

April 27, 2020 Galena City Council Meeting

Notice of Meeting by Teleconference

Due to the essential nature of public meetings in conducting official City business and in line with the prohibition of gatherings, the upcoming Monday, April 27, 2020 Galena City Council meeting will take place via teleconference utilizing Zoom Video Communications. The meeting will be conducted at Zoom meeting <https://zoom.us/j/647251979> (ID: 647 251 979), with the following changes, additional opportunities to participate, and reminders:

- **MEETING START TIME** – City Council meeting will start at 6:30 p.m.
- **PUBLIC COMMENT** – Public Comment will be conducted as usual near the beginning of the meeting. To ensure the public will be able to participate the city is providing three ways in which the public can submit their comments.
 1. TELECONFERENCED — Public is invited to participate via Zoom Video Communications, meeting <https://zoom.us/j/647251979> (ID: 647 251 979). When the presiding officer calls for public comments during the meeting, an attendee wishing to speak by video and/or audio link will be asked to “raise hand”.
 - A. If using a PC or Mac:
 1. During a meeting, click on the icon labeled "Participants" at the bottom center of your PC or Mac screen.
 2. At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand." Your digital hand is now raised. The meeting presiding officer will recognize you to speak for not more than three minutes.
 3. After speaking, lower you hand by clicking the same button, now labeled "Lower Hand."
 - B. If using a mobile device:
 1. Tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised.
 2. The meeting presiding officer will recognize you to speak for not more than three minutes.
 3. After speaking, lower you hand by clicking the same button, now labeled "Lower Hand."

2. E-MAILED – Public comments can be submitted via email to mmoran.org with the subject "Public Comment – April 27, 2020". The City Clerk will read emails received out loud (up to 3 minutes) into the public record.
 3. MAILED – Public comments can be mailed to the Galena City Clerk, 101 Green Street, Galena, IL 61036. Please include "City Council Public Comment" on the outside of the envelope. Please know that postage delivery time could cause the mailing to arrive after the meeting time.
- **SOCIAL DISTANCING** – Public meetings will be conducted via teleconference/virtually utilizing Zoom Video Communications to insure recommended social distancing. Join the meeting at <https://zoom.us/j/647251979> (ID: 647 251 979).
 - **AGENDA** — The meeting agenda follows this page and is posted at www.cityofgalena.org and on the exterior of City Hall, 101 Green Street, Galena, Illinois.
 - **NOTICE** – Members of the public participating in the meeting via Zoom will be muted unless recognized by the presiding officer to speak. Participants joining the meeting via Zoom agree that video and/or audio from their computer or device may be broadcast to other meeting participants and may be recorded. By joining the meeting, participants also agree that their video feed to the meeting may be disabled by the presiding officer and their audio feed may be muted. Members of the public participating via Zoom are encouraged to test their system prior to the meeting start time and become familiar with any changes to the Zoom operating environment that may have been made by Zoom.
 - **QUESTIONS** — Questions about the teleconference meeting may be directed to City Administrator, Mark Moran at mmoran@cityofgalena.org or 815-777-1050.



City of Galena, Illinois

AGENDA

REGULAR CITY COUNCIL MEETING

6:30 P.M., MONDAY, APRIL 27, 2020

ZOOM TELECONFERENCE MEETING <https://zoom.us/j/647251979> (ID: 647 251 979)

| ITEM | DESCRIPTION |
|-----------|---|
| 20C-0144. | Call to Order by Presiding Officer |
| 20C-0145. | Roll Call |
| 20C-0146. | Establishment of Quorum |
| 20C-0147. | Pledge of Allegiance |
| 20C-0148. | Reports of Standing Committees |
| 20C-0149. | Citizens Comments <ul style="list-style-type: none"> • Not to exceed 15 minutes as an agenda item • Not more than 3 minutes per speaker |

PUBLIC HEARINGS

None.

LIQUOR COMMISSION

| ITEM | DESCRIPTION | PAGE |
|-----------|--|-------|
| 20C-0150. | Discussion and Possible Action on the Renewal of Liquor Licenses for the Year Beginning May 1, 2020 | 6-8 |
| 20C-0151. | Discussion and Possible Action on an Application for a Corporation Manager Liquor License by Galena Associates, Inc., DBA Desoto House Hotel, 230 S. Main Street, for Michael P. Steinhoff | 9-11 |
| 20C-0152. | Discussion and Possible Action on an Application for a Corporation Manager Liquor License by Walmart Inc., 10000 Bartell Blvd., for Jesse Sertle | 12-13 |

| ITEM | DESCRIPTION | PAGE |
|-----------|---|-------|
| 20C-0153. | Discussion and Possible Action on an Application for a Class D Corporation Liquor License by Galena Tajin, Inc., DBA Galena's Tajin Mexican Restaurant and Cantina, 124 N. Commerce Street | 14-17 |
| 20C-0154. | Discussion and Possible Action on an Application for a Corporation Manager Liquor License by Galena's Tajin Mexican Restaurant and Cantina, 124 N. Commerce Street, for Noel Herrera Pulido | 18-19 |
| 20C-0155. | Discussion and Possible Action on an Application for a Class D Corporation Liquor License by Cannova's Galena, IL LLC, DBA Cannova's Pizzeria, 247 N. Commerce Street | 20-23 |

CONSENT AGENDA CA20-08

| ITEM | DESCRIPTION | PAGE |
|-----------|--|-------|
| 20C-0156. | Approval of the Minutes of the Regular City Council Meeting of April 13, 2020 | 24-29 |
| 20C-0157. | Approval of Trolley Service Licenses, Horse Drawn Carriage License, and Tour Guide Business License for the Year Beginning May 1, 2020 | 30 |
| 20C-0158. | Approval of an Agreement with Brycer, LLC for the Compliance Engine Fire Inspection, Testing and Code Compliance Reporting Agreement | 31-38 |
| 20C-0159. | Approval of Employee Appointments for the Period May 12, 2020 to May 10, 2021 | 39 |
| 20C-0160. | Approval of Utility Account Write-offs of \$462.61 for the Fiscal Year May 1, 2019 to April 30, 2020 | 40-41 |
| 20C-0161. | Approval of the Purchase and Installation of New Flow Meters for Wells 6 and 7 for \$7,900 | 42 |
| 20C-0162. | Acceptance of the March 2020 Financial Report | -- |
| 20C-0163. | Approval of the Renewal of Taxicab License for Eco-Cab, LLC for the Year Beginning May 1, 2020 | 43-45 |

UNFINISHED BUSINESS

None.

NEW BUSINESS

| ITEM | DESCRIPTION | PAGE |
|-----------|---|-------|
| 20C-0164. | Discussion and Possible Action on Proposal to Display Banners of Galena High School Seniors on Downtown Light Posts from May 1-May 30, 2020 | 46-49 |
| 20C-0165. | First Reading of an Ordinance Modifying Monthly Service Fees and Charges for the Waterworks System of the Galena Code of Ordinances | 50-53 |
| 20C-0166. | First Reading of an Ordinance Abating Certain Taxes Heretofore Levied by the City of Galena, Illinois for the Palace Campground | 54-57 |
| 20C-0167. | Approval of a Funding Agreement for May 1, 2020-April 30, 2021 with the Galena-Jo Daviess County Historical Society and Museum | 58-59 |
| 20C-0168. | Approval of a Funding Agreement for May 1, 2020-April 30, 2021 with the Galena Art and Recreation Center | 60-61 |
| 20C-0169. | Discussion and Possible Action on the Modification and Renewal of the Destination Marketing Management Agreement with Jo Daviess County and the Galena/Jo Daviess Office of Tourism | 62-71 |
| 20C-0170. | Discussion and Possible Action on Notice of Intent Award for the East Side Utility Improvement Project | 72-74 |
| 20C-0171. | Discussion and Possible Action the Fiscal Year 2020-21 Operating Budget | 75-77 |
| 20C-0172. | Warrants | 78-83 |
| 20C-0173. | Alderspersons' Comments | |
| 20C-0174. | City Administrator's Report | |
| 20C-0175. | Mayor's Report | |
| 20C-0176. | Adjournment | |

CALENDAR INFORMATION

| BOARD/COMMITTEE | DATE | TIME | PLACE |
|----------------------------------|--------------------------------|-----------|---|
| Historic Preservation Commission | Cancelled Until Further Notice | | |
| Zoning Board of Appeals | Cancelled Until Further Notice | | |
| City Council | Mon. April 27 | 6:30 P.M. | Zoom Teleconference Meeting https://zoom.us/j/96925628260 Meeting ID: 969 2562 8260 |

CITY OF GALENA, ILLINOIS



Memo

To: Mayor & Council
From: Mary Beth Hyde, City Clerk
CC: Mark Moran, City Administrator
Date: April 17, 2020
Re: Liquor License Renewals

Attached please find a list of Liquor License Renewals for Fiscal Year 2020-2021. The applicants listed have submitted complete applications and have made payment in full.

The following has submitted a new manager application and has a satisfactory background check completed:

DeSoto House Hotel – Michael P. Steinhoff

The following have submitted new manager applications. Due to the COVID-19 pandemic, we are unable to do background checks at this time. I would ask that you approve their applications at this time with the understanding that background checks will be submitted at a later date once the Sheriff's Department is allowed to do fingerprinting again.

Galena's Tajin, Inc. – Noel Herrera Pulido
Cannova's Pizzeria – Sophia Johnson
Wal-Mart, Inc. – Jesse Sertle

The following have submitted new liquor license applications. Due to the COVID-19 pandemic, we are unable to do background checks on the owners at this time. I would ask that you approve their applications at this time with the understanding that background checks will be submitted at a later date once the Sheriff's Department is allowed to do fingerprinting again.

Galena's Tajin, Inc. – Miguel A. Raudia (Owner)
Cannova's Pizzeria – Timothy & Thomas Pfile (Owners)

If you have any questions or would like to see the applications, please feel free to contact me.

Report Criteria:

Business.License Status = "Active"

License Type.License Type = "CLASS A LIQUOR","CLASS B LIQUOR","CLASS C LIQUOR","CLASS D LIQUOR","CLASS F LIQUOR","CLASS H LIQUOR","CLASS I LIQUOR","CLASS J LIQUOR","CLASS K LIQUOR","CLASS L LIQUOR","CLASS M LIQUOR","CLASS N LIQUOR","CLASS N LIQUOR","CLASS O LIQUOR","CLASS P LIQUOR","CLASS Q LIQUOR"

| Business Classification | DBA | Mangr Name | Date Paid | Amount Paid |
|-------------------------|--|-------------------------|-----------|-------------|
| A | PARADISE BAR & GRILL | LINDA K. PLUYM | | |
| A | VFW POST #2665 | DAVID W. WACHTER | | |
| A | THE WINE STUDIO OF GALENA, INC. | JAMIE CARROLL | | |
| A | THE GRAPE ESCAPE | CATHERINE A. KOUZMANOFF | | |
| A | TAMMY'S PIGGLY WIGGLY FRESH MARKET | TAMMY L. LEE | | |
| A | THE GOLD ROOM | RORY C. MACDONALD | | |
| A | DILLON'S HM, INC. | NONE | | |
| A | CHAMPAGNE ON MAIN | KEMPNER, ELISABETH A. | | |
| B | HARTIG DRUG COMPANY #5 | DAVID L. MCCABE | | |
| B | WALMART #5044 | JESSE SERTLE | | |
| B | R & L GAS MART | MARILYNN MUCHOW | | |
| B | GALENA RIVER WINE & CHEESE | TAYLOR, JULIE | | |
| B | CASEY'S GENERAL STORE #3451 | SHEILA M. HAAS | | |
| C | BLACKHAWK AERIE NO. 952 | AMI J. WASMUND | | |
| C | GALENA ELKS | TIMOTHY M. WICKLER | | |
| D | IRISH COTTAGE BOUTIQUE HOTEL & FRANK O'D | BASIL CONROY | | |
| D | VINNY VANUCCHI'S | JACK F. COULTER | | |
| D | LOS AZTECAS II MEXICAN RESTAURANT | HECTOR MORAN | | |
| D | EMMY LOU'S RESTAURANT & LOUNGE | REBECCA A. RUCHTI | | |
| D | DESOTO HOUSE HOTEL | MICHAEL P. STEINHOFF | | |
| D | LOG CABIN RESTAURANT & LOUNGE | FRANK RIGOPOULOS | | |
| D | STONEY CREEK INN OF GALENA | JOAN T. HEBER | | |
| D | FRIED GREEN TOMATOES | FRED L. BONNET | | |
| D | GOBBIE'S | SAM F. RIGOPOULOS | | |
| D | MARKET HOUSE RESTAURANT, INC. | LAURA L. HEFEL | | |
| D | FRITZ AND FRITES | FRED S. GRZESLO | | |

| Business Classification | DBA | Mangr Name | Date Paid | Amount Paid |
|-------------------------|--|-----------------------|-----------|-------------|
| D | DURTY GURT'S | DEANNE M. LIVINGSTON | | |
| D | GALENA BREWING CO. | JAYME M. CASPERS | | |
| D | CAMPECHE RESTAURANT | ALEX LOPEZ | | |
| D | AYALAS RESTAURANT INT FOOD & DRINK, INC. | JUAN A. DORANTES | | |
| D | EMBE HOSPITALITY, INC. | MARY E. FORSBERG | | |
| D | VICTORY CAFE | BRUCE/NANETTE GLASGOW | | |
| D | RAMADA GALENA | BETSY R. ACHETT | | |
| D | LITTLE TOKYO 21, INC. | LI, MI | | |
| D | AMELIA'S UNDER LAMPLIGHT DINNER THEATER | AMELIA WILSON | | |
| D | OTTO'S PLACE, INC. | CARTER, MEGAN | | |
| D | EMBE EATERY & LOUNGE | CHARLES M. QUICK | | |
| D | GALENA'S TAJIN MEXICAN REST. & CANTINA | NOEL P. HERRERA | | |
| D | CANNOVA'S PIZZERIA | SOPHIA A. JOHNSON | | |
| H | GALENA CELLARS | ANGELA A. BRUUN | | |
| H | MASSBACH RIDGE WINERY | PEGGY A. HARMSTON | | |
| I | GALENA BREWING CO. | JAYME M. CASPERS | | |
| J | BIG BILL'S SANDWICH SHOP & COFFEE BAR | WILLIAM J. DEITER | | |
| K | INDIGO BAR, LLC | LEMERY, CLAIRE | | |
| M | THE STEAMBOAT HOUSE | CAROL L. GEBELT | | |
| M | ALDRICH GUEST HOUSE | ROBERT J. MAHAN | | |
| M | JAIL HILL INN | MATTHEW T. CARROLL | | |
| M | FELT MANOR | DANIEL R. BALOCCA | | |
| M | LAMBERSON GUEST HOUSE | HEURUNG, MICHELLE R. | | |
| M | CLORAN MANSION BED & BREAKFAST | KOLIMAS, PAUL D. | | |
| M | FARMERS GUEST HOUSE, INC. | TIERNO, MARK J. | | |
| O | BLAUM BROTHERS DISTILLING COMPANY | MATTHEW C. BLAUM | | |
| Q | GALENA CENTER FOR THE ARTS | SULLIVAN, CAROLE J. | | |



311 N. Bench Street, Galena, IL 61036-1809

Chief of Police

Lori Huntington

(815) 777-2131

FAX (815) 777-4736

DATE: March 17, 2020

TO: Honorable Mayor Terry Renner & City Alderpersons

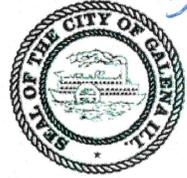
FROM: Chief Lori Huntington *LH*

RE: Liquor License Corporation Manager License –
Michael P. Steinhoff for Galena Associates, Inc.,
DBA Desoto House Hotel, 230 S. Main Street,
Galena, IL.

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

330

CITY OF GALENA, ILLINOIS



Application for Manager Liquor License

Application Fee: \$50.00

Background Check Fee: \$75.00 per Background Check – All managers must be fingerprinted by the Jo Daviess County Sheriff’s Department or the local Sheriff’s Department in the area in which the officer or director resides.

Background checks are completed by the State of Illinois Police. This process can take up to eight (2) weeks to complete. Once the results of the background checks are received from the State of Illinois Police, the Liquor License Corporation manager Application is then placed on the next available City Council agenda for approval/denial. Payment can be made by check, cash, money order, or credit card. All background check fees must be paid at the time the application is returned to City Hall.

Please note: The manager must reside within a 30 mile radius of Galena in order to qualify for a license.

Name: Michael Philip Steinhoff Date of Birth: 10/18/1968
 Address: 7809 Raphael Drive Dubuque Iowa 52003
City State Zip
 Driver License #: 550XX9302

List of places of residences in the past ten (10) years (use back if needed):

1. 7809 Raphael Drive Dubuque Iowa 52003
 2. _____
 3. _____

List all arrests and dispositions (use back if needed):

1. _____
 2. _____
 3. _____

Class of liquor license you will be managing: D

Location of premises you will be managing: 230 S Main St Galena Illinois 61036

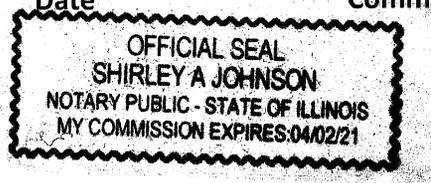
Name of Establishment (as it appears on the liquor license): Galena Associates, Inc. dba DeSoto House Hotel

I have never been convicted of a felony or any misdemeanor opposed to decency and morality. I am not disqualified to receive a license by any reason of matter or thing contained in the Galena Municipal Code of the Illinois Liquor Control Act. I will not violate any of the laws of the State of Illinois or of the Unity States in the conduct of managing this place of business. The undersigned further states that he/she is a person of good moral character and the he/she agrees not to violate any of the Ordinances of the City of Galena, any laws of the United States, or of the State of Illinois. The undersigned further states that in the event any statement contained in this application is not true that any approval of management may be immediately suspended and revoked.

I, Michael P Steinhoff, being duly sworn on oath, state that the facts set forth in the above application are true and correct.

