



**AGENDA FOR
CITY COUNCIL MEETING**

Council Chambers

401 E Third Street

Kewanee, Illinois 61443

Work Session starting at 6:30 p.m.

Open Meeting starting at 7:00 p.m.

Tuesday, December 26, 2017

Posted by 5:30 p.m., December 22, 2017

1. Call to Order
2. Work Session regarding long range funding and maintenance of streets and sidewalks.
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 a Resolution** authorizing the City Manager, Mayor, Attorney and Clerk to execute the appropriate documents to obtain ownership of the remaining land in the Kentville Industrial Park from the KEDC and amending the budget.
 - b. **Acceptance of the Minutes of the Zoning Board of Appeals** from its meeting held on December 20, 2017.
 - c. **Consideration of an Ordinance** granting a request for variance to Calvin and Diane Peart, 1009 N Burr Street to allow an addition on the east side of the current house.
 - d. **Acceptance of the Minutes of the Plan Commission** from its meeting held on December 21, 2017.
 - e. **Consideration of an Ordinance** granting a rezoning request to Jon DeBord, 110 E Tenth St, from R-2, One-Family Dwelling to B-3, Business and Wholesale.
 - f. **Consideration of a Resolution** authorizing the City Manager to enter into an agreement with Michlig Energy for the purchase of automotive fuel for Calendar Year 2018.
 - g. **Consideration of an Ordinance** amending Ordinance #3436 to amend the Sexual Harassment Policy of the City of Kewanee as required by Public Act #100-0554.
8. Council Communications:
9. Announcements:
10. Adjournment



MEMORANDUM

Date: December 22, 2017
From: Gary Bradley, City Manager
To: Mayor & Council
RE: Council Meeting of **Tuesday, December 26, 2017**

WORK SESSION AT 6:30 P.M. REGULAR MEETING AT 7:00 P.M.

1. **Depot HVAC** – There was a recurring problem with heat in the depot. The original plans called for a larger boiler than was installed. Because it was undersized the installed boiler could not keep up with the demand necessary to heat the concrete floor and in turn the building, given the amount of glass and brick that makeup the construction of the building. This was confirmed by looking at the original plans designed by the architect and in conversations with multiple local companies that deal in HVAC. We took bids for the installation of an appropriately sized unit. The larger boiler was installed this week and should resolve the temperature issues at the depot for many years to come. Work was performed by a local contractor. It was not brought to the city council for your consideration because there was a pressing need to resolve the matter and the low cost of the project did not rise to the threshold which requires City Council approval.
2. **City Hall HVAC** — The topic of HVAC at the Depot segues nicely into the topic of HVAC at City Hall. As you may recall the units at the City Hall/Police/Fire facility date to the construction of the building and will need to be replaced in the near future (five years or so). As might be expected, insufficient funds have been set aside for such a costly repair in the future, the staff is working with TRANE to identify options that provide a lower-cost of operation with the idea that those savings could then be applied towards the cost of installation of the new units (energy efficiency, solar panels, etc.)
3. **New Police Officers** — The new Police Officers have completed the first 4 weeks of their 12-week FTO program before being released to patrol on their own. Chief Ainley reports both have done very well so far.
4. **New Firemen** – One of the articles included in the most recent City Newsletter dealt with the process of becoming a fireman. The article was prepared in advance of our upcoming application process to develop a new hiring list for the coming two years; the idea being that it might help to draw more interest from local candidates who would be invested in the community. The article was also shared on social media. Through phone calls and comments on social media, we have seen a significant response from local individuals expressing an interest in this upcoming hiring process.

5. **Paramedics** — The paramedic class, in which we currently have eight participants, is on a winter break and will resume in mid-January. The class will be completed in February, at which time the graduates, if they have completed their clinical and ride time, will be eligible to take the state test to obtain their certification as a paramedic.
6. **Christmas Party** — A sincere thank you to the City Council from staff for the Christmas party. I believe everyone who attended enjoyed the opportunity to fellowship with their friends and coworkers outside of a work environment.
7. **Ambulance Billing RFP** – The City will issue a request for proposals for Ambulance Billing next week. Responses are due back by February 2nd, and we expect to present a recommendation for your consideration during February.
8. **New Ambulance** – The second of the two ambulances that was purchased in the fall was put into service this week.
9. **Enterprise Zone** – The Enterprise Zone Application is substantially complete, with only a few minor gaps to be filled in. We're still trying to get letters to substantiate our job and investment numbers, because every little bit helps. I expect our score will be higher than last time, but it's difficult to predict what will happen or how the process will shake out, so developing a Plan B is in our best interests. I am working with Senator Weaver's office, DCEO's Legislative Liaison and Chief Legal Counsel to develop a bill that would amend the State's Enterprise Zone law, adding a new category of Enterprise Zones for rural counties that are smaller in population, and would not count against the statutory limit of 97 Enterprise Zones, recognizing that such zones have a significant impact in areas such as ours but have difficulty competing against zones in larger areas such as Chicago, the "Collar Counties," Springfield, East St. Louis, Peoria, Champaign, etc.
10. **Incentives** – We have received a lot of interest regarding the minor home repair program, along with another application for the façade improvement program. Both Businesses and Residents have expressed a great deal of appreciation for the incentive programs the City Council established during the past year.
11. **Merry Christmas to each of you and your families.**

COUNCIL MEETING 17-23 DECEMBER 11, 2017

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

Andy Koehler	Council Member
Mike Yaklich	Council Member
Steve Faber	Council Member
Steve Looney	Mayor

Mayor Looney called the regular Council Meeting to order at 7 PM, stating that the Council was reconvening following a work session to discuss street maintenance.

News media present was as follows:

Mike Helenthal	Star Courier
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The Pledge of Allegiance was said.

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

Mayor Looney explained that the next items were placed on the consent agenda and were considered to be routine in nature to be passed as a whole with one vote of the Council. Mayor Looney requested that any member of the Council or the audience wishing to have an item removed from the consent agenda for individual consideration to make the request and the item would be removed and considered following the approval of the remaining consent items. The consent agenda included minutes from the November 27, 2017 Council Meeting, payroll for the pay period ending December 9, 2017 in the amount of \$180,713.36, reports from Community Development, Water Loss Audit, Police Department, and ESDA. The consent agenda was approved on a motion made by Council Member Faber and seconded by Council Member Koehler. Roll call showed 4 ayes, no nays. The motion passed.

Bills submitted for approval totaling \$196,805.86 were approved on a motion made by Council Member Yaklich and seconded by Council Member Faber. Council Member Faber questioned the invoice for repairs from Altorfer. Facilities and Maintenance Manager Newton explained the invoice was for multiple parts for a machine that has seen several operating hours. Council Member Yaklich asked about the difference in the invoices for the north and south water treatment plants. City Manager Bradley noted he would request verification. Public Works Operations Manager Johnson explained, at the request of Council Member Yaklich, that the City does not own a vector truck, so when needed attempts to utilize the services of Frank Holton when he is available. Roll call showed 4 ayes, no nays. The motion passed.

CITIZEN PARTICIPATION

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

NEW BUSINESS

Ordinance #3909 appointing Chris Colomer as Council Member to fill the vacancy created by the recent resignation was approved on a motion made by Council Member Faber and seconded by Council Member Koehler. Roll call showed 4 ayes, no nays. The motion passed.

City Clerk Edwards administered the Official Oath of Office to Chris Colomer.

Ordinance #3910 abating the property tax levy for the General Obligation Waterworks and Sewerage Refunding Bonds (Alternate Revenue Source), Series 2015 was approved on a motion by Council Member Yaklich and seconded by Council Member Koehler. City Manager Bradley noted that with sufficient revenues in the alternate revenue source the property tax is not needed; he additionally noted that without the abatement there would be an increase in property tax. Roll call showed 5 ayes, no nays. The motion passed.

Ordinance #3911 abating the property tax levy for the General Obligation Bonds (Alternate Revenue Source), Series 2012 was approved on a motion made by Council Member Koehler and seconded by Council Member Faber. Roll call showed 5 ayes, no nays. The motion passed.

Ordinance #3912 abating the property tax levy for the Series 2013 General Obligation Waterworks and Sewerage Refunding Bonds, Alternate Revenue Source was approved on a motion made by Council Member Faber and seconded by Council Member Colomer. Roll call showed 5 ayes, no nays. The motion passed.

Ordinance #3913 establishing the 2017 property tax levy, payable in 2018 was approved on a motion made by Council Member Yaklich and seconded by Council Member Faber. City Manager Bradley reported that the actual numbers came in slightly lower. He advised the Council that they had the ability to raise the levy by 4.99% and would still be in compliance with the Truth in Taxation laws. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #5083 appointing Matthew Douglas to the Kewanee Municipal Airport Authority was 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.

Resolution #5084 establishing the meeting dates for City Council meetings in 2018 was amended to change the last meeting in December 2018 to Friday, December 21, 2018 on a motion made by Council Member Yaklich and seconded by Council Member Faber. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #5084 establishing the meeting dates for the City Council meetings in 2018 as amended 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.

Resolution #5085 authorizing the purchase of a medium duty dump truck for use in the Street Department from Gustafson Ford was approved on a motion made by Council Member Colomer and seconded by Council Member Faber. Facilities and Grounds Maintenance Manager explained the specifications of the trucks. Public Works Operations Manager explained that this truck is a four wheel drive model with the snow plow. Roll call showed 5 Ayes, no nays. The motion passed.

Resolution #5086 authorizing the purchase of a a utility truck for use in the water department from Gustafson Ford was approved on a motion made by Council Member Koehler and seconded by Council Member Faber. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #5087 authorizing the City Manager to enter into an agreement with AEP for the purchase of electrical energy for municipal use was approved on a motion made by Council Member Faber and seconded by Council Member Colomer. Mayor Looney noted that the cost for the third year of the agreement is lower than the first year proposal from the other entities. Roll call showed 5 ayes, no nays. The motion passed.

OTHER BUSINESS

Council Member Faber congratulated Chris on his appointment. He also wished everyone a Merry Christmas.

Council Member Colomer thanked Mayor Looney and the Council Members for choosing him to fill the vacant seat, stating that he was humbled and honored to have been chosen.

Council Member Koehler welcomed Chris aboard. He also complimented the group of residents that lit up Northeast Park, noting retired City employees Mike Rapczak and Jerry VanDeVelde assisted in the efforts.

Council Member Yaklich thanked all of the folks interested in filling the vacant council position. He welcomed Chris to the Council. He also reported that the work on the City pound was continuing.

Mayor Looney welcomed Chris to the Council. He wished everyone a Merry Christmas. He also thanked Bob and Sharon Kuntz for their donation of a wreath for the train depot.

ANNOUNCEMENTS

City Clerk Edwards announced that City Hall offices would be closed on Friday, December 22 and Monday, December 25, in observance of Christmas Eve and Christmas Day. There would be no change to the regular trash collection schedule. Residents would be allowed five extra bgs

of trash the week of Christmas. Christmas trees – void of any decorations, tree stands, or plastic bags would be picked up on December 29 and January 5.

There being no further business, Council Member Faber moved to adjourn the meeting and Council Member Yaklich seconded the motion. Roll call showed 5 ayes, no nays. The meeting adjourned at 7:35 PM.

MELINDA EDWARDS, CITY CLERK

DATE APPROVED



FINANCE & ADMINISTRATIVE SERVICES

NOVEMBER 2017

Water Bill Payments Processed

At counter	1068
By mail	362
By dropbox	620
At bank	<u>74</u>
Total Water Bill Payments	2124

Other Payments 194

Total Payments Processed **2318**

Customer Contacts (non-payment)

By phone	1223
At counter	418
Work orders written	<u>247</u>
Total Customer Contacts	1888

Misc Requests/Employee Contacts

By phone or in-person **612**

PSN Payments **241**

BOCK INC.
MONTHLY REPORT FOR
NOVEMBER, 2017

SUBMITTED BY: *Stan Bockewitz*

IEPA SUMMARY

No communications with the IEPA for the month of November.

MAINTENANCE SUMMARY

BOCK INC. generated 33 preventive work orders for the month. All 33 work orders were completed. In addition to the preventive work orders, there was 5 corrective maintenance work orders performed.

SAFETY SUMMARY

Because safety is an important part of our daily practice, we have been without a loss time injury at the plant for 34 months.

OPERATIONS SUMMARY

Flow for the month averaged 1.917 MGD with the rainfall totaling 1.31 inches.

Total KWH used for the month was 159,600.

All permit limits on the effluent were met for the month. Sludge applied to the field totaled 90,000 gallons for the month.

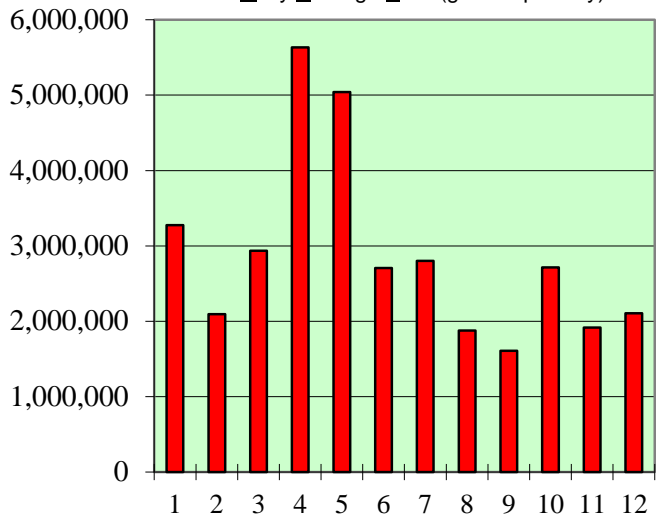
Kewanee, Illinois
Wastewater Treatment Plant
Twelve Month Moving Average Report
Submitted by
Bock Inc.

	Date	Influent - <u>D</u> aily <u>A</u> verage <u>F</u> low (gallons per day)	Total Electrical Usage (kilowatt hours)	Total Rainfall (inches)
1	January 2017	3,273,372	147,600	2.21
2	February 2017	2,093,340	130,800	1.44
3	March 2017	2,935,713	147,600	3.36
4	April 2017	5,634,111	165,600	6.78
5	May 2017	5,039,462	160,800	3.18
6	June 2017	2,708,218	150,000	4.08
7	July 2017	2,799,626	156,000	4.36
8	August 2017	1,878,287	153,600	1.60
9	September 2017	1,607,041	146,400	1.18
10	October 2017	2,713,841	158,400	6.99
11	November 2017	1,917,567	159,600	1.31
12	December 2016	2,106,381	141,600	1.21
Total		34,706,959	1,818,000	37.7
Average		2,892,247	151,500	3.14

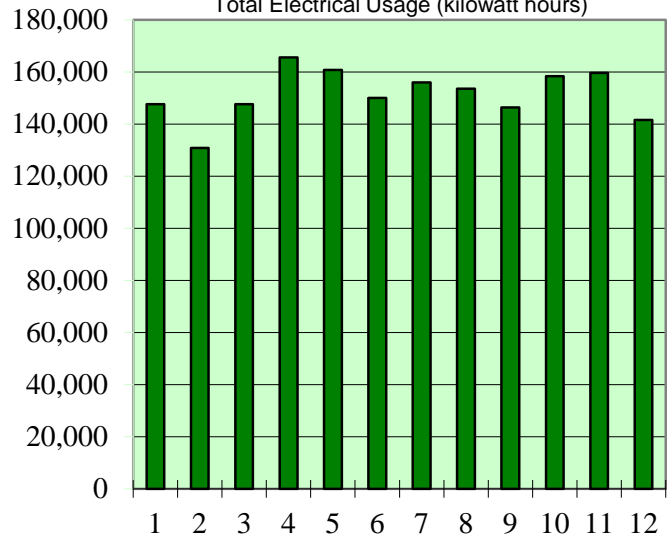
The Plant Design Average Flow is
2,000,000 Gallons per Day.

The Plant Design Maximum Flow is
5,000,000 Gallons per Day.

