mm~~medical, dental, optical and ~~life~~ insurance, for all regular

employees and their dependents. Employees shall contribute to the City of Kewanee the dollar amounts shown in the table below for health insurance premiums. Said payments shall be made by withholding the appropriate prorated amount from each paycheck rendered to the employee.

	Effective <del>Upon Ratification May 1, 2015</del>	Effective May 1, 201 <del>96</del>	Effective May 1, 20 <del>2017</del>
Family	\$ <del>215175</del> per month or 17% of monthly premium cost, whichever is less	\$ <del>220175</del> per month or 17% of monthly premium cost, whichever is less	\$ <del>17225</del> per month or 17% of monthly premium cost, whichever is less
Single	\$ <del>11060</del> per month or 17% of monthly premium cost, whichever is less	\$ <del>11070</del> per month or 17% of monthly premium cost, whichever is less	\$ <del>11080</del> per month or 17% of monthly premium cost, whichever is less

#### **Section 14.2. Employees on Retirement or Disability.**

Any current employee or future employee who receives disability or retirement pension who have maintained the Hospital and Surgical Plan subsequent to disability or retirement under the Police Pension or Illinois Municipal Retirement Fund (IMRF), shall have the option of continuing participation in the ~~P~~plan or any successor ~~P~~plan.

The Employer shall pay fifty (~~50%~~) percent (~~50%~~) of the cost of the premium of the Hospital and Surgical Plan, for the employees and their dependents, until the employee reaches the age of ~~sixty-five~~ (~~65~~). Employees shall have the option of including or not including their dependents.

#### **Section 14.3. Benefits Not Reduced.**

The benefits of the Group Hospitalization, Medical Surgical and Life Insurance, in force on the effective date of this Agreement, shall not be reduced unless mutually agreed upon by the parties.

### **ARTICLE XV - SENIORITY**

#### **Section 15.1. Definition.**

- Seniority means an employee's overall length of continuous service with the Employer since their last date of hire.
- Rank seniority means an employee's length of continuous service within a promoted rank as provided by the Kewanee Fire and Police Commission or Civil Service Commission rules and regulations. Rank seniority shall begin

upon the date of promotion. In the event two or more employees are promoted upon the same day, then the rank seniority for that date shall be determined by the order of placement on the promotional eligibility list.

### **Section 15.2. Breaks in Continuous Service.**

An employee's continuous service record shall be broken by voluntary resignation, discharge for cause, and retirement. There shall be no deduction from continuous service for any time lost which does not constitute a break in continuous service. Employees who return to work from a disability leave/pension shall have their seniority restored according to applicable law.

### **Section 15.3. Application of Seniority.**

- a. Seniority shall be used in all provided applications of this Agreement except those reserved for rank seniority.
- b. Rank seniority shall be used to determine shift preference for the ranked employees, a reduction in the number of ranked employees as a result a layoff or reduction in force within a given rank.

## **ARTICLE XVI - LAYOFF AND RECALL**

### **Section 16.1. Layoff.**

In the event it becomes necessary to lay off employees for any reason, employees shall be laid off in the inverse order of their seniority. Police Officers and Telecommunicators shall be on separate seniority rosters.

When reasonably possible, employees shall be given a thirty (30) day notice prior to a lay off.

### **Section 16.2. Recall.**

When the work forces are increased, or permanent vacancies occur within a position classification, employees laid off from such position classification shall be recalled to such position classification in accordance with seniority.

When employees are subject to layoff, they shall be permitted to exercise their rights to bump any employee in an equal or lower position classification, who has less seniority on the applicable seniority roster. Any employee successfully bumping another employee, shall be considered in layoff status and entitled to the recall rights in this ~~Section 2 above.~~

No new employees shall be hired until all employees on layoff or in layoff status, desiring to return, have been recalled to their previous positions.

## ARTICLE XVII - PROMOTIONS

### **Section 17.1. Police Officers.**

Should a vacancy occur in a position of Detective Sergeant, Sergeant, Lieutenant, or Captain, or the Employer creates a new position, the Employer shall notify the Board of Fire and Police Commissioners and the vacancy shall be filled in accordance with applicable law.

### **Section 17.2. Telecommunicators.**

Should a vacancy occur in the position of Supervisor or the Employer creates a new position for which a Telecommunicator could qualify, the Employer shall notify the Civil Service Commission of the vacancy and it shall be filled in accordance with applicable law.

## ARTICLE XVIII - WORK RULES AND REGULATIONS

### **Section 18.1. Police Officers.**

No Officer of the ~~P~~olice ~~d~~Department shall be required to perform any duties except those directly associated with police work. Working conditions and responsibility for ~~O~~fficers shall be in accordance with the Rules and Regulations of the City of Kewanee and the Kewanee Police Department.

### **Section 18.2. Telecommunicators.**

Telecommunicators shall be required to perform the duties as required in the Rules and Regulations of the City of Kewanee and the Kewanee Police Department.

### **Section 18.3. Changes or Establishment of New Rules and Regulations.**

Per 5 ILCS 315/4, the Employer will bargain collectively with regard to policy matters directly affecting employee hours, wages, terms and conditions of employment as well as the impact thereon upon request by employee representatives. Any unresolved disputes between the parties regarding this Article shall be resolved in accordance with 5 ILCS 315/14.

### **Section 18.4. Special Assignments.**

The needs of the ~~P~~olice ~~D~~epartment sometimes dictate a special assignment being created within the ~~D~~epartment. These assignments are not promotions and ~~employees~~~~officers~~ selected to fill these positions will be selected by the Chief of Police. All ~~employees~~~~officers~~ will be allowed to apply for these positions as they occur and will be interviewed by the Chief, and/or his designee along with a representative of the local FOP lodge and an ~~employee~~~~officer~~ currently assigned to the special detail, if any. Selection will be based on experience, ability, service record, and the particular needs of the assignment. These positions are not permanent positions and shall exist as long as the need for them is evident and funding is available, (e.g. K-9 Officer, Housing Authority Officer, and an officer temporarily assigned as an Investigator). The length of the assignment shall be at the discretion of the Chief of Police. Salary for ~~employees~~~~persons~~



fulfilling ~~S~~pecial ~~A~~ssignments shall be as indicated in the appropriate wage table in Appendix A, Section 1.

### **Section 18.5. Residency**

For the entire period of their employment, all employees covered by the agreement, with the exceptions indicated, shall establish and maintain residency within the Kewanee city limits, or at a location no more than fifteen (15) air miles from said city limits. An employee assigned to K-9 duties, shall establish and maintain residency within the Kewanee city limits, or at a location no more than five (5) air miles from said city limits. Any other employee with an assignment that allows a city-owned vehicle to typically be taken to the employee's residence during non-working hours shall establish and maintain residence within the Kewanee city limits, at a location no more than five (5) air miles from said city limits, or may elect to leave said city-owned vehicle at the ~~P~~police ~~D~~department during non-working hours, in which case said fifteen (15) air mile standard shall apply to said employee.

During their work shift or overtime period, all employees shall remain in the city limits, including any lunch period or break period, with the exception of employees out of the city limits on ~~P~~police ~~D~~department business, such as at court, investigation, training, etc. Employees not residing within the city limits shall be responsible to provide their transportation to and from the ~~P~~police ~~D~~department at the beginning and end of their work period.

## **ARTICLE XIX - DRUG TESTING**

### **Section 19.1. Statement of Policy**

The City of Kewanee and the Lodge intend to fully implement the requirements of the Drug Free Workplace Act. It is the position of the Lodge and the Employer that the public has the reasonable right to expect persons employed by the Employer to be free from the effects of drugs and alcohol. The purpose of this policy shall be achieved in such manner as to not violate any established right of the employee.

### **Section 19.2. Prohibitions**

Employees shall be prohibited from:

- a. Consuming or possessing alcohol or illegal drugs at any time during the work day or anywhere on any Employer premises or job sites, including all Employer buildings, properties, vehicles and the employee's personal vehicle while engaged in Employer Business. ~~Employees~~~~Officers~~ who are performing their official duties and may be required or coerced to consume or possess alcohol and/or illegal drugs and while under the supervision of the department or another law enforcement agency are exempted;
- b. Illegally selling, purchasing, using being under the influence of, or delivering any illegal drug;



- c. Being under the influence of alcohol or illegal drugs during the course of the work day;
- d. Failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.