Michael P Steinhoff 03/03/2020
Applicant's Signature Date

Shirley Johnson 3.3.2020 4.2.2021
Notary's Signature Date Commission Expiration



230

CITY OF GALENA, ILLINOIS



Application for Manager Liquor License

Application Fee: \$50.00

Background Check Fee: \$75.00 per Background Check – All managers must be fingerprinted by the Jo Daviess County Sheriff's Department or the local Sheriff's Department in the area in which the officer or director resides.

Background checks are completed by the State of Illinois Police. This process can take up to eight (2) weeks to complete. Once the results of the background checks are received from the State of Illinois Police, the Liquor License Corporation manager Application is then placed on the next available City Council agenda for approval/denial. Payment can be made by check, cash, money order, or credit card. All background check fees must be paid at the time the application is returned to City Hall.

Please note: The manager must reside within a 30 mile radius of Galena in order to qualify for a license.

Name: Jesse Sertle Date of Birth: 09/28/1988
 Address: 1972 East cross road Galena IL 61036
City State Zip
 Driver License #: S634-4308-8276

List of places of residences in the past ten (10) years (use back if needed):

- Galena, IL
- DeKalb, IL
- _____

List all arrests and dispositions (use back if needed):

- Arrest - DUI ; disposition Withhold Judgment/supervision
- Arrest - Driving on suspended License ; disposition Charge amended /
- Reduced to Unlicensed ; disposition With hold judgement/supervision.

Class of liquor license you will be managing: Class B

Location of premises you will be managing: 10000 Bartell Dr., Galena, IL 61036

Name of Establishment (as it appears on the liquor license): Walmart INC

I have never been convicted of a felony or any misdemeanor opposed to decency and morality. I am not disqualified to receive a license by any reason of matter or thing contained in the Galena Municipal Code of the Illinois Liquor Control Act. I will not violate any of the laws of the State of Illinois or of the Unity States in the conduct of managing this place of business. The undersigned further states that he/she is a person of good moral character and the he/she agrees not to violate any of the Ordinances of the City of Galena, any laws of the United States, or of the State of Illinois. The undersigned further states that in the event any statement contained in this application is not true that any approval of management may be immediately suspended and revoked.

I, Jesse Sertle, being duly sworn on oath, state that the facts set forth in the above application are true and correct.

[Signature] 4/6/2020
Applicant's Signature Date

Mary Beth Hyde 4/6/20
Notary's Signature Date Commission Expiration



CITY OF GALENA, ILLINOIS



1416

Liquor License Application

New Application Renewal Application

Applicant Information:

Applicant Name: Raudia Miguel A.
Last First M.I.

Address: 205 N. Bench st. Galena IL 61036
City State Zip

Phone #: 630-877-6698 Email Address: Kmraudia1@gmail.com

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

- A B C D F G H I J K L M N O P Q R

Liquor License in the City of Galena for the term beginning May-1-20, and ending April-30-21, and hereby certifies to the following facts:

Business/Premise Information:

Application is for: Corporation Limited Liability Corporation Individual Partnership

Corporation/Business Name: Galena Tajin, INC.

Doing Business As: Galenas Tajin Mexican Restaurant & Cantina

Name as it should appear on license: Galena Tajin INC.
(Must match State License)

Exact Address of Business: 124 N. Commerce st Galena, IL-61036

Phone #: 630-877-6698 Fax #: _____

The property is: Owned Leased Lease Expires: March-31-25 (attach a copy of the lease)

The applicant has been in business since: _____

The renewal applicant has applied for and been granted:

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

Illinois Sales Tax #: _____ Expiration Date: _____ (Attach Copy)

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

For consumption: On Premises Off Premises Both

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

All Employees **MUST** be BASSET Certified. Please submit a complete list of all employees BASSET Certified with this application. List must include license number and expiration date.

The general description, including approximate square footage, of the premises or place of business which is to be operated under the proposed license: 2500 square Footage.

(Attach a scaled drawing of the premises showing all ingress and egress locations, windows, and location of bar.)

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

If so, please specify: _____

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

| Name | Address | City, State, Zip | Date of Birth | Phone # |
|------|---------|------------------|---------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Manager Information (manager must complete manager application):

Name: Noel Herrera Noel P.
Last First M.I.

Address: 811 Spruce st. Galena IL 61036
City State Zip

Date of Birth: 9/19/72 Phone: 815-281-2447 E-Mail Address: _____

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

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

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

- a. The applicant is a resident of the City of Galena.
- b. The applicant is a citizen of the United States. If naturalized: Time 1996 Place Fresno, CA.
- c. With reference to a Partnership Application, all members of said Applicant Partnership are qualified to obtain a license.
- d. With reference to a Corporation Application; no officer, manager director, stock holder, or stockholders owning in the aggregate more than five (5) percent of the stock of the applicant's corporation is disqualified from obtaining a license for any reason other than citizenship and residence within the City of Galena.
- e. The applicant is of good character and reputation in the community.
- f. The applicant has never been convicted of a felony under any Federal or State law.
- g. The applicant has never been convicted of being a keeper or is keeping a house of ill fame.

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

Printed Name of Applicant: Miguel A. Raudia

Miguel A. Raudia 3/24/20
 Applicant's Signature Date

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

The following attachments must be included with this application:

- Copy of Illinois Sales Tax Certificate
- Copy of State of Illinois Liquor License
- Scaled drawing of premises (New applicants or only if changes were made since last renewal)
- Copy of Corporate Charter (Corporation Only)
- Copy of Lease
- Certificate of Insurance

NOTE: A copy of each individual's BASSET Certification License must be kept on premise at all times.

CITY OF GALENA, ILLINOIS



Application for Manager Liquor License

Application Fee: \$50.00

Background Check Fee: \$75.00 per Background Check – All managers must be fingerprinted by the Jo Daviess County Sheriff's Department or the local Sheriff's Department in the area in which the officer or director resides.

Background checks are completed by the State of Illinois Police. This process can take up to eight (2) weeks to complete. Once the results of the background checks are received from the State of Illinois Police, the Liquor License Corporation manager Application is then placed on the next available City Council agenda for approval/denial. Payment can be made by check, cash, money order, or credit card. All background check fees must be paid at the time the application is returned to City Hall.

Please note: The manager must reside within a 30 mile radius of Galena in order to qualify for a license.

Name: Noel Herrera Polido Date of Birth: 09/19/72
Address: 811 Spruce st. Galena IL 61036
City State Zip
Driver License #: H661-6207-2267

List of places of residences in the past ten (10) years (use back if needed):

- 119 Meeker st. Galena IL. 61036
- _____
- _____

List all arrests and dispositions (use back if needed):

- _____
- _____
- _____

Class of liquor license you will be managing: D

Location of premises you will be managing: 124 N. Commerce st. Galena, IL. 61036

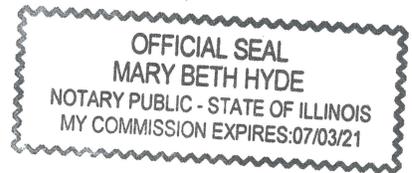
Name of Establishment (as it appears on the liquor license): Galena Tejin INC.

I have never been convicted of a felony or any misdemeanor opposed to decency and morality. I am not disqualified to receive a license by any reason of matter or thing contained in the Galena Municipal Code of the Illinois Liquor Control Act. I will not violate any of the laws of the State of Illinois or of the Unity States in the conduct of managing this place of business. The undersigned further states that he/she is a person of good moral character and the he/she agrees not to violate any of the Ordinances of the City of Galena, any laws of the United States, or of the State of Illinois. The undersigned further states that in the event any statement contained in this application is not true that any approval of management may be immediately suspended and revoked.

I, Noel Annun Pulido, being duly sworn on oath, state that the facts set forth in the above application are true and correct.

Noel Annun Pulido 3-26-20
Applicant's Signature Date

Mary Beth Hyde 3-26-20 7/3/21
Notary's Signature Date Commission Expiration



The renewal applicant has applied for and been granted:

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

Illinois Sales Tax #: _____ Expiration Date: _____ (Attach Copy)

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

For consumption: On Premises Off Premises Both

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

All Employees **MUST** be BASSET Certified. Please submit a complete list of all employees BASSET Certified with this application. List must include license number and expiration date.

The general description, including approximate square footage, of the premises or place of business which is to be operated under the proposed license: _____

(Attach a scaled drawing of the premises showing all ingress and egress locations, windows, and location of bar.)

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

If so, please specify: _____

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

| Name | Address | City, State, Zip | Date of Birth | Phone # |
|---------------|---------------------|-----------------------|---------------|----------------|
| Timothy Pfele | 7675 N. Meridian Rd | Galena, IL 61036 | 11-30-59 | (512) 966-7012 |
| Thomas Pfele | 1005 Nolte Ln | Hazel Green, WI 53811 | 10-15-81 | (815) 656-1163 |
| | | | | |
| | | | | |
| | | | | |

Manager Information (manager must complete manager application):

Name: Johnson SOPHIA A
Last First M.I.

Address: 330 SPRING ST GALENA IL 61036
City State Zip

Date of Birth: 12/9/92 Phone: 815-656-0958 E-Mail Address: sophiaj20@gmail.com

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

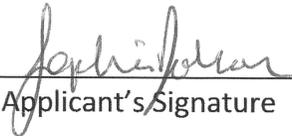
- a. The applicant owns said place of business or has a lease on said place of business for the period for which the license is issued. **(If leased, please attach a copy of the lease.)**
- b. The applicant will not allow illegal gambling or other illegal activities on the premises.
- c. The applicant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

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

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

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

Printed Name of Applicant: Sophia Johnson



 Applicant’s Signature

4/13/20

 Date

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

The following attachments must be included with this application:

- Copy of Illinois Sales Tax Certificate
- Copy of State of Illinois Liquor License
- Scaled drawing of premises (New applicants or only if changes were made since last renewal)
- Copy of Corporate Charter (Corporation Only)
- Copy of Lease
- Certificate of Insurance

NOTE: A copy of each individual’s BASSET Certification License must be kept on premise at all times.

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 13 APRIL 2020

20C-0119 – CALL TO ORDER

Mayor Renner called the regular meeting to order at 6:37 p.m. in the Board Chambers at 101 Green Street on 13 April 2020.

20C-0120 – ROLL CALL

Upon roll call, the following members were present: Renner
Present via Zoom teleconference: Allendorf, Bernstein, Hahn, Kieffer, McCoy, Westemeier (joined at 6:45).

20C-0121 – ESTABLISHMENT OF QUORUM

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

20C-0122 – PLEDGE OF ALLEGIANCE

The Pledge was recited.

20C-0123 - REPORTS OF STANDING COMMITTEE

No reports.

20C-0124 – CITIZENS COMMENTS

Jim Downey, Galena property owner – Downey stated he sent an email last week to Council urging them that now is the time to start thinking about short term rentals as a viable option for the economic health of the city coming out of these times. He urged the Council to start thinking about how we might start adding those owners interested in short term rentals.

CONSENT AGENDA CA20-07

20C-0125 – APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MARCH 23, 2020

20C-0126 – APPROVAL OF ZONING CALENDAR NO. 20S-03, AN APPLICATION BY ILWAB FARMS, LLC FOR A SPECIAL USE PERMIT TO ALLOW ADULT-USE CANNABIS INDUSTRIAL LAND USES AT 20000 BARTEL BOULEVARD

20C-0127 – APPROVAL OF ZONING CALENDAR NO. 18S-02, AN APPLICATION BY JAMES WIRTH (ESTATE), 121 SOUTH HIGH STREET FOR A SPECIAL USE PERMIT FOR A VACATION RENTAL IN THE LOW-DENSITY RESIDENTIAL DISTRICT

20C-0128 – ACCEPTANCE OF FEBRUARY 2020 FINANCIAL REPORT

20C-0129 – APPROVAL OF THE PURCHASE OF NEW CHEMICAL FEED PUMPS FOR WELL 6

20C-0130 – APPROVAL OF A CONTRACT WITH NEPTUNE POOL AND SLIDE RESURFACING CO. FOR POOL SLIDE RESURFACING

20C-0131 – APPROVAL OF THE PURCHASE OF A REPLACEMENT EMERGENCY WARNING SIREN AT THE DODGE STREET STANDPIPE PROPERTY

Motion: Bernstein moved, seconded by Hahn, to approve Consent Agenda, CA20-07.

Discussion: None.

Roll Call: AYES: Bernstein, Hahn, Kieffer, McCoy, Westemeier, Allendorf, Renner
NAYS: None

The motion carried.

NEW BUSINESS

20C-0132 – DISCUSSION AND POSSIBLE ACTION ON WAIVING LATE PENALTIES FOR WATER, SEWER, GARBAGE, HOTEL MOTEL TAX, FOOD AND BEVERAGE TAX AND AMUSEMENT TAX FROM MARCH 1 THROUGH MAY 31, 2020

Motion: Kieffer moved, seconded by Allendorf, to approve waiving late penalties for Water, Sewer Garbage, Hotel Motel Tax, Food and Beverage Tax and Amusement Tax from March 1 through May 31, 2020.

Discussion: None.

Roll Call: AYES: Hahn, Kieffer, McCoy, Allendorf, Bernstein, Renner
NAYS: None
ABSENT: Westemeier

The motion carried.

20C-0133 – APPROVAL OF AN ORDINANCE ABATING CERTAIN TAXES HERETOFORE LEVIED BY THE CITY OF GALENA, ILLINOIS FOR THE 2010 SEWER BONDS

Motion: Allendorf moved, seconded by Kieffer, to approve an ordinance abating certain taxes heretofore levied by the City of Galena, Illinois for the 2010 Sewer Bonds, 20C-0133.

Discussion: None.

Roll Call: AYES: Kieffer, Allendorf, Bernstein, Hahn, Renner
NAYS: None
ABSTAIN: McCoy
ABSENT: Westemeier

The motion carried.

20C-0134 – APPROVAL OF AN ORDINANCE ABATING CERTAIN TAXES HERETOFORE LEVIED BY THE CITY OF GALENA, ILLINOIS FOR THE 2012A BONDS

Motion: Hahn moved, seconded by Bernstein, to approve an ordinance abating certain taxes heretofore levied by the City of Galena, Illinois for the 2012A Bonds, 20C-0134.

Discussion: None.

Roll Call: AYES: Kieffer, Allendorf, Bernstein, Hahn, Renner
NAYS: None
ABSTAIN: McCoy
ABSENT: Westemeier

The motion carried.

Alderman Westemeier arrived via Zoom at 6:45.

20C-0135 – APPROVAL OF AN ORDINANCE ABATING CERTAIN TAXES HERETOFORE LEVIED BY THE CITY OF GALENA, ILLINOIS FOR THE 2012B BONDS

Motion: Kieffer moved, seconded by Allendorf, to approve an ordinance abating certain taxes heretofore levied by the City of Galena, Illinois for the 2012B Bonds, 20C-0135.

Discussion: None.

Roll Call: AYES: Westemeier, Allendorf, Bernstein, Hahn, Kieffer, Renner
NAYS: None
ABSTAIN: McCoy

The motion carried.

20C-0136 – DISCUSSION AND POSSIBLE ACTION ON THE EAST SIDE UTILITY SYSTEM IMPROVEMENT PROJECT

Motion: Westemeier moved, seconded by Allendorf, to approve the East Side Utility System Improvement Project.

Discussion: Westemeier stated after talking to Matt Trotter, he agrees that this isn't something, given the circumstances, we can afford to put off.

Allendorf felt with the water quality issues we have had; we don't want to get behind on this. And, in light of the loan forgiveness, Allendorf feels we should continue with the project.

Bernstein agreed. She stated she was initially in favor of postponing the project, however, after talking to Matt Trotter and given the financing, she feels we need to move forward as well.

Kieffer noted the City has been working on this for the past 5 years. He feels too the City should go ahead and get it done.

Westemeier stated fire safety and water pressure are the biggest issues. He is concerned if this is put off the City wouldn't be able get the low interest loan and costs will go up considerably.

Roll Call: AYES: Allendorf, Bernstein, Kieffer, McCoy, Westemeier
NAYS: None
ABSTAIN: Hahn

The motion carried.

20C-0137 – DISCUSSION AND POSSIBLE ACTION ON WATER RATE INCREASES SCHEDULED TO BE EFFECTIVE MAY 1, 2020

Motion: Westemeier moved, seconded by Kieffer, to approve the base fee increase of \$2.29 effective May 1, 2020 and postpone the second rate increase until November 1, 2020.

Discussion: Allendorf stated if the City is going to go ahead with the project, it is important to have the revenue source identified and in place He is concerned if we put it off, we could jeopardize the funding for the project and throw the whole budget off.

Renner advised putting the second rate increase off wouldn't jeopardize the ability to get the grant. The base rate increase will cover the amount of money owed on the debt service per year.

Bernstein feels it is a good will gesture to the residents to hold back on what we can in terms of the increases now. McCoy agreed.

Roll Call: AYES: Kieffer, McCoy, Westemeier, Allendorf, Bernstein
 NAYS: None
 ABSTAIN: Hahn

The motion carried.

20C-0138 – DISCUSSION AND POSSIBLE ACTION ON THE FISCAL YEAR 2020-21 OPERATING BUDGET

Moran advised he distributed the original proposed budget in early March. He was excited about the positive surplus in the general fund in that budget. He has been working hard to rework the budget. The revised budget contains several revenue reductions. The budget has a deficit of \$750,000, however, it still provides for a 25 percent reserve in most funds

Moran recommended the following:

- Putting a freeze on hiring any new positions and not filling current vacant positions.
- Hiring seasonal employees on a case by case basis.
- Freeze wages for all employees.
- Defer non-essential projects.
- Defer non-essential purchases.

Allendorf stated he noticed references to cuts in capital expenses for water and sewer improvements. He questioned if that was considered in this budget? He noted Council just approved the Park Avenue project. We don't want to get to far behind. He is concerned every year we delay could increase expenses on the back end. We don't want to end up with a backlog of repairs and spend far more money in the long run.

Moran stated some cuts have been made but nothing major. They are smaller things like hydrant painting. He agrees we want to keep up on maintenance and not fall behind. The second rate increase goes towards operations and maintenance and not to the East Side Project. The water fund needs an increase. Crack filling has been moved out of the street related maintenance and into the Capital Projects Fund. We have backed off of street paving for a year and moved maintenance into that budget.

