



City of Galena, Illinois

AGENDA

REGULAR CITY COUNCIL MEETING

MONDAY, OCTOBER 23, 2017

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

ITEM	DESCRIPTION
17C-0422.	Call to Order by Presiding Officer
17C-0423.	Roll Call
17C-0424.	Establishment of Quorum
17C-0425.	Pledge of Allegiance
17C-0426.	Reports of Standing Committees
17C-0427.	Citizens Comments <ul style="list-style-type: none"> • Not to exceed 15 minutes as an agenda item • Not more than 3 minutes per speaker • No testimony on zoning items where a public hearing has been conducted

LIQUOR COMMISSION

None

PUBLIC HEARINGS

None

CONSENT AGENDA CA17-20

ITEM	DESCRIPTION	PAGE
17C-0428.	Approval of the Minutes of the Regular City Council Meeting of October 9, 2017	4-7
17C-0429.	Approval of Request for Secondary Employment by Detective Anthony Yett	8
17C-0430.	Approval of Budget Amendment BA18-08 for Blacksmith Shop Roofing and Non-Union Employee Longevity Pay Adjustments	9-12

UNFINISHED BUSINESS

ITEM	DESCRIPTION	PAGE
17C-0415.	Second Reading and Possible Approval of an Ordinance Changing the Zoning of the Property at 216 S. Commerce Street from Planned Commercial District to Downtown Commercial District	13

NEW BUSINESS

ITEM	DESCRIPTION	PAGE
17C-0431.	Presentation of Fiscal Year 2017 Audit by O'Connor & Brooks, CPA	--
17C-0432.	Discussion and Possible Action on Amendments to the Turner Hall Rental Contract	14-23
17C-0433.	Discussion and Possible Action on Modifying the Turner Hall Rental Rates	24-25
17C-0434.	Discussion and Possible Action on a Resolution Dissolving the Community Development Revolving Loan Fund and the Economic Development Revolving Loan Fund	26-29
17C-0435.	Discussion and Possible Action on Budget Amendment BA18-09 for the Final Disbursement of Funds from the Community Development Revolving Loan Fund and the Economic Development Revolving Loan Fund	30-32
17C-0436.	Discussion and Possible Action on a Contract with Community Funding and Planning Services for Grant Writing and Administration for a Community Development Block Grant	33-34
17C-0437.	Discussion and Possible Action on the Purchase of Materials for the Installation of a Sewer Main on West Street, South of Washington Street	35-36
17C-0438.	Warrants	37-44
17C-0439.	Alderspersons' Comments	
17C-0440.	City Administrator's Report	
17C-0441.	Mayor's Report	
17C-0442.	Adjournment	

CALENDAR INFORMATION

BOARD/COMMITTEE	DATE	TIME	PLACE
Historic Preservation Comm.	Thurs. November 2	6:30 P.M.	City Hall, 101 Green Street
Zoning Board of Appeals	Wed. November 8	6:30 P.M.	City Hall, 101 Green Street
Grant Park Committee	Fri. December 19	10:30 A.M.	City Hall, 101 Green Street
City Council	Mon. November 13	6:30 P.M.	City Hall, 101 Green Street

Please view the full City of Galena Calendar at www.cityofgalena.org

Posted: Thursday, October 19, 2017 at 3:30 p.m. Posted By:

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 10 OCTOBER 2017

17C-0403 – 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 10 October 2017.

17C-0404 – ROLL CALL

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

17C-0405 – ESTABLISHMENT OF QUORUM

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

17C-0406– PLEDGE OF ALLEGIANCE

The Pledge was recited.

17C-0407 - REPORTS OF STANDING COMMITTEE

Fach said the Turner Hall Committee met on October 5. He handed out copies of the meeting minutes and asked the council members to contact him if they had any questions. The next meeting is December 7.

17C-0408 – PUBLIC COMMENT

None.

LIQUOR COMMISSION

Motion: Bernstein moved, seconded by Fach, 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
ABSTAIN:

17C-0409 – DISCUSSION AND POSSIBLE ACTION ON A REQUEST FOR A CLASS Q NOT-FOR-PROFIT LIQUOR LICENSE FOR THE GALENA CENTER FOR THE ARTS, 219 SUMMIT STREET

Motion: Westemeier moved, seconded by Bernstein, to approve the request for a Class Q Not-for-Profit Liquor License for the Galena Center for the Arts, 219 Summit Street, 17C-0409.

Discussion: None.

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

Motion: Lincoln moved, seconded by Hahn, 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

CONSENT AGENDA CA17-19

17C-0410 – APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF SEPTEMBER 25, 2017

17C-0411 – APPROVAL OF A REQUEST BY THE GALENA LIONS CLUB TO CONDUCT OKTOBERFEST IN DEPOT PARK ON SEPTEMBER 22, 2018

17C-0412 – APPROVAL OF AN AMENDMENT TO THE CONTRACT WITH IIW ENGINEERS AND SURVEYORS FOR THE DESIGN OF THE EAST SIDE WATERMAIN IMPROVEMENTS

17C-0413 – APPROVAL OF THE GRANT’S HOME FRONT EVENT IN DEPOT PARK, APRIL 27-29, 2018

17C-0414 – ACCEPTANCE OF AUGUST 2017 FINANCIAL REPORT

Motion: Hahn moved, seconded by Kieffer, to approve Consent Agenda, CA17-19.

Discussion: Lincoln asked about the date change for Oktoberfest.

Mayor Renner said the Tour of Homes had already been scheduled for that weekend so the Lions changed their date for Oktoberfest.

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

The motion carried.

NEW BUSINESS

17C-0415 – FIRST READING OF AN ORDINANCE CHANGING THE ZONING OF THE PROPERTY AT 216 S. COMMERCE STREET FROM PLANNED COMMERCIAL DISTRICT TO DOWNTOWN COMMERCIAL DISTRICT

Motion: Hahn moved, seconded by Fach, to approve the first reading of an ordinance changing the zoning of the property at 216 S. Commerce Street from Planned Commercial District to Downtown Commercial District, 17C-0415.

Discussion: None.

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

The motion carried.

17C-0416 – DISCUSSION AND POSSIBLE ACTION ON RENEWAL OF EMPLOYEE HEALTH, DENTAL, LIFE AND DISABILITY INSURANCE POLICIES

Proposed Insurance Renewal Premiums:

Policy	Renewal Cost	Percent Increase
BCBS Health	\$425,827	0.58%
Guardian Dental	\$ 19,330	-11.5%
Dearborn National Short-Term Disability	\$ 1,188	-2.9%
Dearborn National Life	\$ 1,800	-23.5%

Motion: Bernstein moved, seconded by Kieffer, to approve the renewal of employee health, dental, life and disability insurance policies as presented, 17C-0416.

Discussion: Mayor Renner said we would want to make a motion concerning vision coverage.

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

The motion carried.

Motion: Fach moved, seconded by Bernstein to recommend approval of the voluntary vision program with Guardian and approval of the distribution of Health Saving Account funds to employees effective January 1, 2018 in accordance with the City of Galena's HSA policy.

Discussion: Mayor Renner said employees pay 100% of the vision costs.

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

The motion carried.

17C-0417 – WARRANTS

Motion: Kieffer moved, seconded by Fach, to approve the Warrants as presented, 17C-0417.

Discussion: None.

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

The motion carried.

17C-0418 – ALDERPERSONS' COMMENTS

Signage: Fach said it was nice to see a pedestrian warning sign on Main Street

Events: Hahn, Kieffer and Lincoln wanted to thank all those who work so hard to make Oktoberfest and Country Fair a success including the Police Department, EMT's and Public Works. With Saturday's inclement weather everyone worked to make sure vendors and patrons were aware of the changing conditions.

Nuisances: Lincoln said he has taken several complaints about trees that need to be trimmed or removed and about the increasing numbers of deer.

17C-0419 – CITY ADMINISTRATOR'S REPORT

Moran said we are moving ahead with the loan applications to the EPA for the water system improvements for the East side distribution, fire flow improvements and water tower maintenance and painting. The Halloween Parade is a little more than two weeks away and the organizers are working to boost security even more as the number of attendees continues to grow.

17C-0420 – MAYOR’S REPORT

Mayor Renner thanked all the organizations and volunteers that help put on these events. Everyone does a great job.

17C-0421 - ADJOURNMENT

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

Discussion: None.

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

The motion carried.

The meeting adjourned at 6:46 p.m.

Respectfully submitted,

Debra Price
Deputy City Clerk

October 6, 2017

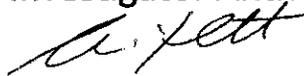
To: Mayor Renner / City Administrator Moran / City Council

From: Investigator Anthony Yett

I am requesting secondary employment with P4 Security Solutions. This employment will not affect my employment with the Galena Police Department. This employment will consist of a two week employment period involving security and aid in the communications restructure of Puerto Rico. Thank you for your consideration.

Respectfully,

Investigator Anthony Yett



Cc: Chief Lori Huntington

City of Galena, Illinois

Budget Amendment No. 18-08

Fiscal Year 2017-18



Line Item Title	Line Item No.	Beginning Balance	Increase	Decrease	Ending Balance
Salaries and Wages (Administration)	01.11.411.00	\$ 148,265	\$ 805		\$ 149,070
Salaries and Wages (Clerk)	01.14.411.00	\$ 11,890	\$ 475		\$ 12,365
Salaries and Wages (Police)	01.21.411.00	\$ 615,475		\$ 3,605	\$ 611,870
Salaries and Wages (Building)	01.46.411.00	\$ 66,505	\$ 435		\$ 66,940
Salaries and Wages (Garbage)	13.44.411.00	\$ 10,400	\$ 160		\$ 10,560
IMRF Employer Contribution	16.11.463.00	\$ 171,340		\$ 1,050	\$ 170,290
Social Security Contribution	19.11.461.01	\$ 146,280		\$ 260	\$ 146,020
Other City Building Maintenance	01.13.511.02	\$ 2,500	\$ 4,500		\$ 7,000

Justification:

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

1. At the September 25, 2017 city council meeting, budget amendment BA18-06 was approved. This amendment added funds to the budget to make retroactive longevity payments to non-union employees. One former employee was due longevity pay, but was mistakenly omitted from the payee list. William Moser retired on November 1, 2013 and was due a longevity increase on May 1, 2012. The total amount of retroactive pay due Moser from May 1, 2012 to his retirement on November 1, 2013 is \$773.