### **Section 19.3. Drug and Alcohol Testing Permitted.**

The Employer shall be permitted to order employees for drug and or alcohol testing under these conditions:

#### A. Random Basis:

1. ~~On a random basis, n~~Not to exceed four random tests per month.
2. As authorized in Section 19.8 below.
3. Random testing shall only sample for breath alcohol or urine specimens analyzed for the following: marijuana metabolites/THC, cocaine metabolites, amphetamines, methamphetamine, opiates (including codeine, heroin, and morphine), and phencyclidine (PCP).

#### B. Reasonable Suspicion:

1. ~~or w~~When the Employer has reasonable suspicions to believe that an employee is then under the influence of alcohol or illegal drugs during the course of the work day, the Employer shall have the right to require the employee to submit to alcohol or drug testing as set forth in this Agreement.
2. ~~For non random testing, a~~At least one supervisory personnel who is not a member of the bargaining unit represented by the Lodge must certify their reasonable suspicions concerning the affected employee prior to any order to submit to the testing authorized herein.

#### C. Officer Involved Shooting:

1. When a law enforcement officer acting within the scope of his or her law enforcement duties discharges his or her firearm resulting in injury or death to a person or persons pursuant to 50 ILCS 727/1-25, the Employer shall have the right to order the officer to submit to alcohol or drug testing as set forth in this Agreement. At least one supervisory personnel who is not a member of the bargaining unit represented by the Lodge must certify that the officer discharged his or her firearm resulting in injury or death to a person or persons, prior to any order given to submit to the testing authorized herein.

~~There shall be random testing of an individual employee as authorized in Section 8 below.~~ The foregoing shall not limit the right of the Employer to conduct such test as it may deem appropriate for persons seeking employment as police employees prior to their date of hire. ~~Random testing shall only sample for breath alcohol or urine specimens analyzed for the following: marijuana metabolites/THC, cocaine metabolites, amphetamines, methamphetamine, opiates (including codeine, heroin, and morphine), and phencyclidine (PCP).~~ Any officer who is coerced to ingest or consume any illegal substance in the performance of their official

duties will immediately upon completion of the detail report said ingestion to the supervisor in charge and the Chief of Police. The officer will then immediately report to a recognized and authorized testing facility to have drug testing baselines initiated and will receive weekly testing until such illegal substance no longer is detectable and to determine that continued usage is not taking place.

#### **Section 19.4. Order to Submit to Testing**

At the time an employee is ordered to submit to testing authorized by this Agreement the Employer shall provide the employee with a written notice of the order, setting forth all of the objective facts and reasonable inferences drawn from those facts which have formed the basis of the order to test. The employee shall be permitted to consult with a representative of the Lodge at the time that the order is given. No questioning of the employee shall be conducted without first affording the employee the right to Lodge representation. Refusal to submit to such testing may subject the employee to discipline, but the employee's taking of the test shall not be construed as a waiver of any objection or rights that he may have.

#### **Section 19.5. Test to be Conducted.**

In conducting the testing authorized by this Agreement, the Employer shall:

- a. Use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) or the U.S. Department of Health and Human Services (DHHS) ~~National Institute of Drug Abuse (NIDA)~~;
- b. Insure that the laboratory or facility selected conforms to all (SAMHSA) or (DHHS) ~~(NIDA)~~ standards;
- c. Establish a chain of custody procedure for both sample collection and testing that will ~~ie~~ ensure the integrity of the identity of each sample and test result. No employee of ~~the city equal or less seniority that the person being tested~~ shall be permitted at any time to become a part of such chain of custody;
- d. Collect a sufficient sample of the same bodily fluid or material from an employee to allow for initial screening, a confirmatory test and a sufficient amount to be set aside reserved for later testing if required by the employee;
- e. Collect samples in such manner as to preserve the individual employee's right to privacy, insure a high degree of security for the sample and its freedom from adulteration. Employees shall not be witnessed by anyone while submitting a sample, except in circumstances where the laboratory or facility does not have a "clean room" for submitting samples or where there

is reasonable belief that the employee has attempted to compromise the accuracy of the testing procedure;

- f. Confirm any sample that test positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography, plus mass spectrometry or an equivalent or better scientifically accurate and accepted method that provides quantitative data about the detected drug or drug metabolites;
- g. Provide the employee testing with an opportunity to have additional sample tested by a clinical laboratory or hospital facility of the employee's choosing, at the employee's own expense; provided the employee notify the Employer within seventy-two (72) hours of receiving the results of the tests;
- h. Require that the laboratory or hospital facility report to the Employer that a blood or urine sample is positive only if both the initial screening and confirmation test are positive for a particular drug. Before a positive test is reported to the employer, the hospital or lab will have the results reviewed by a Medical Review Officer (MRO), who will verify the existence of a valid prescription or conflict, which might result in a false positive. If the MRO determines that there is a valid reason for a false positive, the results will not be reported. The parties agree that should any information concerning such testing, or the results thereof be obtained by the Employer inconsistent with the understandings expressed herein (e.g. billings for testing that reveal the nature or number of tests administered), the Employer will not use such information in any manner or forum adverse to the employee's interests;
- i. Require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results that show an alcohol concentration of .08 or more based upon grams of alcohol per 100 milliliters of blood be considered positive (Note: the foregoing standards shall not preclude the Employer from attempting to show that test results between .05 and .08 demonstrate that the employee was under the influence, but the Employer shall bear the burden of proof in such cases;
- j. Within forty-eight (48) hours of receiving the test results, the Employer shall ~~Provide the each~~ employee or the Lodge tested with a copy of all information and reports received by the Employer in connection with the testing and the results upon request;
- k. ~~+~~Ensure that no employee is the subject of any adverse employment action except emergency temporary reassignment with pay during the pendency of any testing procedure. Any such emergency reassignment shall be immediately discontinued in the event of a negative result.

### **Section 19.6. Right to Contest**

The Lodge or the employee with or without the Lodge, shall have the right to file a grievance concerning any testing permitted by this Agreement, contesting the basis for the order to submit to the tests, the right to test, the administration of the tests, the significance and accuracy of the testing or results or any other alleged violation of this Agreement. Such grievances shall be commenced at Step 2 of the grievance procedure. It is agreed that the parties in no way intend or have in any manner restricted, diminished or otherwise impair any legal rights that employees may have with regard to such testing. Employees retain any such rights as may exist and may pursue the same in their own discretion, with or without the assistance of the Lodge.

### **Section 19.7. Voluntary Request for Assistance**

The Employer shall take no adverse employment action against an employee who voluntarily seeks treatment, counseling or other support for an alcohol or legally prescribed drug related problem, other than the Employer may require reassignment of the employee with pay if he is then unfit for duty in his current assignment. The request for assistance shall be done prior to being ordered to submit to testing by the Employer. The Employer shall make available through its ~~e~~E Employee Assistance Program a means by which the employee may obtain referrals and treatment. All such requests shall be confidential, and any information received by the Employer, through whatever means, shall not be used in any manner adverse to the employee's interests, except reassignment as described above. An employee required to be absent from work due to the voluntary request for assistance shall receive paid leave from the Employer at the rate of fifty (50%) percent for each hour absent. Said employee shall be allowed to use accrued sick, vacation, comp, or personal leave to supplement the remaining fifty (50%) percent of the hours absent. An employee that exhausts accrued leave shall be allowed to borrow against future accruals of sick, vacation, comp and personal leave up to a maximum aggregate amount of one hundred sixty (160) hours.

### **Section 19.8. Discipline**

Any ~~employee/office~~ who is ordered to submit to drug testing who tests positive for illegal drugs and/or substances, not ingested or used in the course of their official duties and under the direct supervision of the department and/or another law enforcement agency, shall not be eligible for the ~~e~~E Employee ~~a~~A Assistance ~~Program~~ and is subject to immediate termination.

~~In the first instance that an employee tests positive on both the initial and the confirmatory test for unauthorized blood or urine levels of legally prescribed drugs or is found to be under the influence of alcohol, and a~~ All employees who voluntarily seek assistance with prescription drug or alcohol or both related problems, shall not be subject to any disciplinary or other adverse employment action by the Employer. The employee must voluntarily seek assistance prior to being ordered to submit to drug or alcohol testing by the Employer. The foregoing is conditioned upon:

- a. The employee agreeing to appropriate treatment as determined by the physician(s) involved;

- b. The employee discontinues the use of unauthorized and ingested amounts of legally prescribed drugs or abuse of alcohol;
- c. The employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve months;
- d. The employee agrees to submit to random testing during hours of work during the period of "after-care".

Employees who do not agree to the foregoing, or who test positive a second or subsequent time for the presence of unprescribed and unauthorized amounts of legally prescribed drugs or alcohol during the hours of work shall be subject to discipline, up to and including discharge.

