



**AGENDA FOR
CITY COUNCIL MEETING**
Council Chambers
401 E Third Street
Kewanee, Illinois 61443
Closed Meeting starting at 6:00 p.m.
Open Meeting starting at 7:00 p.m.
Monday, January 28, 2019

Posted by 5:30 p.m., January 25, 2019

1. Call to Order
2. Closed Meeting pursuant to Section 2 (C) (2) of the Open Meetings Act to discuss Collective Bargaining.
3. Pledge of Allegiance
4. Consent Agenda
 - a. Approval of Minutes
 - b. Payroll
 - c. Staff Reports
5. Presentation of Bills and Claims
6. Citizen Participation
7. Business:
 - a. **Consideration of a Resolution** authorizing the City Manager to execute a security agreement with Macon General Contractors regarding substitution of collateral for a Revolving Loan with Midwest Trailer Manufacturing.
 - b. **Discussion** regarding the Health Insurance Fund.
 - c. **Discussion** regarding the Internal Controls Policy.
8. Council Communications:
9. Announcements:
10. Adjournment



MEMORANDUM

Date: January 25, 2019
From: Gary Bradley, City Manager
To: Mayor & Council
RE: Council Meeting of **Monday, January 28, 2019**

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

1. **Bed Shaker Alarms**— Chief Shook is annually provided with Smoke detectors from the Red Cross. This year, he was also informed that they have a limited number of Bed Shaker Alarms for the hearing impaired. If you know someone who would benefit from such an alarm, they can contact Chief Shook or the Red Cross for more information.
2. **Campaign Activities**— Please note that the workplace is not an appropriate location for any campaign related activities. Any candidates wishing to speak with employees about an upcoming election may contact the unions and speak to them during non-working hours at a meeting if they are willing to schedule one and meet.
3. **Public Presentations**— Detective Bryner gave a presentation at Rotary about the City's Drone and how it is used, while Officer Peed gave a presentation to Kiwanis about the City's Canine Officer. Both presentations were well received.
4. **Fire and Police Commission**— The Commission met on January 17 to begin the process for developing a hiring list for police officers.
5. **County ED Interviews**— An additional round of interviews for the county-wide Economic Development Director position was held and the County is now considering the candidate(s) that was recommended for further consideration.
6. **Fire Department Vacancies**— The City was in the process of hiring a fireman but the candidate withdrew from consideration to accept a job elsewhere. We worked through the process with the candidate who was next highest on the current list, and have an anticipated start date of February 4. We have received resignation paperwork from another fireman with a last day of February 12. We have initiated the process for the next highest candidate with the goal of hiring him as close as possible to the last day of our resigning firefighter.
7. **Memorial Sign**— We were recently contacted by a member of the family of a resident who passed away last year asking that a memorial sign be placed in his honor on certain streets. I explained our policy to the family member and made contact with our elected representatives at the state level. The widow has assured me that though some family members feel it would be appropriate, the deceased would not have wanted the memorial

sign and does not feel that we need to pursue the matter.

8. **Business After Hours**— The Chamber of Commerce’s first Business After Hours of 2019 is scheduled for Thursday, February 7th at 5:00 p.m. at Rux Funeral Home.
9. **Community Black History Extravaganza**—This year’s event will be held on Sunday, Feb. 17, 2019 at 2:00 p.m. at the First Congregational Church on Prospect.
10. **Chief Ainley**— Chief Ainley will be out for 30 to 45 days. Lieutenant Rivord will be filling in during the Chief’s absence.
11. **Francis Park Furnace**— The furnace at Woodland Palace quit working. The repairs were relatively minor and the building is heated again.
12. **Mausoleum Improvements**— Staff met with Michele Schwarm of Aunt Daisy’s Bed and Breakfast to discuss potential assistance to the City from a civic organization and some of her frequent patrons, with the effort focused on restoration/beautification of the mausoleum at Pleasantview Cemetery. There are no formal plans at this time but we are gathering information to aid in continued discussions.
13. **Budget**— Budget worksheets have been created and staff has begun the process of putting together our first draft of our anticipated year-end expenses and needs for the upcoming fiscal year.
14. **Mowing work orders** — Staff would like to have a workshop to discuss the topic and ways to improve our process at the first meeting in February.
15. **Amtrak Meeting**— The next Amtrak Corridor meeting is scheduled to be held April 10th in Moline at their depot, even though they do not have service at this time. If service is added there, it is not expected to impact the number of trains that we have on our line.
16. **North Water Tower**— Councilmember Yaklich inquired about future plans for repairs to the north water tower. The rehabilitation of the tower is scheduled for 2020 in the City’s Capital Improvement Plan. The timing of those repairs is based on the inspection conducted two years ago by Utility Services.
17. **Warming Centers** – The YMCA and Wethersfield School District have indicated their willingness to be warming centers when needed. Kewanee School District currently has an agreement with the Red Cross for all of their facilities to act as warming centers when activated by the Red Cross. Our City Hall is also a warming center.
18. **Communication Plan**— A hard copy of the communication plan has been placed in your boxes.

**COUNCIL MEETING 19-01
JANUARY 14, 2019**

The City Council met in Council Chambers at 6:00 PM with the Mayor calling the meeting to order and the following answering to roll call:

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

Council Member Faber made a motion to adjourn to executive session pursuant to Section 2(C)(1) of the Open Meetings Act to discuss personnel and Section 2(c)(11) to discuss pending litigation. Council Member Yaklich seconded the motion. Roll call showed 5 ayes, no nays. The motion passed.

The executive session adjourned at 6:54 pm on a motion made by Council Member Faber and seconded by Council Member Colomer. Roll call showed 5 ayes, no nays. The motion passed.

Mayor Looney called the open meeting to order at 7:00 pm stating that the Council is reconvening following a closed session pursuant to Section 2(C) (1) of the Open Meetings Act to discuss personnel and Section 2(c) (11) to discuss pending litigation.

News media present was as follows:

Mike Helenthal	Star Courier
Shawn Kernan	WKEI

The Pledge of Allegiance was said.

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

Mayor Looney explained that the next items were placed on the consent agenda and were considered to be routine in nature to be passed as a whole with one vote of the Council. Mayor Looney requested that any member of the Council or the audience wishing to have an item removed from the consent agenda for individual consideration to make the request and the item would be removed and considered following the approval of the remaining consent items. The consent agenda included minutes from the December 21, 2018 Council Meeting, payroll for the pay period ending January 5, 2019 in the amount of \$269,987.64, reports from Community Development and Public Works. The consent agenda items were approved on a motion made by Council Member Yaklich and seconded by Council Member Faber. Roll call showed 5 ayes, no nays. The motion passed.

Bills submitted for approval totaling \$286,435.91 were approved on a motion made by Council Member Faber and seconded by Council Member Colomer. Council Member Yaklich questioned the benefit the City received from the work of Jacob & Klein and the Economic Development Group. City Manager Bradley explained the assistance received from the attorneys in those

businesses with the duties related to TIF zones. Roll call showed 5 ayes, no nays. The motion passed.

CITIZEN PARTICIPATION

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

NEW BUSINESS

Ordinance #3953 vacating an alley located in the parking lot of East Tenth Street was approved on a motion made by Council Member Colomer and seconded by Council Member Faber. Jon DeBord explained that the electric, phone and data lines would be run through the alley to the second building on the property. Roll call showed 5 ayes, no nays. The motion passed.

Resolution #5138 awarding the demolition of the house at 830 Florence Street and the garage at 829 Florence Street to Dana Construction 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 #5139 authorizing the purchase of two used automated garbage trucks from the City of Normal, IL was approved on a motion made by Council Member Colomer and seconded by Council Member Yaklich. Operations Manager confirmed that any employees no longer needed for garbage collection would be split between other departments. Roll call showed 5 ayes, no nays. The motion passed.

A brief discussion was held regarding an Internal Controls policy. Mayor Looney noted that anytime the policy referred to a specific person, such as the Director of Finance or City Clerk, that it should also state or designee. Council Member Yaklich noted that he had several notations. The Council notes would be integrated into the policy for review at the next meeting, with Council action anticipated at the first meeting in February.

A brief discussion regarding the Health Insurance Fund balance followed. The discussion included the minimum fund balance being a cushion for the City, as well as the report that the City was in discussion with the insurance consultants. Staff will meet continue discussions with the consultants and bring the topic back to the Council at the next meeting.

OTHER BUSINESS

Council Member Colomer noted the big snow event and the pretty good job by staff. He reminded residents to stay off the roads during those events to allow staff to clear the roads.

Council Member Koehler thanked all those involved for the Christmas decorations and events around town.

Council Member Yaklich noted that city staff's responsibility to respond to emergencies on holidays, noting specifically a water main repair on New Year's Eve and response to an accident

in Wyandot with an anhydrous tank and a train. Council Member Yaklich reported that he had received compliments regarding the professionalism of the staff at the train incident.

Council Member Faber requested that the warming stations be noted on the website when identified.

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

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

Mayor Looney thanked City staff and wished everyone a Happy New Year.

ANNOUNCEMENTS

City Clerk Edwards announced that City Hall offices would be closed on Monday, January 21, 2019 in observance of Martin Luther King Jr Day. There would be no planned changes to the trash collection schedule.

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 7:44 PM.

MELINDA EDWARDS, CITY CLERK

DATE APPROVED

BOCK INC.
MONTHLY REPORT FOR
DECEMBER, 2018

SUBMITTED BY: *Steve Bock*

IEPA SUMMARY

No communications with the IEPA for the month of December.

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 3 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 47 months.

