



**AGENDA FOR
CITY COUNCIL MEETING**

Council Chambers

401 E Third Street

Kewanee, Illinois 61443

Work Session starting at 6:00 p.m.

Open Meeting starting at 7:00 p.m.

Monday, February 25, 2019

Posted by 6:45 p.m., February 22, 2019

1. Call to Order
2. Work Session regarding municipal mowing of unmaintained private properties.
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. **Acceptance** of the Zoning Board of Appeals minutes from its meeting held on Wednesday, February 20, 2019.
 - b. **Consideration of an Ordinance** granting a variance to Lisa Rashid at 214 Regina Court.
 - c. **Discussion** regarding the Health Insurance Fund
 - d. **Consideration of a Resolution** to adopt an internal control policy for the City of Kewanee
 - e. **Consideration of a Resolution** appointing James Dison to the Police Pension Board.
 - f. **Consideration of an Ordinance** removing the parking restrictions in the 200 block of South Franklin Street.
8. Council Communications:
9. Announcements:
10. Adjournment



MEMORANDUM

Date: February 22, 2019
From: Gary Bradley, City Manager
To: Mayor & Council
RE: Council Meeting of **Monday, February 25, 2019**

WORKSHOP AT 6:00 P.M. **REGULAR MEETING AT 7:00 P.M.**

1. **Ambulance Billing** — At the last meeting, a question was asked about our ambulance billing/collection rates. There is information included in your packet which addresses that question.
2. **Demolition Sidewalks**— At the last meeting, a question was asked about our practice of including sidewalk replacement in the bids or whether or not it might be cheaper to include the work as part of the city's other scope of work for sidewalk replacement that is done in conjunction with the street program. The last demo that included sidewalks had bid prices of \$2,700 and \$3,140. That was for 410 square feet of sidewalk. Some of the sidewalk would have been 4 inches, while a portion is 6 inches. Sidewalk under our other bids ranges from \$7 to \$9 depending on a few variables. At the cheapest rate, the cost would have been \$2,870, so the accepted bid was lower and both demo bids were reasonable and within the range of the other bid. Having one contractor responsible for work on the site also removes any chance of finger-pointing with regard to workmanship, quality of the finished product, or timeliness of completion.
3. **Fund Balance Information**— At the last meeting, staff was asked to provide historical information regarding the context of the fund balance discussion. Information is included in the packet for your review.
4. **Big River Agreement**— Big River has executed the agreement amending the Enterprise Zone Development Agreement and will be sending their check with the hard copy of the agreement.
5. **Community Development**— Keith Edwards and Rodney Kendall attended an 8 hour training course held by the Illinois Association of Code Enforcement entitled "Artistry of Code Enforcement, Management of Property Maintenance Programs" in Rock Falls. The training provided practical discussion from peers in the field facing the same challenges, a strategic approach for code enforcement, and guidance for how cases should be approached and with what level of enforcement, as well as the development of policies that guide how staff should treat cases, and how and why extensions may or may not be given in certain instances.. It also provided information for what motivates different types of people to comply with a notice and about the types of educational programs that may help with overall compliance throughout the community.

6. **City-wide cleanup**— Plans are being made for another event in May 18th, with a fallback date in June 1st if the event is postponed due to inclement weather.
7. **Sound the Alarm**— The event is scheduled for May 4th. If you would like to volunteer to assist, please contact Chief Shook.
8. **New Firemen**— The City has two new firemen who began their employment with the City in the past two weeks. We're excited to have them on board and look forward to their contribution to our team.
9. **Hazmat Drill**— there is a large-scale hands-on Hazmat drill scheduled for the last weekend in April and we anticipate that several of our hazmat technicians will participate in the event.
10. **Downtown Aesthetic Improvements**— Staff has completed most of the behind the scenes work necessary to begin the process of putting together a downtown plan, the next step is involving the stakeholders from the community and the area in the process. One of the thoughts that we know will come up, because it has come up in previous discussions with business owners in the area, is the lack of consistency/appearance of the planters that are in the area (we have a mixture of wooden one's that need fixed/painted, terra cotta, concrete, and pebbled, in addition to stained concrete and brick that are in fixed positions but in varying states of repair/disrepair). We've mapped the locations of the planters and are of the opinion that we should incrementally replace them with ones that match the benches and trash receptacles in order to provide a consistent appearance.
11. **Fire Fighter Residency**— One of the Councilmembers inquired about whether or not one of our firemen resides in Dahinda. The employee in question has a residence within the area identified in the contract and does not have property in Dahinda.
12. **Mowing Issues**— The Mayor received an email from a resident about contracting out mowing and how we bill. Justin is researching the billing issue to ensure that our initial thoughts are correct (that our current process is what is allowed for under the statutes) and the matter of contracting is part of the discussion planned for the workshop at 6PM.

Keith Edwards

From: Carol Kohler <CKohler@cantoncityhall.org>
Sent: Thursday, February 14, 2019 3:50 PM
To: Keith Edwards
Subject: RE: Weeds and Grass violation procedures
Attachments: Ltr to homeowner - intent to file lien.doc

Keith,

I'm happy to provide information to your questions as best I can. For the City of Canton, our process is this: Our part-time Code Enforcement Officer writes warnings/ tickets for properties with tall weeds/grass/debris/junk, etc., and owners are given 5 days for correction. Upon no compliance, our City staff mows the property and I then send the attached letter to the owner-of-record outlining payment due for services. Upon no response after 30 days, I file a lien. The exception to this process are the properties that are in Lis Pendens/Foreclosure, because those liens usually get wiped out anyway in foreclosure and we end up spending more money to release a lien that was not paid for, or sometimes properties where we know the owner is deceased and sending a certified letter is also a waste of time and money.

The ticketing to occupied homes usually gets compliance and correction, and those tickets get dismissed. The frustration is with the vacant homes where we get no response, but we have a responsibility to try to keep our town looking as nice as we can despite negligent landowners. The liens rarely get paid until the property is being sold and the title company discovers them. Last season, we actually had 11 liens paid, but that included liens from previous years.

If you have any advice or success to share, I would be interested in hearing your process. I've answered your questions below in red. The numbers are for the 2018 mowing season. Let me know if you need anything else.

Carol Kohler

Carol Kohler
Admin. Assistant to Mayor/City Atty.
City of Canton
2 N. Main Street
Canton, IL 61520
309.647.0065

From: Keith Edwards [mailto:kedwards@cityofkewanee.net]
Sent: Thursday, February 14, 2019 11:11 AM
To: Carol Kohler
Subject: Weeds and Grass violation procedures

Hello,

I'm on a fact finding mission and hoping you could take a minute to answer a few quick questions concerning how your municipality handles weeds and tall grass violations.

How many properties did you send notices of violation to? I do not know how many warning violations Code Enforcement may have written last season, but he says that 80% usually get the problem corrected in the five days. The other 20% are probably the vacant houses that come to me.

How many of those properties did you actually mow? Public Works mowed 54 properties.

How many properties did you send invoices for mowing? 23 With some of the habitual offenders, the mowings pile up faster than I can get the letters prepared, so I may double up one certified letter with charges for two or three mowings.

How many total invoices did you send out for mowing? 23.

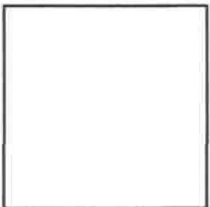
When you mow properties, do you use city staff, bid them out to the private sector, or a combination of both? All City staff.

Any other information you would like to share about your procedures handling weeds and tall grass would also be appreciated!

Thanks in advance!

Keith Edwards

Director of Community Development
City of Kewanee
401 E. Third St.
Kewanee, IL. 61443
309-852-2611 ext 267
Fax: 309-856-6001
kedwards@cityofkewanee.net



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CITY OF CANTON

2 North Main, Canton, Illinois 61520 • Telephone (309) 647-2738 • Facsimile (309) 647-2348
Curtis S. Lane, *City Attorney*

September 26, 2018

PROPERTY OWNER OF RECORD
ADDRESS

via Certified Mail

RE: Mowing at 226 W. Spruce Street, Canton, IL

NOTICE OF INTENT TO FILE LIEN

To Whom It May Concern:

Please take notice that pursuant to Section 7-1-6-5 of the Code of the City of Canton, Illinois and Section 11-20-7 of the Illinois Municipal Code (65ILCS 5/11-20-7 and 65ILCS 5/11-20-15), the City has been compelled to mow tall weeds and grass at property that is owned by you located at 226 W. Spruce Street, Canton, Illinois. The City was compelled to provide this service on or about September 24, 2018.

The cost per the ordinance is \$200.00 per hour. The total cost incurred on your property was 1 hours for a total of **\$200.00**. This sum must be paid to the City of Canton, attention City Attorney, at the above address.

After thirty (30) days from the date of this letter, if the amount due has not been paid IN FULL, a lien for the amount of the ordinance violation (**\$200.00**) plus the cost of the filing fee (**\$67.00**) and this certified mailing (**\$6.67**) will be filed in the Fulton County Land Records. After the City files its lien, if you then attempt to pay off the lien and fees and wish to record a release, this will require an additional \$67.00 filing fee. __

CITY OF CANTON
A MUNICIPAL CORPORATION

BY: _____
CURTIS S. LANE
CITY ATTORNEY

****This is an attempt to collect a debt and any information collected will be used for that purpose.**

Keith Edwards

From: Wes Woodhall <wwoodhall@lincoln.il.gov>
Sent: Friday, February 15, 2019 10:42 AM
To: Keith Edwards
Subject: Re: Weeds and Tall Grass Violations

Keith, please see below

I'm on a fact finding mission and hoping you could take a minute to answer a few quick questions concerning how your municipality handles weeds and tall grass violations.

How many properties did you send notices of violation to? We send a varying amount weekly, this time of year very few as spring/summer hits it certainly becomes more of an issue. I would guess 5 or so a day.

How many of those properties did you actually mow? We have roughly 30 or so that we mow full time, vacancies, non-responsive owners, non-compliance, deaths etc. all dictate which ones we mow.

How many properties did you send invoices for mowing? Invoices are sent for every non city owned lot that we mow.

How many total invoices did you send out for mowing? That varies, i do not have a readily available count at this time.

When you mow properties, do you use city staff, bid them out to the private sector, or a combination of both? We bid the service out for a contract service every 2 years.

thanks

Wes Woodhall

Building & Safety Official

City of Lincoln

700 Broadway

Lincoln, IL 62656

217-732-6318

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Keith Edwards

From: Natalie Malone <natalie.malone@cityofmonmouth.com>
Sent: Friday, February 15, 2019 9:00 AM
To: Keith Edwards
Subject: Fwd: Weeds and Tall Grass Violations

Good Morning,

I am the Code Compliance Officer for the City of Monmouth that handles the grass/weeds violations. The number of properties that we send notices to, really varies every season. It all just depends on if residents decide they want to mow their grass or not. Our ordinance states anything over 12 inches is in violation. We have about 5 properties that are vacant land that we mow every year. Our fee is a \$100.00/per hour with and no less than \$100.00. The standard procedure is, after I see that the grass/weeds are taller than 12 inches they get a written notice served by our PD. They get (5) Business Days after that date of service to mow/cut the weeds down. After the (5) days, then we send our City Crew to mow/cut the weeds. Our City Crew then sends me the amount of time it took, and then I send an Invoice to the home owner. They get (30) days to pay the invoice or I will then record it as a lien on the property at the Court House. This year, will be contracting our mowing out to a local company instead of using our City Street Department workers as we have applied for an Abandoned Property Grant and we can receive full reimbursement if we contract our mowing out. Last mowing season, I sent right around 150 mowing notices. There really isn't a way to gauge how many from season to season as like I stated its all in the home owners hands if they mow or not. I hope this information helps, if you need anything else, please let me know and I will be glad to assist you!

Thanks,
Natalie Malone
Code Compliance Officer
City of Monmouth

----- Forwarded message -----

From: Lew Steinbrecher <lew.steinbrecher@cityofmonmouth.com>
Date: Thu, Feb 14, 2019 at 6:18 PM
Subject: Fwd: Weeds and Tall Grass Violations
To: <joe.clark@cityofmonmouth.com>, <natalie.malone@cityofmonmouth.com>

Joe or Natalie,
Could one of you please respond to this inquiry?
Thanks,
Lew

Sent from my iPhone

Begin forwarded message:

From: Keith Edwards <kedwards@cityofkewanee.net>
Date: February 14, 2019 at 10:22:34 AM GMT-7
To: "lew.steinbrecher@cityofmonmouth.com" <lew.steinbrecher@cityofmonmouth.com>
Subject: Weeds and Tall Grass Violations

Keith Edwards

From: Dave Lopeman <dave.lopeman@Pontiac.org>
Sent: Thursday, February 14, 2019 1:39 PM
To: Keith Edwards
Subject: RE: Weeds and Tall Grass Violations

32 mow notices we mowed 6 we don't invoice, we lein the property we use City staff dave

From: Keith Edwards [mailto:kedwards@cityofkewanee.net]
Sent: Thursday, February 14, 2019 11:25 AM
To: dave.lopeman@pontiac.org
Subject: Weeds and Tall Grass Violations

Hello,

I'm on a fact finding mission and hoping you could take a minute to answer a few quick questions concerning how your municipality handles weeds and tall grass violations.

How many properties did you send notices of violation to?

How many of those properties did you actually mow?

How many properties did you send invoices for mowing?

How many total invoices did you send out for mowing?

When you mow properties, do you use city staff, bid them out to the private sector, or a combination of both?

Any other information you would like to share about your procedures handling weeds and tall grass would also be appreciated!

Thanks in advance!

Keith Edwards

Director of Community Development
City of Kewanee
401 E. Third St.
Kewanee, IL. 61443
309-852-2611 ext 267
Fax: 309-856-6001
kedwards@cityofkewanee.net

Keith Edwards

From: Scott Underwood <sunderwood@princeton-il.com>
Sent: Tuesday, February 19, 2019 9:39 AM
To: Keith Edwards
Cc: Rachel Skaggs
Subject: information

Good morning Mr. Edwards. I believe this is the information you are requesting for your survey. This information is for the calendar year 2018 and is what I have on hand at the Princeton Police Department.

1. - I sent out 16 written notices to properties here in town for tall grass/weeds.
2. - Of those 16 properties, the City mowed 6 of the properties and sent 6 invoices out. I was informed the City of Princeton sends out invoices annually for the mowing services.
3. - When the City mows the yards, we use City manpower from the Street Department as well as City lawn mowers. I do not know what the City bills hourly for the services though.

When we make initial contact with the property owners, we try to have our police officers speak with the owners and make them aware of the City Ordinance and explain it to the owners to avoid any kind of confusion. Then we send the letters out if need be and give them 48 hours to mow the property before we send in the city to do it. Hopefully this information was helpful to you. Thanks.

Keith Edwards

From: Mark Searing <msearing@rockfalls61071.com>
Sent: Thursday, February 14, 2019 4:33 PM
To: Keith Edwards
Cc: Robbin Blackert; Amy Stoeckel
Subject: FW: Scanned image from MX-2615N
Attachments: director@visitrockfalls.com_20190214_164638.pdf

Keith,
The City of Rock Falls issued 212 notices to mow.
We mowed 104 property's, which most are mowed more than one time.
We first issue a five day notice to mow, if the property is not mowed after the five day notice a violation is issued and a mow order is sent to our private contractor that is put out for bid yearly. Then a invoice is sent to the property owner to pay within 30 days.
If the invoice is not payed after the 30 days a lien is placed on the property. Then the amount due is sent to the Illinois State Comptroller's office for collection.
I have attached our bid documents for your review.
I hope this helps, any questions please feel free to contact me.

From: Keith Edwards [mailto:kedwards@cityofkewanee.net]
Sent: Thursday, February 14, 2019 11:28 AM
To: Robbin Blackert <rblackert@rockfalls61071.com>
Subject: Weeds and Tall Grass Violations

Hello,

I'm on a fact finding mission and hoping you could take a minute to answer a few quick questions concerning how your municipality handles weeds and tall grass violations.

