



**AGENDA FOR
CITY COUNCIL MEETING**

Council Chambers

401 E Third Street

Kewanee, Illinois 61443

Closed Meeting starting at 6:00 p.m.

Open Meeting starting at 7:00 p.m.

Monday, January 14, 2019

Posted by 5:00 p.m., January 11, 2019

1. Call to Order
2. Closed Meeting pursuant to Section 2 (C) (1) of the Open Meetings Act to discuss Personnel and Section 2(c) (11) to discuss pending, probable, or imminent litigation.
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. **Consideration of an Ordinance** to vacate an alley located in the parking lot of East Tenth Street.
 - b. **Consideration of a Resolution** awarding the demolition of the house at 830 Florence St and the garage at 829 Florence Street to Dana Construction.
 - c. **Consideration of a Resolution** authorizing the purchase of two used automated garbage trucks from the City of Normal, IL.
 - d. **Discussion** regarding the Internal Controls Policy.
 - e. **Discussion** regarding the Health Insurance Fund.
8. Council Communications:
9. Announcements:
10. Adjournment



MEMORANDUM

Date: January 11, 2019
From: Gary Bradley, City Manager
To: Mayor & Council
RE: Council Meeting of **Monday, January 14, 2019**

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

1. **Joint ED Meeting**— We had our final joint economic development meeting of the year with the Chamber of Commerce and KEDC, but given the end of the year and how things tend to slow down, nobody had anything earth-shattering to report.
2. **Chamlin**— I met last week with Don Bixby of Chamlin & Associates, one of the firms the City has retained on an on-call basis. They are continuing work on projects that were started last year, including the renewal of the City's NPDES Permit and IEPA requirements that are going to be placed on us as a part of that renewal process. Those requirements can only be addressed with improvements to the plant that will cost between three and four million dollars and will need to be completed in about twelve years, which gives us plenty of time to design the improvements and plan for their funding.
3. **Scouts**— I gave a presentation last night to approximately fifty local scouts about our City and the efforts that we are taking to address the primary concerns of our residents and businesses, followed by a litany of questions from the kids. Primary topics included the streets and sidewalks, demolition of dilapidate houses, City-wide cleanup, why we have what we have and don't have some things that people would like to see. We discussed some programs, like the Minor Home Repair Program, as well as topics like how potholes are formed, the lack of taxi services in the community, code enforcement, and snow removal.
4. **Kewanee High School Addition**— I met today with the Superintendent and General Contractor regarding the addition that they are making to the building, specifically related to the potable water and sprinkler system and how those systems are required to be installed.
5. **Life Skills Reentry Center—Kewanee**— I met today with Mike Massie of the Illinois Workforce Innovation Board to discuss continued efforts to expand the usefulness of the facility and its ability to help ensure that returning citizens have marketable skills when they reenter society. We discussed concepts of Public/Private Partnerships, the role of Blackhawk College in the future development of the improvements, and the integration of both the federal and state levels of government in our efforts to move forward with a program that will improve services at the state level while adding jobs in Kewanee and Henry County.

6. **Sewer Repairs**— Performance Pipelining was in earlier this week related to projects for sanitary sewer lining projects on Payson, Chestnut, Vine, and East streets.
7. **Automated Solid Waste**— The Public Works Operations Manager travelled to Normal today with the City Mechanic to look at their vehicles to determine whether or not their used equipment would be suitable for purchase in order to move forward with automation in our community. If the equipment is found to be in acceptable condition, staff has requested authorization to make the acquisition.
8. **EMT-B Class**— The Fire Department's EMT-B class began earlier this week with 18 students. Fifteen of the students are current members of nearby rural departments, with four serving on the Kewanee Rural Fire Department. The class will help surrounding rural departments to be able to better respond to medical emergencies in their areas, thus saving us from having to make some mutual aid calls. Many of the students would be potential candidates for application with the City in our future hiring processes.
9. **Facilities and Fleet**— We recently completed the annual inspections of our backflow devices and sprinkler systems. Staff is making preparations to relocate the UPS to a room with better climate control. The lack of climate control in the current location has been determined to be the primary cause for the short lifespan of batteries for the system/battery failures. The move should extend the life of the batteries from around two years to approximately five, which will help to reduce operating costs. The department is also seeking proposals for the replacement of a truck that was included in this year's budget and is seeking part-time help to handle some of the more routine tasks within fleet maintenance. Finally, improvements at the transfer station have been greatly scaled back because bid prices for the project were approximately five times the engineers estimate for the project.
10. **Police Department**— The FTO process is going well for the City's most recently hired police officer. This was expected, because the individual had already worked for the department in a different capacity and was much more familiar with the community and our department than the typical new hire would be. Because he already worked in law enforcement, we will be sending him to a transition course for law enforcement rather than the full 12 week long academy. This will get him in service more quickly and save some of the City's training funds. The 911 Board has approved approximately \$33,000 in improvements to the radio room, along with a 50/50 split on the costs of upgrading the City's radio equipment, which is expected to eliminate the need for any additional expenditures on radios and equipment (other than repairs or maintenance) for approximately ten years.
11. **Fire Negotiations**— Negotiations began this week with the exchange of initial proposals and we will have our first bargaining session on Monday, January 14th.
12. **County ED Interviews**— An additional round of interviews for the county-wide Economic Development Director position is scheduled for Tuesday, January 15th at the County Courthouse in Cambridge. We will be interviewing 3-4 potential candidates for the position.

13. **Chamber of Commerce**— There is a Chamber of Commerce Board meeting scheduled for next Wednesday, January 16th at 7:30 AM.
14. **Amtrak Meeting**— The Amtrak Corridor meeting is also Wednesday, January 16th. The meeting will be held at noon at Cerno's.

COUNCIL MEETING 18-24 DECEMBER 21, 2018

The City Council met in Council Chambers at 4:00 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
Andy Koehler	Council Member
Steve Looney	Mayor

News media present was as follows:

Mike Helenthal	Star Courier
Shawn Kernan	WKEI

The Pledge of Allegiance was said.

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

Mayor Looney explained that the next items were placed on the consent agenda and were considered to be routine in nature to be passed as a whole with one vote of the Council. Mayor Looney requested that any member of the Council or the audience wishing to have an item removed from the consent agenda for individual consideration to make the request and the item would be removed and considered following the approval of the remaining consent items. The consent agenda included minutes from the December 10, 2018 Council Meeting, payroll for the pay period ending December 22, 2018 in the amount of \$212,937.24, reports from Bock, Inc., Finance & Administrative Services, and Public Works. The consent agenda items were approved on a motion made by Council Member Yaklich and seconded by Council Member Colomer. Roll call showed 5 ayes, no nays. The motion passed.

Bills submitted for approval totaling \$580,959.84 were approved on a motion made by Council Member Colomer and seconded by Council Member Yaklich. Council Member Koehler questioned the euthanasia fees. Council Member Faber noted that the charge was for a poisoned cat. Council Member Koehler then questioned the payment to Lamco for tree removal. Operations Manager Johnson noted that the payment was a result of a bid opening for the removal of trees. Council Member Colomer questioned the payment of a clothing allowance for a clerk. City Manager Bradley confirmed that the clerks represented by AFSCME receive a clothing allowance. Council Member Colomer then asked about a payment for meals for the snow crews. Operations Manager Johnson reported that he bought a meal for the staff that worked extended hours clearing streets during the last snow event. Council Member Koehler questioned if the water tower was back on line. City Engineer Nobel reported the current status. Council Member Faber asked about the payment for power at Francis Park. Council Member Yaklich asked about the payment of late fees, where Police Chief Ainley noted that there was research needed and the receipts were not turned in prior to the due date for payment. 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

Stan Urban from ProChamps, a company that registers properties at-risk of becoming a source of blight on behalf of communities across the nation gave a brief presentation to the Council. Following the presentation Community Development Director Edwards was requested to send the boiler plate language to the City Attorney for review.

Resolution #5136 amending the terms of the Revolving Loan issued to Andrew and Rita Speck and Broken Chimney d/b/a The Station was approved on a motion made b Council Member Yaklich and seconded by Council Member Colomer. Mayor Looney noted that the matter had been reviewed by the KEDC and was approved unanimously to extend the current principal out to five years from the three years remaining. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #5137 awarding the fuel supply contract to Michlig Energy was 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.

OTHER BUSINESS

Council Member Koehler asked about the allowance of extra bags. City Manager Bradley noted that there would be extra bags allowed the following week. Council Member Koehler also noted that he hoped the Boiler Shop site was being monitored closely.

Council Member Yaklich stated that he had heard from several neighbors that are thrilled with the Boiler Shop cleanup. He also thanked all those involved in the Good Fellows delivery of 900 baskets to those in need.

Council Member Faber wished everyone a Merry Christmas and a Happy New Year. He also noted that resident around the Boiler Shop property note the ability to see the church.

Council Member Colomer wished everyone a safe and happy holidays, urging residents to be safe on New Year's Eve.

Council Member Koehler asked about the upcoming Amtrak Corridor meeting in January. City Manager Bradley noted that he would send Council Member Koehler the invitation.

Mayor Looney thanked City Engineer Nobel for his service and wished him a happy retirement. He also wished everyone a Merry Christmas and Safe New Year.

ANNOUNCEMENTS

City Clerk Edwards announced that City Hall offices would be closed on Monday, December 24 and Tuesday, December 25 in observance of Christmas. Trash collection will be moved back one day with Tuesday to Wednesday, Wednesday to Thursday, and Thursday to Friday. Residents would be allowed five extra bags of trash the week of December 24. Christmas Tree collection was scheduled on Friday, December 28 and January 4. Trees must have been free of all decorations/stands and placed curbside. City Hall offices would also be closed on Tuesday, January 1, 2019 in observance of New Year's. Tuesday's trash collection would be moved up one day to Monday, with no other changes to the trash collection schedule.

There being no further business, Council Member Faber moved to adjourn the meeting and Council Member Colomer seconded the motion. Roll call showed 5 ayes, no nays. The meeting adjourned at 4:45 PM.