OPERATIONS SUMMARY

Flow for the month averaged 4.815 MGD with the rainfall totaling 2.88 inches.

Total KWH used for the month was 188,400.

All permit limits on the effluent were met for the month.

Sludge applied to the field totaled 0 gallons for the month.

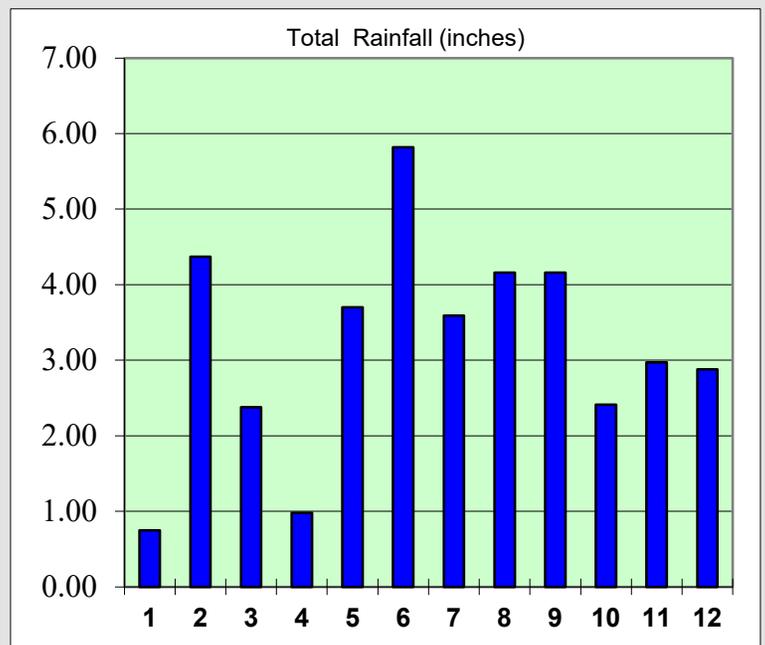
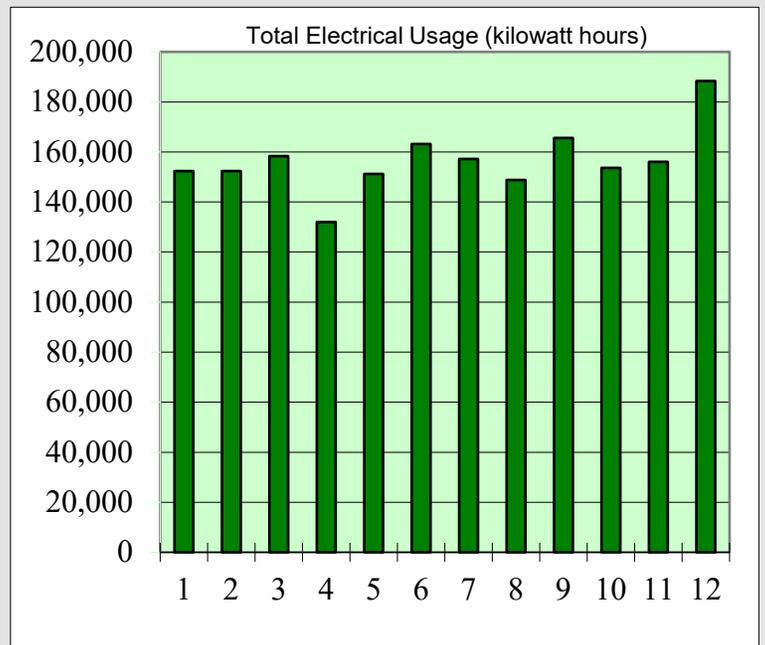
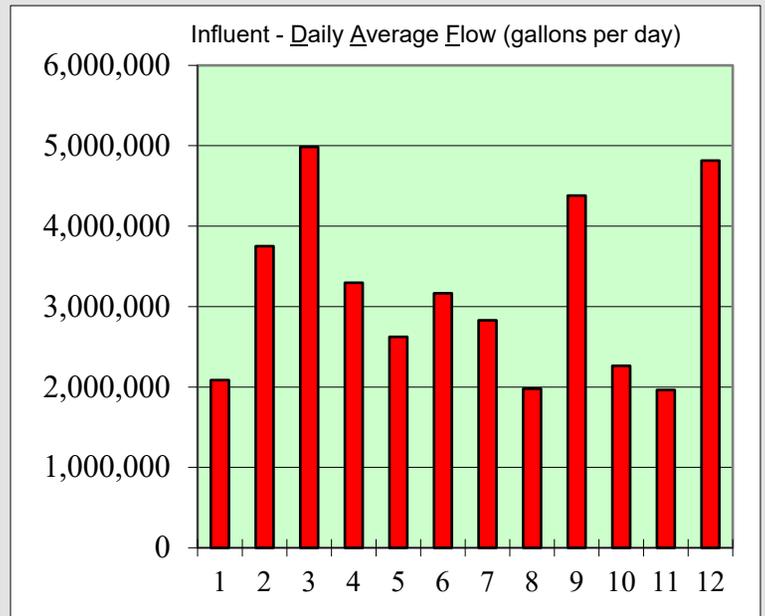
The semi-annual sludge report for the last six months of 2018 has been prepared and sent to the IEPA. A copy of the report is attached.

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 <u>E</u> lectrical <u>U</u> sage (kilowatt hours)	Total <u>R</u> ainfall (inches)
1	January 2018	2,083,840	152,400	0.75
2	February 2018	3,752,853	152,400	4.37
3	March 2018	4,984,868	158,400	2.38
4	April 2018	3,297,617	132,000	0.98
5	May 2018	2,621,941	151,200	3.70
6	June 2018	3,167,547	163,200	5.82
7	July 2018	2,829,240	157,200	3.59
8	August 2018	1,980,407	148,800	4.16
9	September 2018	4,381,977	165,600	4.16
10	October 2018	2,265,252	153,600	2.41
11	November 2018	1,962,339	156,000	2.97
12	December 2018	4,815,822	188,400	2.88
Total		38,143,703	1,879,200	38.17
Average		3,178,642	156,600	3.18

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

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



DMR Copy of Record

Permit			
Permit #:	IL0029343	Permittee:	KEWANEE, CITY OF
Major:	Yes	Permittee Address:	401 EAST THIRD STREET KEWANEE, IL 61443
Permitted Feature:	001 External Outfall	Discharge:	001-0 STP OUTFALL
Facility:		Facility Location:	KEWANEE STP 194 FISHER AVENUE KEWANEE, IL 61443

Report Dates & Status			
Monitoring Period:	From 12/01/18 to 12/31/18	DMR Due Date:	01/25/19
Status:	NetDMR Validated		

Considerations for Form Completion			
DMF LOAD LIMITS DISPLAYED			
Principal Executive Officer			
First Name:	Stanley	Title:	Operator-in-Charge
Last Name:	Bockewitz	Telephone:	309-852-2789

No Data Indicator (NODI)			
Form NODI:	--		

Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Quantity or Loading					Quality or Concentration					# of Ex.	Frequency of Analysis	Sample Type
					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3			
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	--	Sample	=	8.55	=	8.55	=	8.1	19 - mg/L	01/07 - Weekly	GR - GRAB			
					Permit Req.	>=	5.5 MO AV MN	>=	4 MN WK AV	>=	3.5 DAILY MN	19 - mg/L	0	01/07 - Weekly	GR - GRAB		
					Value NODI												
00400	pH	1 - Effluent Gross	0	--	Sample	=	7.53	=		=	7.62	12 - SU	01/07 - Weekly	GR - GRAB			
					Permit Req.	>=	6 MINIMUM			<=	9 MAXIMUM	12 - SU	0	01/07 - Weekly	GR - GRAB		
					Value NODI												
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample	=	94.1	=	281	=	2.1	19 - mg/L	01/07 - Weekly	CP - COMPOS			
					Permit Req.	<=	500 MO AVG	<=	1001 DAILY MX	<=	12 MO AVG	<=	24 DAILY MX	19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Value NODI												
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	--	Sample	=		=		=	6.3	19 - mg/L	01/30 - Monthly	CP - COMPOS			
					Permit Req.										0	01/30 - Monthly	CP - COMPOS
					Value NODI												
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	3	--	Sample	=	1.5	=	4.4	=	0.033	19 - mg/L	01/07 - Weekly	CP - COMPOS			
					Permit Req.	<=	121 MO AVG	<=	196 DAILY MX	<=	2.9 MO AVG	<=	4.7 DAILY MX	19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Value NODI												
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample	=		=		=	0.9	19 - mg/L	01/30 - Monthly	CP - COMPOS			
					Permit Req.										0	01/30 - Monthly	CP - COMPOS
					Value NODI												
00940	Chloride [as Cl]	1 - Effluent Gross	0	--	Sample	=		=	18950	=	460	19 - mg/L	01/07 - Weekly	CP - COMPOS			
					Permit Req.	<=	20850 DAILY MX	<=	500 DAILY MX					0	01/07 - Weekly	CP - COMPOS	
					Value NODI												
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	--	Sample	=	4.288649	=	7.472689	=				99/99 - Continuous			
					Permit Req.		Req Mon MO AVG		Req Mon DAILY MX		03 - MGD			0	99/99 - Continuous		
					Value NODI												
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample	=		=		=		19 - mg/L					
					Permit Req.						<=	.05 DAILY MX			0	CL/OC - Chlorination/Occurances	GR - GRAB
					Value NODI												
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	--	Sample	=	42.9	=	61.3	=	1.17	19 - mg/L	01/07 - Weekly	CP - COMPOS			
					Permit Req.	<=	417 MO AVG	<=	834 DAILY MX	<=	10 MO AVG	<=	20 DAILY MX	19 - mg/L	0	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: 2019-01-17 13:17 (Time Zone: -06:00)

