

ORDINANCE NO. 21-023

**AN ORDINANCE AMENDING SECTION 115.24, ENTITLED “CLASSES OF LICENSES; FEES”, OF THE CITY ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS and AN ORDINANCE AMENDING CHAPTER 115, SECTION 115.25 ENTITLED “LIMITATION ON NUMBER”, OF THE CITY ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS**

BE IT ORDAINED by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

Section 1:

Section 115.24 of the Monmouth Code of Ordinances, as currently codified is hereby amended to include subsection (A) (6) to read as follows:

Section 115.24 (A) (6) - LICENSED FOOD SERVICE COMPANY LICENSE (CLASS 6).

(6) Class 6 License. A class 6 license shall permit a licensed food service company contracted for a period of five years or more with an institution of higher learning accredited through the Higher Learning Commission for use at said accredited institution and only for purposes related to theatre, cultural, or other events approved by the President of the accredited institution of higher learning wherever or however said licensed or other premises are situated or however classified for zoning purposes within the City.

Section 115.24 (B) – Fees

(1) The annual license fees for each license issued by the city shall be as follows:

<u>Class of License</u>	<u>Annual Fee</u>
Class 1	\$1,500.00
Class 2	\$1,500.00
Class 3	\$ 900.00
Class 4	\$1,500.00
Class 5	\$50.00 per event
Class 6	\$1,500.00

Section 2:

In all other respects, Section 115.24 of the Code of Ordinance of the City of Monmouth, previously enacted, shall remain in full force and effect.

Section 3:

Chapter 115, Section 115.25 of the Monmouth Code of Ordinances, entitled “LIMITATION ON NUMBER”, is hereby amended to include as follows:

**§ 115.25      LIMITATION ON NUMBER**

(A) The total aggregate number of licenses of Class One shall be fourteen (14). Class Two shall be six (6) in number. Class Three shall be four (4) in number. Class Four shall be Eleven (11) in number. Class Five shall have no limitation – issued per event. Class 6 shall be one (1) in number

Section 4:

In all other respects, Chapter 115 entitled “INTOXICATING LIQUOR”, of the Monmouth Code of Ordinances previously enacted shall remain in full force and effect.

Section 5:

This ordinance shall be in full force and effect after passage and approval thereof.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_



## CITY OF MONMOUTH COUNCIL MEETING MINUTES

**Date:** Monday, December 20, 2021

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

### I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

### II. ROLL CALL

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Justin Thomas, Tony Cook, Alderwoman Susan Twomey, Aldermen Brian Daw, Juan Pinedo and Alderwoman Mary Kelly **Absent:** Aldermen Jim Conard and John VanVleet **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Public Works Director Andy Jackson **Members of the Press:** Jane Carlson, Register Mail

### III. APPROVAL OF MINUTES

#### A. Approval of December 6, 2021 Council Meeting Minutes

**It was moved by Alderwoman Daw and seconded by Alderwoman Twomey to approve the December 6, 2021 Council Meeting Minutes as presented. AYE:** Alderwoman Twomey, Aldermen Daw, Pinedo and Alderwoman Kelly **NAY:** none **PASS:** Aldermen Thomas and Cook **ABSENT:** Aldermen Conard and VanVleet **MOTION CARRIED.**

### IV. PRESENTATION TO THE COUNCIL

#### A. Presentations or Citizen Inquiries

City Clerk Trevor called to the Council's attention the beautiful Christmas decorations in City Hall and the Council Chambers that were put up by Administrative Assistants Annette St. Ledger and Danielle Cox.

#### B. Consent Agenda

##### 1. Approval of Bills

**It was moved by Alderman Daw and seconded by Alderman Pinedo to approve the bills as presented. AYE:** Alderwoman Twomey, Aldermen Daw, Pinedo, Alderwoman Kelly, Aldermen Thomas and Cook **NAY:** none **ABSENT:** Aldermen Conard and VanVleet **MOTION CARRIED.**

### V. COMMITTEE OF THE WHOLE

#### A. MFD November Report – Chief Rexroat

- 🔥 There was a residential fire about a week and a half ago. The department was able to quickly knock it down without extensive damage inside or to neighboring structures.
- 🔥 Ameren conducted training for the department on how to deal with electrical fires.
- 🔥 A walk through was held through Smithfield and Cold Storage to familiarize firefighters with the layout of the buildings before having to respond to emergencies or fires at these facilities.
- 🔥 Firefighter Gary Carson attended a class held in Quincy, IL. for two weekends.
- 🔥 Emergency lights were installed in Station 2.

- 🔥 The new extrication equipment has been received, which now gives the department two sets of extrication equipment with the old set used for a back-up.

**B. MPD November Report – Chief Switzer**

- There were 873 Calls for Service and 1,784 Dispatch Calls in November.
- An Active shooter drill was held at M-R Junior High
- Active shooter training was held at Central Intermediate School and United West.
- As Chief, I met with a WIU student who will start as an intern in January of 2022.
- The MELC Turkey Trot and the WIAR 5K events were held without incident.
- Officer Marlon Williams tore his Achilles heel during an incident and had surgery to repair it. His time off to heal from his surgery has not been determined.
- All officers completed their firearms qualifications in November.

**C. Offer to Purchase City Owned Property – 700 South 2<sup>nd</sup> Street**

**It was moved by Alderwoman Kelly and seconded by Alderman Cook to approve the offer of \$3,200 by Jim Cokel to purchase the City owned property located at 700 South 2<sup>nd</sup> Street as presented. AYE:** Alderwoman Twomey, Aldermen Daw, Pinedo, Alderwoman Kelly, Aldermen Thomas and Cook **NAY:** none **ABSENT:** Aldermen Conard and VanVleet **MOTION CARRIED.**

**VI. ORDINANCES**

**A. 1<sup>ST</sup> Reading**

**1. 21-031, Adult Use Cannabis**

Administrator Steinbrecher stated that basically this ordinance restricts the location of any cannabis retail store to only being in M-1 or M-2 zoning districts and thus keeps any store out of the downtown area.

**2. 21-033, Adding Adult Use Cannabis Retailers Tax**

Administrator Steinbrecher further explained that this ordinance would add Section 37.10 to the City's Municipal Code Imposing a Municipal Cannabis Retailers. The tax would be a 3% tax, which would generate around \$135,000 revenue according to the estimate from the business that is seeking to locate a cannabis retail store in Monmouth.

The Administration is recommending approval of both Ordinance 21-031 and Ordinance 21-033 as presented. **It was moved by Alderman Thomas and seconded by Alderman Cook to approve Ordinances 21-031 and 21-033 as presented. AYE:** Aldermen Daw, Pinedo, Alderwoman Kelly, Aldermen Thomas, Cook and Alderwoman Twomey **NAY:** none **ABSENT:** Aldermen Conard and VanVleet **MOTION CARRIED.**

**VII. OTHER BUSINESS**

There was none to consider.

**VIII. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderman Conard to adjourn the December 20, 2021 meeting at 6:10 p.m. MOTION CARRIED by unanimous voice vote with the exception of Aldermen Conard and VanVleet, who were absent.**

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Mayor Rod Davies

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City Clerk Susan S. Trevor





## COUNCIL MEETING

**Date:** Monday, January 3, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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## COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

### **I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

### **II. ROLL CALL**

### **III. APPROVAL OF MINUTES**

#### **A. Approval of the December 20, 2021 Council Meeting Minutes**

### **IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**

#### **B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**

##### **1. Approval of Bills**

### **V. COMMITTEE OF THE WHOLE**

#### **A. Building and Zoning December 2021 Report – Director Clark**

#### **B. Woodard and Curran November 2021 Report – Director Jackson**

### **VI. ORDINANCES**

#### **A. 1<sup>st</sup> Reading**

##### **1. 22-001, Zoning Change from B-1 to P-S – 213 South Main Street**

### **VII. OTHER BUSINESS**

### **VIII. ADJOURNMENT**



[woodardcurran.com](http://woodardcurran.com)  
COMMITMENT & INTEGRITY DRIVE RESULTS

# Monthly Operating REPORT

Monmouth, Illinois

Department of  
Public Works

November 2021



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## EXECUTIVE SUMMARY

The November Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

Laverdiere Construction installed 2 valves and replaced 60 feet of water main in the 500 block of West Harlem Avenue. This section of pipe has failed several times in the past few months.

The American Water Infrastructure Act, (AWIA), required the City of Monmouth to perform a risk and resiliency assessment, and submit and certify an emergency response plan for the public water system. The assessment was completed and submitted in June, the emergency response plan was certified by the USEPA and submitted on December 23<sup>rd</sup> to satisfy those requirements.

The City received a grant agreement from DCEO in late December for \$665,000 appropriations grant to replace the remaining section of old water main on East Euclid Avenue from North 6<sup>th</sup> Street to North 9<sup>th</sup> Street including road re-paving. This project will be going to design in January and construction later in the spring. The City also received notice of an additional \$200,000 appropriations grant through DCEO that will be applied to this project and also North 6<sup>th</sup> Street depending on total project cost. With the uncertainty of supply chain and material shortages, cost estimating has become a bit of a wheel of fortune.

Lew and I have been working with Lakeshore Recycling to finalize the garbage collection contract to begin May 1, 2022. Once finalized we will be bringing it to Council for approval.

Please contact me at 309-734-4026 with any questions.

Regards, Andy

## 1. HEALTH AND SAFETY/STAFF

There were no safety incidents or near misses in November . With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.

## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 119 million gallons of treated wastewater in the month of November . There were no combined sewer overflow events in November . The weather station at the plant reported 0.2” of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	Monthly Average	Permit Limit
Flow (MGD)	3.98	4.62
Ammonia N mg/l	0.2	1.5
CBOD5 mg/l	3	10
Total Phos	0.8	1
Chloride's mg/l	345	500
Suspended Solids mg/l	11	12

### 3. WATER TREATMENT

The water treatment plants produced 88 million gallons of finished water in November . Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	Daily Average	Monthly Total
Treated Water to System	3.0 MG	87 MG
Poly Phosphate Usage-lbs.	109 lbs.	3,147 lbs.
Salt Usage = tons	4.2	121 tons
Chlorine Usage - lbs.	120	3,482 lbs.





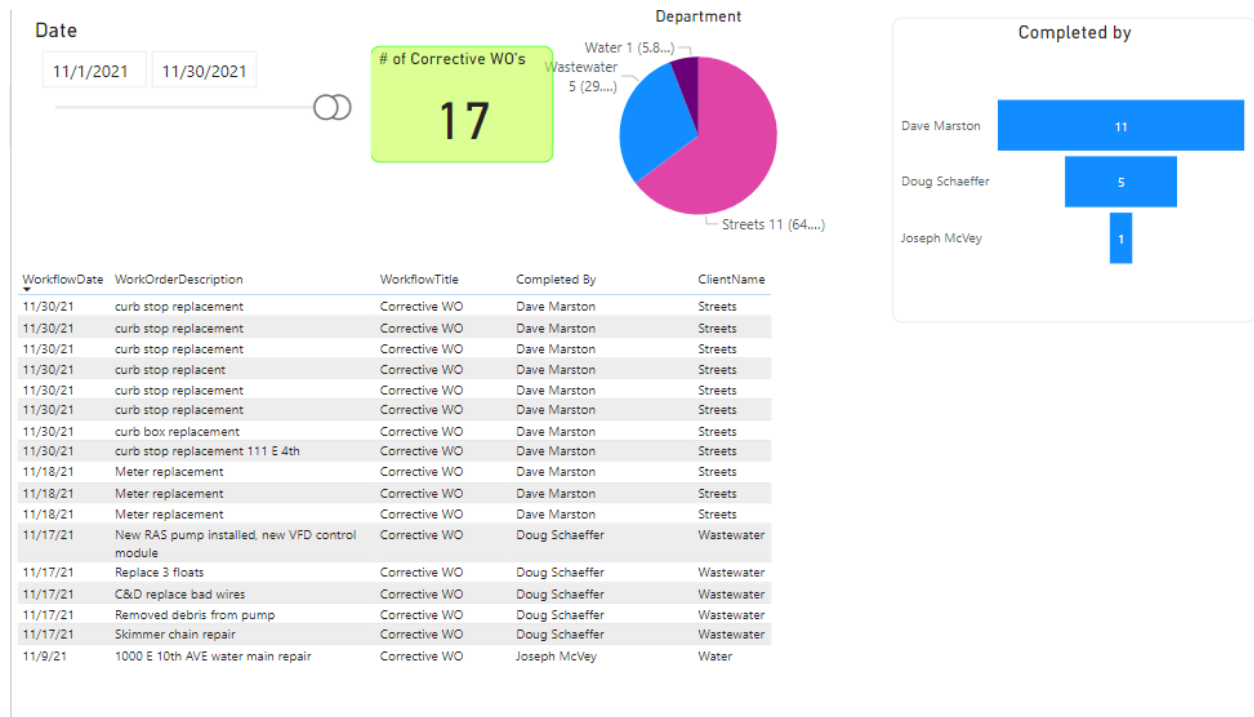
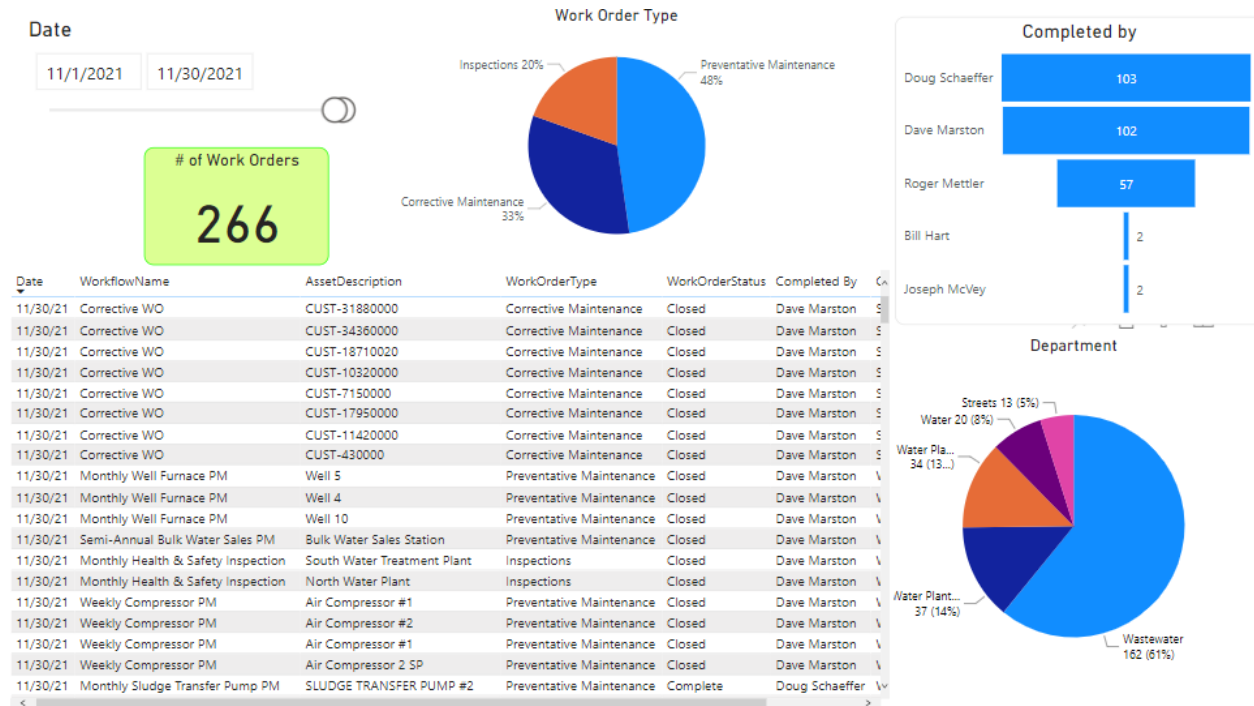
## 5. TOTAL ANNUAL COST

Table 5-1: Annual Budget – Year 9

<b>Budget Category</b>	<b>Month Budget</b>	<b>Month Actual</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>over(under)</b>
Labor (D.L. + FB)	\$117,555	\$117,285	\$849,940	\$847,881	\$1,528,218	(\$2,059)
Utilities	\$3,017	\$1,983	\$21,814	\$16,838	\$39,222	(\$4,976)
Chemicals Costs	\$24,213	\$15,175	\$175,060	\$151,006	\$314,763	(\$24,054)
Maintenance\Repair	\$28,094	\$20,658	\$203,122	\$192,993	\$365,220	(\$10,129)
Sludge Disposal Costs	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Lab Supplies\Equip	\$3,298	\$2,440	\$23,843	\$25,151	\$42,871	\$1,308
Office Supplies	\$1,425	\$1,724	\$10,304	\$13,872	\$18,526	\$3,568
Miscellaneous Expenses	\$3,742	\$6,715	\$27,056	\$33,142	\$48,648	\$6,086
Other Operating Costs	\$10,861	\$15,821	\$78,530	\$140,436	\$141,199	\$61,906
Overhead (G.A.)	\$26,545	\$26,484	\$191,922	\$191,457	\$345,081	(\$465)
Subtotal Year 8	<b>\$218,750</b>	<b>\$208,285</b>	<b>\$1,581,592</b>	<b>\$1,620,276</b>	<b>\$2,843,748</b>	\$38,684
Fixed Fee Year 8	\$15,750	\$14,997	\$113,875	\$116,660	\$204,750	\$2,785
<b>Total</b>	<b>\$234,500</b>	<b>\$223,282</b>	<b>\$1,695,466</b>	<b>\$1,736,936</b>	<b>\$3,048,498</b>	<b>\$41,470</b>

## 6. MAINTENANCE ACTIVITIES

Utilizing the Utility Cloud maintenance management program, staff completed 266 preventative and 17 corrective workorders in November



[ORDINANCE NO. 22-001, Change in Zoning, 213 S. Main.pdf](#)

[Votes Cast - Ordinance 22-001, Change in Zoning.pdf](#)

**ORDINANCE NO. 22-001**

**AN ORDINANCE GRANTING THE CHANGE OF ZONING  
FROM B-1 TO PUBLIC SERVICE**

WHEREAS, the question of granting the following described ordinance for a change in Zoning from B-1 to Public Service was referred to the Plan Commission to hold a public hearing thereon; and

WHEREAS, such a public hearing was held, after due public notice, in the manner provided by law; and

WHEREAS, the said Plan Commission has recommended the granting of said change in Zoning for the property located at 213 South Main Street in the City of Monmouth.

Now, therefore, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:

**Section 1. Approve the changing of the zoning from B-1 to PUBLIC SERVICE on the property listed below:**

**Commonly known as 213 South Main Street:** to the City of Monmouth, situated in the County of Warren, in the State of Illinois.

**Section 2.** The findings and recommendations of the Plan Commission on the question of granting a change of zoning from B-1 to Public Service are hereby accepted and adopted and made a part of this ordinance.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not Voting: \_\_\_\_\_



**Plan Commission  
December 27th, 2021  
Votes Cast**

The Plan Commission met on Monday, December 27th, 2021, with the following votes cast on the following request:

**Request to Change the zoning from B-1 (Downtown commercial) to P-S, (Public and Semi-Public Service) for the use of a Teen Center located at 213 South Main Street.**

9/276 2.50'X 54' STRIP S.E. COR LOT 2-LOT 3; N 1.5' OF W ½ LOT 5 BLOCK 25  
OPT

Otherwise known as: 213 South Main Street

Pin#: 09-205-268-00

The following votes were cast: 5 yea, 0 nay, 2 absent 1 vacant seat **Motion carried.**

Joe Clark  
Zoning

ZONING DEPARTMENT    Joe Clark, Director  
CITY OF MONMOUTH    100 E. Broadway  
Monmouth Il. 61462

309.734.7590  
joe.clark@cityofmonmouth.com  
[www.cityofmonmouth.com](http://www.cityofmonmouth.com)

Date: December,2021

The Zoning department continues to issue building permits as well as junk and debris notices and has sent several unsafe structures notices throughout the city.

### **GRANTS:**

**Strong Communities Grant (SCP) awarded grant amount of \$124,400.00**

Demolition properties SCP: **Completed in the year of 2021**

925 S D Street  
700 S 2<sup>nd</sup> Street  
322 West 5<sup>th</sup> avenues  
1018 S Main Street

### **OPEN PROJECTS:**

**First United Methodist Church:** Continue with Electrical, Plumbing and HVAC and has installed windows and insulation of sanctuary.

**OSF Holy Medical Center:** Project 2028 Renovation for additional recovery suits and Emergency department continue with electrical, plumbing and HVAC and have roof in place and weathered in for construction of build out for Emergency room addition as well as walls and drywall exterior.

**Scooters Coffee Kiosk 1181 Suite A:** kiosk has had the final inspections and approved for Occupancy and will be open for business January 3rd, 2022.

**Airport:** Finished all concrete work and waiting for construction material delivery.

**Lakeshore Recycling Systems:** Started renovation of old Alexander lumber building for office space and bay area for installation of oil water separation system and updated electrical as well as demolition of wood storage outside.

**Monmouth Town Homes LP:** Footings and foundations as well as floors for 22 duplexes' have been completed with 2 duplexes with exterior walls raised, as they continue to set forms for additional units.

**Maple City Warehouse Distribution:** 600 & 610 West 9<sup>th</sup> and West 10<sup>th</sup> Avenue, have set new trusses on one of the main warehouses.

**Park District:** Roof completed as well as driveway and exterior walls insulated.

**Rental Inspections**

Continue with inspections Tuesdays and Thursdays

**T.I.F. PROJECTS:**

**Land Management Partners (LMP):** All work completed and awaiting railings for ADA accessibility.

**Robbins Resource MGT INC: 208 South Main Street:** The engineered fire escape design and custom-built construction is close to completion.

**Jane Switzer Flowers-R-Us T.I.F. 123 South 1<sup>st</sup>:** **Completed 2021**

**Joe Clark, Director of Zoning**



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday, January 3, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Justin Thomas, Tony Cook, Alderwoman Susan Twomey (remotely), Aldermen Brian Daw, Juan Pinedo and Alderwoman Mary Kelly **Absent:** Alderman John VanVleet **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Public Works Director Andy Jackson **Also Absent:** City Attorney Marcum Spears

**III. APPROVAL OF MINUTES**

**A. Approval of December 20, 2021 Council Meeting Minutes**

**It was moved by Alderman Cook and seconded by Alderwoman Kelly to approve the December 20, 2021 Council Meeting Minutes as presented. AYE:** Aldermen Thomas, Cook, Alderwoman Twomey (remotely), Aldermen Daw, Pinedo and Alderwoman Kelly **NAY:** none **PASS:** Alderman Conard **ABSENT:** Alderman VanVleet **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

Randy Seals of 602 N. 11<sup>th</sup> Street, asked if anything had been done to address his concerns about the speeding on N. 11<sup>th</sup> in front of his house. Chief Switzer replied that the department have increased officer presence in this area and have issued two speeding tickets already. The snow has slowed traffic as well. Mayor Davies said that the City will continue to monitor the situation.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderman Daw and seconded by Alderwoman Twomey (remotely) to approve the bills as presented. AYE:** Alderwoman Twomey (remotely), Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen Thomas and Cook **NAY:** none **ABSENT:** Alderman VanVleet **MOTION CARRIED.**

## V. COMMITTEE OF THE WHOLE

### A. Building and Zoning December 2021 Report – Director Clark

- ✓ The Department continues to issue building permits, junk and debris notices and has sent several unsafe structure notices.
- ✓ Four unsafe houses were demolished through the Strong Communities Grant. There are several more houses on the list and have been submitted for approval to utilize the remaining funds that the City was awarded through the Strong Communities Grant program.
- ✓ **Open Projects:** First United Methodist Church, OSF Holy Family Emergency Department Addition, Maple City Warehouse, Monmouth Park District Office Building, Monmouth Townhomes, Airport Hangars, and Lakeshore Recycling remodeling of the old Alexander Lumber Company to be used for their local offices and storage of equipment.
- ✓ **Completed Projects:** Fareway's Scooters Coffee Kiosk
- ✓ **TIF Projects:** LMP Insurance and Flowers-Are-Us are complete. Robbins Resource Management deck and fire escape project is near completion.

### B. Woodard and Curran November 2021 Report – Director Jackson

- The City received word last Friday that the application for a \$665,000 grant from DCEO has been approved. A formal agreement should be forthcoming soon. This money is earmarked to complete the water main pipe and road reconstruction on East Euclid from North 6<sup>th</sup> Street to North 9<sup>th</sup> Street. This project will need to be designed; therefore, there will be an Engineering Agreement with Woodard and Curran to be presented at the next Council meeting on January 18<sup>th</sup>. Mayor Davies also asked Director Jackson to comment on the additional \$200,000 Grant application that the City has submitted to DCEO in order to complete the North 6<sup>th</sup> Street project, which has water main and road construction work that needs to be addressed. It might be necessary to access funds from the Capital Improvement Fund in order to complete this project.
- The City is still waiting word on the CDBG grant for the West Harlem Project and should receive notification of acceptance or rejection by sometime in June.
- The Administration has received a contract on Residential Waste Collection and Recycling from Lakeshore Recycling. It will be presented to the Council for consideration and approval at the January 18<sup>th</sup> meeting.

## VI. ORDINANCES

### A. 1<sup>ST</sup> Reading

#### 1. 22-001, Zoning Change from B-1 to P-S – 213 South Main Street

Zoning Director Clark explained that the Plan Commission met on December 27<sup>th</sup> of 2021 to consider changing the zoning from B-1 (Downtown Commercial) to P-S (Public and Semi-Public Service) for the use of a Teen Center to be located at 213 South Main Street. The vote to recommend approval for the change of zoning was unanimous. **It was moved by Alderman Daw and seconded by Alderwoman Twomey (remotely) to accept the Plan Commission's recommendation to approve the change of zoning from B-1 to P-S for 213 South Main Street and approve Ordinance 22-001 as presented. AYE:** Alderwoman Twomey (remotely), Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen Thomas and Cook **NAY:** none **ABSENT:** Alderman VanVleet **MOTION CARRIED.**

**VII. OTHER BUSINESS**

There was none to consider.

**VIII. ADJOURNMENT**

It was moved by Alderman Daw and seconded by Alderwoman Twomey (remotely) to adjourn the January 3, 2022 meeting at 6:12 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman VanVleet, who was absent.

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**Mayor Rod Davies**

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**City Clerk Susan S. Trevor**

# ***Monmouth Fire Department December Monthly Report***

***January 18<sup>th</sup>, 2022  
City Council Meeting***



## **Emergency Responses:**

*The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.*

*The chart on the following page includes a brief summary for each of the nine main categories of incident types and the number of calls that were responded to in each category.*

<b>Responses</b>	<b>Monthly</b>	<b>YTD</b>
<b><u>Fires</u></b>	02	26
Includes structure fires, fire in mobile property used as a fixed structure (mobile homes and campers), vehicle fires, vegetation fires, rubbish fires, and field fires. There may also be other types of fires that do not necessarily meet the definition of one of the subcategories in this category.		
<b><u>Overpressure, Rupture, Explosion, Overheat (without ensuing fire)</u></b>	00	03
Includes overpressure rupture of a steam pipe or pipeline, overpressure or rupture from air or gas pipe or pipeline, overpressure rupture from chemical reaction, explosion without resulting in fire, and overheat or scorching with no ignition.		
<b><u>Rescue and Emergency Medical Services</u></b>	82	997
Includes medical assists (majority of MFD calls in this category), vehicle accidents with injuries, vehicle/pedestrian accidents, lock-in (gaining access to a vehicle or other area where a patient is locked inside), search for a lost person, extrication (victims trapped in vehicle, elevator, trench, confined space, machinery), water and ice rescue, and electrocutions.		
<b><u>Hazardous Conditions (no fire)</u></b>	12	117
Includes combustible/flammable spills and leaks, chemical releases or toxic conditions, carbon monoxide incidents, power line down, electrical equipment problems, vehicle accidents with no injuries, incidents involving explosives and attempted arson.		
<b><u>Service Calls</u></b>	18	154
Includes people in distress (locked out of vehicle), water in basements or leaky hydrant, smoke or odor removal, animal rescue, provide police with assistance, smoke detector checks, and unauthorized burning.		
<b><u>Good Intent Calls</u></b>	08	68
Incidents where the fire department was dispatched and then cancelled while en-route to the call. Also includes calls where no emergency was found upon arrival. Incidents where steam was mistaken for smoke or smoke from a barbecue or other controlled fire was mistaken for an uncontrolled fire. Includes emergency medical calls when the patient had been transported prior to the arrival of emergency responders.		
<b><u>False Alarms and False Calls</u></b>	11	107
Includes false alarms that were malicious or mischievous in nature, bomb scares, alarm activation due to the system malfunctioning, and the accidental activation of the alarm system (example -burnt food).		
<b><u>Severe Weather and Natural Disaster</u></b>	00	00
Includes responses to severe weather and natural disasters to stand by, investigate, or to assess the damage to determine if any additional assistance is needed.		
<b><u>Other Type Incidents</u></b>	01	05
Includes citizen complaints concerning code or ordinance violations and any other incidents that may not fit any of the above categories.		
<b>Total</b>	134	1477



**Staff Training:**

Fire department training for the month of December included the topics of Scene Size-up and Self Contained Breathing Apparatus (SCBA). Scene size-up involves the assessment of the emergency situation and is a very important skill for firefighters as it will determine what tactics the firefighters will use to mitigate the emergency. The staff also reviewed emergency procedures to use when using an SCBA including if the unit malfunctions in a dangerous environment and running out of air.

During the month of December, the fire department completed EMS training pertaining to poisons, bites, and insect stings. The staff reviewed information about the topic and conducted a case review.

Firefighter Dan Watson attended an Instructor I class at the Illinois Fire Service Institute. The Instructor I class is intended to give the firefighter the knowledge and ability to teach from prepared materials which are predominantly skills oriented. Areas covered include issues relating to today's Emergency Services Instructor, the learning process, methods of instruction, using lesson plans, communication skills, safety in training, technology in training, and evaluating the learning process.

**Non-Emergency Activities:**

During the month of December, the Monmouth Fire Department participated in the "Keep the Wreath Red" campaign. The "Keep the Wreath Red" campaign is a program that many fire departments across the United States participate in to raise awareness of fire prevention around the holidays. During the campaign, a wreath is decorated with red lights and hung on the front of the fire station. Each time that the fire department responds to a structure fire during the month of December one of the red lights is replaced with a white light. The wreath is used to serve as a reminder to stay safe around the holidays.

The fire department staff participated in both days of the annual "Freezing for Food" campaign with Prairie Communications at the Save-A-Lot grocery store.

All fire personnel underwent a mask fit testing and also received their annual medical evaluations. The testing is required annually by the Illinois Department of Labor/OSHA for anyone who is required to wear any type of respirator.

**Fire Code Items:**

The fire department assisted Director Clark with inspections at Lakeshore Recycling, F & M Bank, and Scooters Coffee. The fire department also conducted an inspection at Legacy Estates.

**Apparatus and Equipment Related Items:**

Engine 21 was taken to Alexis Fire Equipment to have a hydraulic cylinder replaced. The hydraulic cylinder that was replaced is for raising and lowering the cab on the apparatus. The engine was taken out of service for one day for the repair.

**Other:**

The fire department submitted a grant request to the FEMA Assistance to Firefighters grant program for the purchase of new turnout gear extractors and dryers for the fire stations. The grant request included one extractor and dryer for each station and includes the installation of the equipment. The requested amount for the project totaled \$32,750. If awarded the grant, the city would be required to pay for 5% of the project.

Respectfully submitted,  
Casey Rexroat, Fire Chief

# MONMOUTH ILLINOIS

## Proclamation

**WHEREAS**, January 2022 will mark the 20<sup>th</sup> anniversary of National Mentoring Month, an annual campaign to focus attention on the need for mentors, as well as how each of us can work together to increase the number of mentors to help ensure positive outcomes for our young people.

**WHEREAS**, the City of Monmouth honors volunteer mentors who support young people by showing up for them every day and demonstrating their commitment to helping them thrive; and

**WHEREAS**, mentoring programs like **Big Brothers Big Sisters of the Mississippi Valley** make our communities and our state stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks; and

**WHEREAS**, during the COVID-19 pandemic, mentoring programs have stepped up to fill gaps for young people and families, connecting them with resources and ensuring that mentoring relationships continue virtually to ensure that physical distancing does not mean social disconnection; and

**WHEREAS**, mentoring plays a pivotal role in career exploration and supports workplace skills by helping young people set career goals, equipping mentors with the skills needed to support the professional growth of young people, and drives positive outcomes for young people and businesses; and

**WHEREAS**, quality mentoring promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of a young person and their relationships with other adults; and

**WHEREAS**, students who meet regularly with their mentors are more than 52 percent less likely than their peers to skip a day of school and youth who face an opportunity gap but have a mentor are 55 percent more likely to be enrolled in college than those who did not have a mentor; and

**WHEREAS**, youth who meet regularly with their mentors are 46 percent less likely than their peers to start using drugs and 27 percent less likely to start drinking; and

**WHEREAS**, almost half of today's young adults report having a mentor in their youth and those rates appear to have been rising steadily over the past several decades, and

**WHEREAS**, National Mentoring Month is the time of year to celebrate, elevate, and encourage mentoring across our state and recruit caring adult mentors in the City of Monmouth;

**NOW, THEREFORE**, I, Rod Davies, Mayor of the City of Monmouth, do hereby proclamation January 2022, as National Mentoring Month in the City of Monmouth, Illinois.

Dated this 18<sup>th</sup> day of January 2022

ATTESTED:



Rod Davies, Mayor



Susan S. Trevor, City Clerk



ORDINANCE NO. 22-002, Special Use Permit - 209 S. H Street.pdf

Votes Cast 1.12.22 209 S H Cox.pdf

**ORDINANCE NO. 22-002**

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT**

WHEREAS, the question of granting the following described a special use permit as referred to the Zoning Board of Appeals to hold a public hearing thereon; and

WHEREAS, such a public hearing was held, after due public notice, in the manner provided by law; and

WHEREAS, the said Zoning Board of Appeals has recommended the granting of said special use permit.

Now, therefore, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:

**Section 1:** A special use permit to work, sell and repair sporting equipment and retail goods at a garage at 209 South H Street presently a R-2 Medium Density Residential.

N 1/2 Lot 9, Lot 10 & 11, Block 6, Sunset View Addn., Lot size 125' X 132'

Otherwise known as: 209 South H Street  
Pin: #09-536-008-00

**Section 2.** The findings and recommendations of the Zoning Board of Appeals on the question of granting this Special Use Permit are hereby accepted and adopted and made a part of this ordinance.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_ Nays: \_\_\_\_

Absent or Not Voting: \_\_\_\_

**Zoning Board of Appeals**  
**1/12/2022**

The Zoning Board of Appeals met on Wednesday, January 12<sup>th</sup>, 2022 at 5:30 p.m. in the Council Chambers at City Hall, 100 East Broadway with the following votes cast on the following request:

**Request:** A special use permit to work, sell and repair sporting equipment and retail goods at a garage at 209 South H. Street presently a R-2 Medium Density Residential

N ½ Lot 9, Lot 10 & 11 Block 6 Sunset View Addn Lot size 125X132

Otherwise known as: 209 South H. Street  
Pin # 09-536-008-00

The following votes were cast: 5 yea, 0 nay, 1 Absent      **Motion Carried.**

Joe Clark  
Building and Zoning Director



POLICE DEPARTMENT  
DECEMBER 2021 MONTHLY REPORT

	DEC 2020	DEC 2021	+/-	2020 YTD	2021 YTD	YTD +/-
Criminal Arrests	28	39	11	566	523	-43
Ordinance Violations	45	51	6	920	1036	116
Calls For Service	1547	978	-569	17615	15727	-1888
Dispatch Calls	2357	2014	-343	28116	26739	-1377
Accidents	12	25	13	222	256	34
Grant Hours Worked	27	65	38	250	541	291

INCIDENTS OF NOTE:

\*Cops and Kids event was held by the FOP. Approximately 35 kids were treated to a pizza party and see Santa at MPD before going to Walmart where the kids were able to spend \$100 each on toys and gifts.

\*The Power for Seniors event was held at Strom Center in a drive thru format.

STAFF TRAINING:

\*All MPD officers took part in annual TASER recertification

EQUIPMENT RELATED ISSUES:

\*None



## COUNCIL MEETING

**Date:** Tuesday, January 18, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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## COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

### **I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

### **II. ROLL CALL**

### **III. APPROVAL OF MINUTES**

#### **A. Approval of the January 3, 2022 Council Meeting Minutes**

### **IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**

#### **1. Police Commendations**

#### **2. Proclamation for Big Brother-Big Sisters of Mississippi Valley**

### **B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**

#### **1. Approval of Bills**

### **V. COMMITTEE OF THE WHOLE**

#### **A. MFD December Report – Chief Rexroat**

#### **B. MPD December Report – Chief Switzer**

#### **C. Approval of Engineering Agreements with W & C – Jennifer Anders**

##### **1. E. Euclid Water Main Replacement Engineering Agreement**

##### **2. EPA Wastewater Study Engineering Agreement**

#### **D. Approval of Residential Solid Waste Agreement with Lakeshore Recycling**

### **VI. ORDINANCES**

#### **A. 1<sup>st</sup> Reading**

##### **1. 22-002, Special Use Permit – 209 South H Street**

### **VII. OTHER BUSINESS**

### **IX. ADJOURNMENT**



**AGREEMENT FOR THE COLLECTION AND DISPOSAL OF  
RESIDENTIAL WASTE**

This agreement, made this 1<sup>st</sup> day of May 2022, by and between the City of Monmouth, Illinois, with offices located at 100 East Broadway, Monmouth, Illinois 61462, hereinafter referred to as the "City", and Lakeshore Recycling Systems, LLC, 5500 Pearl Street, Rosemont, Illinois, hereinafter referred to as "Contractor".

**RECITALS**

Whereas, the City, mindful of its duties and responsibilities to protect the public health, safety and welfare of its citizens, finds it necessary to regulate and control the collection and disposal of Residential Waste, and:

Whereas, the City has the authority to enter into contracts for this purpose pursuant to Section 11-9-1 of the Illinois Municipal Code (65 Illinois Compiled Statutes 5/11-19-1) and Section 6 of the Local Solid Waste Act (415 Illinois Compiled Statutes 10/6), and:

Whereas, the Contractor desires to provide waste collection and disposal service to the City, and:

Whereas, the parties desire to reduce this agreement to writing.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES OF THE PARTIES, THEY AGREE AS FOLLOWS:**

**SECTION ONE  
DEFINITIONS**

Whenever the following terms occur in this agreement, they shall have the meanings provided in this Section, unless the context clearly requires otherwise:

- (a) **Ashes**: Residue from fires used for cooking and for heating buildings.
- (b) **Compost**: The humus like product of the process of composting waste.
- (c) **Composting**: The biological treatment process by which micro-organisms decompose the organic fraction of waste, providing compost.
- (d) **Garbage**: Wastes resulting from the handling, processing, cooking and consumption of food and wastes resulting from the handling, processing, storage and sale of produce.
- (e) **Hazardous Substances**: Any substance which is toxic, corrosive, an irritant, a strong sensitizer, flammable, combustible or which generates pressure through decomposition, heat, or other means and which may cause substantial personal injury or illness during, or as a proximate result of, any customary or reasonably anticipated handling or use, and also includes any radioactive substance.
- (f) **Hazardous Waste**: A waste or combination of wastes which, because of its quantity, concentration, or physical, chemical or infectious characteristics may cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible, illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported or disposed of, or otherwise managed, including, but not limited to, materials which have

been identified by characteristics or listing, as hazardous pursuant to Section 3001 of the resource Conservation and Recovery Act of 1976 (42U.S.C. Sec.6921) or pursuant to other state, federal or local statute, rule, regulation or exception.

- (g) Resident: An occupant of a residential unit as described herein.
- (h) Residential Unit: A single family or duplex residential dwelling located within the corporate limits of the City or such other type of residential dwelling that is billed for residential waste collection and disposal services by the City.
- (i) Refuse: Combustible trash, including, but not limited to, paper, cartons, boxes, barrels, wood, excelsior, wood furniture, bedding; non-combustible trash, including, but not limited to, metals, tin cans, metal furniture, dirt, small quantities of rock, and pieces of concrete, brick, glass, crockery, other mineral waste; street rubbish, including, but not limited to, dirt, contents of letter receptacles, but refuse does not include earth and wastes from building operations, hazardous substances, hazardous wastes, nor shall it include wastes resulting from industrial processes and manufacturing operations such as food processing wastes, boiler house cinders, lumber, scraps and shavings.
- (j) Residential Waste: Garbage, refuse, ashes and other general household waste.
- (k) Landscape Waste: All accumulations of grass or shrubbery cuttings, leaves, tree limbs, and other materials accumulated as a result of the care of lawns, shrubbery, vines, Christmas trees, and trees.

## **SECTION TWO**

### **SCOPE OF SERVICES**

Contractor shall furnish hereunder at its sole cost and expense, all labor, tools, equipment and materials, supplies and services to perform all work and services necessary to satisfactorily collect and properly dispose of all Residential Waste covered by this agreement and to perform all other work and services incidental to the collection and disposal in strict accordance with the terms and provisions of this agreement. Contractor further understands and agrees to pay all costs and expenses required to properly dispose of all residential waste collected pursuant to this agreement. Contractor shall also provide 96 Gallon Carts (or other mutually agreeable sizes) free of cost to the residents of the City and free of cost to the City.

## **SECTION THREE**

### **FREQUENCY AND TYPE OF COLLECTION SERVICES**

Contractor shall provide waste collection and disposal services, as designated:

- (a) Collection of Residential Units: Contractor shall provide weekly collection of residential waste to all residential units. Collection shall be performed on a schedule as mutually agreed between the City and the Contractor. Contractor shall be responsible for providing a 95 Gallon (or other mutually agreeable sizes) carts free of cost to the resident and free of cost to the City. If requested by the resident, the contractor will provide either approximately a 65 gallon or 35 gallon cart (or other mutually agreeable sizes) for collecting garbage per residential unit. Additional bags require a sticker that will be purchased from the Contractor for the price of \$ 2.00. The sticker is to be supplied by the Contractor. An additional cart can be rented for an added cost of \$3.00 per month to be added to the resident's water bill pursuant to the City's practices for collecting fees from its residents.
- (b) City Facilities: The Contractor may by mutual agreement with the City, provide such containers and services as may be required by the City as listed in "Exhibit A" attached to

this agreement.

**SECTION FOUR**  
**NATURE OF RESIDENTIAL SERVICES**

On each designated collection day, the Contractor will collect and properly dispose of all Residential Waste from each residential unit. Every resident shall place Residential Waste into the provided approved cart. Contractor shall not be required to remove more bags or receptacles or Residential Waste from any residential unit on any collection day other than provided in the approved receptacles. Contractor will provide one bulk pick-up collection each month. The bulk collection process will be identified prior to the contract start date and approved by the City of Monmouth.

**SECTION FIVE**  
**REGULATIONS REGARDING SERVICES**

- (a) Special Items: Contractor shall not be required to accept landscape waste, motor vehicles (or their parts), sewage and lime sludge, construction or demolition debris, hazardous substances or hazardous waste for collection or disposal.
- (b) Other Regulations: Contractor may suggest other methods or regulations, which shall assist the efficient and orderly collection and disposal of Residential Waste. The City shall consider suggestions and accept or reject them, at its sole discretion.

**SECTION SIX**  
**TERM**

The agreement shall be in full force and effect commencing on May 1<sup>st</sup>, 2022 and shall terminate at midnight on April 30, 2029.

**SECTION SEVEN**  
**PAYMENT**

The City agrees to pay the Contractor for services provided herein as follows:

- (a) For the first year of this agreement, commencing May 1, 2022, \$ 10.50 per residential unit per month.
- (b) For the second year of this agreement, commencing May 1, 2023, \$ 10.82 per residential unit per month.
- (c) For the third year of this agreement, commencing May 1, 2024, \$ 10.72 per residential unit per month.
- (d) For the fourth year of this agreement, commencing May 1, 2025, \$ 10.99 per residential unit per month.
- (e) For the fifth year of this agreement, commencing May 1, 2026, \$ 11.32 per residential unit per month.
- (f) For the sixth year of the agreement, commencing May 1, 2027, \$11.60 per residential unit per month.

(g) For the seventh year of the agreement, commencing May 1, 2028, \$11.89 per residential unit per month.

These rates represent the maximum rates that may be charged under this agreement.

The total number of residential units within the City is estimated to be 3,300 as of October 1, 2021, subject to verification. The parties will mutually verify the total number of residential units within the City quarterly (April 1, July 1, October 1 and January 1) and adjust the amount the City agrees to pay the Contractor, for any subsequent quarter, based on the mutually verified total number of residential units, for the preceding quarter.

Additional cart cost will be \$3.00 a month.

Government Taxes or Fees. The rates and charges may be adjusted in an amount sufficient to offset any fee, surcharge, duty, tax or other charge imposed by the federal government, the State of Illinois, or any local government agency, which fee is payable solely by reason of the nature of the operations conducted by the Contractor under this Agreement; provided, however, that prior to the implementation of such adjustment, Contractor shall deliver to the City any and all documentation justifying the adjustment as may be requested by the Mayor or City Administrator.

#### **SECTION EIGHT METHOD OF PAYMENT**

The Contractor shall issue a single invoice to the City for all services on a monthly basis. Payment for services shall be made on or before the 20<sup>th</sup> day of the month for the preceding month services. Contractor shall not be responsible for invoicing residents and shall not be responsible for collecting any amounts owed to the City by residents.

#### **SECTION NINE COMPLIANCE WITH LAW**

Contractor shall comply with all local, state and federal statutes, rules and regulations, including, but not limited to, all environmental protection laws, minimum wage laws, equal employment and nondiscrimination laws.

#### **SECTION TEN INSURANCE**

Contractor agrees to carry and maintain in force, at the Contractor's own expense, the following insurance or insurance coverage:

- (a) Worker's Compensation Insurance: As required by the State of Illinois.
- (b) General Liability Coverage: Including combined single limit of Bodily injury and property damage of \$ 1,000,000.00.
- (c) Automobile Liability Insurance: Including combined single limit of Bodily injury and property damage of \$ 1,000,000.00.
- (d) Contractor shall provide the City at all times with certificates of insurance for all coverages and keep such certificates filed with the City current. The City shall receive

not less than thirty (30) days written notice of material modification, suspension, cancellation, or non-renewal of any policy.

**SECTION ELEVEN**  
**INDEMNITY**

Contractor agrees to protect, indemnify and hold harmless the City against all loss, expenses, damage, charges and costs (including court costs and attorney's fees) for injury to or death of persons and damages to or destruction of property suffered or alleged to have been suffered as a result of any act or omission on the part of Contractor or others whose service is engaged by Contractor or anyone directly or indirectly employed or controlled by either of them in the course of the performance of the work provided for in this agreement, except such injury, damage, destruction, or death as may be caused by negligence or fault of the City.

**SECTION TWELVE**  
**AREA COVERED**

- (a) Areas: Contractor shall furnish all services under this agreement to every and all residential units covered by this agreement within the corporate limits of the City.
- (b) Annexation: In the event that the City shall annex an existing subdivision to the City during the term of this agreement, the City agrees to pay, and the Contractor agrees to accept as payment the amounts set forth in SECTION SEVEN of this agreement for all additional residential units resulting from said annexation.

**SECTION THIRTEEN**  
**DISPOSAL**

- (a) Residential Waste: All Residential Waste collected by the Contractor pursuant to this agreement shall be disposed of in a sanitary landfill or other similar facility properly licensed by an appropriate State agency.

Ownership of Material: All Residential Waste collected by the Contractor under this agreement shall become the property of the Contractor when collected. Title to and liability for any Hazardous Substance or Hazardous Waste shall remain with the producer of such Hazardous Substance or Hazardous Waste, even if Contractor inadvertently collects or disposes of such Hazardous Substance or Hazardous Waste.

**SECTION FOURTEEN**  
**EQUIPMENT**

- (a) Equipment required: Contractor shall obtain, at his sole cost and expense, all trucks, mobile equipment, and other equipment necessary or proper to carry out the terms and conditions of this agreement.
- (b) Cleanliness: Contractor shall maintain trucks and other equipment in a clean and sanitary condition at all times. Each vehicle shall be washed regularly.
- (c) Condition: Contractor shall maintain all of its equipment in good working condition at all times. Contractor shall have auxiliary equipment available to perform the terms and conditions of this agreement in the event of a breakdown.
- (d) Hauling: All waste hauled by the Contractor shall be properly contained and secure to prevent leakage, spillage or blowing.
- (e) Any equipment furnished hereunder by Contractor shall remain the property of Contractor; however, customers or City (as applicable) shall have care, custody, and control of the equipment while at the service locations. Residents and City shall not

overload (by weight or volume), move or alter the equipment, and shall use the equipment only for its proper and intended purpose. Customers and City must provide unobstructed access to the equipment on the scheduled collection day. The word "equipment" as used in this Agreement shall mean all containers used for the storage of non-hazardous solid waste.

**SECTION FIFTEEN**  
**ADDITIONAL REQUIREMENTS OF CITY**

- (a) Use of Public Streets. Contractor shall conduct its operations so as to interfere as little as possible with the public use of roads, walks and entrances to residences.
- (b) Operation on City Property: All operations of the Contractor upon the premises of the City shall be confined to areas authorized by the City. No unauthorized or unwarranted entry, passage through, or storage or disposal of materials shall be made upon City or private property.
- (c) Designation of Street Collection: The City Council, in its sole discretion, shall designate collection under this agreement shall be from a public street for every residential unit covered by this agreement.

**SECTION SIXTEEN**  
**INTERUPTION OF SERVICE**

- (a) Interruption of Service; Except for acts of God or Disaster, in the event Contractor shall fall further than one (1) week behind in collection and disposal services hereunder, the City may, at its option, make alternate arrangements for the collection and disposal of residential waste and shall be entitled to charge any reasonable expense over and above the fees provided for herein to Contractor.
- (b) Missed Pick Up: In the event Contractor shall miss collection from any residential unit, upon notification of such missed pick up, Contractor shall promptly respond and collect all residential waste from such residential unit within one (1) business day following the notification. The resident must place all waste at the curb for collection by 6:00 AM of the designated collection day. Waste placed for collection after 6:00 AM on the designated collection day and not collected will not be considered a missed pick up.

**SECTION SEVENTEEN**  
**HOLIDAYS**

Contractor may observe the following holidays:

- (a) New Year's Day
- (b) Memorial Day
- (c) Independence Day
- (d) Labor Day
- (e) Thanksgiving Day
- (f) Christmas Day

Residential waste collection skipped on a designated holiday shall be made on the next succeeding calendar day and Contractor shall adjust the remaining collection schedule for that week accordingly provided that all areas of the City shall be provided collection during that

calendar week.