MELINDA EDWARDS, CITY CLERK

DATE APPROVED

Community Development EOM Violation Listing

From Date: 12/01/2018

To Date: 12/31/2018

File#	Owner Name	Street#	Pre-Direction	Street Name	Street Type	Phone#	Open Date	Violation Short Description	Violation Comments	How Received
18-001063	ZIMMERMAN, ANDREA S	605		Florence			12/03/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) back yard.	Staff Initiated
18-001064	HAYES, RAY E JR & PENNY M	426	EAST	9TH	ST		12/03/2018	Littering	Junk by garage	Staff Initiated
18-001065	JAGERS, KURT H	1028		WILBUR	ST		12/03/2018	Littering	Trailer with junk in lt.	Staff Initiated
18-001066	BRYNER, BRAD L	224	NORTH	GROVE			12/04/2018	Littering	Trash and litter in yard	Staff Initiated
18-001067	DAVIS, THOMAS E & MARJORIE S	802		ROSE	ST		12/04/2018	Storage and parking of vehicles and other personal property	Parking in front yard . and not in drive.	Phone
18-001068	KIEFER, ROBERT D	1015		ROSE	ST		12/04/2018	Littering	Trash on porch.	Staff Initiated
18-001069	ZANG PROPERTIES LLC,	220	EAST	OAK	ST		12/04/2018	Littering	Furniture. At curb..	Staff Initiated
18-001070	WOOD, JEFFREY A	721		HARBOUR			12/04/2018	Littering	Junk by garage	Staff Initiated
18-001071	HERNANDEZ, JORGE & WENDY	636	NORTH	WALNUT			12/04/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
18-001072	PUCKETT, ANGELINA E	630	EAST	5TH	ST		12/06/2018	Littering	Washer on porch. And general clean up.	Online
18-	SIX, R EDWARD & LINDA K	101	N	Burr			12/06/2018	Littering	Furniture. At curb..	Staff Initiated

001073										
18-001074	ADAMS, JAMEY C	311		RICE			12/07/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) on trailer	Staff Initiated
18-001074	ADAMS, JAMEY C	311		RICE			12/07/2018	Littering	Junk around home.front and back. General lawn clean up.car parts wood logs. Trailer shed on other property behind home.	Staff Initiated
18-001075	DEKOSTER, ALLEN	304		WHITNEY	AVE		12/10/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) back yard.	Staff Initiated
18-001076	STONTZ, MARIE L	1020		Vine			12/10/2018	Littering	Junk at curb.	Staff Initiated
18-001077	MORCK, JENNIFER L, BENJAMIN E & KELLY M	224	EAST	MCCLURE			12/10/2018	Littering	Tree branch pile by road.	Staff Initiated
18-001078	MOTA, MOISES & GLORIA	304		2			12/11/2018	Littering	Chair at curb	Staff Initiated
18-001079	HAYES, RAY JR & PENNY	505		PLEASANT	ST		12/11/2018	Littering	Furniture. At curb..	Staff Initiated
18-001080	BLANKS, GUS JR	1115	WEST	MILL	ST		12/11/2018	Storage and parking of vehicles and other personal property	Inoperable. Car.	Staff Initiated
18-001081	JORDAN, TRAMANE L	233		VALLEY	RD		12/11/2018	Littering	Inoperable riding mower. Tree branch pile.	Staff Initiated
18-001081	JORDAN, TRAMANE L	233		VALLEY	RD		12/11/2018	Exterior Structure, Roofs and drainage	Gutter down spouts off.	Staff Initiated
18-001082	LEE, TANA	1003		ROCKWELL	ST		12/11/2018	Storage and parking of vehicles	Unlicensed/inoperable vehicle(s) car.	Staff Initiated

								and other personal property		
18-001083	ZANG PROPERTIES LLC,	1016		ROCKWELL			12/11/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s)	Staff Initiated
18-001084	ISRAEL, JONATHAN N & FLORTISHA C	120	EAST	PROSPECT	ST		12/13/2018	Littering	Furniture. At curb..	Phone
18-001085	LAFOLLETTE, RICKY	1019		ROSE	ST		12/14/2018	Littering	Front porch has junk on it	Staff Initiated
18-001086	PAXTON, JACOB M & LAURA L	112	SOUTH	GRACE	AVE		12/14/2018	Littering	Sofa at street	Staff Initiated
18-001087	BRIDGEWATER, KYLE KEITH	150	WEST	KELLOGG			12/14/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s)	Staff Initiated
18-001088	PETTY, JOANNE K	401		HOLLIS	ST		12/14/2018	Storage and parking of vehicles and other personal property	Parking in yard. Not in drive.	Staff Initiated
18-001089	HEBERER, JOHN P	211	WEST	MCCLURE			12/14/2018	Storage and parking of vehicles and other personal property	Parking in yard. Not in drive. Need gravel to extend drive.	Staff Initiated
18-001090	ENGELS, TERRY R & MICHELLE	224		PAYSON			12/18/2018	Storage and parking of vehicles and other personal property	Parking in front yard . and not in drive.	
18-001090	ENGELS, TERRY R & MICHELLE	224		PAYSON			12/18/2018	Littering	Junk around home.front and back. General lawn clean up.	
18-001091	HULSLANDER, WAYNE J	323	W	DIVISION			12/19/2018	Littering	Total front porch clean up.	Staff Initiated
18-001092	STEAD, TIMOTHY A	125		BEACH ST S			12/19/2018	Storage and parking of vehicles	Parking in front yard . and not in drive.	Staff Initiated

								and other personal property		
18-001093	FRISBY, ELISABETH M & BRIANA	318		BEACH ST S			12/19/2018	Storage and parking of vehicles and other personal property	Finish drive with gravel or concrete.	Staff Initiated
18-001094	ONEILL, HOWARD M & ONEILL, KAY M TRS	206		WILLARD			12/19/2018	Littering	Junk by garage	Staff Initiated
18-001095	WADE, AMBER & AARON	314	EAST	DIVISION			12/19/2018	Littering	Table of indoor type in back yard.	Phone
18-001096	SANCHEZ, DORA I	900		Willow			12/19/2018	Storage and parking of vehicles and other personal property	Parking in front yard . and not in drive.	Staff Initiated
18-001097	GANDARILLA, LINO	1002	EAST	9TH ST			12/19/2018	Littering	Sofa at street	Staff Initiated
18-001098	SANCHEZ, DORA I	900		willow			12/19/2018	Storage and parking of vehicles and other personal property	inoperable cars and trucks and no lic. plates.	Staff Initiated
18-001099	LAFOLLETTE, RICKY	1019		Rose			12/20/2018	Littering	Junk around home.front and back. General lawn clean up of all trash too.	Staff Initiated
18-001100	ENGLISH, MARIO S SR	1005		Rose			12/20/2018	Littering	Wood pile in back yard.	Phone
18-001101	GRAF, CHARLES	1021		Rose			12/20/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
18-001102	LEE, TANA J	132		Grace			12/20/2018	Littering	Engine trans in front yard must be removed.	Staff Initiated
18-001103	RUMBOLD, MYRON & LORI	300	S	Walnut			12/20/2018	Littering	Junk and trash around home. Must be cleaned up.	Phone
18-001104	MANGUS, AMBER & PAINTER, VALERIE D	418	SOUTH	TREMONT			12/20/2018	Littering	Sofa at street	Staff Initiated

18-001105	DAVIS, BONNIE J	427		Ross			12/20/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s)	Staff Initiated
18-001105	DAVIS, BONNIE J	427		Ross			12/20/2018	Littering	Trash and litter in. Drive.	Staff Initiated
18-001106	DUNN, SHTECA M	328		HELMER	ST		12/21/2018	Storage and parking of vehicles and other personal property	Parking in front yard . and not in drive.	Staff Initiated
18-001107	LAMBERT, ROBERT & DIANE	316		HELMER	ST		12/21/2018	Storage and parking of vehicles and other personal property	Parking in front yard . and not in drive.	Staff Initiated
18-001108	NEVA, TERRANCE L & SUSAN K	823		Columbus			12/21/2018	Exterior Structure, Unsafe Conditions	Home foundation on porch.	Staff Initiated
18-001109	QUANSTROM, JANET LEE	339		Helmer			12/21/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s)	Staff Initiated
18-001109	QUANSTROM, JANET LEE	339		Helmer			12/21/2018	Littering	Chair at road	Staff Initiated
18-001110	CARDOSO, NICOLAS & JIMENEZ, LUCIA C	807		CHESTNUT			12/26/2018	Littering	Sofa at street	Staff Initiated
18-001110	CARDOSO, NICOLAS & JIMENEZ, LUCIA C	807		CHESTNUT			12/26/2018	Littering	Junk and trash on front porch.	Staff Initiated
18-001111	BYSTRY, ELIZABETH	107		GOODRICH			12/27/2018	Littering	Tree branch pile by road. Need to be removed.	Phone
18-001112	SANTANA, JOSE A & LYDIA	229	EAST	MILL	ST		12/27/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) parked in front yard. Must be cleaned by date on notice.	Staff Initiated
18-	SANTANA, JOSE A & LYDIA	229	EAST	MILL	ST		12/27/2018	Littering	Junk around home.front and back. General lawn clean up. All must be	Staff Initiated

001112									cleaned up by date. On notice.	
18- 001113	STURTEVANT, RICHARD E & FAULKNER, SHEELA A	510		5			12/27/2018	Littering	Washer and dryer On porch.	Staff Initiated
18- 001114	PETTY, JOANNE K	401		Hollis			12/28/2018	Storage and parking of vehicles and other personal property	Parking in yard. Not in drive. Need gravel to extend drive.	Staff Initiated
18- 001115	WILLIAMS, ASHLEY K	112		Hollis			12/28/2018	Littering	Junk by garage and wood pallets in drive. General clean up.	Staff Initiated
18- 001116	LEEZER, JOSHUA R & MANDY L	111		Houle			12/28/2018	Littering	Chair by home of indoor type.	Staff Initiated
18- 001117	ROUNDS, LORI	213		Elliott			12/28/2018	Littering	Junk around home.front and back. General lawn clean up. All must be cleaned up by date. On notice.	Staff Initiated
18- 001117	ROUNDS, LORI	213		Elliott			12/28/2018	Storage and parking of vehicles and other personal property	Unlicensed/inoperable vehicle(s) truck.	Staff Initiated
18- 001118	GRAF, CHARLES R	1027		Rose			12/31/2018	Littering	Junk in back yard.	Staff Initiated
18- 001119	AINLEY, JERRY D & MURPHY, AMANDA J	215		Boss			12/31/2018	Littering	Sofa at street	Staff Initiated
18- 001120	MOORE, MANDY M	343		Rice			12/31/2018	Littering	Sofa at street	Staff Initiated
18- 001121	KEWANEE MHP LLC,	801		Cole			12/31/2018	Littering	Sofa at street	Staff Initiated
18- 001122	MARTINEZ, TITO A & MEZA, ROSA A	412	WEST	5TH	ST		12/31/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
18- 001123	WICKHAM, ROBERT & MARY L	922		Madison			12/31/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
18-	KARAMAJANES,	418		PROSPECT	PL		12/31/2018	Littering	Junk around home.front and back.	Staff

001124	GEORGE & LATHOURIS, GEORGE								General lawn clean up.	Initiated
18- 001125	HUGHES, MICHAEL J	306	N	East			12/31/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated
18- 001126	ECHEVERRIA, MARTIN OCHOA	302	N	East			12/31/2018	Littering	Junk around home.front and back. General lawn clean up.	Staff Initiated





401 E. Third St.
Kewanee, IL 61443
Phone: 309-852-2611
Fax: 309-856-6001

December 2018 Public Works Department Report

The Sanitation Division picked up **558,020** lbs of curbside garbage, **80,600** lbs of curbside recycling and **16,580** lbs of curbside landscape waste in the month of **December 2018**.

