



City of Galena, Illinois

AGENDA

REGULAR CITY COUNCIL MEETING

MONDAY, MARCH 10, 2014

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

ITEM	DESCRIPTION
14C-0079.	Call to Order by Presiding Officer
14C-0080.	Roll Call
14C-0081.	Establishment of Quorum
14C-0082.	Pledge of Allegiance
14C-0083.	Reports of Standing Committees
14C-0084.	Citizens Comments <ul style="list-style-type: none">• Not to exceed 15 minutes as an agenda item• Not more than 3 minutes per speaker• No testimony on zoning items where a public hearing has been conducted

LIQUOR COMMISSION

ITEM	DESCRIPTION	PAGE
14C-0085.	Discussion and Possible Action on Rescinding a Class B Liquor License Held by Bonnie Hausman, Chocolat, 229 S. Main Street	--
14C-0086.	Discussion and Possible Action on an Application for a Class B Corporation Liquor License for Chocolat Inc., 229 S. Main Street, for a Term Ending April 30, 2015	3-7

CONSENT AGENDA CA14-05

ITEM	DESCRIPTION	PAGE
14C-0087.	Approval of the Minutes of the Regular City Council Meeting of February 24, 2014	8-11

CONSENT AGENDA CA14-05

ITEM	DESCRIPTION	PAGE
14C-0088.	Approval of Request by the Galena Lions Club to Utilize Depot Park on Saturday, September 30, 2017 and Saturday, September 29, 2018	12-13

UNFINISHED BUSINESS

None.

NEW BUSINESS

ITEM	DESCRIPTION	PAGE
14C-0089.	Discussion and Possible Action on a Request by the League of Women Voters to Conduct a Naming Contest for the Natural Spring on the Galena River Trail	14
14C-0090.	Discussion and Possible Action on Contracts for Janitorial Services	15-27
14C-0091.	First Reading of and Ordinance Amending the Zoning Ordinance to Permit Tour of Homes in Certain Commercial and Residential Districts	28-32
14C-0092.	Discussion and Possible Action on Contract with MSA Professional Services for Park Avenue Engineering Design Services	33
14C-0093.	Warrants	34-40
14C-0094.	Alderspersons' Comments	
14C-0095.	City Administrator's Report	
14C-0096.	Mayor's Report	
14C-0097.	Adjournment	

CALENDAR INFORMATION

BOARD/COMMITTEE	DATE	TIME	PLACE
Zoning Board of Appeals	Wed. March 12	6:30 P.M.	City Hall, 312 ½ N. Main St.
City Council	Mon. March 24	6:30 P.M.	City Hall, 101 Green Street
Historic Preservation Comm.	Thurs. April 3	6:30 P.M.	City Hall, 101 Green Street

Posted: Thursday, March 6, 2014 at 4:30 p.m. Posted By:



To Serve and Protect

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

Chief of Police

Lori Huntington

(815) 777-2131

FAX (815) 777-4736

DATE: February 5, 2014

TO: Honorable Mayor Terry Renner & City Alderpersons

FROM: Chief Lori Huntington 

RE: Liquor License Application – Bonnie K. Hausman,
DBA Chocolat, 229 S. Main Street, Galena, IL.

A name check of local, state, and federal criminal records reveals no information that would prohibit this applicant from holding the license for which she has applied for.

CITY OF GALENA, ILLINOIS



Liquor License Application

New Application Renewal Application

Applicant Information:

Applicant Name: HAUSDAN BONNIE K.
Last First M.I.

Address: 312 S. OTTO ST. MAQUOKETA IA 52060
City State Zip

Phone #: 319-202-7447 Email Address: bbellendier@yahoo.com

The undersigned applicant, being duly sworn on oath, makes application for a Class (check one):

A B C D E F G H I J K L M N O P

Liquor License in the City of Galena for the term beginning _____, and ending _____, and hereby certifies to the following facts:

Business/Premise Information:

Application is for: Corporation Limited Liability Corporation Individual Partnership

Corporation/Business Name: Chocolat' Inc.

Doing Business As: CHOCOLAT'

Name as it should appear on license: Chocolat' Inc.

Exact Address of Business: 229 S. MAIN ST.
(Must match State License)

Phone #: 815-776-7777 Fax #: _____

The property is: Owned Leased Lease Expires: Dec 31 2014 (attach a copy of the lease)

The applicant has been in business since: 2002

The renewal applicant has applied for and been granted:

State Liquor License #: _____ Expiration Date: _____ (Attach Copy)

Illinois Sales Tax #: 4133-2474 Expiration Date: 3-1-2019 (Attach Copy)

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

Telephone: 815-777-1050 • Facsimile: 815-777-3083 • www.cityofgalena.org

Liquor revenues are from the sale of: Beer Beer & Wine Alcoholic Liquor Wine only

For consumption: On Premises Off Premises Both

State principle type of business (Tavern, Restaurant, etc.): Chocolate Shop

How will employees be trained for liquor sales? by SALESMAN, Loni Steinkle

The general description, including approximate square footage, of the premises or place of business which is to be operated under the proposed license: 648 sq ft. Black tile floor, display

CHOCOLATE CAGES ON RIGHT, WINE IN CUPBOARDS ON LEFT. MIRRORRED WALL TO REAR, IN THE REAR OFFICE, KITCHEN & FURNACE ROOM
 (Attach a scaled drawing of the premises showing all ingress and egress locations, windows, and location of bar.)

Do you hold any other current Liquor Licenses within the City of Galena? Yes No

If so, please specify: _____

If a corporation or partnership, please list all names of Owners, Officers, Directors, Stockholders, Members and/or Partners owning more than 5%.

Name	Address	City, State, Zip	Date of Birth	Phone #
BONNIE K. HAUSMAN	312 S. OTTO ST	MAQUOKETA	12-5-52	319-202-7447

Manager Information (manager must complete manager application):

Name: Steinkle Lisa MA.
Last First M.I.

Address: 323 N. MAIN GALENA IL. 61036
City State Zip

Date of Birth: 12-2-69 Phone: 815-777-0132 E-Mail Address: Missophreliaaaron@GMAIL.COM

The applicant, by signing this application, agrees to or answers in the affirmative to the following statements:

- a. The applicant owns said place of business or has a lease on said place of business for the period for which the license is issued. (If leased, please attach a copy of the lease.)
- b. The applicant will not allow gambling of other illegal activities on the premises.
- c. The applicant has neither been convicted of a felony nor is disqualified to receive a license by reason of any requirement contained in the Liquor Control and Liquor Licensing Ordinance for the City of Galena, Jo Daviess County, Illinois passed and approved in effect on the date of this application or by the laws of the State of Illinois, the United States of America, or any other ordinance of the City of Galena.
- d. Neither the applicant; a corporation of which the applicant is a shareholder, officer, or director; or a partnership of which the applicant belongs has had a liquor license revoked or suspended by any licensing body. If the license has either been revoked or suspended, the applicant shall explain on a separate sheet of paper the circumstances regarding dates and location of said suspension or revocation and attach it to the application as a part thereof.
- e. The applicant will not, during the term of the license, violate any of the laws of the State of Illinois, the United States of America, or any Ordinance of the City of Galena in the conduct of the place of business described above.
- f. The applicant hereby files with this application a Certificate of Insurance by a company authorized to do business in the State of Illinois. The Certificate of Insurance certifies that the applicant has in force and effect the dram shop and other insurance coverage required by the City of Galena and agrees to maintain said insurance for the duration of this licensing period.

The applicant (including the manager in the case of a corporation) states (strike through alternatives that not applicable) and agrees to the following:

- a. ~~The applicant is a resident of the City of Galena.~~
- b. ~~The applicant is a citizen of the United States. If naturalized: Time _____ Place _____~~
- c. ~~With reference to a Partnership Application, all members of said Applicant Partnership are qualified to obtain a license.~~
- d. With reference to a Corporation Application; no officer, manager director, stock holder, or stockholders owning in the aggregate more than five (5) percent of the stock of the applicant's corporation is disqualified from obtaining a license for any reason other than citizenship and residence within the City of Galena.
- e. The applicant is of good character and reputation in the community.
- f. The applicant has never been convicted of a felony under any Federal or State law.
- g. The applicant has never been convicted of being a keeper or is keeping a house of ill fame.
- h. The applicant has never been convicted of pandering, other crimes, or misdemeanors opposed to decency or morality.

