



City of Galena, Illinois

AGENDA

REGULAR CITY COUNCIL MEETING

TUESDAY, OCTOBER 11, 2016

6:30 P.M. – CITY HALL 101 GREEN STREET

ITEM	DESCRIPTION
16C-0404.	Call to Order by Presiding Officer
16C-0405.	Roll Call
16C-0406.	Establishment of Quorum
16C-0407.	Pledge of Allegiance
16C-0408.	Reports of Standing Committees
16C-0409.	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

PUBLIC HEARINGS

None.

LIQUOR COMMISSION

None.

CONSENT AGENDA CA16-19

ITEM	DESCRIPTION	PAGE
16C-0410.	Approval of the Minutes of the Regular City Council Meeting of September 26, 2016	4-7
16C-0411.	Approval of Cell Phone Service Reimbursement for Fire Chief Position	8
16C-0412.	Approval of Change Order #2 for 2016 Street Paving Program	9-10

CONSENT AGENDA CA16-19

ITEM	DESCRIPTION	PAGE
16C-0413.	Approval of a Resolution on the Review and Possible Release of Executive Session Minutes	11-14
16C-0414.	Approval of Budget Amendment BA16-04	15-16

UNFINISHED BUSINESS

ITEM	DESCRIPTION	PAGE
16C-0398.	Second Reading and Possible Approval of an Ordinance Authorizing and Directing the Sale of Certain Municipally Owned Real Estate (Coatsworth Building) by the City of Galena	--

NEW BUSINESS

ITEM	DESCRIPTION	PAGE
16C-0415.	Discussion and Possible Action on an Opportunity to Adopt/Approve/Support The Completed Jo Daviess County Water Resource Management Plan	--
16C-0416.	Discussion and Possible Action on Repair to Retaining Wall Adjacent to 108 S. High Street	17-18
16C-0417.	Discussion and Possible Action on Revised Destination Marketing Management Agreement with the New Destination Marketing Organization	19-34
16C-0418.	Discussion and Possible Action on Request by Fever River Outfitters to Lease City Property on South Main Street for Storage of Vehicles, Boats and Trailers Associated with the Business	35-37
16C-0419.	Discussion and Possible Action on a Contract with IIW Engineering for Design of Franklin Street and Bench Street Intersection Repairs	38-35
16C-0420.	Discussion and Possible Action on Intersection Improvements on US 20 at Golf View Drive	--
16C-0421.	Discussion and Possible Action on Reducing the Length of the Fall and Spring Open Burn Periods or Eliminating the Open Burn Periods	--
16C-0422.	Discussion and Possible Action on Renewal of Employee Health, Dental, Life and Disability Insurance Policies	46-49

NEW BUSINESS

ITEM	DESCRIPTION	PAGE
16C-0423.	Warrants	50-57
16C-0424	Alderspersons' Comments	
16C-0425.	City Administrator's Report	
16C-0426.	Mayor's Report	
16C-0427.	Adjournment	

CALENDAR INFORMATION

BOARD/COMMITTEE	DATE	TIME	PLACE
Zoning Board of Appeals	Wed. October 12	6:30 P.M.	City Hall, 101 Green Street
City Council	Mon. October 24	6:30 P.M.	City Hall, 101 Green Street
Historic Preservation Comm.	Thurs. November 3	6:30 P.M.	City Hall, 101 Green Street

Posted: Thursday, October 6, 2016 at 3:30 p.m. Posted By:

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 26 SEPTEMBER 2016**16C-0385 – CALL TO ORDER**

Mayor Renner called the regular meeting to order at 6:30 p.m. in the Board Chambers at 101 Green Street on 26 September 2016.

16C-0386 – ROLL CALL

Upon roll call the following members were present: Bernstein, Fach, Hahn, Kieffer, Lincoln, Westemeier and Renner

16C-0387 – ESTABLISHMENT OF QUORUM

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

16C-0388– PLEDGE OF ALLEGIANCE

The Pledge was recited.

16C-0389 - REPORTS OF STANDING COMMITTEE

No reports.

16C-0390 – PUBLIC COMMENTS

Beth Baranski, 1015 S. Bench Street - Barnaski presented a summary of the Water Resource Management Plan for council to review. She will make a presentation at the meeting next meeting summarizing goals and actions.

Baranski talked about a second project, the 319 Grant submission. She thanked the City for their support of staff time and the use of City Hall for meetings. The committee will meet the 4th Tuesday of each month beginning November 17, 2016 through the end of October 2018. The following members were appointed to the Galena River Watershed Planning Committee: Beth Baranski, Mike Malon, John Schultz, Deb Malone, Dan Harms, Charlie Marsden, Judy Gratton and Larry Piske.

Dan McCarthy, Galena History Museum – McCarthy extended thanks on behalf of the History Museum for the city's support for the Heroes for History Stair Challenge held on September 10th. The event was quite successful for its first time. They are grateful for all of the participation received. It turned out to be something very special and next year's event will be even bigger.

Denise Spielman, Galena History Museum– Spielman thanked the council for their support for the Heroes for History Stair Challenge. She looks forward to next year's event.

Bob Egger, 309 Franklin Street – Egger advised he is before the council asking for approval of the use of lavender colors on his house at 309 Franklin Street. He feels the house is a Queen Anne and those colors would be appropriate for the period 1880's and 90's. The Historic Board feels the house is not a painted lady as it has no turrets or towers. Egger included pictures of original painted ladies in San Francisco and noted none of them have turrets or towers. The definition of a painted lady is a house with three or more colors on it. The house currently has yellow, white and red on it. Eggers stated the colors are not bright nor gaudy. They will be coupling them with two shades of gray which he feels will blend beautifully.

LIQUOR COMMISSION

Motion: Kieffer moved, seconded by Lincoln, to adjourn as the City Council and reconvene as the Liquor Commission.

Discussion: None.

Roll Call: AYES: Fach, Hahn, Kieffer, Lincoln, Westemeier, Bernstein, Renner
NAYS: None

The motion carried.

16C-0391 – DISCUSSION AND POSSIBLE ACTION ON AN APPLICATION BY MICHELLE AND BRIAN HEURUNG, DBA LAMBERSON GUEST HOUSE LLC, 113 S. PROSPECT STREET, FOR A CLASS M LIQUOR LICENSE

Motion: Lincoln moved, seconded by Westemeier, to approve the application by Michelle and Brian Heurung, DBA Lamberson Guest House, LLC, 113 S. Prospect Street, for a Class M liquor license, 16C-0391.

Discussion: None.

Roll Call: AYES: Hahn, Kieffer, Lincoln, Westemeier, Bernstein, Renner
NAYS: None
ABSTAIN: Fach

The motion carried.

Motion: Bernstein moved, seconded by Kieffer, to adjourn as the Liquor Commission and reconvene as the City Council.

Discussion: None.

Roll Call: AYES: Kieffer, Lincoln, Westemeier, Bernstein, Fach, Hahn, Renner
NAYS: None

The motion carried.

CONSENT AGENDA CA16-18

16C-0392 – APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF SEPTEMBER 12, 2016

16C-0393 – APPROVAL OF THE REAPPOINTMENT OF KATIE WIENEN TO THE HISTORIC PRESERVATION COMMISSION FOR A TERM BEGINNING SEPTEMBER 25, 2016 AND ENDING SEPTEMBER 24, 2018

16C-0394 – APPROVAL OF REAPPOINTMENT OF JACK DENNERLEIN TO THE HISTORIC PRESERVATION COMMISSION FOR A TERM BEGINNING SEPTEMBER 25, 2016 AND ENDING SEPTEMBER 24, 2018

16C-0395 – ACCEPTANCE OF JULY 2016 AND AUGUST 2016 FINANCIAL REPORTS

16C-0396 – ACCEPTANCE OF 2016 YEAR-END REPORT FOR THE ALICE T. VIRTUE WATERPARK

Motion: Kieffer moved, seconded by Hahn, to approve Consent Agenda CA16-18 as presented.

Discussion: None.

Roll Call: AYES: Lincoln, Westemeier, Bernstein, Fach, Hahn, Kieffer, Renner
NAYS: None

The motion carried.

NEW BUSINESS

16C-0397– DISCUSSION AND POSSIBLE ACTION ON AN APPEAL BY CARLE AND ROBERT EGGER OF THE DENIAL OF A CERTIFICATE OF APPROPRIATENESS TO PAINT THEIR HOME AT 309 FRANKLIN STREET

Motion: Bernstein moved, seconded by Hahn, to deny the appeal of the denial of a Certificate of Appropriateness to paint the house at 309 Franklin Street in the proposed colors.

Discussion: Bernstein voiced concern with setting a precedent if the City were to allow the Eggers to use colors that aren't in the recommended colors approved by the Historic Preservation Commission.

Mayor Renner feels things could be worked out with the possibility of switching around the colors a little bit.

Roll Call: AYES: Westemeier, Bernstein, Fach, Hahn, Kieffer, Lincoln, Renner
NAYS: None

The motion carried.

16C-0398– FIRST READING OF AN ORDINANCE AUTHORIZING AND DIRECTING THE SALE OF CERTAIN MUNICIPALLY OWNED REAL ESTATE (COATSWORTH BUILDING) BY THE CITY OF GALENA

Motion: Kieffer moved, seconded by Hahn, to approve the first reading on an ordinance authorizing and directing the sale of certain municipally owned real estate, Coatsworth Building, by the City of Galena.

Discussion: Nack advised Coatsworth Apartments has been for sale for approximately two years. SVN/Chicago Commercial is the broker. They are a national company who has significant experience in connecting sellers of affordable housing projects with experienced buyer's familiar with the complicated rules of IHDA and HUD. Rock Island Economic Growth Corporation is the only potential buyer to make an offer to purchase Coatsworth Apartments.

In order for the sale to happen the City of Galena must convey its fee interest in the real estate underlying Coatsworth Apartments to Rock Island Economic Growth Corporation. Coatsworth Associates will pay \$50,000 to the City of Galena in consideration for such conveyance. Rock Island Economic Growth would agree to a regulatory agreement requiring that the Coatsworth Apartments continue to be used as an affordable elderly housing project.

Roll Call: AYES: Bernstein, Fach, Hahn, Kieffer, Lincoln, Westemeier, Renner
NAYS: None

The motion carried.

16C-0399 – WARRANTS

Motion: Hahn moved, seconded by Lincoln, to approve the Warrants as presented, 16C-0399.

Discussion: None.

Roll Call: AYES: Fach, Hahn, Kieffer, Lincoln, Westemeier, Bernstein, Renner
NAYS: None
The motion carried.

16C-0400 – ALDERPERSONS’ COMMENTS

Streets – Westemeier stated the streets that have been done are very nice.

16C-0401 – CITY ADMINISTRATOR’S REPORT

Pressure Storm Sewer Inspection – The City has received the written report on the storm sewer inspection. The main message is the pipe is generally in good shape. The only bad results were encountered on Franklin and Commerce Streets. The project came in \$14,000 under budget due to the good condition and cleanliness.

Donation – The VFW has donated \$2,400 to purchase a new commercial grade flag pole for the Public Works Department in Rec Park.

Speaker – Moran advised Cheri Bustos will be speaking at Rotary on Wednesday, October 5th at the DeSoto Hotel. All are invited to attend.

Thank you – Moran thanked Janelle Keeffer for the pool report. It gives a good idea of how the pool is doing as well as plans for the future. Keefer did a great job with the management and operation of the pool as did the leadership staff at the pool.

16C-0402 – MAYOR’S REPORT

Mayor Renner thanked the VFW for their donation.

16C-0403 - ADJOURNMENT

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

Discussion: None.

Roll Call: AYES: Hahn, Kieffer, Lincoln, Westemeier, Bernstein, Fach, Renner
NAYS: None

The motion carried.

The meeting adjourned at 6:57 p.m.

Respectfully submitted,



Mary Beth Hyde, MMC
City Clerk

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: September 29, 2016

RE: Fire Department Cell Phone

A handwritten signature in black ink, appearing to read "Mark Moran", is positioned to the right of the "DATE:" line.

Recently, Fire Chief Randy Beadle discontinued service for a City-issued cell phone made available to him as Fire Chief. He elected to receive all calls and make calls on his personal cell phone instead of carrying two phones. Beadle is requesting reimbursement for at least some of his current cell phone charges of \$40 per month.

When cell phone service was provided to Beadle under the City contract, the cost of the service was approximately \$35.00 per month. I would recommend reimbursing Beadle \$35 each month for the cost of his personal phone, also used for Fire Department business, subject to the following conditions:

1. The reimbursement would be paid once per month as part of his paycheck
2. The payment would not constitute an increase to his base pay
3. The reimbursement would be subject to all applicable payroll taxes
4. The monthly reimbursement shall not exceed the monthly amount of his cell phone contract
5. The City is not responsible for the phone itself, or any damages, maintenance, or replacement costs for the phone

The cost of the phone service would be covered by the Fire Department expense line item for telephones (22.22.552.00).