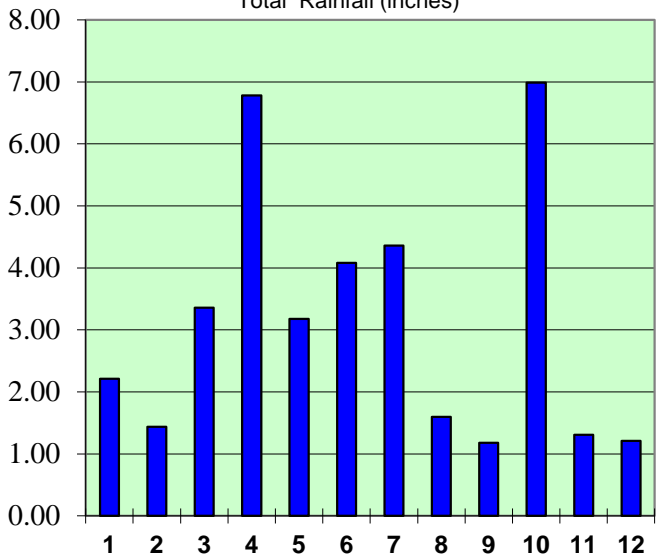
Influent - Daily Average Flow (gallons per day)



Total Electrical Usage (kilowatt hours)



Total Rainfall (inches)



DMR Copy of Record

Permit

Permit #:

IL0029343

Major:

Yes

Permittee:

KEWANEE, CITY OF

Permittee Address:

401 EAST THIRD STREET
KEWANEE, IL 61443

Facility:

KEWANEE STP

Facility Location:

194 FISHER AVENUE
KEWANEE, IL 61443

Permitted Feature:

001
External Outfall

Discharge:

001-0
STP OUTFALL

Report Dates & Status

Monitoring Period:

From 11/01/17 to 11/30/17

DMR Due Date:

12/25/17

Status:

NetDMR Validated

Considerations for Form Completion

DMF LOAD LIMITS DISPLAYED

Principal Executive Officer

First Name:

Stanley

Last Name:

Bockewitz

Title:

Operator-in-Charge

Telephone:

309-852-2789

No Data Indicator (NODI)

Form NODI: --

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	--	Sample						=	8.69	=	8.69	=	8.55	19 - mg/L	0	01/07 - Weekly	GR - GRAB
					Permit Req.						>=	5.5 MO AV MN	>=	4 MN WK AV	>=	3.5 DAILY MN	19 - mg/L		01/07 - Weekly	GR - GRAB
					Value NODI															
00400	pH	1 - Effluent Gross	0	--	Sample						=	7.59			=	7.72	12 - SU	0	01/07 - Weekly	GR - GRAB
					Permit Req.						>=	6 MINIMUM			<=	9 MAXIMUM	12 - SU		01/07 - Weekly	GR - GRAB
					Value NODI															
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample	=	41.6	=	71.3	26 - lb/d			=	2.9	=	3.7	19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Permit Req.	<=	500 MO AVG	<=	1001 DAILY MX	26 - lb/d			<=	12 MO AVG	<=	24 DAILY MX	19 - mg/L		01/07 - Weekly	CP - COMPOS
					Value NODI															
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	--	Sample										=	9.1	19 - mg/L	0	01/30 - Monthly	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS
					Value NODI															
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	3	--	Sample	=	0.2	=	0.3	26 - lb/d			=	0.016	=	0.019	19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Permit Req.	<=	121 MO AVG	<=	196 DAILY MX	26 - lb/d			<=	2.9 MO AVG	<=	4.7 DAILY MX	19 - mg/L		01/07 - Weekly	CP - COMPOS
					Value NODI															
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample										=	1.4	19 - mg/L	0	01/30 - Monthly	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/30 - Monthly	CP - COMPOS
					Value NODI															
00940	Chloride [as Cl]	1 - Effluent Gross	0	--	Sample										=	580	19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Permit Req.											Req Mon DAILY MX	19 - mg/L		01/07 - Weekly	CP - COMPOS
					Value NODI															
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	--	Sample	=	1.7837	=	3.723153	03 - MGD								0	99/99 - Continuous	
					Permit Req.		Req Mon MO AVG		Req Mon DAILY MX	03 - MGD									99/99 - Continuous	
					Value NODI															
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample															
					Permit Req.										<=	.05 DAILY MX	19 - mg/L		CL/OC - Chlorination/Occurances	GR - GRAB
					Value NODI											9 - Conditional Monitoring - Not Required This Period				
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	--	Sample	=	13.8	=	20.1	26 - lb/d			=	1.04	=	1.19	19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Permit Req.	<=	417 MO AVG	<=	834 DAILY MX	26 - lb/d			<=	10 MO AVG	<=	20 DAILY MX	19 - mg/L		01/07 - Weekly	CP - COMPOS
					Value NODI															

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Chlorination did not occur this monitoring period.

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:

bockinc1992

Name:

Stanley Bockewitz

E-Mail:

stanb@bockinc.net

Date/Time:	2017-12-20 11:10 (Time Zone: -06:00)
<i>Report Last Signed By</i>	
User:	bockinc1992
Name:	Stanley Bockewitz
E-Mail:	stanb@bockinc.net
Date/Time:	2017-12-20 11:19 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:

IL0029343

Major:

Yes

Permittee:

KEWANEE, CITY OF

Permittee Address:

401 EAST THIRD STREET
KEWANEE, IL 61443

Facility:

KEWANEE STP

Facility Location:

194 FISHER AVENUE
KEWANEE, IL 61443

Permitted Feature:

INF
Internal Outfall

Discharge:

INF-L
INFLUENT MONITORING

Report Dates & Status

Monitoring Period:

From 11/01/17 to 11/30/17

DMR Due Date:

12/25/17

Status:

NetDMR Validated

Considerations for Form Completion

Principal Executive Officer

First Name:

Stanley

Last Name:

Bockewitz

Title:

Operator-in-Charge

Telephone:

309-852-2789

No Data Indicator (NODI)

Form NODI:

--

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:

bockinc1992

Name:

Stanley Bockewitz

E-Mail:

stanb@bockinc.net

Date/Time:

2017-12-20 11:15 (Time Zone: -06:00)

Report Last Signed By

User:

bockinc1992

Name:

Stanley Bockewitz

E-Mail:

stanb@bockinc.net

Date/Time:

2017-12-20 11:20 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:

IL0029343

Major:

Yes

Permittee:

KEWANEE, CITY OF

Permittee Address:

401 EAST THIRD STREET
KEWANEE, IL 61443

Facility:

KEWANEE STP

Facility Location:

194 FISHER AVENUE
KEWANEE, IL 61443

Permitted Feature:

003
External Outfall

Discharge:

003-0
EMERGENCY HIGH LEVEL OVERFLOW

Report Dates & Status

Monitoring Period:

From 11/01/17 to 11/30/17

DMR Due Date:

12/25/17

Status:

NetDMR Validated

Considerations for Form Completion

Principal Executive Officer

First Name:

Stanley

Last Name:

Bockewitz

Title:

Operator-in-Charge

Telephone:

309-852-2789

No Data Indicator (NODI)

Form NODI:

--

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:

bockinc1992

Name:

Stanley Bockewitz

E-Mail:

stanb@bockinc.net

Date/Time:

2017-12-20 11:11 (Time Zone: -06:00)

Report Last Signed By

User:

bockinc1992

Name:

Stanley Bockewitz

E-Mail:

stanb@bockinc.net

Date/Time:

2017-12-20 11:18 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:IL0029343

Major:Yes

Permittee:KEWANEE, CITY OF

Permittee Address:401 EAST THIRD STREET
KEWANEE, IL 61443

Facility:KEWANEE STP

Facility Location:194 FISHER AVENUE
KEWANEE, IL 61443

Permitted Feature:004
External Outfall

Discharge:004-0
EXCESS FLOW LAGOON OUTFALL- EAST LAGOON

Report Dates & Status

Monitoring Period:From 11/01/17 to 11/30/17

DMR Due Date:12/25/17

Status:NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:

Principal Executive Officer

First Name:Stanley

Last Name:Bockewitz

Title:Operator-in-Charge

Telephone:309-852-2789

No Data Indicator (NODI)

Form NODI:--

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	--	Sample										Req Mon MN WK AV	Req Mon DAILY MN	19 - mg/L		DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.										C - No Discharge	C - No Discharge				
					Value NODI															
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L			
					Value NODI										C - No Discharge	C - No Discharge				
00400	pH	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.						>=	6 MINIMUM			<=	9 MAXIMUM	12 - SU			
					Value NODI							C - No Discharge				C - No Discharge				
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L			
					Value NODI										C - No Discharge	C - No Discharge				
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.										Req Mon MO AVG	Req Mon WKLY AVG	19 - mg/L			
					Value NODI										C - No Discharge	C - No Discharge				
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.										Req Mon MO AVG	Req Mon WKLY AVG	19 - mg/L			
					Value NODI										C - No Discharge	C - No Discharge				
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	.75 MO AVG			19 - mg/L			
					Value NODI										C - No Discharge					
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.											<=	400 DAILY MX	13 - #/100mL		
					Value NODI												C - No Discharge			
82220	Flow, total	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	CN - CONTIN
					Permit Req.				Req Mon MO TOTAL	03 - MGD										
					Value NODI				C - No Discharge											

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:bockinc1992

Name:Stanley Bockewitz

E-Mail:stanb@bockinc.net

Date/Time:2017-12-20 11:11 (Time Zone: -06:00)

Report Last Signed By

User:bockinc1992
Name:Stanley Bockewitz
E-Mail:stanb@bockinc.net
Date/Time:2017-12-20 11:17 (Time Zone: -06:00)

DMR Copy of Record

Permit

Permit #:IL0029343

Major:Yes

Permittee:KEWANEE, CITY OF

Permittee Address:401 EAST THIRD STREET
KEWANEE, IL 61443

Facility:KEWANEE STP

Facility Location:194 FISHER AVENUE
KEWANEE, IL 61443

Permitted Feature:005
External Outfall

Discharge:005-0
EXCESS FLOW LAGOON OUTFALL-WEST LAGOON

Report Dates & Status

Monitoring Period:From 11/01/17 to 11/30/17

DMR Due Date:12/25/17

Status:NetDMR Validated

Considerations for Form Completion

NUMBER OF DAYS OF DISCHARGE:

Principal Executive Officer

First Name:Stanley

Last Name:Bockewitz

Title:Operator-in-Charge

Telephone:309-852-2789

No Data Indicator (NODI)

Form NODI:--

Parameter		Monitoring Location	Season #	Param. NODI		Quantity or Loading					Quality or Concentration							# of Ex.	Frequency of Analysis	Sample Type
Code	Name					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.									Req Mon MN WK AV		Req Mon DAILY MN	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00400	pH	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.					>=	6 MINIMUM				<=	9 MAXIMUM	12 - SU			
					Value NODI						C - No Discharge					C - No Discharge				
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	30 MO AVG	<=	45 WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.									Req Mon MO AVG		Req Mon WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.									Req Mon MO AVG		Req Mon WKLY AVG	19 - mg/L			
					Value NODI									C - No Discharge		C - No Discharge				
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.								<=	.75 MO AVG			19 - mg/L			
					Value NODI									C - No Discharge						
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	GR - GRAB
					Permit Req.										<=	400 DAILY MX	13 - #/100mL			
					Value NODI											C - No Discharge				
82220	Flow, total	1 - Effluent Gross	0	--	Sample														DL/DS - Daily When Discharging	CN - CONTIN
					Permit Req.				Req Mon MO TOTAL	03 - MGD										
					Value NODI				C - No Discharge											

Submission Note

If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

Edit Check Errors

No errors.

Comments

Attachments

No attachments.

Report Last Saved By

KEWANEE, CITY OF

User:bockinc1992

Name:Stanley Bockewitz

E-Mail:stanb@bockinc.net

Date/Time:2017-12-20 11:12 (Time Zone: -06:00)

Report Last Signed By



City of Kewanee Health Care
Revenue and Expense History

2017	Providers	Rx	Life	Stop Loss	SL Aggregate	Admin Fees	Broker Fees	Wellness	Total Exps	Revenues	Gain/Loss
Jan-17	\$48,687.33	\$14,525.00	\$327.60	-\$8,327.90	\$0.00	\$6,688.00	\$6,300.00	\$60.79	\$68,260.82	\$116,795.69	\$48,534.87
Feb-17	\$90,447.43	\$12,329.65	\$327.60	\$20,716.72	\$17,427.00	\$6,761.15	\$0.00	\$60.79	\$148,070.34	\$116,192.69	-\$31,877.65
Mar-17	\$63,141.61	\$14,063.39	\$340.20	\$21,063.55	\$0.00	\$7,484.11	\$0.00	\$60.79	\$106,153.65	\$119,781.15	\$13,627.50
Apr-17	\$76,973.13	\$15,982.48	\$340.20	\$21,106.15	\$0.00	\$7,456.78	\$6,300.00	\$60.79	\$128,219.53	\$118,000.08	-\$10,219.45
May-17	\$41,668.66	\$12,774.67	\$340.20	\$21,550.49	\$0.00	\$6,912.99	\$0.00	\$60.79	\$83,307.80	\$127,097.94	\$43,790.14
June-17	\$153,158.49	\$11,543.72	\$327.60	-\$17,916.91	\$0.00	\$6,908.51	\$0.00	\$60.79	\$154,082.20	\$119,077.28	-\$35,004.92
July-17	\$102,409.58	\$29,742.73	\$327.60	\$11,514.45	\$0.00	\$6,903.49	\$6,300.00	\$60.79	\$157,258.64	\$119,706.69	-\$37,551.95
Aug-17	\$70,511.55	\$12,412.05	\$336.00	\$20,732.62	\$0.00	\$6,905.16	\$0.00	\$60.79	\$110,958.17	\$118,668.83	\$7,710.66
Sept-17	\$64,923.40	\$14,758.83	\$336.00	\$21,148.59	\$0.00	\$6,442.74	\$0.00	\$60.79	\$107,670.35	\$119,376.91	\$11,706.56
Oct-17	\$53,542.10	\$25,850.42	\$344.40	\$2,173.87	\$0.00	\$6,509.16	\$6,300.00	\$60.79	\$94,780.74	\$119,968.33	\$25,187.59
Nov-17	\$105,366.44	\$22,275.53	\$336.00	\$8,839.75	\$0.00	\$6,642.00	\$0.00	\$60.79	\$143,520.51	\$118,873.03	-\$24,647.48
Dec-17	\$0.00								\$0.00		\$0.00
									\$0.00		\$0.00
Total:	\$870,829.72	\$186,258.47	\$3,683.40	\$122,601.38	\$17,427.00	\$75,614.09	\$25,200.00	\$668.69	\$1,302,282.75	\$1,313,538.62	\$11,255.87
Average:											
Jan - Dec	\$72,569.14	\$16,932.59	\$334.85	\$11,145.58	\$1,584.27	\$6,874.01	\$2,290.91	\$60.79	\$108,523.56	\$119,412.60	\$937.99