- i. The applicant has never had a Liquor License revoked for any cause.
- j. The applicant (or manager in the case of a corporation) has never been refused a liquor license by any liquor control authority.
- k. The applicant has never been convicted of any Federal or State law concerning manufacture, possession, or sale of alcoholic liquor; nor has the applicant ever forfeited bond to appear in court to answer charges for a violation of such Federal or State law.
- l. The applicant is eligible for a State Retail Liquor Dealer's License.
- m. The applicant is neither a Galena law enforcing public official nor does the Mayor or any member of the City Council of the City of Galena have any interest either directly or indirectly in the applicant business. The applicant notes by his/her signature below that he/she has read and understands Chapter 111 (a copy can be obtained from the City Clerk or be viewed at www.cityofgalena.org). Further, it should be noted that there must be enough employees and supervision of personnel involved with the sale of liquor to satisfy the requirements within Chapter 111 of the Galena City Code of Ordinances. Also, the applicant must recognize that the regulations of Chapter 11 that apply to the Licensee and Establishment also apply to any agents of the business involved with the sale of liquor.

Please note: This applicant must be signed in the presence of a Notary.

Printed Name of Applicant: BONNIE K. HAUSMAN


 Applicant's Signature 3-3-14
 Date

Subscribed and sworn to before me this 3rd day of March, A.D. 2014.




 Notary's Signature 3/3/2014
 Date

*First time applicants must pay a \$75.00 fee for a background check. Fingerprints must be provided by going to the Jo Daviess County Sheriff's Department to be processed. Background checks are completed by the State of Illinois Police. This process can take up to eight (8) weeks to complete. Once the results of the background checks are received from the State of Illinois Police, the Liquor License Application will be placed on the next available City Council agenda for approval/denial. All fees must be paid prior to being placed on the agenda.

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 24 FEBRUARY 2014

14C-0060 – 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 24 February 2014.

14C-0061 – ROLL CALL

Upon roll call the following members were present: Bernstein, Fach, Greene, Kieffer, Lincoln, Painter, Renner

14C-0062 – ESTABLISHMENT OF QUORUM

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

14C-0063 – PLEDGE OF ALLEGIANCE

The Pledge was recited.

14C-0064 - REPORTS OF STANDING COMMITTEES

Turner Hall Committee – Fach advised the Turner Hall Committee would like to take a trip to Dixon, Illinois to tour their facility. He questioned if that would violate any laws. City Attorney Nack advised he would check into it and let him know.

14C-0065 – PUBLIC COMMENTS

Wendy Heiken, 1004 Park Avenue – Heiken urged the Council to act favorably on the text amendment to permit tour of homes in certain commercial and residential districts. She feels it will be valuable to add to the tourism of Galena. By being able to open for tours she can provide part time employment to another person which benefits her business as well as benefits the community.

CONSENT AGENDA CA14-04

14C-0066 – APPROVAL OF MINUTES OF THE REGULAR CITY COUNCIL MEETING OF FEBRUARY 10, 2014

14C-0067 – APPROVAL OF FILM PERMIT FOR STEPHEN FRANCO CONTRACTING TO FILM ON MARCH 1 (MARCH 2 RAIN DATE) FROM 1 P.M. TO 6 P.M. ON THE GREEN STREET STAIRS BETWEEN MAIN STREET AND BENCH STREET

14C-0050 – APPROVAL OF TURNER HALL COMMITTEE RECOMMENDATIONS FOR BUILDING MAINTENANCE AND IMPROVEMENTS

Motion: Fach moved, seconded by Painter, to approve Consent Agenda CA14-04.

Discussion: None.

Roll Call: AYES: Fach, Greene, Kieffer, Lincoln, Painter, Bernstein, Renner
NAYS: None

The motion carried.

NEW BUSINESS

14C-0069 – DISCUSSION AND POSSIBLE ACTION ON ZONING CALENDAR NO. 14A-01, A REQUEST BY THE CITY OF GALENA FOR A TEXT AMENDMENT TO PERMIT TOUR OF HOMES IN CERTAIN COMMERCIAL AND RESIDENTIAL DISTRICTS

Motion: Painter moved, seconded by Bernstein, to approve Zoning Calendar No. 14A-1, a request by the City of Galena for a text amendment to permit tour of homes in certain commercial and residential districts.

Discussion: Fach recommended changing the “T” on tour and the “H” on homes to lower case letters.

Anyone wishing to do tours must apply for a special use permit.

Roll Call: AYES: Fach, Greene, Kieffer, Lincoln, Painter, Bernstein, Renner
NAYS: None

The motion carried.

14C-0070 – DISCUSSION AND POSSIBLE ACTION ON 2014 SWIMMING POOL HOURS AND WAGES

Motion: Painter moved, seconded by Kieffer, to approve the 2014 swimming pool hours and wages, item 14C-0070.

Discussion: Painter appreciated the evaluation about staying open for the public on Friday nights vs. pool rentals. She feels staff made the right decision and questioned if pool parties would be marketed. Renner advised there has already been several requests for pool parties.

Painter also recommended looking into adult water aerobics.

Roll Call: AYES: Kieffer, Lincoln, Painter, Bernstein, Fach, Greene, Renner
NAYS: None

The motion carried.

14C-0071 – DISCUSSION AND POSSIBLE ACTION ON REQUEST BY THE GALENA-JO DAVIESS COUNTY HISTORICAL SOCIETY FOR RENEWAL OF REIMBURSEMENT AGREEMENT FOR BUILDING MAINTENANCE AND UTILITY EXPENSES

Motion: Lincoln moved, seconded by Greene, to table item 14C-0071 until budget talks.

14C-0072 – DISCUSSION AND POSSIBLE ACTION ON RENEWAL OF AMERICAN WATER CONTRACT FOR WATER AND WASTEWATER OPERATIONS AND MAINTENANCE

Motion: Greene moved, seconded by Kieffer, to approve going into negotiations for the renewal of the American Water contract for water and wastewater operations and maintenance.

Discussion: None.

Roll Call: AYES: Painter, Bernstein, Fach, Greene, Kieffer, Lincoln, Renner
NAYS: None

The motion carried.

14C-0073 – WARRANTS

Motion: Kieffer moved, seconded by Bernstein, to approve the Warrants as presented.

Discussion: None.

Roll Call: AYES: Bernstein, Fach, Greene, Kieffer, Lincoln, Painter, Renner
NAYS: None

The motion carried.

14C-0074 – ALDERPERSONS’ COMMENTS

Snow Plow – Painter stated she had an interesting experience riding in the big snow plow. She found it to be very interesting and she learned a lot. She would encourage those that haven’t thought about doing so to do it. She stated Brian Kuhn was a former kindergarten student of hers. She now has a renewed appreciation for their dedication and care of the community. We have a great team.

Deer – Kieffer questioned if we need to verify how we plan to do away with the deer. He feels people think we are going to go up and down the streets and shoot them. Renner advised we would go more in depth on that once we receive the information back from the DNR.

Water – Greene questioned if we should be advising people to run water. Renner recommended he talk with Jeff Saylor after the meeting.

14C-0075 – CITY ADMINISTRATOR’S REPORT

Water – Moran advised staff has talked about the issue of people running water. He advised it would be a complicated arrangement in terms of billing. An adjustment would have to be made individually to each account. He said it is advisable for people to run a trickle. In terms of forgiving that water usage, it would be challenging to make judgments.

Frozen Sewer – Moran advised the City has a frozen sewer main on Harrison Street. It looks like it may affect a couple of properties. Two residents have frozen service lines. Crews have been working to free that up.

Move – The tentative moving date is March 14th. We will still be here for one more meeting.