How many properties did you send notices of violation to?

How many of those properties did you actually mow?

How many properties did you send invoices for mowing?

How many total invoices did you send out for mowing?

When you mow properties, do you use city staff, bid them out to the private sector, or a combination of both?

Any other information you would like to share about your procedures handling weeds and tall grass would also be appreciated!

Thanks in advance!

Keith Edwards
Director of Community Development
City of Kewanee
401 E. Third St.

Keith Edwards

From: Jeremy Palm <ce@ci.streator.il.us>
Sent: Friday, February 15, 2019 11:32 AM
To: Keith Edwards
Subject: RE: Weeds and Tall Grass Violations

Keith,

Hello. The answers to your questions are:

How many properties did you send notices of violation to? – In 2018 we sent a total of 446 tall weeds/grass notices to 350 properties last year (several received more than one). Of the 446 notices, 108 resulted in a citation before the City either mowed the property or the property owner took care of the issue

How many of those properties did you actually mow? – In 2018 we mowed 29 properties, some more than once

How many properties did you send invoices for mowing? – We attempted to recover fees from all 29 but we don't send invoices. We issue a citation noting a fee of \$125 per occurrence once a notice does not get a response. If the citation goes unpaid or the issue does not get resolved then we mow the property. Once we have mowed the property once, if it remains un-mowed again we continue to mow the property as our time allows (usually two to 4 times a season) , and then we file a lien including attorney's fees for all mowings (2 mowings = \$250+legal fees) at the end of the year.

How many total invoices did you send out for mowing? – We sent 108 citations in 2018 for weeds and grass and filed 29 liens.

When you mow properties, do you use city staff, bid them out to the private sector, or a combination of both? – We use Public Works staff, primarily student summer help

I hope that answers your questions but if you need anything else just let me know. Thanks.

Jeremy Palm, P.E.
City Engineer
City of Streator
P: 815-672-2517 ex 236
F: 815-672-7566

From: p.henderson@ci.streator.il.us [mailto:p.henderson@ci.streator.il.us]
Sent: Thursday, February 14, 2019 12:11 PM
To: Jeremy Palm <ce@ci.streator.il.us>
Subject: FW: Weeds and Tall Grass Violations

Jeremy,

Can you take this one?

*Patricia L. Henderson
Assistant to the City Manager/City Clerk
City of Streator
204 S. Bloomington Street*

Streator, IL 61364

815.672.2517 Ext. 232

From: Keith Edwards <kedwards@cityofkewanee.net>
Sent: Thursday, February 14, 2019 11:30 AM
To: cm@ci.streator.il.us
Subject: Weeds and Tall Grass Violations

Hello,

I'm on a fact finding mission and hoping you could take a minute to answer a few quick questions concerning how your municipality handles weeds and tall grass violations.

How many properties did you send notices of violation to?

How many of those properties did you actually mow?

How many properties did you send invoices for mowing?

How many total invoices did you send out for mowing?

When you mow properties, do you use city staff, bid them out to the private sector, or a combination of both?

Any other information you would like to share about your procedures handling weeds and tall grass would also be appreciated!

Thanks in advance!

Keith Edwards

Director of Community Development
City of Kewanee
401 E. Third St.
Kewanee, IL. 61443
309-852-2611 ext 267
Fax: 309-856-6001
kedwards@cityofkewanee.net



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COUNCIL MEETING 19-03 FEBRUARY 11, 2019

The City Council met in Council Chambers at 6:29 PM with the Mayor calling the meeting to order and the following answering to roll call:

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

Council Member Faber made a motion to adjourn to executive session pursuant to Section 2(C) (2) of the Open Meetings Act to discuss collective bargaining. Council Member Colomer seconded the motion. Roll call showed 5 ayes, no nays. The motion passed.

The executive session adjourned at 6:42 pm on a motion made by Council Member Yaklich and seconded by Council Member Colomer. Roll call showed 5 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	Star Courier
Shawn Kernan	WKEI

The Pledge of Allegiance was said.

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

Mayor Looney explained that the next items were placed on the consent agenda and were considered to be routine in nature to be passed as a whole with one vote of the Council. Mayor Looney requested that any member of the Council or the audience wishing to have an item removed from the consent agenda for individual consideration to make the request and the item would be removed and considered following the approval of the remaining consent items. The consent agenda included minutes from the January 28, 2019 Council Meeting, payroll for the pay period ending February 2 2019 in the amount of \$197,512.95, reports from Community Development and the Fire Department Annual Report. The consent agenda items were approved on a motion made by Council Member Colomer and seconded by Council Member Faber. Roll call showed 5 ayes, no nays. The motion passed.

Bills submitted for approval totaling \$393,005.98 were approved on a motion made by Council Member Colomer and seconded by Council Member Faber. Council Member Yaklich noted that the power bill seemed high at the animal control facility. Grounds Maintenance Manager Newton noted that the facility was powered by all electric. Council Member Colomer also noted that the ceilings

are vaulted. Mr. Newton also reported that the account would be moved to the contracted electric provider after there is six months of usage. Council Member Yaklich then asked about the difference in the Frontier local phone bills. City Clerk Edwards explained that the bills were dependent of the number of lines under each account. Roll call showed 5 ayes, no nays. The motion passed.

CITIZEN PARTICIPATION

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

NEW BUSINESS

A brief discussion regarding the Health Insurance Fund balance was held with City Manager Bradley explaining the comparison of the current plan to the government benchmark. The insurance consultant was once again unable to attend due to the weather. The discussion included the minimum fund balance policy, enterprise funds performing as a business, and the need to communicate with staff regarding better consumerism within the plan. Council Member Yaklich stated his desire to transfer the funds needed and then meet with staff. Council Members requested the information that was used when the fund balance policy was passed. Council Member Faber requested staff to check into a change in the stop loss policy from \$60,000 down to \$40,000. The discussion would continue at the next council meeting in the hopes that the consultant could attend.

Resolution #5141 adopting an Internal Controls policy for the City of Kewanee was tabled on a motion made by Council Member Faber and seconded by Council Member Colomer. Mayor Looney asked if the City Treasurer and clerks had reviewed the document. As those individuals had not reviewed the document. The original motion made by Council Member Faber and seconded by Council Member Colomer was rescinded to allow the review by those individuals. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #5142 authorizing the City Manager to execute an agreement with Big River Resources Galva, LLC regarding the enterprise zone was approved on a motion made by Council Member Yaklich and seconded by Council Member Faber. City Manager Bradley reported that the original agreement with Big River contained an error regarding the end date of the enterprise zone. The agreement would fix that error, with Big River willing to perform all responsibilities of the agreement and the City agreeing that no additional payments are due unless allowable under the current statute. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #5143 authorizing the City Manager to execute a three-year collective bargaining agreement with the International Association of Fire Fighters, Local 513 was approved on a motion made by Council Member Colomer and seconded by Council Member Faber. Council Member Koehler congratulated the City Manager on the negotiations. However, he wanted additional information on the collection rate of ambulance billing. Fire Chief Shook explained that the collection rate is skewed based on what Medicare and Medicaid will pay versus private insurance. City Manager Bradley agreed to put further information regarding ambulance billing in the next packet. Roll call showed 4 ayes, no nays, one abstain, with Council Member Koehler

abstaining due to the lack of information regarding the collection rate. The motion passed.

Resolution #5144 awarding the demolition of 724 Madison Avenue to Dana Construction was approved on a motion made by Council Member Faber and seconded by Council Member Colomer. Council Member Yaklich noted the bid for sidewalk replacement, and questioned if the sidewalk replacement program would be a better use for the funding. City Manager Bradley noted that both expenses were from the General Fund so the net effect would be a wash. Mr. Yaklich also questioned if bidding out the sidewalk separately would be cheaper. Council Member Colomer noted that the separate bidding could slow down the process. City Manager Bradley would include the information regarding the last bid received for sidewalk replacement in the next packet. Roll call showed 5 ayes, no nays. The motion passed.

OTHER BUSINESS

Council Member Faber asked about filling potholes on East Street. Operations Manager Johnson reported that his staff had been out filling potholes, but the freeze/thaw cycle was not conducive to the patches.

Council Member Colomer noted that he too had received complaints about pot holes. He also invited residents to attend the Black History Extravaganza that would be held the following Sunday.

Council Member Koehler commented on Black History month.

Council Member Yaklich asked about budget plans. City Manager Bradley stated that the budget process would follow the same plan as it had in prior years.

Mayor Looney thanked Chief Shook for his annual report. He congratulated Community Development Director Edwards on his recent certification. He also thanked staff for their work in the inclement weather.

ANNOUNCEMENTS

City Clerk Edwards announced that City Hall would be closed on Monday, February 18 in observance of President's Day. There were no scheduled changes to the trash collection schedule. The Black History Extravaganza would be held on Sunday, February 17 at 2:00 pm at the First Congregational Church at 224 West Prospect Street.

There being no further business, Council Member Colomer moved to adjourn the meeting and Council Member Faber seconded the motion. Roll call showed 5 ayes, no nays. The meeting adjourned at 7:47 PM.

MELINDA EDWARDS, CITY CLERK

DATE APPROVED



TO: MAYOR & CITY COUNCIL

FEBRUARY 12, 2019

Ambulance Fee Schedule according to the Social Security Act

"Section 4531 (b) (2) of the Balanced Budget Act (BBA) of 1997 added a new section 1834 (l) to the Social Security Act which mandated the implementation of a national fee schedule for ambulance services furnished as a benefit under Medicare Part B. The fee schedule is effective for claims with dates of service on or after April 1, 2002, and it applies to all ambulance services, including volunteer, municipal, private, independent, and institutional providers, i.e., hospitals, critical access hospitals (except when it is the only ambulance service within 35 miles), and skilled nursing facilities.

Section 1834 (l) also requires mandatory assignment for all ambulance services. Ambulance providers and suppliers must accept the Medicare allowed charge as payment in full and not bill or collect from the beneficiary any amount other than any unmet Part B deductible and the Part B coinsurance amounts.

A cover sheet is provided with every year's PUF giving detailed information concerning the amounts payable and any special circumstances pertinent for that year's payments."

The way the federal act reads, we cannot bill or attempt collection from a Medicare beneficiary other than for the Part B deductible. The billing rate for a Medicare ambulance transport depends on the nature of the call and the care given during transport. The rate that Medicare sets as payment is also dependent on the geographic location of the patient being picked up and the delivery location of the patient and type of facility. Once the Medicare rate has been collected, the rest of the bill is written off as an adjustment. Often even private ambulance services will not function at a profit on emergency calls. The collection rates increase significantly with non-emergent scheduled transfers where billing and or payment can be arranged prior to transport instead of in an emergency situation. We as an emergency service provider are not able to dictate what type of call we respond to.

Private insurance or private pay transports are on average a higher collection rate than Medicare or Medicaid. When a private pay client is unable to pay a bill we have options of writing the claim off, taking payments, or sending the bill to collections.

The following guidelines are from the FY 2016 ambulance rate schedule distributed by the Centers for Medicare & Medicaid Services.

Procedure code	Procedure code Description				
A0422	Supplies				
A0425	Ground Mileage, per statute mile				
A0427	Ambulance Service, Advanced Life Support, Emergent transport (ALS 1-emergency)				
A0429	Ambulance Service, Basic Life Support, Emergent transport (BLS emergency)				
A0433	Advanced Life Support, level 2 (ALS 2)				
	FY 16 Ambulance Transport Rate Fee Schedule				
	A0422 Supplies	A0425 Mileage	A0427 ALS-1	A0429 BLS Emergency	A0433 ALS-2
Medicare rate for Henry County	\$10.98	\$12	\$404.86	\$340.94	\$585.99
Our Rates	\$40.00	\$20	\$800	\$700	\$950
% Possible to collectable from Medicare	27%	60%	50.6%	48.7%	61.7%

Medicaid payments have a lower “Rate Fee Schedule” than Medicare further complicating the issue with ambulance bill collections.

If we were to lower our charges down to the Medicare rates, we would be leaving the additional monies that other insurance companies pay for the same service on the table and actually have a reduction in revenues even though the collection rate would appear to be a higher percentage. This would still not show an 100% collection rate because some claims are denied as not medically necessary or declined for other reasons.

In order to increase the city’s collection rates we have started using a different documentation software that is more user friendly and up to date with current practices. This in theory should decrease some of the refusal to pay by insurance and Medicare. As part of this project we have also changed our billing company. In April of 2018 we started service with PBS billing out of Orion IL. Henry County Health Dept. had been doing our billing for over 35 years. While there have been a few bumps in the road during this change I feel we will see an increase in collection rates.

The following chart shows the previous 5 years collects by Henry County Health Dept.

FY Year	Total Revenues
2018	\$411,138
2017	\$434,168
2016	\$492,124
2015	\$368,526
2014	\$351,507
5 year Average	\$411,492

At the time of this report LOCIS shows HCHD collected \$73,681.33 this FY and PBS has collected \$202,037.35 this FY with no figures entered for Nov, Dec, Jan. Reports filed to us by PBS show an additional \$94,455.44 collected for those 3 months but are not entered into the LOCIS registry. Following this *average* of collections by PBS we should show a revenue from them of \$395,323.72 plus the \$73,681.33 from HCHD for a total revenue for FY19 of \$469,005.05.



FINANCE & ADMINISTRATIVE SERVICES

JANUARY 2019

Water Bill Payments Processed

At counter	948
By mail	273
By dropbox	603
At bank	<u>74</u>
Total Water Bill Payments	1898

Other Payments	158
----------------	-----

Total Payments Processed	2056
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Customer Contacts (non-payment)

By phone	1374
At counter	410
Work orders written	<u>234</u>
Total Customer Contacts	2018

Misc Requests/Employee Contacts

By phone or in-person	752
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PSN Payments	491
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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 LEXISNEXIS RISK SOLUTIONS 138173420190131	01-21-549	CONTRACT FEE	87.50	87.50
01 ADVANCED BUSINESS SYSTEMS INC INV123046 INV123928	01-11-551 01-11-512	FREIGHT CHGS - TONER COPIER MAINT CONTRACT	164.20	13.03 151.17
01 AIRGAS MID AMERICA 9085248164 9959759136 9959759741	01-22-612 51-93-512 01-22-612	OXYGEN USP MEDICAL PROPANE TANK RENTAL OXYGEN CYLINDER RENT	516.66	335.32 48.00 133.34
01 ALEXIS FIRE EQUIP CO 0064087-IN	01-22-513	STANCHIONS	102.37	102.37
01 AMEREN ILLINOIS D021119 D021119 D021119 D021119 D021119 D021119 D021119	01-11-571 01-52-571 51-93-571 52-93-571 54-54-571 58-36-571 62-45-571	ST LIGHTS & SIGNALS PARKS - ELECTRICITY WTP & WELLS - ELECTRIC WWTP & LIFT STS - ELECTRIC FR PARK - ELECTRICITY CEMETERY - ELECTRICITY MUN BLDGS - ELECTRICITY	23194.48	7926.41 32.58 8318.62 5505.31 71.05 199.40 1141.11
01 AUTO ZONE 2644281596 2644294456 2644301269 2644302188	62-45-613 62-45-613 62-45-613 62-45-652	CROWN VIC ECM WATER PUMP OIL FILTERS SHOP SUPPLIES	345.64	222.67 53.99 19.08 49.90
01 AZAVAR AUDIT SOLUTIONS 146820	01-11-929	CONTINGENCY-ELECTRIC AUDIT	2.32	2.32
01 BOCK INC 59A 59A	51-93-515 52-93-515	WTP CONTRACT PAYMENT WWTP CONTRACT PAYMENT	54894.42	14676.42 40218.00
01 BONNELL INDUSTRIES INC 0185315-IN 0185316-IN	62-45-613 62-45-613	SNOW PLOW PARTS SNOW PLOW PARTS	509.60	16.95 492.65
01 CHEMSEARCH 3415868	52-93-656	DEGREASER	918.85	918.85
01 COLWELL, BRENT 156194 156195 156196	01-65-549 01-65-549 01-65-549	ELECTRICAL INSPECTION ELECTRICAL INSPECTION ELECTRICAL INSPECTION	150.00	50.00 50.00 50.00
01 IDOIT - COMMUNICATIONS REVOLVI T1916322	01-21-552	LEADS LINE	316.70	316.70
01 CORE & MAIN LP K081138	51-42-615	METER PIT LID	139.10	139.10
01 EDWARDS, KEITH 19-05E	01-65-562	MTG/MILEAGE REIMBURSEMENT	68.44	68.44
01 FARM KING OF KEWANEE 790917	51-42-653	HITCH PIN	717.95	5.99

