



# City of Galena, Illinois

## AGENDA

### REGULAR CITY COUNCIL MEETING

MONDAY, JANUARY 28, 2013

6:30 P.M. – CITY HALL 312 ½ NORTH MAIN STREET

ITEM	DESCRIPTION
13C-0016.	Call to Order by Presiding Officer
13C-0017.	Roll Call
13C-0018.	Establishment of Quorum
13C-0019.	Pledge of Allegiance
13C-0020.	Reports of Standing Committees
	Citizens Comments <ul style="list-style-type: none"> <li>• Not to exceed 15 minutes as an agenda item</li> <li>• Not more than 3 minutes per speaker</li> <li>• No testimony on zoning items where a public hearing has been conducted</li> </ul>

### CONSENT AGENDA CA13-02

ITEM	DESCRIPTION	PAGE
13C-0021.	Approval of the Minutes of the January 14, 2013 City Council Meeting	3-8
13C-0022.	First Reading of an Ordinance Enacting and Adopting a Supplement to the Code of Ordinances for the City of Galena	9
13C-0023.	Approval of Change Order #1 for the Well #6 Rehabilitation Project	10
13C-0024.	Approval of Right-of-Way Agreement with iFiber	11-17

**UNFINISHED BUSINESS**

ITEM	DESCRIPTION	PAGE
13C-0010.	Discussion and Possible Action on Fiscal Year 2014-2018 Capital Improvement Plan	18-56

**NEW BUSINESS**

ITEM	DESCRIPTION	PAGE
13C-0025.	Discussion and Possible Action on a Request by Ivo Puidak, Chef Ivo's Place, 515 S. Main, to Create a Loading Zone on Bench Street Adjacent to the Restaurant	57-58
13C-0026.	Discussion and Possible Action on the Relocation of City Hall and the Police Department	59-70
13C-0027.	Discussion and Possible Action on a Contract with Baranski, Hammer, Moretta & Sheehy for Architectural Services for the Relocation of City Hall	71-73
13C-0028.	Warrants	74-81
13C-0029.	Alderspersons' Comments	
13C-0030.	City Administrator's Report	
13C-0031.	Mayor's Report	
13C-0032.	Motion for Executive Session Including: <ul style="list-style-type: none"> <li>• Section 2 (c) (5) – Purchase or lease of real estate.</li> <li>• Section 2 (c) (2) – Collective negotiating matters and deliberations concerning salary schedules.</li> <li>• Section 2 (c) (21) Review of Executive Session Minutes</li> </ul>	
13C-0033.	Adjournment	

**CALENDAR INFORMATION**

BOARD/COMMITTEE	DATE	TIME	PLACE
Historic Preservation Comm.	Thurs. February 7	6:30 P.M.	City Hall
City Council	Mon. February 11	6:30 P.M.	City Hall
Zoning Board of Appeals	Wed. February 13	6:30 P.M.	City Hall

Posted: Thursday, January 24, 2013 at 4:30 p.m. Posted By:

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 14 JANUARY 2013**

**13C-0001 – CALL TO ORDER**

Mayor Terry Renner called the regular meeting to order at 6:30 p.m. in the Board Chambers at 312½ North Main Street on 14 January 2013.

**13C-0002 – ROLL CALL**

Upon roll call the following members were present: Cording, Fach, Greene, Lincoln, Painter and Renner.

Absent: Murphy

**13C-0003 – ESTABLISHMENT OF QUORUM**

Mayor Terry Renner announced a quorum of Board members present to conduct city business.

**13C-0004 – PLEDGE OF ALLEGIANCE**

The Pledge was recited.

**13C-0005 - REPORTS OF STANDING COMMITTEES**

None.

**13C-0006 – PUBLIC COMMENTS**

**Mike Scholz, 11405 Highway 20 West** – Scholz thanked the Council for their reaction on the liquor license. He noted this is the kind of thing between government and business that helps a business succeed.

**LIQUOR COMMISSION**

**Motion:** Greene moved, seconded by Fach, to adjourn as the City Council and reconvene as the Liquor Commission.

**Discussion:** None.

**Roll Call:** AYES: Fach, Greene, Lincoln, Painter, Cording, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**13C-0006 – DISCUSSION AND POSSIBLE ACTION ON AN APPLICATION BY MICHAEL SCHOLZ FOR A CLASS P LIQUOR LICENSE FOR THE RAMADA, 11383 U.S. ROUTE 20 WEST**

**Motion:** Greene moved, seconded by Painter, to approve the application by Michael Scholz for a Class P Liquor License for the Ramada, 11383 U.S. Route 20 West.

**Discussion:** None.

**Roll Call:** AYES: Greene, Lincoln, Painter, Cording, Fach, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**13C-0007 – DISCUSSION AND POSSIBLE ACTION ON AN APPLICATION BY FRED ORTIZ FOR A CORPORATION MANAGER LIQUOR LICENSE FOR GALENA RIVER ENTERPRISES, INC., DBA, GALENA RIVER WINE AND CHEESE, 420-424 S. MAIN STREET**

**Motion:** Painter moved, seconded by Lincoln, to approve the application by Fred Ortiz for a Corporation Manager Liquor License for Galena River Enterprises, Inc., DBA, Galena River Wine and Cheese, 420-424 S. Main Street.

**Discussion:** None.

**Roll Call:** AYES: Lincoln, Painter, Cording, Fach, Greene, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**Motion:** Greene moved, seconded by Fach, to adjourn as the Liquor Commission and reconvene as the City Council.

**Discussion:** None.

**Roll Call:** AYES: Painter, Cording, Fach, Greene, Lincoln, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**CONSENT AGENDA CA13-01**

**13C-0008 – APPROVAL OF MINUTES OF THE DECEMBER 26, 2012 CITY COUNCIL MEETING**

**Motion:** Cording moved, seconded by Greene, to approve Consent Agenda CA13-01 as presented.

**Discussion:** None.

**Roll Call:** AYES: Painter, Cording, Fach, Greene, Lincoln, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**NEW BUSINESS**

**13C-0009 – DISCUSSION AND POSSIBLE ACTION ON POOL IMPROVEMENTS FOR FISCAL YEAR 2012-14**

**Motion:** Painter moved, seconded by Cording, to open discussion on pool improvements for Fiscal Year 2012-14, item 13C-0009.

**Discussion:** None.

**Roll Call:** AYES: Cording, Fach, Greene, Lincoln, Painter, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**Discussion:** Painter stated she would like to see the electric eye faucets and showers moved into next year's budget. She feels these are improvements that would provide a cost savings on water usage. The cost would be approximately \$10,000.

Renner noted the pumps that are there have been under water a couple of times. He would like to have a warning system installed that would notify staff of a leak. The things requested are things to keep the pool up and running as the pumps, pipes and valves are wearing out and becoming a safety issue.

Cording questioned if something could be traded off from next year's budget in order to move the water savings items closer. Moran recommended going with the additional \$10,000 vs. trading something off. The remainder of this fiscal year is focusing on the mechanicals. Moran also recommended moving the alarm system for the pump pit up as well.

**Motion:** Painter moved, seconded by Cording, to close discussion on pool improvements for Fiscal Year 2012-14, item 13C-0009.

**Discussion:** None.

**Roll Call:** AYES: Fach, Greene, Lincoln, Painter, Cording, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**Motion:** Painter moved, seconded by Cording, to approve the suggested pool improvement plan adjusting it to include the water saving features and the pump pit alarm in this fiscal year's budget.

**Discussion:** None.

**Roll Call:** AYES: Greene, Lincoln, Painter, Cording, Fach, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**13C-0010 – DISCUSSION AND POSSIBLE ACTION ON FISCAL YEAR 2014-2018 CAPITAL IMPROVEMENT PLAN**

**Motion:** Fach moved, seconded by Painter, to open discussion on the Fiscal Year 2014-2018 Capital Improvement Plan.

**Discussion:** None.

**Roll Call:** AYES: Lincoln, Painter, Cording, Fach, Greene, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**Discussion:** Moran advised he was able to talk to IDOT with regard to the Gear Street Project. It looks like it is not going to happen once again. The \$252,000 for our portion of the Gear Street Project will be moving to Fiscal Year 2014-2015. In light of that, Moran recommended moving the

Park Avenue Project into Fiscal Year 2013-2014. Some design work has already been completed and the project could be bid for construction this next construction season.

**Alley Plan** – Moran advised the alley plan includes the Elk Street Alley from Dodge to High in the first year and the remainder of that same alley from High to Prospect Street in the following year. Based on experience this year, Moran advised the project came in much lower than projected. If that holds true, he recommended leaving it as is but bidding both at the same time with the possibility of being able to complete both at the same time.

**Seal Coating** – Fach recommended adding Iowa and William Streets to the sealcoating along with the far end of Bench Street and Mississippi Street. He noted every time it rains, these streets get washed out and need to be graded. He suggested taking a look at Iowa Street to see if some type of ditching system could be put in. Moran advised those streets could be added to the end of the prioritization of the sealcoating. The ditch work is something that could be done outside of the sealcoating.

**Sewer** – Painter noted the sewer project on 3<sup>rd</sup> and Rives Streets keeps getting put off. She feels this is an issue that needs to be addressed. There is a similar situation on 5<sup>th</sup> and Madison. Renner advised we have been applying for grants trying to get help but haven't gotten anywhere.

Moran advised he could take a little closer look at cost relative to funds in the sewer fund for 3<sup>rd</sup> and Rives. The project could possibly be moved up into this next fiscal year for planning purposes and to evaluate as part of the budget.

**Fire Department** – Cording questioned if the Fire Department has ever applied for any money through the Country Fair or Dubuque Racing Association for grants for life safety and health equipment. Chief Simmons advised they apply for Country Fair every year. They have not received a grant since 2005. Council suggested the Fire Department work with Craig Albaugh on grants.

**Fire Department Office Upgrades** – Simmons advised they had planned on building above the aerial truck. The space would include two executive rooms which would serve as an Emergency Operations Center.

**Fire Department Painting** – Fach noted the Fire Department building is scheduled for painting. He recommended looking into storm windows as well.

**Turner Hall** – Fach advised he understands there is a sensing communication device that could be used between Turner Hall and City Hall that would allow staff to keep tabs on where the temperature is set. The cost of this is around \$2,500. He urged the Council to take action on this as soon as possible.

**Turner Hall Storm Windows** – Greene recommended looking into storm windows and insulating Turner Hall as well. He recommended prioritizing things so we can get the most done for our money.

**Retaining Wall** – Moran recommended adding the Magazine Street retaining wall. The wall is beginning to have some structural issues and has the potential to fail in the not too distant future.

Moran advised he will make the necessary changes to the plan and present them at the next meeting.

**Motion:** Painter moved, seconded by Lincoln, to close discussion on the Fiscal Year 2014-2018 Capital Improvement Plan.

**Discussion:** None.

**Roll Call:** AYES: Lincoln, Painter, Cording, Fach, Greene, Renner

NAYS: None  
ABSENT: Murphy

The motion carried.

**Motion:** Lincoln moved, seconded by Greene, to table the Fiscal Year 2014-2018 Capital Improvement Plan.

**13C-0011 – WARRANTS**

**Motion:** Fach moved, seconded by Painter to approve the Warrants as presented.

**Discussion:** Cording questioned the cost of the damages to the Grateful Gourmet. Moran advised there was a sewer backup on Main Street in early September which backed up into their basement. EMC will be reimbursing the city for those costs. Grease was the primary cause of the backup. Staff is looking at ways to reduce the amount of grease entering the system down there.

**Roll Call:** AYES: Cording, Fach, Greene, Lincoln, Painter, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

**13C-0012 – ALDERPERSONS’ COMMENTS**

**Project Galena Video** – Painter reported she and Mark Moran attended the first showing of the Project Galena Video created to promote relocation, home purchase, vacation home purchase, etc. The video has a lovely tone and is linked to various websites. All are hopeful this will help those people interested in looking at Galena as a permanent or second home.

**Sidewalk** – Lincoln reported the sidewalk across from the ARC is never shoveled.

**Dumpster** – Lincoln reported the dumpster behind Hello Galena is in sad shape. The dumpsters aren’t being put back in when they are dumped. He feels the people using them should be policing them better.

**13C-0013 – CITY ADMINISTRATOR’S REPORT**

**Dumpsters** – Moran advised there is an agreement that the restaurant owners in conjunction with Montgomery Trucking are to maintain the dumpster enclosures. Moran will communicate with them.

**Grant** – Moran announced the Galena Police Department received a \$2,500 grant from Wal-Mart for new electronic equipment.

**13C-0014 – MAYOR’S REPORT**

No report.

**12C-0014B – MOTION FOR EXECUTIVE SESSION**

**Motion:** Lincoln moved, seconded by Cording, to recess to Executive Session to discuss the following:

- Purchase or lease of real estate, Section 2 (c) (5)
- Sale or lease of public property, Section 2 (c) (6)
- Pending, probable or imminent litigation, Section 2 (c) (11)

- Review of Executive Session Minutes, Section 2 (c) (21)

**Roll Call:** AYES: Fach, Greene Lincoln, Painter, Cording, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

The meeting recessed at 7:16 p.m.

The meeting reconvened at 8:02 p.m. No action was taken.

**13C-0015 - ADJOURNMENT**

**Motion:** Fach moved, seconded by Painter, to adjourn.

**Discussion:** None.

**Roll Call:** AYES: Painter, Cording, Fach, Greene, Lincoln, Renner  
NAYS: None  
ABSENT: Murphy

The motion carried.

The meeting adjourned at 8:02 p.m.

Respectfully submitted,



Mary Beth Hyde  
City Clerk

**AN ORDINANCE ENACTING AND ADOPTING  
A SUPPLEMENT TO THE CODE OF ORDINANCES FOR  
THE CITY OF GALENA, A MUNICIPAL CORPORATION**

**WHEREAS**, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the Tenth Supplement to the Code of Ordinances for the City of Galena, which supplement contains all ordinances of a general and permanent nature enacted since the prior supplement to the Code of Ordinances of the City of Galena; and,

**WHEREAS**, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make reference to sections of the Illinois Compiled Statutes; and,

**WHEREAS**, it is the intent of the City Council to accept these updated sections in accordance with the changes of the law of the State of Illinois; and,

**WHEREAS**, it is necessary to provide for the usual daily operation of the municipality and for the immediate preservation of the public peace, health, safety and general welfare of the municipality that this ordinance take effect at an early date;

**NOW, THEREFORE, BE IT ORDAINED BY THE LEGISLATIVE AUTHORITY  
OF THE CITY COUNCIL OF THE CITY OF GALENA:**

**Section I.** That the Twelfth Supplement to the Code of Ordinances for the City of Galena as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, and as attached hereto be and the same is hereby adopted by reference as if set out in its entirety.

**Section II.** Such supplement shall be deemed published as of the day of its adoption and approval by the City Council and the Clerk of the City of Galena is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Municipal Offices of the City of Galena.

**Section III.** This ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety and general welfare of the people of this municipality and shall take effect at the earliest date provided by law.

**PASSED AND ADOPTED** by the City of Galena on this 22<sup>nd</sup> day of January, 2013.

AYES:

NAYS:

(SEAL)

\_\_\_\_\_  
Terry Renner, Mayor

ATTEST:

\_\_\_\_\_  
Mary Beth Hyde, City Clerk

# CITY OF GALENA, ILLINOIS

312 1/2 North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Andy Lewis, City Engineer *AL*

DATE: 22 January 2013

RE: Rehabilitation of Well #6  
Change Order #1

Improvements to well #6 are now complete, which included replacement pump and drive motor, inspection and cleaning of drive shaft and other associated improvements.

Unfortunately, water samples recovered from the well have not passed bacteriological testing. The contractor - Peerless Service Company and EMC are not sure why this has occurred and suggest part of the reason could be the long stand time since the well stopped operating in summer 2012. One option to remediate this situation is to shock treat the well with chlorine, which will cost in the region of \$2,000.

The approved contract cost including supplemental items was \$53,834. However, there are a number of items that did not need to be used, resulting in a saving to the contract of about \$18,140. The present contract cost is \$37,692 while the revised contract cost including the shock treatment will be \$39,692.

I recommend the city council approve a change order with Peerless Service Company for the sum of \$2,000 to shock chlorinate well #6.

# CITY OF GALENA, ILLINOIS

312 ½ North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: January 23, 2013

RE: iFiber Right-of-Way Agreement

A handwritten signature in black ink, appearing to read "Mark Moran", is written over the "FROM:" line.

At the November 12 council meeting, you approved a request by iFiber to use city right-of-way to install fiber optic cable for high speed broadband service. The attached agreement would formalize the city's approval to use the right-of-way. The agreement covers important items such as insurance, indemnifications, permits, and maintenance.

Conduit for the fiber would be bored and located completely underground in order to access the anchor buildings (schools, hospitals, government buildings, libraries, and public safety entities). The route follows US 20 from the west, Gear Street, South Bench Street, Riverside Drive, Water Street, Franklin Street, and Bench Street. The fiber would also be bored under the river to Bouthillier Street and US 20.

The iFiber project is a collaboration of representatives from Northern Illinois University, LaSalle County, North Central Illinois Council of Governments, the City of Rockford, Boone County and Blackhawk Hills RC&D.

## AGREEMENT FOR USE OF RIGHT OF WAY

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Galena, a municipal corporation (the "City"), and Illinois Fiber Resources Group, an Illinois non-for-profit corporation (the "Company").

### RECITALS

1. Company was organized as a not-for-profit corporation for the purpose of providing Broadband Network Services (the "Services") to the people of the Rockford region and the Northern counties of Illinois. The funds for the project and Services are provided through a grant under provisions of the ARRA. The goal of the project is to extend Services to underserved areas in the US with primary focus on hospitals & medical facilities, educational institutions & governmental facilities.
2. The Company wishes to further enhance its network by making connections within the City of Galena by installing fiber optic cable as shown on Exhibit A.
3. The Company submitted to the City Engineer of the City a request for permission to install fiber optic cable in the right-of-way of certain City Streets. Right-of-way as shown on Exhibit A that is owned by other state and local agencies is not governed under this agreement.
4. The route of the fiber optic cable will be that outlined on Exhibit A, attached hereto and made a part hereof.
5. The City is willing to allow installation of the Company's fiber optic cable under the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the promises of each of the parties to the other and the covenants contained herein, it is hereby agreed as follows:

1. Recitals. The recitals are a material part of this Agreement and are incorporated herein by reference.
2. Installation of Cable. The City hereby grants to the Company the right to install and maintain-fiber optic cable and related equipment in the right of way of the City along the route described in Exhibit A, subject to the terms of this Agreement. The City Engineer shall have the authority to approve minor deviations of the route upon written application of the Company. The grant of this right shall not be considered permission to provide local telecommunications or for-profit communications in the City of Galena, and the City reserves any and all rights it has under law to require a franchise for services to properties located within the City.
3. Construction and Maintenance.
  - A. Prior to installation of any cable in the City right of way, the Company shall submit plans and specifications for the installation to the City Engineer. The cable shall be installed underground at a depth and in such reasonable manner as approved by the City Engineer.

