



# City of Galena, Illinois

## AGENDA

REGULAR CITY COUNCIL MEETING

MONDAY, AUGUST 28, 2017

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

ITEM	DESCRIPTION
17C-0339.	Call to Order by Presiding Officer
17C-0340.	Roll Call
17C-0341.	Establishment of Quorum
17C-0342.	Pledge of Allegiance
17C-0343.	Reports of Standing Committees
17C-0344.	Citizens Comments <ul style="list-style-type: none"> <li>• Not to exceed 15 minutes as an agenda item</li> <li>• Not more than 3 minutes per speaker</li> <li>• No testimony on zoning items where a public hearing has been conducted</li> </ul>

### LIQUOR COMMISSION

None

### PUBLIC HEARINGS

None

### CONSENT AGENDA CA17-16

ITEM	DESCRIPTION	PAGE
17C-0345.	Approval of the Minutes of the Regular City Council Meeting of August 14, 2017	4-12
17C-0346.	Approval of a Request by Midwest Medical Center to Conduct the 13 <sup>th</sup> Annual Fun Walk/Run on Saturday, September 30, 2017 on the Galena River Trail	13
17C-0347.	Approval of a Festival License for Piggly Wiggly for a Benefit for Sam Peters on September 23 in the Piggly Wiggly Parking Lot	14-17

ITEM	DESCRIPTION	PAGE
17C-0348.	Approval of a Request by Police Officer Kimberly Hatfield for Secondary Employment with the Stockton Police Department and Galena Area Medical Services District	18
17C-0349.	Acceptance of Year-End Swimming Pool Report	19-23
17C-0350.	Approval of Employee Appointments for the Period May 1, 2017 through April 30, 2018	24

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

ITEM	DESCRIPTION	PAGE
17C-0351.	Discussion and Possible Action on a Request by All River Road Talent for Funding for the Scenic Art Loop	25-26
17C-0352.	Discussion and Possible Action on a Request from the Galena Foundation for a Funding Commitment in Fiscal Year 2019 from the City of Galena for the Grant Park Restoration Project	27-28
17C-0353.	Discussion and Possible Action on Contract for Roof Installation on Fire Training Center Storage Building	29
17C-0354.	Warrants	30-35
17C-0355.	Alderspersons' Comments	
17C-0356.	City Administrator's Report	
17C-0357.	Mayor's Report	
17C-0358.	Motion for Executive Session Including: <ul style="list-style-type: none"> <li>Section 2 (c) (1) – Employee hiring, firing, compensation, discipline and performance.</li> </ul>	
17C-0359.	Adjournment	

**CALENDAR INFORMATION**

<b>BOARD/COMMITTEE</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>
Historic Preservation Comm.	Thurs. Sept. 7	6:30 P.M.	City Hall, 101 Green Street
City Council	Mon. Sept. 11	6:30 P.M.	City Hall, 101 Green Street
Zoning Board of Appeals	Tues. Sept. 13	6:30 P.M.	City Hall, 101 Green Street
Grant Park Committee	Fri. October 20	10:30 A.M.	City Hall, 101 Green Street

Please view the full City of Galena Calendar at [www.cityofgalena.org](http://www.cityofgalena.org).

Posted: Thursday, August 24, 2017 at 3:30 p.m. Posted By:

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 14 AUGUST 2017**

**17C-0311 – 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 14 August 2017.

**17C-0312 – ROLL CALL**

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

**17C-0313 – ESTABLISHMENT OF QUORUM**

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

**17C-0314– PLEDGE OF ALLEGIANCE**

The Pledge was recited.

**17C-0315 - REPORTS OF STANDING COMMITTEE**

No reports.

**17C-0316 – PUBLIC COMMENTS**

No comments.

**CONSENT AGENDA CA17-15**

**17C-0317 – APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF JULY 24, 2017**

**17C-0318 – APPROVAL OF A REQUEST BY GALENA ROTARY TO HOST A DOG COSTUME, TRICK, AND WALK EVENT, OCTOBER 28, 2017, AT RECREATION PARK AND ON THE GALENA RIVER TRAIL**

**17C-0319 – ACCEPTANCE OF MAY AND JUNE 2017 FINANCIAL REPORTS**

**17C-0320 – APPROVAL OF THE RE-APPOINTMENT OF ED BOCHNIAK AND BILL NYBO TO THE ZONING BOARD OF APPEALS FOR TERMS ENDING JULY 31, 2022**

**17C-0321 – APPROVAL OF BUDGET AMENDMENT BA18-05 FOR LIABILITY INSURANCE PAYMENT AND TREE REMOVAL, AND GRANT PARK DONATION**

**Motion:** Hahn moved, seconded by Kieffer, to approve Consent Agenda CA17-15.

**Discussion:** None.

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

The motion carried.

**UNFINISHED BUSINESS**

**17C-0301 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT WITH COMMUNITY FUNDING AND PLANNING SERVICES FOR LOAN PREPARATION SERVICES FOR WATER SYSTEM IMPROVEMENTS**

**Motion:** Fach moved, seconded by Bernstein, to approve a contract with Community Funding and Planning Services for loan preparation services for water system improvements, amended to include in the amount of \$13,500.

**Discussion:** None.

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

The motion carried.

**Amended**

**Motion:** Fach moved, seconded by Bernstein, to amend the motion to include in the amount of \$13,500.

**Discussion:** None.

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

The motion carried.

**NEW BUSINESS**

**17C-0322 – DISCUSSION AND POSSIBLE ACTION ON AN APPEAL OF A DECISION BY THE HISTORIC PRESERVATION COMMISSION TO DENY AN APPLICATION BY CARLE AND ROBERT EGGER, 309 FRANKLIN STREET, TO PAINT THEIR HOUSE**

**Motion:** Bernstein moved, seconded by Fach, to postpone item 17C-0322 indefinitely.

**Discussion:** None.

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

The motion carried.

**17C-0323– REPORT BY THE GALENA DEER COMMITTEE**

John Cox, Chairman of the 2015 Deer Committee gave a presentation on the committee's recommendations.

Cox gave the following highlights from the survey:

- The committee received over 600 responses to the survey.
- The committee, with the help of the GIS Department, mapped the responses to four of the questions.
  - Do you see deer in your immediate neighborhood? Almost the entire town indicated they see deer in their neighborhood.

- Do deer cause damage to landscaping, etc. on your property? Again, there was damage across the whole community and was not limited to any specific area.
- Are current levels of deer damage tolerable? The majority said the damage was tolerable. The majority of those who responded said they could handle the damage being caused by deer.
- Would you support the controlled safe culling of deer? A huge majority supported the culling.

**The committee made the following recommendations:**

- Do a helicopter count this winter if possible.
- Take steps to open Gateway Park and the property off Sproule Lane for hunting during the upcoming hunting season. The Committee recommends working with Bob Buman on how this could be accomplished with the use of controlled bow and arrow hunting. This would cost nothing other than staff time to make sure people are in the right places.
- The Committee advises the culling of deer is not a solution. It is a process. Culling one time does not eliminate the deer in the community. They will come back with babies and will come in from the outside. Once you start culling and get the herd down to a tolerable level, you have to keep culling each year. According to the survey, the community is open to some type of culling process.
- Cox advised he would continue to work with IDOT on the installation of warning signs coming down Spring Street. He noted this is not a typical 55 mile per hour zone. It is a lower speed zone and is inside the City Limits where you would not think there would be deer.

Mayor Renner thanked the committee for their hard work. They dove into it, got the facts out and made it clear for everyone to understand.

**17C-0324– DISCUSSION AND POSSIBLE ACTION ON A REQUEST FOR A LICENSE BY TIM AND LAURA GAFFNEY, 912 FOURTH STREET, TO IMPROVE A STAIRWAY LOCATED IN THE RIGHT-OF-WAY**

**Motion:** Westemeier moved, seconded by Hahn, to approve the request for a license to Tim and Laura Gaffney, 912 Fourth Street, to improve a stairway located in the right-of-way.

**Discussion:** None.

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

The motion carried.

**17C-0325– DISCUSSION AND POSSIBLE ACTION ON BIDDING THE DEPOT HEATING VENTLATION AND AIR CONDITIONING PROJECT**

The following options were presented:

1	Gas-fired split system HVAC (standard system)	\$ 35,000 (+/-)
2	Geo-Thermal Split System	\$100,000 (+/-)
3	Mini-split systems	\$ 50,000 (+/-) + Condensers
4	New boiler with split system	\$102,000 (+/-)

**Motion:** Fach moved, seconded by Hahn, to approve the depot Heating Ventilation and Air Condition Project using Option 1.