Please let me know if you have any questions. Thank you.

CHANGE ORDER

Number: **#2**

Date of Issuance: **28 September 2016**

Project: **Street Repaving Program 2016**

OWNER: **City of Galena**

ADDRESS: **101 Green Street, Galena, IL 61036**

CONTRACTOR: **Civil Constructors, 2283 Route 20 East, Freeport IL 61032**

ENGINEER/ARCHITECT: **City of Galena**

You are directed to make the following changes in the Contract Documents:

DESCRIPTION OF CHANGE ORDER:

Ref.#	Work Item	Justification	Cost \$
1	ADD Paving Division from Elk to Young Street	Additional funds allowed extra paving	4,535.00
2	ADD Aggregate shoulder to Field Street	Steep shoulder drop-off warranted additional aggregate	2,600.00
3	Change in final quantities of various items	Resolution of used quantities	8,401.44
	TOTAL (ADD)		15,536.44

See attached cost table for further detail

ATTACHMENTS: Refer to work change directives and contractor's letter

CHANGE IN CONTRACT PRICE:

Original Contract price with alternate bid		\$227,122.00
Net Change previous Change Orders	ADD	\$71,500.00
Revised Contract price with previous change orders		\$298,622.00
Net Change of this Change Order	ADD	\$15,536.44
Contract price with all approved Change Orders		\$314,158.44

CHANGE IN CONTRACT TIME:

Original Contract Substantial Completion Date		30 th September 2016
Contract Completion Date Adjustment previous Change Orders		5 days
Contract Completion Date Adjustment this Change Order		0 days
Adjusted Contract Substantial Completion Date including Change Orders		7 th October 2016

Recommended by:

ENGINEER

Date

Approved by:

OWNER

Date

Approved by:

CONTRACTOR

Date

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mary Beth Hyde, City Clerk

DATE: September 26, 2016

RE: Review of Executive Session Minutes

As I am sure you are all aware, municipalities are required to meet at least twice per year to review minutes of all closed sessions. I have attached a list of all closed session minutes. I have also included a list under Schedule "C" which lists all recordings of Executive Sessions which no longer need to be maintained.

Please advise if you would like to have any of these minutes opened for public inspection.

Schedule A

Minutes which the City Council have determined can not be released:

All per attached list labeled
Executive Session Minutes
09.26.16

Schedule B

Minutes which the City Council have determined can be released:

None

Schedule C

Tapes which the City Council have determined can be destroyed:

January 13, 2014
February 10, 2014
February 24, 2014
April 7, 2014
April 14, 2014
April 28, 2014
May 12, 2014
May 27, 2014
July 28, 2015
August 4, 2014
September 8, 2014

City of Galena, Illinois

Budget Amendment No. 17-04

Fiscal Year 2016-17



Line Item Title	Line Item No.	Beginning Balance	Increase	Decrease	Ending Balance
Misc. Revenue Public Works	01.389.3	\$ 25,000	\$ 2,500		\$ 27,500
Public Works Contingencies	01.41.929.00	\$ -	\$ 2,500		\$ 2,500
DUI Fund Expense	01.21.914.00	\$ 1,500	\$ 3,000		\$ 4,500
Employee Health Insurance	01.13.451.00	\$ 343,000	\$ 3,000		\$ 346,000
Employee Dental Insurance	01.13.451.01	\$ 17,450	\$ 190		\$ 17,640
Employee HSA Accounts	01.13.451.02	\$ 80,500	\$ 4,155		\$ 84,655
Sales Tax Projects (Street Paving)	41.61.860.02	\$ 307,000	\$ 7,200		\$ 314,200
Sidewalk Replacement	01.41.830.01	\$ 110,700		\$ 25,105	\$ 85,595
Consulting Services (Engineering)	01.45.532.00	\$ 5,000	\$ 25,105		\$ 30,105

Justification:

This budget amendment includes the following proposed changes to the current budget:

- As reported at the September 26 meeting, the Galena VFW donated \$2,473 for a new 30 feet aluminum flag pole at the Public Works building in Rec Park. The proposed amendment would add the revenue from the donation and the expense to purchase the new pole--both in the General Fund.
- Last year, four new in-squad video cameras were purchased for the police department with a donation from a citizen. The department proposes to extend the one-year warranty on each camera to five years. The cost of the added warranties is \$1,000 per camera or \$4,000 total. The proposed amendment would shift \$3,000 from the DUI Fund balance to the DUI Fund Expense line item to cover the cost. The DUI Fund balance is presently \$18,437. The DUI Fund Expense line item has a current balance of \$1,500, \$500 of which is already allocated to a different expense.
- The proposed amendment would add funds totaling \$7,345 from the General Fund account balance to the employee health insurance, dental insurance and HSA accounts line items to cover the actual premiums. The costs are more fully described in a memo in the October 11 city council packet.
- With all quantities measured, the final street paving cost exceeded the budget by \$7,200 (see Change Order #2 on Oct. 11 city council agenda). The proposed amendment would add \$7,200 to the \$307,000 already budgeted for the project in the Capital Projects Fund. Funds for the added expense would be shifted from the account balance of the Capital Projects Fund. The Capital Projects Fund balance as of August is \$423,000.
- The emergency repairs to the Franklin Street and Bench Street intersection require engineering design work for both the temporary repairs and the permanent solution. The engineering cost for the temporary design was \$9,604. The proposed cost for the permanent design and construction observation is \$15,500. The proposed amendment would shift \$25,105 from the downtown sidewalk repairs line item to the consulting engineering line item in the General Fund. Most of the downtown sidewalk repairs will be expensed in the following fiscal year.

Effect of Budget Amendment on Budget:

Fund	Approved Budget	Budget After Previous Amendments	Budget After Proposed Amendment
General Fund Revenues	\$ 3,916,870	\$ 3,922,995	\$ 3,925,495
General Fund Expenses	\$ 3,911,742	\$ 3,941,670	\$ 3,954,515
General Fund Total	\$ 5,128	\$ (18,675)	\$ (29,020)
Other Fund Revenues	\$ 6,365,971	\$ 6,386,416	\$ 6,386,416
Other Fund Expenses	\$ 6,525,945	\$ 6,563,623	\$ 6,570,823
Other Fund Total	\$ (159,974)	\$ (177,207)	\$ (184,407)
Total Budget Surplus/(Deficit)	\$ (154,846)	\$ (195,882)	\$ (213,427)

Approved by City Council on _____

Mark Moran
Budget Officer

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: October 5, 2016

RE: Cullen Request for Retaining Wall Repair

I am writing to present a request by homeowners Randy and Gina Cullen, 108 High Street, for the City to make repairs to a retaining wall in the city right-of-way adjacent to their property. The Cullen's are concerned that the wall will soon collapse into their yard and damage their driveway and shed. Such damage could result in an insurance claim against the City.

The Cullen's made similar requests for City assistance in 2011 and 2013 when a different section of the same wall collapsed. At the June 27, 2011 city council meeting, the council considered bids to repair the wall, but voted to deny the bids and not make the repair. The council also declined to participate in the cost when they considered the issue again on March 25, 2013. Following the vote, the Cullen's repaired the wall at their expense.

The following pictures show the subject wall as seen from South High Street and from the yard of 108 S. High Street. A survey has shown the wall to be on City property.



1. View of Wall and Shed from High Street

2. View of Wall and Shed from 108 S. High St.

To move the Cullen's request forward, our staff suggested the property owner obtain a quote for the desired repairs. A single quote in the amount of \$10,815 was obtained from a reputable contractor. It is possible that the work could be achieved for a lower cost if additional quotes were obtained. We seek a council decision on whether the City will undertake the repairs or participate in the cost.

At the time of the 2013 request for participation by the City, the City submitted the damages to the City's insurance carrier, the Illinois Municipal Risk Management Association (ILMRMA). After reviewing the case and speaking with Mrs. Cullen by phone, the ILMRMA informed Mrs. Cullen that they would not make any payment for repairs. They generally explained that they did not find any liability on the part of the City as it is believed that the City did not build the retaining wall or adjacent driveway and is not responsible for the maintenance of either of them.

In the interest of affording our citizens every opportunity to be heard, I have added the Cullen's request for the City to to repair the wall to the council agenda for your consideration.

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: October 6, 2016

RE: Revised DMO Agreement

A handwritten signature in black ink, appearing to read "Mark Moran", is positioned to the right of the "FROM:" line.

On August 8, the city council approved the draft of the Destination Marketing Services Agreement with the new Destination Marketing Organization (DMO). The County Board then reviewed, edited, and approved the agreement. On September 29, the new DMO board reviewed and edited the revised agreement. I am attaching the most current draft of the agreement that includes the County edits and the DMO comments.

For clarification, all black text was previously accepted by the new DMO and the City. The red text denotes the changes made and approved by the County. The DMO response with explanations to those edits is printed in blue text.

DMO Board President, Robert Mahan, explains "We have left the explanations in the contract for the time being as we feel that it is important for everyone to understand why we responded the way we did".

The new DMO would like to keep the city council informed of the progress with the agreement. No action is requested or recommended at this time.

Please let me know if you have any questions. Thank you.

DESTINATION MARKETING SERVICES MANAGEMENT AGREEMENT

On this [Proposed Date], 2016, the undersigned, Jo Daviess County, Illinois, hereinafter referenced as “County,” and City of Galena, Illinois, hereinafter referenced as “City,” and ~~Greater Galena Marketing Inc., to be dba~~ Galena/Jo Daviess Office of Tourism, an Illinois not-for-profit Corporation, hereinafter referenced as “Corporation,” hereby, (individually each entity is as a “Party” and collectively all entities are referenced as the “Parties”) for their Agreement, state as follows:

WHEREAS, County is currently collecting Hotel Operators’ Occupation Tax (“Hotel/Motel Tax”) within County except within the City of Galena pursuant to Illinois law at 55 ILCS 5/5-1030, for the purpose of promotion of tourism in Jo Daviess County, Illinois and the surrounding area consistent with the statutorily provided requirement that the funds be spent to promote tourism and conventions within that county or otherwise to attract nonresident overnight visitors to the area and;

WHEREAS, City is currently collecting Hotel Operators’ Occupation Tax (“Hotel/Motel Tax”) pursuant to Illinois law at 65 ILCS 5/8-3-14, for the purpose of promotion of tourism in the City of Galena, Illinois and the surrounding area consistent with the statutorily provided requirement that the funds be spent to promote tourism and conventions within that municipality or otherwise to attract nonresident overnight visitors to the area and;

WHEREAS, County and City can best accomplish the purpose designated by said statutes most effectively by contracting with an outside organization to do so; and

WHEREAS, Corporation is an organization whose mission is:

A.) To implement the best and most productive program possible for the expenditure of Hotel/Motel Tax funds collected by County and City for the purposes of promoting tourism within the City of Galena and Jo Daviess County;

B.) To provide appropriate marketing, trade and other publications, a Web site and other electronic means of communication with the public to facilitate growth of the tourism industry in Jo Daviess County, Illinois and the City of Galena;

C.) To work as a countywide organization for the purpose of improving demand for all segments of the tourism industry while assuring that the activities of the Corporation are not directed to the benefit of any private individual or entity other than the overall benefit of the tourism industry in County and the surrounding area;

D.) To review, identify and implement marketing plans, programs and projects that encourage tourism in and overnight visitors to the County and the City of Galena;

E.) To perform any additional functions and activities as might, from time to time, arise that promote tourism and overnight visitors to the County and the City of Galena; and

WHEREAS, Corporation is prepared to provide resources, facilities and personnel with the specialized skills to conduct tourism and convention marketing programs to attract and serve visitors of all types; and

WHEREAS, it is in the best interests of the people of County and the City of Galena and the tourism industry of County and surrounding area to complete this AGREEMENT for the appropriate use and expenditure of said Hotel/Motel Tax funds.

THEREFORE, for and in consideration of the mutual covenants and agreements set forth herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged by the parties, the parties agree as follows:

1.) County and City hereby engage Corporation to promote tourism for and in County and surrounding area by committing to deliver Hotel/Motel Tax funds for the promotion of tourism in Jo Daviess County, Illinois and the City of Galena consistent with the statutorily provided requirements for municipalities and counties.

2.) Corporation accepts said engagement and agrees to satisfy and fulfill the above listed purposes to assure compliance with the requirements of said statutes.

3.) This Agreement shall be construed as two separate agreements, one between the County and the Corporation, and one between the City and the Corporation. No rights or obligations shall exist between the City and the County under this Agreement. This Agreement may be terminated in accordance with the terms and provisions herein with respect to the City or the County without affecting the enforceability of this Agreement with respect to the remaining two parties.