**SECTION EIGHTEEN**  
**LICENSES AND PERMITS**

Contractor shall obtain and maintain in full force and effect during the entire term of this agreement at its sole cost and expense, all licenses and permits required by federal, state or local law.

**SECTION NINETEEN**  
**REPORTS**

Contractor agrees to furnish such monthly or annual reports to the City as may be required for services performed under this agreement. Such reports shall be filed at the end of the monthly, quarterly, or annual period as directed and shall be filed with the City Clerk. Reports shall include data on the tonnage of all wastes, which is collected, hauled, and disposed of pursuant to this contract. Said tonnage shall be verifiable through weight tickets and said reports are to be provided in such form and manner as the City may direct.

**SECTION TWENTY**  
**INSPECTION**

City shall have the right at all reasonable times to inspect Contractor's equipment and facilities to ensure compliance with the terms and conditions of the agreement.

**SECTION TWENTY-ONE**  
**NOTICES**

All notices required or contemplated by this agreement shall be personally served or mailed, postage prepaid and return receipt requested, addressed to the parties as follows:

City: The City of Monmouth  
City Administrator  
100 East Broadway  
Monmouth, Illinois 61462

Contractor: LRS  
VP Municipal Services  
5500 Pearl Street  
Rosemont, Illinois 60018

or to such other address as the parties may designate in writing.

**SECTION TWENTY-TWO**  
**ADMINISTRATION**

- (a) Administration and enforcement of this agreement shall be the responsibility of the Mayor or his/her designated representative or representatives.
- (b) The Mayor shall recommend for adoption by the City Council, in resolution form, any rules or regulations required to enforce or carry out the terms and conditions of this agreement.

**SECTION TWENTY-THREE**  
**AMENDMENTS**

- (a) It is the intention and agreement of the parties that all provisions of law required to be reflected herein, shall be and are included herein. However, if by mistake or otherwise, some such provision is not contained herein, or is not reflected herein in proper form, then upon application of either party, the agreement shall be amended so as to strictly comply with the law without prejudice to the rights of either party.
- (b) When mutually agreeable, the agreement may be modified as necessary because of changing requirements or for other reasons. However, any modification or amendment will only be by written agreement duly executed by the parties or their authorized representatives.

**SECTION TWENTY-FOUR**  
**NO FRANCHISE INTENDED**

It is the understanding and intention of the parties that this agreement shall constitute an exclusive contract for the services provided for herein; that it is not a franchise, nor shall it be decreed or construed as such. Accordingly, the City hereby grants the exclusive right and privilege to Contractor to perform all of the services set forth herein. The City may, in its sole discretion, enforce the exclusivity provisions of the Agreement against third-party violators, taking into account the cost of doing so and other factors. Contractor may independently enforce the exclusivity provisions of the Agreement against third-party violators, including, but not limited to, seeking injunctive relief and/or damages, and the City shall use good-faith efforts to cooperate in such enforcement actions brought by Contractor. The City shall use its best efforts to adopt ordinances, rules or regulations that have the effect of requiring third parties, including, without limitation, customers, to comply with the provisions of the Agreement, including, without limitation, the exclusive service rights granted to Contractor pursuant to the Agreement.

**SECTION TWENTY-FIVE**  
**SUBCONTRACTING AND ASSIGNMENT**

Contractor shall not enter into any subcontracts, leases, agreements, or assignments of or pertaining to this agreement, or any interest or right herein either voluntarily or by operation of law, without prior written approval of the City.

**SECTION TWENTY-SIX**  
**TERMINATION; EXCUSED PERFORMANCE**

All terms and conditions of this agreement are considered material, and failure to perform any of the terms and conditions on the part on the Contractor shall be considered a breach of this agreement. Should Contractor fail to perform any of the terms or conditions, the City shall have the right to terminate this agreement upon forty-eight (48) hours written notice to the Contractor, unless the Contractor either cures or commences a cure within three (3) business days of receiving written notice describing the failure to perform.

Except for the payment of amounts owed hereunder, neither party hereto shall be liable for its failure to perform or delay in its performance hereunder due to contingencies beyond its



reasonable control including, but not limited to, riots, compliance with laws or governmental orders, inability to access a container, fires, inclement weather and acts of God, and such failure shall not constitute a breach under this Agreement.

**SECTION TWENTY-SEVEN**  
**WAIVER**

A waiver of any breach of this agreement shall not constitute or operate as a waiver of any other breach of such provision or any other provisions, nor shall any failure to enforce any provision operate as a waiver of that provision or of any other provision.

**SECTION TWENTY-EIGHT**  
**GOVERNING LAW**

This agreement is entered into and is to be performed in the State of Illinois. The City and the Contractor agree that the laws of the State of Illinois shall govern the rights, obligations, duties and liabilities of the parties to this agreement and shall govern the interpretation of this agreement.

**SECTION TWENTY-NINE**  
**SECTION HEADINGS**

Section headings contained herein are for convenience only and are not intended to be used as aids to interpretation and are not binding on the parties.

**SECTION THIRTY**  
**SEVERABILITY**

The invalidity of one or more phrases, sentences, clauses, or sections contained in this agreement shall not affect the validity of the remaining portion of the agreement, so long as the material purpose of this agreement can be determined and effectuated.

**SECTION THIRTY-ONE**  
**SUCCESSORS AND ASSIGNS**

This agreement shall be binding upon the parties and any successors or assigns permitted in accordance with the terms and conditions of this agreement.

**SECTION THIRTY-TWO**  
**BANKRUPTCY**

In the event that the Contractor shall be adjudged bankrupt, either by voluntary or involuntary proceedings, then this agreement shall immediately terminate, and in no event shall this agreement be, or be treated as an asset of Contractor after adjudication of bankruptcy. If Contractor shall become insolvent, or fail to meet its financial obligations, then this agreement may be terminated at the option of the City on fifteen (15) days written notice to Contractor, and in no event shall this agreement be, or be treated as an asset of Contractor after the exercise of such option. This agreement is not assignable by Contractor either voluntarily or involuntarily, or by process of law, except as provided herein, and shall not be or come under the control of a creditor, or trustees of Contractor in the case of bankruptcy, or insolvency of Contractor, but shall be subject to termination as provided above.

**SECTION THIRTY-THREE**  
**SETTLEMENT OF DISPUTES**

Where any dispute arises between any resident and Contractor as to the manner of placing Residential Waste or the like, Contractor agrees in the specific instance to remove the residential waste even though, in its opinion, it is improperly placed or contained. Thereafter, Contractor will immediately report the controversy to the Mayor for settlement before additional collection becomes necessary in order to avoid further disputes or disagreements between residents and the Contractor's employees. Notwithstanding the foregoing or anything herein to the contrary, Contractor shall never have any obligation to collect any material which is or contains, or which Contractor reasonably believes to be or contain, any Hazardous Substance or Hazardous Waste.

**SECTION THIRTY-FOUR**  
**COORDINATION OF CONTRACT**

Contractor will coordinate and cooperate with the City and the City's other solid waste contractors to assure that an efficient, convenient, and orderly service is delivered to residents and will furthermore work to assure that Contractor provided services will not interfere with other City activities or services.

**SECTION THIRTY-FIVE**  
**RIGHTS & REMEDIES CUMULATIVE**

All rights and remedies of the City enumerated in this agreement are cumulative and none will exclude any other right or remedies allowed by law.

**SECTION THIRTY-SIX**  
**INDEPENDENT CONTRACTING OR SUBCONTRACTING AND ASSIGNMENT**

- (a) Contractor shall perform all work and services described herein as an independent contractor and not as officer, agent, servant, or employee of the City. Contractor shall have exclusive control of, and the exclusive right to control the details of, the services and work performed in accordance with the terms of this agreement, and all persons performing the same and nothing herein shall be construed as creating a partnership or joint venture between the City and Contractor. No person performing any of the work or services described herein shall be considered an officer, agent, servant, or employee of the City, and no such person shall be entitled to any benefits available or granted to employees of the City.
- (b) Contractor shall not enter into any subcontracts, leases, agreements, or assignments of or pertaining to this agreement, or any interest or right herein either voluntary or by operation of law, without prior written approval of the City.

**SECTION THIRTY-SEVEN**  
**ENTIRETY**

This agreement is the entire agreement of the parties as to the matters contained herein. Any oral representations or modifications concerning this agreement shall be of no force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement in \_\_\_\_ ( ) original counterparts in \_\_\_\_\_, Illinois on the day and year first above written.

City of Monmouth, IL

Lakeshore Recycling Systems, LLC

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Representative

ATTEST:

\_\_\_\_\_  
City Clerk

(seal)

(seal)

**City of Monmouth locations**

Exhibit A

Location	Container size	Frequency
City Hall 100 East Broadway	Two-96 gal. carts	1 x week
Water Department 500 East Girard	4 CY dumpster	1 x week
Police Station 600 S Main St,	4 CY dumpster	1 x week
<b>Fire Stations</b>		
North: 601 Industrial Park Road	Two-96 gal carts	1 x week
South: 1100 South Main Street	Two-96 gal carts	1 x week
Street Department 711 S 3 <sup>rd</sup> St	4 CY Dumpster	1 x week
Monmouth Airport 1320 N 11 <sup>th</sup> St	4 CY dumpster	1 x week
Pedestrian Litter Receptacles	City Square Area	3 x week
Wastewater Treatment Facility	TBD	TBD
Wastewater Treatment Facility	TBD	TBD
Roll off Services	30 cubic yard	4 per contract year
Special Events	(50) Special Event Boxes	per contract year
<b><u>Seasonal collection</u></b>		
Citizen's Lake 100 Citizens Lake (Campground)	three-2 CY dumpsters	1 x week April 1 <sup>st</sup> – Oct 30th
Pool area 100 Citizens Lake	Two-2 CY dumpsters	1 x week May 1 <sup>st</sup> - Aug 31 <sup>st</sup>
Lake Area	Two-4CY dumpers	1 x week April 1st - Oct 30th

**SECTION THIRTY-FOUR**  
**COORDINATION OF CONTRACT**

Contractor will coordinate and cooperate with the City and the City's other solid waste contractors to assure that an efficient, convenient, and orderly service is delivered to residents and will furthermore work to assure that Contractor provided services will not interfere with other City activities or services.

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- (a) Contractor shall perform all work and services described herein as an independent contractor and not as officer, agent, servant, or employee of the City. Contractor shall have exclusive control of, and the exclusive right to control the details of, the services and work performed in accordance with the terms of this agreement, and all persons performing the same and nothing herein shall be construed as creating a partnership or joint venture between the City and Contractor. No person performing any of the work or services described herein shall be considered an officer, agent, servant, or employee of the City, and no such person shall be entitled to any benefits available or granted to employees of the City.
- (b) Contractor shall not enter into any subcontracts, leases, agreements, or assignments of or pertaining to this agreement, or any interest or right herein either voluntary or by operation of law, without prior written approval of the City.

**SECTION THIRTY-SEVEN**  
**ENTIRETY**

This agreement is the entire agreement of the parties as to the matters contained herein.  
Any oral representations or modifications concerning this agreement shall be of no force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement in \_\_\_\_ ( ) original counterparts in \_\_\_\_\_, Illinois on the day and year first above written.

City of Monmouth, IL

Lakeshore Recycling Systems, LLC

By: \_\_\_\_\_  
Mayor

By:  \_\_\_\_\_  
Representative

ATTEST:  
\_\_\_\_\_



**Plan Commission  
January 24<sup>th</sup>, 2022**

The Plan Commission met on Monday, January 24<sup>th</sup>, 2022 with the following votes cast on the following request:

**1<sup>st</sup> Request:** To change the zoning at 1000 S. Main Street from a R-2 Medium-Density Residential to a B-2 Neighborhood Commercial.

LOT 3 & 4 BLOCK 11 MORGANS 2<sup>ND</sup> ADDN

Otherwise known as: 1000 S. Main St.  
Pin#: 09-305-067-00

**2<sup>nd</sup> Request:** To change the zoning on the lot south of 1000 South Main Street from a R-2 Medium-Density Residential to a B-2 Neighborhood Commercial.

LOT 5 BLOCK 11 MORGANS 2<sup>ND</sup> ADDN

Otherwise known as: The lot south of 1000 S. Main St.  
Pin#: 09-305-068-00

The following votes were cast: 5 yea, 0 nea. Motion carried.

Danielle Cox  
Zoning Secretary

ZONING DEPARTMENT  
CITY OF MONMOUTH

Joe Clark, Director  
100 E. Broadway  
Monmouth Il. 61462

309.734.7590

[joe.clark@cityofmonmouth.com](mailto:joe.clark@cityofmonmouth.com)  
[www.cityofmonmouth.com](http://www.cityofmonmouth.com)

Date: January 2022

The Zoning department continues to issue building permits as well as junk and debris notices and has followed up on all sent unsafe notices throughout the city.

### **GRANTS:**

#### **Strong Communities Grant (SCP)**

Demolition properties SCP:

In the process of acquiring additional properties

### **OPEN PROJECTS:**

**First United Methodist Church:** Continue with Electrical, Plumbing and HVAC and has completed placement of drywall in the sanctuary.

**OSF Holy Medical Center:** Project 2028 Renovation for additional recovery suits and Emergency department continue with electrical, plumbing and HVAC and have roof in place and weathered in for construction of build out for Emergency room addition as well as walls and drywall exterior.

**Airport:** T-Hangar started construction of steel uprights.

**Lakeshore Recycling Systems:** Continues with renovation of office space, electrical, mechanical and shop.

**Monmouth Town Homes LP:** Continue to build exterior and interior walls as well as second stories on some of the three- and four-bedroom units.

**Courtyard Estates: memory care wing:** Continues with painting and placement of workspaces as well as living spaces.

**Maple City Warehouse Distribution:** 600 & 610 West 9<sup>th</sup> and West 10<sup>th</sup> Avenue, have set new trusses on one of the main warehouses as well as the roof and have made some changes to electrical and mechanical.

**Park District:** Continue with drywall and placement of interior walls.



**Eagle View Teen Center:** 213 S Main Street continues with renovations of facility with plumbing, electrical and workspaces for the teens.

**Vaughn's Building retail space:** Continue with floor preparations.

**Rental Inspections**

Continue with inspections Tuesdays and Thursdays

**T.I.F. PROJECTS:**

**Land Management Partners (LMP):** All work completed on new addition and work has been started on original part of house/office.

**Robbins Resource MGT INC: 208 South Main Street:** The engineered fire escape design and custom-built construction is close to completion of main structure. Due to the weather project is presently at a standstill.

**Joe Clark, Director of Zoning**



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Tuesday, January 18, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderman Tony Cook, Alderwoman Susan Twomey, Aldermen Brian Daw, Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Alderman Justin Thomas **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of January 3, 2022 Council Meeting Minutes**

**It was moved by Alderman Cook and seconded by Alderman Pinedo to approve the January 3, 2022 Council Meeting Minutes as presented. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo and Alderwoman Kelly **NAY:** none **PASS:** Alderman VanVleet **ABSENT:** Alderman Thomas **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

**1. Police Commendations**

Chief Switzer presented Officers Cox, Williams and Benson with Certificates of Commendation for their response and conduct to an active shooter incident on September 15, 2020 at Western Illinois University.

Chief Switzer then presented MPD Dispatcher Livingston with a Certificate of Commendation for her exemplary technical proficiency under duress handling a call involving a head-on crash with injuries on November 6, 2021.

Investigator Josh Kramer presented a Citizen Commendation to Brent Moore for coming to the aid of Officer Williams who was disabled and was unable to get up while pursuing a crime suspect in November of 2021. Mr. Moore went above and beyond in a dangerous situation to assist Officer Williams to return to his squad car and stayed with him until help arrived.

**2. Proclamation for Big Brother-Big Sisters of Mississippi Valley**

Mayor Davies read and presented a Proclamation establishing January as Big Brother-Big Sisters Month to Big Sister Kari and Little Sister P. J.

## **B. Consent Agenda**

### **1. Approval of Bills**

**It was moved by Alderman Daw and seconded by Alderman Cook to approve the bills as presented. AYE:** Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

## **V. COMMITTEE OF THE WHOLE**

### **A. MFD December Report – Chief Rexroat**

- 🔥 There were 134 calls in December and 997 medical calls, which have been on the increase.
- 🔥 Firefighter Dan Watson completed an Instructor I Class at the Fire Service Institute to qualify as an Emergency Service Instructor in order to teach firefighting skills to other firefighters.
- 🔥 All fire personnel received their annual medical evaluations.
- 🔥 Engine 21 had a hydraulic cylinder replaced.
- 🔥 The department applied for an Assistance to Firefighters Grant in the amount of \$32,750 to be able to purchase a gear washer and dryer at each station.
- 🔥 There was a fire on January 5<sup>th</sup> responded to by Captains Peeler and Thomas for an odor evaluation and a fire was discovered burning inside a wall which they were able to quickly extinguish.

### **B. MPD December Report – Chief Switzer**

- There were 978 Calls for Service and 39 Criminal Arrests. It was rather a light month.
- The FOP held their annual Cops for Kids with a pizza party and a trip to Walmart to buy gifts for their families. There were 35 kids who participated.
- Power for Seniors at Strom Center was held in a drive through format.
- Training was held for officers to receive their annual TASER recertification.

### **C. Approval of Engineering Agreements with W & C – Jennifer Anders, PE**

#### **1. East Euclid Water Main Replacement Engineering Agreement**

Jennifer Anders explained that this is an Engineering Agreement for a water main replacement project on East Euclid from North Sixth Street to North Ninth Street. It will be mainly funded through a DCEO grant. The total project cost is \$885,000. The Woodard and Curran Design Fee is \$69,716 and the Construction Administration Fee is \$62,928 with the total cost coming to \$132,014.00.

#### **2. EPA Wastewater Study Engineering Agreement**

The second Engineering Agreement with Woodard and Curran that Jennifer explained is to provide engineering services for the development of the following reports required by the IEPA:

- 1) Phosphorus Reduction Plan to fulfill Special Condition 18 of the NPDES Permit that is due in February.
- 2) Phosphorus Feasibility Study to fulfill Special Condition 17 of the NPDES Permit to submit by August 1, 2022.

**It was moved by Alderman Conard and seconded by Alderman VanVleet to approve both Engineering Service Agreements with Woodard and Curran as presented. AYE:** Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

#### **D. Approval of Residential Solid Waste Agreement with Lakeshore Recycling**

Administrator Steinbrecher explained that Lakeshore Recycling Systems (LRS) was the low bidder for the Residential Solid Waste Contract for a 7-year period. It is estimated that the City can go without a fee increase for five years based on the cost of the favorable bid submitted by LRS. There is one major change in the contract in that there will not be city wide cleanups. Instead LRS will have one bulk pickup per customer per month. The customer can call LRS to schedule a pickup time. In response to Alderman VanVleet's question as to how the information will be provided to customers and especially to those who do not use computers, Administrator Steinbrecher said there will be public announcements on radio as well as being on the City's website and LRS's website. No decision has been made as to whether a letter will be sent to all the citizens. The Administration is recommending approval of the Residential Solid Waste Agreement with Lakeshore Recycling. **It was moved by Alderwoman Kelly and seconded by Alderman John VanVleet to accept the recommendation of the Administration and approve the Residential Solid Waste Agreement with Lakeshore Recycling as presented.** **AYE:** Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

#### **VI. ORDINANCES**

##### **A. 1<sup>ST</sup> Reading**

##### **1. 22-002, Special Use Permit – 209 South H Street**

Zoning Director Clark explained that the Zoning Board of Appeals met on January 12, 2022 to consider granting a Special Use Permit to work, sell and repair sporting equipment and retail goods at a garage at 209 South H Street. The ZBA vote to recommend approval for the Special Use Permit was unanimous. **It was moved by Alderman Daw and seconded by Alderman Cook to accept the recommendation of the Zoning Board of Appeals and approve Ordinance 22-002 as presented.** **AYE:** Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** Alderwoman Twomey **ABSENT:** Alderman Thomas **MOTION CARRIED.**

#### **VII. OTHER BUSINESS**

There was none to consider.

#### **VIII. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderman Cook to adjourn the January 18, 2022 meeting at 6:34 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Thomas, who was absent.**

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Mayor Rod Davies

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City Clerk Susan S. Trevor



[woodardcurran.com](http://woodardcurran.com)  
COMMITMENT & INTEGRITY DRIVE RESULTS

# Monthly Operating REPORT

Monmouth, Illinois

Department of  
Public Works

December 2021



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## EXECUTIVE SUMMARY

The December Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

Activities within all departments were fairly routine in December and no new updates on current projects that are awaiting grant announcements at this time.

Please contact me at 309-734-4026 with any questions.

Regards, Andy

## 1. HEALTH AND SAFETY/STAFF

There were no safety incidents or near misses in December . With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.

## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 98 million gallons of treated wastewater in the month of December . There were no combined sewer overflow events in December . The weather station at the plant reported 1.1” of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	Monthly Average	Permit Limit
Flow (MGD)	3.17	4.62
Ammonia N mg/l	0.2	1.5
CBOD5 mg/l	2	10
Total Phos	0.8	1
Chloride's mg/l	371	500
Suspended Solids mg/l	12	12



### 3. WATER TREATMENT

The water treatment plants produced 94 million gallons of finished water in December . Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	Daily Average	Monthly Total
Treated Water to System	3.1 MG	94 MG
Poly Phosphate Usage-lbs.	116 lbs.	3,473 lbs.
Salt Usage = tons	5.2	156 tons
Chlorine Usage - lbs.	121	3,642 lbs.



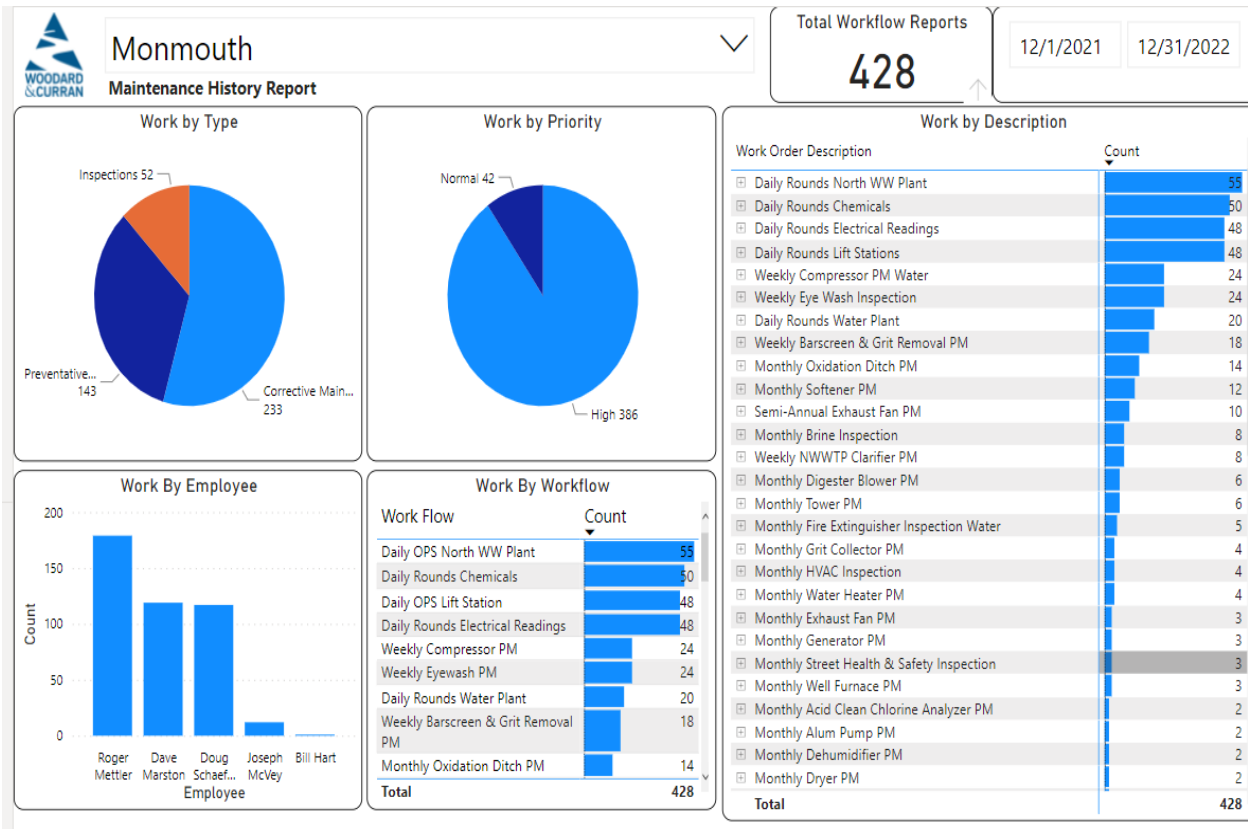
## 5. TOTAL ANNUAL COST

Table 5-1: Annual Budget – Year 9

Budget Category	Month Budget	Month Actual	YTD Budget	YTD Actual	Annual Budget	over(under)
Labor (D.L. + FB)	\$146,944	\$136,612	\$996,482	\$984,493	\$1,528,218	(\$11,988)
Utilities	\$3,771	\$4,993	\$25,575	\$21,831	\$39,222	(\$3,744)
Chemicals Costs	\$30,266	\$39,640	\$205,243	\$190,646	\$314,763	(\$14,597)
Maintenance\Repair	\$35,117	\$34,413	\$238,143	\$227,406	\$365,220	(\$10,737)
Sludge Disposal Costs	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Lab Supplies\Equip	\$4,122	\$4,491	\$27,954	\$29,642	\$42,871	\$1,688
Office Supplies	\$1,781	\$2,888	\$12,080	\$16,760	\$18,526	\$4,680
Miscellaneous Expenses	\$4,678	\$4,761	\$31,721	\$37,903	\$48,648	\$6,182
Other Operating Costs	\$13,577	\$10,632	\$92,069	\$151,068	\$141,199	\$58,999
Overhead (G.A.)	\$33,181	\$30,848	\$225,012	\$222,305	\$345,081	(\$2,707)
Subtotal Year 8	<b>\$273,437</b>	<b>\$269,278</b>	<b>\$1,854,280</b>	<b>\$1,889,554</b>	<b>\$2,843,748</b>	\$35,275
Fixed Fee Year 8	\$19,687	\$19,388	\$133,508	\$136,048	\$204,750	\$2,540
<b>Total</b>	<b>\$293,125</b>	<b>\$288,666</b>	<b>\$1,987,788</b>	<b>\$2,025,602</b>	<b>\$3,048,498</b>	<b>\$37,814</b>

## 6. MAINTENANCE ACTIVITIES

Utilizing the Utility Cloud maintenance management program, staff completed 428 preventative and corrective workorders in December





## **COUNCIL MEETING**

**Date:** Monday, February 7, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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## **COUNCIL AGENDA**

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

### **I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

### **II. ROLL CALL**

### **III. APPROVAL OF MINUTES**

#### **A. Approval of the January 18, 2022 Council Meeting Minutes**

### **IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**

#### **B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**

##### **1. Approval of Bills**

### **V. COMMITTEE OF THE WHOLE**

#### **A. Building and Zoning January Report – Director Clark**

#### **B. Woodard and Curran December Report – Director Jackson**

### **VI. ORDINANCES**

#### **A. 1<sup>st</sup> Reading**

##### **1. 22-003, Change in Zoning – 1000 South Main Street**

### **VII. OTHER BUSINESS**

### **VIII. ADJOURNMENT**

**ORDINANCE NO. 22-005**

**AN ORDINANCE GRANTING A SETBACK VARIANCE**

WHEREAS, the question of granting the following described variance as referred to the Zoning Board of Appeals to hold a public hearing thereon; and

WHEREAS, such a public hearing was held, after due public notice, in the manner provided by law, and

WHEREAS, the said Zoning Board of Appeals has recommended the granting of said setback variance.

Now, therefore, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:

**Section 1:** A setback variance to allow a reduction of the front yard setback from 25 feet to 23 feet and the rear yard setback from 25 feet to 24 feet for Lot 1 in the Monmouth Townhomes subdivision, according to the plat thereof recorded on August 30, 2021 as Document No. 2021R-1857, as amended by the Affidavit of Correction recorded on November 1, 2021, as Document No. 2021R-2344.

**Otherwise known as:** East Jackson Avenue (Subdivision)  
**Pin #:** Lot 1 09-044-184-10

**Section 2:** The findings and recommendations of the Zoning Board of Appeals on the question of granting this setback variance are hereby accepted and adopted and made a part of this ordinance.

PASSED this \_\_\_\_ day of \_\_\_\_\_, A.D., 2022

APPROVED this \_\_\_\_ day of \_\_\_\_\_, A.D., 2022

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

Absent or Not Voting: \_\_\_\_\_

**Zoning Board of Appeals**  
**Votes Cast**  
**2/9/22**

The Zoning Board of Appeals met on Wednesday, February 9th, 2022 at 5:30 p.m. in the Council Chambers at City Hall, 100 East Broadway with the following votes cast on the following request:

**Request:** A reduction of the front yard setback from 25 feet to 23 feet and rear yard setback from 25 feet to 24 feet.

**LEGAL:** Lot 1 in Monmouth Townhomes subdivision, according to the plat thereof recorded on August 30, 2021 as Document No. 2021R-1857, as amended by the Affidavit of Correction recorded on November 1, 2021, as Document No. 2021R-2344

Otherwise known as: E. Jackson Ave (Subdivision)  
Pin # Lot 1 09-044-184-10

The following votes were cast: 5 yea, 0 nay, 1 Absent      **Motion Carried.**

Danielle Cox  
Secretary Zoning

# MONMOUTH ILLINOIS

DATE: February 17, 2022

TO: Mayor Davies & Members of the City Council

FROM: Lew Steinbrecher, City Administrator

RE: Monmouth Townhomes Setback Variance

---



The Monmouth Zoning Board of Appeals recently met and decided to favorably recommend the granting of a two (2) foot variance from the front yard 25-foot setback and a one (1) foot variance from the rear yard 25-foot variance for Monmouth Townhomes. This request was the result of some slight deviations during the construction of the foundations of some of the 22 duplexes currently under construction. This is generally not unusual in the construction of buildings to have minor field adjustments or modifications due to site conditions.

It is likely that many of the older houses in Monmouth that were built in the past where the front of the house or porch was built up against the front yard setback limit, also probably infringe marginally into this same setback area. Many of these encroachments were most likely never even detected by the home builder or the City building inspector since no "as built" surveys were undertaken after the construction.

In fact, the City presumably wouldn't have even known about any of these minor divergences had not the developer performed an "as built" survey and then informed the City of its results. To even bring this matter to the City's attention is a reflection of the developer's honesty and integrity to do the right thing when deviations like this occur.

I am very comfortable in supporting the Zoning Board of Appeals in recommending approval of this setback variance for Monmouth Townhomes to the City Council.

Thank you.





**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday, February 7, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

---

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderman Tony Cook, Alderwoman Susan Twomey (remotely), Aldermen Brian Daw, Jim Conard, Juan Pinedo, Alderwoman Mary Kelly (remotely) and Alderman John VanVleet **Absent:** Alderman Justin Thomas **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Public Works Director Andy Jackson **Also Absent:** City Administrator Lew Steinbrecher

**III. APPROVAL OF MINUTES**

**A. Approval of January 18, 2022 Council Meeting Minutes**

**It was moved by Alderman Conard and seconded by Alderman Cook to approve the January 18, 2022 Council Meeting Minutes as presented. AYE:** Alderman Cook, Alderwoman Twomey (remotely), Aldermen Daw, Conard, Pinedo, Alderwoman Kelly (remotely) and Alderman VanVleet **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

There were none to be heard.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderman Daw and seconded by Alderman Pinedo to approve the bills as presented. AYE:** Alderman Cook, Alderwoman Twomey (remotely), Aldermen Daw, Conard, Pinedo, Alderwoman Kelly (remotely) and Aldermen VanVleet **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

**V. COMMITTEE OF THE WHOLE**

**A. Building and Zoning January Report – Director Clark**

- ✓ The department is continuing to issue permits and conduct inspections.
- ✓ The City is in the process of acquiring additional properties to demolish under the Strong Communities Grant
- ✓ There are 10 Open projects that are in various stages of progress.
- ✓ Work continues with the two TIF projects – LMP and Robbins Resource MGT.

**B. Woodard and Curran December Report – Director Jackson**

- There were three snow emergencies in January.
- Equipment for the Water Treatment Plant upgrade should be delivered around the end of April.
- The City should receive
- around \$100,000 of local share of Motor Fuel Tax money this year. It appears that with the cost of blacktop overlay that it will be possible to resurface around 30 blocks. After the snow season is over and the potholes issues are addressed, the process of prioritizing which streets will qualify for resurfacing will begin.
- The State of Illinois passed in a law in August setting new requirements for the presence of lead and copper in a municipality’s drinking water supply. The City will have to deal with these requirements in the future.

**VI. ORDINANCES**

**A. 1<sup>ST</sup> Reading**

**1. 22-003, Change in Zoning – 1000 South Main Street**

Building and Zoning Director Clark explained that currently the properties at 1000 South Main and the lot just South of that property are zoned R-2 Medium-Density Residential. The owner of the business, Complete Auto Repair, located at 1000 South Main Street and the lot just South of his business has requested that the properties both be re-zoned to B-2 Neighborhood Commercial. The Plan Commission met on January 24<sup>th</sup>, unanimously approved the request and are sending it to the Council with a recommendation for approval. **AYE:** Alderwoman Twomey (remotely), Aldermen Daw, Conard, Pinedo, Alderwoman Kelly (remotely), Aldermen VanVleet and Cook **ABSENT:** Alderman Thomas **MOTION CARRIED.**

**VII. OTHER BUSINESS**

There was none to consider.

**VIII. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderman Cook to adjourn the February 7, 2022 meeting at 6:12 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Thomas, who was absent.**

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**Mayor Rod Davies**

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**City Clerk Susan S. Trevor**

The logo is a red Maltese cross with a white border. The word "FIRE" is written in white across the top arm, "EM" across the right arm, and "S" across the bottom arm. The word "RES" is written vertically on the left arm. In the center of the cross is a white circle containing a red Maltese cross. Below the cross is a white banner with the text "EST. 1855" and "MONMOUTH, IL." in red.

***Monmouth Fire Department***

***January Monthly Report***

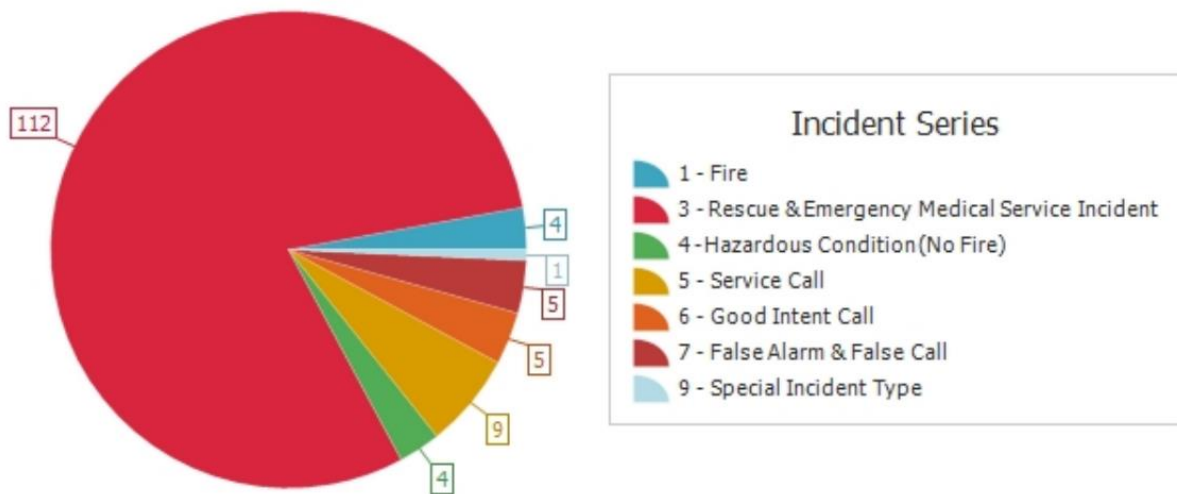
***February 22<sup>nd</sup>, 2022 City Council Meeting***

### Emergency Responses:

The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.

## January Incidents

### Incident Reports by Incident Type Series, Summary



#### Incident Type: 1 - Fire

111 - Building fire	3
113 - Cooking fire, confined to container	1

**Total Number of calls for this Major Category: 4**

#### Incident Type: 3 - Rescue & Emergency Medical Service Incident

300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	110
350 - Extrication, rescue, other	1

**Total Number of calls for this Major Category: 112**

#### Incident Type: 4 - Hazardous Condition (No Fire)

411 - Gasoline or other flammable liquid spill	1
424 - Carbon monoxide incident	1
444 - Power line down	2

**Total Number of calls for this Major Category: 4**

<b>Incident Type: 5 - Service Call</b>	
500 - Service Call, other	3
550 - Public service assistance, other	2
553 - Public service	1
554 - Assist invalid	3
<b>Total Number of calls for this Major Category:</b>	<b>9</b>

<b>Incident Type: 6 - Good Intent Call</b>	
600 - Good intent call, other	1
611 - Dispatched & canceled en route	1
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	2
<b>Total Number of calls for this Major Category:</b>	<b>5</b>

<b>Incident Type: 7 - False Alarm &amp; False Call</b>	
700 - False alarm or false call, other	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	3
<b>Total Number of calls for this Major Category:</b>	<b>5</b>

<b>Incident Type: 9 - Special Incident Type</b>	
900 - Special type of incident, other	1
<b>Total Number of calls for this Major Category:</b>	<b>1</b>

<b>Total Number of Incidents:</b>	<b>140</b>
<b>Total Number of Distict Incident Types:</b>	<b>20</b>

### **Staff Training:**

Fire training for the month of January included a review of the department's Suggested Emergency Operating Guidelines and General Orders. The Suggested Emergency Operating Guidelines serve as a guide for how most emergency incidents will be handled. Obviously, not all incidents are alike but the Suggested Emergency Operating Guidelines provide a uniform approach to the different types of incidents so that all of the firefighters are operating under the same framework. The General Orders are the department's rules for day-to-day operation of the fire department. The Suggested Emergency Operating Guidelines and General Orders are reviewed and revised (if needed) once a year.

The fire department also conducted training on the topic of ice rescue. The Monmouth Fire Department has two ice rescue suits enabling firefighters to traverse the ice and enter the frigid water to rescue someone who has fallen through the ice. All three shifts participated in classroom training and practical training by practicing rescues from the ice at Citizens Lake.

In addition to the regular monthly emergency medical training, all of the firefighters received a refresher on CPR and the use of an AED. Firefighter Osborn is certified to teach the CPR/AED class and provided instruction for the department to renew the certifications for everyone. The fire department currently has four AED's on the apparatus that are licensed to respond to emergency medical calls.

### **Non-Emergency Activities:**

Captain Peeler and Firefighter Osborn responded to the Hill Correctional Center as part of a MABAS deployment to deliver and set up the MABAS Division's Western Shelter tent. Three other MABAS Divisions also responded with Western Shelters which were set up in the gym at the prison to provide an area for quarantine and isolation of inmates with COVID.

MFD hosted a MABAS Division 62 meeting at Station I. Fire departments in attendance included Monmouth Fire, Burlington Fire, Central Warren Fire, Biggsville Fire, and Yarmouth Fire.

Chief Rexroat attended a Board of Police and Fire Commissioners meeting. At the meeting, the commissioners set the date for the next written exam as part of the promotional process to establish a new eligibility list for the promotion to Captain. Chief Rexroat also recommended to the board to eliminate the current requirement for new firefighters to have an EMT certification prior to being hired by the department. If the board does away with the requirement, new firefighters without the certification would be trained on-the-job. The board discussed the requirements and plan to vote on it at the next meeting in April.

### **Fire Code Items:**

Chief Rexroat assisted Director Clark with advisory and occupancy inspections at the Fusion Theatre building on South Main Street and Haas Embroidery on South Main Street.

**Apparatus and Equipment Related Items:**

The extrication equipment that was purchased with funds from the Office of the Illinois State Fire Marshal Small Equipment Grant have been mounted on Engine 23 and are in service. The old set of extrication equipment has been sent to the dealer so the connections can be updated to be compatible with the new equipment. Once the old set of equipment returns, it will be mounted on Ladder 40.

**Other:**

Due to the closing of Cottage Hospital, the Monmouth Fire Department is in the process of changing over to the OSF St. Mary's EMS System. For several years, the Monmouth Fire Department has been a part of the Cottage Hospital EMS System and like many other departments in the area, are now having to change. There will not be any interruptions to service during this process as those who were operating under the Cottage system have been given time to find another system.

Respectfully submitted,

Casey Rexroat, Fire Chief



## COUNCIL MEETING

**Date:** Tuesday, February 22, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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## COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

### **I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

### **II. ROLL CALL**

### **III. APPROVAL OF MINUTES**

#### **A. Approval of the February 7, 2022 Council Meeting Minutes**

### **IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**

#### **1. Swearing-in of New Firefighter – Paul Mangieri**

#### **B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**

##### **1. Approval of Bills**

### **V. COMMITTEE OF THE WHOLE**

#### **A. MFD January Report – Chief Rexroat**

#### **B. MPD January Report – Chief Switzer**

#### **C. Purchase of City Owned Property – 1018 South Main Street**

### **VI. ORDINANCES**

#### **A. 1<sup>st</sup> Reading**

##### **1. 22-005, Granting a Setback Variance – East Jackson Avenue (Subdivision)**

### **VII. EXECUTIVE SESSION**

#### **A. Per Illinois Statute 5ILCS 120/2 to consider continuation of employment and compensation of employees.**

### **VIII. OTHER BUSINESS**

### **IX. ADJOURNMENT**





POLICE DEPARTMENT  
JANUARY 2022 MONTHLY REPORT

	JAN 2021	JAN 2022	+/-	2021 YTD	2022 YTD	YTD +/-
Criminal Arrests	20	27	7	20	27	7
Ordinance Violations	78	58	-20	78	58	-20
Calls For Service	1524	875	-649	1524	875	-649
Dispatch Calls	2322	1827	-495	2322	1827	-495
Accidents	15	24	9	15	24	9
Grant Hours Worked	36	58	22	36	58	22

INCIDENTS OF NOTE:

\*MPD initiated several large drug investigations that are ongoing.

\*MPD took delivery of a new treadmill. Thank you to Ben Olson of Country Companies for donating \$1500 toward the purchase. The final cost was \$2349. The remaining cost was covered by the Illinois Public Risk Fund Grant monies.

\*MPD began replacing 8 bullet proof vests that were expiring. This month 4 vests were received. An additional 4 vests will arrive this month. Last year a total of 9 vests were replaced. Vests are purchased at 5 year intervals due to manufacturer warranty requirements.

STAFF TRAINING:

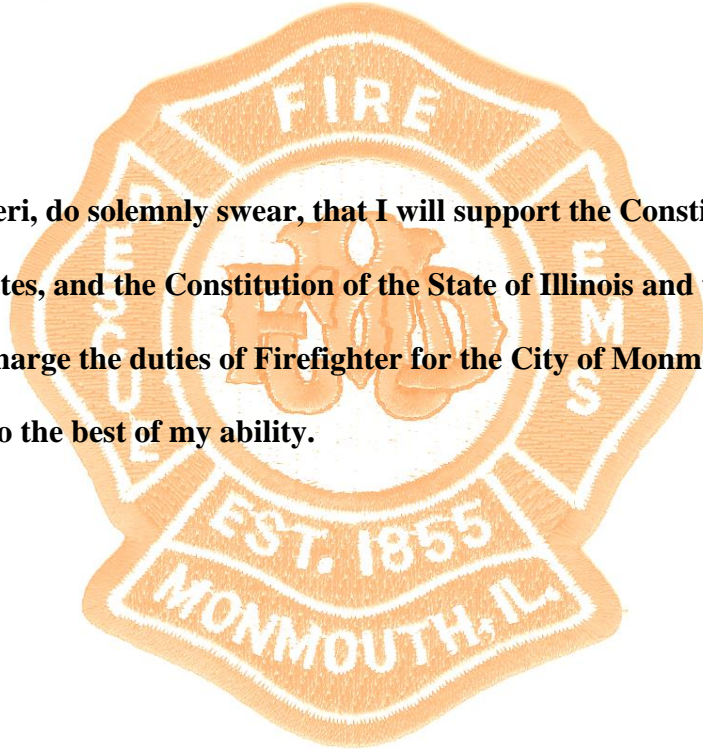
\*New officer Ethan Huston is finishing up his training and will occupy a spot on the patrol schedule in the coming weeks.

EQUIPMENT RELATED ISSUES:

\*None

STATE OF ILLINOIS     }  
                                      }  
                                      }  
COUNTY OF WARREN    }

**CERTIFICATE OF OATH**



**I, Paul Mangieri, do solemnly swear, that I will support the Constitution of the United States, and the Constitution of the State of Illinois and that I will faithfully discharge the duties of Firefighter for the City of Monmouth Fire Department, to the best of my ability.**

\_\_\_\_\_  
**Paul Mangieri**

\_\_\_\_\_  
**Date**

**Signed and Sworn to before me  
this 22nd day of February 2022.**

\_\_\_\_\_  
**City Clerk Susan S. Trevor**

\_\_\_\_\_  
**Mayor Rod Davies**



[woodardcurran.com](http://woodardcurran.com)  
COMMITMENT & INTEGRITY DRIVE RESULTS

# Monthly Operating REPORT

Monmouth, Illinois

Department of  
Public Works

January 2022



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## EXECUTIVE SUMMARY

The January Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

Below are updates from our Engineering group on all of the current Monmouth projects that are in various stages of engineering and construction:

### CITY OF MONMOUTH, IL

#### BI-WEEKLY PROJECT STATUS REPORT

DATE: March 1, 2022

This memo is a status report of the Project Team's efforts on current City project and describes:

- Highlights of the work completed over the previous two weeks.
- Identification of the work anticipated over the next two weeks; • Discussion of any outstanding issues that need to be addressed, and;
- Schedule update.

#### **EUCLID/6<sup>TH</sup> STREET WATER MAIN REPLACEMENT:**

- **Completed Work over the Previous Several Weeks**
  - W&C held a kick-off meeting with the City on February 11, 2022.
  - W&C has selected The Jones Group to perform.
- **Anticipated Work over the Next Two Weeks**
  - Survey work to be completed.
  - W&C to begin design work.

#### **Outstanding Items**

- Surveyor to request utilities to be located.
- **Schedule**
  - Notice to Proceed to Woodard and Curran January 19, 2022 (Complete)
  - Data Collection March 4, 2022
  - 60% Design Documents for City review May 2, 2022
  - Submission of Plans and Specs to IEPA May 16, 2022
  - 95% Design Documents for City review June 17, 2022

- 
- Final Design Documents July 8, 2022
  - IEPA issues Construction Permit July 15, 2022
  - Advertise for Bid July 15, 2022

### **WEST HARLEM WATER MAIN REPLACEMENT:**

#### **Completed Work over the Previous Several Weeks**

- Project on hold awaiting funding.

#### **Anticipated Work over the Next Two Weeks**

- None at this time
- **Schedule**
  - Preliminary Evaluation (Complete)
  - 60% Design (internal review) – April 27, 2020 (Complete)
  - 85% Design Documents (electronic PDF copy) – May 15, 2020 (Complete)
  - Submission of Plans and Specs to IEPA – June 15, 2020 (Complete)
  - Grant Submission – TBD
  - Advertise for Bid – Dependent on Receipt of CDBG Grant

### **WTP & WWTP SCADA UPGRADES:**

- **Completed Work over the Previous Several Weeks**
    - The majority of the SCADA equipment has been ordered and the most important items have been delivered to W&C.
    - Ray has begun converting screens for the upgrades.
    - Jesse has completed configuring the servers.
    - W&C to continue to coordinate with the City for critical paths and installation items.
  - **Anticipated Work over the Next Two Weeks**
    - Configuration of Cyber Security system.
    - Define the network IP addresses – W&C requires assistance from the City.
    - Installation of the servers. Date to be coordinated with the City.
    - Installation of new alarm SMS dialer. Date to be coordinated with the City.
- Schedule**
- Equipment Purchase – All main hardware has been ordered and delivered.
  - Installation of servers and cybersecurity equipment – Anticipated completion 4/1/22
  - Programming for water plant – 5/1/22
  - Water Plant integration – 6/1/22

- Programming for wastewater plant – 9/1/22
- Wastewater Plant integration – 10/1/22

#### **USDA DOWNTOWN SEWER PROJECT:**

- **Completed Work over the Previous Several Weeks**
  - USDA submitted final PER review comments to W&C on August 10, 2021.
  - W&C submitted to USDA the final approved PER (one electronic, one hard copy) on August 30, 2021.
  - W&C submitted on behalf of the City to USDA, Rate Term Letters from two local lenders as requested by USDA on December 14, 2021.
- **Anticipated Work over the Next Two Weeks**
  - USDA to issue approval to submit an application for funding (Guide 2).
  - W&C to submit to the City a proposal for USDA funding phase.
- **Schedule**
  - Pending USDA approval to submit the funding application.

#### **GIGO PARKING LOT RETENTION BASIN:**

##### **Completed Work over the Previous Several Weeks**

- IEPA provided comments and W&C has issued responses to the IEPA.
- **Anticipated Work over the Next Two Weeks**
  - Submission and approval of Construction Administration contract between the City and W&C.
  - Preparation of Bidding Documents including front end documents.
  - Final QA/QC of the approved design for an April bid
- **Schedule**
  - Bid doc preparation – March 2022
  - Bidding and Bidding Support Services – April/May 2022
  - Review of Submittals/RFIs – May 2022
  - Construction Oversight – June/July 2022
  - Final Completion – August 2022

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#### North Plant

- Week of 2/28/2022 Blower 1 to be re-installed. Remaining work will be to adjust the programming of the blowers as previously coordinated with NE Controls once third blower is re-installed.
- Generator to be installed in summer (ETA July).
- Other minor warranty issues being addressed as Bill raises them.
- 

#### UV Disinfection Addition

- **W&C to provide a funding update and schedule by end of next week.**
- Received comments from IEPA last week. Discussed with technical team. Working on updates to provide modification to IEPA.
- 

#### Phosphorus Discharge Optimization Plan

- Completed and submitted. Progress report due in March. Letter to be written and provided for Andy's review in the next couple of weeks.
- 

#### Phosphorus Feasibility Study

- Engineering team has been meeting to strategize our path forward on this project. Will present our best plan in a few weeks to Bill and Andy to get confirmation on our direction and approach.

As you can see from the status updates, 2022 is going to be a busy year with infrastructure projects. Other grants we are awaiting to hear if successful are:

\$500,000 CDBG grant for West Harlem water main

\$3,000,000 Downtown and Main Street grant

\$500,000 Earmark appropriation grant from Senator Durbin for West Harlem water main

Please contact me at 309-734-4026 with any questions.