The Water Division replaced **5** curbstops and repaired **3** leaking water service lines. The Water Division repaired **1** water main break. They delivered **83** red tag notices that resulted in **29** water services being shut-off at the curbstops. Of those delinquent accounts **17** have been paid and service re-instated. Water staff terminated **3** water services that made the list of properties that are up for demolition. The water staff repaired 2 fire hydrants. The water staff replaced **57** mxu/meters and had **87** customer water service or account transfers. The water crew preformed **8** leak checks for water account customers. The water division had **4** after hour's customer assist service calls. The water staff performed bi-directional flushing on S. Chestnut Street as a preferred method to remedy a complaint of rust in that area.

The Street Division assisted the Sanitation with picking up Christmas trees. The Street division also assisted with the recycling the week after Christmas using the backup packer truck. The Street/Sewer handled **3** after hour's customer assist service calls. Both the Street and Sanitation Divisions have been re-establishing the right of ways and replacing sidewalks after sewer repairs and tree removals. The Street Division installed a Stop sign on Valmar and Midland and has been replacing damaged signs as needed. The street and sanitation staff have been trimming low hanging limbs that are within the right of way. Sewer crew repaired the storm line on Birch Place. The Street Division staff assisted the contractor in replacing 30 feet of the sewer in the 100 block of Payson Street. The Public Works has been patching potholes city wide as staffing levels and weather permits.

The Sewer camera crew has been cleaning and televising trouble areas (500 block of E. 5th Street).

Public works located **98** utility Julie locates for the Julie 1 call system.

Rod Johnson
Public Works Operation Manager

SYS DATE:01/10/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
REGISTER # 186
Thursday January 10,2019

SYS TIME:07:42
[NW1]

DATE: 01/10/19

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 AEP ENERGY			2434.24	
D010219	01-11-571	SIGNALS & SIRENS		14.84
D010219	52-93-571	WWTP & LIFT STS-ELECTRIC		2262.75
D010219	58-36-571	CEMTERY-ELECTRIC		28.06
D010219	62-45-571	MUN BLDGS-ELECTRIC		128.59
01 AIRGAS MID AMERICA			132.78	
9958692166	01-22-612	OXYGEN CYLINDER RENT		132.78
01 ALEXIS FIRE EQUIP CO			4056.92	
0063816-IN	01-22-513	ANNUAL PUMP TESTS		899.26
0063817-IN	01-22-513	ANNUAL PUMP TESTS		1550.29
0063818-IN	01-22-513	ANNUAL PUMP TESTS		866.24
0063820-IN	01-22-513	ANNUAL PUMP TESTS		741.13
01 AMEREN ILLINOIS			481.75	
D123118P	01-21-539	POUND - ELECTRICITY		481.75
01 AMEREN ILLINOIS			39.60	
D122818BP	01-52-571	BERRIEN PARK-ELECTRICITY		39.60
01 AUCA CHICAGO MC LOCKBOX			71.36	
1591670335	62-45-471	UNIFORM RENTAL		35.68
1591686721	62-45-471	UNIFORM RENTAL		35.68
01 AUTOMOTIVE ELECTRIC OF KEWANEE			314.00	
67676	38-71-611	CITY HALL UPS BATTERIES		64.00
67692	62-45-613	BACKHOE STARTER		250.00
01 AUTO ZONE			145.75	
2644275368	62-45-613	WHEEL BEARING TOOL		99.99
2644276651	62-45-613	RETURNED RENTAL TOOL		99.99-
2644279080	62-45-613	STRUT ASSEMBLY		80.99
2644279448	62-45-613	OIL FILTER		4.79
2644285269	62-45-613	TRANSMISSION FLUID		59.97
01 AZAVAR AUDIT SOLUTIONS			253.85	
146510	01-11-929	CONTINGENCY-ELEC AUDIT		2.32
146729	01-11-929	CONTINGENCY-ELEC AUDIT		251.53
01 B & B PRINTING			28.62	
22430	52-93-652	WWTP-SHIPPING CHARGES		28.62
01 B & B LAWN EQUIPMENT & CYCLERY			143.46	
210806	58-36-612	OIL FILTERS		30.22
211834	01-52-512	MUFFLER & SUPPLIES		113.24
01 BARASH & EVERETT, LLC			6366.00	
D010419	21-11-533	DECEMBER RETAINER		6250.00
D010419	21-11-533	REIMB EXPS & FEES		116.00
01 BEA OF ILLINOIS			1177.71	
2187827	51-93-512	S TOWER-TRANSDUCER		1177.71
01 BONNELL INDUSTRIES INC			65.90	
0184058-IN	62-45-613	SNOW PLOW PINS		65.90
01 CAMBRIDGE TELCOM SERVICES INC			760.00	
D010819	01-11-537	FIBER INTERNET-CITY HALL		485.00
D010819PD	01-21-552	FIBER INTERNET-POLICE		275.00

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=====				
01 CITY OF KEWANEE - HEALTH CARE			94801.62	
HLTH-1/19	01-11-451	HEALTH INS/F&A		1674.12
HLTH-1/19	01-21-451	HEALTH INS/POLICE		36427.96
HLTH-1/19	01-22-451	HEALTH INS/FIRE		25929.83
HLTH-1/19	01-41-451	HEALTH INS/PW		6603.86
HLTH-1/19	01-52-451	HEALTH INS/PARKS		457.54
HLTH-1/19	01-65-451	HEALTH INS/COMM DEV		1307.27
HLTH-1/19	51-42-451	HEALTH INS/WATER		8477.18
HLTH-1/19	52-43-451	HEALTH INS/SEWER		2506.07
HLTH-1/19	57-44-451	HEALTH INS/SANIT		7311.13
HLTH-1/19	58-36-451	HEALTH INS/CEMETERY		2407.21
HLTH-1/19	62-45-451	HEALTH INS/FLEET		1699.45
01 CLIFTONLARSONALLEN LLP			600.00	
1971485	01-11-549	CONSULT-INT CONTROL POLICY		600.00
01 COLWELL, BRENT			325.00	
156179	01-65-549	ELECTRICAL INSPECTION		50.00
156180	01-65-549	ELECTRICAL INSPECTION		50.00
156181	01-65-549	ELECTRICAL INSPECTION		50.00
156182	01-65-549	ELECTRICAL INSPECTION		50.00
156183	01-65-549	ELECTRICAL INSPECTION		50.00
156186	01-65-549	ELECTRICAL INSPECTION		50.00
156187	01-65-549	ELECTRICAL INSPECTION		25.00
01 IDOIT - COMMUNICATIONS REVOLVI			316.70	
T1913175	01-21-552	LEADS LINE		316.70
01 COMCAST CABLE			109.85	
D121418D	38-71-549	INTERNET - DEPOT		109.85
01 COMCAST CABLE			104.85	
D121518NWP	51-93-552	INTERNET VPN - NWTP		104.85
01 COMCAST CABLE			84.90	
D121518SWP	51-93-552	INTERNET VPN - SWTP		84.90
01 COMCAST CABLE			86.90	
D122618PW	51-42-537	INTERNET - PW BLDG		43.45
D122618PW	62-45-537	INTERNET - PW BLDG		43.45
01 CORE & MAIN LP			20008.53	
J921699	51-42-615	METERS & RADIOS		720.00
J921699	52-43-615	METERS & RADIOS		720.00
J944071	51-42-615	WATER PARTS - STOCK		5308.53
J951501	51-42-615	METERS & RADIOS		5640.00
J951501	52-43-615	METERS & RADIOS		5640.00
J952260	51-42-615	METERS & RADIOS		990.00
J952260	52-43-615	METERS & RADIOS		990.00
01 DANA, KIRK			8200.00	
D010719	01-65-595	DEMO - 117 E 7TH ST		4150.00
D010719	01-65-595	DEMO - 730 GILBERT ST		4050.00
01 DINGES FIRE COMPANY			209.89	
50707	01-22-471	FORNEY-UNIFORM ALLOWANCE		152.89

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51168	01-22-471	SHOOK-UNIFORM ALLOWANCE		57.00
01 DOOLEY BROS PLUMBING			5326.33	
62	32-42-850	210 N TREMONT WATER SERVICE		300.62
63	32-42-850	212 N TREMONT WATER SERVICE		425.71
D122818	51-93-512	REPLACE COLD WATER LINES		4600.00
01 DOUGLAS W IRWIN & CO LTD			2794.02	
D121818	02-61-930.1	FACADE IMPROV GRANT		2794.02
01 EAGLE ENTERPRISES	RECYCLING IN		2419.50	
D123118	57-44-583	RECYCLING-DEC 2018		2419.50
01 EASTERN IOWA TIRE, INC			1308.34	
100062300	62-45-613	TRUCK TIRES & REPAIRS		898.30
100063110	62-45-613	TRUCK TIRES		410.04
01 ED'S HEATING, A/C, PLBG & ELEC			410.74	
16203	57-44-511	SERV CALL-BROKEN PIPE		305.74
16253	38-71-549	SERVICE CALL - BOILER		105.00
01 ELLIOTT EQUIPMENT CO			634.26	
148826	62-45-613	TURNBUCKLE ASSEMBLY		634.26
01 FARM KING OF KEWANEE			69.28	
789294	52-93-619	WWTP - DRILL BIT		3.59
789657	01-21-539	POUND - STRAW BALES		23.96
790087	52-93-580	WWTP - INSECTICIDE		12.68
790383	52-93-654	WWTP-JANITORIAL SUPS		29.05
01 FRIENDS OF THE ANIMALS			1333.33	
628664	01-21-539	SEMI-MO CONTRACT PYMNT		1333.33
01 FRONTIER COMMUNICATIONS CORPOR			1491.01	
D121918	01-41-552	PW-LOCAL PHONE		222.11
D121918	54-54-552	FR PARK-LOCAL PHONE		37.45
D121918	01-11-552	F&A-LOCAL PHONE		294.29
D121918	01-22-552	FIRE-LOCAL PHONE		178.84
D121918	52-93-552	WWTP-LOCAL PHONE		122.43
D121918	57-44-552	SANIT-LOCAL PHONE		44.02
D121918	51-93-552	WTP-LOCAL PHONE		51.09
D121918	01-21-552	POLICE-LOCAL PHONE		60.46
D121918	58-36-552	CEM-LOCAL PHONE		62.76
D121918	62-45-552	FLEET-LOCAL PHONE		55.91
D121918PD	01-21-552	POLICE-LOCAL PHONE		361.65
01 GRAINGER			47.60	
9035631218	52-93-512	METAL REPAIR KIT		47.60
01 GUSTAFSON FORD			402.22	
162295	62-45-513	INSTALL/FLASH PCM		81.00
5902	62-45-613	SHAFT ASSEMBLY		238.99
5925	62-45-613	HOUSING & SHIELD		82.23
01 HAYES, RAY JR			1120.00	
5613	51-42-515	PUSH SPOILS-WATER JOBS		560.00
5614	52-43-515	PUSH SPOILS-SEWER JOB		560.00
01 HODGE'S 66 INC			75.66	
50930	01-22-513	AMB SAFETY INSPECTION		25.22