The retroactive payments approved September 25, 2017 for two other former employees and three current employees were since found to contain errors. The errors resulted in an underpayment to four employees and overpayment to one employee. In each case, the 1% longevity increase was applied in the wrong year(s). The proposed budget amendment would in some cases add funds and in other cases decrease funds from the payroll line items for the affected former and current employees. The adjustments would allow for the corrected retroactive payments and the remainder of payroll for the current fiscal year. A summary of the original and corrected retroactive longevity amounts for the affected employees is shown in Attachment A. The net result is a decrease of longevity payments of \$2,535, including retirement, social security and Medicare. For the fiscal year, the net result is a decrease of \$3,040.

2. In the last budget year, \$4,500 was included for the labor to resurface the roof of the Blacksmith Shop. A contract was approved for the work in October 2016, but the project was not started until this summer. The funds for the labor contract were not carried over into the current fiscal year. The proposed budget amendment adds \$4,500 to the General Fund expense budget for the project.

Effect of Budget Amendment on Budget:

Fund	Approved Budget	Budget After Previous Amendments	Budget After Proposed Amendment
General Fund Revenues	\$ 3,928,350	\$ 4,021,335	\$ 4,021,335
General Fund Expenses	\$ 3,930,350	\$ 4,259,691	\$ 4,261,151
General Fund Total	\$ (2,000)	\$ (238,356)	\$ (239,816)
Other Fund Revenues	\$ 6,789,940	\$ 7,288,111	\$ 7,288,111
Other Fund Expenses	\$ 6,896,240	\$ 8,882,786	\$ 8,882,786
Other Fund Total	\$ (106,300)	\$ (1,594,675)	\$ (1,594,675)
Total Budget Surplus/(Deficit)	\$ (108,300)	\$ (1,833,031)	\$ (1,834,491)

Approved by City Council on _____

Mark Moran
Budget Officer

Retro Pay Corrections			
	09-26-17	Corrected	
Employee	Retro Pay	Retro Pay	Difference
Mary Beth Hyde	\$3,294.51	\$3,926.57	\$632.06
Shirley Johnson	\$1,854.11	\$2,221.81	\$367.70
Bill Salzman	\$6,551.78	\$2,533.92	-\$4,017.86
Craig Albaugh	\$1,369.74	\$1,804.33	\$434.60
Duff Stewart	\$1,950.52	\$2,384.58	\$434.06
Bill Moser	\$0.00	\$772.91	\$772.91
NET PAYROLL CHANGE			-\$1,376.53
IMRF Payment			-\$928.38
Social Security/Medicare Payment			-\$230.88
TOTAL NET CHANGE			-\$2,535.79



City of Galena, Illinois

Summary of Budget Amendments Fiscal Year 2017-2018

Date	Line Item Title	Line Item No.	Beginning Balance	Increase	Decrease	Ending Balance	Amendment Number	Reference Number ¹
05-08-17	Sidewalk Replacement	01.41.830.01	\$ 5,000	\$ 122,560		\$ 127,560	BA18-01	1089
05-08-17	Maintenance Projects	01.41.614.05	\$ 12,000	\$ 9,160		\$ 21,160	BA18-01	1090
05-08-17	Pay and Display Machine	53.48.830.01	\$ -	\$ 1,125		\$ 1,125	BA18-01	1091
05-08-17	Parking Lot Repair	22.22.617.00	\$ -	\$ 62,410		\$ 62,410	BA18-01	1092
05-08-17	Curb and Gutter	01.41.860.05	\$ 5,000	\$ 8,150		\$ 13,150	BA18-01	1093
06-26-17	Facility Repairs	59.55.511.01	\$ 20,000	\$ 31,375		\$ 51,375	BA18-02	1094
06-26-17	Transfer to Pool Fund	01.99.999.07	\$ 112,945	\$ 15,975		\$ 128,920	BA18-02	1095
06-26-17	Transfer In (Pool)	59.399.0	\$ 112,945		\$ 15,975	\$ 128,920	BA18-02	1096
06-26-17	Contingencies (Public Works)	01.41.929.00	\$ 2,660	\$ 8,400		\$ 11,060	BA18-02	1097
07-10-17	Replace Aerial Truck	22.22.840.02	\$ -	\$ 1,411,611		\$ 1,411,611	BA18-03	1098
07-10-17	Transfer to Fire (from General Fund)	01.99.999.26	\$ -	\$ 57,611		\$ 57,611	BA18-03	1099
07-10-17	Transfer to Fire (from Sewer Fund)	52.399.09	\$ -	\$ 420,000		\$ 420,000	BA18-03	1100
07-10-17	Transfer In (to Fire Fund)	22.399.0	\$ -	\$ 477,611		\$ 477,611	BA18-03	1101
07-24-17	Contingencies (General Fund)	01.11.549.00	\$ 500	\$ 11,150		\$ 11,650	BA18-04	1102
07-24-17	Contingencies (Water)	51.42.929.00	\$ 6,300	\$ 4,585		\$ 10,885	BA18-04	1103
07-24-17	Water Miscellaneous	51.389.0	\$ 10,000	\$ 4,585		\$ 14,585	BA18-04	1104
07-24-17	Contingencies (Water)	51.42.929.00	\$ 10,885	\$ 7,940		\$ 18,825	BA18-04	1105
08-14-17	Loss Fund Payment	14.14.591.06	\$ -	\$ 35,000		\$ 35,000	BA18-05	1106
08-14-17	Public Works Misc. Revenue	01.389.3	\$ 15,000	\$ 3,350		\$ 18,350	BA18-05	1107
08-14-17	Tree/Brush Removal	01.41.517.02	\$ 6,500	\$ 6,700		\$ 13,200	BA18-05	1108
08-14-17	Misc. Revenue (Parks)	17.389.0	\$ 15,000	\$ 5,000		\$ 20,000	BA18-05	1109
08-14-17	Grant Park Project	17.52.870.04	\$ 50,000	\$ 5,000		\$ 55,000	BA18-05	1110
09-25-17	Salaries and Wages (Administration)	01.11.411.00	\$ 137,600	\$ 10,665		\$ 148,265	BA18-06	
09-25-17	Salaries and Wages (Finance)	01.13.411.00	\$ 91,250	\$ 2,820		\$ 94,070	BA18-06	
09-25-17	Salaries and Wages (Clerk)	01.14.411.00	\$ 9,100	\$ 2,790		\$ 11,890	BA18-06	
09-25-17	Salaries and Wages (Police)	01.21.411.00	\$ 597,000	\$ 18,475		\$ 615,475	BA18-06	

Date	Line Item Title	Line Item No.	Beginning Balance	Increase	Decrease	Ending Balance	Amendment Number	Reference Number ¹
09-25-17	Salaries and Wages (Public Works)	01.41.411.00	\$ 365,400	\$ 5,295		\$ 370,695	BA18-06	
09-25-17	Salaries and Wages (Engineering)	01.45.411.00	\$ 8,000	\$ 1,025		\$ 9,025	BA18-06	
09-25-17	Salaries and Wages (Building)	01.46.411.00	\$ 64,400	\$ 2,105		\$ 66,505	BA18-06	
09-25-17	Salaries and Wages (Garbage)	13.44.411.00	\$ 9,470	\$ 930		\$ 10,400	BA18-06	
09-25-17	IMRF Employer Contribution	16.11.463.00	\$ 166,000	\$ 5,340		\$ 171,340	BA18-06	
09-25-17	Social Security Contribution	19.11.461.01	\$ 142,200	\$ 4,080		\$ 146,630	BA18-06	
09-25-17	Salaries and Wages (Flood)	20.25.411.00	\$ 41,800	\$ 610		\$ 42,410	BA18-06	
09-25-17	Salaries and Wages (Water)	51.42.411.00	\$ 121,000	\$ 6,580		\$ 127,580	BA18-06	
09-25-17	Salaries and Wages (Sewer)	52.43.411.01	\$ 105,350	\$ 6,580		\$ 111,930	BA18-06	
09-25-17	Misc. Revenue (Finance)	01.389.0	\$ 23,500	\$ 84,635		\$ 108,135	BA18-07	
09-25-17	Depot Building Maintenance	01.13.511.03	\$ 9,500	\$ 84,635		\$ 94,135	BA18-07	
09-25-17	Gateway Park	17.52.870.02	\$ 2,500	\$ 12,500		\$ 15,000	BA18-07	
10-23-17	Salaries and Wages (Administration)	01.11.411.00	\$ 148,265	\$ 805		\$ 149,070	BA18-08	
10-23-17	Salaries and Wages (Clerk)	01.14.411.00	\$ 11,890	\$ 475		\$ 12,365	BA18-08	
10-23-17	Salaries and Wages (Police)	01.21.411.00	\$ 615,475		\$ 3,605	\$ 611,870	BA18-08	
10-23-17	Salaries and Wages (Building)	01.46.411.00	\$ 66,505	\$ 435		\$ 66,940	BA18-08	
10-23-17	Salaries and Wages (Garbage)	13.44.411.00	\$ 10,400	\$ 160		\$ 10,560	BA18-08	
10-23-17	IMRF Employer Contribution	16.11.463.00	\$ 171,340		\$ 1,050	\$ 170,290	BA18-08	
10-23-17	Social Security Contribution	19.11.461.01	\$ 146,280		\$ 260	\$ 146,020	BA18-08	
10-23-17	Other City Building Maintenance	01.13.511.02	\$ 2,500	\$ 4,500		\$ 7,000	BA18-08	

1 Reference Number confirms that the budget amendment has been updated to the General Ledger.

Ordinance #O-17-___

**AN ORDINANCE AMENDING
THE ZONING MAP OF THE CITY OF GALENA**

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

SECTION I: The official Zoning Map of the City of Galena shall hereby be amended to change the zoning on approximately 0.26 acres at Parcel: 22-100-491-00, Lot 68, S 22' of Lot 67 & S ½ of Lot 76, Lots between Commerce and Water Streets, Galena, Jo Daviess County, Illinois. Common Address: 216 South Commerce Street, Galena, IL 61036, from Planned Commercial District to Downtown Commercial District.

SECTION II: All other provisions of the Zoning Ordinance and the Zoning Map shall remain in full force and effect.

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

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

SECTION V: Passed on this ___th day of _____, A.D. 2017, in open Council.

AYES:

NAYS:

ATTEST:

Terry Renner, Mayor

Mary Beth Hyde, City Clerk

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: October 18, 2017
RE: Turner Hall Updated Rental Contract

To further clarify rental procedures and to adapt to current procedures at Turner Hall, I have worked with the Turner Hall Committee to update the Turner Hall rental contract.