The foregoing shall not be construed as an obligation on the part of the Employer to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such individual from performing the duties of a police employee or whose continuance on active status would constitute a direct threat to the property or safety of others. Such employee shall be afforded the opportunity to use accumulated paid leave or take a paid leave of absence pending treatment. The foregoing shall not limit the City's right to discipline employee for misconduct provided such discipline shall not be increased or imposed due to alcohol or drug abuse.

Both the Lodge and the Employer recognize that it is a medical fact that alcoholism is a disease and is subject to treatment.

Employees who are taking prescribed or over-the-counter medication that has adverse side effects which interfere with the employee's ability to perform his normal duties may be temporarily reassigned with pay to other more suitable police duties.

## **ARTICLE XX - DISCIPLINE AND DISCHARGE**

### **Section 20.1 Discipline Defined**

Discipline in the ~~P~~olice ~~D~~epartment shall be progressive and corrective, designed to improve behavior and not merely to punish. Disciplinary actions instituted by the Employer shall be for just cause reasons based upon the employee's failure to fulfill his responsibilities as an employee. Where the Employer believes just cause exists to institute disciplinary action the Employer shall have the option to assess the following penalties:

- oral reprimand
- written reprimand
- suspension w/o pay
- demotion
- discharge

Any disciplinary action or measure other than a reprimand, imposed upon an employee may be appealed through the grievance procedure or be submitted to review by the Board of Fire and Police Commissioners or the Civil Service Commission as applicable. After making such election, the employee is barred from using the other review procedure for that occurrence. Reprimands may be grieved; however, they are not subject to arbitration. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

The Employer, in its discretion, has the right to determine the level of disciplinary action that should be taken, based on the severity of the cause for discipline.

#### **Section 20.2. Just Cause.**

The Employer agrees that employees shall be disciplined and discharged only for just cause. A copy of all suspension and discharge notices shall be provided to the employee.

#### **Section 20.3. Reinstatement.**

Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights, benefits and conditions of employment, without prejudice, unless a lesser remedy is agreed upon as a grievance settlement or deemed appropriate by an arbitrator, or directed by the Fire and Police Commission or the Civil Service Commission as applicable.

#### **Section 20.4. Use of Prior Discipline**

~~Reprimands either~~ Oral or written ~~reprimands recorded~~ in the employee's personnel files shall be removed and not ~~be~~ used after twelve (12) months to justify subsequent disciplinary action except for a related offense. Records of suspensions or greater will be kept after twelve (12) months.

#### **Section 20.5. Disciplinary Investigations**

The Employer shall conduct disciplinary investigations when it receives complaints or has reason to believe an employee has failed to fulfill his responsibilities as an employee and just cause for discipline exists. Employees shall be entitled to have a Lodge representative present at all meetings with the Employer that could lead to the discipline of the employee.

"Lodge representative" for the purposes of this Article shall be defined as a representative of the Illinois Fraternal Order of Police Labor Council. A local Lodge representative may be named by the Labor Council in the event that an immediate need arises in an emergency situation requiring immediate investigation. This local Lodge representative shall be a person who is not an investigator of, a witness to, or in any other way directly involved in the matter under investigation.



### **Section 20.6. Pre-discipline Meeting**

Prior to taking any final disciplinary action and concluding its investigation, the Employer shall notify the employee of the contemplated measure of discipline to be imposed, and shall meet with the employee involved and inform ~~the employee~~ ~~him~~ of the reason(s) for such contemplated disciplinary action and copies of pertinent documents. The employee shall be entitled to Lodge representation and shall be given the opportunity to rebut the reason(s) for such discipline.

### **Section 20.7. Production of Documents**

The City agrees that no later than ten (10) calendar days before any meeting or hearing before the Kewanee Fire and Police Commission, Kewanee Civil Service Commission, or twenty (20) calendar days before any grievance arbitration, the City will supply to the Lodge (Labor Council) copies of documents necessary for a proper defense.

### **Section 20.8. Uniform Peace Officer's Disciplinary Act**

If an inquiry, investigation, or interrogation of an employee categorized as a peace officer under the Act could result in the recommendation of some action, such as transfer, suspension, dismissal, loss of pay, reassignment or a similar action which could be considered a punitive measure, then, before taking such action, the Employer shall follow the procedures set forth in the Uniform Peace Officers' Disciplinary Act (50 ILCS 725). Officers shall have the right to be represented at such inquiries, investigations or interrogations by a Lodge representative and counsel of the ~~Officer's~~ officer's own choosing.

## **ARTICLE XXI - SETTLEMENT OF DISPUTES**

Any grievance or dispute which may arise between the parties, including the application, meaning or interpretation of this Agreement, shall be settled in the following manner:

- Step 1:** The Lodge Grievance Committee, with or without the grieved employee, shall take up the grievance or dispute with the Chief of Police within ten (10) business days of its occurrence, if at that time the Lodge is unaware of the grievance, it shall take up within ten (10) business days of the knowledge of its occurrence. The Chief of Police shall then attempt to adjust the matter and shall respond to the Lodge Grievance Committee within three (3) business days.
- Step 2:** If the grievance of dispute still remains unadjusted, it shall be presented by the Lodge Grievance Committee to the City Manager in writing, on a mutually agreed to form (Appendix C), within five (5) business days after the response of the Chief of Police is due. The City Manager shall attempt to adjust the matter and shall respond to the Lodge Grievance Committee in writing within ten (10) business days.

**Step 3:** If the grievance or dispute is still unsettled, either party may, within fifteen (15) business days after the reply of the City Manager is due, by written notice to the other, request arbitration.

The arbitration proceedings shall be conducted by an arbitrator to be selected by the Employer and the Lodge within seven (7) business days after notice has been given. If the parties fail to select an arbitrator, the Federal Mediation and Conciliation Service shall be requested by a joint letter from the parties, to provide a panel of seven (7) arbitrators. Both the Employer and the Union shall have the right to strike three (3) names from the panel. A coin flip shall determine the party to strike the first name. The process will be repeated, and the remaining person shall be the arbitrator.

The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue his decision within thirty (30) calendar days after the conclusion of testimony and argument. Expenses for the proceedings shall be borne equally by the Employer and the Lodge. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator.

Grievance Committee members shall be permitted to investigate and process grievances during working hours without loss of pay.

An employee may elect to have discipline that is subject to the review of the Board of Fire and Police Commissioners or that of the Civil Service Commission, reviewed/appealed through the grievance procedure of this Agreement. After making such election, the employee is barred from using the other review procedure for that occurrence. Reprimands may be grieved, however are not subject to Arbitration.

## **ARTICLE XXII - GENERAL PROVISIONS**

### **Section 22.1. Police Officer Relieved Early.**

Officers having a good reason to be relieved early shall make arrangements with a fellow ~~Officer~~ officer for such relief to give proper coverage, providing the ~~Officer~~ officer in charge of the shift is notified.

### **Section 22.2. Lodge Bulletin Boards.**

The Employer agrees to furnish and maintain suitable bulletin boards in convenient places in each work area to be used by the Lodge. The Lodge shall limit its posting of notices and bulletins to such bulletin boards.

### **Section 22.3. Pledge Against Discrimination and Coercion.**

The provision of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed,



national origin, or political affiliation. The Lodge shall share equally with the Employer the responsibility for applying this provision of the Agreement.

All references to employees in this Agreement designate both sexes, and wherever the male gender is used it shall be construed to include male and female employees.

The Employer agrees not to interfere with the rights of employees to become members of the Lodge, and there shall be no discrimination, interference, restraint, or coercion by the Employer or any Employer representative against any employee because of Lodge membership or because of any employee activity in an official capacity on behalf of the Lodge, or for any other cause.

The Lodge recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

#### **Section 22.4. Lodge Activities on Employer's Time and Premises**

The Employer agrees that during working hours, on the Employer's premises, and without loss of pay, Lodge representatives shall be allowed to:

- a. Post Lodge notices;
- b. Attend negotiations meetings;
- c. Transmit communications, authorized by the Local Lodge or its ~~E~~officers, to the Employer or his representatives;
- d. Consult with the Employer, his representatives, Local Lodge ~~E~~officers, or other Lodge representatives concerning the enforcement of any provision of this Agreement.

#### **Section 22.5. Visits by Lodge Representatives**

The Employer agrees that accredited representatives of the Illinois Fraternal Order of Police Labor Council, whether Local Lodge representatives or State or National representatives, shall have full and free access to the premises of the Employer at any time during working hours to conduct Lodge business.

#### **Section 22.6. Strikes and Lockouts**

Lockouts: No lockout of employees shall be instituted by the Employer during the term of this Agreement. Strikes: No strikes of any kind shall be caused or sanctioned by the Lodge during the term of this Agreement.