Report Last Signed By

User: bockinc1992

Name: Stanley Bockewitz

E-Mail: stanb@bockinc.net

Date/Time: 2019-01-17 13:26 (Time Zone: -06:00)

DMR Copy of Record

Permit																			
Permit #:	IL0029343	Permittee:	KEWANEE, CITY OF	Facility:	KEWANEE STP														
Major:	Yes	Permittee Address:	401 EAST THIRD STREET KEWANEE, IL 61443	Facility Location:	194 FISHER AVENUE KEWANEE, IL 61443														
Permitted Feature:	INF Internal Outfall	Discharge:	INF-L INFLUENT MONITORING																
Report Dates & Status																			
Monitoring Period:	From 12/01/18 to 12/31/18	DMR Due Date:	01/25/19	Status:	NetDMR Validated														
Considerations for Form Completion																			
Principal Executive Officer																			
First Name:	Stanley	Title:	Operator-in-Charge	Telephone:	309-852-2789														
Last Name:	Bockewitz																		
No Data Indicator (NODI)																			
Form NODI:	--																		
Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Quantity or Loading					Quality or Concentration					# of Ex.	Frequency of Analysis	Sample Type		
					Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units			
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	--	Sample					=	22.6					19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Permit Req.											19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Value NODI														
00530	Solids, total suspended	G - Raw Sewage Influent	0	--	Sample					=	98.6					19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Permit Req.											19 - mg/L	0	01/07 - Weekly	CP - COMPOS
					Value NODI														
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0	--	Sample	=	4.815822	=	7.824785	03 - MGD								99/99 - Continuous	
					Permit Req.		Req Mon MO AVG		Req Mon DAILY MX	03 - MGD							0	99/99 - Continuous	
					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																			
Attachments																			
No attachments.																			
Report Last Saved By																			
KEWANEE, CITY OF																			
User:	bockinc1992																		
Name:	Stanley Bockewitz																		
E-Mail:	stanb@bockinc.net																		
Date/Time:	2019-01-17 13:20 (Time Zone: -06:00)																		
Report Last Signed By																			
User:	bockinc1992																		
Name:	Stanley Bockewitz																		
E-Mail:	stanb@bockinc.net																		
Date/Time:	2019-01-17 13:27 (Time Zone: -06:00)																		

DMR Copy of Record

Permit					
Permit #:	IL0029343	Permittee:	KEWANEE, CITY OF	Facility:	KEWANEE STP
Major:	Yes	Permittee Address:	401 EAST THIRD STREET KEWANEE, IL 61443	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 12/01/18 to 12/31/18	DMR Due Date:	01/25/19	Status:	NetDMR Validated

Considerations for Form Completion
 NUMBER OF DAYS OF DISCHARGE:

Principal Executive Officer					
First Name:	Stanley	Title:	Operator-in-Charge	Telephone:	309-852-2789
Last Name:	Bockewitz				

No Data Indicator (NODI)
 Form NODI: --

Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Quantity or Loading					Quality or Concentration					# of Ex.	Frequency of Analysis	Sample Type		
					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														
					Permit Req.														
					Value NODI														
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
00400	pH	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
82220	Flow, total	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					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

Attachments
 No attachments.

Report Last Saved By
 KEWANEE, CITY OF

User: bockinc1992
 Name: Stanley Bockewitz
 E-Mail: stanb@bockinc.net
 Date/Time: 2019-01-17 13:05 (Time Zone: -06:00)

Report Last Signed By

User: bockinc1992
Name: Stanley Bockewitz
E-Mail: stanb@bockinc.net
Date/Time: 2019-01-17 13:22 (Time Zone: -06:00)

DMR Copy of Record

Permit			
Permit #:	IL0029343	Permittee:	KEWANEE, CITY OF
Major:	Yes	Permittee Address:	401 EAST THIRD STREET KEWANEE, IL 61443
Permitted Feature:	005 External Outfall	Discharge:	005-0 EXCESS FLOW LAGOON OUTFALL-WEST LAGOON
Facility: KEWANEE STP			
Facility Location: 194 FISHER AVENUE KEWANEE, IL 61443			
Report Dates & Status			
Monitoring Period:	From 12/01/18 to 12/31/18	DMR Due Date:	01/25/19
Status:		NetDMR Validated	
Considerations for Form Completion			
NUMBER OF DAYS OF DISCHARGE:			
Principal Executive Officer			
First Name:	Stanley	Title:	Operator-in-Charge
Last Name:	Bockewitz	Telephone:	309-852-2789
No Data Indicator (NODI)			
Form NODI:	--		

Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Quantity or Loading					Quality or Concentration					# of Ex.	Frequency of Analysis	Sample Type		
					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														
					Permit Req.														
					Value NODI														
00310	BOD, 5-day, 20 deg. C	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
00400	pH	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
74055	Coliform, fecal general	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					Value NODI														
82220	Flow, total	1 - Effluent Gross	0	--	Sample														
					Permit Req.														
					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

Attachments
No attachments.

Report Last Saved By
KEWANEE, CITY OF

User: bockinc1992
Name: Stanley Bockewitz
E-Mail: stanb@bockinc.net
Date/Time: 2019-01-17 13:05 (Time Zone: -06:00)

Report Last Signed By

User: bockinc1992
Name: Stanley Bockewitz
E-Mail: stanb@bockinc.net
Date/Time: 2019-01-17 13:21 (Time Zone: -06:00)



FINANCE & ADMINISTRATIVE SERVICES

DECEMBER 2018

Water Bill Payments Processed

At counter	1158
By mail	328
By dropbox	689
At bank	<u>55</u>
Total Water Bill Payments	2230

Other Payments 160

Total Payments Processed **2390**

Customer Contacts (non-payment)

By phone	1499
At counter	469
Work orders written	<u>217</u>
Total Customer Contacts	2185

Misc Requests/Employee Contacts

By phone or in-person **657**

PSN Payments **524**

City of Kewanee
Targeted Minor Home Repair Program
FY 19 Projects and Expenditures

Name	Street Address	Work Requested	Project Estimate	2019 Expenditures	Contractor
Sue Ostrowski	215 S Tremont St	Replace 2 entry doors, replace storm door, replace 4 windows, remove & re-frame roof over back door/patio area.	\$7,500.00	\$7,500.00	DeReu Construction
Lynette Cruse	107 S Walnut St	Remove old gutter system and replace with new seamless gutter system, Replace rotted wood siding, install steel fascia and soffit.	\$7,080.00	\$339.50	Astorga Contracting
Betty Dorsey	108 N Vine St	Removal of old porch behind house, remove existing debris, build new 12' x 10' deck with footings, replace and reframe 4 basement windows and exterior basement door, Intall new support for porch roof, install steel roofing and flashing along with gutters on porch.	\$6,303.36	\$1,573.71	Two Guys Construction
Anton& Michelle Turchi	618 W 5th St	Remove & replace roofing (upper & lower flat roof), sheeting, soffit, gutters, one entry door at rear of house, replace two windows.	\$7,425.00	\$7,425.00	JC Beaman

City of Kewanee
Targeted Minor Home Repair Program
FY 19 Projects and Expenditures

Name	Street Address	Work Requested	Project Estimate	2019 Expenditures	Contractor
Chris Shadrick	1131 Rose St	Roof repair, gutters, new siding.	\$7,342.84	\$7,365.77	Home Owner
Penni Russell	217 S Tremont St	Replace 1 double hung window, build wood steps over existing damaged concrete steps on front porch, seal cracks & prep porch for paint, install screen door (special order due to size), replace footing support for front porch, paint back porch, scrape house and paint.	\$7,000.00	\$7,000.00	Murray Bros.
Reuben Palofax	621 W 4th St	Replace OSB Sheeting, replace rotted boards, Install old rubber roofing	\$1,938.00	\$1,938.00	JC Beaman
Paul Ensley	405 N. Cottage	Roof, gutters, windows	\$6,700.00	\$6,700.00	DeReu Construction
Pam Rosebeck	427 Franklin St	Repair Foundation	\$3,100.00	\$3,100.00	Terry Hand
Bonnie Hicks	527 Pine St	Replace Furnace	\$2,884.52	\$2,884.52	DeSmit Heating and Cooling Inc
Brian Elgin	610 W 5th St	Tear off and re-roof, install rubber roofing on flat roof area, add ice barrier per code.	\$5,540.00	\$5,540.00	JC Beaman
YTD Totals				\$43,941.50	



Health - Building - Zoning

Building Permits December 2018

Date	Bldg. Permit#	Permit Issued To	Job Address	Est Cost	Permit Fee
12/5/2018	B-18-186	Luis Paredes	204 S Vine		
Construction of 22' x 25' (550 sq ft total) American Steel garage to be placed 5' from rear lot li				\$4,000.00	\$89.00
12/17/2018	B-18-187	Marcus Quart	144 Willard		
Construction of 20' x 18' (360 sq ft total) steel carport/shed behind garage, anchored by concr				\$2,500.00	\$76.00
12/17/2018	B-18-188	Brooke Kruger	1106 N Main		
Construction of 12' x 50' (600 sq ft total) American steel storage shed on 42" footing, perimet				\$12,170.00	\$89.00
<i>Value of improvements in Enterprise Zone</i>				\$0.00	
<i>Value of improvements outside the Enterprise Zone</i>				\$18,670.00	
<i>Total Value of Improvements</i>				\$18,670.00	
<i>Total Value of Permit Fees waived for Enterprise Zone</i>				\$0.00	
<i>Total Value of other Permit Fees</i>				\$254.00	