Regards, Andy



## 1. HEALTH AND SAFETY/STAFF

There were no safety incidents or near misses in January . With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.

## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 97 million gallons of treated wastewater in the month of January . There were no combined sewer overflow events in January . The weather station at the plant reported 7” of snow during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	Monthly Average	Permit Limit
Flow (MGD)	3.12	4.62
Ammonia N mg/l	0.1	1.5
CBOD5 mg/l	2	10
Total Phos	0.8	1
Chloride's mg/l	392	500
Suspended Solids mg/l	11	12

### 3. WATER TREATMENT

The water treatment plants produced 101 million gallons of finished water in January . Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	Daily Average	Monthly Total
Treated Water to System	3.4 MG	101 MG
Poly Phosphate Usage-lbs.	122 lbs.	3,656 lbs.
Salt Usage = tons	5.2	156 tons
Chlorine Usage - lbs.	125	3,759 lbs.





## 5. TOTAL ANNUAL COST

Table 5-1: Annual Budget – Year 9

<b>Budget Category</b>	<b>Month Budget</b>	<b>Month Actual</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>over(under)</b>
Labor (D.L. + FB)	\$146,944	\$142,504	\$1,143,023	\$1,126,997	\$1,528,218	(\$16,026)
Utilities	\$3,771	\$1,945	\$29,336	\$23,776	\$39,222	(\$5,560)
Chemicals Costs	\$30,266	\$21,711	\$235,425	\$212,357	\$314,763	(\$23,068)
Maintenance\Repair	\$35,117	\$18,298	\$273,165	\$245,704	\$365,220	(\$27,461)
Sludge Disposal Costs	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Lab Supplies\Equip	\$4,122	\$3,029	\$32,065	\$32,671	\$42,871	\$606
Office Supplies	\$1,781	\$1,188	\$13,856	\$17,948	\$18,526	\$4,092
Miscellaneous Expenses	\$4,678	\$4,908	\$36,386	\$42,811	\$48,648	\$6,425
Other Operating Costs	\$13,577	\$8,482	\$105,609	\$159,550	\$141,199	\$53,941
Overhead (G.A.)	\$33,181	\$32,178	\$258,102	\$254,483	\$345,081	(\$3,619)
Subtotal Year 8	<b>\$273,437</b>	<b>\$234,243</b>	<b>\$2,126,968</b>	<b>\$2,123,798</b>	<b>\$2,843,748</b>	<b>(\$3,170)</b>
Fixed Fee Year 8	\$19,687	\$16,866	\$153,142	\$152,913	\$204,750	(\$228)
<b>Total</b>	<b>\$293,125</b>	<b>\$251,109</b>	<b>\$2,280,110</b>	<b>\$2,276,711</b>	<b>\$3,048,498</b>	<b>(\$3,399)</b>

## 6. MAINTENANCE ACTIVITIES

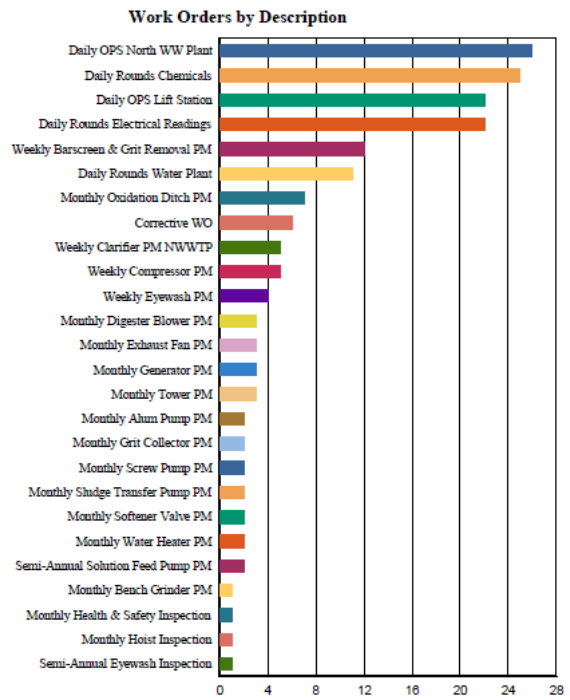
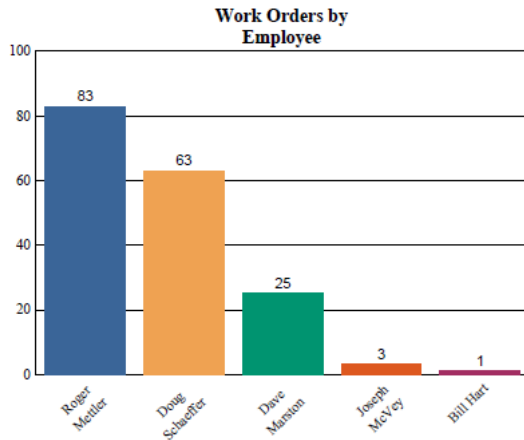
Utilizing the Utility Cloud maintenance management program, staff completed 175 preventative and corrective workorders in January



### Maintenance History Report Monmouth

Report Start 1/1/2022  
Report End 1/31/2022

Work Orders by Type	Total
Corrective Maintenance	112
Inspections	8
Preventative Maintenance	55
<b>Total</b>	<b>175</b>





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**WESTERN ILLINOIS ECONOMIC DEVELOPMENT AUTHORITY**

HQ Address: 1406 East Carroll Street • Macomb • Illinois 61455 •

Mailing Address: PO Box 9079 • Springfield • Illinois 62791 •

Tel: 866-325-7525 • Web: [www.wieda.com](http://www.wieda.com)

February 23, 2022

The Honorable Rod Davies, Mayor  
City of Monmouth  
100 East Broadway  
Monmouth, IL 61462

Dear Davies:

The Western Illinois Economic Development Authority (WIEDA) respectfully requests your consideration to transfer your unneeded 2022 Home Rule Volume Cap to WIEDA to support regional economic development and affordable housing projects. WIEDA has successfully fostered mutual relationships with home rule communities and counties to share this valuable resource for the benefit of the entire region.

In 2022, Home Rule communities receive a direct allocation equal to their population times \$110. The 2022 State of Illinois Allocation guidelines identify Monmouth's population at 8,801 or a total Volume Cap Allocation of \$968,110.00.

Home Rule communities must obligate their allocation by May 1<sup>st</sup> of each calendar year, or it transfers back to the State for reallocation outside the region. If the City would consider passing an ordinance transferring its 2022 allocation to WIEDA prior to May 1<sup>st</sup>, then WIEDA would be able to safekeep the volume cap until December 31<sup>st</sup> on your behalf and that of the region. We also can carry it forward for three additional years if not used.

We understand that volume cap and this process can be confusing. We are available to discuss or meet with you or your representatives to address any questions or offer additional information. Please call us at 217-836-9553 or send an email to [wribley@WIEDA.com](mailto:wribley@WIEDA.com).

For your convenience we have included a Draft Ordinance and Letter to the Governor's Office to effectuate the transfer. It is important that official action be taken and submitted to the Governor's Office as outlined in the accompanying documents prior to May 1.

Please send a copy of the Ordinance/Resolution and notification letter to the Governor's Office of Management and Budget as noted and a copy of both to us at WIEDA Statewide Office, Attn: Warren Ribley, PO Box 9079, Springfield, IL 62791.

Most Sincerely,

A handwritten signature in black ink, appearing to read "W. Ribley", is written over a light blue horizontal line.

Warren Ribley  
Assistant Executive Director

**COMMUNICATIONS AND TECHNOLOGY DIRECTOR  
Employment Contract**

**Introduction**

This Agreement, made and entered into this 7th day of March 2022, by and between the City of Monmouth of Illinois, a municipal corporation, (hereinafter called "Employer") and KEN W. HELMS, (hereinafter called "Employee") an individual who has education, training and experience in information systems, and is qualified to serve as the COMMUNICATIONS & TECHNOLOGY DIRECTOR for the City of Monmouth, agree as follows:

**Section 1: Term**

The term of this agreement shall be for an initial period of Forty-Eight (48) months from May 1, 2022 to April 30, 2026. This Agreement shall automatically terminate on April 30, 2026, unless extended in writing by the Employer and Employee.

**Section 2: Duties and Authority**

Employer agrees to employ KEN W. HELMS as Communications & Technology Director to perform the functions and duties specified in the job description identifying the position of Communications & Technology Director for the City of Monmouth, and any other duties assigned by the City Administrator thereto, and to perform other legally permissible and proper duties and functions.

**Section 3: Compensation**

A. Salary: Employer agrees to pay Employee an annual base salary of \$69,000 all payable in installments at the same time that the other management employees of the Employer are paid.

B. The Employee may be considered for an annual salary adjustment during the term of this Agreement, with all said increases being commensurate with his job performance/evaluation referenced in Section 10. of this Agreement and commensurate with salary increases for other department heads employed by the Employer.

**Section 4: Health, Disability and Life Insurance Benefits**

The Employer agrees to provide and to pay the premiums for health, hospitalization, surgical, and comprehensive medical insurance for the Employee only. The Employee may enroll his immediate family in the Employer's group health insurance plan at the Employer's standard rates as may be set from time to time.

## **Section 5: Vacation, Sick, and Personal Leave**

- A. Upon commencement of the term of this agreement, the Employee shall be vested with Twenty-Three (23) days vacation per year. In the event that the Employee does not use all of said Twenty-Three (23) days of vacation during any one (1) year period from January 1<sup>st</sup> through December 31<sup>st</sup>, of this agreement, the Employee may elect to be compensated as an additional cash payment above the compensation outlined in Section 3 of this Agreement for up to Ten (10) days of unused vacation time, at his then annual rate of compensation. In the event of termination, the Employee shall be entitled to payment for any unused vacation days, which shall accrue at the rate of 1.91667 days per month for purposes of this calculation.
- B. Upon commencement of the term of this agreement, the Employee shall be vested with twelve (12) sick days per year and five (5) personal days per year. Said sick days and personal days shall not accrue or carryover each year. Those sick and personal days not used in any one (1) year period from January 1<sup>st</sup> through December 31<sup>st</sup> of this agreement shall NOT carryover to subsequent years. In the event of termination, the Employee shall be compensated for any unused sick and personal days not used in the current year of this agreement. Said compensation, upon termination shall never exceed seventeen (17) days.

## **Section 6: Retirement**

The Employer agrees to enroll the Employee into the applicable state or local retirement system and to make all contributions on the Employer's behalf. The Employee shall be responsible for his statutory share of required contribution to the retirement system. The Employer will deduct all applicable contributions from the Employee's wages.

## **Section 7: General Business Expenses**

- A. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer, not to exceed \$1,000.00 annually.
- B. Employer also agrees to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for the Employee's professional development and for the good of the Employer, not to exceed \$1,000.00, annually.
- C. Employer recognizes that certain out of pocket job related expenses may be incurred by the Employee and agrees to reimburse the Employee for any out-of-pocket job-related expenses.
- D. The Employer acknowledges the value of having Employee participates and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for



reasonable membership fees and/or dues to enable the Employee to become an active member in local civic clubs' organizations.

- E. The Employer shall provide Employee with a computer, necessary software and a fax/modem. Employee agrees that his use of said computer, software and fax/modem shall be limited to official business of the Employer only.
- F. The Employer shall provide the Employee a monthly telecommunications stipend of \$50.00 for cellular phone service.

### **Section 8: Termination**

For the purpose of this agreement, termination shall occur upon:

- A. The majority of the City Council votes to terminate the Employee at a duly authorized public meeting; or
- B. The City Council asks for the resignation of the Employee and the City Council then accepts said resignation; or
- C. The resignation of the Employee; or
- D. The death of the Employee.

### **Section 9: Resignation**

In the event that the Employee voluntarily resigns his position with the Employer, the Employee shall provide a minimum of thirty (30) days notice unless the parties agree otherwise.

### **Section 10: Performance Evaluation**

Employer shall annually review the performance of the Employee in April of each year. Said performance review shall include at a minimum a written evaluation and a meeting to discuss the written evaluation.

### **Section 11: Hours of Work**

The Employee shall complete a minimum of forty (40) hours of work per week during the term of this agreement, save holiday and sick leave. The Employer and Employee, however, agree that the Employee must devote time outside the normal office hours of 8:00 a.m. to 4:30 p.m., and accordingly the Employee is granted the power to establish an appropriate work schedule for himself.

### **Section 12: Outside Activities**

The employment provided for by this Agreement shall be the Employee's sole employment. The Employer, however, recognizes that certain outside opportunities provide indirect benefits to the

Employer and the community. Accordingly, the Employee may elect to accept limited teaching, consulting or other business opportunities, provided said engagements neither interfere with the Employee's employment under this agreement nor place the Employee in conflict of interest with the Employer.

### **Section 13: Bonding**

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

### **Section 14: Other Terms and Conditions of Employment**

The Employer, upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Monmouth Charter or any other law.

### **Section 15: General Provisions**

- A. **Integration.** This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged and rendered null and void by this agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
- B. **Binding Effect.** This Agreement shall be binding on the Employer and the Employee as well as their respective heirs, assigns, executors, personal representatives and successors in interest.
- C. **Effective Date.** The Agreement becomes effective as of May 1, 2022.
- D. **Severability.** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision of this agreement. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modifications of the invalid provision.

IN WITNESS WHEREOF, the City of Monmouth has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

EMPLOYER:  
CITY OF MONMOUTH

EMPLOYEE:  
COMMUNICATIONS & TECHNOLOGY  
DIRECTOR

By: \_\_\_\_\_  
Rod Davies, Its Mayor

\_\_\_\_\_ KEN W. HELMS

ATTEST:

By: \_\_\_\_\_  
Susan S. Trevor, Its City Clerk

# **Fire Chief Employment Contract**

## **Introduction**

This Agreement, made and entered into this 7th day of March, 2022, by and between the City of Monmouth of Illinois, a municipal corporation, (hereinafter called "the Employer") and CASEY REXROAT, (hereinafter called "the Employee") an individual who has education, training and experience in fire department training, and is qualified to serve as the Chief of the Monmouth Fire Department, agree as follows:

## **Section 1: Term**

The term of this agreement shall be for Thirty-Six (36) months from May 1, 2022 until April 30, 2025 as Fire Chief of the Monmouth Fire Department. This Agreement shall automatically terminate on April 30, 2025 unless mutually extended in writing by the Employer and Employee.

## **Section 2: Duties and Authority**

Employer agrees to employ Casey Rexroat as Fire Chief to perform the functions and duties specified in the ordinance that created the position of Fire Chief of the Monmouth Fire Department, and any amendments thereto, and to perform other legally permissible and proper duties and functions.

## **Section 3: Compensation**

The Employer agrees to pay the Employee an annual base salary of \$87,178.86. The Employer agrees to increase Employee's annual base salary at a percentage rate commensurate with the Employer's other management employees on May 1<sup>st</sup> of each year. The Employee's salary will be payable in installments on the Employer's regular payroll intervals and in accordance with the Employer's regular payroll practices for the Employer's other management employees, minus deductions required by law.

## **Section 4: Health, Disability and Life Insurance Benefits**

The Employer agrees to provide and to pay the premiums for health, hospitalization, surgical, prescription drug program, and comprehensive medical insurance for the Employee or his immediate family in the Employer's group health insurance plan; however, the Employee shall be responsible for the cost of said family's coverage, at the Employer's standard rates as may be set from time to time, with said payment deducted from the Employee's paycheck.

## **Section 5: Vacation, Sick, Personal and Holiday**

- A. Upon commencement of the term of this agreement, the Employee shall be vested with twenty (20) vacation days per year. If the Employee does not use all twenty (20) vacation days during any one (1) year period from May 1<sup>st</sup> through April 30<sup>th</sup> of each

year of this Agreement, the Employee may elect to be compensated for up to ten (10) unused vacation days at the Employee's then annual rate of compensation. In the event of the termination of this Agreement, the Employee shall be entitled to payment for any unused vacation days, which shall accrue at the rate of 1.6667 days per month for purposes of this calculation.

- B. Upon commencement of the term of this agreement, the Employee shall be vested with twelve (12) sick days and five (5) personal days per year. The Employee's sick days and personal days shall not accrue to the Employee. Any unused sick days and personal days shall not carry over to the next year.
- C. Employee will continue to observe the same holidays as observed by non-union City Hall employees as identified in The Monmouth Personnel Manual.

### **Section 6: Retirement**

The Employer agrees to enroll the Employee into the applicable state and or local retirement system and to make the required employer contributions. The Employer agrees to make the required Employee deductions on the Employees behalf.

### **Section 7: General Business Expenses**

- A. The Employer agrees to budget for and to pay for travel and subsistence expenses of the Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of the Employee and to pursue necessary official functions for the Employer, not to exceed \$1,000.00 annually.
- B. The Employer also agrees to budget for and to pay for travel and subsistence expenses of the Employee for short courses, institutes, and seminars that are necessary for the Employee's professional development and for the good of the Employer, not to exceed \$1,000.00, annually.
- C. The Employer recognizes that certain out of pocket job related expenses may be incurred by the Employee, and the Employer agrees to reimburse the Employee for any out-of-pocket job-related expenses.
- D. The Employer acknowledges the value of having the Employee participate and be directly involved in local civic clubs and national, state, and local police service organizations. Accordingly, the Employer shall pay for reasonable membership fees and/or dues to enable the Employee to become an active member in local civic clubs and national, state, and local fire service organizations.
- E. The Employer shall provide the Employee with a computer, necessary software, and fax/modem, required for the Employee to perform the job and to maintain communication. The Employee agrees that his use of said computer, software, and fax/modem, shall be limited to official business of the Employer only.

- F. The Employer will provide the Employee with his daily and dress uniforms, including shirts, pants, jackets, coats, hats, badges, collar brass, insignias, and other uniform requirements as required by the Employer's Fire Department's policies.

### **Section 8: Termination**

Termination of this Agreement shall occur for any of the following reasons:

- A. The majority of the City of Monmouth, Illinois City Council votes to terminate the Employee at a duly authorized public meeting; or
- B. The City Council asks for the resignation of the Employee and the City Council then accepts said resignation; or
- C. The resignation of the Employee; or
- D. The death of the Employee.

### **Section 9: Notice of Termination of Agreement**

If this Agreement is terminated pursuant to Section 8, subparagraph A, the Employer shall provide a minimum of thirty (30) days notice to the Employee unless the parties agree otherwise. If this Agreement is terminated pursuant to Section 8, subparagraph C, the Employee shall provide a minimum of thirty (30) days notice to the Employer unless the parties agree otherwise.

### **Section 10: Performance Evaluation**

The Employer shall review the performance of the Employee in April of each year. The performance review shall include at a minimum a written evaluation and a meeting to discuss the written evaluation.

### **Section 11: Hours of Work**

The Employee shall complete a minimum of forty (40) hours of work per week during the term of this Agreement, save vacation, holiday, sick, and personal leave. However, the Employer and the Employee agree that the Employee must devote time outside the normal office hours of 8:00 a.m. to 4:30 p.m., and accordingly the Employee is granted the power to establish an appropriate work schedule for himself.

### **Section 12: Outside Activities**

The employment provided for by this Agreement shall be the Employee's sole employment. The Employer, however, recognizes that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community. Accordingly, the Employee may elect to accept limited teaching, consulting or other business opportunities, provided said engagements

neither interfere with the Employee's employment under this agreement nor place the Employee in conflict of interest with the Employer.

**Section 13: Residency**

The Employee agrees to establish and maintain residence within the corporate boundaries of the City of Monmouth during the term of this agreement.

**Section 14: Bonding**

The Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

**Section 15: Other Terms and Conditions of Employment**

The Employer, upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Monmouth Charter or any other law.

**Section 16: General Provisions**

- A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the term of this Agreement. Such amendments shall be incorporated and made a part of this Agreement.
- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their respective heirs, assigns, executors, personal representatives and successors in interest.
- C. Effective Date. The Agreement becomes effective as of May 1, 2022
- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision of this Agreement. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect.
- E. Governing Law. The Agreement shall be governed by and construed and enforced in accordance with the laws of the state of Illinois.

IN WITNESS WHEREOF, the City of Monmouth has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

EMPLOYER:  
CITY OF MONMOUTH

EMPLOYEE:  
CHIEF OF FIRE

By: \_\_\_\_\_  
Rod Davies, Its Mayor

\_\_\_\_\_ Casey Rexroat

ATTEST:

By: \_\_\_\_\_  
Susan S. Trevor, Its City Clerk



ORDINANCE 22-006  
A SPECIAL ORDINANCE AUTHORIZING THE CEDING  
OF PRIVATE ACTIVITY  
BONDING AUTHORITY

WHEREAS, the Internal Revenue Code of 1986 provides that the amount of private activity bonds which may be issued by the City of Monmouth (“City”) as a constitutional home rule unit is equal to its population multiplied by \$110; and

WHEREAS, the Illinois Private Activity Bond Allocation Act (30 ILCS 345/1 et seq.) provides, among other things, that the corporate authorities of any home rule unit may reallocate to a state agency any portion of its unused allocation of volume cap; and

WHEREAS, the City of Monmouth has available year 2022 volume cap and desires to utilize this cap in cooperation with the Western Illinois Economic Development Authority (WIEDA) to support the projects that will create jobs and expand the City’s tax base;

NOW THEREFORE, be it ordained by the City Council of the City of Monmouth, Illinois:

Section 1:

Consent to Reallocate to WIEDA. The City hereby agrees to reallocate to the Western Illinois Economic Development Authority its 2022 private activity volume bonding cap in the amount of \$968,110.00.

Said private activity volume bonding cap shall be used to support projects that will provide job opportunities and new investments.

Section 2:

Letter of Agreement. The City Finance Director is hereby authorized to execute a letter of agreement with WIEDA consenting to such allocation on behalf of the City as authorized.

Section 3:

Maintaining Records. The City Administrator is hereby authorized to maintain such record of the allocation for the term of the bonds issued pursuant to such allocation.

Section 4:

Notice. The Mayor shall provide notice of such allocation to the Office of the Governor.

Section 5:

Effective Date. This ordinance shall be in full force and effect after this due publication in pamphlet form, passage and approval thereof as provided by law.

PASSED this \_\_\_\_ day of March, A.D., 2022.

APPROVED this \_\_\_\_ day of March, A.D., 2022.

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MAYOR

ATTESTED:

---

CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not Voting: \_\_\_\_\_

**Plan Commission  
February 28th, 2022**

The Plan Commission met on Monday, February 28th, 2022 with the following votes cast on the following request:

**1<sup>st</sup> Request:** To change the zoning of the 5.7 acre lot directly West of McDonald's from M-1 Limited Manufacturing to P-S Public and Semi Public Service to establish the Warren County Law Enforcement Center

A part of the Southeast Quarter of Section 19 and the Southwest Quarter of Section 20 in Township Eleven (11) North, Range Two (2) West of the Fourth (4<sup>th</sup>) Principal Meridian, described as Tract "M", containing 5.7 acres, more or less, according to a plat of Survey by Kenneth Shrader IPLS #1701, recorded in the Office of the Warren County Recorder, Warren County, Illinois on May 7, 1998 as Document No. 456969, in Plat Cabinet 2 at page 137.

**Otherwise known as:** 5.7acre lot directly West of McDonald's  
Pin#:09-044-191-40

The following votes were cast: 5 yea, 0 nay. Motion carried.

**2<sup>nd</sup> Request:** To change the zoning of 509 N. Main St., from B-2 Neighborhood Commercial to B-3 Service Commercial

LOT 1 EX 60'X 73.75' & LOTS 2 & 3\_BLOCK 13 HARDINGS ADDN\_LOT SIZE:  
247.5' X 165' EX 60' X 73.75'\_

**Otherwise known as:** 509 N. Main St.  
Pin#: 09-210-095-00

The following votes were cast: 5 yea, 0 nay. Motion carried.

**3<sup>rd</sup> Request:** To change the zoning of 907 W. 4<sup>th</sup> Ave from a M-1 Limited Manufacturing to R-2 Medium-Density Residential

Lot 1 & 2 Block 8 West Side Addn. Lot size: 93.2X132'

**Otherwise known as:** 907 W. 4<sup>th</sup> Ave  
Pin#: 09-418-003-00

**4<sup>th</sup> Request:** To change the zoning of 503 S. H. St. from a M-1 Limited Manufacturing to R-2 Medium-Density Residential

Lot 1 Block 7 West Side Addn. Lot Size: 132' X 38.05'

**Otherwise known as:** 503 S. H. St.  
Pin#: 09-417-001-00

The following votes were cast: 5 yea, 0 nay. Motion carried.

**5th Request:** To change the zoning of the lot east of 503 S. H. St. from a M-1 Limited Manufacturing to R-2 Medium-Density Residential

SE T11 R2 Lot 10 Subdivision Lot 14 Ex E 23' SE Lot Size: 132'X37'

**Otherwise known as:** Lot east of 503 S. H. St.

Pin#: 09-042-077-00

The following votes were cast: 5 yea, 0 nay. Motion carried.

Danielle Cox  
Zoning Secretary

**ORDINANCE NO. 22-007**

**AN ORDINANCE GRANTING THE A CHANGE OF ZONING**

WHEREAS, the question of granting the following described ordinance for the change of zoning at the below mentioned property were referred to the Plan Commission to hold a public hearing thereon; and

WHEREAS, such a public hearing was held, after due public notice, in the manner provided by law; and

WHEREAS, the said Plan Commission has recommended the granting of said zoning clarifications

Now, therefore, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:

**Request to change the Zoning from M-1 Limited Manufacturing to P-S Public and Semi-Public Service to establish the Warren County Law Enforcement Center.**

A part of the Southeast Quarter of Section 19 and the Southwest Quarter of Section 20 in Township Eleven (11) North, Range Two (2) West of the Fourth (4<sup>th</sup>) Principal Meridian, described as Tract “M”, containing 5.7 acres, more or less, according to a plat of Survey by Kenneth Shrader IPLS #1701, recorded in the Office of the Warren County Recorder, Warren County, Illinois on May 7, 1998 as Document No. 456969, in Plat Cabinet 2 at p. 137.

**Otherwise known as:** 5.7acre lot directly West of McDonald’s  
Pin #: 09-044-191-40

**Section 2.** The findings and recommendations of the Plan Commission on the question of granting this change in Zoning is hereby accepted and adopted and made a part of this ordinance under the following conditions:

- 1. Contingent on the purchase of 5.7 Acre lot by Warren County and approval of the purchase through the passage of a public referendum.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not Voting: \_\_\_\_\_

**ORDINANCE NO. 22-008**

**AN ORDINANCE GRANTING THE A CHANGE OF ZONING**

WHEREAS, the question of granting the following described ordinance for the change of zoning at the below mentioned property were referred to the Plan Commission to hold a public hearing thereon; and

WHEREAS, such a public hearing was held, after due public notice, in the manner provided by law; and

WHEREAS, the said Plan Commission has recommended the granting of said zoning clarifications

Now, therefore, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:

**Request to change the Zoning from B-2 Neighborhood Commercial to B-3 Service Commercial.**

LOT 1 EX 60' X 73.75' & LOTS 2 & 3\_BLOCK 13 HARDINGS ADDN\_LOT SIZE: 247.5' X 165' EX 60' X 73.75' \_

**Otherwise known as:** 509 North Main Street  
Pin #: 09-210-095-00

**Section 2.** The findings and recommendations of the Plan Commission on the question of granting this change in Zoning is hereby accepted and adopted and made a part of this ordinance.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not Voting: \_\_\_\_\_

**ORDINANCE NO. 22-009**  
**AN ORDINANCE GRANTING THE A CHANGE OF ZONING**

WHEREAS, the question of granting the following described ordinance for the change of zoning at the below mentioned properties were referred to the Plan Commission to hold a public hearing thereon; and

WHEREAS, such a public hearing was held, after due public notice, in the manner provided by law; and

WHEREAS, the said Plan Commission has recommended the granting of said zoning clarifications

Now, therefore, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:

**1<sup>st</sup> Request:** to change the Zoning from M-1 Limited Manufacturing to R-2 Medium-Density Residential.

Lot 1 & 2 Block 8 West Side Addn. Lot size: 93.2' X 132'

**Otherwise known as:** 907 West 4<sup>th</sup> Avenue

Pin #: 09-418-003-00

**2<sup>nd</sup> Request:** to change the Zoning from M-1 Limited Manufacturing to R-2 Medium-Density Residential.

Lot 1 Block7 West Side Addn. Lot Size: 132' X 38.05'

**Otherwise known as:** 503 South H Street

Pin #: 09-417-001-00

**3<sup>rd</sup> Request:** to change the Zoning from a M-1 Limited Manufacturing to R-2 Medium-Density Residential.

SE T11 R2 Lot 10 Subdivision Lot 14 Ex E 23' SE Lot Size: 132' X 37'

**Otherwise known as:** Lot East of 503 South H Street

Pin #: 09-042-077-00

**Section 2.** The findings and recommendations of the Plan Commission on the question of granting this change in Zoning is hereby accepted and adopted and made a part of this ordinance.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not Voting: \_\_\_\_\_

ZONING DEPARTMENT  
CITY OF MONMOUTH

Joe Clark, Director  
100 E. Broadway  
Monmouth Il. 61462

309.734.7590

joe.clark@cityofmonmouth.com  
[www.cityofmonmouth.com](http://www.cityofmonmouth.com)

Date: February 2022

The Zoning department continues to issue building permits as well as junk and debris notices and has followed up on all notices and ordinance violations throughout the city with some tickets issued.

### **GRANTS:**

#### **Strong Communities Grant (SCP)**

Demolition properties SCP:

In the process of acquiring additional unsafe demolition properties and should have them secured in the month of May 2022.

### **OPEN PROJECTS:**

**First United Methodist Church:** Continue with Electrical, Plumbing and HVAC and has completed placement of drywall in the sanctuary, basement and throughout the building.

**OSF Holy Medical Center:** Project 2028 Renovation for additional recovery suits and Emergency department completed and working on final check list prior to final inspections for occupancy.

**Lakeshore Recycling Systems:** 111 West 4<sup>th</sup> Avenue Completion of grease interceptor and sewer tap as well as most of renovations for office space and working on security and fire safety installation.

**Monmouth Town Homes LP:** As reflected through the weekly report construction continues all in various stages.

**Courtyard Estates: memory care wing:** Completed renovation of wing and working on final check list prior to final inspections for occupancy.

**Maple City Warehouse Distribution:** 600 & 610 West 9<sup>th</sup> and West 10<sup>th</sup> Avenue, have completed new trusses and roof on one of the main warehouses and are continuing to repair or replace the roof on all other structures.

**Park District:** Completed with placement of drywall, ductwork with rough-in electrical and mechanicals installation started as well as siding.



**Airport T-hangar:** With structure in place as well as roof insulation, roof, entry doors with placement of 2/3<sup>rd</sup> of siding, electrical rough-in has started.

**Eagle View Teen Center 213 S Main Street:** Completed with renovations of facility and are working on the security and fire safety and a final check list prior to final inspection for occupancy.

**T.I.F. PROJECTS:**

**Land Management Partners (LMP):** All work completed on new addition as well as original part of house/office.

**Robbins Resource MGT INC: 208 South Main Street:** The engineered fire escape design and custom-built construction is close to completion of main structure. Due to the weather project is presently at a standstill.

**Joe Clark, Director of Zoning**



# MONMOUTH ILLINOIS

Office of City Clerk

March 3, 2022

TO: Mayor Davies, Administrator Steinbrecher, Council and Department Heads

Re: Agenda Request for Class I Liquor License

Gilberto Vasquez has purchased the old Hardees building and is opening a new Mexican restaurant at this location. He is asking the City to grant another Class I Liquor License as there are currently none available. He will complete all the proper steps to obtain a Class I Liquor License if the Council makes one available and understands that the City Attorney will have to draft an ordinance to be voted on at the March 21<sup>st</sup> Council Meeting. He will be present at the March 7<sup>th</sup> Council Meeting to make his request.

Susan Trevor, City Clerk



# MONMOUTH ILLINOIS

Office of City Clerk

March 3, 2022

TO: Mayor Davies, Administrator Steinbrecher, Council and Department Heads

Re: Agenda Request for Class I Liquor License

Axel Borja, owner of El MerKadito, is re-locating his restaurant business from 220 South Main Street to 200 South Main Street and entering into a lease with the City of Monmouth for this location. He is asking the City to grant another Class I Liquor License as there are currently none available. He will complete all the proper steps to obtain a Class I Liquor License if the Council makes one available and understands that the City Attorney will have to draft an ordinance to be voted on at the March 21<sup>st</sup> Council Meeting. He will be present at the March 7<sup>th</sup> Council Meeting to make his request.

Susan Trevor, City Clerk

**MONMOUTH**  
ILLINOIS



STATEMENT OF QUALIFICATIONS FOR  
ACTUARIAL SERVICES FOR THE  
**CITY OF MONMOUTH**  
**POLICE AND FIREFIGHTERS PENSION FUNDS**  
and GASB 75 OPEB Valuation

February 24, 2022



**FOSTER & FOSTER**  
ACTUARIES AND CONSULTANTS

184 Shuman Blvd., Suite 305  
Naperville, IL 60563  
630.620.0200

## Cover Letter

February 24, 2022

Lew Steinbrecher  
City Administrator  
City of Monmouth  
100 East Broadway  
Monmouth, IL 61462  
[lew.steinbrecher@cityofmonmouth.com](mailto:lew.steinbrecher@cityofmonmouth.com)

*Re: Actuarial Valuation Services for the City of Monmouth Police & Firefighters' Pension Funds and Other Post-Employment Benefits (OPEB)*

Dear Mr. Steinbrecher:

I am writing to provide a formal response to your search for a firm to provide consulting actuarial services to the Police and Firefighters' Pension Funds and Other Post-Employment Benefits to the City of Monmouth ("City"). This letter is our effort to emphasize what a pleasure it would be to continue to serve as the City's actuary. In this proposal, you will find details surrounding the services we would be providing and the fees associated with performing the work.

Foster & Foster Consulting Actuaries, Inc. d/b/a Foster & Foster, Inc., is an independent national actuarial consulting firm that was founded in 1979 and is structured to provide actuarial services to public pension programs. Currently, we provide actuarial services to public retirement programs in Illinois, Florida, Pennsylvania, Michigan, Ohio, Arizona, Missouri, Georgia, Alabama, Texas, Louisiana, Oklahoma, and Arkansas. As the consulting actuaries to nearly 1,000 public entities across the country, including over 330 police and fire retirement systems, as well as statewide systems, cities, districts, school boards, and hospitals, we understand and are well qualified to perform the services required by the City.

We are uniquely qualified and would be the best applicant to perform the services requested for the following reasons:

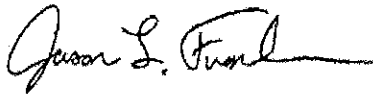
- **Illinois Pension Expertise** – Foster & Foster, Inc., has vast experience working with Illinois pension plans. We worked with the Illinois Department of Insurance to create its current actuarial processes. Additionally, Foster & Foster has worked with the Commission of Government Forecasting and Accountability (CoGFA) to review potential changes to Article 3 and 4 of the Illinois Pension Code and worked with the Governor's Office (under the Pritzker and Rauner administrations), as well as to review potential changes to all of the State Plans (including JRS, GARS, SERS, SURS, TRS), the Chicago Fire and Police Plans, and Article 3 and 4 Plans. The decision-makers in the State of Illinois consider our firm to be experts in this area.

- **Firm's Expertise and Resources** – For over forty years we have been specializing in providing actuarial services of this nature to the public sector. Our firm has 28 credentialed actuaries with over 600 years of public sector experience. This includes eight Fellows of the Society of Actuaries (FSAs). The plethora of resources ensures that we meet the deadlines of all our clients.
- **Consultant's Credentials** – We will devote five credentialed actuaries, including four Fellows of the Society of Actuaries (FSA), to assist the City. This is the highest actuarial designation that an actuary can obtain. Our team of consultants will partner with you to evaluate every aspect of your plans to identify unique and tailored solutions that can improve the affordability and performance of the program.
- **Unbiased Advice** – We derive 100% of our revenues from our consulting and actuarial services. As we do not accept fees, commissions, or any other form of consideration from any source other than consulting fees, we provide our clients with unbiased advice.

I, Jason L. Franken, FSA and consulting actuary, am authorized to represent and contractually bind the firm. You may reach me at the address and telephone number listed below. Our firm understands the scope of services and would consider it a privilege to serve the City of Monmouth Police and Firefighters' Pension Funds and OPEB.

If you have any questions regarding this proposal response, our firm, or the services we are prepared to provide, please don't hesitate to contact me.

Sincerely,



Jason L. Franken, FSA, EA, MAAA  
Authorized Officer  
jason.franken@foster-foster.com

Foster & Foster, Inc.  
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## OUR FIRM

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Foster & Foster Consulting Actuaries, Inc. d/b/a Foster & Foster, Inc., is a nationally independent actuarial consulting firm that was founded in Gainesville, Fla., in June 1979 by Ward and Eileen Foster. In that first year, the firm had one client and revenues of \$1,500. Today we have revenues of nearly \$20 million and are a profitable firm with presence in 28 states. Our firm is structured to provide actuarial services to public retirement and other post-employment benefit programs.

Our firm currently employs 87 consultants, of which 28 have obtained actuarial credentials. Brad Heinrichs, Jason Franken, Heidi Andorfer, Pat McDonald, Paul Baugher, Pete McCloud, Brian Skoczelas, and Colleen Atchison are Fellows of the Society of Actuaries (FSA), the highest distinction an actuary can obtain. Our firm also has a strong support staff with teams devoted to data preparation/collection and asset reconciliation.

Foster & Foster derives 100% of its revenue from actuarial consulting services. While these services are predominately to public pension boards of trustees (approximately 80%), we also provide GASB 45/75 services and health consulting services to public entities and Taft-Hartley plans (approximately 20%).

We currently have offices in Naperville, IL; Suwanee, GA; Cape Coral, FL; Coppell, TX; Allentown, PA; Royal Oak, MI; Tampa, FL; and our corporate headquarters in Fort Myers, FL. Additionally, we have satellite offices in St. Louis, MO; Milwaukee, WI; Baton Rouge, LA; Eden Prairie, MN; New Brighton, MN; and North Liberty, IA. The City's primary contact is our office located in Naperville, IL, at the following address:

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184 Shuman Blvd., Suite 305  
Naperville, IL 60563

Telephone: (630) 620-0200  
Email: [data@foster-foster.com](mailto:data@foster-foster.com)  
[www.foster-foster.com](http://www.foster-foster.com)

The history of Foster & Foster's growth and expansion is detailed below:

- In 2008, we established an office in Illinois to further our reach and to consult to public plans in Illinois. Jason Franken, a Fellow of the Society of Actuaries, was hired to lead this practice.
- Next, our firm's commitment to the State of Illinois was enhanced through the acquisition of R.N. Blomquist & Company, a Taft-Hartley health and welfare consulting company, on July 1, 2010. This acquisition expanded the firm's presence outside the pension and postretirement medical world and gave us the capability to provide active health and welfare consulting services to clients as they had provided these services to Taft-Hartley Funds since 1969. Foster & Foster hired Travis Smith, an experienced health and welfare benefits consultant, to lead this branch of our company, giving us the capability to provide active health and welfare consulting services to clients.
- In 2012, the firm made a commitment to the Texas market. We began sponsoring and speaking at state pension and health and welfare conferences. Since that time, we have obtained twelve clients, nine of which are firefighter pension funds. We now are the consulting actuary for over 330 public safety funds nationwide. In December 2012, we acquired SJ Actuarial Associates. This acquisition helped expand our public pension presence in the South.



- In July 2016, our firm made another commitment to the Texas market by hiring Pat McDonald (FSA/EA) and Lindsey Redman in the Dallas Metroplex. Pat has over 30 years of actuarial pension consulting experience, and Lindsey recently earned her ASA designation.
- In October 2017, the firm made another commitment to the Midwest market with the hiring of Paul Baugher (FSA/EA/MAAA) in the St. Louis area. Paul has more than 20 years of actuarial pension consulting experience.
- In January 2018, Foster & Foster acquired Marsh Consulting Group, a health and benefits consulting firm based in Paso Robles, California. We also hired three credentialed actuaries and opened an office in the Atlanta, Georgia metro area. These two moves helped to expand Foster & Foster's footprint from coast to coast.
- The hiring of Greg Pastino (ASA/EA) in September 2019, a senior consultant with over 30 years' experience as a multiemployer pension actuary, expanded our capabilities in the Taft-Hartley market and established a foothold for Foster & Foster in the Northeast. With the hire of Jonathan Davidson in September 2020, we acquired an expert on Taft-Hartley benefit matters. Both Greg and Jonathan work remotely in the greater Philadelphia area.
- Most recently, in January 2021, Foster & Foster acquired two actuarial consulting companies, Beyer Barber Company in Allentown, Pennsylvania, and Rodwan Consulting Company in Royal Oak, Michigan. This expansion provides Foster & Foster with office locations in two additional states, enhancing our reputation as a national actuarial consulting company.

Foster & Foster is completely independent and is not affiliated with any other company. Brad and Sandra Heinrichs are the majority owners of Foster & Foster, Inc. and Jason Franken, Travis Smith, and Ferrell Jenne are Principals of the firm.

## ORGANIZATIONAL QUALIFICATIONS

Our firm has had a pristine record of performance in providing actuarial services to our clients. In fact, a majority of our actuarial reports are reviewed by regulatory agencies or by other actuarial firms who perform actuarial audits. In all cases, these reports have been approved. As such, we are extremely comfortable with our approach, disclosure, and process for performing the requested work.

Our firm provides similar actuarial services to hundreds of pension plans and OPEB programs across the country, so we fully understand and are well-equipped to provide all of the proposed services. This experience has exposed us to a multitude of different client situations and challenges, but ultimately has equipped us with a broad array of ideas and solutions. We will use a similar methodology that we use with all of our clients, who may be similarly situated. We have standardized some of the processes to increase operational efficiencies, such as data request forms, typical report formats, etc.

We also use the best actuarial valuation software that money can buy. ProVal was developed by WinTech in Greenwich, Conn., and is state-of-the-art in actuarial valuation software. It is utilized in valuing liabilities for the largest funds in the country and provides updates as needed based on legal and regulatory changes, requested changes from their clients, etc. Each time an update is provided, our firm installs the update to utilize the new features.

This software is also entirely PC-based, which eliminates the time and expense associated with maintaining and operating a mainframe system. This software has a comprehensive database management system designed to

accurately prepare and summarize census data for the current year's valuation, has separate calculation modes for public sector plans that apply the appropriate laws and regulations and is designed to move seamlessly from valuations to deterministic and stochastic forecasts. Beyond the core tasks of running valuations and forecasts, ProVal also offers several analytic tools, including gain/loss analysis, experience studies, and asset/liability modeling.

Foster & Foster has also gone to great lengths to ensure the firm's information technology needs are up to industry standard. The Dell server hardware has been configured with multiple sets of redundant hard disk arrays and multiple power supplies to ensure maximum uptime. All data including email is housed internally to ensure valuable private client data is secure and safe.

Our firm's secure file transfer server allows us to send and receive files containing personal information, such as names and social security numbers, in a HITECH-compliant format. We are also capable of receiving data via email or certified mail. Intrusion detection and firewall prevention is provided by Sonicwall, an industry leader in network intrusion prevention.

For the firm's entire history, there have been no legal actions (or threats of action) taken against the firm and no company employee has ever been charged with any offense involving fraud, theft, or dishonesty. There have not been any bankruptcy filings by or against the firm.

#### **SWORN STATEMENT**

Foster & Foster, Inc., is a profitable firm. This has been achieved over the course of 42-plus years by providing a quality work product to its clients at the lowest possible cost, thereby building strong business relationships that last many years.

There are no known conflicts of interest that would prevent us from completing the work requested on behalf of the City. In order to protect our firm from future conflicts of interest, we disallow any of our associates to obtain employment or work for any other outside agency other than Foster & Foster. Furthermore, we require each of our associates to disclose any other professional activities or personal relationships that they may have with any of our clients or plan sponsors.

If conflicts of interest would arise, we follow the procedures outlined in the Actuarial Standards of Practice, which require us to immediately identify all affected parties that a potential conflict of interest does exist. Upon notification, we would require that each impacted party agree to allow us to continue to perform the requested work. Otherwise, we would be forced to resign as our client's actuary until the conflict no longer exists.

#### **PEER REVIEW**

Foster & Foster has a formal program of peer review and quality control for all of its client work products. The quality control procedures for an actuarial valuation include extensive checklists utilized by the valuation actuary. The valuation checker must also sign off on every entry on the check list before finalizing the report.

Every report must then be peer reviewed by our senior quality control actuary, Pete McCloud. Pete provides a third set of eyes on the work product, making sure that it adheres to our firm's high standard for quality and that it conforms to the Actuarial Standards of Practice. Nothing leaves our office without a minimum of two sets of eyes reviewing it. In many instances, two separate actuaries sign the document, which fosters accountability and ensures a pristine product.

## OUR TEAM

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Each client is assigned to a team of professionals. The size of the team varies by the size and nature of the client relationship. Additionally, we will have one general administrative person who will handle all work requests and a separate team that will be dedicated to data input.

Being strictly involved with the public sector, our consultants have a very firm grasp on the wants and needs of our clients. We understand that the services required may vary from client to client and we tailor both services and reports to each individual client. The lead actuarial consultant that will be assigned to this account has worked on plans of all sizes and is a Fellow of the Society of Actuaries (FSA).

The person with the primary responsibility for completion of the work outlined herein for Jason Franken (FSA/EA). Below is a list of actuaries, consultants, and staff members that will be working directly on actuarial services for the City of Monmouth.

**Jason Franken** will be the lead actuarial consultant and the day-to-day contact person for the City of Monmouth Police and Firefighters Pension Funds and for GASB 75 OPEB. He brings 25 years of actuarial pension experience. Jason is a Fellow of the Society of Actuaries, an Enrolled Actuary per ERISA and a member of the Academy of Actuaries. He consults clients on a wide range of retirement plan issues, including statutory funding requirements, accounting for pension and postretirement medical plans, plan administration, experience studies and plan design. Jason will coordinate the valuation production, deliver results at meetings, conduct special actuarial analyses, and ensure the work product adheres to the rules, regulations, and guidelines set forth by the United States Government and the Actuarial Standards of Practice.

**Heidi Andorfer** joined the firm in 2014 and has over 25 years of actuarial pension experience. Heidi is one of few thousand actuaries worldwide who is both a Fellow of the Society of Actuaries and an Enrolled Actuary per ERISA. Heidi will assist Jason in managing the project, delivering valuation results at meetings, and ensuring that the work product adheres to the rules, regulations, and guidelines set forth by the United States Government, the State of Illinois, and the Actuarial Standards of Practice.

**Julie Franken** has more than 20 years of experience as a pension actuary. Julie graduated from the University of Wisconsin – Madison with a Bachelor of Business Administration. She is an Enrolled Actuary per ERISA and works extensively on annual valuations, projections, benefit calculations, and special studies. Before joining Foster & Foster in 2012, Julie worked for a large benefits consulting firm. During her career, Ms. Franken has specialized in the valuation of pension plans. She has developed processes to help streamline the valuation and make it more efficient. She will work with the valuation team to scrub and reconcile the personnel data, determine funding requirements, produce the valuation reports and complete service purchase calculations.

**Tyler Koftan** is a 2011 graduate of the University of Iowa with a B.S. in actuarial science. Tyler joined the Foster & Foster team in January 2013 and is an Enrolled Actuary. Mr. Koftan will assist in preparing the valuation and special projects.

### OPEB Team:

**Colleen Atchison** joined Foster & Foster in 2019 as a Senior OPEB Actuary. She is a Fellow of the Society of Actuaries and brings over 15 years of actuarial consulting experience. Colleen graduated from the University of Manitoba (Canada) with a Bachelor of Science (Honors) in Actuarial Science in 2000. She will assist Jason with the OPEB valuation process.

**Taylor Walling** joined our firm in May 2018 as an actuarial analyst, specifically assisting with OPEB valuations. She is both an Associate of the Society of Actuaries and a Member of the American Academy of Actuaries. She has over six years of experience performing pension and OPEB valuations, completing benefit calculations, and drafting government filings. Taylor graduated from Texas A&M University with a B.A. in Mathematics in 2013. Taylor will assist in preparing OPEB valuations for the City.

**Pete McCloud** is an actuary with more than 25 years of experience in the actuarial consulting industry with assisting employers with funding, expensing, design, and administration of their retirement plans. Prior to joining Foster & Foster in 2018, he was with Aon (Hewitt Associates) for the past 23 years. Pete is both a Fellow of the Society of Actuaries and an Enrolled Actuary per ERISA and will review all work performed by the consultants before delivering reports to the City.

## OUR WORK PLAN

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Our firm is a full-service actuarial firm that has been providing actuarial consulting services to public retirement programs for over 40 years and complete more than 900 actuarial valuations per year. This experience has exposed us to a multitude of different client situations and challenges, but ultimately has equipped us with a broad array of ideas and solutions. We understand that the goal of this project is to help the Board, members and taxpayers feel comfortable that the financial position of each plan is accurately reflected in its most recent actuarial valuation. We have processes in place to perform all of the listed services listed in this RFP and we routinely provide actuarial audits. Foster & Foster is capable of providing all of the services requested in this engagement.

The overall assumption-setting methodology changes very little from client to client, but the actual assumptions used may vary substantially from client to client. In every case, we utilize assumptions that represent the Plan's best estimate of future experience. For extremely small clients, we may use simplifying assumptions or assumptions consistent with the experience of a large group in our database. For larger clients we may use more sophisticated assumptions and rely more heavily upon recent experience studies.

We typically recommend changes to actuarial assumptions when it becomes apparent that future behavior will be somewhat different than currently assumed. This may or may not be based upon the prior experience varying substantially from our assumptions. In the past, we have recommended changes to the assumptions because of changes to the plan, federal or state law, or due to input from the client that suggests that future experience will be different than currently assumed. For example, if the Normal Retirement Age was increased, we would likely recommend a change to the assumption as to when people retire, meaning that more people will retire later. This assumption may be made regardless of prior retirement behavior.

Our firm also believes the actuarial assumptions should be set according to the actuarial Standards of Practice and reflect plan-specific experience. We perform these services hundreds of times per year so we have developed extremely efficient methods to complete this work. As required by our standards of practice, we will confirm that each assumption makes sense individually and, also, that the assumptions in the aggregate are consistent and reasonable.

An actuarial valuation provides a best estimate of a fund's liabilities and required contribution levels at a particular point in time. This estimate helps ensure that current assets and future contribution requirements will be sufficient to provide benefits promised to members. Future liabilities are determined by applying a set of actuarial assumptions to project the occurrence, amount and timing of benefits that will become payable according to current plan provisions. The extent to which an actuarial valuation accurately measures a plan's liabilities and contribution levels depends on how well the actuarial assumptions predict future plan experience.