An overall summary of changes or additions:

- All areas to be filled in or signed on the contract are now confined to page 1 for ease of use
- Vendor Access: request for a specific list of who will be accessing the hall and reiterating that all deliveries must be made within the allotted rental period.
- Hold Harmless Statement
- Cancellation Policy: increased the amount of time to 90 days' notice for cancellations. Previously the contract stated 30 days' notice. The extended period allows for more opportunity to rent the hall in the event of a cancellation.
- Capacity Definition: Reiteration of maximum capacity.
- Site Tours
- Alcohol Policies: We receive many questions regarding serving alcohol at Turner Hall. I have included a detailed guide to assist renters in obtaining proper licensure and permits.
- Confetti and Glitter: are now prohibited.
- Balcony Railing Liability / Warning
- Renter Responsible for Proper Supervision

*(October 5, 2017 Turner Hall Committee Meeting **Motion**: Jackson moved, seconded by Johnson to recommend to the City Council to approve the contract changes as developed.)*

I respectfully ask the City Council to review and approve the newly updated contract for Turner Hall and recommend that it be put into use immediately.

Thank you for your consideration.

Vendor Access:

Your vendors must plan to deliver and pick up their equipment during your paid rental period. Your damage deposit may be withheld to cover this additional expense.

List all vendors who will be working in the hall during your rental.

I agree that these contacts may be given permission to enter the hall during my rental.

A. CATERING	_____	Phone:	_____
B. ALCOHOL	_____	Phone:	_____
C. DECORATING	_____	Phone:	_____
D. MUSIC	_____	Phone:	_____
E. OTHER	_____	Phone:	_____
F. OTHER	_____	Phone:	_____

- Hold Harmless:** By signing this contract, the renter and parties participating in this event agree to hold Turner Hall, the City of Galena and city staff harmless, indemnify, and defend for any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.

Turner Hall, The City of Galena, and its employees are not responsible for any damages or loss of items stored or displayed on its property prior to, during, or following the renter’s function. Renter is responsible for any damages and/or thefts that occur to the premises or property by their guests, invitees or other renter affiliates.
- Rental Fee:** The rental fee includes use of the hall, hall lights, chairs, tables, portable bars. Property within the building (such as chairs, tables, etc.) may not be taken outside of Turner Hall.
- Procedure for Renting the Hall:** Rental dates can be reserved up to three years in advance. A signed rental contract and \$200 hall damage deposit must be presented in order to reserve a date. Payment in full and all necessary proof of insurance must be made 90 days prior to the event.
- Cancellation:** The damage deposit and all rental fees are refundable up until 90 days prior to the event. **Cancellations within 90 days of the event may forfeit both the damage deposit and rental fee, subject to review by the City.** The City will refund the hall damage deposit after your event pending satisfactory inspection. Repair of any damage assessed that is above and beyond the amount of the hall damage deposit is the responsibility of the renter.
- Capacity:** The renter is responsible to assure that the capacity of the space is not exceeded. Theater style (chairs only in rows): 500 persons. Seated style (reception / tables & chairs): 300 persons. A certified crowd control manager must be present for gatherings of more than 250 persons, per Galena Fire Department Fire Code.
- Site Tours:** The City of Galena reserves the right to tour the facility to prospective clients during setup of events, never during an event.

7. Alcohol:

- a. **Age Restriction:** Alcohol may only be served to / consumed by those who are at least 21 years of age, per Illinois law.
- b. **Consumption within the Building:** Alcohol may only be consumed within the Turner Hall building and not outside.
- c. **Proof of Insurance Required:** Proof of liquor liability or dram shop insurance in the amount of \$1 million with the City of Galena named as additionally insured must be provided in all cases where liquor and/or beer is served. Proof of insurance must be presented no later than 90 days prior to the event. No key will be issued until the manager receives this proof.
- d. **Responsible Party / Monitoring:** The renter or a designated representative needs to monitor alcohol consumption and age (21 or older) of participants who are being served.

Requirements per Type of Event if Alcohol is Served**Private Events***Private Event / Open Bar / No Liquor Sales*

- Renters may bring in their own alcohol. Alcohol must be purchased in the state of Illinois.
- Alcohol may not be sold at the event.
- A liquor license is not necessary.

Private Event / Cash Bar

- Liquor sales are prohibited without proper licensure.
- Alcohol must be provided and served by an existing City of Galena Class A, B, C, or D liquor license holder. Class E Liquor License must be obtained through the City of Galena (before applying for State Special Use License)
- Special Use License from the State of Illinois is required.

Public Events*Public Event / Not-for-profit Sponsored*

- Class E Liquor License must be obtained through the City of Galena (before applying for State Special Event License)
- Special Event License through the State of Illinois is required.

Public Event /For-profit Sponsored

- Class E Liquor License must be obtained through the City of Galena by a current City of Galena Class A, B, C, or D liquor license holder (before applying for State Special Use License)
- Special Use License through the State of Illinois is required.

Donating Alcohol for an Event

Neither a retailer nor a distributor may donate alcohol at any time. A retailer can sell product to an individual at retail; the individual may then donate the alcohol.

8. **Use of the Genie Scissors Lift:** Use of the lift is strictly prohibited unless preauthorized by the Facilities Manager. Experience / certification in using the scissors lift and proof of insurance (with the City of Galena named as co-insured for the amount of \$1 million) is required to be considered for authorized use. The City has a list of preauthorized operators who may be able to assist with any tasks for which the lift is required.
9. **Decorating / Lighting Plans:** A decorating or lighting plan must be submitted at least 90 days prior to the event detailing plans for items that will be hung (ie: paper lanterns, lights, photos) or for use of the lighting board / redirecting of the stage lights. Only authorized personnel may affix any material to the Hall structure, including but not limited to the floors, walls, ceiling, balcony, stage, or fixtures. A list of authorized personnel is available at City Hall.

No person may use a ladder, scissors lift, or any other equipment to raise themselves from the floor for decorating. This provision does not apply to persons authorized by the City to decorate Turner Hall.

10. **Confetti and Glitter:** Use of confetti and loose glitter on premises—inside or outside—is strictly prohibited.
11. **Balcony Railings:** Renters should pay particular attention that children are restricted from areas near balcony railings. The balcony railings are low for visibility while at the theater. **The balconies and fly loft could be unsafe for children especially.** Caution should be used by attendees of all ages.
12. **Procedure for renting the Colortran Lighting System:** Only certified operators may use the light board. Operators may become certified by attending a lighting class conducted by the City or by demonstrating sufficient knowledge of the lighting system to the manager. Renters may hire a certified operator if they do not wish to provide their own.
 - a. There shall be no food, drink, or smoking allowed near the Colortran System.
 - b. Auditorium ceiling mounted fixtures may be redirected, but not taken down. Other lighting instruments and light trees may be moved to other locations limited only by the proximity of proper outlets. Stage lights may be moved to more advantageous positions limited only by cord lengths. All redirected lights must be returned to the original positions, settings, and bulbs are set forth in the document 'Standard Instrument Locations and Settings' provided by the manager. Failure to do so will result in loss of your damage deposit and additional charges.
 - c. Cyclorama floods and floor lights are restricted to those purposes.
 - d. At no time may any requiring or special electrical connections be made to the electrical and lighting systems.
13. **Smoking:** Smoking is strictly prohibited within Turner Hall. Smoking receptacles are provided outside of the side and front doors. It is unlawful to smoke within 15 feet of entrances, exits, windows that open, and ventilation intakes for all public buildings (The Smoke Free Illinois Act 410ILCS82; Public Act 095-0017).
14. **Fire Hazards:** Flammable substances and open flames are strictly prohibited on the stage and near the stage curtains.
15. **Illegal Substances:** Possession or use of any illegal substances is strictly prohibited at Turner Hall and City property.
16. **Renter Responsible for the Key:** The renter shall be responsible for all keys issued. No copies shall be made. Any renter failing to return the keys within three (3) days of the event shall be charged for the cost of installing new locks with keys. The cost shall be deducted from the damage deposit. Any cost incurred above and beyond the damage deposit amount shall be the responsibility of the renter. The keys to the Hall are to be obtained from and returned to City Hall or via the Rently lockbox at Turner Hall.
17. **Removal of Property:** No chairs, tables or any other property of Turner Hall or the City of Galena shall be removed from the property.

18. **Maintenance and Safety Steps Required:** The renter shall be responsible for using the hall safely and in accordance with the rules and regulations set forth in this contract. Prior to vacating the hall, the renter shall complete all tasks on the 'Renter's Responsibility Checklist' attached hereto and made a part hereof. General maintenance and safety regulations include, but are not limited to:
- a. All garbage is to be bagged and placed in the dumpster located in the parking lot.
 - b. All plastic and aluminum bottles and containers must be recycled in the recycling containers provided in the hall. Recycling may be placed alongside the dumpster for pick up.
 - c. All food and supplies are to be removed from the kitchen upon completion of the rental period.
 - d. All areas of the Hall used by the renter should be left in the clean and orderly manner in which they were found at the beginning of the rental period. Any additional cleaning time required by the custodian as a result of the renter's use will be charged to the renter's damage deposit.
 - e. The renter may purchase cleaning and set-up by the custodian, if available (renter is responsible for making arrangements with custodian).
 - f. No nails or other permanent marks may be put in the walls, woodwork, trim, etc.
 - g. Use of tape is restricted to non-stick tapes such as painter's tape or GAFF tape only.
 - h. All materials brought into the hall by the renter must be removed at the end of the rental period unless prior arrangements have been made with the manager. Objects left shall be removed at the expense of the renter or forfeited.
 - i. No gasoline, kerosene, lighter fluid, fireworks, etc. may be used in the hall without consent of the Fire Chief. Extreme care will be used in handling any flammable or combustible materials.
 - j. NO FLAMMABLE MATERIALS may be used on the stage.
 - k. Fire exits shall not be obstructed in any way.
 - l. Use of smoke and/or fog generating devices is prohibited.
19. **Event Cut Off Time:** Unless other arrangements are made and amended to this contract; all events shall be completed by 12:30 a.m., but at 10:30 p.m. extra care should be taken not to disturb the neighborhood.
20. **Renter Responsible for Proper Supervision:** The renter shall be responsible for proper supervision and control of all events. The renter, or renter's designee, will be required to remain at the Hall until everyone leaves. If law enforcement personnel must be called out to quell disturbances resulting from a lack of proper supervision, the renter will automatically forfeit the damage deposit and may be forbidden from renting the Hall for an eighteen-month period. If alcohol is served, the renter is also responsible to guarantee that no one under the age of 21 is being served alcohol.
21. **Use of Piano:** The piano must be returned to stage level if moved during the use of the Hall. Any liability for moving the piano rests solely with the renter. If the renter wishes to have the piano tuned, he may do so at his own expense. The manage reserves the right to approve the piano tuner.