- B. A permit for work in the City right of way shall be obtained before any work is commenced. The City shall waive any permit fee. The Company shall provide any necessary or required traffic control at its expense.
- C. In all events, the cable shall be so located and maintained as to have minimum interference with the proper use of highways and to cause minimum interference with the rights or the reasonable convenience of property owners who adjoin any of said highways or other public utilities utilizing the right of way. As soon as the constructing, placing, replacing, repairing or removing of any of the cable is completed, all portions of the right of way which have been excavated or otherwise injured or obstructed thereby shall be placed in as good condition as before the commencement of the act. All excavation permits required by the City shall be obtained for work located within City right-of-way.

The cable shall be removed or relocated without expense to the City, when made necessary by change of grade, relocation or widening of any highway, or by reason of construction, installation of any structures or improvements by governmental agencies when acting in a governmental or proprietary capacity.

- D. For fiber located as shown in Appendix A except noted as IRU Fiber (which is governed under a separate agreement), the Company is responsible for providing JULIE locates for said fiber as directed by law for emergencies and non-emergencies.
- E. For locations in Appendix A noted as IRU Fiber shall be governed under a separate terms of agreement for maintenance and utility locates. The Company shall obtain the required right-of-way permits for all fiber that is to be installed through these existing IRU Fiber conduits.
- F. Upon failure to complete any work required by the provisions of this agreement to be done on any highway to the satisfaction of the City, after providing the Company notice of said failure and a thirty (30) day time frame to commence completion, and if the Company fails to do so, the City may cause such work to be done and the Company will pay to the City the reasonable cost thereof in the itemized amounts reported by the City to the Company within 10 days after receipt of such itemized report.
- G. Notification and Time Limit for Emergency Repairs:
  - i. The Company's contractor shall be responsible for the proper and safe protection of his work at all times during construction. Should an emergency condition occur at any time, Sundays and holidays included, that causes an unsafe condition to the public or hazard to a public facility, due to the work, and requires immediate repair or protection, the Company shall be given a three-hour time limit to arrange and provide whatever barricades, flags, torches and lights are required to mark and protect the hazard upon notification by the City. Also, upon notification by the City, the Company shall be given a 24-hour time limit to begin to make any repairs to the Work as deemed necessary by the City.

- H. The project includes service connections to properties, pre-determined by the Company, and listed on Appendix B. The cost for installation, materials and labor to install necessary fiber-optic lateral connection, equipment for a service connection and activation of connection to iFiber network will be borne by the Company, provided that the owners of the property enter into a service agreement with the Company.
4. Third Parties. The Company may not grant permission or licensure to third parties for use of the above described conduit within City right-of-way without written permission of the City Administrator.
  5. Indemnification and Insurance. The Company agrees to indemnify and save the City harmless from all loss sustained because of any suit, judgment, execution, claim, or demand whatsoever, resulting from negligence on the part of the Company in the construction, operation or maintenance the Services in the City. The City shall notify the Company within 30 days after the presentation of any claim or demand, either by suit or otherwise, made against the City on account of any negligence as aforesaid on the part of the Company. During any construction, the Company or its contractor shall furnish the City as herein stated at its own expense, a general comprehensive liability insurance policy, in protection of City, its boards, commissioners, officers, agents and employees, by a company authorized to do business in the State of Illinois, protecting the City and said persons against liability for loss or damages for personal injury, death and property damage occasioned by the operations of the Company under this Agreement, with minimum liability limits of \$3,000,000 for personal injury or death of any one person, and \$3,000,000 for personal injury or death of two or more persons in any one occurrence, and \$3,000,000 for damage to property. Company may satisfy this insurance requirement by naming the City to its existing insurance policy as an additional insured party.
  6. Term. The right of way provided for herein shall exist for ninety nine (99) years so long as Company maintains compliance with the terms herein, and related City ordinances pertaining to right of way permits for similar installations.
  7. Remedies. Any violation by the Company, its contractors, or successors of the material provisions of this Agreement, shall be cause for the termination of this Agreement and all rights hereunder, provided that the City shall first notify the Company in writing, the condition or act on which the violation is charged, and the Company shall have 30 days within which to remedy such condition or act, and provided further, that should the immediate remedy thereof be out of the control of the Company, the Company shall have a reasonable time thereafter to make said correction.
  8. Notices. All notices herein provided for shall be sent prepaid registered mail addressed to the parties as follows:

To the City:           City Administrator  
                              312 ½ North Main Street  
                              Galena, IL 61016

To the Company: Illinois Resources Group, NFP  
                          Attention: John Lewis, Ph.D.  
                          3100 Sycamore Road  
                          Dekalb, Illinois 60115-2828

With a copy to Clare Connor Ranalli, Holland & Knight, 131 S. Dearborn Street, Chicago, Illinois 60603

- 9. Assignability. This Agreement and the rights granted hereunder shall not be assigned by the Company without the approval of the Mayor and City Council of the City of Galena.
- 10. Binding Effect. This Agreement shall be binding on the parties, their successors, heirs and assigns.
- 11. Severability. If any provision of this Agreement is invalid for any reason, such invalidation shall not affect other provisions of this Agreement which can be given effect without the invalid provisions; and, to this end, the provisions of this Agreement are to be severable.
- 12. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

CITY OF GALENA, a Municipal Corporation

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Administrator

Fiber Resources Group, NFP

BY: \_\_\_\_\_  
Its: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Its: \_\_\_\_\_

**APPENDIX A**

**City Aerial Map with iFiber Locations**

**(see separate attachment)**

## **APPENDIX B**

### **List of Anchor Institutions**

City Hall / Police Department

Galena Public Library



# City of Galena, Illinois

## CAPITAL IMPROVEMENT PLAN

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Fiscal Years 2014 – 2018

*"Planned expenditures for systematically constructing, maintaining, upgrading and replacing the community's physical plant"*

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Approved  
January 28, 2013

Mayor Terry Renner

Alderpersons:

Sue Cording  
Charles Fach  
Laverne Greene  
Todd Lincoln  
Terry Murphy  
Emily Painter

---

City Administrator, Mark Moran

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Evaluation of Projects Using Criteria ..... B1

Recommended Capital Improvement Plan ..... C1

**APPENDICIES**

Appendix A. 5-Year Street Improvement Program ..... APX. A

Appendix A1. 5-Year Street Improvement Program Maps ..... APX. A1

Appendix A2. 5-Year Alley Improvement Plan ..... APX. A2

Appendix B. Non-Home Rule Sales Tax (1/2%) Street Program (Estimated Costs) ..... APX. B

Appendix C. Non-Home Rule Sales Tax (1/2%) Street Program (Recommended Plan) .... APX. C

Appendix C1: Non-Home Rule Sales Tax (1/2%) Projected Fund Balance ..... APX. C1

Appendix D. Public Works Rolling Stock Plan ..... APX. D

Appendix E. Police Rolling Stock Plan..... APX. E

Appendix F. Water and Sewer Rolling Stock Plan ..... APX. F

Appendix G. Fire Department Rolling Stock Plan ..... APX. G

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Appendix A. 5-Year Street Improvement Program ..... APX. A

Appendix A1. 5-Year Street Improvement Program Maps ..... APX. A1

Appendix A2. 5-Year Alley Improvement Plan ..... APX. A2

Appendix B. Non-Home Rule Sales Tax (1/2%) Street Program (Estimated Costs) ..... APX. B

Appendix C. Non-Home Rule Sales Tax (1/2%) Street Program (Recommended Plan) .... APX. C

Appendix C1: Non-Home Rule Sales Tax (1/2%) Projected Fund Balance ..... APX. C1

Appendix D. Public Works Rolling Stock Plan ..... APX. D

Appendix E. Police Rolling Stock Plan..... APX. E

Appendix F. Water and Sewer Rolling Stock Plan ..... APX. F

Appendix G. Fire Department Rolling Stock Plan ..... APX. G

## **THE CAPITAL IMPROVEMENT PLAN**

A capital improvement plan (CIP) is a multi-year schedule of municipal improvements. The schedule usually covers a period of five or six years, but may extend to 10 years and beyond. The Galena CIP spans a five-year period beginning May 1, 2013 (fiscal year 2013-14). This plan sets forth the proposed expenditures for systematically constructing, maintaining, upgrading and replacing the community's physical plant or infrastructure, and includes vehicles and other mobile equipment. Capital improvement projects are typically major, infrequent expenditures, such as the construction of a new facility or rehabilitation or major repair of an existing facility. With the relatively small size of our community and budget, this CIP recognizes a project as small as \$10,000 as a capital project. Individual projects from the adopted plan should become part of the capital budget for their respective departments.

In order to be useful as a tool for budgeting and sound financial management, the plan must be updated annually by reviewing existing projects, proposing new projects and extending the program by an additional year. This process should also consider the short term and long-term effects of the expenditures and any associated debt on fund balances and cash flow for operations. The CIP is considered essential for managing and coordinating the efficient expenditure of Galena's public resources.

## **A CAPITAL IMPROVEMENT DEFINED**

A capital improvement project is defined as a major expenditure that includes one or more of the following:

1. Any acquisition of land for a public purpose;
2. Any construction of a new facility (e.g., a public building, water lines, pavilion etc...) or an addition to, or extension of, such a facility;
3. A rehabilitation (i.e., something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or a part of a building, its grounds, or a facility, or of equipment, provided that the cost is \$10,000 or more and the improvement will have a useful life of 10 years or more;
4. Purchase or major equipment (i.e., items with a cost – individually or in total – of \$10,000 or more), which have a useful life of five years or more, including vehicles (rolling stock) if part of a systematic replacement plan;
5. Any planning, feasibility, engineering, or capital design study related to an individual capital improvement project or to a program that is implemented through individual capital improvement projects.

## **DEVELOPING THE GALENA CIP**

The necessity of a CIP was identified in 1991 as a recommendation of the Galena Comprehensive Plan. The city's first CIP was developed in 1999 and has been largely implemented. In 2003, the Galena Comprehensive Plan called for the update of the CIP and in 2004 the city council identified the CIP update as one of the top priorities during the visioning and four-year goal setting process. The CIP was again updated in 2007 and each year since. The staff and administration have now made a commitment to updating the plan annually. This section generally describes the process of developing the 2013 Galena CIP and the components of the plan.

### **Staff Involvement**

Developing the recommended capital improvement plan was a lengthy, multi-step process. The process began with each department head identifying the projects and major purchases that he or she would like to see completed over the next five years in his or her respective area(s) of responsibility. Department heads also estimated the cost of each project or purchase, described the relationship to other projects and assigned the projects a priority rating. More than 50 projects or purchases were submitted for the five year period. Each project is described in a narrative and the estimated cost is identified in the *“Attachment A: Individual Project Descriptions”*.

### **Evaluating Projects**

Two separate methods were utilized in an attempt to demonstrate the relative importance of each project or purchase. First, each project or purchase was reviewed against criterion ranging from health and safety to resource conservation. Each criterion used is described in detail in *Figure 1, “Criteria for Evaluating Capital Improvement Requests”* on the next page. The results of the evaluation are shown in *Attachment B, “Evaluation of Projects Using Criteria”*. Second, each department head ranked each project as either a “high”, “medium” or “low” priority. Combined, both methods of evaluation were useful for showing the relative importance or need of each project or purchase.

**FIGURE 1. CRITERIA FOR EVALUATING  
CAPITAL IMPROVEMENT PROJECT REQUESTS**

The following criteria were used to evaluate each of the proposed capital improvement projects or purchases. The results of the evaluation are shown as a matrix, “*Table 2. Evaluation of Requests Using Criteria*”.

<p><b>Risk to Public Safety or Health.</b> To protect against a clear and possibly immediate risk to public safety or public health.</p>
<p><b>Deteriorated Facility.</b> An investment that deals with a deteriorated facility or piece of equipment. The action taken may be either: 1) reconstruction or extensive rehabilitation to extend its useful life to avoid or to postpone replacing it with a new and more costly one; or 2) replacement of the facility or piece of equipment with a new one.</p>
<p><b>Systematic Replacement.</b> An investment that replaces or upgrades a facility or piece of equipment as part of a systematic replacement program. This investment assumes the equipment will be replaced at approximately the same level of service. Some increase in size to allow for normal growth or increased demand is anticipated.</p>
<p><b>Improvement of Operating Efficiency.</b> An investment that substantially and significantly improves the operating efficiency of a department. Or an expenditure that has a very favorable return on investment with a promise of reducing existing, or future, increases in operating expenses (e.g., introduction of a new or improved technology).</p>
<p><b>Coordination.</b> 1) An expenditure that is necessary to insure coordination with another CIP project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the street is not dug up a year after it is completed); 2) A project that is necessary to comply with requirements imposed by others (e.g., a court order, a change in federal or state law, an agreement with another governmental jurisdiction or agency); or 3) A project that meets established goals or objectives of the City Council and Mayor.</p>
<p><b>Equitable Provision of Services, Facilities.</b> 1) An investment that serves the special needs of a segment of the community's population identified by public policy as deserving of special attention (e.g., the handicapped, the elderly, or low- and moderate-income persons); or 2) An investment that, considering existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that are now undeserved in comparison with residents generally.</p>
<p><b>Protection and Conservation of Resources.</b> 1) A project that protects natural resources that are at risk of being reduced in amount or quality; or 2) A project that protects the investment in existing infrastructure against excessive demand or overload that threatens the capacity or useful life of a facility or piece of equipment.</p>
<p><b>New or Substantially Expanded Facility.</b> Construction, or acquisition, of a new facility (including land) or new equipment, or major expansion thereof, that provides a service, or a level of service, not now available.</p>

**Revenue Sources and Projections**

The Galena CIP is utilized for planning and budgeting purposes and not as a rigid purchasing plan nor project schedule. Therefore, the while the plan identifies likely revenue sources, it does not contain projections of available revenue for implementation of the plan. The CIP’s prioritized projects should be evaluated for inclusion in the budget each fiscal year.

Abbreviations are used throughout the plan for both revenue sources and departments. The abbreviations are shown in Figures 2 and 3 below.

**Figure 2.  
Revenue Sources Abbreviations**

Revenue Source	Abbreviation
General Fund Cash	GF
General Fund Financing	GFF
Motor Fuel Tax	MFT
Flood Control Cash	FC
Water Enterprise Cash	WTC
Water Enterprise Financing	WTF
Sewer Enterprise Cash	SWC
Sewer Enterprise Financing	SWF
Fire Department Cash	FD
Grants	GT

**Figure 3.  
Department Abbreviations**

Department	Abbreviation
Public Works	DPW
Engineering	ENG
Turner Hall	TH
Administration	ADM
Flood Control	FLD
Water	WAT
Sewer	SEW
Parks	PAR
Police	POL
Fire	FD
Swimming Pool	SP

**Recommended Plan**

After identifying all the potential capital projects and purchases, describing them in detail and evaluating their importance, the final plan was developed. The plan is presented as “*Attachment C: Recommended Capital Improvement Plan*”. The plan was recommended to the Mayor and City Council in January 2013 and approved on January 28, 2013. The projects and purchases from the final plan should be incorporated into the annual operating budget as revenues permit.

**Summary**

The importance of implementing and updating the Capital Improvement Plan cannot be over-emphasized. Using the same process described herein, the Capital Improvement Plan will continue to be updated annually to span a full five-year period. New capital improvement requests will be submitted by department heads for evaluation and inclusion in the updated plan. With guidance from the Fund Balance Policy, the Comprehensive Plan, and constituents, elected officials will decide which projects and purchases from the recommended Capital Improvement Plan will be included in the annual budget.

**CIP PROPOSAL DESCRIPTIONS AND JUSTIFICATIONS OVERVIEW**

In the following section, every CIP project that has been proposed by the various departments of the City is described in detail. Criteria, including the recommendations of the Galena Comprehensive Plan are applied to assess whether a particular project is justified. Each project is defined in the following format:

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Project Title:	<i>Name of the project as used throughout the CIP.</i>
Department:	<i>Name of the department that proposed the project.</i>
Date Submitted:	<i>The date the project was proposed. ( Nearly all the projects in this first year of the plan were also proposed this year.)</i>
Project Priority:	<i>The priority of the project relative to other projects within the department.</i>
Project Description:	<i>Description of the project.</i>
CIP Evaluation Criteria:	<i>A list of the applicable criterion from the following page, Figure 1, "Evaluation Criteria for Capital Budget Requests". The criteria are used to evaluate the importance of the project relative to other projects.</i>
Comprehensive Plan:	<i>A statement of whether or not the project can be directly justified by the Galena Comprehensive Plan and, if so, a page number and an excerpt from the plan.</i>
Multi-year:	<i>Identification of whether the project will take more than one year to complete.</i>
Coordination:	<i>Identification of whether the project is dependent on one or more other CIP projects and, if so, a description of the related project(s).</i>
Cost Estimate:	<i>The estimated cost of the project.</i>
Basis of Cost Estimate:	<i>Identification of how the cost estimate was derived.</i>
Funding Source:	<i>Identification of the proposed funding for the project. Possible funding sources include, but are not limited to:</i>

- |  |                                     |
|--|-------------------------------------|
| • <i>General Fund Reserves</i>           | • <i>Water Enterprise Cash</i>      |
| • <i>General Fund Financing</i>          | • <i>Water Enterprise Financing</i> |
| • <i>Motor Fuel Tax</i>                  | • <i>Sewer Enterprise Reserves</i>  |
| • <i>Flood Control Cash</i>              | • <i>Sewer Enterprise Financing</i> |
| • <i>Capital Projects Fund Reserves</i>  | • <i>Grants</i>                     |
| • <i>Capital Projects Fund Financing</i> | • <i>Donations</i>                  |

**ATTACHMENT A. INDIVIDUAL PROJECT DESCRIPTIONS (FY 2014-2018)****PUBLIC WORKS**

Project Title:	<b>5-Year Street Improvement Program (See Appendix A)</b>
Department:	Public Works/Engineering
Date Submitted:	January 2013
Project Priority:	High
Project Description:	Includes all street improvement work planned for the five-year plan period. Projects to completed with the non-home rule sales tax revenues are listed in the 5-Year Street Improvement Plan and detailed in Appendix C.
CIP Evaluation Criteria:	Deteriorated Facility, Systematic Replacement, Equity Provision, Coordination, Operating Efficiency
Comprehensive Plan:	P. 108 "Budget for road improvements through the CIP process."
Multi-Year:	No
Coordination:	Yes. Projects are scheduled to coincide with underground utility work as much as possible.
Cost Estimate:	\$1,021,870
Basis of Cost Estimate:	Cost of comparable projects and project specific estimates
Funding Source:	General Fund, Capital Projects Fund