The Actuarial Standards Board has provided coordinated guidance regarding pensions through of a series of Actuarial Standards of Practice (ASOP) for measuring pension obligations and determining pension plan costs or contributions. The ASOPs that apply specifically to valuing pensions are as follows:

- ASOP No. 4, Measuring Pension Obligations and Determining Pension Plan Costs or Contributions, which ties together the standards shown below, provides guidance on actuarial cost

methods, and addresses overall considerations for measuring pension obligations and determining plan costs or contributions;

- ASOP No. 23 Data Quality;
- ASOP No. 27, Selection of Economic Assumptions for Measuring Pension Obligations;
- ASOP No. 35, Selection of Demographic and Other Noneconomic Assumptions for Measuring Pension Obligations;
- ASOP No. 41, Actuarial Communications;
- ASOP No. 44, Selection and Use of Asset Valuation Methods for Pension Valuations; and
- ASOP No. 51, Assessment and Disclosure of Risk Associated with Measuring Obligations and Determining Pension Plan Contributions; and
- ASOP No. 56, Modeling.

We will strictly follow each of the ASOP's mentioned above in performing all analyses for the Board. Below is a proposed approach for the Board, if our firm is awarded the contract:

In performing the review and replication of the actuarial valuation, we will identify areas where we believe changes or improvements should be made and communicate those in our final report. We will complete the following steps to ensure the actuarial valuation satisfy all of the applicable ASOPs:

- Review of Data Used in the Valuation;
- Assessment of the Plan Provisions to Be Valued;
- Preparation of the Actuarial Calculations;
- Review of Sample Lives;
- A Review of Methods and Procedures;
- A Review of the Actuarial Valuation Report Content;
- An Analysis of the Actuarial Assumptions Applied; and
- Summarizing the Results.

To make the transition as smooth as possible, we would first send a letter containing a checklist of data that we will need in order to produce the valuations. Once we receive the requested data from the prior actuary, we would match last year's valuation results within an acceptable range (within 5%). This is done to ensure consistency in results through the transition. If we have questions through this process, we will work directly with the prior actuary to resolve outstanding issues.

**PROPOSED APPROACH FOR PENSION VALUATIONS**

- Sign contract with the City for actuarial services within two weeks of receiving notice that Foster & Foster was chosen for the award.
- Collect this year's and last year's personnel and financial data. (We will provide a data request within one week of signing the agreement.) Once we have all the necessary information, we will match the previous valuation results within an acceptable threshold to ensure consistency in results through the transition. Any discrepancies will be discussed by the actuaries. There will be no expense for this step in the process.
- Upon receipt of the data, our data personnel will review the information and note any discrepancies or anomalies that may require attention.
- Within one week of receiving the data, we will schedule a conference call with a City representative or administrator to ask any pending questions or to clarify our understanding of the data.
- Prior to completing the valuation in the first year, we will set up a time with the City to review the actuarial assumptions and methods. This will be beneficial to us as we work to understand the City's funding policy.
- The provisions of the programs will be inputted into ProVal, the most robust pension and OPEB actuarial valuation system in the marketplace.
- ProVal will develop all of the necessary actuarial information to develop reports that comply with the State of Washington as well as GASB. Two credentialed actuaries will review this output for reasonableness. Individual test cases will also be examined to be sure that the benefits are being correctly handled and projected.
- Once we receive all of the relevant demographic and financial information necessary to perform the valuations, the reports will be produced within 60-90 days and delivered at the subsequent meeting. We are usually able to accelerate that time frame in order to accommodate the particular needs of a client.

**PROPOSED APPROACH FOR OPEB VALUATIONS:**

1. As an initial step, we will schedule a conference call with a City representative. This conversation will cover initial assumption setting thoughts, data questions, and plan provision clarification. At that time, we will also schedule the valuation delivery date.
2. As described above, our process for developing assumptions for use in an actuarial valuation is very thorough. We will work with the City to adjust any assumptions or methods that are identified from our review. We will provide our recommendations to the City for approval.
3. Overarching this entire process will be an ongoing dialogue between the City and the actuaries, ensuring that the assumptions selected are not only reasonable, but also meet the City's expectations. These conversations would begin with our very first phone call.

4. Provide the City with a detailed data request within one week of the signed contract also outlined below.

In order to perform the actuarial analysis of the liability under GASB 75, we will request the City (or third party) provide demographic data as of May 1, 2021 for participants who are currently covered or might become covered in the future by the Post Retirement Health Program. A sample of requested data items is as follows:

- Status (active, retiree, surviving spouse, etc.)
- Identification Number
- Name
- Gender
- Date of Birth
- Date of Hire
- Prior Fiscal Year Compensation
- Group Indicator (If all data is provided together, indicator can help split population into sub-groups)
- Health Insurance Plan Type
- Health Insurance Coverage Type
- Spousal Date of Birth (Retirees Only)
- Spousal Gender (Retirees Only)

In addition to these data items, the following information will also need to be collected:

- Schedule of **employer** paid premium amounts by plan type and coverage category for current and prior fiscal years.
  - Schedule of **employee** paid premium amounts by plan type and coverage category for current and prior fiscal years.
  - Any premium information for the following fiscal year that has been made available to the City
  - Total City post-retirement health (Medical, RX and Dental) expenses for prior fiscal years (may just be the premiums paid for retirees, and if so, that is fine)
  - Detailed information surrounding co-pays, deductibles, limits, etc. for each plan type
  - A summary of the postretirement health benefits that eligible members may receive when they retire
  - The Comprehensive Annual Financial Report for the last three fiscal years.
5. Upon receipt of the data, our data personnel will check the data for reasonableness and note any areas that may need further clarification or understanding.



6. Within two weeks of receiving the data, we will schedule a second conference call with a City representative. This conversation will cover finalized assumptions and an analysis of data, including an assessment of any inconsistencies and recommendations for enhancing data quality.
7. The claims/premium information will be analyzed relative to their respective plan, and through actuarial modeling we will develop the true actuarial cost of the implicit rate subsidy.
8. The provisions of the program and the implicit subsidies for the first year will be inputted into ProVal, the most robust OPEB actuarial valuation system in the marketplace.
9. ProVal will generate all of the necessary information to develop the actuarial report. Two credentialed actuaries will review this output for reasonableness. Individual test cases will also be examined to ensure that the subsidies are being correctly handled and projected.
10. The actuarial report will not be created until all credentialed actuaries have signed off on the numbers. Because we work for so many public entities, our peer review process is not just limited to a check of the math involved in the calculation. We also compare your results with those published for other plans to make sure that there is consistency across all of our clients.
11. After internal peer review has been completed, we will present the City with a preliminary report. The preliminary report will supply the City with all of the relevant information necessary to satisfy GASB 74/75 and the Actuarial Standards of Practice, including a summary of the results and a discussion of significant issues or changes since the most recent valuation.
12. We will present the finalized results to the City in a face-to-face meeting, if requested, or via a teleconference.
13. Additionally, we will be prepared to discuss with the City various cost containment strategies and plan provision alternatives that may align with their business model going forward, including sensitivity analyses and investment return comparisons, and provide assistance to the City in defending the OPEB liability amount to any external auditors.

All actuarial calculations that our firm performs will be made in conformance with GASB, including Statements No. 74: Financial Reporting for Postemployment Benefit Plans Other Than Pensions and Statements No. 75: Accounting and Financial Reporting by Employers for Post Employment Benefits Other Than Pensions.

## REFERENCES

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- **Client Name:** City of Peoria Police  
**Contact:** Scott Bowers  
**Phone:** (309) 673-8550  
**Email:** [sbowers@peoriagov.org](mailto:sbowers@peoriagov.org)
- **Client Name:** City of Peoria Fire  
**Contact:** Joseph Troglio  
**Phone:** (309) 494-8567  
**Email:** [jtroglio@peoriagov.org](mailto:jtroglio@peoriagov.org)
- **Client Name:** City of Macomb Police  
**Contact:** Angie Rash  
**Phone:** (309) 833-4505  
**Email:** [acctspay@cityofmacomb.com](mailto:acctspay@cityofmacomb.com)
- **Client Name:** City of Macomb Fire  
**Contact:** Dan Meyer  
**Phone:** (309) 836-7800  
**Email:** [mfdpension@cityofmacomb.com](mailto:mfdpension@cityofmacomb.com)

# COST PROPOSAL

We have several actuaries and staff assigned to each client, and these actuaries all have different billing rates. We also have a non-actuary who is a project manager, who makes sure that the appropriate professional is performing each task. Regardless, our hourly rates are lower than most other actuarial firms. Additionally, most of our work is fixed-fee, and we typically provide not-to-exceed quotes for any work that is estimated to cost in excess of \$5,000, or if requested by the client.

## POLICE PENSION FUND

Preparation of the annual actuarial Police Pension valuation report including:

- Actuarial certification;
- Summary of valuation objectives;
- A statement of the actuarial cost method selected and actuarial assumptions;
- The results of the valuation, including the recommended contribution from the City to properly fund the City's Police pension fund;
- CAFR GASB statement disclosure information;
- Coordinate and discuss the Reports with the Staff/Board; and
- Attend up to three total meetings each year to discuss Police and Fire Pension Funds.

<b>2022 Actuarial Valuation Fee:</b>
\$2,500*

*\*The valuation fees in subsequent years will increase by 3% per year.*

<b>Annual GASB 67 Fee:</b>	<b>Annual GASB 68 Fee:</b>
\$1,500	\$1,500

## FIREFIGHTERS' PENSION FUND

Preparation of the annual actuarial Firefighters' Pension valuation report including:

- Actuarial certification;
- Summary of valuation objectives;
- A statement of the actuarial cost method selected and actuarial assumptions;
- The results of the valuation, including the recommended contribution from the City to properly fund the City's Firefighters' pension fund;
- CAFR GASB statement disclosure information;
- Coordinate and discuss the Reports with the Staff/Board; and
- Attend up to three total meetings each year to discuss Police and Fire Pension Funds.

<b>2022 Actuarial Valuation Fee:</b>
\$2,500*

*\*The valuation fees in subsequent years will increase by 3% per year.*

Annual GASB 67 Fee:	Annual GASB 68 Fee:
\$1,500	\$1,500

Preparation of the actuarial valuation report under GASB 75 including:

- Actuarial Certification;
- Summary of valuation objectives;
- A statement of the actuarial cost method selected and actuarial assumptions;
- The results of the valuation;
- CAFR GASB statement disclosure information and Statements as required;
- Up to two (2) conference calls and one meeting with the City to discuss the valuation results and to answer any pending questions.

**Alternative Measurement Method (or “AMM”) will be utilized to satisfy the GASB 75 requirements. The fees would then be below:**

GASB 75 Actuarial Valuation	Fee*
May 1, 2022 GASB 75 Valuation:	\$ 3,000*

*\* The valuation fees in subsequent years will increase by 3% per year*

**ADDITIONAL SERVICES**

In addition to the regular annual services outlined on the above, we are also prepared to perform the following special services:

1. Perform true cost calculations for \$300. These calculations will be performed and the results given to the Board within ten business days of receipt of all necessary employee and financial information.
2. Analyze funding trends to predict future contribution requirements.
3. Perform experience studies to help provide the Board with historical data to use when selecting actuarial assumptions.
4. Perform other general consulting services via telephone, email, or facsimile outside of what is previously stipulated.

The charges for the work not explicitly stated would be based upon the amount of time required to complete each task. We will provide a firm fee quotation prior to commencing any work at the City’s request.

<u>Staff</u>	<u>Hourly Rate</u>
Senior Consultant	\$ 375
Senior Staff	\$ 325
Junior Staff	\$ 290
Administrative	\$ 175

We do not charge additional fees for any clerical work such as copies, fax copies, or computer time (limited to communications which should not include the running of any computer-generated analyses or research). Telephone consultations will be subject to our hourly rates stated above.

## **LEASE**

This Lease is made between CITY OF MONMOUTH, as LESSORS, and AXEL BORJA, as LESSEE.

LESSORS hereby leases to LESSEE and LESSEE hereby rents from LESSORS, the space presently constituted known as 200 South Main Street, Monmouth, Illinois, referred to below as the premises, said space being only the lower level of the two (2) story building, situated at the above address.

### **SECTION 1 TERM**

The space is leased for a term of twelve (12) months commencing on April 1, 2022, and ending on March 31, 2023, or on such time and date as this Lease may terminate as provided below. This lease may be renewed annually and the rent adjusted accordingly based upon the LESSOR'S review of the LESSEE'S business financial performance. In order for this lease to renew there must be a new written lease signed by both the LESSOR and LESSEE.

### **SECTION II RENT**

The total rent due under this lease for the above referenced term is Eight Thousand Four Hundred and NO/100ths (\$8,400.00) Dollars. The rent is payable as follows: No Rent is due until May 1, 2022 thereafter Seven Hundred and NO/100ths (\$700.00) Dollars in advance of the 1<sup>st</sup> day of each calendar commencing on May 1, 2022, during the term of this Lease. The final rent payment is due March 1, 2023 and shall be One Thousand four hundred and NO/100ths (\$1,400.00) Dollars.

Additionally, the LESSEE shall pay Seven Hundred and NO/100<sup>th</sup> (\$700.00) Dollars as Security Deposit, on or before September 1, 2022.

LESSEE agrees to make the rent payments promptly as they become due. LESSEE agrees to pay a penalty of Twenty-five and No/100 (\$25.00) Dollars for payments not received by the LESSORS on or before the 5<sup>th</sup> day of the month and an additional Ten and No/100 (\$10.00) Dollars per day for every day after the 5<sup>th</sup> day of the month that rent payment remain unpaid.

LESSEE agrees to provide the LESSOR with paid invoices and proof of payment of Ten Thousand and NO/100ths (\$10,000.00) Dollars (i.e. receipts) worth of interior improvements and/or the purchase of appropriate restaurant equipment/fixtures/furniture by June 1, 2022, otherwise this lease may be terminated at the LESSOR'S discretion.

**SECTION III  
USE AND OCCUPANCY**

LESSEE shall use and occupy the premises as an MEXICAN RESTAURANT and for no other purpose and LESSEE shall be responsible for all licenses and permits required to operate said business lawfully. LESSORS represent that the premises may lawfully be used for such purpose.

**SECTION IV  
PLACE FOR PAYMENT OF RENT**

LESSEE shall pay rent, and any additional rent as provided below, to LESSORS at LESSORS' office at 100 East Broadway, Monmouth, Illinois, or to such other places as LESSORS may designate in writing, without demand and without counterclaim, deduction, or setoff.

**SECTION V  
CARE AND REPAIR OF PREMISES**

LESSEE shall commit no act of waste and shall take good care of the premises and the fixtures and appurtenances on it, and shall, in the use and occupancy of the premises, conform to all laws, orders and regulations of the federal, state and municipal governments or any of their departments. All improvements made by LESSEE to the premises which are so attached to the premises that they cannot be removed without material injury to the premises, shall become the property of the LESSORS upon installation.

Not later than the last day of the term, LESSEE shall, at LESSEE's expense, remove all of LESSEE's personal property and those improvements made by LESSEE which have not become the property of LESSORS, including trade fixtures, cabinet works, movable paneling, partitions and the like; repair all injury done by or in connection with the installation or removal of the property and improvements; and surrender the premises in as good condition as they were in the beginning of the term, reasonable wear and damage by fire, elements, casualty or other cause not due to misuse or neglect by LESSEE or LESSEE's agents, servants, visitors or licensees, excepted. All property of LESSEE remaining on the premises after the last day of the term of this Lease shall be conclusively deemed abandoned and may be removed by LESSORS, and LESSEE shall reimburse LESSORS for the cost of such removal. LESSORS may have any such property stored at LESSEE's risk and expense.

LESSEE further agrees to remove all snow and ice from all of the sidewalks on the above described premises; to replace in a neat and workmanlike manner all glass and doors broken during occupancy thereof; to use due precaution against freezing of water of waste pipes and stoppage of same in and about said premises and that in case water or waste pipes are frozen or become clogged by reason of neglect of LESSEE, the LESSEE shall repair the same at his own expense as well as all damage caused thereby. In case water or water pipes are frozen or become

clogged by reason of neglect of LESSOR, the LESSOR shall repair the same at his own expense as well as all damage caused thereby.

The LESSOR shall be responsible for the maintenance, repair and replacement of the furnace, air-conditioning system, and waterworks system should such needs arise. The LESSOR shall do so in a timely fashion.

**LESSEE agrees that all signage to be placed on the building by the LESSEE must be approved by the LESSOR and be in compliance with all ordinances for the City of Monmouth.**

**SECTION VI  
ALTERATIONS, ADDITIONS OR IMPROVEMENTS**

LESSEE shall not, without first obtaining the written consent of LESSORS, make any alterations, additions or improvements in, to or about the premises. The LESSORS will not unreasonably withhold such consent. It is the understanding of the parties that the LESSEE will make substantial alterations and modifications to the premises so that they can be used by the LESSEE as an ice cream parlor for the reasonable conduct of LESSEE's business.

**SECTION VII  
PROHIBITION AGAINST ACTIVITIES  
INCREASING FIRE INSURANCE RATES**

LESSEE shall not do or suffer anything to be done on the premises which will cause an increase in the rate of fire insurance on the building.

**SECTION VIII  
ACCUMULATION OF WASTE OR REFUSE MATTER**

LESSEE shall not permit the accumulation of waste or refuse matter on the leased premises or anywhere in or near the building.

**SECTION IX  
ABANDONMENT**

LESSEE shall not, without first obtaining written consent of the LESSORS, abandon the premises, or allow the premises to become vacant or deserted.

**SECTION X  
ASSIGNMENT OF SUBLEASE**

LESSEE shall not, without first obtaining the written consent of the LESSORS, assign, mortgage, pledge or encumber this Lease, in whole or in part, or sublet the premises or any part of such premises. This covenant shall be binding upon the legal representatives of LESSEE, and upon every person to whom LESSEE's interest under this Lease passes by operation of law, but



shall not apply to an assignment or subletting to the parent or subsidiary of a corporate LESSEE or to a transfer of this leasehold interest occasioned by a consideration or merger involving such LESSEE.

## **SECTION XI UTILITIES**

LESSEE shall be responsible for and pay all charges for utilities used on said premises, including electricity, gas and waste removal. LESSEE shall also be responsible for and pay all charges for water and sewer.

## **SECTION XII DAMAGES TO BUILDING**

If the building is damaged by fire or any other cause to such extent that the cost of restoration, as reasonably estimated by LESSORS, will equal or exceed twenty (20%) percent of the replacement value of the building exclusive of the foundations just prior to the occurrence of the damage, then LESSORS may, no later than the sixtieth (60<sup>th</sup>) day following the damage, give LESSEE notice of election to terminate this lease, or if the cost of restoration will equal or exceed twenty (20%) percent of such replacement value and if the premise shall not be reasonably usable for the purposes for which they are leased under this agreement, the LESSEE may, no later than the forty-fifth (45<sup>th</sup>) day following the damage, give LESSORS a notice of election to terminate this lease. In the event of either such election this lease shall be deemed to terminate on the thirtieth (30<sup>th</sup>) day after giving of such notice, and LESSEE shall surrender possession of the premises within a reasonable time thereafter, and the rent, and any additional rent, shall be apportioned as of the date of the surrender and any rent paid for any period beyond such date shall be repaid to tenant.

In any case in which use of the premises is affected by any damage to the building, there shall be either an abatement or an equitable reduction in rent depending on the period for which and the extent to which the premises are not reasonably usable for the purposes for which they are leased under this agreement. The words "restoration" and "restore" as used in this Section XI shall include repairs. If the damage results from the fault of the LESSEE, or LESSEE's agents, servants, visitors, or licensees, LESSEE shall not be entitled to any abatement or reduction of rent, except to the extent, if any, that LESSOR receives the proceeds of rent insurance in lieu of such rent.

## **SECTION XII INSURANCE PAYMENTS**

LESSEE shall be responsible for insuring their contents in the building.

Notwithstanding the provisions of this section or Section V of this lease, in any event of loss or damage to the building, the premise and/or any contents, each party shall look first to any insurance in its favor before making any claim against the other party; and, to the extent possible without additional cost, each party shall obtain, for each policy of such insurance, provisions permitting waiver of any claim against the other party for loss or damage within the scope of

such insurance, and each party, to such extent permitted, for itself and its insurers waives all such insured claims against the other party.

#### **SECTION XIV EMINENT DOMAIN**

If the cost of restoration as estimated by LESSORS shall amount to less than twenty (20%) percent of the replacement value of the building, or if, despite the cost, LESSORS do not elect to terminate this lease, LESSORS shall restore the building and the premises with reasonable promptness, subject to delays beyond LESSORS' control and delays in the making of insurance adjustments between LESSORS and its insurance carrier, and LESSEE shall have no right to terminate this lease except as herein provided. LESSORS need not restore fixtures and improvements owned by tenant.

If the premises or any part of the premises or any estate therein, or any other part of the building materially affecting LESSEE's use of the premises, be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent, and any additional rent, shall be apportioned as of the termination date and any rent paid for any period beyond such date shall be repaid to LESSEE. LESSEE shall not be entitled to any part of the award for such taking or any payment in lieu of such payment, but LESSEE may file a claim for any taking of fixtures and improvements owned by LESSEE, and for moving expenses.

#### **SECTION XV LESSOR'S REMEDIES ON DEFAULT**

If LESSEE default in the payment of rent, or any additional rent, or any late fees, or defaults in the performance of any of the other covenants or conditions of this agreement, LESSORS may give LESSEE notice of such default. If LESSEE does not cure any rent, or additional rent, default within ten (10) days, or other default within ten (10) days, after the giving of such notice, if such other default is of such nature that it cannot be completely cured within such period, LESSEE does not commence such curing within such ten (10) days and thereafter proceed with reasonable diligence and in good faith to cure such default, then LESSORS may terminate this lease on not less than ten (10) days' notice to LESSEE. On the date specified in the notice the term of this lease shall terminate and LESSEE shall then quit and surrender the premises to LESSORS, but LESSEE shall remain liable as provided in Section XVI. If this lease shall have been so terminated by LESSORS, LESSORS may at any time thereafter resume possession of the premises by any lawful means and remove LESSEE or other occupants and its or their effects.

The LESSEE also agrees to pay reasonable attorney's fees and costs incurred by LESSOR or their successors in interest in enforcing or attempting to enforce the terms of this Lease, said attorney's fees and costs incurred by LESSOR shall become an additional indebtedness owed under the terms of this Lease.

The LESSOR agrees to pay reasonable attorney's fees and costs incurred by the LESSEE in enforcing or attempting to enforce the terms of this Lease.

**SECTION XVI  
MECHANICS' LIEN**

LESSEE shall within thirty (30) days after notice from LESSORS discharge any mechanics' liens for materials or labor claimed to have been furnished to the premises on LESSEE's behalf.

**SECTION XVII  
NOTICES**

Any notice by either party to the other shall be in writing and shall be deemed to have been duly given only if delivered personally or sent by registered or certified mail in an addressed postage paid envelope; if to LESSEE, at the above described building; if to LESSORS, at LESSORS' address as set forth above; or, to either, at such other address as LESSEE and LESSORS, respectively, may designate in writing. Notice shall be deemed to have been duly given, if delivered personally, upon delivery, and if mailed, upon the seventh (7<sup>th</sup>) day after mailing of such notice.

**SECTION XVIII  
LESSOR'S RIGHT TO INSPECT, REPAIR AND MAINTENANCE**

LESSORS may enter the premises at any reasonable time, upon adequate notice to LESSEE (except that no notice need be given in case of emergency) for the purpose of inspection or the making of such repairs, replacements, or additions in, to, on or about the premises or the building, as LESSORS deem necessary or desirable. LESSEE shall have no claim or cause of action against LESSORS by reason of such entry except as provided in Section XIX.

**SECTION XIX  
LESSOR'S RIGHT TO SHOW PREMISES**

LESSORS may show the premises to prospective purchasers and lenders and, during the two (2) months prior to termination of this lease, to prospective tenants, during business hours upon reasonable notice to LESSEE.

**SECTION XX  
PEACEFUL ENJOYMENT**

LESSORS covenant that if, and so long as LESSEE pays the rent, and any additional rent as herein provided, and performs the covenants of this lease, LESSEE shall peaceably and quietly have, hold, and enjoy the premises for the term herein mentioned, subject to the provisions of this lease.

**SECTION XXI**

**SAVE HARMLESS**

LESSEE agrees to hold and save LESSOR harmless from any loss, liability, demand or claim of any kind or nature for injury to persons or property as a result of LESSEE's operations on, and use of, the leased premises, except where caused by the negligence of LESSOR, its employees or agents, leased premises for purposes of this section being defined as the building space being leased and the adjacent lot space outside of the building to the closest right of way.

**SECTION XXII  
BINDING EFFECT ON SUCCESSORS AND ASSIGNS**

The provisions of this lease shall apply to, bind and inure to the benefit of LESSORS and LESSEE, and their respective heirs, successors, legal representatives and assigns. It is understood that the term "LESSORS" as used in this lease means only the owner, mortgagee in possession or a term Lessee of the building, so that in the event of any sale of the building or of any lease of the building, or if a mortgagee shall take possession of the premises, the LESSOR named herein shall be entirely freed and relieved of all covenants and obligations of LESSORS subsequently accruing under this Agreement. It shall be deemed without further agreement that the purchaser, the term Lessee of the building, or the mortgagee in possession has assumed and agreed to carry out any and all covenants and obligations of the LESSORS under this Agreement.

DATED: \_\_\_\_\_

LESSOR:

LESSEE:

CITY OF MONMOUTH

\_\_\_\_\_

\_\_\_\_\_

Constellation Bills  
Electrical Use for Citizens Lake Campground  
Account #47782-72008 (Meter 7277767)

Period	Billed	Percent	Amount
March 16-April 15	251.73	50%	125.87
April 16-May 15	518.90	100%	518.90
May 16-June 15	980.89	100%	980.89
June 16-July 15	1,381.78	100%	1,381.78
July 16-Aug 15	1,252.74	100%	1,252.74
Aug 16-Sept 15	1,172.86	100%	1,172.86
Sept 16-Oct 15	690.58	100%	690.58
Oct 16-Nov 15	516.27	50%	258.14

Total Paid for Electricity 6,381.75

7

Average Per Month over 7 months: 911.68

Citizens Lake Campground Operates  
April 1 through Oct 31

Mayor, Administrator, Council and Department Heads:

Our current campground manager has requested that the Council consider raising the fees for the Campground. I talked as well with Mary Jane Martin, our former campground manager, who has managed several campgrounds and has camped at numerous campgrounds in the States. She definitely felt that Monmouth needed to increase their fees, but should do so with modest increments rather than a huge jump. She also noted that although it is pleasant to camp at Citizens Lake, it does not offer many of the amenities of other area campgrounds. She felt that we needed to take those amenities into consideration when considering fee increases.

I listed Citizen Lake current fees and the proposed increases. I also included fees and information for several other area campgrounds for reference.

Per our Municipal Code, Council can increase the fees for the campground through passing a resolution setting the fees.

### **Citizens Lake Campground: (fishing, playground, no Wi-Fi, picnic shelters)**

**50 amp service, full hookup:**

**Current Fees:**

- \$19/night - RV
- \$114/ week -- RV
- \$330/month -- RV
- \$10/night – Tent
- \$5 for bathroom key deposit (refundable upon departure)
- \$6 dump station fee for campers

No charge for utilities – included in the above fees.

**Proposed Fee Increases:**

- \$25/night – RV
- \$125/week – RV
- \$350/month – RV
- \$15/night – Tent
- \$5 for bathroom key deposit (refundable upon departure)
- \$10 dump station fee for campers

**Allison Campground – Lake Storey: ( more amenities than Citizens Lake – hiking and biking trails, lake with fishing and swimming, water park with water slide, 3 pools, kayaking, pavilion for rental, organized events, playground)**

**142 total sites, 21 full hook-ups, 10 with electricity and some water, 41 tent**

**20-30 amp service, full hook-up**

- \$5 registration fee (non-refundable and non-transferable)
- \$18 per night (no services provided)
- \$35 per night with full hookup (includes water, sewer & electricity)
- \$9 per night, per unit for non-profit rate (10 or more individuals or 4 or more units)
- \$6 Electricity.
- \$5 Water.
- \$6 Sewer.

**KOA Knoxville Campground: (more amenities than Citizens Lake – hiking and biking trails, pond with fishing, pool, playground, Wi-Fi, organized events)**

**20-30 amp service, full hook-up -- \$51.32 avg./night in April**

-- \$61.00 avg./night in June for full hook-up

-- Require reservation deposit fee equal to first night's stay

**Accommodates RV's, tents and rents cabins as well.**

**Keithsburg Riverside Campground: (Mississippi River access, fishing, showers, playground)**

**20-30 amp service, full hook-up -- \$20/night**

\$10/night – tents

**Young's Lake and Lake Warren are members only campgrounds.**



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Tuesday, February 22, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

---

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderman Justin Thomas, Alderwoman Susan Twomey (remotely), Aldermen Brian Daw, Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Alderman Tony Cook **Also Present:** Mayor Rod Davies, City Administrator Lew Steinbrecher, City Clerk Susan S. Trevor, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of February 7, 2022 Council Meeting Minutes**

**It was moved by Alderman Conard and seconded by Alderman VanVleet to approve the February 7, 2022 Council Meeting Minutes as presented. AYE:** Alderwoman Twomey (remotely), Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **PASS:** Alderman Thomas **ABSENT:** Alderman Cook **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

**1. Swearing-in of New MFD Firefighter – Paul Mangieri**

City Clerk Susan Trevor swore in Paul Mangieri as a firefighter for the Monmouth Fire Department.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderman Pinedo and seconded by Alderman Daw to approve the bills as presented. AYE:** Alderman Thomas, Alderwoman Twomey (remotely), Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Aldermen VanVleet **NAY:** none **ABSENT:** Alderman Cook **MOTION CARRIED.**



## V. COMMITTEE OF THE WHOLE

### A. MFD January Report – Chief Rexroat

- 🔥 There were 140 calls for service in the month of January
- 🔥 The department responded to a fire on South 10<sup>th</sup> several weeks ago and quickly knocked it down.
- 🔥 There were two other recent fires. One was on South 5<sup>th</sup> Street and the Police officers actually arrived on the scene first and were able to put it out with a fire extinguisher. The second fire was on South E Street and was ignited by a wood burner stove in a large garage. The department was able to knock it down very quickly.
- 🔥 The department conducted Ice Rescue Training at Citizens Lake.
- 🔥 Captain Peeler and Firefighter Osborn took the MABAS structure to Henry Hill Prison at their request in order for them to be able to isolate inmates due to the COVID virus.
- 🔥 The Police and Fire Commission held a meeting last month and are in the process of establishing a new promotional list for Captain in the Fire Department.
- 🔥 As Chief, I recommended to the Board to consider eliminating the requirement of being certified as an EMT as it has impacted the hiring of new firefighters. The requirement used to be that a new hire had to get his EMT certification as soon as possible after being hired, but that it was not necessary to be EMT certified to be hired.
- 🔥 The department's new hire, Paul Mangieri, will leave for the Fire Academy in Champaign on February 28<sup>th</sup> and will be there for a total of 10 weeks M-F.

### B. MPD January Report – Chief Switzer

- There were 875 calls for service in the month of January.
- The department initiated several large drug investigations that are on-going.
- A new treadmill was acquired through a \$1,500 donation from Ben Olson of Country Companies and \$849 from the Public Risk Fund Grant monies.
- Last month the department started replacing 8 bullet proof vests that have to be replaced every 5 years due to the manufacturer's warranty requirements.
- The new police officer, Ethan Huston, is finishing his training and will be put on the schedule in the coming weeks.;

### C. Purchase of City Owned Property – 1018 South Main Street

Administrator Steinbrecher explained that this property had been put out for a minimum bid of \$4,600. Only one bid of \$5,010 was received by the neighbor to the South of the property. He plans on building a garage and perhaps a house on it. The Administration is recommending acceptance of the bid of \$5,010 for the property located at 1018 South Main Street. **It was moved by Alderwoman Kelly and seconded by Alderman Thomas to accept the aforementioned bid for 1018 South Main Street. AYE:** Alderwoman Twomey (remotely), Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Thomas **NAY:** none **ABSENT:** Alderman Cook **MOTION CARRIED.**

**VI. ORDINANCES**

**A. 1<sup>ST</sup> Reading**

**1. 22-005, Granting a Setback Variance, East Jackson Avenue (Subdivision)**

Administrator Steinbrecher said that the Zoning Board of Appeals met on February 9<sup>th</sup> and voted to favorably recommend the granting of a two (2) foot variance from the front yard 25-foot setback and a one (1) foot variance from the rear yard 25-foot variance for Monmouth Townhomes. The request was made by Monmouth Townhomes after finding some slight deviations during the construction of the foundations of some of the 22 duplexes currently under construction. The Administration is concurring with the recommendation of the Zoning Board of Appeals to grant the above-stated setback variance. **It was moved by Alderman Thomas and seconded by Alderman VanVleet to accept the recommendation of the ZBA and grant a Setback Variance to Monmouth Townhomes for the East Jackson subdivision. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas and Alderwoman Twomey (remotely) **NAY:** none **PASS:** Alderman Daw **ABSENT:** Alderman Cook **MOTION CARRIED.**

**VII. EXECUTIVE SESSION**

**A. Per Illinois Statute 5ILCS 120/2 to consider continuation of employment and compensation of employees.**

**1. It was moved by Alderman Daw and seconded by Alderman VanVleet to go into Executive Session at 6:20 to consider continuation of employment and compensation of employees. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Alderwoman Twomey (remotely) and Alderman Daw **NAY:** none **ABSENT:** Alderman Cook **MOTION CARRIED.**

**2. It was moved by Alderman Daw and seconded by Alderman VanVleet to return to Regular Session at 6:40 p.m. AYE:** Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Alderwoman Twomey (remotely), Aldermen Daw and Conard **NAY:** none **ABSENT:** Alderman Cook **MOTION CARRIED.**

**VIII. OTHER BUSINESS**

There was none to consider.

**IX. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderman VanVleet to adjourn the February 22, 2022 meeting at 6:40 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Cook, who was absent.**

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**Mayor Rod Davies**

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**City Clerk Susan S. Trevor**



## COUNCIL MEETING

**Date:** Monday, March 7, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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## COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the February 22, 2022 Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**
  - 1. Recognition of Bryan Epley's Retirement**
  - B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. Lakeshore Recycling Curbside Garbage Collection Service -- May Startup Date**
  - B. Lease Agreement – 200 S. Main Street – Axel Borja**
  - C. Request for Class I Liquor License for El MerKadito – Axel Borja**
  - D. Request for Class I Liquor License for new Restaurant– Gilberto Vasquez- Old Hardee's Location**
  - E. Building and Zoning February Report**
  - F. Woodard and Curran January Report**
  - G. Actuarial Services for Police and Fire Pension Funds**
  - H. Employment Contract for Communications/Technology Director**
  - I. Employment Contract for MFD Fire Chief**
  - J. Citizens Lake Campground Fee Increases**
- VI. ORDINANCES**
  - A. 1<sup>st</sup> Reading**
    - 1. 22-006, Debt Volume Cap – Western Illinois Economic Development**
    - 2. 22-007, Change of Zoning for 5.7acre lot**
    - 3. 22-008, Change of Zoning for 509 N. Main St**
    - 4. 22-009, Change of Zoning for 907 West 4<sup>th</sup> Avenue, 503 South H Street and lot East of 503 South H Street**
- VII. OTHER BUSINESS**
- VIII. ADJOURNMENT**

**ORDINANCE NO. 22-010**

**AN ORDINANCE AMENDING CHAPTER 115, SECTION 115.25 ENTITLED  
“LIMITATION ON NUMBER”,  
OF THE CITY ORDINANCES  
OF THE CITY OF MONMOUTH, ILLINOIS**

BE IT ORDAINED by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

Section 1:

Chapter 115, Section 115.25 of the Monmouth Code of Ordinances, entitled “LIMITATION ON NUMBER”, is hereby amended to include as follows:

**§ 115.25      LIMITATION ON NUMBER**

(A) The total aggregate number of licenses of Class One shall be sixteen (16). Class Two shall be six (6) in number. Class Three shall be four (4) in number. Class Four shall be Eleven (11) in number.

Section 2:

In all other respects, Chapter 115 entitled “INTOXICATING LIQUOR”, of the Monmouth Code of Ordinances previously enacted shall remain in full force and effect.

Section 3:

This ordinance shall be in full force and effect ten (10) days after this due publication in pamphlet form, passage and approval thereof.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_

**RESOLUTION 22-001**

**WHEREAS**, the City Council to the City of Monmouth recognizes a need to attract campers and other visitors to Monmouth’s Citizen Lake campground and picnic area;

**WHEREAS**, the City Council of the City of Monmouth has determined that an increase in the campground rental rates for the 2022 camping season and thereafter is in the best interests of the City of Monmouth;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

1. The City Council finds as fact the recitals hereinabove set forth.
2. The City Council hereby authorizes an increase in the campground rental rates as follows:

Recreational Vehicles: 1 night \$ 25.00; full hook-up

Recreational Vehicles: 1 week \$125.00; full hook-up

Recreational Vehicles: 1 month \$350.00; full hook-up

\$10.00 fee to dump sanitary sewer if not staying on sight

\$ 5.00 deposit for bathroom key (refundable upon departure)

Tents: 1 night \$15.00

PASSED the \_\_\_\_ day of March, A.D., 2022.

APPROVED this \_\_\_\_ day of March, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
City Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_



**Fiscal Year 2022-2023**

**Budget**

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# MONMOUTH ILLINOIS

## Overview of Proposed 2022-2023 Budget

### FY 2023

	Revenues	Expenses	Difference
General Fund	10,035,284	10,035,284	0
Debt Service	3,140,239	3,140,239	0
Motor Fuel Tax	807,466	807,466	0
Local Fuel Tax	210,000	210,000	0
Health Fund	1,042,705	1,042,705	0
Downtown Façade	21,015	21,015	0
Water/Sewer	15,003,752	9,302,816	-
Wastewater		5,700,936	0
Homestead	19,200	19,200	0
Downtown TIF #1	245,015	245,015	0
N. 6th Street TIF #2	44,000	44,000	0
Main Street TIF #3	25,000	25,000	0
<b>TOTAL</b>	<b>30,593,676</b>	<b>30,593,676</b>	<b>0</b>

**Draft Date/Time:**            **March 9, 2022**            **11:02 AM**





## TAX REVENUE

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.300	<b>Property Tax Levy - Corporate</b>	329,462	350,000	328,339	337,300

Taxes levied and collected annually for general governmental purposes and delivery of municipal services.

01.00.301	<b>Property Tax - Police Pension</b>	754,987	806,500	756,591	870,000
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Taxes levied and collected annually for the Police Pension.

01.00.302	<b>Property Tax - Fire Pension</b>	810,785	860,000	806,781	910,000
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Taxes levied and collected annually for the Fire Pension.

01.00.303	<b>Telecommunications Tax</b>	143,975	155,000	130,603	150,000
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Tax revenues collected for the City on intrastate and interstate messages via local and toll services, private line, computer exchange, and cellular mobile communications.

01.00.304	<b>Use Tax</b>	429,955	390,000	351,100	352,000
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A tax imposed on the privilege of using, in Illinois, any item of tangible personal property that is purchased at retail as well as out of state purchases of titles/registered general merchandise with a local registration address.

01.00.305	<b>State Income Tax (LGDF)</b>	1,082,634	1,100,000	1,405,255	1,400,000
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That portion of the Illinois Income Tax collected from individuals earning/receiving income in or as a resident of the State of Illinois and shared with local units of government.

01.00.306	<b>State PP Replacement Tax</b>	205,569	202,000	211,628	284,064
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Taxes received from the State of Illinois to offset the loss of revenue, as a result of the repeal of ad valorem taxes on personal property in 1979.

01.00.307	<b>Township Personal Property Tax</b>	11,113	8,000	8,000	8,000
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Taxes collected for the use of this service.

01.00.308	<b>Hotel/Motel Tax</b>	79,999	100,000	126,419	125,000
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The City receives 7% of monies collected for the fees imposed on individuals to stay in any hotel within the City limits.

01.00.309	<b>2% Home Rule Sales Tax</b>	1,171,737	1,150,000	1,530,438	1,500,000
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An additional 2% placed on the sales tax for purchases within the City. Current sales tax rate is 9.25%.

# TAX REVENUE - con't

GENERAL FUND  
ESTIMATED REVENUES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.310	Sales Tax	1,095,452	1,150,000	1,307,176	1,300,000

Sales tax covers various taxes imposed under the Retailers Occupation Tax, Service Occupation Tax, Service Tax, and Use Tax. Municipalities receive 20% of the total amount collected on general merchandise collections and 100% of the tax collection on qualifying food, drugs, and medical appliances sold within their incorporated boundaries.

01.00.311	Road and Bridge Tax	57,213	55,000	57,001	57,000
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Taxes collected from the State and distributed to the City for the use of this service.

01.00.312	State Video Gaming Tax	52,454	41,000	140,947	140,000
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Monies collected from video gaming machines.

01.00.312.1	Video Gaming License/Terminal Fee	39,420	16,000	2,700	3,000
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Revenue collected from licensed establishments and terminal operators for operating video gaming terminals.

01.00.313	Utility Tax	424,331	360,000	404,792	410,000
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Taxes collected from Ameren on natural gas and electricity sales.

SUB-TOTAL: TAX REVENUES		\$6,689,086	\$6,743,500	\$7,567,771	\$7,846,364
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## LICENSES, PERMITS AND FEES

01.00.315	Liquor License	74,235	60,000	40,000	55,000
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A license fee charged to any business who distributes alcohol within an establishment.

01.00.317	Electric and Gas Franchise Fees	87,605	87,600	87,605	87,600
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Fees collected from the electric and gas suppliers as per franchise agreements.

01.00.318	Cable TV Franchise Fee	60,743	60,000	62,976	62,000
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Fees collected from users and paid to the City as per agreement.

01.00.319	Cigarette License	850	700	200	300
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A \$50 license fee charged to a business selling cigarette products.

01.00.320	Vending/Coin Operated License	1,652	1,900	390	400
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Monies collected for vending machines.

01.00.321	Other Licenses	1,720	1,300	1,030	1,300
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Revenues generated for miscellaneous licenses (raffle, secondhand, taxi, finger printing).

01.00.322	Building Permits	46,385	45,000	40,990	42,000
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Monies collected from the Zoning Department for building and electrical permits, inspection fees.

**LICENSES, PERMITS AND FEES - con't**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
<b>01.00.323</b>	<b>Recycling Fee</b>	<b>194,374</b>	<b>190,000</b>	<b>192,396</b>	<b>195,000</b>

Monies collected per month for recycling collection on a contractual basis.

<b>01.00.323.1</b>	<b>Yard Waste Fee</b>	<b>34,492</b>	<b>35,000</b>	<b>34,772</b>	<b>35,000</b>
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Monies collected per month for curbside yard waste pick-up.

<b>01.00.324</b>	<b>LRS Hosting Fee Revenues</b>	<b>115,742</b>	<b>110,000</b>	<b>43,587</b>	<b>40,000</b>
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Hosting Fee collected from Lakeshore Recycling for incoming solid waste at the Transfer Station

<b>01.00.326</b>	<b>Fire Protection Fees</b>	<b>26,306</b>	<b>14,000</b>	<b>11,876</b>	<b>12,000</b>
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Fees paid by residents who do not live within the city limits and are within a 2 mile radius of Monmouth for fire protection. This is paid at \$7.00 per \$1,000 of the assessed evaluation of the home.

<b>01.00.384</b>	<b>Garbage Collection Fee</b>	<b>449,668</b>	<b>445,000</b>	<b>453,308</b>	<b>450,000</b>
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Money collected from Utility customers for garbage collection.

<b>01.00.328</b>	<b>Infrastructure Improvement</b>	<b>255,857</b>	<b>252,600</b>	<b>252,420</b>	<b>250,000</b>
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Utility billing revenue collected to fund the City's capital improvement infrastructure plan. (\$6/month charge on all municipal services bills)

<b>01.00.330</b>	<b>Rental Registration/Inspection Fee</b>	<b>750</b>	<b>5,000</b>	<b>0</b>	<b>2,000</b>
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Fees generated from rental properties for the inspection of those properties.

<b>SUB-TOTAL: LICENSE, PERMITS, AND FEES</b>		<b>\$1,350,380</b>	<b>\$1,308,100</b>	<b>\$1,221,550</b>	<b>\$1,232,600</b>
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# FINES

GENERAL FUND  
ESTIMATED REVENUES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.333	Junk and Debris	150	0	1,100	1,500

Fines collected as a result of the unsheltered accumulation or storage of junk and debris.

01.00.333.1	Inspection Fines	0	0	0	1,000
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Fines paid by landlords for failure to address issues noted during inspections or failing to register property.

01.00.335	Alcohol/Drug Fines 91-126	45,759	38,000	43,002	43,000
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Alcohol related fines.

01.00.336	Fines-Ordinance Violations	45,269	45,000	82,894	80,000
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Revenues generated from City Ordinance Violations.

01.00.336.1	Parking Fines/Fees	3,228	2,000	4,630	3,500
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Revenue generated by restricted parking violations.

01.00.336.2	Dumping Fees	5,862	10,000	4,702	5,000
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Revenue generated from fees charged to septic contractors for dumping into our wastewater system.

01.00.337	NSF Check Charges	43	100	274	250
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Fees collected for checks with insufficient funds.

01.00.338	Impound Fees	32,500	45,000	38,000	40,000
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Fee charged to release a vehicle from impound when a driver has been cited for particular vehicle/moving violations, i.e. DUI, no valid driver's license, no valid license plates, etc.

<b>SUB-TOTAL: FINES</b>		<b>\$132,810</b>	<b>\$140,100</b>	<b>\$174,602</b>	<b>\$174,250</b>
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# REIMBURSEMENT FOR SERVICES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.350	Police Training Reimbursement	0	0	0	0

Money reimbursed through the State for expenses incurred for Police training at the University of Illinois.

# REIMBURSEMENT FOR SERVICES - con't

GENERAL FUND  
ESTIMATED REVENUES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.353	Reimbursement from Grants	5,952	15,000	3,374	5,000

Reimbursement from grants for a portion of the salary for the undercover officer (WCI Task Force).

01.00.353.2	Lincoln Homes Alive Reim.	9,708	8,000	6,396	7,000
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Lincoln Homes contracts police protection from the Monmouth Police Dept.

01.00.354	Public Safety Reimbursement	6,264	15,000	844	1,000
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Reimbursements for witness or summons fees, Police/ Fire Report fees, damage to City property, background checks, fees for Public Safety response out of the City.

01.00.358	County Dispatch Contract	58,665	61,350	58,666	60,000
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The County pays a portion of the 911 services that the City provides.

01.00.359	911 Dispatching	108,252	117,588	108,252	110,000
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The 911 Board pays a portion of the 911 services that the City provides.

<b>SUB-TOTAL: REIMBURSEMENT FOR SERVICES</b>		<b>\$188,841</b>	<b>\$216,938</b>	<b>\$177,532</b>	<b>\$183,000</b>
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# REVENUE - RENTAL & PROPERTY

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.361	Interest Income	36,126	40,000	25,148	30,000

Any interest earned on general fund cash accounts.

01.00.362	Parking Lot Rentals	480	500	480	450
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Monies received for the use of parking lots owned by the city.

01.00.363	Hangar Rentals	500	0	0	720
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Monies generated from hangar rentals at the airport. (\$60 per hangar/month).

01.00.363.1	Ag Sprayer Fees	0	0	2,750	2,700
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Ag Spray Permit Fee \$300; Ag Sprayer Op Fee \$50/plane/day

## REVENUE - RENTAL & PROPERTY - con't

GENERAL FUND  
ESTIMATED REVENUES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.364	Tower Rentals	36,827	45,000	35,384	36,000

Revenue generated from tower rental.

01.00.365	Rental Income	0	0	0	0
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01.00.366	Cemetery Lot Sales	6,645	6,500	6,690	6,500
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Income received from the purchase of lots within the municipal cemetery.

01.00.366.1	Cemetery Income Burial Fees	12,652	10,500	17,080	15,000
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Income received from burial fees.

01.00.368	Campground Receipts	29,288	45,000	37,358	40,000
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Income from the fees charged for utilizing the campground.

<b>SUB-TOTAL: RENTAL &amp; PROPERTY</b>		<b>\$122,518</b>	<b>\$147,500</b>	<b>\$124,890</b>	<b>\$131,370</b>
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## REVENUE FROM OTHER AGENCIES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.373	IDOT Reimbursement Agreement	6,224	7,000	6,800	7,000

Funds received from the State of Illinois for their share of the traffic light energy bill & reimbursements for signal maintenance.

01.00.374	Federal and State Grants - Admin	482,594	95,000	690,000	125,000
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Grant revenues from IDPH from Abandoned Property Program Fund, Round 3 Grant and IPRF.

<b>SUB-TOTAL: REVENUE FROM OTHER AGENCIES</b>		<b>\$488,818</b>	<b>\$102,000</b>	<b>\$696,800</b>	<b>\$132,000</b>
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## OTHER INCOME

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.374.1	Donations and Bequests	75,200	100	19,121	500

Donations for projects and/or bequests received as memorials, etc.

**OTHER INCOME -- con't**

GENERAL FUND  
ESTIMATED REVENUES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.376	Sale of Equipment	1,800	2,000	0	1,000
Revenue generated from the sale of surplus municipal equipment.					
01.00.378	Airport Sales	0	0	0	1,000
Revenue received from independent flyers for fuel purchased at the municipal airport.					
01.00.379	Miscellaneous Income	11,713	10,000	186,734	10,000
Income not classified in other line items.					
01.00.381.1	Insurance Reimbursement	349,668	0	36,466	35,000
Reimbursements from insurance companies for Workers Compensation claims and accidents.					
01.00.382	Administrative Fee - Homestead	0	10,000	0	10,000
Fees for City staff services to administer accounting and reports collected by the General Fund.					
01.00.383	Mowing Reimbursement	1,275	1,000	400	1,000
Monies collected as a result of the City mowing/trimming properties not maintained.					
01.00.375.1	Repayment of GF Loan	0	0	0	100,000
Loan repayment of water/sewer fund monies previously borrowed from General Fund for past cashflow shortages.					
01.00.375	Transfers in from other funds	239,632	0	1,120,000	120,000
<b>SUB-TOTAL: OTHER INCOME</b>		<b>\$679,288</b>	<b>\$23,100</b>	<b>\$1,362,721</b>	<b>\$278,500</b>

**RENTAL/OTHER**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.386	Farm Ground Rental	4,465	1,500	3,826	1,500

Monies received from the rental of municipal farm ground – hay (Carlson), crop (Arnold), etc.