Kieffer questioned if the freezing of hiring for the Police Department would put a load on the other officers. Renner feels they can work around it. Moran stated there is a potential for some overtime costs, but they can also be more flexible with shifting and trying to save on that end. The department has been down this road for many months off and on with officers off due to injury.

Allendorf questioned if the billing clerk position would be filled. Moran advised that is a position we need to look at with the possibility of using current staff to fill the needs temporarily. The position has been budgeted for. Council can approve the budget without it and review at a later date.

Council was in favor of truly sticking to a hiring freeze with any retirement replacements being reviewed.

Renner noted with regard to the wage freeze that the Public Works contract this year is zero. We are currently bargaining with the Police Department union now. There are meetings coming up. As far as non-union give some thoughts too. Renner referenced the \$29,000 in donations going out such as \$5,000 for the historical museum, 4th of July donation, Halloween Parade donation,

ARC youth programs and donation to Northwest Economic Development. He questioned how we can do a wage freeze and have this money going out.

Allendorf stated he understands these are additional expenses, however, they are all having an outside impact on local economy. Northwest Economic Development has been a great source for small businesses. He feels the ARC will be hurting and is something that benefits the entire community. Allendorf stated there is nothing he would support cutting. For a small donation, they make an outside impact. Renner recommended earmarking the money but setting it aside in case the things don't happen.

20C-0139 – WARRANTS

Motion: Allendorf moved, seconded by McCoy, to approve the Warrants as presented, 20C-0139.

Discussion: None.

Roll Call: AYES: Kieffer, McCoy, Westemeier, Allendorf, Bernstein, Hahn, Renner
NAYS: None

The motion carried.

20C-0140 – ALDERPERSONS' COMMENTS

Budget – Council thanked Mark and staff for doing a good job on the revised budget.

Budget – Westemeier stated he agrees with freezing donations right now. Once the economy gets going then we can think about giving the money out. He would like to see streets improved and there are other things we could use the money for.

Budget – Bernstein stated the budget gives us a basis for how we are dealing with the crisis.

Budget – Hahn agreed with all the comments on the budget and thanked Mark and staff for pulling back on the budget. He agrees with everything and stated we'll find out moving forward what we can and cannot do.

Crisis – Allendorf noted watching the national news is all doom and gloom. He appreciates how well most people have come together at the local level. Only a few are still ignoring it. It is amazing what the community has done. We have a top-notch hospital that was on top of things well before it came on the radar. The City has responded very well in their essential roles to overcome this.

Budget – Kieffer agreed with all of the comments with regard to the budget.

20C-0141 – CITY ADMINISTRATOR'S COMMENTS

Thank you – Moran thanked the local banks for taking over in assisting local businesses with forgivable loans. The loans will cover 8 weeks of payroll and some operating expenses. The local banks have processed over \$1 million dollars in loans already. Hopefully this can provide some relief.

Downtown Sidewalks – The City received a \$400,000 DECO grant. It has been confirmed that they are still accepting pay applications and are issuing checks. We have about \$100,000 left to do this season and the contractor has been authorized to move forward with the work

Rec Park – The City received a \$50,000 grant. The project is about half-way done. We have received half of the money. They are still processing applications and issuing checks. The contractor has been directed to move forward with the project.

East Side Project – Moran advised since the East Side Project has been approved, bids will be opened at 10 a.m. tomorrow morning. The bid opening will be via video and will be available on our website.

20C-0142 – MAYOR’S REPORT

Mayor Renner thanked Mark and staff for doing a terrific job on the budget. Renner thanked the entire town for partaking in the time we are in. Everyone seems to be listening and understanding. It will make us a much stronger community. A new day is coming! Stay safe and healthy!

20C-0143 – ADJOURNMENT

Motion: Allendorf moved, seconded by McCoy, to adjourn.

Discussion: None.

Roll Call: AYES: McCoy, Westemeier, Allendorf, Bernstein, Hahn, Kieffer, Renner
NAYS: None

The motion carried.

The meeting adjourned at 7:16 p.m.

Respectfully submitted,



Mary Beth Hyde
City Clerk

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



To: Mayor & Council
From: Mary Beth Hyde, City Clerk
Date: 04/03/19
Re: Tour Operator's License

The following businesses have returned applications for a Trolley Service License for 2020/2021:

River Trails Transit Lines, Inc. – dba Tri-State Travel
Brill's Trolley Tours – dba Galena Trolley Tours & Trolley Depot
Amelia's Galena Ghost Tours, Inc. (License held until updated inspection reports are received.)

The following business has returned an application for a Horse Drawn Carriage License for 2020/2021:

Ehrler Ranch, LLC

The following persons have returned an application for a Tour Guide Business for 2019/2020:

Richard T. Mulcahey, Meet Galena Tours
Galena Jo Daviess County Historical Society
Steve Repp, Old Fashioned Tours of Galena

All applications are available at City Hall for inspection.



Page 31 of 83
GALENA FIRE DEPARTMENT



Proudly Serving Galena Since 1830

*Randy Beadle
Fire Chief*

*Chris Garza
President*

MEMORANDUM

To: Mark Moran
From: Brett Temperly, Fire Inspector
Date: March 19, 2020
Re: Compliance Engine

Mark, I was talking to a contractor at a fire inspection the other day. He asked about the inspection paperwork and where he should send it. He asked if we used "compliance engine". I had never heard of it before.

Basically, we give this company our commercial addresses and business names. Then whenever a fire related inspection is completed by a third-party company, they upload this inspection to compliance engine. They keep track of every inspection uploaded and when it was completed. If there is a failure, we get an instant notification. When the failure is corrected, we get that notification also. They also send out notices of upcoming, past due or failed inspections to the business.

The best part is that it is free for the City. They charge the inspection company for using it. The City of Dubuque Fire Department uses this for tracking all fire, sprinkler and kitchen hood inspections. So, all companies working in Galena should be using this system already.

I have attached their contract and third-party pricing schedule for you to review. There is a 3-year commitment from the City to them. The first year will be adding inspections to the system. Year 2 and 3 will be more of the tracking part. During year 2 they do a google maps tour of Galena. They look for any business that may have a fire system in it but is not being reported. Also free.

I have talked to Fire Chief Beadle about this program. He is onboard with this to help us track these systems and there needed inspections. I did show this to Matt and Jonathon. Jonathon agrees that it is a good idea. Jonathon can use it to track the backflow inspections and the FOG program if that is implemented.

I had a webinar with them a few weeks ago. This is a really cool system that will keep the fire systems current and to code. They use all of the ICC/NFPA codes that the City has adopted.

I am asking the City to allow Compliance Engine the ability to upload any related documents to their system and to maintain them for the required 3 years. We can review how the system works for us before renewing after year 3.

Any questions let me know. The company is very responsive if you would want to ask them anything.

BRYCER, LLC
4355 Weaver Parkway
Suite 230
Warrenville, IL 60555

February 19th, 2020

Galena Fire Department
101 S Bench St
Galena, IL 61036

Re: “The Compliance Engine”

Dear Galena Fire Department:

We look forward to providing you with “The Compliance Engine” (the “Solution”). This proposal letter provides the basic terms by which Brycer, LLC (“Brycer”) will provide you, Galena Fire Department (“Client”), with the Solution. The use of the Solution and all matters between Brycer and Client will be subject to the standard “Terms and Conditions” attached to this proposal as Exhibit A. The basic terms are as follows:

1. **Term**: Brycer will provide Client with the Solution for three years, commencing May 1, 2020 (the “Initial Term”). Thereafter, the Term shall automatically renew for successive three-year periods unless terminated by Brycer or Client in writing at least 90 days prior to the expiration of the then current Term (each, a “Renewal Term” and together with the Initial Term, the “Term”). Following the expiration or termination of the Term (as provided in the Terms and Conditions), Client shall stop using the Solution; provided, however, Brycer shall make available, and Client shall have the right to download, Client’s data from the Solution for a period of 60 days after the expiration or termination of the Term. Client shall have the right to terminate this agreement upon giving 90 days written notice to Brycer.

2. **Fees**: Client shall not pay any fees for use of the Solution. Brycer will collect all fees due and payable by third party inspectors in connection with activities relating to the Solution.

3. **Brycer Responsibilities**: During the Term, Brycer shall be responsible for the following in connection with Client’s use of the Solution:

- ***Availability***. Brycer shall make the Solution available to Client as set forth on Exhibit B. The maintenance schedule and minimum service levels for the Solution are set forth on Exhibit B.
- ***Service Level***. Brycer shall provide commercially reasonable levels of customer service with respect to the Solution to all third parties who transact business with Client and access the Solution.
- ***Backup***. Brycer shall backup the database used in connection with the Solution to a separate server located within the same web hosting firm which the Solution is being hosted on a real time basis. Upon request by Client (which can be no more than once a month) or made prior to or within 60 days after the effective date of termination of the Term, Brycer will make available to Client a complete and secure (i.e. encrypted and appropriately authenticated) download file of Client data in XML format including all schema and attachments in their native format. Brycer shall maintain appropriate administrative, physical and technical safeguards for protection of the security, confidentiality and

integrity of Client data. Brycer shall not (a) modify Client data or (b) disclose Client data except as required by law.

- **Retention of Information.** Brycer will maintain all information entered into the database by third party inspectors for at least five years from the time such information is entered into the database.
- **Notices.** Brycer will be responsible for generating and delivering the following notices to third parties in connection with the Solution: (a) reminders of upcoming inspections that are due; (b) notices that an inspection is past due; and (c) notices of completed inspection reports which contain one or more deficiencies.
- **Call Center** Phone calls by Brycer on behalf of the Client to the property for EACH life-safety system overdue for service based on dates automatically tracked within the TCE database. Brycer is not an agent of the Client and all scripts for the overdue calls will be approved by the Client.
- **Updates and Enhancements.** In the event Brycer releases any updates, corrections, or enhancements to the Solution during the Term, Brycer shall promptly provide such updates or corrections to Client free of any charge or fee.

4. **Client Responsibilities:** During the Term, Client shall be responsible for the following in connection with Client's use of the Solution:

- **Operating System.** Client shall be solely responsible for providing a proper operating environment, including computer hardware or other equipment and software, for any portion of the Solution installed on the Client's equipment (the "Client Access Software") and for the installation of network connections to the Internet. In addition to any other Client Access Software requirements, Client must use version Internet Explorer 11.0, Edge, Firefox version 37, Chrome 40 or Safari 7.1 (or more recent versions), in addition to having a .pdf reader installed on machines to view attachments.
- **Training.** Client shall allow Brycer at Client's facilities to train all applicable personnel of Client on the use of the Solution.
- **Information.** Client shall promptly provide Brycer with all appropriate information necessary for Brycer to create the database for the Solution, including without limitation: (a) all commercial building addresses within the City of Galena for Brycer's initial upload; and (b) quarterly updates to in a format acceptable to Brycer in its discretion.
- **Enforcement.** Client shall take all actions necessary to require (e.g. resolution, ordinance, fire policy, code amendment) the use of the Solution by third party inspection companies.
- **Reports.** Client will require all compliant and deficient test results to be submitted.

5. **Ownership of Data.** Client owns all the data provided by Client and received from third party contractors for Client. Brycer shall maintain appropriate administrative, physical and technical safeguards for protection of the security, confidentiality and integrity of Client's data.

Please acknowledge your acceptance of this proposal and our standard Terms and Conditions by counter-signing this proposal below. We look forward to a long-term and mutually beneficial relationship with you.

Brycer, LLC

By: _____
Its: _____

Acknowledged and Agreed to this
1st day of May 2020:

[CLIENT]

By: _____
Its: _____

Exhibit A**Terms and Conditions**

Any capitalized terms not defined in these Terms and Conditions shall have the meaning assigned to it in that certain Letter Agreement attached hereto by and between Brycer, LLC and Client (the "Agreement").

1. **Restrictions on Use.** Client shall not copy, distribute, create derivative works of or modify the Solution in any way. Client agrees that: (a) it shall only permit its officers and employees (collectively, the "Authorized Users") to use the Solution for the benefit of Client; (b) it shall use commercially reasonable efforts to prevent the unauthorized use or disclosure of the Solution; (c) it shall not sell, resell, rent or lease the Solution; (d) it shall not use the Solution to store or transmit infringing or otherwise unlawful or tortious material, or to store or transmit material in violation of third party rights; (e) it shall not interfere with or disrupt the integrity or performance of the Solution or third-party data contained therein; (f) it shall not reverse engineer, translate, disassemble, decompile or otherwise attempt to create any source code which is derived from the Solution (g) it shall not permit anyone other than the Authorized Users to view or use the Solution and any screen shots of the Solution and (h) it shall not disclose the features of the Solution to anyone other than the Authorized Users. Client is responsible for all actions taken by the Authorized Users in connection with the Solution.
2. **Proprietary Rights.** All right, title and interest in and to the Solution, the features of the Solution and images of the Solution as well any and all derivative works or modifications thereof (the "Derivative Works"), and any accompanying documentation, manuals or other materials used or supplied under this Agreement or with respect to the Solution or Derivative Works (the "Documentation"), and any reproductions works made thereof, remain with Brycer. Client shall not remove any product identification or notices of such proprietary rights from the Solution. Client acknowledges and agrees that, except for the limited use rights established hereunder, Client has no right, title or interest in the Solution, the Derivative Works or the Documentation.
3. **Independent Contractor.** Nothing in the Agreement may be construed or interpreted as constituting either party hereto as the agent, principal, employee or joint venturer of the other. Each of Client and Brycer is an independent contractor. Neither may assume, either directly or indirectly, any liability of or for the other party. Neither party has the authority to bind or obligate the other party and neither party may represent that it has such authority.
4. **Reservation of Rights.** Brycer reserves the right, in its sole discretion and with prior notice to Client, to discontinue, add, adapt, or otherwise modify any design or specification of the Solution and/or Brycer's policies, procedures, and requirements specified or related hereto. All rights not expressly granted to Client are reserved to Brycer, including the right to provide all or any part of the Solution to other parties.
5. **Use of Logos.** During the term of this Agreement, Brycer shall have the right to use Client's logos for the purpose of providing the Solution to Client.
6. **Confidential Information.** Brycer and Client acknowledge and agree that in providing the Solution, Brycer and Client, as the case may be, may disclose to the other party certain confidential, proprietary trade secret information ("Confidential Information"). Confidential Information may include, but is not limited to, the Solution, computer programs, flowcharts, diagrams, manuals, schematics, development tools, specifications, design documents, marketing information, financial information or business plans. Each party agrees that it will not, without the express prior written consent of the other party, disclose any Confidential Information or any part thereof to any third party. Notwithstanding the foregoing, the parties acknowledge that Client and Brycer shall be permitted to comply with any all federal and state laws concerning disclosure provided that any such required disclosure will not include any of Brycer's screen shots. The disclosing party shall provide prior written notice of any required disclosure of the nondisclosing party's Confidential Information to the nondisclosing party and shall disclose only the information that is required to be disclosed by law. In the event that Client requests from Brycer any reports or other information for purposes of complying with federal and state disclosure laws, Brycer shall provide such information within five business day following such request. Confidential Information excludes information: (a) that is or becomes generally available to the public through no fault of the receiving party; (b) that is rightfully received by the receiving party from a third party without limitation as to its use; or (c) that is independently developed by receiving party without use of any Confidential Information. At the termination of this Agreement, each party will return the other party all Confidential Information of the other party. Each party also agrees that it shall not duplicate, translate, modify, copy, printout, disassemble, decompile or otherwise tamper with any Confidential Information of the other party or any firmware, circuit board or software provided therewith.
7. **Brycer Warranty.** Brycer represents and warrants to Client that Brycer has all rights necessary in and to any patent, copyright, trademark, service mark or other intellectual property right used in, or associated with, the Solution, and that Brycer is duly authorized to enter into this Agreement and provide the Solution to Client pursuant to this Agreement.
8. **Disclaimer.** All information entered into Brycer's database is produced by third party inspectors and their agents. **THEREFORE, BRYCER SPECIFICALLY DISCLAIMS ANY REPRESENTATION OR WARRANTY AS TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION ENTERED INTO BRYCER'S DATABASE BY EITHER CLIENT OR THIRD PARTY INSPECTORS. EXCEPT AS SET FORTH IN SECTION 7, BRYCER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SOLUTION OR ANY OTHER INFORMATION AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ARE HEREBY DISCLAIMED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. BRYCER'S SOLE LIABILITY FOR BREACH OF THE REPRESENTATION AND WARRANTY SET FORTH IN SECTION 7, AND CLIENT'S SOLE REMEDY, SHALL BE THAT BRYCER SHALL INDEMNIFY AND HOLD RECIPIENT HARMLESS FROM AND AGAINST ANY LOSS, SUIT, DAMAGE, CLAIM OR DEFENSE ARISING OUT OF BREACH OF THE REPRESENTATION AND WARRANTY.**
9. **LIMITATION ON DAMAGES.** BRYCER SHALL ONLY BE LIABLE TO CLIENT FOR DIRECT DAMAGES PURSUANT TO THE AGREEMENT. EXCEPT AS OTHERWISE PROVIDED IN SECTION 7, IN NO EVENT SHALL BRYCER BE LIABLE FOR OR OBLIGATED IN ANY MANNER FOR SPECIAL, CONSEQUENTIAL, OR INDIRECT DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, LOSS OF PROFITS OR SYSTEM DOWNTIME. CLIENT ACKNOWLEDGES AND AGREES THAT IN NO CASE SHALL BRYCER 'S LIABILITY FOR ANY LOSS OF DATA OR DATA INTEGRITY EXCEED THE REPLACEMENT COST OF THE MEDIA ON WHICH THE DATA WAS STORED.
10. **Risks Inherent to Internet.** Client acknowledges that: (a) the Internet is a worldwide network of computers, (b) communication on the Internet may not be secure, (c) the Internet is beyond the control of Brycer, and (d) Brycer does not own, operate or manage the Internet. Client also acknowledges that there are inherent risks associated with using the Solution, including but not limited to the risk of breach of security, the risk of exposure to computer viruses and the risk of interception, distortion, or loss of communications. Client assumes these risks knowingly and voluntarily releases Brycer from all liability from all

such risks. Not in limitation of the foregoing, Client hereby assumes the risk, and Brycer shall have no responsibility or liability of any kind hereunder, for: (1) errors in the Solution resulting from misuse, negligence, revision, modification, or improper use of all or any part of the Solution by any entity other than Brycer or its authorized representatives; (2) any version of the Solution other than the then-current unmodified version provided to Client; (3) Client's failure to timely or correctly install any updates to the Client Access Software; (4) problems caused by connecting or failure to connect to the Internet; (5) failure to provide and maintain the technical and connectivity configurations for the use and operation of the Solution that meet Brycer's recommended requirements; (6) nonconformities resulting from or problems to or caused by non-Brycer products or services; or (7) data or data input, output, accuracy, and suitability, which shall be deemed under Client's exclusive control.