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
790924	51-42-653	BENCH VISE		99.99
790925	38-71-611	ST#2 AIR SUPPLY PARTS		50.96
791112	01-22-159.7	FIRE UNION - SAWZALL		339.99
791936	52-93-619	LP REFILLS & TANK		88.93
791942	52-93-619	2 UTILITY HEATERS		69.98
791943	52-93-619	UTILITY KNIFE		17.19
791944	52-93-619	SURGE STRIP		12.99
792126	01-52-612	SNOWBLOWER PINS		2.35
792139	51-93-512	POLY TUBING		29.58
01 FRIENDS OF THE ANIMALS			1333.33	
628667	01-21-539	SEMI-MONTHLY PAYMENT		1333.33
01 GETZ FIRE EQUIPMENT CO			403.95	
I1-755126	01-22-512	ANNUAL SERVICE		338.75
I1-755127	01-22-512	ANNUAL SERVICE		65.20
01 GUTSCHLAG, KENNY			252.46	
20181512-02	52-43-830.6	REPLACE LIFT ST BREAKER		252.46
01 THOMPSON TRUCK & TRAILER, INC			673.63	
X203024967:01	62-45-613	FILTERS		386.49
X203025003:01	62-45-613	FUEL SENDER & FILTER		157.89
X203025240:01	62-45-613	FUEL SENDER		129.25
01 HENRY COUNTY HEALTH DEPT			195.00	
844	01-21-549	HEP B VACCINE - KUFFEL		195.00
01 HODGE'S 66 INC			86.19	
51504	62-45-513	DOT SAFETY TEST		25.22
51513	62-45-513	DOT SAFETY TEST		25.22
51551	62-45-513	DOT SAFETY TEST		35.75
01 I.A.C.E.			40.00	
2019 DUES	01-65-561	2019 MEMBERSHIP DUES		40.00
01 IL STATE POLICE			56.50	
D013119	01-22-455	PRE-EMPLOY SCREEN-ROOF		28.25
D013119	01-22-455	PRE-EMPLOY SCREEN-BOETTCHER		28.25
01 IMPACT NETWORKING			596.18	
1345870	01-11-512	COPIER MAINT CONTRACT		596.18
01 KNOX COUNTY LANDFILL			30426.90	
D013119	57-44-573	SOLID WASTE DISPOSAL		30426.90
01 MCI MEGA PREFERRED			100.85	
D020119	01-21-552	POLICE - LONG DISTANCE		43.28
D020119	01-11-552	F&A - LONG DISTANCE		23.74
D020119	01-41-552	PW - LONG DISTANCE		13.43
D020119	01-22-552	FIRE - LONG DISTANCE		6.45
D020119	58-36-552	CEMETERY - LONG DISTANCE		1.50
D020119	62-45-552	FLEET - LONG DISTANCE		12.45
01 MCKESSON MEDICAL SURGICAL			22.36	
46635552	01-22-612	MEDICAL SUPPLIES		22.36
01 MED-TECH RESOURCE LLC			530.42	
99601	01-22-612	MEDICAL SUPPLIES		207.46
99732	01-22-612	BP KITS & STETHOSCOPES		322.96

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 MENARD'S			994.23	
15905	62-45-613	ENGINE #2 CONNECTOR		12.97
15905	62-45-652	FLEET-CONNECTOR & PLUG		8.96
15978	38-71-611	SHELVING & HARDWARE		105.76
16009	38-71-611	RETURNED SHELVING		38.11-
16012	38-71-611	SHELVING & HARDWARE		42.69
16127	51-42-653	SHOVELS & RAKES		146.53
16162	58-36-652	CEMETERY-OPER SUPS		92.76
16305	38-71-611	WHITE BOARD HARDWARE		5.38
16564	38-71-611	FIRE STATIONS - BULBS		93.45
16593	51-93-656	ICE MELT		8.22
16594	51-93-656	ICE MELT		13.76
16603	51-93-656	MEASURING TAPE & PLIERS		36.95
16839	52-93-656	ICE MELT		89.90
16902	38-71-611	ICE MELT		.68
16989	51-93-619	WTP-MAINT SUPS		16.85
17025	51-93-619	TARP, LATH & TAPE		71.23
17029	38-71-611	GLOVES & BATTERIES		99.71
17083	01-41-653	FILTER BAGS		19.78
17087	51-93-619	CABINET HEATER & SUPS		148.83
17093	51-93-619	RETURNED HEATER		99.97-
17217	51-93-619	EPOXY & GLUE		27.63
17229	01-41-653	LANTERN & SUPPLIES		16.74
17266	51-93-619	WTP-MAINT SUPS		38.20
17341	01-41-653	LANTERN & SUPPLIES		14.77
17358	51-93-619	WTP-MAINT SUPS		20.56
01 MICHLIG ENERGY LTD			11489.96	
1/19-DS	01-41-655	PW-DIESEL		4685.91
1/19-DS	51-42-655	WATER-DIESEL		825.02
1/19-DS	57-44-655	SANITATION-DIESEL		1708.48
1/19-DS	01-22-655	FIRE-DIESEL		212.82
1/19-GS	01-41-655	PW-GASOLINE		562.72
1/19-GS	51-42-655	WATER-GASOLINE		707.69
1/19-GS	52-43-655	SEWER-GASOLINE		130.68
1/19-GS	52-93-655	WWTP-GASOLINE		41.30
1/19-GS	01-22-655	FIRE-GASOLINE		45.82
1/19-GS	01-21-655	POLICE-GASOLINE		1981.09
1/19-GS	52-43-655	ENGINEERING-GASOLINE		23.62
1/19-GS	01-65-655	COM DEV-GASOLINE		103.81
8246858	52-93-655	WWTP-DIESEL		461.00
01 MIDWEST WHEEL COMPANIES INC			414.30	
1490034-00	62-45-613	FENDER KIT		414.30
01 MISSISSIPPI VALLEY PUMP INC			27343.00	
12564	52-93-512	REPAIR EBARA PUMP		4654.00
12565	52-93-870	REPAIR HYDROMATIC PUMP		21586.00
12577	52-93-870	INSTALL REPAIRED PUMP		1103.00

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
01 MOORE TIRES KEWANEE			60.93	
K17160	62-45-513	BALANCE NEW TIRE		38.15
K17325	62-45-513	TIRE REPAIR		22.78
01 O'REILLY AUTOMOTIVE STORES, IN			261.32	
1143-316972	58-36-612	FUEL ADDITIVE		20.35
1143-317027	62-45-613	WINDOW REGULATOR ASSY		80.54
1143-317243	62-45-830	STRAIGHT KEY		4.09
1143-317603	62-45-613	WIPER BLADES		30.38
1143-318319	62-45-613	WIPER BLADES		32.62
1143-318444	62-45-613	STEERING WHEEL COVER		33.47
1143-318450	62-45-613	VALVE COVER GASKET		32.12
1143-318701	52-93-619	WWTP-MAINT SUPS		27.75
01 OFFICE SPECIALISTS INC			222.49	
1040385-0	01-11-651	OFFICE SUPPLIES		105.80
1040385-0	51-42-651	OFFICE SUPPLIES		105.80
1040385-0	01-65-652	OFFICE SUPPLIES		10.89
01 OFFICE MACHINE CONSULTANTS INC			80.52	
IN164798	01-22-537	COPIER MAINT CONTRACT		32.82
IN164822	01-21-512	COPIER MAINT CONTRACT		37.23
IN164823	01-21-512	COPIER MAINT CONTRACT		10.47
01 PANTHER UNIFORMS INC			17.25	
21914	01-21-473	BADGE HOLDER/CHAIN		17.25
01 PDC LABORATORIES INC			663.75	
D021419	51-93-542	CREDIT ON ACCOUNT		513.50-
I9319621	51-93-542	WATER TESTING		17.25
I9330274	51-93-542	LEAD & COPPER TESTING		598.00
I9330276	51-93-542	LEAD & COPPER TESTING		182.00
I9339657	51-93-542	GUARD DOG PROGRAM		290.00
I9346246	51-93-542	FLUORIDE TESTING		18.00
I9355599	51-93-542	WATER TESTING		18.00
I9355970	51-93-542	WATER TESTING		54.00
01 PDC LABORATORIES INC			1514.90	
I93355255	52-93-542	NPDES SPEC USE PERMIT		708.60
I9341201	52-93-542	CHLORIDE TESTING		181.70
I9345335	52-93-542	SLUDGE TESTING		566.10
I9354605	52-93-542	CHLORIDE TESTING		58.50
01 PIECZYNSKI, LINDA S			108.00	
6845	01-21-549	NEWSLETTER/TRAINING		108.00
01 REDIGER, MICHAEL J			99.76	
19-06E	01-22-562	MTG/MILEAGE REIMBURSEMENT		99.76
01 RIBER, BENNETT			24.59	
D021319	01-22-471	UNIFORM ALLOWANCE REIMB		24.59
01 S. HARRIS UNIFORMS			311.05	
113135	01-22-471	INITIAL UNIFORM-ROOF		311.05
01 SNI SOLUTIONS			36378.00	
139089	01-41-616	GEO SALT		36378.00

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 SUPREME RADIO COMMUNICATIONS I 41905	01-22-556	RADIO PARTS	592.25	592.25
01 THYSSENKRUPP ELEVATOR CORP 3004408089	38-71-549	ELEVATOR MAINTENANCE	976.51	976.51
01 TOWN OF NORMAL RES 5139	39-73-840	(2) 2012 CRANE CARRIER TRUCKS	260000.00	260000.00
01 UNIFORM DEN INC 99281	01-22-471	INITIAL UNIFORM-ROOF	23.00	23.00
01 VERIZON WIRELESS 9823464939	01-22-552	FIRE-CELLULAR SERVICE	7.00	7.00
01 STATE BANK OF TOULON - VISA			1302.49	
D020119DJ	01-11-561	IGFOA ANNUAL MBRSHIP		200.00
D020119DJ	01-11-563	IGFOA TRAINING FEE		30.00
D020119GB	01-11-537	2 ADOBE SUBSCRIPTIONS		109.41
D020119GB	01-11-562	TRAVEL/MTG EXPENSES		23.70
D020119GB	01-22-561	SHOOK-LICENSE RENEWAL		41.00
D020119GB	01-00-159.7	GRATUITY REIMBURSED		2.00
D020119KE	01-65-563	ILCSWMA MEETING		25.00
D020119KE	01-65-561	ICC MEMBERSHIP DUES		135.00
D020119KE	01-65-561	ZONING CODE PUBLICATIONS		54.00
D020119KN	38-71-511	FIRE ST-BRASS HOSE REEL		86.15
D020119KN	38-71-611	RECYCLING BAGS		65.96
D020119KS	01-22-561	LIC RENEWALS-MM&TD		153.53
D020119PCD	58-36-652	CEMETERY-PRINTER INK		39.10
D020119PCD	38-71-611	WALL CALENDAR-KN		17.89
D020119RJ	57-44-929	TRAVEL/MEAL EXPENSES		25.92
D020119RJ	57-44-473	SAFETY EQUIP-HAND WARMERS		143.75
D020119RJ	01-41-929	SNOW CREW-MEALS		21.65
D020119RJ	01-41-561	MEMBERSHIP DUES		12.99
D020119RJ	51-42-615	WIRE CONNECTORS		40.86
D020119TA	01-21-551	POLICE-POSTAGE CHGS		10.70
D020119TA	01-21-651	LABEL CARTRIDGE ROLLS		32.89
D020119VK	62-45-651	FUSES		30.99

** TOTAL CHECKS TO BE ISSUED

459731.30

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
GENERAL FUND			59179.60	
CAPITAL MAINTENANCE/MUN. BLDG.			1507.03	
ACQUISITION FUND			260000.00	
WATER FUND			26089.61	
SEWER FUND			76715.86	
FRANCIS PARK			71.05	
SANITATION			32305.05	
CEMETERY FUND			353.11	
CENTRAL MAINTENANCE			3509.99	
*** GRAND TOTAL ***			459731.30	
TOTAL FOR REGULAR CHECKS:			458,397.97	
TOTAL FOR DIRECT PAY VENDORS:			1,333.33	

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

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PAYABLE TO REG# INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR
01 MCFAIL, SUSAN 375 D020619	02/21/19 01-22-929	135 REFUND OVERPAYMENT	25.00	25.00
01 PINNICK, CAROLYN 375 D020619	02/21/19 01-22-929	136 REFUND OVERPAYMENT	.46	.46
01 PROFESSIONAL BILLING SERVICES 375 JAN 2019	02/21/19 01-22-579	133 JAN 19 BILLING CHARGES	1215.77	1215.77
01 UNITED HEALTHCARE MEDICARE SOL 375 D020619	02/21/19 01-22-929	134 REFUND INS PAYMENT	37.12	37.12
** TOTAL MANUAL CHECKS REGISTERED			1278.35	

=====

REPORT SUMMARY

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CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	459731.30	1278.35	461009.65
TOTAL CASH	459731.30	1278.35	461009.65

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	59179.60	1278.35	60457.95
38	1507.03	.00	1507.03
39	260000.00	.00	260000.00
51	26089.61	.00	26089.61
52	76715.86	.00	76715.86
54	71.05	.00	71.05
57	32305.05	.00	32305.05
58	353.11	.00	353.11
62	3509.99	.00	3509.99
TOTAL DISTR	459731.30	1278.35	461009.65

Everything You Need!

Phone 309-852-2611
Fax 309-856-6001

February 21, 2019

Honorable Mayor and City Council
Kewanee City Hall
401 E. Third Street
Kewanee, Illinois 61443-2365

RE: Report from Zoning Board of Appeals for February 20, 2019 Meeting.

The Zoning Board of Appeals convened at 7:00 p.m. on February 20, 2019 Kewanee City Hall, Council Chambers. ZBA members Brackett, Clark and Dolieslager were absent. For business, there was one variance petition application upon which to conduct a public hearing.

Case Number 1:

214 Regina Ct., front yard setback for additional rear yard space for in-ground pool and entertainment space.

The Subject Property:

Address: 214 Regina Ct.

Legal Description: LOT 12 BLK 3 MILL CREEK STATION SUB OF W NE SEC 3 T14N R5E LANDS INCORP (TIF), City of Kewanee, County of Henry, State of Illinois.

Location: East side of the cul-de-sac at the South end of Regina Ct. South of East Mill St. / Mill Creek.

Zoning: R5 Multiple-Family Dwelling District.

Dimensions: 72.4 feet North to South by 118.58 feet East to West at the South lot line and 99.48 feet East to West at the North lot line, 8,276.4 Sq Ft area.

Existing Buildings or Uses: Empty residential lot.

Existing Land Use Map: Low Density Residential.

Proposed Land Use Map: Low Density Residential.

The Surrounding Area:

Zoning District(s): Surrounding land is zoned R5 Multiple-Family Dwelling District to the North and South. The area to the Southwest is zoned R-1 Single-Family Dwelling District.

Uses of Land:

The surrounding land contains Single-Family dwellings with Zion Lutheran Church further to the South.