#### **Section 22.7. City Authority**

Nothing in this Agreement shall be construed as delegating to others the authority vested by law and the corporate authority of the ~~E~~city and its duly elected or appointed

officers, or in any way abridging or reducing such authority, or infringing upon the responsibility thereof to the people of the ~~City~~.

#### **Section 22.8. Savings Clause**

Should any Article, Section or portion thereof of this Agreement be held unlawful or unenforceable by any ~~Court~~ of competent jurisdiction, such decision of the ~~Court~~ shall apply only to that specific ~~Article~~, ~~Section~~ or portion thereof and insofar as may be possible, shall not affect the provisions otherwise appearing herein.

#### **Section 22.9. Exercise Room**

It is the Agreement of the parties that a room in the basement of the Kewanee City Hall shall be designated as an exercise room. It is further agreed that the ~~City~~ shall, on a 50/50 basis, reimburse the local lodge for purchase of exercise equipment in the designated exercise room. Annual payment by the ~~City~~ is capped at five hundred (\$500) dollars, except in the instance where less than five hundred (\$500) dollars was spent the previous year, in which case any amount less than five hundred (\$500) dollars in the preceding year may be applied to reimbursement in the following year. Said accumulation of unspent reimbursement shall be cumulative from year to year. The equipment to be maintained in the Kewanee exercise room.

The local lodge agrees to consult with the City Manager in the purchase of said equipment and understands that the designated exercise room shall be made available to all employees who work in City Hall.

The local lodge will purchase said equipment and shall receive reimbursement from the ~~City~~ upon presentation of a receipt for the purchase.

#### **Section 22.10. Duty Firearm Purchase**

A sworn officer, upon permanent separation from service with the Kewanee Police Department, who is eligible for a pension from the Kewanee Police Pension fund, whether or not said employee will draw said pension immediately upon separation, shall be eligible to purchase their duty handgun from the ~~City~~ at the time of separation. Said purchase shall be at a cost to the employee, as determined by the Chief of Police, equal to fifty ~~percent~~ (50%) percent of the fair market value of sales of similar handguns.

### **ARTICLE XXIII - MAINTENANCE OF STANDARDS**

All economic benefits not specifically addressed by the Articles of this Agreement, and which were in effect prior to this Agreement for employees in the bargaining unit, shall continue and remain in effect for the term of this Agreement. This Article shall not apply to the assignment and utilization of ~~City~~-owned vehicles and equipment.

## ARTICLE XXIV - MANAGEMENT RIGHTS

The Employer may exercise the rights as specified in the Illinois Public Labor Relations Act (5 ILCS 315/4). Additionally, the Union recognizes that the Employer possesses the sole and exclusive right to operate and direct all of the staff of the Kewanee Police Department, in all aspects, including, but not limited to, all rights and authority granted by law. The Employer reserves the right to direct, manage and control the affairs of the Employer and its employees, except to the extent that this Agreement expressly provides to the contrary and may exercise them without prior consulting with the Union.

Management rights include, but are not limited to, the right:

- a. To maintain executive management and administrative control of the Kewanee Police Department and its properties and facilities and the staff,
- b. To plan, direct, control, assign and determine the operations or services to be conducted by employees of the Kewanee Police Department;
- c. To determine the methods, processes, means, job classifications and number of personnel by which the Kewanee Police Department operations are to be conducted;
- d. To select, hire, promote, schedule, train, transfer, assign and evaluate work, of bargaining unit officers provided, however, Employer shall not use transfer as a form of punishment;
- e. To direct and supervise the entire working force of the ~~D~~department, including the establishment of work standards;
- f. To demote, suspend, discipline, or discharge employees for just cause and to discipline or terminate probationary employees with or without just cause;
- g. To make, add, delete, alter, and enforce procedures, rules and regulations subject to the terms of this Agreement;
- h. To introduce new or improved methods, equipment or facilities;
- i. To contract out for goods and services provided that such subcontracting does not cause layoff or reduction of work hours for bargaining unit employees.

The Employer has the sole authority to determine the purpose and mission of the Kewanee Police Department and the amount of budget to be adopted thereto. Should the Employer fail to exercise any of its rights, or exercise them in a particular way, it shall not be deemed to have waived such rights or to be precluded from exercising them in some other way in the future. This Article, and any of the provisions in this Agreement relating to Management Rights is solely intended to supplement the rights of management as set

forth in the Illinois Compiled Statutes and their inclusion does not constitute bargaining about any of the rights protected by the Illinois Compiled Statutes and is not a waiver of the Employer's right to refuse to bargain any or all of the rights contained therein.

## **ARTICLE XXV - SECURITY DETAILS**

The Employer and the Lodge agree that it is mutually beneficial to enter into agreements with certain third parties for the provision of a security detail by Lodge members. The Employer shall not enter into a security detail agreement with a third party until such time as the Lodge has approved said security detail agreement. All those working on said security detail(s) will be paid directly by the City of Kewanee as employees.

### **Section 25.1 Payment**

Payment for those performing security detail duty shall be made by the City of Kewanee as a part of the regular payroll. The wage rate shall be straight time, equivalent to the wage rate for a starting day shift officer, in the appropriate calendar period, as shown in Appendix A. No increment shall be added to the security detail wage rate for any other forms of pay mentioned elsewhere in the Agreement, including, but not limited to, longevity, shift differential, rank differential, shooting bonus, clothing allowance, temporary assignment pay, or salary steps. Compensatory time off in lieu of payment of said wage rate shall not be allowed. The Employer and the Lodge hereby agree that the provisions for payment in this Article XXV, as they relate specifically and solely to security detail(s), take precedence over the provisions of Article V, Article VI, and Article VII that may be in conflict herewith.

### **Section 25.2 Overtime**

Pursuant to Fair Labor Standards Act Section 7(p)(1), and 29 CFR §553.227, the Employer and Lodge agree that those hours working on said security detail(s) shall be excluded by the Employer in the calculation of the hours for which the employee is entitled to overtime compensation. This applies to FLSA compliance for overtime compensation as well as to overtime compensation and wage rates contained elsewhere in the Agreement.

### **Section 25.3 Provision of Workers**

The Lodge shall ensure that at all times there is an adequate number of members available for assignment on the security detail(s). The Employer and Lodge acknowledge that staffing of the security detail(s) is of secondary importance to the staffing of the Kewanee Police Department. The Lodge shall schedule such assignments and maintain independent records of said assignments and actual hours worked on the security detail. The Lodge shall provide copies of those records as needed to the Employer for payroll and record keeping purposes.

#### **Section 25.4. Use of City Equipment**

Employees working on the security details(s) will have normal access to any, and all, equipment normally assigned to them, or available to them.

#### **ARTICLE XXVI - DURATION**

This Agreement shall be effective as of the first day of May, 201~~8~~<sup>5</sup>, and shall remain in full force and effect until the thirtieth day of April, 20~~21~~<sup>18</sup>. The Agreement shall be automatically renewed from year-to-year thereafter unless either party shall notify the other in writing, at least ninety (90) days prior to the expiration ~~no less than one hundred ten (110) days prior to the anniversary~~ date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than ninety (90) days prior to the anniversary date.

This Agreement shall remain in full force and be effective during any period of negotiations for a successor agreement and until such time as there is a successor agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, ~~2018~~<sup>5</sup>.