Project Title:	<b>Downtown crosswalk replacement</b>
Department:	Public Works
Date Submitted:	December 2008
Project Priority:	High
Project Description:	Replace deteriorated concrete crosswalks in the downtown.
CIP Evaluation Criteria:	Deteriorated Facility, Public Safety, Systematic Replacement
Comprehensive Plan:	No direct reference
Multi-year:	Yes
Coordination:	No
Cost Estimate:	\$60,000
Basis of Cost Estimate:	Engineer's estimate
Funding Source:	General Fund

Project Title:	<b>Paint Highway 20 bridge steps</b>
Department:	Public Works
Date Submitted:	January 2010
Project Priority:	Medium
Project Description:	The steel stairway from the Highway 20 Bridge to the Depot Parking lot requires painting to avoid deterioration.
CIP Evaluation Criteria:	Deteriorated Facility
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$18,000
Basis of Cost Estimate:	Preliminary estimate
Funding Source:	General Fund

Project Title:	<b>Gear Street and Dodge Street storm sewer replacement</b>
Department:	Public Works
Date Submitted:	January 2012
Project Priority:	High
Project Description:	Replace deteriorated storm sewers. One is located in the valley south of Gear Street between High Street and Prospect Street. The other is located on Dodge Street between Gear Street and South Street.
CIP Evaluation Criteria:	Deteriorated Facility, Systematic Replacement
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$32,000
Basis of Cost Estimate:	Engineer's estimate
Funding Source:	General Fund

CAPITAL IMPROVEMENT PLAN (FY 2014-2018)  
Individual Project Descriptions

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Project Title:	<b>Gateway Park Grant Improvements</b>
Department:	Public Works
Date Submitted:	January 2013
Project Priority:	High
Project Description:	Access road, parking lot, public restrooms, walking trails, prairie restoration and forest restoration at Gateway Park. All improvements to be grant funded.
CIP Evaluation Criteria:	Expanded/New Facility, Resource Conservation
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$214,800
Basis of Cost Estimate:	Engineer's estimate and bids
Funding Source:	General Fund

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Project Title:	<b>New Roof on City Hall</b>
Department:	Public Works
Date Submitted:	January 2013
Project Priority:	High
Project Description:	Replace roof. Current roof is leaking and repairs have proven ineffective.
CIP Evaluation Criteria:	Deteriorated Facility, Systematic Replacement
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$25,000
Basis of Cost Estimate:	Quote from contractor
Funding Source:	General Fund

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Project Title:	<b>Magazine Street Retaining Wall</b>
Department:	Public Works
Date Submitted:	January 2013
Project Priority:	High
Project Description:	Replace deteriorated retaining wall that supports a sidewalk and street on Magazine Street.
CIP Evaluation Criteria:	Deteriorated Facility, Systematic Replacement
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$30,000
Basis of Cost Estimate:	Engineer's Estimate
Funding Source:	General Fund

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Project Title:	<b>Additional parking at Recreation Park</b>
Department:	Public Works
Date Submitted:	January 2011
Project Priority:	Medium
Project Description:	Add diagonal or perpendicular parking on the east side of the entry road to the pool. Parking could start in front of the Public Works building and extend to the area across from the playground.
CIP Evaluation Criteria:	New, Expanded Facility
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$25,000
Basis of Cost Estimate:	Preliminary estimate
Funding Source:	General Fund

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Project Title:	<b>Building for additional storage</b>
Department:	Public Works
Date Submitted:	January 2013
Project Priority:	Medium
Project Description:	Construct a storage building for Public Works equipment.
CIP Evaluation Criteria:	New, Expanded Facility
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$20,000
Basis of Cost Estimate:	Preliminary estimate
Funding Source:	General Fund

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Project Title:	<b>Annual Sidewalk Replacement Program</b>
Department:	Public Works
Date Submitted:	January 1999
Project Priority:	Medium
Project Description:	Systematic replacement of deteriorated sidewalks throughout the community. The replacement schedule should be based on the results of the comprehensive inventory, condition assessment and prioritization.
CIP Evaluation Criteria:	Deteriorated Facility, Public Safety, Equitable Provision of Facilities, New Facilities
Comprehensive Plan:	P. 112 "Investigate the rehabilitation of sidewalks under the CIP process. This could include a discussion of possible financing mechanisms such as cost sharing or use of the assessment process."
Multi-year:	Yes
Coordination:	Yes. Initiate program after study/inventory is complete.
Cost Estimate:	\$50,000
Basis of Cost Estimate:	Completed inventory of one ward.
Funding Source:	General Fund

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Project Title:	<b>Replace Green Street steps (Main to Bench)</b>
Department:	Public Works
Date Submitted:	February 2008
Project Priority:	Medium
Project Description:	Replace deteriorated concrete steps between Main Street and Bench Street on Green Street. These steps were repaired in May 2008 in order to extend the useful life and delay replacement.
CIP Evaluation Criteria:	Deteriorated facility, Public Safety, Systematic Replacement
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$28,000
Basis of Cost Estimate:	Preliminary contractor estimate
Funding Source:	General Fund

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Project Title:	<b>Relocate City Hall</b>
Department:	Public Works
Date Submitted:	January 2012
Project Priority:	Medium
Project Description:	Relocate City Hall to a new building. The relocation could be combined with the relocation of the Police Department.
CIP Evaluation Criteria:	Deteriorated facility, Operating Efficiency, Coordination, New/Expanded Facility
Comprehensive Plan:	P. 116 "Relocate City Hall to a new facility."
Multi-year:	No
Coordination:	Yes. Possibly coordinate with Police Department relocation.
Cost Estimate:	\$150,000
Basis of Cost Estimate:	Estimate of move and renovation to city-owned 101 Green Street building
Funding Source:	General Fund

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Project Title:	<b>Public Works Rolling Stock Plan (See Appendix D)</b>
Department:	Public Works
Date Submitted:	January 2011
Project Priority:	High
Project Description:	Systematic replacement of public works vehicles and equipment.
CIP Evaluation Criteria:	Deteriorated Facility, Systematic Replacement, Operating Efficiency
Comprehensive Plan:	No direct reference
Multi-year:	Yes
Coordination:	No
Cost Estimate:	\$462,500
Basis of Cost Estimate:	Current cost of vehicles plus inflation factor
Funding Source:	General Fund, Water Fund, Sewer Fund, Flood Control

**ENGINEERING**

No current projects

**FLOOD CONTROL**

Project Title:	<b>Downtown Flood Pump Upgrade</b>
Department:	Flood Control
Date Submitted:	2010
Project Priority:	High
Project Description:	Remove and refurbish motor and possibly pump on Well #6 (Gear Street). New pump should be considerably more efficient and cost
CIP Evaluation Criteria:	Systematic Replacement, Deteriorated Facility, Operating Efficiency, Health Safety
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$719,250
Basis of Cost Estimate:	Contract cost including engineering
Funding Source:	Capital Projects Fund--Infrastructure Sales Tax

**WATER**

Project Title:	<b>Paint and upgrade water tower at Well #5 (Franklin Street)</b>
Department:	Water
Date Submitted:	November 2006
Project Priority:	Medium
Project Description:	In 2006, the water tower on Franklin Street was professionally inspected inside and out. Detailed recommendations were made for repairing, upgrading and painting the tower. Completing the work in the short term will be less expensive than if the facility continues to degrade, but funding availability will dictate timing.
CIP Evaluation Criteria:	Deteriorated Facility
Comprehensive Plan:	No direct reference.
Multi-year:	No.
Coordination:	No.
Cost Estimate:	\$150,000
Basis of Cost Estimate:	Preliminary estimate from consulting engineer
Funding Source:	Water Fund

Project Title:	<b>Paint and upgrade Dodge Street standpipe</b>
Department:	Water
Date Submitted:	February 2008
Project Priority:	Low
Project Description:	Paint the exterior of the water tower and make exterior improvements to meet current life/safety code. Preventive maintenance/painting will be evaluated as an option to complete painting.
CIP Evaluation Criteria:	Deteriorated Facility, Health Safety
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$100,000
Basis of Cost Estimate:	Preliminary Estimate
Funding Source:	Water Fund

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Project Title:	<b>Construct new well and pump house at Horseshoe Mound</b>
Department:	Water
Date Submitted:	October 2004
Project Priority:	Low
Project Description:	Construct a new well and pump house on the east side of the Galena River to provide a reliable source of water for the east side reservoir.
CIP Evaluation Criteria:	New Facility, Health Safety
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$800,000
Basis of Cost Estimate:	Estimate based on cost of Well #7 project
Funding Source:	Water Fund

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Project Title:	<b>Water and Sewer Rolling Stock Plan (See Appendix G)</b>
Department:	Water and Sewer
Date Submitted:	January 2013
Project Priority:	Medium
Project Description:	Systematic replacement of water and sewer vehicles and rolling equipment.
CIP Evaluation Criteria:	Deteriorated Facilities, Systematic Replacement, Operating Efficiency
Comprehensive Plan:	No direct reference
Multi-year:	Yes
Coordination:	Yes. Coordinate with Public Works Rolling Stock Plan
Cost Estimate:	\$32,000
Basis of Cost Estimate:	Current cost plus inflation factor
Funding Source:	Water and Sewer Funds

**SEWER**

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Project Title:	<b>Inflow and infiltration study</b>
Department:	Sewer
Date Submitted:	January 2010
Project Priority:	High
Project Description:	Professional study to determine points of inflow and infiltration of water into the sewer system. Reducing inflow and infiltration can reduce operational costs, including electrical costs.
CIP Evaluation Criteria:	Operating Efficiency
Comprehensive Plan:	No direct reference
Multi-year:	Yes, implement recommendations in future year(s)
Coordination:	No
Cost Estimate:	\$20,000
Basis of Cost Estimate:	Estimate
Funding Source:	Sewer Fund

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Project Title:	<b>West end diversion sewer</b>
Department:	Sewer
Date Submitted:	January 2011
Project Priority:	High
Project Description:	Installation of a new sewer main near US 20 and Bartell Drive to divert the sewer flow from the west end to the Hughlett's sewer main. This diversion will remove considerable flow from the sewer main on Franklin Street in the area of the schools where sewer backups have repeatedly occurred during heavy rains.
CIP Evaluation Criteria:	Public Health and Safety, Operating Efficiency, New/Expanded Facility
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$75,000
Basis of Cost Estimate:	Estimate
Funding Source:	Sewer Fund

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Project Title:	<b>Bouthillier Street lift station</b>
Department:	Sewer
Date Submitted:	January 2011
Project Priority:	High
Project Description:	Installation of pumps in the lift station chamber at the intersection of Bouthillier Street and Park Avenue. The operation of the lift station will allow approximately 12 properties to be removed from a combined sewer/storm sewer and connected to a sanitary sewer.
CIP Evaluation Criteria:	Operating Efficiency, Resource Conservation
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$35,000
Basis of Cost Estimate:	Estimate
Funding Source:	Sewer Fund

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Project Title:	<b>Third and Rives sewer main extension</b>
Department:	Sewer
Date Submitted:	January 1999
Project Priority:	Medium
Project Description:	Install new sewer main in Third Street and Rives Street neighborhood to convert businesses and residences from septic to sewer.
CIP Evaluation Criteria:	Public Health and Safety, New Facility, Equitable Provision
Comprehensive Plan:	P. 113 "Where feasible, connect all residences not currently served with sanitary sewer and water to the City's system to protect the
Multi-year:	No
Coordination:	No
Cost Estimate:	\$285,000
Basis of Cost Estimate:	Engineer's estimate based on construction plans
Funding Source:	Sewer Fund, State Grant, Low Interest Loan

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Project Title:	<b>Hughlett Creek sewer main replacement</b>
Department:	Sewer Fund
Date Submitted:	October 2004
Project Priority:	Low
Project Description:	Replace under sized and deteriorated sewer main in the Hughlett Creek valley below Dewey Avenue.
CIP Evaluation Criteria:	Systematic Replacement, Expanded Facility
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$75,000
Basis of Cost Estimate:	Similar projects
Funding Source:	Sewer Fund

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Project Title:	<b>Madison and Fifth Street sewer main extension</b>
Department:	Sewer
Date Submitted:	October 2004
Project Priority:	Low
Project Description:	Install sanitary sewer main in the area of Madison Street and Fifth Street to convert eight homes from septic to public sewer. This is the largest cluster of septic within the city limits (excluding the Third and Rives neighborhood).
CIP Evaluation Criteria:	New Facility, Equitable Provision of Services, Health Safety
Comprehensive Plan:	P. 113 "Where feasible, connect all residences not currently served with sanitary sewer and water to the City's system to protect the
Multi-year:	No
Coordination:	No
Cost Estimate:	\$220,000
Basis of Cost Estimate:	Similar projects
Funding Source:	Sewer Fund

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**PUBLIC SAFETY**

Project Title:	<b>Police Rolling Stock Plan</b>
Department:	Police
Date Submitted:	January 2013
Project Priority:	High
Project Description:	Systematic plan to replace squad cars in the Police Department. Replacement plan should be based on operating cost per mile, disruption to operations resulting from repairs and safety of the vehicles.
CIP Evaluation Criteria:	Deteriorated Facility, Systematic Replacement, Operating Efficiency
Comprehensive Plan:	P. 115 "Identify grant funding and other outside sources that will aid in purchasing capital equipment and the construction of new
Multi-year:	No
Coordination:	No
Cost Estimate:	\$128,714
Basis of Cost Estimate:	Estimate based on current costs of new vehicles plus inflation factor
Funding Source:	General Fund

Project Title:	<b>Records Management System</b>
Department:	Police
Date Submitted:	January 2013
Project Priority:	High
Project Description:	Purchase new records management software for managing and tracking all police reports, including photo and video management. Purchase new desktop computers with uniform operating system.
CIP Evaluation Criteria:	Deteriorated Facility, Systematic Replacement, Operating Efficiency
Comprehensive Plan:	No direct reference
Multi-year:	No.
Coordination:	No.
Cost Estimate:	\$25,000
Basis of Cost Estimate:	Pricing of software and hardware
Funding Source:	General Fund

Project Title:	<b>Relocate Police Department</b>
Department:	Police
Date Submitted:	February 2008
Project Priority:	Medium
Project Description:	Relocate police department. Current department is undersized and deteriorated.
CIP Evaluation Criteria:	Deteriorated Facility, Systematic Replacement
Comprehensive Plan:	P 116. "Relocate City Hall to a new facility".
Multi-year:	No.
Coordination:	Yes. Possibly coordinate with relocation of City Hall.
Cost Estimate:	\$50,000
Basis of Cost Estimate:	Estimated cost of move to another City-owned building. Cost could vary greatly depending on location.
Funding Source:	General Fund

**FIRE DEPARTMENT**

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**Project Title:** **New SCBA turnout systems**  
**Department:** Fire  
**Date Submitted:** January 2012  
**Project Priority:** High  
**Project Description:** Purchase approximately 24 sets of self contained breathing apparatus (SCBA) to replace current sets that no longer meet National Fire Protection Association standards.  
**CIP Evaluation Criteria:** Health Safety, Deteriorated Facility, Systematic Replacement  
**Comprehensive Plan:** No direct reference.  
**Multi-year:** No  
**Coordination:** No  
**Cost Estimate:** \$112,800  
**Basis of Cost Estimate:** Preliminary figure from vendor  
**Funding Source:** Fire Protection Fund

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**Project Title:** **Paint exterior of building and add storm windows**  
**Department:** Fire  
**Date Submitted:** January 2010  
**Project Priority:** Low  
**Project Description:** Paint exterior of Fire Station and install storm windows.  
**CIP Evaluation Criteria:** Deteriorated Facility  
**Comprehensive Plan:** No direct reference.  
**Multi-year:** No  
**Coordination:** No  
**Cost Estimate:** \$20,000  
**Basis of Cost Estimate:** Estimate  
**Funding Source:** Fire Fund

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**Project Title:** **Purchase property for training facility**  
**Department:** Fire  
**Date Submitted:** December 2008  
**Project Priority:** High  
**Project Description:** Purchase land and training containers for a new training facility that could include smoke training containers and a smoke/rope training tower. The facility should be appropriately cited to prevent disturbing residents and distracting motorists.  
**CIP Evaluation Criteria:** Operating Efficiency, New Facility, Health Safety  
**Comprehensive Plan:** No direct reference  
**Multi-year:** No  
**Coordination:** No  
**Cost Estimate:** \$145,000  
**Basis of Cost Estimate:** Estimate  
**Funding Source:** Fire Fund

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**Project Title:** **Concrete Fire Department driveways**  
**Department:** Fire  
**Date Submitted:** January 2010  
**Project Priority:** Medium  
**Project Description:** Replace blacktop driveways in front of garage bays with concrete.  
**CIP Evaluation Criteria:** Deteriorated Facility, Systematic Replacement  
**Comprehensive Plan:** No direct reference  
**Multi-year:** No  
**Coordination:** No  
**Cost Estimate:** \$35,000  
**Basis of Cost Estimate:** Preliminary estimate from contractor  
**Funding Source:** Fire Fund

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Project Title:	<b>Upgrade office for emergency operations use</b>
Department:	Fire
	January 2010
Project Priority:	High
Project Description:	Remodel office area to serve as emergency operations center. Includes three new computers and phone lines.
CIP Evaluation Criteria:	Operating Efficiency, New Facility, Health Safety
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$30,000
Basis of Cost Estimate:	Estimate
Funding Source:	Fire Fund

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Project Title:	<b>Station addition</b>
Department:	Fire
Date Submitted:	January 2011
Project Priority:	Medium
Project Description:	Construct second story addition over garage bays to house fitness center and bunk rooms for possible paid-on call fire employees.
CIP Evaluation Criteria:	New/Expanded Facility
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$630,000
Basis of Cost Estimate:	Estimate
Funding Source:	Fire Fund

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Project Title:	<b>Fire Department Rolling Stock Plan</b>
Department:	Fire
Date Submitted:	January 2013
Project Priority:	Medium
Project Description:	Systematic replacement of fire vehicles. (See Fire Department Rolling Stock Plan)
CIP Evaluation Criteria:	Deteriorated Facility, Systematic Replacement
Comprehensive Plan:	P. 115 "Develop a long term capital equipment and staffing plan for the Police and Fire Departments, based on population, tourism and
Multi-year:	Yes
Coordination:	No
Cost Estimate:	\$950,000
Basis of Cost Estimate:	Review of current costs plus inflation
Funding Source:	Fire Fund

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**PARKS AND RECREATION**

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Project Title:	<b>Grant Park sidewalk replacement</b>
Department:	Parks
Date Submitted:	February 2008
Project Priority:	High
Project Description:	Continuation of program to replace all deteriorated sidewalks Grant Park. This should be the final year of replacement.
CIP Evaluation Criteria:	Health Safety, Deteriorated Facility, Systematic Replacement
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$10,000
Basis of Cost Estimate:	Contractor estimate
Funding Source:	Park Fund

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CAPITAL IMPROVEMENT PLAN (FY 2014-2018)  
Individual Project Descriptions

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Project Title:	<b>Construction of Galena River Trail: Phase 3 to Aiken</b>
Department:	Parks
Date Submitted:	November 2006
Project Priority:	High
Project Description:	Construction of the final phase of the Galena River Trail. Includes trail building and fencing to separate the trail from the live railroad.
CIP Evaluation Criteria:	Expanded Facility, Resource Conservation
Comprehensive Plan:	P. 121 "Develop a bike route plan that connects the City's bike routes to external routes, such as the Grand Illinois Trail, and surrounding parks and natural areas."
Multi-year:	Yes
Coordination:	No
Cost Estimate:	\$572,000
Basis of Cost Estimate:	Engineer's estimate
Funding Source:	IDOT Grant Funds

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Project Title:	<b>Depot improvements for Amtrak</b>
Department:	Parks
Date Submitted:	January 2010
Project Priority:	High
Project Description:	Construct new platform and associated facilities for Amtrak passenger train service. Date of train service is unknown.
CIP Evaluation Criteria:	Deteriorated Facility, Expanded Facility
Comprehensive Plan:	No direct reference.
Multi-year:	No
Coordination:	No
Cost Estimate:	\$300,000
Basis of Cost Estimate:	Preliminary estimate based on similar platform projects
Funding Source:	General Fund, Grant Funds

---

Project Title:	<b>Grant Park gazebo, fountain, and monument</b>
Department:	Parks
Date Submitted:	January 2013
Project Priority:	Medium
Project Description:	Complete rehabilitation of gazebo, replace all concrete sidewalk around Soldier's Monument, and rehab fountain--all in Grant Park.
CIP Evaluation Criteria:	Systematic Replacement, Health Safety, Deteriorated Facility
Comprehensive Plan:	P. 119 "Develop a comprehensive maintenance program for the parks. This program should be part of the regular Capital
Multi-year:	No
Coordination:	No
Cost Estimate:	\$25,000
Basis of Cost Estimate:	Cost of similar projects
Funding Source:	Park Fund and grants from the Galena Foundation.