Budget – Moran reported he is currently working on the first draft of the budget. He will distribute at the meeting of March 10th.

Police Department Relocation – Moran reported he is working on the Police Department relocation to the upper level. He will present different options for the council to evaluate.

14C-0076 – MAYOR’S REPORT

No report.

14C-0077 – MOTION FOR EXECUTIVE SESSION

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

- Employee hiring, firing, compensation, discipline and performance, Section 2 (c) (1)
- Review of Executive Session Minutes, Section 2 (c) (21)

Discussion: None.

Roll Call: AYES: Fach, Greene, Kieffer, Lincoln, Painter, Bernstein, Renner

NAYS: None

The motion carried.

The meeting recessed at 6:50 p.m.

The meeting reconvened at 7:06 p.m.

14C-0078 - ADJOURNMENT

Motion: Painter moved, seconded by Kieffer, to adjourn.

Discussion: None.

Roll Call: AYES: Lincoln, Painter, Bernstein, Fach, Greene, Kieffer, Renner
NAYS: None

The motion carried.

The meeting adjourned at 7:06 p.m.

Respectfully submitted,



Mary Beth Hyde
City Clerk

March 1, 2014

Dear Mark Moran and Galena City Council,

The Galena Lions Club is asking permission to rent the Eastside River Front (Depot Park) for our annual fundraiser "Oktoberfest". The event will take place Sat. Sept. 30, 2017. The Eastside River Front (Depot Park) will be used from 11 a.m. till 10 p.m. with live entertainment, food, drink and wiener dog races. We are also requesting to set the tent up a couple days before to aid in preparation of the event or in case of inclement weather. This years lay out worked well so it will remain the same for 2017. Also we are asking the city to waive the parking fees for that day at that location.

All proceeds will be used for seeing and hearing impaired community members or projects.

We will work with the city on any issues that arise and the event should benefit the city as well.

Please let me know if you need any further information.

Thank you for your cooperation.

Phil Schuler
Oktoberfest committee chair
815 -541-2973

March 1, 2014

Dear Mark Moran and Galena City Council,

The Galena Lions Club is asking permission to rent the Eastside River Front (Depot Park) for our annual fundraiser "Oktoberfest". The event will take place Sat. Sept. 29, 2018. The Eastside River Front (Depot Park) will be used from 11 a.m. till 10 p.m. with live entertainment, food, drink and wiener dog races. We are also requesting to set the tent up a couple days before to aid in preparation of the event or in case of inclement weather. This years lay out worked well so it will remain the same for 2018. Also we are asking the city to waive the parking fees for that day at that location.

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Please let me know if you need any further information.

Thank you for your cooperation.

Phil Schuler
Oktoberfest committee chair
815 -541-2973



League of Women Voters of Jo Daviess County

March 6, 2014

Mark Moran
Galena City Administrator
312-1/2 North Main Street
Galena, Illinois 61036

Dear Mark:

The League of Women Voters of Jo Daviess County has formed a Water Protection Partnership. The Partnership has been meeting for over a year to study and work on water quality issues. As part of our study, we have been learning about natural springs in the area, and we have been studying the spring located at the beginning of the Galena Trail heading south of the Depot parking lot. As part of our education efforts, we would like to focus attention on the spring as an example of a natural water feature, and we would like to propose working with the City on a competition for children to name the spring.

Visitors to the trail are now directed to the spring from the trail with signage and it is easily accessible to the general public. We have been regularly testing the spring's conductivity, temperature and pH. The Illinois State Geological and Water Surveys have tested the water and we have those results, which I will be happy to share with you. The spring is very pure, and it provides a nice reference point for discussing water quality issues in the area.

The League is proposing to promote the naming of the spring with children through the schools, Earth Day Fest, and general publicity. We will provide the City with the names gathered for your final selection.

I will be at the March 10th council meeting to answer the council's questions. I look forward to exploring this possibility with the City.

Sincerely,

A handwritten signature in black ink, appearing to read 'Beth Baranski'. The signature is fluid and cursive, with a large initial 'B' and a long, sweeping underline.

Beth Baranski
Project Coordinator
League of Women Voters of Jo Daviess County

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: March 5, 2014

RE: Janitorial Bids

With the addition of the new city hall building and new public restrooms, additional janitorial services are required. The first week of February, our staff issued a request for bids for these services. Janitorial services for the Recreation Park restrooms and the Grant Park restrooms were also included in the bid request. I am writing to present the bid results and a recommendation for contracting the subject janitorial services.

The request for bids was advertised in the Gazette. The attached specifications were included for each facility and distributed to interested bidders. Bids were received from two local contractors, Mary Halstead and Beautiful Restorations (Brent Hongsermeier). The bid results are shown in Table 1.

Table 1. Janitorial Bid Results

Facility	Mary Halstead Cost Per Month	Beautiful Restorations Cost Per Month
City Hall	\$450	\$800
Public Restrooms	\$450	\$675
South Recreation Park Restrooms	\$450	\$650
North Recreation Park Restrooms	\$450	\$650
Grant Park Restrooms	\$450	\$455

Mary Halstead provided the low bids for all the facilities. Based on my conversations with her references, I believe her to be very qualified for the work. Hongsermeier's references were also very favorable.

I recommend awarding the contracts to Mary Halstead for the new City Hall, new public restrooms, and both Rec Park restrooms. Since Brent Hongsermeier lives very near Grant Park and bid only \$5 more than Halstead for the Grant Park restrooms, I recommend awarding the Grant Park restroom contract to Hongsermeier (Beautiful Restorations).

The total annual contract cost for each facility and the total annual cost for all the contracts is shown in Table 2.

Table 2. Janitorial Total Contract Costs

Facility	Contractor	Total Annual Cost
City Hall	Halstead	\$5,400
Public Restrooms	Halstead	\$5,400
South Recreation Park Restrooms	Halstead	\$2,700
North Recreation Park Restrooms	Halstead	\$2,700
Grant Park Restrooms	Hongsermeier	\$2,730
	TOTAL	\$18,930

I have accounted for the cost of these contracts in the proposed budget. Each contract would be for one year and renewable with satisfactory performance.

Please feel free to contact me with any questions.



City of Galena, Illinois

JANITORIAL SERVICES REQUEST FOR BIDS

The City of Galena invites bids from qualified contractors to provide cleaning and janitorial services for the City of Galena at several public buildings. The buildings include the following:

1. New City Hall at 101 Green Street.
2. Public restrooms at 101 Green Street.
3. North public restrooms at Recreation Park
4. South public restrooms at Recreation Park
5. Public restrooms at Grant Park

The city will furnish all equipment, tools, materials, and supplies. The contractor will supply personnel, management and all other items necessary to perform the services specified in this request for bids.

Janitorial Services Requests for Bids packet may be obtained from the Office of the City Administrator, 312 ½ North Main Street, Galena, Illinois 61036, or by emailing mmoran@cityofgalena.org. Persons interested in bidding may inspect the facilities prior to bidding by contacting City Hall at 815-777-1050.

Bids must be submitted in writing on a form provided by the city and must be received by the City of Galena, Office of the City Administrator by 10:00 A.M. on Monday, February 17, 2014, via U.S. Mail, Fed Ex, UPS or courier or in person. Proposals received after the above listed date and time will not be considered, regardless of postmark.

Bids will be opened at 10:05 a.m. on Monday, February 17, 2014 at City Hall, 312 ½ North Main Street. Interviews of bidders will be conducted between February 17 and February 26. Bids will be presented to the Galena City Council for possible award of contract on March 10.

The City of Galena reserves the right to accept or reject any or all proposals, and further reserves the right to waive information, informalities, and/or minor irregularities to the extent permitted by law in any proposal received where such action best serves the interest of the city and to be the sole judge of the merits of the respective proposals received.