All parties understand that the use of Turner Hall is a privilege and not a right. City Staff reserves the right to refuse or terminate use of Turner Hall when such action is deemed to be in the best interest of The City of Galena and Turner Hall. Renter agrees to abide by all rules and regulations of Turner Hall, and all applicable ordinances and laws. If law enforcement authorities are called to address an issue or disturbance caused and / or related to your event, your damage deposit may be forfeited.

Attachments:

1. Renter Responsibility Checklist
2. Standard Instrument Locations and Settings
3. Turner Hall Rental Rates

Turner Hall Renter Responsibility Checklist

Please complete, sign, and submit this checklist when you return the key.

We will review this list as we inspect the hall for consideration of returning your \$200 damage deposit.

The renter shall be responsible for using the hall safely and in accordance with the rules and regulations set forth in the Turner Hall Rental Contract. Prior to vacating the hall, the renter shall complete all of the following tasks and leave this completed and signed checklist on the kitchen counter for pick up. This checklist is part of your rental contract for use of the hall.

Tasks to be Completed by Renter

4-Day Rental Package

If a renter has purchased the four-day inclusive rental package, the renter is not responsible for the items listed in bold face below. Our custodian will complete these tasks. All other renters are responsible for all of the following items:

- Return all tables and chairs to their storage areas after use.
- Return rectangular tables to storage rack.
- Return blue metal folding chairs to basement after use.
- Remove all trash and personal items from the hall, including the stage and balcony.
- Empty all trash cans and place garbage in outside dumpster.
- Wipe down kitchen counters with soap and water.
- Dry mop hall floor.
- Return mechanical lift, used to adjust lights or put up decorations, to original storage location. (Authorized personnel only)
- Return red stage curtain to down position.

All renters are responsible for the following:

Tables & Chairs

- Renters are responsible for setting up all tables and chairs.

Cleaning

- Remove all items from the refrigerator and clean interior with soap and water.
- Remove all hanging decorations and balloons.
- Remove all tape, string, or other items used to secure paper, balloons, etc.

Lights

- Return theater lights to original position and settings in accordance with the 'Standard Instrument Locations and Settings' schematic. All original bulbs must be returned to their original fixtures.
- Turn off and cover theater light board.
- Return all lighting equipment to the designated locations in the lighting room.
- Turn off all of the lights:

<input type="checkbox"/> Stage	<input type="checkbox"/> Main Floor
<input type="checkbox"/> Halls	<input type="checkbox"/> Bathrooms
<input type="checkbox"/> Rotating Ball and Ball Lights	<input type="checkbox"/> Ticket Booth
<input type="checkbox"/> Stairs Lights	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Back Stage Lights	<input type="checkbox"/> Dressing Rooms

Miscellaneous

- Lock all exterior doors.
- Return parking lot portable signs to the kitchen.
- Return Turner Hall key to the Rently lockbox as instructed.
- Complete and sign this checklist and return to the Facilities Manager.
- Report any damage or required maintenance. Describe below.

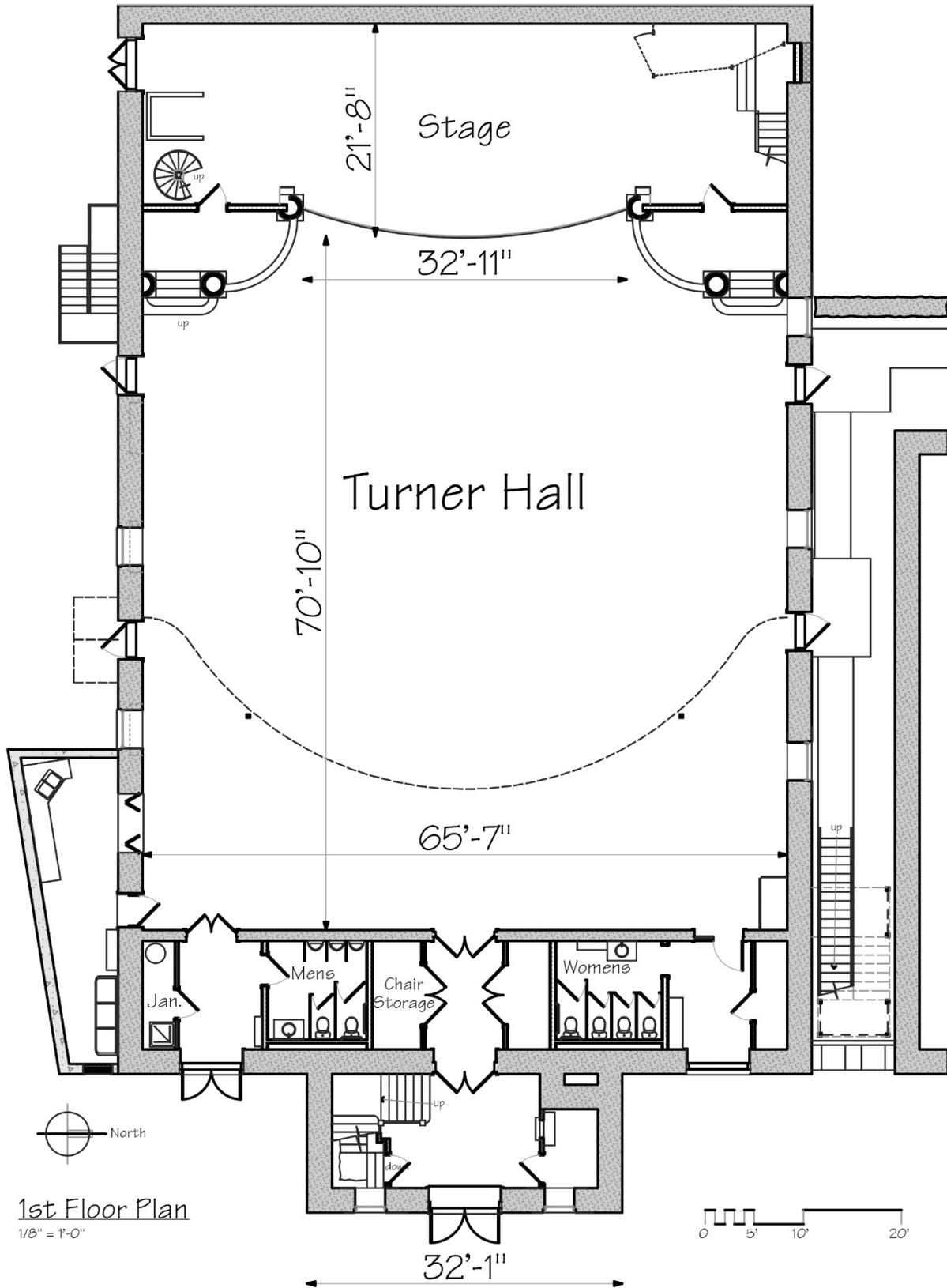
I have ended my use of Turner Hall and I have completed the above tasks as part of the Turner Hall Rental Contract.

Renter's Signature **Date**

Strictly Prohibited Activities

1. Use of fog and/or smoke generating machines is strictly prohibited.
2. Sawing and cutting of wood in the Hall. (Set construction is permitted on the stage.)
3. Sets or structures shall not be placed on the main floor without permission from the manager.
4. Cleaning paint brushes in the kitchen or bathroom sinks. (Brushes and paint supplies may be cleaned in the slop sink in the custodian's closet.)
5. Dumping paint down the bathroom or kitchen sinks. (Small amounts of latex paint may be washed down the drain in the slop sink in the custodian's closet.)
6. Dumping food or grease down the kitchen sinks.
7. Using chairs or tables outside or removing any items from the premises.
8. The presence or use of gasoline, kerosene, lighter fluid, fireworks, or other flammables without the consent of the Galena Fire Chief.

Turner Hall Floor Plans



1st Floor Plan
1/8" = 1'-0"

TURNER HALL

Rates effective February 25, 2015

RENTAL RATES

Rental begins at 12:00 am of the day reserved and ends at 11:59 pm.

<p>Standard Events</p>	<p>Sunday \$150 all day</p> <p>Monday-Thursday \$150 all day OR \$25 1st hour / \$15 each additional hour</p> <p>Friday \$425 all day</p> <p>Saturday \$625 all day</p> <p>Memorial Day & Labor Day Wknds Sunday \$425; Holiday \$425</p> <p>4-day rental package \$1,500</p> <p>VALUE: 4-day rental includes clean up and tear down by Turner Hall custodian</p> <p>Discount for City of Galena residents on 4-day rental package --\$150 = \$1,350</p> <p>Alcohol fee: \$100 + proof of liquor liability insurance</p>
<p>Special Community Theater Rates</p>	<p>\$1,250 21-day consecutive rental</p>
<p>Non-Profit & Charitable Events</p>	<p>Sunday \$100 all day</p> <p>Monday-Thursday \$100 all day OR \$15 1st hour / 10 each additional hour</p> <p>Friday \$275 all day</p> <p>Saturday \$450 all day</p> <p>4-day rental package Discount --\$100 = \$825</p>
<p>Galena Public School</p>	<p>One day \$75 Four days \$150 22 days \$450</p>

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: October 18, 2017
RE: Turner Hall Proposed Off-Season Rates for Galena Tax Payers

Since starting our update projects at Turner Hall three years ago, we have recognized a notable increase in rentals from March through November. However, the December through February "off-season" rentals have remained minimal.

With the Turner Hall Committee's support, I would like to request that the City Council approve an "off-season discounted rate" for Turner Hall during the time period of December 1 through February 1 offering Friday and Saturday rental rates for \$150 for per day (normally \$425 and \$625 respectively). Our current weekday (Sunday through Thursday) rental rate is \$150 per day and would not change. The off-season rate would be a benefit for City of Galena taxpayers (residents and businesses) and not-for-profits only. Non-residents would be charged the standard rate.

Dates excluded: December 26-January 2.

The additional \$100 fee if alcohol is served and proof of liquor liability insurance would still apply.

*(October 5, 2017 Turner Hall Committee Meeting **Motion:** Johnson moved, seconded by Jackson to recommend to the City Council to approve the rate structure changes as developed.)*

The current rate structure may be found on page 2 of this memo.

The committee and I feel that this discounted off-season rate would be a nice give back to the community, provide additional positive economic impact for our area businesses, and encourage opportunity for new events at Turner Hall for the community to enjoy.

Thank you for your consideration.

RENTAL RATES

Rental begins at 12:00 am of the day reserved and ends at 11:59 pm.