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50931	01-22-513	AMB SAFETY INSPECTION		25.22
50932	01-22-513	AMB SAFETY INSPECTION		25.22
01 HORRIE, LONDON 18-44E	01-22-562	REIMB TRAVEL/MEAL EXPS	56.24	56.24
01 I.A.C.E. D021319	01-65-563	TRAINING REG FEES (2)	100.00	100.00
01 IL FIRE & POLICE COMMISSIONERS D111518	01-11-541	ANNUAL MEMBERSHIP DUES	375.00	375.00
01 ILLINOIS SECTION AWWA 200040158	01-41-563	CCTV INSPECTION CLASS	156.00	36.00
200040158	52-43-563	CCTV INSPECTION CLASS		120.00
01 IMEG CORPORATION 18000781.00-11	31-71-532	EAST ST/FAU-ENGINEERING	4701.86	4701.86
01 IMPACT NETWORKING 1311543	01-11-551	FREIGHT CHGS-TONER	19.50	19.50
01 INTERSTATE BATTERY SYSTEMS OF 10125301	62-45-613	BATTERY	121.95	121.95
01 JOHNSON HEATING & A/C INC 304261	01-21-539	FABRICATE ROPE COVERS	648.00	648.00
01 JOHN DEERE FINANCIAL 936102	01-52-612	SNOW BLOWER PARTS	33.39	15.79
940043	01-52-612	FILTER		17.60
01 KEWANEE CHAMBER OF COMMERCE 5530	02-61-561	ANNUAL MEMBERSHIP	440.00	440.00
01 KNOX COUNTY LANDFILL D123118	57-44-573	SOLID WASTE DISPOSAL	37781.09	37781.09
01 LAWSON PRODUCTS, INC 9306368507	62-45-652	FLEET - CABLE TIES	133.70	133.70
01 LOCIS 40273	01-11-537	ANNUAL MEMBERSHIP	8004.00	889.34
40273	01-21-537	ANNUAL MEMBERSHIP		889.34
40273	01-22-537	ANNUAL MEMBERSHIP		889.34
40273	01-41-537	ANNUAL MEMBERSHIP		889.33
40273	51-42-537	ANNUAL MEMBERSHIP		889.33
40273	52-43-537	ANNUAL MEMBERSHIP		889.33
40273	57-44-537	ANNUAL MEMBERSHIP		889.33
40273	58-36-537	ANNUAL MEMBERSHIP		889.33
40273	62-45-537	ANNUAL MEMBERSHIP		889.33
01 MARTIN BROS COMPANIES INC 324	52-43-615	CA6 & B-ROCK	2620.09	2620.09
01 MCI MEGA PREFERRED D010119	01-21-552	LONG DISTANCE/POLICE	105.14	58.29
D010119	01-11-552	LONG DISTANCE/F&A		14.52
D010119	01-41-552	LONG DISTANCE/PW		25.84
D010119	01-22-552	LONG DISTANCE/FIRE		3.06
D010119	58-36-552	LONG DISTANCE/CEM		.07
D010119	62-45-552	LONG DISTANCE/FLEET		3.36

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=====				
01 MICHIG ENERGY LTD			10475.17	
12/18-DS	01-41-655	PW-DIESEL		1359.25
12/18-DS	51-42-655	WATER-DIESEL		210.01
12/18-DS	57-44-655	SANITATION-DIESEL		2805.03
12/18-DS	01-22-655	FIRE-DIESEL		334.56
12/18-GS	01-41-655	PW-GASOLINE		787.05
12/18-GS	51-42-655	WATER-GASOLINE		1203.66
12/18-GS	52-43-655	SEWER-GASOLINE		170.38
12/18-GS	52-93-655	WWTP-GASOLINE		69.53
12/18-GS	01-22-655	FIRE-GASOLINE		140.43
12/18-GS	01-21-655	POLICE-GASOLINE		3208.12
12/18-GS	01-65-655	COMM DEV-GASOLINE		187.15
01 MIKE'S LOCK & KEY			530.06	
22257	52-93-511	INSTALL NEW LOCKS		530.06
01 MIROCHA'S AUTO SERVICE INC			20.00	
16012	62-45-513	MOUNT & BALANCE TIRE		20.00
01 MOTOR CITY CHEVROLET-BUICK-GMC			185.26	
200905	62-45-613	VALVE & LUBRICANT		44.31
200931	62-45-613	HANDLE		89.95
200935	62-45-613	LOCK		51.00
01 MUTUAL WHEEL CO INC			35.86	
421491	62-45-613	UNIVERSAL LAMP		35.86
01 NORTHERN SAFETY CO INC			149.00	
903264139	01-41-473	SAFETY EQUIP MEMBERSHIP		37.25
903264139	51-42-473	SAFETY EQUIP MEMBERSHIP		37.25
903264139	52-43-473	SAFETY EQUIP MEMBERSHIP		37.25
903264139	57-44-473	SAFETY EQUIP MEMBERSHIP		37.25
01 WALLEN, PETE			1250.00	
D123118	38-71-549	JANITORIAL SERVICES		1250.00
01 O'REILLY AUTOMOTIVE STORES, IN			203.64	
1143-307987	01-52-830	WORK GLOVES		17.99
1143-307988	01-52-652	WAND		21.76
1143-308182	62-45-613	AIR BRAKE TUBE		4.95
1143-308396	62-45-830	BOTTLE JACK		69.99
1143-309118	62-45-830	BUDD SOCKET		17.99
1143-309639	62-45-613	TAIL LAMP		36.39
1143-309681	62-45-830	SOCKET		26.99
1143-311293	52-93-619	MOTOR OIL		7.58
01 OFFICE SPECIALISTS INC			446.07	
1029995-0	01-11-537	LABOR - SERVER		46.24
1033739-0	38-71-611	BULLETIN BOARD		124.94
1033829-0	01-11-651	OFFICE SUPPLIES		164.77
1033829-1	01-11-651	OFFICE SUPPLIES		8.81
1034302-0	38-71-611	TRASH CAN LINERS		31.95
1034905-0	01-11-537	LABOR - BACKUPS		69.36
01 OFFICE MACHINE CONSULTANTS INC			213.70	

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
IN161912	01-21-512	COPIER MAINT CONTRACT		59.85
IN161913	01-21-512	COPIER MAINT CONTRACT		106.60
IN161914	01-22-537	COPIER MAINT CONTRACT		24.28
IN161915	01-22-537	COPIER MAINT CONTRACT		22.97
01 OMNISITE 62998	52-43-830.6	1 YR REMOTE MONITORING	276.00	276.00
01 PANTHER UNIFORMS INC 21738	01-21-471	INITIAL UNIFORMS-KUFFEL	874.92	874.92
01 PDC LABORATORIES INC I9346592	51-93-542	WATER TESTING	325.70	36.00
I9348964	52-93-542	CHLORIDE/NITROGEN TESTING		181.70
I9351132	51-93-542	WATER TESTING		18.00
I9351155	51-93-542	WATER TESTING		18.00
I9352209	51-93-542	WATER TESTING		72.00
01 PEST DOCTOR 26971	38-71-549	MUN BLDG PEST CONTROL	115.00	60.00
26972	01-22-580	ST#2 PEST CONTROL		20.00
26974	01-21-539	POUND PEST CONTROL		35.00
01 PUBLIC SAFETY CENTER INC 5840785	01-22-612	MEDICAL SUPPLIES	192.80	192.80
01 RATLIFF BROS & CO 15194	52-43-515	SEWER REPAIR-PAYSON ST	6000.00	6000.00
01 S&S INDUSTRIAL SUPPLY 4800852 RI	62-45-652	SHOP SUPPLIES	27.77	12.17
4802388 RI	62-45-613	SNOW BRUSHES		15.60
01 SIVCO WELDING COMPANY 3408	57-44-820	REPAIR XFER ST CHUTES	1693.20	1693.20
01 SOUTH PARK PSYCHOLOGY D121318KH	01-22-455	PRE-EMPLOY SCREEN-KH	350.00	350.00
01 SPRINGFIELD ELECTRIC S5939205.001	38-71-611	FIRE ST#2 BULBS	172.00	172.00
01 STAR-COURIER 39883	01-65-595	DEMO BID NOTICE	212.00	212.00
01 STUARD & ASSOCIATES INC 25061	38-71-549	ANNUAL ELEVATOR INSPECT	215.00	215.00
01 SULLIVAN DOOR COMPANY 64220	57-44-511	XFER ST DOOR REPAIRS	85.00	85.00
01 TERMINAL SUPPLY INC 83120-00	62-45-652	FLEET - SHOP SUPPLIES	53.19	53.19
01 TRIANGLE CONCRETE INC 9565	01-41-617	HY-EARLY LAKEVIEW SIDEWALK	1117.75	263.00
9565	52-43-517	HY-EARLY BIRCH PL STORM		197.25
9565	32-42-850	HY-EARLY 2ND & MAIN STS		657.50
01 USA BLUEBOOK 769194	52-93-512	CHECK VALVE REPAIR KITS	263.52	263.52
01 U.S. CELLULAR 285191377	01-41-552	CELL SERVICE-PW	414.04	158.07