4.) It is the intention of all the parties to this Agreement to merge all destination marketing activities currently engaged in by the County and the City, either directly or indirectly, into the Corporation. ~~To this end, the County and City shall take the necessary steps to transfer to the CORPORATION State DMO Certification, relevant financial and capital assets, which may include cash, bank accounts, accounts receivable, accounts payable, loans, computers, office furniture and equipment. The County shall take all reasonable and necessary steps to transfer the State DMO Certification to the Corporation. In the event this Agreement is terminated for any reason, the Corporation shall have no rights to maintain the State DMO Certification and shall immediately take all reasonable and necessary steps to transfer the State DMO~~

Certification back to the County.

To this end, the County and City shall take the necessary steps to transfer to the Corporation State DMO Certification, relevant financial assets which will include cash, bank accounts, accounts receivable, accounts payable, and loans. In the event that this Agreement is terminated for any reason, the Corporation shall have no rights to maintain the State DMO Certification.**This puts back most of what was struck out with the exception of the computers, office furniture, and equipment as the County has stated that they are prohibited from giving it to an independent organization. The City/VisitGalena has agreed to turn over all cash and the County would be expected to do the same. The section that states that the DMO would give the County back the State Certification was removed as it would be the DMO's until the DMO ceases to exist or is revoked by the State.**The Corporation shall use reasonable efforts to employ all personnel currently employed, either directly or indirectly, by the County and the City for tourism marketing purposes with the exception of Director/CEO level positions. Tourist information centers, websites and other marketing programs currently used by the County and the City shall be ~~controlled-managed~~ by the Corporation, and may be terminated, expanded or left the same, all at the Corporation's discretion.

5.) County and City Funding and Reporting.

- a) County and City agree to pay monthly to Corporation all said Hotel/Motel Tax revenues collected. ~~after retaining amounts, if any, necessary to recover actual costs of collecting and disbursing Hotel/Motel Taxes, such collection fee not to exceed \$1,500 per month~~ The County and City may submit invoices to the Corporation to recover the actual costs for the administration and enforcement of the Hotel/Motel Tax, including, but not limited to, the costs of collecting and disbursing said Hotel/Motel Tax revenues not to exceed \$1,500 per month. The Corporation shall pay the County and City the full amount of the costs up to \$1,500 per month for the administration and enforcement of the Hotel/Motel Tax listed in the invoice within 30 days of receipt of the invoice.**Currently, the County's FY 15 budget worksheet states that the Treasurer's Office charges \$13,624 for receipt processing, accounting requirements, monthly reports and assistance with the annual audit. While the County has stated that a cost study hasn't been conducted in a while so the \$13,624, the suggested max of \$1,500 would be an annual \$18,000 which is \$4,361 more than what the CVB currently pays per year (a 32% increase). The \$1,500 per month is a fair starting point and can be discussed at the end of the 3 year contract should the County have a cost study that would support an increase in the monthly amount. Lastly, without having a specific number here, the DMO would not be able to make any sort of

budget. Would they plan on \$1000 a month? \$5000 a month? \$10,000 a month? Without a number, the DMO and City cannot declare if they are agreeable to this section or not.

- b) County and City shall pay said Hotel/Motel Tax collected the previous month to Corporation on or before the third Friday of the each month, commencing the effective date of this Agreement.
- c) County and City agree to prepare and deliver to Corporation by the third Friday of each month a report listing the Hotel/Motel Tax payments collected from each lodging business registered with the County ~~and~~ or City for the preceding month and any registered lodging business delinquent in payment of said tax due the preceding month.
- d) The County agrees to advance to the Corporation the sum amount of \$300,000 on (a date to be determined), which is to be deposited into an interest bearing account. The purpose of this advance is to assure the Corporation has a positive cash flow to pay eligible expenses and/or operating expenditures directly related to tourism and promotion of tourism in Jo Daviess County. This advance shall be repaid in full, without interest, by the Corporation to the County by (a date to be determined). This entire section (d) should be removed per Paragraph 4 as that paragraph transfers all of the assets to the new DMO. While the organization itself will be 'new', the people running it are not novices at operating a DMO, nor would any potential CEO be new at the game. The purpose of the Singular Voice, and what was supported by the communities that voiced their support, was a larger, more robust, and stronger organization with a single larger budget that eliminated redundancies and provided a large, significant, and cohesive marketing message and presence. By having a \$300,000 loan to pay back over the course of the 3 year contract, it ties the hands of the new DMO from doing their job. It doesn't allow for a robust organization with a combined budget, rather it makes it essentially start from scratch. By prohibiting the DMO to do what the communities and individuals who supported it to do, we would not be true to the Stakeholders who have supported the Singular Voice Plan and the DMO. If we are to do right by them, section (d) should be removed.
- e) The Corporation agrees to establish a separate interest bearing account at a federally insured bank or trust company. The Corporation agrees to submit quarterly reports to the County containing detailed financial accounting of said account and to reconcile said account quarterly with the County. With section (d) removed, this paragraph becomes irrelevant and should be removed.

6.) Corporation Accounting and Reporting.

- a) Annually. At least 30 days prior to each FY, the CORPORATION shall provide to the County and the City...
 - i. A projected income statement (or budget) with comparison to the preceding two FY, if available.
 - ii. A balance sheet and supporting schedules if needed for clarity.
 - iii. A resolution of the CORPORATION board approving the above financial statements.
- b) Monthly. The CORPORATION shall provide to the County and the City a copy of the monthly financial reports provided to the CORPORATION Board of Directors, such reports to include the income and expenditures of the CORPORATION for the preceding month. This should include all expense check numbers, vendor, and description of service amount. Quarterly reports should be made within 60 days after the fiscal quarter, providing the County with actual vs. projected income statements.
- c) Review of Financial Reports. The CORPORATION shall answer any reasonable inquiry or request for additional information made by either the County or the City within 30 days of such a request, provided such request is in writing and dated.
- d) Annual Audit. The CORPORATION shall have an independent accounting firm conduct a financial audit of the Corporation's financial accounts annually and shall provide a copy of the any independent ~~compilation, review or~~ audit of the CORPORATION's financial information to the County and City within 30 days after the CORPORATION has received the results of such independent ~~examination~~ audit.
- e) Inspection or Special Audit. ~~Upon 10 days advance notice,~~ The City and the County have the right to inspect, at any time, the books and records of the CORPORATION and/or hire an independent accounting firm to do the same. The Corporation shall have an independent accounting firm conduct a financial audit of the Corporation's financial accounts within 30 days after the departure of any Chief Executive Officer. ***This delves into governance of the DMO and would be up to the DMO to decide on a policy level should they decide that they want to do this. This should be removed.***
- f) Working Capital and Reserves. The CORPORATION shall ~~attempt to~~ maintain available working capital equal to not less than 15% and not more than 25% of its annual budgeted operating expenses by setting aside a small portion of its monthly income until such goal is achieved.
- g) ~~GAAP~~. The CORPORATION agrees to maintain records and create reports in accordance with Generally Accepted Accounting Principles.
- h) Fiscal Year. The CORPORATION shall establish a July 1 – June 30 Fiscal Year

to coincide with the State of Illinois Fiscal Year.

- i) The CORPORATION shall submit the CORPORATION Board meeting minutes, occupancy rates, visitor center activity and website traffic for each month to the County and the City within 30 days following the end of the applicable month.
- j) The CORPORATION shall send a representative to report in person to the City Council and the County Board in April, August and December of each year regarding its year-to-date results and planned activities in the future. Reports should be based on the DMOs Fiscal Calendar that would begin July 1 so that an accurate view is given. This would result in Quarterly Reports presented in September, January, and March, with a full budget presentation in June. Otherwise the first report is due 2 months into each FY, then 4 months, then 4 months, then 2 months again.

7.) Term and Termination.

- a) The term of this AGREEMENT shall commence on December 1, 2016 and shall terminate on November 30, 2019 ***Term should coincide with DMO's Fiscal Year. Termination date should be changed to June 30, 2020*** unless terminated earlier in accordance with the provisions of this Agreement. ~~from the 1st day of July, 2016, and shall automatically renew yearly for successive one year terms thereafter until either party provides the other party with one year six (6) months advance notice of termination of this Agreement. **The intent is for a three year contract to be reviewed yearly and renewed yearly so there would be a rolling three (3) year contract. Each year the addition of one year would be added as long as all conditions are met.~~
- b) Representatives of the parties to this contract shall meet to review this agreement on an annual basis. The process of the annual agreement review shall be completed no later than (a date to be determined) and every year thereafter. At the time of the review, the aforesaid representatives of the parties may agree to extend, revise or amend the contract. The extension, revisions or amendments will have to be approved or rejected by the Jo Daviess County Board, the Galena City Council and the Corporation's Board of Director's within 30 days after the annual review. ***Section (b) should be removed. If everyone is meeting and changing the contract annually, then we do not have a 3 year contract, rather we have a 1 year contract. Alterations in the contract would come at the end of the term, not throughout it. In addition, Section (i) covers any amendments that may be proposed by any of the parties.***
- c) Termination for Cause - The Agreement may be immediately terminated by any Party to this Agreement if another Party files for bankruptcy or becomes insolvent. ~~or violates any of the following critical terms of the Agreement.~~

- d) The Agreement may be terminated immediately by the County or the City in the event that any an material amount of hotel/motel tax delivered to the CORPORATION by the County or the City is used for purposes other than as specified by the applicable statutes.
- e) The Agreement may be terminated by any Party if the any other Party violates any other term or condition of the Agreement and such term or condition is not cured within 30 days after written notice specifying such violation.
- f) The Agreement will terminate immediately if Certification from the Illinois Office of Tourism is revoked. due to negligence or malfeasance by the Corporation or failure to meet standards and requirements necessary for State certification.
this clarification is necessary to ensure that should the State decide to stop certifying DMOs, etc.
- g) The Agreement will terminate immediately if an audit reveals serious errors or omissions to financial statements.
- h) The Agreement will terminate immediately if any Party intentionally communicates any false or misleading representation or warranty to another Party. If this is left 'as-is', should there be any minor error in any reports, it would be grounds for terminating the contract.
- i) Amendments – This Agreement may be amended, in writing, at any time if it is mutually agreed to by all Parties.
- j) Assignment – No party to this Agreement may assign or transfer this Agreement, or any part thereof.
- k) Severability – If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement. The remaining provisions shall remain in full force and effect and shall not be effected by the illegal, invalid or unenforceable provision or by its severance.
- l) Entire Agreement – This Agreement sets forth the entire understanding of the parties and supersedes all prior arrangement and/or understandings, whether written or oral, with respect to the subject matter contained in this Agreement. No terms, conditions, warranties, other than those contained herein, and no amendments or modifications hereto shall be binding unless made in writing and signed by all Parties.
- m) Termination without Cause – The Agreement shall not automatically renew at the end of the 3 year strike '3 year' ***when referencing the start and end dates in Section 7a, the end of the contract would be at the end of the DMO's Fiscal year which is June 30 which is not an exact 3 year term.*** term of the Agreement.