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 LEXISNEXIS RISK SOLUTIONS 138173420171130	01-21-549	CONTRACT FEE	85.00	85.00
01 ADVANCED BUSINESS SYSTEMS INC INV79048	01-11-512	MAINT CONTRACT	141.71	141.71
01 AG VIEW FS INC 51001540 51001547	52-93-586 52-93-586	SOIL TESTING-KUSTER'S SOIL TESTING-DORMAN'S	1619.70	730.50 889.20
01 AIRGAS MID AMERICA 9949553506 9949589060	01-22-612 51-93-512	OXYGEN USP MEDICAL PROPANE TANK RENTAL	138.20	103.75 34.45
01 ALTORFER INC PC020501388 PC020501389 PC020501522	62-45-612 62-45-612 62-45-612	BACKHOE PARTS BACKHOE PARTS RETURNED PARTS	117.44	114.28 114.28 111.12-
01 AMERICAN TEST CENTER 2172439	01-22-513	ANNUAL LADDER TEST	560.00	560.00
01 AMEREN ILLINOIS D120817 D120817 D120817 D120817 D120817 D120817 D120817 D120817 D120817	01-11-571 01-52-571 51-93-571 52-93-571 54-54-571 58-36-571 62-45-571 01-21-539	ST LTS & SIGNALS ELECTRIC PARKS ELECTRIC WTP ELECTRIC WWTP ELECTRIC FR PARK ELECTRIC CEMETERY ELECTRIC MUN BLDGS ELECTRIC POUND ELECTRIC	24090.11	9519.91 42.91 8420.22 4712.99 89.63 179.22 1067.62 57.61
01 AUCA CHICAGO MC LOCKBOX 1591181164 1591207684	62-45-471 62-45-471	UNIFORM RENTAL UNIFORM RENTAL	77.16	38.58 38.58
01 ARAMARK 20551185	62-45-473	CONVERTIBLE GLOVES	22.60	22.60
01 AUTO ZONE 2644085939 2644087888 2644088290	01-41-612 62-45-612 62-45-613	RV ANTIFREEZE-SWEEPER WORK LIGHT BULBS INTAKE ACTUATOR	209.76	40.32 12.20 157.24
01 B & B PRINTING 21011 21011 21011 21011 21011 21011 21011 21011 21011	01-11-553 51-42-553 52-43-553 57-44-553 01-11-551 51-42-551 52-43-551 57-44-551	CITY NEWSLETTER CITY NEWSLETTER CITY NEWSLETTER CITY NEWSLETTER NEWSLETTER POSTAGE NEWSLETTER POSTAGE NEWSLETTER POSTAGE NEWSLETTER POSTAGE NEWSLETTER POSTAGE	2830.98	759.12 379.57 379.57 379.57 373.26 186.63 186.63 186.63
01 B & B LAWN EQUIPMENT & CYCLERY 184597	62-45-612	CONCRETE SAW FILTER	29.11	29.11
01 BEA OF ILLINOIS			1130.08	

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
2177412	51-93-512	WELL #5 VFD LABOR		816.93
2177456	51-93-512	ADJUST HIGH SV PUMPS		313.15
01 BOCK INC			53872.19	
45-A	51-93-515	WTP CONTRACT PAYMENT		14403.12
45-A	52-93-515	WWTP CONTRACT PAYMENT		39469.07
01 BONNELL INDUSTRIES INC			33.38	
0177070-IN	62-45-612	GRAB HOOKS		33.38
01 BOSS MANUFACTURING CO			64.50	
1157538 RI	01-21-652	NITRILE GLOVES		64.50
01 BREEDLOVE'S SPORTING GOODS			1637.20	
32663	01-22-471	UNIFORM ALLOWANCES		1637.20
01 IL OFFICE OF THE STATE FIRE MA			75.00	
5125089031	38-71-511	ANNUAL ELEVATOR INSPECTION		75.00
01 CEMETERY PETTY CASH			48.08	
D121817	58-36-655	CEMETERY-GASOLINE		31.00
D121817	58-36-652	CEMETERY-OPER SUPS		17.08
01 CITY OF KEWANEE - HEALTH CARE			102848.81	
HLTH-12/17	01-11-451	HEALTH INS/F&A		1674.12
HLTH-12/17	01-21-451	HEALTH INS/POLICE		38476.36
HLTH-12/17	01-22-451	HEALTH INS/FIRE		29832.52
HLTH-12/17	01-41-451	HEALTH INS/PW		6707.55
HLTH-12/17	01-52-451	HEALTH INS/PARKS		457.54
HLTH-12/17	01-65-451	HEALTH INS/COMM DEV		1307.27
HLTH-12/17	51-42-451	HEALTH INS/WATER		10364.64
HLTH-12/17	52-43-451	HEALTH INS/SEWER		2844.15
HLTH-12/17	57-44-451	HEALTH INS/SAN		7078.00
HLTH-12/17	58-36-451	HEALTH INS/CEMETERY		2407.21
HLTH-12/17	62-45-451	HEALTH INS/FLEET		1699.45
01 COLWELL, BRENT			425.00	
47481	01-65-549	ELECTRICAL INSPECTION		50.00
47482	01-65-549	ELECTRICAL INSPECTION		25.00
47483	01-65-549	ELECTRICAL INSPECTION		50.00
47484	01-65-549	ELECTRICAL INSPECTION		50.00
47485	01-65-549	ELECTRICAL INSPECTION		50.00
47486	01-65-549	ELECTRICAL INSPECTION		50.00
47487	01-65-549	ELECTRICAL INSPECTION		50.00
47488	01-65-549	ELECTRICAL INSPECTION		50.00
47489	01-65-549	ELECTRICAL INSPECTION		50.00
01 IDOIT - COMMUNICATIONS REVOLVI			316.70	
T1813924	01-21-552	LEADS LINE		316.70
01 CORE & MAIN LP			37215.04	
I097964	51-42-615	4 FIRE HYDRANTS		8140.00
I097973	51-42-615	4 FIRE HYDRANTS		8300.00
I097977	51-42-615	4 FIRE HYDRANTS		8440.00
I122465	51-42-615	4 FIRE HYDRANTS		8290.00
I143919	31-71-813	ADA PLATES/HANDICAP RAMPS		3920.00
I172614	51-42-615	WATER PARTS STOCK		125.04

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CITY OF KEWANEE
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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 COSTIN MACHINE & PARTS CO 48601	52-43-512	PUMP THREAD REPAIR	15.00	15.00
01 CULLIGAN OF KEWANEE D120317	52-93-652	WWTP-LAB WATER	90.15	90.15
01 DARSIDAN, RAYMOND JR D121917	01-22-563	12 HRS PARAMEDIC CLASS	216.00	216.00
01 DOOLEY BROS PLUMBING 4.1219 D113017	51-93-512 52-93-850	SWTP-PUMP LEAK REPAIR LABOR-SLIDE GATES	14007.91	1327.91 12680.00
01 ROD DORMAN TRUCKING 456	52-93-586	HAULING & TRACTOR RENTAL	3674.25	3674.25
01 EASTERN IOWA TIRE, INC 100041939	62-45-613	GARBAGE TRUCK TIRES	527.40	527.40
01 EMC FIRE 51297-A	01-22-830	GLOVES-INITIAL HOGUE	75.00	75.00
01 FARM KING OF KEWANEE 765923 766044 766053 766269 766379 767172 767234 767523 767524 767615 767620	52-93-619 38-71-611 58-36-830 52-93-619 01-22-512 01-41-614 52-93-619 58-36-652 58-36-512 51-93-619 52-93-619	BLADES & TAPE MEASURE HAND VAC & SUPPLIES POWER TOOL BATTERIES WWTP-CHAIN & BATTERIES WIRE STRIPPERS & PLIERS SS BOLTS, WASHERS & NUTS WWTP - GLOVES ATF FLUID MOUNT 4 TIRES WTP - MAINT SUPS WWTP - ANCHORS	543.87	75.70 86.21 82.17 81.98 45.63 34.96 21.74 43.92 40.00 6.49 25.07
01 FOSTER COACH SALES, INC 13323	62-45-613	WEATHERPROOF COVER	43.23	43.23
01 GOLD STAR FS, INC B0013904914 D113017	54-54-571 54-54-571	FRANCIS PARK-LP GAS CREDIT BAL ON ACCT	107.70	463.15 355.45-
01 GRAINGER 9635372023	38-71-511	PIPE INSULATION	79.80	79.80
01 GUSTAFSON FORD 4826 4834 4849 4860	62-45-613 62-45-613 62-45-613 62-45-613	BULB BULBS SEAL FILTERS & COVER	60.83	5.36 25.44 6.06 23.97
01 THOMPSON TRUCK & TRAILER, INC X203020273:01 X203020273:02 X203020364:01	62-45-613 62-45-613 62-45-613	AMBULANCE PARTS CHECK VALVE SHOE KITS	653.34	478.85 30.70 143.79
01 HENRY SCHEIN, INC 48387288	01-22-612	MEDICAL SUPPLIES	80.64	80.64
01 HERITAGE-CRYSTAL CLEAN LLC			90.00	

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CITY OF KEWANEE
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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
14879655	62-45-652	RECYCLE OLD OIL FILTERS		90.00
01 HILLSIDE FLORIST 012636	01-21-929	PLANT-CLIFF FURNALD	53.88	53.88
01 HODGE'S 66 INC 47327	62-45-513	ALIGNMENT 1-K-28	251.37	188.24
47402	62-45-513	DOT SAFETY TEST		26.30
47407	62-45-513	DOT SAFETY TEST		36.83
01 IL DEPT OF PUBLIC HEALTH 2011-6149	39-73-840	IDPH AMBULANCE LICENSE	50.00	25.00
2011-6150	39-73-840	IDPH AMBULANCE LICENSE		25.00
01 IMPACT NETWORKING 985234	01-11-512	MAINTENANCE CONTRACT	91.01	91.01
01 INTERSTATE BATTERY SYSTEMS OF 10120159	62-45-613	3 BATTERIES - STOCK	462.40	335.85
10120372	62-45-613	BATTERY-VAN		116.95
10120372	62-45-652	SHOP SUPPLIES		9.60
01 JOHNSON HEATING & A/C INC ST-172643	52-93-512	LIMIT SWITCH/SERV CALL	540.00	540.00
01 JOHN DEERE FINANCIAL 775511	58-36-512	RETURNED PARTS	75.76	1.69-
780087	58-36-512	SPEED CONTROL KIT		103.79
781024	58-36-512	MOWER FILTERS		41.62
783047	58-36-512	BOLTS		2.11
875508	58-36-512	MOWER FILTERS		33.72
CR780087	58-36-512	RETURNED PARTS		103.79-
01 KEWANEE FIRE PENSION FUND 2017-INTEREST	71-14-462	PROP TAX INTEREST DIST	137.22	137.22
01 KEWANEE POLICE PENSION FUND 2017-INTEREST	72-14-462	PROP TAX INTEREST DIST	140.84	140.84
01 KEWANEE ROTARY CLUB FOUNDATION D123117	01-11-562	ROTARY MEALS-GB	38.00	38.00
01 KNOX COUNTY LANDFILL D113017	57-44-573	SOLID WASTE DISPOSAL	49111.85	49111.85
01 LAVERDIERE CONSTRUCTION INC A9995	51-42-515	DIRECTIONAL BORE-SERV LINE	2500.00	2500.00
01 MAILFINANCE INC H6889565	01-11-512	QRTRLY MAIL SYSTEM	275.37	275.37
01 MARTIN EQUIPMENT OF ILLINOIS I 308918	62-45-612	BACKHOE PINS	85.57	10.00
308921	62-45-612	BUSHING		75.57
01 MCI MEGA PREFERRED D120117	01-21-552	LONG DISTANCE/POLICE	102.65	50.16
D120117	01-11-552	LONG DISTANCE/F&A		20.37
D120117	01-41-552	LONG DISTANCE/PW		25.70
D120117	01-22-552	LONG DISTANCE/FIRE		5.50
D120117	58-36-552	LONG DISTANCE/CEM		.92
01 MENARD'S			695.26	

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
93459	51-42-615	BLEACH		11.76
93544	62-45-613	RETURNED FAULTY PARTS		25.27-
93546	62-45-613	AMB DRAWER HARDWARE		31.93
93548	58-36-652	TOW STRAP & HAND CLEANER		17.98
93689	51-93-619	WTP-EXPANDING FOAM		10.41
93693	51-93-619	WTP-MAINT SUPS		95.08
93735	58-36-652	CEMETERY SHED-BULBS		8.97
93843	62-45-613	AMB BATTERY TRAY PARTS		32.05
94080	51-93-654	WTP-JANITORIAL SUPS		85.86
94105	51-93-619	WTP - MAINT SUPS		16.15
94155	51-93-619	WTP - MAINT SUPS		6.28
94162	51-93-619	WTP-CABLE & TAPE		16.88
94222	51-93-619	WTP-PAINTING SUPS		33.74
94283	52-43-615	WING NUT PLUG		4.69
94332	58-36-652	CEMETERY-CONCRETE MIX		9.00
94496	51-42-653	MAGNETIC PICKUP TOOL		9.22
94503	62-45-613	AMBULANCE PARTS		24.86
94541	52-93-512	PVC PIPE & FITTINGS		23.65
94600	58-36-652	CEMETERY-OPER SUPS		92.63
94898	01-22-159.7	FIRE PRE-PD/HEAD START		32.42
94948	51-42-615	CAST IRON SUMP PUMP		156.97
01 MICHIG ENERGY LTD			1307.61	
1019407	52-93-655	2 - 55 GAL DRUMS OIL		1453.65
D103117	52-93-655	CREDIT BAL ON ACCT		146.04-
01 MIKE'S LOCK & KEY			196.00	
21770	38-71-549	REBUILD KEY CYLINDER		196.00
01 MOLS, MATTHEW			82.39	
17-35E	01-22-562	TRAINING-MEAL EXPS		82.39
01 MOORE TIRES KEWANEE			62.64	
D113017	62-45-513	TIRE REPAIR		2.14
K03435	62-45-513	TIRE REPAIR		41.00
K03611	62-45-513	TIRE REPAIR		19.50
01 MOORE TIRES KEWANEE			205.27	
K03512	62-45-613	FIRE CAR TIRES		205.27
01 MUNICIPAL CLERKS OF ILLINOIS			65.00	
2018-CC	01-11-561	2018 MEMBERSHIP DUES		65.00
01 OFFICE SPECIALISTS INC			744.83	
993286-0	01-11-537	SERVER-COMPUTER SVS		46.24
994693-0	01-11-537	TRANSFER DOMAIN CONTROL		485.52
996091-0	52-93-652	WWTP-OFFICE SUPS		127.89
996585-0	38-71-611	JANITORIAL SUPPLIES		75.43
996866-0	38-71-611	WALL CALENDAR		9.75
01 OFFICE MACHINE CONSULTANTS INC			102.89	
IN130955	01-22-537	COPIER MONTHLY MAINT		16.07
IN130956	01-22-537	COPIER MONTHLY MAINT		11.35
IN131017	01-21-512	COPIER MONTHLY MAINT		33.84
IN131018	01-21-512	COPIER MONTHLY MAINT		41.63

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wednesday December 20,2017

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 PANTHER UNIFORMS INC			189.40	
19669	01-22-471	STOUT-UNIFORM ALLOWANCE		102.50
20068	01-21-473	POLICE-EAR PIECES		86.90
01 PDC LABORATORIES INC			61.25	
883178	51-93-542	WATER TESTING		61.25
01 PEST DOCTOR			60.00	
25445	38-71-549	MUN BLDG PEST CONTROL		60.00
01 POLICE PETTY CASH			190.37	
D121817	01-21-562	TRAVEL-MEAL EXPENSES		190.37
01 S&S INDUSTRIAL SUPPLY			6.58	
4607569 RI	62-45-652	COTTER PINS		6.58
01 SANDRY FIRE SUPPLY			70.00	
D112617	01-22-471	HOGUE-UNIFORM ALLOWANCE		70.00
01 SHERWIN-WILLIAMS			33.20	
3578-3	52-43-512	GROUT PUMP OIL		33.20
01 SNS TREE SERVICE INC			5420.00	
805641	01-41-581	TREE & STUMP REMOVALS		5420.00
01 SPRINGER, RICHARD			216.00	
D121917	01-22-563	12 HRS PARAMEDIC CLASS		216.00
01 STUARD & ASSOCIATES INC			215.00	
23039	38-71-549	ANNUAL ELEVATOR INSPECTION		215.00
01 UNIVERSITY OF ILLINOIS			545.00	
UPIN9084	01-21-563	TRAINING-DEVALKENAERE		545.00
01 VERIZON WIRELESS			5.44	
9797408752	01-22-552	CELLULAR SERVICE-FIRE		5.44
01 VIKING CHEMICAL COMPANY			4073.68	
55597	51-93-656	CHLORINE & CAUSTIC SODA		3190.65
55724	51-93-656	FLUORIDE		883.03
01 STATE BANK OF TOULON - VISA			3997.77	
D120117CITY	01-21-562	TRAINING-MEAL EXPS		86.42
D120117DJ	01-11-562	IMTA CONF-MEAL EXPS		45.11
D120117DJ	01-11-562	IMTA CONF-LODGING		414.40
D120117GB	01-11-562	GOV AWARD-MEAL EXP		8.02
D120117GB	01-11-537	2 ADOBE SUBSCRIPTIONS		106.22
D120117KN	54-54-830	4 ATV ROAD TIRES		269.99
D120117KN	62-45-830	DRILL & BATTERIES		139.17
D120117KS	01-22-929	CLASS-MEAL EXPS		48.42
D120117KS	01-22-929	FIRE CREW-MEAL EXPS		30.19
D120117KS	01-22-929	STORK PINS		130.75
D120117KS	01-22-471	SHOOK-UNIFORM ALLOWANCE		69.98
D120117KS	01-22-471	POWELL-UNIFORM ALLOWANCE		71.59
D120117ME	01-22-612	FIRE-MEDICAL SUPPLIES		132.05
D120117RJ	51-42-929	OVERTIME-MEAL EXPS		13.90
D120117RJ	51-42-655	WATER - GASOLINE		70.00
D120117RJ	51-42-562	TRAVEL-MEAL EXPS		20.59
D120117RJ	57-44-929	OVERTIME-MEAL EXPS		61.96