<p>Standard Events</p>	<p>Sunday \$150 all day</p> <p>Monday-Thursday \$150 all day OR \$25 1st hour / \$15 each additional hour</p> <p>Friday \$425 all day</p> <p>Saturday \$625 all day</p> <p>Memorial Day & Labor Day Wknds Sunday \$425; Holiday \$425</p> <p>4-day rental package \$1,500</p> <p>VALUE: 4-day rental includes clean up and tear down by Turner Hall custodian</p> <p>Discount for City of Galena residents on 4-day rental package --\$150 (Thursday free) = \$1,350</p> <p>Alcohol fee: \$100 + proof of liquor liability insurance</p>
<p>Special Community Theater Rates</p>	<p>\$1,250</p>
<p>Non-Profit & Charitable Events</p>	<p>Sunday \$100 all day</p> <p>Monday-Thursday \$100 all day OR \$15 1st hour / 10 each additional hour</p> <p>Friday \$275 all day</p> <p>Saturday \$450 all day</p> <p>4-day rental package Discount --\$100 (Thursday free) = \$825</p>
<p>Galena Public School</p>	<p>One day \$75 Four days \$150 22 days \$450</p>

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 18, 2017

RE: Revolving Loan Fund

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

In 1983, the City received a grant of \$180,060 from the Illinois Department of Commerce and Economic Opportunity (DCEO) and the U.S. Department of Housing and Urban Development (HUD) for economic development, alternative residential housing, and downtown revitalization. From the grant, the City issued loans to the Galena Manufacturing Company for purchasing equipment and the Jo Daviess County Workshop for housing at Rainbow Ridge. From the principal and interest repayments of the initial loans, two new loan accounts/programs were created by the City of Galena, the Economic Development Revolving Loan Fund (EDRL) and the Community Development Revolving Loan Fund (CDRL). I am writing to inform you of State of Illinois initiated changes that will result in the elimination of the loan programs and to explain our options for utilizing the balance of funds for the benefit of the community.

The Galena revolving loan fund programs are two of 170 locally held revolving loan funds overseen by DCEO in Illinois. DCEO was recently advised by HUD to improve its administration of the revolving loan fund programs statewide. HUD is requiring DCEO to work with communities to close inactive loan fund programs to reduce the amount of dollars sitting idle in banks. An inactive fund is defined as one that has not issued a loan in the last three years. The City of Galena loan funds are considered inactive. There are 55 other inactive loan funds throughout the state.

In early September, I attended a mandatory meeting hosted by DCEO where the process for closing our loan funds was explained. Not later than December 31, 2017, the City must transfer the full balance of our loan funds to DCEO. The current balance of the funds is \$348,500. Following the transfer of the funds, the City can apply for up to two non-competitive grants by December 31, 2020. The cost of the grant project(s) may total the amount transferred to DCEO. In other words, the City may recoup the loan funds in whole to cover the cost one or two local projects.

Grants will be issued according to the guidelines for the Community Development Block Grant (CDBG) program. Eligible projects include: public transportation, housing rehabilitation, economic development, street improvements, including street and storm drains, curb and gutter, sidewalks, street lights and signs, and commercial or industrial building rehabilitation.

Infrastructure projects may only be undertaken in areas with 51% or more low-to-moderate income residents.

To simplify the process and address community need, I suggest we consider preparing a single CDBG grant application to complete the downtown sidewalk and crosswalk replacement. I recommend we work with Sharon Pepin of Community Funding and Planning Services to prepare the grant application and administer the grant from start to closure. I am attaching a proposal from Sharon for the services.

As a separate agenda item, I have prepared a budget amendment to initiate the transfer of the loan funds to DCEO. I propose to make the transfer of funds to the state in December.

A third agenda item associated with this issue is a resolution to dissolve the CDRL Fund and the EDRL Fund from our chart of accounts. Following the disbursement of fund balances to DCEO, the funds would be dissolved on December 31, 2017.

Since the inception of the Galena loan programs, 15 loans were provided to assist with local business creation and expansion. More than \$314,000 of loans were issued through the programs. In recent years, the City-issued loans have become less desirable with the considerable reduction and stabilization of the commercial lending rate. The changes in the commercial lending environment is what I believe led to the “inactive” status of our loan programs.

I would like to thank the Community Development Fund of Galena (CDFG) for being a partner of the City from the beginning of the loan program. The CDFG board of directors reviewed all loan applications and made recommendations to the city council regarding the suitability of the applications and the structure of proposed loans.

RESOLUTION NO. R-_____

**A RESOLUTION TO DISSOLVE THE COMMUNITY DEVELOPMENT REVOLVING LOAN FUND
AND THE ECONOMIC DEVELOPMENT REVOLVING LOAN FUND OF THE CITY GALENA**

WHEREAS, the operating funds of the City of Galena are contained in 22 funds; and

WHEREAS, Fund 03, the “Community Development Revolving Loan Fund”, was established in 1983 with a grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) and the U.S. Department of Housing and Urban Development (HUD) for the purpose of alternative residential housing; and

WHEREAS, Fund 04, the “Economic Development Revolving Loan Fund”, was also established in 1983 with a grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) and the U.S. Department of Housing and Urban Development (HUD) for the purpose of economic development and downtown revitalization; and

WHEREAS, in 2017, DCEO was advised by HUD to improve its administration of the revolving loan fund programs statewide. HUD is requiring DCEO to work with communities to close inactive loan fund programs to reduce the amount of dollars sitting idle in banks. An inactive fund is defined as one that has not issued a loan in the last three years. The City of Galena Community Development Revolving Loan Fund and Economic Development Revolving Loan Fund are considered inactive; and

WHEREAS, not later than December 31, 2017, the City must close the two funds by transferring the full balance of the Community Development Revolving Loan Fund and the Economic Development Revolving Loan Fund to DCEO; and

WHEREAS, as of August 31, 2017, the balance of the Community Development Revolving Loan Fund is \$88,193.24; and

WHEREAS, as of August 31, 2017, the balance of the Economic Development Revolving Loan Fund is \$260,401.10; and

WHEREAS, following the return of the funds to DCEO, the City will have the opportunity to reclaim the funds by applying for a non-competitive grant(s) in an amount not to exceed the amount transferred to DCEO. The grant agreement(s) must be executed not later than December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AND MAYOR OF THE CITY OF GALENA, ILLINOIS AS FOLLOWS:

SECTION I: In December 2017, the balance of the Community Development Revolving Loan Fund shall be transferred to the Illinois Department of Economic Opportunity in accordance with the closing of the fund as prescribed by DCEO.

SECTION II: Effective December 31, 2017, Fund 03, the Community Development Revolving Loan Fund, shall be dissolved and removed from the list of City of Galena funds.

SECTION III: In December 2017, the balance of the Economic Development Revolving Loan Fund shall be transferred to the Illinois Department of Economic Opportunity in accordance with the closing of the fund as prescribed by DCEO.

SECTION IV: Effective December 31, 2017, Fund 04, the Economic Development Revolving Loan Fund, shall be dissolved and removed from the list of City of Galena funds.

RESOLVED BY THE CITY COUNCIL OF THE CITY OF GALENA, ILLINOIS this 23rd day of October 2017.

APPROVED this _____ day of _____, 2017.

Terry Renner, Mayor

Mary Beth Hyde, City Clerk

(CITY SEAL)



City of Galena, Illinois

Budget Amendment No. 18-09

Fiscal Year 2017-18

Line Item Title	Line Item No.	Beginning Balance	Increase	Decrease	Ending Balance
Rehab/Comm Development Loans	03.61.916.00	\$ -	\$ 90,000		\$ 90,000
Rehab/Econ Development Loans	04.61.916.00	\$ -	\$ 262,000		\$ 262,000

Justification:

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

1. The Community Development Revolving Loan Fund and the Economic Development Revolving Loan Fund will be dissolved on December 31, 2017. In December, the account balances will be transferred to the State of Illinois (see October 18, 2017 memorandum to mayor and city council). The proposed amendment adds an amount equal to the approximate fund balance of each of the two funds to the expense budgets for the two funds. This will allow the funds to be transferred to the State of Illinois by the end of the calendar year.

Effect of Budget Amendment on Budget:

Fund	Approved Budget	Budget After Previous Amendments	Budget After Proposed Amendment
General Fund Revenues	\$ 3,928,350	\$ 4,021,335	\$ 4,021,335
General Fund Expenses	\$ 3,930,350	\$ 4,261,151	\$ 4,261,151
General Fund Total	\$ (2,000)	\$ (239,816)	\$ (239,816)
Other Fund Revenues	\$ 6,789,940	\$ 7,288,111	\$ 7,288,111
Other Fund Expenses	\$ 6,896,240	\$ 8,882,786	\$ 9,234,786
Other Fund Total	\$ (106,300)	\$ (1,594,675)	\$ (1,946,675)
Total Budget Surplus/(Deficit)	\$ (108,300)	\$ (1,834,491)	\$ (2,186,491)

Approved by City Council on _____

 Mark Moran
 Budget Officer



City of Galena, Illinois

*Summary of Budget Amendments
Fiscal Year 2017-2018*

Date	Line Item Title	Line Item No.	Beginning Balance	Increase	Decrease	Ending Balance	Amendment Number	Reference Number ¹
05-08-17	Sidewalk Replacement	01.41.830.01	\$ 5,000	\$ 122,560		\$ 127,560	BA18-01	1089
05-08-17	Maintenance Projects	01.41.614.05	\$ 12,000	\$ 9,160		\$ 21,160	BA18-01	1090
05-08-17	Pay and Display Machine	53.48.830.01	\$ -	\$ 1,125		\$ 1,125	BA18-01	1091
05-08-17	Parking Lot Repair	22.22.617.00	\$ -	\$ 62,410		\$ 62,410	BA18-01	1092
05-08-17	Curb and Gutter	01.41.860.05	\$ 5,000	\$ 8,150		\$ 13,150	BA18-01	1093
06-26-17	Facility Repairs	59.55.511.01	\$ 20,000	\$ 31,375		\$ 51,375	BA18-02	1094
06-26-17	Transfer to Pool Fund	01.99.999.07	\$ 112,945	\$ 15,975		\$ 128,920	BA18-02	1095
06-26-17	Transfer In (Pool)	59.399.0	\$ 112,945		\$ 15,975	\$ 128,920	BA18-02	1096
06-26-17	Contingencies (Public Works)	01.41.929.00	\$ 2,660	\$ 8,400		\$ 11,060	BA18-02	1097
07-10-17	Replace Aerial Truck	22.22.840.02	\$ -	\$ 1,411,611		\$ 1,411,611	BA18-03	1098
07-10-17	Transfer to Fire (from General Fund)	01.99.999.26	\$ -	\$ 57,611		\$ 57,611	BA18-03	1099
07-10-17	Transfer to Fire (from Sewer Fund)	52.399.09	\$ -	\$ 420,000		\$ 420,000	BA18-03	1100
07-10-17	Transfer In (to Fire Fund)	22.399.0	\$ -	\$ 477,611		\$ 477,611	BA18-03	1101
07-24-17	Contingencies (General Fund)	01.11.549.00	\$ 500	\$ 11,150		\$ 11,650	BA18-04	1102
07-24-17	Contingencies (Water)	51.42.929.00	\$ 6,300	\$ 4,585		\$ 10,885	BA18-04	1103
07-24-17	Water Miscellaneous	51.389.0	\$ 10,000	\$ 4,585		\$ 14,585	BA18-04	1104
07-24-17	Contingencies (Water)	51.42.929.00	\$ 10,885	\$ 7,940		\$ 18,825	BA18-04	1105
08-14-17	Loss Fund Payment	14.14.591.06	\$ -	\$ 35,000		\$ 35,000	BA18-05	1106
08-14-17	Public Works Misc. Revenue	01.389.3	\$ 15,000	\$ 3,350		\$ 18,350	BA18-05	1107
08-14-17	Tree/Brush Removal	01.41.517.02	\$ 6,500	\$ 6,700		\$ 13,200	BA18-05	1108
08-14-17	Misc. Revenue (Parks)	17.389.0	\$ 15,000	\$ 5,000		\$ 20,000	BA18-05	1109
08-14-17	Grant Park Project	17.52.870.04	\$ 50,000	\$ 5,000		\$ 55,000	BA18-05	1110
09-25-17	Salaries and Wages (Administration)	01.11.411.00	\$ 137,600	\$ 10,665		\$ 148,265	BA18-06	
09-25-17	Salaries and Wages (Finance)	01.13.411.00	\$ 91,250	\$ 2,820		\$ 94,070	BA18-06	
09-25-17	Salaries and Wages (Clerk)	01.14.411.00	\$ 9,100	\$ 2,790		\$ 11,890	BA18-06	
09-25-17	Salaries and Wages (Police)	01.21.411.00	\$ 597,000	\$ 18,475		\$ 615,475	BA18-06	