FOR THE LODGE:

FOR THE EMPLOYER:

\_\_\_\_\_  
Stephen Kijanowski, President

\_\_\_\_\_  
Gary Bradley ~~Kip Spear~~, City Manager

FOR THE LABOR COUNCIL

\_\_\_\_\_  
Jay Titus ~~Mike Sheley~~, Field Representative

## APPENDIX A

### Section 1. Wage Scale.

<b>Officers</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$52,419.64	\$25.20	\$53,992.22	\$25.96	\$55,611.99	\$26.74
1 year	\$53,587.40	\$25.76	\$55,195.02	\$26.54	\$56,850.87	\$27.33
2 years	\$54,755.13	\$26.32	\$56,397.78	\$27.11	\$58,089.72	\$27.93
3 years	\$55,922.87	\$26.89	\$57,600.56	\$27.69	\$59,328.57	\$28.52
4 years	\$57,090.55	\$27.45	\$58,803.27	\$28.27	\$60,567.37	\$29.12
5 years	\$58,258.31	\$28.01	\$60,006.06	\$28.85	\$61,806.25	\$29.71
7 years	\$59,995.53	\$28.84	\$61,795.40	\$29.71	\$63,649.26	\$30.60
12 years	\$61,784.86	\$29.70	\$63,638.40	\$30.60	\$65,547.56	\$31.51
17 years	\$62,706.37	\$30.15	\$64,587.56	\$31.05	\$66,525.19	\$31.98
22 years	\$64,577.01	\$31.05	\$66,514.32	\$31.98	\$68,509.75	\$32.94

<b>Officer-Special Assignment, Investigator, K-9, Street Crimes, Task Force (Art 17.4)</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$53,674.57	\$25.81	\$55,284.80	\$26.58	\$56,943.35	\$27.38
1 Year	\$54,842.32	\$26.37	\$56,487.59	\$27.16	\$58,182.22	\$27.97
2 Years	\$56,010.06	\$26.93	\$57,690.36	\$27.74	\$59,421.07	\$28.57
3 Years	\$57,177.78	\$27.49	\$58,893.12	\$28.31	\$60,659.91	\$29.16
4 Years	\$58,345.46	\$28.05	\$60,095.83	\$28.89	\$61,898.70	\$29.76
5 Years	\$59,513.24	\$28.61	\$61,298.63	\$29.47	\$63,137.59	\$30.35
7 Years	\$61,250.46	\$29.45	\$63,087.98	\$30.33	\$64,980.62	\$31.24
12 Years	\$63,039.78	\$30.31	\$64,930.97	\$31.22	\$66,878.90	\$32.15
17 Years	\$63,961.29	\$30.75	\$65,880.13	\$31.67	\$67,856.53	\$32.62
22 Years	\$65,831.95	\$31.65	\$67,806.90	\$32.60	\$69,841.11	\$33.58

<b>Officer Housing Assignment</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$54,455.44	\$26.18	\$56,089.10	\$26.97	\$57,771.78	\$27.77
1 year	\$55,623.18	\$26.74	\$57,291.88	\$27.54	\$59,010.63	\$28.37
2 years	\$56,790.91	\$27.30	\$58,494.64	\$28.12	\$60,249.48	\$28.97
3 years	\$57,958.64	\$27.86	\$59,697.39	\$28.70	\$61,488.32	\$29.56
4 years	\$59,126.33	\$28.43	\$60,900.12	\$29.28	\$62,727.12	\$30.16
5 years	\$60,294.12	\$28.99	\$62,102.94	\$29.86	\$63,966.03	\$30.75
7 years	\$62,031.32	\$29.82	\$63,892.26	\$30.72	\$65,809.02	\$31.64
12 years	\$63,820.64	\$30.68	\$65,735.26	\$31.60	\$67,707.32	\$32.55
17 years	\$64,772.68	\$31.14	\$66,715.86	\$32.07	\$68,717.34	\$33.04
22 years	\$66,705.33	\$32.07	\$68,706.49	\$33.03	\$70,767.69	\$34.02

<b>Telecommunicator</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$38,876.94	\$18.69	\$40,043.25	\$19.25	\$41,244.54	\$19.83
1 year	\$40,049.55	\$19.25	\$41,251.04	\$19.83	\$42,488.57	\$20.43
2 years	\$41,222.15	\$19.82	\$42,458.81	\$20.41	\$43,732.57	\$21.03
3 years	\$42,394.74	\$20.38	\$43,666.58	\$20.99	\$44,976.58	\$21.62
4 years	\$43,567.26	\$20.95	\$44,874.28	\$21.57	\$46,220.51	\$22.22
5 years	\$44,739.95	\$21.51	\$46,082.14	\$22.15	\$47,464.61	\$22.82
7 years	\$46,082.14	\$22.15	\$47,464.60	\$22.82	\$48,888.54	\$23.50
12 years	\$47,464.56	\$22.82	\$48,888.50	\$23.50	\$50,355.15	\$24.21
17 years	\$48,176.54	\$23.16	\$49,621.84	\$23.86	\$51,110.49	\$24.57
22 years	\$49,621.85	\$23.86	\$51,110.50	\$24.57	\$52,643.82	\$25.31

<b>Lead Telecommunicator</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$42,269.89	\$20.32	\$43,537.99	\$20.93	\$44,844.13	\$21.56
1 year	\$43,442.50	\$20.89	\$44,745.77	\$21.51	\$46,088.14	\$22.16
2 Years	\$44,615.10	\$21.45	\$45,953.55	\$22.09	\$47,332.16	\$22.76
3 Years	\$45,787.70	\$22.01	\$47,161.33	\$22.67	\$48,576.17	\$23.35
4 Years	\$46,960.23	\$22.58	\$48,369.04	\$23.25	\$49,820.11	\$23.95
5 Years	\$48,132.88	\$23.14	\$49,576.86	\$23.84	\$51,064.17	\$24.55
7 Years	\$49,475.11	\$23.79	\$50,959.37	\$24.50	\$52,488.15	\$25.23
12 Years	\$50,857.55	\$24.45	\$52,383.27	\$25.18	\$53,954.77	\$25.94
17 Years	\$51,620.42	\$24.82	\$53,169.03	\$25.56	\$54,764.10	\$26.33
22 Years	\$53,169.03	\$25.56	\$54,764.10	\$26.33	\$56,407.03	\$27.12

<b>Sergeant</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$55,826.92	\$26.84	\$57,636.69	\$27.71	\$59,504.83	\$28.61
1 year	\$57,070.58	\$27.44	\$58,920.68	\$28.33	\$60,830.43	\$29.25
2 years	\$58,314.21	\$28.04	\$60,204.63	\$28.94	\$62,156.00	\$29.88
3 years	\$59,557.86	\$28.63	\$61,488.60	\$29.56	\$63,481.57	\$30.52
4 years	\$60,801.44	\$29.23	\$62,772.49	\$30.18	\$64,807.09	\$31.16
5 years	\$62,045.10	\$29.83	\$64,056.47	\$30.80	\$66,612.69	\$32.03
7 years	\$63,895.24	\$30.72	\$65,966.59	\$31.71	\$68,104.71	\$32.74
12 years	\$65,800.88	\$31.64	\$67,933.99	\$32.66	\$70,135.89	\$33.72
17 years	\$66,782.37	\$32.11	\$68,947.22	\$33.15	\$71,181.95	\$34.22
22 years	\$68,577.01	\$32.97	\$71,004.04	\$34.14	\$73,305.43	\$35.24

<b>Sergeant - Special Assignment, Investigator, K-9, Street Crimes, Task Force (Art. 17.4)</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$57,045.51	\$27.43	\$58,855.28	\$28.30	\$60,723.42	\$29.19
1 year	\$58,289.17	\$28.02	\$60,139.27	\$28.91	\$62,049.02	\$29.83
2 years	\$59,532.80	\$28.62	\$61,423.22	\$29.53	\$63,374.59	\$30.47
3 years	\$60,776.45	\$29.22	\$62,707.19	\$30.15	\$64,700.16	\$31.11
4 years	\$62,020.03	\$29.82	\$63,991.08	\$30.76	\$66,025.68	\$31.74
5 years	\$63,263.69	\$30.42	\$65,275.06	\$31.38	\$67,831.28	\$32.61
7 years	\$65,113.83	\$31.30	\$67,185.18	\$32.30	\$69,323.30	\$33.33
12 years	\$67,019.47	\$32.22	\$69,152.58	\$33.25	\$71,354.48	\$34.31
17 years	\$68,000.96	\$32.69	\$70,165.81	\$33.73	\$72,400.54	\$34.81
22 years	\$69,795.60	\$33.56	\$72,222.63	\$34.72	\$74,524.02	\$35.83

<b>Detective Sergeant</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$57,012.81	\$27.41	\$58,822.58	\$28.28	\$60,690.72	\$29.18
1 year	\$58,256.47	\$28.01	\$60,106.57	\$28.90	\$62,016.32	\$29.82
2 years	\$59,500.10	\$28.61	\$61,390.52	\$29.51	\$63,341.89	\$30.45
3 years	\$60,743.75	\$29.20	\$62,674.49	\$30.13	\$64,667.46	\$31.09
4 years	\$61,987.33	\$29.80	\$63,958.38	\$30.75	\$65,992.98	\$31.73
5 years	\$63,230.99	\$30.40	\$65,242.36	\$31.37	\$67,798.58	\$32.60
7 years	\$65,081.13	\$31.29	\$67,152.48	\$32.28	\$69,290.60	\$33.31
12 years	\$66,986.77	\$32.21	\$69,119.88	\$33.23	\$71,321.78	\$34.29
17 years	\$67,968.26	\$32.68	\$70,133.11	\$33.72	\$72,367.84	\$34.79
22 years	\$69,762.90	\$33.54	\$72,189.93	\$34.71	\$74,491.32	\$35.81