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
D120117RJ	01-41-652	PW - OPER SUPS		47.65
D120117RJ	51-42-653	DRILL BIT SET		29.98
D120117RJ	01-41-653	DRILL BIT SET		19.99
D120117RJ	51-42-612	HANDHELD BATTERIES		85.55
D120117VK	01-41-513	REAR VIEW MIRROR/CAMERA		263.64
D120117VK	52-43-512	BACK UP CAMERA		1465.95
D120117WR	01-21-562	TRAINING-LODGING EXPS		366.25
01 WC MEDIA 38883G22	02-61-913	BILLBOARD RENTAL	450.00	450.00
01 WELGAT, STEPHEN E 17-36E	01-22-562	MILEAGE & MEAL EXPS	291.30	291.30
01 WIN-911 SOFTWARE 148XT1782018113	52-93-512	ANNUAL MAINTENANCE	495.00	495.00
** TOTAL CHECKS TO BE ISSUED			321550.67	

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
=====				
GENERAL FUND			103177.22	
ECONOMIC DEVELOPMENT			450.00	
NHR SALES TAX INFRASTRUCTURE IMP			3920.00	
CAPITAL MAINTENANCE/MUN. BLDG.			797.19	
ACQUISITION FUND			50.00	
WATER FUND			76845.45	
SEWER FUND			69873.99	
FRANCIS PARK			467.32	
SANITATION			56818.01	
CEMETERY FUND			3005.86	
CENTRAL MAINTENANCE			5867.57	
FIRE PENSION FUND			137.22	
POLICE PENSION FUND			140.84	
*** GRAND TOTAL ***			321550.67	
TOTAL FOR REGULAR CHECKS:			321,550.67	

SYS DATE:12/20/17

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

=====

PAYABLE TO REG# INV NO	CHECK DATE G/L NUMBER	CHECK NO DESCRIPTION	AMOUNT	DISTR
01 HOLTSCHULT, DAN 299 D121917	12/19/17 01-11-929	53347 REIMBURSE OVERDRAFT FEES	58.00	58.00
74 HEALTH CARE SERVICE CORPORATION 299 SD 11/17 299 SD 11/17	12/13/17 74-14-451 74-14-452	1184 HEALTH INS CLAIMS STOP LOSS SPECIFIC	97090.61	159966.30 62875.69-
74 SISCO 299 D120117	12/13/17 74-14-451	1183 DENTAL/VISION CLAIMS	2916.76	2916.76
74 SISCO 299 D120817	12/13/17 74-14-451	1185 DENTAL/VISION CLAIMS	2318.59	2318.59
** TOTAL MANUAL CHECKS REGISTERED			102383.96	

=====

REPORT SUMMARY

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CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	321550.67	58.00	321608.67
74	.00	102325.96	102325.96
TOTAL CASH	321550.67	102383.96	423934.63

DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	103177.22	58.00	103235.22
02	450.00	.00	450.00
31	3920.00	.00	3920.00
38	797.19	.00	797.19
39	50.00	.00	50.00
51	76845.45	.00	76845.45
52	69873.99	.00	69873.99
54	467.32	.00	467.32
57	56818.01	.00	56818.01
58	3005.86	.00	3005.86
62	5867.57	.00	5867.57

SYS DATE:12/20/17

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

=====

PAYABLE TO	CHECK DATE	CHECK NO	AMOUNT	
REG# INV NO	G/L NUMBER	DESCRIPTION		DISTR

=====

DISTR	CHECKS TO	REGISTERED	
FUND	BE ISSUED	MANUAL	TOTAL
71	137.22	.00	137.22
72	140.84	.00	140.84
74	.00	102325.96	102325.96
	-----	-----	-----
TOTAL DISTR	321550.67	102383.96	423934.63

=====

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	December 26, 2017	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5088	
AGENDA TITLE	Consideration of a Resolution authorizing the City Manager, Mayor, City Attorney, and City Clerk to execute the appropriate documents to obtain ownership of the remaining land in the Kentville Industrial Park from the KEDC and amending the budget.	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Gary Bradley, City Manager	
FISCAL INFORMATION	Cost as recommended:	\$161,000
	Budget Line Item:	02-61-913
	Balance Available	\$161,000 with amendment
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Authorizes City staff and officials to execute necessary paperwork for the purchase of the remaining land in the Kentville Industrial Park	

BACKGROUND	<p>The Kewanee Life Skills Re-entry Facility and the IDOC have expressed interest in utilizing additional land in the Kentville Industrial Park to expand their skill offerings to inmates. The purchase of the property by the City, from funds available for economic development, would enhance the chances of this project becoming successful. The project, if implemented as preliminarily planned, would ultimately result in the addition of a considerable number of high paying jobs to the community.</p> <p>The project fits well with the idea of focusing efforts on the retention and expansion of existing employers.</p>
SPECIAL NOTES	N/A
ANALYSIS	<p>The proposed expansion would create a significant number of new jobs in Kewanee. With ownership of the land, the City will be able to negotiate with the State to help bring the expansion to fruition. The land is discounted from what its appraised value would be, and represents a good partnership between KEDC and the City to bring jobs and investment to the community.</p>
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends approval
PROCUREMENT POLICY VERIFICATION	N/A
REFERENCE DOCUMENTS ATTACHED	Proposal letter from the KEDC

RESOLUTION NO. 5088

A RESOLUTION AUTHORIZING EXECUTION OF DOCUMENTS FOR A REAL ESTATE TRANSACTION BETWEEN THE CITY OF KEWANEE AND KEDC FOR PROPERTY LOCATED IN THE KENTVILLE INDUSTRIAL PARK, AND DECLARING THAT THIS ORDINANCE SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, KEDC owns the property located in the Kentville Industrial Park; and,

WHEREAS, a proposal has been made to the City for the purchase of the approximately 46 acres at \$3,500 per acre in anticipation of an economic development project with the State of Illinois Department of Corrections; and,

WHEREAS, the City Council finds it in the best interest of the community to obtain ownership of the land to allow negotiation with the State of Illinois for the proposed project at the Kewanee Life Skills Re-entry Facility; and

WHEREAS, the City Council finds it necessary to amend the Fiscal Year 2017-2018 municipal budget established on May 8, 2017 by Resolution 5049 in order to execute this purchase.

NOW THEREFORE BE IT RESOLVED, BY THE KEWANEE CITY COUNCIL, IN COUNCIL ASSEMBLED, AS FOLLOWS:

Section 1 The City Manager, Mayor, City Attorney, and City Clerk are authorized to execute the necessary documents and make payment in the not to exceed amount of \$161,000 to obtain ownership of the land.

Section 2 The budget line item shown in Section 3 hereof shall be, and hereby is amended as shown below.

Section 3

Economic Development Fund 02-61		Current Amount	Amended Amount
913	Economic Development	\$42,000	\$203,000

Expense Change + / (-) +\$161,000

Increased to provide an adequate amount to cover the costs of the land purchase from the Fund balance of the Economic Development Fund.

Section 4 Except for the amendments contained in Section 3 hereof, the remainder of the fiscal year 2017-2018 municipal budget shall remain unchanged and in full force and effect.

Section 5 This Resolution shall be in full force and effect immediately upon its passage and approval as provided by law.

Adopted by the Council of the City of Kewanee, Illinois this 26th day of December 2017.

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				



Kewanee, Illinois USA...A City of Choice

December 14, 2017

Dear Mayor Looney and City Council:

At last night's KEDC Board Meeting, the KEDC Board unanimously approved offering for sale the remaining 46 +/- acres at Kentville Industrial Park, at the reduced rate of \$3,500 per acre, to the City of Kewanee to help move the Department of Corrections expansion project forward.

The KEDC Board realizes that the Kewanee Life Skills Re-Entry Facility is not only an asset to the Kewanee community in terms of employment; it also has the potential to create long lasting business and community partnerships because of its expanded vision for program and training opportunities.

The KEDC Board is happy to be a part of this transition and looks forward to continued partnership with both the City of Kewanee and the Department of Corrections Life Skills Re-Entry Facility.

Sincerely,

Kathy Albert
Executive Director

Everything You Need!

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

December 21, 2017

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

RE: Report from Zoning Board of Appeals for December 20, 2017 Meeting.

The Zoning Board of Appeals convened at 7:00 p.m. on December 20, 2017 Kewanee City Hall, Council Chambers. ZBA members Clark and McIntyre were absent. For business, there was one variance petition application upon which to conduct a public hearing.

Case Number 1:

1009 N. Burr St, front yard setback for addition for an attached garage.

Kalvin and Diane Peart applied for a building permit to construct a 24' by 28' addition to the East side of the existing house structure for an attached garage.

The Subject Property:

Address: 1009 N Burr St.

Legal Description: North 90 feet of the East 95 feet of Lots 3 & 4 in Block 1 of Buena Vista Sub Division, City of Kewanee, County of Henry, State of Illinois.

Location: West side of the dead end of the 1000 block of N Burr St.

Zoning: R2 Single-Family Dwelling District.

Dimensions: 90 feet North to South by 95 feet East to West, 8,550 Sq Ft area.

Existing Buildings or Uses: One family dwelling.

Existing Land Use Map: Low Density Residential.

Proposed Land Use Map: Low Density Residential.

The Surrounding Area:

Zoning District(s): Surrounding land is zoned R2 Single-Family Dwelling District to the South and East. The area West is zoned B-3 Business Service & Wholesale District.

Uses of Land:

The surrounding land contains a Park to the North, single-family dwellings to the East, public school to the Southeast, parking lot to the South and a vacant church to the West that is currently for sale.

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Fax 309-856-6001

Variance Requested:

A variance of 27 feet (90%), to the East side street yard setback for the proposed addition to allow a 3 foot setback versus the 30 feet setback required by §155.060-(E)-(1), building setback in the Front Yard, required in an R-2 One Family Dwelling District of the City Code.

Background Information:

Kalvin and Diane Peart contacted me in reference to their potential purchase of the house at 1009 N Burr St. They inquired about constructing a new garage in the East (front) yard of the property. The garage would be 24 feet by 28 feet and would be attached to the existing house. It should be noted that the church property has just recently been subdivided. The parcel where the house exists does not include the garage to the West of the house nor does it include any area of the parking lot area or easement for use of the same. With this in consideration, the only available space for a garage to be constructed and to be able to have driveway access would be the East yard of the house.

The Zoning Variance Petition has the Pearts signatures as well as a signature from a trustee of the church serving as an affidavit for the Pearts to seek this variance.

The existing house exists at the dead end of the 1000 block of N Burr St on the West side of the street and has frontage on N Burr St. The Zoning code states:

§155.060-(E)-(1) Front yard. Each lot upon which a dwelling or permitted nonresidential use is constructed shall have a front yard of not less than 30 feet. Where lots comprising 40% or more of the frontage between two intersecting streets are developed with buildings having front yards with a variation of more than 15 feet in depth, the average of such front yards shall establish the minimum front yard depth for the entire frontage. In no case shall a front yard of more than 40 feet be required.

By allowing the addition, the existing 30 feet front yard would be reduced to 3 feet (please note, this is referencing to the property/Right Of Way line. Not to the edge of the street.)

The Henry County Assessor's Office does not have record of when the house was built.

With consideration to the surrounding neighborhood, and after speaking with the City Manager about this petition, the City can see no adverse effect on anyone if the variance is granted and has no issues with the request.

*Everything You Need!*Phone 309-852-2611
Fax 309-856-6001**The Public Hearing:**

At 7:00 p.m. on December 20, 2017, the hearing on the variance request at 1009 N Burr St. was held. **Kalvin and Diane Peart** of 328 E Prospect St., Kewanee, Illinois, were present to represent the petition for the variance request.

- Calvin Peart stated that this is the only available location to place a garage on the property.
- Calvin also stated that the garage door will face the East.
- There was question concerning snow removal by one of the ZBA members, City Manager Gary Bradley stated he did not see an issue with the snow removal for the City.

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

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

Recommendation:

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

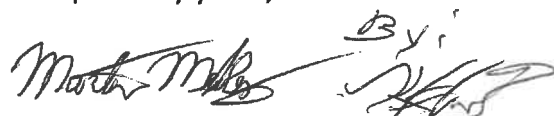
Specifically, the Zoning Board of Appeals recommends the City Council grant the following variance Calvin and Diane Peart for their property at 1009 N Burr St., as to the required East front yard setback to allow the proposed attached garage addition to the existing house:

Variance Requested:

A variance of 27 feet (90%), to the East side street yard setback for the proposed addition to allow a 3 foot setback versus the 30 feet setback required by §155.060-(E)-(1), building setback in the Front Yard, required in an R-2 One Family Dwelling District of the City Code.

There being no further business, the meeting adjourned at 7:15 p.m.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Martin Medley", with a stylized flourish at the end.

Martin Medley, Chairman

Zoning Board

Date _____

12/20/17

Attendance

PEART Jeremy	X	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent
BRACKETT Stephen	A 21	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent
CLARK Richard	A	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent
MEDLEY Martin	X	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent
THOMPSON Jerry M 2	X	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent
MCINTYRE David	A	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent
DOLIESLAGER Lance	X	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent
		yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent
		yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent
		yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent	yes abstain	no absent

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	December 26, 2017	
RESOLUTION OR ORDINANCE NUMBER	Ordinance #3194	
AGENDA TITLE	Consideration of an ordinance granting a variance to Calvin and Diane Peart, 1009 N Burr St, Kewanee, IL. 61443	
REQUESTING DEPARTMENT	Community Development	
PRESENTER	Keith Edwards, Director of Community Development	
FISCAL INFORMATION	Cost as recommended:	N/A, including recurring charges
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Granting a variance of 27 feet (90%), to the East side street yard setback for the proposed addition to allow a 3 foot setback versus the 30 feet setback required by §155.060-(E)-(1), building setback in the Front Yard, required in an R-2 One Family Dwelling District of the City Code.	

BACKGROUND	<p>Kalvin and Diane Peart contacted me in reference to their potential purchase of the house at 1009 N Burr St. They inquired about constructing a new garage in the East (front) yard of the property. The garage would be 24 feet by 28 feet and would be attached to the existing house.</p> <p>It should be noted that the church property has just recently been subdivided. The parcel where the house exists does not include the garage to the West of the house nor does it include any area of the parking lot area or easement for use of the same. With this in consideration, the only available space for a garage to be constructed and to be able to have driveway access would be the East yard of the house.</p>
SPECIAL NOTES	<p>By allowing the addition, the existing 30 feet front yard would be reduced to 3 feet (please note, this is referencing to the property/Right Of Way line. Not to the edge of the street.)</p>
ANALYSIS	<p>With consideration to the surrounding neighborhood, and after speaking with the City Manager about this petition, the City can see no adverse effect on anyone if the variance is granted and has no issues with the request.</p>
PUBLIC INFORMATION PROCESS	<p>Legal notice was published in the Star Courier, Post cards were mailed to all persons owning land within 300 feet</p>
BOARD OR COMMISSION RECOMMENDATION	<p>After discussing the facts and testimony presented, the Zoning Board of Appeals recommends, based on the authority of §33.062 of the City Code, by a vote of four in favor of the application, none opposed to the application, ZBA member Peart abstained from the vote, two absent, that the City Council grant the variance petition as filed.</p>
STAFF RECOMMENDATION	<p>Staff recommends approval.</p>
PROCUREMENT POLICY VERIFICATION	<p>N/A</p>
REFERENCE DOCUMENTS ATTACHED	<p>ZBA Minutes</p>



Item C

ORDINANCE NO. ____

ORDINANCE GRANTING A REQUEST FOR VARIANCE TO KALVIN AND DIANE PEART, 1009 N BURR STREET, KEWANEE, ILLINOIS. BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEWANEE, ILLINOIS, IN COUNCIL ASSEMBLED, AS FOLLOWS.