**Discussion:** Hahn noted he talked to some heating contractors and this is by far the best option.

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

The motion carried.

**17C-0326– DISCUSSION AND POSSIBLE ACTION ON A LEASE FOR THE DEPOT WITH GREATER GALENA MARKETING, INC.**

**Motion:** Lincoln moved, seconded by Kieffer, to approve the lease for the Depot with Greater Galena Marketing, Inc., amended to include recommended changes made by the City Attorney.

**Discussion:** Hahn stated he would like to see who is doing what on the revamping of the depot. He is opposed to the \$1 rent stating it is a prime location. He recommended \$500 per month for rent. Renner advised GGMI will be taking over the snow plowing, lawn care and landscaping and will be responsible for the first \$2,000 of maintenance.

Moran referred Hahn to page 66 of the packet, which shows a scope of what will be done. Moran advised a lot of this is the result of the water pipe freezing. GGMI will take care of bringing the building up to modern standards for offices.

Lincoln felt if the City were to charge \$500 per month then the City would need to take more of the responsibility.

Renner stated the GGMI gets their money from hotel/motel tax. He would prefer to see that money go towards marketing. The City has rented to the CVB and the Galena History Museum for years for \$1.

Fach questioned if this agreement is better defined than the one we had with the Chamber. Moran advised the Chamber was responsible for the first \$1,500 of maintenance. GGMI will be responsible for the first \$2,000 of maintenance. Under the Chamber agreement, the City was responsible for plowing and grass mowing. GGMI will be responsible for both of those items.

Moran stated Chris Hamilton estimates they will be spending approximately \$60,000 to get the building up to date.

Bernstein questioned who would be responsible for the last two items, storm windows and entry doors. Moran advised those are two more efficiency items. This year the City budgeted to insulate the attic. Staff had hoped to door storm windows but could not get that budgeted this year. GGMI is considering that as part of their work.

Bernstein stated she had no objections to renting to GGMI for \$1 for the year. They are putting money in up front. The Council can reevaluate next year. Fach agreed.

Westemeier reminded Council regardless of whether this building is rented; the City is going to have to put this money into this building. He was opposed to taking money from GGMI. Their purpose is marketing. The City has rented to the museum and VisitGalena for years at \$1 per year. He would prefer not to have them come back and ask for a 20-30 year lease.

Attorney Nack recommended the following changes:

- Name the City as additionally insured under the indemnity language.
- Make it a 1-year lease with the option to terminate with a 90-day notice.

**Roll Call:** AYES: Fach, Kieffer, Lincoln, Westemeier, Bernstein, Renner  
NAYS: Hahn

The motion carried.

**17C-0327– DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR MASONRY REPAIRS AT THE WATERWORKS BUILDING, 720 PARK AVENUE**

The following bids were received:

Company	Company Location	Base Bid	Alternate Bid	TOTAL
Earl Thompson Masonry	Galena	\$15,325.39	\$4,590.00	\$19,915.39
Renaissance Restoration, Inc.	Galena	\$18,640.00	\$4,800.00	\$23,440.00
Otto Baum Company	Morton, IL	\$18,870.00	\$6,096.00	\$24,966.00
Bi-State Masonry	Rock Island, IL	\$19,700.00	\$6,720.00	\$26,420.00

**Motion:** Kieffer moved, seconded by Hahn, to approve the bid from Earl Thompson Masonry in the amount of \$19,915.39 for masonry repairs at the Waterworks Building at 720 Park Avenue.

**Discussion:** None.

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

The motion carried.

**17C-0328 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR ROOFING OF THE WATERWORKS BUILDING, 720 PARK AVENUE**

The following bids were received:

Company	Company Location	TOTAL
B & P Roofing	Galena	\$6,180.00
Beautiful Restorations	Galena	\$13,050.00
Montgomery Timmerman	Galena	\$16,180.00

**Motion:** Bernstein moved, seconded by Fach, to approve the bid from B & P Roofing in the amount of \$6,180 for roofing of the Waterworks Building at 720 Park Avenue.

**Discussion:** None.

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

The motion carried.

**17C-0329 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR PAINTING OF THE WATERWORKS BUILDING, 720 PARK AVENUE**

The following bids were received:

Company	Company Location	TOTAL
Klippert Painting	Apple River	\$8,640.00
Beautiful Restorations	Galena	\$11,850.00

**Motion:** Westemeier moved, seconded by Kieffer, to approve the bid from Klippert Painting in the amount of \$8,640 for painting of the Waterworks Building at 720 Park Avenue.

**Discussion:** None.

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

The motion carried.

**17C-0330 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR THE 2017 STREET IMPROVEMENT PROGRAM**

The following bid was received:

Contractor	Base Bid	Alternate Bid	Total Bid
Civil Constructors	\$139,546	\$62,244	\$205,790

In a memo to Council staff recommended the following items be completed:

- Base bid items – identified at a cost of \$139,546
- Alternate item – Poplar Street trench repair at a cost of \$6,846
- Alternate item – part of West Street (from McBreems to east end) at a cost of \$12,107
- Total cost for the above items is \$158,499 which leaves about \$10,000 to cover contingencies.

**Motion:** Hahn moved, seconded by Kieffer, to approve the bid for the Street Improvement Program with Civil Constructors in the amount of \$158,499.

**Discussion:** None.

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

The motion carried.

**17C-0331 – DISCUSSION AND POSSIBLE ACTION ON A CONTRACT FOR INSULATING THE FLY LOFT AT TURNER HALL**

The following bid was received:

Contractor	Amount
Spahn and Rose Lumber Company	\$10,218.32

**Motion:** Hahn moved, seconded by Fach, to approve a contract with Spahn and Rose Lumber Company in the amount of \$10,218.32 for insulating of the fly loft at Turner Hall.

**Discussion:** None.

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

The motion carried.

**17C-0332 – DISCUSSION AND POSSIBLE ACTION ON CONTINUING THE SUSPENSION OF GLASS RECYCLING IN THE CURBSIDE-RECYCLING PROGRAM**

**Motion:** Lincoln moved, seconded by Westemeier, to continue the suspension of glass recycling in the Curbside Recycling Program.

**Discussion:** Lincoln noted, while he finds it disappointing, this is the best we can do until something comes up.

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

The motion carried.

**17C-0333 – DISCUSSION AND POSSIBLE ACTION ON A PERMIT FOR AN IN-STREET PEDESTRIAN CROSSING ON US HIGHWAY 20 AT SOUTH PROSPECT STREET**

**Motion:** Fach moved, seconded by Bernstein, to approve the purchase of a pedestrian crossing sign in the amount of \$380 for US Highway 20 at South Prospect Street.

**Discussion:** Fach recommended arranging for volunteers to put the sign up and take it down. Nack voiced concern with the liability of having volunteers putting something on the highway. Fach feels the City could require the volunteers sign a waiver.

Hahn stated, while he likes the idea in theory, he is concerned with having someone responsible for putting it out at 7:30 am and removing it at 7:30 pm. He recommended having the crosswalk re-striped. There are already signs on both the East and West bound lanes.

Westemeier recommended waiting until the highway project is complete. He feels there is a good chance there will not be a crosswalk there. He questions what would happen with the sign in the event of a flood. He is concerned it could get washed into the lane of traffic and someone could hit it. He agreed with redoing the crossing and using the signs that are already there. Kieffer agreed.

Bernstein agrees the crosswalk should be repainted. She sees no problem with trying the sign and if it becomes problematic the City could pull it.

Lincoln stated he is against the sign. There is a crosswalk a block down the street. He would echo the concerns of the rest of the Council.

Renner sated he too is against it. He feels there should not be a cross walk there. There is a controlled crosswalk a half a block ahead.

Fach feels the signs are a reminder that the community cares for their people. It opens one's eyes that someone might be crossing.

**Roll Call:** AYES: Bernstein, Fach  
NAYS: Kieffer, Lincoln, Westemeier, Hahn, Renner

The motion was denied.

**17C-0334 – WARRANTS**

**Motion:** Kieffer moved, seconded by Bernstein, to approve the Warrants as presented, 17C-0334.

**Discussion:** None.

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

The motion carried.

**17C-0335 – ALDERPERSONS' COMMENTS**

**Meeker Street Steps** – Kieffer stated he was asked why the steps from Meeker Street to High Street are no longer there. This citizen is concerned with people walking down Jail Hill. He was advised those steps were taken out in the 80's.

