



**AGENDA FOR
CITY COUNCIL MEETING**

Council Chambers

401 E Third Street

Kewanee, Illinois 61443

Closed Meeting starting at 6:30 p.m.

Open Meeting starting at 7:00 p.m.

Monday, February 11, 2019

Posted by 5:30 p.m., February 8, 2019

1. Call to Order
2. Closed Meeting pursuant to Section 2 (C) (2) of the Open Meetings Act to discuss Collective Bargaining.
3. Pledge of Allegiance
4. Consent Agenda
 - a. Approval of Minutes
 - b. Payroll
 - c. Staff Reports
5. Presentation of Bills and Claims
6. Citizen Participation
7. Business:
 - a. **Discussion** regarding the Health Insurance Fund
 - b. **Consideration of a Resolution** to adopt an internal control policy for the City of Kewanee
 - c. **Consideration of a Resolution** authorizing the City Manager to execute an agreement with Big River Resources Galva, LLC regarding the enterprise zone.
 - d. **Consideration of a Resolution** authorizing the City Manager to execute a three-year collective bargaining agreement with the International Association of Fire Fighters Local 513.
 - e. **Consideration of a Resolution** awarding the demolition of 724 Madison Ave to Dana Construction.
8. Council Communications:
9. Announcements:
10. Adjournment



MEMORANDUM

Date: February 8, 2019
From: Gary Bradley, City Manager
To: Mayor & Council
RE: Council Meeting of **Monday, February 11, 2019**

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

1. **Community Black History Extravaganza**—Reminder, this year's event will be held on Sunday, February 17th at 2:00 p.m. at the First Congregational Church on Prospect.
2. **Mowing work orders** — Some information will be provided on Monday regarding our operations in the past. We have not yet put together the data needed from comparison cities to benchmark the efforts of other cities, but will have that information complete by the next meeting.
3. **Water Leaks**— The extreme cold temperatures resulted in a number of water breaks/leaks, including service lines, hydrants, and even the line that feeds the City's transfer station building. As a result, water losses have been up and staff has been busy making repairs to the system.
4. **Backup Generator**— The generator is scheduled to exercise automatically every Wednesday as part of its testing and maintenance programming. With the extreme cold temperatures that were forecast for Wednesday January 30th, staff contacted our generator maintenance company on Monday the 28th to inquire about any concerns with Wednesday's exercise. While the technician could not guarantee success, he felt our generator was equipped to operate normally due to its block heater and safety checks it performs during operation and indicated that situations like we were experiencing were the reason we have a backup generator. As scheduled the generator started its exercise and immediately shut down due to low oil pressure. Even with the block heater working the engine oil was so thick due to the low temperatures a low oil pressure condition was caused. After approximately 30 minutes, the generator started manually. The unit started, ran fine and passed all of its safety checks. At this time the system automatically switches from main line power to generator power via a transfer switch to test the generator's ability to power City Hall. It was during this time where we experienced a malfunction. The transfer switch did not fully disengage from main line power and City Hall was being powered from both the generator and main line at the same time. Staff shut the generator down at which time the transfer switch returned to main line power. Staff restarted the generator and this time the transfer switch operated normally and the unit finished its Wednesday exercise with no other issues. The following Wednesday the generator performed its exercise with no failures.

5. **Watchguard Server**— The server that stores our body camera and dash-cam footage was on its last legs due to age and finally failed last week as a result of the aforementioned power surge. Replacement of the server will be just over \$5,000 but is essential in order for us to maintain recorded footage in accordance with state statutes and best practices, and to comply with requests under the Freedom of Information Act.
6. **MD Live**— Information was provided to employees via the most recent Employee Newsletter about a telephonic system that provides convenience to staff and their covered dependents while reducing costs to the City. The program allows for some routine diagnosis to be made over the telephone, thus avoiding medical appointments waiting rooms, and medical co-pays.
7. **Community Development**— Keith Edwards passed the test to become certified through the International Code Council as a residential building inspector. To my knowledge, this is the first time that we have employed a certified building inspector. He is currently enrolled in a course to further his knowledge of planning and zoning issues.
8. **SeeClickFix**— As a result of Councilmember Yaklich’s comments at the last meeting, I spoke with representatives of SeeClickFix to identify potential ways to use the system to gain additional feedback and enhance our ability to provide services. Because SeeClickFix allows users to report multiple issues, it doesn’t have the ability to limit user input that would be required in order to obtain valid survey data. That is, one person could respond 1,000 times to skew the data to their liking. However, there are some options that can be integrated into the email responses that are sent to customers who report an issue, such as the inclusion of a link to a third party survey company, such as “Survey Monkey,” that could help to provide more accurate survey results. There is also the possibility of working with Henry County in an effort to make use of the GIS system that they have in place, since we are members of the county and pay for a portion of the GIS system in place through our property taxes to the county. I will make contact with the County Administrator and begin a dialogue on the possibility of a partnership that would benefit our customers (who are also their customers).
9. **Minimum wage**— As you likely know, a bill has been passed in the state Senate that would raise the minimum wage as follows:

January 1, 2020	\$9.25
July 1, 2020	\$10.00
January 1, 2021	\$11.00
January 1, 2022	\$12.00
January 1, 2023	\$13.00
January 1, 2024	\$14.00
January 1, 2025	\$15.00

It’s fair to speculate at this point what the impact may be at the local level. While most of our employees are compensated above the minimum level or even the proposed minimum levels, it is reasonable to expect that the prices will go up for goods and services that are obtained from within Illinois, thus increasing our expenditures. Also, because cost of living

will most likely increase for most of our employees, it is reasonable to expect that they will desire significant raises in upcoming collective bargaining sessions. Without increases in revenues to offset higher levels of expenditures, the city's ability to provide current levels of service would be greatly compromised.

COUNCIL MEETING 19-02 JANUARY 28, 2019

The City Council met in Council Chambers at 6:00 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 Yaklich seconded the motion. Roll call showed 4 ayes, no nays. The motion passed.

The executive session adjourned at 6:40 pm on a motion made by Council Member Faber 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.

City Manager Bradley announced that City crews would not conduct any trash collection that week due to the inclement weather. All residents would be allowed to place 4 bags/cans up to 33 gallon and/or 50 pounds each out the next week.

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 January 14, 2019 Council Meeting, payroll for the pay period ending January 19 2019 in the amount of \$194,882.18, reports from Bock, Inc., Finance & Administrative Services, Incentive Programs, Semi-annual sludge report, and permits issued. 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 \$307,419.701 were 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.

CITIZEN PARTICIPATION

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

NEW BUSINESS

Resolution #5140 authorizing the City Manager to execute a security agreement with Macon General Contractors regarding substitution of collateral for a revolving loan with Midwest Trailer Manufacturing was approved on a motion made by Council Member Yaklich and seconded by Council Member Faber. City Attorney Raver explained the alternate collateral and the reasoning, noting that with the current balance of the loan that the City would be fully collateralized. Roll call showed 4 ayes, no nays. The motion passed.

A brief discussion regarding the Health Insurance Fund balance was by-passed to allow the insurance consultant to attend the meeting, as the weather kept her from attending this meeting.

A brief discussion was held regarding an Internal Controls policy. Mayor Looney and Council Member Yaklich noted that their suggestions had been incorporated and that they were pleased with the document. City Manager Bradley noted that the document would be on the agenda for the next meeting for their consideration.

OTHER BUSINESS

Council Member Yaklich complimented Regional Media on their new facility. He also complimented the students at Kewanee High School for their recent rendition of Mamma Mia. He then noted that in December there was \$152,400 in permits issued. He talked about communication and suggested that City Manager Bradley would be speaking with SeeClickFix regarding the ability for residents to notify the City of an area of concern for snow removal.

Council Member Faber also complimented the students for their performance of Mamma Mia.

Council Member Colomer encouraged residents to stay inside during the upcoming record cold temperatures. City Manager Bradley also suggested bringing pets inside. Council Member Colomer questioned the warming centers. City Manager Bradley noted that the information was available on our website. However, in the case of emergencies the centers would be the Kewanee YMCA, Wethersfield School District, Kewanee School District, and Kewanee City Hall.

Mayor Looney thanked Sean Kernan and Mike Helenthal for their coverage of City meetings and happenings. He encouraged residents to check on their neighbors and be safe. He also thanked staff for their work during the bad weather.

ANNOUNCEMENTS

City Clerk Edwards announced that City crews would not conduct any trash collection that week due to the inclement weather. All residents would be allowed to place 4 bags/cans up to 33 gallon and/or 50 pounds each out the next week.

There being no further business, Council Member Yaklich moved to adjourn the meeting and Council Member Colomer seconded the motion. Roll call showed 4 ayes, no nays. The meeting adjourned at 7:19 PM.

MELINDA EDWARDS, CITY CLERK

DATE APPROVED

Community Development EOM Violation Listing

From Date: 01/01/2019

To Date: 01/31/2019

File#	Owner Name	Street#	Pre-Direction	Street Name	Street Type	Phone#	Open Date	Violation Short Description	Violation Comments	How Received
19-000001	HANSEN, WILLIAM L & ROSEANNE	727		CHESTNUT			01/02/2019	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
19-000002	MILLER, NANCY J	704		11			01/02/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) back yard.	Staff Initiated
19-000002	MILLER, NANCY J	704		11			01/02/2019	Location of Parking Areas - For one and two family dwelling	Parked in yard.	Staff Initiated
19-000002	MILLER, NANCY J	704		11			01/02/2019	Storage and parking of vehicles and other personal property	inoperable vehicles no current plates.	Staff Initiated
19-000002	MILLER, NANCY J	704		11			01/02/2019	Storage and parking of vehicles and other personal property	inoperable vehicles or no current plates	Staff Initiated
19-000003	MILLER, NANCY J	704		11			01/02/2019	Storage and parking of vehicles and other personal property	inoperable vehicles or no current plates.	Staff Initiated
19-000004	FEUCHT, EARL W & MARGARET L	404	E	10			01/03/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) truck with junk in it.	Phone
19-000004	FEUCHT, EARL W & MARGARET L	404	E	10			01/03/2019	Littering	Junk around home.front and back. General lawn clean up.	Phone
19-000005	SHAW, TINA	400	E	10			01/03/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) truck. With junk.	Phone
19-000005	SHAW, TINA	400	E	10			01/03/2019	Littering	Junk around home.front and back. General lawn clean up.	Phone
19-	FEUCHT, EARL W &	404	E	10			01/03/2019	Littering	Junk around home.front and	Staff

000006	MARGARET L								back. General lawn clean up.	Initiated
19-000007	MORAN, JOSE & BOND, CHANDRA	202	E	6			01/03/2019	Littering	Junk by garage and middle of lot nexted door. Trailer of junk by home.	Phone
19-000008	POLOWY, FRANK JR	113	NORTH	LEXINGTON AVE			01/03/2019	Littering	Storage of vehicles with out special use permit.	Phone
19-000009	FLEMING , KENNETH & TREVELLA	904		Rose			01/03/2019	Location of Parking Areas - For one and two family dwelling	Parking in front yard.	Staff Initiated
19-000010	ALLENSWORTH, DAVID W & SHIRLEY L	517	E	1			01/04/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) truck.	Staff Initiated
19-000010	ALLENSWORTH, DAVID W & SHIRLEY L	517	E	1			01/04/2019	Location of Parking Areas - For one and two family dwelling	Parking in front yard.	Staff Initiated
19-000011	KNOX APARTMENTS LP,	1126	W	Mill			01/04/2019	Littering	Trash and litter in yard around dumpster and in lot across street.	Staff Initiated
19-000012	WALLGREN, JENNIFER R, ARTHUR L & BETTY J	418		West			01/04/2019	Littering	A lot of trash bags by deck needs to be put at curb with stickers nexted trash day.	Staff Initiated
19-000013	QUANSTROM, KAREN Y	522	E	9			01/04/2019	Littering	Sofa at street	Staff Initiated
19-000014	STONE, DUSTIN K & AMETHYST A	812		Tremont			01/07/2019	Littering	Washer and dryer On porch.	Staff Initiated
19-000015	Jillian fairbrother	223	NORTH	Grove			01/07/2019	Littering	Junk and trash on front porch. Junk in back yard. Must be cleaned up.	Staff Initiated
19-000016	SOTELO, DANIEL & MARICELA	504		Grove			01/07/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) truck.	Staff Initiated
19-000016	SOTELO, DANIEL & MARICELA	504		Grove			01/07/2019	Littering	trash and trash bags at front door needs general clean up	Staff Initiated
19-	JOSLYN, CANDY &	601		5			01/07/2019	Littering	Junk in back yard. Must be	Staff

000017	MALLERY, DANIEL								cleaned up. All of back yard.	Initiated
19-000018	SELF, REBECCA R	420	N	Grace			01/07/2019	Littering	Junk in back yard. Must be cleaned up	Staff Initiated
19-000019	current owner	617	E	5			01/07/2019	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
19-000020	MARTINEZ, JORGE SOTELO & JUANITA SOTELO	605		5			01/07/2019	Littering	Junk in back yard. Must be cleaned up.	Staff Initiated
19-000021	THURMAN, JOHN JR & RHONDA LAFOLLETTE	416		Grace			01/07/2019	Littering	Trash and litter in yard. Must cleaned up.	Staff Initiated
19-000022	REYES, ALEJANDRO	116	SOUTH	GRACE	AVE		01/08/2019	Littering	Junk on side of home. Needs a general yard clean up. And oil containers in front yard.	In Person
19-000023	JAMISON, BILL	120	SOUTH	GRACE	AVE		01/08/2019	Littering	Refrigerator By front porch.	In Person
19-000024	DIAZ, MARIA	121	SOUTH	GRACE			01/08/2019	Littering	Stove by porch.	In Person
19-000025	INTERIAL, HECTOR R	727		Madison			01/09/2019	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
19-000026	STONE, DUSTIN K & AMETHYST A	125		Lyle			01/10/2019	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
19-000027	SANTANA, JOSE A & LYDIA	229	E	Mill			01/10/2019	Location of Parking Areas - For one and two family dwelling	Parking in front yard.	Staff Initiated
19-000028	KEWANEE MHP LLC,	801		Cole	PL		01/10/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) car.	Staff Initiated
19-000028	KEWANEE MHP LLC,	801		Cole	PL		01/10/2019	Location of Parking Areas - For one and two family dwelling	Parking in front yard.	Staff Initiated
19-000029	LIPPENS, JOSEPH	702		Florence			01/10/2019	Construction, Appearance,	Home needs siding and new front porch.	Staff Initiated