Any Party will have the right to terminate this Agreement without cause for any reason <<during the term of the Agreement>> if it provides, in writing, advance notice of intent to terminate this Agreement 6 months prior to the termination date.***The part in blue brackets would essentially make this not a contract. While any party is able to terminate without cause at the end of the contract period, by having the option to terminate at anytime without cause this turns into nothing more significant than a handshake*** ~~may terminate and shall terminate at the end of the Fiscal Year if a Party provides to the other Parties written notice of intent to terminate the Agreement.~~

9.) The Corporation shall perform the operational and administrative functions relating to the promotion of tourism in the County and the City including, but not limited to, the following:

a.) To plan and develop marketing policies, plans and programs for the promotion of tourism in County and the City; and

b.) To provide the personnel necessary to implement the goals of the Corporation; and

c.) To undertake regular surveys, including visitor conversion Strike 'conversion'***Conversion surveys are extremely expensive and in depth and are not a survey that is done 'regularly' nor should it be. Instead, they are done on an as needed basis. For reference, the last CVB 'Inquiry Study' was in 2011. surveys, to ascertain and monitor visitor preferences and trends; and

e.) To maximize collaborative efforts with other destination marketing entities and business organizations in surrounding communities; and

f.) To seek grants and other funding that may be reasonably available; and

g.) ~~To operate as if subject to open meetings laws. Which require 48 hour notice to both the County and the City for meeting dates. All Agenda's of all meetings will be posted on both the County and the City websites with the requirements of date, time and location. All Minutes from each meeting will be posted on the County and City websites within 10 ten days of the meeting. All Budgets for the year will also be posted on the County and City websites. The Corporation shall comply with Strike 'comply with' and replace with 'operate as if subject to' all of the conditions set forth in the Illinois Open Meetings Act. (5 ILCS 120/1.01); and~~

h.) The Corporation shall comply with Strike 'comply with' and replace with 'operate as if subject to all of the conditions set forth in the Illinois Freedom of Information Act. (5 ILCS 140/1.1); and***The DMO is a private corporation and the majority of tourism 501(c)6 organizations do not do this. The DMO is extremely open and responsive, just ask County Board Members and CVB Board Members who have asked for documents,

explanations, etc and were given them within a day without need for FOIA, etc. Should the County or City not feel that the DMO is fully transparent, then that can be discussed at the next contract negotiation or the contract may not be renewed and the DMO is certainly not in this for ONLY a 3 year contract, so one can rest assured that transparency will be easier and more obtainable than other organizations. In addition, by requiring a strict adherence to OMA and FOIA, any little thing can be used to terminate the contract, ie. an agenda posted 47.5 hours in advance instead of 48, etc.***

10.) The Corporation agrees to have legal counsel, hired and paid for by the Corporation, review any material contracts or other legal arrangements of the Corporation, ~~in all situations where a prudent government entity or public corporation would do the same before entering into such contracts or agreements and to include a requirement for lien waivers whenever applicable.~~ What was originally submitted should be here. The DMO board is not new at the tourism industry and any CEO that would be hired would be a professional and prudent and would exercise their good and prudent judgement as to when a contract needs legal review. In addition, if the CEO decides to hire a new lawn care company and there is a contract or a new cell phone plan etc. those would all need to be reviewed should this section stay as amended which is ineffective and wasteful. This is governance and has no place in a contract.

11.) Other requirements.

- a) ~~To the extent permitted by law, The~~ Corporation agrees to protect, defend, hold harmless and indemnify the County, its Board, its officers, its agents and its employees as well as the City, its Council, officers, agents, and employees from and against any and all claims, injuries, liability, losses, costs, judgments and/or expenses or damages, ~~however same might be caused~~, including all costs and reasonable attorney's fees, arising out of or resulting from the negligent or intentional acts or omissions of the Corporation during the performance of its duties pursuant to this Agreement. ~~in providing a defense to any claim arising therefrom, for which the County or the City might be liable for the Corporation's acts, errors or omissions with respect to or in any way connected with the work performed by Corporation under the terms of this Agreement.~~
- b) Corporation shall purchase and maintain insurance coverage in amounts sufficient to protect the Corporation, ~~the County~~, and the City from reasonably predictable exposures, and provide ~~the County and~~ the City, to the satisfaction of ~~the County and~~ the City in their reasonable discretion, proof thereof of such insurance coverage. Such coverage shall include liability coverage and errors and omissions coverage. The City ~~and County~~ shall be named as additionally

insured's. All insurance coverage should be in place before any actions are taken by the DMO. The County would add additional requirement of certificate of Insurance be provided to the County.

c) The Corporation shall purchase and maintain insurance cover to protect the County. The insurance shall comply with the Jo Daviess County Certificate of Insurance Policy. The Corporation agrees to comply with the terms and conditions of the Jo Daviess County Certificate of Insurance Policy during the entire term of the Agreement. The terms and conditions are as follows:

- 1) It is the requirement of the County that for work performed under this Agreement and/or authorized by the County and conducted on county property that the Corporation procure and maintain insurance at the expense of the Corporation and without expense to the County, until final acceptance of the work. All insurance must be procured and maintained in a form satisfactory to the County.
- 2) Before the Agreement is signed, a purchase order is released, or any work commenced, the Corporation is required to provide proof of insurance satisfactory to the County and documentation evidencing that the Corporation maintains insurance that meets the following requirements:
 - a) General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
 - b) Personal and Advertising Injury of not less than \$1,000,000.00 per occurrence.
 - c) Worker's Compensation and Employer's Liability Insurance, of not less than 500/500/500, covering all employees and subcontractors of the Corporation as required by law in the State of Illinois.
 - d) Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Corporation in the performance of the Agreement.
 - e) In the event Corporation is performing professional services under an Agreement with the County, professional liability (for example, errors and omissions) is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
 - f) Corporation shall furnish a certificate of insurance satisfactory to the County as evidence that the insurance required above is being maintained.
 - g) The certificate of insurance must include the following provisions:
 - i. Jo Daviess County must be named as an additional insured under the Corporation's General Liability insurance. This provision shall

- apply to all liability policies except worker's compensation and professional liability insurance policies.
- ii. The Corporation shall not cancel insurance coverage. Insurance shall be kept in force during the entire duration of the Agreement and for a minimum of at least 30 days thereafter.
 - iii. When entering into a contractual agreement with the County the Corporation shall agree to indemnify and hold harmless the County, its officers and employees, from and against any and all claims, losses, judgments, liabilities or claims for attorneys' fees arising out of or resulting from Corporation's performance of its duties pursuant to the contract.
 - h) The Corporation's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers.
 - i) Any failure of the Corporation to comply with the reporting provisions of the policies shall not affect the Corporation's obligations provided to the County, its officers, officials, employees, or volunteers under this agreement.
 - j) Corporation's obligations shall not be limited by the forgoing insurance requirements and shall survive expiration of any agreement with the County.
 - k) The standards as outlined above are the minimum acceptable requirements. Certificates of insurance may be required to meet additional standards that are considered essential for protection of the County. Depending upon the level of exposure, additional limits of liability or additional coverage's may be required for individual jobs or projects, as determined by Jo Daviess County.
- d) The County shall retain control of the County Tourism Capital Development Fund with disbursements from this fund to include capital purchases or improvements to buildings used for tourism promotion and administration, ~~and must be used for the benefit of the new CORPORATION or its mission.~~ This section should return to its original wording. ***Should all of the funds not be used to benefit the new Corporation or its mission, the contract would not be adhering to the intent and stated purpose of the widely supported Singular Voice Plan. These dollars will need to be used for administrative offices or other capital improvements that the DMO may deem necessary.
- e) Corporation may sub-contract or delegate to others the work and promotional activities to be performed by Corporation under the terms of this Agreement, provided such subcontractors are qualified to perform the same. The

responsibilities of the entire Agreement may not be subcontracted without written consent of the City, and County.

- f) ~~Corporation agrees that in performing the work required under this AGREEMENT, Corporation is not an agent or employee of County or City but an independent contractor for professional services with full rights to manage its employees subject to the requirements of the law. All persons employed by or contracted with Corporation to furnish labor and/or materials in connection with the work under this AGREEMENT, are not employees of County or City in any respect.~~
- g) It is mutually understood and agreed, and it is the intent of the parties hereto, that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. Nothing in this Agreement shall be deemed to create a partnership or agency relationship between the Corporation and County or City to make any party jointly liable with the other for any obligation arising out of the activities, services and work contemplated by the Agreement.
The Corporation is an "independent contractor" under this Agreement. All employees of Corporation or subcontractors shall remain the responsibility of the Corporation and shall not be considered, deemed or become employees of the County or City under this Agreement. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, withholding taxes or other benefits available to County or City's employees shall accrue to the Corporation, its employees or any subcontractors hired by Corporation performing services under this Agreement.
- h) The Corporation shall annually provide a copy of the DMO marketing plan to the County.
- i) The Corporation shall provide a copy of any contract signed in the amount of \$50,000 or more by the Corporation to the County within 30 days after the contract is signed. This is governance and should be removed. Section (g) makes it very clear that the Corporation is NOT a part of the County or City and that it is an independent contractor, making this governance section inappropriate.
- j) The Corporation shall conduct a background check of any person being hired as CEO by the Corporation. This is also governance - the Corporation will decide what the policies will be for requirements of hiring a CEO. - Remove
- k) The Corporation shall provide a copy of the written contract for any newly hired

- CEO by the Corporation to the County within 30 days after the contract is signed. Again, this is governance and not appropriate for the contract. As the organization will be operating as if subject to OMA and FOIA, all anyone would need to do should they want to see the contract is ask for it. - Remove
- l) The Corporation will provide copies of all LTCB quarterly reports, lapse period reports and final reports to the County within 30 days of the Corporation receiving each report. See Section (k)
 - m) The Corporation will provide copies of all executed grant agreements to the County within 30 days after each agreement is signed. See Section (k)
 - n) The Corporation will provide notification of all material approved or denied for the state information/welcome centers to the County. See Section (k)
 - o) The Corporation will provide notification of any legislative effort with ICCVB to the County. See Section (k)
 - p) The Corporation will provide to the County, in writing, notice of any changes to by-laws and other working documents of the Corporation within 30 days after those changes are made. See Section (k) Plus they will see this in the minutes of the meetings and advance notice will be via agendas.
 - q) Corporation shall not eliminate, under any circumstances, the authority of the County, City, Eagle Ridge Resort and Spa and Chestnut Mountain Resort to appoint a director to the Corporation Board of Directors.
 - r) The Corporation shall conduct a record check on all subcontractors and independent contractors to ensure they have a clear record, including any debts, liens or lawsuits pending or enacted. This is governance and not appropriate for a contract as this would be a policy issue that the organization would decide for itself.
 - s) Corporation shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, condition of physical handicap, religion, ethnic background, marital status, mental disability unrelated to ability or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice, or any other violation of any State or Federal law. <<The Corporation further agrees that this article will be incorporated by the Corporation in all contracts entered into with suppliers of materials or services, and all labor organizations and/or subcontractors furnishing skilled, unskilled and/or craft skilled labor and/or who may otherwise perform any such labor or services in connection with this contract.>> Remove section between blue brackets.***Should this be left as-is, it would essentially require the organization to force any suppliers, labor organizations, subcontractors, etc. to run their business a certain way. The DMO is an independent organization as

made clear by the County amended section (g) and this governance is not appropriate for this contract.

- t) All notices to the parties hereto shall, unless otherwise requested in writing, be sent to the parties addressed as follows:
- i. To County at: Jo Daviess County, 330 N. Bench St, Galena, IL 61036
 - ii. To Corporation at: Galena/Jo Daviess Office of Tourism Greater Galena Marketing, Inc, 123 N. Commerce, Galena, IL 61036-2209 Address to be determined
 - iii. To City of Galena at: 101 Green St. Galena, IL 61036

This Agreement shall be governed and construed in accordance with the laws of the State of Illinois and jurisdiction for resolution of disputes shall be with the Courts of Jo Daviess County, Illinois.

The parties acknowledge and accept the terms, conditions and obligations of this Agreement as evidenced by the following signatures of their duly authorized representatives. It is the intent of the parties that this Agreement shall become operative on the December 1, 2016.

County: _____ (County Board Chair)

ATTEST: _____ (County Clerk)

City: _____ (Mayor)

ATTEST: _____ (City Clerk)

CORPORATION: _____ (Chairman of the Board)

ATTEST: _____ (Secretary)