11. **Indemnity.** Brycer (the "Indemnifying Party") will defend and indemnify Client against any damages, losses, liabilities, causes of action, costs or expenses arising from Brycer's breach of this Agreement, gross negligence or intentional misconduct. Client will defend and indemnify Brycer against any damages, losses, liabilities, costs or expenses (including reasonable attorneys' fees) arising from Client's breach of this Agreement, gross negligence or intentional misconduct. Client acknowledges that Brycer does not create any of the data and information included in the Solution and is not responsible for and does not assess or make any suggestions or recommendations with respect to any such data or information. Client will defend and indemnify Brycer against any damages, losses, liabilities, costs or expenses (including reasonable attorneys' fees), claims, demands, suits or proceedings made or brought against Brycer by a third party in connection with Client's or an Authorized User's use of the Solution, or any action or inaction taken by a third party, including, but not limited to, third party inspectors, in connection with such third party providing services for Client or otherwise at Client's or an Authorized User's request or direction.
12. **Breach.** Brycer shall have the right to terminate or suspend this Agreement, and all of Client's rights hereunder, immediately upon delivering written notice to Client detailing Client's breach of any provision of this Agreement. If Client cures such breach within 5 days of receiving written notice thereof, Brycer shall restore the Solution and Client shall pay any fees or costs incurred by Brycer in connection with the restoration of the Solution.
13. **Illegal Payments.** Client acknowledges and agrees that it has not received or been offered any illegal or improper bribe, kickback, payment, gift or anything of value from any employee or agent of Brycer in connection with the Agreement.
14. **Beneficiaries.** There are no third party beneficiaries to the Agreement.
15. **Force Majeure.** Neither party shall be responsible for any failure to perform due to unforeseen, non-commercial circumstances beyond its reasonable control, including but not limited to acts of God, war, riot, embargoes, acts of civil or military authorities, fire, floods, earthquakes, blackouts, accidents, or strikes. In the event of any such delay, any applicable period of time for action by said party may be deferred for a period of time equal to the time of such delay, except that a party's failure to make any payment when due hereunder shall not be so excused.
16. **Notices.** All notices required in the Agreement shall be effective: (a) if given personally, upon receipt; (b) if given by facsimile or electronic mail, when such notice is transmitted and confirmation of receipt obtained; (c) if mailed by certified mail, postage prepaid, to the last known address of each party, three business days after mailing; or (d) if delivered to a nationally recognized overnight courier service, one business day after delivery.
17. **JURISDICTION AND VENUE.** THE AGREEMENT SHALL BE GOVERNED BY, CONSTRUED AND INTERPRETED IN ACCORDANCE WITH, AND ENFORCEABLE UNDER, THE LAWS OF THE STATE IN WHICH CLIENT EXISTS APPLICABLE TO CONTRACTS MADE IN SUCH STATE AND THAT ARE TO BE WHOLLY PERFORMED IN SUCH STATE WITHOUT REFERENCE TO THE CHOICE-OF-LAW PRINCIPLES OF SUCH STATE. THE PARTIES IRREVOCABLY AGREE THAT ALL ACTIONS OR PROCEEDINGS IN ANY WAY, MANNER OR RESPECT ARISING OUT OF OR FROM OR RELATED TO THE AGREEMENT SHALL BE LITIGATED ONLY IN COURTS LOCATED WITHIN THE STATE IN WHICH CLIENT EXISTS. THE PARTIES HEREBY CONSENT AND SUBMIT TO THE EXCLUSIVE JURISDICTION OF ANY LOCAL, STATE OR FEDERAL COURT LOCATED WITHIN SAID STATE. THE PARTIES HEREBY WAIVE ANY RIGHTS THEY MAY HAVE TO TRANSFER OR CHANGE VENUE OF ANY SUCH ACTION OR PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT. THE PARTIES WAIVE ANY RIGHT TO TRIAL BY JURY ON ANY ACTION OR PROCEEDING TO ENFORCE OR DEFEND ANY RIGHTS UNDER THE AGREEMENT, AND AGREE THAT ANY SUCH ACTION OR PROCEEDING SHALL BE TRIED BEFORE A COURT AND NOT BEFORE A JURY.
18. **Attorneys' Fees.** The prevailing party in any proceeding in connection with the Agreement shall be entitled to recover from the non-prevailing party all costs and expenses, including without limitation, reasonable attorneys' and paralegals' fees and costs incurred by such party in connection with any such proceeding.
19. **Entire Agreement.** The Agreement sets out the entire agreement between the parties relative to the subject matter hereof and supersedes all prior or contemporaneous agreements or representations, oral or written.
20. **Amendment.** The Agreement may not be altered or modified, except by written amendment which expressly refers to the Agreement and which is duly executed by authorized representatives of both parties. The waiver or failure by either party to exercise or enforce any right provided for in the Agreement shall not be deemed a waiver of any further right under the Agreement. Any provision of the Agreement held to be invalid under applicable law shall not render the Agreement invalid as a whole, and in such an event, such provision shall be interpreted so as to best accomplish the intent of the parties within the limits of applicable law. The Agreement may be executed by facsimile and in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.
21. **Expiration.** The rights and obligations contained in these Terms and Conditions shall survive any expiration or termination of the Agreement.

Exhibit B

Maintenance Schedule and Minimum Service Levels

1. **Uptime and Maintenance.**

The Solution shall be available 24 hours per day during the term of this Agreement. The Solution shall be fully functional, timely and accessible by Client at least 99.5% of the time or better and Brycer shall use reasonable efforts to provide Client with advance notice of any unscheduled downtime.

2. **Response Time.**

Brycer shall respond to telephone calls from Client within two hours of the call and/or message and all emails from Client within two hours of the receipt of the email.

3. **Customer Support**

Customer support hours are 24/7/365. The toll-free number is 1-855-279-2371

Brycer will assign client a dedicated customer representative with direct access to their email and work number.

BRYCER PRICING MODEL



| System Type | Submittal Option | Price | Billing Frequency |
|--|--|---------|-------------------|
| Active Smoke Control System | Annual | \$15.00 | Annual |
| Automatic Fire Sprinkler System | Annual, Quarterly, Monthly | \$15.00 | Annual |
| 5- Year Obstruction Sprinkler | Annual | \$15.00 | Annual |
| Commercial Kitchen Exhaust System (Cleaning) | Annual, Semi-Annual Quarterly, Monthly | \$15.00 | Per Submittal |
| Commercial Kitchen Hood Suppression System | Semi-Annual | \$15.00 | Per Submittal |
| Emergency Generator | Annual | \$15.00 | Annual |
| Fire Alarm System | Annual, Quarterly, Monthly | \$15.00 | Annual |
| Fire Escape | Annual, 5-Year | \$15.00 | Annual |
| Fire Pump | Annual, Quarterly, Monthly | \$15.00 | Annual |
| Private Hydrant System | Annual | \$15.00 | Annual |
| Special Suppression System | Annual, Semi-Annual | \$15.00 | Per Submittal |
| Spray Booth | Annual, Semi-Annual | \$15.00 | Per Submittal |
| Standpipe | Annual, 5-Year | \$15.00 | Annual |

\$15: Renewal Notice (37 days prior), Past Due Notice (45 days after), Deficiency Notice (Once deficiency report is reviewed) --- We will make phone calls on Past Due Systems/Properties AND we will make phone calls on Deficient Systems/Properties

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: April 17, 2020

RE: Employee Appointments

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. 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 12, 2020 through May 10, 2021 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.

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner, City Council, Mark Moran

FROM: Deb Price

DATE: April 21, 2020

RE: Utility Bill Write-Offs

Attached are the Utility Billing write-offs for the 2019-2020 Fiscal Year. There are two write offs for a total of \$462.61. This amount is considered uncollectable.

We collected \$1,790.25 from landlords for ten terminated delinquent accounts during the past fiscal year.

No new liens were filed.

Please contact me if you have any questions. Thank you.

Fiscal Year 2019-20 Utility Write-offs

| Account Number | Date Service Terminated | Name | Service Address | Balance Owed | Water | Sewer | Garbage | Miscellaneous | Penalties | Reason |
|----------------|-------------------------|---------------------|---------------------|-----------------|-----------------|-----------------|----------------|----------------|-----------------|---|
| 60115702 | November 2, 2018 | Steven Neuhaus | 627 Franklin Street | \$428.62 | \$100.66 | \$125.05 | \$46.97 | \$20.00 | \$135.94 | Property foreclosure. Owner was driving semi out of state and kept promising he would pay. Shut off was not operational and it was not feasible to contract shut off repair and file lien once we were notified of foreclosure. DUPACO took over when it went to foreclosure but would not pay past debt. I thought I would be able to track Neuhaus down as he is living in Iowa but I was never able to find a correct address. |
| 60118501 | January 31, 2019 | Benjamin Schoenfeld | 913 Fulton Street | \$33.99 | \$12.09 | \$21.90 | \$0.00 | \$0.00 | \$0.00 | Unpaid base fees for three months while property was with foreclosure company but still in owner's name; penalites had been suspended. The lending bank paid 363.66 of Schoenfeld's debt before it went to foreclosure and the realty company paid 50.23 in base fees while it was listed. |
| TOTAL | | | | \$462.61 | \$112.75 | \$575.36 | \$46.97 | \$20.00 | \$135.94 | |

CITY OF GALENA, ILLINOIS

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



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Andy Lewis, City Engineer *ALewis*

DATE: 23 April 2020

RE: Flow Meter Replacement at Wells #6 and #7
Approval of Quotes

I received a request from US Water for the city to purchase replacement flow meters for wells #6 and #7. The existing meters are in poor condition and need to be replaced as quickly as possible before failure. These meters record the water flow from each well pump. Accuracy of meter reading is an important factor in accounting for water pumped and water delivered to a property.

Estimated cost to purchase the two flow meters from our distract supplier is about \$7,900 which includes a reprogramming component by L W Allen. US Water will install the meters.

I recommend the City Council approves the quote of \$7,900 to replace the flow meters at wells #6 and #7 . The city administrator will complete a budget amendment for this amount.

CITY OF GALENA, ILLINOIS



Memo

To: Mayor & Council
From: Mary Beth Hyde, City Clerk
CC: Mark Moran, City Administrator
Date: April 20, 2020
Re: Taxicab License Renewals

Attached please find renewal applications for Eco-Cab, LLC for Fiscal Year 2020-2021. The applicant has submitted a complete application and has made payment in full. Once things are back to normal they will have the taxi's inspected by the Chief of Police. Please note A to B Cab Company has opted not to renew at this time.

If you have any questions, please feel free to contact me.



CITY OF GALENA, ILLINOIS

Taxicab Business License Application

New Application Renewal Application

Applicant Information:

Doing Business As: ECO-CAB LLC EIN#: 47-2585826

Applicant Name: GASPARRO JACQUELINE A.
Last First M.I.

Address: 522 S. HIGH STREET GALENA IL 61036
City State Zip

Phone #: 815 281-1994 Email Address: JACKIE.GASPARRO40@GMAIL.COM

Business Address: Same as applicant address
Street Address City State Zip

Vehicle Information:

Number of Taxicabs Owned by Applicant: 2

Please complete the following for each taxicab operating under the business:

| Vehicle Make | Vehicle Year | Vehicle Color | Vehicle ID Number | License Number |
|----------------------|--------------|---------------|--------------------|----------------|
| 2001 CHEVY ASTRO VAN | 2001 | YELLOW | 1GNEE19W57B155635 | 29173 LY |
| NISSAN NV 3500 VAN | 2013 | MAROON | 5BAZ2FOAA1DN20237P | 21057 PT |
| | | | | |
| | | | | |

Fees:

Please calculate the fees for the taxicab business license and your vehicles and include payment:

| Item | Fee Amount | Number | Total Fee |
|------------------|------------|--------|------------------|
| Business License | \$100 | 1 | \$100 |
| Vehicle License | \$25 | 2 | \$25 50 |
| TOTAL FEE | | | \$ 125 50 |

Required Attachments:

The following attachments must be included with this application:

- Copy of Illinois Department of Transportation Vehicle Inspection Sticker for each vehicle
- Certificate of Liability Insurance
- Payment of Taxicab Business License Fee and Vehicle Fee for each vehicle
- Copy of EIN Certificate *ON FILE*

Code Compliance Certification:

By submitting this application, the applicant certifies that the subject business, its employees and equipment are in compliance with all pertinent local, state, and federal codes.

I understand that all licenses issued in accordance with the Motorized Vehicle for Hire Ordinance are issued subject to the City's police power and subject to all other applicable codes, ordinances and regulations of the City of Galena and the State of Illinois. Licenses issued pursuant to this ordinance that are discovered to be issued in error shall be immediately revoked and the full license fee refunded. I understand I will be given a copy of this application for future reference and a copy of the current city ordinance relating to same.

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

Printed Name of Applicant: JACQUELINE A. GASPARO

Jacqueline A. Gasparo 3/25/2020
Applicant's Signature Date

Subscribed and sworn to before me this 25th day of March, A.D. 2020.

MaryBeth Hyde
Notary's Signature Date

April 23, 2020

Hi Mark, I'd like to submit an idea to honor our 57 Galena High School 2020 Graduating Seniors for approval by our City Council.

The idea would be to hang an 18" x 36" banner with each student individually recognized on our light posts running along Main Street with a few between City Hall, Post Office and the Desoto House hotel for the month of May. This is a small but very meaningful way to show our Seniors that their community recognizes how very important it is to celebrate their 12 years of schooling and to support them in this uncharted territory we're all in due to Covid-19.

We have 50 light posts with the hanging posts off to the side of the light that run parallel to the sidewalk beginning inside the flood gates all the way to the corner of Main St. and Stagecoach Tr. The other 7 posts have a straight hanging post and those banners would hang on the front of those posts by the City Hall location.

I have the support of the high school principal and publications teacher with providing me all of the Senior pictures. I have Signcraft Screenprint ready to print if approved. I would just need to ask that our City Works team assist with the hanging and removal of the banners.

I have attached the artwork proof of the banner along with sketches of how we would hang them.

Please let me know any other information needed. I look forward to hearing from you soon!

Thank you very much!

Sincerely,
Julie Simmons

GALENA HIGH SCHOOL



**Congratulations
Class of 2020**

Version A

GALENA HIGH SCHOOL



**Congratulations
Class of 2020**

Version C

GALENA HIGH SCHOOL



**Congratulations
Class of 2020**

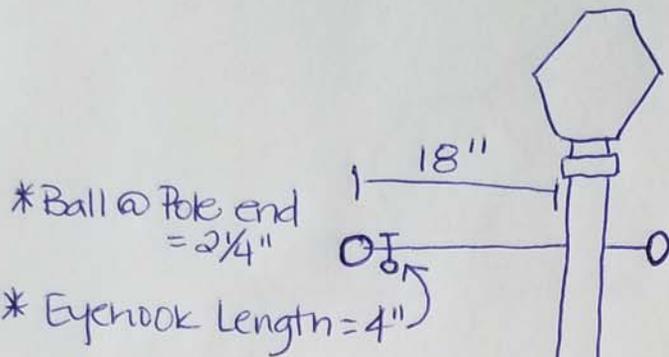
Version B

GALENA HIGH SCHOOL



**Congratulations
Class of 2020**

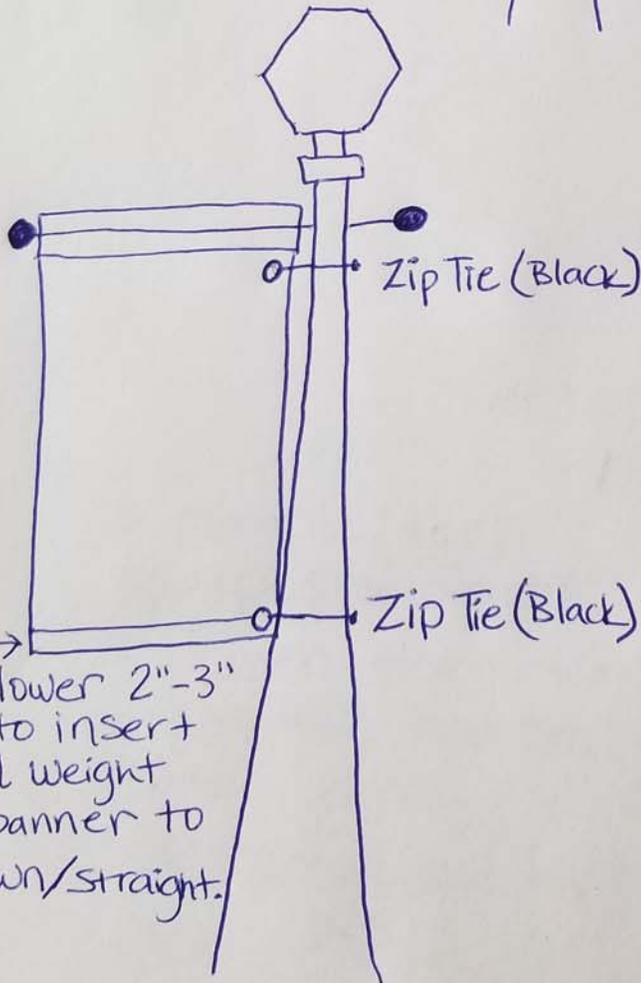
Version D



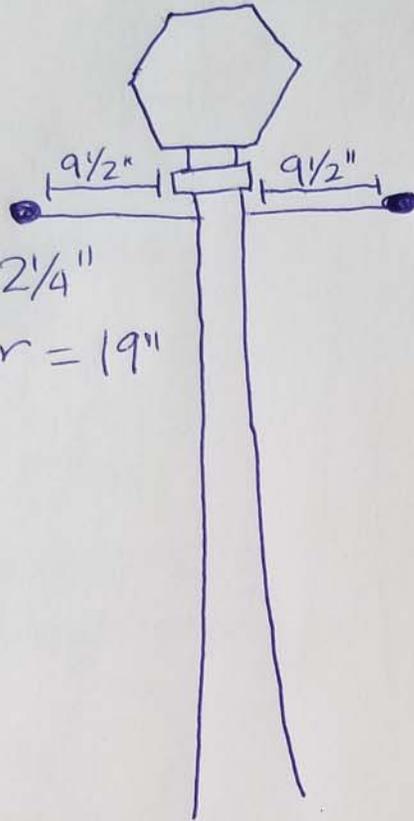
Qty 50

18" w x ?" H

Top Pole Pocket = 4 1/4" ?
(NEEDS TO FIT OVER eyehook)



* Sample for light posts that run along Main St. beginning just inside flood gates to the turn to Stagecoach Tr.