## RENTAL/OTHER

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.388.2	DUI Account	4,497	10,000	5,600	6,000

Fine money designated to law enforcement for equipment and manpower to enforce D.U.I. violations.

01.00.388.3	Drug Enforcement	2,246	10,000	0	5,000
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Fines and seizures collected from illicit drug sales and possession of drugs to assist in drug enforcement activities.

01.00.388.6	Special Enforcement Revenue	20,025	20,000	8,744	10,000
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Specified funds for educational purposes.

01.00.388.8	Foreign Fire Insurance Revenue	16,046	30,000	34,870	30,000
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<b>SUB-TOTAL: RENTAL/OTHER</b>		<b>\$47,279</b>	<b>\$71,500</b>	<b>\$53,040</b>	<b>\$52,500</b>
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## CEMETERY

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
02.00.384	Care fund fee income	4,150	3,000	2,700	2,700

Monies collected as part of the sale of plots for major upkeep projects at the cemetery.

02.00.390	Cemetery Interest Income	1,851	1,500	2,096	2,000
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Monies generated from the interest received on the cemetery account.

<b>SUB-TOTAL: CEMETERY</b>		<b>\$6,001</b>	<b>\$4,500</b>	<b>\$4,796</b>	<b>\$4,700</b>
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<b>TOTAL GENERAL FUND REVENUES</b>		<b>\$9,705,021</b>	<b>\$8,757,238</b>	<b>\$11,383,702</b>	<b>\$10,035,284</b>
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**PERSONNEL SERVICES**

2020-2021      2021-2022      2021-2022      2022-2023  
Actual          Budget          Estimate          Budget

**SALARIES**

01.00.400	<b>Administrative Salaries</b>	373,809	289,785	305,730	295,500
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Salaries (including paid time) for the Mayor, Council, Administrator, Account Manager, Executive Administrative Assistant, Administrative Assistant, Director of IT, Clerk, Treasurer and Cemetery Sexton.

01.00.401.5	<b>Group Health Insurance</b>	46,786	35,475	46,275	46,500
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Medical insurance premiums paid by the City on behalf of Administrative Department employees.

<b>SUB-TOTAL: PERSONNEL SERVICES</b>		420,595	325,260	352,005	342,000
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**CONTRACTUAL SERVICES**

2020-2021      2021-2022      2021-2022      2022-2023  
Actual          Budget          Estimate          Budget

**MAINTENANCE**

01.00.411	<b>Building</b>	44,824	9,000	11,039	15,000
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Funds for the repair and maintenance of City Hall. Such expenses may include contracted labor, materials, plumbing, and electrical supplies.

01.00.412	<b>Equipment - repair &amp; maintenance</b>	0	1,100	0	15,000
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Funds for the repair and maintenance on municipally owned equipment paid from the General Fund.

01.00.413	<b>Municipal Airport Runway/Site</b>	57,254	20,000	37,172	20,000
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Funds for the repair and maintenance to the municipally owned airport and/or matching funds for any IDOT Aviation grants for capital improvements.

01.00.414	<b>Cemetery Site</b>	14,783	2,500	9,270	5,000
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Funds for the maintenance of the municipal cemetery, including the building, plots, and general upkeep of the grounds.

01.00.414.1	<b>Campground</b>	3,038	7,000	6,518	7,000
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Funds for the maintenance of the Citizens Lake Campground, including any needed electrical and plumbing repairs.

**CONTRACTUAL SERVICES - con't**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.415	Payment to Band	0	3,900	0	3,900

Funds for the annual payment to the municipal band for performances on behalf of the City.

01.00.416	EDC Support	500	1,200	22,750	27,500
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Funds to support various economic development activities, including financial support of the MOVE organization and its community economic development goals and priorities.

01.00.417	Professional Services	13,333	22,000	20,626	30,000
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Funds for professional services of a consultant, including E-Quantum to advise City on power and gas utilities, WIRC for grant writing, or outside legal advice on labor matters.

01.00.417.1	Legal Services	32,614	45,000	54,510	50,000
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Funds for the legal advice and/or services performed by the City Attorney.

01.00.418	Contractual Services	19,436	20,000	24,459	23,000
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Funds for all services on an as needed basis. Contracted payments paid for services rendered for labor.

01.00.423	WC Contractual Payment	302,237	304,000	305,726	632,268
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For services rendered by the Public Works Department for the operation and maintenance of public right of ways, streets, compost site, landfill, cemeteries, airport, lake/campground - 20% of contract.

<b>SUB-TOTAL: CONTRACTUAL SERVICES</b>		<b>\$488,019</b>	<b>\$435,700</b>	<b>\$492,070</b>	<b>\$828,668</b>
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**OTHER**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.424	Postage	1,536	1,500	1,669	1,600

Purchase of postage stamps, post cards, or any postal related needs. Includes certified mail, overnight delivery, money order fees, postage due amounts or any other incidental charges or expenses for postage.

MUNICIPAL OPERATIONS  
BUDGETED EXPENDITURES

**OTHER - con't**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
<b>01.00.424.3</b>	<b>Lease Payments - Public Works</b>	9,996	10,000	9,996	10,000
	Endloader/Backhoe lease payment portion charged to the General Fund.				
<b>01.00.424.4</b>	<b>Engineering/Architect Services</b>	0	9,000	0	8,000
	Engineering expenses incurred for projects that are funded by the municipality. This will include advice and/or services performed by the consultant or consulting firm in support of economic development.				
<b>01.00.424.5</b>	<b>Fleet Vehicle Lease</b>	24,209	26,766	27,284	36,850
	Lease for fleet of vehicles assigned to Public Works Department and one vehicle assigned for City Hall use.				
<b>01.00.425</b>	<b>Publishing</b>	2,072	1,000	2,705	2,500
	Any ads or notices placed in the paper for municipal information.				
<b>01.00.426</b>	<b>Printing and Copying</b>	0	200	0	200
	For the printing of forms, notices, budgets, etc., where such work is not performed by the municipal personnel.				
<b>01.00.427</b>	<b>Community/Public Relations</b>	6,137	10,000	46	8,000
	Funds for beautification of the City, fountain upkeep, hydrant painting, civic involvement, or public relations.				
<b>01.00.428</b>	<b>Dues and Subscriptions</b>	2,368	2,500	700	1,500
	For municipal personnel organization memberships and subscriptions to pertinent employment related materials and organizations.				
<b>01.00.429</b>	<b>Prof Development/Travel</b>	3,321	13,000	1,664	9,000
	Fees for development of professional employment, seminars, and conferences, travel by municipal personnel on official business, including mileage, meals, and/or lodging.				
<b>SUB-TOTAL: OTHER EXPENSES</b>		<b>\$49,640</b>	<b>\$73,966</b>	<b>\$44,064</b>	<b>\$77,650</b>

**CONTRACTUAL SERVICES - utilities**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.430	Utilities	69,891	75,000	69,690	72,000

For any type of heating, light and power services provided to the municipal government. \*This does not include telephone utility services.

01.00.432	Street Lighting	54,897	80,000	53,561	75,000
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Cost of street lighting.

<b>SUB-TOTAL: CONTRACTUAL SERVICES</b>		<b>\$124,788</b>	<b>\$155,000</b>	<b>\$123,251</b>	<b>\$147,000</b>
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**COMMODITIES**

01.00.435	De-icing Salt	26,562	35,000	29,000	40,000
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Salt used for de-icing the streets.

01.00.439	Office Supplies	5,906	4,500	5,100	5,000
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General office supplies such as stationary, paper clips, paper, pens, etc.

01.00.440	Operating Supplies	2,434	2,500	2,942	3,000
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Supplies such as chemicals, cleaning supplies and sanitation supplies for City Hall.

01.00.442	Fuel for Resale	0	7,000	933	7,000
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Fuel purchased at the municipal airport to sell to aircraft owners.

<b>SUB-TOTAL: COMMODITIES</b>		<b>\$34,903</b>	<b>\$49,000</b>	<b>\$37,976</b>	<b>\$55,000</b>
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**OTHER EXPENSES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.444	YMCA Outdoor Pool Stipend	0	20,000	20,000	20,000

Annual stipend to YMCA for 10 years beginning FY2020/2021 in support of operating expenses associated with the outdoor community pool.

01.00.445	Contingency	392	44,834	94,075	86,180
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Funds for any unexpected and unbudgeted cost that does not fall in the general scope of the current line items.

01.00.502	Transfer to Debt Service Fund	0	0	0	312,394
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**OTHER EXPENSES - con't**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.447	<b>Unemployment Compensation</b>	9,918	2,500	0	2,500
Funds for the payment of the Municipal contribution to Worker's Compensation charges.					
01.00.448	<b>Liability and Hazard</b>	107,937	106,500	135,950	201,100
General Fund portion of the overall insurance premium, covering all municipal buildings, property, personnel, equipment and worker's compensation.					
01.00.448.1	<b>Insurance Reimbursable Expenses</b>	42,272	12,500	2,691	12,500
Expenses reimbursed by an insurance company due to damage to City property.					
01.00.449	<b>Audit Expense</b>	50,654	50,000	42,000	50,000
Funds for services rendered to perform a professional audit of the City's finances to include actuary services of public safety pension funds.					
01.00.450	<b>Lawn Equipment</b>	37,088	10,000	15,875	15,000
Funds for replacement of lawn mowing equipment.					
01.00.450.1	<b>Cemetery Recording Fee</b>	600	400	300	400
Fees paid to record all lots purchased within the municipal cemetery.					
01.00.450.2	<b>Recording Fee/Lien Release</b>	77	150	0	150
Fee paid to release a lien once the debt is satisfied.					
01.00.451	<b>Repayment of Water/Sewer Loan</b>	0	75,000	0	0
Repayment of past loans from the Water/Sewer Fund in prior years to reconcile the General Fund's operating deficit in previous fiscal years.					
01.00.480	<b>Impound Fee Expense</b>	176	1,000	353	1,000
Funds for postage, correspondence, fees, etc. related to impound of vehicles.					
01.00.488.2	<b>DUI Account Expenses</b>	8,167	7,500	1,500	5,000
Expenses paid with fine money designated to law enforcement for equipment & manpower to enforce D.U.I. violations.					
01.00.488.3	<b>Drug Enforcement Expenses</b>	5,709	5,000	1,849	5,000
Expenses paid for fines/seizures from illicit drug sales & possession to assist in drug enforcement activities.					
01.00.488.5	<b>Fireworks Expense</b>	10,000	10,000	10,000	10,000
Funds for the City's participation in the annual fireworks contribution.					

MUNICIPAL OPERATIONS  
BUDGETED EXPENDITURES

**OTHER EXPENSES - con't**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.488.6	Special Enforcement Expenses	16,878	8,500	14,690	12,000

Funds used for educational purposes.

01.00.488.8	Foreign Fire Insurance Expense	7,603	6,000	16,890	8,000
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<b>SUB-TOTAL: OTHER EXPENSES</b>		<b>\$297,470</b>	<b>\$359,884</b>	<b>\$356,173</b>	<b>\$741,224</b>
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01.00.492	Fed & State Grant Expenses - Admin	60,349	0	19,864	20,000
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Expenses related to Federal or State grants received .

01.00.495	IDOT Highway Safety Grants	12,290	9,000	23,542	10,000
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Funds for purchases associated with a Highway Safety grants for the Police.

<b>SUB-TOTAL: GRANT EXPENSES</b>		<b>\$72,639</b>	<b>\$9,000</b>	<b>\$43,406</b>	<b>\$30,000</b>
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**CAPITAL OUTLAY**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.00.498	Property Tax - Property	1,688	1,500	1,467	1,500

Funds to pay municipal taxes on all leased City owned property.

01.00.500	Capital Improvements	0	124,869	1,280	560,000
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Capital repairs, renovations or other improvements to municipal properties and rights-of-way.

<b>SUB-TOTAL: CAPITAL</b>		<b>\$1,688</b>	<b>\$126,369</b>	<b>\$2,747</b>	<b>\$561,500</b>
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MUNICIPAL OPERATIONS  
BUDGETED EXPENDITURES

**SOCIAL SECURITY/IMRF**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.16.400.1	IMRF	7,117	8,000	6,636	8,000
Funds for employer's contribution to the retirement fund for employees/anyone who qualifies.					
01.16.400.2	Social Security	98,995	107,000	92,502	105,000
Funds for payment of the municipal contribution to Social Security and Medicare.					
SUB-TOTAL: SOCIAL SECURITY/IMRF		\$106,111	\$115,000	\$99,137	\$113,000
TOTAL MUNICIPAL OPERATIONS		\$1,595,853	\$1,649,179	\$1,550,829	\$2,896,042



## IT SUPPORT

	2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
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<b>01.10.452</b>	<b>Software Maintenance &amp; SAAS</b>	<b>20,499</b>	<b>23,000</b>	<b>52,723</b>	<b>23,000</b>
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Server updates, malware protection, remote assistance software, threat scanning, police department criminal justice information access and webhosting. Any software that is sold as a service.

<b>01.10.452.2</b>	<b>Infrastructure Support</b>	<b>6,159</b>	<b>15,000</b>	<b>847</b>	<b>27,000</b>
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Annual hardware support, including backup hard drive rotation and unexpected electronic failure.

<b>01.10.452.3</b>	<b>Radio &amp; Telephone Communications</b>	<b>53,600</b>	<b>65,000</b>	<b>55,042</b>	<b>65,000</b>
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Phone and fiber optic network costs, aircard expenses for mobile data access in the squad cars and PRI network costs.

<b>01.10.452.4</b>	<b>Hardware Maintenance</b>	<b>2,284</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>TOTAL INFORMATION TECHNOLOGY SUPPORT</b>	<b>\$82,542</b>	<b>\$103,000</b>	<b>\$108,612</b>	<b>\$115,000</b>
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**PERSONNEL SERVICES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.40.400	Salaries	45,048	43,830	43,793	44,816

Salaries and wages allocated for the Director of Zoning/Building Official.

01.40.401.5	Health Insurance	13,728	9,237	9,237	8,986
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Medical insurance premiums paid by the City on behalf of Zoning-Building Department employees.

<b>SUB-TOTAL: PERSONNEL SERVICES</b>		<b>\$58,777</b>	<b>\$53,067</b>	<b>\$53,030</b>	<b>\$53,802</b>
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**CONTRACTUAL SERVICES - Maintenance**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.40.405	Vehicle	1,047	750	490	750

Funds for the maintenance of the department vehicle.

**CONTRACTUAL SERVICES - other**

01.40.410	Abandoned Property Maintenance	87,570	20,000	33,837	20,000
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Costs associated with abandoned property maintenance enforcement actions taken by the City using Illinois Department of Public Housing grant.

01.40.417	Professional Services	3,125	3,500	0	3,500
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Funds for appraisals of City owned property, asbestos and plumbing inspections.

01.40.418	Inspection Fees	5,725	4,500	4,850	4,500
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Funds for the payments of contractual obligations including electrical inspections or other necessary inspections.

01.40.421	Dues and Subscriptions	145	350	0	350
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Funds for costs associated with payment to various organizations for membership.

01.40.424	Postage	570	1,500	910	1,500
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Funds for all required correspondence generated from the Zoning Department, including certified mail, overnight delivery, money order fees, postage due amounts or any other postage charges/expenses.

ZONING BUILDING DEPARTMENT  
BUDGETED EXPENDITURES

**CONTRACTUAL SERVICES/Other - con't**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.40.425	<b>Publishing</b>	403	500	223	500

Funds to place legal requirements in the paper including Board of Appeals, Plan Commission, and Demolition Bids.

01.40.436	<b>Training</b>	438	2,350	0	2,350
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Funds for fees associated with the costs of continuing education classes in order for the Zoning/Building Director to stay current with necessary licenses.

01.40.437	<b>Lien Expense</b>	77	300	154	300
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Cost of filing a lien on a real estate property at the County Courthouse.

<b>SUB-TOTAL: CONTRACTUAL SERVICES</b>		<b>\$99,100</b>	<b>\$33,750</b>	<b>\$40,464</b>	<b>\$33,750</b>
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**COMMODITIES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.40.440	<b>Operating Supplies</b>	232	1,100	66	1,100

Funds for the purchase of office supplies including: inkjet cartridges, applications and permits, batteries, hang tags, etc.

01.40.441	<b>Fuel for Equipment</b>	617	1,000	902	1,000
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Funds to pay for the cost of fuel for municipally owned vehicles.

<b>SUB-TOTAL: COMMODITIES</b>		<b>\$849</b>	<b>\$2,100</b>	<b>\$968</b>	<b>\$2,100</b>
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<b>TOTAL ZONING/BUILDING DEPARTMENT</b>		<b>\$158,726</b>	<b>\$88,917</b>	<b>\$94,461</b>	<b>\$89,652</b>
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SOLID WASTE  
EXPENSES

**SOLID WASTE EXPENSES**

2020-2021      2021-2022      2021-2022      2022-2023  
Actual          Budget          Estimate        Budget

01.15.411	<b>Building/Grounds</b>	195	1,000	0	1,000
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Funds for repair/maintenance of the building & grounds at the transfer station.

01.15.417	<b>Landfill Closure Costs</b>	59,973	89,000	55,177	59,000
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Funds for all professional services related to the Landfill Closure, including testing water samples.

01.15.418	<b>Contractual Services</b>	330	2,000	466	0
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Funds to pump out the septic tank five times @ \$200/each and for 4 Shred Days @ \$250/each.

01.15.419	<b>Yard Waste Pickup</b>	31,808	36,000	45,000	35,000
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Contractual payment to a privately owned hauler to pick up and dispose of yard waste/compost.

01.15.419.1	<b>Solid Waste Garbage Contract</b>	388,868	448,000	503,952	420,000
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Payment to Millennium Waste for curbside collection/disposal of residential waste.

01.15.420	<b>Transfer Station Disposal</b>	106,008	125,000	115,630	0
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Funds for the payment of roll-off & open-top containers at the landfill.

01.15.421	<b>Regional Collection Facility</b>	6,012	1,500	0	0
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Electronics and paint recycling fee.

01.15.422	<b>Recycling Services Contract</b>	188,123	190,000	159,701	198,000
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Contract for curbside collection and disposal of recycling material by Eagle Enterprises

01.15.440	<b>Operating Supplies</b>	0	1,000	0	0
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Funds for the purchase of supplies required to operate, i.e. filters, batteries, etc.

01.15.448	<b>Fuel</b>	0	500	0	0
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Funds for diesel and gas used at the transfer station.

<b>TOTAL SOLID WASTE EXPENSES</b>	<b>\$781,317</b>	<b>\$894,000</b>	<b>\$879,925</b>	<b>\$713,000</b>
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**PERSONNEL SERVICES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.20.400	Salaries	220	400	545	400
Funds for payment of board/commission members to attend any necessary meetings. Zoning Board of Appeals-6 members @ \$7.50/meeting					
<b>SUB-TOTAL: PERSONNEL SERVICES</b>		<b>\$220</b>	<b>\$400</b>	<b>\$545</b>	<b>\$400</b>

**CONTRACTUAL SERVICES - OTHER**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.20.417	Professional Services	1,175	2,000	1,080	2,000
Funds to pay for any testing required by the Police and Fire Commission for employment within the Police and Fire Department, use of an assessment service.					
01.20.425	Publishing	0	500	0	500
Funds for any publication required by the Police and Fire Commissions.					
01.20.439	Office Supplies/Postage	4.04	200	0	200
Funds for any office supplies used in the preparation of packets for the Boards & Commissions.					
<b>SUB-TOTAL: CONTRACTUAL SERVICES</b>		<b>\$1,179</b>	<b>\$2,700</b>	<b>\$1,080</b>	<b>\$2,700</b>
<b>TOTAL BOARDS &amp; COMMISSIONS EXPENSES</b>		<b>\$1,399</b>	<b>\$3,100</b>	<b>\$1,625</b>	<b>\$3,100</b>

**PERSONNEL SERVICES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.30.400	<b>Salaries</b>	1,237,690	1,343,591	1,179,414	1,340,462
	Salaries/wages allocated for all temporary and permanent department employees. Includes payments for vacation pay earned based on years of service. 19 officers & PSO.				
01.30.400.1	<b>Overtime</b>	73,103	101,353	97,767	97,861
	Funds for additional payment in salary other than the base rate of pay for any department employee. Includes OT for special events, parades, community presentations, grants, major cases and weather events. Includes Lincoln Homes patrol.				
01.30.400.2	<b>Buyouts</b>	105,149	70,000	70,000	70,000
	Additional payment in salary for holiday, vacations, or other compensatory time earned for any department employee. Includes severance/compensation pay due at separation of services.				
01.30.401	<b>Civilian Salaries</b>	385,487	424,439	349,644	422,914
	Salaries/wages allocated for all full-time and part-time dispatchers, .75 FTE for janitor and Administrative Assistant.				
01.30.401.1	<b>Civilian Overtime</b>	75,816	65,099	37,190	77,186
	Funds for additional payment in salary other than the base rate of pay for full-time and part-time dispatchers to staff major events, training, and days off requests.				
01.30.401.4	<b>Police Pension Contribution</b>	754,987	806,500	800,000	870,000
	City's contribution to the Monmouth Police Pension Fund.				
01.30.401.5	<b>Health Insurance</b>	526,137	522,016	541,216	533,078
	Medical Insurance premiums paid by the City on behalf of Police Department employees.				
<b>SUB-TOTAL: PERSONNEL SERVICES</b>		<b>\$3,158,370</b>	<b>\$3,332,998</b>	<b>\$3,075,231</b>	<b>\$3,411,501</b>

**CONTRACTUAL SERVICES - MAINTENANCE**

01.30.402	<b>Equipment</b>	877	2,400	169	2,400
	Funds for maintenance of department equipment other than vehicles and communications such as guns, radars, in-car video cameras, etc.				
01.30.402.1	<b>Vehicles</b>	8,127	15,000	7,527	14,000
	Funds for maintenance of department vehicles, stipend paid.				

**CONTRACTUAL SERVICES - MAINTENANCE - con't**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.30.403	Animal Control	1,474	3,300	3,989	3,300

Funds for supplies, equipment and items required for city animal control, quarterly payments to Warren County for shelter expenses, septic tank annual maintenance (\$165), shelter supplies, animal gloves & cages/traps.

01.30.404	Parking Control	0	300	0	250
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Funds for the purchase of supplies needed to enforce City parking ordinances, such as tickets, books, No Parking signs for Prime Beef Festival parade, fireworks, residential parking permits, etc.

<b>SUB-TOTAL: CONTRACTUAL SERVICES/MAINTENANCE</b>		<b>\$10,478</b>	<b>\$21,000</b>	<b>\$11,685</b>	<b>\$19,950</b>
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**CONTRACTUAL SERVICES - OTHER**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.30.405	Uniform Purchases	4,933	11,000	6,154	10,000

Funds for purchase and replacement of uniforms for officer and dispatch, new officer equipment, sewing and alterations.

01.30.406	Schools and Education	3,293	16,000	6,190	14,500
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Funds for tuition, fees, books, meals, mileage to provide training/education to employees. Included is mandatory annual qualification, supervisor training. Former WIPTU funds.

01.30.408	Mobile Training Unit (former WIPTU)	1,615	1,615	1,530	1,615
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The Mobile Training Unit provides low cost quality training to police departments. The funds budgeted for WIPTU have been rolled into the consolidated MTU in Moline. Funds temporarily moved to the training budget.

# CONTRACTUAL SERVICES - OTHER - con't

POLICE DEPARTMENT  
BUDGETED EXPENDITURES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.30.411	Building	5,329	8,000	5,415	8,000

Funds for the repair & maintenance of the Police Department building and the old PSB. Includes contracted labor, materials, plumbing, cleaning, garage door & floor maintenance & electrical supplies.

01.30.411.1	Building Supplies	1,435	5,200	2,341	5,200
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Cleaning supplies, paper goods, miscellaneous items needed for maintaining the environment at the MPD. Includes the addition of Cintas & American Pest Control.

01.30.418	Contractual Services	882	2,000	905	2,000
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Funds for payments for contractual obligations including: translators and Language Line (non-Spanish translators), towing services, and LEXIPOL (policy manual service).

01.30.419	Auxiliary	800	800	800	800
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Funds for payments to auxiliary police officers.

01.30.421	Dues and Subscriptions	1,124	850	1,010	850
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Funds for the purchase of any necessary reading materials/membership for participation by the department. Includes an IL Association of Chiefs of Police, IACP-Net, International Association of Chiefs of Police, ILEAS dues, APCO, FBI Academy dues, etc.

01.30.422	Laundry Services	239	400	160	400
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Funds for cleaning all uniforms by a licensed cleaner, as per the Union Contract.

<b>SUB-TOTAL: CONTRACTUAL SERVICES/OTHER</b>		<b>\$19,650</b>	<b>\$45,865</b>	<b>\$24,505</b>	<b>\$43,365</b>
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## OTHER

01.30.424	Postage	813	1,000	1,065	1,000
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Funds for the purchase of stamps or related postal needs, including certified mail, overnight delivery, money order fees, postage due amounts or other incidental charges for the Police Department.

01.30.424.3	Lease Payment-Detective Vehicle	0	0	0	6,000
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<b>SUB-TOTAL: OTHER EXPENSES</b>		<b>\$813</b>	<b>\$1,000</b>	<b>\$1,065</b>	<b>\$7,000</b>
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**COMMODITIES****POLICE DEPARTMENT  
BUDGETED EXPENDITURES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.30.439	Office Supplies	1,884	5,000	3,250	5,000

Funds for supplies such as folders, paper, pens, etc to perform daily tasks.

01.30.440	Operating Supplies	4,281	6,600	3,730	6,600
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Funds for the purchase of operating supplies: tickets, forms, evidence and fingerprint supplies, rubber gloves, batteries, keys, disks, hepatitis B vaccines, and meal allowances.

01.30.441	Fuel for Equipment	19,177	39,000	26,105	39,000
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Funds for the purchase of fuel for all municipal vehicles.

<b>SUB-TOTAL: COMMODITIES</b>		<b>\$25,342</b>	<b>\$50,600</b>	<b>\$33,085</b>	<b>\$50,600</b>
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**CAPITAL OUTLAY**

01.30.455	Equipment	2,434	55,725	55,725	57,150
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The purchase of a new patrol vehicle and replace one (1) TASER (\$1,050).

<b>SUB-TOTAL: CAPITAL OUTLAY</b>		<b>\$2,434</b>	<b>\$55,725</b>	<b>\$55,725</b>	<b>\$57,150</b>
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<b>TOTAL POLICE DEPARTMENT EXPENSES</b>		<b>\$3,217,086</b>	<b>\$3,507,188</b>	<b>\$3,201,296</b>	<b>\$3,589,566</b>
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## PERSONNEL SERVICES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.50.400	Salaries	958,478	992,000	940,961	1,014,000

Salaries and wages allocated for the full-time Fire Department Employees. Also included are vacation pay, sick leave and longevity payments.

01.50.400.1	Overtime	130,412	135,000	165,560	145,000
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Funds for additional payment in salary for time worked other than the base rate of pay for any department employee. Included is OT for short shifts, sick days, callbacks, FLSA costs, training, staff meetings & special events - Prime Beef Festival, Car show, etc.

01.50.400.2	Buyouts	70,344	77,000	80,925	77,000
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Funds for additional payment in salary for holiday, vacations, or other compensatory time earned for any full-time department employee, including severance or compensation pay due to an employee at the time of separation of services.

01.50.401.4	Fire Pension Contribution	810,785	860,000	860,000	910,000
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City's contribution to the Monmouth Fire Pension Fund.(offset by revenue acct#01.00.302)

01.50.401.5	Health Insurance	319,544	304,384	319,984	326,804
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Medical insurance premiums paid by the City on behalf of Fire Department employees and retiree insurance reimbursement payments.

<b>SUB-TOTAL: PERSONNEL SERVICES</b>		<b>\$2,289,564</b>	<b>\$2,368,384</b>	<b>\$2,367,429</b>	<b>\$2,472,804</b>
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## CONTRACTUAL SERVICES - MAINTENANCE

01.50.409	Vehicles	11,999	25,000	23,956	25,000
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Funds for annual pump tests; preventive maintenance; IDOT inspection for the ambulance; aerial and ground ladder testing; other necessary repairs.

01.50.411	Building	2,779	5,000	9,282	7,500
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Funds for the repair and maintenance of the Fire Station Buildings. Expenses may include contracted labor, materials, plumbing, and electrical supplies. Concrete repair at Station II is included in FY 2023.

01.50.411.1	Building Supplies	2,397	3,000	4,077	4,000
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Funds for cleaning supplies, paper goods, miscellaneous items needed for maintaining the environment at the MFD.

## CONTRACTUAL SERVICES - OTHER

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
<b>01.50.412</b>	<b>Equipment/EMS Supplies</b>	<b>3,265</b>	<b>8,000</b>	<b>10,841</b>	<b>8,000</b>

Fees for annual testing on SCBA flow testing, annual maintenance for the air fill station, paid fire protection signs, repair & replacement of firefighting equipment including all EMS supplies including medications.

<b>01.50.413</b>	<b>Uniform/Supplies</b>	<b>4,894</b>	<b>9,500</b>	<b>7,868</b>	<b>9,000</b>
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Funds for the purchase and repair of firefighting gear and work uniforms, including, helmets, gloves, bunker pants/coat, uniform shirts/pants, shoes, boots, etc.

<b>01.50.414</b>	<b>Schools and Education</b>	<b>4,531</b>	<b>11,000</b>	<b>15,712</b>	<b>11,000</b>
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Funds for tuition, fees, books, meals and mileage to provide training and education to department employees, EMS certifications.

<b>01.50.418</b>	<b>Contractual Services</b>	<b>896</b>	<b>3,000</b>	<b>1,908</b>	<b>3,000</b>
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Funds for the payments for contractual obligations including: ABC Fire, Reverse Osmosis Rental, Professional Billing Svcs-ambulance calls, Sandry Fire Supply service & maintenance contract for extrication equipment (two sets).

<b>01.50.421</b>	<b>Dues and Subscriptions</b>	<b>536</b>	<b>2,500</b>	<b>2,004</b>	<b>2,500</b>
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Funds to provide payment for subscriptions for periodicals, dues for professional organizations and memberships, including MABAS dues, Illinois Fire Chiefs Association dues, NFPA dues, conference fees, and Nationwide Chaplains.

<b>01.50.438</b>	<b>Professional Services</b>	<b>2,196</b>	<b>3,500</b>	<b>67</b>	<b>3,500</b>
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Funds for translation services, medical evaluations, bid notices, printing for public education materials, testing for promotions & new firefighters.

<b>SUB-TOTAL: CONTRACTUAL SERVICES</b>		<b>\$33,493</b>	<b>\$70,500</b>	<b>\$75,715</b>	<b>\$73,500</b>
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# COMMODITIES

## FIRE DEPARTMENT BUDGETED EXPENDITURES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.50.424	Postage	66	200	175	200

Funds for the purchase of stamps, postage from postage meter, post cards, or related postal needs, including certified mail, overnight delivery, money order fees, postage due amounts or other incidental charges for the Fire Department.

01.50.424.5	Vehicle Lease	4,962	4,320	4,312	4,320
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Cost of annual lease of 4 X 4 Ford F-250.

01.50.439	Office Supplies	925	1,000	1,682	1,000
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Funds for all supplies such as folders, paper, pens, printer ink, etc., to perform daily tasks.

01.50.440	Operating Supplies	644	250	691	2,500
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Funds for inspection forms, burn permit forms, investigation supplies & lab expenses, light maintenance items, batteries, etc.

01.50.441	Fuel for Equipment	5,102	10,000	5,680	10,000
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Funds to pay for the cost of fuel for the fire department vehicles.

<b>SUB-TOTAL: COMMODITIES</b>		<b>\$11,699</b>	<b>\$15,770</b>	<b>\$12,540</b>	<b>\$18,020</b>
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# CAPITAL OUTLAY

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
01.50.442	Fire Truck Repairs	0	40,000	10,052	30,000

Funds for repairs to fire apparatus.

01.50.455	Equipment	4,160	24,200	1,053,451	34,600
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Funds for the purchase of annual scheduled replacements - 2 sections of supply hose, 4 portable radios, 18 SCBA Cylinders, and 4 complete sets of turnout gear.

<b>SUB-TOTAL: CAPITAL OUTLAY</b>		<b>\$4,160</b>	<b>\$64,200</b>	<b>\$1,063,503</b>	<b>\$64,600</b>
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<b>TOTAL FIRE DEPARTMENT EXPENSES</b>		<b>\$2,338,916</b>	<b>\$2,518,854</b>	<b>\$3,519,188</b>	<b>\$2,628,924</b>
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# ESTIMATED REVENUES

DEBT SERVICE FUND

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
13.00.300	Property Tax Revenues	394,725	400,000	315,355	400,000
13.00.361	Interest Income	670	0	800	900
13.00.363	Smithfield Reimbursement \$3 million loan	219,753	227,755	218,153	227,760
13.00.344.2	Smithfield Reimbursement \$7.68 million loan	688,003	652,992	687,203	652,992
13.00.367	Transfer from Water/Sewer Fund	1,737,679	1,247,581	1,606,601	1,546,193
13.00.367.1	Transfer from General Fund	0	0	0	312,394
<b>TOTAL REVENUES</b>		<b>\$3,040,831</b>	<b>\$2,528,328</b>	<b>\$2,828,112</b>	<b>\$3,140,239</b>

# BUDGETED EXPENDITURES

13.00.452	2010B Bond Principal Payment	90,000	0	0	0
13.00.453	2010B Bond Interest Payment	2,228	0	0	0
13.00.454	2010C Bond Principal Payment	355,000	0	0	0
13.00.455	2010C Bond Interest Payment	95,588	0	0	0
13.00.464	2015B Bond Principal Payment	325,000	335,000	335,000	345,000
13.00.465	2015B Bond Interest Payment	114,963	105,213	105,213	95,163
13.00.493	Bond Payment Adm Fees	83,763	0	2,850	2,850
13.00.494	2020A Bond Issue Cost	44	0	8	45
13.00.499	2014 Bond Principal Payment	725,000	770,000	770,000	790,000
13.00.500	2014 Bond Interest Payment	275,000	253,250	253,250	230,150
13.00.501	Smithfield \$3M Loan (Prin)	104,510	110,479	110,479	115,626
13.00.502	Smithfield \$3M Loan (Int)	123,884	117,965	117,965	112,818
13.00.503	2020A Bond-Principal	440,000	315,000	315,000	350,000
13.00.504	2020A Bond-Interest	215,425	168,428	97,428	129,400
13.00.505	Smithfield \$7M Loan	0	405,000	405,000	425,000
13.00.506	Smithfield \$7M Loan	0	247,993	247,993	231,793
13.00.507	Series 2021B Bond-Principal	0	0	0	135,000
13.00.508	Series 2021B Bond-Interest	0	0	0	177,394
<b>TOTAL EXPENDITURES</b>		<b>\$2,950,403</b>	<b>\$2,828,328</b>	<b>\$2,760,186</b>	<b>\$3,140,239</b>

# ESTIMATED REVENUES

## MOTOR FUEL TAX FUND

ESTIMATED REVENUES AND BUDGETED EXPENDITURES  
 2020-2021 Actual    2021-2022 Budget    2021-2022 Estimate    2022-2023 Budget

15.00.300	Motor Fuel Tax	335,032	360,000	327,548	360,000
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The total anticipated revenue from the Illinois Department of Transportation to fund any approved projects.

15.00.361	Interest Income	565	0	372	0
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Interest money received.

15.00.361.1	MFT Transfer	0	0	0	240,000
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Reserve money transferred to fund projects greater than annual money received.

15.00.374	Rebuild IL Bond Fund Grant	311,198.37	207,466	207,466	207,466
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ESTIMATED MFT REVENUE TOTAL		\$646,796	\$567,466	\$535,386	\$807,466
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TOTAL MOTOR FUEL TAX FUND REVENUES		\$646,796	\$567,466	\$535,386	\$807,466
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# BUDGETED EXPENDITURES - CONTRACTUAL Services - other

15.00.471	Engineering Fees for Street Repairs	136,901	180,000	0	100,000
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Engineering for general maintenance road program.

SUB-TOTAL: CONTRACTUAL SERVICES/OTHER		136,901	180,000	0	100,000
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# CONTRACTUAL SERVICES - Maintenance

15.00.481	General Street Maintenance /Projects	39,784	180,000	0	707,466
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Funds to pay for overlay projects and repairs of municipal streets.

SUB-TOTAL: CONTRACTUAL SERVICES/MAINTENANCE		39,784	180,000	0	707,466
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# CAPITAL OUTLAY

15.00.492	Transfer to Harlem Ave Reserves	0	207,466	0	0
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Transfer Build Illinois Bond grant funds into reserves to rebuild West Harlem Avenue roadway in 2022.

SUB-TOTAL: CAPITAL OUTLAY		\$0	\$207,466	\$0	\$0
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TOTAL MOTOR FUEL TAX FUND EXPENSES		\$176,685	\$567,466	\$0	\$807,466
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LOCAL FUEL TAX FUND  
ESTIMATED REVENUES AND BUDGETED EXPENDITURES

**ESTIMATED REVENUES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
16.00.300	Local Fuel Tax	146,610	140,000	111,626	130,000

The total anticipated revenue from the \$0.02 per gallon local tax.

16.00.361	Interest Income	0	0	0	0
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Interest money received.

16.00.377	Transfer From Fund Balance	0	0	0	80,000
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Reserve money transferred to fund projects greater than annual money received.

<b>LOCAL FUEL TAX REVENUE TOTAL</b>		<b>\$146,610</b>	<b>\$140,000</b>	<b>\$111,626</b>	<b>\$210,000</b>
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<b>TOTAL LOCAL FUEL TAX FUND REVENUES</b>		<b>\$146,610</b>	<b>\$140,000</b>	<b>\$111,626</b>	<b>\$210,000</b>
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**BUDGETED EXPENDITURES - CONTRACTUAL Services - other**

16.00.471	Engineering Fees - Street Construction	9,104	0	0	10,000
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All payments for fees incurred for engineering services.

<b>SUB-TOTAL: CONTRACTUAL SERVICES/OTHER</b>		<b>9,104</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
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**CONTRACTUAL SERVICES - Maintenance**

16.00.481	Street Improvement Projects	47,062	140,000	0	200,000
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Funds to pay for overlay projects and repairs of municipal streets.

<b>SUB-TOTAL: CONTRACTUAL SERVICES/MAINTENANCE</b>		<b>47,062</b>	<b>140,000</b>	<b>0</b>	<b>200,000</b>
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<b>TOTAL LOCAL FUEL TAX FUND EXPENSES</b>		<b>\$56,166</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$210,000</b>
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## ESTIMATED REVENUES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
20.00.354	<b>Employer Contributions</b>	930,859	866,916	871,199	872,500
City's contribution for the cost of insurance.					
20.00.354.1	<b>Employee Contributions</b>	152,153	115,004	141,791	168,540
Employees' contributions for the cost of insurance for family coverage.					
20.00.393	<b>Retiree Contributions</b>	1,430	1,640	1,640	1,640
Retiree contributions for the cost of insurance.					
20.00.393.1	<b>Interest Income</b>	16	20	26	25
Money received from interest on the balance of the fund.					
<b>TOTAL INTERNAL SERVICE FUND REVENUES</b>		<b>\$1,084,457</b>	<b>\$983,580</b>	<b>\$1,014,656</b>	<b>\$1,042,705</b>

## BUDGETED EXPENDITURES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
20.00.452	<b>Insurance Premiums</b>	805,151	825,000	706,750	901,335
Health insurance, term life insurance, dental, and vision premiums paid.					
20.00.454	<b>HSA contribution to Employees</b>	167,309	157,080	150,823	140,170
Employer contribution to employees' Health Savings Accounts.					
20.00.458	<b>Miscellaneous Expense</b>	1,241	1,500	1,044	1,200
Blue water 1095C preparation/Wellness, HFN, Ameriflex.					
<b>TOTAL INTERNAL SERVICE FUND EXPENSES</b>		<b>\$973,701</b>	<b>\$983,580</b>	<b>\$858,617</b>	<b>\$1,042,705</b>



DOWNTOWN FACADE PROGRAM  
ESTIMATED REVENUES AND BUDGETED EXPENDITURES

**ESTIMATED REVENUES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
38.00.313	Transfer In from TIF #1 Fund	15,000	20,000	15,000	21,000
Transfer of monies from TIF #1 into Façade Program to finance downtown storefront improvements.					
38.00.393	Interest on Investment	12	0	15	15
Interest earned on the Downtown Façade Account.					
<b>TOTAL DOWNTOWN FACADE REVENUES</b>		<b>\$15,012</b>	<b>\$20,000</b>	<b>\$15,015</b>	<b>\$21,015</b>

**BUDGETED EXPENDITURES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
38.00.445	Facade Loans	12,210	20,000	15,000	21,000
Loans for facade improvements and architectural fees for privately owned downtown commercial storefronts.					
38.00.448	Miscellaneous Expense	8	0	0	15
Expenses for postage, etc. not otherwise listed.					
<b>TOTAL DOWNTOWN FAÇADE EXPENDITURES</b>		<b>\$12,218</b>	<b>\$20,000</b>	<b>\$15,000</b>	<b>\$21,015</b>

DOWNTOWN TIF #1  
ESTIMATED REVENUES AND BUDGETED EXPENDITURES

**ESTIMATED REVENUES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
90.00.360	<b>Incremental Property Tax Revenues</b>	227,457	225,000	210,000	210,000

Property tax revenues generated from properties located in Downtown TIF District.

90.00.361	<b>Interest Income</b>	247	200	200	200
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Interest earned on the TIF account.

90.00.366	<b>Miscellaneous Income</b>	4,800	2,400	2,400	2,400
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Income from the rental of 202 S. Main Street.

90.00.395	<b>Transfer from TIF Fund Reserves</b>	0	0	0	32,415
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<b>TOTAL DOWNTOWN TIF #1 REVENUES</b>		<b>\$232,505</b>	<b>\$227,600</b>	<b>\$212,600</b>	<b>\$245,015</b>
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**BUDGETED EXPENDITURES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
90.00.417	<b>Professional Services</b>	158,804	56,000	1,100	30,000

Fees associated with retaining consultant to design and prepare construction drawings in preparation for an ITEP grant application.

90.00.420	<b>Public Capital Improvements</b>	12,493	0	0	35,000
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Public Infrastructure Improvements

90.00.423	<b>Redevelopment Incentives</b>	44,511	121,685	128,859	130,000
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Potential loans or grant projects to private owners of downtown commercial buildings for structural renovations that leverage new private investments.

90.00.424	<b>Loan Interest Expense</b>	8,971	8,835	8,896	8,400
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Interest due and payable on line-of-credit borrowed monies.

DOWNTOWN TIF #1  
ESTIMATED REVENUES AND BUDGETED EXPENDITURES

**BUDGETED EXPENDITURES -- con't**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
<b>90.00.425</b>	<b>Principal on Anticipation Loan</b>	18,943	19,080	19,018	19,615

Payments made toward the principal on the City's outstanding balance on its TIF loan (line-of-credit).

<b>90.00.442</b>	<b>Transfer to Façade Program</b>	15,000	20,000	20,000	21,000
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Transfer of monies to fund the Downtown Façade Grant Program.

<b>90.00.466</b>	<b>Miscellaneous Expense</b>	3,624	2,000	0	1,000
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Miscellaneous expenses such as flower baskets and holiday decorations for downtown.

<b>TOTAL DOWNTOWN TIF #1 EXPENSES</b>		<b>\$262,345</b>	<b>\$227,600</b>	<b>\$177,873</b>	<b>\$245,015</b>
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NORTH 6TH STREET TIF #2  
ESTIMATED REVENUES AND BUDGETED EXPENDITURES

**ESTIMATED REVENUES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
91.00.360	TIF Income	8,363	40,000	7,105	44,000

Funds anticipated from properties located in North 6th Street TIF District #2.

91.00.361	Interest Income	0	0	0	0
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Interest earned on the TIF account.

91.00.366	Miscellaneous Income	0	0	0	0
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Reimbursement from Fareway Stores to cover consulting fees to establish the North 6th Street TIF District.

<b>TOTAL NORTH 6TH STREET TIF #2 REVENUES</b>		<b>\$8,363</b>	<b>\$40,000</b>	<b>\$7,105</b>	<b>\$44,000</b>
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**BUDGETED EXPENDITURES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
91.00.423	Redevelopment Incentives	7,694	40,000	6,535	40,500

Economic incentive via a TIF property tax rebate to Fareway Stores for TIF eligible expenses associated with the redevelopment of the former K-Mart building site.

91.00.423.1	Administration Fee	0	0	57	3,500
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A fee imposed for administrative services performed by City employees whose labor costs are paid out of the General Fund.

<b>TOTAL NORTH 6TH STREET TIF #2 EXPENSES</b>		<b>\$7,694</b>	<b>\$40,000</b>	<b>\$6,592</b>	<b>\$44,000</b>
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MAIN STREET TIF #3  
ESTIMATED REVENUES AND BUDGETED EXPENDITURES

**ESTIMATED REVENUES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
92.00.360	TIF Income	0	0	30,000	25,000
Funds anticipated from properties located in Main Street TIF District #3.					
92.00.361	Interest Income	0	0	0	0
Interest earned on the TIF account.					
92.00.366	Miscellaneous Income	0	0	0	0
<b>TOTAL MAIN STREET TIF #3 REVENUES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$25,000</b>

**BUDGETED EXPENDITURES**

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
92.00.417	Professional Services	0	0	7,750	3,000
New					
92.00.423	Redevelopment Incentives	0	0	0	2,700
Economic incentive via a TIF property tax rebate to for TIF eligible expenses associated with the redevelopment of the former					
92.00.423.1	Administration Fee	0	0	0	100
A fee imposed for administrative services performed by City employees whose labor costs are paid out of the General Fund.					
92.00.497	TIF Capital Reserve	0	0	22,250	19,200
<b>TOTAL MAIN STREET TIF #3 EXPENSES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$25,000</b>

# ESTIMATED REVENUES

## HOMESTEAD FUND ESTIMATED REVENUES AND EXPENSES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
81.00.374	Homestead Interest Investment	15	20	20	15
Interest earned on homestead account.					
81.00.392	Transfer from Fund Balance	0	19,170	62,215	19,185
81.03.377	Housing Rehabilitation Revenue	290,895	0	0	0
Funds received by the City from DCEO for the Housing Rehabilitation Grant.					
<b>TOTAL HOMESTEAD FUND REVENUES</b>		<b>\$290,910</b>	<b>\$19,190</b>	<b>\$62,235</b>	<b>\$19,200</b>

# BUDGETED EXPENDITURES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
81.00.478	Homestead Administrative	0	0	0	100
Reimbursement for administration of homestead accounts and housing rehab projects.					
81.03.480	Housing Rehabilitation Expense	0	19,190	0	19,100
Construction expenses related to the Housing Rehab Grant.					
82.00.480	CDBG Housing Rehab Expense	62,235	0	43,000	0
<b>TOTAL HOMESTEAD FUND EXPENSES</b>		<b>\$62,235</b>	<b>\$19,190</b>	<b>\$43,000</b>	<b>\$19,200</b>

# ESTIMATED REVENUES

## WATER/SEWER DEPARTMENT ESTIMATED REVENUES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
50.00.310	<b>Interest Income</b>	64,346	50,000	50,000	50,000
Interest income received from the water deposit account.					
50.00.313	<b>Water Billings</b>	2,057,997	2,150,000	1,801,395	2,180,000
Revenue received from water payments for water service. Includes 2% increase May 1.					
50.00.314	<b>Bulk Water Sales</b>	4,175	2,000	6,732	2,000
Revenue received for water purchased in bulk amounts.					
50.00.330	<b>Sewer Billings</b>	1,428,533	1,490,000	1,219,221	1,580,000
Revenue received from sewer billings for sewer service. Includes anticipated increase for IEPA SRF Loan-Disinfection Project and 2% increase May 1 for CPI.					
50.00.331	<b>Water Taps</b>	0	500	0	500
Revenue generated from tapping into current water system for new water services.					
50.00.332	<b>Sewer Taps</b>	0	500	0	500
Revenue generated from tapping into current sewer system for new sewer services.					
50.00.336	<b>Lien Filing Fees</b>	0	0	0	0
Fees charged for filing liens on property due to failure to pay.					
50.00.337	<b>NSF Charges/Credit Card Fees</b>	17	500	500	500
Income received for NSF checks (\$15.00 fee).					
50.00.338	<b>Service Fees Turn On or Transfer</b>	24,190	25,000	22,809	25,000
Charges received to turn on new service.					
50.00.340	<b>Penalties</b>	33,162	24,000	28,277	24,000
Charges applied to all accounts delinquent in payment.					
50.00.342	<b>Miscellaneous Receipts</b>	0	0	0	0
All other revenue received that does not apply to any line items detailed.					
50.00.352	<b>Grants-Water Projects</b>	0	800,000	0	4,360,500
1) West Harlem water main replacement \$1,000,000 2) Appropriation DCEO \$665,000 for East Euclid 3) Rebuild Downtown & Main Streets Capitel Grant Prog (RDMS) \$2,500,000 4) Green Infrastructure Grant High School Parking Lot runoff mitigation \$195,500					
<b>WATER/SEWER REVENUE TOTAL</b>		<b>\$3,612,421</b>	<b>\$4,542,500</b>	<b>\$3,128,934</b>	<b>\$8,223,000</b>

## OTHER REVENUE

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
50.00.343	<b>Smithfield Water</b>	895,372	920,000	779,304	950,000
Revenue received from Smithfield for water billings. Includes a 2.5% CPI increase May 1.					
50.00.344	<b>Smithfield Sewer</b>	845,323	870,000	722,232	920,000
Revenue received from Smithfield for sewer billings. Includes anticipated increase for IEPA SRF Loan - Disinfection Project & a 2.5% CPI increase May 1.					
50.00.344.1	<b>Smithfield Sewer Surcharges</b>	6,117	0	7,356	5,000
Charges incurred by Smithfield for loadings that exceed those allowed in service agreement.					
50.00.344.2	<b>Smithfield \$7.68 Million Bond Pymt</b>	689,603	652,992	687,203	652,992
Revenues automatically deposited into Debt Service Fund.					
50.00.344.3	<b>Smithfield \$3 Million Loan Pymt</b>	218,153	227,755	218,153	227,760
Revenues automatically deposited into Debt Service Fund.					
50.00.350	<b>Grant - Sewer Projects</b>	401,252	0	0	0
New account in FY21					
50.00.370	<b>Capital Projects/Bond Receipts</b>	7,680,512	581,731	7,680,512	0
Monies taken from the Water & Sewer reserve account to fund budgeted projects including W Harlem water main (\$300,000), water plant SCADA (\$300,000), and AWIA compliance (\$100,000).					
50.00.374	<b>Sludge Removal Reimbursement</b>	120,990	100,000	100,000	100,000
Smithfield reimbursement of the sludge removal costs.					
50.00.377	<b>Transfer of Money Market Funds</b>	0	1,325,000	0	925,000
Fund the SCADA system replacement \$625,000 - (transfer station sale) Local Match of \$300,000 for the RDMS grant					
50.00.378	<b>Loan Repayment from General Fund</b>	0	75,000	0	0
Revenues from the General Fund for loans from the Water/Sewer Fund to the General Fund in prior years to financially reconcile the operating deficit in the General Fund in previous fiscal years.					
50.00.345	<b>Anticipated Illinois EPA Loan Reimbursement</b>	0	170,000	0	3,000,000
Reimbursement for Design Engineering & Construction Costs for the WWTP Disinfection Mandate.					
<b>OTHER REVENUE TOTAL</b>		<b>\$10,857,322</b>	<b>\$4,922,478</b>	<b>\$10,194,760</b>	<b>\$6,780,752</b>
<b>TOTAL WATER DEPT REVENUES</b>		<b>\$14,469,743</b>	<b>\$9,464,978</b>	<b>\$13,323,694</b>	<b>\$15,003,752</b>



### CONTRACTUAL SERVICES - Maintenance

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
50.00.412	<b>Equipment</b>	36,792	35,600	36,792	37,000

Endloader/Backhoe lease payments charged to water.