								Maintenance - Appearance		
19-000029	LIPPENS, JOSEPH	702		Florence			01/10/2019	Exterior Structure, Unsafe Conditions	Garage falling down. Roof bad.	Staff Initiated
19-000030	CHARLETT, KYLE L	1101		Lake			01/10/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) car.	Staff Initiated
19-000031	FEUCHT, EARL & MARGARET L	1018		HARRISON			01/10/2019	Littering	Trash and litter in yard and porch.front and. Back of home.	Staff Initiated
19-000032	KEWANEE MHP LLC,	801		Cole	PL		01/10/2019	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
19-000033	Glenda santana	519	NORTH	Grace			01/10/2019	Littering	Trash and junk around home junk and trash bags at rear door. Must be cleaned up.	Staff Initiated
19-000034	KEWANEE MHP LLC,	801		Cole	PL		01/11/2019	Littering	Junk around home.front and back. General lawn clean up.	In Person
19-000035	HALL, MICHAEL S	320	E	Church			01/11/2019	Location of Parking Areas - For one and two family dwelling	Truck in front yard.	Staff Initiated
19-000036	SUMMERSON, JOSHUA	706		Walnut			01/15/2019	Littering	Fridgerator. On porch.	Staff Initiated
19-000037	KEWANEE MHP LLC,	801		Cole			01/15/2019	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
19-000038	KEWANEE MHP LLC,	801		Cole			01/15/2019	Littering	Junk pile moving out into yard.	Staff Initiated
19-000039	VANCOUR, STEVEN J	812	E	PROSPECT			01/15/2019	Location of Parking Areas - For one and two family dwelling	Truck in front yard.	Staff Initiated
19-000040	DEWOLFE, BETTY L	525		Willow			01/15/2019	Littering	Refrigerater on front porch.	Staff Initiated
19-000041	DEARING, ANDREW	621		Tremont			01/17/2019	Storage and parking of vehicles and other	Unlicensed/inoperable vehicle(s) car.	Staff Initiated

								personal property		
19-000042	THURMAN, JAMES & WENDY D	610		3			01/17/2019	Littering	Furniture. At curb..	Staff Initiated
19-000043	DEREU, ROBERT M & EDITH M	833		David			01/18/2019	Location of Parking Areas - For one and two family dwelling	Parking in front yard. Of car and trailer. Must be in driveway.	Staff Initiated
19-000044	FEUCHT, EARL	135		Edwards			01/18/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) truck.	Staff Initiated
19-000045	JOSLYN, CANDY & MALLERY, DANIEL	601		5th			01/18/2019	Location of Parking Areas - For one and two family dwelling	Parking in front yard. And not in drive way.	Staff Initiated
19-000046	JOHNSON, LYNN E	620		11			01/22/2019	Storage and parking of vehicles and other personal property	Truck and trailers inoperable. And not licensed.	Phone
19-000046	JOHNSON, LYNN E	620		11			01/22/2019	Littering	Junk in back yard. Dog pens. Need to be cleaned up. Soome junk in front of home.	Phone
19-000047	WILLEY, JENNIFER S	1122		Rees			01/28/2019	Unsafe, Unsightly Structures	Power cord run between two homes. Same side of street.	Phone
19-000048	GRABBE, VIRGINIA	1031		Kent			01/28/2019	Unsafe, Unsightly Structures	Electric cord ran to home next door.	Phone
19-000051	SCOTT, GLENNA J	716	EAST	5TH	ST		01/30/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) truck. Full of junk.	
19-000052	HOFFMANN, ANDREW A	201		Washington			01/31/2019	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) truck.	Phone
19-000052	HOFFMANN, ANDREW A	201		Washington			01/31/2019	Location of Parking Areas - For one and two family dwelling	Can not see around it at corner.	Phone
19-000053	DAVID, LORIE A	604		Willow			01/31/2019	Littering	Fridgerator. On porch. And junk.	Staff Initiated
19-	SMITH, THOMAS A	318		PROSPECT			01/31/2019	Exterior Structure,	Need to repair wall with siding.	Staff

000054								Exterior walls		Initiated
19- 000055	DUFFY, CECIL A	405	N	East			01/31/2019	Littering	Sofa outside on porch of indoor type. And other junk.	Staff Initiated



With pride,
integrity, and
professionalism
our members
provide
emergency
response,
education, and
quality service
to all who call
upon us.

Pride

Integrity

Professionalism



Kewanee Fire Dept Report of Annual Activity For 2018

**Incident Response & Fire
Prevention Activities,
Training and Education**

Kevin Shook, Fire Chief



Proudly Serving the Community

As Fire Chief of the Kewanee Fire Department, I am proud to present a summary of our 2018 activities. This report will provide our council and community with statistical data on emergency and non-emergency operations of their department.

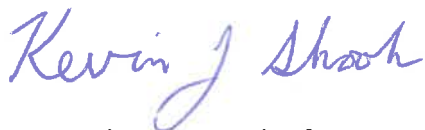
The Kewanee Fire Department provides not only fire protection services to the City of Kewanee but also emergency medical services to the City and Kewanee Community Fire Protection District (rural area) that surrounds Kewanee. The department response area is approximately 6.33 square miles for fire protection and an additional 144 square miles for the rural area for emergency medical services.

In 2018, we responded to 2058 EMS incidents. These calls resulted in 2026 patient contacts with 1224 individuals being transported to area hospitals. We also responded to 236 fire related calls.

As a department we strive to do our part to preserve and enhance the quality of life in our community through our fire prevention efforts. We are responsible for completing life safety and pre-incident planning inspections for businesses and multiple resident occupancies within the city. Additionally, through our public education program we provide community education through fire safety talks and use of the department smoke safety trailer to pre-school children up to our older adults in the community.

Training of staff continues to be a priority and includes fire, EMS, hazardous materials and specialized rescue training for department personnel. Utilizing shift personnel assigned to specific training responsibilities, we are able to maintain quality training that is informative and engaging. This helps to develop new skills while maintaining what we have learned in the past.

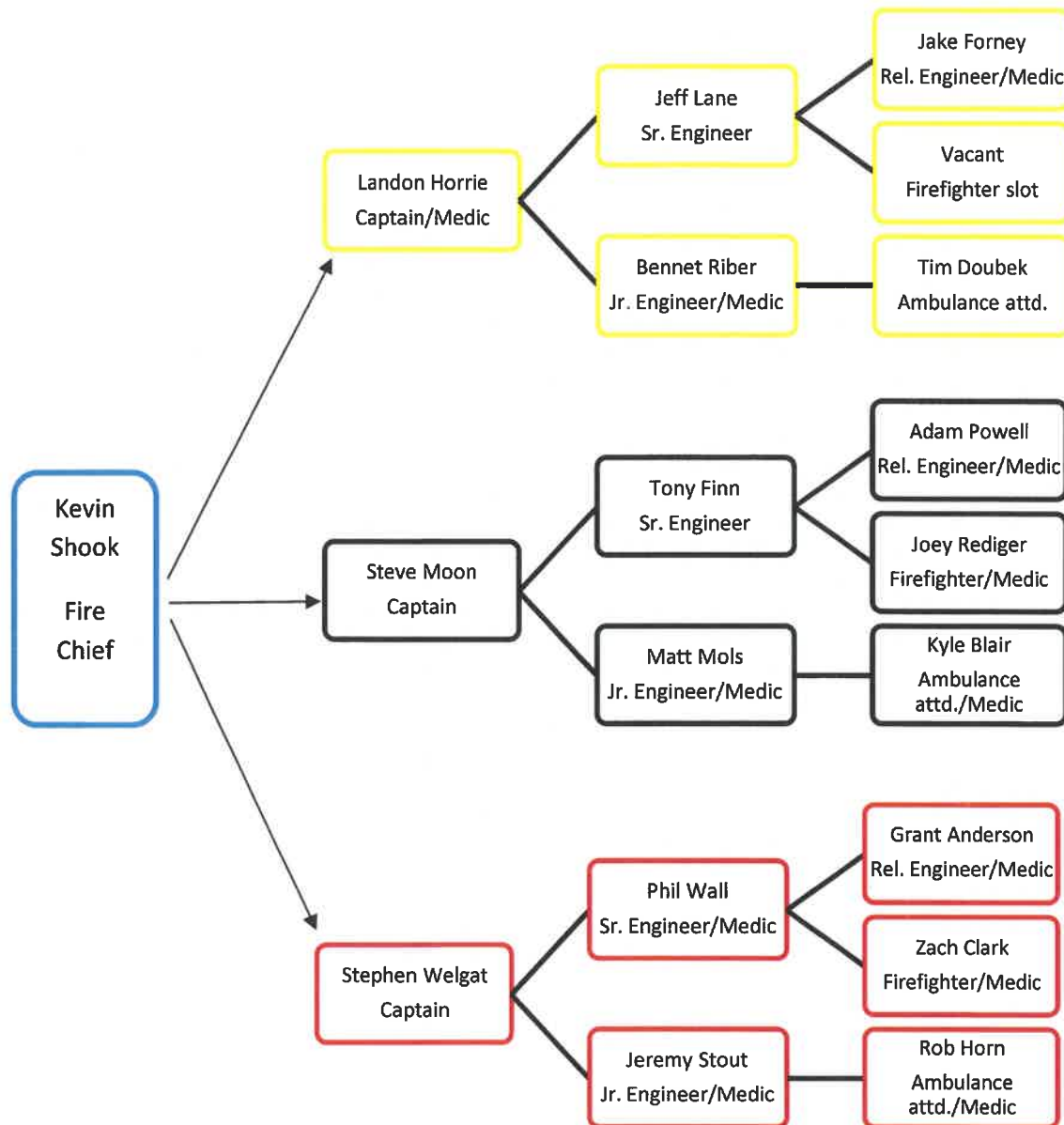
In 2018 the department saw 1 retirement. Captain Duane Gillespie retired after just under 28 years of service. The department would like to recognize and thank him for his service and leadership during his career.



Kevin J Shook, Fire Chief

Kewanee Fire Department

Organizational Chart by Shift



The City of Kewanee operates two fire stations staffed 24 hours a day to protect approximately 6.33 square miles within city limits for fire protection and an additional 144 square miles for emergency medical services in the surrounding area. The department employs 18 sworn personnel and one staff employee.

Emergency Activity Totals

Fire

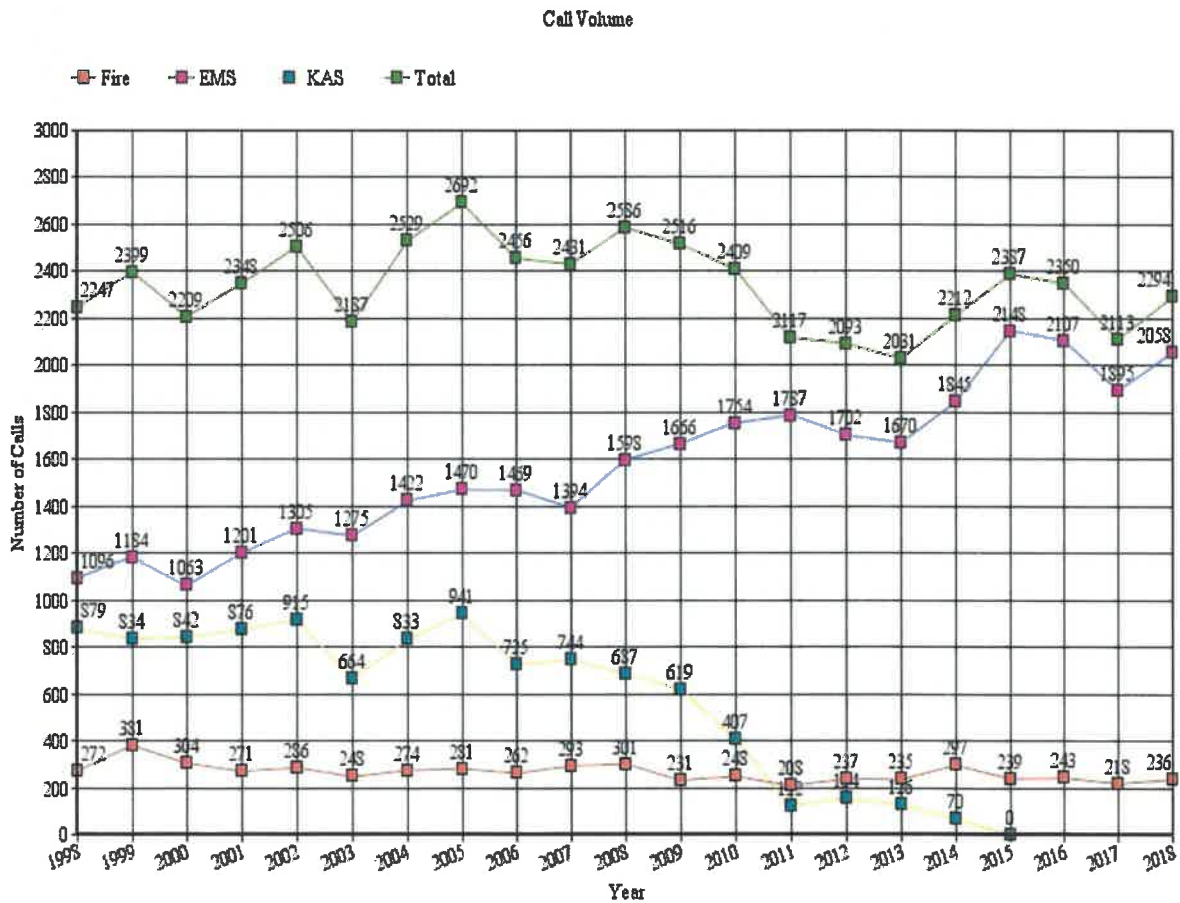
Fire related calls.....236
 Mutual aid given.....7
 Mutual aid received.....6

Total estimated fire loss \$316,000

EMS

EMS calls.....2058
 Mutual aid given.....33
 OB transports.....18

Combined number of calls 2294



Response Times

The average response time on a fire related call in 2018 was 3:16 to get the first engine on scene. 90% of fire calls had an engine on scene within 5:00 minutes. It is important to note that 9 of these responses took an extended amount of time due to being mutual aid responses for hazardous materials calls out of town with responses up to 23 miles away.