Prepared by: 



Health - Building - Zoning

Electrical Permits December 2018

Date	Elec Permit#	Permit Issued To	Job Address	Est Cost	Permit Fee
Job Descrip					
12/4/2018	E-18-108	Shaw Electric Inc	915 Pleasant		
Repair fire damage, restore power, connect temporary light.				\$8,000.00	\$50.00
12/10/2018	E-18-109	Westefer Lighting	1501 Burlington Ave.		
Replace exterior lights (13) with LED.				\$1,800.00	(\$100.00)
12/10/2018	E-18-110	Westefer Lighting	1221 Page St.		
Replace 36 exterior lights with LED.				\$8,900.00	(\$100.00)
12/12/2018	E-18-111	Frank Polowy/Eternal Energy Inc	120-126 W 5th		
Upgrade to two 200 amp services at 124 and 126 W 5th.				\$2,000.00	(\$100.00)
12/13/2018	E-18-112	Don Elmore	1010 Lake		
Replace sub panel.				\$860.00	(\$50.00)
12/17/2018	E-18-113	Motley's Electric	626 Tenney		
Install new service, one 200 amp meter base and one 100 amp service underground to transfor				\$5,133.00	(\$100.00)

Date	Elec Permit#	Permit Issued To	Job Address
Job Descrip	Est Cost	Permit Fee	
<i>Value of improvements in Enterprise Zone</i>	\$18,693.00		
<i>Value of improvements outside the Enterprise Zone</i>	\$8,000.00		
<i>Total Value of Improvements</i>	\$26,693.00		
<i>Total Value of Permit Fees waived for Enterprise Zone</i>	(\$450.00)		
<i>Total Value of other Permit Fees</i>	\$50.00		

Prepared by: Elizabeth A. Kelley



Health - Building - Zoning

Plumbing Permits December 2018

Date	Plumb Permit	Permit Issued To	Job Address	Est Cost	Permit Fee
Job Descrip					
12/13/2018	P-18-089	Ed's Htg, AC, Plmbg & Elec., Inc.	431 N East		
Installation of Watts 3/4" RPZ backflow preventer and air gap.				\$890.00	(\$16.30)
12/14/2018	P-18-090	Ed's Htg, AC, Plmbg & Elec., Inc.	209 Hillcrest		
Install one new A.O. Smith 40 gallon natural gas water heater.				\$978.85	\$16.30
12/4/2018	P-18-088	Ed's Htg, AC, Plmbg & Elec., Inc.	1126 Roseview		
Install one new A.O. Smith 40 gallon electric water heater.				\$1,014.00	(\$16.30)
12/14/2018	P-18-091	Ed's Htg, AC, Plmbg & Elec., Inc.	250 Acorn St S		
Install one new A.O. Smith 40 gallon natural gas water heater.				\$913.12	\$16.30
12/17/2018	P-18-092	Ed's Htg, AC, Plmbg & Elec., Inc.	1236 W Church		
Install one new Menards 9.6kw point of use electric tankless water heater.				\$385.85	(\$16.30)
12/26/2018	P-18-093	Ed's Htg, AC, Plmbg & Elec., Inc.	637 Andrews		
Install one new A.O. Smith 30 gallon electric (tall) water heater.				\$1,414.80	\$16.30

Date	Plumb Permit	Permit Issued To	Job Address
Job Descrip	Est Cost	Permit Fee	
<i>Value of improvements in Enterprise Zone</i>	\$2,289.85		
<i>Value of improvements outside the Enterprise Zone</i>	\$3,306.77		
<i>Total Value of Improvements</i>	\$5,596.62		
<i>Total Value of Permit Fees waived for Enterprise Zone</i>	(\$48.90)		
<i>Total Value of other Permit Fees</i>	\$48.90		

Prepared by: Elizabeth A. Kelley



Health - Building - Zoning

Miscellaneous Permits December 2018

Date	Misc Permit#	Permit Issued To	Job Address	Job Descrip	Est Cost	Permit Fee
12/12/2018	M-18-045	Modern Piping	315 W 1st	Replace the HVAC unit for the pool area.	\$91,000.00	\$100.00
12/5/2018	M-18-044	Todd Lappin/FYPM Properties LLC	301 S Grove	Demolition of commercial building.	\$8,200.00	\$150.00
12/20/2018	M-18-046	Ed's Htg, AC, Plmbg & Elec., Inc.	832 N East	Replace blower to heater.	\$490.00	(\$35.00)
12/26/2018	M-18-047	Ed's Htg, AC, Plmbg & Elec., Inc.	133 E Division	Installed thermostats, replaced two motors, replaced fuse.	\$1,760.25	(\$35.00)

Date	Misc Permit#	Permit Issued To	Job Address
Job Descrip			Est Cost Permit Fee
<i>Value of improvements in Enterprise Zone</i>			\$2,250.25
<i>Value of improvements outside the Enterprise Zone</i>			\$99,200.00
<i>Total Value of Improvements</i>			\$101,450.25
<i>Total Value of Permit Fees waived for Enterprise Zone</i>			(\$70.00)
<i>Total Value of other Permit Fees</i>			\$250.00

Prepared by: *Elizabeth A Kelley*

SYS DATE:01/25/19

CITY OF KEWANEE
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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 LEXISNEXIS RISK SOLUTIONS			178.50	
138173420181130	01-21-549	CONTRACT FEE		91.50
138173420181231	01-21-549	CONTRACT FEE		87.00
01 ADVANCED BUSINESS SYSTEMS INC			157.76	
INV120301	01-11-512	COPIER MAINT CONTRACT		157.76
01 AIRGAS MID AMERICA			48.00	
9958712153	51-93-512	PROPANE TANK RENTAL		48.00
01 AMEREN ILLINOIS			21455.95	
D011119	01-11-571	ST LIGHTS & SIGNALS		7329.37
D011119	01-52-571	PARKS-ELECTRIC		30.73
D011119	51-93-571	WTP & WELLS-ELECTRIC		7529.31
D011119	52-93-571	WWTP & LIFT STS-ELECTRIC		5241.82
D011119	54-54-571	FR PARK-ELECTRIC		71.05
D011119	58-36-571	CEMETERY-ELECTRIC		170.70
D011119	62-45-571	MUN BLDGS-ELECTRIC		1082.97
01 ANCEL, GLINK, DIAMOND, BUSH,			2418.75	
D071218	21-11-533	PROF SERVS-FOP ARBITRATION		2418.75
01 AUCA CHICAGO MC LOCKBOX			88.30	
1591678491	62-45-471	UNIFORM RENTAL		52.62
1591694786	62-45-471	UNIFORM RENTAL		35.68
01 AUTO ZONE			68.78	
2644285694	62-45-613	TRANSMISSION FLUID		19.99
2644287257	62-45-613	OIL FILTER		5.39
2644287258	62-45-613	MOTOR OIL		43.40
01 BELSON OUTDOORS LLC			2095.89	
171124	01-52-159.7	TRASH RECEPTACLES		1409.00
171124	01-52-618	TRASH RECEPTACLES		444.89
171392	01-52-652	TRASH RECEPTACLE LIDS		242.00
01 BI-STATE REGIONAL COMM			1511.75	
D010119	02-61-561	QUARTERLY MEMBERSHIP		1511.75
01 MARK BITTING			4019.40	
332738-740	01-41-574	BULK BRUSH DISPOSAL		1855.00
332738-740	57-44-574	LANDSCAPE WASTE		2164.40
01 BOCK INC			54894.42	
58A	51-93-515	WTP CONTRACT PAYMENT		14676.42
58A	52-93-515	WWTP CONTRACT PAYMENT		40218.00
01 BONNELL INDUSTRIES INC			4591.00	
0184390-IN	39-73-840	WATER TRUCK UPFITTING		4591.00
01 COLWELL, BRENT			250.00	
156188	01-65-549	ELECTRICAL INSPECTION		50.00
156189	01-65-549	ELECTRICAL INSPECTION		50.00
156190	01-65-549	ELECTRICAL INSPECTION		50.00
156191	01-65-549	ELECTRICAL INSPECTION		50.00
156192	01-65-549	ELECTRICAL INSPECTION		50.00
01 COMCAST CABLE			111.85	
D011419D	38-71-549	INTERNET-DEPOT		111.85