50.00.418.1	<b>Woodard Curran Contractual Pymt</b>	1,318,792	1,367,415	1,375,765	1,264,536
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For services rendered for the Water Department managed by Woodard Curran - 40% of contract.

50.00.419	<b>Water Mains</b>	401,252	0	0	0
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New Account FY21

50.00.421	<b>Engineering Fees</b>	197,200	210,000	27,000	300,000
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Fees for engineering projects: E Euclid Water Main, W Harlem Water Main, RDMS Grant

50.00.423.1	<b>Administrative Fee</b>	9,978	0	10,319	0
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A fee imposed for services to administer all necessary accounting, reports, etc. to be collected to the water fund as per auditor.

50.00.424.5	<b>Fleet Vehicle Lease</b>	34,613	43,986	36,565	39,000
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Lease for fleet of vehicles assigned to Public Works Department for Water Department.

<b>CONTRACTUAL SERVICES MAINTENANCE TOTAL</b>	<b>\$1,998,627</b>	<b>\$1,657,001</b>	<b>\$1,486,441</b>	<b>\$1,640,536</b>
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### CONTRACTUAL SERVICES - Other

50.00.430	<b>Utilities</b>	244,245	225,000	259,051	245,000
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Funds for heating, light, and power services provided to water plants and wells.

<b>CONTRACTUAL SERVICES OTHER TOTAL</b>	<b>\$244,245</b>	<b>\$225,000</b>	<b>\$259,051</b>	<b>\$245,000</b>
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<b>CONTRACTUAL SERVICES TOTAL</b>	<b>\$2,242,872</b>	<b>\$1,882,001</b>	<b>\$1,745,492</b>	<b>\$1,885,536</b>
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## OTHER EXPENSES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
50.00.442	Transfer to Debt Service Fund	2,480,694	2,428,328	2,428,327	2,426,945

Transfer of water/sewer revenues to the Debt Service Fund.

50.00.445	Miscellaneous	0	0	0	0
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Funds to replace SCADA computers, billing office computers, spare data PLCs, as may be needed.

50.00.448	Liability/Hazard Insurance	15,203	14,150	12,300	15,625
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Twelve percent (10%) of the overall insurance premium covering municipal buildings, property, and equipment, associated with water department.

<b>OTHER EXPENSES TOTAL</b>		<b>\$2,495,897</b>	<b>\$2,442,478</b>	<b>\$2,440,627</b>	<b>\$2,442,570</b>
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## CAPITAL OUTLAY

50.00.455	Equipment/Capital	251,925	1,400,000	27,200	4,865,000
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West Harlem Water Main Replacement \$1,100,000 - E Euclid Water main \$665,000; Water Plant SCADA System \$300,000 - RDMS project \$2,800,000

50.00.497	Water Main Replacements	0	0	60,739	109,710
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New

<b>CAPITAL OUTLAY TOTAL</b>		<b>\$251,925</b>	<b>\$1,400,000</b>	<b>\$87,939</b>	<b>\$4,974,710</b>
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<b>TOTAL WATER DEPT EXPENDITURES</b>		<b>\$4,990,695</b>	<b>\$5,724,479</b>	<b>\$4,274,058</b>	<b>\$9,302,816</b>
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### CONTRACTUAL SERVICES - Maintenance

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
50.01.412	Equipment	25,459	4,250	3,692	0

Street sweeper payment.

50.01.418.1	Contractual Services - WC/NPDES fee	1,336,756	1,397,415	1,414,766	1,294,536
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Fees for services rendered in the Wastewater and Sewer department managed by Woodard Curran, 40% of contract, NPDES fee.

50.01.422	Project Engineering	217,937	260,000	19,200	200,000
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Phosphorus optimization plan \$50,000, phosphorus removal feasibility study \$50,000, CMOM \$100,000

50.01.424.5	Fleet Vehicle Lease	16,759	14,400	19,627	15,000
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Lease for fleet of vehicles assigned to Public Works Department for Waste Water Department.

<b>CONTRACTUAL SERVICES - MAINT TOTAL</b>		<b>\$1,596,912</b>	<b>\$1,676,065</b>	<b>\$1,457,285</b>	<b>\$1,509,536</b>
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### CONTRACTUAL SERVICES - Other

50.01.430	Utilities	149,205	140,000	141,537	150,000
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Funds for any type of heating, light, & power services provided to wastewater treatment plants including the north treatment plant.

50.01.431	Phosphorus Chemical Removal	64,738	50,000	71,823	60,000
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Funds for the cost of chemicals for phosphorus removal system.

<b>CONTRACTUAL SERVICES - OTHER TOTAL</b>		<b>\$213,944</b>	<b>\$190,000</b>	<b>\$213,361</b>	<b>\$210,000</b>
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<b>CONTRACTUAL SERVICES TOTAL</b>		<b>\$1,810,855</b>	<b>\$1,866,065</b>	<b>\$1,670,646</b>	<b>\$1,719,536</b>
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## OTHER EXPENSES

		2020-2021 Actual	2021-2022 Budget	2021-2022 Estimate	2022-2023 Budget
50.01.445	Miscellaneous	0	0	0	0

One time purchases that don't fall under the scope of other line items.

50.01.446	Sludge Removal	120,990	100,000	0	100,000
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Fee charged for removal of the sludge.

50.01.448	Liability/Hazard Ins	82,533	74,434	66,550	85,900
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The wastewater/sewer department portion (55%) of the overall premium for all municipal buildings, property, and equipment.

<b>OTHER EXPENSES TOTAL</b>		<b>\$203,523</b>	<b>\$174,434</b>	<b>\$66,550</b>	<b>\$185,900</b>
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## CAPITAL OUTLAY

50.01.455	Equipment/Capital Projects	14,201	300,000	266,410	3,555,500
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SCADA System Replacement \$325,000, GIGO HS Parking Lot bio-retention basins \$235,500,

Disinfection Project \$3,000,000

50.01.473	North Pre-Treatment Plant Upgrade	5,510,850	1,325,000	1,600,898	0
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50.01.475	Development/Capital Project	1,109,559	75,000	185,990	240,000
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Capital improvements/replacement as needed

50.01.476	Raw Wastewater Pump	0	0	20,500	0
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New

50.01.477	Sludge Pump at Plant	0	0	54,162	0
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New

50.01.478	Green Infrastructure	0	0	46,075	0
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New

<b>CAPITAL OUTLAY TOTAL</b>		<b>\$6,634,610</b>	<b>\$1,700,000</b>	<b>\$2,174,035</b>	<b>\$3,795,500</b>
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<b>TOTAL WASTEWATER/SEWER EXPENDITURES</b>		<b>\$8,648,988</b>	<b>\$3,740,499</b>	<b>\$3,911,230</b>	<b>\$5,700,936</b>
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## **RESOLUTION OF AMERICAN RESCUE PLAN ACT LOST REVENUE STANDARD ALLOWANCE**

### Resolution # 22-002

WHEREAS, The American Rescue Plan Act provides for State and Local Fiscal Recovery Funds, a definition which includes the City of Monmouth, Illinois, and

WHEREAS, The United States Treasury Department was tasked with administration of the American Rescue Plan Act and In July 2021 issued instructions, criteria, and limitations for the use of funds provided by the American Rescue Plan Act compiled titled U.S. TREASURY INTERIM FINAL RULE & GUIDANCE FOR STATE AND LOCAL FISCAL RECOVERY FUNDS (31 CFR Part 35/RIN 1505-AC77) henceforth U.S. TREASURY INTERIM FINAL RULE, and

WHEREAS, guidance in the U.S. TREASURY INTERIM FINAL RULE, defined multiple expense categories including formulas to demonstrate the impact of the public health emergency COVID 19 had the City of Monmouth revenues, and

WHEREAS, in January 2022, the U.S. TREASURY issued U.S. TREASURY FINAL RULE AND GUIDANCE FOR STATE AND LOCAL FISCAL RECOVERY FUNDS (31 CFR Part 35/RIN 1505-AC77) henceforth U.S. TREASURY INTERIM FINAL RULE, with further clarification of rules, processes, reporting and tracking requirements and significant changes to the process for determining recipient Lost Revenue, and

WHEREAS, U.S. TREASURY FINAL RULE provides the continued use of the aforementioned formula or provides for the City of Monmouth to claim a Standard Allowance consisting of the lesser of ten million dollars (\$10,000,000) or the total full funds provided to the City of Monmouth by the U.S. TREASURY in both tranches, and

WHEREAS, funds claimed by the City of Monmouth as Lost Revenue may be used for all purposes under Government Services as defined by the U.S. TREASURY INTERIM FINAL RULE and as expanded by the U.S. TREASURY FINAL RULE, and

WHEREAS, recovered Lost Revenue funds may not be used to establish reserve funds, resolve debt incurred prior to March 3, 2021, offset changes in taxes levied, make bulk payment to pension funds, or make payment on court directed settlements and must be accounted in the periodic reports required by the U.S. TREASURY INTERIM FINAL REPORT.

NOW THEREFORE, BE IT RESOLVED as follows:

1. The City of Monmouth elects the Standard Allowance method of calculating Lost Revenue for the City of Monmouth and henceforth shall regard \$1,209,248.21 (total

amount of both tranches) as recovered Lost Revenue subject to the rules, reporting and tracking requirements as defined in U.S. TREASURY FINAL RULE.

2. The City of Monmouth intends to utilize the funds for public water and sewer infrastructure as defined by the American Rescue Plan Act.
3. Further projects using Recovered Lost Revenue shall continue to be reviewed for eligibility by City Administration and approved by the City Council using the established processes.
4. The City Account Manager shall define accounting procedures to record uses of funds derived from Recovered Lost Revenue and shall provide City Administration with annual reports reflecting fund balance, obligations, and expenditures in order to properly prepare required reporting as defined by the U.S. TREASURY FINAL RULE.

Passed this 21<sup>st</sup> day of March, 2022

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Mayor

ATTEST:

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City Clerk

The logo is a Maltese cross with a red outline and white fill. The word "FIRE" is at the top, "EMERGENCY" is written vertically on the left and right arms, and "EST. 1855" and "MONMOUTH, IL." are at the bottom. In the center is a stylized fire hydrant.

***Monmouth Fire Department  
February Monthly Report***

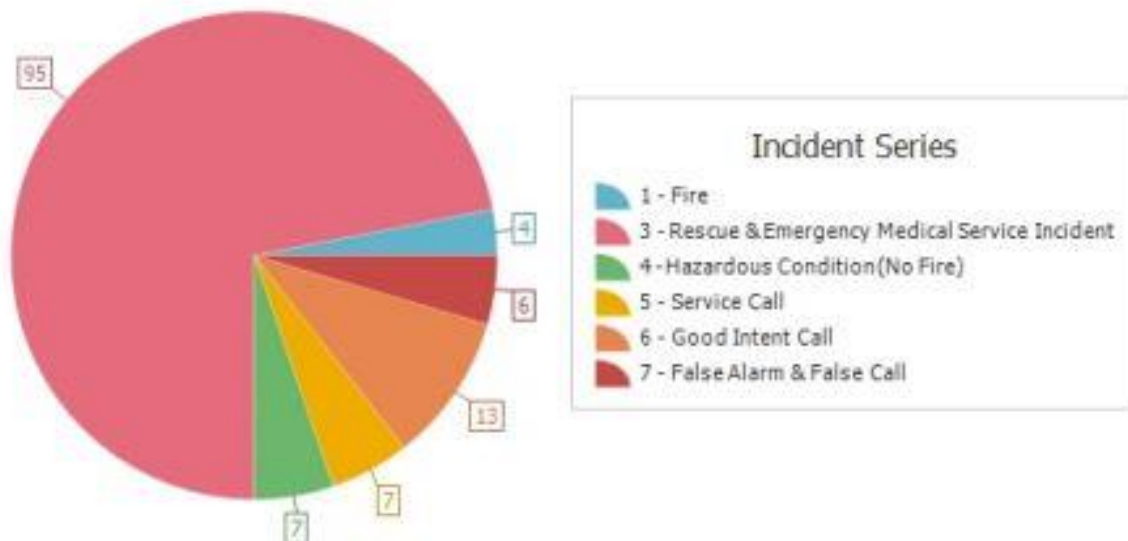
***March 21<sup>st</sup>, 2022 City Council Meeting***

### Emergency Responses:

The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.

## February Incidents

### Incident Reports by Incident Type Series, Summary



#### Incident Type: 1 - Fire

111 - Building fire	1
130 - Mobile property (vehicle) fire, other	1
131 - Passenger vehicle fire	2

**Total Number of calls for this Major Category: 4**

#### Incident Type: 3 - Rescue & Emergency Medical Service Incident

300 - Rescue, EMS incident, other	4
311 - Medical assist, assist EMS crew	91

**Total Number of calls for this Major Category: 95**

#### Incident Type: 4 - Hazardous Condition (No Fire)

412 - Gas leak (natural gas or LPG)	2
424 - Carbon monoxide incident	3
463 - Vehicle accident, general cleanup	2

**Total Number of calls for this Major Category: 7**



<b>Incident Type: 5 - Service Call</b>	
500 - Service Call, other	2
552 - Police matter	1
553 - Public service	2
554 - Assist invalid	2
<b>Total Number of calls for this Major Category:</b>	<b>7</b>

<b>Incident Type: 6 - Good Intent Call</b>	
600 - Good intent call, other	4
611 - Dispatched & canceled en route	6
622 - No incident found on arrival at dispatch address	3
<b>Total Number of calls for this Major Category:</b>	<b>13</b>

<b>Incident Type: 7 - False Alarm &amp; False Call</b>	
700 - False alarm or false call, other	2
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
<b>Total Number of calls for this Major Category:</b>	<b>6</b>

<b>Total Number of Incidents:</b>	<b>132</b>
<b>Total Number of Distict Incident Types:</b>	<b>19</b>

**Total Number of Incidents Year to Date: 272**

**Total Number of Distinct Incident Types Year to Date: 26**

### **Staff Training:**

Fire related training for the month of February covered the topics of firefighter survival and mayday situations. All of the firefighters went over the procedures to follow if a firefighter were to become lost, injured, or trapped inside of a building on fire. The staff also practiced the techniques to self-rescue if they become trapped in a fire.

Emergency medical training included the topics of bloodborne pathogens and HIPAA. The MFD staff reviewed both topics including what types of bloodborne pathogens to be aware of, how they may be exposed, protection from bloodborne pathogens, and the procedures if they are exposed.

Assistant Chief Spears attended the annual MABAS Command Conference that was held in Bloomington. The annual MABAS Conference provides opportunities for training, networking with other fire officers, and information about new equipment.

### **Non-Emergency Activities:**

Chief Rexroat and Captain Cozadd provided a presentation to the Rotary Club of Monmouth. The presentation included the topics of fire department operations, apparatus, equipment, training, and mutual aid.

Members of MFD and the RSP&E Fire Protection District retrieved the Western Shelter tent from the Hill Correctional Center where it was being used as a quarantine/isolation area. Western Shelter tents were deployed from four different MABAS divisions to respond to a COVID outbreak at the prison.

Members of area fire departments in Warren County held a meeting at MFD to discuss ways for the fire departments to improve coordination on mutual aid responses, provide for better on-scene accountability, and to improve on overall safety of the firefighters.

Chief Rexroat attended meetings with the Illinois Fire Chief's Association, MABAS, and IEMA.

### **Fire Code Items:**

Chief Rexroat assisted Director Clark with an occupancy inspection of the renovations at Holy Family Medical Center.

### **Apparatus and Equipment Related Items:**

Engine 23 had an issue with the truck's alternator that required it to be replaced. Alexis Fire Equipment made the repair and the truck was out of service for just a few hours.

Ladder 40 had new headsets installed in the cab. The new headsets allow for the firefighters inside of the cab to talk to each other and to the dispatch center while responding to calls. The headsets provide hearing protection for the firefighters while improving communication by dampening ambient noises and sirens. The headsets were paid for with funds from the MFD Foreign Fire Tax Fund, a grant from the IPRF, and the remaining cost from budgeted funds.

Respectfully submitted,  
Casey Rexroat, Fire Chief



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday March 7, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Justin Thomas, Tony Cook, Alderwoman Susan Twomey, Aldermen Brian Daw (remotely), Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Also Present:** Mayor Rod Davies, City Administrator Lew Steinbrecher, City Clerk Susan S. Trevor, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of February 22, 2022 Council Meeting Minutes**

**It was moved by Alderwoman Twomey and seconded by Alderman Conard to approve the February 22, 2022 Council Meeting Minutes as presented. AYE:** Alderman Thomas, Alderwoman Twomey, Aldermen Daw (remotely), Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **PASS:** Alderman Cook **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

**1. Recognition of Bryan Epley's Retirement**

Mayor Davies read a Certificate of Appreciation for Bryan Epley's 43 years of service for the City in the Water Department. Dispatcher Jayme Horner as a representative from AFSCME presented a plaque to Bryan recognizing him for his 43 years of service to the City and also as a member of AFSCME for these 43 years.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderman Daw (remotely) and seconded by Alderman Cook to approve the bills as presented. AYE:** Aldermen Thomas, Cook, Alderwoman Twomey, Aldermen Daw (remotely), Conard, Pinedo, Alderwoman Kelly and Aldermen VanVleet **NAY:** none **MOTION CARRIED.**

## V. COMMITTEE OF THE WHOLE

### A. Lakeshore Recycling Curbside Garbage Collection Service – May Startup Date

Chuck Duncan, Municipal Services Manager for LRS and Chuck Petty, Local Operations Manager for LRS gave brief presentations to explain when and how the transition process of curbside garbage collection from Millenium Waste to Lakeshore Recycling will occur. Mr. Duncan handed out a mailer that will be sent to all residents of Monmouth. He said that the new service with LRS will start on May 2, 2022. The mailer gives information on waste collection guidelines; excess garbage requirements; bulky item pick-up to be accepted on the 3<sup>rd</sup> week of the month; collection of white goods; how to obtain additional carts along with a list of the six holidays observed by LRS and an explanation of roll-off services. Mr. Duncan also noted that there will be a local number listed for customers to call, but it has not been set up as of yet. There will also be an email that customers can use to contact the company. Mr. Petty explained as Operations Manager that he sometimes might not be available as he may have to cover for an absent driver or deal with a broken-down truck. Mr. Duncan said that the company has divided the City into four quadrants and is looking to perhaps go to 4 days of collection instead of the current 5. Administrator Steinbrecher commented that he believes it will be a smooth transition.

### B. Lease Agreement – 200 South Main Street – Axel Borja

Administrator Steinbrecher explained that Axel Borja, who owns El MerKadito, wants to lease the space at 200 South Main Street in order to move his restaurant from down the street to this location. The lease is for a term of twelve (12) months beginning April 1, 2022 with a monthly rent of \$700.00. The lease is renewable on a yearly basis. The Administration is recommending approval of the lease. **It was moved by Alderman Conard and seconded by Alderwoman Kelly to approve the above-stated lease. AYE:** Alderwoman Twomey, Alderman Daw (remotely), Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas and Cook **NAY:** none **MOTION CARRIED.**

### C. Request for Class I Liquor License for El MerKadito – Axel Borja

Mayor Davies explained that currently there are no open Class I liquor licenses available. Mr. Borja is requesting that the Council allow the creation of an additional Class I liquor license for his restaurant. If the Council allows another Class I liquor license, City Attorney Spears will draft an ordinance and it will be brought back for a vote at the next Council Meeting. **It was moved by Alderman Cook and seconded by Alderman Thomas to grant an additional Class I Liquor License. AYE:** Aldermen Daw (remotely), Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook and Alderwoman Twomey **NAY:** none **MOTION CARRIED.**

### D. Request Class I Liquor License for new Restaurant – Gilberto Vasquez

Mayor Davies explained that Mr. Vasquez has purchased the old Hardee's building and is opening a new restaurant. He is also requesting the Council to allow another Class I Liquor License. **It was moved by Alderman Daw (remotely) and seconded by Alderman VanVleet to approve an additional Class I Liquor License, which will bring the total number of Class I Liquor Licenses to sixteen (16). AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Alderwoman Twomey and Alderman Daw (remotely) **NAY:** none **PASS:** Alderman Cook **MOTION CARRIED.**

**E. Building and Zoning February Report – Director Clark**

- ✓ It was a slow month for issuing permits.
- ✓ The department is still in the process of acquiring unsafe demolition properties.
- ✓ **Open projects**, First United Methodist Church, OSF Holy Medical Center; Lakeshore Recycling Systems; Monmouth Town Homes; Courtyard Estates Memory Care Wing; Maple City Warehouse Distribution, Monmouth Park District Office; Airport T-Hangar and Eagle View Teen Center, continue in various stages of construction.
- ✓ **TIF projects**, LMP has completed all work on new addition as well as original part of the office and Robbins Resource MGT, INC's project is close to completion but due to the weather is currently at a standstill.

**F. Woodard and Curran January Report – Director Jackson**

- It is going to be a busy year with a number of projects either being completed or initiating new projects once grants are made available.
- The MFT street overlay project will have to do fewer blocks due to the higher price of raw materials and fuel impacting the project.

**G. Actuarial Services for Police and Fire Pension Funds**

Administrator Steinbrecher explained the firm of Lauterbach and Amen that has provided actuarial services for the police and fire pension funds in the last several years and has not been punctual with their reports. This lack of timeliness has created problems for the City with the requirements that they have to fulfill; therefore, the City solicited proposals from other firms. After reviewing the proposals, the Administration is recommending accepting the services of Foster and Foster, Actuaries and Consultants from Naperville, Illinois. This firm has vast experience working with Illinois pension plans and has worked with the Governor's office to review potential changes to all of the State Plans. **It was moved by Alderwoman Kelly and seconded by Alderwoman Twomey to approve entering into an agreement with Foster and Foster to provide actuarial services for the City's Police and Fire Pension Funds. AYE:** Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Daw (remotely) and Conard **NAY:** none **MOTION CARRIED.**

**H. Employment Contract for Communications/Technology Director**

Administrator Steinbrecher said that the Administration is recommending approval of a new contract beginning May 1, 2022 through April 30, 2026 with Communications/Technology Director Ken Helms. **It was moved by Alderwoman Twomey and seconded by Alderman Conard to approve the four (4) year contract with Communications/Technology Director Ken Helms. AYE:** Alderwoman Twomey, Aldermen Daw (remotely), Conard and Pinedo **NAY:** Alderwoman Kelly, Aldermen VanVleet and Thomas **PASS:** Alderman Cook **MOTION CARRIED.**

**I. Employment Contract for MFD Fire Chief**

Administrator Steinbrecher said that the Administration is recommending approval of the renewal of MFD Fire Chief Rexroat's contract beginning May 1, 2022 through April 30, 2025. **It was moved by Alderman VanVleet and seconded by Alderman Conard to approve the three (3) year contract with MFD Fire Chief Casey Rexroat. AYE:** Alderman VanVleet, Alderwoman Twomey, Aldermen Daw (remotely), Conard, Pinedo and Alderwoman Kelly **NAY:** none **PASS:** Aldermen Thomas and Cook **MOTION CARRIED.**

## **J. Citizens Lake Campground Fee Increases**

City Clerk Susan Trevor explained that a request from our current campground manager and research of other campgrounds in the area indicated that an increase in fees was due for our campground. Our former Campgrounds manager also felt that since we do not have all the same amenities as some of the surrounding campgrounds that modest increases would be in order. The increases are as follows:

**The rate for an RV one-night stay would increase by \$6 from \$19 to \$25**

**The rate for an RV one-week stay would increase by \$11 from \$114 to \$125**

**The rate for an RV one-month stay would increase by \$20 from \$330 to \$350**

**The rate for a Tent one-night stay would increase by \$5 from \$10 to \$15**

*(Tent renters pay a daily rate and not weekly or monthly)*

**The bathroom key deposit (refundable on departure) remains the same at \$5**

**The dump station fee (for campers not staying on site) increases by \$4 from \$6 to \$10**

There is not an extra charge for utilities as they are included in the camping permit fees.

**It was moved by Alderman Daw (remotely) and seconded by Alderman Cook to approve the above-proposed campground fees as presented. AYE:** Aldermen Thomas, Cook, Alderwoman Twomey, Aldermen Daw (remotely), Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **MOTION CARRIED.**

## **VI. ORDINANCES**

### **A. 1<sup>ST</sup> Reading**

#### **1. 22-006, Debt Volume Cap – Western Illinois Economic Development**

Mayor Davies explained that each Home Rule community receives a direct allocation equal to their population times \$110. The 2022 State of Illinois allocation to the City is a total Volume Cap Allocation of \$968,110.00. Each Home Rule community must obligate their allocation by May 1<sup>st</sup> of each calendar year or it goes back to the State for allocation outside the region. The City has transferred its allocation in the past to WIEDA to be used for economic development and affordable housing projects in our region. If for any reason, the City has a need for funds, it can receive funds from WIEDA through this allocation. **It was moved by Alderman Thomas and seconded by Alderwoman Kelly to transfer the City's 2022 Volume Cap Allocation of \$968,110.00 to WIEDA. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Daw (remotely), Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Thomas **NAY:** none **MOTION CARRIED.**

#### **2. 22-007, Change of Zoning for 5.7 Acre Lot**

Zoning Director Clark explained that the Plan Commission met on Monday, February 28<sup>th</sup> to consider 5 requests for changes in zoning. This ordinance addresses the first request to change the zoning of a 5.7- acre lot directly West of McDonald's from M-1 Limited Manufacturing to P-S Public and Semi-Public Service to establish the Warren County Law Enforcement Center. The Plan Commission approved and recommended approval to the Council. This change in zoning is contingent upon the purchase of this lot. **It was moved by Alderman Conard and seconded by Alderman VanVleet to accept recommendation of the Plan Commission and approve the above-stated change in zoning contingent upon the purchase of this lot by Warren County. AYE:** Alderwoman Twomey, Aldermen Daw (remotely), Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas and Cook **NAY:** none **MOTION CARRIED.**

**3. 22-008, Change of Zoning for 509 N. Main Street**

Zoning Director Clark stated that the Plan Commission considered a second request at their February 28<sup>th</sup> meeting for 509 North Main Street to change the zoning from B-2 Neighborhood Commercial to B-3 Service Commercial. This is the old Family Video store and the owners wanted to make the property all the same zoning. The request came to Council with the Plan Commission recommendation for approval. **It was moved by Alderman Cook and seconded by Alderman Thomas to accept the recommendation for approval to change the zoning for 509 North Main Street. AYE:** Aldermen Daw (remotely), Conard, Pinedo, Alderwoman Kelly, Alderman VanVleet, Thomas, Cook and Alderwoman Twomey **NAY:** none **MOTION CARRIED.**

**4. 22-009, Change of Zoning for 907 West 4<sup>th</sup> Avenue, 503 South H Street and lot East of 503 South H Street**

Zoning Director Clark explained that the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> requests brought before the Plan Commission at their February 28<sup>th</sup> meeting were to change the zoning from a M-1 Limited Manufacturing to R-2 Medium-Density Residential for the three properties listed above. The Plan Commission voted unanimously to recommend approval of the above-stated requests. **It was moved by Alderwoman Kelly and seconded by Alderman Conard to approve the zoning change recommended by the Plan Commission for the above-stated properties. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey and Alderman Daw (remotely) **NAY:** none **MOTION CARRIED.**

**VII. OTHER BUSINESS**

There was none to consider

**VIII. ADJOURNMENT**

**It was moved by Alderman Cook and seconded by Alderman VanVleet to adjourn the March 7, 2022 meeting at 6:57 p.m. MOTION CARRIED by unanimous voice vote.**

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**Mayor Rod Davies**

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**City Clerk Susan S. Trevor**



POLICE DEPARTMENT  
FEBRUARY 2022 MONTHLY REPORT

	FEB 2021	FEB 2022	+/-	2021 YTD	2022 YTD	YTD +/-
Criminal Arrests	34	29	-5	56	56	
Ordinance Violations	72	121	49	150	179	29
Calls For Service	1158	976	-182	2682	1851	-831
Dispatch Calls	1951	1860	-91	4273	3687	-591
Accidents	24	24		39	48	11
Grant Hours Worked	15	83	68	51	141	90

INCIDENTS OF NOTE:

\*MPD and FBI TOC West Task Force seized 10 pounds of marijuana in Monmouth during an investigation. There are still several large investigations ongoing.

STAFF TRAINING:

\*MPD staff began getting CPR/AED certified.

EQUIPMENT RELATED ISSUES:

\*None





## COUNCIL MEETING

**Date:** Monday, March 21, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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## COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the March 7, 2022 Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**
  - 1. Proclamation – Former City Clerk Betty Brown's 100<sup>th</sup> Birthday**
  - B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. MFD February Report**
  - B. MPD February Report**
  - C. Feral Cat Regulations Discussion**
  - D. FY 2022-2023 Recommended Budget Presentation**
  - E. Lease Renewal - 202 South Main Street – Ice Cream Parlor - El-Dulce-Helado**
- VI. RESOLUTIONS**
  - A. 22-001, Campground Fee Increases**
  - B. 22-002, American Rescue Plan Act Lost Revenue**
- VII. ORDINANCES**
  - A. 1<sup>st</sup> Reading**
    - 1. 22-010, Amending Chapter 115.25, Class I Liquor License Classifications**
- VIII. EXECUTIVE SESSION**
  - A. Per Illinois Statute 5ILCS 120/2 to consider Collective Bargaining**
- IX. OTHER BUSINESS**
- X. ADJOURNMENT**

### **6-2-16: LIMITATIONS ON CATS RUNNING AT LARGE:**

It shall be unlawful for any cat owner to permit a cat to run free outside the residence of its owner or keeper unless the cat has been:

- (A) Neutered or spayed to prevent it from procreating;
- (B) Immunized against rabies and vaccinated in compliance with the laws of the state of Illinois;
- (C) Appropriately "tipped" on an ear to signify that it has been neutered/spayed and immunized. (Ord. 2122, 4-28-2015)

### **6-2-17: STRAY AND FERAL CATS:**

The city council finds and declares that the proliferation of feral cats and stray cats poses a potential danger to the health, safety, and general welfare of the public. (Ord. 2122, 4-28-2015)

### **6-2-18: RESPONSIBILITIES IMPOSED ON THOSE WHO FEED STRAY CATS:**

- (A) It shall be unlawful for any person to feed stray cats, if such feeding causes a nuisance to neighbors or creates a condition contrary to the health, safety, and welfare of the community.
- (B) Any person who undertakes to feed stray cats shall assume responsibility and be liable for any damage to persons or property caused by the cats. In addition such person shall be liable for and assume responsibility for seeing that the stray cats are:

1. Neutered or spayed to prevent procreating;
2. Immunized against rabies and vaccinated in compliance with the laws of the state of Illinois;
3. Appropriately "tipped" on an ear to signify that they have been neutered/spayed and immunized. (Ord. 2122, 4-28-2015)

### **6-2-19: RESPONSIBILITIES IMPOSED ON THOSE WHO FEED FERAL CATS:**

- (A) It shall be unlawful for any person to continue to feed feral cats, if such feeding causes a nuisance to neighbors or creates a condition contrary to the health, safety, and welfare of the community.
- (B) Any person who undertakes to feed feral cats shall assume responsibility and be liable for any damage to persons or property caused by the cats. In addition such person shall be liable for and assume responsibility for seeing that the feral cats are:

1. Neutered or spayed to prevent procreating;
2. Immunized against rabies and vaccinated in compliance with the laws of the state of Illinois;
3. Appropriately "tipped" on an ear to signify that they have been neutered/spayed and immunized. (Ord. 2122, 4-28-2015)

FERAL CAT: Any homeless, wild or untamed cat which: a) is born in the wild or the offspring of an owned or feral cat and is not socialized, b) is a formerly owned cat that has been abandoned and is no longer socialized, or c) lives on a farm.

## **LEASE**

This Lease is made between CITY OF MONMOUTH, as LESSORS, and SONIA WOOLSEY and ANDREW WOOLSEY, as LESSEE.

LESSORS hereby leases to LESSEE and LESSEE hereby rents from LESSORS, the space presently constituted known as 202 South Main Street, Monmouth, Illinois, referred to below as the premises, said space being only the lower level of the two (2) story building, situated at the above address.

### **SECTION 1 TERM**

The space is leased for a term of thirteen (13) months commencing on April 1, 2022, and ending on April 30, 2023, or on such time and date as this Lease may terminate as provided below.

### **SECTION II RENT**

The total rent due under this lease for the above referenced term is Five Thousand Two Hundred and NO/100ths (\$5,200.00) Dollars. The rent is payable as follows: Four Hundred and NO/100ths (\$400.00) Dollars in advance of the 1<sup>st</sup> day of each month commencing on April 1, 2022, during the term of this Lease. The final rent payment is due April 1, 2023.

The LESSOR hereby acknowledges the receipt of Four Hundred and NO/100ths (\$400.00) Dollars representing the Security Deposit.

LESSEE agrees to make the rent payments promptly as they become due. LESSEE agrees to pay a penalty of Twenty-five and No/100 (\$25.00) Dollars for payments not received by the LESSORS on or before the 5<sup>th</sup> day of the month and an additional Ten and No/100 (\$10.00) Dollars per day for every day after the 5<sup>th</sup> day of the month that rent payment remain unpaid.

### **SECTION III USE AND OCCUPANCY**

LESSEE shall use and occupy the premises as an ICE CREAM PARLOR and for no other purpose and LESSEE shall be responsible for all licenses and permits required to operate said business lawfully. LESSORS represent that the premises may lawfully be used for such purpose.

**SECTION IV  
PLACE FOR PAYMENT OF RENT**

LESSEE shall pay rent, and any additional rent as provided below, to LESSORS at LESSORS' office at 100 East Broadway, Monmouth, Illinois, or to such other places as LESSORS may designate in writing, without demand and without counterclaim, deduction, or setoff.

**SECTION V  
CARE AND REPAIR OF PREMISES**

LESSEE shall commit no act of waste and shall take good care of the premises and the fixtures and appurtenances on it, and shall, in the use and occupancy of the premises, conform to all laws, orders and regulations of the federal, state and municipal governments or any of their departments. All improvements made by LESSEE to the premises which are so attached to the premises that they cannot be removed without material injury to the premises, shall become the property of the LESSORS upon installation.

Not later than the last day of the term, LESSEE shall, at LESSEE's expense, remove all of LESSEE's personal property and those improvements made by LESSEE which have not become the property of LESSORS, including trade fixtures, cabinet works, movable paneling, partitions and the like; repair all injury done by or in connection with the installation or removal of the property and improvements; and surrender the premises in as good condition as they were in the beginning of the term, reasonable wear and damage by fire, elements, casualty or other cause not due to misuse or neglect by LESSEE or LESSEE's agents, servants, visitors or licensees, excepted. All property of LESSEE remaining on the premises after the last day of the term of this Lease shall be conclusively deemed abandoned and may be removed by LESSORS, and LESSEE shall reimburse LESSORS for the cost of such removal. LESSORS may have any such property stored at LESSEE's risk and expense.

LESSEE further agrees to remove all snow and ice from all of the sidewalks on the above described premises; to replace in a neat and workmanlike manner all glass and doors broken during occupancy thereof; to use due precaution against freezing of water of waste pipes and stoppage of same in and about said premises and that in case water or waste pipes are frozen or become clogged by reason of neglect of LESSEE, the LESSEE shall repair the same at his own expense as well as all damage caused thereby. In case water or water pipes are frozen or become clogged by reason of neglect of LESSOR, the LESSOR shall repair the same at his own expense as well as all damage caused thereby.

The LESSOR shall be responsible for the maintenance, repair and replacement of the furnace, air-conditioning system, and waterworks system should such needs arise. The LESSOR shall do so in a timely fashion.

**LESSEE agrees that all signage to be placed on the building by the LESSEE must be approved by the LESSOR and be in compliance with all ordinances for the City of Monmouth.**

**SECTION VI  
ALTERATIONS, ADDITIONS OR IMPROVEMENTS**

LESSEE shall not, without first obtaining the written consent of LESSORS, make any alterations, additions or improvements in, to or about the premises. The LESSORS will not unreasonably withhold such consent. It is the understanding of the parties that the LESSEE will make substantial alterations and modifications to the premises so that they can be used by the LESSEE as an ice cream parlor for the reasonable conduct of LESSEE's business.

**SECTION VII  
PROHIBITION AGAINST ACTIVITIES  
INCREASING FIRE INSURANCE RATES**

LESSEE shall not do or suffer anything to be done on the premises which will cause an increase in the rate of fire insurance on the building.

**SECTION VIII  
ACCUMULATION OF WASTE OR REFUSE MATTER**

LESSEE shall not permit the accumulation of waste or refuse matter on the leased premises or anywhere in or near the building.

**SECTION IX  
ABANDONMENT**

LESSEE shall not, without first obtaining written consent of the LESSORS, abandon the premises, or allow the premises to become vacant or deserted.

**SECTION X  
ASSIGNMENT OF SUBLEASE**

LESSEE shall not, without first obtaining the written consent of the LESSORS, assign, mortgage, pledge or encumber this Lease, in whole or in part, or sublet the premises or any part of such premises. This covenant shall be binding upon the legal representatives of LESSEE, and upon every person to whom LESSEE's interest under this Lease passes by operation of law, but shall not apply to an assignment or subletting to the parent or subsidiary of a corporate LESSEE or to a transfer of this leasehold interest occasioned by a consideration or merger involving such LESSEE.

**SECTION XI  
UTILITIES**

LESSEE shall be responsible for and pay all charges for utilities used on said premises, including electricity, gas and waste removal. LESSEE shall also be responsible for and pay all charges for water and sewer.

**SECTION XII  
DAMAGES TO BUILDING**

If the building is damaged by fire or any other cause to such extent that the cost of restoration, as reasonably estimated by LESSORS, will equal or exceed twenty (20%) percent of the replacement value of the building exclusive of the foundations just prior to the occurrence of the damage, then LESSORS may, no later than the sixtieth (60<sup>th</sup>) day following the damage, give LESSEE notice of election to terminate this lease, or if the cost of restoration will equal or exceed twenty (20%) percent of such replacement value and if the premise shall not be reasonably usable for the purposes for which they are leased under this agreement, the LESSEE may, no later than the forty-fifth (45<sup>th</sup>) day following the damage, give LESSORS a notice of election to terminate this lease. In the event of either such election this lease shall be deemed to terminate on the thirtieth (30<sup>th</sup>) day after giving of such notice, and LESSEE shall surrender possession of the premises within a reasonable time thereafter, and the rent, and any additional rent, shall be apportioned as of the date of the surrender and any rent paid for any period beyond such date shall be repaid to tenant.

In any case in which use of the premises is affected by any damage to the building, there shall be either an abatement or an equitable reduction in rent depending on the period for which and the extent to which the premises are not reasonably usable for the purposes for which they are leased under this agreement. The words “restoration” and “restore” as used in this Section XI shall include repairs. If the damage results from the fault of the LESSEE, or LESSEE’s agents, servants, visitors, or licensees, LESSEE shall not be entitled to any abatement or reduction of rent, except to the extent, if any, that LESSOR receives the proceeds of rent insurance in lieu of such rent.

**SECTION XII  
INSURANCE PAYMENTS**

LESSEE shall be responsible for insuring their contents in the building.

Notwithstanding the provisions of this section or Section V of this lease, in any event of loss or damage to the building, the premise and/or any contents, each party shall look first to any insurance in its favor before making any claim against the other party; and, to the extent possible without additional cost, each party shall obtain, for each policy of such insurance, provisions permitting waiver of any claim against the other party for loss or damage within the scope of such insurance, and each party, to such extent permitted, for itself and its insurers waives all such insured claims against the other party.

**SECTION XIV  
EMINENT DOMAIN**

If the cost of restoration as estimated by LESSORS shall amount to less than twenty (20%) percent of the replacement value of the building, or if, despite the cost, LESSORS do not elect to terminate this lease, LESSORS shall restore the building and the premises with reasonable promptness, subject to delays beyond LESSORS' control and delays in the making of

insurance adjustments between LESSORS and its insurance carrier, and LESSEE shall have no right to terminate this lease except as herein provided. LESSORS need not restore fixtures and improvements owned by tenant.

If the premises or any part of the premises or any estate therein, or any other part of the building materially affecting LESSEE's use of the premises, be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent, and any additional rent, shall be apportioned as of the termination date and any rent paid for any period beyond such date shall be repaid to LESSEE. LESSEE shall not be entitled to any part of the award for such taking or any payment in lieu of such payment, but LESSEE may file a claim for any taking of fixtures and improvements owned by LESSEE, and for moving expenses.

#### **SECTION XV LESSOR'S REMEDIES ON DEFAULT**

If LESSEE default in the payment of rent, or any additional rent, or any late fees, or defaults in the performance of any of the other covenants or conditions of this agreement, LESSORS may give LESSEE notice of such default. If LESSEE does not cure any rent, or additional rent, default within ten (10) days, or other default within ten (10) days, after the giving of such notice, if such other default is of such nature that it cannot be completely cured within such period, LESSEE does not commence such curing within such ten (10) days and thereafter proceed with reasonable diligence and in good faith to cure such default, then LESSORS may terminate this lease on not less than ten (10) days' notice to LESSEE. On the date specified in the notice the term of this lease shall terminate and LESSEE shall then quit and surrender the premises to LESSORS, but LESSEE shall remain liable as provided in Section XVI. If this lease shall have been so terminated by LESSORS, LESSORS may at any time thereafter resume possession of the premises by any lawful means and remove LESSEE or other occupants and its or their effects.

The LESSEE also agrees to pay reasonable attorney's fees and costs incurred by LESSOR or their successors in interest in enforcing or attempting to enforce the terms of this Lease, said attorney's fees and costs incurred by LESSOR shall become an additional indebtedness owed under the terms of this Lease.

The LESSOR agrees to pay reasonable attorney's fees and costs incurred by the LESSEE in enforcing or attempting to enforce the terms of this Lease.

#### **SECTION XVI MECHANICS' LIEN**

LESSEE shall within thirty (30) days after notice from LESSORS discharge any mechanics' liens for materials or labor claimed to have been furnished to the premises on LESSEE's behalf.

**SECTION XVII  
NOTICES**

Any notice by either party to the other shall be in writing and shall be deemed to have been duly given only if delivered personally or sent by registered or certified mail in an addressed postage paid envelope; if to LESSEE, at the above described building; if to LESSORS, at LESSORS' address as set forth above; or, to either, at such other address as LESSEE and LESSORS, respectively, may designate in writing. Notice shall be deemed to have been duly given, if delivered personally, upon delivery, and if mailed, upon the seventh (7<sup>th</sup>) day after mailing of such notice.

**SECTION XVIII  
LESSOR'S RIGHT TO INSPECT, REPAIR AND MAINTENANCE**

LESSORS may enter the premises at any reasonable time, upon adequate notice to LESSEE (except that no notice need be given in case of emergency) for the purpose of inspection or the making of such repairs, replacements, or additions in, to, on or about the premises or the building, as LESSORS deem necessary or desirable. LESSEE shall have no claim or cause of action against LESSORS by reason of such entry except as provided in Section XIX.

**SECTION XIX  
LESSOR'S RIGHT TO SHOW PREMISES**

LESSORS may show the premises to prospective purchasers and lenders and, during the two (2) months prior to termination of this lease, to prospective tenants, during business hours upon reasonable notice to LESSEE.

**SECTION XX  
PEACEFUL ENJOYMENT**

LESSORS covenant that if, and so long as LESSEE pays the rent, and any additional rent as herein provided, and performs the covenants of this lease, LESSEE shall peaceably and quietly have, hold, and enjoy the premises for the term herein mentioned, subject to the provisions of this lease.

**SECTION XXI  
SAVE HARMLESS**

LESSEE agrees to hold and save LESSOR harmless from any loss, liability, demand or claim of any kind or nature for injury to persons or property as a result of LESSEE's operations on, and use of, the leased premises, except where caused by the negligence of LESSOR, its employees or agents, leased premises for purposes of this section being defined as the building space being leased and the adjacent lot space outside of the building to the closest right of way.



**SECTION XXII  
BINDING EFFECT ON SUCCESSORS AND ASSIGNS**

The provisions of this lease shall apply to, bind and inure to the benefit of LESSORS and LESSEE, and their respective heirs, successors, legal representatives and assigns. It is understood that the term "LESSORS" as used in this lease means only the owner, mortgagee in possession or a term Lessee of the building, so that in the event of any sale of the building or of any lease of the building, or if a mortgagee shall take possession of the premises, the LESSOR named herein shall be entirely freed and relieved of all covenants and obligations of LESSORS subsequently accruing under this Agreement. It shall be deemed without further agreement that the purchaser, the term Lessee of the building, or the mortgagee in possession has assumed and agreed to carry out any and all covenants and obligations of the LESSORS under this Agreement.

DATED: \_\_\_\_\_

LESSOR:

LESSEE:

CITY OF MONMOUTH

\_\_\_\_\_

\_\_\_\_\_

# MONMOUTH ILLINOIS

Happy 100<sup>th</sup> Birthday Betty Brown

March 22, 2022

**WHEREAS**, Betty Brown was born on March 22, 1922;

**WHEREAS**, she was the assistant to the City Clerk of Monmouth for 5 years;

**WHEREAS**, she was then elected City Clerk on April 20, 1965 and served the Monmouth community for 17 years;


**NOW, THEREFORE**, I, Rod Davies, Mayor of the City of Monmouth, along with the Citizens of Monmouth do hereby deem it an honor and pleasure to extend Happy 100<sup>th</sup> Birthday wishes to Betty Brown on this very special occasion.

Dated this 21<sup>st</sup> day of March, 2022

ATTESTED:



Rod Davies, Mayor



Susan S. Trevor, City Clerk

**100 Years Young**



**CITY of MONMOUTH**

100 East Broadway  
Monmouth, IL. 61462  
309-734-2141

**CITIZEN/ORGANIZATION AGENDA REQUEST**

Council Meeting Date 4/4/22

(Requests may be faxed to City Clerk at 309-734-4943)

CITIZEN/ORGANIZATION: Immaculate Conception School

Citizen/Representative: Felicia Simmons

Address: 115 N. B St. Monmouth, IL. 61462

E-mail Address: icstrojans@gmail.com

Phone Number: 309-734-6037

Event Date and Hours of Event: Friday, April 22nd, 4pm - 7pm

Type of Event and Reason for Request: ICS Serenata Drive-thru

Dinner - We are requesting closure of the 200<sup>th</sup>  
block of Archer street from 4pm to 7pm for our  
drive-thru fundraising dinner.

**Requirements for events (these requirements must accompany the request at time of meeting or before, NO EXCEPTIONS):**

- 1) Certificate of Liability Insurance - (private citizen or not-for-profit group)
- 2) If request includes or affects other citizens, a form signed by such citizens showing their approval is to be brought to meeting. (Ex: vacating an alley, blocking off street)
- 3) Diagrams or maps, if pertinent to approving the request.

Felicia Simmons  
Citizen/Organization Representative

3/25/22  
Date

Susan Trevak  
City Clerk

3/28/22  
Date

- PLEASE NOTE:**
- 1) *In order to be placed on the agenda of a Council Meeting, ALL requests MUST be received the Wednesday morning prior to the next Council meeting!*
  - 2) *Representative must be present at meeting unless exempted under annual request policy.*

ORDINANCE 21-011

AN ORDINANCE ADOPTING THE BUDGET FOR ALL CORPORATE PURPOSES OF THE  
CITY OF MONMOUTH, WARREN COUNTY, ILLINOIS, FOR THE FISCAL YEAR  
BEGINNING MAY 1, 2022 AND ENDING APRIL 30, 2023

BE IT ORDAINED by the Mayor and the City Council of the City of Monmouth, Warren County, Illinois, as follows:

Section 1:

SECTION 1: The City of Monmouth hereby adopts, for the fiscal year beginning May 1, 2022 and ending April 30, 2023, the Budget that is attached hereto and made a part hereof. The amounts set forth therein, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of the municipality be and the same are hereby budgeted for the corporate purposes of the City of Monmouth, Warren County, Illinois as specified in said attachment for the fiscal year beginning May 1, 2022, and ending April 30, 2023.

SECTION 2: BUDGETING CONTROLS. The City Administrator may transfer amounts between expenditure accounts within a departmental budget or expenditure accounts within a fund without departmental segregation without the approval of the City Council. An amended budget is necessary if the entire expenditures for the fiscal year exceed a line item as contained in the original budget adopted, including any contingency fund. By a majority vote of the members of the corporate authorities then holding office, the annual budget for the municipality may be amended by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

SECTION 3: The City of Monmouth certifies that is has held a public hearing on said Budget on April 4, 2022, and that all matters of law have been complied with in adopting this Budget.

Section 2:

This ordinance shall be in full force and effect after this due publication in pamphlet form, passage and approval thereof as provided by law.

PASSED this \_\_\_\_ day of April, A.D., 2022.

APPROVED this \_\_\_\_ day of April, A.D., 2022.

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MAYOR

ATTESTED:

---

CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or Not Voting: \_\_\_\_\_

CITY of MONMOUTH  
100 East Broadway  
Monmouth, IL. 6146  
Ph: 309-734-2141 Fax: 309-734-4943

MONMOUTH  
ILLINOIS

CITIZEN/ORGANIZATION ANNUAL REQUEST

(Requests may be faxed to City Clerk at 309-734-4943)

CITIZEN/ORGANIZATION: United Way of Greater Warren County

Citizen/Representative: Jannie Wilber

Address: 87 Public Square - Monmouth

E-mail Address: jannie@weunitedway.org

Phone Number: 309.599.1506 (personal cell)

Event Date and Hours of Event: May 7th 2022 / 10-2

Type of Event and Reason for Request: Grand Opening / 50th Anniversary  
celebration - event #1, open to the public.