EMS calls this year had an average response time of 3:19 to get the first ambulance on scene with 98% of responses taking less than 8 minutes from tone out by dispatch to a first unit on scene.

Because of the call volume that the department responds to there are times when multiple incidents are occurring simultaneously. This year there were 2 ambulances on separate calls 232 times and an additional 13 occurrences where 3 ambulances were operating at the same time.

Fire Calls Breakdown by Type

Fire related calls	236
Structure fires	12
Mobile property fires	9
Grass, brush, rubbish fires	15
Other Misc. fires	13
Hazardous condition other	9
Gas/Flammable liquid spill	7
Chemical Hazard	4
Carbon Monoxide	10
Electrical, short circuit, or light ballast	9
Smoke/Fire/CO alarm – nothing found	83
Good intent/Smoke scare/Gas smell	13
All other misc.	52

Projects and Training

In 2018 8 members completed a paramedic class. The class was hosted by the department in cooperation with Cottage Hospital of Galesburg and held in house at a significant savings to the city. The class was an extended project that took almost two years to complete. We had a 100% success rate with all 8-department personnel passing the state licensing exam and becoming paramedics. This allowed the department to increase the licensing level of a second ambulance to the ALS level increasing the skills and medications used in the care of our patients.

In 2018 the department changed EMS software programs that it uses for completing and reporting patient contacts. This has allowed for more standardized and thorough reporting of all calls for fire and EMS with some data automatically imported from our cardiac monitors. This is part of a program to update and improve our practices to allow our billing agency to become more efficient and successful. While this project is still a work in progress, we should see an improvement in our collection rates.

The department applied for three governmental grants in 2018. One through the state fire marshal's office for a new quantifit machine to fit test employees to make sure their SCBA masks fit appropriately. One grant through FEMA for communications equipment to update an aging radio and paging system. As well as, an additional grant through FEMA to replace rescue/extrication equipment. At the time of this report, we were denied the first two grants listed with no word on the last.

The department was able to obtain new CPR training mannequins through a surplus equipment grant through the state. We were also able to send 6 staff members to obtain their Hazmat Technician certifications through a MABAS grant. This has increased our number of certified employees to 11, which is higher than any other department in our MABAS division.

Other training certifications obtained in 2018 were: 5 members obtained their Fire Apparatus Engineer certification, 2 members graduated from Peoria Fire academy, 4 members obtained their fire instructor one certifications, 2 members were trained to the all hazards incident command level 3 for large incidents. In addition, Captain Welgat obtained his Fire Officer 1. In total over 3000 training hours were logged this past year through outside classes and on shift training.

The department completed its second year of a multi-year project to test and evaluate all fire hydrants in town. All fire hydrants south of the railroad tracks have been tested. Over the next year, we expect to complete the remaining testing and then go back and address outstanding concerns and test hydrants that were replaced.

2018 ANNUAL REPORT

In a partnership with American Red Cross the department and local volunteers were able to install over 60 free smoke detectors in area homes as part of our fire safety, and risk reduction efforts. The department was able to visit all of the school classes from preschool up through 3rd grade in town to talk about fire safety and prevention as part of fire prevention week in October. We were also able to give tours of the “smoke trailer” to many area children as part of the Prairie Chicken Festival and Hog Day events. This trailer uses a non-hazardous “smoke” to help demonstrate how to exit a home in case of a fire.

Our goal as a department is to make our community a safer place to live, work, play, and visit by increasing the knowledge base and public awareness of the potential hazards found in homes and businesses.

INTERNATIONAL CODE COUNCIL

KEITH EDWARDS

The International Code Council attests that the individual named on this certificate has satisfactorily demonstrated knowledge as required by the International Code Council by successfully completing the prescribed written examination based on codes and standards then in effect, and is hereby issued this certification as:

RESIDENTIAL BUILDING INSPECTOR

Given this day of February 01, 2019



William R. Bryant
President, Board of Directors

Certificate No. 8406851



Dominic Sims
Chief Executive Officer



INTERNATIONAL
CODE
COUNCIL®



SYS DATE:02/07/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
REGISTER # 190
Thursday February 07,2019

SYS TIME:09:55

[NW1]

DATE: 02/07/19

PAGE 1

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 2 & 92 TRUCK PARTS INC 165137	62-45-613	SHIFTER ASSEMBLY	250.00	250.00
01 AEP ENERGY D020119	01-11-571	SIGNALS & SIRENS	12661.64	165.04
D020119	51-93-571	WATER PLANTS & WELLS		3477.51
D020119	52-93-571	WWTP & LIFT STATIONS		7788.34
D020119	58-36-571	CEMETERY ELECTRIC		58.53
D020119	62-45-571	MUN BLDGS ELECTRIC		1172.22
01 ALTORFER INC PC020551122	62-45-612	BACKHOE PARTS	3730.57	139.93
PC020552663	62-45-613	OIL TEST KITS		109.50
WO110055233	62-45-512	REPAIR HYDRAULIC HAMMER		3481.14
01 AMERICAN WATER WORKS ASSOCIATI 7001649045	51-42-561	ANNUAL MEMBERSHIP DUES	218.00	218.00
01 AMEREN ILLINOIS D012919BP	01-52-571	BERRIEN PARK-ELECTRICITY	612.94	39.27
D013019P	01-21-539	POUND - ELECTRICITY		573.67
01 AUCA CHICAGO MC LOCKBOX 1591702889	62-45-471	UNIFORM RENTAL	89.08	35.88
1591711044	62-45-471	UNIFORM RENTAL		22.15
1591719132	62-45-471	UNIFORM RENTAL		31.05
01 AUTOMOTIVE ELECTRIC OF KEWANEE 67734	62-45-612	BATTERY ADAPTERS	19.50	19.50
01 AZAVAR AUDIT SOLUTIONS 146651	01-11-929	CONTINGENCY-ELEC AUDIT	2.32	2.32
01 BARASH & EVERETT, LLC D013119	21-11-533	JANUARY RETAINER	6487.00	6250.00
D013119	21-11-533	REIMB EXPS & FEES		237.00
01 BONNELL INDUSTRIES INC 130078	62-45-613	PLOW PINS RETURNED	24.95	23.60-
130500	62-45-612	PLOW SWIVEL BOLTS/NUTS		48.55
01 BREEDLOVE'S SPORTING GOODS 36429	01-22-929	EMT CLASS CLINICAL SHIRTS	511.00	511.00
01 CAMBRIDGE TELCOM SERVICES INC D020719	01-11-537	FIBER INTERNET-CITY HALL	760.00	485.00
D020719PD	01-21-552	FIBER INTERNET-POLICE		275.00
01 CITY OF KEWANEE - HEALTH CARE HLTH-2/19	01-11-451	HEALTH INS-F&A	90926.71	1674.12
HLTH-2/19	01-21-451	HEALTH INS-POLICE		33852.72
HLTH-2/19	01-22-451	HEALTH INS-FIRE		24926.88
HLTH-2/19	01-41-451	HEALTH INS-PW		6603.86
HLTH-2/19	01-52-451	HEALTH INS-PARKS		457.54
HLTH-2/19	01-65-451	HEALTH INS-COM DEV		1307.27
HLTH-2/19	51-42-451	HEALTH INS-WATER		8180.46
HLTH-2/19	52-43-451	HEALTH INS-SEWER		2506.07
HLTH-2/19	57-44-451	HEALTH INS-SANIT		7311.13

SYS DATE:02/07/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
REGISTER # 190
Thursday February 07,2019

SYS TIME:09:55
[NW1]

DATE: 02/07/19

PAGE 2

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
HLTH-2/19	58-36-451	HEALTH INS-CEM		2407.21
HLTH-2/19	62-45-451	HEALTH INS-FLEET		1699.45
01 CNA SURETY D020619RMH	01-21-549	RENEW NOTARY BOND-RMH	30.00	30.00
01 COLWELL, BRENT 156193	01-65-549	ELECTRICAL INSPECTION	50.00	50.00
01 COMCAST CABLE D012619PW	51-42-537	INTERNET - PW BLDG	86.90	43.45
D012619PW	62-45-537	INTERNET - PW BLDG		43.45
01 CORE & MAIN LP J861754	51-42-615	1" METER PIT WITH LID	9880.91	936.39
J944085	52-43-615	SEWER PARTS-STOCK		1236.23
J956842	51-42-615	WATER PARTS-STOCK		5190.02
K025540	51-42-512	REPAIR HANDHELD		275.00
K025540	52-43-512	REPAIR HANDHELD		275.00
K038086	52-43-615	SEWER PARTS-STOCK		143.15
K045450	51-42-615	METERS & RADIOS		825.00
K045450	52-43-615	METERS & RADIOS		825.00
K055060	51-42-615	WATER PARTS-STOCK		175.12
01 CROWE AUTO GROUP LLC 300632	62-45-613	OXYGEN SENSOR	51.78	51.78
01 CULLIGAN OF KEWANEE D012719	52-93-652	WATER-WWTP LAB	84.14	84.14
01 DES MOINES STAMP MFG CO 1135509	01-21-651	NOTARY STAMP-HAMILTON	32.40	32.40
01 EAGLE ENTERPRISES D013119	57-44-583	RECYCLING-JAN 2019	2419.50	2419.50
01 EDWARDS, KEITH 19-01E	01-65-562	MTG/MILEAGE REIMBURSEMENT	222.07	75.40
19-04E	01-65-562	MILEAGE/PARKING REIMBURSEMENT		146.67
01 ELECTRICAL ENGINEERING & EQUIP 6317402-00	38-71-549	GENERATOR MAINT-ST#2	470.80	210.40
6317409-00	38-71-549	GENERATOR MAINT-CITY HALL		260.40
01 FORNEY, JACOB 19-02E	01-22-562	TRAVEL EXP REIMBURSEMENT	98.00	98.00
01 FRIENDS OF THE ANIMALS 628666	01-21-539	SEMI-MONTHLY CONTRACT	1333.33	1333.33
01 FRONTIER COMMUNICATIONS CORPOR D011919	01-41-552	PW-LOCAL PHONE	1564.60	220.74
D011919	54-54-552	PARKS-LOCAL PHONE		37.44
D011919	01-11-552	F&A-LOCAL PHONE		323.98
D011919	01-22-552	FIRE-LOCAL PHONE		194.85
D011919	52-93-552	WWTP-LOCAL PHONE		122.34
D011919	57-44-552	SANIT-LOCAL PHONE		44.01
D011919	51-93-552	WTP-LOCAL PHONE		51.03
D011919	01-21-552	POLICE-LOCAL PHONE		60.55
D011919	58-36-552	CEMETERY-LOCAL PHONE		92.29

SYS DATE:02/07/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
REGISTER # 190
Thursday February 07,2019

SYS TIME:09:55
[NW1]

DATE: 02/07/19

PAGE 3

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
D011919	62-45-552	FLEET-LOCAL PHONE		55.89
D011919PD	01-21-552	POLICE-LOCAL PHONE		361.48
01 GETZ FIRE EQUIPMENT CO			100.00	
I1-754082	51-93-512	WTP-ANNUAL SERVICE		50.00
I1-754083	51-93-512	WTP-ANNUAL SERVICE		50.00
01 GOLD STAR FS, INC			348.05	
B0013907593	54-54-571	FR PARK - LP GAS		348.05
01 HACH COMPANY			509.71	
I1306023	52-93-652	WWTP-LAB SUPPLIES		509.71
01 THOMPSON TRUCK & TRAILER, INC			1479.50	
X203024859:01	62-45-613	STEERING GEAR ASSEMBLY		1479.50
01 HENRY SCHEIN, INC			277.50	
61633282	01-22-612	MEDICAL SUPPLIES		277.50
01 ILLOWA			245.00	
D012419	01-65-561	ANNUAL DUES & MEALS		245.00
01 JOHNSON HEATING & A/C INC			205.00	
ST-175645	54-54-549	INSTALL THERMOCOUPLE		205.00
01 JOJO'S CONVENIENT STORE INC			69.90	
5819202	57-44-655	KEROSENE-SPACE HEATER		69.90
01 KEWANEE VETERINARY CLINIC			83.00	
3336036	01-21-539	STRAY-EUTHANASIA		83.00
01 KIMBALL MIDWEST			28.66	
6843079	62-45-652	FLEET SHOP SUPPLIES		28.66
01 KIWANIS CLUB OF KEWANEE			136.00	
366	01-11-561	QUARTERLY DUES-GB		16.00
366	01-11-562	QUARTERLY MEALS-GB		104.00
454	01-11-561	QUARTERLY DUES-GB		16.00
01 MCKESSON MEDICAL SURGICAL			338.63	
45749909	01-22-612	MEDICAL SUPPLIES		458.63
5519133	01-22-612	MEDICAL SUPS-CREDIT		120.00-
01 MED-TECH RESOURCE LLC			2135.66	
99281	01-22-612	MEDICAL SUPPLIES		184.42
99393	01-22-612	IV STARTER SETS		915.00
99504	01-22-830	AED SENSOR		1036.24
01 MIDWEST WHEEL COMPANIES INC			205.50	
1474209-00	62-45-613	BEARING STRAP KIT		8.17
1474209-01	62-45-613	PINION NUT		22.46
1474209-02	62-45-613	END YOKE ASSEMBLY		139.27
1474209-03	62-45-613	SEALS		35.60
01 MOORE TIRES KEWANEE			66.97	
K12561C	62-45-513	CREDIT ON ACCOUNT		24.37-
K16119	62-45-513	TIRE REPAIR		28.50
K16793	62-45-513	TIRE REPAIR		35.49
K16890	62-45-513	TIRE REPAIR		27.35
01 MOTOR CITY CHEVROLET-BUICK-GMC			177.46	
201054	62-45-613	SHIFTER ASSEMBLY		177.46
01 MUTUAL WHEEL CO INC			19.14	