Date	Line Item Title	Line Item No.	Beginning Balance	Increase	Decrease	Ending Balance	Amendment Number	Reference Number ¹
09-25-17	Salaries and Wages (Public Works)	01.41.411.00	\$ 365,400	\$ 5,295		\$ 370,695	BA18-06	
09-25-17	Salaries and Wages (Engineering)	01.45.411.00	\$ 8,000	\$ 1,025		\$ 9,025	BA18-06	
09-25-17	Salaries and Wages (Building)	01.46.411.00	\$ 64,400	\$ 2,105		\$ 66,505	BA18-06	
09-25-17	Salaries and Wages (Garbage)	13.44.411.00	\$ 9,470	\$ 930		\$ 10,400	BA18-06	
09-25-17	IMRF Employer Contribution	16.11.463.00	\$ 166,000	\$ 5,340		\$ 171,340	BA18-06	
09-25-17	Social Security Contribution	19.11.461.01	\$ 142,200	\$ 4,080		\$ 146,630	BA18-06	
09-25-17	Salaries and Wages (Flood)	20.25.411.00	\$ 41,800	\$ 610		\$ 42,410	BA18-06	
09-25-17	Salaries and Wages (Water)	51.42.411.00	\$ 121,000	\$ 6,580		\$ 127,580	BA18-06	
09-25-17	Salaries and Wages (Sewer)	52.43.411.01	\$ 105,350	\$ 6,580		\$ 111,930	BA18-06	
09-25-17	Misc. Revenue (Finance)	01.389.0	\$ 23,500	\$ 84,635		\$ 108,135	BA18-07	
09-25-17	Depot Building Maintenance	01.13.511.03	\$ 9,500	\$ 84,635		\$ 94,135	BA18-07	
09-25-17	Gateway Park	17.52.870.02	\$ 2,500	\$ 12,500		\$ 15,000	BA18-07	
10-23-17	Salaries and Wages (Administration)	01.11.411.00	\$ 148,265	\$ 805		\$ 149,070	BA18-08	
10-23-17	Salaries and Wages (Clerk)	01.14.411.00	\$ 11,890	\$ 475		\$ 12,365	BA18-08	
10-23-17	Salaries and Wages (Police)	01.21.411.00	\$ 615,475		\$ 3,605	\$ 611,870	BA18-08	
10-23-17	Salaries and Wages (Building)	01.46.411.00	\$ 66,505	\$ 435		\$ 66,940	BA18-08	
10-23-17	Salaries and Wages (Garbage)	13.44.411.00	\$ 10,400	\$ 160		\$ 10,560	BA18-08	
10-23-17	IMRF Employer Contribution	16.11.463.00	\$ 171,340		\$ 1,050	\$ 170,290	BA18-08	
10-23-17	Social Security Contribution	19.11.461.01	\$ 146,280		\$ 260	\$ 146,020	BA18-08	
10-23-17	Other City Building Maintenance	01.13.511.02	\$ 2,500	\$ 4,500		\$ 7,000	BA18-08	
10-23-17	Rehab/Comm Development Loans	03.61.916.00	\$ -	\$ 90,000		\$ 90,000	BA18-09	
10-23-17	Rehab/Econ Development Loans	04.61.916.00	\$ -	\$ 262,000		\$ 262,000	BA18-09	

1 Reference Number confirms that the budget amendment has been updated to the General Ledger.

CITY OF GALENA

Proposal for an Illinois Department of Commerce & Economic Opportunity Community Development Block Grant

An opportunity has presented itself that could provide the City of Galena with funding that can be used on public infrastructure projects. The Illinois Department of Commerce & Economic Opportunity (DCEO) is eliminating its Revolving Loan Fund (RLF) and letting the communities use the monies in that fund for other projects.

The City of Galena has an existing RLF and is considering using the funds for a downtown sidewalk replacement project. Community Funding & Planning Services (CFPS) has talked with DCEO staff and the City's proposed project would be considered an eligible project for usage of these funds. CFPS proposes to prepare and submit a grant application for usage of the RLF funds, and to also administer the grant funds once awarded.

Scope of Work:

Both the grant write application and the grant administration will be done in accordance with DCEO's Community Development Block Grant guidelines. CFPS proposes to utilize the following scope of work:

CDBG Application Process:

- Correspondence with DCEO regarding the City's grant application project components
- Utilize census tract data to document low-to-moderate income percentage
- Prepare map of project area documenting low-to-moderate income residential properties
 - Work with City to identify residential properties in downtown district
- Gather information in support of the City's application:
 - Equalized Assessed Valuation and City's tax rate; maps; required tax forms
 - Most recent audited financial statement
- Work with City engineer to gather project scope of work and construction cost estimate
- Prepare application project narratives
- Prepare for City's signature all resolutions, certifications, application forms and notices
- Conduct Environmental Review per 24 CRF Part 58 and send letters to four state agencies; prepare Environmental Status Checklist
- Review draft CDBG grant application with City Administrator
- Coordinate with City on date for public hearing
 - Prepare meeting notes, newspaper notice and advertise for public hearing
 - Conduct required public hearing
- Complete CDBG Public Infrastructure application; submit appropriate number of hard copies of the application to DCEO and provide one hard copy to the City

CDBG Administration Process:

- Review and address any Special Grant Conditions that may be identified prior to receipt of official grant award agreement
- Review DCEO grant award agreement with City



- Establish and Maintain CDBG Program Administration Files in accordance with 24 CFR Part 85, the Illinois Local Records Act.
- Establish and monitor Project Construction/Labor Standards Compliance
- Prepare and submit required quarterly and annual reports
- Assist with the establishment of the Grant Account according to 24 CFR 570.497 and Treasury Circular 1075
- Assist with the request fund according to Federal Attachment O, OMB Circular A-102 and Treasury Circular 1075
- Establish system to handle program income according to CFR 570.494 Attachment E, OMB Circular A-102.
- Maintain financial records as required in Circular A-87; Attachments C, G and H, OMB Circular A-102
- Assist City in establishing separate checking account to disburse funds and pay bills. All disbursements will be reviewed and approved by the City prior to disbursement. City will cut all checks to be disbursed by CDAP program.
- Advise City to schedule/conduct interim or final "single audit", as may be required.
- Secure/utilize current federal wage rate requirements
- Work with City engineer in preparing project specifications for sidewalk construction project. Provide City with all applicable labor standards language to be included in bidding specifications and contractor contract documents.
- Verify contractor eligibility and non-debarment after bid opening.
- Notify DCEO's Labor Standards Officer of contractor bid award within 10 days of award.
- Conduct required pre-construction conference
- Conduct on-the-job employee interviews
- Review contractor payroll records for Davis-Bacon wage rate compliance
- Assist City in resolving labor standards compliance issues
- Review construction pay applications
- Maintain financial spreadsheet on project costs; update as invoices are received
- Process invoices for City approval and DCEO review
- Attend/conduct required citizen participation hearing to provide information on outcome of the project.
- Prepare Grantee Evaluation Report and Close-out Package; review with City and secure signatures; submit to DCEO
- Attend all DCEO technical visits and program monitoring visits prior to submittal of close-out material to DCEO, if conducted.

Proposed Fee:

The fee associated with writing the City's CDBG application will be \$6,500.

The fee associated with administering the City's CDBG application will be \$23,500, and may be paid with the grant funds.



CITY OF GALENA, ILLINOIS

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



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: October 18, 2017

RE: S. West Street Sewer Extension

During the budget process, the council considered a request to install approximately 255 feet of sewer main on S. West Street at a cost of more than \$22,000. The council decided not to include funding for the project in the budget. The request was initiated by Chuck Horton who purchased the derelict 220 S. West property.

Horton is now in the process of restoring the home on the property and would still like to connect to the public sewer. He proposes to install approximately 255 feet of eight-inch sewer with the City covering the cost of the materials. The finished sewer would be of a capacity to be considered a main and accommodate connections from at least two neighboring properties.

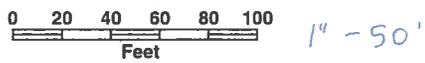
The estimated cost of materials is \$3,695 as shown in Table 1 below.

Table 1. Estimated Sewer Material Costs

Item	Cost
Sewer pipe and connection materials	\$1,450
¾ inch clean stone for pipe bedding	\$950
Gravel for edge of street restoration	\$935
Gravel for trench backfill	\$360
TOTAL	\$3,695

Our current budget does not contain an expense allowance for the proposed materials purchase so a budget amendment would be needed to complete the purchase. The Sewer Fund has an expected year-end fund balance of more than \$900,000. If you approve the project, I would prepare the budget amendment for expenses not to exceed \$4,000 for the November 13 council meeting.