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01 COMCAST CABLE D011519NWP	51-93-552	INTERNET VPN-NWTP	106.85	106.85
01 COMCAST CABLE D011519SWP	51-93-552	INTERNET VPN-SWTP	86.90	86.90
01 CORE & MAIN LP J855948	51-42-512	SENSUS COMMAND LINK	635.00	635.00
01 CULLIGAN OF KEWANEE D123018	52-93-652	WWTP-LAB WATER	84.13	84.13
01 DESMIT'S HEATING AND COOLING I 1708	02-61-930.6	TMHR-527 PINE ST-HICKS	2884.52	2884.52
01 DOOLEY BROS PLUMBING 39	52-93-512	IGNITION CONTROL & DAMPER	791.43	791.43
01 ENTEC SERVICES INC SIN028581	38-71-549	CITY HALL HVAC REPAIRS	1475.56	1475.56
01 ENVIRO SAFETY PRODUCTS 5847088	52-43-830	2-WAY RADIO HEADSET	1270.99	1270.99
01 FRIENDS OF THE ANIMALS 628665	01-21-539	SEMI-MO CONTRACT PYMNT	1333.33	1333.33
01 GALVA IRON & METAL CO INC 34432	01-41-612	LOADER CHAIN	431.75	431.75
01 GUSTAFSON FORD 162652 162746 5973 5977 5987	62-45-513 62-45-513 62-45-613 62-45-613 62-45-613	FLASH PCM WHEEL ALIGNMENT SPARK PLUGS PLUGS & GASKETS SPINDLE & TIE ROD END	463.69	89.91 84.95 26.46 130.36 132.01
01 HEART TECHNOLOGIES INC 21747	38-71-549	REPAIR FIRE ALARM	384.86	384.86
01 HUBER TECHNOLOGY, INC CD10017729	52-93-512	BAGGER MAGAZINES	520.00	520.00
01 ILLINOIS LAW ENFORCEMENT ALARM D012019	01-21-563	ILEAS CONF REG FEE	100.00	100.00
01 IMPACT NETWORKING 1314400	01-11-512	COPIER MAINT CONTRACT	147.92	147.92
01 JOHN C BEAMAN D011619	02-61-930.6	TMHR-610 W FIFTH ST	7000.00	7000.00
01 JF AHEARN CO 294928	38-71-549	SPRINKLER INSPECTION	215.00	215.00
01 JOHNSON HEATING & A/C INC 304318	38-71-611	ROOFTOP UNITS-FILTERS	200.48	200.48
01 JULIE INC 2019-0916 2019-0916	51-42-532 52-43-532.4	JULIE LOCATE FEES JULIE LOCATE FEES	1342.64	671.32 671.32
01 KEWANEE FIRE PENSION FUND 2018-MH	71-14-462	MOBILE HOME PROP TAXES	171.42	171.42
01 KEWANEE POLICE PENSION FUND			167.27	

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
2018-MH	72-14-462	MOBILE HOME PROP TAXES		167.27
01 LENOVO (UNITED STATES) INC 6229864267	01-21-537	MOUSE & KEYBOARD	119.98	119.98
01 MARTIN EQUIPMENT OF ILLINOIS I 385786	62-45-613	HALF CLAMPS	17.10	17.10
01 MENARD'S 14489	51-93-512	HEAT TAPE & FITTINGS	374.43	155.50
14617	51-93-512	PIPE REPAIR PARTS		28.44
14850	51-93-512	JOINT PLIERS & GLOVES		61.89
15066	58-36-652	BULBS & AXE HANDLE		21.14
15285	51-93-654	WTP-JANITORIAL SUPS		6.88
15296A	51-93-654	WTP-JANITORIAL SUPS		17.47
15707	38-71-611	SUMP PUMP PLUMBING SUPS		83.11
01 MIDWEST WHEEL COMPANIES INC 1434052-00	62-45-613	TIE DOWN ASSEMBLY	176.21	168.24
1434052-01	62-45-613	LOADER GRAB HOOK		69.00
1439253-00	62-45-613	HEADLAMPS		76.64
1443337-00	62-45-613	UTILITIES-MUD FLAPS		30.57
1452603-00	62-45-613	UTILITIES-MUD FLAPS		30.57
1464585-00	62-45-613	RETURNED PARTS		198.81-
01 O'REILLY AUTOMOTIVE STORES, IN 1143-311195	62-45-613	DOOR LATCH	148.86	42.01
1143-311328	62-45-613	RETURNED DOOR LATCH		42.01-
1143-312774	62-45-613	AMB AIR COUPLER		6.29
1143-312774	62-45-652	SHOP AIR COUPLER		6.29
1143-313843	62-45-652	WHITE GREASE		4.99
1143-314014	62-45-613	FUEL FILTER		12.55
1143-314149	52-93-619	BELTS & WIPER FLUID		72.78
1143-315077	52-93-619	HAND CLEANER & DEGREASER		45.96
01 OFFICE SPECIALISTS INC 1035771-0	38-71-611	BULLETIN BOARD	402.84	124.94
1037015-0	01-11-651	COPY PAPER & SUPS		177.97
1037015-0	01-41-651.4	ENG-CLASSIFICATION FOLDERS		49.69
1037015-0	58-36-651	CEM-INK CARTRIDGES		41.06
1037318-0	01-11-651	OFFICE SUPPLIES		9.18
01 PDC LABORATORIES INC I9352172	52-93-542	CHLORIDE/NITROGEN TESTS	541.70	181.70
I9352464	51-93-542	WATER TESTING		270.00
I9352535	51-93-542	FLUORIDE TESTING		36.00
I9353134	51-93-542	WATER TESTING		36.00
I9353135	51-93-542	WATER TESTING		18.00
01 PEST DOCTOR 27041	01-22-580	FIRE ST#2 PEST CONTROL	20.00	20.00
01 POLICE PETTY CASH D011019	01-21-562	TRAINING-MEAL EXPS	99.26	72.99
D011019	01-21-551	CERT MAIL POSTAGE CHGS		10.15
D011019	01-21-657	K9 SUPPLIES		16.12

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PAYABLE TO INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
01 S&S INDUSTRIAL SUPPLY 4789227 RI	62-45-613	SNOW BROOM/SCRAPER	13.50	13.50
01 SNI SOLUTIONS 138951	01-41-616	GEO SALT	24150.00	24150.00
01 UNIFORM DEN INC 98938	01-22-471	DOUBEK-UNIFORM ALLOWANCE	109.00	109.00
01 VERIZON WIRELESS 9821523303 9822196049	01-22-552 01-21-552	FIRE-CELLULAR SERVICE POLICE-CELL SERVICE	815.01	7.41 807.60
01 VIKING CHEMICAL COMPANY 73225 73226 73227	51-93-656 51-93-656 51-93-656	CAUSTIC SODA & CHLORINE CAUSTIC SODA & CHLORINE CONTAINER DEPOSIT	4364.45	3440.10 2224.35 1300.00-
01 WALMART COMMUNITY 2210 4517 4877 4877 71 9097 9818	01-65-652 01-21-651 38-71-611 38-71-511 01-22-654 38-71-611 38-71-611	COMM DEV-OPER SUPS POLICE-OFFICE SUPS JANITORIAL SUPPLIES POLICE - MONITOR FIRE-JANITORIAL SUPS JANITORIAL SUPPLIES JANITORIAL SUPPLIES	429.64	29.97 99.59 25.88 84.00 40.58 42.09 107.53
** TOTAL CHECKS TO BE ISSUED			143486.07	

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FUND INV NO	G/L NUMBER	DESCRIPTION	AMOUNT	DISTR
GENERAL FUND			39630.48	
ECONOMIC DEVELOPMENT			11396.27	
PUBLIC BENEFITS FUND			2418.75	
CAPITAL MAINTENANCE/MUN. BLDG.			2855.30	
ACQUISITION FUND			4591.00	
WATER FUND			28748.43	
SEWER FUND			49098.13	
FRANCIS PARK			71.05	
SANITATION			2164.40	
CEMETERY FUND			232.90	
CENTRAL MAINTENANCE			1940.67	
FIRE PENSION FUND			171.42	
POLICE PENSION FUND			167.27	
*** GRAND TOTAL ***			143486.07	
TOTAL FOR REGULAR CHECKS:			142,152.74	
TOTAL FOR DIRECT PAY VENDORS:			1,333.33	

=====
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 HAND, TERRY D 370 189250	01/17/19 02-61-930.6	55437 TMHR-827 FRANKLIN ST	3100.00	3100.00
44 HYPE, INC 371 2017 PAY 2018	01/24/19 44-84E-919	D012419B TIF REDEVELOPMENT AGREEMENT	1904.39	1904.39
44 JOHNSON THEATERS, INC 371 2017 PAY 2018	01/24/19 44-84E-919	D012419C TIF REDEVELOPMENT AGREEMENT	69.90	69.90
44 SJ RUSSELL LC 371 2017 PAY 2018	01/24/19 44-84E-919	D012419A TIF REDEVELOPMENT AGREEMENT	9421.31	9421.31
74 HEALTH CARE SERVICE CORPORATION 370 SD 12/18 370 SD 12/18	01/14/19 74-14-451 74-14-452	1289A HEALTH INS CLAIMS STOP LOSS SPECIFIC	145989.09	140870.56 5118.53
74 SISCO 370 D010419	01/14/19 74-14-451	1286A DENTAL/VISION CLAIMS	1504.81	1504.81
74 SISCO 370 D011119	01/14/19 74-14-451	1287A DENTAL/VISION CLAIMS	1403.63	1403.63
74 SISCO 370 D122818	01/14/19 74-14-451	1288A DENTAL/VISION CLAIMS	540.50	540.50
** TOTAL MANUAL CHECKS REGISTERED			163933.63	

=====
REPORT SUMMARY
=====

CASH FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	143486.07	3100.00	146586.07
44	.00	11395.60	11395.60
74	.00	149438.03	149438.03
TOTAL CASH	143486.07	163933.63	307419.70

=====
 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
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DISTR FUND	CHECKS TO BE ISSUED	REGISTERED MANUAL	TOTAL
01	39630.48	.00	39630.48
02	11396.27	3100.00	14496.27
21	2418.75	.00	2418.75
38	2855.30	.00	2855.30
39	4591.00	.00	4591.00
44	.00	11395.60	11395.60
51	28748.43	.00	28748.43
52	49098.13	.00	49098.13
54	71.05	.00	71.05
57	2164.40	.00	2164.40
58	232.90	.00	232.90
62	1940.67	.00	1940.67
71	171.42	.00	171.42
72	167.27	.00	167.27
74	.00	149438.03	149438.03
TOTAL DISTR	143486.07	163933.63	307419.70