SYS DATE:02/07/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
REGISTER # 190
Thursday February 07,2019

SYS TIME:09:55
[NW1]

DATE: 02/07/19

PAGE 4

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
430765	62-45-830	WHEEL CHOCKS		19.14
01 NATIONAL SOFTWARE INC 34560	01-11-537	1095 SOFTWARE RENEWAL	499.95	499.95
01 NEWMAN TRAFFIC SIGNS INC TRFINV009244	01-41-614	STREET SIGNS	2950.23	2950.23
01 NORTHERN SAFETY CO INC 903306838	51-42-473	WINTER GRADE LUBRICANT	230.77	35.97
903306838	57-44-473	SAFETY WINTER LINERS		144.90
903309015	57-44-473	SAFETY WINTER LINERS		49.90
01 WALLEN, PETE D013119	38-71-549	JANITORIAL SERVICES	1250.00	1250.00
01 O'REILLY AUTOMOTIVE STORES, IN 1143-315373	62-45-613	WIPER BLADES	274.66	22.38
1143-315618	52-93-512	BATTERY FOR FUEL PUMP		111.45
1143-315780	62-45-613	WINTER BLADES		38.40
1143-316150	62-45-613	FLEX PIPE & BAND CLAMP		50.72
1143-316158	62-45-613	BAND CLAMPS		21.66
1143-316164	62-45-613	BAND CLAMP		15.65
1143-316165	62-45-613	MUFFLER CLAMP		3.40
1143-316232	62-45-613	PULLEY & ANTIFREEZE		54.44
1143-316261	62-45-613	CLAMPS RETURNED		43.44-
01 OFFICE SPECIALISTS INC 1037307-0	38-71-611	HAND TOWELS	44.13	52.93
C1037015-0	01-11-651	RETURNED OFFICE SUPS		8.80-
01 PEST DOCTOR 27040	38-71-549	MUN BLDG PEST CONTROL	95.00	60.00
27042	01-21-539	POUND PEST CONTROL		35.00
01 PUBLIC SAFETY CENTER INC 5845033	01-22-830	TURNOUT GEAR	2889.97	2802.60
5845606	01-22-612	MEDICAL SUPPLIES		29.97
5847062	01-22-830	TURNOUT LETTERING		57.40
01 RAY O'HERRON COMPANY INC 1860082-IN	62-45-613	POWER CORDS	67.97	67.97
01 REDIGER, MICHAEL J 19-03E	01-22-562	TRAVEL EXP REIMBURSEMENT	208.09	208.09
01 RILCO 0322882-IN	62-45-613	TRANSMISSION FLUID	57.82	57.82
01 S&S INDUSTRIAL SUPPLY 4821170 RI	62-45-652	FLEET SHOP SUPPLIES	32.10	32.10
01 SNI SOLUTIONS 139000	01-41-616	GEO SALT	12126.00	12126.00
01 SOUTHPARK PSYCHOLOGY D020419	01-22-455	PRE-EMPLOYMENT-BOETTCHER	700.00	350.00
D020419	01-22-455	PRE-EMPLOYMENT-ROOF		350.00
01 STAR-COURIER 40010	01-65-595	DEMO BID NOTICES	157.60	104.90
40049	01-11-541	ZONING BOARD NOTICE		52.70

SYS DATE:02/07/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
REGISTER # 190
Thursday February 07,2019SYS TIME:09:55
[NW1]

DATE: 02/07/19

PAGE 5

PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 TERRENCE G MCCANN & ASSOCIATES			300.00	
1-18-19	01-22-455	POLYGRAPH-ROOF		150.00
1-24-19	01-22-455	POLYGRAPH-BOETTCHER		150.00
01 U.S. CELLULAR			414.04	
290301215	01-41-552	CELLULAR SERVICE-PW		158.07
290301215	01-11-552	CELLULAR SERVICE-CM		60.81
290301215	58-36-552	CELLULAR SERVICE-CEM		52.69
290301215	01-65-552	CELLULAR SERVICE-CD		96.57
290301215	58-36-552	WIFI HOTSPOTS		22.95
290301215	54-54-552	WIFI HOTSPOTS		22.95
01 ACUITY SPECIALTY PRODUCTS INC			107.05	
9003963960	62-45-652	TRUCK WASH		107.05
** TOTAL CHECKS TO BE ISSUED			161449.20	

SYS DATE:02/07/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
REGISTER # 190
Thursday February 07,2019

SYS TIME:09:55
[NW1]

DATE: 02/07/19

PAGE 6

FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
GENERAL FUND			97190.37	
PUBLIC BENEFITS FUND			6487.00	
CAPITAL MAINTENANCE/MUN. BLDG.			1833.73	
WATER FUND			19507.95	
SEWER FUND			13601.43	
FRANCIS PARK			613.44	
SANITATION			10039.34	
CEMETERY FUND			2633.67	
CENTRAL MAINTENANCE			9542.27	
*** GRAND TOTAL ***			161449.20	
TOTAL FOR REGULAR CHECKS:			160,115.87	
TOTAL FOR DIRECT PAY VENDORS:			1,333.33	

SYS DATE:02/07/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
Thursday February 07,2019

SYS TIME:09:55

[NW1]

DATE: 02/07/19

PAGE 7

=====

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

=====

PAYABLE TO REG# INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR
74 HEALTH CARE SERVICE	02/05/19	1293A	221286.87	
373 SD 01/19	74-14-451	HEALTH INS CLAIMS		191986.92
373 SD 01/19	74-14-452	STOP LOSS SPECIFIC		29299.95
74 SISCO	02/05/19	1290A	6756.00	
373 194077	74-14-451	DENTAL/VISION ADMIN FEES		456.00
373 194077	74-14-549	BROKER FEES		6300.00
74 SISCO	02/05/19	1291A	1976.71	
373 D011819	74-14-451	DENTAL/VISION CLAIMS		1976.71
74 SISCO	02/05/19	1292A	729.05	
373 D012519	74-14-451	DENTAL/VISION CLAIMS		729.05
74 SISCO	02/05/19	1294A	422.75	
373 194559	74-14-451	DENTAL/VISION ADMIN FEES		422.75
74 SISCO	02/05/19	1295A	385.40	
373 D020119	74-14-451	DENTAL/VISION CLAIMS		385.40

** TOTAL MANUAL CHECKS REGISTERED 231556.78

=====

REPORT SUMMARY

=====

CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	161449.20	.00	161449.20
74	.00	231556.78	231556.78
TOTAL CASH	161449.20	231556.78	393005.98

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	97190.37	.00	97190.37
21	6487.00	.00	6487.00
38	1833.73	.00	1833.73
51	19507.95	.00	19507.95

SYS TIME:09:55
[NW1]
PAGE 8

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	February 11, 2019	
RESOLUTION OR ORDINANCE NUMBER	N/A	
AGENDA TITLE	Discussion of Health Insurance Fund	
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	Provides for discussion of the fund balance of the City's Health Insurance Fund.	
BACKGROUND	<p>The City's Finance Director raised to the Council that action would need to be taken with regard to the City's fund balance falling below the minimum fund balance as established by ordinance. As you may recall, the City's auditor has indicated that this is not the type of fund for which a traditional "minimum fund balance policy" would be applicable. That fact notwithstanding, it is appropriate to discuss what actions the City Council would like to take with regard to the fund or the City's insurance program that could help to reduce the City's costs for the provision of health insurance.</p>	
SPECIAL NOTES	It is the intention of Sara Dickinson of Cottingham & Butler to attend the meeting on Monday, weather permitting.	

ANALYSIS	N/A
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	N/A
PROCUREMENT POLICY VERIFICATION	N/A
REFERENCE DOCUMENTS ATTACHED	N/A



MEMORANDUM

Date: December 18, 2018
From: Gary Bradley, City Manager
To: Mayor & City Council
RE: Health Insurance fund

The information that Debbie provided was based on the previous two years' audited numbers and a year-end estimate that, in hindsight, was off by approximately \$50,000. At the time the information was provided, the audited number was available, albeit in draft form, as the audit wasn't formally adopted until 3 business days later. Substituting the audited number, per the ordinance, instead of the estimated number, lowered the minimum fund balance required to be set aside to \$452,497. It's important to note, too, that our trend for expenditures has been going down over the past three years, with last year being nearly \$80,000 less than 2016 (and \$200,000 below what was budgeted). Unfortunately, this year we've had higher than expected claims. That happens from time to time, and for this year in particular, because at this point we've spent considerably more than we've brought in through premiums or set aside as the employer contribution portion of the insurance.

This year, we've had one more insured body that has exceeded the City's threshold for reinsurance to kick in than we had last year (4 as opposed to last year's 3). In one case, we may actually see some of what was paid out in claims paid back to the City, which would help to offset our current shortfall. Intuitively, one might expect claims to drop at the start of a new calendar year (which also starts a new plan year), but history has shown that there isn't a strong correlation between the two. The same two months from one year to the next aren't necessarily correlated at all. For instance, in May of 2017, our claims were only \$83,307. May 2018, however, saw claims of \$182,797. That raises a few important questions: What's the purpose of a minimum fund balance? How much should be set aside? How do we get there?

While the ordinance establishes the rate at 30% of our expenses, a majority of the revenue for paying the bills comes from us. Fund balances are typically used to ensure that operations can continue in the event funds stop flowing in, but we already have requirements to set aside minimum fund balances in the major funds that make contributions to our health insurance program (General Fund, Water Fund, and Sewer Fund). Are we concerned that despite those fund balances, we won't pay ourselves the money needed to make our premium payments? The employee portion of their payments is automatically withheld from their paychecks, so we shouldn't be overly concerned that those funds won't flow in, either. Our concern isn't that the funds will stop flowing in, but rather that we'll have higher than normal claims.

When asked his opinion regarding having a minimum fund balance for Health Insurance as an internal service fund, Adam Pulley, Principal with the City's auditing firm CliftonLarsonAllen, LLP provided the following:

When it comes to governmental accounting, the internal service fund is "intended to operate on an essentially break-even basis over time".

So that does mean on occasion there may be a surplus or deficit – but if there's a long-term surplus or deficit, then perhaps the City would consider changing how the internal service fund is used, or the allocations to it anyways.

I wouldn't say I had an "opinion" on the matter, but having a minimum fund balance sounds like the City is stating it always has to have a surplus, which would seem to go against the intention of the internal service fund for governmental accounting.

Hope that helps!

-Adam

The fund balance is our "cushion" to make sure that we have an appropriate amount of funds to handle higher than normal claims. Putting a minimum balance on that cushion, in essence means that cushion can't be used, and requires that we then add a cushion to the cushion in order to handle a bad year of claims. To make matters worse, the high claims year increases the amount of the cushion that shouldn't be used, because it increases the amount of the minimum fund balance, the threshold that we're not supposed to dip below.

Obviously, some steps need to be taken to address the matter. We can raise the rates, but the impact of the collective bargaining agreements is such that a raise in rates typically only impacts the City and retirees. We can set aside more money than we currently do each month for each single and family plan, but the insured members do not. Thus, whether we are above or below the line set for minimum fund balance, we are responsible for the costs. That is the nature of being self-insured.

So, how much should we set aside? According to Cottingham & Butler the \$1482 for monthly family premiums that we currently collect/set aside should be about \$200 per month higher (for medical, dental, and vision combined). An increase in the 10 to 14 % range is significant, but with no increase since the 2016 increase of 6% means the overall bump is not entirely out of line with increases in health care costs over the same period. The table on the following page shows our current rates, along with the rates suggested by Cottingham & Butler in our most recent renewal.

Current	Active Family AF	Active Single AS	Retired Family RF	Retired Single RS
<i>Health</i>	1416.02	566.41	708.01	283.21
<i>Dental</i>	58.30	22.26	29.15	11.13
<i>Vision</i>	7.95	4.77	3.98	2.38
	1482.27	593.44	741.14	296.72

C&B Proposed	Active Family AF	Active Single AS	Retired Family RF	Retired Single RS
<i>Health</i>	1587.60	635.04	793.80	317.52
<i>Dental</i>	83.15	23.76	41.58	11.88
<i>Vision</i>	9.20	2.63	4.60	1.32
	1679.95	661.43	839.98	330.72
% increase	13.34%	11.46%	13.34%	11.46%
\$ increase	197.68	67.99	98.84	34.00

We're in the process of gathering information from other communities in the area, but few are comparable in terms of self-insurance or the benefits provided by their plan. Geneseo, for instance, has traditional insurance rather than self-insurance, and their deductibles are higher than our max out-of-pocket per person. Their cost is \$1,546. The information provided by Bi-state that compares member units proved to be of little value, so we're also seeking the same information from the set of cities that we routinely use for benchmarking purposes. Hopefully, that information will provide benchmarks with regard to plan design and expenditures for healthcare costs.