**Grant Park Steps** – Kieffer stated he also had a question why the steps next to the pavilion at Grant Park were gone.

**Deer Committee** – Hahn thanked the Deer Committee for their work on the deer study. They did a lot of work and did a good job. Fach agreed.

**Comprehensive Plan** – Fach thinks the Council should consider an update to the Comprehensive Plan. It is long overdue. For grant purposes, a lot of foundations like to know the City's Comprehensive Plan is current. Bernstein agreed.

**Franklin Street** – Lincoln commented it is nice to see action being taken on the house on Franklin Street with the collapsed roof.

**Deer Committee** – Westemeier thanked the Committee. It is now up to the City Council to move on it and make a decision so we do not waste another year figuring out what we are going to do.

**Hickory Street** – Westemeier noted Hickory Street from Spring Street to Green Street is bad. If there is any extra money in the street program, he recommends adding it.

**17C-0336 – CITY ADMINISTRATOR'S REPORT**

**Grant Park Steps** – Moran advised the steps next to the pavilion have been removed in order to discourage people from crossing the railroad tracks. The City had been contacted by the Department of Transportation with regard to people crossing the tracks. There are still steps on the other side of the pavilion.

**Basket Ball Goals** – Moran advised East Galena Township wrote a check for \$5,000 for new basketball goals in Grant Park. He thanked them for their donation.

**Grant Park** – Moran reported the Galena Foundation has given over \$72,000 in three installments since last September for Grant Park projects. They have paid for all projects that have taken place since September 2015. The pavilion is almost complete. The last project is to update the picnic tables. Public works is currently doing repairs and the Key Club will be coming in to paint them as a volunteer project.

**17C-0337 – MAYOR'S REPORT**

**Deer Committee** - Mayor Renner thanked the Deer Committee and added he has a complaint about turkeys.

**Pool** - The pool closed yesterday. It was a good year and Council will receive a report next month.

**Emergency Adhoc Committee** – They have a couple of plans. The County will appoint a standing committee of EMS and Fire Chiefs to keep abreast of new things.

**17C-0338 - ADJOURNMENT**

**Motion**: Kieffer moved, seconded by Hahn, to adjourn.

**Discussion:** None.

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

The motion carried.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Mary Beth Hyde". The signature is written in a cursive, flowing style.

Mary Beth Hyde, MMC  
City Clerk



One Medical Center Drive • Galena, Illinois 61036  
Phone: (815) 777-1340 Fax: (815) 776-7274  
[www.MidwestMedicalCenter.org](http://www.MidwestMedicalCenter.org)

August 9, 2017

Mr. Mark Moran and Members of the Galena City Council;

It is the intention of Midwest Medical Center and the Midwest Health & Fitness Center to conduct its 13<sup>th</sup> Annual Fun Walk/Run on Saturday, September 30, 2017. We would like to gain permission from the City to utilize the Galena Trail as in years past. The walk would once again be held at 9:00 AM, is a 3.1 mile (5K) event, would remain open to the public during the event, and is usually wrapped up and vacated by 11:00 AM.

I am including proof of liability insurance carried by Midwest Medical Center listing the medical center as the primary insurer. Attached is documentation from the insurance provider as you request.

Thank you for your continued support of the Galena Trail system and events such as our walk/run.

P.S. We are coordinating efforts again this year with the Galena Lions Oktoberfest. We have agreed to work together, share the grounds at the depot lot and coordinate our advertising efforts for the benefit of the community we both support.

Make it a Great Day!

Marty Soat, MS  
Fitness Director  
815-777-4960

# CITY OF GALENA, ILLINOIS



## Event License

To be completed by not-for-profit organization sponsoring event. All events require approval by the City Council.

Event Name: Sam Peters Benefit  
 Event Location: Piggly Wiggly Parking Lot  
 Date of Event: September 23rd Approximate # of Attendees Expected: \_\_\_\_\_  
 Name of organization sponsoring event: Tammy's Piggly Wiggly  
 Contact Person: Tammy Lee  
 Address: 997 Galena Square Dr.  
 Phone #: 815-777-1111 Cell Phone #: 815-459-6169  
 Email Address: Lee@ShopThePig.com

Event Type: (Please check one)

- Street Dance
- Flea Market
- Fair
- Festival
- Parade
- Fun Run/Walk
- Other: \_\_\_\_\_

Will alcoholic beverages be served?  Yes  No

If yes, please submit the following:

- Application for Liquor License (if required)
- Certificate of Insurance
- Copy of State required Special Event or Special Use Liquor License
- List of Security Personnel for event

Will this event require street closure?  Yes  No

If yes, please submit the following:

- Map Showing Route
- A list of Street(s) requiring closure and times to be closed

Add

for al

**Fees (please mark all that apply):**

- |                                       |      |  |      |  |       |
|---------------------------------------|------|--|------|--|-------|
| <input type="checkbox"/> Street Dance | \$50 | <input checked="" type="checkbox"/> Festival | \$50 | <input type="checkbox"/> Street Closure                  | \$50  |
| <input type="checkbox"/> Flea Market  | \$50 | <input type="checkbox"/> Fun Run/Walk        | \$0  | <input checked="" type="checkbox"/> Use of Tent          | \$500 |
| <input type="checkbox"/> Fair         | \$50 | <input type="checkbox"/> Parade*             | \$25 | <input checked="" type="checkbox"/> Recycling Containers | \$250 |

Total Fee: \_\_\_\_\_

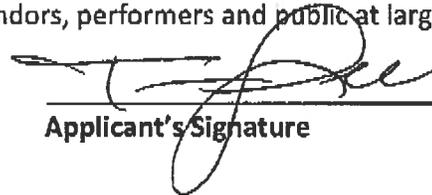
\*No fee will be charged for Memorial Day Parade, Fourth of July Parade, Boy Scout Pilgrimage Parade, Galena High School Homecoming Parade, Halloween Parade and Christmas Parade.

Application must be made in writing to the City Clerk at least **30 days** prior to the event. All events require approval by the city council.

**Please refer to Chapter 110: General Licensing; Miscellaneous Business Regulations for a complete list of regulations.** Please take a moment to read and familiarize yourself with these regulations. Noncompliance with any of the provisions of this ordinance may result in the immediate revocation of your permit and subject you to the penalty provisions contained in Chapter 110.

[http://library.amlegal.com/nxt/gateway.dll/Illinois/galena/cityofgalenaillinoiscodeofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:galena\\_il](http://library.amlegal.com/nxt/gateway.dll/Illinois/galena/cityofgalenaillinoiscodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:galena_il)

By signing this application, the sponsoring organization further agrees to indemnify and save harmless City of Galena, its officers, agents and employees from any and all claims, causes of actions and suits accruing or resulting from any damage, injury or loss to any person or persons, caused by, arising out of, or in any way connected with the privileges herein granted the applicant, vendors, performers and public at large.