---

Project Title:	<b>Install five period street lights in Cemetery Park</b>
Department:	Parks
Date Submitted:	October 2004
Project Priority:	Low
Project Description:	Improve lighting along sidewalk that cuts through Cemetery Park. Reuse old downtown period street lights.
CIP Evaluation Criteria:	New Facility
Comprehensive Plan:	No direct reference
Multi-year:	No
Coordination:	No
Cost Estimate:	\$10,000
Basis of Cost Estimate:	Similar lighting projects
Funding Source:	Park Fund

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Project Title:	<b>Replace Grant Park basketball court</b>
Department:	Parks
Date Submitted:	November 2006
Project Priority:	Low
Project Description:	Replace deteriorated concrete court in Grant Park.
CIP Evaluation Criteria:	Systematic Replacement, Health Safety, Deteriorated Facility
Comprehensive Plan:	P. 119 "Develop a comprehensive maintenance program for the parks. This program should be part of the regular Capital Improvement Plan."
Multi-year:	No
Coordination:	No
Cost Estimate:	\$32,000
Basis of Cost Estimate:	Cost of similar projects
Funding Source:	Park Fund

---

Project Title:	<b>Pool Maintenance and Improvements</b>
Department:	Pool
Date Submitted:	January 2013
Project Priority:	High, Medium, Low
Project Description:	Numerous projects implemented over a three-year period. The projects primarily address operational needs, safety improvements, maintenance. The projects are more fully described in the December 2012 Year-End Swimming Pool Report.
CIP Evaluation Criteria:	Systematic Replacement, Health Safety, Deteriorated Facility
Comprehensive Plan:	P. 119 "Develop a comprehensive maintenance program for the parks. This program should be part of the regular Capital Improvement Plan."
Multi-year:	Yes
Coordination:	No
Cost Estimate:	\$98,800
Basis of Cost Estimate:	Quotes and estimates
Funding Source:	Pool Fund

---

Project Title:	<b>Install new large water slide</b>
Department:	Pool
Date Submitted:	October 2004
Project Priority:	Low
Project Description:	Install new, higher slide. Current slide is very slow, but could continue to be utilized.
CIP Evaluation Criteria:	Expanded Facility, Deteriorated Facility
Comprehensive Plan:	P. 119 "Continue to include long term (park) maintenance items in the CIP."
Multi-year:	No
Coordination:	No
Cost Estimate:	\$120,000
Basis of Cost Estimate:	Preliminary
Funding Source:	Pool Fund

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**TURNER HALL**

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Project Title:	<b>Turner Hall Energy Efficiency Projects</b>
Department:	Turner Hall
Date Submitted:	January 2010
Project Priority:	Medium
Project Description:	Install custom made storm windows on Turner Hall windows. Project goal is to make the building more efficient to heat and cool. Install a system to allow the heating and air conditioning to be remotely monitored and operated from City Hall.
CIP Evaluation Criteria:	Resource Conservation, Operating Efficiency
Comprehensive Plan:	P. 121 "Continue to better utilize Turner Hall."
Multi-year:	Yes, two year project
Coordination:	No
Cost Estimate:	\$27,500
Basis of Cost Estimate:	Estimate from window company
Funding Source:	Turner Hall Fund

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Project Title:	<b>Turner Hall kitchen renovation</b>
Department:	Turner Hall
Date Submitted:	January 2010
Project Priority:	Medium
Project Description:	Repair existing roof, add insulation, paint interior, replace sprinkler system, and install new kitchen addition.
CIP Evaluation Criteria:	Expanded Facility, Deteriorated Facility
Comprehensive Plan:	P. 121 "Continue to better utilize Turner Hall."
Multi-year:	No
Coordination:	No
Cost Estimate:	\$450,000
Basis of Cost Estimate:	Preliminary estimate
Funding Source:	Turner Hall, Grants, Foundations, General Fund

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**ATTACHMENT B. EVALUATION OF PROJECTS USING CRITERIA (FY 2014-2018)**

Dept.	Project Description	Criterion							
		Health/Safety Risk	Systematic Replacement	Deteriorated Facility	Equitable Provision	Operating Efficiency	Coordination	New/Expanded Facility	Resource Conservation
<b>Public Works</b>									
DPW	5-Year Street Improvement Program (See Appendix A)		X	X	X	X	X		
DPW	Downtown crosswalk replacement	X	X	X					
DPW	Paint Highway 20 bridge steps			X					
DPW	Gear Street and Dodge Street storm sewer replacement		X	X					
DPW	Gateway Park Grant Improvements							X	X
DPW	New Roof on City Hall		X	X					
DPW	Magazine Street Retaining Wall		X	X					
DPW	Additional parking at Recreation Park							X	
DPW	Building for additional storage							X	
DPW	Annual Sidewalk Replacement Program	X	X	X	X			X	
DPW	Replace Green Street steps (Main to Bench)		X	X		X			
DPW	Relocate City Hall			X		X	X	X	
DPW	Public Works Rolling Stock Plan		X	X		X			
<b>Engineering</b>									
ENG	No current projects								
<b>Flood Control</b>									
FLD	Downtown Flood Pump Upgrade	X	X	X		X			
<b>Water</b>									
WAT	Paint and upgrade water tower at Well #5 (Franklin Street)			X					
WAT	Paint and upgrade Dodge Street standpipe	X		X					
WAT	Construct new well and pump house at Horseshoe Mound	X						X	
WAT	Water Rolling Stock Plan		X	X		X			
<b>Sewer</b>									
SEW	Inflow and infiltration study					X			
SEW	West end diversion sewer	X				X		X	
SEW	Bouthillier Street lift station					X			X
SEW	Third and Rives sewer main extension	X			X			X	
SEW	Hughlett Creek sewer main replacement		X					X	
SEW	Madison and Fifth Street sewer main extension	X			X			X	
SEW	Sewer Rolling Stock Plan		X	X		X			

Dept.	Project Description	Health/Safety Risk	Systematic Replacement	Deteriorated Facility	Equitable Provision	Operating Efficiency	Coordination	New/Expanded Facility	Resource Conservation
<b>Public Safety</b>									
POL	Police Rolling Stock Plan		X	X		X			
POL	Records Management System		X	X		X			
POL	Relocate Police Department		X	X					
<b>Fire</b>									
FD	New SCBA turnout systems	X	X	X					
FD	Paint exterior of building and storm windows			X					
FD	Purchase property for training facility	X				X		X	
FD	Concrete Fire Department driveways		X	X					
FD	Upgrade office for emergency operations use	X				X		X	
FD	Station addition							X	
FD	Fire Department Rolling Stock Plan		X	X					
<b>Culture and Recreation</b>									
PAR	Grant Park sidewalk replacement	X	X	X					
PAR	Construction of Galena River Trail: Phase 3 to Aiken							X	X
PAR	Depot improvements for Amtrak			X				X	
PAR	Grant Park gazebo, fountain, and monument	X	X	X				X	
PAR	Install five period street lights in Cemetery Park							X	
PAR	Replace Grant Park basketball court	X	X	X					
SP	Pool Maintenance and Improvements	X	X	X					
SP	Install new large water slide							X	
<b>Turner Hall</b>									
TH	Turner Hall Energy Efficiency Projects					X			X
TH	Turner Hall kitchen renovation			X				X	

**ATTACHMENT C. RECOMMENDED CAPITAL IMPROVEMENT PLAN (FY 2014-2018)**

Dept.	Project Description	Estimated Cost	Priority			FY 13/14 Cost	FY 14/15 Cost	FY 15/16 Cost	FY 16/17 Cost	FY 17/18 Cost	Total CIP Cost
			High	Medium	Low						
<b>Public Works</b>											
DPW	5-Year Street Improvement Program (See Appendix A)	\$ 1,021,870	X			\$ 150,650	\$ 303,250	\$ 311,500	\$ 133,770	\$ 122,700	\$ 1,021,870
DPW	Downtown crosswalk replacement	\$ 60,000	X			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000		\$ 60,000
DPW	Paint Highway 20 bridge steps	\$ 18,000	X				\$ 18,000				\$ 18,000
DPW	Gear Street and Dodge Street storm sewer replacement	\$ 32,000	X			\$ 32,000					\$ 32,000
DPW	Gateway Park Grant Improvements	\$ 214,800	X			\$ 214,800					\$ 214,800
DPW	New Roof on City Hall	\$ 25,000	X			\$ 25,000					\$ 25,000
DPW	Magazine Street Retaining Wall	\$ 30,000	X			\$ 30,000					\$ 30,000
DPW	Additional parking at Recreation Park	\$ 25,000		X			\$ 25,000				\$ 25,000
DPW	Building for additional storage	\$ 20,000		X							\$ -
DPW	Annual Sidewalk Replacement Program	\$ 50,000		X		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
DPW	Replace Green Street steps (Main to Bench)	\$ 28,000			X		\$ 28,000				\$ 28,000
DPW	Relocate City Hall	\$ 150,000		X		\$ 150,000					\$ 150,000
DPW	Public Works Rolling Stock Plan	\$ 462,500		X		\$ 113,000	\$ 70,000	\$ 90,000	\$ 99,000	\$ 90,500	\$ 462,500
		\$ 2,137,170				\$ 740,450	\$ 469,250	\$ 426,500	\$ 257,770	\$ 223,200	\$ 2,117,170
<b>Engineering</b>											
ENG	No current projects										
<b>Flood Control</b>											
FLD	Downtown Flood Pump Upgrade	\$ 719,250	X			\$ 719,250					\$ 719,250
<b>Water</b>											
WAT	Paint and upgrade water tower at Well #5 (Franklin Street)	\$ 150,000		X			\$ 150,000				\$ 150,000
WAT	Paint and upgrade Dodge Street standpipe	\$ 100,000			X					\$ 100,000	\$ 100,000
WAT	Construct new well and pump house at Horseshoe Mound	\$ 800,000			X						\$ -
WAT	Water Rolling Stock Plan	\$ 16,000		X		\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
		\$ 1,066,000				\$ -	\$ 166,000	\$ -	\$ -	\$ 100,000	\$ 266,000
<b>Sewer</b>											
SEW	Inflow and infiltration study	\$ 20,000	X			\$ 10,000		\$ 10,000			\$ 20,000
SEW	West end diversion sewer	\$ 75,000	X			\$ 75,000					\$ 75,000
SEW	Bouthillier Street lift station	\$ 35,000	X			\$ 35,000					\$ 35,000
SEW	Third and Rives sewer main extension	\$ 285,000		X			\$ 285,000				\$ 285,000
SEW	Hughlett Creek sewer main replacement	\$ 75,000			X						\$ -
SEW	Madison and Fifth Street sewer main extension	\$ 220,000			X						\$ -
SEW	Sewer Rolling Stock Plan	\$ 16,000		X		\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
		\$ 726,000				\$ 120,000	\$ 301,000	\$ 10,000	\$ -	\$ -	\$ 431,000



**APPENDIX A: 5-YEAR STREET IMPROVEMENT PROGRAM (FY 2014-2018)**

Street	Location	FY13/14 Cost	FY14/15 Cost	FY 15/16 Cost	FY 16/17 Cost	FY 17/18 Cost
<b>Sales Tax Projects</b>						
No Sales Tax funded street projects this year						
<b>Sales Tax Projects Total</b>		\$ -				
<b>Blacktop Overlay</b>						
Park Avenue	U.S. Route 20 to Bouthillier	\$ 95,000				
Alley Resurfacing	Between Elk and Hill (from Dodge to High)	\$ 30,650				
<b>Blacktop Total</b>		\$ 125,650				
<b>Sealcoat</b>						
Mississippi Street	South Street to South Bench Street	\$ 7,500				
South Bench Street	South Street to end	\$ 7,500				
South Main	Gear Street to tracks	\$ 2,000				
West Street	Gear Street to city limits	\$ 6,000				
Park Maintenance Building Yard	Meeker Street (Old Wastewater Treatment Plant Site)	\$ 2,000				
<b>Sealcoat Total</b>		\$ 25,000				
<b>TOTAL FY 13/14</b>		\$ 150,650				
<b>Sales Tax Projects</b>						
Gear Street	Sidewalk and blacktop street between U.S. 20 and S. Bench Street		\$ 252,250	(note: \$100,000 funded from General Fund)		
<b>Sales Tax Projects Total</b>			\$ 252,250			
<b>Blacktop Overlay</b>						
Alley Resurfacing	Between Elk and Hill (from Prospect to High)		\$ 26,000			
<b>Blacktop Total</b>			\$ 26,000			
<b>Sealcoat</b>						
School Section	Jo Daviess Street, Donnegan, Bluff, Ridge, Dodge, Turney, Muir, West		\$ 25,000			
<b>Sealcoat Total</b>			\$ 25,000			
<b>TOTAL FY 14/15</b>			\$ 303,250			

Street	Location	FY13/14 Cost	FY14/15 Cost	FY 15/16 Cost	FY 16/17 Cost	FY 17/18 Cost
<b>Sales Tax Projects</b>						
Spring Street/U.S. 20	Contingency for unanticipated project costs (IDOT project)			\$ 52,500		
Field Street	Resurface from Meeker Street Bridge to Public Works building			\$ 100,000		
	<b>Sales Tax Projects Total</b>			\$ 152,500		
<b>Blacktop Overlay</b>						
Hickory Street	US 20 to Elk Street			\$ 100,000		
Alley Resurfacing	Between Main and Bench (north of Hill Street)			\$ 12,800		
Alley Resurfacing	Between Franklin and Bridge (from Division to Hickory)			\$ 21,700		
	<b>Blacktop Total</b>			\$ 134,500		
<b>Sealcoat</b>						
Bogges Street	East of Third Street to U.S. Route 20			\$ 8,500		
Powder House Road	US 20 to 5th Street			\$ 8,000		
Fifth Street	Madison to Powder House Road			\$ 8,000		
	<b>Sealcoat Total</b>			\$ 24,500		
	<b>TOTAL FY 15/16</b>			\$ 311,500		
<b>Sales Tax Projects</b>						
No project this year					\$ -	
	<b>Sales Tax Projects Total</b>				\$ -	
<b>Blacktop Overlay</b>						
Division Street	Franklin Street to McBrems				\$ 50,000	
West Street	Franklin Street to High Street				\$ 50,000	
Alley Resurfacing	North of Franklin (between Driscoll and Hickory)				\$ 16,070	
Alley Resurfacing	Between Park and Third (from Jefferson to Madison)				\$ 17,700	
	<b>Blacktop Total</b>				\$ 133,770	
<b>Sealcoat</b>						
To be determined based on conditions.	To be determined based on street conditions.				\$ -	
	<b>Sealcoat Total</b>				\$ -	
	<b>TOTAL FY 16/17</b>				\$ 133,770	
<b>Sales Tax Projects</b>						
No project this year						\$ -
	<b>Sales Tax Projects Total</b>					\$ -
<b>Blacktop Overlay</b>						
High Street	South Street to Elk Street					\$ 100,000
Alley Resurfacing	Between Park and Third (from Lafayette to US 20)					\$ 11,400
Alley Resurfacing	Between Prospect and High (south of Hill Street)					\$ 6,750
Alley Resurfacing	Between Prospect and High (south of Green Street)					\$ 4,550
	<b>Blacktop Total</b>					\$ 122,700
<b>Sealcoat</b>						
To be determined based on conditions.	To be determined based on street conditions.					\$ -
	<b>Sealcoat Total</b>					\$ -
	<b>TOTAL FY 17/18</b>					\$ 122,700