SECTION ONE: The City Council finds that a petition has heretofore been filed by Calvin and Diane Peart directed to the Zoning Board of Appeals and City Council requesting that a variance of 27 feet (90%), to the East side street yard setback for the proposed addition to allow a 3 foot setback versus the 30 feet setback required by §155.060-(E)-(1), building setback in the Front Yard, required in an R-2 One Family Dwelling District of the City Code for the following described property:

North 90 feet of the East 95 feet of Lots 3 & 4 in Block 1 of Buena Vista Sub Division, City of Kewanee, County of Henry, State of Illinois.

SECTION TWO: The Zoning Board of Appeals conducted a hearing upon said Petition on Wednesday, December 20, 2017, in Council Chambers at 401 E. Third Street, pursuant to notice published in the Kewanee Star Courier, at which time and place the Zoning Board of Appeals heard statements of the Petitioners. There were no Objectors.

SECTION THREE: The Zoning Board of Appeals has recommended to the Council, by a vote of four in favor, none opposed, ZBA member Peart abstained from the vote, two absent, that a variance of 27 feet (90%), to the East side street yard setback for the proposed addition to allow a 3 foot setback versus the 30 feet setback required by §155.060-(E)-(1), building setback in the Front Yard, required in an R-2 One Family Dwelling District of the City Code be granted.

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

SECTION FIVE: The following variance shall be, and hereby is granted:

A variance of 27 feet (90%), to the East side street yard setback for the proposed addition to allow a 3 foot setback versus the 30 feet setback required by §155.060-(E)-(1), building setback in the Front Yard, required in an R-2 One Family Dwelling District of the City Code.

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

Passed by the Council of the City of Kewanee, Illinois this 26th day of December, 2017.

ATTEST:

Melinda Edwards, City Clerk

Steve Looney, Mayor

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

Everything You Need!

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

December 21, 2017

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

RE: Report from Plan Commission for December 21, 2017 Meeting.

The Plan Commission convened at 7:00 p.m. on December 21, 2017 Kewanee City Hall, Council Chambers. Commission members Morrison and Costenson were absent. For business there was one Rezoning request application upon which to conduct a public hearing.

Case Number 1:

Parcel 20-28-402-014 Located at 110 E 10th Street, Rezoning the East portion (parking lot) of the property from R-2 One-Family Dwelling District to B-3 Business and Wholesale District.

Jon DeBord is in the process of purchasing the above noted parcel. The West portion of this parcel is zoned B-3 Business and Wholesale District. The East portion (parking lot) of the property is zoned R-2 One-Family Dwelling District. DeBord is petitioning to rezone the East portion of this parcel to B-3 Business and Wholesale District.

Address: 110 E 10th St.

Legal Description: LTS 3 THRU 10 BLK 1 BUENA VISTA SUB EXCEPT THE NORTH 90 FEET OF THE EAST 95 FEET OF LOTS 3 & 4 IN BLOCK 1 OF BUENA VISTA SUB DIVISION, CITY OF KEWANEE, COUNTY OF HENRY, STATE OF ILLINOIS, CITY OF KEWANEE 87-37-125 [EZ]

Location: On the North side of the 100 Block of East Tenth Street.

Dimensions: 324.5 feet East to West, 200 feet North to South.

Area: 1.49 Acres or 64900 Square feet, approximately

Existing buildings or uses: Vacant church, two-car garage, parking lot.

Current Zoning District: B-3 Business and Wholesale District & R-2 One-Family Dwelling District

Existing Zoning: B-3 Business and Wholesale District to the South & West, Public park to the North, R-2 One-Family Dwelling District to the East Northeast & Southeast, Public school to the Southeast.

Existing Land Use: Low Density Residential & Commercial.

Proposed Land Use Map: Commercial.

Background Information:

DeBord plans to move his Physical Therapy business into the church location after having the building remodeled. The second part of DeBord's plan is to build a new structure upon the East (parking lot) portion of the parcel. This new structure would become the new home for his

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Softball and Baseball training facility that is currently in operation at 110 N Burr Blvd (the old Save-a-Lot location). In order for the sale of this property and the construction of the new training facility to be completed, DeBord must first have this rezoning request completed.

It should be noted that the legal description and dimensions noted herein are not accurate at the time of writing this memo. The church has recently subdivided the parcel and is in the process of selling the house, located in the Northeast corner of the parcel, in a separate sale to another party.

The City has no argument against the rezoning or against the use that DeBord has proposed.

The Public Hearing:

At 7:00 p.m. on December 21, 2017, the hearing on the Rezoning request for property located at 110 E 10th St. was held. Jon DeBord, was present to represent the petition.

- Director of Community Development Keith Edwards called the meeting to order. Noting that Chairperson Morrison was absent, Edwards accepted a nomination for a commission member to act as chairperson for this meeting. Sayers was nominated and took the chairperson's seat.
- DeBord addressed the commission and stated that he plans to move his Physical Therapy business into the church location after having the building remodeled. DeBord said that within the next 12-18 months he would like to build a new structure upon the parking lot portion, which is zoned residential. This new structure would become the new home for his Softball and Baseball training facility that is currently in operation at 110 N Burr Blvd (the old Save-a-Lot location). DeBord stated that the exact size of the new structure is unknown at this time and that he is aware that there are set back restrictions that he will have to comply with.
- Mirocha inquired about the setback requirements for the proposed new building if the rezoning is granted.
- Edwards stated that will depend on which street DeBord would declare as the front yard. In B-3 Zoning there is no front yard setback as long as all the property between two intersecting streets exist within the same zoning district. Edwards gave the example of the uptown area where the stores abut the city sidewalk.
- DeBord stated that he doesn't anticipate any traffic issues with his training facility and the school because most of the activity at the current facility takes place after school is out.

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

There was no one present to speak in opposition of the petition.



Plan Commission
401 E Third St
Kewanee, IL. 61443

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Recommendation:

After discussing the facts and testimony presented, the Plan Commission recommends, by a vote of seven in favor of the application, none opposed to the application, two absent, that the application to Rezone the property located at 110 E 10th St. be approved by the City Council.

There being no further business, the meeting adjourned at 7:17 p.m.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Jon Sayers".

Jon Sayers, Acting Chairman

A handwritten signature in blue ink, appearing to read "Byrd".

117

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[illegible]

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	December 26, 2017	
RESOLUTION OR ORDINANCE NUMBER	Ordinance #3915	
AGENDA TITLE	Consideration of an ordinance rezoning the East portion of the property located at 110 E 10 th St.	
REQUESTING DEPARTMENT	Community Development	
PRESENTER	Keith Edwards, Director of Community Development	
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	To Rezone the East portion of the property at 110 E 10 th St from R-2 One-Family Dwelling District to B-3 Business Service & Wholesale District.	
BACKGROUND	DeBord plans to move his Physical Therapy business into the church location after having the building remodeled. The second part of DeBord's plan is to build a new structure upon the East (parking lot) portion of the parcel. This new structure would become the new home for his Softball and Baseball training facility that is currently in operation at 110 N Burr Blvd (the old Save-a-Lot location). In order for the sale of this property and the construction of the new training facility to be completed, DeBord must first have this rezoning request completed.	

SPECIAL NOTES	The legal description is that of the entire church property excepting that of the house at the Northeast corner. Until the transaction is finalized, the City will not have the exact wording.
ANALYSIS	The City has no argument against the rezoning or against the use that DeBord has proposed.
PUBLIC INFORMATION PROCESS	Legal notice was published in the Star Courier, Post cards were mailed to all persons owning land within 300 feet of 110 E 10 th St.
BOARD OR COMMISSION RECOMMENDATION	After discussing the facts and testimony presented, the Plan Commission recommends, by a vote of seven in favor of the application, none opposed, two absent, that the application to rezone the property located at 110 E 10 th St be approved by the City Council.
STAFF RECOMMENDATION	Staff recommends passing the ordinance.
PROCUREMENT POLICY VERIFICATION	N/A
REFERENCE DOCUMENTS ATTACHED	Plan Commission Minutes.

ORDINANCE NO. 3915

ORDINANCE GRANTING A REZONING REQUEST, FOR LAND LOCATED AT 110 E 10TH STREET, KEWANEE

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

Section 1 The City Council finds that a Petition has heretofore been filed by Jon DeBord on behalf of the owner St John Paul II Parrish with the City Clerk, directed to the Plan Commission and the City Council requesting that the zoning district of the East half (parking lot) of 110 E 10th St (as further clarified in the pending real estate transaction) be changed from R-2 One-Family Dwelling District to B-3 Business Service & Wholesale District for the following described property:

LTS 3 THRU 10 BLK 1 BUENA VISTA SUB EXCEPT THE NORTH 90 FEET OF THE EAST 95 FEET OF LOTS 3 & 4 IN BLOCK 1 OF BUENA VISTA SUB DIVISION, CITY OF KEWANEE, COUNTY OF HENRY, STATE OF ILLINOIS, CITY OF KEWANEE 87-37-125 [EZ]

Section 2 The Plan Commission conducted a hearing upon said Petition on Thursday, December 21, 2017, pursuant to notice being published in the Kewanee Star Courier according to law, at which time and place the Commission heard the statements of those speaking in support of the petition. There were no objectors.

Section 3 After further discussion at the hearing, the Plan Commission conducted a vote to approve the requested change in zoning of the land described in Section 1 hereof, with the results being seven in favor of the change in zoning, none opposed, and two absent.

Section 4 The zoning district of the land described in Section 1 hereof shall be, and hereby is, established as B-3 Business Service & Wholesale District.

Section 5 This ordinance shall be in full force and effect immediately upon its passage and approval as provided by law.

Passed by the Council of the City of Kewanee, Illinois this 26th day of December 2017.

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	December 26, 2017	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5089	
AGENDA TITLE	A RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIG ENERGY FOR THE PURCHASE OF FUEL FOR THE CITY OF KEWANEE'S VEHICLES AND EQUIPMENT FOR CALANDER YEAR 2018	
REQUESTING DEPARTMENT	Grounds Maintenance Department/Fleet Department	
PRESENTER	Kevin Newton, Grounds Maintenance Manager	
FISCAL INFORMATION	Cost as recommended:	Approximate \$120,140.00
	Budget Line Item:	varies
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	To furnish fuel for the vehicles and equipment to the City of Kewanee	
BACKGROUND	The City of Kewanee has an existing agreement expiring December 2017, with Michlig Energy for our fuel needs. Proposals were solicited from interested parties. Gold Star FS. Inc. and Michlig Energy were the two vendors that chose to submit bids.	
SPECIAL NOTES	N/A	
ANALYSIS	The City will use approximately 56,000 gallons of gasoline and diesel annually. After review of the bid proposal costs for fuel types and calculating overall cost when combining fuel type costs Michlig Energy will save approximately \$1,600.00 over Gold Star FS Inc. for 2018.	

PUBLIC INFORMATION PROCESS	An RFP titled "Fuel Supply Bids" was emailed directly to Michlig Energy, Gold Star FS Inc., River Valley Coop, Manilus Oil Co, and Woodhall Oil. Sealed bids were due and read allowed on December 20, 2017.
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends entering an agreement with Michlig Energy for our 2018 gasoline and diesel fuel needs.
PROCUREMENT POLICY VERIFICATION	Request for Proposal used.
REFERENCE DOCUMENTS ATTACHED	Bids received.

RESOLUTION NO. 5089

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MICHIG ENERGY FOR FURNISHING VEHICLE & EQUIPMENT FUEL TO THE CITY OF KEWANEE, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

WHEREAS, The City of Kewanee advertised and solicited for sealed proposals for fuel delivery for calendar year 2018, and two proposals were received, and opened by Kewanee's City Clerk at 11:00 a.m. on December 20, 2017; and

WHEREAS, The unit bids received were as shown in the table below:

Firm	Gasohol/gal.	Summer-blend Diesel/gal.	Winter-blend Diesel/gal.	Off Road/Farm Blend Diesel/Gal
Michlig Energy	\$2.04	\$2.29	\$2.39	\$2.29
Gold Star FS	\$2.036	\$2.37	\$2.50	\$2.35

WHEREAS, An extension of the unit costs shown above by the estimated quantities to be used, as indicated in the Request For Fuel Supply Bids, indicates the annual cost of fuel from Michlig Energy would be approximately \$120,140.00 vs. Gold Star FS at \$121,825.00; and,

WHEREAS, City staff has recommended acceptance of the bid from Michlig Energy, and the City Council finds it to be in the best interest of the City of Kewanee to accept the bid of Michlig Energy, thereby fixing fuel costs for calendar year 2018.

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

Section 1 The bid of Michlig Energy is accepted, on a per unit basis, and the City Manager is authorized to sign a contract with Michlig Energy for delivery of fuels between January 1, 2018 and December 31, 2018 to the City.

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 26th day of December, 2017.

ATTEST:

Melinda K. Edwards, City Clerk

Steve Looney, Mayor

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

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	December 26, 2017	
RESOLUTION OR ORDINANCE NUMBER	Ordinance #3916	
AGENDA TITLE	Consideration of an Ordinance amending Ordinance #3436 to amend the Sexual Harassment Policy of the City of Kewanee as required by Public Act #100-0554	
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	Amends the City's Sexual Harassment Policy to comply with Public Act #100-0554	
BACKGROUND	In May 1994, the City Council approved the Administrative Code of the City to establish uniform human resources policies. In June 2004, the current version of our Sexual Harassment Policy was approved. The Act mandates all governmental units adopt, within 60 days after the effective date of November 16, 2017, which is January 15, 2018, an ordinance or resolution establishing a policy prohibiting sexual harassment.	
SPECIAL NOTES	N/A	

ANALYSIS	The existing Sexual Harassment Policy contains the majority of the information required by the Public Act. The primary amendments to the policy are requiring Council Members to obtain annual sexual harassment training, adding consequences for making a false claim, and including the information about the Whistleblower Protection Act.
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends approval
PROCUREMENT POLICY VERIFICATION	N/A
REFERENCE DOCUMENTS ATTACHED	Public Act 100-0554

ORDINANCE NO.

AN ORDINANCE TO AMEND THE CITY ADMINISTRATIVE CODE, AND DECLARING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AS PROVIDED BY LAW.

- WHEREAS,** Ordinance #2891 created the City of Kewanee Administrative Code to establish clear and consistent policy and procedures for the human resources of the City; and
- WHEREAS,** Ordinance #3436 amended Ordinance #2891 by creating Appendix D – Sexual Harassment Policy; and
- WHEREAS,** Revisions are warranted as a result of change to the organization as well as demands upon it, and in order to best achieve desired organizational goals and ultimately the service needs of the community; and
- WHEREAS,** Public Act 100-0554 has established minimum requirements for a municipal sexual harassment policy.

BE IT ORDAINED BY THE CITY COUNCIL OF KEWANEE THAT:

- Section 1** The City Council hereby amends Appendix G - Sexual Harassment Policy of the Kewanee Administrative Code by inserting text shown as underline and omitting text shown as ~~strike-through~~ as shown in the attached document.
- Section 2** This Ordinance will be in full force and effect upon its passage

Adopted by the Council of the City of Kewanee, Illinois this 26th day of December 2017

ATTEST:

Melinda Edwards, City Clerk

Steve Looney, Mayor

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

SEXUAL HARASSMENT POLICY

STATEMENT OF POLICY

The City of Kewanee is committed to maintaining a work environment that encourages and fosters appropriate conduct among colleagues and respect for individual values and sensibilities. Accordingly, the City's officers and administration are committed to enforcing its Sexual Harassment Policy at all levels within the workplace and creating an environment free from discrimination of any kind, including sexual harassment.