8-15-17  
 \_\_\_\_\_  
 Applicant's Signature Date

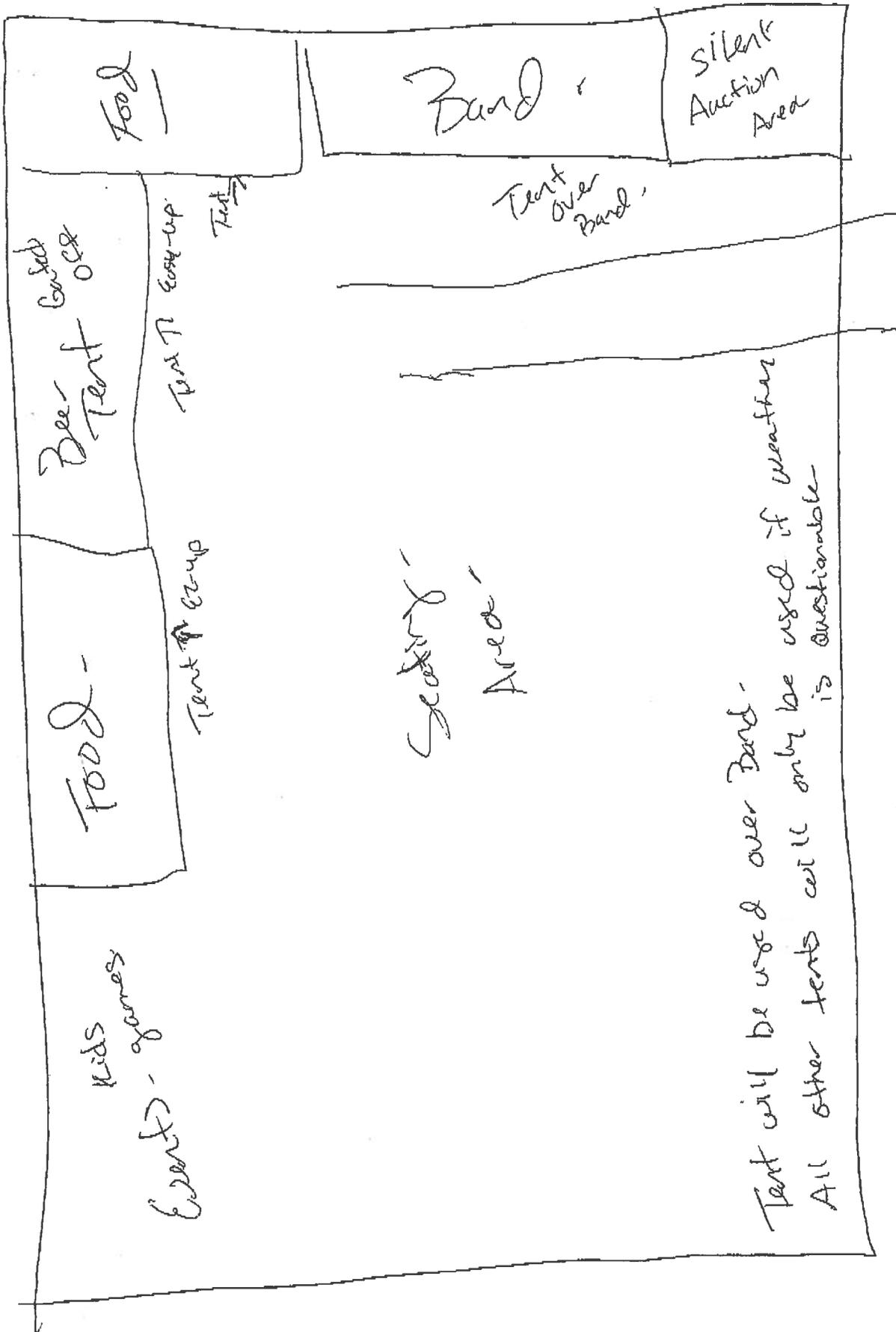
\_\_\_\_\_  
Name of Sponsoring Organization

City of Galena Use Only

Recommendation:  Approve  Deny Date for Council Action: \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Police Chief's Signature or Designee Date



Buildings

- Location of all temporary fencing
- All entrances and exits
- \$50 Fee

Will this event include any of the following?

Music?  Yes  No

If yes, please submit the following?

- List of Performers
- Location of the Stage(s);
- Time outdoor Music will be playing (Start) 1pm (End) 3pm
- Amplification  Yes  No

Use of a tent?  Yes  No

If yes, please submit the following?

- Location of Tent
- Tent will be set up (Date) 9-22-17 Tent will be removed (Date) 9-23-17
- \$500 Fee (\$250 fee plus \$250 refundable deposit)

Will this event include Itinerant Vendors?  Yes  No Lunch Stands?  Yes  No

If yes, please submit the following:

- Number of Vendors: 1 Number of Lunch Stands: 3
- Map showing Location of Vendors/Lunch Stands
- Itinerant Merchant Vendor Application and appropriate fee for each Itinerant Vendor\*
- Lunch Stand Application and appropriate fee for each Lunch Stand\*

\*Applications must be received a minimum of 30 days prior to the event

### Additional requirements:

For all outdoor events please provide a map showing the following:

- Number and Location of Restrooms
- Location of Refuse Collection and Recycling Bins (Recycling Bins Required)
- Location of First Aid Station
- Location of All Supplemental Lighting
- Location of Security Personnel
- Certificate of Liability Insurance Covering Event (Minimum \$1,000,000 Liability Coverage)

To: Chief Lori Huntington

Mayor Terry Renner

I am writing this letter requesting permission to work as a part-time employee with the Stockton Police Department as a Police Officer. I am also requesting permission to work part-time for the Galena Ambulance as a driver.

These two part-time jobs will in no way interfere what-so-ever with my employment as a Police Officer with the City of Galena. I am extremely happy with my position with the City of Galena and have no intentions on leaving.

Sincerely,

Officer Kimberly M. Hatfield

Galena Police Department

# CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council  
FROM: Janelle Keeffer, Facilities Manager *Janelle*  
DATE: August 24, 2017  
RE: Swimming Pool Year-End Report, Summer 2017

On August 13, our 2017 pool season came to a close. It has been a busy year to date, and will continue to be busy even though the water has been drained and most of our staff has returned to school.

A summary of the year:

- January—accepted the resignation of manager Penny Bingham and lessons coordinator Paula Schonhoff. Our thanks to Penny and Paula for their years of service and all they have contributed to our program.
- March—hired our new manager Frances Beadle and lessons coordinator Kristin Enright. Began training and planning for the new year.
- April 22—Full team meeting to launch the season.
- May—Pool cleaning and pre-season projects.
  - New boiler installed
  - Expansion joint and tile along sides of pool repaired

May 3—Swim Lesson early registration and season pass sale at City Hall.

May 30—OPENING DAY (target was Sunday, May 28; maintenance and weather delay)

- Concession stand: New menu items added: iced coffee, cinnamon rolls, chicken salad, freshly baked mini chocolate chip cookies.
- Lessons: New class added: Diving
- Staff Training: This year, we placed a heavy emphasis on continued staff training. Lifeguards participated in in-service training held every other Wednesday for most of the summer. We also hosted a lifeguard certification and recertification class at ATV Pool (3 new guards, 5 renewing). Concessions team participated in customer service training and CPR certification.
- August 13—CLOSING DAY—After closing on Sunday, August 13, we celebrated with a staff pool party/potluck and a dedication ceremony honoring our friend and former lifeguard, Clint Sitzmann, naming the kiddie pool in his memory: “The Clint Sitzmann Memorial Kiddie Pool.”

—Concession stand ended the year with very little inventory; extras were sold to the Galena Athletic Boosters and Galena ARC at cost.

Following is a comparison of statistics by year.

CHART A: Financial Performance and Operational Statistics: 2012-2017

## GALENA SWIMMING POOL

Chart A: Financial Performance and Operational Statistics: 2012-2017

YEAR	2012	2013	2014	2015	2016	2017	Five-Year Average
<b>REVENUE</b>							
Admissions	28,858	25,552	21,268	25,842	29,798	31,465	\$ 25,380
Season Passes	17,965	17,025	16,055	14,875	14,946	15,667	\$ 16,480
Concessions	30,889	26,882	24,561	26,158	25,435	26,164	\$ 28,415
Lessons	12,267	12,335	10,980	12,610	14,355	17,235	\$ 12,108
Misc. (Pool Rental + Other)	4,212	4,186	4,227	3,130	5,710	4,297	\$ 4,294
<b>Total Revenue</b>	<b>\$ 94,191</b>	<b>\$ 85,980</b>	<b>\$ 77,091</b>	<b>\$ 82,615</b>	<b>\$ 90,244</b>	<b>\$ 94,827</b>	<b>\$ 92,942</b>
<b>EXPENSES</b>							
<b>Labor</b>							<b>Average</b>
Operation Manager	7,250	7,377	7,518	7,752	6,714	7,687	\$ 7,420
Lesson Coordinator	3,742	3,939	3,999	4,176	4,310	6,843	\$ 3,800
Pool Area Supervisor	3,215	0	0	0	0	0	\$ 1,373
Supervisor of Concessions	1,657	2,381	1,113	1,372	0	0	\$ 1,087
Lifeguards	44,755	44,201	42,997	42,517	34,509	47,438	\$ 42,705
Instructors	8,781	8,803	6,693	8,915	8,989	7,680	\$ 8,473
Concessions/Admissions	19,761	17,186	16,578	15,816	16,084	21,770	\$ 17,220
Overtime	641	297	96	398	181	979	\$ 431
<b>Total Labor Expense</b>	<b>89,802</b>	<b>84,184</b>	<b>78,994</b>	<b>80,946</b>	<b>70,787</b>	<b>92,397</b>	<b>\$ 77,007</b>
<b>Chemicals, Maintenance and Supplies</b>	<b>110,759</b>	<b>79,613</b>	<b>68,629</b>	<b>58,543</b>	<b>65,256</b>	<b>96,984</b>	<b>\$ 68,780</b>
<b>Debt Service</b>	<b>8,906</b>	<b>2,100</b>	<b>16,595</b>	<b>18,575</b>	<b>18,271</b>	<b>18,900</b>	<b>\$ 20,093</b>
<b>Total Expenses</b>	<b>209,467</b>	<b>165,897</b>	<b>164,218</b>	<b>158,064</b>	<b>154,314</b>	<b>208,281</b>	<b>\$ 165,879</b>
<b>PROFIT/(LOSS)</b>	<b>(115,276)</b>	<b>(79,917)</b>	<b>(87,127)</b>	<b>(75,449)</b>	<b>(64,070)</b>	<b>(113,454)</b>	<b>\$ (72,937)</b>
<b>SUPPLEMENTAL</b>							
<b>Days Open</b>	69	73	70	69	75	73	\$ 69
<b>Days Closed</b>	8	6	2	4	4	3	\$ 7
<b>Days Half Closed</b>	0	0	0	1	1	0	\$ 2
<b>Attendance</b>	19,309	15,153	13,303	15,152	15,652	14,939	\$ 17,734
<b>Average Daily Attendance</b>	280	208	190	220	209	205	\$ 257
<b>Cost to Operate Per Day When Open (INCLUDES Debt Service)</b>	\$3,036	\$2,273	\$2,346	\$2,291	\$2,058	\$2,853	\$ 2,409
<b>Cost to Operate Per Day When Open (EXCLUDES Debt Service)</b>	\$2,907	\$2,244	\$2,109	\$2,022	\$1,814	\$2,594	\$ (9,286)
<b>Revenue Per Day When Open</b>	\$1,302	\$1,009	\$944	\$1,015	\$1,012	\$1,063	\$ 1,331