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: October 6, 2016

RE: Fever River Outfitters Lease Proposal

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

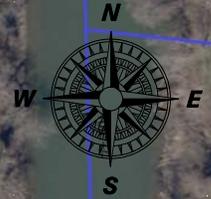
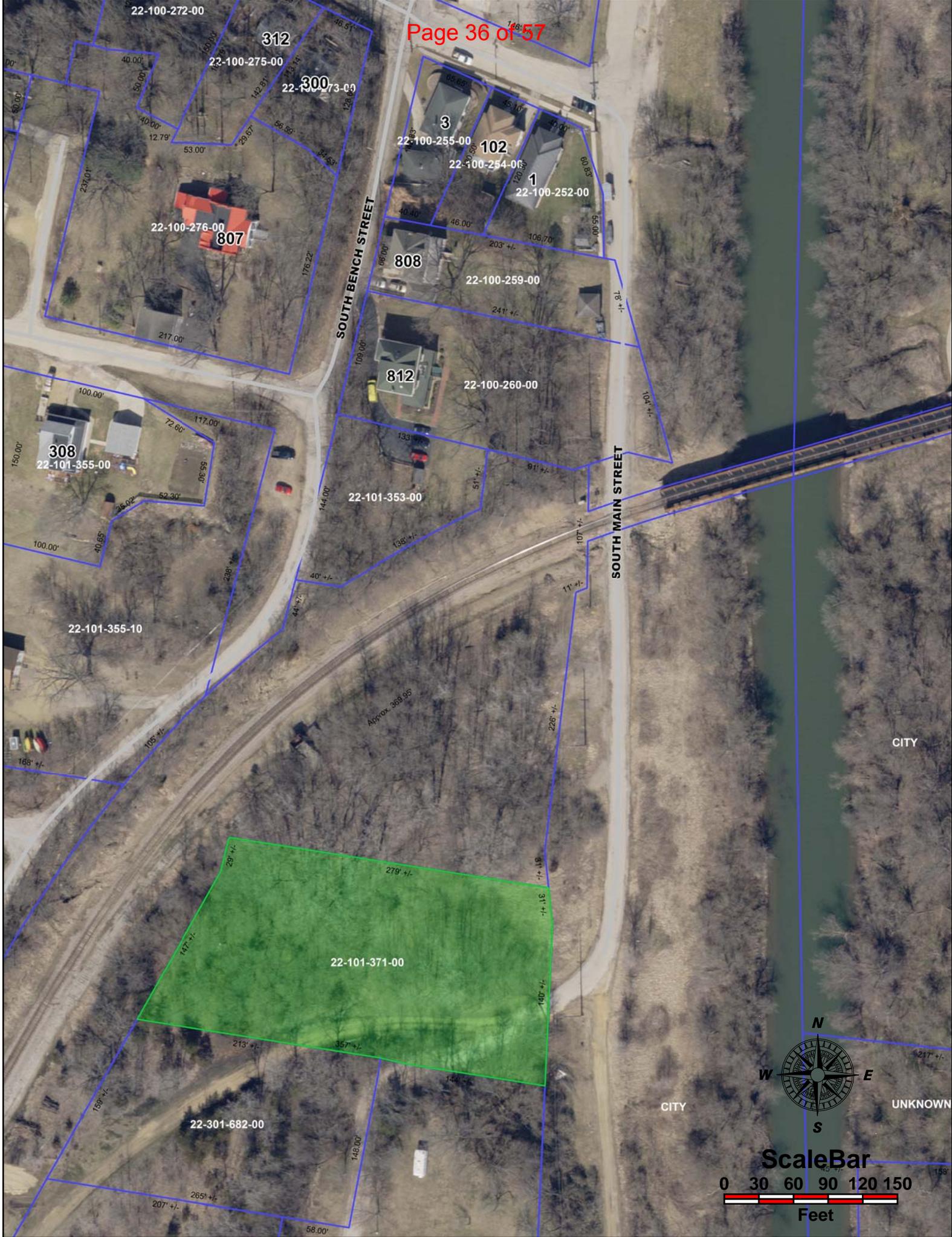
At the September 12 city council meeting, the council agreed to lease space to Fever River Outfitters in the parking lot below the Gazette. The lease extends to the end of October 2016 and allows for the parking of vehicles, trailers, boats, and motorized scooters associated with the business. This week, Fever River Outfitters submitted a new proposal to lease or purchase vacant City property located on South Main Street.

The property proposed for lease is the site of the former Jo Daviess Service Company and was used for petroleum storage and manufactured gas for decades. Today, most of the property is tree covered. The property is zoned Heavy Industrial and the proposed storage uses would be permitted. Access to the property is from the bottom of Gear Street, south across the railroad tracks on South Main Street. I am attaching a map of the area with the subject property highlighted in green.

The Illinois Environmental Protection Agency (EPA) evaluated the property in 1995 and concluded "the site does not pose enough of an immediate threat to human health or the environment to warrant a response action". Following the inquiry by Fever River Outfitters, our staff contacted the EPA to inquire about the suitability of the land for the proposed use of vehicle and equipment storage. The EPA believes the use would be acceptable given the past evaluation of the property. They also suggested the City consider initiating a new investigation of site. Such an investigation would be conducted by the EPA at no charge to the City. If any remediation actions were recommended from the investigation, the EPA offers funding for the clean-up.

Illinois State Statute (65 ILCS 5/11-76-1) authorizes a municipality to lease property for a period not to exceed two years by simple majority vote. If you have interest in leasing the property, I would recommend directing the City Attorney to prepare a lease for your review at a future meeting. As part of this effort, a detailed site plan and precise description of the proposed use should be developed with Fever River Outfitters. As an alternative, you could consider initiating the EPA investigation process and possible remediation before considering any use of the property.

Please let me know if you have any questions. Thank you.



CITY

CITY

UNKNOWN

October 5, 2016

Mark,

I would like Fever River Outfitters to be put on the City Council Agenda for Tuesday September 11th.

Fever River Outfitters would like to request a lease from the City for the parcel lot 22-101-371-00. This is the former site of Jo Daviess Service Company site, lots 1-6 in Block 8 in H.H.of Gear's Second Addition within Section 24, Township 28 North, Range 1 W of the fourth principle meridian in Jo Daviess County. Fever River Outfitters would also like to request a license for use and easement on the parcel located just north of it. The primary use of the property will be for storage of rental equipment. Fever River Outfitters would like permission to modify the land for this use, including but not limited to, construction of a driveway and shed for equipment. Fever River Outfitters would also like to request an option to purchase the entire parcel property from the City of Galena.

Debra Malone

Owner, Fever River Outfitters

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Andy Lewis, City Engineer *ALewis*

DATE: 6 October 2016

RE: Franklin Street Storm Water Intake Structure
Approval of Agreement with IIW Engineers

During September the city council approved for the mayor to enter into a contract for emergency repairs to the Franklin Street storm sewer intake. IIW Engineers were selected to complete a structural survey and shoring design plans for the intake and Louie's Trenching Service were selected to complete the shoring work.

For your information, I attach a copy of the contract agreement from IIW Engineers which presents two design options for permanent repair of the intake structure. Option 1 would replace the existing reinforced concrete roof slab with a similar but thicker roof slab, while option 2 (Alternative Analysis) would redesign the complete intake structure and substitute large diameter pipes and connections in place of the intake chamber. Both options were considered to see if any cost savings could be realized.

After reviewing the two options with city staff and further discussion with IIW we consider that option 1 presents the best value. More detail on the two options is given in the agreement document. A summary of the proposed engineering cost is as follows:

Structural survey and report: \$9,604
Roof slab replacement – final design: \$11,500
Construction and inspection services: \$4,000
Total cost: \$25,104

I recommend the city council approves option 1 in the design agreement with IIW Engineers. A budget amendment for this cost is included in this agenda. Construction costs will be budgeted at a later meeting.

September 28, 2016

Mr. Andy Lewis, City Engineer
 City of Galena
 101 Green Street
 Galena, IL 61036

**Re: Proposal for Professional Services
 Franklin Street Drainage Structure
 IIW Project No. 16178**

Dear Andy:

IIW, P.C. appreciates the opportunity to submit this proposal for professional services related to the Franklin Street drainage structure. This proposal is intended to describe our services provided to date and provide information regarding the subsequent phases of this project.

PROJECT BACKGROUND

The City of Galena recently completed a project that involved the televising of various storm drainage facilities, including the drainage structure on Franklin Street. The televising indicated severe deterioration of the roof slab. IIW was contacted to perform a formal inspection, which was completed on August 24, 2016. This inspection and evaluation determined the slab was in critical condition and a 5 ton weight embargo was immediately recommended. At that time, IIW received verbal authorization to complete plans and specifications detailing temporary shoring that would allow the roadway to remain open for approximately 1 year and support a 15 ton design vehicle. These plans were delivered to the City on September 6, and a meeting between IIW, the City, and Louie's Trenching (Contractor) was held on September 8. Slight plan revisions and various material substitutions were made in the following weeks as the Contractor worked to secure the required materials. It is our understanding the temporary shoring work is currently underway.

ALTERNATIVE ANALYSIS (OPTIONAL)

The next phase in this project involves the determination of whether to completely replace the structure, or to selectively replace the roof slab and repair deteriorated components. IIW has determined it may be feasible to completely remove the existing drainage structure and replace it with a smaller structure. This new structure would include a new inlet, junction box and connecting pipes.

A hydraulic design study would be required to verify the feasibility of this replacement structure, which would include determining the capacity of the storm sewer directly downstream of the inlet, calculating the inlet capacity, as well as the capacity of the proposed structure. Verification of the capacity of the different components of the system will determine the shape and size of the new inlet/junction box. The proposed design will then be submitted to the Army Corps of Engineers for their concurrence. The proposed inlet/junction will then be coordinated with IIW's structural department for preliminary design and cost estimating so the replacement construction costs may be compared to the costs associated with the roof slab replacement. It should be noted our preliminary evaluations have indicated the replacement structure will likely be considerably more expensive than repairing the existing structure. If the City wishes to pursue this alternative analysis and ultimately chooses the complete structure replacement; a separate contract will be prepared that will establish the fees associated with the final design of the replacement structure.

www.iiwengr.com

ARCHITECTURE
 CIVIL ENGINEERING
 CONSTRUCTION SERVICES
 ENVIRONMENTAL ENGINEERING
 LAND SURVEYING
 MUNICIPAL ENGINEERING
 STRUCTURAL ENGINEERING
 TRANSPORTATION ENGINEERING

Dennis F. Waugh, PE/SE*
 Charles A. Cate, PE **
 Gary D. Sejkora, PE **
 Michael A. Jansen, PE/SE
 Timothy J. Tranel, PE*
 John F. Wandsnider, PE
 Julie P. Neebel, PE
 James P. Kaune, PE
 Thomas J. Oster, PLS **
 Wray A. Childers, PLS **
 Geoffrey T. Blandin, PE
 Mark C. Jobgen, PE **
 Lauren N. Ray, PE/SE
 Cody T. Austin, PE*
 Marc D. Ruden, PE
 Mark R. Fassbinder, AIA*
 Michael A. Ruden, NCARB/AIA*
 Craig J. Elskamp, AIA
 Eric J. Helminiak, PE/SE*
 Jeffrey J. Brandt, PLS
 Craig L. Geiser, PLS
 Adam J. Moris, PE
 David A. Leapaldt, AIA, CID*
 Nathan W. Miller, PE
 Damian D. Baumhover, NCARB/AIA
 Nicholas A. Schneider, PE
 Christian J. Hendrie, AIA
 Eldon M. Schneider, PE
 Whitney A. Loughheed, AIA*
 Jessica L. Olson, NCARB/AIA*
 Patrick R. Ready, PE
 Nicholas M. Rettenberger, AIA
 Christopher A. Becklin, PE
 Courtney E. Wand, PE

* LEED AP

** Retired

ROOF SLAB REPLACEMENT | FINAL DESIGN

This phase of the project would include the generation of plans and specifications for the selective replacement of the drainage structure roof slab. The previously installed temporary shoring for the roof slab was also designed to provide compression restraint for the structure walls during the slab removal, while additionally providing a working surface for the replacement slab formwork. It is our intent to salvage as much of the existing structure as is feasible which shall include the structure walls, columns, and column capitals, as well as the intake grates on the roadway, and sidewalk access grating. Selective rehabilitation of the walls and columns will also be included in our design. Any of the surface gratings can be replaced with new components at the discretion of the City. Our design will also incorporate cathodic protection details that will help extend the longevity of the replacement slab. The roof slab will be designed utilizing the following criteria:

- HL-93 Live Load
- Future 20psf Wearing Surface Allowance
- Design Methodology: Load and Resistance Factor Design LRFD

SCOPE OF SERVICES

ALTERNATIVE ANALYSIS (OPTIONAL)

1. HYDRAULIC DESIGN STUDY

- a. Map the related drainage areas and storm sewers from information in our office for the related contributing areas.
- b. Utilize existing design plans of the storm sewer to prepare hydraulic model for analysis.
- c. Perform hydrologic analysis to quantify flow from the identified drainage areas.
- d. Perform relevant hydraulic analysis to identify existing capacity of the upstream storm sewer system and the capacity of the proposed improvements.
- e. Develop computer model of the major components of the storm sewer system to identify existing capacity.
- f. Review possible storm sewer improvements with City staff.
- g. Submit proposed improvement to the Army Corps of Engineers for concurrence.

2. PRELIMINARY STRUCTURAL DESIGN & COST ESTIMATING

- a. Develop preliminary structural layout, quantities, and details for the replacement structure sufficient to establish an accurate estimate of total construction costs.
- b. Establish a construction cost estimate for the replacement structure.
- c. Establish a construction cost estimate for the selective removal and replacement of the roof slab.
- d. Coordinate results with the City.

ROOF SLAB REPLACEMENT | FINAL DESIGN & CONSTRUCTION SERVICES

3. SLAB DESIGN CALCULATIONS

All calculations shall be performed in accordance with the AASHTO LRFD Bridge Design Specifications. This project phase will include the following:

- a. Develop a finite element model of the roof slab to establish slab behavior and force effects.
- b. Establish steel reinforcing layout, sizing, and detailing at critical locations:
 - a. Standard Slab Sections- longitudinal and transverse
 - b. Typical reinforcing around columns
 - c. Reinforcing and anchorage at existing walls
 - d. Geometry and layout for the beam at the west end of the structure near the surface intakes.