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285191377	01-11-552	CELL SERVICE-CM		60.81
285191377	58-36-552	CELL SERVICE-CEM		52.69
285191377	01-65-552	CELL SERVICE-COM DEV		96.57
285191377	58-36-652	WIFI HOTSPOT		22.95
285191377	54-54-552	WIFI HOTSPOT		22.95
01 U.S. POSTAL SERVICE			225.00	
D122018	51-42-551	PERMIT ANNUAL FEE		75.00
D122018	52-43-551	PERMIT ANNUAL FEE		75.00
D122018	57-44-551	PERMIT ANNUAL FEE		75.00
01 U.S POSTAL SERVICE (HASLER)			3000.00	
D010719	01-11-551	POSTAGE METER REFILL		500.00
D010719	01-21-551	POSTAGE METER REFILL		500.00
D010719	01-22-551	POSTAGE METER REFILL		200.00
D010719	01-41-551	POSTAGE METER REFILL		200.00
D010719	51-42-551	POSTAGE METER REFILL		500.00
D010719	52-43-551	POSTAGE METER REFILL		500.00
D010719	57-44-551	POSTAGE METER REFILL		500.00
D010719	58-36-551	POSTAGE METER REFILL		100.00
01 VERIZON WIRELESS			798.61	
9820259925	01-21-552	CELL SERVICE-POLICE		798.61
01 STATE BANK OF TOULON - VISA			2598.11	
D010119GB	01-11-537	ADOBE SUBSCRIPTION		56.30
D010119KS	01-22-561	IAFC MEMBERSHIP DUES		234.00
D010119KS	01-22-471	ANDERSON-UNIFORM ALLOW		157.91
D010119KS	01-22-562	TRAVEL-LODGING EXPS		1446.19
D010119KS	01-22-830	RESCUE ROPE & LOCKERS		143.00
D010119RJ	01-41-561	APWA MEMBERSHIP DUES		127.06
D010119RJ	01-41-473	JOHNSON-CLOTHING ALLOW		35.78
D010119TA	01-21-563	TRAINING SUPS		43.97
D010119TA	01-21-652	OPERATING SUPS		103.28
D010119TA	01-11-929	PHONE SCREEN		44.80
D010119VK	62-45-613	CROWN VIC DOME LENS		71.96
D010119VK	62-45-830	TIRE CHAIN PLIERS		133.86
01 WALMART COMMUNITY			270.95	
151	01-22-612	MEDICAL SUPPLIES		11.84
179	38-71-611	CITY HALL/DEPOT SUPS		16.02
3515A	01-21-651	POLICE-OFFICE SUPS		74.34
3644	51-42-929	WATER-MEETING EXPS		32.82
6162	01-22-652	FIRE-OPER SUPS		25.46
7051	01-21-563	TRAINING TV EXCHANGE		29.73
807	38-71-611	POLICE TV MOUNTS		69.92
807	38-71-611	CITY HALL/DEPOT SUPS		10.82
01 WALZ LABEL & MAILING SYSTEMS			180.00	
8396 A	01-11-512	POSTAGE MACHINE LEASE		180.00
01 WEMPLES SALES & SERVICE			84.70	
79584	58-36-652	SHARPEN/REPAIR CHAINS		84.70
** TOTAL CHECKS TO BE ISSUED			247102.45	

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
GENERAL FUND			109154.52	
ECONOMIC DEVELOPMENT			3234.02	
PUBLIC BENEFITS FUND			6366.00	
NHR SALES TAX INFRASTRUCTURE IMP			4701.86	
WATER IMPROVEMENT			1383.83	
CAPITAL MAINTENANCE/MUN. BLDG.			2229.50	
WATER FUND			30849.78	
SEWER FUND			24860.48	
FRANCIS PARK			60.40	
SANITATION			53946.29	
CEMETERY FUND			3677.99	
CENTRAL MAINTENANCE			6637.78	
*** GRAND TOTAL ***			247102.45	
TOTAL FOR REGULAR CHECKS:			245,769.12	
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 AMERICAN PIPING PRODUCTS INC 367 235749	12/21/18 32-42-850	55347 S WATER TOWER PIPE	5159.00	5159.00
01 PETTY CASH FUND	12/26/18	55348	744.58	
367 D122618	01-11-549	RECORD NOTARY COMMISSION		16.00
367 D122618	01-11-551	POSTAGE DUE		.21
367 D122618	01-11-562	TRAVEL/MEAL EXPS		10.00
367 D122618	01-11-929	DRAWER SHORTAGES		71.35
367 D122618	01-21-549	RECORD NOTARY COMMISSIONS		32.00
367 D122618	01-22-562	FIRE-TRAVEL/MEAL EXPS		14.00
367 D122618	01-22-612	FIRE-MEDICAL SUPS		24.58
367 D122618	01-22-651	FIRE-OFFICE SUPPLIES		37.84
367 D122618	01-41-563	PW-TRAINING		10.00
367 D122618	51-42-929	WATER-MISC EXPS		312.64
367 D122618	54-54-618	FR PK-GROUNDS SUPS		37.14
367 D122618	57-44-929	XFER ST DRAWER/NSF		101.62
367 D122618	62-45-613	FLEET-VEHICLE SUPS		77.20
01 PROFESSIONAL BILLING SERVICES	01/09/19	132	1356.48	
368 DEC 2018	01-22-579	DEC 18 BILLING CHGS		1356.48
01 THE STATION	01/03/19	55349	552.50	
368 D122018	01-11-929	CITY CHRISTMAS PARTY		552.50
44 THE ECONOMIC DEVELOPMENT GROUP	01/09/19	010919D	3990.93	
368 D122018D	44-84E-549	4TH QTR-DOWNTOWN TIF		3990.93
44 THE ECONOMIC DEVELOPMENT GROUP	01/09/19	010919K	1165.59	
368 D122018K	44-84-549	4TH QTR-KENTVILLE TIF		1165.59
44 THE ECONOMIC DEVELOPMENT GROUP	01/09/19	010919L	1403.08	
368 D122018L	44-84A-549	4TH QTR-LININGER TIF		1403.08
44 THE ECONOMIC DEVELOPMENT GROUP	01/09/19	010919M	1699.73	
368 D122018M	44-84C-549	4TH QTR-MILL CREEK TIF		1699.73
44 THE ECONOMIC DEVELOPMENT GROUP	01/09/19	010919T	1703.53	
368 D122018T	44-84D-549	4TH QTR-TOC TIF		1703.53
44 THE ECONOMIC DEVELOPMENT GROUP	01/09/19	010919W	1404.48	
368 D122018W	44-84B-549	4TH QTR-WALWORTH TIF		1404.48
44 JACOB & KLEIN LTD	01/09/19	D010919	588.00	

SYS DATE:01/10/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
Thursday January 10,2019

SYS TIME:07:42

[NW1]

DATE: 01/10/19

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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
368 D122018D	44-84E-549	4TH QTR-DOWNTOWN TIF		588.00
44 JACOB & KLEIN LTD 368 D122018K	01/09/19 44-84-549	K010919 4TH QTR-KENTVILLE TIF	102.25	102.25
44 JACOB & KLEIN LTD 368 D122018L	01/09/19 44-84A-549	L010919 4TH QTR-LININGER TIF	102.25	102.25
44 JACOB & KLEIN LTD 368 D122018M	01/09/19 44-84C-549	M010919 4TH QTR-MILL CREEK TIF	102.25	102.25
44 JACOB & KLEIN LTD 368 D122018T	01/09/19 44-84D-549	T010919 4TH QTR-TOC TIF	102.25	102.25
44 JACOB & KLEIN LTD 368 D122018W	01/09/19 44-84B-549	W010919 4TH QTR-WALWORTH TIF	102.25	102.25
44 STATE BANK OF TOULON 368 D123118E	01/09/19 44-84D-710	E010919 TOC TIF/PRINCIPAL	9514.00	7932.75
368 D123118E	44-84D-720	TOC TIF/INTEREST		1581.25
44 STATE BANK OF TOULON 368 D123118T	01/09/19 44-84D-710	TX010919 TOC TIF/PRINCIPAL	1720.67	1437.80
368 D123118T	44-84D-720	TOC TIF/INTEREST		282.87
47 SPEER FINANCIAL INC 368 163-18	01/09/19 47-84-730	BC010919 PROF SVS-2018 BOND	5700.00	5700.00
74 MUTUAL OF OMAHA 368 835402933	01/03/19 74-14-452	1284A LIFE/AD&D INS-1/19	328.86	328.86
74 SISCO 368 D121418	01/03/19 74-14-451	1282A DENTAL/VISION CLAIMS	554.09	554.09
74 SISCO 368 D122118	01/03/19 74-14-451	1283A DENTAL/VISION CLAIMS	1017.85	1017.85
74 YMCA 368 DEC 2018	01/03/19 74-14-451	1285A I'M 4 FITNESS MBRSHIP %	218.84	54.71
368 NOV 2018	74-14-451	I'M 4 FITNESS MBRSHIP %		54.71
368 OCT 2018	74-14-451	I'M 4 FITNESS MBRSHIP %		54.71
368 SEPT 2018	74-14-451	I'M 4 FITNESS MBRSHIP %		54.71

** TOTAL MANUAL CHECKS REGISTERED

39333.46

SYS DATE:01/10/19

CITY OF KEWANEE
A / P W A R R A N T L I S T
Thursday January 10,2019

SYS TIME:07:42

[NW1]

DATE: 01/10/19

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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
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REPORT SUMMARY

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CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	247102.45	7812.56	254915.01
44	.00	23701.26	23701.26
47	.00	5700.00	5700.00
74	.00	2119.64	2119.64
<hr style="border-top: 1px dashed black;"/>			
TOTAL CASH	247102.45	39333.46	286435.91

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DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	109154.52	2124.96	111279.48
02	3234.02	.00	3234.02
21	6366.00	.00	6366.00
31	4701.86	.00	4701.86
32	1383.83	5159.00	6542.83
38	2229.50	.00	2229.50
44	.00	23701.26	23701.26
47	.00	5700.00	5700.00
51	30849.78	312.64	31162.42
52	24860.48	.00	24860.48
54	60.40	37.14	97.54
57	53946.29	101.62	54047.91
58	3677.99	.00	3677.99
62	6637.78	77.20	6714.98
74	.00	2119.64	2119.64
<hr style="border-top: 1px dashed black;"/>			
TOTAL DISTR	247102.45	39333.46	286435.91

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CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	January 14, 2019	
RESOLUTION OR ORDINANCE NUMBER	Ordinance #3953	
AGENDA TITLE	Consideration of an Ordinance vacating an alley in the block bounded by North Main Street, East Tenth Street, North Burr Street and North East Park.	
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	Vacates an alley located in the parking lot of the new Kewanee Physical Therapy location	
BACKGROUND	Jon DeBord is the new owner of the property and wishes to have the alley vacated for the purpose of trenching electrical lines through the area.	
SPECIAL NOTES	N/A	
ANALYSIS	Engineering has provided maps to show that there are no City utilities located in the alley. The alley has no value to the City.	
PUBLIC INFORMATION PROCESS	N/A	
BOARD OR COMMISSION RECOMMENDATION	N/A	

STAFF RECOMMENDATION	Staff recommends approval
PROCUREMENT POLICY VERIFICATION	N/A
REFERENCE DOCUMENTS ATTACHED	GIS map and utility map.