Further explanation of our operations, referencing Chart A:

### **ADMISSIONS**

Implemented general admission increase +\$1 per person = \$3 (ages 1-5); \$4 (ages 6-18); \$5 (ages 19+)

2017 Open 73 days | 14,939 guests | average # of guests per day 205

2016 Open 75 days | 15,652 guests | average # of guests per day 209

### **SEASON PASSES**

Total Season Passes sold in 2017: 794

Total Season Passes sold in 2016: 762

No increase in price to season passes in 2017.

\$2,580 in our total season passes revenue was generated through the Galena ARC.

### **CONCESSIONS**

New menu items were introduced with purposeful consideration for items \$2 or less and enhanced offerings during morning lessons.

Average expenditure per guest: \$1.77 in 2017 versus \$1.68 in 2016.

### **LESSONS**

In 2017, we increased the price of American Red Cross lessons to \$30 (from \$25 in 2016).

Other lessons in the tri-state area begin at \$40 per lesson.

Total number of students in 2017: 474 (16 families in Parent / Child Class + 5 in Diving)

Total number of students in 2016: 475 (10 families in Parent/Child Class)

\$2,010 in our total lessons revenue was generated through the Galena ARC.

### **MISC REVENUE—POOL RENTAL & OTHER**

2017 \$4,297 | 2016 \$5,710

For our pool season 2017, we increased pool party rates from \$130 to \$175. We also capped the number of extra events (such as parties, in-service training, etc.) to three per week to balance staff hours.

### **LABOR**

All staff expenses are within defined budget, but you will notice an increase from 2016.

- With two new lead managers, we did more up-front training through May. We also hired former manager Penny Bingham to assist in training, which was also posted to the pool manager line item.  
Pool Manager Hours 2017 552 hours | 2016 550 ½ hours
- This year, we changed the job description of the Lessons Coordinator based on the skills of our candidate. Kristin Enright served as a certified lifeguard when needed, as well as managed lifeguard scheduling and in-service training, in addition to serving as lessons coordinator. We were able to utilize Kristin full-time throughout the season, rather than maintaining the position as part-time during our 8-week lesson period as in the past.  
Lessons Coordinator 2017 494.25 hours (full time all season) |  
2016 278 hours (part time during lessons and pre-season prep)
- In 2017, we implemented a \$1 per hour increase for lifeguards and \$.50 per hour for concession staff, as approved by city council in February. The staff was appreciative, and this year, I feel, we did have a higher retention rate with employees and attracted valuable new candidates to fully staff our team. The added benefits of uniform and

certification reimbursement were also very much appreciated and provided a competitive employment package.

- In 2017, the pool employed:
  - 1 Pool Manager
  - 1 Lessons Coordinator / Lifeguard Manager
  - 1 Lessons Tester / Assistant Lessons Coordinator
  - 2 Lifeguard Supervisors + 1 Weekend fill-in Lifeguard Supervisor
  - 15 Lifeguards (some are also lesson instructors)
  - 4 Instructors (only)
  - 1 Concessions Supervisor (weekends only)
  - 12 Concessions / Admissions Staff

Total Staff 37

- 2017 overtime was increased from years past. Most of this overtime occurred in the first half of the season during start up and training our new leadership team.
- In 2016, we experienced challenges in having enough lifeguards to cover hours. In an effort to build our team and add experience, our recruitment this year expanded from the Galena school district and surrounding communities to also include job postings at five area colleges and two YMCAs. Our staffing this year seemed balanced with the addition of staff and reduction in pool party offerings.

**CHEMICALS, MAINTENANCE AND SUPPLIES**

Included in this line item is the purchase of our new pool boiler, which was \$31,375. Subtracting this capital improvement puts the balance more in line with expense in years past.

**COST OF OPERATION**

During our 73 days of operation in 2017, we were open 17 days with less than 150 people in attendance (23 in 2016); 6 of those days held attendance of less than 50 people each day (7 in 2016).

Daily cost to operate when open:	\$2,853	{\$2,058 in 2016}
Revenue per day when open:	\$1,063	{\$1,012 in 2016}
Average loss / profit per day:	-\$1,554	{\$1,046 in 2016}

If we exclude our debt service and major maintenance projects for the year as part of the analysis (as listed in Table 1 below), the average loss / profit per day decreases to -\$782.

**FACILITY IMPROVEMENTS**

Each year, we make improvements to the facility to optimize pool and systems performance as well as to enhance the user experience.

Major projects completed include:

Table 1. Pre-Season 2016 Repairs & Enhancements FY 16/17

PROJECT	COST
SERVICE PROJECT: Boy Scout Troop #95 is painting the decorative metal trim surrounding the kiddy pool. I have paid for paint and supplies from the pool maintenance budget. Labor is being donated.	\$50
Repair expansion joint (floor and walls)	\$2,750
Repair decorative tile in four locations (primarily where ladders or joints meet walls)	\$3,150
Epoxy cracks in pool deck	\$100
New Boiler installation	\$31,375
<b>Subtotal</b>	<b>\$37,425</b>

Table 2. Budgeted Post-Season Repairs & Enhancements FY 17/18

PROJECT	COST
Install Rebuilt Strand Control (Controls pH level) (3-year warranty)	\$1,500
Researching ADA Lift--\$1,100 in donations has already been received; there has been interest from two other individuals to also contribute to this project	\$5,500
New iPad Register System for Admissions / Concessions	\$2,000
Water leak in Mechanical Room	Estimate to come
<i>Contingent upon remaining budget in Spring 2017 or budget for 2018:</i>  Replace shower heads and timers. Current shower heads are approximately 30 years old and have been rebuilt several times. Looking into a new unit with fewer cartridges / parts to rebuild.  Our plumber is also recommending a water softener for the locker room water supply to help maintain the plumbing mechanisms.	Estimate to come

I would like to extend my thanks to our 2017 Public Works Team for their work in maintaining our pool as well as to Penny Bingham for assisting in training of our new leadership team. Thanks also to our 2017 pool team— a mix of returning and new team members who stepped up to accept responsibility quickly and professionally; they worked together to learn a lot in a short period of time. Together, they provided a safe and fun experience for our community. We look forward to our 2018 season and are busy planning already!

# CITY OF GALENA, ILLINOIS

312 ½ North Main Street, Galena, Illinois 61036



## MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: August 23, 2017

RE: Employee Appointments

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

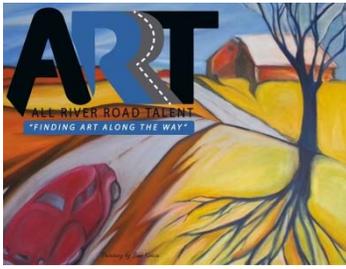
Under Illinois law, both the mayor and the city council are granted powers related to the appointment of city officers or employees. The powers are summarized in the following excerpt from the state statute: "The mayor...with the advice and consent of the city council...may appoint...officers necessary to carry into effect the powers conferred upon municipalities" [65 ILCS 5/3.1-30-5(a)].