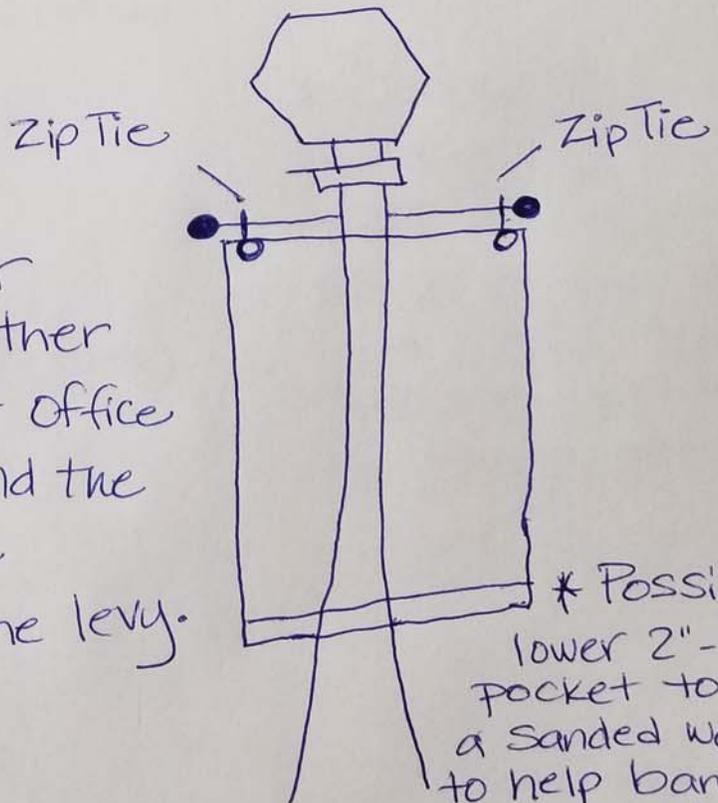


* Ball @ Pole End = 2 1/4"

* Total Crossbar = 19"

Qty 7

18" W x ?" H



* Sample for lightposts either between Post Office + City Hall and the Desoto House
or along the levy.

* Possible lower 2"-3" pocket to insert a sanded weight to help banner to stay down/straight

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: January 15, 2020

RE: Water User Charge Increase

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

At the April 13 meeting, you approved a motion to postpone the previously approved volumetric user charge increase for water customers. The increase was scheduled to take effect May 1. In accordance with your motion, the attached ordinance would delay the increase six months—until November 1, 2020.

I recommend you complete the first reading of the ordinance, waive the second reading, and adopt the ordinance as presented.

Ordinance # _____

An Ordinance **“Modifying Monthly Service Fees and Charges for the Waterworks System”**, of the Code of Ordinances of the City of Galena

Adopted by the City Council of the City of Galena this _ day of _____, 2020.

Published in pamphlet form by authority of the City Council of the City of Galena, Jo Daviess County, Illinois, this ____ day of _____, 2020.

STATE OF ILLINOIS)
) City of Galena
COUNTY OF JO DAVIESS)

CERTIFICATE

I, Mary Beth Hyde, certify that I am the duly elected and acting municipal clerk of the City of Galena, Jo Daviess County, Illinois.

I further certify that on the _____ day of _____, 2020, the Corporate Authorities of said municipality passed and approved Ordinance No. _____ entitled “Modifying Monthly Service Fees and Charges for the Waterworks System”, of the Code of Ordinances of the City of Galena, which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. _____, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing the ____ day of _____, 2020 and commencing for at least ten (10) days thereafter.

Dated at Galena, Illinois, this ____ day of _____, 2020.

Mary Beth Hyde
City Clerk

(Seal)

ORDINANCE NO. _____

AN ORDINANCE “MODIFYING MONTHLY SERVICE FEES AND CHARGES FOR THE WATERWORKS SYSTEM” OF THE GALENA CODE OF ORDINANCES

WHEREAS, the City of Galena owns and operates a waterworks system, and

WHEREAS, the City of Galena charges users of the waterworks system fees that are used to operate and maintain the system, and

WHEREAS, on November 12, 2019, the Mayor and City Council adopted an ordinance (Ordinance No. O.19.18) to modify monthly service fees and charges for the waterworks system, and

WHEREAS, the ordinance prescribed increases to the monthly water service fee and user charge to be effective May 1, 2020, and

WHEREAS, the Mayor and City Council seek to delay the increase of the user charge from May 1, 2020 to November 1, 2020.

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

SECTION I: As authorized by Chapter 51, § 51.009 (A) of the Galena Code of Ordinances, the City Council hereby affirms the previously approved increase of the monthly water service fee for the waterworks system, effective May 1, 2020, as follows:

(1) Base fee. A service fee per monthly period of \$6.32.

SECTION II: As authorized by Chapter 51, § 51.009 (A) of the Galena Code of Ordinances, the City Council hereby sets the monthly water service volumetric user charge for the waterworks system, effective November 1, 2020, as follows:

(2) User fee. A user charge of \$5.46 per 1,000 gallons.

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

SECTION III: Passed on this _____ day of October, A.D., 2020 in open Council.

SECTION IV: This ordinance shall be in full force and effect on _____, 2020 after its passage, approval and publication in pamphlet form as provided by law.

AYES:

NAYS:

APPROVED this _____ day of October 2020.

TERRY RENNER, MAYOR

ATTEST:

MARY BETH HYDE, CITY CLERK

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: April 21, 2020

RE: Campground Tax Abatement Ordinance

At the last meeting, you approved ordinances to abate property taxes for three outstanding bond issues. In addition to the bond abatements, we must adopt an ordinance to abate the City share of the property taxes for the Palace Campground.

The campground was annexed in November 2016 in accordance with an annexation agreement approved by the city council. A property tax abatement for the current owner was one of the conditions of annexation. The abatement is for a total of \$40,000 or 20 years, whichever occurs first. Including the current abatement, the total abated to-date is \$6,370.35 as shown in Table 1 below.

Table 1. Palace Campground Tax Abatement 2017-Present

| Parcel Number | 2017 | 2018 | 2019 | TOTAL |
|---------------|------------|------------|------------|-------------------|
| 13-00-079-06 | \$1,361.22 | \$1,363.00 | \$1,393.62 | \$4,117.84 |
| 13-000-79-07 | \$184.66 | \$184.90 | \$189.06 | \$558.62 |
| 13-000-105-06 | \$559.12 | \$560.64 | \$574.13 | \$1,693.89 |
| | | | | \$6,370.35 |

I recommend you complete the first reading of the ordinance, waive the second reading, and adopt the ordinance as presented.

ORDINANCE NO. _____

**AN ORDINANCE ABATING CERTAIN TAXES HERETOFORE LEVIED BY THE CITY OF GALENA,
ILLINOIS FOR THE PALACE CAMPGROUND**

WHEREAS the City Council (the "*Corporate Authorities*") of the City of Galena, Jo Daviess County, Illinois (the "*City*"), by an ordinance, adopted on August 8, 2016, authorized the execution of an annexation agreement between the City and Patrick McCarthy and Kristine McCarthy (the "*Owner*"); and

WHEREAS on September 8, 2016, the City and the Owner entered into a legal and binding annexation agreement for 31.88 acres of property (the "*Property*") commonly known as the Palace Campground, Parcel Identification Numbers 13-000-079-07, 13-000-079-06, and 13-000-105-06, and as described in Exhibit A, attached hereto and made part hereof; and

WHEREAS as part of the annexation agreement, the City agreed to abate on an annual basis the full City portion of the property taxes for the Property in an amount not to exceed \$40,000 or 20 years, whichever comes first; and

WHEREAS said abatement is valid only for the current Owner and is not transferrable to any future owner of the Property; and

WHEREAS Illinois State Statute 35 ILCS 200/18-184 authorizes municipalities to upon a majority vote of its governing authority, order the county clerk to abate any portion of its taxes on any property that is the subject of an annexation agreement between the municipality and the property owner; and

NOW, THEREFORE, Be It Ordained by the City Council of the City of Galena, Jo Daviess County, Illinois, as follows:

Section 1. Abatement of Tax. The City of Galena hereby orders the Jo Daviess County Clerk to abate one hundred percent (100%) of the City of Galena property taxes for the Palace Campground Property for said taxes levied for the year 2019.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the City Clerk shall file a certified copy hereof with the County Clerk of the County of Jo Daviess, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect forthwith upon its passage by the Corporate Authorities.

PASSED by the Corporate Authorities on the ____ day of _____, 2020.

APPROVED: _____, 2020.

Mayor

AYES: _____

NAYS: _____

ABSENT: _____

RECORDED in the City Records on _____, 2020.

Published in pamphlet form by authority of the Corporate Authorities on _____, 2020.

ATTEST:

City Clerk

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF JO DAVIESS)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of the County of Jo Daviess, Illinois, and as such official I do further certify that on the ___ day of _____, 2020, there was filed in my office a duly certified copy of an ordinance entitled:

AN ORDINANCE ABATING CERTAIN TAXES HERETOFORE LEVIED BY THE CITY OF GALENA, ILLINOIS FOR THE PALACE CAMPGROUND

(the “Ordinance”) duly adopted by the City Council of the City of Galena, Jo Daviess County, Illinois (the “City”), on the ___ day of _____, 2020 and that the same has been deposited in the official files and records of my office.

I do further certify that the City of Galena property taxes heretofore levied for the year 2019 for the Palace Campground, as described in the Ordinance will be abated in their entirety as provided in the Ordinance.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this ___ day of _____, 2020.

County Clerk, The County of Jo Daviess

[SEAL]

AN AGREEMENT BETWEEN THE CITY OF GALENA AND THE GALENA-JO DAVIESS COUNTY HISTORICAL SOCIETY & MUSEUM FOR THE REIMBURSEMENT OF UTILITY AND MAINTENANCE EXPENSES FOR FISCAL YEAR 2020

WHEREAS, the City of Galena (hereinafter called “City”) entered into a Lease Agreement with the Galena Historical Society & Museum (now Galena-Jo Daviess County Historical Society & Museum and hereinafter called “Museum”) on the 7th day of June, 1938; and

WHEREAS, said Lease contemplated that the Museum would occupy the City-owned property located at 211 South Bench Street, Galena, Illinois 61036 from the 7th day of June, 1938 until the 7th day of June, 2038; and

WHEREAS, on the 10th day of December, 2012, the City and the Museum agreed to enter into an Addendum to the above-mentioned lease agreement; and

WHEREAS, the Addendum is for a term from the 10th day of December 2012 until the 7th day of June 2038; and

WHEREAS, as part of the Addendum, the City agreed to reimburse for a period of one year ending April 30, 2013 certain Museum utility and maintenance expenses, not exceeding \$10,000 in sum, for the building at 211 S. Bench Street; and

WHEREAS, in the following year, the Museum and City entered into a similar utility and maintenance expenses reimbursement agreement, for expenses not exceeding \$5,000.00, for the fiscal year beginning May 1, 2014 and ending April 30, 2015; and

WHEREAS, the Museum and City desire to enter into a new utility and maintenance expenses reimbursement agreement, for expenses not to exceed \$5,000.00, for the fiscal year beginning May 1, 2020 and ending April 30, 2021.

NOW THEREFORE:

This City and the Museum agree as follows:

1. **TERM:** The term this Agreement shall be from May 1, 2020 through April 30, 2021, the term constituting a fiscal year of the City. Said Agreement to terminate on April 30, 2021.
2. **PAYMENT OF UTILITY BILLS AND MAINTENANCE EXPENSES:** For the City’s fiscal year commencing May 1, 2020 and ending April the 30, 2021, the city agrees to reimburse the Museum not more than \$5,000 for utility bills and/or maintenance expenses of the Museum, incurred at the property commonly known as 211 South Bench Street, Galena, Illinois 61036. It is expressly understood between the City and Museum that the City’s total contribution toward utilities and/or maintenance expenses

shall not exceed \$5,000. The Museum shall submit to the City by April 1, 2021 a list of utility bills and/or maintenance expenses for which they desire to be reimbursed. The City shall reimburse the Museum an amount not to exceed \$5,000 by April 30, 2021. The parties to this agreement acknowledge the City's obligation to reimburse the Museum for utilities and/or maintenance expenses is only for the City's fiscal year commencing on May 1, 2020 and ending on April 30, 2021 and does not continue to future years.

3. ENTIRE AGREEMENT: This constitutes the entire Agreement. All other terms and conditions of the lease agreement entered into on the 10th day of December 2012 shall remain in full force and effect.

IN WITNESS WHEREOF, the City and Museum have signed and sealed this Addendum this _____ day of _____, 2020.

CITY OF GALENA, a Municipal Corporation

BY: _____
Terrance J. Renner, Mayor

ATTEST: _____
Mary Beth Hyde, City Clerk

GALENA HISTORICAL SOCIETY & MUSEUM

BY: _____

ATTEST: _____

CITY OF GALENA AGREEMENT WITH THE
GALENA ART AND RECREATION CENTER

This agreement in entered into this _____ day of _____, 2020 between the City of Galena, an Illinois Municipal Corporation, herein after referred to as City, and The Galena Art and Recreation Center, an Illinois Non for Profit Organization, herein after referred to as ARC. The parties hereby agree as follows:

1. The ARC agrees to provide youth sports services to members of the Galena Community, which services are not provided by the City.
2. The parties agree the services provided by the ARC constitute a public service which benefits the citizens of Galena, Illinois.
3. The ARC will supervise all activities and agrees to hold the City harmless for any liability or injuries that may occur from such activities.
4. The ARC shall be solely responsible for the rules, regulations, and supervision of activities.
5. The ARC shall be solely responsible for hiring and compensation of all employees.
6. The City shall pay fifteen thousand dollars (\$15,000.00) to the ARC to be used offset the costs of providing youth sports activities. The parties agree the payment of the City is a one-time payment and the City is not obligated to make any payments in the future.
7. The ARC shall provide to the City by no later than December 31, 2020 a financial statement showing the entire revenues and costs incurred in administering their programs.
8. That for purpose of this agreement notice shall be sent to:

The Galena Art and Recreation Center
Attention: Dave Decker
413 S. Bench Street
Galena, IL 61036
executivedirector@galenaarc.org

The City of Galena
Attention: Mark Moran
101 Green Street
Galena, IL 61036
mmmoran@cityofgalena.org

IN WITNESS THEREOF, the parties have caused this Agreement to be executed on behalf of each body by their duly elected official empowered to so execute this document as the date first above written.

GALENA ART AND RECREATION CENTER
An Illinois Non for Profit Corporation

BY: _____

DATE: _____

ATTEST: _____

CITY OF GALENA
An Illinois Municipal Corporation

BY: _____

DATE: _____

ATTEST _____

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator 

DATE: April 23, 2020

RE: Destination Marketing Management Agreement

At the November 12, 2019 council meeting, you reviewed and approved the proposed renewal of the agreement for destination marketing services with Galena Country Tourism (GCT). Jo Daviess County is also a party to the agreement which is set to take effect July 1, 2020.

If you will recall, perhaps the most notable change to the agreement was an increase of the amount of hotel tax collections to be retained by the County to offset their costs of tax collection, administration and enforcement. Under the current agreement, the County retains \$18,000 annually. Under the new agreement, the County will retain 8% of total taxes collected in the county. This equates to approximately \$67,000 annually. Both the GCT Board of Directors and the county board agreed to the 8% retention.

This week, I was notified by GCT CEO, Rose Noble, that the GCT board approved another amendment to the new agreement that would permit the City of Galena to retain 8% of hotel tax collections, the same as the County. Based on City of Galena hotel tax collections for the year ending December 2019, 8% would equate to approximately \$49,000. This amount will be lower this year as a result of the pandemic.

If the City were to retain a percentage of the hotel tax, the funds must be spent in accordance with the state statute. Possible uses for the funds might include, staffing and overhead for tax collection, administration, and enforcement, personnel costs (police and public works) for tourism-related events such as Country Fair, Oktoberfest and the Halloween Parade, and community projects that would enhance Galena as a tourism destination.

I am attaching the revised agreement for your consideration. If you approve the new language, the agreement will be returned to the county board for ratification.