Variance Requested:

A variance of 10 feet (50%), to the West front yard setback for the proposed construction of a Single-Family Dwelling to allow a 10 feet setback versus the 20 feet setback required by §155.064-(D)-(1), building setback in the Front Yard, required in an R-5 Multiple-Family Dwelling District of the City Code.

Background Information:

Lisa Rashid came to my office to discuss placement of a new single family dwelling on the parcel at 214 Regina Ct., which she had recently purchased. Rashid brought with her the proposed plans (included with this memo) which show the proposed house along with an in-ground pool. With concerns to the backyard space and the in-ground pool, Rashid is worried that the backyard will be cramped for space and wanted to know if there was a way to improve the backyard space. We discussed the variance process and it was decided that an extra 10 feet of backyard space would give Rashid the space she would like.

With concern to the in-ground swimming pool. The City Ordinance requires the pool to be a minimum of 8 feet from any structure and a minimum of 5 feet from the rear lot line.

The parcel exists in the cul-de-sac of Regina Ct. The existing house to the South of Rashid's parcel at 220 Regina Ct. and the existing house to the North at 202 Regina Ct. both appear to be closer the front yard setback required by code. The Zoning code states:

§155.064-(D)-(1) Front yard. There shall be a front yard of not less than 20 feet.

By allowing the requested variance, the required 20 feet front yard would be reduced to 10 feet (please note, this is referencing to the property/Right Of Way line. Not to the edge of the street.)

With consideration to the surrounding neighborhood, and after speaking with the City Manager about this petition, the City can see no adverse effect on anyone if the variance is granted and has no issues with the request. The City believes that the variance would not be out of character with the surrounding neighborhood.

The Public Hearing:

At 7:00 p.m. on February 21, 2019, the hearing on the variance request at 214 Regina Ct. was held. Lisa Rashid of 534 McClure St., Kewanee, Illinois, was present to represent the petition for the variance request.

- Lisa Rashid stated that she purchased the parcel at 214 Regina Ct and has the plans started to build her new house. The plans include the installation of an in-ground swimming pool. Lisa would like to move the house towards the West 10 feet, resulting in a 10 feet setback, in order to allow more entertainment space in the backyard around the pool.

- Edwards pointed out that the dwelling to the South of Rashid's parcel also appears to have a minimal front yard setback.

No others were present to speak in support of the variance petition.

No others were present to speak in opposition to the variance petition.

Recommendation:

After discussing the facts and testimony presented, the Zoning Board of Appeals recommends, based on the authority of §33.062 of the City Code, by a vote of four in favor of the application, none opposed to the application, three absent, that the City Council grant the variance petition as filed.

Specifically, the Zoning Board of Appeals recommends the City Council grant the following variance to Lisa Rashid for her property at 214 Regina Ct., as to the 10 feet front yard setback.

Variance Requested:

A variance of 10 feet (50%), to the West front yard setback for the proposed construction of a Single-Family Dwelling to allow a 10 feet setback versus the 20 feet setback required by code.

There being no further business, the meeting adjourned at 7:08 p.m.

Respectfully yours,

 by: 

Martin Medley, Chairman

2/20/19

Attendance

PEART Jeremy	<input checked="" type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input checked="" type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent
BRACKETT Stephen	<input checked="" type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input checked="" type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent
CLARK Richard	<input checked="" type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent
MEDLEY Martin	<input checked="" type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent
THOMPSON Jerry	<input checked="" type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent
MCINTYRE David	<input checked="" type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent
DOLIESLAGER Lance	<input checked="" type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent
	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent	<input type="checkbox"/> yes <input type="checkbox"/> abstain	<input type="checkbox"/> no <input type="checkbox"/> absent

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	February 21, 2019	
RESOLUTION OR ORDINANCE NUMBER	Ordinance #3954	
AGENDA TITLE	Consideration of an ordinance granting a variance to Lisa Rashid, 214 Regina Ct, Kewanee, IL. 61443	
REQUESTING DEPARTMENT	Community Development	
PRESENTER	Keith Edwards, Director of Community Development	
FISCAL INFORMATION	Cost as recommended:	N/A, including recurring charges
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To grant a variance to the front yard setback at 214 Regina Ct. for the construction of a new single family dwelling.	
BACKGROUND	<p>Lisa Rashid came to my office to discuss placement of a new single family dwelling on the parcel at 214 Regina Ct., which she had recently purchased. Rashid brought with her the proposed plans which show the proposed house along with an in-ground pool. With concerns to the backyard space and the in-ground pool, Rashid is worried that the backyard will be cramped for space and wanted to know if there was a way to improve the backyard space. We discussed the variance process and it was decided that an extra 10 feet of backyard space would give Rashid the space she would like.</p>	

SPECIAL NOTES	<p>With concern to the in-ground swimming pool. The City Ordinance requires the pool to be a minimum of 8 feet from any structure and a minimum of 5 feet from the rear lot line.</p> <p>The parcel exists in the cul-de-sac of Regina Ct. The existing house to the South of Rashid's parcel at 220 Regina Ct. and the existing house to the North at 202 Regina Ct. both appear to be closer than the front yard setback required by code. The Zoning code states:</p> <p>§155.064-(D)-(1) Front yard. There shall be a front yard of not less than 20 feet.</p> <p>By allowing the requested variance, the required 20 feet front yard would be reduced to 10 feet (please note, this is referencing to the property/Right Of Way line. Not to the edge of the street.)</p>
ANALYSIS	<p>With consideration to the surrounding neighborhood, and after speaking with the City Manager about this petition, the City can see no adverse effect on anyone if the variance is granted and has no issues with the request. The City believes that the variance would not be out of character with the surrounding neighborhood.</p>
PUBLIC INFORMATION PROCESS	<p>Legal notice was published in the Star Courier. Post cards were mailed to all persons owning land within 300 feet.</p>
BOARD OR COMMISSION RECOMMENDATION	<p>After discussing the facts and testimony presented, the Zoning Board of Appeals recommends, based on the authority of §33.062 of the City Code, by a vote of four in favor of the application, none opposed to the application, three absent, that the City Council grant the variance petition as filed.</p>
STAFF RECOMMENDATION	<p>Staff recommends approval.</p>
REFERENCE DOCUMENTS ATTACHED	<p>ZBA Minutes and documents sent to all ZBA members.</p>

ORDINANCE NO. 3954

ORDINANCE GRANTING A REQUEST FOR VARIANCE TO LISA RASHID, 214 REGINA CT., KEWANEE, ILLINOIS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEWANEE, ILLINOIS, IN COUNCIL ASSEMBLED, AS FOLLOWS.

SECTION ONE: The City Council finds that a petition has heretofore been filed by Lisa Rashid directed to the Zoning Board of Appeals and City Council requesting that a variance be granted as to the west front yard setback for the proposed addition to allow a 10 foot setback versus the 20 feet setback required by §155.064-(D)-(1), building setback in the Front Yard, required in an R-5 Multiple-Family Dwelling District of the City Code for the following described property:

LOT 12 BLK 3 MILL CREEK STATION SUB OF W NE
SEC 3 T14N R5E LANDS INCORP (TIF), City of
Kewanee, County of Henry, State of Illinois.

SECTION TWO: The Zoning Board of Appeals conducted a hearing upon said petition on Wednesday, February 20, 2019, in Council Chambers at 401 E. Third Street, pursuant to notice published in the Kewanee Star Courier, at which time and place the Zoning Board of Appeals heard statements of the Petitioners. There were no Objectors.

SECTION THREE: The Zoning Board of Appeals has recommended to the Council, by a vote of four in favor, none opposed, three absent, that a variance as to the west front yard setback for the proposed construction of a new single family dwelling to allow a 10 foot setback versus the 20 feet setback required by §155.064-(D)-(1), building setback in the Front Yard, required in an R-5 Multiple-Family Dwelling District of the City Code be granted.

SECTION FOUR: The recommendations of the Zoning Board of Appeals regarding the variance is accepted and hereby approved.

SECTION FIVE: The following variance shall be, and hereby is granted:
A variance of 10 feet (50%), to the West front yard setback for the proposed construction of a Single-Family Dwelling to allow a 10 feet setback versus the 20 feet setback required by §155.064-(D)-(1), building setback in the Front Yard, required in an R-5 Multiple-Family Dwelling District of the City Code.

SECTION SIX: This Ordinance shall be in full force and effect immediately upon its passage and approval as provided by law.

Passed by the Council of the City of Kewanee, Illinois this 25th 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

ZONING VARIANCE PETITION

214 Regina Ct 10'-50% of required front yard
Property Address Variance Requested

Lisa Rashid 534 E McClure St Kewanee IL 61443
Owner Name(s) Owner Address Owner City State Zip

11 11 11 11 11
Applicant Name(s) Applicant Address Applicant City State Zip

R5 Residential Lot
Zoning District Existing Uses Site Plan Attached? How many years has property been owned?

Legal Description: Lot 12 Blk 3 Mill Creek Station Sub of
W NE Sec 3 T14N R5E Lands Incorp (TIF)

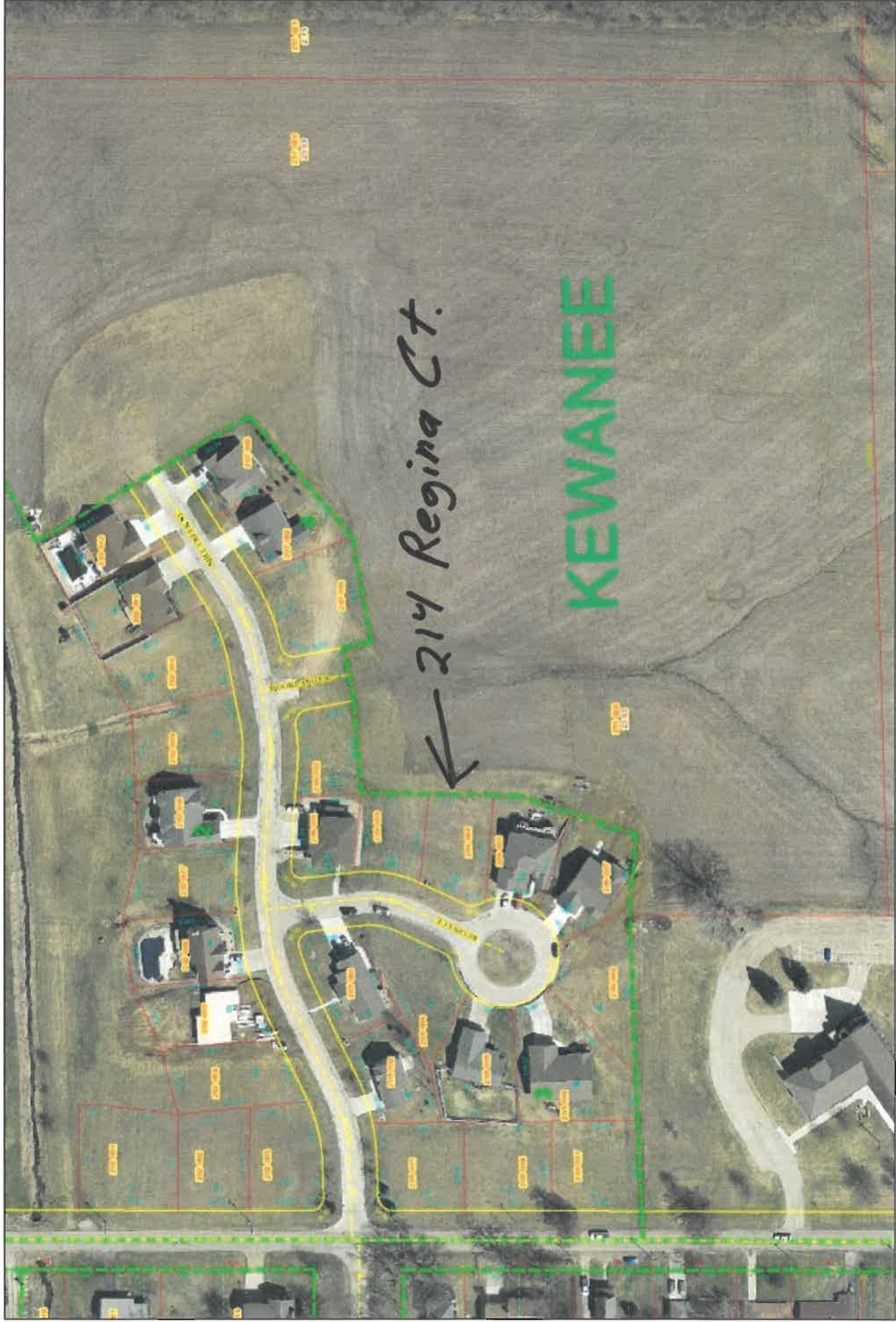
Variance(s) requested: 10 feet (50%), to the West side street yard
setback for the proposed construction of a single family
dwelling to allow a 10 foot setback versus the 20 feet required.

State Reasons variance(s) is(are) desired: To add more square footage
to the back yard for in-ground pool, patio, and
entertainment space.

[Signature] 1-17-2019
Owner/Applicant Signature Date

Filed with City Clerk: SEAL
Signature Date

ZBA meeting result	Date		Vote	Grant/Deny
City Council Result	Date	Vote	Grant/Deny	Ord#



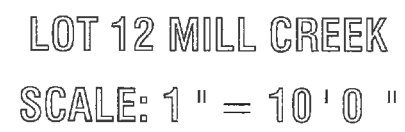
Enter Map Title...
Web Print: 01/17/2019



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APPROX. NORTH

S-1
of ONE



**CARVER
LUMBER**
TECHNICAL SERVICES
8700 N. University Ave. Peoria, IL 61615 (309) 682-2000

The *New American Periodic Acid* (NAPA) was published by the National Academy of Sciences (NAS). It was published by the NAS Press, which was established in 1968. The NAPA was published by the NAS Press, which was established in 1968.

date issued:

construction revisions:

start date:

November 28, 2018

design revisions:

design revisions:

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ANY wall with a stud length exceeding 12' in height will most likely need engineering to pass code enforcement!

EXT. WALLS MEASURE 6"
INT. WALLS MEASURE 3-1/2"

ALL CONTRACTORS AND OR THEIR EMPLOYEES ARE TO INSTALL ALL PRODUCTS / MATERIALS PER THE MANUFACTURERS SPECIFICATIONS OR INSTALLATION INSTRUCTIONS.

PLANS NOT FOR CONSTRUCTION UNLESS APPROVED BY ALL THE CONTRACTORS INVOLVED. VERIFY ALL MECHANICAL REQUIREMENTS BEFORE CONSTRUCTION BEGINS. CODE ALWAYS GOVERNS OVER INFORMATION SET FORTH ON PLANS.

GREAT COMMUNICATION IS REQUIRED BETWEEN ROOF TRUSS & OR I-JOIST COMPANY & CONTRACTOR OF RECORD. I-JOIST & OR ROOF TRUSS LAYOUTS MUST BE FOLLOWED IF THEY ARE TO FIT PROPERLY.