By prior custom and practice all city department heads and select other employees are appointed annually for one-year terms at the first council meeting in May. I just discovered that we inadvertently failed to consider the appointments this May. The mayor with the advice and consent of the council makes the appointments. I am writing to provide you with Mayor Renner's list of appointments.

Mayor Renner proposes the following appointments for the period beginning May 10, 2017 through on May 14, 2018 when new appointments are made.

- City Attorney, Joe Nack
- City Administrator, Mark Moran
- Police Chief, Lori Huntington
- City Engineer, Andy Lewis
- Zoning Administrator, Matt Oldenburg
- Building Official, Jonathan Miller
- Public Works Director, Jim Rigdon
- Finance Director, Cindy Pepple
- Facilities Manager, Janelle Keeffer
- Fire Chief, Randy Beadle
- Assistant Fire Chief, Robert Connelly
- Director of the Fire Prevention Bureau, Randy Beadle
- Fire Inspector, Brett Temperly
- Deputy City Clerk, Debra Price
- Deputy Building Official, Matt Oldenburg
- Electrical Inspector, Jonathan Miller
- Rental Housing Inspector, Brett Temperly

If you have any questions about the appointment process or the performance of any of the appointed employees, please let me know.



## Scenic Art Loop by ARRT (All River Road Talent)

### Brochure Project – Second 2017 Printing

**All River Road Talent/Scenic Art Loop** – ARRT is 3 years old

*All River Road Talent is a synergy of artists building a cultural and visitor awareness of artistic talent in the Galena region of NW IL. Artists meet regularly sharing knowledge of craft & business. Our monthly ARRT Art Drive offers visitors opportunity to encounter art from its inception to masterpiece at the artists' personal gallery*

#### Representing 50 + business

- Artists
- Restaurants (most hang art)
- Craft Brews, Local Wineries
- All juried for experience
- No advertising – *all \$ comes from businesses on map*
- Facebook & Website promotions
- Grant – Galena/Jo Daviess CVB in 2017

#### Brochure

- Initial print 2016 – 10K print
- 2017 – 10K print May-August
- 2017 second printing – complete & distributed by 9/30

#### Target Market

Tourism (Chicago, St. Louis, Milwaukee, Quad Cities, Madison, Minneapolis to name a few)

#### Competitive Advantage – *only new experience in Jo Daviess & Carroll Counties*

- Art is a leading draw for our region (per GGMI)
- No new Galena experience this year

#### Economic Impact

- +\$1000 each = \$50K
- Galena - 15 businesses @ \$1200 = \$18,000 (\$100/month)
- \$120,000 impact per year
- Does not include other businesses who benefit

#### Partnerships

- Galena – GGMI
- Tri-State Tourism
- TCEDA
- Blackhawk Waterways CVB
- Carroll County Tourism

#### Printing

Designed & printed by Ink & Paper Design (added local tax \$) \$126

#### Cost

\$2950 = \$1950 production; \$1000 administrative

#### Future Endeavors

- Develop APP
- Additional Partnerships
- National Press Coverage

**Distribution Points** (to date) listed on back

#### Follow-Up

For additional information please contact Amy Laskye 815-947-2878 or Henry Matthiessen III 708.565.9768

## Scenic Art Loop Map Distribution Points

Massbach Ridge Winery (vineyard and tasting room)	Small Town Saloon - Elizabeth
Blaum Bros. - Galena	DeJaWood - Elizabeth
Galena Brewing Co.	Stoned Art Studio - Elizabeth
Chestnut Mountain Resort	Cornerstone - Galena
Galena Cellars (vineyard and tasting room)	Hilton Dubuque
Mangelson -Galena	DeSoto House
Pinder Pottery	Timberlake Playhouse
Out of the Lines Gallery	Zengas – Mt. Carroll
River Bend Gallery	It Takes All Kinds – Mt. Carroll
Woodbine Bend	Amy May Photography - Stockton
Maggie Black - Galena	WI travel (500)
Timeless Art Tattoo – Hanover	Market Commons – Mt. Carroll
Bombfire Pizza – Sabula	Stella’s Café & Catering
Savanna Marketplace	Stockton Floral & Gifts
Hawg Dawgs – Savanna	St. Louis Hilton Ballpark
Dees Salon – Sabula	ProCam – Aurora
Mona Bara Club – Savanna	Beverly Arts Council – Beverly, IL
Tri-State Tourism – Dubuque	Rockford Airport (RFD)
Travel Dubuque	Savanna Visitors Center
Galena Center for the Arts	Chicago O-Hare Airport
The Grape Escape - Galena	Jackson County Iowa Visitors Center
Marie’s Wood Carvings – Stockton	Mississippi Palasades Golf Course
Welcome Center Galena	Stoned Kaos – Savanna
Galena/Jo Daviess CVB	Eagle Ridge Resort & Spa
Fergetaboutit Winery & Vineyard	
IDOT Tollway (200)	Chris Hamilton said that he would take bundles of 200 as he is frequently asked for information for additional toll booths. As he hands them out we will replenish. Henry, Jan, and I all have a case in our vehicle and are taking them to new locations as we travel.
Rocky Waters Winery & Vineyard	
Council Hill Station	
Art Zone Studios – Elizabethhtg	



September 8, 2017

Dear <<Salutation>>:

It is our honor to share with you an update on the **Grant Park Improvement Project** being led in partnership by the Galena Foundation and City of Galena. The multi-year project is being guided by a master plan intended to beautify and preserve the historical significance and integrity of Grant Park while reducing future maintenance costs.

This is an exciting time in Grant Park’s history. It may very well be the first time since the park’s initial inception in 1890 by Herman H. Kohlsaat, that Grant Park and its surrounding neighborhoods have been considered in their entirety with a vision towards the future.

Once completed, Grant Park will be transformed into a striking venue to be enjoyed by people living in and visiting Galena now and in the future. In addition, the improvements to the surrounding area will create a pedestrian corridor from downtown Galena through Grant Park to the Grant Home State Historic Site via Van Buren Street.

This multi-year project is estimated to cost \$250,000. The Galena Foundation and City of Galena have each pledged \$50,000 to the project; however, we must still raise \$150,000 to make this vision a reality.

### How can you help?

The Galena Foundation is accepting tax-deductible contributions to assist in funding this public-private partnership.

**Donations of all sizes are necessary to reach our goal;** however, if you give a gift at one of the following levels, your generosity will be commemorated on a special recognition plaque to be placed in the Elliptical Garden.

\$10,000 and above	Benefactor
\$5,000 to \$9,999	Patron
\$2,500 to \$4,999	Partner
\$1,000 to \$2,499	Supporter
\$500 to \$999	Friend

All contributors will be invited to a celebration gathering held in Grant Park in the future.

Please fill out the enclosed form to make a one-time donation or pledge a gift to be given over a period of time (up to 3 years).

( details of project progress on back page >>> )

**GRANT PARK IMPROVEMENT PROJECT GIFT FORM**

**Yes!** I want to show support with a gift or pledge:

- Gift** (cash or check)
  - \$500     \$1,000     \$2,500
  - \$5,000     \$10,000     Other \$ \_\_\_\_\_

- Pledge** (gifts over \$1,500 may be pledged & paid in installments)
 

I/we pledge \$ \_\_\_\_\_ per year for \_\_\_\_\_ years,  
 which is a total pledge of \$ \_\_\_\_\_.

*Pledges must be fulfilled by September 30, 2020.*

- I wish to remain anonymous.  
*(name will not appear on recognition plaque—if applicable)*

<<First Name1>> <<Last Name1>>  
 <<First Name2>> <<Last Name2>>  
 <<Company>>  
 <<Address1>>  
 <<Address2>>  
 <<City>> <<State>><<Zip>>  
**Make check payable to: Galena Foundation**  
 Galena Foundation is a 501 (c) (3) non-profit organization.  
 Gifts are tax-deductible to the extent allowed by law.  
 Donation receipts are mailed in December of the year  
 of your donation.

**Gifts of \$500 or more—please fill out other side of Gift Form to specify information for recognition plaque.**

Progress has already begun on a series of short- and long-term projects, which include, but are not limited to, the following:

- New dramatic main entrance and upgraded secondary entrances
- Designated accessible entrance point with defined accessible parking area
- Pergola and pavilion restoration
- Reconstruction of Elliptical Garden and planting beds
- Erosion management
- Repair and replacement of concrete side walks and concrete surroundings
- New playground equipment and improved basketball courts
- Preservation of Johnson Street, Galena's last surviving brick street

**We invite you to join us in generously supporting the Grant Park Improvement Project. Your gift will benefit current and future generations.**

To review the master plan, please visit [www.GalenaFoundation.org/GrantParkProject](http://www.GalenaFoundation.org/GrantParkProject). If you would like to discuss the project in more detail, we are available to meet with you personally.