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	January 28, 2019	
RESOLUTION OR ORDINANCE NUMBER	Resolution #5140	
AGENDA TITLE	Consideration of a Resolution authorizing the City Manager to execute an amended security agreement with Macon General Contractors regarding substitution of collateral for a revolving loan with Midwest Trailer Manufacturing.	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Justin Raver, City Attorney	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Authorizes execution of an amended security agreement for collateral of the revolving loan with Midwest Trailer Manufacturing	
BACKGROUND	Midwest Trailer Manufacturing was issued a revolving loan as documented in loan paperwork signed on September 1, 2016. MTM has made all payments as required by the loan documents. The loan was secured with several items of collateral including a crane owned by Macon General Contractors. City staff was contacted by Ben Endress of Macon General Contractors in regards to the collateral and their desire to sell said crane at an upcoming auction.	
SPECIAL NOTES	N/A	

ANALYSIS	City Attorney Raver contacted Mr. Endress and negotiated a substitution of collateral with a value equal to or exceeding the current balance of the outstanding loan.
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	Staff recommends approval
PROCUREMENT POLICY VERIFICATION	N/A
REFERENCE DOCUMENTS ATTACHED	N/A

RESOLUTION NO. 5140

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDED SECURITY AGREEMENT WITH MACON GC, LLC IN RELATION TO A REVOLVING LOAN WITH MIDWEST TRAILER MANUFACTURING, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

- WHEREAS,** The City of Kewanee has previously entered into a security agreement with Macon GC, LLC d/b/a Macon General Contractors to secure a revolving loan with Midwest Trailer Manufacturing; and
- WHEREAS,** Macon General Contractors wishes to sell the 2004 Grove RT 760E serial #223820 crane pledged as security (worth \$170,000 to \$200,000); and
- WHEREAS,** Macon General Contractors has offered as substitution collateral a 2007 Mack Pump Truck and all equipment and accessories attached thereto. VIN 1M2K197C67M036008 (worth \$90,000 - \$100,000); and
- WHEREAS,** The City Council agrees to the substitution of pledged collateral; and,
- WHEREAS,** all other terms of the existing loan with Midwest Trailer Manufacturing remain unchanged; and,
- WHEREAS,** The current loan balance from the Revolving Loan Fund to Midwest Trailer Manufacturing is in the amount of Eighty-three Thousand Two Hundred Sixty dollars and Thirty-six cents (\$83,260.36).

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

- Section 1** The City Council of the City of Kewanee accepts the substitution of collateral and finds that the loan of said funds is in the best interests of the City of Kewanee and would promote industrial development; protect current levels of employment, and create new job opportunities in the City of Kewanee.
- Section 2** The Mayor, City Attorney, City Manager, and City Clerk are hereby authorized and directed to execute any and all documents necessary to bind the City and to make said substitution with Macon General Contractors, as perfected and approved by the City Attorney.
- Section 3** Said loan, is expressly conditioned upon Midwest Trailer Manufacturing continuing to comply with:
- A. All terms and conditions of said Revolving Loan Fund program and said Midwest Trailer Manufacturing providing the City with adequate written documentation of compliance with said terms and conditions, including, but not limited to, the specific retention and creation of jobs.
- Section 4** The note documenting said loan shall be for the amount of \$150,000 repayable in sixty (60) monthly installments, with interest at 3.5% percent per annum and shall be secured by:

- A. Title to a 2007 Mack Pump Truck and all equipment and accessories attached thereto, VIN 1M2K197C67M036008.
- B. Personal guaranty by Macon GC, LLC limited to 55% of the loan at any given time.
- C. Personal guaranty by James A. Hunt limited to 17.5%.
- D. Personal guaranty by Larry L. Garner limited to 17.5%.
- E. Personal guaranty by Russell O. Spencer limited to 10%.

Section 5 Repayment schedule shall continue as previously agreed, with 60 monthly payments of \$2,728.76. Late fees shall be 5% of the monthly payment, or \$136.43.

Section 6 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 28th day of January, 2019

ATTEST:

 Melinda Edwards, City Clerk

 Steve Looney, Mayor

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

General Security Agreement (Amended)

SECURITY AGREEMENT

The undersigned, Macon GC, LLC, d/b/a Macon General Contractors (Borrower), of Kewanee, Illinois, and the City of Kewanee, an Illinois Municipal Body (Secured Party), enter into this amendment to the security agreement previously executed on the 1st day of September, 2016, which secured a promissory note guaranteed by the borrow on the same date. All other documents, instruments, and agreements entered into not modified by this amendment shall remain hereafter in full force and effect.

Creation of Security Interest

1. In consideration for the continuance of the loan terms previously entered into as set forth in a promissory note signed by the principal debtor, guaranteed by the Borrow, and secured by property owned by the undersigned and in further consideration of an agreement to substitute collateral in order to allow the Borrower to sell the crane originally pledged under the terms of the security agreement being amended herein, The borrower agrees to pledge in substitution the property listed in paragraph 2 hereunder. Once signed and after Borrow delivers the title to the new collateral, Secured Party will release the UCC previously filed securing the crane.

Collateral

2. The following property shall be referred to as the "Collateral" of this **Security Agreement**: covers the types (and items) of property indicated below that Debtor owns sufficient rights in which to transfer an interest, now or in the future, wherever the property is or will be located, and all proceeds and products of the property (including, but not limited to, all parts, accessories, repairs, replacements, improvements, and accessions to the property):

2007 Mack Pump Truck and all equipment and accessories attached thereto. VIN 1M2K197C67M036008

THE BORROWER REPRESENTS, WARRANTS, AND AGREES AS FOLLOWS:

Credit Information

3. All information supplied and statements made by the Borrower in any financial, credit, accounting statement, or application for credit made prior to, contemporaneously with, or subsequent to the execution of this **Security Agreement** are and shall be correct and complete.

Title

4. Except for the security interest granted in this **Security Agreement**, the Borrower has, or on acquisition will have, full title to the Collateral free from any lien, security interest, encumbrance, or claim other than such liens or interests previously disclosed by the Borrower. Borrow hereby agrees that the Secured Party is authorized to submit the vehicles title to the Illinois Secretary of State for the purpose of having it name placed upon the title as lienholder and thereafter retaining possession of the title until such time as the lien is released. Borrow shall turn over possession of the title on the date of execution of this agreement.

Other **Security Agreements**

5. No other **security agreement** has been made and no security interest, other than one created in this **Security Agreement**, has attached or has been perfected in the Collateral or in any part of the Collateral.

Conflicting Claims

7. Within the Borrower's knowledge, no dispute, right of setoff, counterclaim, or defense exists with respect to any part of the Collateral.

Security Interest in Proceeds

8. The Borrower grants to the Secured Party a security interest in all proceeds, increases, substitutions, replacements, additions, and accessions to the Collateral. The inclusion of proceeds in this **Security Agreement** does not authorize the Borrower to sell, lease, dispose of, or otherwise use the Collateral without the express written consent of the Secured Party.

Location and Identification

9. (a) The Collateral will remain in the Borrower's possession or control at all times, at the Borrower's risk of loss, and at the address shown at the beginning of this **Security Agreement**, where the Secured Party may inspect the Collateral at any time. Except for the temporary removal of the Collateral in connection with its ordinary use, the Borrower shall not remove the Collateral from the above address without obtaining the prior written consent of the Secured Party.

(b) The Borrower shall at all times keep the Collateral and its proceeds separate and distinct from other property of the Borrower, and the Borrower shall keep accurate and complete records of the Collateral and its proceeds.

Sale, Assignment, or Transfer of Collateral

10. Without the prior written consent of the Secured Party, the Borrower:

(a) Shall not sell, lease, assign, encumber, transfer, or dispose of the Collateral or the proceeds from the Collateral;

(b) Shall not create any other security interest in the Collateral or any part of the Collateral in favor of anyone, except the Secured Party, or otherwise encumber or permit the Collateral to become subject to any lien, attachment, execution, or other legal or equitable process; and

(c) Shall keep the Collateral and proceeds free from unpaid charges, including taxes, until this **Security Agreement** and all debts secured by this **Security Agreement** have been fully satisfied.

Insurance

11. The Borrower shall insure the Collateral with companies acceptable to the Secured Party against casualties and in amounts that the Secured Party shall reasonably require, with a loss payable clause in favor of the Borrower and the Secured Party as their interests may appear, and the Secured Party is authorized to collect sums that may become due under any of these policies and to apply the sums to the obligations secured by this **Security Agreement**.

Protection of Collateral

12. The Borrower shall keep the Collateral in good order and repair, except for the ordinary wear and tear resulting from the Collateral's primary intended use, and will not waste, misuse, or destroy the Collateral or any part of it. The Borrower will not use the Collateral in violation of any statute or ordinance, and the Secured Party will have the right to examine and inspect the Collateral at any reasonable time.

Decrease in Value of Collateral

13. If, in the Secured Party's judgment, the Collateral has materially decreased in value or if the Secured Party shall at any time deem that the Secured Party is insecure, the Borrower shall either provide enough additional Collateral to satisfy the Secured Party or reduce the total indebtedness by an amount sufficient to satisfy the Secured Party.

Performance

14. (a) The Borrower agrees to perform fully all of the Borrower's duties under this **Security Agreement** and in connection with each transaction to which the Collateral or any part of the Collateral relates, so that the amounts due the Secured Party under this **Security Agreement** shall actually become payable in their entirety to the Secured Party.