Request for Bids: Scope and Requirements

1. The schedule for cleaning each facility is listed in Exhibit A.
2. The number of fixtures in each facility is listed in Exhibit B.
3. The cleaning requirements for City Hall are listed in Exhibit C.
4. The cleaning requirements for each of the public restrooms are listed in Exhibit D.
5. The city will furnish all equipment, tools, materials, supplies, and cleaning products required for cleaning the specified city facilities.
6. All materials, supplies and equipment are to be stored in the designated storage areas.
7. The contractor will supply labor, personnel, management and all other items necessary to perform the services specified in this request for bids.
8. The contractor will provide the names, dates of birth, and social security numbers of each employee for the purpose of conducting appropriate background checks prior to their employment. Dates of birth and social security numbers will be kept confidential.
9. The work in city hall must be responsibly and thoroughly performed so that the security of the building, its contents, and records are protected from loss, unauthorized access, fire and other damage.
10. The contractor shall provide a list of current customers and a separate list of former clients. Bidders understand that the city may contact current and/or past customers for references.
11. The contractor must expressly agree and promise that he/she/it will comply with all applicable ordinances, statutes and regulations, including but not limited to the equal employment and affirmative action provisions pertaining to public contracts by Section 2-105 of the Illinois Human Rights Act (Codified as paragraph 2-105 of Chapter 775 of the Illinois Compiled Statutes as amended). The Human Rights Act is provided as Exhibit E.
12. The contractor must state that it is and shall remain an equal opportunity employer which does not discriminate in its employment practices or in the award of contracts and as such does not discriminate based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran, or marital status, in accordance with applicable federal, state and local laws.
13. The city council reserves the right to reject any or all bids, and to waive any or all technicalities in the proposals.

14. The contractor is to furnish a certificate of insurance coverage, including, but not limited to Comprehensive General Liability listing the City of Galena as an additional insured and Worker's Compensation Insurance if applicable.
15. For the successful bidder, charges for services are to be billed monthly to the City of Galena, 101 Green Street, Galena, Illinois 61036
16. It is intended that this bid will yield a one-year contract for services. A sample contract is provided as Exhibit F.

CITY OF GALENA JANITORIAL BID FORM

1. Please fill in your total cost per month for providing janitorial services to the one or more of the following City of Galena facilities. You may bid on one or more of the facilities. The contract for services may be awarded by individual facility or for more than one facility.

Table 1. Bid Cost of Services

Facility	Cost Per Month
City Hall	\$
Public Restrooms	\$
South Recreation Park Restrooms	\$
North Recreation Park Restrooms	\$
Grant Park Restrooms	\$

2. Please list your current clients.

Business Name	Dates of Service	Contact Person	Contact Phone Number
1.			
2.			
3.			

3. Please list at least three clients that you have performed cleaning services for in the past.

Business Name	Dates of Service	Contact Person	Contact Phone Number
1.			
2.			
3.			

4. By signing and submitting this bid document, I affirmatively state that I am a sole proprietor or a business that shall remain an equal opportunity employer which does not discriminate in its employment practices or in the award of contracts and as such does not discriminate based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran, or marital status, in accordance with applicable federal, state and local laws.
5. By signing and submitting this bid document, I affirmatively state that I agree and promise to comply with all applicable ordinances, statutes and regulations, including but not limited to the equal employment and affirmative action provisions pertaining to public contracts by Section 2-105 of the Illinois Human Rights Act (Codified as paragraph 2-105 of Chapter 775 of the Illinois Compiled Statutes as amended).
6. This Janitorial Bid Form must be received by the City of Galena, Office of the City Administrator by 10:00 A.M. on Monday, February 17, 2014, via U.S. Mail, Fed Ex, UPS or courier or in person. Proposals

received after the above listed date and time will not be considered, regardless of postmark.

- 7. The City of Galena reserves the right to accept or reject any or all proposals, and further reserves the right to waive information, informalities, and/or minor irregularities to the extent permitted by law in any proposal received where such action best serves the interest of the city and to be the sole judge of the merits of the respective proposals received.

Signed: _____ Printed Name: _____

Date: _____ Title: _____

Company (if applicable): _____

Address: _____

Email: _____

Exhibit A: City of Galena Public Buildings Cleaning Schedule

Facility	Address/Location	Season	Days Per Week	Weekly Schedule	Approximate Sq. Feet
City Hall	101 Green Street	Annual	2	Tuesday and Friday (or Sat/Sun)	7,000
Public Restrooms	101 Green Street	Annual	7	Daily	360
South Recreation Park Restrooms	Field Street	Mid-April-Mid-October	7	Daily	300
North Recreation Park Restrooms	Field Street	Mid-April-Mid-October	7	Daily	430
Grant Park Restrooms	Park Avenue	Mid-April-Mid-October	7	Daily	504

Exhibit B: City of Galena Public Buildings Inventory of Fixtures

Fixtures	City Hall	101 Green Street Pubic Restrooms	North Rec Park	South Rec Park	Grant Park
Sinks	3	4	4	3	4
Toilets	2	4	4	4	5
Urinals	0	2	3	2	2
Mirrors	2	4	4	4	4

Exhibit C: City of Galena City Hall Cleaning Requirements

CITY HALL	Task	City Hall 101 Green Street
Daily	Dust to remove all cobwebs.	X
	Dust all desks, table tops, and other horizontal surfaces.	X
	Damp mop all tile and concrete floors with a disinfectant solution.	X
	Vacuum all carpet floors and rugs. Clean spots prior to vacuuming.	X
	Spot clean doorknobs, doorjambs, and walls.	X
	Damp wipe vinyl chairs.	X
	Wash clean and dry mirrors. Dust frame of mirrors.	X
	Wash and dry all sinks inside and out and polish the metal fixtures.	X
	Clean all restroom toilets with disinfectant solution.	X
	Refill all dispensers, including soap, toilet paper, and paper towel.	X
	Empty office recycling and trash containers into centralized containers.	X
	Other general cleaning as may be required to maintain a clean and orderly interior.	X

Exhibit D: City of Galena Public Restroom Cleaning Requirements

PUBLIC RESTROOMS	Task	101 Green Street	North Rec Park	South Rec Park	Grant Park
Daily	Dust to remove all cobwebs	X	X	X	X
	Damp mop all floors with a disinfectant solution.	X	X	X	X
	Spot clean all stall partitions, knobs, doorjambs, and walls.	X	X	X	X
	Wash clean and dry mirrors. Dust frame of mirrors. Clean light bulbs.	X	X	X	X
	Wash and dry all sinks inside and out and polish the metal fixtures.	X	X	X	X
	Wash and dry drinking fountain.	X	X		
	Clean all restroom toilets and urinals with disinfectant solution.	X	X	X	X
	Refill all dispensers, including soap, toilet paper, and sanitary napkin.	X	X	X	X
	Empty, spray with disinfectant, and wipe dry all sanitary napkin disposal containers.	X	X	X	X
	Other general cleaning that may be required to maintain a clean and orderly appearance.				
Quarterly	Complete wash, clean and dry all restroom walls and partitions. Stainless steel to be polished.	X			X
Bi-annually	Machine wash and scrub floors.	X			

Exhibit E

**HUMAN RIGHTS
(775 ILCS 5/) Illinois Human Rights Act.**

(775 ILCS 5/2-105) (from Ch. 68, par. 2-105)
Sec. 2-105. Equal Employment Opportunities; Affirmative Action.

(A) Public Contracts. Every party to a public contract and every eligible bidder shall:

(1) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;

(2) Comply with the procedures and requirements of the Department's regulations concerning equal employment opportunities and affirmative action;

(3) Provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request;

(4) Have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

(B) State Agencies. Every State executive department, State agency, board, commission, and instrumentality shall:

(1) Comply with the procedures and requirements of the Department's regulations concerning equal employment opportunities and affirmative action;

(2) Provide such information and assistance as the Department may request.