Thank you for your consideration.

Sincerely,

**Libby Miller**  
Grant Park Committee Member  
815-777-5102

**Joel Holland**  
Grant Park Committee Member  
815-777-6300

fill out other side first

Name on Recognition Plaque:

\_\_\_\_\_

For all gifts and pledges, recognition level on plaque will be determined by payment(s) and pledges received on or before December 1, 2017.

Gifts and pledges indicated as anonymous will not be publicly recognized (e.g. on the Ellipical Garden recognition plaque, etc.)

For office use only:

Date received \_\_\_\_\_ Amt. Enclosed: \_\_\_\_\_  Cash  Check # \_\_\_\_\_ Acknowledgement sent \_\_\_\_\_

**MEMORANDUM**

TO: Honorable Mayor Renner and City Council

FROM: Matt Oldenburg, Deputy City Engineer

DATE: 24 August 2017

RE: Galena Fire Department Training Center Barn Project  
Approval of Bid for Roof Installation

As part of ongoing improvements to the barn at the Galena Fire Department Training Center, an invitation for bids was sent to five total contractors. These will be returned to city hall on Monday, 28 August, at 10:00 am.

The proposed work includes:

1. Remove and dispose 2,400 SF existing metal roof; replace with owner-provided standing-seam metal roof materials; and fabricate and install new metal ridge to match new roof color at the Galena Fire Department Training Center Barn at 11525 Technical Drive.

I will have details of the bids and a recommendation to the city council at Monday night's meeting.

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
<b>604 MCDONALD SUPPLY DUBUQUE (120212)</b>							
S012164011.	1	Invoice	KITCHEN SINK FAUCET	08/08/2017	64.00		22.22.611.00
Total 604 MCDONALD SUPPLY DUBUQUE (120212):					64.00		
<b>AMERICAN WATER ENTERPRISES (1005)</b>							
EMCI-00019	1	Invoice	SEWER CONTRACT	08/08/2017	26,441.15		52.43.515.01
EMCI-00019	2	Invoice	WATER CONTRACT	08/08/2017	26,441.16		51.42.515.00
Total AMERICAN WATER ENTERPRISES (1005):					52,882.31		
<b>ANDERSON, HENRY (120442)</b>							
082217	1	Invoice	UNIFORM REIMBURSEM	08/22/2017	23.00		59.55.691.04
Total ANDERSON, HENRY (120442):					23.00		
<b>AT &amp; T LONG DISTANCE (119065)</b>							
081517	1	Invoice	POOL/LONG DISTANCE	08/15/2017	1.84		59.55.552.00
081517	2	Invoice	PUBLIC WORKS/LONG DI	08/15/2017	.14		01.41.552.00
081517	3	Invoice	FIRE DEPARTMENT/LON	08/15/2017	.06		22.22.552.00
081517	4	Invoice	POLICE/LONG DISTANCE	08/15/2017	13.37		01.21.552.00
081517	5	Invoice	ADMINISTRATION/LONG	08/15/2017	72.54		01.13.552.00
Total AT & T LONG DISTANCE (119065):					87.95		
<b>AXON ENTERPRISE, INC. (120448)</b>							
SI1496125	1	Invoice	TASER PAYMENT - 2ND I	08/14/2017	2,808.00		01.21.652.02
Total AXON ENTERPRISE, INC. (120448):					2,808.00		
<b>BARD MATERIALS CENTRAL REGION (119788)</b>							
282666	1	Invoice	FLOOD	08/12/2017	281.00		20.25.515.00
Total BARD MATERIALS CENTRAL REGION (119788):					281.00		
<b>BEADLE, FRANCES (120366)</b>							
082217	1	Invoice	FOOD CERTIFICATION R	08/22/2017	185.00		59.55.511.01
Total BEADLE, FRANCES (120366):					185.00		
<b>BOOKLESS, JOHN (250)</b>							
098294	1	Invoice	POWDER FOR 4TH OF J	08/21/2017	80.00		01.11.929.01
Total BOOKLESS, JOHN (250):					80.00		
<b>BROSHOUS, STEPHANIE (120439)</b>							
082117	1	Invoice	LIFEGUARD CERT/RECE	08/21/2017	900.00		59.55.563.00
Total BROSHOUS, STEPHANIE (120439):					900.00		
<b>CARD SERVICE CENTER (119840)</b>							
081517	1	Invoice	NETWORK SECURITY	08/15/2017	59.99		01.11.549.00
081517	2	Invoice	FLAG	08/15/2017	44.64		01.13.511.01
081517	3	Invoice	RENTLY/SUPPLIES	08/15/2017	41.95		01.13.511.03

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
081517	4	Invoice	LIPTAK DIGITAL SERVIC	08/15/2017	279.00		01.13.512.04
081517	5	Invoice	OFFICE SUPPLIES	08/15/2017	43.63		01.13.651.02
081517	6	Invoice	CREATIVE CLOUD	08/15/2017	21.24		01.16.553.00
081517	7	Invoice	UNIFORMS	08/15/2017	149.99		01.21.471.15
081517	8	Invoice	CONCRETE TESTING	08/15/2017	992.32		01.45.532.00
081517	9	Invoice	SIGN	08/15/2017	548.00		17.52.652.00
081517	10	Invoice	WEED CONTROL	08/15/2017	345.06		17.52.652.00
081517	11	Invoice	EXCHANGE ON LINE	08/15/2017	126.00		51.42.929.00
081517	12	Invoice	RENTLY	08/15/2017	30.00		58.54.532.00
081517	13	Invoice	SUPPLIES	08/15/2017	261.91		58.54.654.01
081517	14	Invoice	LIFEGUARD SUPPLIES	08/15/2017	125.27		59.55.652.04
081517	15	Invoice	MEMBERSHIP	08/15/2017	45.00		59.55.652.05
Total CARD SERVICE CENTER (119840):					3,114.00		
<b>CHRISTOPHER FYE &amp; ASSOC., PC (119093)</b>							
11817.01	1	Invoice	DEPOT HVAC	08/14/2017	2,553.00		01.13.511.03
Total CHRISTOPHER FYE & ASSOC., PC (119093):					2,553.00		
<b>CIVIL MATERIALS (120397)</b>							
108123	1	Invoice	FLOOD	08/09/2017	1,672.80		20.25.515.00
108124	1	Invoice	FLOOD	08/09/2017	683.34		20.25.515.00
Total CIVIL MATERIALS (120397):					2,356.14		
<b>DEITER, BILL (120446)</b>							
082317	1	Invoice	DAMAGE DEPOSIT REFU	08/23/2017	200.00		58.54.929.00
Total DEITER, BILL (120446):					200.00		
<b>DIXON, R.K. (1)</b>							
1775506	1	Invoice	METER CLICKS	08/11/2017	248.51		01.13.579.00
Total DIXON, R.K. (1):					248.51		
<b>FARNER BOCKEN COMPANY (792)</b>							
5909645	1	Invoice	CONCESSION SUPPLIES	08/03/2017	519.55		59.55.652.05
Total FARNER BOCKEN COMPANY (792):					519.55		
<b>GALENA GAZETTE (34)</b>							
00056943	1	Invoice	AD/BIDS	08/11/2017	64.60		22.22.929.00
Total GALENA GAZETTE (34):					64.60		
<b>GUY'S TRUCK &amp; TRACTOR SERVICE (119033)</b>							
GW1009364	1	Invoice	PICK UP CARS FOR TRAI	08/10/2017	195.00		22.22.929.00
GW1009416	1	Invoice	VEHICLE MAINTENANCE	08/18/2017	312.42		22.22.613.00
Total GUY'S TRUCK & TRACTOR SERVICE (119033):					507.42		
<b>HALSTEAD, MARY L. (119966)</b>							
081517	1	Invoice	CITY HALL JANITOR	08/15/2017	290.00		01.13.511.07