**TOTAL CIP COST \$ 1,021,870**

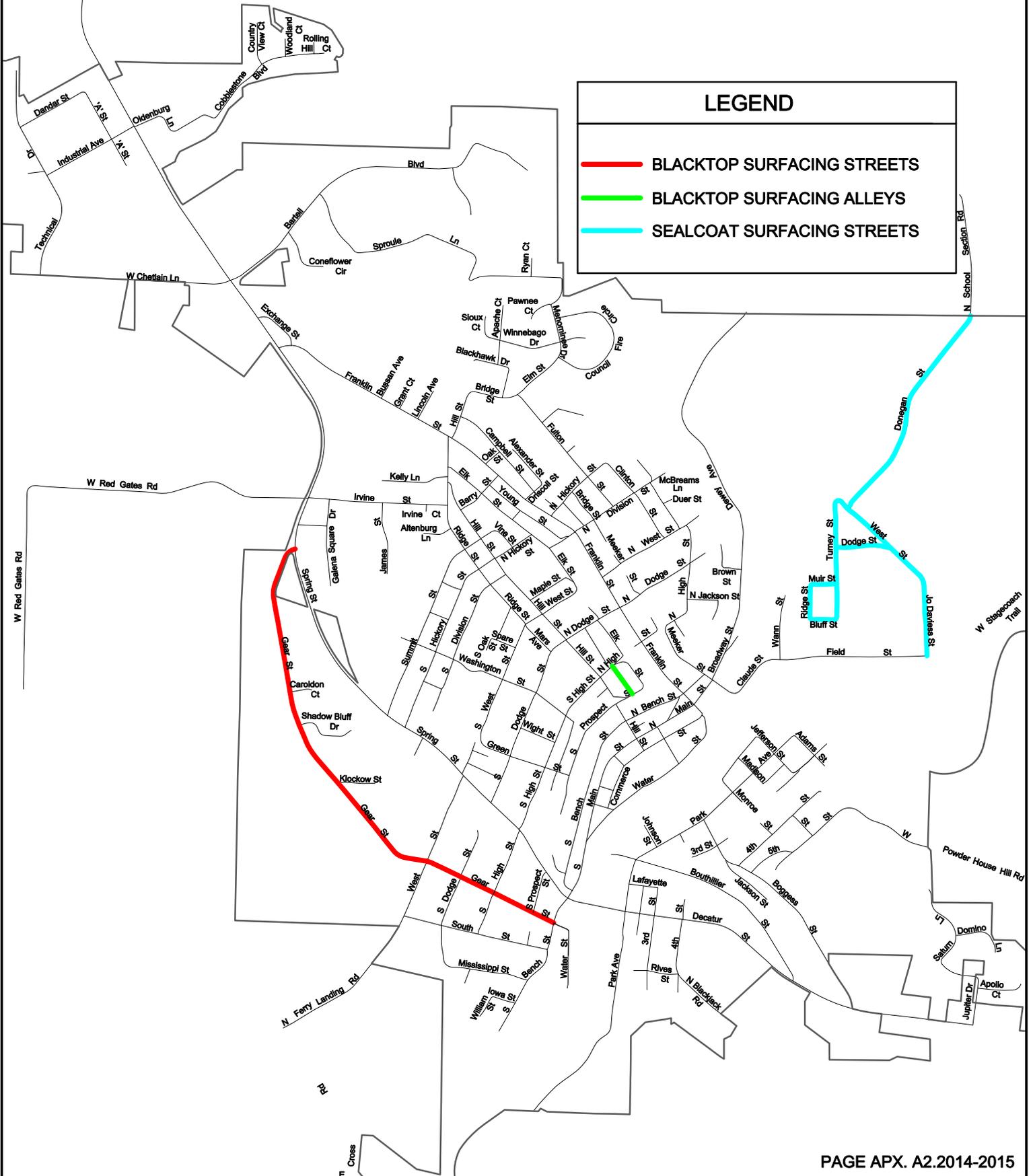
5-Year Street Improvement Program  
APX. A



# APPENDIX A2

## CITY OF GALENA - 5 YR. STREET IMPROVEMENT PROGRAM

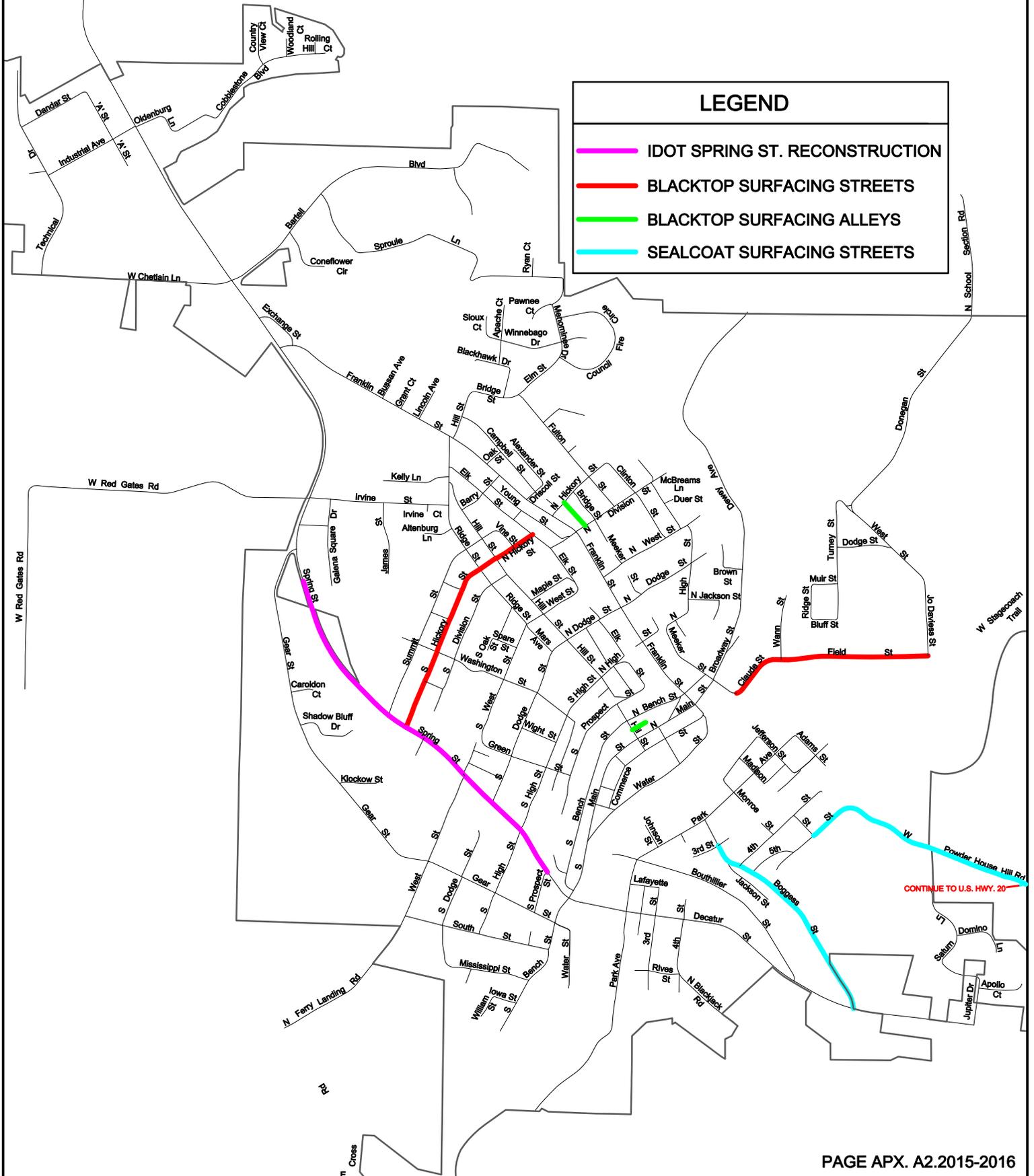
### FY 2014-2015



# APPENDIX A2

## CITY OF GALENA - 5 YR. STREET IMPROVEMENT PROGRAM

### FY 2015-2016

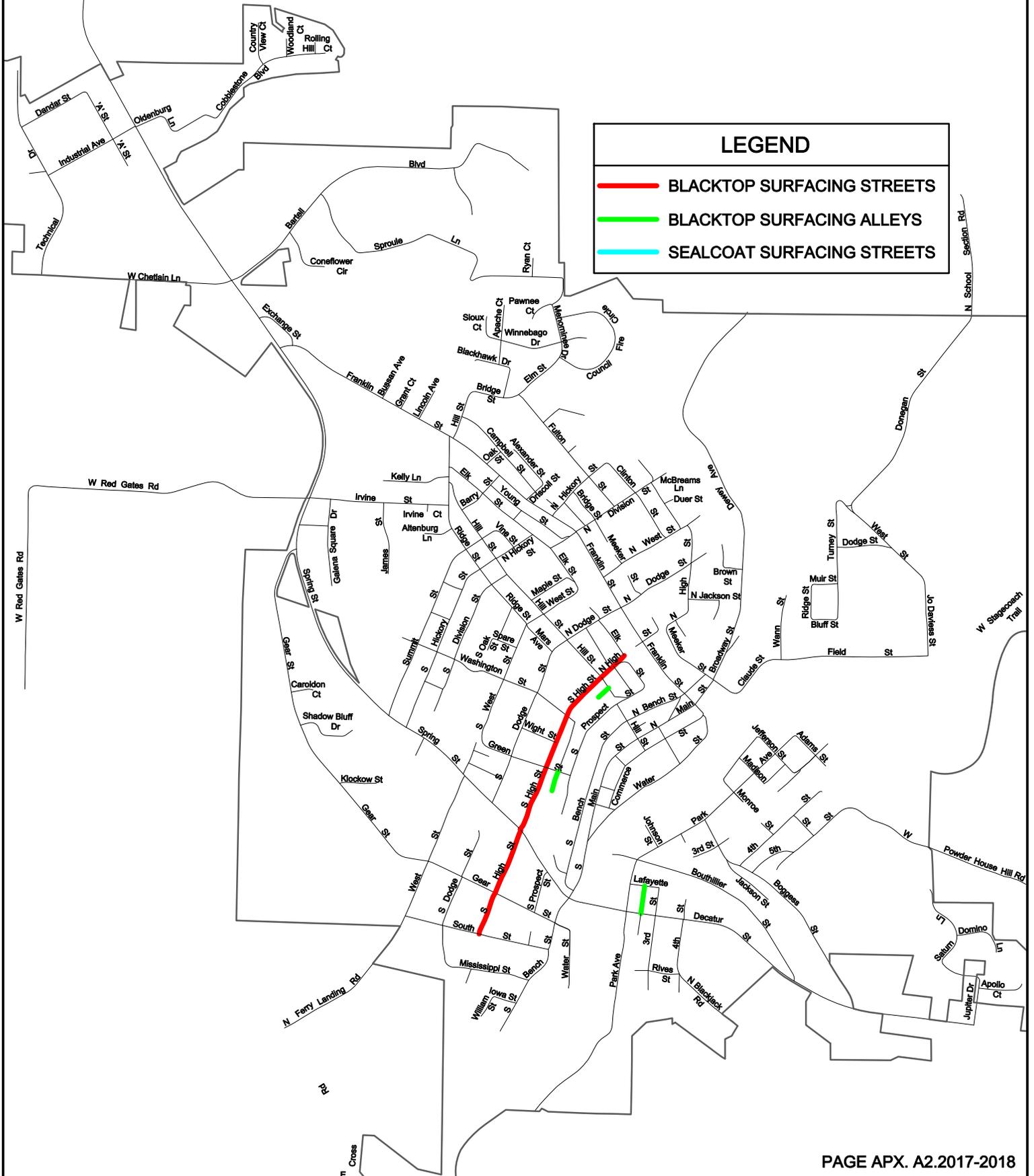




# APPENDIX A2

## CITY OF GALENA - 5 YR. STREET IMPROVEMENT PROGRAM

### FY 2017-2018



## 5-YEAR ALLEY IMPROVEMENT PLAN

Based on Condition Assessment Conducted February 7, 2012

Location	Alley Location Description	Surface Material	(PASER) Condition	Resurfacing Material	Square Feet	Estimated Surfacing Cost	Priority	Construction Year
A	Between Prospect and High (from Green to Washington)	Asphalt	2	Complete Asphalt Reconstruct	-11,000	\$ <del>32,700</del>	1	Complete
B	Between Prospect and High (south of Green Street)	Sealcoat	6	Patch Area & Re-Sealcoat	13,000	\$ 4,550	10	2017-18
C	Between Prospect and High (south of Hill Street)	Asphalt	5	Patch & 1-2" Asph. O.L. or Patch & Crack Seal?	3,900	\$ 6,750	9	2017-18
D	Between Elk and Hill (from Prospect to High)	Asphalt	1	Complete Asphalt Reconstruct	8,700	\$ 26,000	3	2014-15
E	North of Franklin (between Driscoll and Hickory)	Asphalt	2	Complete Asphalt Reconstruct	5,400	\$ 16,070	6	2016-17
F	Between Elk and Hill (from Dodge to High)	Asphalt	1	Complete Asphalt Reconstruct	10,300	\$ 30,650	2	2013-14
G	Between Franklin and Bridge (from Division to Hickory)	Asphalt	1	Complete Asphalt Reconstruct	7,300	\$ 21,700	5	2015-16
H	Between Main and Bench (north of Hill Street)	Gravel	1	Complete Asphalt Reconstruct	4,300	\$ 12,800	4	2015-16
I	Between Park and Third (South of US 20)	Asphalt	1	Complete Asphalt Reconstruct	3,400	NA	Private	
J	Between Park and Third (from Lafayette to US 20)	Asphalt	4	Patch Edges & 1-2" Asphalt Overlay	6,600	\$ 11,400	8	2017-18
K	Between Park and Third (from Jefferson to Madison)	Asphalt	3	Patch Edges & 1-2" Asphalt Overlay	10,200	\$ 17,700	7	2016-17

**TOTAL \$ 147,620**

NOTE: Cost estimates are based on at least 30-50% of work being completed at same time. Otherwise, mobilization costs for single work items will increase cost.

**APPENDIX B: NON-HOME RULE SALES TAX (1/2%) STREET & INFRASTRUCTURE PROGRAM**  
**Completed Projects and Estimated Project Costs**

Improvement	Completed Projects					
	FY 2008-09	FY 2009-10	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	Bouthillier Street	Dewey Avenue	Jackson Street	Pre-ERP & ERP	Main Street Meeker Street	No Projects
Street (Rating) Condition	3-4 (Poor-Fair)	3-4 (Poor-Fair)	2-3 (Very Poor - Poor)	2-3 (Very Poor - Poor)	4 (Fair)	
Street Construction						
Curb & Gutter						
Sidewalk						
Water						
Sanitary Sewer						
Storm Sewer						
Engineering						
<b>Construction Sub-Total</b>						
Contingency (5%)						
<b>CONSTRUCTION TOTAL</b>	<b>\$ 500,500</b>	<b>\$ 398,068</b>	<b>\$ 292,476</b>	<b>\$ 502,521</b>	<b>\$ 751,941</b>	

Interest Expense	\$ 130,271	\$ 97,138	\$ 77,167	\$ 51,784	\$ 133,674	
<b>TOTAL PROJECT COST</b>	<b>\$ 630,771</b>	<b>\$ 495,206</b>	<b>\$ 369,643</b>	<b>\$ 554,305</b>	<b>\$ 885,615</b>	

<b>AMOUNT FINANCED (P &amp; I)</b>	<b>\$ 630,271</b>	<b>\$ 497,138</b>	<b>\$ 392,167</b>	<b>\$ 554,305</b>	<b>\$ 885,615</b>	
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Improvement	Proposed Projects					Total
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	
	Downtown Flood Pumps	Gear Street	Spring Street (US 20)	No Projects	No Projects	
Street (Rating) Condition	4 (Fair)		4 (Fair)			
Street Construction			\$ 30,000			\$ 30,000
Curb & Gutter			\$ -			\$ -
Sidewalk		\$ 135,000	\$ 10,000			\$ 145,000
Water						\$ -
Sanitary Sewer						\$ -
Storm Sewer	\$ 670,000					\$ 670,000
Engineering	\$ 15,000	\$ 10,000	\$ 10,000			\$ 35,000
<b>Construction Sub-Total</b>	<b>\$ 685,000</b>	<b>\$ 145,000</b>	<b>\$ 50,000</b>			<b>\$ 880,000</b>
Contingency (5%)	\$ 34,250	\$ 7,250	\$ 2,500			\$ 44,000
<b>CONSTRUCTION TOTAL</b>	<b>\$ 719,250</b>	<b>\$ 152,250</b>	<b>\$ 52,500</b>			<b>\$ 924,000</b>

Interest Expense	\$ -		\$ -			\$ 490,034
<b>TOTAL PROJECT COST</b>	<b>\$ 719,250</b>	<b>\$ 152,250</b>	<b>\$ 52,500</b>			<b>\$ 924,000</b>

<b>AMOUNT FINANCED (P &amp; I)</b>	<b>\$ -</b>					<b>\$ 2,959,496</b>
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Notes:

1. Street Condition: Based on PASER rating system: 1 - Failed, 2 - Very Poor, 3 - Poor, 4 - Fair, 5 - Fair, 6 - Good, 7 - Good, 8 - Very Good, 9 - Excellent and 10 - Excellent
2. Street Surface: all streets to be blacktop unless otherwise noted
3. The IDOT has indicated that the Gear Street resurfacing will be included in the US 20 project. The surfacing cost is excluded from the Gear Street project cost.
4. Interest expense assumes borrowing at 4.85% interest for 10 years.
5. ERP = Emergency Street Repair grant from the Illinois Department of Transportation

**APPENDIX C: NON-HOME RULE SALES TAX (1/2%) STREET PROGRAM**  
**Recommended Plan: 2014-2018**

Construction Year	Construction Project	Project Scope	Project Cost
2013-14	Downtown Pumping Station	Upgrade Pumps & Add Generator	\$ 719,250
2014-15	Gear Street	S. Bench to U.S. 20	\$ 152,250
2015-16	Spring Street	S. Prospect to Gear	\$ 52,500
2016-17	No Project Planned		
2017-18	No Project Planned		

**Total Cost \$ 924,000**

**APPENDIX C1: STREET IMPROVEMENT SALES TAX FUND  
PROJECTED YEAR-END FUND BALANCE**

**Fiscal Year**

Beginning Fund Balance	2008-09*	2009-10*	2010-11*	2011-12*	2012-13	2013-14	2014-15	2015-16	Continued Below
Fund Balance	\$190,949	\$268,873	\$454,405	\$481,677	\$604,513	\$22,160	\$6,806	\$91,203	

Beginning Fund Balance	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Fund Balance	\$228,100	\$364,974	\$533,820	\$779,526	\$1,110,834	\$1,482,834	\$1,854,834	\$2,226,834	\$2,598,834

Notes:

\* Actual audited fund balance. All other years are projected based on proposed CIP expenditures.