DESTINATION MARKETING MANAGEMENT AGREEMENT

On this _____, 2020 the undersigned, Jo Daviess County, Illinois, hereinafter referenced as “County,” and City of Galena, Illinois, hereinafter referenced as “City,” and **Greater** Galena Marketing Inc., an Illinois not-for-profit Corporation, hereinafter referenced as “Corporation,” hereby, (individually each entity is as a “Party” and collectively all entities are referenced as the “Parties”) for their Agreement, state as follows:

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

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

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

WHEREAS, Corporation is an organization whose mission is:

- A.) To implement the best and most productive program possible for the expenditure of Hotel/Motel Tax funds collected by County and City for the purposes of promoting tourism within the City of Galena and Jo Daviess County;
- B.) To provide appropriate marketing, trade and other publications, a Web site and other electronic means of communication with the public to facilitate growth of the tourism industry in Jo Daviess County, Illinois and the City of Galena;
- C.) To work as a countywide organization for the purpose of improving demand for all segments of the tourism industry while assuring that the activities of the Corporation are not directed to the benefit of any private individual or entity other than the overall benefit of the tourism industry in County and the surrounding area;
- D.) To review, identify and implement marketing plans, programs and projects that encourage tourism and overnight visitors to the County and the City of Galena;
- E.) To perform any additional functions and activities as might, from time to time, arise that promote tourism and overnight visitors to the County and the City of Galena; and

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

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

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

- 1.) County and City hereby engage Corporation to promote tourism for and in County and surrounding area by committing to deliver Hotel/Motel Tax funds for the promotion of tourism in Jo Daviess County, Illinois and the City of Galena consistent with the statutorily provided requirements for municipalities and counties.
- 2.) Corporation accepts said engagement and agrees to satisfy and fulfill the above listed purposes to assure compliance with the requirements of said statutes.
- 3.) This Agreement shall be construed as two separate agreements, one between the County and the Corporation, and one between the City and the Corporation. No rights or obligations shall exist between the City and the County under this Agreement. This Agreement may be terminated in accordance with the terms and provisions herein with respect to the City or the County without affecting the enforceability of this Agreement with respect to the remaining two parties.
- 4.) It is the intention of all the parties to this Agreement to merge all destination marketing activities currently engaged in by the County and the City, either directly or indirectly, into the Corporation. The parties agree \$442,000 shall remain in the Jo Daviess County Tourism Promotion Fund (027). The County has previously transferred the State DMO Certification to the Corporation. In the event this Agreement is terminated for any reason, the Corporation shall have no rights to maintain the State DMO Certification and shall immediately take all reasonable and necessary steps to transfer the State DMO Certification back to the County.
- 5.) County and City Funding and Reporting.
 - a) County and City agree to pay monthly to Corporation all said Hotel/Motel Tax revenues collected, except the County and City shall keep 8% from the monthly distribution of the Hotel/Motel tax revenue to be paid to GGMI to cover the actual costs of the administration and enforcement of the Hotel/Motel Tax, including, but not limited to, the costs of collecting and disbursing said Hotel/Motel Tax revenues.
 - b) County and City shall pay said Hotel/Motel Tax collected the previous month to Corporation on or before the third Friday of the each month, commencing the effective date of this Agreement.
 - c) County and City agree to prepare and deliver to Corporation by the third Friday of each month a report listing the Hotel/Motel Tax payments collected from each lodging business registered with the County or City for the preceding month and any registered lodging business delinquent in payment of said tax due the preceding month.

6.) Corporation Accounting and Reporting.

- a) Annually. At least 30 days prior to each FY, the Corporation shall provide to the County and the City...
 - i. A projected income statement (or budget) with comparison to the preceding two FY, if available.
 - ii. A balance sheet and supporting schedules if needed for clarity.
 - iii. A resolution of the Corporation board approving the above financial statements.
- b) Monthly. The Corporation shall provide to the County and the City a copy of the monthly financial reports provided to the Corporation Board of Directors, such reports to include the income and expenditures of the Corporation for the preceding month. This should include all expense check numbers, vendor, and description of service amount. Quarterly reports should be made within 60 days after the fiscal quarter, providing the County and City with actual vs. projected income statements.
- c) Review of Financial Reports. The Corporation shall answer any reasonable inquiry or request for additional information made by either the County or the City within 30 days of such a request, provided such request is in writing and dated.
- d) Annual Audit. The Corporation shall have an independent accounting firm conduct a financial audit of the Corporation's financial accounts annually and shall provide a copy of the independent audit of the Corporation's financial information to the County and City within 30 days after the Corporation has received the results of such independent audit.
- e) Inspection or Special Audit. The City and the County have the right to inspect, at any time, the books and records of the Corporation and/or hire an independent accounting firm to do the same. The Corporation shall have an independent accounting firm conduct a financial audit of the Corporation's financial accounts within 30 days after the departure of any Chief Executive Officer.
- f) The Corporation agrees to maintain records and create reports in accordance with Generally Accepted Accounting Principles.
- g) Fiscal Year. The Corporation shall establish a July 1 – June 30 Fiscal Year to coincide with the State of Illinois Fiscal Year.
- h) The Corporation shall submit the Corporation Board meeting minutes, occupancy rates, visitor center activity and website traffic for each month to the County and the City within 30 days following the end of the applicable month.
- i) The Corporation shall send a representative to report in person to the City Council and the County Board at the monthly meetings of their respective boards during the months of January, April, July and October, with a full budget presentation at the April monthly meeting of each respective board, regarding its year-to-date results and planned activities in the future.

7.) Term and Termination.

- a) The term of this AGREEMENT shall be for a period of ten (10) years beginning on July 1, 2020, and ending on June 30, 2030, until and unless either party provides the other party with a written notice of intent to terminate this AGREEMENT, and this written notice must be sent by certified mail no later than eight (8) months prior to July 1 of each year terminated earlier in accordance with the provisions of this Agreement.
- b) Representatives of the parties to this contract shall meet to review this agreement annually, unless the parties agree there is no need to meet that year . The process of the annual agreement review shall be completed no later than July 1 each year. At the time of the review, the aforesaid representatives of the parties may agree to extend, revise or amend the contract. The extension, revisions or amendments, if any, will have to be approved or rejected by the Jo Daviess County Board, the Galena City Council and the Corporation's Board of Director's within 30 days after the annual review.
- c) Termination for Cause - The Agreement may be immediately terminated by any Party to this Agreement if another Party files for bankruptcy or becomes insolvent.
- d) The Agreement may be terminated immediately by the County or the City in the event that any amount of hotel/motel tax delivered to the Corporation by the County or the City is used for purposes other than as specified by the applicable statutes.
- e) The Agreement may be terminated by any Party if any other Party violates any other term or condition of the Agreement and such term or condition is not cured within 30 days after written notice specifying such violation.
- f) The Agreement will terminate immediately if Certification from the Illinois Office of Tourism is revoked due to negligence or malfeasance by the Corporation or failure to meet standards and requirements necessary for State Certification.
- g) The Agreement may be terminated immediately if an audit reveals serious errors or omissions to the Corporation's financial statements that have been reported to the County and/or City as provided herein.
- h) The Agreement may be terminated immediately if any Party knowingly, intentionally or recklessly communicates any materially false or misleading representation or warranty to the other Party.
- i) The Agreement may be terminated immediately by the County and/or City if the Corporation removes any of the board of directors positions, from the Corporation's Board of Directors, that represent the County, City, Eagle Ridge Resort and Spa or Chestnut Mountain, or if the Corporation refuses to seat an appointed representative from any of these entities when the appointed representative meets the qualifications, term and time requirements for a director position as established in the Corporation's bylaws.
- j) Amendments – This Agreement may be amended, in writing, at any time if it is mutually agreed to by all Parties.

- k) Assignment – No party to this Agreement may assign or transfer this Agreement, or any part thereof.
- l) Severability – If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement. The remaining provisions shall remain in full force and effect and shall not be effected by the illegal, invalid or unenforceable provision or by its severance.
- m) Entire Agreement – This Agreement sets forth the entire understanding of the parties and supersedes all prior arrangement and/or understandings, whether written or oral, with respect to the subject matter contained in this Agreement. No terms, conditions, warranties, other than those contained herein, and no amendments or modifications hereto shall be binding unless made in writing and signed by all Parties.
- n) Termination without Cause – The Agreement shall not automatically renew at the end of the term of the Agreement.

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

- a.) To plan and develop marketing policies, plans and programs for the promotion of tourism in County and the City; and
- b.) To provide the personnel necessary to implement the goals of the Corporation; and
- c.) To undertake regular surveys, which may include visitor conversion surveys, to ascertain and monitor visitor preferences and trends; and
- e.) To maximize collaborative efforts with other destination marketing entities and business organizations in surrounding communities; and
- f.) To seek grants and other funding that may be reasonably available; and
- g.) The Corporation shall comply with all of the conditions set forth in the Illinois Open Meetings Act. (5 ILCS 120/1.01); and
- h.) The Corporation shall comply with all of the conditions set forth in the Illinois Freedom of Information Act. (5 ILCS 140/1.1); and

9.) The Corporation agrees to have legal counsel, hired and paid for by the Corporation, review any material contracts or other legal arrangements of the Corporation, before entering into such contracts or agreements and to include a requirement for lien waivers whenever applicable.

10.) Other requirements.

- a) The Corporation agrees to protect, defend, hold harmless and indemnify the County, its Board, its officers, its agents and its employees as well as the City, its Council, officers, agents, and employees from and against any and all claims, injuries, liability, losses, costs, judgments and/or expenses or damages, including all costs and attorney's fees, arising out of or resulting from the negligent or intentional acts or omissions of the Corporation during the performance of its duties pursuant to this Agreement.
- b) The Corporation shall purchase and maintain insurance coverage to protect the County and City. The Corporation agrees to comply with the terms and conditions of the Jo Daviess County Certificate of Insurance Policy during the entire term of the Agreement. The terms and conditions are as follows:
 - 1) It is the requirement of the County and City that for work performed under this Agreement and/or authorized by the County and/or City and conducted on County and/or City property that the Corporation shall procure and maintain insurance at the expense of the Corporation and without expense to the County and/or City, until final acceptance of the work. All insurance must be procured and maintained in a form satisfactory to the County and/or City.
 - 2) Before the Agreement is signed, a purchase order is released, or any work commenced, the Corporation is required to provide proof of insurance satisfactory to the County and/or City, and documentation evidencing that the Corporation maintains insurance that meets the following requirements:
 - a) General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
 - b) Personal and Advertising Injury of not less than \$1,000,000.00 per occurrence.
 - c) Worker's Compensation and Employer's Liability Insurance, of not less than 500/500/500, covering all employees and subcontractors of the Corporation as required by law in the State of Illinois.
 - d) Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Corporation in the performance of the Agreement.
 - e) In the event Corporation is performing professional services under an Agreement with the County and/or City, professional liability (for example, errors and omissions) is required with a limit of liability of not less than \$1,000,000.00 per occurrence. The marketing and promotion of tourism shall not be deemed a professional service.
 - f) Corporation shall furnish a certificate of insurance satisfactory to the County and/or City as evidence that the insurance required above is being maintained.

- g) The certificate of insurance must include the following provisions:
 - i. Jo Daviess County and/or City of Galena must be named as an additional insured under the Corporation's General Liability insurance. This provision shall apply to all liability policies except worker's compensation and professional liability insurance policies.
 - ii. The Corporation shall not cancel insurance coverage. Insurance shall be kept in force during the entire duration of the Agreement and for a minimum of at least 30 days thereafter.
 - iii. When entering into a contractual agreement with the County and/or City the Corporation shall agree to indemnify and hold harmless the County and/or City, its officers and employees, from and against any and all claims, losses, judgments, liabilities or claims for attorneys' fees arising out of or resulting from Corporation's performance of its duties pursuant to the contract.
- h) The Corporation's insurance coverage shall be primary insurance as respects the County and/or City, its officers, officials, employees and volunteers.
- i) Any failure of the Corporation to comply with the reporting provisions of the policies shall not affect the Corporation's obligations provided to the County and/or City, its officers, officials, employees, or volunteers under this agreement.
- j) Corporation's obligations shall not be limited by the forgoing insurance requirements and shall survive expiration of any agreement with the County and/or City.
- k) The standards as outlined above are the minimum acceptable requirements. Certificates of insurance may be required to meet additional standards that are considered essential for protection of the County and/or City. Depending upon the level of exposure, additional limits of liability or additional coverage's may be required for individual jobs or projects, as determined by Jo Daviess County and/or the City of Galena.
- c) The County shall retain control of the County Tourism Capital Development Fund with disbursements from this fund to include capital purchases or improvements to buildings used for tourism promotion and administration.
- d) Corporation may sub-contract or delegate to others the work and promotional activities to be performed by Corporation under the terms of this Agreement, provided such subcontractors are qualified to perform the same. The responsibilities of the entire Agreement may not be subcontracted without written consent of the County and/or City.

- e) It is mutually understood and agreed, and it is the intent of the parties hereto, that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. Nothing in this Agreement shall be deemed to create a partnership or agency relationship between the Corporation and County or City to make any party jointly liable with the other for any obligation arising out of the activities, services and work contemplated by the Agreement.

The Corporation is an “independent contractor” under this Agreement. All employees of Corporation or subcontractors shall remain the responsibility of the Corporation and shall not be considered, deemed or become employees of the County or City under this Agreement. No tenure or any rights or benefits, including worker’s compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, withholding taxes or other benefits available to County or City’s employees shall accrue to the Corporation, its employees or any subcontractors hired by Corporation performing services under this Agreement.

- f) The Corporation shall annually provide a copy of the DMO marketing plan to the County and City.
- g) The Corporation will provide copies of all LTCB quarterly reports, lapse period reports and final reports to the County and City within 30 days of the Corporation receiving each report.
- h) The Corporation will provide copies of all executed grant agreements to the County and City within 30 days after each agreement is signed.
- i) The Corporation will provide notification of all material approved or denied for the state information/welcome centers to the County and City.
- j) The Corporation will provide notification of any legislative effort with ICCVB to the County and City.
- k) Corporation shall establish and maintain during the entire term of the agreement, through the Corporation’s bylaws, board of director positions to be appointed by the County, City, Eagle Ridge Resort and Spa and Chestnut Mountain Resort. The County shall appoint one representative, the City shall appoint one representative, Eagle Ridge Resort and Spa shall appoint one representative and Chestnut Mountain Resort shall appoint one representative to the Corporation Board of Directors. However, the Corporation may establish, through the Corporation’s by-laws, terms for all director positions, required qualifications for a person to serve as a director and time limitations to appoint a new director when a director position becomes vacant. The County, City, Eagle Ridge Resort and Spa and Chestnut Mountain Resort shall comply with these requirements when they appoint a director.
- l) Corporation shall not eliminate, under any circumstances, the authority of the County, City, Eagle Ridge Resort and Spa and Chestnut Mountain Resort to appoint a director to the Corporation Board of Directors.

- m) Corporation shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, condition of physical handicap, religion, ethnic background, marital status, mental disability unrelated to ability or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice, or any other violation of any State or Federal law. The Corporation further agrees that this article will be incorporated by the Corporation in all written contracts entered into with suppliers of materials or services, and all labor organizations and/or subcontractors furnishing skilled, unskilled and/or craft skilled labor and/or who may otherwise perform any such labor or services in connection with this contract, except that purchase orders or other standard form documents that might be sent to the Corporation by suppliers and vendors may not include the provisions of this article.
- n) All notices to the parties hereto shall, unless otherwise requested in writing, be sent to the parties addressed as follows:
 - i. To County at: Jo Daviess County, 330 N. Bench St, Galena, IL 61036
 - ii. To Corporation at: Greater Galena Marketing Inc., 101 Bouthillier Street, Galena, IL 61036
 - iii. To City of Galena at: 101 Green St. Galena, IL 61036

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

The parties acknowledge and accept the terms, conditions and obligations of this Agreement as evidenced by the following signatures of their duly authorized representatives. It is the intent of the parties that this Agreement shall become operative on the July 1, 2020.

County: _____ (County Board Chair)

ATTEST: _____ (County Clerk)

City: _____ (Mayor)

ATTEST: _____ (City Clerk)

CORPORATION: _____ (Chairman of the Board)

ATTEST: _____ (Secretary)

CITY OF GALENA, ILLINOIS

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



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Andy Lewis, City Engineer *ALewis*

DATE: 20 April 2020

RE: East Side Utility System Improvements
Approval of Notice of Intent to Award

During their last meeting the city council approved the opening of bids for this project and also confirmed the city proceed with a water rate increase. At 10 am on Tuesday 14 April two bids were opened and arithmetically checked. These are summarized as follows and detailed in the attached bid tabulation.

| Company | Bid Amount \$ |
|---------------------------|---------------|
| Louie's Trenching Service | 1,384,717.00 |
| Fischer Excavating | 1,424,816.06 |

Both bids were arithmetically correct and all relevant information required by the Illinois EPA as part of the low interest loan was provided. The bid from Louie's Trenching Service at \$1,384,717.00 presents the best value option. Based on this amount the overall project cost can be summarized as follows:

| Item | Amount |
|--|--------------------|
| Construction | \$1,284,357 |
| Construction Contingency | \$128,435 |
| Project Planning | \$21,000 |
| Design Engineering | \$102,432 |
| Construction Engineering | \$118,187 |
| Loan Administration | \$35,000 |
| Total Water Fund Expenses | \$1,689,411 |
| | |
| Sewer Construction (Sewer Fund) | \$100,360 |
| TOTAL PROJECT COST | \$1,789,771 |

Before the final loan can be approved by the Illinois EPA the city council are required to approve a 'Notice of Intent to Award' (copy attached). I request the city council approves a 'Notice of Intent to Award' to Louie's Trenching Service in the bid amount of \$1,384,717 for the East Side Utility System Improvements. Expected project start date will be late July.