Asking for quadrant to be closed so that family /  
child activities can happen safely. Farway &  
Smithfield providing food. Wilson candy, treats,

Requirements for events (these requirements must accompany the annual request)

- 1) Certificate of Liability Insurance - (private citizen or not-for-profit group)
- 2) If request includes or affects other citizens, a form signed by such citizens showing their approval is to be brought to meeting. (Ex: blocking off street)
- 3) Diagrams or maps, if pertinent to approving the request.

Jannie Wilber  
Citizen/Organization Representative

3/21/22  
Date

Susanna Sewer  
City Clerk

4/1/22  
Date

PLEASE NOTE: If there are any changes from the original request other than dates or times, please contact City Clerk's office to determine if it will be necessary to appear at a Council meeting prior to obtaining approval for the requested event.

Also asking for agreement to make a  
proclamation (to be read May 7th)  
by Mayor for 50th Anniversary

out door games,  
music.  
Boy Scouts,  
choir for  
national anthem &  
ribbon cutting @  
92 noon.

ZONING DEPARTMENT    Joe Clark, Director  
CITY OF MONMOUTH    100 E. Broadway  
Monmouth Il. 61462

309.734.7590

[joe.clark@cityofmonmouth.com](mailto:joe.clark@cityofmonmouth.com)  
[www.cityofmonmouth.com](http://www.cityofmonmouth.com)

Date: March 2022

The Zoning department continues to issue building permits as well as junk and debris notices and has followed up on all notices and ordinance violations throughout the city with some tickets issued. Additionally, we have added the no spring or fall curbside pick up on all notices in the interim as an effort to reduce ordinance violations for junk and debris and calls to the city.

### **GRANTS:**

#### **Strong Communities Grant (SCP)**

Demolition properties SCP:

In the process of acquiring additional unsafe demolition properties and should have them secured in the month of May 2022.

### **OPEN PROJECTS:**

**First United Methodist Church:** Continue with Electrical, Plumbing and HVAC and has completed placement of drywall in basement and restrooms with a primer coat as well as the taping of the sanctuary, all the sidewalks, stairs, ADA compliant ramps as well as curbs and approaches for the parking lot has been completed.

**OSF Holy Medical Center:** Project 2028 Renovation for Emergency department completed and final check list prior to final inspections for occupancy has been started.

**OSF Holy Medical Center: Project 2208:** Renovation of existing Helipad, Plan review has been completed

**Lakeshore Recycling Systems:** 111 West 4<sup>th</sup> Avenue Completion of renovations for office space, security, and life safety as well as fire safety has been completed. They are awaiting materials to complete the electrical upgrade.

**Monmouth Town Homes LP:** As reflected through the weekly report's construction continues in various stages with roofing started and continued cleanup of construction site.

**Park District:** Completion of drywall and primer coat of paint, as well as sidewalks and some of the siding.

**1 Courtyard Estates: memory care wing** Completed for Occupancy.

**Airport T-hangar:** Completed balance of roof and siding, hangar door openers as well as most of electrical with the start of partitions between plane hangars.

**Eagle View Teen Center 213 S Main Street:** Completed for Occupancy.

**T.I.F. PROJECTS:**

**Land Management Partners (LMP):** Completed for Occupancy.

**Joe Clark, Director of Zoning**





**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday March 21, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Justin Thomas, Tony Cook, Alderwoman Susan Twomey, Aldermen Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Alderman Daw **Also Present:** Mayor Rod Davies, City Administrator Lew Steinbrecher, City Clerk Susan S. Trevor, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of March 7, 2022 Council Meeting Minutes**

**It was moved by Alderman Cook and seconded by Alderman Pinedo to approve the March 7, 2022 Council Meeting Minutes as presented. AYE:** Aldermen Thomas, Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

**1. Proclamation Recognizing Betty Brown's 100 Birthday**

Mayor Davies read a Proclamation extending Happy Birthday Wishes to Betty Brown on her 100<sup>th</sup> Birthday and recognizing her 22 years of service to the City as City Clerk.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderwoman Kelly and seconded by Alderman Conard to approve the bills as presented. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Thomas **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**V. COMMITTEE OF THE WHOLE**

**A. MFD February Report – Chief Rexroat**

- 🔥 The Department responded to 132 calls in February.
- 🔥 Members of 5 area departments met to discuss ways to improve coordination on mutual aid responses.
- 🔥 As Chief, I assisted Joe Clark in issuing occupancy permits for the renovations at OSF Holy Family Hospital.
- 🔥 Staff training covered topics of firefighter survival and mayday situations.
- 🔥 Engine 23 had to have an alternator repaired.

- 🔥 Ladder truck 40 received two new headsets to enable firefighters to talk to each other within the truck while responding to a call. With the noise of the siren and the engines, it is difficult for the firefighters in front to communicate with those in the back of the truck and these new headsets will make communicating much easier.
- 🔥 The department received a \$3,750 donation from Country Financial to help establish a Grain Bin Safety Unit within the fire department and also help offset the purchase of equipment and future training for rescue operations.
- 🔥 New bay doors were installed at Station 2.

**B. MPD February Report – Chief Switzer**

- The department had 29 criminal arrests and 946 dispatch for service calls in February.
- 10 pounds of marijuana was seized by the department in February.
- Staff training on CPR was conducted.

**C. Feral Cat Regulations Discussion**

MPD Chief Switzer explained that there are no regulations in State Statutes. He does feel we have an issue in town, but we do not have any guidelines in our Code either. There is currently a *“trap, neuter and release program”* in place for roaming cats. The City pays \$10 of the cost and in the past year has serviced 112 cats in this program. According to IDNR, if you spay a cat and release him outside of his community it just encourages other cats to come in to fill this void, but if you neuter a cat and release him back into his community, it cuts down on the addition of more feral cats into this community. IDNR recommends using a *“trap, neuter and release program”* to mitigate the feral cat population. Chief Switzer researched other ordinances and provided copies to the Council to review and Mayor Davies asked that the Council to look over the sample ordinance and come back with suggestions for implementing an ordinance to address the problem of Monmouth’s feral cats.

**D. FY 2022-2023 Recommend Budget Presentation – Administrator Steinbrecher**

Administrator Steinbrecher presented an overview of FY 2022-2023 recommended budget as follows:

- The total 2022-2023 Budget is \$30,593,676 divided between 6 funds – General Fund (33%), Water and Sewer fund (49%), Homestead Fund, 3 TIF District Funds (1%), Debt Service (Bonds) Fund (10%), Health Fund (4%) and State and Local Motor Fuel Tax Fund (3%).
- The General Fund Budget is \$10,035,284 divided between 7 funds – Fire Department (26%), Police Department (36%), Boards and Commissions, Solid Waste (7%), Technology Support (1%), Zoning and Building (1%) and Municipal Operations (29%).
- The Fire Department Budget comes to \$2,628,924 divided into five categories – Pension Costs (35%), Health Insurance (12%), Other Operating Costs (6%), Overtime and Holiday/Vacation Buyouts (8%) and Firefighter Salaries (39%). Total labor costs constitute 94% of the total Fire Department budget.
- The Police Department Budget comes to \$3,589,566 divided into 7 categories – Health Insurance (15%), Other Operating Costs (3%), Dispatcher/other civilian salaries (14%), New Patrol Car (2%), Overtime Buyouts (5%), Police Officer Salaries (37%) and Pension Costs (24%).

- FY 2022-2023 Municipal Operations budget at \$2,908,042 is over the 2021-2022 budget by \$1,258,863 due to a shift in Woodard and Curran costs from 10% to 20%, an increase in Hazard insurance premium, new debt service of \$5 million bond issue and Economic Development support. There was also a huge increase in allocation of funds for capital repairs to municipal properties and public infrastructure improvements.
- The City did realize additional revenue through the sale of the Transfer Station and is anticipating a significant savings with the finalization of the closure of the landfill well monitoring by the IEPA.

**E. Lease Renewal – 202 South S. Main Street – Ice Cream Parlor – El-Dulce-Helado**

Administrator Steinbrecher explained that this is a 13-month lease renewal beginning April 1, 2022 to April 30, 2023 with Andrew and Sonia Woolsey, owners of the ice cream parlor known as El-Dulce-Helado. **It was moved by Alderwoman Twomey and seconded by Alderwoman Kelly to approve the renewal of the lease with the Woolsey’s for 202 South Main Street. AYE:** Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas and Cook **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**VI. RESOLUTIONS**

**A. 22-001, Campground Fee Increases**

**It was moved by Alderman Cook and seconded by Alderman Conard to approve Resolution 22-001 to increase the Campground site rental fees at Citizens Lake. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook and Alderwoman Twomey **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**B. 22-002, American Rescue Plan Act Lost Revenue**

Administrator Steinbrecher explained that the American Rescue Plan Act provides for lost revenue during the COVID-19 pandemic period for State and Local governments up to \$10,000,000. In January of 2022, the U.S. Treasury made significant changes to the process for determining recipient Lost Revenue; therefore, the City of Monmouth elects the Standard Allowance method of calculating Lost Revenue for the City of Monmouth and henceforth shall regard \$1,209,248.21 as recovered Lost Revenue according to the U.S. Treasury Final Rule. The City intends to use the money awarded from ARPA for the replacement of the downtown sewer main. This resolution is to state the intent of the City of Monmouth to utilize the Standard Allowance method of calculating its Lost Revenue of \$1,209,248.21 according to the U.S. Treasury Final Rule. **It was moved by Alderwoman Kelly and seconded by Alderman VanVleet to approve the above-stated Resolution 22-002. AYE:** Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey and Alderman Conard **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**VII. ORDINANCES**

**A. 1<sup>ST</sup> Reading**

**1. 22-010, Amending Chapter 115.25, Class I Liquor License Classifications**

**It was moved by Alderman Conard and seconded by Alderman Thomas to approve amending Chapter 115.25 to allow two additional liquor licenses in Class I. AYE:** Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Alderwoman Twomey and Alderman Conard **NAY:** none **PASS:** Alderman Cook **ABSENT:** Alderman Daw **MOTION CARRIED.**

**VIII. EXECUTIVE SESSION**

**A. Per Illinois Statute 5ILCS 120/2 to Consider Collective Bargaining**

**1. It was moved by Alderman Cook to go into Executive Session at 6:45 p.m. to consider Collective Bargaining. AYE:** Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Conard and Pinedo **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**2. It was moved by Alderman Cook and seconded by Alderman Pinedo to return to Regular Session at 6:50 p.m. AYE:** Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Conard, Pinedo and Alderwoman Kelly **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**IX. OTHER BUSINESS**

There was none to consider

**X. ADJOURNMENT**

**It was moved by Alderwoman Twomey and seconded by Alderman VanVleet to adjourn the March 21, 2022 meeting at 6:50 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Daw, who was absent.**

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**Mayor Rod Davies**

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**City Clerk Susan S. Trevor**

[Y.M.C.A. 5K Memorial Weekend Run.pdf](#)

[Y.M.C.A. 5K Memorial Weekend Run Route Map.pdf](#)

**CITY of MONMOUTH**

100 East Broadway  
Monmouth, IL. 6146

Ph: 309-734-2141 Fax: 309-734-4943



**CITIZEN/ORGANIZATION AGENDA REQUEST**

(Requests may be faxed to City Clerk at 309-734-4943)

CITIZEN/ORGANIZATION: Warren County YMCA

Citizen/Representative: Staci Bass

Address: 700 W. Harlem Ave, Monmouth

E-mail Address: staci@warrencountnymca.org

Phone Number: 309-734-3183 or 309-371-2401

Event Date and Hours of Event: May 28th 9-12

Type of Event and Reason for Request: \_\_\_\_\_

Memorial Weekend 5K, route will go from the YMCA down Harlem to the American Legion and back. 10% of proceeds will go to VFW & American Legion

Requirements for events (these requirements must accompany the annual request)

- 1) Certificate of Liability Insurance – (private citizen or not-for-profit group)
- 2) If request includes or affects other citizens, a form signed by such citizens showing their approval is to be brought to meeting. (Ex: blocking off street)
- 3) Diagrams or maps, if pertinent to approving the request.

Staci Bass  
Citizen/Organization Representative

March 29, 22  
Date

Susan S. Trevor  
City Clerk

3-29-22  
Date

- PLEASE NOTE:
- 1) In order to be placed on the agenda of a Council Meeting, ALL requests MUST be received the Wednesday morning prior to the next Council Meeting.
  - 2) Representative must be present at meeting unless exempted under annual request policy.





**PUBLIC HEARING for FY 2022-2023 Budget**

**Date:** Monday, April 4, 2022

**Time:** 5:45 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

**I. PUBLIC HEARING**

A. Questions and Comments on FY 2022-2023 Budget

**COUNCIL MEETING**

**Date:** Monday, April 4, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**COUNCIL AGENDA**

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the March 21, 2022 Council Meeting Minutes
- IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**
  - 1. Proclamation for Sexual Assault Awareness Month -- WIRC
  - B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)
    - 1. Approval of Bills
- V. COMMITTEE OF THE WHOLE**
  - A. ICS Request to Close 200 Block of West Archer for Drive-Thru Dinner
  - B. Request to close NE Quadrant May 7<sup>th</sup> for United Way Open House
  - C. Y.M.C.A. Memorial Weekend 5K Run Request
  - D. Building and Zoning March Report – Director Clark
  - E. Woodard and Curran February Report – Written Only
  - F. North Water Plant Softener Vessels Refurbishment
  - G. Monthly Airport Hangar Fee
- VI. ORDINANCES**
  - A. 22-011, Adoption of FY 2022-2023 Budget
- VII. EXECUTIVE SESSION**
  - A. Per Illinois Statute 5ILCS 120/2 to consider Collective Bargaining and Possible Acquisition of Property
- VIII. OTHER BUSINESS**
- IX. ADJOURNMENT**





[woodardcurran.com](http://woodardcurran.com)  
COMMITMENT & INTEGRITY DRIVE RESULTS

# Monthly Operating REPORT

Monmouth, Illinois

Department of  
Public Works

February 2022



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## EXECUTIVE SUMMARY

The February Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

A number of items to note :

Key Equipment performed a complete rebuild of the Street Sweeper of all of the wear parts including conveyors, all belts, brooms, broom bearings, hopper, shaft bearings and seals, and all miscellaneous new parts. The sweeper was delivered back to the Street Department at the end of March, ready to go.

Tonka Filter, the supplier of the softening vessels used at the water treatment plants, inspected one of the vessels at the north water treatment plant that had sprung a leak in the side of the vessel. What they found was a portion of the internal underdrain system has essentially eroded away and the vessel will need to be refurbished including new underdrain system, support media, and resin. Given the service life of the vessels, going on 20 years, Tonka is recommending that all 4 of the 20-year-old vessels be refurbished with new underdrain system, support media, and resin. Each vessel will take 2-3 weeks to refurbish, and we can only take one vessel out of service at a time due to the water demand from the north water plant. The good news is this work can be performed on site without removing the vessels from the building. We are awaiting approximate cost and scheduling information from Tonka. Time will be of the essence in completing this project as the other 3 vessels are most likely close to the end of their service life pending refurbishment. Tonka believes the south water plant vessels are not near the end of their service life since the plant demand is about half what it is at the north water plant.

Please contact me at 309-734-4026 with any questions.

Regards, Andy

## 1. HEALTH AND SAFETY/STAFF

There were no safety incidents or near misses in February . With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.

## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 137 million gallons of treated wastewater in the month of February . There were no combined sewer overflow events in February . The weather station at the plant reported 9.5” of snow and 1.5” of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	Monthly Average	Permit Limit
Flow (MGD)	4.9	4.62
Ammonia N mg/l	0.1	1.5
CBOD5 mg/l	1	10
Total Phos	0.8	1
Chloride's mg/l	358	500
Suspended Solids mg/l	11	12

### 3. WATER TREATMENT

The water treatment plants produced 103 million gallons of finished water in February . Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	Daily Average	Monthly Total
Treated Water to System	3.8 MG	103 MG
Poly Phosphate Usage-lbs.	140 lbs.	3,790 lbs.
Salt Usage = tons	5.6	151 tons
Chlorine Usage - lbs.	146	3,940 lbs.





## 5. TOTAL ANNUAL COST

Table 5-1: Annual Budget – Year 9

Budget Category	Month Budget	Month Actual	YTD Budget	YTD Actual	Annual Budget	over(under)
Labor (D.L. + FB)	\$117,555	\$119,900	\$1,260,256	\$1,246,898	\$1,528,218	(\$13,359)
Utilities	\$3,017	\$9,141	\$32,345	\$32,917	\$39,222	\$572
Chemicals Costs	\$24,213	\$32,245	\$259,572	\$236,673	\$314,763	(\$22,899)
Maintenance\Repair	\$28,094	\$22,788	\$301,181	\$268,492	\$365,220	(\$32,689)
Sludge Disposal Costs	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Lab Supplies\Equip	\$3,298	\$2,878	\$35,354	\$35,549	\$42,871	\$195
Office Supplies	\$1,425	\$1,255	\$15,278	\$19,203	\$18,526	\$3,925
Miscellaneous Expenses	\$3,742	\$3,636	\$40,118	\$46,447	\$48,648	\$6,329
Other Operating Costs	\$10,861	\$11,442	\$116,441	\$170,992	\$141,199	\$54,551
Overhead (G.A.)	\$26,545	\$27,074	\$284,574	\$281,558	\$345,081	(\$3,017)
Subtotal Year 8	<b>\$218,750</b>	<b>\$230,360</b>	<b>\$2,345,118</b>	<b>\$2,346,228</b>	<b>\$2,843,748</b>	\$1,110
Fixed Fee Year 8	\$15,750	\$16,586	\$168,849	\$168,928	\$204,750	\$80
<b>Total</b>	<b>\$234,500</b>	<b>\$246,945</b>	<b>\$2,513,967</b>	<b>\$2,515,156</b>	<b>\$3,048,498</b>	<b>\$1,189</b>

## 6. MAINTENANCE ACTIVITIES

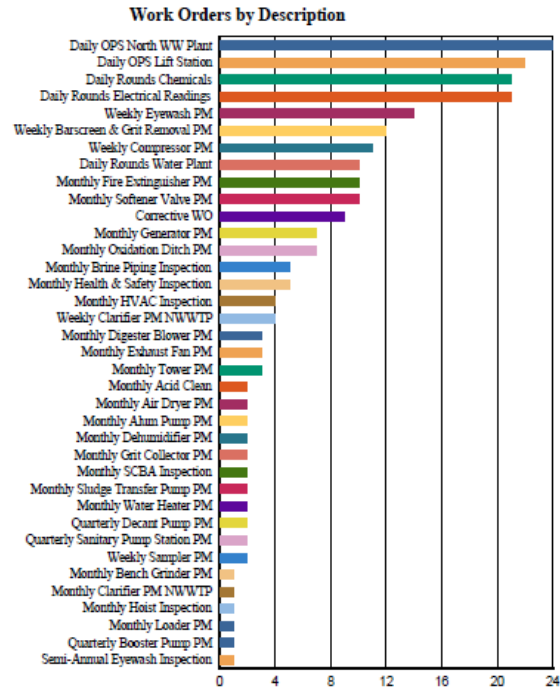
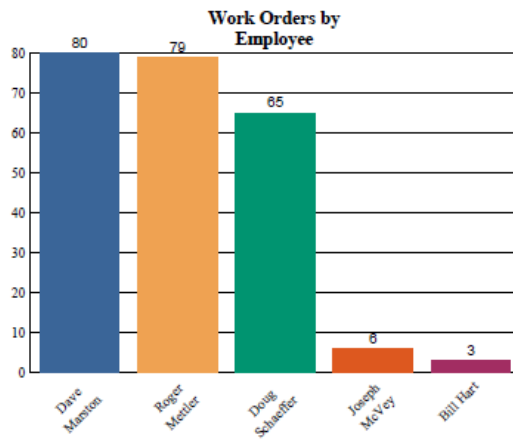
Utilizing the Utility Cloud maintenance management program, staff completed 233 preventative and corrective workorders in February



### Maintenance History Report Monmouth

Report Start 2/1/2022  
Report End 2/28/2022

Work Orders by Type	Total
Corrective Maintenance	108
Inspections	43
Preventative Maintenance	84
<b>Total</b>	<b>233</b>



### CORRECTIVES

Date	Asset Name	Work Order Description	Staff	Work Type	Status
<b>Corrective Maintenance</b>					
<b>Corrective WO</b>					
02/25/2022	SE 4-in lines	E. 7th&S.1st repair water main	Joseph McVey	Corrective Maintenance	Closed
02/25/2022	SE 4-in lines	1000 S. 4th St. X220481098, 4"x8" Clamp, 20 Ton Rock.	Joseph McVey	Corrective Maintenance	Closed
02/25/2022	Force Main	1000 Block west Girard. Forced Main break repair.	Joseph McVey	Corrective Maintenance	Closed
02/25/2022	SE 4-in lines	S. 3rd @E.5th water main repair	Joseph McVey	Corrective Maintenance	Closed
02/18/2022	N 8th Separation Lift Station	Install new ABS pump #2	Doug Schaeffer	Corrective Maintenance	Closed
02/08/2022	North 8-in lines	100E. Broadway Water main repair	Joseph McVey	Corrective Maintenance	Closed
02/03/2022	N 8th Separation Lift Station	New contactor/overload for pump 2 installed	Doug Schaeffer	Corrective Maintenance	Closed
02/03/2022	Wastewater Treatment Plant	New surge suppression device installed.	Doug Schaeffer	Corrective Maintenance	Closed



# Proclamation

- WHEREAS:** April is known in the United States as National Sexual Assault Awareness Month to ensure that survivors know that they are not alone; and
- WHEREAS:** On average, one in four girls and one in 13 boys will experience sexual abuse before the age of 18; and
- WHEREAS:** 93% of child survivors knew their abuser; and
- WHEREAS:** One in three women and one in four men will experience some form of sexual violence in their lifetime; and
- WHEREAS:** 38% of women and 14% of men have experienced sexual harassment at their workplace; and
- WHEREAS:** 47% of transgender individuals have experienced some form of sexual violence; and
- WHEREAS:** Only one out of three survivors report the crime to law enforcement due to barriers such as fear of the abuser, fear of not being believed, and/or feeling ashamed; and
- WHEREAS:** In 2021, the Victim Services Sexual Assault Program received 221 hotline calls from individuals who had experienced or witnessed some form of sexual violence; and
- WHEREAS:** Sexual assault, sexual abuse and sexual harassment are overwhelming moral, economic and public health burdens; and
- WHEREAS:** Support and counseling are essential to recover from the trauma of sexual violence; and
- WHEREAS:** Education about the crime of sexual violence and the mental and physical impacts on survivors are essential to ending the cycle of abuse and advancing equality, safety and respect among all individuals.

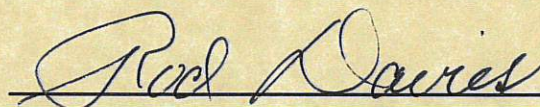
**NOW THEREFORE,** I, Rod Davies, Mayor of the City of Monmouth, Illinois do hereby proclaim the month of April as:

## SEXUAL VIOLENCE AWARENESS MONTH



and urge all citizens to stand together against sexual violence, to offer support and understanding to survivors, and to participate in awareness activities.

In Witness Whereof, I set my hand and cause the Great Seal of the City of Monmouth, Illinois, to be affixed this 4th day in the month of April in the year 2022.



*Rod Davies, Mayor*

**LEASE OF REAL ESTATE AT THE  
MONMOUTH MUNICIPAL AIRPORT**

THIS INDENTURE made this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, between the CITY OF MONMOUTH, (“Landlord”) and \_\_\_\_\_, (“Tenant”).  
Address: \_\_\_\_\_

WITNESSETH: Tel #: \_\_\_\_\_

**1. Description of Leased Premises**

The Landlord hereby leases to the Tenant and the Tenant hereby leases from the Landlord Stall Number \_\_\_\_\_ of the Hangar at the MONMOUTH MUNICIPAL AIRPORT located at 1320 North 11<sup>th</sup> Street, Monmouth, Illinois 61462.

**2. Stall Rent**

The Tenant will pay to the Landlord monthly ground rent for the stall described in Paragraph 1 of this Agreement as follows:

The Tenant will pay to the Landlord a monthly stall rent in the amount of \$100.00 per month with said payment due on the 1<sup>st</sup> day of each month. Tenant agrees to pay a penalty of \$5.00 per day for every day after the 5<sup>th</sup> of the month if said monthly ground rent is not received by the Landlords by the 5<sup>th</sup> day of the month. This lease shall be a month-to-month tenancy. Either side may terminate this lease by providing the other party with thirty (30) days written notice as provided by Illinois law.

**3. Uses of Premises**

Tenant agrees that the use of the premises shall be limited to the storage of any airplane, glider or related equipment only. No other activities or business shall be authorized to conduct or perform or provide any service from the leased premises without prior written approval from the CITY OF MONMOUTH.

**4. Use of Airport Facilities**

The Tenant shall have use of the MONMOUTH MUNICIPAL AIRPORT, including, but not limited by way of limitation, the landing areas, aprons, taxiways, and vehicle parking areas for no additional charge during the pendency of the lease. This Lease shall not be construed to convey to the Tenant the exclusive use of any part of the MONMOUTH MUNICIPAL AIRPORT except those premises described in Paragraph 1 herein, or to grant or authorize the granting of an exclusive right to provide aeronautical services to the public as prohibited by Section 47107 of Title 49 USC, Subtitle VII, as amended. The Landlord reserves the right to lease to any party any portion of the MONMOUTH MUNICIPAL AIRPORT not described in Paragraph 1 herein other than public facilities, and to grant to others the privilege and right of conducting any one or more activities that the Landlord deems fit in its sole discretion.

**5. Landlord’s Reservation of Use of Facility**

Any other provision of this lease notwithstanding, the Landlord reserves the exclusive use of the leased stall as provided in Paragraph 1 of this Lease and all areas of the MONMOUTH MUNICIPAL AIRPORT, every July 3<sup>rd</sup> through July 5<sup>th</sup> for purposes of the annual “Fly-In Breakfast”

The Tenant further agrees to have all airplanes, gliders and related equipment, including all tools and equipment removed prior to said period herein reserved by said Landlord. The Tenant may resume occupancy of the premises at the end of said period.

**6. Care of Leased Premises**

(a) Tenant shall keep and maintain the leased premises in good condition. Tenant shall provide property containers for trash and garbage and shall keep the premises free and clear of rubbish, debris and litter at all times.

(b) At the termination of this Lease and upon proper written thirty (30) day notice as set forth in Paragraph 2, Tenant shall surrender the leased premises, in as good condition as when the Tenant entered into the Lease, normal wear and tear, damage by fire, explosion, windstorm or any other casualty excepted.

**7. Insurance**

Tenant covenants and agrees to maintain in force and effect at all times insurance coverage in compliance with City of Monmouth Code of Ordinances, Ordinance 13-021, Section 123.02, (A) Operating privileges for Recreational Use or (B) Operating privileges for Commercial Use, whichever is applicable to the tenant.

**8. Subordination**

(a) State and Federal Law

This Lease is subject to all applicable State and Federal laws as well as all articles and conditions of grant agreements entered into between the Landlord and the Federal Aviation Administration and the Division of Aeronautics, Department of Transportation of the State of Illinois and nothing contained herein shall be construed to prevent the Landlord from making such further commitments as it desires to make to the Federal Government or to the State of Illinois so as to qualify for further expenditure of federal and/or state funds at the CITY OF MONMOUTH.

(b) Local Ordinances

This Lease shall be subject and subordinate to all ordinances of the CITY OF MONMOUTH, the Rules and Regulations of the MONMOUTH MUNICIPAL AIRPORT and/or the Minimum Standards for Commercial Activities at the MONMOUTH MUNICIPAL AIRPORT, as the same may be in effect and amended from time to time.

**9. Right of Access**

The Landlord hereby reserves the right to enter upon the leased premises at reasonable times for the purpose of making inspections to determine if the conditions and requirements of this Lease are fully complied with. Failure to comply shall be considered a breach of this Lease.

**10. Storage of Damaged Aircraft**

No damaged aircraft shall be stored in view of the general public.

**11. Delays in Enforcement**

No delay on the part of any party in enforcing any of the provisions of this Lease shall be construed as a waiver thereof. No waiver on the part of any party of a breach of any of the provisions of this Lease shall be construed as a waiver of any subsequent breach.

**12. Assignment of Lease**

This Lease may not be assigned or subleased without the prior written consent of the Landlord.

**13. Notices**

All notices required hereunder shall be in writing.

**14. Successors and Assigns**

The terms, covenants and conditions of this Lease shall be binding upon and inure to the benefit of the successors and/or assigns of the parties hereto.

**15. Interpretation**

(a) Severability

It is the intention of the parties hereto that the provisions of this Lease shall be severable with respect to declaration of invalidity of any provision contained herein.

(b) Headings

The paragraph headings are for convenience only and do not define, limit or describe the contents of such paragraphs.

(c) Governing Law

The laws of the State of Illinois shall govern the validity, performance and enforcement of this Lease.

(d) Amendments

No amendments, modifications or supplements to this Lease shall be effective unless in writing and executed and delivered by both parties to this Lease.

IN WITNESS WHEREOF, the Landlord has caused this Lease to be executed by its Mayor and its City Clerk, and its corporate seal affixed hereto, and Tenant has caused this Lease to be executed by him/her, effective the day and year first above written.

LANDLORD: CITY OF MONMOUTH

By: \_\_\_\_\_  
Rod Davies, Mayor

ATTEST:

\_\_\_\_\_  
Susan S. Trevor, City Clerk

TENANT(S):

By: \_\_\_\_\_  
\_\_\_\_\_

The logo is a Maltese cross with a central circle. The word "FIRE" is at the top, "EMERGENCY" is written vertically on the left and right arms, and "EST. 1855" and "MONMOUTH, ILL." are at the bottom. A large, stylized "MFD" is in the center.

***Monmouth Fire Department***  
***March Monthly Report***

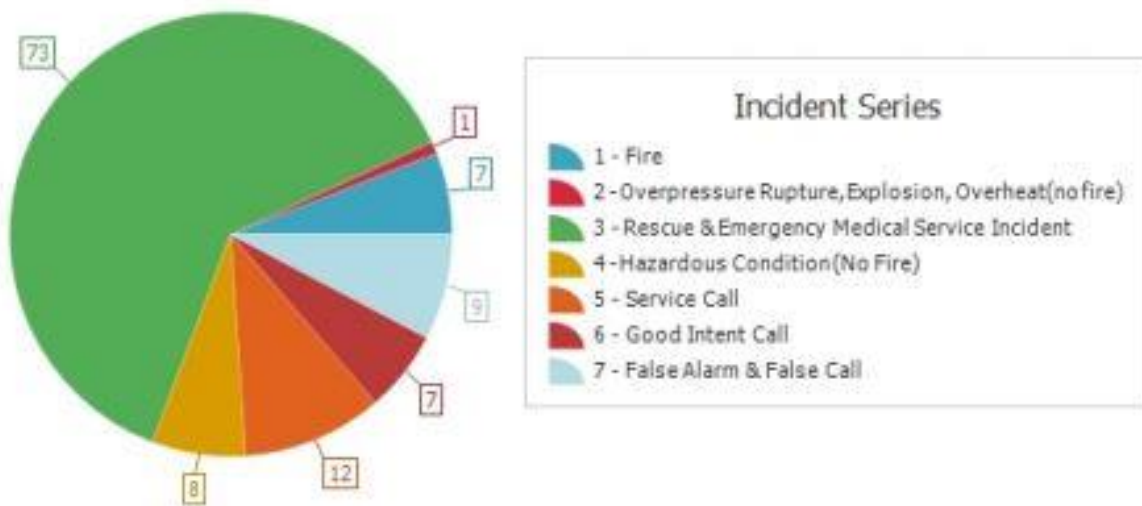
***April 18<sup>th</sup>, 2022 City Council Meeting***

### Emergency Responses:

The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.

## March Incidents

### Incident Reports by Incident Type Series, Summary



#### Incident Type: 1 - Fire

111 - Building fire	1
113 - Cooking fire, confined to container	3
142 - Brush or brush-and-grass mixture fire	3

**Total Number of calls for this Major Category: 7**

#### Incident Type: 2 - Overpressure Rupture, Explosion, Overheat (no fire)

251 - Excessive heat, scorch burns with no ignition	1
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**Total Number of calls for this Major Category: 1**

#### Incident Type: 3 - Rescue & Emergency Medical Service Incident

311 - Medical assist, assist EMS crew	71
324 - Motor vehicle accident with no injuries.	1
352 - Extrication of victim(s) from vehicle	1

**Total Number of calls for this Major Category: 73**

<b>Incident Type: 4 - Hazardous Condition (No Fire)</b>	
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	2
424 - Carbon monoxide incident	1
444 - Power line down	3
463 - Vehicle accident, general cleanup	1
<b>Total Number of calls for this Major Category:</b>	<b>8</b>

<b>Incident Type: 5 - Service Call</b>	
500 - Service Call, other	8
553 - Public service	3
554 - Assist invalid	1
<b>Total Number of calls for this Major Category:</b>	<b>12</b>

<b>Incident Type: 6 - Good Intent Call</b>	
611 - Dispatched & canceled en route	5
622 - No incident found on arrival at dispatch address	2
<b>Total Number of calls for this Major Category:</b>	<b>7</b>

<b>Incident Type: 7 - False Alarm &amp; False Call</b>	
700 - False alarm or false call, other	3
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	2
<b>Total Number of calls for this Major Category:</b>	<b>9</b>

<b>Total Number of Incidents:</b>	<b>117</b>
<b>Total Number of Distict Incident Types:</b>	<b>22</b>

**Total Number of Incidents Year to Date: 389**

**Total Number of Distinct Incident Types Year to Date: 34**

### **Staff Training:**

During the month of March the fire department staff trained on the topics of Building Construction and Forcible Entry. Firefighters often train on the topic of building construction because of having prior knowledge of how buildings are made and the type of materials that are used in the construction will allow them to make more informed decisions when fighting a fire. How a building is constructed relates to how fast fire will spread, where it will spread to, and how quickly it will collapse under fire conditions.

Firefighters train on the topic of forcible entry in order to know the best techniques for gaining access to a building that is locked or otherwise not accessible. Firefighters are often in situations when entry doors are locked or access points must be made in other parts of the building. Firefighters train to force open all types of doors, gates, overhead doors, padlocks, and chains so that they can get to the fire or victims quickly.

Captains Craig Cozadd and Ralph Peeler both attended an "Incident Safety Officer" class that was held in East Peoria. The class was taught by instructors from the Illinois Fire Service Institute and teaches firefighters how to monitor the various types of incidents including Fire, EMS, Technical Rescue, and Hazardous Materials scenes, and report the status of conditions, hazards, and risks present. The course also covers accident investigation and review procedures as well as how to develop and participate in a post-incident analysis.

Chief Rexroat made arrangements to hold a Storm Spotter Training course in Roseville. The course was taught by a representative from the National Weather Service-Quad Cities who provided information about the formation of thunderstorms, weather safety, and weather terminology. There were just over fifty people who attended the class.

### **Non-Emergency Activities:**

The fire department provided fire safety training to a group of eleven Boy Scouts for the Merit Badge University. The Merit Badge University offers many different types of courses for the Boy Scouts to be able to obtain different merit badges. The training was held at Station I to be able to provide the scouts with a tour of the fire station.

The fire department provided a presentation to the Regional Alternative Education Services (RAES) students. The firefighters presented information about firefighting as a career including details about what training and education is needed.

MFD worked with the staff at Warren County Housing to conduct fire drills at Oak and Costello Terrace. The firefighters also provided fire safety information and answered questions during the events.

The staff at MFD met at several local schools to greet children as they were dropped off at school in the morning. The children seemed to enjoy seeing the firefighters as they went to school and it provided the firefighters a chance to interact with the kids.



**Apparatus and Equipment Related Items:**

The bay doors on the west side of Station II have been replaced. The old doors were in very poor state of repair and did not provide a good seal around the opening allowing outside air in. Howe Doors installed the new doors and openers which took about three days.

**Other:**

Assistant Chief Spears and Chief Rexroat attended a MABAS Division 62 meeting that was hosted by the Biggsville Fire Protection District.

Chief Rexroat attended a meeting with the Illinois Fire Chiefs Association. Rexroat also met with Warren County area representatives to assist with the development of the counties hazard mitigation plan.

The fire department has received donations from several representatives from Country Financial to aid in the development of the department's rope and grain bin rescue capabilities. The representatives who provided the donations are Tiffany Cole, Rachael Gipe, and Ben Olson. The funds from the donations will be used to purchase tools and pay for training for the firefighters.

Respectfully submitted,

Casey Rexroat, Fire Chief



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday April 4, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Tony Cook, Brian Daw, Jim Conard, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Aldermen Justin Thomas, Juan Pinedo and Alderwoman Susan Twomey **Also Present:** Mayor Rod Davies, City Administrator Lew Steinbrecher, City Clerk Susan S. Trevor, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of March 21, 2022 Council Meeting Minutes**

**It was moved by Alderman VanVleet and seconded by Alderman Cook to approve the March 21, 2022 Council Meeting Minutes as presented. AYE:** Aldermen Cook, Conard, Alderwoman Kelly and Alderman VanVleet **NAY:** none **PASS:** Alderman Daw **ABSENT:** Aldermen Thomas, Pinedo and Alderwoman Twomey **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

Mayor Davies read and presented to Deborah Land from WIRC a Proclamation recognizing the month of April as Sexual Violence Awareness Month.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderwoman Daw and seconded by Alderman Conard to approve the bills as presented. AYE:** Aldermen Cook, Daw, Conard, Alderwoman Kelly, Aldermen VanVleet **NAY:** none **ABSENT:** Aldermen Thomas, Pinedo and Alderwoman Twomey **MOTION CARRIED.**

**V. COMMITTEE OF THE WHOLE**

**A. ICS Request to Close 200 Block of West Archer for Drive-Thru Dinner**

ICS Principal Randy Frakes presented a request to close the 200 Block of West Archer from 4:00 p.m. to 7:00 p.m. for a Serenata Drive-Thru Dinner on Friday, April 22nd. **It was moved by Alderwoman Kelly and seconded by Alderman VanVleet to approve the above-stated request. AYE:** Aldermen Daw, Conard, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Aldermen Thomas, Pinedo and Alderwoman Twomey **MOTION CARRIED.**

**B. United Way Request to Close NE Quadrant of the Square for 50<sup>th</sup> Open House**

Jeannie Weber, Executive Director of United Way, presented a request for the NE Quadrant of the Square to be closed off from 10:00 a.m. to 2:00 p.m. on May 7<sup>th</sup> for the Grand Opening of the new United Way office and in celebration of their 50<sup>th</sup> Anniversary. There will be food, children activities, music and a ribbon cutting at 12 Noon. The neighboring businesses will be contacted and accommodated for the event. **It was moved by Alderman Cook and seconded by Alderman Daw to approve the above-stated request by the United Way.** **AYE:** Aldermen Daw, Conard, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Aldermen Thomas, Pinedo and Alderwoman Twomey **MOTION CARRIED.**

**C. Y.M.C.A. Memorial Weekend 5K Run**

Staci Bass from Warren County Y.M.C.A. requested Council approval to hold a 5K Run on May 28<sup>th</sup> from 9:00 a.m. to 12 Noon. 10% of the proceeds will go to the VFW and the American Legion. Chief Switzer has reviewed the run route and given his approval. **It was moved by Alderman Conard and seconded by Alderwoman Kelly to approve the above-stated request by the Y.M.C.A.** **AYE:** Alderman Conard, Alderwoman Kelly, Aldermen VanVleet, Cook and Daw **NAY:** none **ABSENT:** Aldermen Thomas, Pinedo and Alderwoman Twomey **MOTION CARRIED.**

**D. Building and Zoning March Report – Director Clark**

- ✓ The Department is continuing to issue Junk and Debris notices.
- ✓ Information is still being gathered on potential demolition of neglected and unsafe properties.
- ✓ **Open projects are:** First United Methodist Church, OSF Holy Family New Emergency Room and Helipad, Monmouth Town Homes, and Park District Office
- ✓ **Completed for Occupancy:** Courtyard Estates Memory Care Wing, Eagle View Teen Center and Land Management Partners (LMP) Office

**E. Woodard and Curran February Report – Written in Web Packets**

**F. North Water plant Softener Vessels Refurbishment – Richard Nelson**

Mr. Nelson explained that several months ago there was a hole in one of the Ion Exchange tanks, but it was repaired. Then two weeks ago a filter collapsed in another tank and couldn't be repaired. These softeners run almost 24/7 for the North plant, which provides water to Smithfield. Because of the salt and age of the tanks, significant corrosion has occurred. The tank manufacturing company is recommending rebuilding from the inside of all of the tanks. This is an emergency situation and the Administration is requesting authorization from the Council to have Mayor Davies or Administrator Steinbrecher to negotiate with the company to carry out these repairs. **It was moved by Alderman Cook and seconded by Alderman Daw to authorize Mayor Davies or Administrator Steinbrecher to enter into negotiations with Tonka to repair the tanks.** **AYE:** Alderwoman Kelly, Aldermen VanVleet, Cook, Daw and Conard **NAY:** none **ABSENT:** Aldermen Thomas, Pinedo and Alderwoman Twomey **MOTION CARRIED.**

### **G. Monthly Airport Hangar Fee**

Administrator Steinbrecher informed the Council that the new airport hangar that is being built to replace the old one destroyed by fire is nearing completion. It will be compartmentalized with electricity and security for each airplane stall rather than one wide open space like the old hangar. In comparison with other airport hangars with similar amenities, the Administration felt that an increase in rental fees from \$60 per month to \$100 per month was fair and is asking Council's approval to direct the City Attorney draft an ordinance to amend Chapter 123 of the Municipal Code to increase the hangar rental fees from \$60 per month to \$100 per month. The ordinance will be brought back to Council for approval at a future meeting. **It was moved by Alderwoman Kelly and seconded by Alderman Cook to have the City Attorney draft an ordinance as stated above.** AYE: Alderwoman Kelly, Aldermen VanVleet, Cook, Daw and Conard NAY: none ABSENT: Aldermen Thomas, Pinedo and Alderwoman Twomey **MOTION CARRIED.**

### **VII. ORDINANCES**

#### **A. 1<sup>ST</sup> Reading**

##### **1. 22-011, Adoption of FY 2022-2023 Budget**

**It was moved by Alderman Conard and seconded by Alderman Daw to approve adoption of the FY 2022-2023 Budget as presented.** AYE: Aldermen VanVleet, Cook, Daw, Conard and Alderwoman Kelly NAY: none ABSENT: Alderman Thomas, Pinedo and Alderwoman Twomey

### **VIII. EXECUTIVE SESSION**

#### **A. Per Illinois Statute 5ILCS 120/2 to Consider Collective Bargaining**

**1. It was moved by Alderman Daw to go into Executive Session at 6:24 p.m. to consider Collective Bargaining.** AYE: Alderwoman Kelly, Aldermen VanVleet, Cook, Daw and Conard NAY: none ABSENT: Aldermen Thomas, Pinedo and Alderwoman Twomey **MOTION CARRIED.**

**2. It was moved by Alderman Cook and seconded by Alderman Conard to return to Regular Session at 6:50 p.m.** AYE: Aldermen VanVleet, Cook, Daw, Conard and Alderwoman Kelly NAY: none ABSENT: Thomas, Pinedo and Alderwoman Twomey **MOTION CARRIED.**

### **IX. OTHER BUSINESS**

There was none to consider

### **X. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderman VanVleet to adjourn the April 4, 2022 meeting at 6:50 p.m. MOTION CARRIED by unanimous voice vote with the exception of Aldermen Thomas, Pinedo and Alderwoman Twomey, who were absent.**

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Mayor Rod Davies

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City Clerk Susan S. Trevor

Zoning Board of Appeals  
Votes Cast  
04/13/2022

The Zoning Board of Appeals met on Wednesday, April 13, 2022 at 5:30 p.m. in the Council chambers at City Hall, 100 East Broadway with the following votes cast on the following two requests:

**1<sup>st</sup> Request:** A front setback variance of 8 ft. instead of 25 ft. to install a permanent elevated sign for Tin Cup Express located at 1023 N. Main Street, Monmouth

**Legal:** S20 T11 R2\_LOTS 18, 19 EX W 10' & 20 EX W 10' \_BLOCK 2 OAK PARK ADDN.  
SW\_LOT SIZE: .58 AC\_

**Otherwise Known as:** 1023 N. Main Street  
Pin # 09-044-183-00

**2<sup>nd</sup> Request:** A height variance for installing a 6 ft. vinyl privacy fence instead of a 4 ft. fence per fence ordinance located at 402 W. 2<sup>nd</sup> Avenue.

**Legal:** E ½ LOT 1 BLOCK 6\_WEBSTER & HOLLOWAY ADDN\_LOT SIZE: 66' X 82.5' \_

**Otherwise Knows as:** 401 W. 2<sup>nd</sup> Avenue  
Pine # 09-226-001-00

The following votes were cast: 6 Aye, 0 Nay, 0 Absent      **Motion Carried.**

Ken Helms

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Votes Cast  
04/13/2022

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Pine # 09-226-001-00

The following votes were cast: 6 Aye, 0 Nay, 0 Absent      **Motion Carried.**

Ken Helms



CITY OF MONMOUTH

MONMOUTH  
ILLINOIS

**PUBLIC HEARING  
For  
FY 2022-2023 BUDGET**

---

**Date:** Monday, April 4, 2022

**Time:** 5:45 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

---

Mayor Rod Davies declared the Public Hearing for the FY 2021-2022 Budget open at 5:45 p.m. in the Council Chambers at City Hall, 100 East Broadway. He then turned the hearing over to City Administrator Lew Steinbrecher.

Administrator Steinbrecher reviewed the following points of the FY 2022-2023 Budget as follows:

- It is a 30.6 million-dollar balanced budget that is fairly status quo.
- 33% of budget is General Fund; 49% of budget is Water/Sewer Fund and 10% is Debt Service to pay for unfunded state mandates.

Mayor Davies added that the main reason the budget is over last year's budget is due to the capital projects the City is undertaking; however, these projects are mainly funded through grants.

As there were no further questions or comments from the Council or from the public, Mayor Davies closed the Public Hearing for the FY 2021-2022 Budget at 5:50 p.m.

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Mayor Rod Davies

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City Clerk Susan S. Trevor



## COUNCIL MEETING

**Date:** Monday, April 18, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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## COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the April 4, 2022 Public Hearing and Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**
  - 1. Proclamation – Child Abuse Prevention Month**
  - B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. MFD March Report – Chief Rexroat**
  - B. MPD March Report – Chief Switzer**
- VI. ORDINANCES**
  - A. 1<sup>st</sup> Reading**
    - 1. 22-012, Granting Setback Variance – Tin Cup Express – 1023 N. Main Street**
    - 2. 22-013, Granting a Height Variance - Avalos Fence – 401 W. 2<sup>nd</sup> Avenue**
  - B. 2<sup>nd</sup> Reading**
    - 1. 22-011, Adoption of FY 2022-2023 Budget**
- VII. OTHER BUSINESS**
- VIII. ADJOURNMENT**



**Collective Bargaining Agreement**

**Between**

**City of Monmouth, Illinois**

**And**

**Illinois Fraternal Order of Police Labor Council**

**Representing**

**FOP Lodge #265**

~~**Date of Signing by Both Parties through April 30, 2022**~~

~~**May 1, 2022**~~ - April 30, 2025

Springfield - Phone: 217-698-9433 / Fax: 217-698-9487  
Western Springs - Phone: 708-784-1010 / Fax: 708-784-0058  
Web Address: [www.fop.org](http://www.fop.org)  
24-hour Critical Incident Hot Line: 877-IFOP911

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## ARTICLE 1 - PURPOSE

This Agreement has as its purpose the promotion of harmonious relations between the City of Monmouth (hereafter referred to as "the City") and the Illinois Fraternal Order of Police Labor Council/FOP Lodge #265 (hereafter referred to as "the Council"); the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

### 1.1 Definition of Terms

For the purpose of clarification, various terms used in this Agreement are defined as follows:

**1.2 Base Pay** shall mean the pay for a patrolman at the beginning of his second year of employment.

- a) **Base Salary** shall mean the pay received by an employee as a result of an employee's years of service as set forth in the Appendix A - Wage Schedule of this Agreement.
- b) **Probationary Pay** shall mean pay received by a probationary officer from day one of the first year until the completion of the first year.

**1.3 Commissioned Officer** shall mean an employee of the City's Police Department who is appointed to the Department by the City's Board of Fire and Police Commissioners and who is subject to the said Board's disciplinary powers. Commissioned Officer shall not, however, include persons with the rank of lieutenant.

**1.4 Public Service Officer** shall mean an employee of the City's Police Department who has limited arrest powers, but Public Service Officer shall not include police dispatchers or department secretaries.

**1.5 Employee** shall mean a full-time employee of the City's Police Department, ~~who is a member in good standing of the Monmouth Fraternal Order of Police, or, who is a non-member.~~

**1.6 Employer** shall mean the City of Monmouth and may be referred to as the City.

**1.7 Fiscal Year** shall mean the fiscal year of the City of Monmouth, May 1 through April 30.

**1.8 Hourly Rate** shall mean the annual salary divided by 2080 hours.

**1.9 Probationary Employee** shall mean any newly hired or re-hired full-time employee of the Police Department who has been hired or re-hired for less than twelve (12) consecutive months.

**1.10 FOP** shall mean the Monmouth FOP Lodge #265 and may be referred to as the FOP.

**1.11 City** shall mean the City of Monmouth.

**1.12 Council** shall mean the Fraternal Order of Police Labor Council.

## **ARTICLE 2 - RECOGNITION**

### **Section 2.1 Bargaining Agent**

The Employer recognizes the Council as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for employees of the Police Department, both Commissioned Officers and Public Service Officers.