Our plan does not encourage the concept of consumerism in health care. The deductible of \$500 is low, and the maximum out of pocket of \$1,500 per person and \$4,500 family are low as well in comparison to both the public and private sectors. Once employees have exceeded their maximum out of pocket limits, all healthcare for that individual becomes "free" from their perspective. Sitting down with each of the unions to discuss changes to the health care plan should be part of our long-term strategy to help control costs. More focus also needs to be placed on identifying and treating certain conditions before they become significant. Preventative medicine not only lowers healthcare costs, it improves productivity and enhances quality of life for our employees and their family members.

While they are undoubtedly related, the concept of how much we should charge/set aside for insurance premiums is in fact a separate concern from whether we should have a minimum fund balance requirement, if we have such a requirement, how much it should be, and the relatively short duration provided for in the ordinance for restoring the fund to its minimum. Finally, because a high claims year has caused us to drop below the adopted minimum fund balance, at some point next year we will be replacing a lower cost year with this higher cost year in our rolling average, which in turn raises the amount of the minimum fund balance, thus changing the target that we should be aiming for.

With regard to the duration provided for to get back to the minimum level in the adopted ordinance, it's important to note that our rates are set to cover our costs, not to exceed them. Raising the rates that we assess against ourselves and our retirees, in an effort to rebuild the fund

quickly, does not assign the added costs to those who are ultimately responsible to the high claims experience. Unlike the other three funds that have a minimum fund balance, expenditures cannot be rapidly reduced through changes in operations, elimination of certain services, deferred maintenance or deferring capital expenses, or any type of resource management.

Staff suggests that strong consideration needs to be given to the circumstances that led to the establishment of the minimum fund balance, the intent of such policies, and whether or not the ordinance itself should be amended in light of that information. Regardless of such a determination, an adjustment should be made to the rates that are in place and discussions should be held with the bargaining units to facilitate changes in the City's insurance coverage plan. Should those steps not be enough to adequately address the matter, an inter-fund loan should be considered as has previously occurred in the past.

MEDICAL BENCHMARK

MEDICAL & RX BENEFITS	City of Kewanee Active			City of Kewanee Retiree	Government Employer Average	Small Employer Average	Midwest Employer Average
Median Deductible							
In-Network (Single/Family)	\$500 / \$1,500			\$500 / \$1,500	\$500 / \$1,000	\$1,500 / \$3,750	\$750 / \$2,000
Out-of-Network (Single/Family)	\$1,000 / \$3,000			\$1,000 / \$3,000	\$1,000 / \$2,000	\$2,600 / \$6,000	\$1,500 / \$3,200
Median Out of Pocket Maximums							
In-Network (Single/Family)	\$1,500 / \$4,500			\$1,500 / \$4,500	\$2,500 / \$5,000	\$4,000 / \$8,000	\$3,000 / \$7,000
Out-of-Network (Single/Family)	\$3,000 / \$9,000			\$3,000 / \$9,000	\$4,500 / \$9,000	\$6,600 / \$13,000	\$6,000 / \$12,500
Office Visit Copay							
In-Network (PCP/Specialist)	\$30/\$50			\$30/\$50	\$25 / \$40	\$25 / \$50	\$25 / \$40
Out-of-Network	deductible; 40% coinsurance			deductible; 40% coinsurance	40%	40%	40%
ER Copay	\$150			\$150	\$150	\$200	\$150
Coinsurance	(Plan Pays / Employee Pays)			(Plan Pays / Employee Pays)			
In-Network	80% / 20%			80% / 20%	80% / 20%	80% / 20%	80% / 20%
Out-of-Network	60% / 40%			60% / 40%	60% / 40%	60% / 40%	60% / 40%
Rx Copays	OPM: \$1,000 Single/\$3,000 Fam			OPM: \$1,000 Single/\$3,000 Fam			
Generic	\$10			\$10	\$10	\$10	\$10
Preferred	\$40			\$40	\$30	\$35	\$30
Non-Preferred	\$60			\$60	\$50	\$55	\$60
Specialty	\$60			\$60	\$100	\$100	\$100
Minimum Value	90%			90%	86.1%	80.0%	84.2%
Monthly Employee Contributions	Police/Fire	AFSCME Salaried		Retiree*			
Single	\$101	\$100	\$75	*Most retirees pay zero	\$83	\$157	\$130
Family	\$215	\$219	\$175		\$349	\$614	\$422
Medical & RX Cost Per Employee	\$13,992			\$10,259	\$13,342	\$10,541	\$12,498
	Active Counts			Retiree Counts		<i>Plan design information based on the 2017 Mercer National Survey of Employee-Sponsored Health Plans (PPO Plan Design). Small Employer averages based upon employers with less than 500 employees.</i>	
	Single	19		Single	6		
	Family	52		Family	11		
	Annual Budget	\$1,135,452		Annual Budget	\$191,251		
	Est. Contrib.	\$153,766		Est. Contrib.	\$42,696		

DENTAL BENCHMARK

DENTAL BENEFITS	City of Kewanee Active Employees		City of Kewanee Retirees		Small Employer Average	Large Employer Average
Median Deductible Per Individual	\$50		\$50		\$50	\$50
Maximum Annual Benefit Per Individual	\$1,000		\$1,000		\$1,500	\$1,500
Lifetime Maximum Orthodontic Benefit Per Individual	\$1,000		\$1,000		\$1,200	\$1,500
	Active Counts		Retiree Counts			
	Single	19	Single	7		
	Family	52	Family	8		
	Plan Paid	\$59,376	Plan Paid	\$7,141		
	Est. Contrib.	Included in Med.	Est. Contrib.	Included in Med.		

VISION BENEFITS

DENTAL BENEFITS	City of Kewanee Active Employees	City of Kewanee Retirees
Benefits: eligible expenses include exam, frames, lenses, and contact lenses up to a maximum	Maximum benefit of \$150 per covered individual for eligible expenses incurred in 2 consecutive calendar years	
	Active Counts	Retiree Counts
	Single19	Single7
	Family52	Family8
	Plan Paid\$6,098	Plan Paid\$79
	Est. Contrib. Included in Med.	Est. Contrib. Included in Med.

SUMMARY OF METRICS

	Metric	City of Kewanee Active Employees	State/Local Government Benchmark	Impact of Moving to Benchmark	Metric Status	Ways to Improve Metrics
Coverage	Participation Rate	96.2%	89.0%	\$99,164	Unfavorable	Increase family contributions
	Dependent Ratio	3.12	2.12	\$424,068	Unfavorable	Consider spousal carve-outs or spousal surcharges Enforce plan member eligibility through audit capabilities
Consumption	Demographically Adjusted Allowed Medical Claims Per Member	\$4,943	\$4,139	\$171,473	Unfavorable	Increase deductible, out-of-pocket, emergency services, and RX copays
	Demographically Adjusted Allowed RXD Claims Per Member (net of rebates)	\$1,278	\$837	\$94,107	Unfavorable	
Cost Sharing	Total Cost Sharing %	83.3%	72.7%	\$194,769	Unfavorable	Increase employee contributions
	Employer Plan Cost Sharing Percentage	90.0%	84.5%	\$81,961	Unfavorable	
	Employer Contribution Percentage	90.0%	82.3%	\$112,808	Unfavorable	
	Total Opportunity Index	2.13	1.00	\$702,670	Large Opportunity to Improve	

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	February 11, 2019	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5141	
AGENDA TITLE	Consideration of a Resolution adopting an Internal Control Policy	
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	Adopts a series of internal controls to better govern the City's processes for ensuring accountability and the stewardship of public funds.	
BACKGROUND	For several years, the recommendation to adopt such a policy has been identified in the City's audit. Such a recommendation is not an indictment on the processes in place nor an indication of irregularities, but rather a means of ensuring that our processes are clearly defined and expectations are identified in a clear and transparent manner. The internal controls identified were a thorough and time-consuming process which incorporated the input of several staff members and the recommendations provided by the principal partner with the City's auditing firm.	
SPECIAL NOTES	N/A	

ANALYSIS	Council has reviewed and discussed the internal control policies at the last two Council Meetings. All communicated requests have been incorporated as necessary.
PUBLIC INFORMATION PROCESS	Open discussion at the last two Council Meetings.
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends approval
PROCUREMENT POLICY VERIFICATION	N/A
REFERENCE DOCUMENTS ATTACHED	Internal Control Manual

RESOLUTION # 5141

A RESOLUTION ADOPTING A POLICY MANUAL GOVERNING THE CITY'S USE OF INTERNAL CONTROLS TO BETTER PROVIDE FOR AND SAFEGUARD THE CITY'S FINANCIAL RESOURCES, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

Whereas, the City Council's adopted goals include "Develop and implement plans, policies, and programs to improve organizational structure, align staffing with community needs, and develop a culture that establishes customer service as the City's top priority, improves efficiency and effectiveness, and ensures the stewardship of public funds"; and

Whereas, the City's mission includes the providing for the stewardship of public funds; and

Whereas, the City's auditor identified the lack of written and formally adopted internal controls as a weakness within the city's financial operations; and

Whereas, the adoption of internal controls will help to safeguard the City's financial resources and enable the City to provide a higher level of service to our customers.

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

Section 1 That the following manual on Internal Controls is hereby established.

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 11th day of February 2019.

ATTEST:

Melinda Edwards, City Clerk

Steve Looney, Mayor

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



INTERNAL CONTROL MANUAL

Table of Contents

Introduction.....	3
Five Components of Internal Control.....	4
Control Environment.....	4
Organizational Chart.....	Error!
Bookmark not defined.	
Risk Assessment.....	7
Control Activities.....	8
Collections/ACHs	8
Disbursements/Drafts.....	10
Safeguarding of Assets.....	12
Compliance	13
Information and Communication.....	14
Monitoring.....	15
Summary.....	16

Internal Control Manual

Introduction

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

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

THREE (3) OBJECTIVES OF INTERNAL CONTROLS:

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

FIVE (5) MAIN COMPONENTS OF INTERNAL CONTROLS:

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

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

Five Components of Internal Control

1. Control Environment

Overview

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

Objectives

The governing body and management should:

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

Policies

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

Procedures

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



2. Risk Assessment

Overview

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

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

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

Objectives

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

Risks

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

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

3. Control Activities

Overview

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

Collections/ACHs

Objectives

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

Policies

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

Procedures

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

- The Finance Director or designee will post tax receipts, wire transfers, and other revenues directly deposited into bank accounts within five (5) business days of receipt of said revenue.
- Police Department Personnel collecting bond money will have two employees count each collection. A numbered receipt will be issued to the payee, and funds deposited in a locked box secured within the department. The Henry County Court Clerk collects the money from the lock box daily on days in which he/she works in Kewanee.
- Police Department Personnel collecting money associated with animal control activities issue a numbered receipt to the payee. The funds are placed in a lock box located within the department. One designated employee maintains a key to the box and submits the receipts and funds to the finance department for input into the accounting system on a weekly basis.
- The employee at Francis Park issues customers a numbered receipt for camping and places the funds in a lock box. A log is kept to record tours of the Woodland Palace (Adult tours \$5 Children's tours \$2) and the funds are placed separately in the same secured box. The employee maintains the only key to the lock box, the contents of which are submitted with receipts no less than biweekly, based on activity/usage.
- The Employee collecting funds at the transfer station picks up a locked bank bag from the police department before the start of the workday that contains \$200. That employee has the key to the locked bag. All customers are issued an electronically generated receipt based on the weight of the load deposited at the transfer station and funds remitted are placed in the locked bank bag. At the close of the business day, the funds and receipts are submitted to the finance department for reconciliation and entered into the City's financial accounting system. The locked bank bag is carried across the lobby to the police department in preparation for the next day.

Disbursements/Drafts

Objectives

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

Policies

1. The city has adopted purchasing policies that comply with state law.
2. Various levels of spending authority have been assigned and employees have been made aware of their levels of spending authority.
3. Purchase orders and invoices are matched and given to the Finance Director for payment in a timely manner.
4. Checks are written generally bi-weekly to ensure timely payment of invoices.

5. All checks require two signatures, with the Mayor, Treasurer, Finance Director, and City Clerk designated as signatories.
6. All checks have appropriate documentation attached at the time of signing to verify compliance with applicable policies, statutes, or requirements or reference such information for recurring contractual expenditures.

Procedures

- All purchases will be made in accordance with the City's purchasing policy.
- Employees will complete a purchase order when appropriate as identified in the City's purchasing policy. The employee's supervisor will review and authorize the purchase order.
- The Finance Director or designee will enter purchase orders into the accounting system to *encumber* the funds and ensure compliance with the budget.
- The Finance Director or designee will verify that invoices and purchase orders match before payment of invoices.
- The Finance Director or designee verifies all expenditure line-items for accuracy and availability of funds prior to processing check payments.
- The Finance Director or designee will prepare generally bi-weekly check batches using backup documentation and present the batches to the City Manager for review and approval of expenditures and that said expenditures are being made from proper budget line-items
- The Finance Director, City Manager, and check signatories review backup documentation before the checks are manually signed. The City Clerk or Finance Director may act as a second signer in the absence of either the Mayor or Treasurer.
- Payroll disbursements shall be made 26 times per year, with special payroll runs being as limited as possible (e.g. to provide back pay to a large group of individuals as a result of a new collective bargaining agreement, an error or omission in payroll that would create a significant hardship on an employee, etc.)
- Timesheets for payroll should be reviewed by supervisors in a timely manner to ensure the accuracy of hours submitted in various categories and classifications without causing delay in the ability of assigned staff to input payroll into the accounting system.
- The Finance Director and City Clerk shall ensure that adequate funds are deposited in the appropriate operations account to ensure that payroll disbursements are covered.
- The City Clerk shall ensure that funds for applicable payroll taxes are transferred to the appropriate operations account and reported to the applicable collecting agency within five (5) business days of the disbursement of payroll.
- The City Clerk shall regularly access the City's health insurance portal to ensure that appropriate payments are made from the Health Insurance account for balances due for premiums and claims.