**APPENDIX D. PUBLIC WORKS DEPARTMENT ROLLING STOCK AND EQUIPMENT PLAN (FY 2014-2018)**

Current Stock		Replacement Stock								
Year	Rolling Stock	Replace With	Priority	Total Cost	FY13/14 Cost	FY 14/15 Cost	FY 15/16 Cost	FY 16/17 Cost	FY 17/18 Cost	Total CIP Cost
1961	Air Compressor									
1991	Brush Chipper									
2010	Articulating Boom Mower									
2008	Tymco Street Sweeper									
2011	International 10 Ton Dump w/ Plow/Spreader									
2007	Sterling 10 Ton Dump w/ Plow									
2007	3/4 Ton Chevy Pickup w/ Plow									
2007	Chevy 1 Ton with Plow/Spreader/Dump	Same	Medium	\$ 60,000		\$ 60,000				\$ 60,000
2011	Chevy 1 Ton Truck w/ Plow/Spreader	Same	Low	\$ 80,000					\$ 80,000	\$ 80,000
2008	Chevy 1 Ton Truck w/ Plow/Spreader/Dump	Same	High	\$ 55,000	\$ 55,000					\$ 55,000
2012	Ford 1 Ton Truck w/ Plow/Spreader/Dump	Same	High	\$ -						\$ -
2000	Ford 3/4 Ton Truck (Parks)	Same	Medium	\$ 25,000	\$ 25,000					\$ 25,000
2006	3/4 Ton Dodge Ram (Parks)	Same	Low	\$ -						\$ -
2003	New Holland Utility Tractor	Same	Medium	\$ 80,000			\$ 80,000			\$ 80,000
2005	John Deere 410 Backhoe	Same	Low	\$ 65,000				\$ 65,000		\$ 65,000
2010	Case 621 End loader w/ Backhoe	Same	High	\$ 46,500	\$ 23,000			\$ 23,500		\$ 46,500
2012	John Deere 320 Skid Loader			\$ 10,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000
2011	748 John Deere Mower	Same	Medium	\$ 16,500		\$ 8,000			\$ 8,500	\$ 16,500
2011	1445 John Deere Mower	Same	Medium	\$ 16,500	\$ 8,000			\$ 8,500		\$ 16,500
2011	2850A John Deere Z-Turn Mower	Same	Medium	\$ 8,000			\$ 8,000			\$ 8,000
<b>TOTAL</b>				<b>\$ 462,500</b>	<b>\$ 113,000</b>	<b>\$ 70,000</b>	<b>\$ 90,000</b>	<b>\$ 99,000</b>	<b>\$ 90,500</b>	<b>\$ 462,500</b>

Priority	Description
High	A project that is so imperative that every effort should be made, including the development of a new funding source, to complete the project as soon as possible.
Medium	A project that should be completed when sufficient funds are available from established funding mechanisms.
Low	A project that would be desirable but would not address any health, safety, or other critical needs.

**APPENDIX E. FIRE DEPARTMENT ROLLING STOCK PLAN (FY 2014-2018)**

Rolling Stock	Priority	Total Cost	FY13/14 Cost	FY14/15 Cost	FY15/16 Cost	FY16/17 Cost	FY17/18 Cost	Total CIP Cost*
Replace Ladder Truck	Medium	\$ 950,000				\$ 950,000		\$ 950,000
<b>TOTAL</b>		<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ 950,000</b>

Note:

\* The cost of some vehicle purchases are shared with the Galena Rural Fire District.

Priority	Description
High	A project that is so imperative that every effort should be made, including the development of a new funding source, to complete the project as soon as possible.
Medium	A project that should be completed when sufficient funds are available from established funding mechanisms.
Low	A project that would be desirable but would not address any health, safety, or other critical needs.

**APPENDIX F. POLICE DEPARTMENT ROLLING STOCK PLAN (FY 2014-2018)**

Rolling Stock	Priority	Total Cost	FY13/14 Cost	FY14/15 Cost	FY15/16 Cost	FY16/17 Cost	FY17/18 Cost	Total CIP Cost
Replace oldest squad with new model	High	\$ 29,870						\$ -
Replace oldest squad with new model	High	\$ 30,766		\$ 30,766				\$ 30,766
Replace oldest squad with new model	High	\$ 31,689			\$ 31,689			\$ 31,689
Replace oldest squad with new model	High	\$ 32,640				\$ 32,640		\$ 32,640
Replace oldest squad with new model	High	\$ 33,619					\$ 33,619	\$ 33,619
<b>TOTAL</b>		<b>\$ 158,584</b>	<b>\$ -</b>	<b>\$ 30,766</b>	<b>\$ 31,689</b>	<b>\$ 32,640</b>	<b>\$ 33,619</b>	<b>\$ 128,714</b>

Notes:

1. An inflation factor of 3% per year has been applied.
2. All police vehicle costs are General Fund obligations.
3. Starting in FY 09, an estimated \$4,000 per year from court fines would be dedicated to vehicle purchases.

Priority	Description
High	A project that is so imperative that every effort should be made, including the development of a new funding source, to complete the project as soon as possible.
Medium	A project that should be completed when sufficient funds are available from established funding mechanisms.
Low	A project that would be desirable but would not address any health, safety, or other critical needs.

**APPENDIX G. WATER AND SEWER DEPARTMENT ROLLING STOCK PLAN (FY 2014-2018)**

Current Stock		Replacement Stock								
Year	Rolling Stock	Replace With	Priority	Total Cost	FY13/14 Cost	FY14/15 Cost	FY15/16 Cost	FY16/17 Cost	FY17/18 Cost	Total CIP Cost*
1984	GMC spreader truck	Same	Low	\$ 110,000						\$ -
2002	Chevy 3/4 ton w/ utility box	Same		\$ 28,000		\$ 32,000				\$ 32,000
2001	Chevy 3/4 ton pickup (red)	Same		\$ 26,860						\$ -
1996	New Holland LX665 skid steer	Same		\$ 20,000						\$ -
2001	Sniper 747-4000R trailer jet	Same		\$ 32,000						\$ -
2012	Chevy 3/4 ton w/ utility box/plow	3/4 Ton/plow/box		\$ 40,000						\$ -
<b>TOTAL</b>				<b>\$ 256,860</b>	<b>\$ -</b>	<b>\$ 32,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,000</b>

Water Cost (1/2 of TOTAL)	\$ 128,430	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
Sewer Cost (1/2 of TOTAL)	\$ 128,430	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000



312 N. Main Street, Galena, IL 61036-2332

**Chief of Police**

Lori Huntington

(815) 777-2131

FAX (815) 777-4736

TO: City Administrator Mark Moran  
FROM: Chief Lori Huntington  
DATE: 1/23/13  
RE: Loading zone for Chef Ivo

This memo is in regards to the request by Chef Ivo to designate four spaces on Bench Street behind his restaurant as loading zone spaces. I do agree with Chef Ivo the street is narrow on that part of Bench Street for deliveries. There would be no way a car would be able to get through if a delivery truck were to have to park in the street or as I know in the past, the delivery trucks have pulled up on the sidewalk for cars to be able to get through. I do not want any more trucks pulling up on the sidewalk for fear of causing damage to the cement, and causing a hazard to people walking on the sidewalk.

I would agree there does need to be a loading zone behind the restaurant, however, not four parking spaces total. I would like to see the three spaces north of the Sunday handicapped stall designated for loading zone. These three spots would give the delivery trucks plenty of room to pull into and be able to pull out of safely and not cause a hazard to passing cars. I also would agree the time frame of the loading zone could be 6am -- 2pm, Monday - Friday, which would not cause a problem with the weekend church mass and parents picking up their children from the ARC after work or school.



*Old Fashioned Goodness with a Gourmet Flair!*

106 S MAIN ST GALENA IL 61036

IN REGARDS TO CHEF IVO'S PLACE  
515 S MAIN ST GALENA IL 61036

ATTN MARK MORAN CITY OF GALENA

MARK IN REGARDS TO THE RESTAURANT ABOVE GALENA CELLARS. WE WOULD LIKE TO GET THE (4) FOUR PARKING SPACES DIRECTLY BEHIND THE BENCH STREET EXIT, DESIGNATED LOADING ZONE FOR DELIVERIES..AS YOU WELL KNOW BENCH STREET IS VERY SMALL AND WHEN WE GET DELIVERIES THIS WILL CAUSE A BIG PROBLEM WITH PEOPLE TRYING TO GET PAST SEMI'S THAT HAVE TO STOP AND UNLOAD..THE TIME FRAME FOR THE LOADING ZONE WOULD BE 6 AM TO 2 PM MONDAY THRU FRIDAY. THERE IS NOWHERE ELSE FOR THEM TO UNLOAD UNLESS STOP RIGHT ON THE STREET, OR CLIMB UP ONTO THE SIDEWALKS WHICH PEOPLE WILL NEED TO USE.. I HAVE CHECKED THE STREET FOR SEVERAL WEEKS AND I DO NOT SEE THIS AS A PROBLEM, THERE IS ALWAYS A FEW SPACES OPEN AND THIS WOULD NOT EFFECT SERVICES AT THE CHURCH ON WEEKENDS... I THINK BY DOING THIS IT WILL HELP US TO MAKE SURE WE CAN GET OUR PRODUCTS DELIVERED, AND NOT CAUSE PROBLEMS FOR THE POLICE DEPT WHEN PEOPLE GET ANGRY THAT THEY CAN NOT GET PAST THE TRUCKS

THANK YOU AND ANY QUESTIONS PLEASE FEEL FREE TO CALL ME  
STORE 1-815-777-2882 CELL 1-773-727-3240

CHEF IVO W. PUIDAK

# CITY OF GALENA, ILLINOIS

312 ½ North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator 

DATE: January 24, 2013

RE: City Hall and Police Department Relocations

As early as 2001, the City Council identified the need to relocate the Police Department and City Hall from the current location on Main Street. In the 2003 Comprehensive Plan, the council adopted the goal to “Relocate City Hall (and the Police Department) to a new facility”. In more recent years the council members toured the Police Department and expressed the need to relocate. At the May 9, 2011 council meeting, Alderperson Painter suggested a task force be created to study the relocation of the Police Department and City Hall. Since that time, I have worked with Mayor Renner and city staff to assess our operational needs and evaluate options.

This report describes the process we used to evaluate our needs and the relocation options we studied. The report also includes a recommendation for moving forward with the relocation of City Hall and the Police Department. The recommended plan involves utilizing existing City-owned buildings for what we believe to be a comprehensive and cost-effective solution.

### Existing Conditions Survey

As a first step in the evaluation process, we undertook a survey of our Police Department and City Hall employees. The survey was intended to collect their opinions about what works and what does not work well with the current building and facilities. A complete summary of the survey results is attached. The results were generally very negative about the Police Department office and garage space. Inadequacies with City Hall were also communicated. The table on the following page is an abbreviated summary of the issues with the Police Department and City Hall.

Table 1. Summary of Deficiencies Identified from Employee Surveys

Police Department	City Hall
<ul style="list-style-type: none"> <li>Inadequate natural light in offices</li> </ul>	<ul style="list-style-type: none"> <li>Inadequate work space in some offices</li> </ul>
<ul style="list-style-type: none"> <li>Dirty office conditions because of proximity to garage</li> </ul>	<ul style="list-style-type: none"> <li>Lack of private meeting space for meetings with the public</li> </ul>
<ul style="list-style-type: none"> <li>Inadequate restrooms</li> </ul>	<ul style="list-style-type: none"> <li>Inadequate security as a result of multiple entrances and awkward floor plan</li> </ul>
<ul style="list-style-type: none"> <li>Garage parking for squads is insufficient and access is challenging with one door</li> </ul>	<ul style="list-style-type: none"> <li>Open floor plan in front offices can be disruptive</li> </ul>
<ul style="list-style-type: none"> <li>Work spaces too small and crowded</li> </ul>	<ul style="list-style-type: none"> <li>Not an ideal floor plan. Disjointed spaces.</li> </ul>
<ul style="list-style-type: none"> <li>No privacy for sensitive interviews</li> </ul>	<ul style="list-style-type: none"> <li>No room for additional offices</li> </ul>
<ul style="list-style-type: none"> <li>Inadequate filing space</li> </ul>	

**Space Allocation**

Based on a 2003 space study by Durant and the survey results, we developed the attached Space Allocation Report to assist us with assessing relocation options. The Space Allocation Report identifies how much space is currently being used for each function within the building. The report also identifies the ideal space for each existing or desired function.

The current Police Department is 3,900 square feet with garages occupying 1,760 square feet of the total. Ideally, the Police Department space would nearly double to 7,130 square feet, of which 2,400 square feet would be garages. City Hall would ideally expand from the current space of 4,080 to approximately 5,520. The ability for additional expansion would be a consideration in relocation options.

Table 2. Existing and Ideal Space for the Police Department and City Hall

Police Department		City Hall	
Existing Space	Ideal Space	Existing Space	Ideal Space
3,919	7,130	4,077	5,520

**Relocation Options**

In light of the particularly unsatisfactory condition, layout, and size of the Police Department, we focused initially on finding a suitable and permanent relocation site for the Police Department. We left open the possibility that City Hall could be included in the relocation, though the Police Department could clearly operate remotely from City Hall. We studied the following relocation options:

New Construction

One option for the Police Department would be to construct a new building on a new site. After consulting with a local architect we concluded that new construction could be expected to cost approximately \$300 per square foot. This figure does not include land purchase, professional fees, or furniture, fixtures and equipment (FFE). Table 3 shows the estimated construction cost of a new Police Department and City Hall based on the \$300 per square foot figure and assuming that an additional 33% of the needed space would be devoted to walls and circulation (an architectural guideline). The total project cost, including design fees and FFE, for each building is also presented in the table. Not including the cost of land, the Police Department could be expected to cost about \$3.3 million and City Hall about \$2.6 million. We do not believe the construction of a new building(s) to be economically feasible for the foreseeable future.

Table 3. Estimated Project Costs: Police Department and City Hall New Construction

Police Department		City Hall	
Ideal Space	Cost	Ideal Space	Cost
9,483 sq. ft. (\$300 sq. ft.)	\$2,844,900	7,342 sq. ft. (\$300 sq. ft.)	\$2,202,600
Professional fees (8%)	\$227,600	Professional fees (8%)	\$176,200
Furniture, fixtures, equip. (9%)	\$256,000	Furniture, fixtures, equip. (9%)	\$198,200
Land	\$0	Land	\$0
<b>TOTAL</b>	<b>\$3,328,500</b>	<b>TOTAL</b>	<b>\$2,577,000</b>

Customs House

Located in the downtown on Green Street is the Customs House/Post Office. At this time, it is not known if the building is for sale by the U.S. Postal Service or if it could be acquired by the City. The building is two stories and a total of 5,200 square feet. All indications are that the Post Office would continue to operate the mailboxes and lobby on the first floor even if the building were leased or sold. With only 2,140 square feet on the second floor and limited space for expansion on the remainder of the lot, we concluded the building would not be a suitable location for the Police Department or City Hall.

Medical Office Building

When the hospital and Medical Associates moved to their present locations, the medical office building connected to the old hospital and nursing home on Summit Street was fully vacated. The building remains vacant today and could be rented or purchased. The medical office building is one story with a finished walk out basement and an elevator between levels. Each level contains 5,530 square feet or 11,060 total square feet. The upper level of the building has adequate space and a layout that could be adapted to the Police Department office needs. The building is centrally located and could result in good response times from the department to emergencies. Ample parking would be available on site. There are no garages for the Police Department, but there would be enough space on the property for the construction of garages. The medical office building would clearly be large enough for just the Police Department. However, the total interior area would be about 1,000 square feet less than the ideal space for

both the Police Department *and* City Hall. With half of the total square footage located in the basement, we do not believe this building would be a good fit for both uses. If the building were used for the Police Department only, a significant investment would be needed to remodel the interior to an ideal layout for the department. An additional investment would be needed for the garages. We did not estimate the cost of the needed improvements.

101 Green Street

The City owns the former supermarket building at Green Street and Commerce Street. The 6,100 square foot building is leased to Contemporary Services through September 2015. The City purchased the building in 2003 for \$450,000 and receives approximately \$33,000 of annual rent plus \$739 per month for payment of the property taxes. We have collected approximately \$225,000 of rent since 2005. Contemporary Services remodeled the interior in 2005, making an investment of approximately \$115,000 in the building. Contemporary Services owner, Jim Hansen, has recently indicated that he is interested in moving his business to another Galena location to better accommodate his reduced staffing level.

The 101 Green Street building would be large enough to accommodate the offices of either the Police Department or City Hall, but not both. The building does not have garages for the Police Department. When this building was purchased by the City, the concept was to demolish the building and construct a two story building to accommodate City Hall and the Police Department. As previously stated, we do not believe new construction to be economically feasible at this time. Also, we do not believe that the construction of garages would be practical or the highest and best use of this visible and valuable property.

Relocating City Hall to the building appears to have merit. Under this option, the Police Department would move to the current City Hall space on the second floor. The current police garages would continue to be used for the squads. After reviewing the current City Hall space with Police Chief, Lori Huntington, we believe only minor modifications would be needed to accommodate the police functions. We have extensively studied the 101 Green Street floor plan and concluded that the space, with some modification, would be well suited for City Hall. The following two tables summarize the pros and cons of this relocation strategy.

Table 4. Pros of City Hall Relocation to 101 Green Street and Police Department to Current City Hall Offices

City Hall	Police Department
<ul style="list-style-type: none"> <li>• One level with main entrance accessible for persons with handicaps</li> </ul>	<ul style="list-style-type: none"> <li>• Considerably more and ample space for all needs</li> </ul>
<ul style="list-style-type: none"> <li>• Centrally located with ample parking</li> </ul>	<ul style="list-style-type: none"> <li>• Garage space for squads</li> </ul>
<ul style="list-style-type: none"> <li>• Adequate space for current and foreseeable needs</li> </ul>	<ul style="list-style-type: none"> <li>• Off-street parking for squads and employees</li> </ul>
<ul style="list-style-type: none"> <li>• Existing City-owned building</li> </ul>	<ul style="list-style-type: none"> <li>• Nearly move-in ready</li> </ul>
<ul style="list-style-type: none"> <li>• Near other public office (Post Office)</li> </ul>	<ul style="list-style-type: none"> <li>• Existing City-owned building</li> </ul>
<ul style="list-style-type: none"> <li>• Reuse of an existing building</li> </ul>	<ul style="list-style-type: none"> <li>• Centrally located</li> </ul>
<ul style="list-style-type: none"> <li>• Substantially less cost than new construction</li> </ul>	<ul style="list-style-type: none"> <li>• Located near Sheriff’s Department and Courthouse</li> </ul>
<ul style="list-style-type: none"> <li>• All employees would have own office</li> </ul>	<ul style="list-style-type: none"> <li>• Substantially less cost than new construction</li> </ul>

Table 5. Cons of City Hall Relocation to 101 Green Street and Police Department to Current City Hall Offices

City Hall	Police Department
<ul style="list-style-type: none"> <li>• Council chambers would not be self-contained</li> </ul>	<ul style="list-style-type: none"> <li>• Garages on different level than offices</li> </ul>
<ul style="list-style-type: none"> <li>• Loss of rent revenue</li> </ul>	<ul style="list-style-type: none"> <li>• Second floor not ideal for public access</li> </ul>
<ul style="list-style-type: none"> <li>• Separate from Police Department</li> </ul>	<ul style="list-style-type: none"> <li>• Not as ideal floor plan as new construction</li> </ul>
<ul style="list-style-type: none"> <li>• Additional utility costs for new location</li> </ul>	<ul style="list-style-type: none"> <li>• Separate from City Hall</li> </ul>
<ul style="list-style-type: none"> <li>• Not as ideal floor plan as new construction</li> </ul>	

Our staff has toured the 101 Green Street building on multiple occasions in recent weeks to conceptualize a layout for City Hall in the building. We have involved all of our staff in brainstorming sessions about how the spaces should function and the desired floor plan. The purpose of this effort was to be certain that the building would satisfactorily accommodate the City Hall functions. The result of our work is a floor plan that we believe would work very well. I am attaching the floor plan for your review. I am also attaching the employee survey results explained earlier but with an added column to identify how this plan would address the needs identified in the survey.