<b>Detective Sgt. - Special Assignment, Investigator, K-9, Street Crimes, Task Force (Art. 17.4)</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$58,231.40	\$28.00	\$60,041.17	\$28.87	\$61,909.31	\$29.76
1 year	\$59,475.06	\$28.59	\$61,325.16	\$29.48	\$63,234.91	\$30.40
2 years	\$60,718.69	\$29.19	\$62,609.11	\$30.10	\$64,560.48	\$31.04
3 years	\$61,962.34	\$29.79	\$63,893.08	\$30.72	\$65,886.05	\$31.68
4 years	\$63,205.92	\$30.39	\$65,176.97	\$31.34	\$67,211.57	\$32.31
5 years	\$64,449.58	\$30.99	\$66,460.95	\$31.95	\$69,017.17	\$33.18
7 years	\$66,299.72	\$31.87	\$68,371.07	\$32.87	\$70,509.19	\$33.90
12 years	\$68,205.36	\$32.79	\$70,338.47	\$33.82	\$72,540.37	\$34.88
17 years	\$69,186.85	\$33.26	\$71,351.70	\$34.30	\$73,586.43	\$35.38
22 years	\$70,981.49	\$34.13	\$73,408.52	\$35.29	\$75,709.91	\$36.40

<b>Lieutenant</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$57,501.73	\$27.65	\$59,942.16	\$28.82	\$62,480.07	\$30.04
1 year	\$58,782.70	\$28.26	\$61,277.51	\$29.46	\$63,871.95	\$30.71
2 years	\$60,063.64	\$28.88	\$62,612.82	\$30.10	\$65,263.80	\$31.38
3 years	\$61,344.60	\$29.49	\$63,948.14	\$30.74	\$66,655.65	\$32.05
4 years	\$62,625.48	\$30.11	\$65,283.39	\$31.39	\$68,047.44	\$32.72
5 years	\$63,906.45	\$30.72	\$66,618.73	\$32.03	\$69,943.32	\$33.63
7 years	\$65,812.10	\$31.64	\$68,605.25	\$32.98	\$71,509.95	\$34.38
12 years	\$67,774.91	\$32.58	\$70,651.35	\$33.97	\$73,642.68	\$35.41
17 years	\$68,785.84	\$33.07	\$71,705.11	\$34.47	\$74,741.05	\$35.93
22 years	\$70,634.32	\$33.96	\$73,844.20	\$35.50	\$76,970.70	\$37.01

<b>Lieutenant - Special Assignment, Investigator, K-9, Street Crimes, Task Force (Art. 17.4)</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$58,720.32	\$28.23	\$61,160.75	\$29.40	\$63,698.66	\$30.62
1 year	\$60,001.29	\$28.85	\$62,496.10	\$30.05	\$65,090.54	\$31.29
2 years	\$61,282.23	\$29.46	\$63,831.41	\$30.69	\$66,482.39	\$31.96
3 years	\$62,563.19	\$30.08	\$65,166.73	\$31.33	\$67,874.24	\$32.63
4 years	\$63,844.07	\$30.69	\$66,501.98	\$31.97	\$69,266.03	\$33.30
5 years	\$65,125.04	\$31.31	\$67,837.32	\$32.61	\$71,161.91	\$34.21
7 years	\$67,030.69	\$32.23	\$69,823.84	\$33.57	\$72,728.54	\$34.97
12 years	\$68,993.50	\$33.17	\$71,869.94	\$34.55	\$74,861.27	\$35.99
17 years	\$70,004.43	\$33.66	\$72,923.70	\$35.06	\$75,959.64	\$36.52
22 years	\$71,852.91	\$34.54	\$75,062.79	\$36.09	\$78,189.29	\$37.59

<b>Captain</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$59,226.78	\$28.47	\$62,339.85	\$29.97	\$65,604.07	\$31.54
1 year	\$60,546.18	\$29.11	\$63,728.61	\$30.64	\$67,065.55	\$32.24
2 years	\$61,865.55	\$29.74	\$65,117.33	\$31.31	\$68,526.99	\$32.95
3 years	\$63,184.94	\$30.38	\$66,506.07	\$31.97	\$69,988.43	\$33.65
4 years	\$64,504.24	\$31.01	\$67,894.73	\$32.64	\$71,449.81	\$34.35
5 years	\$65,823.64	\$31.65	\$69,283.48	\$33.31	\$73,440.49	\$35.31
7 years	\$67,786.46	\$32.59	\$71,349.46	\$34.30	\$75,085.45	\$36.10
12 years	\$69,808.16	\$33.56	\$73,477.40	\$35.33	\$77,324.81	\$37.18
17 years	\$70,849.42	\$34.06	\$74,573.31	\$35.85	\$78,478.10	\$37.73
22 years	\$72,753.35	\$34.98	\$76,797.97	\$36.92	\$80,819.24	\$38.86

<b>Captain - Special Assignment, Investigator, K-9, Street Crimes, Task Force (Art. 17.4)</b>						
	<b>Effective 5/1/2018</b>		<b>Effective 5/1/2019</b>		<b>Effective 5/1/2020</b>	
<b>Steps</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>	<b>Salary</b>	<b>Hourly</b>
Start	\$60,445.36	\$29.06	\$63,558.43	\$30.56	\$66,822.65	\$32.13
1 year	\$61,764.76	\$29.69	\$64,947.19	\$31.22	\$68,284.13	\$32.83
2 years	\$63,084.13	\$30.33	\$66,335.91	\$31.89	\$69,745.57	\$33.53
3 years	\$64,403.52	\$30.96	\$67,724.65	\$32.56	\$71,207.01	\$34.23
4 years	\$65,722.82	\$31.60	\$69,113.31	\$33.23	\$72,668.39	\$34.94
5 years	\$67,042.22	\$32.23	\$70,502.06	\$33.90	\$74,659.07	\$35.89
7 years	\$69,005.04	\$33.18	\$72,568.04	\$34.89	\$76,304.03	\$36.68
12 years	\$71,026.74	\$34.15	\$74,695.98	\$35.91	\$78,543.39	\$37.76
17 years	\$72,068.00	\$34.65	\$75,791.89	\$36.44	\$79,696.68	\$38.32
22 years	\$73,971.93	\$35.56	\$78,016.55	\$37.51	\$82,037.82	\$39.44

## **Section 2. Shooting Proficiency Bonus.**

Effective May 1, 2012 the former \$300.00 annual payment for shooting proficiency pay was added to the base wages of all Officers. Said inclusion in the base wages on May 1, 2012 shall constitute full payment by the employer for shooting proficiency for the term of this agreement with no additional claims for compensation related to shooting proficiency being allowed.

### **Section 3. Longevity Pay.**

Longevity pay will be provided to employees per the following:

<b>Effective May 1, 2006</b>	<b>Annual Amount</b>
Starting the first day of the 3rd year (2 years have been completed)	\$ 750
Starting the first day of the 10th year (9 years have been completed)	\$1000
Starting the first day of the 15th year (14 years have been completed)	\$1500
Starting the first day of the 20th year (19 years have been completed)	\$2000
Starting the first day of the 25th year (24 years have been completed)	\$2500

## APPENDIX B - DUES AUTHORIZATION FORM

**ILLINOIS FRATERNAL ORDER OF POLICE  
LABOR COUNCIL  
974 CLOCK TOWER DRIVE  
SPRINGFIELD, ILLINOIS 62704**

I, \_\_\_\_\_, understand that under the U.S. Constitution, I have a right not to belong to a union. By my signature I hereby waive this right and opt to join the IL FOP Labor Council.

I, \_\_\_\_\_, hereby authorize my employer, \_\_\_\_\_, to deduct from my wages the uniform amount of monthly dues set by the Illinois Fraternal Order of Police Labor Council, for expenses connected with the cost of negotiating and maintaining the collective bargaining agreement between the parties and to remit such dues to the Illinois Fraternal Order of Police Labor Council as it may from time to time direct. In addition, I authorize my Employer to deduct from my wages any back dues owed to the Illinois Fraternal Order of Police Labor Council from the date of my employment, in such manner as it so directs.

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

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Personal E-mail: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Title: \_\_\_\_\_

-----  
**Employer, please remit all dues deductions to:**

Illinois Fraternal Order of Police Labor Council  
Attn: Accounting  
974 Clock Tower Drive  
Springfield, Illinois 62704  
(217) 698-9433

*Dues remitted to the Illinois Fraternal Order of Police Labor Council are not tax deductible as charitable contributions for federal income tax purposes; however, they may be deductible on Schedule A of Form 1040 as a miscellaneous deduction. Please check with your tax preparer regarding deductibility.*

## APPENDIX C GRIEVANCE FORM



### GRIEVANCE

(use additional sheets where necessary)

Date Filed: \_\_\_\_\_  
Department: \_\_\_\_\_

Grievant's Name: \_\_\_\_\_  
Last First M.I.