Sexual harassment, according to the Equal Employment Opportunity Commission and the Illinois Department of Human Rights, and for purposes of this policy, consists of unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical acts of a sexual or sex-based nature, where one or more of the following exists:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) an employment decision affecting an employee is based on that individual's acceptance or rejection of such conduct; or
- (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment can occur between men and women, or between members of the same gender. Such conduct is unlawful under Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination on the basis of race, color, sex, age, religion or national origin.

It is also unlawful to retaliate in any way against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment or discrimination against the individual raising the concern or against another individual.

Sexual harassment affects the victim and other employees as well. Each incident of harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually-oriented acts or sex-based conduct have no legitimate business purpose. Where such conduct is directed by a supervisor (or someone in a management position) toward a subordinate, the former will be held to a higher standard of accountability because of the degree of control and influence he or she has or is perceived to have over the employment conditions and benefits of the subordinate.

PROHIBITED CONDUCT

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact or physical contact. At times the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct which could be considered sexual harassment include:

- (a) persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching;
- (b) sexually suggestive jokes, gestures or sounds directed toward another or sexually oriented or degrading comments about another;
- (c) preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances;
- (d) the open display of sexually oriented pictures, posters, or other material offensive to others;
- (e) retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct which might be sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, to report that conduct, and to use the complaint procedure set forth in this policy.

III

COMPLAINT PROCEDURE

While the City encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the City also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a sexual harassment complaint.

- A. Reporting of Incident: All employees are urged to report any suspected sexual harassment by another employee to their Department Head or the City Manager, except where that person is the individual accused of harassment. In that case, the complaint should be reported to the City Manager or City Clerk. If the aggrieved employee or other complainant prefers to report the suspected harassment to someone of the opposite gender from that of the Department Head or City Manager, the complaint can be reported to the City Clerk. The report may be made initially either orally or in writing, but reports made orally must be reduced to writing before an investigation can be initiated.
8. Investigation of Complaint: When a complaint has been reduced to writing, the City Manager or the individual informed pursuant to paragraph A above will initiate an investigation of the suspected sexual harassment within five (5) working days of notification, unless circumstances prevent completion of the investigation within that time, in which case the investigation will be completed as quickly as possible. If necessary, the City Manager may designate another supervisory or management employee of the opposite sex to assist him/her or the alternate individual in paragraph A in the investigation. If the City Manager is the subject of the investigation, the investigation will be conducted by the City Clerk with the assistance of the City Attorney. The investigation will include an interview with the employee(s) who made the initial report, the person(s) towards whom the suspected harassment was directed and the individual(s) accused of the harassment. Any other person who may have information regarding the alleged sexual harassment may also be interviewed.
- C: Report: The City Manager or designated person responsible for investigating the complaint shall prepare a written report within ten (10) working days from notification of the suspected harassment unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that sexual harassment occurred, sexual harassment did not occur, or there is inconclusive evidence as to whether sexual harassment occurred. A copy of the report will be given to the employee(s) who made the initial report, the employee(s) to whom the suspected harassment was directed, and the employee(s) suspected of the harassment.
- D. Records: Confidentiality: Employees who report incidents of sexual harassment are encouraged to keep written notes in order to accurately record the offensive conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the City advises that records it maintains and the complainant maintains may not be considered privileged from disclosure. Written records will be maintained for one (1) year from the date of the resolution unless new circumstances dictate that the file should be kept for a longer period;
- E. Appeals Process: If either party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the City Manager; which is considered no longer than ten (10) calendar days.

IV

DISCIPLINE/SANCTIONS

Disciplinary action will be taken against any employee found to have engaged in sexual harassment while at work or acting as a representative of the City or any employee found to have made a false claim of sexual harassment. The extent of sanctions may depend in part upon the ~~length and conditions of employment of the particular employee~~ and the nature of the offense. The City has the right to apply any sanction or combination of sanctions, up to and including discharge, to deal with unreasonable conduct or discrimination.

Where a hostile work environment has been found to exist, the City will take all reasonable steps to eliminate the conduct creating such an environment.

V

EDUCATION/TRAINING

Education and training for Council Members and employees at each level of the work force are critical to the success of the City's policy against sexual harassment.

Education and training will include the following components:

1. As part of general orientation, each recently hired employee will be given a copy of and requested to read and sign a receipt for the City's policy statement on sexual harassment so that they are on notice of the standards of behavior expected.
2. For all employees with supervisory authority over other employees, and all employees working in a managerial capacity: All supervisory personnel will participate in an annual training session on sex discrimination. At least one-third of each session will be devoted to education about work place sexual harassment, including training as to exactly what types of remarks, behavior and pictures will not be tolerated in the work place. Participants will be informed that they are responsible for knowing the contents of the City's sexual harassment policy.
3. All employees are required to participate on City time in annual seminars that describe workplace sexual harassment and teach strategies for resisting and preventing sexual harassment.

LEGAL RIGHTS UNDER LAW

Any Employee who believes s/he has been subjected to sexual harassment has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, Chicago, Illinois 60601; (312) 814-6245 and/or the Equal Employment Opportunity Commission, 500 West Madison, Suite 2800, Chicago, Illinois 60661; (312) 353-2713. The Illinois Human Rights Act provides that complaints of harassment must be filed within 180 days of the alleged incident. A complaint with the EEOC must be filed within 300 days of the alleged incident. It is also a violation of Section 6-101 of the Illinois Human Rights Act to retaliate against an employee for opposing or complaining about conduct believed to be a violation of the Act.

Since passage of the OSH Act in 1970, Congress has expanded OSHA's whistleblower authority to protect workers from retaliation under twenty-two federal laws. Complaints must be reported to OSHA within set timeframes following the retaliatory action, as prescribed by each law.

File a discrimination complaint if your employer has retaliated against you for exercising your rights as an employee. If you have been punished or retaliated against for exercising your rights under the OSH Act, you must file a complaint with OSHA within 30 days of the alleged reprisal. In states with approved state plans, employees may file a complaint under the OSH Act (Section 11(c)) with both the State and Federal OSHA.

If you are filing a complaint under any other whistleblower statute enforced by OSHA, the time limit for filing varies by statute. They also must be filed directly with Federal OSHA. Refer to the Summary of OSHA Whistleblower Statutes to determine the time limit that applies to your complaint

You may file your discrimination complaint using any of these filing options:

1. Online - Use the Online Whistleblower Complaint Form to submit your complaint to OSHA. Complaints received online from workers located in states with OSHA-approved state plans will be forwarded to the appropriate state plan for response.
2. Fax/Mail - Fax or mail a letter describing your complaint, or a printed copy of your completed Online Whistleblower Complaint Form to your local OSHA Regional or Area Office. Please make sure that your correspondence includes your name, address, and telephone or fax number so we can contact you to follow up.
3. Telephone - Call your local OSHA Regional or Area Office. OSHA staff can discuss your complaint with you and respond to any questions you may have.

OSHA will accept your complaint in any language.

OSHA conducts an interview with each complainant to determine the need for an investigation. If evidence supports the worker's claim of discrimination, OSHA will ask the employer to restore the worker's job, earnings and benefits.

NOTE: The City reserves the right to amend the policy from time to time.

AN ACT concerning government.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

Section 5. The Illinois Administrative Procedure Act is amended by changing Section 5-45 as follows:

(5 ILCS 100/5-45) (from Ch. 127, par. 1005-45)

Sec. 5-45. Emergency rulemaking.

(a) "Emergency" means the existence of any situation that any agency finds reasonably constitutes a threat to the public interest, safety, or welfare.

(b) If any agency finds that an emergency exists that requires adoption of a rule upon fewer days than is required by Section 5-40 and states in writing its reasons for that finding, the agency may adopt an emergency rule without prior notice or hearing upon filing a notice of emergency rulemaking with the Secretary of State under Section 5-70. The notice shall include the text of the emergency rule and shall be published in the Illinois Register. Consent orders or other court orders adopting settlements negotiated by an agency may be adopted under this Section. Subject to applicable constitutional or statutory provisions, an emergency rule becomes effective immediately upon filing under Section 5-65 or at a stated date less than 10 days thereafter. The agency's

finding and a statement of the specific reasons for the finding shall be filed with the rule. The agency shall take reasonable and appropriate measures to make emergency rules known to the persons who may be affected by them.

(c) An emergency rule may be effective for a period of not longer than 150 days, but the agency's authority to adopt an identical rule under Section 5-40 is not precluded. No emergency rule may be adopted more than once in any 24-month period, except that this limitation on the number of emergency rules that may be adopted in a 24-month period does not apply to (i) emergency rules that make additions to and deletions from the Drug Manual under Section 5-5.16 of the Illinois Public Aid Code or the generic drug formulary under Section 3.14 of the Illinois Food, Drug and Cosmetic Act, (ii) emergency rules adopted by the Pollution Control Board before July 1, 1997 to implement portions of the Livestock Management Facilities Act, (iii) emergency rules adopted by the Illinois Department of Public Health under subsections (a) through (i) of Section 2 of the Department of Public Health Act when necessary to protect the public's health, (iv) emergency rules adopted pursuant to subsection (n) of this Section, (v) emergency rules adopted pursuant to subsection (o) of this Section, or (vi) emergency rules adopted pursuant to subsection (c-5) of this Section. Two or more emergency rules having substantially the same purpose and effect shall be deemed to be a single rule for purposes of this Section.

(c-5) To facilitate the maintenance of the program of group health benefits provided to annuitants, survivors, and retired employees under the State Employees Group Insurance Act of 1971, rules to alter the contributions to be paid by the State, annuitants, survivors, retired employees, or any combination of those entities, for that program of group health benefits, shall be adopted as emergency rules. The adoption of those rules shall be considered an emergency and necessary for the public interest, safety, and welfare.

(d) In order to provide for the expeditious and timely implementation of the State's fiscal year 1999 budget, emergency rules to implement any provision of Public Act 90-587 or 90-588 or any other budget initiative for fiscal year 1999 may be adopted in accordance with this Section by the agency charged with administering that provision or initiative, except that the 24-month limitation on the adoption of emergency rules and the provisions of Sections 5-115 and 5-125 do not apply to rules adopted under this subsection (d). The adoption of emergency rules authorized by this subsection (d) shall be deemed to be necessary for the public interest, safety, and welfare.

(e) In order to provide for the expeditious and timely implementation of the State's fiscal year 2000 budget, emergency rules to implement any provision of Public Act 91-24 or any other budget initiative for fiscal year 2000 may be adopted in accordance with this Section by the agency charged

with administering that provision or initiative, except that the 24-month limitation on the adoption of emergency rules and the provisions of Sections 5-115 and 5-125 do not apply to rules adopted under this subsection (e). The adoption of emergency rules authorized by this subsection (e) shall be deemed to be necessary for the public interest, safety, and welfare.

(f) In order to provide for the expeditious and timely implementation of the State's fiscal year 2001 budget, emergency rules to implement any provision of Public Act 91-712 or any other budget initiative for fiscal year 2001 may be adopted in accordance with this Section by the agency charged with administering that provision or initiative, except that the 24-month limitation on the adoption of emergency rules and the provisions of Sections 5-115 and 5-125 do not apply to rules adopted under this subsection (f). The adoption of emergency rules authorized by this subsection (f) shall be deemed to be necessary for the public interest, safety, and welfare.

(g) In order to provide for the expeditious and timely implementation of the State's fiscal year 2002 budget, emergency rules to implement any provision of Public Act 92-10 or any other budget initiative for fiscal year 2002 may be adopted in accordance with this Section by the agency charged with administering that provision or initiative, except that the 24-month limitation on the adoption of emergency rules and

the provisions of Sections 5-115 and 5-125 do not apply to rules adopted under this subsection (g). The adoption of emergency rules authorized by this subsection (g) shall be deemed to be necessary for the public interest, safety, and welfare.

(h) In order to provide for the expeditious and timely implementation of the State's fiscal year 2003 budget, emergency rules to implement any provision of Public Act 92-597 or any other budget initiative for fiscal year 2003 may be adopted in accordance with this Section by the agency charged with administering that provision or initiative, except that the 24-month limitation on the adoption of emergency rules and the provisions of Sections 5-115 and 5-125 do not apply to rules adopted under this subsection (h). The adoption of emergency rules authorized by this subsection (h) shall be deemed to be necessary for the public interest, safety, and welfare.

(i) In order to provide for the expeditious and timely implementation of the State's fiscal year 2004 budget, emergency rules to implement any provision of Public Act 93-20 or any other budget initiative for fiscal year 2004 may be adopted in accordance with this Section by the agency charged with administering that provision or initiative, except that the 24-month limitation on the adoption of emergency rules and the provisions of Sections 5-115 and 5-125 do not apply to rules adopted under this subsection (i). The adoption of

emergency rules authorized by this subsection (i) shall be deemed to be necessary for the public interest, safety, and welfare.

(j) In order to provide for the expeditious and timely implementation of the provisions of the State's fiscal year 2005 budget as provided under the Fiscal Year 2005 Budget Implementation (Human Services) Act, emergency rules to implement any provision of the Fiscal Year 2005 Budget Implementation (Human Services) Act may be adopted in accordance with this Section by the agency charged with administering that provision, except that the 24-month limitation on the adoption of emergency rules and the provisions of Sections 5-115 and 5-125 do not apply to rules adopted under this subsection (j). The Department of Public Aid may also adopt rules under this subsection (j) necessary to administer the Illinois Public Aid Code and the Children's Health Insurance Program Act. The adoption of emergency rules authorized by this subsection (j) shall be deemed to be necessary for the public interest, safety, and welfare.

(k) In order to provide for the expeditious and timely implementation of the provisions of the State's fiscal year 2006 budget, emergency rules to implement any provision of Public Act 94-48 or any other budget initiative for fiscal year 2006 may be adopted in accordance with this Section by the agency charged with administering that provision or initiative, except that the 24-month limitation on the adoption

of emergency rules and the provisions of Sections 5-115 and 5-125 do not apply to rules adopted under this subsection (k). The Department of Healthcare and Family Services may also adopt rules under this subsection (k) necessary to administer the Illinois Public Aid Code, the Senior Citizens and Persons with Disabilities Property Tax Relief Act, the Senior Citizens and Disabled Persons Prescription Drug Discount Program Act (now the Illinois Prescription Drug Discount Program Act), and the Children's Health Insurance Program Act. The adoption of emergency rules authorized by this subsection (k) shall be deemed to be necessary for the public interest, safety, and welfare.

(l) In order to provide for the expeditious and timely implementation of the provisions of the State's fiscal year 2007 budget, the Department of Healthcare and Family Services may adopt emergency rules during fiscal year 2007, including rules effective July 1, 2007, in accordance with this subsection to the extent necessary to administer the Department's responsibilities with respect to amendments to the State plans and Illinois waivers approved by the federal Centers for Medicare and Medicaid Services necessitated by the requirements of Title XIX and Title XXI of the federal Social Security Act. The adoption of emergency rules authorized by this subsection (l) shall be deemed to be necessary for the public interest, safety, and welfare.

(m) In order to provide for the expeditious and timely

implementation of the provisions of the State's fiscal year 2008 budget, the Department of Healthcare and Family Services may adopt emergency rules during fiscal year 2008, including rules effective July 1, 2008, in accordance with this subsection to the extent necessary to administer the Department's responsibilities with respect to amendments to the State plans and Illinois waivers approved by the federal Centers for Medicare and Medicaid Services necessitated by the requirements of Title XIX and Title XXI of the federal Social Security Act. The adoption of emergency rules authorized by this subsection (m) shall be deemed to be necessary for the public interest, safety, and welfare.