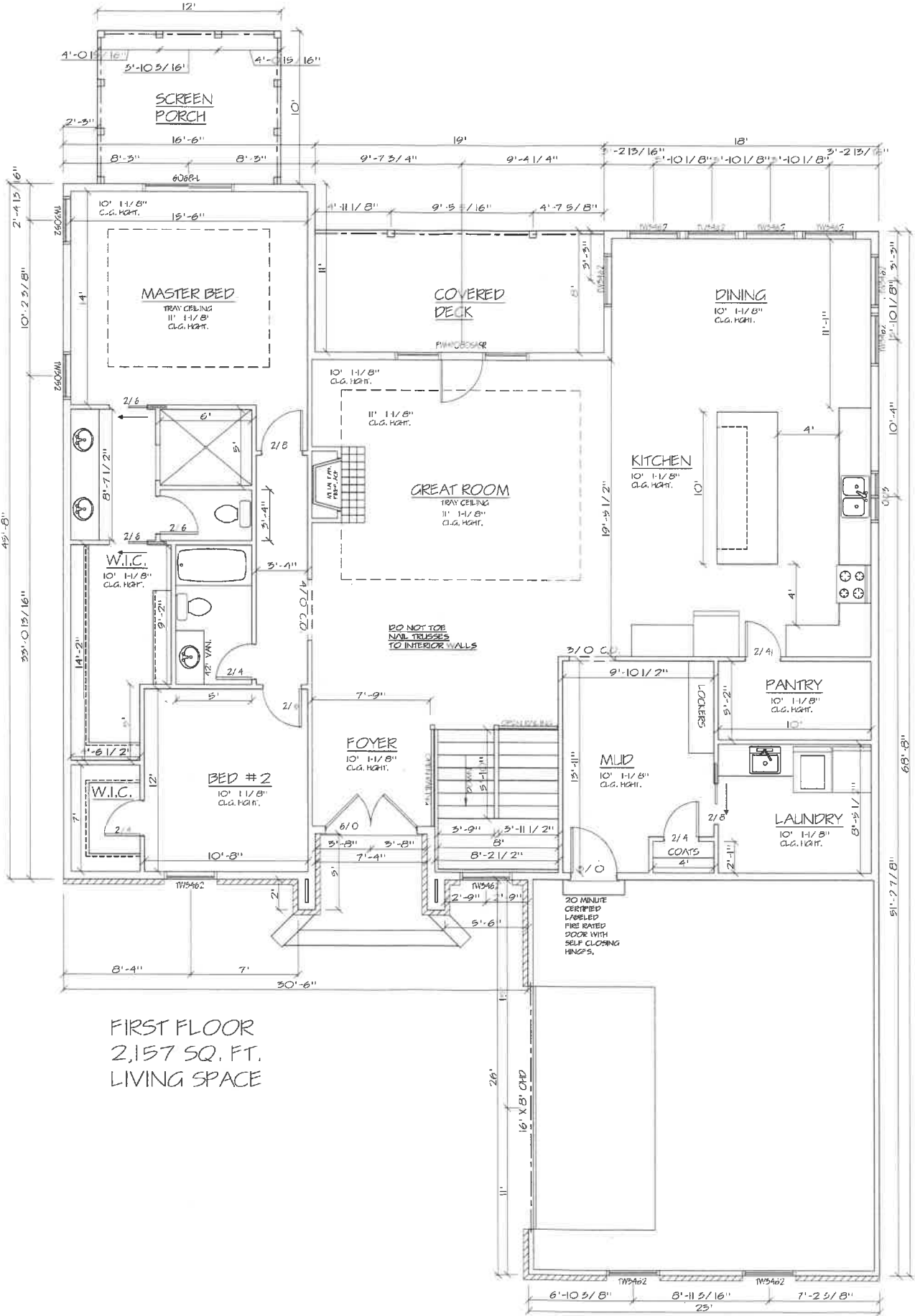
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ANY CHANGES IN PLAN DIMENSIONS MUST BE REPORTED TO THE GENERAL CONTRACTOR OF RECORD.

IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO FULLY REVIEW THESE DRAWINGS BEFORE CONSTRUCTION BEGINS TO INSURE THAT THEY ARE CORRECT, CONSISTENT, AND COMPLY WITH APPLICABLE CODES.

WINDOW CALL OUTS MUST BE VERIFIED BY GENERAL CONTRACTOR PRIOR TO CONSTRUCTION!! DIFFERENT WINDOW COMPANIES USE DIFFERENT CRITERIA FOR CALL OUTS SUCH AS GLASS SIZE, FRAME SIZE, ETC., SOME USE JUST INCHES & SOME USE FEET & INCHES. WINDOW CALL OUTS MUST BE VERIFIED PRIOR TO CONSTRUCTION!!

CARVER LUMBER CAN IN NO WAY BE HELD RESPONSIBLE FOR ANY MATERIALS NOT PROVIDED BY CARVER LUMBER AND THE CRITERIA AFFECTED BY SAID MATERIALS, SUCH AS WINDOWS, DOORS, TRUSSES, FLOOR SYSTEMS, AND ANY OTHER CRITICAL COMPONENTS RELATED TO THE STRUCTURE. ULTIMATELY IT IS THE GENERAL CONTRACTORS RESPONSIBILITY TO COORDINATE THE PROJECT AND SEE TO IT THAT ALL COMPONENTS WORK TOGETHER PROPERLY.



FIRST FLOOR
2,157 SQ. FT.
LIVING SPACE

date issued:	
construction revisions:	
start date:	November 28, 2018
design revisions:	

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CARVER
LUMBER

TECHNICAL SERVICES

8700 N. University Ave. Peoria, IL 61615
(309) 692-2000

sheet title:	MAIN FLOOR
client:	QUALITY CONSTRUCTION RACHID RESIDENCE
drawn by:	MAA
file name:	QUA 11-12-2018

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IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO FULLY REVIEW THESE DRAWINGS BEFORE CONSTRUCTION BEGINS TO INSURE THAT THEY ARE CORRECT, CONSISTENT, AND COMPLY WITH APPLICABLE CODES.

ACTUAL GRADE CANNOT BE DETERMINED!!! ANY GRADE LINES ON THESE DRAWINGS ARE ONLY ESTIMATES BASED ON CUSTOMER INFORMATION. THEREFORE, ALL FACTORS THAT WOULD BE AFFECTED BY GRADE MUST BE CHECKED SUCH AS STEPPING OF FOUNDATION, WINDOWS, EGRESS LOCATIONS, ETC.

ALL CONTRACTORS AND OR THEIR EMPLOYEES ARE TO INSTALL ALL PRODUCTS / MATERIALS PER THE MANUFACTURERS SPECIFICATIONS OR INSTALLATION INSTRUCTIONS.

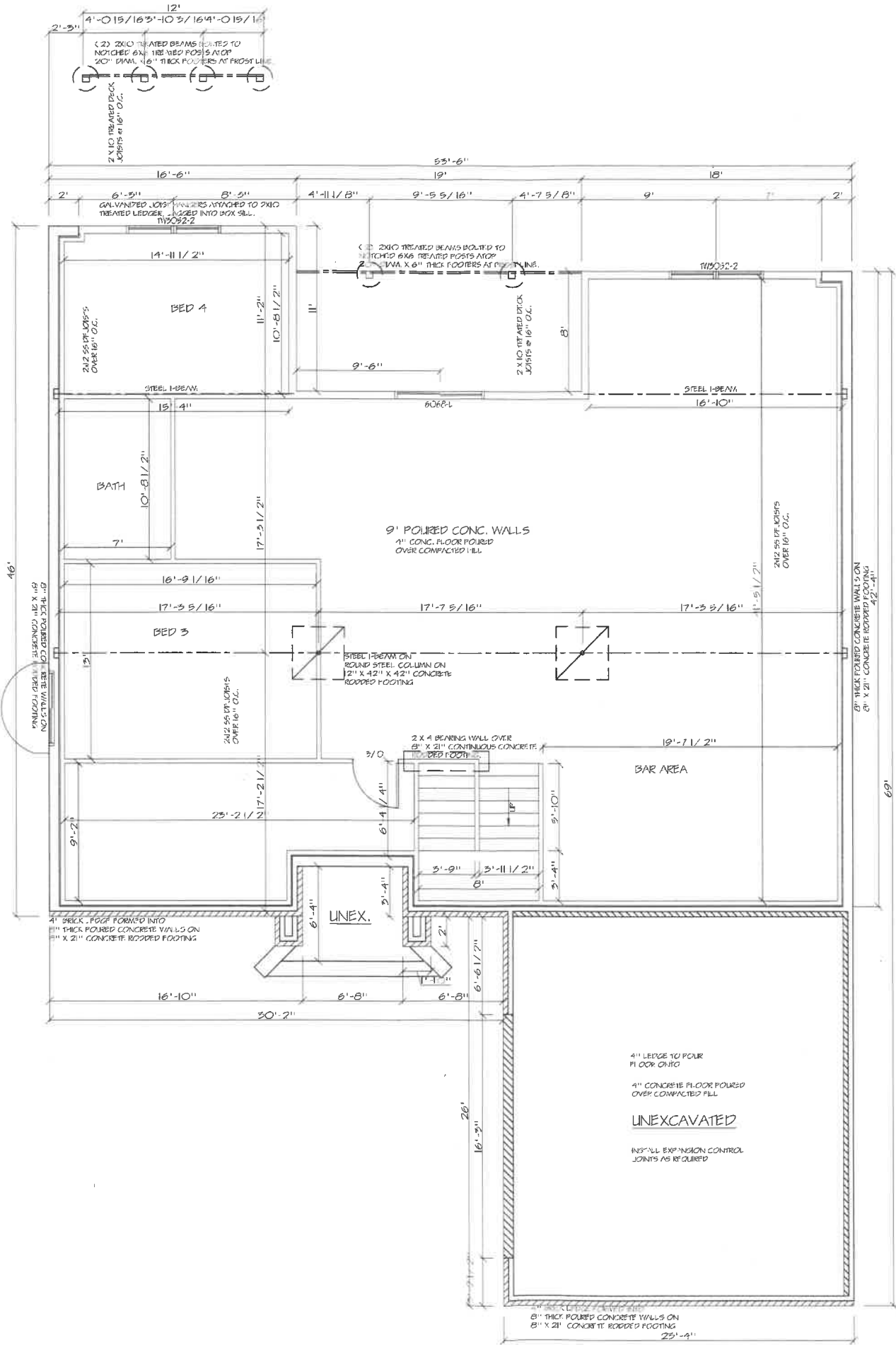
PLANS NOT FOR CONSTRUCTION UNLESS APPROVED BY ALL THE CONTRACTORS INVOLVED. VERIFY ALL MECHANICAL REQUIREMENTS BEFORE CONSTRUCTION BEGINS. CODE ALWAYS GOVERNS OVER INFORMATION SET FORTH ON PLANS.

IT IS THE RESPONSIBILITY OF THE MASON OR CONCRETE CONTRACTORS TO ENSURE THAT THE FOUNDATION IS CONSTRUCTED IN ACCORDANCE WITH APPLICABLE CODES AND SOIL CONDITIONS.

ALL FOUNDATION FOOTINGS SHALL BE BELOW FROST LINE AND SHALL BEAR ON UNDISTURBED PROPERLY COMPACTED SOIL. EXACT FOOTING SPECS (SIZE, REBAR, ETC.) DETERMINED BY SOIL COMPACTION & APPLICABLE CODES.

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EXACT FOOTING SPECS (SIZE, REBAR, ETC.) DETERMINED BY CONTRACTOR, BY SOIL COMPACTION & APPLICABLE CODES.



WINDOW CALL OUTS MUST BE VERIFIED BY GENERAL CONTRACTOR PRIOR TO CONSTRUCTION. DIFFERENT WINDOW CO. DIFFERENT CRITERIA FOR (SUCH AS GLASS SIZE, FRAME, ETC. SOME USE JUST INCHES SOME USE FEET & INCHES. CALL OUTS MUST BE VERIFIED TO CONSTRUCTION!!!

EXACT POURED WALL THICKNESS, REBAR DETERMINED BY CONTRACTOR AND APPLICABLE CODES.

ENGINEERING FOR WALLS MAY BE REQUIRED TO MEET CODE REQUIREMENTS.

IF I-JOISTS & OR ROOF TRUSSES ARE USED, ANY CHANGES IN DIMENSIONS MUST BE REPORTED TO THE I-JOIST CO. & OR ROOF TRUSS CO. OF RECORD SO THAT ROOF TRUSSES FIT PROPERLY.

ANY CHANGES IN PLAN MUST BE REPORTED TO THE CONTRACTOR OF RECORD.

date issued:	11/28/2016
construction revisions:	
start date:	November 28, 2016
design revisions:	

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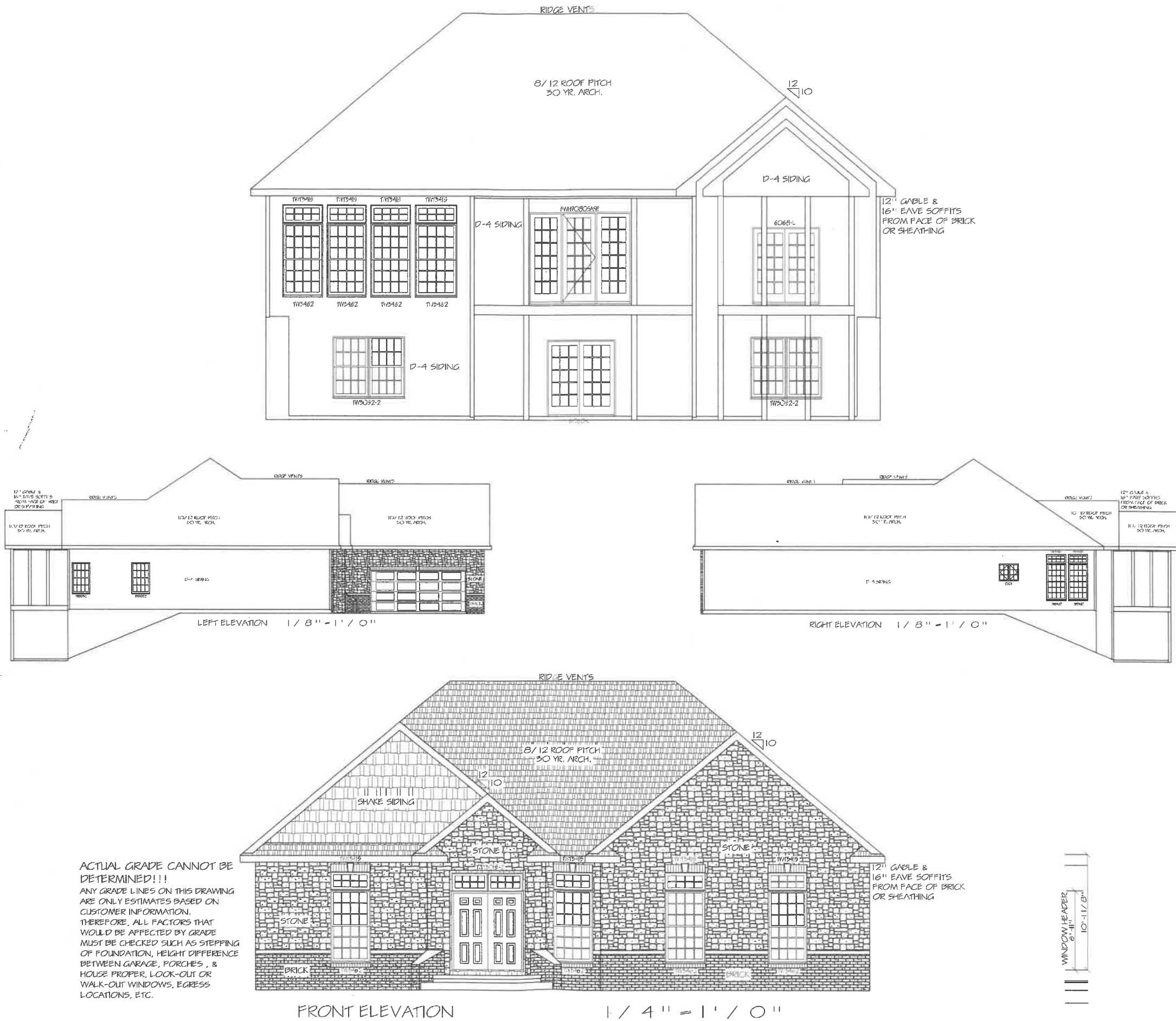
CARVER LUMBER

TECHNICAL SERVICES

8700 N. University Ave. Peoria, IL 61615 (309) 692-2000

sheet title:	FOUNDATION
client:	QUALITY CONSTRUCTION RASHID RESIDENCE
drawn by:	MAA
file name:	QUALITY-#25480

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[illegible]

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	February 25, 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	Fund Balance Policy history – Email, Excerpt from Kip Spear Memo, Minutes, Ordinance

From: [Kip Spear](#)
To: [Melinda Edwards](#)
Subject: RE: Fund Balance policy
Date: Wednesday, March 10, 2010 5:21:54 PM

Melinda,

Fund balances would be reviewed quarterly during normal financial times, more frequently if there is concern that one of the many possible factors has caused a fund balance to do something that was not anticipated.