#### STEP ONE

Date of Incident or Date Knew of Facts Giving Rise to Grievance: \_\_\_\_\_

Article(s)/Sections(s) violated: \_\_\_\_\_

Briefly state the facts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy Sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Given To: \_\_\_\_\_ Date: \_\_\_\_\_

Grievant's Signature

FOP Representative Signature

#### EMPLOYER'S RESPONSE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer Representative Signature

Position

Person to Whom Response Given

Date

#### STEP TWO

Reasons for Advancing Grievance: \_\_\_\_\_

\_\_\_\_\_

Given To: \_\_\_\_\_ Date: \_\_\_\_\_

Grievant's Signature

FOP Representative Signature

#### EMPLOYER'S RESPONSE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer Representative Signature


Position

Person to Whom Response Given

Date

Lodge/Unit No. / Year / Grievance No.

<b>STEP THREE</b>		Lodge/Unit No. / Year / Grievance No.
Reasons for Advancing Grievance: _____		
Given To: _____	Date: _____	
_____ Grievant's Signature	_____ FOP Representative Signature	
<b>EMPLOYER'S RESPONSE</b>		
_____ _____ _____		
_____ Employer Representative Signature	_____ Position	
_____ Person to Whom Response Given	_____ Date	
<b>STEP FOUR</b>		
Given To: _____		Date: _____
_____ Grievant's Signature	_____ FOP Representative Signature	
<b>EMPLOYER'S RESPONSE</b>		
_____ _____ _____		
_____ Employer Representative Signature	_____ Position	
_____ Person to Whom Response Given	_____ Date	
<b>REFERRAL TO ARBITRATION by Illinois FOP Labor Council</b>		
_____ Person to Whom Referral Given		_____ Date
_____ FOP Labor Council Representative		



## APPENDIX D - AGREEMENT TO EXTEND TIME LIMITS

The \_\_\_\_\_(hereinafter “the Employer), by its authorized representative, and the Illinois Fraternal Order of Police Labor Council (hereinafter the “Labor Council”), by its authorized representative, do hereby agree to extend the time limits for further processing the grievance commonly referred to as the \_\_\_\_\_ grievance. This grievance is currently at Step \_\_\_\_\_ of the grievance procedure. It shall be frozen at that step to allow the parties further opportunity to investigate the dispute until either party delivers to the other a written notice demanding that the grievance processing resume. Neither party waives its position or rights with regard to this grievance by making this agreement to extend.

\_\_\_\_\_  
FOR THE EMPLOYER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FOR THE LABOR COUNCIL

\_\_\_\_\_  
DATE

## APPENDIX E - NOTIFICATION OF INVESTIGATION AND RIGHTS PRIOR TO INTERROGATION

GIVEN TO: \_\_\_\_\_ DATE: \_\_\_\_\_

RANK: \_\_\_\_\_ TIME: \_\_\_\_\_

BADGE NUMBER/ID NUMBER: \_\_\_\_\_ ASSIGNMENT: \_\_\_\_\_  
UNDER THE PROVISIONS OF THE LABOR AGREEMENT BETWEEN THE CITY OF KEWANEE AND THE FRATERNAL ORDER OF POLICE LABOR COUNCIL, YOU ARE ADVISED OF THE FOLLOWING:

1. You shall be interrogated in reference to the above listed internal investigation on \_\_\_\_\_ at \_\_\_\_\_ am/pm.
2. The interrogation shall take place at the Kewanee Police Department conference room.
3. Present at the interrogation shall be:  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_ will act as the interrogating officer(s).
5. \_\_\_\_\_ is in charge of the investigation.
6. \_\_\_\_\_ is the complainant.
7. A complete record, transcribed by a tape recording shall be made of the entire interrogation.
8. A complete copy of the record shall be made available to you or your counsel without undue delay.
9. You are informed that you are being questioned as part of an official investigation of the Kewanee Police Department.
10. You will be asked questions specifically directed and narrowly related to the performance of your official duties or fitness for office.
11. You are entitled to all the rights and privileges guaranteed by the laws and the Constitution of this State and the Constitution of the United States, including the right not to be compelled to incriminate yourself.



12. You are further advised that if you refuse to testify or to answer questions relating to the performance of your official duties or fitness for duty, you will be subject to Department charges, which could result in your dismissal from the Kewanee Police Department.
13. If you do answer, neither your statements nor any information or evidence, which is gained by reason of such statements, can be used against you in any subsequent criminal proceeding.
14. These statements may be used against you in relation to subsequent Departmental charges.
15. You have the right to request counsel at any time before or during the interrogation. You have the right to be given a reasonable time and opportunity to obtain counsel of your choosing. A representative of the union may also be present.
16. The nature of the investigation is as follows:

THE INTERROGATION SHALL TAKE PLACE WITHOUT FURTHER NOTICE AT THE SAID TIME AND DATE MENTIONED ABOVE.

The undersigned hereby acknowledges they were informed of the above at \_\_\_\_\_ am/pm, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and a copy of this document has been provided to them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witnesses: \_\_\_\_\_

\_\_\_\_\_

Original copy: File

cc:

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
<b>MEETING DATE</b>	December 10, 2018	
<b>RESOLUTION OR ORDINANCE NUMBER</b>	Resolution #5135	
<b>AGENDA TITLE</b>	Awarding demolition contract for the demolition of the buildings located at 730 Gilbert St	
<b>REQUESTING DEPARTMENT</b>	Community Development	
<b>PRESENTER</b>	Keith Edwards, Director of Community Development	
<b>FISCAL INFORMATION</b>	Cost as recommended:	\$4050.00
	Budget Line Item:	01-65-595
	Balance Available	\$23515.00
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>PURPOSE</b>	To award a contract to Dana Construction to demolish all buildings on the lot located at 730 Gilbert St.	
<b>BACKGROUND</b>	Inspections of the property and buildings located at 730 Gilbert St. provided enough evidence to issue a Dangerous Building Notice on April 10, 2018. The house suffered extensive damage from due to fire. As result of the Dangerous Building Notice, Director of Community Development received an Order from the Court for demolition of all buildings located at 730 Gilbert St. A Request For Proposal was drafted and published with a bid due date of December 5, 2018.	
<b>SPECIAL NOTES</b>	N/A	
<b>ANALYSIS</b>	One bid was received and opened by the City Clerk on December 5, 2018.	

<b>PUBLIC INFORMATION PROCESS</b>	All legal processes required to obtain the demolition order were followed.  Notice for the Request For Proposal was published in the Star Courier.
<b>BOARD OR COMMISSION RECOMMENDATION</b>	N/A
<b>STAFF RECOMMENDATION</b>	Staff recommends granting the contract for this demolition to Dana Construction.
<b>PROCUREMENT POLICY VERIFICATION</b>	
<b>REFERENCE DOCUMENTS ATTACHED</b>	Scope of Work for 730 Gilbert St., Copies of the submitted bids.

RESOLUTION NO. 5135

A RESOLUTION TO AWARD DEMOLITION WORK AT 730 GILBERT STREET TO KIRK DANA CONSTRUCTION, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, The City of Kewanee, in Case No. 18-MR-115K in the 14<sup>th</sup> Judicial Circuit in Henry County, obtained a court order to demolish the buildings located at 730 Gilbert Street; and,

WHEREAS, The Kewanee City Council finds it in the best interest of the City to remove the dilapidated building located on the land at 730 Gilbert Street; and,

WHEREAS, City of Kewanee staff advertised for, and solicited, sealed lump sum bids for demolition of the building, and related work at 730 Gilbert Street. in Kewanee; and,

WHEREAS, One firm submitted a bid, and it was opened by the City Clerk at 10:00 a.m., on December 2, 2018; and,

WHEREAS, The bid received was:

730 Gilbert Street Demolition	
Firm	Bid
Kirk Dana Construction	\$4050.00

WHEREAS, City staff has recommended that the demolition work at 730 Gilbert Street. be awarded to Kirk Dana Construction.

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

**Section 1** The bid of Kirk Dana Construction of Kewanee as shown above, is hereby accepted, and the City Manager is authorized to sign the necessary documents in order to have Kirk Dana Construction complete the demolition and related work at 730 Gilbert Street., in full compliance with the project documents prepared by City of Kewanee staff, and all applicable rules and regulations.