Safeguarding of Assets

Objectives

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

Policies

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

Procedures

- The Finance Director reconciles the bank account statements to the general ledger on a monthly basis using an account analysis of each cash account.
- The City Clerk reconciles the bank account statements for the payroll account on a monthly basis.
- The Treasurer reviews and approves the reconciliations and any adjustments to the general ledger.
- Reconciling items will not be carried forward more than sixty (60) days.
- Any requests for new bank accounts are presented to the City Manager and Mayor for approval. If approved, appropriate staff will complete the necessary paperwork to open the new account in the City's name and ensure that the bank holds the funds in a "public" account.
- The Finance Director will annually review the accounts for accuracy of signers and proper collateralization.
- Assets valued in excess of \$5,000 will be appropriately marked or tagged.

- The Finance Director directs the performance of an inventory count conducted by each department on a no less than bi-annual basis. Disposal of inventory is done in a way that sensitive information cannot be retrieved.
- Insurance policies are reviewed and renewed annually for accuracy of covered assets.
- Surety bonds are renewed on an annual basis for all employees that handle cash.

Compliance (Debt, Contracts, and Grants)

Objectives

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

Policies

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

Procedures

- The Mayor, City Manager, and Finance Director annually review the debt management policy with the City's financial advisor.
- Before the issuance of debt, the Finance Director will consult with the City's financial advisor to determine the impact or implications to the City's financial well-being.

- The Department Heads are responsible for working with the Finance Director and City Manager to ensure sufficient matching funds are available prior to submitting all grant applications which require a match.
- All grant applications for grants requiring matching funds will be presented to the City Council for authorization before submission to ensure that funding will be made available.
- The Finance Director will determine any needed budget amendments upon receiving notice of award for any grant funds. The budget amendments will be presented to the City Council for approval.
- Grant management responsibilities will be assigned to an appropriate employee for every grant. This will usually be the Department Head.
- The Finance Director will be notified when any reimbursements have been submitted so that the revenue can be allocated to the appropriate revenue code.
- A copy of every grant application and contract will be filed with the City Clerk for appropriate records retention in an area accessible to all staff responsible for grant administration and compliance.

4. Information and Communication

Overview

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

Objectives

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

Policies

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

Procedures

- The City maintains financial data in a computerized accounting system. Requests for financial information should be provided through a computer-generated report to maintain the integrity of the data.
- Any requests for data maintained in the City's computerized system will be provided through a computer-generated report from that system to maintain the integrity of the data.
- The City complies with the Freedom of Information Act, the Illinois Open Meetings Act, and observes the guidelines provided by the Public Access Council and the Attorney General's Office.
- All requests for information or records will be forwarded to the City Clerk to ensure compliance with state law.
- The City will redact all personally identifiable, confidential, or protected information in accordance with state law.
- Management clearly defines the lines of communication through policy manuals and organizational charts.

5. Monitoring

Overview

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

Objectives

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

Policies

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

Procedures

- Management annually evaluates the state of the internal control system and determines any deviations from the designed criteria and the current condition of the system.

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

Summary

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

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

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	February 11, 2019	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5142	
AGENDA TITLE	Consideration of a resolution authorizing the City Manager to execute an agreement with Big River Resources Galva, LLC and declaring that this resolution shall be in full force immediately.	
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 execution of an agreement with Big River Resources Galva, LLC	
BACKGROUND	<p>The City entered into a development agreement with Big River LLC in October 2006. That agreement stated that the enterprise zone would expire on December 31, 2017, unless we acted to extend the enterprise zone if allowed by law. While subsequent law did not allow for the extension of the zone, we did take the steps necessary to establish a new zone. However, the original agreement was incorrect, in that the zone in place at the time was scheduled to expire on December 31, 2018. Big River Resources Galva, LLC stopped making the agreed upon payments in December 2017 based on the erroneous date. The proposed agreement fixes the error.</p>	

SPECIAL NOTES	N/A
ANALYSIS	
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends approval
PROCUREMENT POLICY VERIFICATION	
REFERENCE DOCUMENTS ATTACHED	Proposed agreement

RESOLUTION NO. 5142

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH BIG RIVER RESOURCES GALVA, LLC, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

- WHEREAS,** on October 26, 2006 the City of Kewanee and Big River Resources Galva, LLC executed a development agreement; and
- WHEREAS,** the executed agreement contained an error in the end date of the life of the Kewanee Enterprise Zone; and
- WHEREAS,** both parties wish to correct the erroneous date and agree to fulfill all associated aspects of the agreement; and
- WHEREAS,** all other obligations within the agreement have been met by the parties to the agreement, with the exception of the responsibilities affected by the erroneous date; and
- WHEREAS,** the parties agree that no other outstanding obligations remain, except those which may arise as a result of future development or redevelopment within the Kewanee/Henry County Enterprise Zone.

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

- Section 1** The City Manager is hereby authorized to execute an amendment to the agreement with Big River Resources Galva, LLC for the extension of the Kewanee Enterprise Zone.
- 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 11th day of February 2019.

ATTEST:

Melinda K. Edwards, City Clerk

Steve Looney, Mayor

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

**City of Kewanee and Big River Resources Galva L.L.C.
Development Agreement Amendment**

THIS AGREEMENT made this _____ day of _____, 2019 between BIG RIVER RESOURCES GALVA, LLC. (the Developer) and the CITY of KEWANEE, ILLINOIS (the City).

WITNESSETH:

WHEREAS, the City established an Enterprise Zone pursuant to the authority granted by the Illinois Enterprise Zone Act, 20 ILCS 655/1 et seq., as amended; and

WHEREAS, the City and the Developer negotiated terms of an agreement that provided incentives to the City for extension of the Kewanee Enterprise Zone to include the Developer's facilities in Galva, Illinois, enabling the Developer to benefit from incentives allowed under the Illinois Enterprise Zone Act; and

WHEREAS, the City and the Developer executed said agreement on October 26, 2006; and

WHEREAS, the City and Developer agree that said agreement erroneously identified the expiration of the Kewanee Enterprise Zone as midnight December 31, 2017 rather than midnight of December 31, 2018; and

WHEREAS, the City and Developer desire to provide clarity with respect to the duties and obligations of each party under said agreement and with regard to the recently established Kewanee/Henry County Enterprise Zone; and

WHEREAS, the City has the authority to enter into this Agreement pursuant to the Illinois Constitution, Article VII, Section 10, entitled "Intergovernmental Cooperation Act" which includes the ability of a municipality to contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. The Developer shall remit to the City \$160,000 for benefits provided in calendar year 2018 during which it received incentives under the Enterprise Zone Act as a

**City of Kewanee and Big River Resources Galva L.L.C.
Development Agreement Amendment**

result of the agreement to extend the Kewanee Enterprise Zone boundaries.

2. Future Obligations. Except as provided for under the Enterprise Zone Act as identified in the enabling ordinance enacting the Kewanee/Henry County Enterprise Zone, the developer has no other financial obligations to the City of Kewanee. Such future obligations are limited to .5% of material costs for any future projects for which a Building Materials Exemption Certificate is issued, not to exceed \$50,000 per project.

3. Remission. Remission to the City shall be made within three months of the execution of this agreement.

4. Notices. Any notice required or permitted to be given under the terms of this Agreement shall be reduced to writing and shall be regarded as given when personally delivered or when placed in the United States mail with first class and certified mail return receipt requested postage fully prepaid and addressed to the parties at the following respective addresses:

if to the Developer, as follows:

Big River Resources Galva, L.L.C.
Attn.: Chief Operating Officer
211 N. Gear Ave, Suite 200
West Burlington, IA 52655

if to the City, as follows:

City of Kewanee
Attn: Enterprise Zone Admin.
401 East Third
Kewanee, Illinois 61443

5. Term. This Agreement shall become effective on the date first written above and shall expire midnight December 31st, 2034.

6. Supervening Law. The parties recognize that this Agreement at all times is to be subject to applicable state, local, and federal law.

7. Headings. The headings of the several paragraphs hereof are for convenience in reference only and shall not be construed to be a part of this Agreement.

**City of Kewanee and Big River Resources Galva L.L.C.
Development Agreement Amendment**

8. Amendment and binding effect. This Agreement shall not be modified or amended except in writing signed by the parties hereto and shall be binding upon its execution.

9. Severability. Any provision of this Agreement which shall prove to be invalid, void, or illegal shall in no way affect, impair or invalidate any other provision hereof and the remaining provisions hereof shall remain in full force and effect.

10. Jurisdiction. This Agreement shall be deemed to have been entered into in the State of Illinois, and all questions concerning the validity, interpretation, or performance of any of its terms or provisions or of any rights or obligation of the parties hereto, shall be governed by and resolved in accordance with the laws of the State of Illinois and venue shall lie in Henry County, Illinois.

11. Default. Developer and City agree that should either of them default in the performance of any of the conditions or agreements contained herein, or institute legal proceedings under this Agreement that are unsuccessful, the non-prevailing party in any such type of action shall pay to the prevailing party all costs and expenses that may arise from any enforcement of this Agreement, or successful defense of any type of legal action brought by reason of this Agreement, including a reasonable attorney's fee.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or agents as of the day and date first above written at Kewanee, Illinois.

ATTEST:

By: _____

Title: _____

ATTEST:

By: _____

Title: _____

Big River Resources Galva, L.L.C.:

By: _____

Title: _____

City of Kewanee, Illinois

By: _____

Title: _____

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	February 11, 2019	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5143	
AGENDA TITLE	Consideration of a Resolution authorizing the City Manager to execute a three-year collective bargaining agreement with International Firefighters Association Local 513	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Gary Bradley	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	Various
	Balance Available	Included in the budget process
	Budget Amendment Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Approval of the collective bargaining agreement for a three year term.	
BACKGROUND	<p>It's important to look at the final document not in terms of winning and losing, but in terms of reaching an agreement that helps to ensure our ability as an organization to work towards the fulfillment of our mission. This agreement does that.</p> <p>IAFF Local #513 voted to approve the contract on 2/4/2019.</p>	
SPECIAL NOTES	N/A	

ANALYSIS	<p>A summary of the significant changes to the contract from the previous contract is below</p> <p>Section 3.1, 3.2, 3.4, 3.5, 3.5, 2.3 were all deleted or amended in accordance with the charges required by Janus removing all reference to fair share deduction</p> <p>Section 4.1 Platoon Unit - Kelly Days will be scheduled off, as originally intended.</p> <p>Section 6.5 – any vacancies will be filled in a timely manner beginning within 15 days of the last day the employee actually worked.</p> <p>Section 7.1 includes non-discrimination against employees regardless of sexual orientation or gender identification.</p> <p>Section 8.1 was updated to include EMS duties in the definition of departmental duties.</p> <p>Section 11.1 Medical Coverage removed the legacy language referring to plan b and increase the monthly premiums to match the police department.</p> <p>Section 11.50 Post Employment Health Plan removed the language to creating the accounts for those employees hired prior to May 1, 2010, as those accounts are fully funded.</p> <p>Section 12.3 a certification level for Advanced Operations (FFIII) was added to continue to encourage training. This section was also amended to include the need for a passing score in order to be reimbursed for any classes.</p> <p>Section 13.8 was amended to state that employees will return to work following the completion of jury duty.</p> <p>Section 15.4 was amended to pro-rate the clothing allowance for outgoing employees.</p> <p>Appendix A- amends compensation schedule by 2.5% in the first year and 2.75% in subsequent years.</p>
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A

STAFF RECOMMENDATION	Staff recommends approval
REFERENCE DOCUMENTS ATTACHED	Proposed agreement

RESOLUTION NO. 5143

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE A THREE YEAR COLLECTIVE BARGAINING AGREEMENT WITH INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS LOCAL 513, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, The City and International Association of Fire Fighters Local 513 entered into negotiations to develop a successor labor agreement to the agreement that will expire April 30, 2019; and,

WHEREAS, A tentative agreement was reached between the negotiating teams for International Association of Fire Fighters Local 513 and the City on January 14, 2019 for a three year labor agreement that would expire on April 30, 2022; and,

WHEREAS, The membership of International Association of Fire Fighters Local 513 has ratified said tentative agreement reached between the parties at a meeting held February 4, 2019; and,

WHEREAS, The City Council finds it to be in the best interest of the City of Kewanee and public safety to enter into the agreement with International Association of Fire Fighters Local 513, said agreement attached hereto as Attachment A.

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

Section 1 Attachment A to this resolution containing the labor agreement between the City of Kewanee and International Association of Fire Fighters Local 513 for the time period from May 1, 2019 through April 30, 2022, is hereby approved.

Section 2 The City Manager is hereby authorized to execute said labor agreement referenced in Section 1 above.

Section 3 This Resolution shall be in full force and effect immediately upon its passage and approval as provided by law.

Adopted by the Council of the City of Kewanee, Illinois this 11th day of February 2019.

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 Andrew Koehler				
Council Member Michael Yaklich				

Tentative Agreement

City of Kewanee & Kewanee Firefighters Local #513

Contract between the

City of Kewanee

and

Kewanee Firefighters Union

Local 513

May 1, 2016 through April 30, 2019

2019

2022

Article III - Union Security

~~Section 3.1 Maintenance of Membership and Agency Shop~~

A. — ~~Each employee who on the effective date of this agreement is a member of the Union, and each employee who becomes a member after that date, shall as a condition of employment maintain his membership in the Union during the term of this agreement.~~

B. — ~~Any present employee who is not a member of the Union shall, as a condition of employment, be required to pay a proportionate share (not to exceed the amount of union dues) of the cost of the collective bargaining process contract administration and the pursuing matters affecting wages, hours, and conditions of employment. All employees hired on or after the effective date of this agreement and who have not made application for membership shall, on or after the thirtieth (30) day following their respective dates of hire~~

~~also be required to pay a fair share of the cost of the collective bargaining process and contract administration. Such monthly fair share service charge shall be equivalent to the uniform monthly dues and assessments paid by a member to the union, less that portion of said dues and assessments which are or may be used for political purposes.~~

Section 3.2 1 Payroll deductions of Union Dues ~~or Fair Share Fee~~

A. During the term of this agreement, the Employer agrees to make a payroll deduction monthly of union dues, ~~fair share fee~~, initiation fee, and assessments, in the amount of certified to be current by the Secretary-Treasurer of the union, from the pay of those employees covered by this agreement who individually request in writing that such deductions be made. The total amount of the deductions shall be remitted to the union no later than seven (7) days after the deduction is made by the employer.