Franklin Street Drainage Structure
September 28, 2016
Page 3 of 6

4. STRUCTURAL DRAWINGS

The structural drawings will establish certified structural drawings suitable for bidding and construction of the replacement roof slab. This drawing set will include the following:

- a. Title sheet
 - a. Project location map
 - b. General notes
 - c. Design criteria
 - d. General Utility Information
- b. Structural Abbreviations Sheet
- c. Notes Sheet
 - a. Staging notes
 - b. Material notes
 - c. Concrete sealer notes
 - d. Confined space notes
 - e. Utility notes
- d. Selective Demolition Sheet
 - a. Slab/sidewalk plan
 - b. Section at wall
 - c. Section at southwest beam
 - d. Section at columns
- e. Concrete Repair Details
 - a. Column Repair Detail
 - b. Wall Repair Details
- f. Slab Details
- a. Slab plan and details
- b. Reinforcing
 - i. At columns
 - ii. At walls
 - iii. Primary slab reinforcing
 - iv. At west beam
 - v. At east slab end
- c. Surface intakes (grates)
 - i. Street intake
 - ii. Sidewalk intake
 - iii. Bearing details
- d. Sidewalk
 - i. Plan
 - ii. Section
- e. Cathodic protection
 - i. Details
 - ii. Notes
- g. Estimate of quantities
 - a. Quantity tabulation
 - b. Reinforcing bar list

5. CONSTRUCTION AND INSPECTION SERVICES

The purpose of this phase is to provide support during the construction phase of the project. This project phase will include the following:

- a. Concrete mix design review
- b. Attendance at a Preconstruction meeting
- c. Construction observation to include (1) one site visit for each the of the following activities:
 - a. Selective demolition
 - b. Reinforcing placement
 - c. Cathodic protection installation
 - d. Roof slab concrete pour
 - e. Project closeout inspection
- d. Additional site visits as specifically requested by the City.

EXCLUSIONS FROM PROFESSIONAL SERVICES

The scope of services for this project is limited to those specifically noted above. For clarification, examples of services not included in this Proposal are listed below. IIW can provide these under a separate contract if requested.

- 1) Permit preparation or submission
- 2) Preparing Acquisition Plats
- 3) Provide construction survey (staking) during construction
- 4) Provide utility coordination
- 5) Performing any archeological investigations
- 6) Review shop drawings

Franklin Street Drainage Structure
September 28, 2016
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COMPENSATION

Our fee for the above Scope of Services would be billed according to the following schedule:

ALTERNATIVE ANALYSIS (OPTIONAL)

Items (1.) *Hydraulic Design Study*, and (2.) *Preliminary Structural Design & Cost Estimating*:

Performed at IIW's Schedule of Professional Fee Rates (hourly) with an estimated fee of \$11,800.00 (eleven thousand eight hundred dollars and zero cents).

ROOF SLAB REPLACEMENT | FINAL DESIGN

Items (3.) *Slab Design Calculations*, and (4.) *Structural Drawings*:

A lump sum of:
\$11,500.00 (eleven thousand five hundred dollars and zero cents).

Item (5.) *Construction and Inspection Services*

Performed IIW's Schedule of Professional Fee Rates (hourly) with an estimated fee of \$4,000.00 (four thousand dollars and zero cents).

PROJECT SCHEDULE

ALTERNATIVE ANALYSIS

IIW shall complete the Alternative Analysis by November 31, 2016.

ROOF SLAB REPLACEMENT | FINAL DESIGN

IIW shall complete the Final Design of the Roof Slab Replacement by January 31, 2017.

DELIVERABLES

The following items will be delivered to the City as the result of this project:

- **ALTERNATIVE ANALYSIS**
The City shall receive cost estimates detailing the construction costs associated with the replacement of the entire drainage structure and detailing the repair of the existing structure
- **ROOF SLAB REPLACEMENT | FINAL DESIGN**
The City shall receive (2) signed copies of the certified drawings and specifications detailing the repair of the existing drainage structure suitable for construction and bidding.

GENERAL TERMS AND CONDITIONS

The attached General Terms and Conditions are a part of this Proposal. This Proposal is valid for 30 days from the date of this letter. If the services and fees defined in this Proposal are acceptable, please return one signed copy to our office.

Thank you for allowing IIW, P.C. to submit this Proposal for engineering services.

Sincerely, IIW, P.C.



Dennis F. Waugh, P.E., S.E., LEED AP
President /Principal Civil & Structural Engineer



Nathan Miller, P.E.
Project Manager and Structural Engineer

Franklin Street Drainage Structure
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I hereby accept the following scope items in this Proposal and General Terms and Conditions and authorize this work.

ALTERNATIVE ANALYSIS (OPTIONAL)

Note: Selection of this project phase item may ultimately nullify the Roof Slab Replacement | Final Design project phase described elsewhere in this proposal and may require a separate contract to establish the fees associated with the complete replacement of the drainage structure. This project phase will include the following scope items.

1. Hydraulic Design Study
2. Preliminary structural design & cost estimating

ROOF SLAB REPLACEMENT | FINAL DESIGN

Note: This project phase is indented to describe the services associated with the repair of the existing structure and does not represent the effort required for the complete replacement of the structure. This project phase will include the following scope items.

3. Slab design calculations
4. Structural drawings
5. Construction and inspection services

FOR: **GALENA CITY ENGINEER**

Authorized Signature

Date

Typed or Printed Name



THE FOLLOWING GENERAL TERMS AND CONDITIONS SHALL APPLY TO THE ATTACHED AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN IIW, P.C., HEREIN REFERRED TO AS THE CONSULTANT, AND THE CLIENT IDENTIFIED IN THE ATTACHED AGREEMENT.

General Terms and Conditions

The Client shall provide all criteria and full information with regard to his or her requirements for the Project, and shall designate a person to act with authority on his or her behalf with respect to all aspects of the Project. This shall include, but not be limited to, review and approval of design issues in the schematic design phase, design development phase, and contract documents phase. These approvals shall include an authorization to proceed to the next phase.

Services beyond those outlined in the proposal may be required or be required as a result of unforeseen circumstances. The Consultant under terms mutually agreed upon by the Client and the Consultant may provide these services.

For the scope of services agreed upon, the Client agrees to pay the Consultant the compensation as stated. Invoices for the Consultant's services shall be submitted, at the Consultant's option, either upon completion of any phase of service or on a monthly basis. Invoices shall be payable when rendered and shall be considered past due if not paid within 30 days after the invoice date. A service charge will be charged at the rate of 1.5% (18% true annual rate) per month or the maximum allowed by law on the then outstanding balance of Past Due accounts. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

The Consultant shall secure and endeavor to maintain professional liability insurance, commercial general liability insurance, and automobile liability insurance to protect the Consultant from claims for negligence, bodily injury, death, or property damage which may arise out of the performance of the Consultant's services under this Agreement, and from claims under the Worker's Compensation Acts. The Consultant shall, if requested in writing, issue a certificate confirming such insurance to the Client.

The Client and the Consultant each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in proportion to its negligence.

In recognition of the relative risks, rewards and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by the law, the Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses rising out of this Agreement, from any cause or causes, shall not exceed the amount of the Consultant's fee or other amount agreed upon. Such causes include, but are not limited to, the Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

The Client and Consultant agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association effective as of the date of this agreement.

All documents including calculations, computer files, drawings, and specifications prepared by the Consultant pursuant to this Agreement are instruments of professional service intended for the one time use in construction of this project. They are and shall remain the property of the Consultant. Any re-use without written approval or adaptation by the Consultant shall be at the Client's sole risk and the Client agrees to indemnify and hold the Consultant harmless from all claims, damages, and expenses, including attorney's fees, arising out of such reuse of documents by the Client and by others acting through the Client.

Copies of documents that may be relied upon by the Client are limited to the printed copies (also known as hard copies) that are signed or sealed by the Consultant. Files in electronic media format or text, data, graphic, or of other types that are furnished by the Consultant to the Client are only for convenience of the Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, the Consultant makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the Consultant at the beginning of this project.

The delivery of electronic information to Contractors is for the benefit of the Owner for whom the design services have been performed. Nothing in the transfer should be construed to provide any right of the Contractor to rely on the information provided or that the use of the electronic information implies the review and approval by the Design Professional of the information. Electronic information is drawings, data, modeled data, or computational models. It is our professional opinion that this electronic information provides design information current as of



the date of its release. Any use of this information is at the sole risk and liability of the user who is also responsible for updating the information to reflect any changes in the design following the preparation date of this information. The transfer of electronic information is subject to the approval of the Design Professional. Depending upon the type of information requested, and the format, a fee may be required for acquisition of the data, payable to the Design Professional. Contractors are required to submit a request in writing to the Design Professional indicating the type and format of the information requested. The Design Professional will make a reasonable effort to determine whether or not the information can be provided as requested, and the fee for providing the information.

If this Agreement provides for any construction phase services by the Consultant, it is understood that the Contractor, not the Consultant, its agents, employees, or sub-consultants, is responsible for the construction of the project, and that the Consultant is not responsible for the acts or omissions of any contractor, subcontractor, or material supplier; for safety precautions, programs, or enforcement; or for construction means, methods, techniques, sequences, and procedures employed by the Contractor.

When included in the Consultant's scope of services, opinions of probable construction cost are prepared on the basis of the Consultant's experience and qualifications and represent the Consultant's judgment as a professional generally familiar with the industry. However, since the Consultant has no control over the cost of labor, materials, equipment, or services furnished by others; over contractor's methods of determining prices, or over competitive bidding or market conditions, the Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from the Consultant's opinions of probable construction cost.

The Client and the Consultant each binds himself or herself, partners, successors, executors, administrators, assigns, and legal representative to the other party of this Agreement and to the partners, successors, executors, administrators, assigns, and legal representative of such other party in respect to all covenants, agreements, and obligations of this Agreement.

Neither the Client nor the Consultant shall assign, sublet or transfer any rights under or interest in (including but without limitations, monies that may be due or monies that are due) this Agreement, without the written consent of the other, except as stated in the paragraph above, and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assigner from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the Consultant from employing such independent consultants, associates, and sub-contractors, as he or she may deem appropriate to assist in the performance of services hereunder.

It is acknowledged by both parties that the Consultant's scope of services does not include any services related to the presence at the site of asbestos, PCB's, petroleum, hazardous waste, or radioactive materials. The Client acknowledges that the Consultant is performing professional services for the Client and the Consultant is not and shall not be required to become an "arranger", "operator", "generator", or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA).

The Client may terminate this Agreement with seven days (7) prior written notice to the Consultant for convenience or cause. The Consultant may terminate this Agreement for cause with seven (7) days prior written notice to the Client. The Client is obligated to pay for all services rendered up to the date the Consultant receives the written notice of intent to terminate. Failure of the Client to make payments when due shall be cause for suspension of services or ultimately termination, unless and until the Consultant has been paid in all full amounts due for services, expenses, and other related charges.

This Agreement supersedes all terms and conditions contained on a purchase order typically procuring products. It is understood by both parties upon execution of this agreement that if a purchase order is issued, it is for accounting purposes only. Purchase order terms and conditions are void and are not a part of our agreement.

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: September 29, 2016

RE: Employee Insurance

A handwritten signature in black ink, appearing to read "Mark Moran", is positioned to the right of the "FROM:" line.

Our employee health, dental, disability and life insurance policies are subject to renewal November 1. This report explains the cost changes, the costs relative to budget, and recommends a course of action for the continuation of the insurance benefits.

Policy Renewal

The health insurance premium with Blue Cross/Blue Shield of Illinois (BCBS) is the largest component of the employee insurance package. We have 26 employees on a high-deductible Health Savings Account (HSA) policy and two employees on a more traditional deductible and co-pay policy. We are in the process of phasing out the old policy and all new employees are required to enroll in the HSA if they require health insurance.

Based on our current employee census, the premium cost of our health-only policies would be \$429,015, or 3.0% higher than last year. The share of the premium paid by our employees would total \$80,016. According to BCBS, all of the current increase is attributable to the medical pricing trends in our geographic area. The claims risk, or the actual medical conditions and experiences of our group, and our group demographics actually had a positive effect on the premium cost.

Our dental insurance through Principal is subject to a 4.9% increase. The annual dental premium would be \$21,849. Employee contributions would offset \$4,024 of the dental premium. The current disability premium with MetLife would be unchanged with an annual premium of \$1,224. Our life policy premium with MetLife would increase 6.8% to \$2,352. Employee contributions offset \$627 of the disability and life premiums. The cost of each policy, the total cost, and the percent change from last year is shown in Table 1 on the following page.

Table 1. Proposed Insurance Renewal Premiums

Policy	Renewal Cost	Cost Increase	Percent Increase
BCBS Health	\$429,015	\$12,870	3.0%
MetLife Dental	\$21,849	\$1,984	4.9%
MetLife Short Term Disability	\$1,224	\$0	0.0%
MetLife Life	\$2,352	\$66	6.8%
TOTAL	\$454,440	\$14,920	

Rate History

The year-to-year change for each of our four policies for the years 2013-2017 is shown in Table 2 below. The average annual change is also presented. The percent change for the proposed premiums are shown in year 2016-17 and highlighted in yellow.