**Cost and Budget**

What would the relocations cost and how would we pay for them? Following the creation of the floor plan, we developed an estimated budget for the relocation projects. The total cost of renovating the 101 Green Street building and moving the City Hall offices to the building is estimated as \$314,295. This includes limited interior renovation, the purchase of some used office furniture from Contemporary Services, the purchase of some new office furniture, as well as a façade renovation on the Commerce Street side of the building. The total cost of moving the Police Department to the current City Hall offices is estimated as \$89,930. This includes limited interior renovation, office furniture, enhanced security, and \$25,000 for a new roof. The total cost of the both relocations would be \$404,225. The cost could vary depending on the final plan for each building and actual bids.

Our current fiscal year budget does not include any funds for the relocation of the Police Department or City Hall. The relocation costs would be General Fund expenses. I expect the General Fund to carry forward a fund balance of approximately \$2.9 million into the next fiscal year beginning May 1. The General Fund has been used in part as a savings account for large capital projects like the relocation of the Police Department and/or City Hall. Part of the fund balance could be allocated to cover all of the relocation project costs.

Beginning in January 2016, \$56,590 of annual debt service in the General Fund will be fully retired. This represents a good source for funds, potentially on an annual basis, for replacing the lost rent revenue and covering the ongoing costs of operating the new City Hall.

## **Timeline**

While there are many variables that could affect the implementation of the relocation projects, we have prepared the following timeline of major activities as a guide. With no imperative deadline for moving City Hall or the Police Department, the timeline could always be adjusted.

Table 6. Timeline for Implementation of Relocation Projects

Date	Activity
<b>City Hall</b>	
January 28	Approval of relocation concept for City Hall and Police Department
January 28	Approval of contract with Baranski, HMS for architectural services
February 11	Completion of Planning and Design Phase—Review by Council
March 11	Completion of Construction Documents—Approval by Council
March 15	Release construction bids
April 8	Approve construction contract
April 29	Start construction
July 12	Complete construction
August 2	Move in to new City Hall
<b>Police Department</b>	
April 22	Council approves roof replacement bid for current City Hall
May 13	Completion of interior renovation construction documents (if needed)—Approval by Council
May 24	Release construction bids
June 3	Roof replacement commences on current City Hall
June 24	Approve construction contract
August 12	Start construction
September 9	Complete construction
September 20	Move in to new Police Department

## **Recommendation**

After evaluating the options listed in this report, we believe the best solution would be to relocate City Hall to 101 Green Street and move the Police Department to the current City Hall offices. To move forward with this process we recommend the following:

1. Publicly approve the suggested relocation concept for both City Hall and the Police Department.
2. Commit to budget for the cost of relocation in the 2013-14 operating budget. Some costs may have to be added to the current year budget.

3. Initiate the process of relocation by approving the attached architectural services contract with the local firm of Baranski, Hammer, Moretta & Sheehy. The firm prepared the architectural plans for the 2005 renovation of 101 Green Street by Contemporary Services. The firm has also provided design, plan review and inspection services for the City in the past.
4. Establish a goal of completing construction and relocating City Hall in late summer and the Police Department shortly thereafter.

I look forward to your input regarding this important and exciting project.





# Space Allocation Report

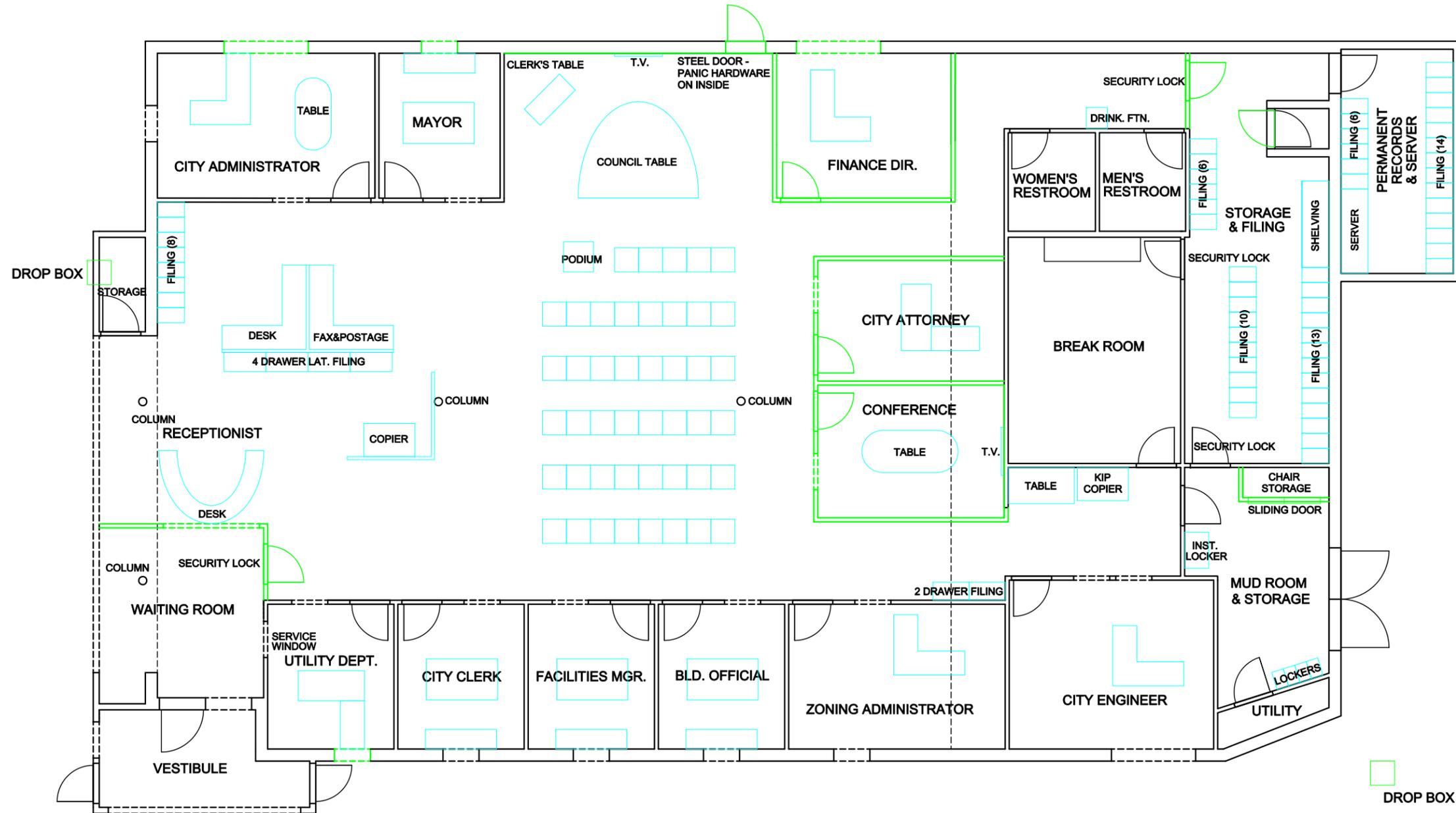
## City Hall and Police Department

### CITY HALL

Activity	Employees	Existing	Ideal
		Square Feet	Square Feet
Building Office	1	208	320
Engineering Office	1	348	320
Administration Office	1	182	250
Mayor's Office	1	224	200
Finance Office	1	150	200
Zoning Office	1	378	360
Attorney's Office	1	196	200
Front Offices	4	1,404	1,600
Engineering Copy Room	0	124	120
Safe	0	99	-
Copy Room / Kitchen	0	200	120
Break Room	0	-	150
Paper / Supply Storage Room	0	54	60
Restrooms	0	98	200
Cabling/IT Room	0	-	20
Conference Room	0	126	200
Council Chambers	0	286	1,000
Coat Closets	0	-	60
Conference Room 2	0	-	140
<b>Net Area Total</b>	<b>11</b>	<b>4,077</b>	<b>5,520</b>
Circulation and Walls		NA	1,822
<b>TOTAL CITY HALL AREA</b>		<b>4,077</b>	<b>7,342</b>

### POLICE DEPARTMENT

Activity	Employees	Existing	Ideal
		Square Feet	Square Feet
Police Chief's Office	1	115	150
Dispatcher's Office	1	194	200
Patrol Offices	9	420	800
Community Service Office	1	138	200
Evidence Room	0	360	360
Reception / Foyer	0	142	150
Restrooms	0	90	200
Break Room	0	-	150
Locker Room	0	-	200
Interview Room 1	0	-	140
Interview Room 2	0	-	140
Garage	0	1,760	2,400
Files / Uniform Storage	0	160	160
Shop	0	160	300
Electrical Room	0	60	100
Boiler Room	0	200	-
HVAC Room	0	-	200
Utility Entry Room	0	-	-
Long Term Files Room	0	120	200
General Storage	0	-	200
Fitness Room	0	-	800
Telecommunications Room / Server	0	-	80
<b>Net Area Total</b>	<b>12</b>	<b>3,919</b>	<b>7,130</b>
Circulation and Walls		NA	2,353
<b>TOTAL POLICE AREA</b>		<b>3,919</b>	<b>9,483</b>
<b>CITY HALL AND POLICE TOTAL AREA</b>		<b>7,996</b>	<b>14,472</b>



**PROPOSED FLOOR PLAN**  
SCALE 1"=10'

# City Hall and Police Department Relocation Budget

January 23, 2013 Draft

## Relocate City Hall to 101 Green Street

## Relocate Police Department to 2nd Floor of Current City Hall

### City Hall Relocation Cost Estimates

### Police Department Relocation Cost Estimates

Item	Units	Unit Cost	Total Cost	Item	Units	Unit Cost	Total Cost
<b>Interior Construction</b>				<b>Interior Construction</b>			
Walls	1	\$ 12,000	\$ 12,000	Walls	1	\$ 4,000	\$ 4,000
Doors	8	\$ 1,500	\$ 12,000	Doors and door hardware	4	\$ 1,000	\$ 4,000
Windows	8	\$ 1,500	\$ 12,000	Reception walls/window	1	\$ 3,000	\$ 4,000
Interior HVAC	1	\$ 6,000	\$ 6,000	Interview rooms	2	\$ 3,000	\$ 6,000
Plumbing	1	\$ 5,000	\$ 5,000	Carpet office area	1	\$ 4,000	\$ 4,000
Electrical	1	\$ 5,000	\$ 5,000	Lockers	12	\$ 300	\$ 3,600
Flooring	1	\$ 5,000	\$ 5,000	Architectural fee	1	\$ 2,500	\$ 2,500
Painting	1	\$ 6,000	\$ 6,000				
Architectural fee	1	\$ 7,000	\$ 7,000				
		<b>Subtotal</b>	<b>\$ 70,000</b>			<b>Subtotal</b>	<b>\$ 28,100</b>
<b>Furniture</b>				<b>Furniture</b>			
Used office furniture	1	\$ 5,000	\$ 5,000	Used office furniture	1	\$ 1,000	\$ 1,000
New desks	11	\$ 1,500	\$ 16,500	New desks	2	\$ 600	\$ 1,200
New office chairs	11	\$ 200	\$ 2,200	New office chairs	6	\$ 200	\$ 1,200
New filing cabinets	16	\$ 300	\$ 4,800	New filing cabinets	5	\$ 300	\$ 1,500
New city council chairs	10	\$ 350	\$ 3,500	New conference table(s)/chairs	1	\$ 2,500	\$ 2,500
New council gallery chairs	75	\$ 100	\$ 7,500	Moving fee	1	\$ 800	\$ 800
Moving fee	1	\$ 1,000	\$ 1,000				
		<b>Subtotal</b>	<b>\$ 35,500</b>			<b>Subtotal</b>	<b>\$ 8,200</b>
<b>Electronics</b>				<b>Electronics</b>			
Council TV/projector	1	\$ 2,500	\$ 2,500	Conference room TV/laptop	1	\$ 2,000	\$ 2,000
Conference room TV/laptop	1	\$ 2,000	\$ 2,000	New sound system	0	\$ -	\$ -
New council sound system	1	\$ 14,000	\$ 14,000	Office computers	0	\$ -	\$ -
Office computers	4	\$ 1,200	\$ 4,800	Computer relocation services	1	\$ 1,000	\$ 1,000
Computer relocation services	1	\$ 1,500	\$ 1,500	New phones	0	\$ -	\$ -
New phones	4	\$ 250	\$ 1,000	Security cameras/locks/system	1	\$ 10,000	\$ 10,000
Security cameras/locks/system	1	\$ 5,000	\$ 5,000				
		<b>Subtotal</b>	<b>\$ 30,800</b>			<b>Subtotal</b>	<b>\$ 13,000</b>
<b>Exterior</b>				<b>Exterior</b>			
Tuckpoint/paint exterior	1	\$ 4,000	\$ 4,000	Roof replacement	1	\$ 25,000	\$ 25,000
Replace parking lot lights (LED)	2	\$ 2,600	\$ 5,200	Paint exterior	1	\$ 3,000	\$ 3,000
Parking lot coating/stripping	1	\$ 1,500	\$ 1,500	Replace parking lot lights	2	\$ 200	\$ 400
Building and parking lot signs	1	\$ 1,500	\$ 1,500	Parking lot coating/stripping	0	\$ -	\$ -
Utility/ticket payment drop box	1	\$ 1,800	\$ 1,800	Signs	2	\$ 250	\$ 500
Replace furnace/AC	1	\$ 15,000	\$ 15,000				
New front façade and foyer	1	\$ 100,000	\$ 100,000				
Architectural Fees	1	\$ 8,000	\$ 8,000				
		<b>Subtotal</b>	<b>\$ 137,000</b>			<b>Subtotal</b>	<b>\$ 28,900</b>
<b>Contingency (15%)</b>				<b>Contingency (15%)</b>			
		<b>Subtotal</b>	<b>\$ 40,995</b>			<b>Subtotal</b>	<b>\$ 11,730</b>
		<b>TOTAL</b>	<b>\$ 314,295</b>			<b>TOTAL</b>	<b>\$ 89,930</b>

**TOTAL RELOCATION COST ESTIMATE**  
**\$404,225**



January 18, 2013

Mark Moran  
City Administrator  
City of Galena  
312½ N. Main Street  
Galena, Illinois 61036

**Re: Architectural Services – Proposal / Letter of Agreement**

Dear Mark,

In accordance with our recent discussions, I submit the following Proposal / Letter of Agreement. It is divided into eight sections to fully define our scope of services:

- Project Description
- Scope of Professional Services
- Compensation
- Exclusions from Professional Services
- Additional Services
- Reimbursable Expenses
- Payments
- Agreement

**PROJECT DESCRIPTION**

The Project consists of the relocation of the Galena City Hall offices to the existing building located at 101 Green Street for the City of Galena (CoG). Program goals include the creation of a new city council chamber and a limited number of new offices. Also included is an addition to the west side of the building incorporating a new entry and reception area. The use of sustainable materials and practices will be given special emphasis.

**SCOPE OF PROFESSIONAL SERVICES**

Professional Services will be provided as described in the following sequential phases:

**1. Planning & Design Phase (Approximately 1 week)**

Baranski Hammer Moretta & Sheehy (BHMS) will establish with CoG the project's goals and objectives and will then proceed with the design process.

- BHMS will develop an electronic file of the existing building through field measurements, photography and any drawings and documentation provided by CoG.
- Utilizing the electronic file, BHMS will study opportunities within the existing site for accommodation of the project program.
- BHMS will develop design options on a conceptual level incorporating all program requirements. Designs will be generated based on a study of the project program, and site constraints. Drawings will include 3-D computer renderings and any other exhibits necessary to convey design intent.

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**2. Construction Documents Phase (Approximately 3 weeks)**

Upon CoG's notice to proceed, BHMS will prepare construction drawings for the Project, which will be in accordance with applicable building codes. BHMS's services will consist of the following tasks:

- Drawings will be completed setting forth the requirements for the construction of the Project.
- Construction drawings will include, but not be limited to, the following:
  - Site Plan
  - Floor Plans
  - Exterior Elevations
  - Building & Wall Sections
  - Construction Details
  - Structural Engineering Plans and Specifications
  - Mechanical Performance Specifications

**3. Construction Administration Phase**

Construction Administration will commence after the contracts for construction have been awarded. BHMS will observe and track the General Contractor's (GC) performance and will coordinate with CoG as follows:

- BHMS will create advertisements for bids and instructions to bidders and will assist CoG during bid opening, bid negotiation and contract award.
- BHMS will visit the construction site and meet with the GC as necessary to monitor the progress of the work, determine whether the work is in accordance with the Construction Documents, recommend rejection of work that is not in accordance with the Construction Documents, and verify the GC's request for payment.
- BHMS will review all GC submittals, such as shop drawings, product data, and samples, and will take timely and appropriate action. BHMS will review all shop drawings, engineering drawings, and sample submittals for compliance with the design intent of the Construction Documents, specifications and overall Project criteria, and will prepare supplemental and clarification drawings as required.
- Upon substantial completion, BHMS will prepare a Punch List of work to be corrected and will review, if required, the corrective work upon it's completion.

**COMPENSATION**

BHMS will provide the Phase 1 and 2 services as described herein for a stipulated sum of **\$12,850.00** based on the following breakdown by phase:

Phase 1	Planning & Design Phase	\$3,720.00
Phase 2	Construction Documents	\$9,130.00

BHMS will perform the Phase 3 – Construction Administration services described herein as requested and authorized by CoG on an hourly basis at a rate of \$70 per hour for time spent providing services on the site and from our Galena office.

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**EXCLUSIONS FROM PROFESSIONAL SERVICES**

The following services are specifically excluded from BHMS's scope of services under this proposal but each is available as an additional service or reimbursable expense:

- Interior Design Services (i.e. furniture selection & specification)
- Construction Management and Cost Estimating Services
- Civil, Mechanical and Electrical Engineering

**ADDITIONAL SERVICES**

BHMS shall obtain written authorization from CoG prior to performing any Additional Services. Compensation for Additional Services requested and approved by CoG shall be based on the following rates:

Principal Architect	\$110.00/hour
Project Architect	\$90.00/hour
Inspection & Technical	\$70.00/hour
Secretarial	\$35.00/hour

**REIMBURSABLE EXPENSES**

In addition to BHMS's fees for Professional Services, BHMS shall invoice CoG at BHMS's direct cost for Duplication, Printing and Postage Costs incurred in connection with the Project.

**PAYMENTS**

Invoices for Basic and Additional Services and Reimbursable Expenses shall be rendered on the last day of each month. All invoices rendered by BHMS shall be due fifteen (15) days after they are rendered. All past due amounts shall bear interest at the rate of 1-1/2% per month (not exceeding the maximum rate allowed by law).