CITY OF GALENA, ILLINOIS
EAST SIDE UTILITY SYSTEM IMPROVEMENTS

| NO. | DESCRIPTION | QUANTITY | LOUIE'S TRENCHING | | FISCHER EXCAVATING | | |
|--------------------------|---|----------|-------------------|-----------|---------------------|---------------------|-------------|
| | | | UNIT | PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| MISCELLANEOUS | | | | | | | |
| 1 | Mobilization & Miscellaneous | 1 LS | | 49,200.00 | 49,200.00 | 15,935.00 | 15,935.00 |
| 2 | Traffic Control | 1 LS | | 7,720.00 | 7,720.00 | 7,350.00 | 7,350.00 |
| 3 | Erosion Control | 1 LS | | 2,500.00 | 2,500.00 | 7,589.00 | 7,589.00 |
| 4 | Topsoil: Strip, Salvage & Respread (4" Thickness) | 1 LS | | 2,200.00 | 2,200.00 | 12,778.00 | 12,778.00 |
| 5 | Seed, Fertilize & Mulch | 1 LS | | 3,000.00 | 3,000.00 | 6,400.00 | 6,400.00 |
| 6 | Exploratory Excavation | 50 HRS | | 350.00 | 17,500.00 | 239.00 | 11,950.00 |
| 7 | Remove Hydrant | 10 EA | | 400.00 | 4,000.00 | 404.00 | 4,040.00 |
| PAVING | | | | | | | |
| 8 | 3" HMA Driveway Pavement, Remove and Replace | 20 SY | | 42.00 | 840.00 | 48.00 | 960.00 |
| 9 | HMA Pavement (4" Thickness) | 2420 TON | | 81.50 | 197,230.00 | 93.00 | 225,060.00 |
| 10 | PCC Pavment (7" Thickness) | 205 SY | | 81.00 | 16,605.00 | 84.40 | 17,302.00 |
| 11 | PCC Sidewalk (5" Thickness, Remove and Replace) | 330 SY | | 108.00 | 35,640.00 | 85.25 | 28,132.50 |
| 12 | Stone Base (HMA Pavement & PCC Curb & Gutter) | 6610 TON | | 15.00 | 99,150.00 | 15.00 | 99,150.00 |
| 13 | Remove and Replace PCC Curb & Gutter | 1685 LF | | 30.00 | 50,550.00 | 36.00 | 60,660.00 |
| 14 | Pavement Removal | 10320 SY | | 7.50 | 77,400.00 | 5.50 | 56,760.00 |
| 15 | Full-Depth Sawcut | 780 LF | | 4.00 | 3,120.00 | 2.25 | 1,755.00 |
| 16 | PCC Sidewalk (7" Thickness) | 12 SY | | 81.00 | 972.00 | 122.00 | 1,464.00 |
| 17 | PCC Sidewalk (5" Thickness) | 125 SY | | 72.00 | 9,000.00 | 85.44 | 10,680.00 |
| 18 | ADA Sidewalk Detectable Warning | 100 SF | | 50.00 | 5,000.00 | 43.00 | 4,300.00 |
| SANITARY SEWER | | | | | | | |
| 19 | 4" PVC SDR 26 Sanitary Sewer Service Laterals | 200 LF | | 50.00 | 10,000.00 | 73.00 | 14,600.00 |
| 20 | 8" PVC SDR 26 Sanitary Sewer | 510 LF | | 60.00 | 30,600.00 | 50.00 | 25,500.00 |
| 21 | 8" PVC SDR 26 Sanitary Sewer, spot repair | 300 LF | | 110.00 | 33,000.00 | 159.00 | 47,700.00 |
| 22 | 48" I.D. Manhole | 16 VF | | 210.00 | 3,360.00 | 386.00 | 6,176.00 |
| 23 | 48" Manhole Base | 2 EA | | 1,500.00 | 3,000.00 | 1,050.00 | 2,100.00 |
| 24 | Connect to Existing Sanitary Sewer Pipe | 30 EA | | 100.00 | 3,000.00 | 106.00 | 3,180.00 |
| 25 | Connect to Existing Sanitary Sewer Manhole | 2 EA | | 1,200.00 | 2,400.00 | 1,033.00 | 2,066.00 |
| 26 | Adjustment to Existing Sanitary Manhole | 2 EA | | 300.00 | 600.00 | 360.00 | 720.00 |
| | Select Trench Backfill - Sanitary Sewer | 960 LF | | 15.00 | 14,400.00 | 24.00 | 23,040.00 |
| 27 | WATER MAIN | | | | | | - |
| 28 | 4" PVC C900 DR18 Water Main w/ Tracer Wire | 20 LF | | 40.00 | 800.00 | 46.00 | 920.00 |
| 29 | 6" PVC C900 DR18 Water Main w/ Tracer Wire | 950 LF | | 55.00 | 52,250.00 | 49.00 | 46,550.00 |
| 30 | 8" PVC C900 DR18 Water Main w/ Tracer Wire | 500 LF | | 57.00 | 28,500.00 | 63.00 | 31,500.00 |
| 31 | 10" PVC C900 DR18 Water Main w/ Tracer Wire | 2600 LF | | 61.00 | 158,600.00 | 60.75 | 157,950.00 |
| 32 | 6" DIP Hydrant Lead CL 50 w/ Tracer Wire | 250 LF | | 75.00 | 18,750.00 | 66.00 | 16,500.00 |
| 33 | 16" PVC Casing (Trenched Inc. Spacers, End Seals, etc.) | 30 LF | | 80.00 | 2,400.00 | 120.00 | 3,600.00 |
| 34 | 18" PVC Casing (Trenched Inc. Spacers, End Seals, etc.) | 300 LF | | 90.00 | 27,000.00 | 80.00 | 24,000.00 |
| 35 | 20" PVC Casing (Trenched Inc. Spacers, End Seals, etc.) | 55 LF | | 70.00 | 3,850.00 | 66.00 | 3,630.00 |
| 36 | 16" Steel Casing (Bored and Jacked - Inc. Casing, Spacers, End Seals, etc.) | 78 LF | | 250.00 | 19,500.00 | 338.00 | 26,364.00 |
| 37 | Boring Set-Up (for 16" Steel Casing) | 1 LS | | 5,000.00 | 5,000.00 | 9,800.00 | 9,800.00 |
| 38 | Fire Hydrant, Complete | 12 EA | | 4,000.00 | 48,000.00 | 3,550.00 | 42,600.00 |
| 39 | 6" MJ RS Gate Valve | 17 EA | | 1,270.00 | 21,590.00 | 1,525.00 | 25,925.00 |
| 40 | 8" MJ RS Gate Valve | 1 EA | | 1,700.00 | 1,700.00 | 1,532.00 | 1,532.00 |
| 41 | 10" MJ RS Gate Valve | 15 EA | | 2,300.00 | 34,500.00 | 2,210.00 | 33,150.00 |
| 42 | Water Main Fittings, Compact DI | 4920 LBS | | 7.00 | 34,440.00 | 5.70 | 28,044.00 |
| 43 | Connect To Existing Water Main | 14 EA | | 2,000.00 | 28,000.00 | 3,698.00 | 51,772.00 |
| 44 | 1" Water Service Line | 1840 LF | | 50.00 | 92,000.00 | 40.00 | 73,600.00 |
| 45 | 1" Water Service Line (Directionally Drilled) | 100 LF | | 100.00 | 10,000.00 | 62.00 | 6,200.00 |
| 46 | Insulate Pipe at Catch Basin | 1 EA | | 50.00 | 50.00 | 106.00 | 106.00 |
| 47 | 1" Curb Stop | 63 EA | | 350.00 | 22,050.00 | 558.00 | 35,154.00 |
| 48 | Select Trench Backfill, Water Main | 4740 LF | | 15.00 | 71,100.00 | 16.60 | 78,684.00 |
| 49 | 1" Corporation Stop with Saddle | 63 EA | | 350.00 | 22,050.00 | 458.00 | 28,854.00 |
| 50 | Tracer Wire Access Box | 12 EA | | 50.00 | 600.00 | 86.13 | 1,033.56 |
| CONSTRUCTION COST | | | | | 1,384,717.00 | 1,424,816.06 | |

NOTICE OF INTENT TO AWARD

To: **Louie's Trenching Service**
9720 Highway 20 West
Galena IL 61036

Project Name: **EAST SIDE UTILITIES SYSTEM IMPROVEMENTS**

The OWNER has considered the BID submitted by you for the above described WORK, in response to its Advertisement for Bids, dated **April 6 2020** and Information for Bidders.

You are hereby notified that your BID will be accepted, contingent upon Illinois Environmental Protection Agency (IEPA) approval, for items in the amount of **\$1,384,717.00**.

You will be required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND and certificates of insurance within ten (10) calendar days from the date of the final Notice to be sent upon IEPA approval, to you.

Dated this day of _____

City of Galena
(OWNER)

By: _____

Title: **Mayor**

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: April 15, 2020

RE: FY 2020-21 Operating Budget (Final Draft)

At the April 13 council meeting, we reviewed the COVID-19 revised budget proposal for FY 2021. The April 27 meeting will be the final opportunity to approve the new budget before the start of the fiscal year on May 1. I am writing to present the proposed budget figures, updated with the East Side Utility Improvement Project and the associated water rate increase.

The changes made to the April 13 draft of the budget to facilitate the completion of the East Side Project are shown in Table 1.

Table 1. Changes to April 13 Proposed Budget

| Fund | Line Item # | Name | April 13 Amount | Increase/Decrease | Final Amount |
|-------|--------------|----------------------------|-----------------|-------------------|--------------|
| Water | 51.361.0 | Water Receipts (Revenue) | \$497,500 | \$55,000 | \$552,500 |
| Water | 51.382.1 | EPA Loan (Revenue) | \$0 | \$1,690,000 | \$1,690,000 |
| Water | 51.42.831.04 | Park Ave Project (Expense) | \$0 | \$1,590,000 | \$1,590,000 |
| Sewer | 52.43.850.12 | Park Ave Project (Expense) | \$0 | \$100,360 | \$100,360 |

Taking into account the above changes, the final budget totals for the General Fund and other funds are shown in Table 2.

Table 2. Revenue and Expense Summary: FY 2020 and FY 2021

| | FY 19-20 | Proposed FY 20-21 | Change |
|-----------------------|---------------------|--------------------|-------------|
| General Fund Revenues | \$4,025,355 | \$2,974,070 | -26% |
| Other Revenues | \$6,023,155 | \$5,837,135 | -3% |
| Total Revenues | \$10,048,510 | \$8,811,205 | -12% |
| General Fund Expenses | \$4,323,025 | \$3,416,030 | -21% |
| Other Expenses | \$6,654,230 | \$6,078,170 | -9% |
| Total Expenses | \$10,977,255 | \$9,494,200 | -14% |

The final revenues and expenses by fund and the projected year-end fund balances are shown in Addendum A and B, respectively.

Any other changes desired by the council would be incorporated in the final budget before publishing and distribution on or before May 1. Thank you again for your flexibility during this unique budget process. Please feel free to contact me with any questions.

Addendum A

REVENUE AND EXPENSE COMPARISON: ALL FUNDS

FY 2020-21 Budget

| Fund No. | Budget Funds | FY 20-21 Revenues | FY 20-21 Expenditures | Revenues minus Expenses |
|---------------|---------------------------------|---------------------|-----------------------|-------------------------|
| 1 | General Fund | \$ 2,974,070 | \$ 3,416,030 | \$ (441,960) |
| 11 | Audit | \$ 12,150 | \$ 23,000 | \$ (10,850) |
| 12 | Emergency Services | \$ 21,220 | \$ 21,220 | \$ - |
| 13 | Garbage | \$ 221,910 | \$ 255,840 | \$ (33,930) |
| 14 | Liability | \$ 155,000 | \$ 237,200 | \$ (82,200) |
| 15 | Motor Fuel Tax | \$ 100,330 | \$ 100,330 | \$ - |
| 16 | IL Municipal Retirement Fund | \$ 95,120 | \$ 167,450 | \$ (72,330) |
| 17 | Parks | \$ 376,835 | \$ 376,835 | \$ - |
| 19 | Social Security | \$ 144,630 | \$ 144,630 | \$ - |
| 20 | Flood | \$ 100,300 | \$ 78,560 | \$ 21,740 |
| 22 | Fire | \$ 426,225 | \$ 282,520 | \$ 143,705 |
| 41 | Capital Projects Fund | \$ 264,500 | \$ 188,185 | \$ 76,315 |
| 51 | Water | \$ 2,346,470 | \$ 2,287,215 | \$ 59,255 |
| 52 | Sewer | \$ 916,670 | \$ 1,287,060 | \$ (370,390) |
| 53 | Shuttle | \$ 37,000 | \$ 5,200 | \$ 31,800 |
| 58 | Turner Hall | \$ 62,800 | \$ 62,800 | \$ - |
| 59 | Pool | \$ 161,020 | \$ 166,020 | \$ (5,000) |
| 60 | Debt Service Fund | \$ 393,405 | \$ 393,405 | \$ - |
| 77 | Cable TV Fund | \$ 50 | \$ - | \$ 50 |
| 78 | Accrued Benefits Liability Fund | \$ 1,500 | \$ 700 | \$ 800 |
| TOTALS | | \$ 8,811,205 | \$ 9,494,200 | \$ (682,995) |

Addendum B

**Projected Year-End Fund Balances vs. Fund Balance Policy
FY 2019-20 and FY 2020-21**

| Fund No. | Fund | Projected Fund Balance 4/30/2020 | Percent of Annual Expenses | Compliant with Policy? Yes/No | | Projected Fund Balance 4/30/2021 | Percent of Annual Expenses | Compliant with Policy? Yes/No |
|----------|------------------------------|-------------------------------------|----------------------------|----------------------------------|--|-------------------------------------|----------------------------|----------------------------------|
| 1 | General | \$ 1,365,413 | 49% | No | | \$ 923,453 | 25% | No |
| 11 | Audit | \$ 28,853 | 125% | Yes | | \$ 18,003 | 78% | Yes |
| 12 | Emergency Services | \$ 8,531 | 40% | Yes | | \$ 8,531 | 40% | Yes |
| 13 | Garbage | \$ 204,270 | 80% | Yes | | \$ 170,340 | 66% | Yes |
| 14 | Liability | \$ 146,575 | 62% | Yes | | \$ 64,375 | 27% | No |
| 15 | Motor Fuel Tax | \$ 121,785 | 121% | Yes | | \$ 121,785 | 91% | Yes |
| 16 | IL Municipal Retirement Fund | \$ 161,973 | 97% | Yes | | \$ 89,643 | 51% | Yes |
| 17 | Parks | \$ - | 0% | Yes | | \$ - | 0% | Yes |
| 19 | Social Security | \$ 75,169 | 52% | Yes | | \$ 75,169 | 47% | Yes |
| 20 | Flood | \$ 49,854 | 63% | Yes | | \$ 71,594 | 78% | Yes |
| 22 | Fire | \$ 899,383 | 318% | Yes | | \$ 1,043,088 | 369% | Yes |
| 41 | Capital Projects Fund | \$ 116,369 | 62% | Yes | | \$ 192,684 | 43% | Yes |
| 51 | Water | \$ 379,736 | 71% | Yes | | \$ 438,991 | 19% | No |
| 52 | Sewer | \$ 1,096,704 | 85% | Yes | | \$ 726,314 | 56% | Yes |
| 53 | Shuttle | \$ 233,979 | 4500% | Yes | | \$ 265,779 | 5111% | Yes |
| 58 | Turner Hall | \$ 37,671 | 60% | Yes | | \$ 37,671 | 45% | Yes |
| 59 | Pool | \$ 11,393 | 7% | Yes | | \$ 6,393 | 2% | Yes |
| 60 | Debt Service Fund | \$ - | 0% | Yes | | \$ - | 0% | Yes |
| 77 | Cable TV Fund | \$ 5,190 | \$5000 + Int. | Yes | | \$ 5,240 | \$5000 + Int. | Yes |
| 78 | Benefits Liability | \$ 186,169 | NA | Yes | | \$ 186,969 | NA | Yes |
| | | | | | | | | |
| | TOTALS | \$ 5,129,017 | | | | \$ 4,446,022 | | |

| Invoice | Seq | Type | Description | Invoice Date | Total Cost | PO Number | GL Account |
|--|-----|-----------|----------------------|--------------|------------|-----------|--------------|
| ACCESS SYSTEMS (120783) | | | | | | | |
| 832924 | 1 | Invoice | COPIES | 01/24/2020 | 14.19 | | 22.22.512.00 |
| 837544 | 1 | Invoice | COPIES | 02/05/2020 | 63.77 | | 22.22.512.00 |
| Total ACCESS SYSTEMS (120783): | | | | | 77.96 | | |
| AT & T (LOCAL) (103) | | | | | | | |
| 041520 | 1 | Invoice | PUBLIC WORKS/PHONE | 04/15/2020 | 52.64 | | 01.41.552.00 |
| 041520 | 2 | Invoice | FIRE DEPARTMENT/PHO | 04/15/2020 | 96.33 | | 22.22.552.00 |
| 041520 | 3 | Invoice | POLICE/PHONE | 04/15/2020 | 250.10 | | 01.21.552.00 |
| 041520 | 4 | Invoice | FINANCE/PHONE | 04/15/2020 | 220.10 | | 01.13.552.00 |
| 041520 | 5 | Invoice | FLOOD CONTROL/PHON | 04/15/2020 | 97.48 | | 20.25.515.00 |
| 041520 | 6 | Invoice | FINANCE/PHONE | 04/15/2020 | 96.72 | | 01.13.552.00 |
| Total AT & T (LOCAL) (103): | | | | | 813.37 | | |
| AT & T LONG DISTANCE (119065) | | | | | | | |
| 041520 | 1 | Invoice | FIRE DEPARTMENT/LON | 04/15/2020 | .04 | | 22.22.552.00 |
| 041520 | 2 | Invoice | POLICE/LONG DISTANCE | 04/15/2020 | 14.08 | | 01.21.552.00 |
| 041520 | 3 | Invoice | ADMINISTRATION/LONG | 04/15/2020 | 74.24 | | 01.13.552.00 |
| Total AT & T LONG DISTANCE (119065): | | | | | 88.36 | | |
| CARD SERVICE CENTER (119840) | | | | | | | |
| 041520 | 1 | Invoice | CREATIVE CLOUD | 04/15/2020 | 22.30 | | 01.16.684.00 |
| 041520 | 2 | Invoice | RENTLY | 04/15/2020 | 60.00 | | 58.54.532.00 |
| 041520 | 3 | Invoice | BACKUP SERVICES | 04/15/2020 | 558.00 | | 01.13.512.04 |
| 041520 | 4 | Invoice | ADOBE/BUILDING | 04/15/2020 | 15.93 | | 01.13.512.04 |
| 041520 | 5 | Invoice | ZOOM MEMBERSHIP | 04/15/2020 | 149.90 | | 01.11.552.00 |
| 041520 | 6 | Invoice | OFFICE SUPPLIES | 04/15/2020 | 33.78 | | 01.13.651.02 |
| 041520 | 7 | Invoice | RECYCLE BAGS | 04/15/2020 | 19.97 | | 01.13.654.00 |
| 041520 | 8 | Invoice | OFFICE SUPPLIES | 04/15/2020 | 89.99 | | 01.21.651.00 |
| 041520 | 9 | Invoice | SOFTWARE UPDATE | 04/15/2020 | 190.00 | | 01.45.532.00 |
| 041520 | 10 | Invoice | CODE TRAINING | 04/15/2020 | 350.00 | | 01.46.563.00 |
| Total CARD SERVICE CENTER (119840): | | | | | 1,489.87 | | |
| COMELEC SERVICES INC. (244) | | | | | | | |
| 0471527 | 1 | Invoice | 2014 1-TON | 04/07/2020 | 33.50 | | 01.41.613.01 |
| Total COMELEC SERVICES INC. (244): | | | | | 33.50 | | |
| CORE & MAIN LP (120473) | | | | | | | |
| M093743 | 1 | Invoice | WATER METERS | 04/10/2020 | 784.30 | | 51.42.831.00 |
| M181195 | 1 | Invoice | WATER METERS | 04/10/2020 | 689.21 | | 51.42.831.00 |
| Total CORE & MAIN LP (120473): | | | | | 1,473.51 | | |
| CURTIS BLUE LINE (120523) | | | | | | | |
| 359910 | 3 | Adjustmen | UNIFORMS/DEVIN | 02/06/2020 | 253.64- | | 01.21.471.15 |
| Total CURTIS BLUE LINE (120523): | | | | | 253.64- | | |