B. ~~Authorization for such deductions shall be irrevocable unless revoked by written notice to the Employer and to the Union during the thirty (30) days prior to the expiration of the contract.~~

Section 3.3 ~~Involuntary Deductions~~

~~— In the event that an employee fails to voluntarily sign a check-off authorization, or if an employee who has previously signed an authorization objects to a specific deduction or assessment, the Employer shall make an involuntary deduction from the wages of the employee in the amount previously certified to the employer by the Secretary-Treasurer of the Union and forward such sums to the Union within seven (7) days of the deduction.~~

Section 3.4 ~~Objections on Religious Grounds~~

~~— The obligation to pay a fair share fee to the Union shall not apply to an employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member, objects to the payment of a fair share fee to the Union. Upon proper substantiation and collection of the entire fee, the Union will make payment in behalf of the employee to an agreeable non-religious charitable organization mutually agreed to by the objecting employee and the Union. If the employee and the Union are unable to agree upon a non-religious charitable organization, the organization shall be determined in accordance with the procedures established by the Illinois State Labor Relations Board.~~

Section 3.5 ~~Objections on Other Grounds~~

~~— Any non-member making a fair share payment may object to the amount of his fair share payments on the grounds that all or part of such payments have been expended by the Union for political activities or causes or for activities or causes making ideological issues not germane to the collective bargaining process or contract administration. Any such employees with any such objection shall process their objection in accordance with the procedure set forth in Appendix A, attached here to and made a part of this agreement.~~

Section 3.6 2 Indemnification

The Union shall indemnify and hold harmless the Employer against any and all claims, suits, or judgments brought or issued against the Employer as a result of any action taken pursuant to the check-off provision, ~~including any costs incurred by the Employer arising from challenges to the fair share fee amount provided, that the Employer has not promoted or instigated such challenge.~~

In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this article, the Union agrees to defend such action, at its own expense and through its own counsel provided:

A. The Employer gives immediate notice of action in writing to the Union, and permits the Union intervention as a party if it so desires, and

B. The Employer gives full and complete cooperation to the Union and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available to both and all appellate levels.

Article IV - Hours of Duty

Section 4.1Platoon Duty

Employees covered by the terms of this agreement who work within the Fire Department shall be assigned to regular platoon duty shifts. The regular hours of duty shall be 24 consecutive hours on duty, starting at 7:00 a.m. and ending the following 7:00 a.m. The on-duty tour of duty shall be followed by 48 scheduled hours off-duty. The annual average weekly hours shall be 54.33 hours by employing the use of 4 a "Kelly Days" every 30th scheduled shift for each per member throughout the fiscal year. Kelly Days shall be tradable among employees assigned to the same shift in the same manner as duty shifts are traded. Kelly Days shall be scheduled ~~and used in accordance with requirements for use of vacation leave. In accordance with in~~ accordance with the accepted federal FLSA guidelines.

Section 4.4Eight (8) Hour Shifts

Employees required to work a 40 hour per week schedule, shall be assigned to a regular 8 hour shift, Monday through Friday. Generally, ~~±~~ the daily shift shall commence at 8:00 a.m. and end at 5:00 p.m. No 40 hour employee shall be required to work on Saturday, Sunday, or Holidays. All 40 hour employees work schedules shall provide for a 15 minute rest period during each one-half shift. The rest period shall be scheduled at the middle of each one-half shift whenever this is feasible. Further, 40 hour employees shall be granted a lunch period during each work shift and whenever possible, the lunch period shall be scheduled at the middle of each shift. When an employee is attending an employer tuitioned training or employer mandated class, the employee will be placed on a forty (40) hour work schedule for the duration of the class or training. If less than 40 hours per week the employee will be required to return by 7:00 p.m. of

that duty day at the discretion of the Fire Chief. If the employee is put on a 40 hour week any hours worked in excess of forty (40) hours will be compensated at the employee's overtime rate.

Any employee placed on a 40 hour schedule, who is required to work on a scheduled holiday, will receive 1 ½ times their appropriate hourly rate as comp time or pay at the employee's election.

Section 6.2 Probation Period & Residency

New employees will serve a probationary period of one (1) year. Any employee may be discharged for cause during the probationary period. In such event the employee will be notified of the reasons for the discharge prior to the discharge action. A copy of the notice will be sent to the union. Upon the request of the union, the employer will meet within ten (10) days of the discharge notice with the grievance committee of the union to discuss the reasons for the discharge.

The employee and the Union may present evidence relating to the validity of the reasons or mitigating circumstances to the employer at the meeting. The employer will then review such evidence and issue its final opinion. Employees seniority beyond the probationary period shall date back to their date of hire. Within forty-five (45) days after the expiration of the employees probationary period the employee will comply with residency if the employee is to continue employment with the City of Kewanee. An employee must live within fifteen (15) air miles of any boundary line of the Kewanee city limits. Any and all boundary lines shall be determined through the use of Google Maps.

Section 6.5 Vacancies and Promotions

The hiring process for any ~~V~~ vacancies within the Kewanee Fire Department, created as a result of death, resignation, retirement or discharge for just cause, shall begin ~~filled~~ within ~~thirty~~ fifteen (15) (30) days of notification, in writing, of a members intent to resign or retire, and on the last day the employee actually worked on duty ~~when a member is discharged or becomes deceased, or was discharged.~~ Promotions which are required to fill vacancies shall be made from an established list resulting from written examinations given to the classification immediately below the vacancy. All promotions shall be made from the next lower rank or position.

Section 7.1 Non Discrimination

The provisions of this agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, sexual orientation, gender identification, marital status, race, color, creed, national origin, or political affiliation. The Union shall share equally with the employer, the responsibility for applying this provision of the agreement.

Section 8.1 Definition of Departmental Duties

The members of Kewanee Firefighters Local 513 shall only be required to perform those duties related to and in direct support of: Fire Suppression, Prevention, and Extinguishment and

other duties normally recognized as being necessary to the operation of a municipal fire service, also those of Emergency Medical Services now provided by the Kewanee Fire Department, and public safety demonstrations or instructions related to the fire service- Or emergency medical services.

Article XI - Safety, Health and Welfare

Section 11.1 Hospitalization and Medical Coverage Programs

The City of Kewanee shall pay the full ~~hospitalization~~ premium for full-time Union employees and their families, for ~~Plan B~~ health insurance coverage, including life insurance, dental and vision insurance. Full-time Union 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.

	<u>Effective 5/1/2016</u>	<u>Effective 5/1/2017</u>	<u>Effective 5/1/2018</u>
Family	\$215 per month OR 17% of monthly Premium cost, Whichever is less	\$215 per month OR 17% of monthly Premium cost, Whichever is less	\$215 per month OR 17% of monthly Premium cost, Whichever is less
Single	\$110 per month or 17% Of monthly premium Cost, whichever is less	\$110 per month or 17% Of monthly premium Cost, whichever is less	\$110 per month or 17% Of monthly premium Cost, whichever is less

	<u>Effective 5/1/2019</u>	<u>Effective 5/1/2020</u>	<u>Effective 5/1/2021</u>
Family	\$220 per month OR 17% of monthly Premium cost, Whichever is less	\$225 per month OR 17% of monthly Premium cost, Whichever is less	\$235 per month OR 17% of monthly Premium cost, Whichever is less
Single	\$110 per month or 17% Of monthly premium Cost, whichever is less	\$110 per month or 17% Of monthly premium Cost, whichever is less	\$125 per month or 17% Of monthly premium Cost, whichever is less

Section 11.5 Post Employment Health Plan (PEHP)

Effective May 1, 2016, the City agrees to participate in the Post Employment Health Plan (PEHP) for collectively bargained public employees in accordance with the terms and conditions of the Plan's Participation Agreement, a copy of which is attached to this agreement as "Appendix D". The parties hereto designate Nationwide to act as administrator and LaSalle National Bank to act as trustee for the plan, or its successors appointed in accordance with the Plan and Trust documents. The city shall contribute to the Plan on behalf of the eligible employees covered by this agreement the following monies:

~~A. A lump sum payment in the amount of \$20,000.00 divided in equal payments over three (3) years from the effective date of this agreement. If the eligible employee retires prior to April 30, 2019, then the remainder of the \$20,000.00 total shall be contributed no later than 90 days from the date of notification of the eligible employee's intent to retire. Eligible employees shall consist of employees hired prior to May 1, 2010.~~

~~B. Severance pay, consisting in the amount of 100% of any unused sick or injury leave, up to 2,240 hours as provided by Article XII, Section 12.9.~~

Section 12.1 Annual Salary Schedule

The annual ~~salaries~~ compensation of the members of the bargaining unit shall be paid pursuant to the negotiated salary compensation schedule attached hereto and made a part of this agreement and identified as "Appendix ~~B~~ A."

Section 12.2 Work Period and Straight Time Hourly Rate:

A. Normal hours of work shall be as defined in Section 4.1 Platoon Duty of this contract. The "work period" for purposes of the Fair Labor Standards Act, 29 USC §207(k) shall be twenty-eight (28) consecutive days. Employees covered by this Agreement shall be assigned to work periods and regular duty shifts. The normal shift rotation for shift personnel is twenty-four (24) consecutive hours on duty, starting at 0700 hours and ending the next day at 0700 hours, immediately followed by forty-eight (48) scheduled hours off duty.

B. The ~~regular and basic~~ hourly rate of pay shall be determined and computed by dividing the employee's annual ~~salary including~~ longevity and certification pay by the scheduled annual hours of duty to which the employee is assigned and adding that amount to the employee's hourly rate. For 24 hour shift employees the annual hours are 2825, and for eight (8) hour employees the annual hours are 2080.

Section 12.3 Overtime Rate and FLSA Overtime:

A. Except as otherwise provided for in this Agreement, all hours worked in any 28 day work period will be paid at the employee's regular hourly rate unless the employee works in excess of 212 hours in a work period. Hours of actual work time in excess of 212 hours in a 28-day work period shall be compensated at a rate of one and one-half (1 ½) times the employee's regular rate.

Actual work time shall not include any uncompensated period of time, or time which is compensated under the leaves of absence portion of this Agreement, including sick and injury leave, vacation, personal days, and bereavement leave. Overtime is also not applicable to those person on duty trades or shift transfers, unless otherwise required by the FLSA.

B. Regularly scheduled hours worked by 24 hour shift employees in excess of 212 hours in a 28 day work period shall be additionally compensated at the rate of one-half (1/2) times the employee's regular hourly rate, to be paid on the pay period most closely following the cycles end.

C. Employees are required to accurately record and submit FLSA sheets that reflect the number of hours actually worked.

Section 12.4 Hold Over and Recall Rate

A. Hold Over. Employees held over by the Chief, his designee or authorized representative of the employer beyond their normal quitting time shall receive a minimum of one (1) hour pay at the rate of one and one-half (1.5) times the employees hourly rate of pay. For any subsequent hours or fractions thereof that an employee is held over, the employee will receive pay at a rate of one and one-half (1.5) times the employees hourly rate of pay.

B. Recall Rate. Employees recalled at the request of the Fire Chief, his designee, or authorized representative of the employer shall receive a minimum of two (2) hours of pay at a rate of one and one-half (1.5) times the employees hourly rate of pay. If the City institutes a pager call out system, employees may respond on a voluntary basis. Staffing levels will be maintained as per past practice.

C. Out of Rank Pay. When an employee works out of their rank the employee will be paid for the rank they work unless that rank pay is lower than their own rank pay then the employee shall be paid the higher pay of the two. This includes regular time and/or overtime. This shall include all ranks of the fire department echelon, from firefighter up to captain and all ranks in between.

B. Incentives

The employer agrees to pay incentive pay to employees who have attained certain fire service related State Fire Marshal certifications. Such incentive pay shall be added to and increase the employees current annual salary in accordance with the following schedule:

CERTIFICATION LEVEL	PER MONTH
EMT-B	\$35.00
EMT-I	\$80.00
PARAMEDIC	\$150.00
BASIC OPERATIONS (FF II)	\$30.00
ADVANCED OPERATIONS (FF III)	\$60.00
FAE	\$35.00

<u>BASIC COMPANY FIRE OFFICER (FO I)</u> (Available only to Captains & Engineers)	\$35.00
<u>ADVANCED COMPANY FIRE OFFICER (FO II)</u> (Available to captains only)	<u>\$60.00</u>
HAZ-MAT TECHNICIAN	\$35.00

The employee will be entitled to only the highest certification level that is held pertaining to Emergency medical or fire fighter certifications. In addition, incentives for FAE, FO & HT will be payable as provided in the table above.

1. Any off duty training not pertaining to the above certification levels and mandated by the City shall be compensated at time and one-half per hour of class time and cost of expenses such as transportation, lodging and meals to the employee at successful completion of training. Reimbursement will be determined by current IRS allowance for mileage for private transportation. The City may provide transportation. The Fire Chief may authorize the lodging portion of the maximum per diem rate to exceed the Federal regulations on case by case basis. Meals and incidental expenses will be approved in advance by the Fire Chief using the City's travel request form. The City's travel expense report must be filed prior to reimbursement taking place.
2. Any new training levels that are added to above educational levels shall be mutually agreed upon in writing from both parties.
3. All employees who now have above educational levels will be compensated the increases of said levels as per agreement.
4. Any off-duty training completed by the employee, up to 24 hours, not mandated by the employer, but consistent with fire and EMS training and education, and approved by the Fire Chief, shall be compensated in the form of compensatory time. Compensatory time will be accumulated at an hour per hour rate, provided however, that no compensatory time will be given for classes that are not completed or in which the employee does not receive a passing score, where applicable.
5. All members of the bargaining unit shall have the opportunity, once per fiscal year, to complete an optional, pre-determined physical fitness aptitude test. The test, in all of it's entirety and substance, shall be mutually agreed upon by the Union and the Fire Chief. The test shall be non-binding and optional, with regard to continued employment with the City. This test will be administered once per fiscal year at a pre-determined date and location, mutually agreed upon by the Union and the Fire Chief. Successful completion of the test, at or above the pre-determined qualification levels, shall result in a monetary bonus in the amount of \$200.00.