For annual expenses, I would suggest using expenditures and transfers out of the fund. So, doing produces higher annual expenses than shown in your examples, and therefore increases minimum/maximum fund balance action thresholds. One would also have to consider this is the unreserved balance. There should be a reserved balance too, for bond and loan payments in the three funds, if for nothing else.

I will be quite surprised if Council fully implements the part of the policy regarding sweeping excess funds out of the General Fund for the conclusion of this fiscal year. Since there will most likely be a much higher than normal balance in the General Fund at the inception of the policy, it would be logical to at least wait for the first sweep at the end of FY10-11. Taking the contrary course of action would allow some significant funds to be devoted to capital projects immediately. But, doing that hastens the time when difficult choices will have to be made to match level of services to revenues. I think the prevailing thoughts would be to ride the excess General Fund balance down slowly, perhaps allowing attrition to reduce staffing and expenses, as opposed to layoffs.

The sweeping of the funds would not be an administrative function, but rather would be part of the budget resolution. That would allow Council to stipulate the use of the excess funds. Once stipulated, that course of action would be followed. As for moving funds out of the Acquisition Fund, the only time I know of is when Snider got Council to approve taking \$100,000 out of Acquisition and place back in the Sewer Fund. Hopefully, the swapping of funds would not happen, as Council will make a definite plan, and staff would carry it out expeditiously.

The contingency plan for the General Fund is the balance range as specified in the policy. That's it. It can be a scary proposition. Perhaps Council will want to a higher min. and max. than initially proposed. We'll see.

Kip

From: Melinda Edwards
Sent: Wednesday, March 10, 2010 1:06 PM
To: Kip Spear
Subject: RE: Fund Balance policy

Kip,

First question that I had was regarding Section D directing the Council to take action within 3 months of the shortfall, how often would fund balances be reviewed?

Second, I ran the numbers from the most recent audit, FY 08/09. Running the numbers for the General Fund would result in a surplus of \$2,192,851.00 that would have been transferred to the Acquisition Fund, if my calculations are correct. The minimum balance being \$1,461,051 and maximum \$2,191,577.

08/09 expenditures 4,915,687*25% = 1,228,922

General Fund Balance 08/09:

4,384,428
 Water Fund 1,261,220*10% = 126,122
2,192,851

Suggested transfer to Acq Fund:

Sewer Fund 1,060,074*10% = 106,007
 Balance: 2,191,577

Resulting Fund

minimum 1,461,051
x 150%
 maximum 2,191,577

I then reviewed the GBA report from LOCIS with Estimated receipts and expenditures for the current fiscal year, understanding that some of the estimates are skewed due to one-time purchases that happen early or late in the fiscal year. The current year estimated General Fund revenue is \$6,202,132 with estimated expenditures of \$6,546,929, according to LOCIS. This would equate to a surplus spending of \$344,797.

Should this policy have been in place previously and the surplus (\$2,192,851) have been transferred to the Acquisition Fund the General Fund would end at a balance of 1,846,780, if the actual expenses end at the estimated expenses.

2,191,577
 + 6,202,132
- 6,546,929
 1,846,780

After reviewing that information, if you apply the minimum fund balance formula to the estimated expenditures, via LOCIS for this fiscal year (\$6,546,929 - General Fund, 2,220,793.11 - Water, and 1,207,855 - Sewer) as follows:

General 6,546,929*25% = 1,636,732
 Water 2,220,793*10% = 222,079
 Sewer 1,207,855*10% = 120,786
 minimum balance 1,979,597

We would end this fiscal year under the minimum fund balance as required by this policy, which would require Council action to correct. My concern would be that we would end up with an annual transfer of funds between the General Fund and the Acquisition Fund, potentially back and forth to ensure the policy could be met, if that would even be an option with the requirements in this policy stating that the funds be transferred for one-time capital purchase expenditures and infrastructure improvements. Will there be an ongoing policy to budget for items from the Acquisition Fund rather than the General Fund, in order to lower expenses and avoid the need for transfers to the General Fund or increasing revenues by raising taxes or other fees? Could the expenses budgeted from 01-61 for economic development now come from the Acquisition Fund from the economic development set aside? Could the police vehicle purchase move to the Acquisition Fund? Fire Equipment, the same?

Should the transfer back to the General Fund be an option, the paperwork trail to follow the transfers back and forth could become overbearing and difficult to follow. I am also concerned that the current balance in the Acquisition Fund already requires it to be considered a "major fund" during the auditing process, and building a balance in that fund without specific projects or purchases in mind may not be appropriate. (I would consider myself green on this subject, as far as what is appropriate)

I understand that the numbers I am using for this example are not 100% correct, and can't be until the end of the fiscal year. I agree that a policy should be in place to prevent overspending of surplus

balances, as economic times look bleak. However, looking at a bleak economic future is what causes me the concern of transferring a large surplus from the General Fund to the Acquisition Fund, not completely understanding what steps would be appropriate for the Council to take.

The Water Fund, taking into consideration the need to transfer the \$335,215 to the Water Improvement Fund, fell within the minimum and maximum balance. The Sewer Fund was just over \$18,000 short of the minimum balance. The Health Insurance Fund fell within the minimum and maximum balance. I agree with the guidelines as described for these funds, as the contingency is accounted for in the General Fund. I guess the biggest concern I have is what is the contingency plan for the General Fund?

Melinda

From: Kip Spear
Sent: Tuesday, March 09, 2010 2:26 PM
To: Debbie; Melinda Edwards
Cc: Jim Dison; Pat Dooley
Subject: Fund Balance policy

With no other explanation from me, please review this first attempt at a fund balance policy and see if it makes any sense. Any input would be appreciated.

§ 37.02

UNRESTRICTED FUND BALANCE REGULATIONS

(A) The Kewanee City Council finds it to be necessary to establish regulations regarding appropriate level of unrestricted reserves for certain funds of the City. Suggested guidelines in the literature related to government finance, from the Government Finance Officers Association, (GFOA), the National Advisory Council on State and Local Budgeting Practice, (NACSLBP), Governmental Accounting Standards Board, (GASB), and other sources, were reviewed. Equally important review included past experience in spending and fund balances for the City of Kewanee, since each municipality has a unique pattern of services, revenues, and expenditures.

(B) The literature on the topic recommends a policy related to unrestricted fund balance in any given fund should consider many factors, including, but not limited to:

- (1) Predictability of revenue sources and the volatility of expenditures. Unpredictable fluctuations in revenues or operating expenses tends to require larger unrestricted fund balance to deal with the high degree of variability.
- (2) Perceived exposure to significant one-time outlays such as disasters, immediate capital needs, reduction in revenues due to change in legislation or volatility of the political environment, or the chance to take advantage of one-time opportunities.
- (3) Potential drain upon the General Fund by availability of resources in other funds of the City, along with existing fund balances in other funds which may be dependent in some fashion on the General Fund for revenue.
- (4) Liquidity of financial resources and timing of receipt of revenue.
- (5) Commitments and assignments of existing portions of the unrestricted balance in the General Fund.
- (6) Ability to stabilize tax rates, to address temporary revenue shortfalls, to maintain service levels, and in broad terms provide financial stabilization.

(C) Empirical data shows that the General Fund consistently is used to subsidize operations in the several Enterprise Funds and Internal Service Funds of the City. Recent past examples include provision of one million dollars from the General Fund to the Health Insurance Reserve Fund; a six hundred thousand dollar payment to the Sewer Fund; annual payments to the Cemetery Fund of approximately two hundred thousand dollars to subsidize operations, to identify the more prominent recent occurrences. This prior, and projected continuing reliance on the General Fund to support other funds is factored into this policy.

(D) Fund Operating Ranges. All four funds listed below shall be operated within a minimum and maximum unreserved fund balance range. In the event any of the unreserved fund balances are less than the minimum balance indicated, the City Council shall take actions in no less than three months from said event of shortfall to either reduce fund expenditures, increase fund revenue, or some combination thereof, to bring the unreserved fund balance back above the minimum balance. Said time period to raise the balance back to the minimum level shall not exceed twelve months from enactment of the corrective measures.

In the event any of the unreserved fund balances exceeds the maximum balance at the close of the fiscal year, any funds in excess of the maximum balance shall be transferred to the fund indicated for use for one-time capital purchase expenditures and infrastructure improvements, as the case may be.

(E) Table of Funds.

Fund	Minimum	Maximum	Fund Receiving Excess Transfer
General Fund	25% of the audited expenditures for the General Fund for the prior fiscal year plus 10% of the audited expenditures for the Water Fund for the prior fiscal year plus 10% of the audited expenditures for the Sewer Fund for the prior fiscal year.	150% of the minimum fund balance	Acquisition Fund
Water Fund	20% of the audited expenditures for the Water Fund for the prior fiscal year 40% of the audited expenditures for the Water Fund for the prior fiscal year		Water Improvements Fund
Sewer Fund	20% of the audited expenditures for the Sewer Fund for the prior fiscal year 40% of the audited expenditures for the Sewer Fund for the prior fiscal year		Sewer Improvements Fund
Health Insurance Reserve Fund	25% of the audited expenditures for the Health Insurance Reserve Fund for the prior fiscal year 100% of the audited expenditures for the Health Insurance Reserve Fund for the prior fiscal year		No transfer fund, reduce balance by reducing premiums.

Kip Spear



Excerpt of:

MEMORANDUM

Date: June 11, 2010
From: City Manager Kip Spear
To: Mayor & Council
RE: Council Meeting of Monday, June 14, 2010, 7:00 p.m.

- g) **Consideration of an Ordinance** to amend Chapter 37 Finance and Review of the City Code by inserting the existing funds investment policy and a new fund balance policy.

There are two central parts to this ordinance. First, the intent is to eliminate the archaic listing of funds of the City and to codify the contents of Resolution 4100 regarding the City's investment policy. There is no intent to change any of the investment policy, just to place it in a location where it can be referenced by any interested party. The second part is to establish a reserve fund balance policy. The ordinance proposed removes the maximum balance concept and the funds sweeps that would occur with the maximum balance policy. The proposed policy also incorporates three year averaging of the expenditures along with an increase in the minimum fund balance from 25% to 30% to off-set the diminishing effect the average tends to have on the General Fund balance.

Councilman Gillespie mentioned use of a moving average with a period of five years to smooth out fluctuations in the General Fund year-end balance. As was mentioned at the June 7th work session, it is not uncommon to use averaging to insulate against large fluctuations, no matter what the set of numbers one is working with. Looking at the actual fund balance since 1998, using a 5 year average would have resulted in 2 years where the moving average balance was higher than the actual balance, with all of the other years having a higher actual balance than average balance. In this particular case, it is a function of inflation over time, and changes in levels of staffing in 2003 and 2007. For the years studied, on average the balance produced with the five year average was nine percent less than the actual balance. As indicated above, this results from inflation over time, along with any significant changes in levels of service and staffing. Looking at the same period of time, but using a 3 year moving average, yielded an average deviation of three percent less than the actual balances. If averaging is to be used, I recommend the shorter averaging period. This uses more recent data, and better acknowledges that almost universally with funds such as the General, Water, Sewer, and Health, the past year is the best indicator of annual expenses.

The data shows the averaging, whether five years or some other period, tends to reduce the year-end balance on which the minimum reserve amount would be calculated. This primarily because of the long-term presence of inflation in wages, materials and energy costs. This has the net effect of reducing the amount of reserve funds required to be on hand. If Council adopts a fund reserve policy which contains an averaging system, please be aware of this reduction. If the five year averaging was used, one would probably need to increase the minimum balance level from 25% to 35% to off-set the unintended consequences of the averaging. If the three year averaging was used, then perhaps the increase would go from 25% minimum to 30% minimum.

COUNCIL MEETING NO. 10-11 JUNE 14, 2010

The City Council met in the Council Chambers, 401 East Third Street, Kewanee, Illinois, at 6:00 PM with the Mayor calling the meeting to order and the following answering to roll call:

Mike Yaklich	Council Member
Bob Kuntz	Council Member
Duane Gillespie	Council Member
Kellie Wallace	Council Member
Bruce Tossell	Mayor

Council Member Wallace moved to adjourn to an executive session at 6:01 PM pursuant to Section 2 (C) (1) of the Open Meetings Act for the purpose of discussing personnel and Section 2 (C) (2) to discuss collective bargaining. Council Member Kuntz seconded the motion. Roll call showed 5 ayes, no nays. The motion passed.

The executive session was adjourned at 6:52 PM on a motion made by Council Member Wallace and seconded by Council Member Gillespie. Roll call showed 5 ayes, no nays. The motion passed.

Council Meeting #10-11 reconvened at 7:00 PM with Mayor Tossell stating the Council is reconvening following an executive session discussion concerning collective bargaining and personnel.

News media present were as follows:

Mike Berry	Star Courier
Kim Smith	WKEI

The Pledge of Allegiance was said.

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

The minutes from Council Meeting #10-10 on May 24, 2010, were approved on a motion made by Council Member Wallace and seconded by Council Member Gillespie. Roll call showed 5 ayes, no nays. The motion passed.

Payroll for the periods ending May 22, 2010 and June 5, 2010 totaling \$396,918.90 was approved on a motion made by Council Member Kuntz and seconded by Council Member Yaklich. Roll call showed 5 ayes, no nays. The motion passed.

Bills submitted for approval totaling \$330,745.84 were approved on a motion made by Council Member Gillespie and seconded by Council Member Wallace. Council Member Wallace questioned the payment to GameTime for a tot swing seat. City Manager Spear explained that the expense was a result of vandalism at McKinley Park where a baby swing seat had been cut apart and needed to be replaced. Council Member Wallace also questioned the expense to Burlington, Northern Railroad.

City Manager Spear reported that the expense was related to the Main Street water main replacement project for replacing the main under the railroad tracks and would be an ongoing expense annually for 25 years. City Manager Spear noted, at the request of Council Member Kuntz, that the expense for the repair of the pressure washer by Hanson Industrial was divided among several departments which utilize the pressure washer. Council Member Gillespie asked City Manager Spear to verify the expense for SCBA repair was for a unit owned by the City and not MABAS. Council Member Yaklich requested an update on the direction of the Road Program. City Manager Spear reported that he had received the last bit of data needed to analyze the options late Friday and intended to have a recommendation for Council by the end of the week. Roll call showed 5 ayes, no nays. The motion passed.

Department Head reports submitted for approval and filing from Code Enforcement, ESDA, Police Department, Public Works, Cemetery Board of Managers and Fleet Maintenance were approved on a motion made by Council Member Gillespie and seconded by Council Member Yaklich. Roll call showed 5 ayes, no nays. The motion passed.

CITIZEN PARTICIPATION

Mayor Tossell asked if anyone wished to speak. There being no requests, the Mayor moved on to new business.

NEW BUSINESS

Edward Barry of Farnsworth Group made a presentation regarding the Amtrak Station designs. Mr. Barry explained that his intention was to design a building that would be a permanent civic building using high quality construction products. The size of the facilities in the proposed drawings were approximately 1300 to 1350 square feet, with an additional small open air structure on the north side of the tracks, and additional land improvements to beautify the area. The cost to construct the project would probably be in the range of \$200 to 250 per square foot. The discussion that followed included options for grants that may be available, options for economizing by including less glass, the number of seats available, and the office area could be replaced with open area and a reception desk. Mayor Tossell reported that in a meeting with railroad officials, the railroad officials stated that they would pay for the platform and handicap lifts on both sides. City Manager Spear noted that the bid process could be bundled as one project or the small open air building and landscape work could be bid separately. The next step in the process would be a decision regarding the design, which would need to be approved by both Amtrak and BNSF Railroad officials. Mayor Tossell noted that the railroad currently has a parking easement, which City Manager Spear explained would need to be reviewed and renegotiated. Mr. Barry suggested that the process continue including the bid process, with the intention of being shovel ready at the beginning of the spring.