Table 2. Insurance Premium Change per Year: 2013-2017

Policy	2012-13 Change	2013-14 Change	2014-15 Change	2015-16 Change	2016-17 Change	5-Year Average
BCBS Health	7.7%	4.42%	15.8%	12.9%	3.0%	8.8 %
MetLife/Principal Dental	0.0%	0.0%	6.2%	-17.3%	4.9%	0.6 %
MetLife Short Term Disability	0.0%	0.0%	0.0%	9.2%	0.0%	1.8 %
MetLife Life	0.0%	0.0%	0.0%	7.3%	6.8%	2.8 %

Comparing Health Insurance Options

Our health insurance policy is clearly the largest component of our insurance costs. With the assistance of Better Business Planning, we obtained comparison quotes for health insurance from two other companies. The quoted insurance coverages match the benefits of our current insurance as closely as possible, but in some instances have lower benefits or higher out-of-pocket costs for our employees than our current policies.

United Health Care provided an initial quote that was significantly less than our current policy. Intrigued by their quote, we submitted detailed demographics of our group in order to obtain a final quote. The final quote was 8.2% higher than our renewal premium with BCBS. The other provider option, Humana, provided an initial quote 141% higher than our renewal premium with BCBS. Land of Lincoln provided a quote last year, but is no longer in business. The comparable quotes from each company are shown in Table 3 on the following page.

Table 3. Comparable Health Policy Premiums

Policy	Percent Increase Over Current
BCBS PPO and HSA Health (Current)	3.0%
United Health Care	8.2%
Humana	141%

Employee Share of Premium Costs

In 2008, we negotiated changes to the employee union contracts to increase the percent of the premiums paid by each employee for health, dental, disability and life. Our goal was to have all employees paying 20% of the total premium by 2012. After achieving the 20% goal, the employee share has dipped below 20% because the premium increases have outpaced the maximum employee contribution increase of 3.5% permitted by the union contracts.

Last spring, a new police contract was negotiated and approved. Under the new contract, the police union employees agreed to pay 20% of the total premium beginning this year and continuing through the full term of the four-year contract. I recommend that non-union employees following the same agreement.

For Public Works union employees, we must follow the current contract that would limit the increase in the share of the premium they pay to 3.5% this year. Instead of paying 20% of the total premium, they would pay between 15.1% and 16.8% of depending on their plan (single, employee + spouse, employee + child(ren), or family). This will be an issue for negotiation in the upcoming contract negotiations with the Public Works union.

Cost Comparison with Budget

The following table shows the City’s share of the expected insurance premium costs for the entire fiscal year, the current year budget for the expenses, and the projected shortfall of \$6,325. The shortfall is the result of changes to our group with more employees on the costliest family plan than last year. We also budget for the City contributions to the employee HSA accounts. The projected contributions of \$84,651 exceed the budget of \$80,500 by \$4,151. This makes the total shortfall \$10,476, of which \$7,313 would be payable in the current fiscal year. The insurance costs are expensed entirely to the General Fund in the current budget. A budget amendment would need to be adopted to fully fund the premium expenses.

Table 4. Proposed Insurance Renewal Premiums vs. Budget

Policies	Projected Cost for Current Budget Year	Current Year Budget	Budget Shortfall
Health, Dental, Disability, and Life	\$369,775	\$363,450	\$6,325
Contributions to Employee HSA	\$84,651	\$80,500	\$4,151
TOTAL	\$454,425	\$443,950	\$10,476

Health insurance costs continue to rise and continue to be a sizable component of the total personnel expense. The City has taken important steps toward reducing the City's insurance costs, including, shifting to the high deductible HSA plan, increasing the employee contribution toward the premiums, and phasing out the costly Insurance Savings Account (ISA) program. The new police contract is also an important step toward controlling costs.

I recommend renewing the health policy with BlueCross, the dental policy with Principal, and the disability and life policies with MetLife.

Please let me know if you have any questions. Thank you.

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
ALL TRAFFIC SOLUTIONS (119313)							
SIN009802	1	Invoice	NEW SPEED SIGN	09/20/2016	1,000.00		01.21.918.00
SIN009802	2	Invoice	NEW SPEED SIGN	09/20/2016	5,205.00		01.21.830.04
SO-010492	1	Invoice	TRAFFIC DATE COLLECT	10/01/2016	500.00		01.21.914.00
Total ALL TRAFFIC SOLUTIONS (119313):					6,705.00		
AT & T (LOCAL) (103)							
100116	1	Invoice	PHONE	10/01/2016	392.24		01.21.552.00
Total AT & T (LOCAL) (103):					392.24		
BARANSKI, HAMMER, (375)							
1611-3	1	Invoice	PRAIRIE RIDGE INSPECT	10/04/2016	450.00		01.46.549.02
Total BARANSKI, HAMMER, (375):					450.00		
BONNELL INDUSTRIES INC. (854)							
0170227	1	Invoice	SAFETY EQUIPMENT	09/27/2016	232.08		01.41.652.05
Total BONNELL INDUSTRIES INC. (854):					232.08		
BUSS BOYZ CUSTOMS, INC. (119356)							
6413	1	Invoice	EQUIPMENT/NEW SQUA	10/03/2016	5,168.00		01.21.918.01
6414	1	Invoice	REMOVAL OF EQUIPMEN	10/03/2016	418.00		01.21.513.06
Total BUSS BOYZ CUSTOMS, INC. (119356):					5,586.00		
CHIEF LAW ENFORCEMENT SUPPLY (119909)							
249755	1	Invoice	UNIFORMS/LORI	09/27/2016	52.33		01.21.471.15
249755	2	Invoice	UNIFORMS/KIM	09/27/2016	120.73		01.21.471.15
Total CHIEF LAW ENFORCEMENT SUPPLY (119909):					173.06		
CIVIL CONSTRUCTORS, INC. (1122)							
092616	1	Invoice	STREET PAVING	09/26/2016	314,158.44		41.61.860.02
Total CIVIL CONSTRUCTORS, INC. (1122):					314,158.44		
CNA SURETY DIRECT BILL (886)							
54134592-09	1	Invoice	NOTARY BOND/BILL	09/16/2016	30.00		01.21.651.00
Total CNA SURETY DIRECT BILL (886):					30.00		
COMELEC SERVICES INC. (244)							
0449003	1	Invoice	PORTABLE RADIO REPAI	09/20/2016	208.58		01.21.652.03
Total COMELEC SERVICES INC. (244):					208.58		
CONMAT, INC. (1187)							
104005	1	Invoice	MISC. MATERIALS	09/29/2016	215.71		01.41.614.04
Total CONMAT, INC. (1187):					215.71		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
DEERE CREDIT, INC. (120306)							
0010083716	1	Invoice	TRACTOR LEASE	09/27/2016	8,796.00		01.41.840.02
Total DEERE CREDIT, INC. (120306):					8,796.00		
DOIG, KATHLEEN (119339)							
101016	1	Invoice	MARKET HOUSE RESTR	10/10/2016	225.00		01.13.511.06
Total DOIG, KATHLEEN (119339):					225.00		
DUHACK (LEHN) & SONS, INC. (119578)							
1027	1	Invoice	STORAGE BARN	10/03/2016	1,310.00		22.22.840.05
Total DUHACK (LEHN) & SONS, INC. (119578):					1,310.00		
DUO-SAFETY LADDER CORPORATION (118793)							
457549-00	1	Invoice	LADDER REPAIR	09/26/2016	234.73		22.22.613.00
Total DUO-SAFETY LADDER CORPORATION (118793):					234.73		
ELITE PLUMBING (120136)							
3666	1	Invoice	DOOR STOP/STALLS	09/26/2016	7.86		01.13.511.06
3678	1	Invoice	CITY HALL RESTROOMS	09/28/2016	11.66		01.13.511.08
Total ELITE PLUMBING (120136):					19.52		
FARM & FLEET/SYNCB (120040)							
093016	1	Invoice	CLOTHING	09/30/2016	59.99		01.41.471.09
Total FARM & FLEET/SYNCB (120040):					59.99		
FELD FIRE (119879)							
0299323	1	Invoice	MASK	07/29/2016	1,332.00		22.22.840.00
0301575	1	Invoice	LABOR/PARTS	09/22/2016	24.75		22.22.840.00
SEP0049	1	Invoice	FINANCE CHARGE	09/29/2016	19.98		22.22.840.00
Total FELD FIRE (119879):					1,376.73		
FELDT, LAURA (120309)							
100216	1	Invoice	DAMAGE DEPOSIT REFU	10/02/2016	200.00		58.54.929.00
Total FELDT, LAURA (120309):					200.00		
GALENA CHRYSLER (82)							
092716	1	Invoice	NEW VEHICLE	09/27/2016	8,000.00		51.42.831.01
092716	2	Invoice	NEW VEHICLE	09/27/2016	8,000.00		52.43.850.06
Total GALENA CHRYSLER (82):					16,000.00		
GALENA GAZETTE (34)							
00051424	1	Invoice	PUBLIC HEARING NOTIC	09/21/2016	182.40		01.16.553.00
Total GALENA GAZETTE (34):					182.40		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
GALENA LAUN. & LINEN INC. (84)							
100116	1	Invoice	FINANCE-LAUNDRY SER	10/01/2016	8.00		01.13.654.00
100116	2	Invoice	FIRE DEPARTMENT	10/01/2016	25.00		22.22.538.01
100116	3	Invoice	POLICE DEPARTMENT	10/01/2016	30.00		01.21.651.00
100116	4	Invoice	TURNER HALL-RUG SER	10/01/2016	27.00		58.54.654.01
Total GALENA LAUN. & LINEN INC. (84):					90.00		
GALENA LIONS CLUB (119471)							
100516	1	Invoice	DEPOSIT REFUND	10/05/2016	500.00		17.52.929.00
Total GALENA LIONS CLUB (119471):					500.00		
GALENA LUMBER CO. (85)							
100116	1	Invoice	PICNIC TABLES	10/01/2016	333.39		17.52.517.02
100116	2	Invoice	BIKE TRAIL KIOSK	10/01/2016	55.36		17.52.517.01
100116	3	Invoice	GAZEBO	10/01/2016	9.38		17.52.820.06
Total GALENA LUMBER CO. (85):					398.13		
GASSER @ GALENA (24)							
090116	1	Invoice	MISC. SUPPLIES	09/01/2016	2.51		01.21.513.06
090116	2	Invoice	MISC. SUPPLIES	09/01/2016	22.82		01.41.471.09
090116	3	Invoice	MISC. SUPPLIES	09/01/2016	2.43		01.41.613.10
090116	4	Invoice	MISC. SUPPLIES	09/01/2016	80.69		01.41.652.00
090116	5	Invoice	MISC. SUPPLIES	09/01/2016	2.60		01.41.652.04
090116	6	Invoice	GENERATOR/SUPPLIES	09/01/2016	787.39		01.41.653.00
090116	7	Invoice	GARBAGE BAGS	09/01/2016	791.64		13.44.540.04
090116	8	Invoice	MISC. SUPPLIES	09/01/2016	6.20		17.52.514.00
090116	9	Invoice	MISC. SUPPLIES	09/01/2016	259.82		17.52.652.00
090116	10	Invoice	MISC. SUPPLIES	09/01/2016	78.60		17.52.820.06
090116	11	Invoice	MISC. SUPPLIES	09/01/2016	53.50		22.22.611.00
090116	12	Invoice	MISC. SUPPLIES	09/01/2016	19.03		58.54.511.00
090116	13	Invoice	MISC. SUPPLIES	09/01/2016	64.08		58.54.654.01
100116	1	Invoice	MISC. SUPPLIES	10/01/2016	12.89		01.13.511.03
100116	2	Invoice	MISC. SUPPLIES	10/01/2016	42.99		01.13.511.06
100116	3	Invoice	MISC. SUPPLIES	10/01/2016	24.86		01.13.511.08
100116	4	Invoice	MISC. SUPPLIES	10/01/2016	6.09		01.13.651.02
100116	5	Invoice	MISC. SUPPLIES	10/01/2016	40.49		01.41.511.00
100116	6	Invoice	MISC. SUPPLIES	10/01/2016	31.89		01.41.514.11
100116	7	Invoice	MISC. SUPPLIES	10/01/2016	73.33		01.41.614.08
100116	8	Invoice	MISC. SUPPLIES	10/01/2016	97.73		01.41.652.00
100116	9	Invoice	MISC. SUPPLIES	10/01/2016	45.88		01.41.653.00
100116	10	Invoice	MISC. SUPPLIES	10/01/2016	52.18		17.52.517.01
100116	11	Invoice	MISC. SUPPLIES	10/01/2016	33.00		17.52.517.02
100116	12	Invoice	MISC. SUPPLIES	10/01/2016	82.67		17.52.652.00
100116	13	Invoice	MISC. SUPPLIES	10/01/2016	16.43		22.22.611.00
100116	14	Invoice	MISC. SUPPLIES	10/01/2016	103.99		22.22.613.00
100116	15	Invoice	MISC. SUPPLIES	10/01/2016	81.34		22.22.655.00
100116	16	Invoice	MISC. SUPPLIES	10/01/2016	73.48		58.54.654.01
100116	17	Invoice	ANTIFREEZE	10/01/2016	450.00		59.55.511.02
Total GASSER @ GALENA (24):					3,435.69		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
GUY'S TRUCK & TRACTOR SERVICE (119033)							
GW1007596	1	Invoice	2012 FORD 1 TON	09/29/2016	150.96		01.41.613.03
Total GUY'S TRUCK & TRACTOR SERVICE (119033):					150.96		
HALSTEAD, MARY L. (119966)							
101016	1	Invoice	CITY HALL JANITOR	10/10/2016	240.00		01.13.511.07
101016	2	Invoice	PUBLIC RESTROOMS AT	10/10/2016	225.00		01.13.511.08
101016	3	Invoice	PARKS RESTROOMS	10/10/2016	675.00		17.52.422.00
Total HALSTEAD, MARY L. (119966):					1,140.00		
HARRIS, SPENCER & MELISSA (120304)							
100416	1	Invoice	CREDIT BALANCE REFU	10/04/2016	4.69		98.115.0
Total HARRIS, SPENCER & MELISSA (120304):					4.69		
IFIBER (119998)							
1604095	1	Invoice	IFIBER	10/01/2016	300.00		22.22.652.00
Total IFIBER (119998):					300.00		
IIW ENGINEERS & SURVEYORS, PC (260)							
64773	1	Invoice	DESIGN	09/26/2016	3,131.25		01.41.890.04
64779	1	Invoice	CONSTRUCTION	09/28/2016	9,604.00		01.45.532.00
64844	1	Invoice	DESIGN	09/30/2016	1,313.50		17.52.815.03
Total IIW ENGINEERS & SURVEYORS, PC (260):					14,048.75		
ILLINOIS DEPARTMENT OF CMS (CRF) (118967)							
T1707110	1	Invoice	IN-SQUAD COMPUTER C	09/19/2016	232.60		01.21.542.00
Total ILLINOIS DEPARTMENT OF CMS (CRF) (118967):					232.60		
J & R SUPPLY INCORPORATED (951)							
1610085	1	Invoice	STORM SEWER PIPES	09/22/2016	335.55		01.41.514.06
Total J & R SUPPLY INCORPORATED (951):					335.55		
JACKSON CONCRETE/EXCAVATION CO (489)							
100616	1	Invoice	HIGHWAY 20 SIDEWALK	10/06/2016	3,204.80		15.41.614.06
Total JACKSON CONCRETE/EXCAVATION CO (489):					3,204.80		
JO CARROLL ENERGY, INC. (397)							
100116	1	Invoice	ELECTRIC	10/01/2016	4,932.82		15.41.572.00
100116	2	Invoice	CITY HALL/ELECTRIC	10/01/2016	163.97		01.13.571.01
100116	3	Invoice	POLICE/ELECTRIC	10/01/2016	582.60		01.21.571.01
100116	4	Invoice	EMS/ELECTRIC	10/01/2016	128.65		12.10.571.01
100116	5	Invoice	PARKS/ELECTRIC	10/01/2016	84.41		17.52.571.01
100116	6	Invoice	FLOOD/ELECTRIC	10/01/2016	236.98		20.25.576.01
100116	7	Invoice	FIRE/ELECTRIC	10/01/2016	510.77		22.22.576.01
100116	8	Invoice	TURNER HALL/ELECTRIC	10/01/2016	1,685.15		58.54.571.01
100116	9	Invoice	WELCOME SIGNS	10/01/2016	36.17		01.41.571.01