| Invoice | Seq | Type | Description | Invoice Date | Total Cost | PO Number | GL Account |
|--|-----|---------|-----------------------|--------------|------------|-----------|--------------|
| DEARBORN NATIONAL LIFE INS. CO (119500) | | | | | | | |
| 040920 | 1 | Invoice | EMPLOYEE LIFE INSURA | 04/09/2020 | 529.74 | | 01.13.452.00 |
| Total DEARBORN NATIONAL LIFE INS. CO (119500): | | | | | 529.74 | | |
| DMASWA (120782) | | | | | | | |
| 863289 | 1 | Invoice | GLASS RECYCLING | 03/11/2020 | 138.00 | | 13.44.929.00 |
| 869986 | 1 | Invoice | GLASS RECYCLING | 04/22/2020 | 132.90 | | 13.44.929.00 |
| Total DMASWA (120782): | | | | | 270.90 | | |
| EGGLESTON, JULIE (120810) | | | | | | | |
| 040620 | 1 | Invoice | PARK REFUND | 04/06/2020 | 25.00 | | 17.52.929.00 |
| Total EGGLESTON, JULIE (120810): | | | | | 25.00 | | |
| ELITE PLUMBING (120136) | | | | | | | |
| 7749 | 1 | Invoice | PARK RESTROOMS/FOU | 09/19/2019 | 406.00 | | 17.52.652.00 |
| 9349 | 1 | Invoice | WATER HEATER RELOCA | 04/09/2020 | 1,035.00 | | 59.55.511.01 |
| 9388 | 1 | Invoice | MIXING VALVE INSTALLA | 04/16/2020 | 1,360.00 | | 59.55.511.01 |
| Total ELITE PLUMBING (120136): | | | | | 2,801.00 | | |
| ENERGETICS (470) | | | | | | | |
| 0858793 | 1 | Invoice | REBUILD/INSPECT PUMP | 04/13/2020 | 182.75 | | 59.55.511.02 |
| Total ENERGETICS (470): | | | | | 182.75 | | |
| GALENA GAZETTE (34) | | | | | | | |
| 040920 | 1 | Invoice | SUBSCRIPTION RENEWA | 04/09/2020 | 68.00 | | 01.11.553.01 |
| Total GALENA GAZETTE (34): | | | | | 68.00 | | |
| GALENA PUBLIC LIBRARY (93) | | | | | | | |
| 041520 | 1 | Invoice | PERS.PROP.REPLACE.TA | 04/15/2020 | 3,021.66 | | 16.14.913.00 |
| Total GALENA PUBLIC LIBRARY (93): | | | | | 3,021.66 | | |
| GLOBAL REACH INTERNET PROD. (119792) | | | | | | | |
| 107044 | 1 | Invoice | EXCHANGE | 04/06/2020 | 100.00 | | 52.43.532.00 |
| 107044 | 2 | Invoice | EXCHANGE | 04/06/2020 | 100.00 | | 51.42.532.00 |
| Total GLOBAL REACH INTERNET PROD. (119792): | | | | | 200.00 | | |
| HALSTEAD, MARY L. (119966) | | | | | | | |
| 042720 | 1 | Invoice | CITY HALL JANITOR | 04/27/2020 | 290.00 | | 01.13.511.07 |
| 042720 | 2 | Invoice | PUBLIC RESTROOMS AT | 04/27/2020 | 270.00 | | 01.13.511.08 |
| 042720 | 3 | Invoice | MARKET HOUSE RESTR | 04/27/2020 | 258.50 | | 01.13.511.09 |
| Total HALSTEAD, MARY L. (119966): | | | | | 818.50 | | |
| HEALTHCARE SERVICE CORPORATION (118931) | | | | | | | |
| 040120 | 1 | Invoice | HSA/FAMILY/EMPLOYEE | 04/01/2020 | 7,679.66 | | 01.218.0 |
| 040120 | 2 | Invoice | PPO/BLUE CROSS BLUE | 04/01/2020 | 132.42 | | 01.218.0 |

| Invoice | Seq | Type | Description | Invoice Date | Total Cost | PO Number | GL Account |
|--|-----|-----------|----------------------|--------------|------------|-----------|--------------|
| 040120 | 3 | Invoice | HEALTH INSURANCE | 04/01/2020 | 31,248.35 | | 01.13.451.00 |
| 040120 | 4 | Invoice | COBRA INSURANCE | 04/01/2020 | 1,504.97 | | 01.13.451.04 |
| Total HEALTHCARE SERVICE CORPORATION (118931): | | | | | 40,565.40 | | |
| IL FIREFIGHTER'S ASSOC., INC. (461) | | | | | | | |
| 2606 | 1 | Invoice | DUES | 04/06/2020 | 70.00 | | 22.22.561.00 |
| Total IL FIREFIGHTER'S ASSOC., INC. (461): | | | | | 70.00 | | |
| INTL INST OF MUNICIPAL CLERKS (114) | | | | | | | |
| 040220 | 1 | Invoice | DUES | 04/02/2020 | 195.00 | | 01.14.561.00 |
| Total INTL INST OF MUNICIPAL CLERKS (114): | | | | | 195.00 | | |
| JO CARROLL ENERGY, INC. (397) | | | | | | | |
| 040120 | 10 | Adjustmen | STREET LIGHTS | 04/01/2020 | 7,431.45- | | 15.41.572.00 |
| 040220 | 1 | Invoice | STREET LIGHTS | 04/02/2020 | 5,228.66 | | 15.41.572.00 |
| 041520 | 1 | Invoice | STREET LIGHTS | 04/15/2020 | 687.05 | | 15.41.572.00 |
| 041520 | 2 | Invoice | CITY HALL/ELECTRIC | 04/15/2020 | 273.62 | | 01.13.571.01 |
| 041520 | 3 | Invoice | PUBLIC WORKS/ELECTRI | 04/15/2020 | 318.11 | | 01.41.571.01 |
| 041520 | 4 | Invoice | PARKS/ELECTRIC | 04/15/2020 | 142.41 | | 17.52.571.01 |
| 041520 | 5 | Invoice | FIRE/ELECTRIC | 04/15/2020 | 86.40 | | 22.22.576.01 |
| 041520 | 6 | Invoice | POOL/ELECTRIC | 04/15/2020 | 178.50 | | 59.55.571.01 |
| Total JO CARROLL ENERGY, INC. (397): | | | | | 516.70- | | |
| JO DAVIESS CTY CLERK/RECORDER (393) | | | | | | | |
| 031220 | 1 | Invoice | RECORDING FEES | 03/12/2020 | 62.00 | | 01.14.553.00 |
| Total JO DAVIESS CTY CLERK/RECORDER (393): | | | | | 62.00 | | |
| JOHN DEERE FINANCIAL (119690) | | | | | | | |
| 041520 | 1 | Invoice | CLOTHING | 04/15/2020 | 1,275.20 | | 01.41.579.02 |
| 041520 | 2 | Invoice | EQUIPMENT | 04/15/2020 | 1,256.67 | | 17.52.514.00 |
| Total JOHN DEERE FINANCIAL (119690): | | | | | 2,531.87 | | |
| KIEFFER BODY SHOP INC (1267) | | | | | | | |
| 031920 | 1 | Invoice | 2014 1-Ton | 03/19/2020 | 1,906.13 | | 01.41.613.01 |
| Total KIEFFER BODY SHOP INC (1267): | | | | | 1,906.13 | | |
| LAWSON PRODUCTS, INC. (627) | | | | | | | |
| 9307509538 | 1 | Invoice | FLOODGATES | 04/03/2020 | 168.46 | | 20.25.511.03 |
| 9307510821 | 1 | Invoice | MANHOLES | 04/04/2020 | 83.01 | | 20.25.515.00 |
| 9307514825 | 1 | Invoice | SAFETY EQUIPMENT | 04/07/2020 | 57.21 | | 01.41.652.05 |
| Total LAWSON PRODUCTS, INC. (627): | | | | | 308.68 | | |
| LEIBOLD AUTO CENTER OF GALENA (943) | | | | | | | |
| 37238 | 1 | Invoice | TIRES FOR SQUADS | 04/13/2020 | 1,768.96 | | 01.21.513.06 |

| Invoice | Seq | Type | Description | Invoice Date | Total Cost | PO Number | GL Account |
|--|-----|---------|-----------------------|--------------|------------|-----------|--------------|
| Total LEIBOLD AUTO CENTER OF GALENA (943): | | | | | 1,768.96 | | |
| LW ALLEN, INC (490) | | | | | | | |
| 102780 | 1 | Invoice | PUMP REPAIR | 04/08/2020 | 6,193.75 | | 52.43.929.00 |
| Total LW ALLEN, INC (490): | | | | | 6,193.75 | | |
| MARTIN EQUIPMENT-DUBUQUE (281) | | | | | | | |
| 476642 | 1 | Invoice | BACKHOE | 04/14/2020 | 7,055.55 | | 01.41.613.07 |
| 477151 | 1 | Invoice | BACKHOE | 04/16/2020 | 597.30 | | 01.41.613.07 |
| Total MARTIN EQUIPMENT-DUBUQUE (281): | | | | | 7,652.85 | | |
| MIDWEST MEDICAL CENTER (119435) | | | | | | | |
| 9395969 | 1 | Invoice | MEDICAL EXPENSES - T. | 12/24/2019 | 38.80 | | 01.21.549.01 |
| 9397350 | 1 | Invoice | MEDICAL EXPENSES - D | 03/26/2020 | 427.98 | | 01.21.549.01 |
| Total MIDWEST MEDICAL CENTER (119435): | | | | | 466.78 | | |
| MNS CONSTRUCTION, INC. (118877) | | | | | | | |
| 15406 | 1 | Invoice | ST. REPAIRS | 04/13/2020 | 6,350.27 | | 01.41.614.05 |
| Total MNS CONSTRUCTION, INC. (118877): | | | | | 6,350.27 | | |
| MONTGOMERY, BETTY (120809) | | | | | | | |
| 041620 | 1 | Invoice | CREDIT BALANCE REFU | 04/16/2020 | 10.80 | | 98.115.0 |
| Total MONTGOMERY, BETTY (120809): | | | | | 10.80 | | |
| NEPTUNE POOL & SLIDE RESURFACING (120807) | | | | | | | |
| 041620 | 1 | Invoice | SLIDE RESURFACING | 04/16/2020 | 7,200.00 | | 59.55.511.01 |
| Total NEPTUNE POOL & SLIDE RESURFACING (120807): | | | | | 7,200.00 | | |
| NORTHWEST IL CIRT (120033) | | | | | | | |
| 042220 | 1 | Invoice | COMPUTER VOICE STRE | 04/22/2020 | 800.00 | | 01.21.914.00 |
| Total NORTHWEST IL CIRT (120033): | | | | | 800.00 | | |
| PETRAITIS, CYNTHIA (120808) | | | | | | | |
| 041720 | 1 | Invoice | CREDIT BALANCE REFU | 04/17/2020 | 2.73 | | 98.115.0 |
| Total PETRAITIS, CYNTHIA (120808): | | | | | 2.73 | | |
| QUADIENT FINANCE USA, INC. (120811) | | | | | | | |
| 040120 | 1 | Invoice | POSTAGE | 04/01/2020 | 500.00 | | 01.13.551.00 |
| Total QUADIENT FINANCE USA, INC. (120811): | | | | | 500.00 | | |
| SIGNCRAFT SCREENPRINT, INC. (555) | | | | | | | |
| 591110 | 1 | Invoice | PRINTING | 04/03/2020 | 46.40 | | 01.14.554.00 |

| Invoice | Seq | Type | Description | Invoice Date | Total Cost | PO Number | GL Account |
|--|-----|---------|----------------------|--------------|------------|-----------|--------------|
| Total SIGNCRAFT SCREENPRINT, INC. (555): | | | | | 46.40 | | |
| SIRCHIE FINGER PRINT LABS (659) | | | | | | | |
| 0440259 | 1 | Invoice | SUPPLIES | 03/26/2020 | 423.29 | | 01.21.652.03 |
| 0442224 | 1 | Invoice | SUPPLIES | 04/15/2020 | 279.42 | | 01.21.652.03 |
| Total SIRCHIE FINGER PRINT LABS (659): | | | | | 702.71 | | |
| SISTER CITIES INTERNATIONAL (120638) | | | | | | | |
| 2020041407 | 1 | Invoice | SISTER CITIES MEMBER | 12/18/2019 | 190.00 | | 01.11.561.00 |
| Total SISTER CITIES INTERNATIONAL (120638): | | | | | 190.00 | | |
| STREICHER'S (396) | | | | | | | |
| I1422052 | 1 | Invoice | MEDICAL SUPPLIES/COV | 03/27/2020 | 259.99 | | 01.21.652.04 |
| Total STREICHER'S (396): | | | | | 259.99 | | |
| SUPERIOR WELDING SUPPLY (181) | | | | | | | |
| L4647655 | 1 | Invoice | WELDING SUPPLIES | 04/04/2020 | 45.00 | | 01.41.652.02 |
| Total SUPERIOR WELDING SUPPLY (181): | | | | | 45.00 | | |
| TECHNOLOGY MANAGEMENT REV FUND (120601) | | | | | | | |
| T2022627 | 1 | Invoice | MONTHLY CHARGE FOR | 03/16/2020 | 265.62 | | 01.21.542.00 |
| Total TECHNOLOGY MANAGEMENT REV FUND (120601): | | | | | 265.62 | | |
| US WATER (120719) | | | | | | | |
| SI06192 | 1 | Invoice | WELL #5 METER | 04/21/2020 | 3,874.03 | | 51.42.929.00 |
| Total US WATER (120719): | | | | | 3,874.03 | | |
| VERIZON WIRELESS (316) | | | | | | | |
| 041520 | 1 | Invoice | PAY & DISPLAY | 04/15/2020 | 75.10 | | 53.48.555.00 |
| 041520 | 2 | Invoice | VERIZON JET PACK FOR | 04/15/2020 | 38.01 | | 01.21.652.03 |
| 9851621359 | 1 | Invoice | IPADS/TRUCKS | 04/01/2020 | 76.02 | | 22.22.652.00 |
| Total VERIZON WIRELESS (316): | | | | | 189.13 | | |
| WAL-MART COMMUNITY (CC) (1258) | | | | | | | |
| 041520 | 1 | Invoice | OFFICE SUPPLIES | 04/15/2020 | 57.91 | | 01.13.651.02 |
| 041520 | 2 | Invoice | OFFICE SUPPLIES | 04/15/2020 | 180.89 | | 01.21.651.00 |
| 041520 | 3 | Invoice | CLEANING SUPPLIES | 04/15/2020 | 105.30 | | 01.21.654.00 |
| 041520 | 4 | Invoice | SUPPLIES | 04/15/2020 | 83.72 | | 01.41.652.00 |
| 041520 | 5 | Invoice | HOLIDAY PROGRAM/CLE | 04/15/2020 | 300.46 | | 01.21.919.01 |
| Total WAL-MART COMMUNITY (CC) (1258): | | | | | 728.28 | | |
| WEBER PAPER COMPANY (40) | | | | | | | |
| D088336B | 1 | Invoice | GLOVES | 04/16/2020 | 219.00 | | 01.13.654.00 |
| D088338A | 1 | Invoice | SOAP | 04/16/2020 | 80.20 | | 01.13.654.01 |

| Invoice | Seq | Type | Description | Invoice Date | Total Cost | PO Number | GL Account |
|--|-----|---------|----------------------|--------------|------------|-----------|--------------|
| Total WEBER PAPER COMPANY (40): | | | | | 299.20 | | |
| WHITE CONSTRUCTION CO., INC. (119359) | | | | | | | |
| 041520 | 1 | Invoice | TURNER HALL JANITORI | 04/15/2020 | 350.00 | | 58.54.536.00 |
| 041720 | 1 | Invoice | PAINT | 04/17/2020 | 186.55 | | 58.54.511.00 |
| Total WHITE CONSTRUCTION CO., INC. (119359): | | | | | 536.55 | | |
| WIZARD COMPUTERS INC (666) | | | | | | | |
| 14228 | 1 | Invoice | REMOTE ACCESS - COVI | 04/16/2020 | 1,005.00 | | 01.13.512.04 |
| Total WIZARD COMPUTERS INC (666): | | | | | 1,005.00 | | |
| WORKSHOP, THE (120647) | | | | | | | |
| 47334 | 1 | Invoice | FIRE/RUG SERVICE | 03/31/2020 | 82.50 | | 22.22.538.01 |
| 47334 | 2 | Invoice | POLICE/RUG SERVICE | 03/31/2020 | 33.00 | | 01.21.651.00 |
| 47421 | 1 | Invoice | SR. VAN TRANSP. | 03/31/2020 | 833.00 | | 01.13.542.00 |
| Total WORKSHOP, THE (120647): | | | | | 948.50 | | |
| Grand Totals: | | | | | 96,799.41 | | |

Report GL Period Summary

Vendor number hash: 3978918
 Vendor number hash - split: 6260310
 Total number of invoices: 63
 Total number of transactions: 97

| Terms Description | Invoice Amount | Net Invoice Amount |
|-------------------|----------------|--------------------|
| Open Terms | 96,799.41 | 96,799.41 |
| Grand Totals: | 96,799.41 | 96,799.41 |