**Section 2** 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 10<sup>th</sup> day of December 2018.

ATTEST:

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

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

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

*Everything You Need!*

Phone 309-852-2611, Ext. 222  
Fax 309-856-6001

**November 14, 2018**

**Scope of Work  
Demolition of Building and related work at 730 Gilbert St.**

Bids will be accepted by the City of Kewanee prior to 10:00 a.m., December 5, 2018 for the demolition of the building and related work located at the following address:

**730 Gilbert St.,** Kewanee, IL, legally described as:

*S48 LOT 15 BLK 6 MORTON PLACE ADD CITY OF KEWANEE, situated in the County of Henry and State of Illinois.*

*P.I.N.: 20-33-457-026*

A bid bond or certified check for an amount equal to 10% of the total value of the bid must accompany said bid.

It is understood and agreed that the award will be made to the lowest responsible bidder who submits the proposal that provides the City, in its opinion, the best value for the lump sum cost proposed.

Bidders must comply with the City of Kewanee Code of Ordinances Sections §150.075 - 150.081, Demolition of Buildings, which is available at City Hall. This includes providing proof of public liability insurance in the sum of \$50000.00 as required by §150.076.

Only clean debris permitted by the Illinois Environmental Protection Act section 3.160.b may be used as fill material. This means only uncontaminated broken concrete without protruding metal bars, bricks, rock, stone or soil generated from construction or demolition activities. The property **MUST** be inspected by the Director of Community Development after waste material has been removed and **BEFORE** filling of the basement or any other voids in the ground resulting from demolition. **FAILURE** to have the property inspected after removal of waste material will result in the contractor to excavate the property at the contractor's expense to allow for the inspection and approval of the City. The City may require an inspection of the fill material prior to it being placed in the ground as the City's discretion.

Demolition debris shall be disposed of in accordance with all applicable ordinances, statutes and regulations both state and federal, including but not limited to the IEPA, and EPA regulations which pertain to the manner of demolition and type of refuse as well as the type of structure being demolished. All waste material shall be disposed of off-site. **Weigh tickets for dumping of the debris at a lawful site shall be provided.** No demolition debris shall be deposited at the Kewanee Solid Waste Transfer Station.

**The contractor acknowledges that the work as contemplated by this Request For Proposal must be completed no later than 28 days from the date of the contract being signed. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.**

*Everything You Need!*

Phone 309-852-2611, Ext. 222  
Fax 309-856-6001

**Should the deadline be exceeded and after a ten day grace period, the contract price shall be reduced by 10% for every week past the grace period that the project is not complete.**

The work consists of:

1. Demolish the existing house on the site.
2. Remove pile of waste in back yard.
3. Remove all private sidewalks and/or patios.
4. \*Remove and properly dispose of all rubbish, brush and debris located on the lot and in, and around, the buildings.
5. \*Remove all trees and bushes.
6. \*Break apart all foundation parts for all buildings. Clean brick or concrete can be used to fill the basement of the house. All other must be removed.
7. \*Demolition debris shall be disposed of in accordance with all applicable ordinances, statutes and regulations both state and federal, including but not limited to the IEPA, and EPA regulations which pertain to the manner of demolition and type of refuse as well as the type of structure being demolished. All waste material shall be disposed of off-site. **Weigh tickets for dumping of the debris at a lawful site shall be provided.** No demolition debris shall be deposited at the Kewanee Solid Waste Transfer Station.
8. \*The property MUST be inspected by the Director of Community Development after waste material has been removed and BEFORE filling of the basement or any other voids in the ground resulting from demolition. FAILURE to have the property inspected after removal of waste material will result in the contractor to excavate the property at the contractor's expense to allow for the inspection and approval of the City.
9. \*Provide a uniformly sloped surface, matching existing ground contours, after removing the buildings. Final layer of fill material to be clean topsoil free from clumps, stones, sticks, asphalt, bricks, or debris. **Topsoil shall be applied in a layer a minimum of 12 inches thick. Said topsoil shall be capable of supporting turf grass growth. Seeding to be completed by the contractor.**
10. \*Install mortar plug in the existing sanitary sewer service lateral at the property line. The inspection of the plugged sewer must be inspected by the City of Kewanee Director of Community Development or Public Works Coordinator. Failure to have this inspection will result in the contractor to excavate the site at the contractor's expense to allow for the inspection and approval of the City.
11. \*The City of Kewanee will obtain the required permits and cause the various utilities to be disconnected.

*Everything You Need!*

Phone 309-852-2611, Ext. 222  
Fax 309-856-6001

#### CITY OF KEWANEE

##### Request for Demolition Bids

The City of Kewanee is seeking bids for the demolition of the building and related work located at **730 Gilbert St.** in Kewanee. Bidders must comply with the City of Kewanee Code of Ordinances Sections 150.075 - 150.081, Demolition of Buildings, which is available at City Hall. Only clean debris permitted by the Illinois Environmental Protection Act section 3.160.b may be used as fill material. This means only uncontaminated broken concrete without protruding metal bars, bricks, rock, stone or soil generated from construction or demolition activities. The work consists of demolishing the existing building on the site and disposing of the demolition debris in a legal manner. Provide a level surface upon completion. Perform other related work as indicated in the scope of work. All work is to be completed within **28** days after receiving notice to proceed from the City. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

Complete copies of the specifications for this demolition work are available at the City Clerk's Office, 401 E. Third Street, Kewanee, IL 61443.

Bids must be submitted, on the Proposal Forms provided, to the City Clerk, City Hall, 401 E. Third Street, Kewanee, IL, 61443-2365 in sealed envelopes marked "DEMOLITION BID 730 Gilbert St.". A bid bond or certified check for an amount equal to 10% of the total value of the bid must accompany said bid. Bids must be received by 10:00 AM on December 5, 2018 and will be opened at that time. Once the City enters into an agreement with a bidder the bid bond of unsuccessful bidders will be returned. The City of Kewanee reserves the right to reject any or all bids and to waive irregularities.

It is understood and agreed that the award will be made to the lowest responsible bidder who submits the proposal that provides the City, in its opinion, the best value for the lump sum cost proposed.



Community Development Department  
401 E Third St  
Kewanee, IL. 61443

*Everything You Need!*

Phone 309-852-2611, Ext. 222  
Fax 309-856-6001

### PROPOSAL

To the City Clerk, City of Kewanee, Illinois:

The undersigned, having become familiar with the local conditions affecting the cost of the work and with the scope of work including the advertisement for the RFP, and specifications on file in the office of the City Clerk of the City of Kewanee, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Demolition and related work at 730 Gilbert St., for the sum set forth in the following bidding schedule. Said work shall be completed within **28** days after having received Notice to Proceed from the City of Kewanee. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

Item	Unit	Description
1	Lump Sum	Demolition and related work at 730 Gilbert St.
<i>Total Price (in Writing)</i>		<i>Total Price (in numbers)</i>

It is understood and agreed that the award will be made to the lowest responsible bidder who submits the proposal that provides the City, in its opinion, the best value for the lump sum cost proposed.

In submitting this proposal, it is understood that the right is reserved by the City to reject any and all proposals. It is agreed that this proposal may not be withdrawn for a period of thirty (30) days from the opening thereof.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Official Address

\_\_\_\_\_

\_\_\_\_\_





Community Development Department  
401 E Third St  
Kewanee, IL. 61443

*Everything You Need!*

Phone 309-852-2611, Ext. 222

Fax 309-856-6001

### PROPOSAL

To the City Clerk, City of Kewanee, Illinois:

The undersigned, having become familiar with the local conditions affecting the cost of the work and with the scope of work including the advertisement for the RFP, and specifications on file in the office of the City Clerk of the City of Kewanee, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Demolition and related work at 730 Gilbert St., for the sum set forth in the following bidding schedule. Said work shall be completed within 28 days after having received Notice to Proceed from the City of Kewanee. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

Item	Unit	Description
1	Lump Sum	Demolition and related work at 730 Gilbert St.
Total Price (in Writing)		Total Price (in numbers)
four thousand fifty <sup>no</sup> <del>one</del> <sup>hundred</sup> <del>and</del> <sup>00</sup>		4050 <sup>00</sup>

It is understood and agreed that the award will be made to the lowest responsible bidder who submits the proposal that provides the City, in its opinion, the best value for the lump sum cost proposed.

In submitting this proposal, it is understood that the right is reserved by the City to reject any and all proposals. It is agreed that this proposal may not be withdrawn for a period of thirty (30) days from the opening thereof.

DANA Construction  
Firm Name

By Kirk DANA

OWNER  
Title

Official Address  
502 N Jackson