(n) In order to provide for the expeditious and timely implementation of the provisions of the State's fiscal year 2010 budget, emergency rules to implement any provision of Public Act 96-45 or any other budget initiative authorized by the 96th General Assembly for fiscal year 2010 may be adopted in accordance with this Section by the agency charged with administering that provision or initiative. The adoption of emergency rules authorized by this subsection (n) shall be deemed to be necessary for the public interest, safety, and welfare. The rulemaking authority granted in this subsection (n) shall apply only to rules promulgated during Fiscal Year 2010.

(o) In order to provide for the expeditious and timely implementation of the provisions of the State's fiscal year

2011 budget, emergency rules to implement any provision of Public Act 96-958 or any other budget initiative authorized by the 96th General Assembly for fiscal year 2011 may be adopted in accordance with this Section by the agency charged with administering that provision or initiative. The adoption of emergency rules authorized by this subsection (o) is deemed to be necessary for the public interest, safety, and welfare. The rulemaking authority granted in this subsection (o) applies only to rules promulgated on or after July 1, 2010 (the effective date of Public Act 96-958) through June 30, 2011.

(p) In order to provide for the expeditious and timely implementation of the provisions of Public Act 97-689, emergency rules to implement any provision of Public Act 97-689 may be adopted in accordance with this subsection (p) by the agency charged with administering that provision or initiative. The 150-day limitation of the effective period of emergency rules does not apply to rules adopted under this subsection (p), and the effective period may continue through June 30, 2013. The 24-month limitation on the adoption of emergency rules does not apply to rules adopted under this subsection (p). The adoption of emergency rules authorized by this subsection (p) is deemed to be necessary for the public interest, safety, and welfare.

(q) In order to provide for the expeditious and timely implementation of the provisions of Articles 7, 8, 9, 11, and 12 of Public Act 98-104, emergency rules to implement any

provision of Articles 7, 8, 9, 11, and 12 of Public Act 98-104 may be adopted in accordance with this subsection (q) by the agency charged with administering that provision or initiative. The 24-month limitation on the adoption of emergency rules does not apply to rules adopted under this subsection (q). The adoption of emergency rules authorized by this subsection (q) is deemed to be necessary for the public interest, safety, and welfare.

(r) In order to provide for the expeditious and timely implementation of the provisions of Public Act 98-651, emergency rules to implement Public Act 98-651 may be adopted in accordance with this subsection (r) by the Department of Healthcare and Family Services. The 24-month limitation on the adoption of emergency rules does not apply to rules adopted under this subsection (r). The adoption of emergency rules authorized by this subsection (r) is deemed to be necessary for the public interest, safety, and welfare.

(s) In order to provide for the expeditious and timely implementation of the provisions of Sections 5-5b.1 and 5A-2 of the Illinois Public Aid Code, emergency rules to implement any provision of Section 5-5b.1 or Section 5A-2 of the Illinois Public Aid Code may be adopted in accordance with this subsection (s) by the Department of Healthcare and Family Services. The rulemaking authority granted in this subsection (s) shall apply only to those rules adopted prior to July 1, 2015. Notwithstanding any other provision of this Section, any

emergency rule adopted under this subsection (s) shall only apply to payments made for State fiscal year 2015. The adoption of emergency rules authorized by this subsection (s) is deemed to be necessary for the public interest, safety, and welfare.

(t) In order to provide for the expeditious and timely implementation of the provisions of Article II of Public Act 99-6, emergency rules to implement the changes made by Article II of Public Act 99-6 to the Emergency Telephone System Act may be adopted in accordance with this subsection (t) by the Department of State Police. The rulemaking authority granted in this subsection (t) shall apply only to those rules adopted prior to July 1, 2016. The 24-month limitation on the adoption of emergency rules does not apply to rules adopted under this subsection (t). The adoption of emergency rules authorized by this subsection (t) is deemed to be necessary for the public interest, safety, and welfare.

(u) In order to provide for the expeditious and timely implementation of the provisions of the Burn Victims Relief Act, emergency rules to implement any provision of the Act may be adopted in accordance with this subsection (u) by the Department of Insurance. The rulemaking authority granted in this subsection (u) shall apply only to those rules adopted prior to December 31, 2015. The adoption of emergency rules authorized by this subsection (u) is deemed to be necessary for the public interest, safety, and welfare.

(v) In order to provide for the expeditious and timely

implementation of the provisions of Public Act 99-516, emergency rules to implement Public Act 99-516 may be adopted in accordance with this subsection (v) by the Department of Healthcare and Family Services. The 24-month limitation on the adoption of emergency rules does not apply to rules adopted under this subsection (v). The adoption of emergency rules authorized by this subsection (v) is deemed to be necessary for the public interest, safety, and welfare.

(w) In order to provide for the expeditious and timely implementation of the provisions of Public Act 99-796, emergency rules to implement the changes made by Public Act 99-796 may be adopted in accordance with this subsection (w) by the Adjutant General. The adoption of emergency rules authorized by this subsection (w) is deemed to be necessary for the public interest, safety, and welfare.

(x) In order to provide for the expeditious and timely implementation of the provisions of Public Act 99-906, emergency rules to implement subsection (i) of Section 16-115D, subsection (g) of Section 16-128A, and subsection (a) of Section 16-128B of the Public Utilities Act may be adopted in accordance with this subsection (x) by the Illinois Commerce Commission. The rulemaking authority granted in this subsection (x) shall apply only to those rules adopted within 180 days after June 1, 2017 (the effective date of Public Act 99-906). The adoption of emergency rules authorized by this subsection (x) is deemed to be necessary for the public

interest, safety, and welfare.

(y) In order to provide for the expeditious and timely implementation of the provisions of this amendatory Act of the 100th General Assembly, emergency rules to implement the changes made by this amendatory Act of the 100th General Assembly to Section 4.02 of the Illinois Act on Aging, Sections 5.5.4 and 5-5.4i of the Illinois Public Aid Code, Section 55-30 of the Alcoholism and Other Drug Abuse and Dependency Act, and Sections 74 and 75 of the Mental Health and Developmental Disabilities Administrative Act may be adopted in accordance with this subsection (y) by the respective Department. The adoption of emergency rules authorized by this subsection (y) is deemed to be necessary for the public interest, safety, and welfare.

(z) In order to provide for the expeditious and timely implementation of the provisions of this amendatory Act of the 100th General Assembly, emergency rules to implement the changes made by this amendatory Act of the 100th General Assembly to Section 4.7 of the Lobbyist Registration Act may be adopted in accordance with this subsection (z) by the Secretary of State. The adoption of emergency rules authorized by this subsection (z) is deemed to be necessary for the public interest, safety, and welfare.

(Source: P.A. 99-2, eff. 3-26-15; 99-6, eff. 1-1-16; 99-143, eff. 7-27-15; 99-455, eff. 1-1-16; 99-516, eff. 6-30-16; 99-642, eff. 7-28-16; 99-796, eff. 1-1-17; 99-906, eff. 6-1-17;

100-23, eff. 7-6-17.)

Section 10. The State Officials and Employees Ethics Act is amended by changing Sections 5-5, 20-15, 25-15, 50-5, and 70-5 and by adding Sections 5-10.5 and 5-65 as follows:

(5 ILCS 430/5-5)

Sec. 5-5. Personnel policies.

(a) Each of the following shall adopt and implement personnel policies for all State employees under his, her, or its jurisdiction and control: (i) each executive branch constitutional officer, (ii) each legislative leader, (iii) the Senate Operations Commission, with respect to legislative employees under Section 4 of the General Assembly Operations Act, (iv) the Speaker of the House of Representatives, with respect to legislative employees under Section 5 of the General Assembly Operations Act, (v) the Joint Committee on Legislative Support Services, with respect to State employees of the legislative support services agencies, (vi) members of the General Assembly, with respect to legislative assistants, as provided in Section 4 of the General Assembly Compensation Act, (vii) the Auditor General, (viii) the Board of Higher Education, with respect to State employees of public institutions of higher learning except community colleges, and (ix) the Illinois Community College Board, with respect to State employees of community colleges. The Governor shall adopt

and implement those policies for all State employees of the executive branch not under the jurisdiction and control of any other executive branch constitutional officer.

(b) The policies required under subsection (a) shall be filed with the appropriate ethics commission established under this Act or, for the Auditor General, with the Office of the Auditor General.

(c) The policies required under subsection (a) shall include policies relating to work time requirements, documentation of time worked, documentation for reimbursement for travel on official State business, compensation, and the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits. No later than 30 days after the effective date of this amendatory Act of the 100th General Assembly, the policies shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. The policies shall comply with and be consistent with

all other applicable laws. The policies shall require State employees to periodically submit time sheets documenting the time spent each day on official State business to the nearest quarter hour; contractual State employees may satisfy the time sheets requirement by complying with the terms of their contract, which shall provide for a means of compliance with this requirement. The policies for State employees shall require those time sheets to be submitted on paper, electronically, or both and to be maintained in either paper or electronic format by the applicable fiscal office for a period of at least 2 years.

(d) The policies required under subsection (a) shall be adopted by the applicable entity before February 1, 2004 and shall apply to State employees beginning 30 days after adoption.

(Source: P.A. 93-615, eff. 11-19-03; 93-617, eff. 12-9-03.)

(5 ILCS 430/5-10.5 new)

Sec. 5-10.5. Sexual harassment training.

(a) Each officer, member, and employee must complete, at least annually beginning in 2018, a sexual harassment training program. A person who fills a vacancy in an elective or appointed position that requires training under this Section must complete his or her initial sexual harassment training program within 30 days after commencement of his or her office or employment. The training shall include, at a minimum, the

following: (i) the definition, and a description, of sexual harassment utilizing examples; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) the definition, and description of, retaliation for reporting sexual harassment allegations utilizing examples, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. Proof of completion must be submitted to the applicable ethics officer. Sexual harassment training programs shall be overseen by the appropriate Ethics Commission and Inspector General appointed under this Act.

(b) Each ultimate jurisdictional authority shall submit to the applicable Ethics Commission, at least annually, or more frequently as required by that Commission, a report that summarizes the sexual harassment training program that was completed during the previous year, and lays out the plan for the training program in the coming year. The report shall include the names of individuals that failed to complete the required training program. Each Ethics Commission shall make the reports available on its website.

(5 ILCS 430/5-65 new)

Sec. 5-65. Prohibition on sexual harassment.

(a) All persons have a right to work in an environment free from sexual harassment. All persons subject to this Act are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

(b) For purposes of this Act, "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

(5 ILCS 430/20-15)

Sec. 20-15. Duties of the Executive Ethics Commission. In addition to duties otherwise assigned by law, the Executive Ethics Commission shall have the following duties:

(1) To promulgate rules governing the performance of

its duties and the exercise of its powers and governing the investigations of the Executive Inspectors General. It is declared to be in the public interest, safety, and welfare that the Commission adopt emergency rules under the Illinois Administrative Procedure Act to initially perform its duties under this subsection.

(2) To conduct administrative hearings and rule on matters brought before the Commission only upon the receipt of pleadings filed by an Executive Inspector General, or upon receipt of summaries of reviews submitted by the Inspector General for the Secretary of State under subsection (d-5) of Section 14 of the Secretary of State Act, and not upon its own prerogative, but may appoint special Executive Inspectors General as provided in Section 20-21. Any other allegations of misconduct received by the Commission from a person other than an Executive Inspector General shall be referred to the Office of the appropriate Executive Inspector General.

(3) To prepare and publish manuals and guides and, working with the Office of the Attorney General, oversee training of employees under its jurisdiction that explains their duties.

(4) To prepare public information materials to facilitate compliance, implementation, and enforcement of this Act.

(5) To submit reports as required by this Act.

(6) To the extent authorized by this Act, to make rulings, issue recommendations, and impose administrative fines, if appropriate, in connection with the implementation and interpretation of this Act. The powers and duties of the Commission are limited to matters clearly within the purview of this Act, and include authority over allegations that an individual required to be registered under the Lobbyist Registration Act has committed an act of sexual harassment, as set forth in any summaries of reviews of such allegations submitted to the Commission by the Inspector General for the Secretary of State.

(7) To issue subpoenas with respect to matters pending before the Commission, subject to the provisions of this Article and in the discretion of the Commission, to compel the attendance of witnesses for purposes of testimony and the production of documents and other items for inspection and copying.

(8) To appoint special Executive Inspectors General as provided in Section 20-21.

(9) To conspicuously display on the Commission's website the procedures for reporting a violation of this Act, including how to report violations via email or online.

(Source: P.A. 93-617, eff. 12-9-03.)

Sec. 25-15. Duties of the Legislative Ethics Commission. In addition to duties otherwise assigned by law, the Legislative Ethics Commission shall have the following duties:

(1) To promulgate rules governing the performance of its duties and the exercise of its powers and governing the investigations of the Legislative Inspector General.

(2) To conduct administrative hearings and rule on matters brought before the Commission only upon the receipt of pleadings filed by the Legislative Inspector General and not upon its own prerogative, but may appoint special Legislative Inspectors General as provided in Section 25-21. Any other allegations of misconduct received by the Commission from a person other than the Legislative Inspector General shall be referred to the Office of the Legislative Inspector General.

(3) To prepare and publish manuals and guides and, working with the Office of the Attorney General, oversee training of employees under its jurisdiction that explains their duties.

(4) To prepare public information materials to facilitate compliance, implementation, and enforcement of this Act.

(5) To submit reports as required by this Act.

(6) To the extent authorized by this Act, to make rulings, issue recommendations, and impose administrative fines, if appropriate, in connection with the

implementation and interpretation of this Act. The powers and duties of the Commission are limited to matters clearly within the purview of this Act.

(7) To issue subpoenas with respect to matters pending before the Commission, subject to the provisions of this Article and in the discretion of the Commission, to compel the attendance of witnesses for purposes of testimony and the production of documents and other items for inspection and copying.

(8) To appoint special Legislative Inspectors General as provided in Section 25-21.

(9) To conspicuously display on the Commission's website the procedures for reporting a violation of this Act, including how to report violations via email or online.

(Source: P.A. 93-617, eff. 12-9-03.)

(5 ILCS 430/50-5)

Sec. 50-5. Penalties.

(a) A person is guilty of a Class A misdemeanor if that person intentionally violates any provision of Section 5-15, 5-30, 5-40, or 5-45 or Article 15.

(a-1) An ethics commission may levy an administrative fine for a violation of Section 5-45 of this Act of up to 3 times the total annual compensation that would have been obtained in violation of Section 5-45.

(b) A person who intentionally violates any provision of Section 5-20, 5-35, 5-50, or 5-55 is guilty of a business offense subject to a fine of at least \$1,001 and up to \$5,000.

(c) A person who intentionally violates any provision of Article 10 is guilty of a business offense and subject to a fine of at least \$1,001 and up to \$5,000.

(d) Any person who intentionally makes a false report alleging a violation of any provision of this Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor.

(e) An ethics commission may levy an administrative fine of up to \$5,000 against any person who violates this Act, who intentionally obstructs or interferes with an investigation conducted under this Act by an inspector general, or who intentionally makes a false, frivolous, or bad faith allegation.

(f) In addition to any other penalty that may apply, whether criminal or civil, a State employee who intentionally violates any provision of Section 5-5, 5-15, 5-20, 5-30, 5-35, 5-45, or 5-50, Article 10, Article 15, or Section 20-90 or 25-90 is subject to discipline or discharge by the appropriate ultimate jurisdictional authority.

(g) Any person who violates Section 5-65 is subject to a fine of up to \$5,000 per offense, and is subject to discipline or discharge by the appropriate ultimate jurisdictional

authority. Each violation of Section 5-65 is a separate offense. Any penalty imposed by an ethics commission shall be separate and distinct from any fines or penalties imposed by a court of law or a State or federal agency.

(h) Any person who violates Section 4.7 or paragraph (d) of Section 5 of the Lobbyist Registration Act is guilty of a business offense and shall be subject to a fine of up to \$5,000. Any penalty imposed by an ethics commission shall be separate and distinct from any fines or penalties imposed by a court of law or by the Secretary of State under the Lobbyist Registration Act.

(Source: P.A. 96-555, eff. 8-18-09.)

(5 ILCS 430/70-5)

Sec. 70-5. Adoption by governmental entities.