(3) Establish, maintain, and carry out a continuing affirmative action plan consistent with this Act and the regulations of the Department designed to promote equal opportunity for all State residents in every aspect of agency personnel policy and practice. For purposes of these affirmative action plans, the race and national origin categories to be included in the plans are: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander. This plan shall include a current detailed status report:

(a) indicating, by each position in State service, the number, percentage, and average salary of individuals employed by race, national origin, sex and disability, and any other category that the Department may require by rule;

(b) identifying all positions in which the percentage of the people employed by race, national origin, sex and disability, and any other category that the Department may require by rule, is less than four-fifths of the percentage of each of those components in the State work force;

(c) specifying the goals and methods for increasing the percentage by race, national origin, sex and disability, and any other category that the Department may require by rule, in State positions;

(d) indicating progress and problems toward meeting equal employment opportunity goals, including, if applicable, but not limited to, Department of Central Management Services recruitment efforts, publicity, promotions, and use of options designating positions by linguistic abilities;

(e) establishing a numerical hiring goal for the employment of qualified persons with disabilities in the agency as a whole, to be based on the proportion of people with work disabilities in the Illinois labor force as reflected in the most recent decennial Census.

(4) If the agency has 1000 or more employees, appoint a full-time Equal Employment Opportunity officer, subject to the Department's approval, whose duties shall include:

(a) Advising the head of the particular State agency with respect to the preparation of equal employment

opportunity programs, procedures, regulations, reports, and the agency's affirmative action plan.

(b) Evaluating in writing each fiscal year the sufficiency of the total agency program for equal employment opportunity and reporting thereon to the head of the agency with recommendations as to any improvement or correction in recruiting, hiring or promotion needed, including remedial or disciplinary action with respect to managerial or supervisory employees who have failed to cooperate fully or who are in violation of the program.

(c) Making changes in recruitment, training and promotion programs and in hiring and promotion procedures designed to eliminate discriminatory practices when authorized.

(d) Evaluating tests, employment policies, practices and qualifications and reporting to the head of the agency and to the Department any policies, practices and qualifications that have unequal impact by race, national origin as required by Department rule, sex or disability or any other category that the Department may require by rule, and to assist in the recruitment of people in underrepresented classifications. This function shall be performed in cooperation with the State Department of Central Management Services.

(e) Making any aggrieved employee or applicant for employment aware of his or her remedies under this Act.

In any meeting, investigation, negotiation, conference, or other proceeding between a State employee and an Equal Employment Opportunity officer, a State employee (1) who is not covered by a collective bargaining agreement and (2) who is the complaining party or the subject of such proceeding may be accompanied, advised and represented by (1) an attorney licensed to practice law in the State of Illinois or (2) a representative of an employee organization whose membership is composed of employees of the State and of which the employee is a member. A representative of an employee, other than an attorney, may observe but may not actively participate, or advise the State employee during the course of such meeting, investigation, negotiation, conference or other proceeding. Nothing in this Section shall be construed to permit any person who is not licensed to practice law in Illinois to deliver any legal services or otherwise engage in any activities that would constitute the unauthorized practice of law. Any representative of an employee who is present with the consent of the employee, shall not, during or after termination of the relationship permitted by this Section with the State employee, use or reveal any information obtained during the course of the meeting, investigation, negotiation, conference or other proceeding without the consent of the complaining party and any State employee who is the subject of the proceeding and pursuant to rules and regulations governing confidentiality of such information as promulgated by the appropriate State agency. Intentional or reckless disclosure of information in violation of these confidentiality requirements shall constitute a Class B misdemeanor.

(5) Establish, maintain and carry out a continuing sexual harassment program that shall include the following:

(a) Develop a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the agency's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. The policy shall be reviewed annually.

(b) Post in a prominent and accessible location and distribute in a manner to assure notice to all agency employees without exception the agency's sexual harassment policy. Such documents may meet, but shall not exceed, the 6th grade literacy level. Distribution shall be effectuated within 90 days of the effective date of this amendatory Act of 1992 and shall occur annually thereafter.

(c) Provide training on sexual harassment prevention and the agency's sexual harassment policy as a component of all ongoing or new employee training programs.

(6) Notify the Department 30 days before effecting any layoff. Once notice is given, the following shall occur:

(a) No layoff may be effective earlier than 10 working days after notice to the Department, unless an emergency layoff situation exists.

(b) The State executive department, State agency, board, commission, or instrumentality in which the layoffs are to occur must notify each employee targeted for layoff, the employee's union representative (if applicable), and the State Dislocated Worker Unit at the Department of Commerce and Economic Opportunity.

(c) The State executive department, State agency, board, commission, or instrumentality in which the

layoffs are to occur must conform to applicable collective bargaining agreements.

(d) The State executive department, State agency, board, commission, or instrumentality in which the layoffs are to occur should notify each employee targeted for layoff that transitional assistance may be available to him or her under the Economic Dislocation and Worker Adjustment Assistance Act administered by the Department of Commerce and Economic Opportunity. Failure to give such notice shall not invalidate the layoff or postpone its effective date.

As used in this subsection (B), "disability" shall be defined in rules promulgated under the Illinois Administrative Procedure Act.

(C) Civil Rights Violations. It is a civil rights violation for any public contractor or eligible bidder to:

(1) fail to comply with the public contractor's or eligible bidder's duty to refrain from unlawful discrimination and discrimination based on citizenship status in employment under subsection (A)(1) of this Section; or

(2) fail to comply with the public contractor's or eligible bidder's duties of affirmative action under subsection (A) of this Section, provided however, that the Department has notified the public contractor or eligible bidder in writing by certified mail that the public contractor or eligible bidder may not be in compliance with affirmative action requirements of subsection (A). A minimum of 60 days to comply with the requirements shall be afforded to the public contractor or eligible bidder before the Department may issue formal notice of non-compliance.

(D) As used in this Section:

(1) "American Indian or Alaska Native" means a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

(2) "Asian" means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

(3) "Black or African American" means a person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American".

(4) "Hispanic or Latino" means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

(5) "Native Hawaiian or Other Pacific Islander" means a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

(Source: P.A. 97-396, eff. 1-1-12.)

AN ORDINANCE AMENDING ARTICLE 0, SECTION §154.015 – DEFINITIONS AND ARTICLE 4, TABLE 154.403.1 – PERMITTED LAND USES AND SECTION §154.406 – DETAILED LAND USE DESCRIPTIONS OF THE CODE OF ORDINANCES OF THE CITY OF GALENA

BE IT ORDAINED by the City Council of the City of Galena, JoDaviess County, Illinois as follows:

SECTION I: Section §154.015 – Definitions of the City of Galena Zoning Code, is hereby amended as follows

- *(Additions are shown as underlined)*

Section §154.015 - Definitions

Tour House: A large, originally residential structure that is historically significant and has been in existence before 1900. A tour house is allowed by right in certain commercial districts and by special use permit in certain residential districts.

SECTION II: Table 154.403.1 – Permitted Land Uses of the City of Galena Zoning Code, is hereby amended as follows:

- *(Additions are shown as underlined and highlighted)*
- *Table begins on following page.*

Table 154.403.1. Permitted Land Uses

LA	CSR	LDR	MDR	HDR	NO	PO	NC	PC	GC	DC	PI	LI	HI	Type of Land Use Principal Commercial Land Uses (154.406 (D))
					P	P	P	P	P	P	P	P	P	(1) Office
					S	S	P	P	P	P	S			(2) Personal or Professional Service
S	S				S		P	P	P	P	P	P	P	(3) Artisan Studio
						S	P	P	P	P	S			(4) Sales and Service, Indoor
									P				P	(5) Sales and Service, Outdoor Display
									P					(6) Sales and Service, In-Vehicle
	S	S	S	S	S									(7) Accommodations, Bed & Breakfast
		S			S		S	S	S	S				(8) Accommodations, Small Inn
						S		S	P	S	S			(9) Accommodations, Hotel/Motel
						S	S	P	P	P	S			(10) Entertainment, Indoor Commercial
S									S			S		(11) Entertainment, Outdoor Commercial
												S	S	(12) Entertainment, Adult
								S	P	S	P	P	P	(13) Maintenance Service, Indoor
									S				P	(14) Maintenance Service, Outdoor
S									S				S	(15) Commercial Animal Boarding
									P			P	P	(16) Vehicle Repair and Maintenance
					P		P		P	P				(17) Tour of Home