ORDINANCE NO. 3953

AN ORDINANCE TO VACATE A PUBLIC ALLEY RUNNING NORTH-SOUTH IN THE CITY BLOCK BOUNDED BY MAIN STREET, EAST TENTH STREET, NORTH BURR STREET, AND NORTH EAST PARK, AND DECLARING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT AS PROVIDED HEREIN

- WHEREAS, The City Council has received a petition from all of the abutting property owners, circulated by Jon DeBord, to vacate the north-south running alley located in the City block bounded by Main Street, East Tenth Street, North Burr Street, and North East Park; and,
- WHEREAS, City Staff has advised Council that there are no existing public utilities located within the alley proposed to be vacated; and,
- WHEREAS, The City Council has determined that there is no current or future public use for the north-south running alley located in the City block bounded by Main Street, East Tenth Street, North Burr Street, and North East Park; and,
- WHEREAS, The City Council has determined that abutting land owners desire the land of said vacated alley; and,
- WHEREAS, The City Council has determined that there is no value to the land, and vacating said alley will relieve the public of the burden of maintaining said alley in the future.

THEREFORE 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 public interest is best served by relief to the public from further burden and responsibility of maintaining the alley described in Section Two hereof, by vacating said alley.

SECTION TWO: The public alley running north-south located in the City block bounded by Main Street, East Tenth Street, North Burr Street, and North East Park, is hereby vacated. That vacated alley being located more particularly described as follows:
Buena Vista Sub Block 1 Lots 3 thru 10

SECTION THREE: The City Council finds that the land being vacated has no value.

SECTION FOUR: The City Council hereby directs that title to the vacated alley described in Section Two hereof, shall go to the abutting property owners, in Kewanee, owners of parcels with permanent index numbers of 20-28-402-014, which abuts said vacated alley, all in compliance with 65 ILCS 5/11-91-1.

SECTION FIVE: Jon DeBord shall be responsible for reimbursing the City of Kewanee for any recording fees related to recording this ordinance and recording the deed to be prepared to convey the vacated alley to them.

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

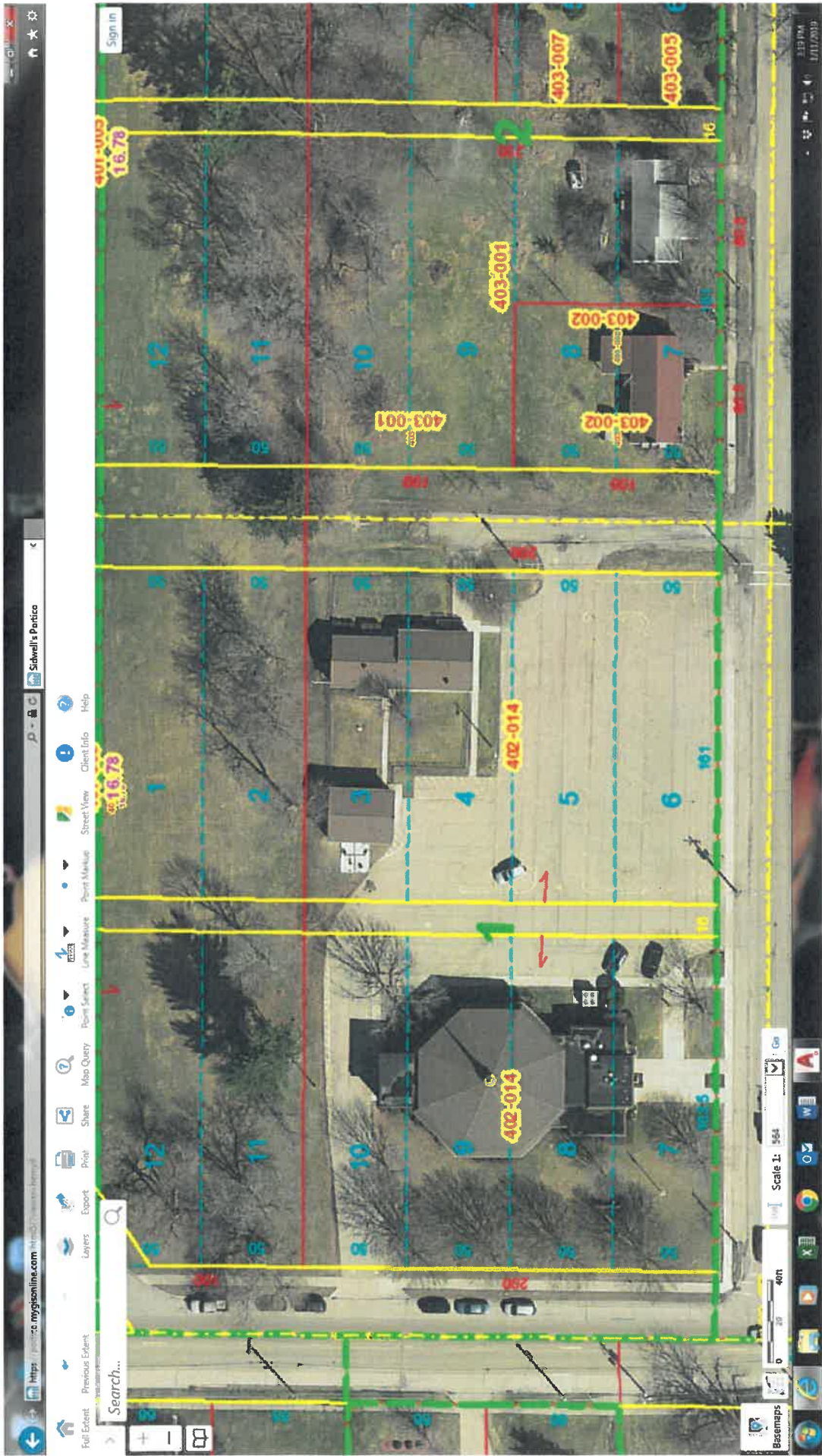
PASSED by the City Council of the City of Kewanee, Illinois, this 14th day of January, 2019.

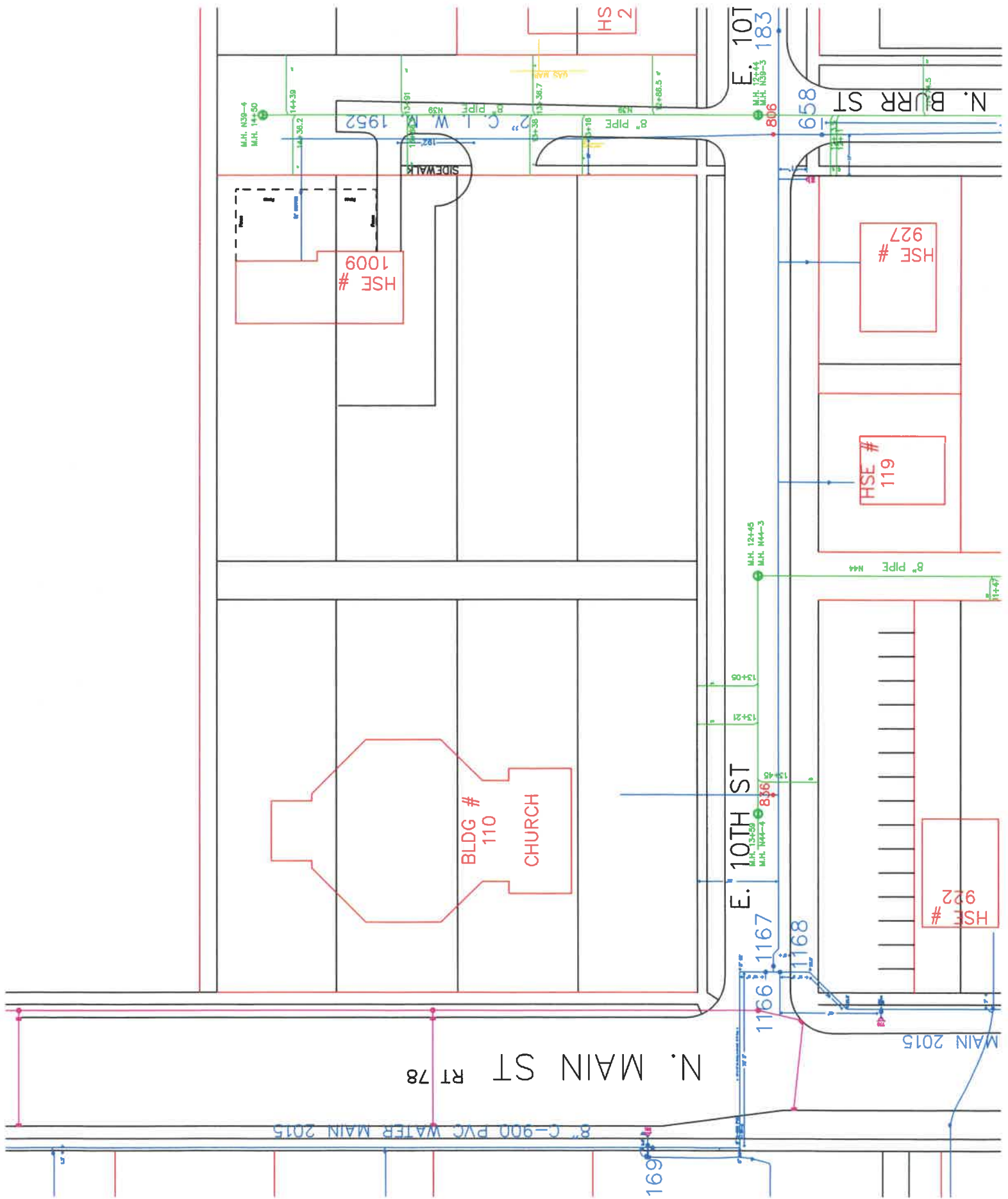
APPROVED AND SIGNED by the Mayor of the City of Kewanee, Illinois, this 14th day of January 2019.
ATTEST:

Melinda Edwards, City Clerk

Steve Looney, Mayor

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





CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	January 14, 2019	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5138	
AGENDA TITLE	Consideration of a resolution awarding contracts for demolition of 2 properties, 830 Florence St. (house) & 829 Florence St. (garage)	
REQUESTING DEPARTMENT	Community Development	
PRESENTER	Keith Edwards, Director of Community Development	
FISCAL INFORMATION	Cost as recommended:	\$8400.00
	Budget Line Item:	01-65-595
	Balance Available	\$15402.00
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To award demolition contract to Dana Construction for buildings at 830 Florence St. (house) & 829 Florence St. (garage).	
BACKGROUND	<p>Inspections of the property and buildings located at 830 Florence St. (house) & 829 Florence St. (garage) provided enough evidence to pursue a judicial demolition which was negotiated through the City Attorney's office. As result of this Judicial Demolition Process, the Director of Community Development has acquired the right to demolish the noted buildings located at 830 Florence St. (house) & 829 Florence St. (garage). Request For Proposal was drafted and published with a bid due date of January 8, 2019. Bidders were requested to present their bids on each property individually and also one bid for both properties bundled together as one all-inclusive bid for consideration.</p>	
SPECIAL NOTES	N/A	

ANALYSIS	<p>One firm presented bids. The bids were received and opened by the City Clerk on January 8, 2019.</p> <p>The bid received is as follows:</p> <p>Dana Construction:</p> <p>830 Florence St (house): \$5550.00</p> <p>829 Florence St (Garage): \$3150.00</p> <p>Bundled Bid: \$8400.00</p>
PUBLIC INFORMATION PROCESS	<p>All legal processes required to obtain the demolition order were followed.</p> <p>Notice for the Request For Proposal was published in the Star Courier.</p>
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends passing the resolution.
PROCUREMENT POLICY VERIFICATION	RFP published & mailed.
REFERENCE DOCUMENTS ATTACHED	<p>Scope of work for 830 Florence St. (house) & 829 Florence St. (garage)</p> <p>Copies of submitted bid.</p>

RESOLUTION NO. 5138

A RESOLUTION TO AWARD DEMOLITION WORK AT 830 FLORENCE ST (HOUSE) AND 829 FLORENCE ST (GARAGE). TO KIRK DANA CONSTRUCTION, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, The City of Kewanee, in Case No. 18-MR-201K in the 14th Judicial Circuit in Henry County, obtained a court order to demolish the buildings located at 830 Florence St. (house) & 829 Florence St (garage).; and,

WHEREAS, The Kewanee City Council finds it in the best interest of the City to remove the dilapidated buildings located on the land at 830 Florence St. (house) & 829 Florence St (garage).; and,

WHEREAS, City of Kewanee staff advertised for, and solicited, sealed lump sum bids for demolition of the buildings, and related work at 830 Florence St. (house) & 829 Florence St (garage) in Kewanee; and,

WHEREAS, One firm submitted a bid, and they were opened by the City Clerk at 10:00 a.m., on January 8, 2019; and,

WHEREAS, The bid received is:

Bundled Bid Cost Analysis

Contractor	Dana Construction
Bundled Bid For Both Properties.	\$8400.00

WHEREAS, City staff has recommended that the demolition work at 830 Florence St. (house) & 829 Florence St (garage), be awarded to Kirk Dana Construction.

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

Section 1 The bid of Kirk Dana Construction of Kewanee as shown above, is hereby accepted, and the City Manager is authorized to sign the necessary documents in order to have Kirk Dana Construction complete the demolition and related work at 830 Florence St. (house) & 829 Florence St (garage)., in full compliance with the project documents prepared by City of Kewanee staff, and all applicable rules and regulations.

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

Adopted by the Council of the City of Kewanee, Illinois this 14th day of January, 2019

ATTEST:

Melinda Edwards, City Clerk

Steve Looney, Mayor

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



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

Everything You Need!

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

December 18, 2018

Enclosed please find demolition requests for proposal for the following two properties both located within the City of Kewanee:

829 Florence St. Garage Only
830 Florence St.

The City is requesting that bidders present their bids on each property individually and also one bid for both properties bundled together as one all inclusive bid for consideration.

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



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

Everything You Need!

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Fax 309-856-6001

December 18, 2018

**Scope of Work
Demolition of Building and related work at 829 Florence St.**

Bids will be accepted by the City of Kewanee prior to 1:00 p.m., January 8, 2019 for the demolition of the building and related work located at the following address:

829 Florence St., Kewanee, IL, legally described as:

S160 LT 1 & 2 BLK 1 TIBBETTS 2ND ADD CITY OF KEWANEE [EZ], *situated in the County of Henry and State of Illinois.*

P.I.N.: 20-27-376-014

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

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

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

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

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

The contractor acknowledges that the work as contemplated by this Request For Proposal must be completed no later than 28 days from the date of the contract being signed. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may

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be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

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

The work consists of:

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

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CITY OF KEWANEE

Request for Demolition Bids

The City of Kewanee is seeking bids for the demolition of the building and related work located at **829 Florence St.** in Kewanee. Bidders must comply with the City of Kewanee Code of Ordinances Sections 150.075 - 150.081, Demolition of Buildings, which is available at City Hall. Only clean debris permitted by the Illinois Environmental Protection Act section 3.160.b may be used as fill material. This means only uncontaminated broken concrete without protruding metal bars, bricks, rock, stone or soil generated from construction or demolition activities. The work consists of demolishing the existing building on the site and disposing of the demolition debris in a legal manner. Provide a level surface upon completion. Perform other related work as indicated in the scope of work. All work is to be completed within **28** days after receiving notice to proceed from the City. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

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

Bids must be submitted, on the Proposal Forms provided, to the City Clerk, City Hall, 401 E. Third Street, Kewanee, IL, 61443-2365 in sealed envelopes marked "DEMOLITION BID 829 Florence St.". A bid bond or certified check for an amount equal to 10% of the total value of the bid must accompany said bid. Bids must be received by 1:00 PM on January 8, 2019 and will be opened at that time. Once the City enters into an agreement with a bidder the bid bond of unsuccessful bidders will be returned. The City of Kewanee reserves the right to reject any or all bids and to waive irregularities.

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



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

Everything You Need!

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

PROPOSAL

To the City Clerk, City of Kewanee, Illinois:

The undersigned, having become familiar with the local conditions affecting the cost of the work and with the scope of work including the advertisement for the RFP, and specifications on file in the office of the City Clerk of the City of Kewanee, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Demolition and related work at 829 Florence St, for the sum set forth in the following bidding schedule. Said work shall be completed within 28 days after having received Notice to Proceed from the City of Kewanee. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

Item	Unit	Description
1	Lump Sum	Demolition and related work at 829 Florence St.
<i>Total Price (in Writing)</i>		<i>Total Price (in numbers)</i>

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

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

Firm Name

By

Title

Official Address

Everything You Need!

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Fax 309-856-6001

December 18, 2018

**Scope of Work
Demolition of Building and related work at 830 Florence St.**

Bids will be accepted by the City of Kewanee prior to 1:00 p.m., January 8, 2019 for the demolition of the building and related work located at the following address:

830 Florence St., Kewanee, IL, legally described as:

W1/2 OF N1/2 LT 3 BLK 5 MCMULLENS ADD CITY OF KEWANEE [EZ], situated in the County of Henry and State of Illinois.

P.I.N.: 20-27-377-007

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

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

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

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

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

The contractor acknowledges that the work as contemplated by this Request For Proposal must be completed no later than 28 days from the date of the contract being signed. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may

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be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

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

The work consists of:

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

Everything You Need!

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

CITY OF KEWANEE

Request for Demolition Bids

The City of Kewanee is seeking bids for the demolition of the building and related work located at **830 Florence St.** in Kewanee. Bidders must comply with the City of Kewanee Code of Ordinances Sections 150.075 - 150.081, Demolition of Buildings, which is available at City Hall. Only clean debris permitted by the Illinois Environmental Protection Act section 3.160.b may be used as fill material. This means only uncontaminated broken concrete without protruding metal bars, bricks, rock, stone or soil generated from construction or demolition activities. The work consists of demolishing the existing building on the site and disposing of the demolition debris in a legal manner. Provide a level surface upon completion. Perform other related work as indicated in the scope of work. All work is to be completed within **28** days after receiving notice to proceed from the City. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

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

Bids must be submitted, on the Proposal Forms provided, to the City Clerk, City Hall, 401 E. Third Street, Kewanee, IL, 61443-2365 in sealed envelopes marked "DEMOLITION BID 830 Florence St.". A bid bond or certified check for an amount equal to 10% of the total value of the bid must accompany said bid. Bids must be received by 1:00 PM on January 8, 2019 and will be opened at that time. Once the City enters into an agreement with a bidder the bid bond of unsuccessful bidders will be returned. The City of Kewanee reserves the right to reject any or all bids and to waive irregularities.

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



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

Everything You Need!

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

PROPOSAL

To the City Clerk, City of Kewanee, Illinois:

The undersigned, having become familiar with the local conditions affecting the cost of the work and with the scope of work including the advertisement for the RFP, and specifications on file in the office of the City Clerk of the City of Kewanee, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Demolition and related work at 830 Florence St., for the sum set forth in the following bidding schedule. Said work shall be completed within 28 days after having received Notice to Proceed from the City of Kewanee. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

Item	Unit	Description
1	Lump Sum	Demolition and related work at 830 Florence St.
<i>Total Price (in Writing)</i>		<i>Total Price (in numbers)</i>

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

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

Firm Name

By

Title

Official Address

Everything You Need!

Phone 309-852-2611, Ext. 222

Fax 309-856-6001

PROPOSAL

To the City Clerk, City of Kewanee, Illinois:

The undersigned, having become familiar with the local conditions affecting the cost of the work and with the scope of work including the advertisement for the RFP, and specifications on file in the office of the City Clerk of the City of Kewanee, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Demolition and related work at 830 Florence St., for the sum set forth in the following bidding schedule. Said work shall be completed within 28 days after having received Notice to Proceed from the City of Kewanee. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

Item	Unit	Description
1	Lump Sum	Demolition and related work at 830 Florence St.
Total Price (in Writing)		Total Price (in numbers)
Five thousand five hundred and fifty		\$ 5,550.00

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

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

Dana Construction

Firm Name

By Kirk DanaOwner

Title

Official Address

502 N. Jackson

Combined 8,400.00
eight thousand four hundred
(10% held from previous job)

*Everything You Need!*Phone 309-852-2611, Ext. 222
Fax 309-856-6001**PROPOSAL**

To the City Clerk, City of Kewanee, Illinois:

The undersigned, having become familiar with the local conditions affecting the cost of the work and with the scope of work including the advertisement for the RFP, and specifications on file in the office of the City Clerk of the City of Kewanee, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Demolition and related work at 829 Florence St, for the sum set forth in the following bidding schedule. Said work shall be completed within 28 days after having received Notice to Proceed from the City of Kewanee. Should the Contractor fail to perform all work by the expiration of this deadline, the Contractor acknowledges that they may be deemed an "irresponsible bidder" for the purpose of future bidding opportunities and potentially disqualified from bidding as such.