An Ordinance to amend Section 111.18 liquor license fees of the Kewanee City Code was tabled with direction to the City Manager to draft an Ordinance with a 15% increase for fiscal year 2012 and an additional 10% increase in fiscal year 2013 and retaining all current license categories on a motion made by Council Member Gillespie and seconded by Council Member Kuntz. Council Member Kuntz reported that he had visited with several of the establishment owners and had subsequently received the request to stretch the increase over a longer period.

Council Member Yaklich made a motion to pass the ordinance as presented with a 25% increase. The motion died for lack of a second. Roll call showed 5 ayes, no nays. The motion passed.

The Plan Commission report from the May 27, 2010 meeting was accepted on a motion made by Council Member Kuntz and seconded by Council Member Wallace. Roll call showed 5 ayes, no nays. The motion passed.

Ordinance #3639 to grant a special use permit at 731 South Tremont Street to allow a first level apartment in the middle building on the site was approved on a motion made by Council Member Yaklich and seconded by Council Member Gillespie. Council Member Wallace requested more information regarding the dumpster. City Manager Spear explained that the dumpster is contracted to serve all the houses on the premises, but is currently on a residential lot, which is not allowed by the zoning code. The Plan Commission stipulated that the dumpster must be moved to a commercial lot with appropriate screening around the dumpster. If the dumpster becomes a nuisance due to the odor, the Community Services Officer would handle that complaint, with the possibility of the Plan Commission meeting to revoke the permit if the nuisance persists. Roll call showed 4 ayes, 1 nay, with Council Member Kuntz casting the dissenting vote.

Ordinance #3640 to grant a special use permit at 300 West Third Street to allow a beer garden/outdoor eating area was approved on a motion made by Council Member Wallace and seconded by Council Member Kuntz. City Manager Spear acknowledged that the owners of the restaurant are currently in compliance with all stipulations suggested by the Plan Commission. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #4667 to adopt a municipal budget for fiscal year 2010-2011 was approved on a motion made by Council Member Wallace and seconded by Council Member Kuntz. City Manager Spear acknowledged that the budget was a survival budget using unobligated reserves to try to preserve services and staffing to survive the current downturn. City Manager Spear reported on the projects included in the budget including commencing improvements to sidewalks and curb and gutter in the downtown shopping area. Also funded is the depot design and construction project to assist re-development in the downtown area. Mayor Tossell advised the taxpayers that the services could be preserved in this manner for this fiscal year only and if the economy does not improve the Council would be forced to lay off workers sacrificing city services. Council Member Wallace voiced concerns over talk of laying workers off when spending money on a train depot. (Tape ended). Council Member Yaklich expressed his concern over section 37.04 of the City code that states that it shall be the policy and purpose of the City Council that they shall each year in the preparation of their budget for the fiscal year May 1 to April 30, prepare a budget wherein the expenditures or outlays set forth in the budget shall not exceed the anticipated receipts and revenues of the city for that fiscal year. City Manager Spear confirmed Council Member Wallace's comment regarding the policy being a pre-city Manager form of government policy. City Attorney Blachinsky advised that he would need to research the wording of the policy, noting that on first glance the deficit is in the general fund, but that the budget is more than the general fund. Roll call showed 4 ayes, 1 nay with Council Member Yaklich casting the dissenting vote. The motion passed.

Ordinance #3641 to amend Chapter 37 Finance and Review of the City code by inserting the existing funds investment policy and a new fund balance policy was approved on a motion made

by Council Member Kuntz and seconded by Council Member Yaklich. Council Member Gillespie requested that the General Fund reserve be reduced to 25% of the audited general fund expenditures rather than 30%, in an effort to put taxpayer dollars to work. Council Member Kuntz would withdraw his motion to allow the change. Council Member Yaklich felt the general fund reserve should remain at 30% and his second of the motion was not withdrawn. Roll call showed 3 ayes, 2 nays, with Council Members Gillespie and Wallace casting the dissenting votes. The motion passed.

Resolution #4668 approving the annual Ambassador's Club Labor Day Parade for September 4, 2010 was approved on a motion made by Council Member Gillespie and seconded by Council Member Yaklich. City Manager Spear reported that the parade would follow the same route as it did in previous years. Roll call showed 5 ayes, no nays. The motion passed.

Ordinance # 3642 establishing the Prevailing Wage Rates in Kewanee was approved on a motion made by Council Member Kuntz and seconded by Council Member Gillespie. City Manager Spear noted that the information is accessible on the internet for prevailing wage, but that the statutes require the passing of the ordinance annually. Roll call showed 5 ayes, no nays. The motion passed.

Ordinance # 3643 to amend section 52.15 Water Works Connections and Specifications of the City code to require the City to furnish all water meters, regardless of capacity was approved on a motion made by Council Member Wallace and seconded by Council Member Gillespie. City Manager Spear explained that this recommendation was based on the ratio of amount of water pumped versus billed becoming drastically larger. The larger meters had up to this point been the responsibility of the property owner and many have not been changed in the last 20 years. The goal would be to replace one to two meters a month. Roll call showed 5 ayes, no nays. The motion passed.

A request by the Kewanee Chamber of Commerce to use the green space at 200 West Third Street and the parking lot to the west of this site for the Cruise-In on July 9, 2010 was approved on a motion made by Council Member Kuntz and seconded by Council Member Wallace. Roll call showed 5 ayes, no nays. The motion passed.

OTHER BUSINESS

Council Member Wallace reported on the Sergeant Patch memorial ride that took place over the weekend. The funds raised in his honor will be split evenly between the honor guard and Schuyler's fund that is used for underprivileged children.

Council Member Yaklich wished everyone a Happy Flag Day and encouraged everyone to visit the recently refurbished cannon in Pleasantview Cemetery.

Council Member Kuntz echoed the sentiments of Council Member Yaklich. He also reported that he briefly assisted with the free meal for the veterans at the American Legion. It was a well attended event with approximately 1000 people in attendance.

Council Member Gillespie noted the commencement of the concerts in the park series on Thursday, June 17.

ANNOUNCEMENTS

Mayor Tossell announced that the Transfer Station would be open on the second and fourth Saturdays in the months of June, July and August from 7:00 AM to 12:00 noon. The next Saturdays would be June 26th and July 10th.

Mayor Tossell also urged residents that it was more important than ever to shop Kewanee.

There being no further business, Council Member Kuntz moved to adjourn the meeting and Council Member Gillespie seconded the motion. Roll call showed 5 ayes, no nays. The meeting adjourned at 9:08 PM.

MELINDA EDWARDS, CITY CLERK

DATE APPROVED

ORDINANCE NO. 3641

AN ORDINANCE TO AMEND CHAPTER 37 FINANCE AND REVENUE, OF TITLE III, ADMINISTRATION, BY INSERTING AN UNRESTRICTED FUNDS BALANCE POLICY AND INVESTMENT POLICY INTO THE KEWANEE CITY CODE, AND DECLARING THAT THIS ORDINANCE SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, Resolution 4100, adopted February 14, 2000 established a Public Funds Investment Policy; and,

WHEREAS, It is the desire of the City Council to have said Public Funds Investment Policy codified and inserted in the City Code; and,

WHEREAS, City staff has reviewed policies and procedures used by other communities and recommended by public sector finance advisory boards in regard to establishing an unrestricted fund balance policy for the City of Kewanee; and,

WHEREAS, The City Council finds that it is desirable and in the best interest of the community to have an unrestricted fund balance policy to best assure uninterrupted governmental service and stabilization of tax rates.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEWANEE, ILLINOIS, IN COUNCIL ASSEMBLED, AS FOLLOWS:

Section 1 Sections §37.01 through §37.06 of the City Code are hereby amended by deleting the words shown as stricken through, (sample), and inserting at their respective locations the words shown as underlined, (sample).

“§ 37.01 CLASSIFICATION OF EXPENDITURES.

The fees and salaries of the various officers of the city, and all other items of corporate expenditure, shall be classified as follows: contained in the municipal budget as provided for annually, or with any amendments thereto.

(A) — ~~Fund No. 1 Police Department. All expenses incurred by the city for the salaries of the Chief of Police, Assistant Chief of Police, salaries of patrolmen and special police officers, Bridewell meals, lights at the Police Station, repairs, maintenance and miscellaneous items of the Police Department, shall be paid from the Police Fund.~~

— (B) — ~~Fund No. 2 Streets and Alleys Department. All expenses incurred by the city for the salary of the Street Commissioner, cleaning pavements, street lights, repairing sidewalks, the city's share of sidewalk construction, tiling and waterways, general street and alley work, teaming, livery hire, street grading, repairing pavement, and miscellaneous items of the Streets and Alleys Department, shall be paid from the Streets and Alleys Fund.~~

~~—— (C) — Fund No. 3 Contingent Department. All expenses incurred by the city and not herein otherwise designated and classified, shall be paid from the Contingent Fund.~~

~~—— (D) — Fund No. 4 Parks Department. All expenses incurred by the city for maintaining and improving any park or public ground, lighting of the same, and miscellaneous items of the Parks Department, shall be paid from the Parks Fund.~~

~~—— (E) — Fund No. 5 Cemeteries Department. All expenses incurred by the city for the salary of Sexton of Cemeteries, labor, teaming, repairs and maintenance, shall be paid from the Cemeteries Fund.~~

~~—— (F) — Fund No. 6 Hall and Building Department. All expenses incurred by the city for the construction of public buildings, insurance, maintenance, lighting, equipments and repairs of the same, shall be paid from the Hall and Buildings Fund.~~

~~—— (G) — Fund No. 7 Fire Departments. All expenses incurred by the city for the salaries of the Fire Chief, Assistant Fire Chief, salary of firefighters and special firefighters, repairs, lights, maintenance, construction, equipments, laundry, and miscellaneous items of the Fire Department, shall be paid from the Fire Department Fund.~~

~~—— (H) — Fund No. 8 Bonds and Interest Department. All expenses incurred by the city for the payment of outstanding bonds, warrants and interest thereon shall be paid from the Bonds and Interest Fund.~~

~~—— (I) — Fund No. 9 Water Department. All expenses incurred by the city for the salary of the Superintendent of the Water Department and the Assistant Superintendent of the Water Department, engineers and firefighters, general office work, rent, waterworks construction, repairs, supplies, lights, pipe laying, maintenance, insurance, coal, meters, and miscellaneous items of the Water Department, shall be paid from the Water Department Fund.~~

~~—— (J) — Fund No. 10 Sewer Department. All expenses incurred by the city for the salary of Plumbing Inspector, sewer pipe construction, maintenance, and miscellaneous items of the Sewer Department, shall be charged to the Sewer Department Fund.~~

~~—— (K) — Fund No. 11 Salaries Department. All expenses incurred by the city for the salaries of Mayor, Commissioners, Clerk, City Attorney, City Treasurer, City Weighmaster, City Engineer and miscellaneous clerk hire, shall be charged to the Salaries Department Fund.~~

~~—— (L) — Fund No. 12 Printing and Stationery Department. All expenses incurred by the city for stationery, election supplies, publishing notices, publishing ordinances, and miscellaneous articles of the Printing and Stationery Department, shall be charged to the Printing and Stationery Fund.~~

~~—— (M) — Fund No. 13 Engineering Department. All expenses incurred by the city for hired labor, office work, instruments, supplies and miscellaneous items of the Engineering Department, shall be charged to the Engineering Department Fund.~~

§ 37.02 MAINTENANCE AND REPAIR FUND.

~~—— There is hereby created for each department of the city a fund designated as Maintenance and Repair Fund. All money received by any department for special work or contractual work done for others than the city shall be deposited in a fund designated as Maintenance and Repair Fund for the particular department performing the services.~~

UNRESTRICTED FUND BALANCE REGULATIONS

(A) The Kewanee City Council finds it to be necessary to establish regulations regarding appropriate level of unrestricted reserves for certain funds of the City. Suggested guidelines in the literature related to government finance, from the Government Finance Officers Association, (GFOA), the National Advisory Council on State and Local Budgeting Practice, (NACSLBP), Governmental Accounting Standards Board, (GASB), and other sources, were reviewed. Equally important review included past experience in spending and fund balances for the City of Kewanee, since each municipality has a unique pattern of services, revenues, and expenditures.

(B) The literature on the topic recommends a policy related to unrestricted fund balance in any given fund should consider many factors, including, but not limited to:

(1) Predictability of revenue sources and the volatility of expenditures. Unpredictable fluctuations in revenues or operating expenses tends to require larger unrestricted fund balance to deal with the high degree of variability.

(2) Perceived exposure to significant one-time outlays such as disasters, immediate capital needs, reduction in revenues due to change in legislation or volatility of the political environment, or the chance to take advantage of one-time opportunities.

(3) Potential drain upon the General Fund by availability of resources in other funds of the City, along with existing fund balances in other funds which may be dependent in some fashion on the General Fund for revenue.

(4) Liquidity of financial resources and timing of receipt of revenue.

(5) Commitments and assignments of existing portions of the unrestricted balance in the General Fund.

(6) Ability to stabilize tax rates, to address temporary revenue shortfalls, to maintain service levels, and in broad terms provide financial stabilization.

(C) Empirical data shows that the General Fund consistently is used to subsidize operations in the several Enterprise Funds and Internal Service Funds of the City. Recent past examples include provision of one million dollars from the General Fund to the Health Insurance Reserve Fund; a six hundred thousand dollar payment to the Sewer Fund; annual payments to the Cemetery Fund of approximately two hundred thousand dollars to subsidize operations, to identify the more prominent recent occurrences. This prior, and projected continuing reliance on the General Fund to support other funds is factored into this policy.

(D) Fund Operating Ranges. All four funds listed below shall be operated above a minimum unreserved fund balance range. In the event any of the unreserved fund balances are less than the minimum balance indicated, the City Council shall take actions in no less than three months from said event of shortfall to either reduce fund expenditures, increase fund revenue, or some combination thereof, to bring the unreserved fund balance back above the minimum balance. Said time period to raise the balance back to the minimum level shall not exceed twelve months from enactment of the corrective measures.

(E) Table of Funds.

<u>Fund</u>	<u>Minimum</u>
<u>General Fund</u>	<u>30% of the audited expenditures for the General Fund, as</u>

	<u>averaged over the prior three fiscal years; plus 10% of the audited expenditures for the Water Fund, as averaged over the prior three fiscal years; plus 10% of the audited expenditures for the Sewer Fund as averaged over the prior three fiscal years.</u>
<u>Water Fund</u>	<u>25% of the audited expenditures for the Water Fund, as averaged over the prior three fiscal years.</u>
<u>Sewer Fund</u>	<u>25% of the audited expenditures for the Sewer Fund, as averaged over the prior three fiscal years.</u>
<u>Health Insurance Reserve Fund</u>	<u>30% of the audited expenditures for the Health Insurance Reserve Fund, as averaged over the prior three fiscal years.</u>

§ 37.03 DEPOSITORY OF FUNDS.

(A) The Peoples National Bank of Kewanee, Illinois, and the Kewanee National Bank of Kewanee, Illinois, or either of them, shall be the depository for the funds of the city. Said banks herein designated as depository of such funds or moneys shall furnish the City Council with a copy of all bank statements which it is required to furnish to the Auditor of Public Accounts or the Comptroller of the currency, while acting as depository.

(B) If such funds or moneys are deposited in the banks herein designated as depository, the amount of such deposits shall not exceed 75% of the capital and surplus of such banks and such City Treasurer shall not be discharged from responsibility for any such funds or money deposited in any bank in excess of such limitations.

§ 37.04 ANNUAL BUDGET.