P = Permitted by Right (See section 154.402(A)) **S** = Permitted by a Special Use (See section 154.402 (B))

LA Limited Agricultural
 CSR Countryside Residential
 LDR Low Density Residential
 MDR Medium Density Residential

HDR High Density Residential
 NO Neighborhood Office
 PO Planned Office
 NC Neighborhood Commercial

PC Planned Commercial
 GC General Commercial
 DC Downtown Commercial
 PI Planned Industrial

LI Light Industrial
 HI Heavy Industrial

Table 154.403.1. Permitted Land Uses

LA	CSR	LDR	MDR	HDR	NO	PO	NC	PC	GC	DC	PI	LI	HI	Type of Land Use Accessory Residential Land Uses (154.406 (H))
P	P	P	P	P	P	P	P	P	P	P				(1) Day Care Home, Serving 3 to 12 Children
P	P	P	P	P	P	P	P	P	P	P				(2) Home Occupation, Minor
S	S	S	S	S	S	S	S	S	S	S				(3) Home Occupation, Major
P	P	P	P	P	P	P	P	P	P	P				(4) Private Kennel
P	P	P	P	P	P	P	P	P	P	P				(5) Outbuildings and Recreation Facilities
P	P	P	P	P	P	P	P	P	P	P				(6) Recreational Vehicle Storage
P	S													(7) Private Stable
S	S	S	S	S										(8) Tour of Home
														Accessory Agricultural Land Uses (See 154.406(I))
														Accessory Recreational & Institutional Land Uses (See 154.406(J))
														Accessory Commercial Land Uses (154.406(K))
						P		P	P	P	P	P	P	(1) Company-Provided Cafeteria
					S	S	S	S	S	S	S	S	S	(2) Company-Provided Day Care
						S		S	P		S	P	P	(3) Company-Provided On-Site Recreation
					P	S	P	S	S	P				(4) Dwelling Units Above Ground Floor
						S		S	P		P	P	P	(5) Fleet Vehicle Storage
								S	S	S				(6) Light Industrial Incident to Indoor Sales
							S	P	P	S	S			(7) Outdoor Dining
							S	S	P	S				(8) Outdoor Display, Removable
									P					(9) Outdoor Display and Storage, Permanent
								S	P					(10) Outdoor Entertainment
P = Permitted by Right (See section 154.402(A)) S = Permitted by a Special Use (See section 154.402 (B))														

LA Limited Agricultural
 CSR Countryside Residential
 LDR Low Density Residential
 MDR Medium Density Residential

HDR High Density Residential
 NO Neighborhood Office
 PO Planned Office
 NC Neighborhood Commercial

PC Planned Commercial
 GC General Commercial
 DC Downtown Commercial
 PI Planned Industrial

LI Light Industrial
 HI Heavy Industrial

SECTION III: Section §154.406 (D) – Principal Commercial Land Uses of the City of Galena Zoning Code, is hereby amended as follows:

- *(Additions are shown as underlined)*

(D) Principal Commercial Land Uses.

(17) **Tour of Home.** Tour of Home land uses include on-site tours of structures, constructed as single-family residences that are relevant to Galena’s heritage and have historical significance. Structures used for Tour of Home purposes must have been in existence before 1900. Such activities include guided tours of appropriate structures and grounds of the property.

(a) Regulations:

- (1) Tours may be conducted by the owner of the structure, an operator, or other agent of the owner.
- (2) Maximum number of persons allowed on tours shall be determined on case-by-case basis by the City Staff. Owners shall coordinate with City Staff to establish maximum occupancy before commencement of use.
- (3) No signs advertising the tour house shall be displayed on the site.
- (4) The owner of the tour house shall maintain a registry which shall show the date, time and number of persons involved in each tour.
- (5) Tours shall be given only between the hours of 9:00 a.m. and 4:30 p.m., and between 6:30 p.m. and 9:00 p.m. during the peak tourist season between May 1 and November 30. A tour house shall receive no more than two tours per day between the hours of 9:00 a.m. and 4:30 p.m., and no more than three tours per week between the hours of 6:30 p.m. and 9:00 p.m. During the off peak tourist season between December 1 and April 30, a tour house shall receive no more than three tours per day, either morning or night, provided however, a tour house shall not be open for tours more than three days per week.
- (6) The owner of the tour house or his / her authorized agent shall be on the premises at all times during the tour.
- (7) The owner shall be responsible for compliance with these regulations.

SECTION IV: Section §154.406 (H) – Accessory Residential Land Uses of the City of Galena Zoning Code, is hereby amended as follows:

- *(Additions are shown as underlined)*

(H) Accessory Residential Land Uses.

(8) **Tour of Home.** Tour of Home land uses include on-site tours of structures, constructed as single-family residences that are relevant to Galena’s heritage and have historical significance. Structures used for this purpose must have been in existence before 1900. Tour of Home activities include guided tours of appropriate structures and grounds of the property.

(a) Regulations:

- (1) Maximum number of persons allowed on tours shall be determined on case-by-case basis with Special Use Permit.
- (2) No signs advertising the tour house shall be displayed on the site.
- (3) The owner of the tour house shall maintain a registry which shall show the date, time and number of persons involved in each tour.
- (4) Tours shall be given only between the hours of 9:00 a.m. and 4:30 p.m., and between 6:30 p.m. and 9:00 p.m. during the peak tourist season between May 1 and November 30. A tour house shall receive no more than two tours per day between the hours of 9:00 a.m. and 4:30 p.m., and no more than three tours per week between the hours of 6:30 p.m. and 9:00 p.m. During the off peak tourist season between December 1

and April 30, a tour house shall receive no more than three tours per day, either morning or night, provided however, a tour house shall not be open for tours more than three days per week.

(5) The owner of the tour house or his / her authorized agent shall be on the premises at all times during the tour.

(6) The owner shall be responsible for compliance with these regulations.

SECTION V: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION VI: This ordinance shall be in full force and effect within ten (10) days of its passage and legal publication in pamphlet form.

SECTION VII: Passed on the ___th day of _____, A.D., 201___, in open Council.

AYES:

NAYS:

ATTEST:

TERRY RENNER, MAYOR

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 

DATE: 6 March 2014

RE: Park Avenue Reconstruction
Selection of Engineering Consultant

For the last few years the city council has been discussing reconstruction of Park Avenue between HW 20 and Bouthillier Street. Unfortunately because of other project commitments this work has been continuously postponed, but this year we plan to move forward. Construction will involve replacement of water mains and service lines, spot replacement of sanitary and storm sewers, new storm sewer inlets, new curb and gutter, partial replacement of sidewalk and new street surface. The plan is to also widen the street if at all possible.

In the past, projects of this scale have been either designed in-house or contracted to engineering consultants. Because of staff shortages and other work commitments this year I recommend we use an engineering consultant to complete the design plans and construction staking. City staff will complete the contract agreement, design specifications, bidding process, construction inspection and as-built drawings.

I obtained a design engineering proposal from MSA Professional Services to complete the necessary work for a sum of \$28,600. This is 9.2% of the construction estimate of \$310,000 which is slightly less than the typical 10% fee for this type of work. City staff has had a good working relationship with MSA in the past and recommends approval of their proposal so we can complete the design and commence construction work this summer.

I recommend the city council approves a contract with MSA Professional Services to complete engineering design services for Park Avenue reconstruction at a not to exceed sum of \$28,600.