Section 12.7 – Training Officer, Building Inspector and Fire Investigator

The positions of Training Officer, Building Inspector and Fire Investigator will be filled by members of the bargaining unit subject to the following conditions.

A. The Fire Chief will continue to have the discretion to appoint employees to (and remove them from) the positions of Training Officer (T.O.) and Fire Investigator (F.I.), provided that such appointed employees must possess the following certification(s) or their equivalent:

1. Training Officer:

State Certification as Fire Instructor I.

2. Building Inspector:

State certification as Fire Inspector I & Fire Prevention Principles

~~23.~~ Fire Investigator:

State Certification as Fire Investigator

B. An employee appointed to the position of T.O., B.I. or F.I. shall be for a term mutually agreed between the employee and the Fire Chief provided however, that an incumbent employee may voluntarily resign his appointment upon sixty (60) days advance written notice to the Employer.

C. Annual compensation for T.O., B.I. and F.I. shall be \$1,250.00 per year (not included in base salary). All off duty work performed attributable to T.O., B.I. or F.I. duties will be compensated at one and one half times the employees current straight time hourly rate. The initial compensation of \$1,250.00 shall be paid out in 26 equal payments per year.

Section 12.8 - Longevity Pay

The Employer agrees to pay longevity pay, which shall be added to the employee's salary. Each employee covered by the terms of this agreement shall after having been a member of said Fire Department for five (5) years, receive longevity pay at a rate as specified in Appendix ~~B~~ A.

The amount specified in Appendix ~~B~~ A is the amount a month for each year of service and for each and every year thereafter to a maximum of thirty (30) years.

Section 13.8 Jury Duty and Court Time

A. Employees shall be granted a leave of absence with pay anytime they are required to report for jury duty or jury service. Employees shall be paid the difference between any jury duty compensation, excluding mileage, they receive while normally on shift, and their regular wages for each day of jury service. ~~Unless their duties, in Henry County, take them past 7:00 p.m. t.~~ The employee will return to duty upon completion of jury duty.

Section 13.9 Compensatory Time

A. All members of the bargaining unit shall be allowed to accumulate compensatory time as described in Article XII, Section 12.B.6.4 A maximum of ~~24~~ 48 hours may be earned in any fiscal year.

Section 15.3 Shift Exchange

Employees shall have the right to voluntarily exchange work shifts when the change does not interfere with the normal operations of the Fire Department with approval by the shift captain and prior notification to the Chief.

Section 15.4 Protective Gear, Clothing Allowance, & Personal Items

C. The clothing allowance of outgoing employees will be pro-rated, in the amount of \$50/month, and employees whose expenses exceed such pro-rated amount will have the balance deducted from their final paycheck.

Section 18.1 Duration and Notice

This agreement and each of its provisions shall be effective as of May 1, 2016~~9~~, and shall continue in full force and effective until April 30, 2019~~22~~ and thereafter unless either party shall notify the other in writing 120 days prior to the anniversary date of this contract, that it desires to modify or amend this agreement.

~~Appendix A—Procedure for Processing Fair Share Objections~~

~~———A. Filing and Objection: An employee with any objections to fair share payment shall initially file his/her objection by notifying the Union President in writing by registered or certified mail postmarked within thirty (30) days after he/she becomes aware of the basis for his/her objection.~~

~~———B. Review Step One: Any objection properly submitted to the Union President shall be promptly heard by the Executive Board of the Union, which shall review the objection and any other pertinent matter submitted by the objector. Within thirty (30) days after receipt of any objection, the Executive Board shall determine whether any reduction in the amount of the proportionate share payments is to be made, and notify the objector in writing.~~

~~———C. Review Step Two: Upon receipt of the decision of the Executive Board, objecting employees may pursue their objection by filing a complaint with the State Labor Relations Board, in accordance with the procedures established by that Agency. In the event that appropriate procedures are not available, the employee may appeal the Executive Board's decision to binding arbitration utilizing the procedures set forth in Article X, Step 4, of the current labor agreement.~~

~~———In using this procedure, an Employee shall operate under the conditions set forth for the~~

~~Union, and the Union shall operate under the conditions set forth for the City. The only exception shall be in the provision for the sharing of costs of the arbitration process. Under this procedure, the Union shall, from its funds budgeted for contract defense and administration and used in the calculation of proportionate share non-member payments, pay the full cost of the arbitration and any administrative fees connected with the arbitration process.~~

~~———— D. — Consolidation: If more than one employee has requested arbitration, all complaints shall be consolidated and determined by the designated arbitrator in a single hearing. If any such hearing, the objectors shall designate a spokesperson to act in their behalf in presenting all claims in the hearing.~~

~~———— E. — Segregated Funds: Upon the initial receipt by the Union of any contested amount of proportionate fair share payment by an employee, the Union shall cause a direct such contested amount to be placed in an interest bearing escrow account at the then prevailing rate. Any additional so contested amounts, collected while the objection is in process, shall be similarly directed to such account, and remain so segregated from usual and customary Union funds until such time as the validity of the objection is finally determined.~~

27

~~F. — Rebates: In the event that the Union determines or an arbitration award directs a reduction in the proportionate share payments, the Union shall notify the City to comply with the Said ruling as to prospective deductions from the salaries of non-members and the Union shall provide necessary rebates, including interest at the prevailing rates on the amount to be rebated, to all such proportionate fair share paying nonmembers.~~

Appendix B A- Compensation Schedule

(**Note:** The hourly wage is the determining factor and the yearly wage compensation shown below is the hourly wage times 2,825 hours, which is the normal number of hours worked per year by a shift fire fighter per this contract.) Any retroactive ~~wage and salary~~ compensation increases due employees shall be paid ~~on the payday~~ within forty-five (45) days following the first full pay period after the ratification of this Agreement.

B.1 Effective May1, 2019 (2.5 % Increase)	Yearly Salary	Hourly Rate
Probationary Firefighter (0-12 Months)	\$40,877.75	\$14.47
State Certified EMT-ACFF II	\$45,708.50	\$16.18
Firefighter (12 Months & Over)	\$51,499.75	\$18.23
Ambulance Attendant	\$52,997.00	\$18.76
Relief Engineer	\$53,788.00	\$19.04
Engineer ****	\$54,833.25	\$19.41
Captain	\$57,036.75	\$20.19
Holiday Bonus	\$200.00	
Longevity Pay	\$9.00	
Clothing Allowance	\$600.00	

B.2 Effective May1,2020 (2.75 % Increase)	Yearly Salary	Hourly Rate
Probationary Firefighter (0-12 Months)	\$42,007.75	\$14.87
State Certified EMT-ACFF II	\$46,951.50	\$16.62
Firefighter (12 Months & Over)	\$52,912.25	\$18.73
Ambulance Attendant	\$54,466.00	\$19.28
Relief Engineer	\$55,257.00	\$19.56
Engineer	\$56,330.50	\$19.94
Captain	\$58,618.75	\$20.75
Holiday Bonus	\$200.00	
Longevity Pay	\$9.00	
Clothing Allowance	\$600.00	

B. 3 Effective May1, 2021 (2.75 % Increase)	Yearly Salary	Hourly Rate
Probationary Firefighter (0-12 Months)	\$43,166.00	\$15.28
State Certified EMT-ACFF II	\$48,251.00	\$17.08
Firefighter (12 Months & Over)	\$54,381.25	\$19.25
Ambulance Attendant	\$55,963.25	\$19.81
Relief Engineer	\$56,782.50	\$20.10
Engineer	\$57,884.25	\$20.49
Captain	\$60,229.00	\$21.32
Holiday Bonus	\$200.00	
Longevity Pay	\$9.00	
Clothing Allowance	\$600.00	

****Denotes a \$0.25/hr raise, prior to addition of 2.5% raise, as agreed to.****

APPENDIX C B- EMPLOYEE TESTING AND FITNESS FOR DUTY

V. Collect samples in such manner as to preserve the individual employee's HIPPA right to privacy, ensure a high degree of security for the sample and its freedom from adulteration. Employees shall be witnessed by testing personnel while submitting a sample, only

when deemed "justified" by the Fire Chief. Any monthly, random test shall not be deemed "justified".

Side Letter of Agreement

~~_____ Members hired prior to May 1, 2010, shall receive a payment in the amount of \$20,000.00, Payable to the employees Post Employment Health Plan (PEHP). This payment shall be made in full, no later than April 30, 2019. Should the employee retire prior to April 30, 2019, then payment in full shall be made not later than 90 days after notice of the employee's intent to retire.~~

~~_____ This side letter of agreement is attached to this CBA as recognition of the new wording in Article XIII, Section 13.3.B, effectively removing the option of cost-free healthcare after retirement.~~

This document contains any and all agreements reached during negotiations between the City of Kewanee and Kewanee Firefighters Local #513. These agreements were reached in good faith and are hereby offered as a tentative agreement before both parties. The signatures below confirm the agreements reached and will further allow ratification by the Kewanee Firefighters Local #513. After ratification, the new agreement will be offered to the Kewanee City Council for approval and acceptance.

Kewanee Firefighters Local #513
President
Stephen E. Welgat

City of Kewanee
City Manager
Gary Bradley

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	February 11, 2019	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5144	
AGENDA TITLE	Consideration of a Resolution awarding demolition of the building located at 724 Madison Ave to Kirk Dana	
REQUESTING DEPARTMENT	Community Development	
PRESENTER	Director of Community Development	
FISCAL INFORMATION	Cost as recommended:	\$4600.00 Demo \$2700.00 Sidewalk
	Budget Line Item:	01-65-595 Demo 01-65-617 Sidewalk
	Balance Available	\$6790.50 Demo \$10000.00 Sidewalk
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To award a contract to Dana Construction to demolish all buildings (house) on the lot located at 724 Madison Ave.	

BACKGROUND	<p>Inspections of the property and buildings located at 724 Madison Ave. provided enough evidence to issue a Dangerous Building Notice on March 8 of 2018. There was some delays with paper service and court appearances. This is why the demolition is taking place nearly a year after the dangerous building notice was written.</p> <p>As result of the Dangerous Building Notice, Director of Community Development received an Order from the Court for demolition of the house located at 724 Madison Ave. A Request For Proposal was drafted and published with a bid due date of February 6, 2019</p>
SPECIAL NOTES	N/A
ANALYSIS	<p>Two bids were received and opened by the City Clerk on February 6, 2019</p> <p>Dana Construction: \$7300.00</p> <p>Ratliff Bros: \$8740.00</p>
PUBLIC INFORMATION PROCESS	<p>All legal processes required to obtain the demolition order were followed.</p> <p>Notice for the Request For Proposal was published in the Star Courier.</p>
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends granting the contract for this demolition to Dana Construction.
PROCUREMENT POLICY VERIFICATION	Request for Proposal sent
REFERENCE DOCUMENTS ATTACHED	Scope of Work for 724 Madison Ave., Copies of the submitted bids.

RESOLUTION NO. 5144

A RESOLUTION TO AWARD DEMOLITION WORK AT 724 MADISON AVE. TO DANA CONSTRUCTION, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, The City of Kewanee, in Case No. 18-MR-168K & 18-MR-169K in the 14th Judicial Circuit in Henry County, obtained a court order to demolish the house located at 724 Madison Ave.; 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 724 Madison Ave.; and,

WHEREAS, City of Kewanee staff advertised for, and solicited, sealed lump sum bids for demolition of the building, and related work at 724 Madison Ave. in Kewanee; and,

WHEREAS, Two firms submitted bids, and they were opened by the City Clerk at 10:00 a.m., on February 6, 2019; and,

WHEREAS, The bids received were:

724 Madison Ave. Demolition	
Firm	Bid
Dana Construction	\$7300.00
Ratliff Bros & Co Inc	\$8740.00

WHEREAS, City staff has recommended that the demolition work at 724 Madison Ave. be awarded to Dana Construction.

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

Section 1 The bid of 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 Dana Construction complete the demolition and related work at 724 Madison Ave., 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 11th day of February 2019.

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 Steve Faber				
Council Member Chris Colomer				
Council Member Michael Yaklich				



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 724 Madison Ave., 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 724 Madison Ave.
<i>Total Price (in Writing)</i>		<i>Total Price (in numbers)</i>
Demo Cost:		
Five Thousand Six Hundred Dollars		\$5,600.00
Sidewalk Cost:		
Three Thousand One Hundred Forty Dollars		\$3,140.00
Total Cost:		
Eight Thousand Seven Hundred Forty Dollars		\$8,740.00

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.

Ratliff Bros. & Co., Inc.
Firm Name

By Curt Chapman

Estimator
Title

Official Address

701 Dewey Avenue

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 724 Madison Ave., 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 724 Madison Ave.
Total Price (in Writing)		Total Price (in numbers)
Demo Cost: <i>forty six hundred</i>		<i>\$4600⁰⁰</i>
Sidewalk Cost: <i>twenty seven hundred</i>		<i>\$2700⁰⁰</i>
Total Cost: <i>seventy three hundred</i>		<i>\$7300⁰⁰</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.

DANA Construction

Firm Name

By *Kirk DANA**OWNER*

Title

Official Address

502 NORTH Jackson