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



WEST STREET SANITARY SEWER EXTENSION

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
ALBAUGH, ROBERT CRAIG (1084)							
101817	1	Invoice	RETRO PAY/LONGEVITY	10/18/2017	434.60		01.11.411.00
Total ALBAUGH, ROBERT CRAIG (1084):					434.60		
AT & T (LOCAL) (103)							
101517	1	Invoice	POOL/PHONE	10/15/2017	41.63		59.55.552.00
101517	2	Invoice	PUBLIC WORKS/PHONE	10/15/2017	45.60		01.41.552.00
101517	3	Invoice	FIRE DEPARTMENT/PHO	10/15/2017	41.88		22.22.552.00
101517	4	Invoice	EMS/PHONE	10/15/2017	41.63		12.10.552.00
101517	5	Invoice	POLICE/PHONE	10/15/2017	224.42		01.21.552.00
101517	6	Invoice	FIRE DEPARTMENT/PHO	10/15/2017	41.34		22.22.552.00
101517	7	Invoice	FINANCE/PHONE	10/15/2017	315.98		01.13.552.00
101517	8	Invoice	FLOOD CONTROL/PHON	10/15/2017	41.63		20.25.515.00
101517	9	Invoice	FINANCE/PHONE	10/15/2017	42.66		01.13.552.00
Total AT & T (LOCAL) (103):					836.77		
AT & T LONG DISTANCE (119065)							
101817	1	Invoice	FIRE DEPARTMENT/LON	10/18/2017	.16		22.22.552.00
101817	2	Invoice	POLICE/LONG DISTANCE	10/18/2017	14.64		01.21.552.00
101817	3	Invoice	ADMINISTRATION/LONG	10/18/2017	44.56		01.13.552.00
Total AT & T LONG DISTANCE (119065):					59.36		
AZAVAR AUDIT (120348)							
13608	1	Invoice	AZAVAR AUDIT FEE	10/01/2017	38.31		01.11.549.00
Total AZAVAR AUDIT (120348):					38.31		
BATTERY CENTER, THE (169)							
093017	1	Invoice	TRAFFIC SIGNAL/GOLF C	09/30/2017	211.96		15.41.514.06
Total BATTERY CENTER, THE (169):					211.96		
BOY SCOUTS OF AMERICA (359)							
101717	1	Invoice	CHRISTMAS GARLAND &	10/17/2017	61.50		01.21.549.00
101717	2	Invoice	CHRISTMAS GARLAND &	10/17/2017	108.00		58.54.553.00
101717	3	Invoice	CHRISTMAS WREATHS	10/17/2017	120.00		01.11.929.01
Total BOY SCOUTS OF AMERICA (359):					289.50		
BUMAN PAINTING & DECORAT. (5)							
091117	1	Invoice	TINT WINDOWS AT SHED	09/11/2017	100.00		22.22.929.00
Total BUMAN PAINTING & DECORAT. (5):					100.00		
CARD SERVICE CENTER (119840)							
101517	1	Invoice	RENTLY	10/15/2017	30.00		01.13.511.03
101517	2	Invoice	LIPTAK DIGITAL SERVIC	10/15/2017	558.00		01.13.512.04
101517	3	Invoice	OFFICE SUPPLIES	10/15/2017	281.27		01.13.651.02
101517	4	Invoice	CREATIVE CLOUD	10/15/2017	21.24		01.16.553.00
101517	5	Invoice	PARADE TAPE	10/15/2017	119.89		01.41.652.04
101517	6	Invoice	CAD DRAWINGS	10/15/2017	162.75		01.45.532.00

CITY OF GALENA

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Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
101517	7	Invoice	TRAINING	10/15/2017	350.00		01.45.563.00
101517	8	Invoice	MUTT MITTS	10/15/2017	1,199.80		17.52.652.00
101517	9	Invoice	EXCHANGE ON LINE	10/15/2017	126.00		51.42.929.00
101517	10	Invoice	CART FOR TABLES	10/15/2017	159.83		58.54.511.00
101517	11	Invoice	RENTLY	10/15/2017	30.00		58.54.532.00
101517	12	Invoice	TABLES	10/15/2017	2,999.40		58.54.820.01
101517	13	Invoice	POOL OPERATOR TRAIN	10/15/2017	690.00		59.55.511.01
101517	14	Invoice	WEED CONTROL	10/15/2017	175.06		01.41.614.04
Total CARD SERVICE CENTER (119840):					6,903.24		
CIVIL MATERIALS (120397)							
109447	1	Invoice	STORM SEWER	10/12/2017	285.77		01.41.514.06
Total CIVIL MATERIALS (120397):					285.77		
COLE (JIM) CUSTOM PAINT (119417)							
092617	1	Invoice	CEMETARY FENCE REP	09/26/2017	1,190.00		17.52.517.02
Total COLE (JIM) CUSTOM PAINT (119417):					1,190.00		
COMELEC SERVICES INC. (244)							
0457860	1	Invoice	2012 1-TON	10/05/2017	90.00		01.41.613.03
Total COMELEC SERVICES INC. (244):					90.00		
CORE & MAIN LP (120473)							
H898229	1	Invoice	WATER METER	10/05/2017	228.29		51.42.831.00
Total CORE & MAIN LP (120473):					228.29		
CUB SCOUT PACK 93 (119712)							
101817	1	Invoice	COUNTRY FAIR PARKIN	10/18/2017	1,225.00		01.13.911.00
Total CUB SCOUT PACK 93 (119712):					1,225.00		
DECKER SUPPLY CO., INC. (867)							
898312	1	Invoice	SIGNS/CENTER FOR THE	10/09/2017	54.45		01.41.652.04
Total DECKER SUPPLY CO., INC. (867):					54.45		
DIXON, R.K. (1)							
1811449	1	Invoice	COPIES MADE	10/11/2017	248.34		01.13.579.00
Total DIXON, R.K. (1):					248.34		
DUBUQUE FIRE EQUIPMENT, INC. (631)							
127165	1	Invoice	RECHARGE EXTINGUISH	09/12/2017	179.30		22.22.652.00
Total DUBUQUE FIRE EQUIPMENT, INC. (631):					179.30		
GALENA ARC (850)							
102317	1	Invoice	HAHN COUNCIL SALARY	10/23/2017	100.00		01.11.432.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total GALENA ARC (850):					100.00		
GALENA CHRYSLER (82)							
68281	1	Invoice	SQUAD 4 REPAIRS	09/07/2017	931.33		01.21.513.06
68319	1	Invoice	SQUAD 2 MAINTENANCE	09/11/2017	37.96		01.21.513.06
6837A	1	Invoice	SQUAD 3 MAINTENANCE	09/18/2017	43.36		01.21.513.06
68504	1	Invoice	SQUAD 1 MAINTENANCE	09/29/2017	53.44		01.21.513.06
Total GALENA CHRYSLER (82):					1,066.09		
GALL'S, INC. (712)							
008386257	1	Invoice	UNIFORMS/DEVIN	09/28/2017	158.09		01.21.471.15
Total GALL'S, INC. (712):					158.09		
GASSER @ GALENA (24)							
101917	1	Invoice	MISC. SUPPLIES	10/19/2017	40.34		01.13.511.02
101917	2	Invoice	MISC. SUPPLIES	10/19/2017	1.89		01.41.511.00
101917	3	Invoice	MISC. SUPPLIES	10/19/2017	50.96		01.41.514.06
101917	4	Invoice	MISC. SUPPLIES	10/19/2017	21.59		01.41.514.11
101917	5	Invoice	MISC. SUPPLIES	10/19/2017	6.29		01.41.613.12
101917	6	Invoice	MISC. SUPPLIES	10/19/2017	132.74		01.41.652.00
101917	7	Invoice	MISC. SUPPLIES	10/19/2017	80.36		01.41.653.00
101917	8	Invoice	MISC. SUPPLIES	10/19/2017	97.07		17.52.652.00
101917	9	Invoice	MISC. SUPPLIES	10/19/2017	105.85		20.25.652.02
101917	10	Invoice	MISC. SUPPLIES	10/19/2017	88.16		22.22.611.00
101917	11	Invoice	MISC. SUPPLIES	10/19/2017	162.45		22.22.613.00
101917	12	Invoice	MISC. SUPPLIES	10/19/2017	31.49		22.22.652.00
101917	13	Invoice	MISC. SUPPLIES	10/19/2017	21.57		22.22.655.00
101917	14	Invoice	MISC. SUPPLIES	10/19/2017	26.50		58.54.654.01
101917	15	Invoice	MISC. SUPPLIES	10/19/2017	6.13		59.55.511.02
Total GASSER @ GALENA (24):					873.39		
GHS AFTER PROM (750)							
101817	1	Invoice	COUNTRY FAIR PARKIN	10/18/2017	350.00		01.13.911.00
Total GHS AFTER PROM (750):					350.00		
GHS MUSIC BOOSTERS (119711)							
101817	1	Invoice	COUNTRY FAIR PARKIN	10/18/2017	3,300.00		01.13.911.00
Total GHS MUSIC BOOSTERS (119711):					3,300.00		
GLOBAL REACH INTERNET PROD. (119792)							
86956	1	Invoice	WEBSITE HOSTING FEE	09/01/2017	95.00		01.13.512.05
Total GLOBAL REACH INTERNET PROD. (119792):					95.00		
GUY'S TRUCK & TRACTOR SERVICE (119033)							
GW0010898	1	Invoice	INTERNATIONAL DUMP	10/12/2017	72.16		01.41.613.06
GW0010899	1	Invoice	SWEEPER	10/12/2017	112.31		01.41.613.11