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
ALBAUGH, CRAIG (1084)							
030514	1	Invoice	SIGN INVENTORY	03/05/2014	638.25		01.45.532.00
Total ALBAUGH, CRAIG (1084):					638.25		
AMERICAN WATER ENTERPRISES (1005)							
MA007-2001	1	Invoice	SEWER CONTRACT	03/01/2014	26,635.91		52.43.515.01
MA007-2001	2	Invoice	WATER CONTRACT	03/01/2014	26,635.91		51.42.515.00
Total AMERICAN WATER ENTERPRISES (1005):					53,271.82		
AT & T (LOCAL) (103)							
021614	1	Invoice	PHONE	02/16/2014	295.74		01.21.552.00
Total AT & T (LOCAL) (103):					295.74		
BARANSKI, HAMMER, (375)							
13	1	Invoice	CITY HALL ARCHITECTU	02/28/2014	1,260.00		01.13.820.00
Total BARANSKI, HAMMER, (375):					1,260.00		
BUSINESS TELEPHONE SUPPLY (453)							
992896	1	Invoice	PHONE SYSTEM CITY HA	02/25/2014	8,220.00		01.13.820.00
Total BUSINESS TELEPHONE SUPPLY (453):					8,220.00		
COMELEC SERVICES INC. (244)							
0425491	1	Invoice	PAGER REPAIR	02/21/2014	126.75		22.22.652.00
Total COMELEC SERVICES INC. (244):					126.75		
CONMAT, INC. (1187)							
88421	1	Invoice	CHIPS	02/18/2014	392.34		01.41.614.04
88462	1	Invoice	CHIPS	02/25/2014	1,257.02		01.41.614.04
88495	1	Invoice	COLD PATCH	02/28/2014	1,428.00		15.41.614.00
Total CONMAT, INC. (1187):					3,077.36		
DAN'S AERIAL SERVICE (119789)							
3941	1	Invoice	TREE/BRUSH	02/23/2014	420.00		01.41.514.05
3941	2	Invoice	TREE/BRUSH	02/23/2014	180.00		01.41.517.02
Total DAN'S AERIAL SERVICE (119789):					600.00		
DOIG, KATHLEEN (119339)							
426843	1	Invoice	MARKET HOUSE RESTR	03/04/2014	240.00		01.13.511.06
Total DOIG, KATHLEEN (119339):					240.00		
ERWIN, CLYDENE (119958)							
022114	1	Invoice	REFUND	02/21/2014	40.00		01.11.912.00
Total ERWIN, CLYDENE (119958):					40.00		