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
081517	2	Invoice	PUBLIC RESTROOMS AT	08/15/2017	270.00		01.13.511.08
081517	3	Invoice	PARKS RESTROOMS	08/15/2017	765.00		17.52.422.00
081517	4	Invoice	MARKET HOUSE RESTR	08/15/2017	258.50		01.13.511.06
Total HALSTEAD, MARY L. (119966):					1,583.50		
<b>HALVORSON, EMILY (120445)</b>							
082217	1	Invoice	ITINERANT MERCHANT R	08/22/2017	25.00		01.11.912.00
Total HALVORSON, EMILY (120445):					25.00		
<b>HEALTHCARE SERVICE CORPORATION (118931)</b>							
080817	1	Invoice	HSA/FAMILY/EMPLOYEE	08/08/2017	4,361.00		01.218.0
080817	2	Invoice	PPO/BLUE CROSS BLUE	08/08/2017	396.00		01.218.0
080817	3	Invoice	HEALTH INSURANCE	08/08/2017	29,649.71		01.13.451.00
080817	4	Invoice	W/BLUE CROSS/BLUE S	08/08/2017	1,075.33		78.32.464.02
Total HEALTHCARE SERVICE CORPORATION (118931):					35,482.04		
<b>J &amp; R SUPPLY INCORPORATED (951)</b>							
1707941	1	Invoice	FLOOD MAINTENANCE	08/11/2017	225.38		20.25.515.00
Total J & R SUPPLY INCORPORATED (951):					225.38		
<b>JDWI (235)</b>							
42223	1	Invoice	SR CIT TRANSPORT	07/31/2017	833.00		01.13.542.00
Total JDWI (235):					833.00		
<b>JOHN DEERE FINANCIAL (119690)</b>							
82217	1	Invoice	clothing	08/22/2017	214.97		01.41.471.09
82217	2	Invoice	TOOLS	08/22/2017	248.79		01.41.653.00
82217	3	Invoice	EQUIP MAINTENANCE	08/22/2017	79.61		17.52.514.00
Total JOHN DEERE FINANCIAL (119690):					543.37		
<b>KERN, HOWARD (120444)</b>							
082117	1	Invoice	CREDIT BALANCE REFU	08/21/2017	3.43		98.115.0
Total KERN, HOWARD (120444):					3.43		
<b>LAWSON PRODUCTS, INC. (627)</b>							
9305162933	1	Invoice	SUPPLIES	08/15/2017	498.78		01.41.652.00
Total LAWSON PRODUCTS, INC. (627):					498.78		
<b>MAYLA, MIGUEL (120443)</b>							
082217	1	Invoice	ITINERANT MERCHANT R	08/22/2017	25.00		01.11.912.00
Total MAYLA, MIGUEL (120443):					25.00		
<b>METLIFE SMALL BUSINESS CENTER (775)</b>							
081617	1	Invoice	EMPLOYEE LIFE	08/16/2017	306.52		01.13.452.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total METLIFE SMALL BUSINESS CENTER (775):					306.52		
<b>MNS CONSTRUCTION, INC. (118877)</b>							
12431	1	Invoice	DREDGING	08/04/2017	810.00		20.25.517.01
Total MNS CONSTRUCTION, INC. (118877):					810.00		
<b>MOBOTREX (120256)</b>							
220902	1	Invoice	TRAFFIC SIGNAL	08/14/2017	164.00		15.41.514.06
Total MOBOTREX (120256):					164.00		
<b>MOTOROLA SOLUTIONS - STARCOM (119812)</b>							
3092562920	1	Invoice	MONTHLY RATE FOR ST	08/15/2017	10.00		01.21.549.00
Total MOTOROLA SOLUTIONS - STARCOM (119812):					10.00		
<b>NICOR (151)</b>							
082217	1	Invoice	TURNER HALL/GAS	08/22/2017	89.06		58.54.571.05
082217	2	Invoice	POOL-GAS	08/22/2017	32.29		59.55.571.02
Total NICOR (151):					121.35		
<b>SCHMIDT, ALEX (120449)</b>							
082417	1	Invoice	REFUND	08/24/2017	25.00		01.11.912.00
Total SCHMIDT, ALEX (120449):					25.00		
<b>TOP NOTCH PLUMBING, HEATING (625)</b>							
018596RP	1	Invoice	FROZEN PIPE/REMIAT	01/28/2017	226.65		01.13.511.03
018596RP	2	Invoice	FROZEN PIPE/REMIAT	01/28/2017	114.02		01.13.511.03
108596	2	Adjustmen	FROZEN PIPES/REMEDIA	01/28/2017	226.65-		01.13.511.03
108973	2	Adjustmen	FROZEN PIPES/REMEDIA	01/31/2017	114.02-		01.13.511.03
110996	1	Invoice	AIR CONDITIONING MAIN	08/08/2017	432.04		58.54.532.00
Total TOP NOTCH PLUMBING, HEATING (625):					432.04		
<b>TRI-STATE APPAREL (120154)</b>							
125904	1	Invoice	PRESERVATION AWARD	08/02/2017	8.00		01.46.563.01
126011	1	Invoice	PRESERVATION AWARD	08/03/2017	10.00		01.46.563.01
126289	1	Invoice	REUSABLE SCHOOL SIG	08/11/2017	259.80		01.21.549.00
Total TRI-STATE APPAREL (120154):					277.80		
<b>TRI-STATE PORTA POTTY, INC. (908)</b>							
2245	1	Invoice	PARKS/PORTA POTTY	08/16/2017	410.00		17.52.579.01
Total TRI-STATE PORTA POTTY, INC. (908):					410.00		
<b>VERIZON WIRELESS (316)</b>							
081517	1	Invoice	VERIZON JET PACK FOR	08/15/2017	38.01		01.21.652.03
082317	1	Invoice	FIRE DEPARTMENT/VERI	08/23/2017	76.02		22.22.652.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total VERIZON WIRELESS (316):					114.03		
<b>WAL-MART COMMUNITY (CC) (1258)</b>							
082217	1	Invoice	RESTROOM SUPPLIES	08/22/2017	22.46		01.13.511.06
082217	2	Invoice	JANITOR SUPPLIES	08/22/2017	16.94		01.13.511.07
082217	3	Invoice	OFFICE SUPPLIES	08/22/2017	50.59		01.13.651.02
082217	4	Invoice	MISC.	08/22/2017	34.03		01.21.549.00
082217	5	Invoice	OFFICE SUPPLIES	08/22/2017	74.49		01.21.651.00
082217	6	Invoice	CLOTHING	08/22/2017	39.47		01.41.471.09
082217	7	Invoice	MISC. SUPPLIES	08/22/2017	106.59		01.41.652.00
082217	8	Invoice	SUPPLIES	08/22/2017	47.56		17.52.652.00
082217	9	Invoice	CONCESSION SUPPLIES	08/22/2017	512.97		59.55.652.05
082217	10	Invoice	JANITOR SUPPLIES	08/22/2017	27.81		59.55.654.00
082217	11	Invoice	MISC.	08/22/2017	1.94		59.55.830.00
Total WAL-MART COMMUNITY (CC) (1258):					934.85		
<b>WEBER PAPER COMPANY (40)</b>							
D034382	1	Invoice	SUPPLIES	08/09/2017	46.65		58.54.654.01
Total WEBER PAPER COMPANY (40):					46.65		
<b>WEBER, MATT (120447)</b>							
081817	1	Invoice	DAMAGE DEPOSIT REFU	08/18/2017	200.00		58.54.929.00
Total WEBER, MATT (120447):					200.00		
<b>WHITE CONSTRUCTION CO., INC. (119359)</b>							
081517	1	Invoice	TURNER HALL JANITORI	08/15/2017	350.00		58.54.536.00
081517	2	Invoice	PUBLIC WORKS JANITO	08/15/2017	110.00		01.41.511.01
082317	1	Invoice	CLEANING SERVICES/TU	08/23/2017	600.00		58.54.536.00
Total WHITE CONSTRUCTION CO., INC. (119359):					1,060.00		
<b>WITMER PUBLIC SAFETY GROUP, INC. (120423)</b>							
E1626283	1	Invoice	WEBBING/CARABINERS	08/10/2017	483.17		22.22.840.00
EM1627666	1	Invoice	SUPPLIES	08/15/2017	709.30		22.22.840.00
Total WITMER PUBLIC SAFETY GROUP, INC. (120423):					1,192.47		
<b>YETT, ANTHONY (119270)</b>							
082317	1	Invoice	MEALS/TRAINING	08/23/2017	96.39		01.21.562.00
Total YETT, ANTHONY (119270):					96.39		
<b>ZARNOTH BRUSH WORKS INC. (212)</b>							
0166137	1	Invoice	SWEEPER	08/02/2017	128.25		01.41.613.11
Total ZARNOTH BRUSH WORKS INC. (212):					128.25		
Grand Totals:					112,423.33		

Vendor number hash: 3968426  
Vendor number hash - split: 7212237  
Total number of invoices: 53  
Total number of transactions: 93

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	112,423.33	112,423.33
Grand Totals:	112,423.33	112,423.33