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
100116	10	Invoice	LIFT STATION	10/01/2016	110.48		52.43.850.09
100116	11	Invoice	DEPOT	10/01/2016	153.76		01.13.511.03
Total JO CARROLL ENERGY, INC. (397):					8,625.76		
JO DAVIESS CTY CLERK/RECORDER (393)							
082416	1	Invoice	RECORDING FEES	08/24/2016	85.00		01.14.553.00
Total JO DAVIESS CTY CLERK/RECORDER (393):					85.00		
JO DAVIESS CTY GIS DEPT (330)							
092316	1	Invoice	GIS DATA	09/23/2016	538.67		01.45.532.01
Total JO DAVIESS CTY GIS DEPT (330):					538.67		
JO DAVIESS CTY SHERIFF (116)							
100116	1	Invoice	RADIO SERVICE	10/01/2016	100.00		22.22.538.00
100116	2	Invoice	CITY SHARE OF OFFICE	10/01/2016	200.12		01.21.538.00
Total JO DAVIESS CTY SHERIFF (116):					300.12		
LAFAYETTE COUNTY HIGHWAY DEPT (119719)							
092016	1	Invoice	COLD PATCH	09/20/2016	720.00		15.41.614.00
Total LAFAYETTE COUNTY HIGHWAY DEPT (119719):					720.00		
LOCKSMITH EXPRESS (105)							
104997	1	Invoice	KEY REPLICATION	09/28/2016	7.05		01.13.511.06
104997	2	Invoice	KEY REPLICATION	09/28/2016	11.75		01.13.511.06
104997	3	Invoice	KEY REPLICATION	09/28/2016	18.80		01.13.511.03
104997	4	Invoice	KEY REPLICATION	09/28/2016	11.75		58.54.654.01
104997	5	Invoice	KEY REPLICATION	09/28/2016	24.00		01.13.511.02
Total LOCKSMITH EXPRESS (105):					73.35		
METLIFE SMALL BUSINESS CENTER (775)							
100116	1	Invoice	EMPLOYEE LIFE	10/01/2016	293.72		01.13.452.00
Total METLIFE SMALL BUSINESS CENTER (775):					293.72		
MONTGOMERY TRUCKING (133)							
146575	1	Invoice	REFUSE HANDLING CON	10/01/2016	13,691.20		13.44.540.04
146575	2	Invoice	RECYCLING CONTRACT	10/01/2016	4,735.80		13.44.540.00
146575	3	Invoice	DUMPSTER DISPOSAL F	10/01/2016	156.50		01.41.573.00
146575	4	Invoice	DUMPSTER RENT	10/01/2016	60.00		13.44.544.03
Total MONTGOMERY TRUCKING (133):					18,643.50		
NAPA AUTO PARTS (79)							
100116	1	Invoice	OIL	10/01/2016	21.96		01.41.655.00
100116	2	Invoice	EQUIPMENT REPAIR	10/01/2016	60.99		17.52.514.00
100116	3	Invoice	MISC.	10/01/2016	21.48		17.52.652.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total NAPA AUTO PARTS (79):					104.43		
NICOR (151)							
100116	1	Invoice	POOL-GAS	10/01/2016	84.65		59.55.571.02
100116	2	Invoice	TURNER HALL/GAS	10/01/2016	77.56		58.54.571.05
Total NICOR (151):					162.21		
NUTOYS LEISURE PRODUCTS (373)							
45094	1	Invoice	PARK IMPROVEMENTS	09/21/2016	1,487.00		17.52.820.06
Total NUTOYS LEISURE PRODUCTS (373):					1,487.00		
O'HERRON CO.INC., RAY (548)							
1654838	1	Invoice	UNIFORMS/ERIC	09/29/2016	83.69		01.21.471.15
Total O'HERRON CO.INC., RAY (548):					83.69		
OMEGA, ANGELI B. (120310)							
100616	1	Invoice	CREDIT BALANCE REFU	10/06/2016	10.26		98.115.0
Total OMEGA, ANGELI B. (120310):					10.26		
ORKIN PEST CONTROL (574)							
100116	1	Invoice	PEST CONTROL SERVIC	10/01/2016	88.21		01.13.511.01
Total ORKIN PEST CONTROL (574):					88.21		
PETTY CASH/POLICE DEPT. (163)							
100416	1	Invoice	MEAL/TRAINING	10/04/2016	50.86		01.21.562.00
Total PETTY CASH/POLICE DEPT. (163):					50.86		
PLIC - SBD GRAND ISLAND (120208)							
100116	1	Invoice	DENTAL INSURANCE	10/01/2016	1,735.87		01.13.451.01
Total PLIC - SBD GRAND ISLAND (120208):					1,735.87		
RIVER CITY PAVING (56)							
4300013240	1	Invoice	HOT MIX	09/30/2016	1,173.66		15.41.614.03
Total RIVER CITY PAVING (56):					1,173.66		
SECURITY PRODUCTS OF DUBUQUE (119890)							
0449301	1	Invoice	ALARM MONITORING	09/29/2016	27.00		01.13.552.00
Total SECURITY PRODUCTS OF DUBUQUE (119890):					27.00		
SIGNCRAFT SCREENPRINT, INC. (555)							
462139	1	Invoice	PATCH DECAL FOR PODI	09/20/2016	41.17		01.21.651.00
462998	1	Invoice	NEW PATCH SIGN FOR G	09/30/2016	260.18		01.21.651.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total SIGNCRAFT SCREENPRINT, INC. (555):					301.35		
T & T ELECTRONICS (120055)							
2072	1	Invoice	TV RECYCLING	10/03/2016	315.00		13.44.929.00
Total T & T ELECTRONICS (120055):					315.00		
T & T IRON & METALS, INC. (120305)							
2221	1	Invoice	TV RECYCLING	09/08/2016	255.00		13.44.929.00
Total T & T IRON & METALS, INC. (120305):					255.00		
THOMPSON TRUCK & TRAILER (120307)							
R201016984	1	Invoice	2011 INTERNATIONAL D	08/17/2016	2,144.35		01.41.613.06
R20107337	1	Invoice	2011 INTERNATIONAL D	09/16/2016	1,300.79		01.41.613.06
Total THOMPSON TRUCK & TRAILER (120307):					3,445.14		
THOMPSON, EARL (118756)							
100416	1	Invoice	REPAIR MANHOLE	10/04/2016	390.53		01.41.614.05
Total THOMPSON, EARL (118756):					390.53		
TIMP LANDSCAPING, INC. (460)							
10856	1	Invoice	LANDSCAPING PLANTS	09/27/2016	1,619.50		01.41.614.04
Total TIMP LANDSCAPING, INC. (460):					1,619.50		
TOP NOTCH PLUMBING, HEATING (625)							
107135	1	Invoice	GRANT PARK RESTROO	09/19/2016	16.92		17.52.652.00
Total TOP NOTCH PLUMBING, HEATING (625):					16.92		
US CELLULAR (92)							
100116	1	Invoice	PUBLIC WORKS/CELL PH	10/01/2016	50.41		01.41.552.00
100116	2	Invoice	ADMIN/CELL PHONE	10/01/2016	48.23		01.11.552.00
100116	3	Invoice	POLICE/CELL PHONES	10/01/2016	39.24		01.21.552.01
100116	4	Invoice	LORI/CELLPHONE	10/01/2016	20.00		01.216.0
100116	5	Invoice	POLICE/CELL PHONES	10/01/2016	44.84		01.21.552.01
100116	6	Invoice	TONY/CELL PHONE	10/01/2016	37.19		01.261.0
Total US CELLULAR (92):					239.91		
WAGNER, JONATHAN (120303)							
100416	1	Invoice	CREDIT BALANCE REFU	10/04/2016	4.69		98.115.0
Total WAGNER, JONATHAN (120303):					4.69		
WEBER PAPER COMPANY (40)							
D014794	1	Invoice	CITY HALL RESTROOMS	09/21/2016	442.64		01.13.511.08
Total WEBER PAPER COMPANY (40):					442.64		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
WHITE CONSTRUCTION CO., INC. (119359)							
100116	1	Invoice	PUBLIC WORKS JANITO	10/01/2016	110.00		01.41.511.01
Total WHITE CONSTRUCTION CO., INC. (119359):					110.00		
WOLTER, CODY (120308)							
092616	1	Invoice	DEPOSIT REFUND	09/26/2016	200.00		58.54.929.00
Total WOLTER, CODY (120308):					200.00		
Grand Totals:					421,940.64		

Report GL Period Summary

Vendor number hash: 4086931
 Vendor number hash - split: 4572935
 Total number of invoices: 72
 Total number of transactions: 136

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	421,940.64	421,940.64
Grand Totals:	421,940.64	421,940.64