**AGREEMENT**

This Agreement, in order of precedence, is comprised of: (1) this Letter of Agreement, and (2) the attached Standard Terms and Conditions, which are incorporated by this reference.

Please do not hesitate to contact me should you have any questions.

Sincerely,



James M. Baranski, A.I.A.  
Baranski Hammer Moretta & Sheehy

Accepted By: \_\_\_\_\_  
Signature
Date

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<b>AT &amp; T (LOCAL)</b>							
AT & T (LOCAL) 103							
011513	1 Inv		POOL/PHONE	01/15/2013	24.27		59.55.552.00
011513	2 Inv		PUBLIC WORKS/PHONE	01/15/2013	37.52		01.41.552.00
011513	3 Inv		EMS/PHONE	01/15/2013	24.27		12.10.552.00
011513	4 Inv		POLICE/PHONE	01/15/2013	346.58		01.21.552.00
011513	5 Inv		FINANCE/PHONE	01/15/2013	305.27		01.13.552.00
011513	6 Inv		FLOOD CONTROL/PHONE	01/15/2013	24.27		20.25.515.00
Total AT & T (LOCAL)					762.18		
<b>AT &amp; T LONG DISTANCE</b>							
AT & T LONG DISTANCE 119065							
011513	1 Inv		PUBLIC WORKS/LONG DISTANCE	01/15/2013	3.62		01.41.552.00
011513	2 Inv		FIRE DEPARTMENT/LONG DISTANCE	01/15/2013	2.24		22.22.552.00
011513	3 Inv		EMS/LONG DISTANCE	01/15/2013	.60		12.10.552.00
011513	4 Inv		POLICE/LONG DISTANCE	01/15/2013	74.80		01.21.552.00
011513	5 Inv		ADMINISTRATION/LONG DISTANCE	01/15/2013	195.39		01.13.552.00
Total AT & T LONG DISTANCE					276.65		
<b>BEACON PRODUCTS</b>							
BEACON PRODUCTS 119864							
122809	1 Inv		SIGN BRACKETS/DOWN	01/18/2013	1,519.03		01.41.652.04
Total BEACON PRODUCTS					1,519.03		
<b>CARD SERVICE CENTER</b>							
CARD SERVICE CENTER 119840							
010113	1 Inv		ILCMA CONFERENCE/MC	01/01/2013	150.00		01.11.563.00
Total CARD SERVICE CENTER					150.00		
<b>CEDAR CROSS OVERHEAD DOOR</b>							
CEDAR CROSS OVERHEAD DOOR 588							
154267	1 Inv		GARAGE DOOR MAINTENANCE	12/28/2012	82.50		01.41.511.00
Total CEDAR CROSS OVERHEAD DOOR					82.50		
<b>CIVIC SYSTEMS, LLC</b>							
CIVIC SYSTEMS, LLC 865							
CVC9998	1 Inv		SOFTWARE ANNUAL SUF	01/14/2013	284.00		13.44.532.00
CVC9998	2 Inv		SOFTWARE ANNUAL SUF	01/14/2013	1,550.00		51.42.532.00
CVC9998	3 Inv		SOFTWARE ANNUAL SUF	01/14/2013	2,774.00		52.43.532.00
Total CIVIC SYSTEMS, LLC					4,608.00		
<b>DIXON, R. K. CO.</b>							
DIXON, R. K. CO. 1							
802799	1 Inv		COPIES MADE	01/10/2013	65.63		01.13.579.00
Total DIXON, R. K. CO.					65.63		
<b>DOIG, KATHLEEN</b>							
DOIG, KATHLEEN 119339							
588710	1 Inv		MARKET HOUSE RESTRICTED	01/22/2013	245.00		01.13.511.06

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Total DOIG, KATHLEEN					245.00		
<b>DUBUQUE HOSE &amp; HYDRAULICS</b>							
DUBUQUE HOSE & HYDRAULICS		183					
377233	1 Inv		TOOLS	01/17/2013	41.86		01.41.653.00
Total DUBUQUE HOSE & HYDRAULICS					41.86		
<b>ELLIOTT EQUIPMENT COMPANY</b>							
ELLIOTT EQUIPMENT COMPANY		119332					
119303	1 Inv		SWEEPER	01/11/2013	517.88		01.41.613.11
Total ELLIOTT EQUIPMENT COMPANY					517.88		
<b>G &amp; K SERVICES</b>							
G & K SERVICES		532					
123112	1 Inv		UNIFORM SERVICES	12/31/2012	514.72		01.41.579.02
Total G & K SERVICES					514.72		
<b>GALENA FIRE DEPT.</b>							
GALENA FIRE DEPT.		91					
011013	1 Inv		DEATH BENEFIT PLAN	01/10/2013	1,890.00		22.22.452.01
Total GALENA FIRE DEPT.					1,890.00		
<b>GALENA STATE BANK</b>							
GALENA STATE BANK		820					
011513	1 Inv		PHASE 7 LOAN	01/15/2013	3,944.69		60.01.710.09
011513	2 Inv		WINERY LOT LOAN PAYM	01/15/2013	3,129.14		60.01.710.08
Total GALENA STATE BANK					7,073.83		
<b>GALL'S, INC.</b>							
GALL'S, INC.		712					
000315983	1 Inv		OC SPRAY/NATHAN	01/09/2013	25.14		01.21.471.15
Total GALL'S, INC.					25.14		
<b>GLOBAL REACH INTERNET PROD.</b>							
GLOBAL REACH INTERNET PROD.		119792					
40991	1 Inv		MONTHLY HOSTING FEE	11/01/2012	60.00		01.13.512.05
41883	1 Inv		MONTHLY HOSTING FEE	12/01/2012	60.00		01.13.512.05
Total GLOBAL REACH INTERNET PROD.					120.00		
<b>GRANT EQUIPMENT CO</b>							
GRANT EQUIPMENT CO		351					
110190	1 Inv		NH TRACTOR	01/16/2013	31.11		01.41.613.10
110199	1 Inv		NH TRACTOR	01/17/2013	19.10		01.41.613.10
Total GRANT EQUIPMENT CO					50.21		
<b>GUY'S TRUCK &amp; TRACTOR SERVICE</b>							
GUY'S TRUCK & TRACTOR SERVICE		119033					

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GCI000205	1 Inv		2011 1-TON	01/09/2013	254.59		01.41.613.15
GCI000208	1 Inv		2011 INTERNATIONAL DL	01/11/2013	65.94		01.41.613.06
Total GUY'S TRUCK & TRACTOR SERVICE					320.53		
<b>HEALTHCARE SERVICE CORPORATION</b>							
HEALTHCARE SERVICE CORPORATI 118931							
011513	1 Inv		HSA/FAMILY/EMPLOYEE	01/15/2013	2,319.00		01.218.0
011513	2 Inv		PPO/BLUE CROSS BLUE	01/15/2013	388.00		01.218.0
011513	3 Inv		HEALTH INSURANCE	01/15/2013	19,779.15		01.13.451.00
011513	4 Inv		W/BLUE CROSS/BLUE SH	01/15/2013	692.36		78.32.464.02
Total HEALTHCARE SERVICE CORPORATION					23,178.51		
<b>HEFEL, ERIC</b>							
HEFEL, ERIC 119720							
012213	1 Inv		PHONE & CHARGER	01/22/2013	41.72		01.21.552.01
Total HEFEL, ERIC					41.72		
<b>HOLLAND HEATING, AIR COND</b>							
HOLLAND HEATING, AIR COND 99							
35751	1 Inv		TURNER HALL MAINTEN/	01/15/2013	100.00		58.54.511.00
Total HOLLAND HEATING, AIR COND					100.00		
<b>HULSCHER'S FENCING, INC.</b>							
HULSCHER'S FENCING, INC. 164							
4782	1 Inv		GUARD RAIL	01/14/2013	1,391.00		01.41.614.05
Total HULSCHER'S FENCING, INC.					1,391.00		
<b>HYDE, MARY BETH</b>							
HYDE, MARY BETH 101							
012213	1 Inv		MCI CONFERENCE	01/22/2013	119.04		01.14.563.00
Total HYDE, MARY BETH					119.04		
<b>ILLINOIS STATE POLICE</b>							
ILLINOIS STATE POLICE 1152							
123112	1 Inv		LIQUOR LICENSE BACKG	12/31/2012	31.50		01.21.549.00
Total ILLINOIS STATE POLICE					31.50		
<b>ILLOWA</b>							
ILLOWA 119388							
123112	1 Inv		DUES	12/31/2012	25.00		01.46.561.00
Total ILLOWA					25.00		
<b>INT'L ASSN OF ELECTRICAL INSP</b>							
INT'L ASSN OF ELECTRICAL INSP 253							
123112	1 Inv		DUES	12/31/2012	102.00		01.46.561.00

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Total INT'L ASSN OF ELECTRICAL INSP				102.00		
<b>JANDA MOTOR SERVICES</b>						
JANDA MOTOR SERVICES		119671				
2130444	1 Inv	PUMP REPAIRS	01/07/2013	3,218.00		52.43.851.00
Total JANDA MOTOR SERVICES				3,218.00		
<b>JO CARROLL ENERGY, INC.</b>						
JO CARROLL ENERGY, INC.		397				
012813	1 Inv	ELECTRIC	01/28/2013	530.11		15.41.572.00
012813	2 Inv	PUBLIC WORKS/ELECTR	01/28/2013	285.31		01.41.571.01
012813	3 Inv	PARKS/ELECTRIC	01/28/2013	214.69		17.52.571.01
012813	4 Inv	POOL/ELECTRIC	01/28/2013	222.55		59.55.571.01
Total JO CARROLL ENERGY, INC.				1,252.66		
<b>JODAVIESS CTY CIRCUIT CLERK</b>						
JODAVIESS CTY CIRCUIT CLERK		119752				
010113	1 Inv	ADMINISTRATIVE REFUN	01/01/2013	60.00		01.11.912.00
Total JODAVIESS CTY CIRCUIT CLERK				60.00		
<b>JOHN DEERE FINANCIAL</b>						
JOHN DEERE FINANCIAL		119690				
010113	1 Inv	CLOTHING	01/01/2013	18.88		01.41.652.00
010113	2 Inv	CLOTHING	01/01/2013	100.26		01.41.471.09
Total JOHN DEERE FINANCIAL				119.14		
<b>JULIE, INC.</b>						
JULIE, INC.		788				
2013-0616	1 Inv	JULIE LOCATES	01/14/2013	624.55		01.41.549.00
Total JULIE, INC.				624.55		
<b>LOCKSMITH EXPRESS</b>						
LOCKSMITH EXPRESS		105				
074168	1 Inv	TURNER HALL KEYS	01/17/2013	52.50		58.54.511.00
Total LOCKSMITH EXPRESS				52.50		
<b>MARTIN EQUIP./IL INC.</b>						
MARTIN EQUIP./IL INC.		281				
858838	1 Inv	JOHN DEERE BACKHOE	01/17/2013	96.68		01.41.613.07
Total MARTIN EQUIP./IL INC.				96.68		
<b>METLIFE SMALL BUSINESS CENTER</b>						
METLIFE SMALL BUSINESS CENTER		775				
011613	1 Inv	DENTAL INSURANCE	01/16/2013	1,766.08		01.13.451.01
Total METLIFE SMALL BUSINESS CENTER				1,766.08		

**MNS CONSTRUCTION**

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<b>MNS CONSTRUCTION</b>						
011813	1 Inv	118877 RAMADA SEWER	01/18/2013	500.00		52.43.850.11
Total MNS CONSTRUCTION				500.00		
<b>MORAN, MARK</b>						
011113	1 Inv	922 TRAVEL REIMBURSEMENT	01/11/2013	27.40		01.11.562.00
Total MORAN, MARK				27.40		
<b>MORSE ELECTRIC, INC</b>						
101023	1 Inv	69 TRAFFIC LIGHT REPAIR	01/10/2013	3,959.90		15.41.514.06
Total MORSE ELECTRIC, INC				3,959.90		
<b>MOTOROLA SOLUTIONS - STARCOM</b>						
8624113012	1 Inv	119812 MONTHLY RATE FOR ST	01/01/2013	10.00		01.21.549.00
Total MOTOROLA SOLUTIONS - STARCOM				10.00		
<b>MURRAY, B. L. CO. INC.</b>						
78054	1 Inv	135 MISC. SUPPLIES	01/15/2013	129.20		17.52.652.00
Total MURRAY, B. L. CO. INC.				129.20		
<b>NICOR</b>						
011513	1 Inv	151 MARKETHOUSE RESTR	01/15/2013	134.47		01.13.511.06
011513	2 Inv	POOL-GAS	01/15/2013	389.53		59.55.571.02
Total NICOR				524.00		
<b>NOTARY PUBLIC ASSOC. OF IL</b>						
011513	1 Inv	119401 NOTARY RENEWAL/JOHI	01/15/2013	49.00		01.13.561.00
Total NOTARY PUBLIC ASSOC. OF IL				49.00		
<b>PETTY CASH/CITY HALL</b>						
012213	1 Inv	161 REFUND/OVERPAYMENT	01/22/2013	5.00		01.11.912.00
012213	2 Inv	SUBSCRIPTION RENEWA	01/22/2013	31.00		01.11.553.01
012213	3 Inv	MCI REGISTRATION/HYD	01/22/2013	50.00		01.14.563.00
012213	4 Inv	NOTARY RENEWAL/HYDI	01/22/2013	10.00		01.14.561.00
Total PETTY CASH/CITY HALL				96.00		
<b>PETTY CASH/POLICE DEPT.</b>						
012213	1 Inv	163 GUN CLEANING KIT/NATI	01/22/2013	10.21		01.21.652.02
012213	2 Inv	POSTAGE	01/22/2013	16.54		01.21.551.00

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Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Total PETTY CASH/POLICE DEPT.				26.75		
<b>QUILL CORP.</b>						
8229233	1 Inv	686 NOTARY STAMP - MARY	01/02/2013	30.99		01.21.651.00
Total QUILL CORP.				30.99		
<b>SLOAN IMPLEMENT</b>						
5017969	1 Inv	119196 BACKHOE	01/16/2013	67.03		01.41.613.07
Total SLOAN IMPLEMENT				67.03		
<b>STRAND ASSOCIATES, INC.</b>						
0095711	1 Inv	954 DESIGN	01/10/2013	560.00		41.61.860.06
Total STRAND ASSOCIATES, INC.				560.00		
<b>SUPERIOR WELDING SUPPLY</b>						
L3961555	1 Inv	181 WELDING SUPPLIES	01/01/2013	40.00		01.41.652.02
Total SUPERIOR WELDING SUPPLY				40.00		
<b>TANDEM TIRE &amp; AUTO SERVIC</b>						
AA1974	1 Inv	725 BACKHOE FRONT TIRES	01/07/2013	816.00		01.41.652.01
Total TANDEM TIRE & AUTO SERVIC				816.00		
<b>TRUCK COUNTRY OF IA,INC.</b>						
X101229616	1 Inv	465 STERLING DUMP	01/11/2013	136.07		01.41.613.05
X101230658	1 Inv	STERLING DUMP	01/16/2013	72.58		01.41.613.05
Total TRUCK COUNTRY OF IA,INC.				208.65		
<b>UNIFORM DEN EAST, INC.</b>						
77225	1 Inv	119474 BODY ARMOR/NATHAN	01/10/2013	404.42		01.21.914.00
77225-01	1 Inv	HOLSTER/NATHAN	01/16/2013	174.18		01.21.471.15
Total UNIFORM DEN EAST, INC.				578.60		
<b>UPS STORE GALENA, THE</b>						
012113	1 Inv	1260 POSTAGE	01/21/2013	11.95		01.21.551.00
Total UPS STORE GALENA, THE				11.95		
<b>US BANK TRUST (BOND)</b>						
3290838	1 Inv	577 FISCAL AGENT FEES	12/24/2012	400.00		60.52.720.17

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Total US BANK TRUST (BOND)					400.00		
<b>WAL-MART COMMUNITY (CC)</b>							
WAL-MART COMMUNITY (CC)		1258					
010113	1 Inv		MISC. SUPPLIES	01/01/2013	47.86		01.13.651.02
010113	2 Inv		OFFICE SUPPLIES	01/01/2013	113.29		01.21.651.00
010113	3 Inv		CHRISTMAS GIVING PRC	01/01/2013	2,633.35		01.21.919.01
010113	4 Inv		OFFICE SUPPLIES	01/01/2013	36.02		01.41.651.00
010113	5 Inv		SUPPLIES	01/01/2013	37.52		17.52.652.00
Total WAL-MART COMMUNITY (CC)					2,868.04		
<b>WEBER PAPER COMPANY</b>							
WEBER PAPER COMPANY		40					
515319	1 Inv		MCI CONFERENCE SUPP	01/18/2013	10.10		01.14.563.00
Total WEBER PAPER COMPANY					10.10		
<b>WEX BANK (CONNOCO)</b>							
WEX BANK (CONNOCO)		119104					
010113	1 Inv		BUILDING-GAS	01/01/2013	109.42		01.46.655.00
010113	2 Inv		PUBLIC WORKS-GAS	01/01/2013	409.19		01.41.655.00
010113	3 Inv		POLICE-GAS	01/01/2013	1,718.92		01.21.655.00
010113	4 Inv		PARKS-GAS	01/01/2013	160.23		17.52.655.03
Total WEX BANK (CONNOCO)					2,397.76		
<b>WEX BANK (MURPHY)</b>							
WEX BANK (MURPHY)		119102					
010113	1 Inv		PUBLIC WORKS/GAS	01/01/2013	2,093.90		01.41.655.00
010113	2 Inv		FIRE DEPARTMENT/GAS	01/01/2013	56.26		22.22.655.00
Total WEX BANK (MURPHY)					2,150.16		
<b>WHITE, JUDY</b>							
WHITE, JUDY		1204					
010113	1 Inv		JANITOR SERVICES	01/01/2013	350.00		58.54.536.00
Total WHITE, JUDY					350.00		
<b>WIZARD COMPUTERS INC</b>							
WIZARD COMPUTERS INC		666					
12575	1 Inv		COMPUTER MAINTENAN	01/10/2013	75.00		01.13.512.05
Total WIZARD COMPUTERS INC					75.00		
Grand Total:					66,328.07		

Vendor Number Hash: 2765476  
 Vendor Number Hash - Split: 4204718  
 Total Number of Invoices: 62  
 Total Number of Transactions: 94

Terms Description	Invoice Amt	Net Inv Amt
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TC = Terms Code 9 = 1099 Purchase Type

CITY OF GALENA

Invoice Register  
Input Date(s): 01/15/2013 - 01/31/2013

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Invoice No	Vendor Name Seq Type	Vendor No Description	Inv Date	Total Cost	PO No	GL Acct
Open Terms		66,328.07	66,328.07			
		66,328.07	66,328.07			