CITY OF GALENA

Invoice Register
Input Dates: 2/25/2014 - 3/31/2014Page: 2
Mar 06, 2014 12:59PM

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
GALENA CHRYSLER (82)							
54294	1	Invoice	SQUAD 1 REPAIRS	02/06/2014	373.48		01.21.513.06
54383	1	Invoice	SQUAD 1 REPAIRS	02/13/2014	16.20		01.21.513.06
54387	1	Invoice	SQUAD 3 MAINTENANCE	02/14/2014	399.95		01.21.513.06
54485	1	Invoice	SQUAD 6 REPAIRS	02/26/2014	32.40		01.21.513.06
Total GALENA CHRYSLER (82):					822.03		
GALENA GAZETTE (34)							
00034486	1	Invoice	AD	02/14/2014	65.55		22.22.929.00
00034490	1	Invoice	AD	02/19/2014	16.80		59.55.553.00
Total GALENA GAZETTE (34):					82.35		
GALENA LAUN. & LINEN INC. (84)							
031014	1	Invoice	FINANCE-LAUNDRY SER	03/10/2014	8.00		01.13.654.00
031014	2	Invoice	FIRE DEPARTMENT	03/10/2014	25.00		22.22.538.01
031014	3	Invoice	POLICE DEPARTMENT	03/10/2014	30.00		01.21.651.00
031014	4	Invoice	TURNER HALL-RUG SER	03/10/2014	27.00		58.54.654.01
Total GALENA LAUN. & LINEN INC. (84):					90.00		
GALL'S, INC. (712)							
001594588	1	Invoice	UNIFORMS/NATHAN	02/13/2014	12.65		01.21.471.15
Total GALL'S, INC. (712):					12.65		
GASSER @ GALENA (24)							
022814	1	Invoice	MISC. SUPPLIES	02/28/2014	40.88		01.41.613.06
022814	2	Invoice	MISC. SUPPLIES	02/28/2014	43.17		01.41.613.12
022814	3	Invoice	MISC. SUPPLIES	02/28/2014	55.71		01.41.652.00
031014	1	Invoice	MISC. SUPPLIES	03/10/2014	25.26		22.22.613.00
031014	2	Invoice	MISC. SUPPLIES	03/10/2014	36.74		22.22.652.00
031014	3	Invoice	MISC. SUPPLIES	03/10/2014	7.19		22.22.844.04
031014	4	Invoice	MISC. SUPPLIES	03/10/2014	36.07		58.54.654.01
Total GASSER @ GALENA (24):					245.02		
GLOBAL REACH INTERNET PROD. (119792)							
52861	1	Invoice	SONIC WALL FOR CITY H	02/26/2014	350.00		01.13.820.00
Total GLOBAL REACH INTERNET PROD. (119792):					350.00		
HOLLAND PLUMBING, INC. (964)							
122719	1	Invoice	BATHROOM REPAIRS	03/04/2014	2,010.00		59.55.511.01
Total HOLLAND PLUMBING, INC. (964):					2,010.00		
IL DEPARTMENT OF CMS (CRF) (118967)							
T1424928	1	Invoice	IN-SQUAD COMPUTER C	02/18/2014	232.60		01.21.542.00
Total IL DEPARTMENT OF CMS (CRF) (118967):					232.60		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
JO CARROLL ENERGY, INC. (397)							
030314	1	Invoice	ADMINISTRATION/ELECT	03/03/2014	1,201.02		01.13.571.01
030314	2	Invoice	POLICE/ELECTRIC	03/03/2014	542.82		01.21.571.01
030314	3	Invoice	EMS/ELECTRIC	03/03/2014	42.16		12.10.571.01
030314	4	Invoice	PARKS/ELECTRIC	03/03/2014	116.95		17.52.571.01
030314	5	Invoice	FLOOD/ELECTRIC	03/03/2014	557.91		20.25.576.01
030314	6	Invoice	FIRE/ELECTRIC	03/03/2014	363.06		22.22.576.01
030314	7	Invoice	TURNER HALL	03/03/2014	526.38		58.54.571.01
030314	8	Invoice	WELCOME SIGNS	03/03/2014	30.22		01.41.571.01
030414	1	Invoice	ELECTRIC	03/04/2014	6,440.96		01.41.571.01
Total JO CARROLL ENERGY, INC. (397):					9,821.48		
JO DAVIESS CTY GIS DEPT (330)							
030514	1	Invoice	GIS PLANS	03/05/2014	300.00		01.45.532.01
Total JO DAVIESS CTY GIS DEPT (330):					300.00		
JO DAVIESS CTY SHERIFF (116)							
031014	1	Invoice	RADIO SERVICE	03/10/2014	100.00		22.22.538.00
031014	2	Invoice	CITY SHARE OF OFFICE	03/10/2014	200.12		01.21.538.00
Total JO DAVIESS CTY SHERIFF (116):					300.12		
LAWSON PRODUCTS, INC. (627)							
9302253480	1	Invoice	TOOLS	02/19/2014	214.01		01.41.653.00
Total LAWSON PRODUCTS, INC. (627):					214.01		
LITHO SPECIALISTS (63)							
23658	1	Invoice	PRINTING BILLS	02/17/2014	1,286.00		52.43.553.00
Total LITHO SPECIALISTS (63):					1,286.00		
MCGREEVY WILLIAMS LAW OFFICE (119647)							
021714	1	Invoice	SCENIC MEADOWS LITIG	02/17/2014	456.05		01.11.549.00
Total MCGREEVY WILLIAMS LAW OFFICE (119647):					456.05		
MEDICAL ASSOCIATES CLINIC (1120)							
021214	1	Invoice	PHYSICAL	02/14/2014	72.00		22.22.929.00
Total MEDICAL ASSOCIATES CLINIC (1120):					72.00		
MENARDS (280)							
43525	1	Invoice	TOOLS	02/26/2014	99.00		01.41.653.00
Total MENARDS (280):					99.00		
METLIFE SMALL BUSINESS CENTER (775)							
021614	1	Invoice	EMPLOYEE DENTAL	02/16/2014	1,726.68		01.13.451.01
021614	2	Invoice	EMPLOYEE LIFE	02/16/2014	136.26		01.13.452.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total METLIFE SMALL BUSINESS CENTER (775):					1,862.94		
MONTGOMERY TRUCKING (133)							
106787	1	Invoice	REFUSE HANDLING CON	03/01/2014	13,455.00		13.44.540.04
106787	2	Invoice	RECYCLING CONTRACT	03/01/2014	4,644.00		13.44.540.00
106787	3	Invoice	DUMPSTER RENT	03/01/2014	75.00		13.44.544.03
106787	4	Invoice	DUMPSTER DISPOSAL F	03/01/2014	110.50		01.41.573.00
Total MONTGOMERY TRUCKING (133):					18,284.50		
MORAN, MARK (922)							
030314	1	Invoice	TRAVEL REIMBURSEME	03/03/2014	116.27		01.11.562.00
Total MORAN, MARK (922):					116.27		
MURRAY, B. L. CO. INC. (135)							
82781	1	Invoice	SUPPLIES	02/25/2014	87.38		01.41.652.00
Total MURRAY, B. L. CO. INC. (135):					87.38		
NAPA AUTO PARTS (79)							
238705	1	Invoice	2011 TRUCK	02/11/2014	83.95		01.41.613.04
238711	1	Invoice	EQUIPMENT	02/11/2014	4.99		17.52.652.00
Total NAPA AUTO PARTS (79):					88.94		
NICOR (151)							
031014	1	Invoice	MARKETHOUSE RESTRO	03/10/2014	195.55		01.13.511.06
031014	2	Invoice	POOL-GAS	03/10/2014	1,201.41		59.55.571.02
Total NICOR (151):					1,396.96		
NICOR (F) (118924)							
031014	1	Invoice	GREEN STREET	03/10/2014	448.80		01.13.571.05
031014	2	Invoice	CITY HALL-GAS	03/10/2014	395.16		01.13.571.05
031014	3	Invoice	POLICE-GAS	03/10/2014	562.00		01.21.571.05
031014	4	Invoice	PUBLIC WORKS-GAS	03/10/2014	590.76		01.41.571.05
031014	5	Invoice	FIRE DEPARTMENT-GAS	03/10/2014	784.32		22.22.571.05
031014	6	Invoice	TURNER HALL-GAS	03/10/2014	2,273.90		58.54.571.05
Total NICOR (F) (118924):					5,054.94		
O'HERRON CO.INC., RAY (548)							
1410145	1	Invoice	MISC. UNIFORMS	02/27/2014	63.36		01.21.471.15
1410164	1	Invoice	MISC. UNIFORMS	02/27/2014	130.41		01.21.471.15
1410629-CM	1	Invoice	CREDIT MEMO	02/28/2014	42.00-		01.21.471.15
Total O'HERRON CO.INC., RAY (548):					151.77		
PETTY CASH/POLICE DEPT. (163)							
030414	1	Invoice	MEAL/TRAINING	03/04/2014	9.50		01.21.562.00
030414	2	Invoice	POSTAGE	03/04/2014	8.32		01.21.551.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total PETTY CASH/POLICE DEPT. (163):					17.82		
QUILL CORP. (686)							
9596279	1	Invoice	OFFICE SUPPLIES/POLIC	02/14/2014	143.97		01.21.540.01
9658728	1	Invoice	OFFICE SUPPLIES/POLIC	02/14/2014	25.58		01.21.651.00
9980718	1	Invoice	OPERATING SUPPLIES	02/28/2014	10.99		01.41.652.00
Total QUILL CORP. (686):					180.54		
RYAN, ANGELA (119753)							
031014	1	Invoice	DEPOSIT REFUND	03/10/2014	200.00		58.54.929.00
Total RYAN, ANGELA (119753):					200.00		
SALZMAN, BILL (1009)							
030414	1	Invoice	FUEL	03/04/2014	80.00		01.21.655.00
030414	2	Invoice	MEALS/ILEAS CONFERE	03/04/2014	29.14		01.21.562.00
Total SALZMAN, BILL (1009):					109.14		
SECURITY PRODUCTS OF DUBUQUE (119890)							
0425655	1	Invoice	SECURITY SYSTEM CITY	02/27/2014	2,660.00		01.13.820.00
Total SECURITY PRODUCTS OF DUBUQUE (119890):					2,660.00		
SLOAN IMPLEMENT (119196)							
5031048	1	Invoice	EQUIPMENT	02/19/2014	186.38		17.52.514.00
Total SLOAN IMPLEMENT (119196):					186.38		
TRI-STATE PORTA POTTY, INC. (908)							
6259	1	Invoice	BIKE TRAIL/PORTA POTT	03/03/2014	110.00		17.52.579.01
Total TRI-STATE PORTA POTTY, INC. (908):					110.00		
TRI-STATE TRUCK EQUIPMENT (119957)							
2479	1	Invoice	2012 1-TON	02/25/2014	96.00		01.41.613.03
Total TRI-STATE TRUCK EQUIPMENT (119957):					96.00		
UPS STORE GALENA, THE (1260)							
022614	1	Invoice	POSTAGE	02/26/2014	8.77		01.21.551.00
Total UPS STORE GALENA, THE (1260):					8.77		
US CELLULAR (92)							
022114	1	Invoice	PUBLIC WORKS/CELL PH	02/21/2014	36.82		01.41.552.00
022114	2	Invoice	ADMIN/CELL PHONE	02/21/2014	67.77		01.11.552.00
022114	3	Invoice	FIRE DEPT./CELL PHONE	02/21/2014	36.82		22.22.552.00
022114	4	Invoice	POLICE/CELL PHONES	02/21/2014	73.63		01.21.552.01
Total US CELLULAR (92):					215.04		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
VALLEY PERENNIALS (118994)							
11367	1	Invoice	GET WELL FLOWERS	02/21/2014	25.00		01.11.929.01
Total VALLEY PERENNIALS (118994):					25.00		
WEBER PAPER COMPANY (40)							
558784	1	Invoice	MARKET HOUSE RESTR	02/20/2014	281.92		01.13.511.06
Total WEBER PAPER COMPANY (40):					281.92		
WELU PRINTING CO. (770)							
93636	1	Invoice	PRINTING	02/18/2014	66.82		01.46.554.00
Total WELU PRINTING CO. (770):					66.82		
WERNER, CHARLES (734)							
022214	1	Invoice	2 BUS TICKETS FOR HO	02/22/2014	144.50		01.21.919.01
Total WERNER, CHARLES (734):					144.50		
WHITE CONSTRUCTION CO., INC. (119359)							
031014	1	Invoice	PUBLIC WORKS JANITO	03/10/2014	110.00		01.41.511.01
Total WHITE CONSTRUCTION CO., INC. (119359):					110.00		
WHITE'S LAWN CARE (119092)							
5103	1	Invoice	SNOW SHOVELING	02/27/2014	100.00		51.42.929.00
Total WHITE'S LAWN CARE (119092):					100.00		
WILLET HOFMANN & ASSOC., INC. (119914)							
19505	1	Invoice	DESIGN ENGINEERING	02/28/2014	2,290.17		41.61.860.07
Total WILLET HOFMANN & ASSOC., INC. (119914):					2,290.17		
WIZARD COMPUTERS INC (666)							
12923	1	Invoice	COMPUTER MAINTENAN	02/18/2013	75.00		01.13.512.04
12923	2	Invoice	COMPUTER MAINTENAN	02/18/2013	187.50		01.21.684.00
12935	1	Invoice	NEW CITY HALL IT	03/05/2014	1,155.00		01.13.820.00
Total WIZARD COMPUTERS INC (666):					1,417.50		
Grand Totals:					119,426.53		

Report GL Period Summary

Vendor number hash: 1817214
 Vendor number hash - split: 2539334
 Total number of invoices: 66
 Total number of transactions: 100

<u>Terms Description</u>	<u>Invoice Amount</u>	<u>Net Invoice Amount</u>
Open Terms	119,426.53	119,426.53
Grand Totals:	<u>119,426.53</u>	<u>119,426.53</u>