(b) The Borrower shall punctually and properly perform all of the Borrower's covenants, duties, and liabilities under any other **security agreement**, mortgage, deed of trust, collateral pledge agreement, or contract of any kind now or subsequently existing as security for or in connection with payment of the debt or obligation owed.

(c) The Borrower shall pay the **note** secured by this **Security Agreement** and any renewal or extension of that **note** and any other indebtedness secured in accordance with the terms and provisions of this **Security Agreement**.

Change of Circumstances

15. The Borrower shall promptly notify the Secured Party of any change in fact or circumstance represented by the Borrower in this **Security Agreement** or in any other document furnished by the Borrower to the Secured Party in connection with the Collateral or obligation owing.

Change of Residence or Place of Business

16. The Borrower shall promptly notify the Secured Party of any change of the Borrower's residence, principal place of business, or place where the collateral is stored.

Notice of Pending Action

17. The Borrower shall promptly notify the Secured Party of any claim, action, or proceeding affecting title to the Collateral, or any part of the Collateral, or the security interest created in the Collateral by this **Security Agreement**, and the Borrower shall appear in and defend any such action or proceeding at the request of the Secured Party and at the Borrower's expense.

Attorney-in-Fact

18. The Borrower appoints the Secured Party as the Borrower's attorney-in-fact to do any and every act that the Borrower is obligated by this **Security Agreement** to do, to exercise all rights of the Borrower in the Collateral, to make collections, to execute any and all papers and instruments, to do all other things necessary to preserve and protect the Collateral, and to make collections and protect the Secured Party's security interest in the Collateral.

Time of Performance and Waiver

19. In performing any act under this **Security Agreement** and the **note** secured by this **Security Agreement**, time shall be of the essence. The Secured Party's acceptance of partial or delinquent payments or the failure of the Secured Party to exercise any right or remedy shall not be a waiver of any obligation of the Borrower or any right of the Secured Party and shall not constitute a waiver of any other similar default that subsequently occurs.

Records and Accounts

20. (a) The Borrower shall keep proper books of record and account in accordance with sound and accepted accounting practices, consistently applied, and these books shall at all times be open to inspection by the Secured Party.

(b) The Borrower shall permit the Secured Party, and any accountants or other agents as the Secured Party may from time to time designate, to inspect the Borrower's properties, assets, and books, and to discuss the Collateral and the Borrower's affairs and finances with the Borrower or the Borrower's officers at reasonable times designated by the Secured Party, and to make and take away copies of the Borrower's records.

Other Documents

21. (a) The Borrower shall deliver to the Secured Party, at intervals that the Secured Party may require, all documents, lists, descriptions, certificates, and other information that is necessary or proper to keep the Secured Party fully informed about the condition of the Collateral.

(b) The Borrower shall promptly execute and deliver to the Secured Party all other assignments, certificates, supplemental documents, writings, and assurances, and do all other acts that the Secured Party may reasonably request, to more fully evidence, protect, assure, or enforce the security interest created by this **Security Agreement**.

(c) The Borrower shall sign and execute, alone or with the Secured Party, any financing statement or other document necessary to protect the security interest under this **Security Agreement** against the rights or interests of third persons.

Default

22. The Borrower shall be in default under this **Security Agreement** on the occurrence of any of the following events or conditions:

(a) If the Borrower fails to pay when due any indebtedness secured by this **Security Agreement**, either principal or interest;

(b) If the borrower defaults in the punctual performance of any of the obligations, covenants, terms, or provisions contained or referred to in this **Security Agreement** or in any **note** secured by this **Security Agreement**;

(c) If any warranty, representation, or statement contained in this **Security Agreement**, or made or furnished to the Secured Party by or on behalf of the Borrower in connection with this **Security Agreement**, or made or furnished to induce the Secured Party to make a loan to the Borrower, proves to have been false in any material respect when made or furnished.

(d) If there is any loss, theft, substantial damage, destruction, sale, or encumbrance of or to any of the Collateral, or any assertion or making of any levy, seizure, or attachment of or on the Collateral;

(e) If the Borrower dies, dissolves, terminates existence, or fails in business; if a receiver is appointed for all or any part of the property of the Borrower; if there is an assignment for the benefit of creditors by the Borrower; or if a meeting of creditors of the Borrower is called;

(f) If any statement of the financial condition of the Borrower or of any guarantor, surety, or endorser of any liability of the Borrower to the Secured Party submitted to the Secured Party by the Borrower or any such guarantor, surety, or endorser proves to be false;

(g) If the Collateral becomes, in the judgment of the Secured Party, unsatisfactory or insufficient in character or value;

(h) If any guarantor, surety, or endorser for the Borrower defaults in any obligation or liability to the Secured Party;

(i) If the Secured Party receives notice at any time from any third party that the third party is acquiring or attempting to acquire a security interest of any kind in the Collateral that is the subject of this Agreement;

- (j) If the Secured Party learns that the Borrower has violated, plans to violate, or has a record or reputation for violating any federal or state law relating to liquor, narcotics, or any commercial crime;
- (k) If the Borrower removes or replaces any of the component parts of Collateral and materially lessens the market value of the Collateral; or
- (l) If any insurance insuring the Collateral and the respective interests of the parties in the Collateral is canceled for any reason and the Borrower fails or refuses to furnish written proof to the Secured Party that the Borrower has obtained substitute insurance coverage replacing the canceled policies.
- (m) If Borrower fails to maintain its corporate existence in good standing.

Remedies

23. (a) On the occurrence of any event of default described in Paragraph 24, and at any time after default, the Secured Party may declare all secured obligations immediately due and payable and may proceed to enforce payment of the secured obligations and exercise any and all of the rights and remedies provided by the Uniform Commercial Code, as well as other rights and remedies at law or in equity possessed by the Secured Party.

(b) The Secured Party shall have the right to remove the Collateral from the premises of the Borrower, and, for purposes of removal and possession, the Secured Party or its representatives may enter any premises of the Borrower without legal process, and the Borrower waives and releases the Secured Party of and from any and all claims in connection with the actions described in this Subparagraph (b).

(c) The Secured Party may require the Borrower to assemble the Collateral and make it available to the Secured Party at any place to be designated by the Secured Party that is reasonably convenient to both parties. Unless the Collateral is perishable, threatens to decline speedily in value, or is of a type customarily sold on a recognized market, the Secured Party shall give the Borrower reasonable notice of the time and place of any public sale of the Collateral or of the time after which any private sale or any other intended disposition of the Collateral is to be made. The requirements of reasonable notice shall be met if the notice is mailed, postage prepaid, to the address of the Borrower shown at the beginning of this **Security Agreement** at least five days before the time of the sale or disposition. Expenses of retaking, holding, preparing for sale, selling, or the like shall include the Secured Party's reasonable attorneys' fees and legal expenses.

(d) The Secured Party shall have the right at any time to execute and file this **Security Agreement** as a financing statement, but the failure to do so shall not impair the validity or enforceability of this **Security Agreement**.

(e) All rights and remedies of the Secured Party under this **Security Agreement** are cumulative with any right or remedy that the Secured Party may have at law or in equity or under any other contract or document for the enforcement of the security interest created in this **Security Agreement** or the collection of the debt, and the exercise of one or more rights or remedies shall not prejudice or impair the concurrent or subsequent exercise of other rights or remedies.

(f) If any part of the debt or obligation is payable in installments, the Secured Party's acceptance of any partial payment of the aggregate amount of all installments then matured shall not be deemed to be a waiver of the default then existing. No waiver by the Secured Party of any default shall be deemed to be a waiver of any other subsequent default, nor shall any waiver by the Secured Party be deemed to be a continuing waiver. No delay or omission by the Secured Party in exercising any right or power under this **Security Agreement**, or under any other documents executed by the Borrower as security for or in connection with the obligation, shall impair any other right or power or be construed as a waiver of any other right or power. No single or partial exercise of any right or power under this **Security Agreement** shall preclude any other or further exercise of that right or power, or the exercise of any other right or power of the Secured Party under this **Security Agreement** or under any other documents.

Satisfaction of Obligation

24. On full and final payment of the obligation, this **Security Agreement** shall terminate on receipt by the Secured Party of the Borrower's written notice of termination provided, however, that no account borrower on any of the Collateral shall ever be obligated to make inquiry about the termination of this **Security Agreement**, but shall be fully protected in making payment directly to the Secured Party.

Law to Apply

25. This **Security Agreement** shall be construed under and in accordance with the Uniform Commercial Code in effect in the State of Illinois, and other applicable laws of the State of Illinois, and all obligations of the parties created under this **Security Agreement** are performable in Henry County Illinois.

Legal Construction

26. If any one or more of the provisions contained in this **Security Agreement** shall be held invalid, illegal, or unenforceable in any material respect and for any reason, that invalidity, illegality, or unenforceability shall not affect any other provision of this **Security Agreement**, and this **Security Agreement** shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

Prior Agreements Superseded

27. This **Security Agreement** constitutes the sole and only agreement of the Borrower and the Secured Party and supersedes any prior understandings or written or oral agreements between the parties regarding the subject matter covered here.

Definitions

28. All terms used in this **Security Agreement** that are defined in the Uniform Commercial Code in effect in the State of Illinois.

Usury

29. No provision in this **Security Agreement** or in any promissory **note**, instrument, or any other loan document executed by the Borrower evidencing the obligation shall require the payment or permit the collection of interest in excess of the maximum permitted by law. If any excess of interest in this respect is provided for in this **Security Agreement** or in any promissory **note**, instrument, or any other loan document, the provisions of this Paragraph 31 shall govern, and the Borrower shall not be obligated to pay the amount of interest to the extent that it is in excess of the amount permitted by law. The intention of the parties is to conform strictly to the usury laws now in force, and all promissory **notes**, instruments, and other loan documents executed by the Borrower evidencing the obligation shall be held subject to reduction to the amount allowed under usury laws as now or subsequently construed by the courts having jurisdiction.