(A) Policy. It shall be the policy and purpose of the City Council that they shall each year in the preparation of their budget for the fiscal year of May 1 to April 30, prepare a budget wherein the expenditures or outlays set forth in the budget shall not exceed the anticipated receipts or revenues of the city for that fiscal year.

(B) Expenditures by Council. It shall be the policy and purpose of the City Council that the Mayor and all the Commissioners shall not exceed the expenditures or outlays set forth in the budget adopted by the Council for any given fiscal year.

(C) It shall be the purpose and policy of the City Council that the Council shall as part of the budgetary process each fiscal year, seek suggestions information and input from the citizens of the city as to the expenditures to be made by the City Council and as to the establishment of priorities by the Council.

§ 37.05 AUDITS OF ACCOUNTS.

Audits of all accounts of the city shall be conducted independently of the City Manager, by a certified public accountant selected by the City Council annually.

§ 37.06 PUBLIC FUNDS INVESTMENT POLICY.

(A) The City Council has ~~received a recommended form of~~ previously adopted an investment policy ~~from the City Manager, as hereto attached to~~ in Resolution 4100.

(B) The Council hereby accepts the policy as presented, and attached to Resolution 4100 and made part of this section, as the official City of Kewanee Public Funds Investment Policy. It is always prudent for any public unit to have an Investment Policy in place for the purpose of safeguarding funds, equitably distributing the investments and maximizing income of the governmental unit. The following Policy is hereby promulgated for use by the City of Kewanee.

(C) SCOPE OF POLICY

This Investment Policy applies to the investment activities of all funds under the jurisdiction of the City of Kewanee. This Investment Policy shall also apply to any new funds or temporary funds placed under the jurisdiction of the City of Kewanee. The Illinois State Statutes shall take precedence except where this Policy is more restrictive wherein this Policy shall take precedence.

(D) OBJECTIVES

The purpose of this Investment Policy is to establish cash management and investment guidelines for the stewardship of public funds under the jurisdiction of the City of Kewanee. The specific objectives of this Policy shall be as follows:

1. Safety - The security of moneys, whether on hand or invested, shall be the primary concern of the Director of Accounts & Finance/City Clerk in selecting depositories or investments.
2. Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements, which might be reasonably anticipated.
3. Return - The Director of Accounts & Finance/City Clerk shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restriction on investment.
4. Local Considerations - The Director of Accounts & Finance/City Clerk shall have preference to depositories located within the City of Kewanee provided that the afore-described objectives are met, and such investments would be in compliance with all other conditions and limitations of this Investment Policy; however, the Director of Accounts & Finance/City Clerk may approve qualified depositories regardless of location with the concurrence of the City Manager.

(E) GUIDELINES

To assist in attaining the stated objectives, the following guidelines shall be observed:

1. Investments shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio. To avoid unreasonable risks diversification of investments is required.

2. The portfolio should remain sufficiently liquid to meet operating requirements, which may be reasonably anticipated. Cash flows shall be reviewed quarterly.
3. To maximize earnings, all funds shall be deposited/invested within two working days at prevailing rates or better.
4. All investments shall be selected on the basis of competitive proposals.

(F) DIVERSIFICATION

To avoid unreasonable risks diversification of the investment portfolio shall be consistent with the objectives in the investment policy. Commercial paper shall not exceed 10% of the investment portfolio.

(G) RESPONSIBILITY

All investment of funds under the control of the Director of Accounts & Finance/City Clerk is the direct responsibility of the Director of Accounts & Finance/City Clerk. The Director of Accounts & Finance/City Clerk shall be responsible for all transactions and shall establish a system of controls for all authorize subordinates who are directly involved in the assistance of such investment activities.

(H) PERFORMANCE MEASURES (Bench Mark)

The use of U S Treasury bills, average Fed Fund rate, IPTIP, or other stable markets can be used to determine whether market yields are being achieved.

(I) PERIODIC REVIEW

The Director of Accounts & Finance/City Clerk should establish annual independent review for internal control, which assures compliance within the investment policy. This will be accomplished with external auditors.

(J) REPORTING

All investment transactions shall be recorded by the Director of Accounts & Finance/City Clerk or their staff. A report will be generated, at least weekly, listing all active investments, location of investments, maturity of investments, interest rate and other pertinent information deemed necessary. This report will be submitted monthly to the City Manager and City Council.

(K) INVESTMENT VEHICLES

The City of Kewanee shall limit its investments to those allowed by law as set out in Illinois Compiled Statutes 30 ILCS 23 5/2. A Summary of allowable securities follows:

- 1) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.

- 2) Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- 3) Interest bearing accounts, certificates of deposit or interest bearing time deposits or any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act.
- 4) Short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding \$500,000,000 if (a) such obligations are rated at the time of purchase within the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, and (b) such purchases do not exceed 10% of the corporation's outstanding obligations or (c) in money market mutual funds registered under the Investment Company Act of 1940.

(L) FINANCIAL INSTITUTIONS

The City of Kewanee shall have the sole responsibility to select which financial (IPTIP, banks, savings and loan, credit unions and other non-banks) institutions shall be depositories for the City of Kewanee. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for the City of Kewanee. The City of Kewanee will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.

(M) COLLATERALIZATION

1. At all times in order to meet the objective of safety of capital, the Director of Accounts & Finance/City Clerk shall require deposits in excess of the Federally insured amount to be collateralized to the extent of One Hundred and Ten Percent (110%) and evidenced by an approved written agreement.
2. Eligible collateral instruments and collateral rates (market value divided by deposit) are as follows:
 - a) Negotiable obligations of the United States Government; = 110%
 - b) Negotiable obligations of any agency or instrumentality of the United States Government backed by the full faith and credit of the United States Government; = 110%
 - c) Negotiable obligations of the State of Illinois which are rated A or better by Moodys or Standard and Poors, or insured; = 110%
 - d) Negotiable obligations of the City of Kewanee which are rated A or better by Moodys or Standard and Poors, or insured. = 110%
3. Maturity of acceptable collateral shall not exceed 120 months.

4. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed weekly and additional collateral shall be requested when the ratio declines below the level required.

5. Safekeeping of Collateral

- (a) Third party safekeeping is required for all collateral. To accomplish this the securities will be held at a safekeeping depository as approved from time to time by the Director of Accounts & Finance/City Clerk.
- (b) Safekeeping shall be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Director of Accounts & Finance/City Clerk.
- (c) When collateral is extended, the Director of Accounts & Finance/City Clerk should receive a copy of the financial institutions board minutes, indicating the board of directors' approval.

(N) SAFEKEEPING OF SECURITIES

Securities, unless held physically by the Director of Accounts & Finance/City Clerk, require third party safekeeping. The Director of Accounts & Finance/City Clerk shall have the sole responsibility for selecting safekeeping agents. Safekeeping shall be documented by an approved written agreement.

(O) INDEMNIFICATION

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

In maintaining its investment portfolio, the Director of Accounts & Finance/City Clerk shall avoid any transaction that might impair public confidence in City of Kewanee.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio.

Director of Accounts & Finance/City Clerk and their employees acting in accordance with this Investment Policy and procedures as have been or may be established, and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

(P) SECURITY CONTROLS

Only the Director of Accounts & Finance/City Clerk is authorized to establish financial accounts for the office or City Council. At all times either the Director of Accounts & Finance/City Clerk, singly or two, jointly, of two or more signatories as designated by the City Council should be authorized to sign on financial accounts of the office of the Director of Accounts & Finance/City Clerk. Authorized signatories are NOT permitted to reconcile bank accounts at any time.

(Q) THE CORRUPT PRACTICES ACT

The Illinois Compiled Statue governs ethics.

(R) BONDING

The Director of Accounts & Finance/City Clerk and all employees shall be bonded for the benefit of the City of Kewanee for an amount determined to be reasonable by the City Council. The surety shall be a corporate surety company.

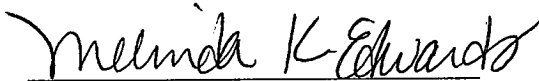
(S) AMENDMENT

This Policy may be reviewed from time to time and revised upon approval of the City Council, with the advice and counsel of the Director of Accounts & Finance/City Clerk and City Manager.”

Section 2 This ordinance shall be in full force and effect immediately upon its passage and approval as provided by law.

Passed by the Council of the City of Kewanee, Illinois this 14th day of June, 2010.

ATTEST:



Melinda K. Edwards, City Clerk



Bruce Tossell, Mayor

RECORD OF THE VOTE	Yes	No	Abstain	Absent
Mayor Bruce Tossell	X			
Councilman Duane Gillespie		X		
Councilman Robert Kuntz	X			
Councilwoman Kellie Wallace		X		
Councilman Michael Yaklich	X			

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	February 25, 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. The City Treasurer has reviewed the policy, as have the clerks in the office.
PUBLIC INFORMATION PROCESS	Open discussion at the last three 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 25th 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

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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 25, 2019	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5145	
AGENDA TITLE	Resolution to affirm the Mayor's recommendation to appoint James Dison to the Police Pension Board	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Melinda Edwards, City Clerk	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Appoints Jim Dison to the Police Pension Board	
BACKGROUND	Gene DeValkenaere resigned from the Police Pension Board. His term would have expired on 4/30/19.	
SPECIAL NOTES	N/A	
ANALYSIS	Jim agreed to serve on the board, completing Gene's term and continuing through 2021.	
STAFF RECOMMENDATION	Staff recommends adoption	
REFERENCE DOCUMENTS ATTACHED	N/A	

RESOLUTION NO. 5145

A RESOLUTION TO AFFIRM THE MAYOR'S RECOMMENDATION FOR APPOINTMENT TO THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE CITY OF KEWANEE, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, The Mayor is responsible for the appointment of individuals to serve on various boards and commissions that serve the Council, and the community; and

WHEREAS, The Mayor hereby recommends the following individual for appointment to serve on a board or commission as delineated, and for a term as indicated.

BE IT RESOLVED, BY THE CITY COUNCIL OF KEWANEE:

Section 1 The following individual is appointed to the Board of Trustees of the Police Pension Fund of the City of Kewanee, and for the term, indicated:

Board	Expires	City Code Sec.	Name	Address
Board of Trustees of the Police Pension Fund of the City of Kewanee	April 30, 2021	Kewanee Administrative Code 10.2.2 & 40 ILCS 5/3-101	James Dison	1007 W Division

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 25th 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 Chris Colomer				
Council Member Steve Faber				
Council Member Andrew Koehler				
Council Member Michael Yaklich				

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	February 25, 2019	
RESOLUTION OR ORDINANCE NUMBER	Ordinance #3955	
AGENDA TITLE	Consideration of an Ordinance removing the parking restrictions in the 200 block of South Franklin Street	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Melinda Edwards, City Clerk	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Removes the no parking restriction on South Franklin by the Food Pantry	
BACKGROUND	While the Boiler Corporation was actively manufacturing in the community, parking was restricted in the 200 block of South Franklin Street. In September 2010, the restriction was lifted on the West side of South Franklin, as a result of a request from the Food Pantry. The Food Pantry has requested that the East side of the street restriction be lifted as well, as patrons are hesitant to park on the west side due to low hanging tree limbs.	
SPECIAL NOTES	N/A	

ANALYSIS	The railroad crossing at the end of this section of Franklin Street has been closed. The only traffic on the street is Food Pantry patrons or users of the connected East-West Alley. Staff sees no compelling reason not to allow parking on both sides of the street.
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends approval.
PROCUREMENT POLICY VERIFICATION	N/A
REFERENCE DOCUMENTS ATTACHED	N/A

ORDINANCE NO. 3955

AN ORDINANCE TO AMEND PARKING RESTRICTIONS ON THE 200 BLOCK OF SOUTH FRANKLIN STREET, AND DECLARING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT UPON ITS PASSAGE AND APPROVAL AS PROVIDED BY LAW

WHEREAS, The City Manager has received a request from Kewanee Food Pantry, requesting on-street parking be allowed on the east side of Franklin Street between Rose Street and BNSF railroad tracks; and,

WHEREAS, Reductions in the levels of employment at manufacturing facilities in the area has resulted in a significant decrease in traffic on said block of Franklin Street; and,

WHEREAS, On-street parking is currently allowed on the west side of Franklin Street from Rose Street to the BNSF railroad tracks.

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

Section 1 Schedule I of Chapter 78 of the City Code, Parking Restrictions in Specified Places, be amended by deleting the words shown as stricken through (~~sample~~) and inserting the words shown as underlined (sample) below to allow on-street parking on both sides of Franklin Street from Rose Street to the BNSF railroad tracks:

<i>Street</i>	<i>Location</i>	<i>Side</i>
Franklin	From Rose into Boiler Corporation to <u>BNSF railroad tracks</u>	Both <u>East</u>

Section 2 This Ordinance shall be in full force and effect immediately upon its passage and approval as provided by law.

Passed by the Council of the City of Kewanee, Illinois this 25th day of February, 2019

Steve Looney, Mayor

ATTEST:

Melinda Edwards, City Clerk

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



FY 2020 Budget Schedule

FY 19 Expenditure Projections Completed by All Departments	February 15, 2019
Revenue Projections Completed by F&A with Departments	February 15, 2019
Debt Service Fund Expenditures Completed by F&A Staffing Sheets/Insurance Totals Due from HR Special Revenue Fund Expenditures Due from Departments	February 22, 2019
General Fund, Economic Development, and Internal Service Fund Expenditures Due from Departments	February 22, 2019
Budget Workshop (Revenues, Debt Service Fund, Special Revenue Fund, “Easy” non-discretionary items, etc.)	March 4, 2019
Enterprise Fund & Capital Project Funds Expenditures Due from Departments	March 8, 2019
Budget Workshop (General Fund)	March 18, 2019
Budget Workshop (Enterprise, Capital Project & Internal Service Funds)	April 1, 2019
Publication of Appropriation Hearing	April 12, 2019
Budget Workshop (Follow-up)	April 15, 2019
Budget & Appropriations Adopted	April 22, 2019
Budget goes into effect	May 1, 2019

Budget Guidance

Remember that the budget is both a financial tool and a planning document. In many cases the budget represents an educated guess as to what will happen, while in other cases, the revenues and expenditures are known. Where they are not, try to be as accurate as possible in projecting your numbers. Once again, our budget will be very constrained, so be careful in how you weigh the difference between things that you need versus things that you want.

Remember also how your department fits in to the bigger picture, and do your best to make sure that we have resources available to fund the things that are important

and matter the most to the stakeholders we work for. The overwhelming majority of what we do should be done in furtherance of our mission. As always, you will have a better idea of what some of the revenue projections will be based on your operations or external factors. In those cases, please provide the most accurate number and make note of where such number came from. In other instances, Finance & Administration will be able to determine an accurate revenue projection. Finance & Administration will also assist in determining expenditure amounts for items like personnel and related benefits, insurance, etc., based on current and projected rates.

Continue to be realistic in what you establish as your top projects for the coming year. If there's something that you'd like to do but you likely won't have the time or manpower to complete the project, don't tie up the funds in the budget, only to see the project added to a list of things we talked about but didn't do. Focus your budgeting efforts on projects that impact our customers and can realistically be accomplished.

Clearly identify in your notes anything that is a non-recurring expenditure; i.e. the things that are being done that are not routine (even though they may seem to be routine). Examples include demolitions, grant programs, tree removal, training, etc. Be sure to clearly define anything that would be considered a major change or request.

Be proactive. The sooner you complete your portions of the budget, the sooner we can start to refine the document. Communicate early and often in the budget process.



Kewanee
CARE HOME

MAYOR & COUNCIL CANDIDATE QUESTION & ANSWER



THURSDAY, MARCH 7TH 2019
3:00PM - 4:00PM

Each candidate choosing to attend will receive a few minutes to speak and introduce themselves to the residents and public.

Join us and gain knowledge about the candidates you can vote for in the election coming up in April.

OPEN TO THE PUBLIC!

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