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total GUY'S TRUCK & TRACTOR SERVICE (119033):					184.47		
HALSTEAD, MARY L. (119966)							
102317	1	Invoice	CITY HALL JANITOR	10/23/2017	290.00		01.13.511.07
102317	2	Invoice	PUBLIC RESTROOMS AT	10/23/2017	270.00		01.13.511.08
102317	3	Invoice	PARKS RESTROOMS	10/23/2017	765.00		17.52.422.00
102317	4	Invoice	MARKET HOUSE RESTR	10/23/2017	258.50		01.13.511.06
Total HALSTEAD, MARY L. (119966):					1,583.50		
HEALTHCARE SERVICE CORPORATION (118931)							
101817	1	Invoice	HSA/FAMILY/EMPLOYEE	10/18/2017	4,361.00		01.218.0
101817	2	Invoice	PPO/BLUE CROSS BLUE	10/18/2017	396.00		01.218.0
101817	3	Invoice	HEALTH INSURANCE	10/18/2017	29,648.71		01.13.451.00
101817	4	Invoice	WESTEMEIER/INSURAN	10/18/2017	1,075.33		78.32.464.02
Total HEALTHCARE SERVICE CORPORATION (118931):					35,481.04		
HEARTLAND FIRE & SECURITY (119499)							
15249	1	Invoice	FIRE ALARM MONITORIN	10/02/2017	263.40		58.54.511.00
Total HEARTLAND FIRE & SECURITY (119499):					263.40		
HYDE, MARY BETH (101)							
101817	1	Invoice	TRAVEL REIMBURSEME	10/18/2017	507.71		01.14.562.00
Total HYDE, MARY BETH (101):					507.71		
IL EPA (119716)							
22	1	Invoice	EPA LOAN-WATER TOW	09/15/2017	16,239.59		51.42.720.01
22	2	Invoice	EPA LOAN-WATER TOW	09/15/2017	64,808.70		51.42.716.00
Total IL EPA (119716):					81,048.29		
ILLINOIS STATE POLICE (1152)							
093017	1	Invoice	BACKGROUND CHECK	09/30/2017	54.00		01.21.549.00
Total ILLINOIS STATE POLICE (1152):					54.00		
JDWI (235)							
42442	1	Invoice	SR CIT TRANSPORT	09/30/2017	833.00		01.13.542.00
Total JDWI (235):					833.00		
JO CARROLL ENERGY, INC. (397)							
101817	1	Invoice	PUBLIC WORKS/ELECTRI	10/18/2017	344.73		01.41.571.01
101817	2	Invoice	EMS/ELECTRIC	10/18/2017	81.34		12.10.571.01
101817	3	Invoice	PARKS/ELECTRIC	10/18/2017	220.14		17.52.571.01
101817	4	Invoice	FIRE/ELECTRIC	10/18/2017	71.65		22.22.576.01
101817	5	Invoice	POOL/ELECTRIC	10/18/2017	273.38		59.55.571.01
101817	6	Invoice	STREET LIGHTS	10/18/2017	726.50		15.41.572.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total JO CARROLL ENERGY, INC. (397):					1,717.74		
JO DAVIESS CTY CLERK/RECORDER (393)							
100317	1	Invoice	ANNEXATION RECORDIN	10/03/2017	52.00		01.14.553.00
Total JO DAVIESS CTY CLERK/RECORDER (393):					52.00		
JO DAVIESS CTY HEALTH DEPT (121)							
100217	1	Invoice	RENTAL HOUSING INSPE	10/02/2017	100.00		01.16.546.00
Total JO DAVIESS CTY HEALTH DEPT (121):					100.00		
JODAVIESS CTY CIRCUIT CLERK (119752)							
101817	1	Invoice	TICKET REFUND #2017 T	10/18/2017	60.00		01.11.912.00
Total JODAVIESS CTY CIRCUIT CLERK (119752):					60.00		
KERN, DAVE (120314)							
101817	1	Invoice	TRAFFRIC CONTROL CO	10/18/2017	196.00		01.21.540.01
Total KERN, DAVE (120314):					196.00		
LAFAYETTE COUNTY HIGHWAY DEPT (119719)							
101417	1	Invoice	COLD PATCH	10/14/2017	760.00		15.41.614.00
Total LAFAYETTE COUNTY HIGHWAY DEPT (119719):					760.00		
LAWSON PRODUCTS, INC. (627)							
9305297180	1	Invoice	TOOLS	10/10/2017	110.32		01.41.653.00
Total LAWSON PRODUCTS, INC. (627):					110.32		
LEXISNEXIS RISK SOLUTIONS (376)							
1343164-201	1	Invoice	INVESTIGATION PROGR	09/30/2017	33.00		01.21.652.03
Total LEXISNEXIS RISK SOLUTIONS (376):					33.00		
MCFADDEN, JOHN (120313)							
101817	1	Invoice	TRAFFIC CONTROL COU	10/18/2017	196.00		01.21.540.01
Total MCFADDEN, JOHN (120313):					196.00		
MEDICAL ASSOCIATES CLINIC (1120)							
54861	1	Invoice	CDL PHYSICAL	10/01/2017	114.00		01.41.563.00
Total MEDICAL ASSOCIATES CLINIC (1120):					114.00		
MIDWEST BUSINESS PRODUCTS (38)							
367346	1	Invoice	COPIER LEASE	10/06/2017	172.58		01.21.512.03
Total MIDWEST BUSINESS PRODUCTS (38):					172.58		

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
MIKE FINNIN FORD (119255)							
3059012	1	Invoice	2012 1-TON	09/27/2017	823.59		01.41.613.03
3059012	2	Invoice	EQUIPMENT	09/27/2017	500.00		17.52.514.00
Total MIKE FINNIN FORD (119255):					1,323.59		
MONTGOMERY TRUCKING (133)							
162148	1	Invoice	DEPOT RESTORATION	09/30/2017	310.00		01.13.511.03
162532	1	Invoice	REFUSE HANDLING CON	10/01/2017	13,683.40		13.44.540.04
162532	2	Invoice	RECYCLING CONTRACT	10/01/2017	4,733.10		13.44.540.00
162532	3	Invoice	DUMPSTER RENT	10/01/2017	60.00		13.44.544.03
162532	4	Invoice	DUMPSTER DISPOSAL F	10/01/2017	154.50		01.41.573.00
Total MONTGOMERY TRUCKING (133):					18,941.00		
MOSER, BILL (118861)							
101817	1	Invoice	RETRO PAY/LONGEVITY	10/18/2017	772.91		01.21.411.00
Total MOSER, BILL (118861):					772.91		
MOTOROLA SOLUTIONS - STARCOM (119812)							
3198583120	1	Invoice	MONTHLY RATE FOR ST	10/01/2017	10.00		01.21.549.00
Total MOTOROLA SOLUTIONS - STARCOM (119812):					10.00		
NAPA AUTO PARTS (79)							
101817	1	Invoice	2011 1-TON	10/18/2017	53.44		01.41.613.04
101817	2	Invoice	SUPPLIES	10/18/2017	13.99		01.41.652.00
101817	3	Invoice	NEW TRUCK	10/18/2017	97.98		01.41.840.01
101817	4	Invoice	EQUIPMENT	10/18/2017	161.95		17.52.514.00
101817	5	Invoice	SUPPLIES	10/18/2017	37.95		17.52.652.00
101817	6	Invoice	VEHICLE MAINTENANCE	10/18/2017	42.42		20.25.513.00
101817	7	Invoice	SAW REPAIR	10/18/2017	181.09		22.22.652.00
Total NAPA AUTO PARTS (79):					588.82		
PARKREATION (118859)							
5754	1	Invoice	DONATED PARK BENCH	10/04/2017	1,464.00		17.52.870.01
Total PARKREATION (118859):					1,464.00		
PETTY CASH/POLICE DEPT. (163)							
101717	1	Invoice	POSTAGE	10/17/2017	18.59		01.21.551.00
Total PETTY CASH/POLICE DEPT. (163):					18.59		
SHERWIN-WILLIAMS CO (331)							
3264-7	1	Invoice	RESTROOM MAINTENAN	10/18/2017	51.65		01.13.511.01
Total SHERWIN-WILLIAMS CO (331):					51.65		
STEEL MART (567)							
393139	1	Invoice	STORM SEWER	09/28/2017	284.14		01.41.514.06

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total STEEL MART (567):					284.14		
STEPHENSON SERVICE CO. (119230)							
093017	1	Invoice	FUEL	09/30/2017	798.50		01.41.655.00
Total STEPHENSON SERVICE CO. (119230):					798.50		
STEWART, G. DUFF (118963)							
101817	1	Invoice	RETRO PAY/LONGEVITY	10/18/2017	434.06		01.46.411.00
Total STEWART, G. DUFF (118963):					434.06		
SUPERIOR WELDING SUPPLY (181)							
L4423806	1	Invoice	WELDING SUPPLIES	10/01/2017	200.00		01.41.652.02
Total SUPERIOR WELDING SUPPLY (181):					200.00		
T & T ELECTRONICS (120055)							
2311	1	Invoice	TV RECYCLING	10/02/2017	210.00		01.13.542.00
Total T & T ELECTRONICS (120055):					210.00		
THOMPSON, EARL (118756)							
101817	1	Invoice	WATERWORKS RESTOR	10/18/2017	5,430.00		01.13.511.02
101817	2	Invoice	DEPOT HVAC	10/18/2017	3,814.00		01.13.511.03
Total THOMPSON, EARL (118756):					9,244.00		
TOP NOTCH PLUMBING, HEATING (625)							
111403	1	Invoice	AC REPAIR	10/12/2017	160.00		58.54.511.00
Total TOP NOTCH PLUMBING, HEATING (625):					160.00		
TRI-STATE PORTA POTTY, INC. (908)							
2483	1	Invoice	PORTA POTTY RENTAL	09/18/2017	205.00		17.52.579.01
Total TRI-STATE PORTA POTTY, INC. (908):					205.00		
VERIZON WIRELESS (316)							
101817	1	Invoice	PAY & DISPLAY	10/18/2017	75.16		01.21.537.00
Total VERIZON WIRELESS (316):					75.16		
VFW #2665 (119067)							
101817	1	Invoice	PERMIT FEE REFUND	10/18/2017	25.00		01.11.912.00
Total VFW #2665 (119067):					25.00		
WAL-MART COMMUNITY (CC) (1258)							
101917	1	Invoice	OFFICE SUPPLIES	10/19/2017	210.73		01.21.651.00
101917	2	Invoice	2012 1-ton	10/19/2017	65.72		01.41.613.03
101917	3	Invoice	SUPPLIES	10/19/2017	66.59		01.41.652.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total WAL-MART COMMUNITY (CC) (1258):					343.04		
WERNER, CHARLES (734)							
101017	1	Invoice	SUPPLIES/COUNTRY FAI	10/10/2017	25.44		01.21.549.00
Total WERNER, CHARLES (734):					25.44		
WHITE CONSTRUCTION CO., INC. (119359)							
101017	1	Invoice	DEPOT HVAC MECHANIC	10/10/2017	1,200.00		01.13.511.03
101917	1	Invoice	TURNER HALL JANITORI	10/19/2017	350.00		58.54.536.00
Total WHITE CONSTRUCTION CO., INC. (119359):					1,550.00		
WITMER PUBLIC SAFETY GROUP, INC. (120423)							
EM1634833	1	Invoice	MISC. EQUIPMENT	10/03/2017	669.20		22.22.840.00
Total WITMER PUBLIC SAFETY GROUP, INC. (120423):					669.20		
Grand Totals:					<u>179,178.61</u>		

Report GL Period Summary

Vendor number hash: 3723145
 Vendor number hash - split: 6600865
 Total number of invoices: 70
 Total number of transactions: 134

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	179,178.61	179,178.61
Grand Totals:	<u>179,178.61</u>	<u>179,178.61</u>