Successors in Interest

30. This **Security Agreement** shall be binding on the Borrower and on the Borrower's heirs, executors, administrators, other legal representatives, successors, and assigns, and shall inure to the benefit of the Secured Party and its successors and assigns.

Dated: _____, 2016

GUARANTOR. Macon GC, LLC

By: _____

It's Member/Manager

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM	
MEETING DATE	January 28, 2019
RESOLUTION OR ORDINANCE NUMBER	N/A
AGENDA TITLE	Discussion of Health Insurance Fund
REQUESTING DEPARTMENT	Administration
PRESENTER	Gary Bradley, City Manager
FISCAL INFORMATION	Cost as recommended: N/A
	Budget Line Item: N/A
	Balance Available N/A
	New Appropriation Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Provides for discussion of the fund balance of the City's Health Insurance Fund.
BACKGROUND	The City's Finance Director raised to the Council that action would need to be taken with regard to the City's fund balance falling below the minimum fund balance as established by ordinance. As you may recall, the City's auditor has indicated that this is not the type of fund for which a traditional "minimum fund balance policy" would be applicable. That fact notwithstanding, it is appropriate to discuss what actions the City Council would like to take with regard to the fund or the City's insurance program that could help to reduce the City's costs for the provision of health insurance.
SPECIAL NOTES	It is the intention of Sara Dickinson of Cottingham & Butler to attend the meeting on Monday, weather permitting.

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

CITY OF KEWANEE CITY COUNCIL AGENDA ITEM		
MEETING DATE	January 28, 2019	
RESOLUTION OR ORDINANCE NUMBER	N/A	
AGENDA TITLE	Discussion of Internal Controls	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Gary Bradley, City Manager	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PURPOSE	Adopts a series of internal controls to better govern the City's processes for ensuring accountability and the stewardship of public funds.	

<p>BACKGROUND</p>	<p>For several years, the recommendation to adopt such a policy has been identified in the City’s audit. Such a recommendation is not an indictment on the processes in place nor an indication of irregularities, but rather a means of ensuring that our processes are clearly defined and expectations are identified in a clear and transparent manner. The internal controls identified were a thorough and time-consuming process which incorporated the input of several staff members and the recommendations provided by the principal partner with the City’s auditing firm.</p> <p>Staff will incorporate any recommended changes into a resolution, which will be placed on the agenda for your consideration at the next meeting.</p>
<p>SPECIAL NOTES</p>	<p>N/A</p>
<p>ANALYSIS</p>	<p>N/A</p>
<p>PUBLIC INFORMATION PROCESS</p>	<p>N/A</p>
<p>BOARD OR COMMISSION RECOMMENDATION</p>	<p>N/A</p>
<p>STAFF RECOMMENDATION</p>	<p>N/A</p>
<p>PROCUREMENT POLICY VERIFICATION</p>	<p>N/A</p>
<p>REFERENCE DOCUMENTS ATTACHED</p>	<p>N/A</p>



INTERNAL CONTROL MANUAL

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Internal Control Manual

Introduction

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

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

THREE (3) OBJECTIVES OF INTERNAL CONTROLS:

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

FIVE (5) MAIN COMPONENTS OF INTERNAL CONTROLS:

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

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

Five Components of Internal Control

1. Control Environment

Overview

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

Objectives

The governing body and management should:

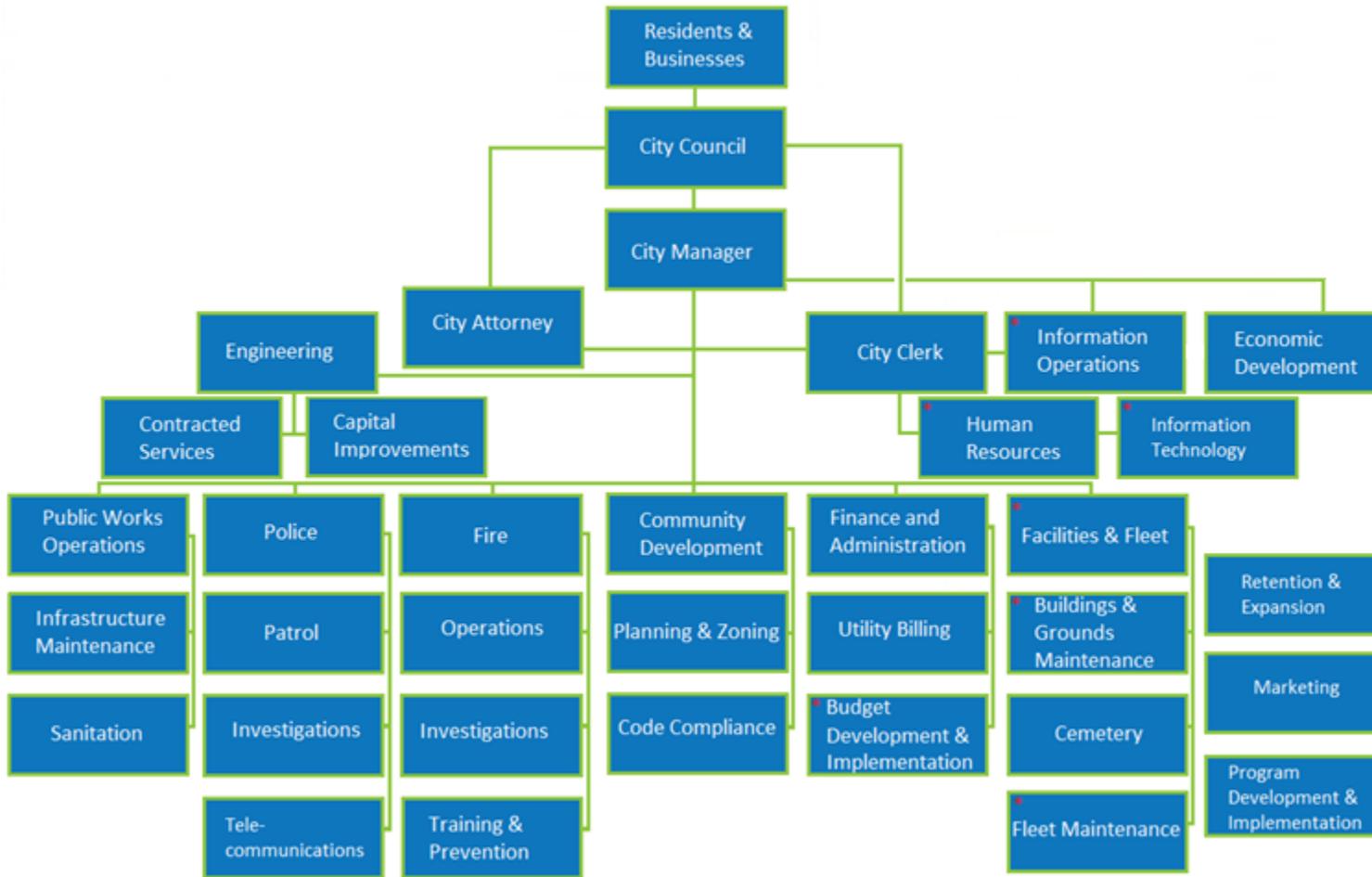
1. Conduct business with integrity and ethical behavior.
2. Provide direction and oversight for city's internal control system.
3. Hire, retain, train, and develop qualified and competent management that accepts responsibility for developing and implementing assigned responsibilities under this and other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

Policies

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

Procedures

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



* Denotes Internal or Partially Internal Service Function

2. Risk Assessment

Overview

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

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

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

Objectives

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

Risks

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

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

3. Control Activities

Overview

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

Collections/ACHs

Objectives

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

Policies

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

Procedures

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

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

Disbursements/Drafts

Objectives

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

Policies

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

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

Procedures

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

Safeguarding of Assets

Objectives

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

Policies

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

Procedures

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

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

Compliance (Debt, Contracts, and Grants)

Objectives

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

Policies

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

Procedures

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

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

4. Information and Communication

Overview

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

Objectives

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

Policies

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

Procedures

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

5. Monitoring

Overview

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

Objectives

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

Policies

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

Procedures

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

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

Summary

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

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

Community Black History Extravaganza

Sunday, February 17, 2019 Time: 2:00 p.m.

First Congregational Church

224 W. Prospect St. Kewanee, IL 61443

Celebrating...

Topic: "Hold fast to your dreams."



Featuring: Kewanee High School Choir Wethersfield High School Choir Youth Performances Soloist

Activities: Educational Presentation, African-American Doll and Military Displays

Special Guests: State Representative Daniel Swanson, Ellie LaBotte- Congresswoman Cheri Bustos' Office, Mayor Steve Looney, City Manager Gary Bradley, City and County Council Members and Administrators, Superintendent of Schools Shane Kazubowski, Dr. Chris Sullens and staff, Community Businesses, Churches, and Agency Leaders, Local Citizens from the community and surrounding areas.



Carter G. Woodson

FATHER OF BLACK HISTORY

Come and Enjoy this Celebration With Us!!!!

For more information please call (309) 853-7751 or (309) 852-2540

Refreshments will be served after the program.

"I have learned that success is to be measured not so much by the position one has reached in life as by the obstacles which he has had to overcome while trying to succeed."

Booker T. Washington