(a) Within 6 months after the effective date of this Act, each governmental entity other than a community college district, and each community college district within 6 months after the effective date of this amendatory Act of the 95th General Assembly, shall adopt an ordinance or resolution that regulates, in a manner no less restrictive than Section 5-15 and Article 10 of this Act, (i) the political activities of officers and employees of the governmental entity and (ii) the soliciting and accepting of gifts by and the offering and making of gifts to officers and employees of the governmental entity. No later than 60 days after the effective date of this

amendatory Act of the 100th General Assembly, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

(b) Within 3 months after the effective date of this amendatory Act of the 93rd General Assembly, the Attorney General shall develop model ordinances and resolutions for the purpose of this Article. The Attorney General shall advise governmental entities on their contents and adoption.

(c) As used in this Article, (i) an "officer" means an elected or appointed official; regardless of whether the official is compensated, and (ii) an "employee" means a full-time, part-time, or contractual employee.

(Source: P.A. 95-880, eff. 8-19-08.)

Section 15. The Secretary of State Act is amended by

changing Section 14 as follows:

(15 ILCS 305/14)

Sec. 14. Inspector General.

(a) The Secretary of State must, with the advice and consent of the Senate, appoint an Inspector General for the purpose of detection, deterrence, and prevention of fraud, corruption, mismanagement, gross or aggravated misconduct, or misconduct that may be criminal in nature in the Office of the Secretary of State. The Inspector General shall serve a 5-year term. If no successor is appointed and qualified upon the expiration of the Inspector General's term, the Office of Inspector General is deemed vacant and the powers and duties under this Section may be exercised only by an appointed and qualified interim Inspector General until a successor Inspector General is appointed and qualified. If the General Assembly is not in session when a vacancy in the Office of Inspector General occurs, the Secretary of State may appoint an interim Inspector General whose term shall expire 2 weeks after the next regularly scheduled session day of the Senate.

(b) The Inspector General shall have the following qualifications:

(1) has not been convicted of any felony under the laws of this State, another State, or the United States;

(2) has earned a baccalaureate degree from an institution of higher education; and

(3) has either (A) 5 or more years of service with a federal, State, or local law enforcement agency, at least 2 years of which have been in a progressive investigatory capacity; (B) 5 or more years of service as a federal, State, or local prosecutor; or (C) 5 or more years of service as a senior manager or executive of a federal, State, or local agency.

(c) The Inspector General may review, coordinate, and recommend methods and procedures to increase the integrity of the Office of the Secretary of State. The duties of the Inspector General shall supplement and not supplant the duties of the Chief Auditor for the Secretary of State's Office or any other Inspector General that may be authorized by law. The Inspector General must report directly to the Secretary of State.

(d) In addition to the authority otherwise provided by this Section, but only when investigating the Office of the Secretary of State, its employees, or their actions for fraud, corruption, mismanagement, gross or aggravated misconduct, or misconduct that may be criminal in nature, the Inspector General is authorized:

(1) To have access to all records, reports, audits, reviews, documents, papers, recommendations, or other materials available that relate to programs and operations with respect to which the Inspector General has responsibilities under this Section.

(2) To make any investigations and reports relating to the administration of the programs and operations of the Office of the Secretary of State that are, in the judgment of the Inspector General, necessary or desirable.

(3) To request any information or assistance that may be necessary for carrying out the duties and responsibilities provided by this Section from any local, State, or federal governmental agency or unit thereof.

(4) To require by subpoena the appearance of witnesses and the production of all information, documents, reports, answers, records, accounts, papers, and other data and documentary evidence necessary in the performance of the functions assigned by this Section, with the exception of subsection (c) and with the exception of records of a labor organization authorized and recognized under the Illinois Public Labor Relations Act to be the exclusive bargaining representative of employees of the Secretary of State, including, but not limited to, records of representation of employees and the negotiation of collective bargaining agreements. A subpoena may be issued under this paragraph (4) only by the Inspector General and not by members of the Inspector General's staff. A person duly subpoenaed for testimony, documents, or other items who neglects or refuses to testify or produce documents or other items under the requirements of the subpoena shall be subject to punishment as may be determined by a court of competent

jurisdiction, unless (i) the testimony, documents, or other items are covered by the attorney-client privilege or any other privilege or right recognized by law or (ii) the testimony, documents, or other items concern the representation of employees and the negotiation of collective bargaining agreements by a labor organization authorized and recognized under the Illinois Public Labor Relations Act to be the exclusive bargaining representative of employees of the Secretary of State. Nothing in this Section limits a person's right to protection against self-incrimination under the Fifth Amendment of the United States Constitution or Article I, Section 10, of the Constitution of the State of Illinois.

(5) To have direct and prompt access to the Secretary of State for any purpose pertaining to the performance of functions and responsibilities under this Section.

(d-5) In addition to the authority otherwise provided by this Section, the Secretary of State Inspector General shall have jurisdiction to investigate complaints and allegations of wrongdoing by any person or entity related to the Lobbyist Registration Act. When investigating those complaints and allegations, the Inspector General is authorized:

(1) To have access to all records, reports, audits, reviews, documents, papers, recommendations, or other materials available that relate to programs and operations with respect to which the Inspector General has

responsibilities under this Section.

(2) To request any information or assistance that may be necessary for carrying out the duties and responsibilities provided by this Section from any local, State, or federal governmental agency or unit thereof.

(3) To require by subpoena the appearance of witnesses and the production of all information, documents, reports, answers, records, accounts, papers, and other data and documentary evidence necessary in the performance of the functions assigned by this Section. A subpoena may be issued under this paragraph (3) only by the Inspector General and not by members of the Inspector General's staff. A person duly subpoenaed for testimony, documents, or other items who neglects or refuses to testify or produce documents or other items under the requirements of the subpoena shall be subject to punishment as may be determined by a court of competent jurisdiction, unless the testimony, documents, or other items are covered by the attorney-client privilege or any other privilege or right recognized by law. Nothing in this Section limits a person's right to protection against self-incrimination under the Fifth Amendment of the United States Constitution or Section 10 of Article I of the Constitution of the State of Illinois.

(4) To have direct and prompt access to the Secretary of State for any purpose pertaining to the performance of

functions and responsibilities under this Section.

(5) As provided in subsection (d) of Section 5 of the Lobbyist Registration Act, to review allegations that an individual required to be registered under the Lobbyist Registration Act has engaged in one or more acts of sexual harassment. Upon completion of that review, the Inspector General shall submit a summary of the review to the Executive Ethics Commission. The Secretary shall adopt rules setting forth the procedures for the review of such allegations.

(e) The Inspector General may receive and investigate complaints or information concerning the possible existence of an activity constituting a violation of law, rules, or regulations; mismanagement; abuse of authority; or substantial and specific danger to the public health and safety. Any person who knowingly files a false complaint or files a complaint with reckless disregard for the truth or the falsity of the facts underlying the complaint may be subject to discipline as set forth in the rules of the Department of Personnel of the Secretary of State or the Inspector General may refer the matter to a State's Attorney or the Attorney General.

The Inspector General may not, after receipt of a complaint or information, disclose the identity of the source without the consent of the source, unless the Inspector General determines that disclosure of the identity is reasonable and necessary for the furtherance of the investigation.

Any employee who has the authority to recommend or approve any personnel action or to direct others to recommend or approve any personnel action may not, with respect to that authority, take or threaten to take any action against any employee as a reprisal for making a complaint or disclosing information to the Inspector General, unless the complaint was made or the information disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

(f) The Inspector General must adopt rules, in accordance with the provisions of the Illinois Administrative Procedure Act, establishing minimum requirements for initiating, conducting, and completing investigations. The rules must establish criteria for determining, based upon the nature of the allegation, the appropriate method of investigation, which may include, but is not limited to, site visits, telephone contacts, personal interviews, or requests for written responses. The rules must also clarify how the Office of the Inspector General shall interact with other local, State, and federal law enforcement investigations.

Any employee of the Secretary of State subject to investigation or inquiry by the Inspector General or any agent or representative of the Inspector General concerning misconduct that is criminal in nature shall have the right to be notified of the right to remain silent during the investigation or inquiry and the right to be represented in the investigation or inquiry by an attorney or a representative of

a labor organization that is the exclusive collective bargaining representative of employees of the Secretary of State. Any investigation or inquiry by the Inspector General or any agent or representative of the Inspector General must be conducted with an awareness of the provisions of a collective bargaining agreement that applies to the employees of the Secretary of State and with an awareness of the rights of the employees as set forth in State and federal law and applicable judicial decisions. Any recommendations for discipline or any action taken against any employee by the Inspector General or any representative or agent of the Inspector General must comply with the provisions of the collective bargaining agreement that applies to the employee.

(g) On or before January 1 of each year, the Inspector General shall report to the President of the Senate, the Minority Leader of the Senate, the Speaker of the House of Representatives, and the Minority Leader of the House of Representatives on the types of investigations and the activities undertaken by the Office of the Inspector General during the previous calendar year.

(Source: P.A. 96-555, eff. 1-1-10; 96-1358, eff. 7-28-10.)

Section 20. The Lobbyist Registration Act is amended by changing Sections 5 and 10 and by adding Section 4.7 as follows:

(25 ILCS 170/4.7 new)

Sec. 4.7. Prohibition on sexual harassment.

(a) All persons have the right to work in an environment free from sexual harassment. All persons subject to this Act shall refrain from sexual harassment of any person.

(b) Beginning January 1, 2018, each natural person required to register as a lobbyist under this Act must complete, at least annually, a sexual harassment training program provided by the Secretary of State. A natural person registered under this Act must complete the training program no later than 30 days after registration or renewal under this Act. This requirement does not apply to a lobbying entity or a client that hires a lobbyist that (i) does not have employees of the lobbying entity or client registered as lobbyists, or (ii) does not have an actual presence in Illinois.

(c) No later than January 1, 2018, each natural person and any entity required to register under this Act shall have a written sexual harassment policy that shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employee Ethics Act, the Whistleblower Act, and

the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

(d) For purposes of this Act, "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For the purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

(e) The Secretary of State shall adopt rules for the implementation of this Section. In order to provide for the expeditious and timely implementation of this Section, the Secretary of State shall adopt emergency rules under subsection (z) of Section 5-45 of the Illinois Administrative Procedure Act for the implementation of this Section no later than 60 days after the effective date of this amendatory Act of the 100th General Assembly.

(25 ILCS 170/5)

Sec. 5. Lobbyist registration and disclosure. Every natural person and every entity required to register under this Act shall before any service is performed which requires the natural person or entity to register, but in any event not later than 2 business days after being employed or retained, file in the Office of the Secretary of State a statement in a format prescribed by the Secretary of State containing the following information with respect to each person or entity employing, retaining, or benefitting from the services of the natural person or entity required to register:

(a) The registrant's name, permanent address, e-mail address, if any, fax number, if any, business telephone number, and temporary address, if the registrant has a temporary address while lobbying.

(a-5) If the registrant is an entity, the information required under subsection (a) for each natural person associated with the registrant who will be lobbying, regardless of whether lobbying is a significant part of his or her duties.

(b) The name and address of the client or clients employing or retaining the registrant to perform such services or on whose behalf the registrant appears. If the client employing or retaining the registrant is a client registrant, the statement shall also include the name and address of the client or clients of the client registrant

on whose behalf the registrant will be or anticipates performing services.

(c) A brief description of the executive, legislative, or administrative action in reference to which such service is to be rendered.

(c-5) Each executive and legislative branch agency the registrant expects to lobby during the registration period.

(c-6) The nature of the client's business, by indicating all of the following categories that apply: (1) banking and financial services, (2) manufacturing, (3) education, (4) environment, (5) healthcare, (6) insurance, (7) community interests, (8) labor, (9) public relations or advertising, (10) marketing or sales, (11) hospitality, (12) engineering, (13) information or technology products or services, (14) social services, (15) public utilities, (16) racing or wagering, (17) real estate or construction, (18) telecommunications, (19) trade or professional association, (20) travel or tourism, (21) transportation, (22) agriculture, and (23) other (setting forth the nature of that other business).

(d) A confirmation that the registrant has a sexual harassment policy as required by Section 4.7, that such policy shall be made available to any individual within 2 business days upon written request (including electronic requests), that any person may contact the authorized agent

of the registrant to report allegations of sexual harassment, and that the registrant recognizes the Inspector General has jurisdiction to review any allegations of sexual harassment alleged against the registrant or lobbyists hired by the registrant.

Every natural person and every entity required to register under this Act shall annually submit the registration required by this Section on or before each January 31. The registrant has a continuing duty to report any substantial change or addition to the information contained in the registration.

The Secretary of State shall make all filed statements and amendments to statements publicly available by means of a searchable database that is accessible through the World Wide Web. The Secretary of State shall provide all software necessary to comply with this provision to all natural persons and entities required to file. The Secretary of State shall implement a plan to provide computer access and assistance to natural persons and entities required to file electronically.

All natural persons and entities required to register under this Act shall remit a single, annual, and nonrefundable \$300 registration fee. Each natural person required to register under this Act shall submit, on an annual basis, a picture of the registrant. A registrant may, in lieu of submitting a picture on an annual basis, authorize the Secretary of State to use any photo identification available in any database maintained by the Secretary of State for other purposes. Each

registration fee collected for registrations on or after January 1, 2010 shall be deposited into the Lobbyist Registration Administration Fund for administration and enforcement of this Act.

(Source: P.A. 98-459, eff. 1-1-14.)

(25 ILCS 170/10) (from Ch. 63, par. 180)

Sec. 10. Penalties.

(a) Any person who violates any of the provisions of this Act, except for a violation of Section 4.7 or paragraph (d) of Section 5, shall be guilty of a business offense and shall be fined not more than \$10,000 for each violation. Every day that a report or registration is late shall constitute a separate violation. In determining the appropriate fine for each violation, the trier of fact shall consider the scope of the entire lobbying project, the nature of activities conducted during the time the person was in violation of this Act, and whether or not the violation was intentional or unreasonable.

(a-5) A violation of Section 4.7 or paragraph (d) of Section 5 shall be considered a violation of the State Officials and Employees Ethics Act, subject to the jurisdiction of the Executive Ethics Commission and to all penalties under Section 50-5 of the State Officials and Employees Ethics Act.

(b) In addition to the penalties provided for in subsections ~~subsection~~ (a) and (a-5) of this Section, any person convicted of any violation of any provision of this Act

is prohibited for a period of three years from the date of such conviction from lobbying.

(c) There is created in the State treasury a special fund to be known as the Lobbyist Registration Administration Fund. All fines collected in the enforcement of this Section shall be deposited into the Fund. These funds shall, subject to appropriation, be used by the Office of the Secretary of State for implementation and administration of this Act.

(Source: P.A. 96-555, eff. 1-1-10.)

Section 25. The Illinois Human Rights Act is amended by adding Section 2-107 as follows:

(775 ILCS 5/2-107 new)

Sec. 2-107. Hotline to Report Sexual Harassment.

(a) The Department shall, no later than 3 months after the effective date of this amendatory Act of the 100th General Assembly, establish and maintain a sexual harassment hotline. The Department shall help persons who contact the Department through the hotline find necessary resources, including counseling services, and assist in the filing of sexual harassment complaints with the Department or other applicable agencies. The Department may recommend individual seek private counsel, but shall not make recommendations for legal representation. The hotline shall provide the means through which persons may anonymously report sexual harassment in both

private and public places of employment. In the case of a report of sexual harassment by a person subject to Article 20 or 25 of the State Officials and Employees Ethics Act, the Department shall, with the permission of the reporting individual, report the allegations to the Executive Inspector General or Legislative Inspector General for further investigation.

(b) The Department shall advertise the hotline on its website and in materials related to sexual harassment, including posters made available to the public, and encourage reporting by both those who are subject to sexual harassment and those who have witnessed it.

(c) All communications received by the Department via the hotline or Internet communication shall remain confidential and shall be exempt from disclosure under the Freedom of Information Act.

(d) As used in this Section, "hotline" means a toll-free telephone with voicemail capabilities and an Internet website through which persons may report instances of sexual harassment.

Section 99. Effective date. This Act takes effect upon becoming law.