Item	Unit	Description
1	Lump Sum	Demolition and related work at 829 Florence St.
Total Price (in Writing)		Total Price (in numbers)
Three thousand one hundred and fifty		3,150.00

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

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

Dana Construction
Firm Name
By Kirk Dana
Owner
Title
Official Address
502 N. Jackson

Combined @ \$,400.00
eight thousand four hundred

(to go held from previous jobs)

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	January 14, 2019	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5139	
AGENDA TITLE	Consideration of a Resolution authorizing the purchase of two used automated garbage trucks from the City of Normal, Illinois.	
REQUESTING DEPARTMENT	Public Works Department	
PRESENTER	Rod Johnson, Public Works Operations Manager	
FISCAL INFORMATION	Cost as recommended:	\$260,000 - \$350,000
	Budget Line Item:	39-73-840
	Balance Available	\$620,000
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Replace aging garbage trucks with newer used units that will allow automated trash collection services.	
BACKGROUND	<p>The City of Kewanee currently operates 3 garbage trucks. Two of these units are past their expected operational life cycle.</p> <p>Our current inventory:</p> <p>Sanitation #45 is a 2001 International 20yd rear loader with 13,000 engine hours.</p> <p>Sanitation #46 is a 2005 Freightliner 20 yd rear loader with 16,000 engine hours.</p> <p>Both of these units would be replaced by the automated side loader trucks.</p> <p>Sanitation #42 is 2010 Freightliner 25 yd rear loader with 11,000 engine hours. The plan is to eventually have a cart tipper installed on this unit to be used for lawn bags and be used as a back-up unit.</p>	

ANALYSIS	The benefits of changing to automated trash collection services were discussed at the December 10, 2018 council meeting. The City of Normal, Illinois is upgrading their fleet and have offered to sell 2 – 2012 Labrie Sideloaders trucks to the City of Kewanee. The City of Normal has 4 trucks available for sale and have offered Kewanee first choice of 2 units. I plan to inspect the trucks with the City Mechanic and obtain oil samples for testing in order to determine which units are in the best condition. Should the determination be favorable, I am requesting permission to make a purchase offer in an amount not to exceed \$350,000 as budgeted.
PUBLIC INFORMATION PROCESS	Normal posting of meetings and agenda items
BOARD OR COMMISSION RECOMMENDATION	N/A
PROCUREMENT POLICY FOLLOWED	
STAFF RECOMMENDATION	Staff recommends approval.
REFERENCE DOCUMENTS ATTACHED	Resolution

RESOLUTION NO. 5139

A RESOLUTION AUTHORIZING THE PURCHASE OF TWO USED AUTOMATED GARBAGE TRUCKS FROM THE CITY OF NORMAL, IL, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, The City of Kewanee is moving forward with plans to automate trash collection services as discussed at the December 10, 2018 council meeting; and

WHEREAS, The Sanitation Division of the Public Works Department has accumulated \$350,000 in the Acquisition Fund for rolling stock replacement and this same amount was approved and budgeted in the FY18-19 budget; and,

WHEREAS, The City of Normal, Illinois has agreed to sell 2 – 2012 Labrie Sideloaders Trucks, with a minimum price of \$130,000 each; and,

WHEREAS, City staff has recommended inspecting the trucks for sale by the City of Normal and purchasing 2 units in order to convert to automated trash collection.

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

Section 1 The Public Works Operations Manager and City Mechanic are hereby authorized to determine the state of the vehicle(s) offered for sale by the City of Normal, Illinois.

Section 2 Should the vehicles be found to be in sound condition, making them ideal for the Kewanee Sanitation Division, the Public Works Operations Manager, or his designee, is authorized to purchase 2 units, in an amount not to exceed \$350,000 total. Such funds, should the purchase offer be accepted, would be paid from the Acquisition Fund, specifically 39-73-840.

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

Adopted by the Council of the City of Kewanee, Illinois this 14th day of January 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 Andrew Koehler				
Council Member Steve Faber				
Council Member Michael Yaklich				

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	January 14, 2019	
RESOLUTION OR ORDINANCE NUMBER	N/A	
AGENDA TITLE	Discussion of Internal Controls	
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	<p>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.</p> <p>Staff will incorporate any recommended changes into a resolution, which will be placed on the agenda for your consideration at the next meeting.</p>
SPECIAL NOTES	N/A
ANALYSIS	N/A
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	N/A
PROCUREMENT POLICY VERIFICATION	N/A
REFERENCE DOCUMENTS ATTACHED	N/A



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

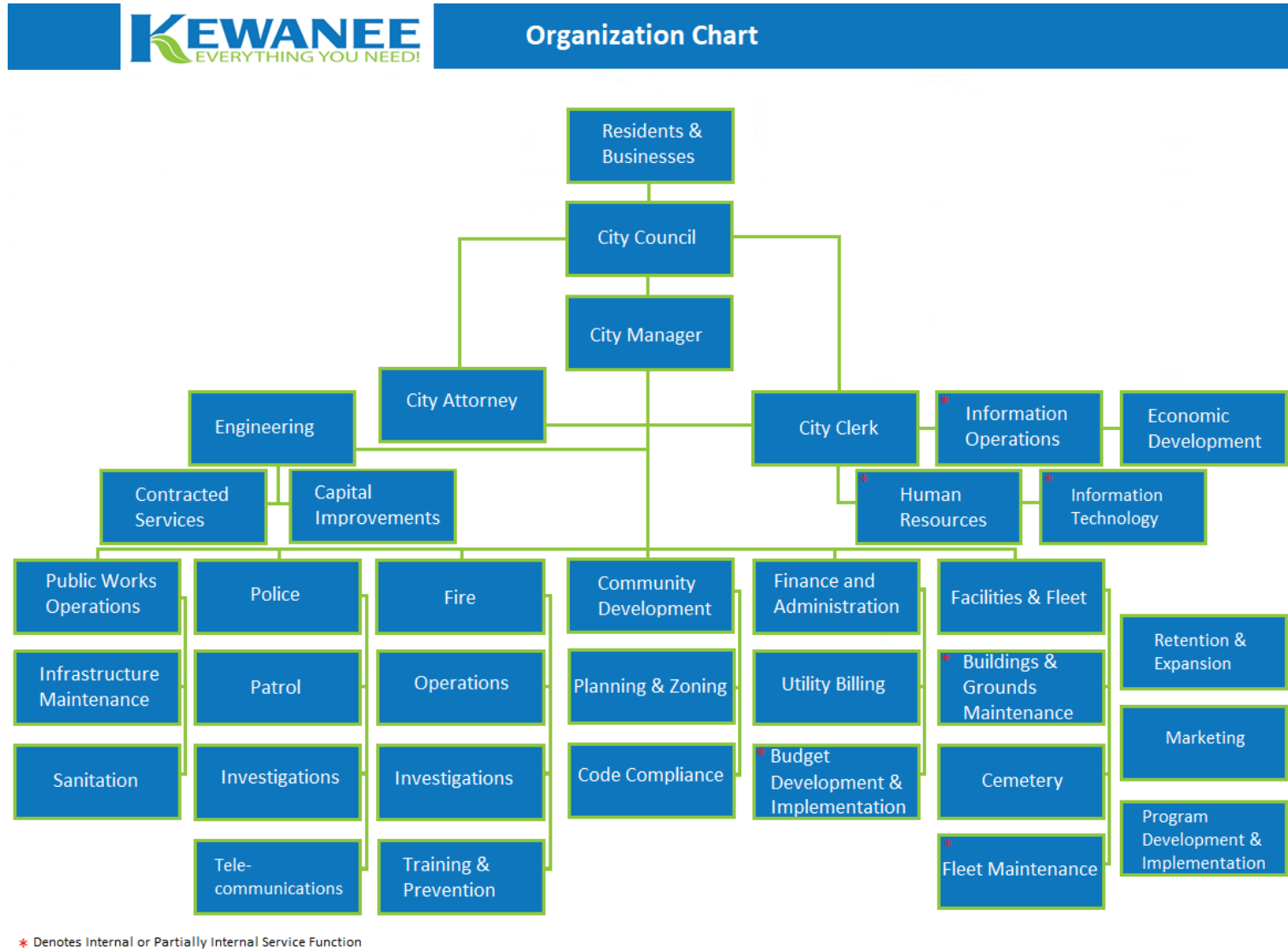
1. The governing body through management has adopted a personnel manual/Admin Code that details policies, expectations, and other employment-related topics.
2. Each employee receives a copy of the city's personnel manual, and signs an acknowledgement of receipt.
3. Management has developed job descriptions 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 annual budget beginning in February, with input from the City Manager and department heads, using historical data from the previous years and *planned* improvements to levels of service. The Engineering Department leads the development of a five-year Capital Improvement Plan, which rolls into the capital improvements portion of the annual budget.
- The proposed budget is presented to the City Council during a series of budget workshops in March and April. The City Manager, Finance Director, and all department heads are present to explain their budgets or justify requests for additional funding.
- The budget ordinance and appropriations ordinances are prepared for consideration in April. The required public notice is published in the local newspaper per applicable statutes.
- The City will seek labor agreements that are conducive to and in support of the City's Mission and Values.
- City organizational charts are developed based on the structure required to complete the City's mission.
- The charts are reviewed periodically as job descriptions and positions are added or changed to determine if the reporting structure, authority, and responsibility documented in the chart is still accurate.

1. Control Environment (Continued)

Organizational Chart



2. Risk Assessment

Overview

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

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

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

Objectives

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

Risks

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

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

3. Control Activities

Overview

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

Collections/ACHs

Objectives

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

Policies

1. 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 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.
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 or 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 appropriate 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 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	January 14, 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	N/A	
ANALYSIS	N/A	

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



MEMORANDUM

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

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

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

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

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

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

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

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

Hope that helps!

-Adam

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

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

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

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

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

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

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

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

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

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

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