### **Section 2.2 Checkoff of Union Dues/~~Fair Share~~**

- a) **Dues Deduction** Upon receipt of a written and signed authorization form from an employee (attached as Appendix B), the Employer shall deduct the amount of the Council dues and the initiation fee, if any, set forth in such form and any authorized increase therein, from the wages of the employee and shall remit such deductions monthly to the Illinois Fraternal Order of Police Labor Council at the address designated by the Council in accordance with the laws of the State of Illinois, within thirty (30) days after the deductions have been made. The Council shall advise the Employer of any increase in dues, in writing, at least fifteen (15) days prior to its effective date.
- b) **Religious Exemption** Should any employee be unable to pay their contribution to the Union based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member, such amount equal to their fair share shall be paid to a non-religious charitable organization mutually agreed upon by the employee affected and the Union. If the Union and the employee are unable to agree on the matter, such payments shall be made to a charitable organization from an approved list of charitable organizations.
- c) **Membership List** The Employer shall forward to the Illinois Fraternal Order of Police Labor Council monthly list to accompany the dues as provided for in Section a) of this Article. This list shall include the names of each employee that has paid the monthly dues. as well as those employees, if any, that are not paying dues.

- d) **Indemnification** The Council hereby indemnifies and agrees to hold the Employer harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of, any action taken by the Employer for the purpose of complying with the provisions of this Article.

### **ARTICLE 3 - HOURS OF WORK**

#### **Section 3.1 Regular Hours**

Except as otherwise provided, the regular hours of work each day shall be consecutive.

#### **Section 3.2 Work Shift**

Except as otherwise provided, eight and one half (8 1/2) consecutive hours, followed by fifteen and one half (15 1/2) hours off, shall constitute a work shift. All employees shall be scheduled to work on a regular work shift, and each work shift shall have a regular starting and quitting time. Since officers are subject to call out from breaks and meal periods, each officer will receive one (1) hour of breaks during each work shift (1/2-hour meal period and two (2) fifteen (15) minute coffee breaks). These breaks may be taken all at once or split up if the Department daily workload requires the officer to.

There shall be three (3) "fixed" shifts, with regular starting and quitting times, and one (1) cover/swing shift covering the hours of ~~7:00~~ 6:30 p.m. to 3:00 a.m. When staffing levels allow, the Chief of Police may institute an early cover/swing shift covering the hours of 10:30 a.m. to 7:00 p.m. at his/her discretion. The early cover/swing shift is to not replace the 6:30 p.m. to 3:00 a.m. cover/swing shift but to add to the schedule only if staffing levels allow. Personnel assigned to the cover/swing shift are to be used and the Chief shall look first to this source to fill vacancies or maintain staffing levels on the fixed shifts when necessary. Thereafter, if cover/swing shift personnel are not available, the Chief may re-assign any officer(s) from a "fixed" shift to cover vacancies lasting two (2) or more workdays on another shift. The Chief shall select officers from a "fixed" shift to cover vacancies of two (2) days or more in the inverse order of seniority. An officer moved from a "fixed" shift and assigned to cover a vacancy on another shift shall be paid at the overtime rate (time and one-half his/her regular rate of pay) for the first two (2) workdays of such assignment and his/her regular, straight-time rate of pay thereafter. When two (2) people are assigned to the same cover shift, they will not have the same days off.

When moving the cover shift personnel to fill a vacancy, the junior person on the cover shift that is adjacent to the fixed shift vacancy shall be moved. If there are no personnel on the adjacent cover shift, then any cover shift personnel can be used to fill the vacancy.

In the event the City establishes a DARE officer or a School Resource officer position, the officer shall work on the day shift on a 5-2 work week.



**Section 3.3 Work Schedule**

Work schedules showing the employees’ workdays and hours shall be posted on a departmental bulletin board at all times. Work schedules shall be posted no less than sixty (60) days in advance of the scheduled work shifts and before and after posting may be changed from time to time by the employer in its discretion. The work schedule shall consist of six (6) consecutive eight and one half (8 1/2) hour work shifts followed by three (3) consecutive days off. Should it become necessary for the orderly and efficient operation of the department to change an individual employee’s shift assignment who is on a “fixed” shift, the affected employee shall be notified no later than twenty-four hours prior to the change, except in the case of an emergency. No employee’s shift may be changed as punishment or for the sole purpose of avoiding the payment of overtime. No employee may be changed from that employee’s regularly scheduled shift so that another employee may receive overtime pay. Notwithstanding any other provision of this Agreement, the Public Safety Officer schedule is Monday through Friday and forty (40) hours of work a week.

**ARTICLE 4 - WAGES**

**Section 4.1 Wage Schedule**

Employees shall be compensated as provided in the Wage Schedule, which is attached hereto and made a part hereof.

**Section 4.2 Pay Period**

The salaries and wages of an employee shall be paid bi-weekly. In the event the normal payday is a holiday, the preceding day shall be payday. The normal payday shall be every other Friday.

**Section 4.3 Cover Car Shift Differential**

Any employee assigned to work a cover car shift shall receive sixty-five (\$~~65.45~~) cents per hour shift differential added to their base pay.

**ARTICLE 5 - VACATIONS**

**Section 5.1 Eligibility and Allowance**

Employees shall be eligible for paid vacation after one (1) year of service with the Employer. Employees shall start to earn vacation allowances as of their date of hire. Employees shall earn vacation allowance for any month in which they receive compensation for ten (10) or more working days.

Eligible employees shall be granted an annual paid vacation for the period specified below based upon the following requirements:

<b>Service Requirement</b>	<b>Vacation Period</b>
Less than two years	six (6) working days

After 2 years	twelve (12) working days
After 5 years	eighteen (18) working days
After 10 years	twenty-four (24) working days
After 18 years	thirty (30) working days

**Section 5.2 Vacation Pay**

The vacation pay shall be the employee's regular rate, times the number of hours in the employee's regular work week. Vacation pay will be paid on the immediately preceding payday if requested in writing at least ten (10) days in advance of payday by the employee.

**Section 5.3 Choice of Vacation Period**

Employees may make their choice of vacation period for the upcoming vacation year (May 1-April 30) between March 1 and March 15 preceding the vacation year. Employees may make requests for one vacation block of up to two (2) weeks during this selection period. Vacation requests submitted during this selection period shall be granted and scheduled based on the employee's seniority. All other requests for vacation time submitted during the vacation year shall be granted on a first come basis with seniority being used to determine dual requests submitted on the same day.

Vacations may be taken in less than one (1) week intervals only upon the approval of the Chief of Police or his designee. No vacation period shall be taken in consecutive periods greater than two (2) weeks whenever, in the opinion of the Chief of Police, the absence of the employee for a longer period would be disruptive to the Police Department.

Vacations will be scheduled to meet the operating requirements of the Department and with preference given to vacation time selected by the employee if possible. Vacation requests shall not be unreasonably denied.

**Section 5.4 Accumulation of Vacation**

Vacation periods shall be taken each year. If the employee was unable to take a vacation period during the year because of operational needs of the Department, through no fault of his own, up to six (6) days of vacation may be carried over into the next fiscal year but must be taken off within the first quarter of the fiscal year or it shall be forfeited as long as the Employer has provided reasonable ability to take the time off. Employees shall be allowed to sell back a maximum of twelve (12) unused vacation days to the Employer at the Employee's rate of pay prior to the new fiscal year.

**Section 5.5 Holiday During Vacation Period**

If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee shall receive his vacation pay plus the hours for each holiday which occurs during the week.

**Section 5.6 Work During Vacation Period**

Any employee who is requested to and does work during his vacation period shall be paid for all hours worked at the rate of time and one-half their regular rate in addition, the employee’s vacation shall be rescheduled to a future period agreed upon between the Department and the employee for the same number of days or part days the employee worked during his vacation period. No employee who works during their vacation period shall forfeit the vacation time actually worked but not used, under Section 5.4 of this Article.

Vacation shall start on the officer’s first day off and end on the officers last day off. Officers on vacation shall not be subject to overtime, training, mandatory overtime or shift meetings unless the officer agrees to attend, and if so, the officer shall receive appropriate compensation. This vacation period includes the officer’s regular days off which are in conjunction to the requested vacation leave.

**Section 5.7 Vacation In Case of Layoff or Separation**

Any employee who is laid off, discharged, retired, or separated from service of the Employer for any reason, prior to taking his vacation, shall be compensated in cash for the unused vacation earned at the time of separation.

**Section 5.8 Vesting of Vacation**

Vacation periods are considered earned as of the anniversary date of employment. Vacations may not be taken by an eligible employee until after the completion of the first year of employment.

**ARTICLE 6 - HOLIDAYS**

**Section 6.1 Days Designated**

The following days are holidays with pay for all Department employees:

- |                        |                  |
|------------------------|------------------|
| New Year’s Day         | Labor Day        |
| Martin Luther King Day | Veteran’s Day    |
| President’s Day        | Thanksgiving Day |
| Memorial Day           | Christmas Day    |
| Independence Day       |                  |

For officers with assignments that include working a five (5) day work week with weekends and holidays off, the preceding Friday will be observed as the holiday if the holiday falls on a Saturday. The following Monday will be observed if the holiday falls on a Sunday.

**Section 6.2 Additional Holidays**

An additional one (1) day of holiday time will be added to the employee’s accumulated holiday time on either Christmas Eve or New Year’s Eve.

### **Section 6.3 Veteran's Day/Day After Thanksgiving Holiday Exchange**

Officers working five (5) day weeks may work Veteran's Day and be granted the day after Thanksgiving as a holiday. This must be approved by the officer's supervisor prior to his working of Veteran's Day. The officer will not be entitled to extra pay or other benefits for working Veteran's Day if taking advantage of this exchange.

### **Section 6.4 Holiday Pay**

All eligible employees will receive eight and one-half (8 ½) hours of holiday time added to their accumulated holiday time for each of the holidays listed above. All employees required to work on any of the previously listed holidays will also be paid at a rate of one and one half (1 ½) their normal hourly rate. Employees who work on a holiday shall receive time and one half (1 ½) for all actual hours worked on the holiday. Employees assigned to a five (5) and two (2) work week shall have the option of working the holiday with the approval of the Chief of Police or his designee.

### **Section 6.5 Accumulation of Holidays**

Should the employee not use his accrued holiday hours by the end of the fiscal year of accrual, the employee may, at the employee's sole option, accumulate the holiday time to which the employee is entitled and such time so accumulated may be taken as compensatory time off. As an alternative, the employee may be paid by the City, at the employee's current rate of pay, in lieu of time off, provided, however that accumulation for sell back of holiday hours shall not be more than eighty (80) hours in any year. Employee holiday accumulation shall be capped at one hundred (100) hours. Any employee, who has reached the cap, shall receive holiday pay in the pay period in which it was earned.

Payment to the employee shall be an option exercised only by the employee by written notification of the employee's intention to exercise his right to be paid for accumulated holiday time. An employee may sell back accumulated hours twice a year on the same schedule as comp time.

## **ARTICLE 7 - SICK LEAVE**

### **Section 7.1 Allowance**

All employees contracting any non-service connected sickness, injury, disability, or medical appointment which renders such employee unable to perform the duties of employment, shall receive sick leave with pay in accordance with the terms of this Article.

Sick leave pay shall commence the first day of an employee's absence for non-service connected illness or disability.

Regular employees shall be allowed one (1) day of sick leave for each month of employment and part-time employees shall be allowed a prorated day of sick leave for

each month of employment. Sick leave shall be earned by an employee for any month in which the employee is compensated for ten (10) or more working days.

For each workday a regular employee is absent for sickness, he/she will be charged one (1) day of sick leave.

### **Section 7.2 Accumulation**

Eligible employees shall start to earn sick leave on the date of their employment with the Employer, and they shall be entitled to accumulate sick leave as long as they are in the service of the Employer up to a total of one hundred fifty (150) days.

### **Section 7.3 Notification**

Under ordinary circumstances, no employee shall be entitled to receive sick leave or sick leave pay for any day unless, prior to the time he/she was scheduled to report for work, they have notified the supervisor on duty of their reason for sick leave.

### **Section 7.4 Unused Sick Leave**

Upon termination of employment with the City, the City shall buy back all unused sick leave accumulated under 7.2 up to a maximum of one-hundred and thirty (130) days, at the rate of sixty-five dollars (\$65) per day, providing the employee has completed twelve (12) years of service.

### **Section 7.5 Sick Leave Bank**

After completion of the eligibility period and upon exhaustion of an eligible employee's accumulated sick leave benefits and all other paid leave time for which the employee is eligible, the employee shall be entitled to receive, at the employee's request, additional sick leave with pay for a period of time not to exceed thirty (30) working days.

The permitted purpose for which the sick leave bank may be used is limited to the illness or disability of the employee.

Sick leave pay under this Section shall be deemed a loan from the Employer to the employee and shall be evidenced by an executed promissory note. The note shall provide for repayment in the following manner:

- a) Following the employee's return from sick leave to the regular service of the Employer, the employee shall forfeit subsequently earned sick leave allowance until the borrowed days have been repaid. Said forfeiture shall not exceed the number of sick leave days used by the employee under this Section. Upon repayment to the Employer of all sick leave days used under this Section, the employee shall be entitled to accumulate further sick leave as provided in Sections 7.1 and 7.2.
- b) In the event the employee is permanently separated from employment as a result of voluntary resignation or termination by the Employer, the employee

must repay to the Employer, in cash and within thirty (30) days of termination, any amount received under this Section and not repaid to the Employer as provided above. If the note is not paid within the specified period, the note shall provide for an interest rate and payment schedule to be imposed from the date of default.

- c) In the event the employee is permanently separated from employment as a result of disability or death, any obligation to repay any sick leave under this Section shall be canceled.

Notwithstanding the foregoing provisions of this Section, the Employer hereby reserves the right to deny any employee benefits under this Section if, in the opinion of a medical doctor, the employee would be unable to return to work for the Employer within one (1) year following the employee's request for benefits under this Section.

### **Section 7.6 Reporting of Sick Leave**

Each eligible employee agrees to the following requirements in order to receive sick leave with pay:

- a) to promptly report to the supervisor the reason for the absence.
- b) upon request of the Employer, to keep the Chief of Police informed of his/her condition if the absence is more than three (3) days duration.
- c) to use sick leave only for permitted purposes.

### **Section 7.7 Sick Leave Abuse**

Should the City have reason to suspect abuse of sick leave by an employee, then the City may require proper documentation from a qualified medical professional as to the nature of the employee's illness or injury. The cost of such documentation shall be at the expense of the City. Employees found to have abused sick leave may be subject to disciplinary action.

### **Section 7.8 Service-Connected Sick Leave**

Employees who are injured or become ill as a result of their employment will be allowed time off and will be paid in accordance with the provisions of the City of Monmouth Workers' Compensation Insurance policy. Employees may not return to work following a work-related injury or illness without the written consent of their physician or certified medical provider. Employees shall not return to work until they are capable of performing their full duties. Limited or restricted work activities will be provided only upon prior approval of the Department Head.

Compensation under this Section will rely on timely submission by the employee of all documentation required for the Worker's Compensation claim.

Employees who are classified as sworn police officers and who are injured or become ill as a result of their employment will be compensated according to the provisions of the Illinois Compiled Statutes, 5 ILCS 345/1.

### **Section 7.9 Illness or Injury in Immediate Family of Employee**

An employee may use personal sick leave benefits provided by the City for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, domestic partner, stepparent or other relatives living in the employee's home, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. The City may limit the use of personal sick leave benefits provided by the employer to an amount not less than the personal sick leave that would be accrued during six (6) months at the employee's then current rate of entitlement.

Up to one (1) day of earned sick leave may also be used to respond to a bona fide serious circumstance or medical emergency in the employee's extended family to facilitate making arrangements for longer term care. Such leave shall not be used to provide routine baby-sitting or similar services. Additional days of leave may be approved by the employee's Department Head upon request of the employee for a bona fide serious circumstance or emergency which is of a continuing nature, but in that event, the employee shall have the option of taking the additional days of leave without pay or by the use of one (1) sick day for each day of leave granted here under, or one (1) day of other paid leave time for which the employee is eligible. In the event the employee has not accumulated sick leave or other paid leave time, any additional days of leave granted under the foregoing paragraph shall be without pay.

The employee shall use and the City shall count all accumulated paid leave as part of FMLA leave time; provided, however, there shall be no pyramiding of paid or unpaid time off.

### **Section 7.10 Physical and Psychological Testing**

The City may, at no cost to the employee, to establish the employee's fitness for duty, cause any employee to submit to a physical examination or psychological examination from qualified personnel when the City has just cause to believe the employee is not fit for duty. Psychological testing shall be arranged at a mental health center chosen by the City. When an employee is asked to be tested, he/she shall be provided with the City's reasons for referring the employee for testing.

The City and the employee shall be notified in writing by the examining doctor or mental health care professional as to their opinion and recommendation of the employee's fitness for duty. Any action taken by the City as a result of the psychological testing may be grieved through the normal grievance process.

## **ARTICLE 8 - LEAVES OF ABSENCE**

### **Section 8.1 Eligibility Requirements**

Employees shall be eligible for leaves of absence after completion of their probationary period with the Employer. Employees that have not yet fulfilled their probationary period shall be eligible for leaves of absence under Section 8.3.

### **Section 8.2 Application for Leave**

Any request for a leave of absence shall be submitted in writing by the employee to the Chief of Police. The request shall state the reason the leave of absence is being requested and the approximate length of absence being requested and the approximate length of time off the employee desires.

Authorization for a leave of absence shall be answered promptly. Requests for immediate leaves (for example: family sickness or death) shall be answered before the end of the shift on which the request is submitted.

A request for a short leave of absence (a leave not exceeding one (1) month) shall be answered within five (5) working days. A request for a leave of absence exceeding one (1) month shall be answered within twenty-one (21) calendar days.

Upon return from an approved short leave of absence, the employee shall be returned to the position held at the time the leave of absence was requested, and shall continue to accrue seniority while on leave. Upon return from an approved leave of absence in excess of one (1) month, the employee shall be returned to the position held at the time the leave of absence was requested, or to a comparable position at the same rate of pay, but the seniority of the employee on leave shall remain frozen at the level on the last day of actual employment. The employee will not accrue seniority while on leave but shall resume seniority accrual upon returning to work.

In all requests for leave of absence under this Section, the Employer shall have the sole discretion in determining to grant or deny such request for leave. A request for a leave of absence of less than thirty (30) days duration may be granted by the Chief of Police, City Administrator or the Mayor. A request for a leave of absence in excess of one (1) month shall be granted only on approval of the City Council.

### **Section 8.3 Paid Leaves**

- a) **Leave for Bereavement.** Employees shall be granted three (3) calendar days of bereavement leave with pay when death occurs in the employee's family. Family shall be defined as any member of the employee's immediate family and that which is incurred through a current marriage. Employees shall be granted up to three (3) calendar days from his/her sick leave allowance as bereavement leave with pay when death occurs in the employee's non-immediate family. The immediate family shall be defined as an employee's spouse, children, parents, in-laws, brothers, sisters, grandparents, great grandparents, grandchildren, domestic partner or any relative living with or in



the care of the employee at the time of their death. It is understood that the above includes stepparents and stepchildren.

- b) **Jury Duty.** Employees shall be granted a leave of absence any time they are required to report for jury duty or jury service subject to proof of jury service which shall be submitted to management by the affected employee.

Employees shall be paid the difference between any jury duty compensation they receive and regular wages for each day of jury service.

- c) **Personal Leave.** Employees shall be granted four (4) days of personal leave per fiscal year with pay, for personal business. Any employee requesting a personal day shall request the leave from his supervisor not less than twenty-four (24) hours prior to the commencement of the leave period. A request for a personal leave day hereunder may be denied whenever, in the opinion of the supervisor, the absence of the employee on the day requested for personal leave would be disruptive to Departmental services, or the operation of the Department. In the event the number of employees requesting personal leave on a particular day exceeds, in the opinion of the supervisor, the number of employees who may be granted a personal day without disruption to Department services, or the operation of the Department, personal leave shall be granted to the employees in order of seniority.

Personal leave days must be used within the fiscal year they are earned. In the event requests for personal leave are denied, due to operational needs and through no fault of the employee, and the personal leave cannot be used within the fiscal year, two (2) days can be sold back on the last day of the fiscal year. The remaining time shall be forfeited if the employee has not used all of his personal leave days at the end of the fiscal year. Upon termination of employment, payment will be made by the City for any unused personal leave days on a prorated basis.

- d) **Disability Leave.** Disability leave without pay shall be granted to an employee upon request to the Chief of Police. However, to the extent that sick leave and/or the sick leave bank as provided in 7.5 is available to the employee, such paid time off shall be used concurrent with said leave.

Persons who require disability leave of more than forty-five (45) days duration will be allowed to return to their former position or similar position upon termination of leave as provided in 8.2. Prior to returning to work, the employee must present a statement from the attending physician indicating that the employee is able to return to regular duty.

The employee shall use and the City shall count all accumulated paid leave as part of FMLA leave time; provided, however, there shall be no pyramiding of paid or unpaid time off.

- e) **Limitation of Pay.** Any employee granted a leave with pay under this Section shall be paid only for those days for which the employee is actually absent from his or her regular scheduled employment and will receive compensation only for those days that the employee would normally receive pay.
- f) **Military Leave.** Employees shall be granted such leave in accordance with the provisions of 65 ILCS 5/10 2.1-23 and 5/10 2.1-24 of the Illinois Compiled Statutes.

### **Section 8.4 Unpaid Leaves**

Subject to the operating needs of the Department, leaves of absence without pay may be granted to employees who are elected to full-time political office.

### **Section 8.5 Recall from Unpaid Leaves and Personal Days**

Except for leaves granted under 8.3-a), 8.3-b), or 8.3-d), and 8.4, nothing contained in this Section shall prohibit the Employer from recalling an employee from a leave granted under this Section for any reasonable purpose, or for any reasonable period. No employee may be absent himself from duty without permission from the Chief of Police, City Administrator, Mayor or City Council, as the situation may require. Failure or refusal of an employee to respond to a recall within a reasonable time from a granted leave of absence shall be deemed sufficient grounds for disciplinary action against the employee. The burden of proving receipt of the notice of recall by the employee shall be on the Employer.

## **ARTICLE 9 - SPECIAL PAY PROVISIONS**

### **Section 9.1 Overtime**

- a) **Rate of Pay.** Time and one-half (1 ½) the employee's regular hourly rate of pay shall be paid for work under any of the following conditions, but compensation shall not be paid twice for the same hours.
- b) **Daily.** All work performed in excess of an officer's regularly assigned work shift regardless of whether the extra time is worked before or after the employee's shift. For the purposes of this Article "work performed" or "hours worked" shall be defined as all hours in a pay status.
- c) **Call In.** Any employee called in to work outside of his regular shift for any reason (example: breathalyzer testing, juvenile procedures, meetings with administration, etc.) shall be paid at one and one-half (1 ½) times his regular rate of pay with a two (2) hour minimum in the form of cash.
- d) **Court Time.** Employees required to appear in court in any jurisdiction shall receive a two (2) hour minimum paid at one and one-half (1.5) the

regular rate of pay. If the court appearances is greater than two (2) hours, the employee shall receive the actual hours paid at the overtime rate.

- e) **Grant Assignments.** Employees who work outside of their regular shift on assignments that are funded by state or federal monies, such as Lincoln Homes, shall be paid at one and one-half times (1 ½) their regular rate of pay in the form of cash.

### **Section 9.2 Compensatory Time Off**

An employee may elect to receive compensatory time in lieu of overtime payment for hours worked according to this Article. Compensatory time off shall be calculated at the rate of one and one-half (1 ½) times the hours actually worked and may be accrued up to one hundred sixty (160) hours. The employee may use these hours under the same rules that govern personal leave (8.3-d). The employee may also choose, at the employee's option, either (1) to request the survival of comp time hours, or any fraction of hours, beyond the fiscal year of accrual by written request to the Chief of Police during the fiscal year of accrual, or (2) to be paid by the City for all comp time accrued to a maximum of one hundred (160) hours. Buy back shall be available in April and November.

### **Section 9.3 Overtime Rotation**

Overtime work shall be rotated among all employees within the Department so far as is practical. An overtime list shall be maintained up to date by the Chief of Police or his designee. Overtime work that is in conjunction with a request from an outside organization to provide supplemental Police protection, on a contractual basis with the City, shall not be mandatory overtime, in the event no employee chooses to work the overtime. If an employee chooses not to accept overtime work of this nature, his location on the rotation list shall not change; however, an overtime assignment of at least four (4) hours shall constitute basis for movement on the overtime list. The provisions of this Section shall not apply in an emergency situation.

Officers turning down overtime will be required to call the Monmouth Police Department or make themselves available for one (1) hour when placed on notice that overtime exists.

### **Section 9.4 Training**

All employees working the 6 - 3 work cycle shall attend three (3) days of training each year during what would otherwise be their off-duty time. The training days are part of the officers' regularly assigned work assignment and shall not result in daily overtime. Training will be subject to the approval of the City and coordinated between the employee and the City. It shall be the responsibility of the City to schedule approved training. It shall be the responsibility of the employee to ensure that these three (3) trainings days are fulfilled each year. Training scheduled for one quarter day shall count as one quarter day regardless of actual hours attended. Training scheduled for one half day shall count as one-half day regardless of actual hours attended. Training

scheduled for a full day shall count as a full day regardless of actual hours attended. Any employee attending training on their off-duty time beyond these three (3) days shall be given a day off in exchange for attending training. This day off may not create overtime. If an employee is unable to fulfill their three (3) training days per year the employee may at the City's discretion, in order to receive pay for the unfulfilled training days, elect to deduct three days (24 hours) from the employee's accumulated compensatory time or the employee's accumulated holiday time. Sick leave may not be used for the training days.

### **Section 9.5 Educational Incentive Pay**

The Employer agrees to provide educational benefits for those employees who can increase or improve their job qualifications and skills by further education that will enhance the employee's job performance and is related to the employee's job.

A one year law enforcement Certificate shall entitle the employee to an additional two percent (2%); an Associate degree in any field shall entitle the employee to an additional three and a half percent (3.5%); a Bachelor's degree in any field, three and a half percent (3.5%); a Bachelor's degree in any field with at least eighteen (18) hours in Law Enforcement eight percent (8%) and a Master's degree in Law Enforcement or Public Administration ten percent (10%). Such pay shall be added to and incorporated into the employee's annual base salary.

### **Section 9.6 Investigator Incentive**

~~Officers assigned to investigative duties shall receive an allowance of one hundred twenty five (\$125) dollars per month effective May 1, 2019. Officers assigned to investigative duties shall receive an allowance of one hundred fifty (\$150) dollars per month effective May 1, 2020.~~ Officers assigned to investigative duties shall receive an allowance of two hundred (\$200) dollars per month, ~~effective May 1, 2024~~. Such allowance shall be compensation for on-call availability and for clothing allowance for required dress other than the uniforms issued by the Monmouth Police Department.

### **Section 9.7 Field Training Officer (FTO) Compensation**

~~Any employee, certified and designated as a Field Training Officer (FTO), shall receive one (1) hour of overtime pay (1.5X the employee's regular hourly rate of pay) for each shift while assigned a trainee. In addition, if an employee not certified as an FTO is required by the Employer to complete FTO duties (e.g., documented paperwork or training) with a trainee, that employee shall also receive one (1) hour of overtime pay for each shift while assigned a trainee.~~

### **Section 9.8 Officer in Charge (OIC) Compensation**

~~In the event there is no Sergeant working on a given shift, a patrolman shall be designated as the Officer in Charge (OIC). The patrolman designated as the OIC shall be decided solely by the Chief of Police or his/her designee. Whenever a patrolman is required to be in charge of a shift (OIC), they shall be paid one-half (½) hour of compensatory time for every four (4) hours while serving in that capacity.~~

## **ARTICLE 10 - UNIFORM ALLOWANCE**

### **Section 10.1 Cleaning Allowance**

The Employer agrees to provide up to two hundred dollars (\$200.00) annual allowance for uniform cleaning for each officer. The Employer shall designate the name and address of the cleaning business which shall provide the uniform cleaning under this provision provided, however, that said establishment shall be located within the City of Monmouth. The employee will not be reimbursed for any unused portion of the cleaning allowance or cleaning at other locations not designated by Employer and any unused portion shall be deemed forfeited. The cleaning allowance shall run from the beginning of the fiscal year until the end of the fiscal year.

### **Section 10.2 Uniforms and Equipment**

- a) The Employer agrees to provide each employee with the necessary uniforms and equipment for each employee to maintain a professional appearance and have the basic needs to affect their task. The cost of any Employer initiated changes or additions to the current uniforms or equipment shall be the responsibility of the Employer.
- b) No personnel covered by this Agreement shall wear or use any article of clothing or equipment that is provided to them unless they are performing their duties. This does not include weapon, badge, holster, or handcuffs.
- c) All personnel covered by this Agreement agree that they shall take prudent and basic care of all equipment and clothing assigned to them. Badges, nameplates, leather and weapon will be kept clean and in good repair. Any damage, loss, or extreme wear will be reported to the immediate supervisor.
- d) Special Response Team and Bike Patrol uniforms and equipment will be provided from the Drug Fund monies, as approved by the Chief of Police.

## **ARTICLE 11 - EMPLOYEE INSURANCE**

### **Section 11.1 Payment**

The Employer shall pay 95% of the total health insurance premium for each employee and 75% of the premium for a family plan with eligible employee's dependents.

### **Section 11.2 Coverage**

The current level of insurance coverage shall be maintained for all employees. In the event the City finds it necessary to change any of the benefit levels, costs and cost containment, it will notify the Council and the City shall impact bargain any significant or substantial changes or cost increases.

The Employer agrees to meet with an employee insurance advisory committee, composed of one (1) member of each bargaining unit, their Union representative if desired and the authorized representative of the Employer, at least once every three (3) months. The purpose of such committee shall be to adjust coverage's, benefits and premiums to accurately reflect the "Midwest Average" as provided by the Employer sponsored health plans and to assist in cost containment. Such meeting shall be waived only by mutual written consent of the parties. The Employer will make all relevant information available and this committee will be empowered to research available hospitalization and other relevant plans provided by the Employer, comparing their costs and benefits. The advisory committee shall recommend to the Employer possible implementation of any such alternative plans and cost containment measures. The City shall have the final authority to approve/disapprove such recommendations by the advisory committee members.

### **Section 11.3 Retiree Continuation**

Employees who retire with at least twenty (20) years credible service, and employees who leave active service as a result of a disability pension through the Monmouth Police Pension Fund, shall be eligible to continue to participate in the health plan provided to employees covered by this Agreement. The Employer shall pay one hundred and fifty (\$150.00) dollars of the cost of the premium for such coverage or coverage under another plan if the employee elects to leave the City Plan. This benefit shall apply only to those employees who separate after the signing of this Agreement. Upon becoming eligible for Medicare, retirees will be required to sign up for Plan D coverage for drug prescriptions.

### **Section 11.4 Coverage**

For Employees who elect coverage with the High Deductible Health Plan, the City will make contribution to the Health Savings Account ("HSA") of \$1,250.00 a year for Employees with single coverage and \$2,500.00 a year for Employees with employee and child, employee and spouse, or family coverage. Employees who elect coverage under a plan other than a qualified High Deductible Health Plan (HDHP) are not eligible for an HSA and no City contribution will be made to the HSA. The City may from time to time change benefits and the carrier of the HDHP provided coverage shall be comparable. The City shall have the right to change the HDHP in order to comply with the rules and regulations applicable to the HDHP. The City shall pay the total cost of the HDHP premium for each Policeman and 75% of the cost of the HDHP premium for the Police Officers with eligible dependents. Employees and their spouses who elect coverage under any health plan are required to participate in a wellness plan established by the City that requires employees and covered spouses to take medical (wellness) exams otherwise employees with single coverage or coverage for employee and child(ren) who do not take the medical exams shall pay an additional \$50.00 per month in premiums and for employees with employee and spouse or family coverage if the employee and covered spouse do not take the medical exams the employee shall pay an additional \$100.00 per month insurance premium. If all employees in the bargaining unit enroll in the HDHP for a plan year, the City's insurance consultant shall calculate the savings and the City's HSA contribution shall be the greater of the

amounts stated above (\$1,250.00 a year for employees with single coverage and \$2,500.00 a year for employees with employee and child(ren), employees and spouse or family coverage) or 85% of the savings to the city that resulted (the cost to the City if all bargaining unit employees have been enrolled in the insurance plan that is not the HDHP plan for the year minus the cost to the City of the HDHP and contribution to the HSA for the year = savings x 85% = amount of savings paid to the HSA and not the \$2,500 and \$1,250 amounts stated above). Payments to the HSA for 2017 shall be frontloaded and shall be paid in the first six months of 2017 as follows: one half of the annual amounts paid at the end of the first full pay period in 2017 and 1/6 of the annual amounts paid at the end of the first full pay period for each of the first six months in 2017. Thereafter for each year the annual amounts shall be divided by 12 and paid as a monthly amount at the end of the first full pay period in each month.

## **ARTICLE 12 - GRIEVANCES**

It is the intent of the parties to this Agreement to use their best efforts to promote and encourage the informal and prompt adjustment of any complaint which may arise. Therefore, the concerned parties agree that they shall set forth in this Article, procedures for the resolution of grievances strictly pursuant to the terms of this Agreement. No employee covered by this Agreement shall be suspended, relieved of duty or disciplined without just cause.

### **Section 12.1 Definitions**

**Grievant** - Any employee covered under this Agreement or the Council on behalf of all employees in the unit, who seek resolution for a grievance.

**Grievance** - An allegation placed in writing by the grievant that any provision or term of this Agreement has been violated. The written grievance shall contain specific details including the Article and Section allegedly violated and the remedy being sought, names of involved persons, date, time place and the signature of the grievant.

~~**Day** - Shall mean a working day, Monday through Friday, exclusive of any Employer approved holiday.~~

### **Section 12.2 Purpose**

Amicable settlement of grievances between Employer and employee is recognized in principle and with the intention that the same shall be applied in practice to the fullest extent possible.

### **Section 12.3 Abandonment or Extension**

If the employee or the Council fails to pursue or initiate the grievance within the prescribed limits, the grievance shall automatically be forfeited.

If the Employer fails to respond within the prescribed time limits, the grievance will automatically proceed to the next step.

The time limits may be extended by mutual consent of the Council and the Employer.

### **Section 12.4 Method**

- Step 1.** The employee or Council shall verbally present the grievance to the employee's immediate supervisor within seven (7) calendar days of the alleged problem. Said supervisor shall reply to the grievant within seven (7) calendar days following the day the grievance is presented.
- Step 2.** If there is no satisfactory adjustment at Step 1 or the immediate supervisor fails to respond within the guidelines, the grievance shall be reduced to writing (attached as Appendix H), signed by the grievant and presented to the Chief of Police or his designee. Such written grievance shall be submitted within seven (7) calendar days of the immediate supervisors reply at Step 1, or in the absence of such reply, within seven (7) calendar days of the date the reply was due.
- Step 3.** If the matter is not satisfactorily adjusted at Step 2 or the Chief of Police does not respond within seven (7) calendar days of his notification, it may be submitted to the Mayor of the City of Monmouth, or his designee by written notice by the grievant or the Council. The Mayor or his designee shall review the matter on its face or hold a meeting thereon and shall note his disposition of the grievance by submitting a signed copy thereof to the Council and to the grievant within fourteen (14) calendar days of the Mayor's review.
- Step 4.** In the event the grievance is not resolved in Step 3, or the Mayor does not respond within the fourteen (14) day period, the Council may, within fourteen (14) calendar days, submit the grievance to arbitration. The Council shall notify the Mayor that the matter has been submitted to arbitration.

### **Section 12.5 Arbitration**

The Employer and the Council shall request the Federal Mediation and Conciliation Service (FMCS) to forward a list of seven (7) or nine (9) recognized arbitrators to the parties. Panel members shall be Illinois residents or have Illinois addresses. Each party retains the right to reject one (1) panel of arbitrators per case, within five (5) calendar days of receipt. Upon receipt of the list, each party shall alternately strike a name from the list, until there is one name remaining. The remaining



individual shall be the arbitrator. The order of striking names shall be determined by a coin toss.

The Employer or Council shall have the right to request the arbitrator to require the presence of witnesses and/or documents. Each party shall bear the expenses of its witnesses.

Once a determination is made that the matter is arbitrable or if such preliminary determination cannot be reasonably made, the arbitrator shall then proceed to determine the merits of the dispute.

The expenses and fees of arbitration and the cost of the hearing room shall be shared equally by the parties. Costs of arbitration shall include the arbitrator's fees, room cost, and transcription costs. The decision and award of the arbitrator shall be made within forty-five (45) days following the hearing and shall be final and binding on the Employer, the Council and the employee(s) involved. The arbitrator shall have no power to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. The parties agree that all hearings shall take place in Monmouth, Illinois, unless mutually agreed otherwise.

## **ARTICLE 13 - ACCRUAL AND FORFEITURE OF SENIORITY**

### **Section 13.1 Definition of Seniority**

As used herein, the term "seniority" shall refer to and be defined as the continuous length of service or employment within job classification covered by this Agreement from the date of last hire.

### **Section 13.2 Promotion**

Seniority shall be considered in the promotion of employees covered by this Agreement. All promotional examinations shall be job-related, and promotions shall be given in accordance with the Rules and Regulations of the City of Monmouth Police and Fire Commission.

### **Section 13.3 Seniority List**

The Employer shall prepare a list setting forth the present seniority dates and dates of promotion for all employees covered by this Agreement and shall become effective on or after the date of execution of this Agreement. Such lists shall finally resolve all questions of seniority affecting employees covered under this Agreement or employed at the time the Agreement becomes effective. Disputes as to seniority listing shall be resolved through the grievance procedure.

### **Section 13.4 Termination of Seniority**

An employee's employment shall be terminated by the Employer and his seniority broken when he:

- a) quits via written resignation; or
- b) is discharged for just cause; or
- c) is laid off pursuant to the provisions of the applicable agreement for a period of twenty-four (24) months; or
- d) accepts gainful employment while on an approved leave of absence from the Police Department; or
- e) is absent for three consecutive scheduled workdays without proper notification, justification, or authorization.

### **Section 13.5 Unpaid Leave of Absence**

Employees will not continue to accrue seniority credit for all time spent on authorized unpaid leave of absence.

### **Section 13.6 Shift Bidding**

The Chief of Police or designee shall make shift assignments twice a year. These shifts shall be based on the preference and the seniority of the employees except as provided in the paragraph below. The work schedule shall consist of six (6) consecutive eight and one quarter (8 ¼) work shifts followed by three (3) consecutive days off. The City shall not be liable for overtime payments when an employee's work schedule is changed as a result of Shift Bidding provided for in this Section and the employee does not receive three (3) consecutive days off. No relatives may serve on the same shift.

Each time the department posts shift bidding for employees covered under the Collective Bargaining Agreement, the Canine Officer shall be allowed to bid either second shift, third shift or cover shift.

### **Section 13.7 In Rank Seniority**

Members of the bargaining unit promoted to the position of sergeant shall be allowed to bid for shifts available to the sergeants by seniority as established by the date of appointment to the position of sergeant.

### **Section 13.8 Seniority with Employer**

For the purposes of this Agreement, any employee of the City of Monmouth who joins the police department shall have two seniority dates. The initial hire date with the City in regard to benefits based on time with the Employer (i.e. earned vacation time) and the hire date within the bargaining unit by job classification for purposes of requesting seniority based benefits such as vacation time on a seniority basis. (i.e., a five-year Street Department employee joins the Police Department, he shall be eligible for vacation time as earned by a five-year employee, but he shall have zero seniority as a patrolman requesting vacation time off and his five-year seniority shall not apply to a layoff occurring within the police bargaining unit).

## **ARTICLE 14 - EDUCATION EXPENSE**

The Employer agrees to continue the payment of tuition and book fees for employees who take courses towards a degree in Criminal Justice or Law Enforcement at an institution of higher learning that is accredited by a national regionally recognized accreditation authority; provided, the employee enters into agreement with the Employer for repayment of fees if the employee becomes separated from service within the prescribed times set forth in the agreement. Said payments, which in the aggregate for the bargaining unit as a whole shall not exceed \$2,000 per year, shall be made at the State University rate regardless of the institution attended or the actual cost incurred. Officers shall seek and obtain approval in advance of the commencement of a course for this provision to apply. If all budgeted educational funds are expended, the City may still approve payment to the employee for covered course work at its discretion.

Any employee requesting the payment of tuition and books under this provision are required to:

- a) Execute a School Employment Reimbursement Contract attached as Appendix D
- b) Reimburse the City if the employee drops or quits the class and does not receive a credit for the cost of the class
- c) Fails to attain a grade of "C" or its equivalent in the class
- d) Fails to achieve a "Pass" in a pass/fail class
- e) The employee will not be responsible for repayment if the class is dropped as the result of employer action.

## **ARTICLE 15 - SPECIAL PROVISIONS IFOPLC/FOP LODGE #265**

For the purposes of administering and enforcing the provisions of this Agreement, the Employer agrees as follows:

### **Section 15.1 Meeting Place**

The Employer shall allow the use of a room at the Department for the purpose of meetings that may be called for the Illinois Fraternal Order of Police Labor Council/Monmouth FOP Lodge #265, general membership or executive board.

### **Section 15.2 Use of Equipment**

The Employer shall allow the FOP Lodge #265/Council the use of the Department's computer at the convenience of the Department. The FOP Lodge #265/Council shall also be allowed use of the copy machine provided the FOP Lodge #265/Council furnishes their own paper or pays the customary copy fee charged

therefore. The Employer agrees to provide space on available bulletin boards for the posting of Council related material.

### **Section 15.3 Executive Members Activity During Work**

Members of the FOP Lodge #265/Council Executive Board (President, Vice President, Secretary and Treasurer) shall try to conduct all FOP Lodge #265 business during non-duty hours, however, they shall be permitted reasonable time off without loss of pay to attend general, board, or special meetings of the Union, provided that at least forty-eight (48) hours of notice of such meetings shall be given in writing to the Employer, and provided further that the names of all such officials shall be certified in writing to the Employer. Additionally, on duty members shall be allowed to attend Union meetings but shall be subject to perform their job duties if necessary.

### **Section 15.4 Authorized Representatives**

Upon notification to the Chief of Police, authorized representatives of the Union shall be permitted reasonable visits to the Department during work hours to talk with employees of the local Union and/or representatives of the Employer concerning matters covered by this Agreement.

### **Section 15.5 Grievance Procedure**

Reasonable time while on duty shall be permitted one Union representative for the purpose of aiding or otherwise representing employees in the handling and processing of grievances or exercising other rights set forth in this Agreement, attendance at hearings and such reasonable time shall be without loss of pay.

### **Section 15.6 Convention Delegates**

Any one employee chosen as a delegate to a FOP/Labor Council, State or National Conference may, upon written application approved by the Union and submitted to the Employer with at least fourteen (14) days' notice, be given a leave of absence without pay for the period of time required to attend such Conference. This period of time shall not exceed one (1) week. The employee may utilize existing vacation or compensatory time in lieu of such unpaid leave, subject to scheduling requirements of the Police Department. Such requests shall not be unreasonably denied.

## **ARTICLE 16 - SECONDARY EMPLOYMENT**

Secondary employment or business enterprises are allowed for personnel, providing that secondary employment or business enterprise is reported in writing to and approved in advance of the assignment by the Chief of Police or his designee. Almost any type of secondary employment or business enterprise is allowed providing that it does not interfere with the performance of duties or the operation of the department. The types of secondary employment that are prohibited ~~may shall~~ include, but not be limited to, the following categories or related categories:

### **Section 16.1 Alcoholic Beverages**

Any type of employment or enterprise which involves the dispensing of alcoholic beverages by the drink or by the bottle as a primary course of business, as determined by the City Attorney, while that establishment is open.

### **Section 16.2 Conflict of Interest**

Any type of employment or enterprise with any other business entity that may constitute a conflict of interest with the responsibilities of the police department.

### **Section 16.3 Emergency Services**

Any emergency services.

## **ARTICLE 17 - DISCIPLINE AND DISCHARGE**

The discipline and discharge, and the appeal of such discipline and discharge of an employee covered by this Agreement shall be in accordance with this Article.

### **Section 17.1 Definition**

The parties recognize the principles of progressive and corrective discipline. Discipline shall include only the following measures:

- a) Oral warning
- b) Written reprimand
- c) Suspension without pay
- d) Discharge

The Employer's agreement to use progressive and corrective discipline does not prohibit the Employer from imposing discipline which is commensurate with the severity of the offense.

### **Section 17.2 Just Cause**

No employee covered by this Agreement shall be disciplined, relieved from duty, or separated from service without just cause. Discipline shall be imposed as soon as practical after the Employer learns of the occurrence giving rise to the need for disciplinary action and after the Employer has a reasonable opportunity to investigate the facts.

### **Section 17.3 Notification**

The Employer shall notify both the employee involved and the Council of any disciplinary action taken. Such notification shall be in writing, except in the case of a verbal reprimand, and shall reflect the specific nature of the offense giving rise to such discipline, discipline imposed or recommended, and the direction to the employee for future behavior.

The Employer agrees to impose discipline as soon as practical after the Employer learns of the occurrence giving rise to the need for disciplinary action and after the Employer has a reasonable opportunity to investigate the facts.

Verbal reprimands shall be removed from the employee's personnel file after twelve (12) months have elapsed from date of issue; and written reprimands shall be removed from the employee's personnel file after twenty-four (24) months have elapsed from date of issue. Suspensions shall not be considered in imposing a disciplinary penalty for a current offense when more than five (5) years have elapsed from the reprimand or suspension.

#### **Section 17.4 Conduct of Disciplinary Investigation/Bill of Rights**

Where the Employer desires to conduct an investigatory interview of an employee where the results of the interview might result in discipline, the Employer agrees to first inform the employee that the employee has the right to Council representation at such interview. If the employee desires such Council representation, no interview shall take place without the presence of a Council representative.

If the inquiry, investigation or interrogation, oral or written, of an employee classified as a sworn law enforcement officer could result in the recommendation of some action such as transfer, suspension, dismissal, loss of pay, reassignment, or similar action which could be considered a punitive measure, then, before taking such action, the Employer shall follow the procedures set forth in the Illinois Compiled Statutes, 50 ILCS 725/1 et al. The law enforcement officer may be relieved of duty and shall receive all ordinary pay and benefits as he would have, had he not been charged; provided, however, that the officer may then be placed on leave without pay upon the filing of charges with the Board of Fire and Police Commissioners, or bringing of an indictment or information. The officer shall have the right to be represented at such inquires, investigations or interrogations by a Council representative and/or legal counsel.

No employee shall be required or requested to disclose any item of property, income, assets, source of income, debts, or personal or domestic expenditures unless such information is necessary in investigating a possible conflict of interest with respect to the performance of his official duties or unless such disclosure is required by law.

An employee shall be paid at the appropriate overtime rate for any time required by the Employer for the above if such time is outside the employee's normal working hours.

The City agrees to comply with the provisions of the Illinois Personnel Records Disclosure Act.

#### **Section 17.5 Pre-Disciplinary Meeting**

For discipline other than oral or written reprimands, prior to notifying the employee of the contemplated discipline to be imposed, the Employer shall notify the

Council of the meeting and then shall meet with the employee involved and inform the employee of the reason for such contemplated discipline, including any names of witnesses and copies of pertinent documents. The employee shall be informed of his contract rights to Council representation and shall be entitled to such if so requested by the employee, provided the Council representative shall be available within twenty-four (24) hours of notification. The employee and the Council representative shall be given the opportunity to rebut or clarify reasons for such discipline. If the employee does not request Council representation, a Council representative shall nevertheless be entitled to be present as a non-active participant at any and all such meetings.

### **Section 17.6 Review of Discipline**

An officer may elect to have imposed or recommended discipline, except for reprimands, reviewed in accordance to the rules and regulations of the City of Monmouth Fire and Police Commission or through the grievance procedure of this Agreement. The affected officer shall notify the Chief of Police in writing within fourteen (14) calendar days of the receipt of notice of the discipline of his choice of election for review. After making such election, the officer is barred from using the other procedure for that occurrence. Any grievance filed as a result of this Section shall be initiated at Step 4, Arbitration.

### **Section 17.7 Citizen Complaints against Officers**

All citizen complaints alleging wrong doing on the part of sworn officers shall be reduced to writing and signed by the citizen. No officer shall be subjected to any interview or interrogation based solely on an anonymous, uncorroborated complaint. The above does not limit or waive the City's right to perform an informal inquiry under the Peace Officer's Disciplinary Act.

## **ARTICLE 18 - SERGEANTS TESTING AND QUALIFICATIONS**

Officers hired after May 1, 1991, may qualify to test for the position of Sergeant with the Monmouth Police Department if they have a two-year Associate degree in any field and two years' experience or, seven (7) years of police experience without academic degree as a full-time paid Police Officer with the City of Monmouth. Newly appointed Sergeants shall successfully complete the first line supervisory school.

## **ARTICLE 19 - MANAGEMENT RIGHTS**

The Employer has and will continue to retain the right to operate and manage its affairs in each and every respect. The rights reserved to the sole discretion of the Employer shall include, but not be limited to, the power:

- a) to determine the organization and operations of the Monmouth Police Department
- b) to determine and change the purpose, composition and function of its divisions and subdivisions

- c) to set standards for the services to be offered to the public
- d) to direct the officers of the Monmouth Police Department, including the right to assign work and overtime
- e) to hire, examine, classify, select, promote, train, transfer, assign and schedule officers
- f) to increase, reduce or change, modify or alter the composition and size of the work force, including the right to relieve employees from duties because of lack of work or funds or other proper reasons
- g) to establish, modify, combine or abolish job positions and classifications
- h) to contract out work when essential in the exercise of police power
- i) to establish, modify or alter work schedules and to determine the starting and quitting time and the number of hours to be worked
- j) to add, delete or alter methods of operation, equipment or facilities
- k) to determine the locations, methods, means and personnel by which operations are to be conducted, including the right to determine whether goods or services are to be made, provided or purchased
- l) to establish, implement and maintain an effective internal control program
- m) to suspend, demote, discharge, or take other disciplinary action against an officer according to law.
- n) to add, delete or alter policies, procedures, rules and regulations.

Any inherent managerial function, prerogative or policy-making right whether listed herein or not, which the City of Monmouth has not expressly restricted by a specific provision of this Agreement are not in any way, directly or indirectly, subject to the grievance and/or arbitration procedure, provided that no right is exercised contrary to and inconsistent with the terms of this Agreement.

### **ARTICLE 20 - SMOKE FREE ENVIRONMENT**

The City agrees to provide a smoke-free environment in the enclosed workspaces of the Public Safety Building.



## **ARTICLE 21 - SUBSTANCE ABUSE**

### **Section 21.1 Statement of City Policy**

It is the policy of the City of Monmouth that the public has the right to expect persons employed by the City to be free from the effects of drugs and alcohol. The City, as the Employer, has the right to expect their employees to report for work fit and able for duty. The purposes of this policy shall be achieved in such a manner as to not violate any established rights of the employees.

### **Section 21.2 Prohibitions**

Employees shall be prohibited from:

- a) consuming or possessing alcohol at any time during the workday or anywhere on any City premises or job sites, including all City buildings, properties, vehicles and the employee's personal vehicle while engaged in City business, except as required in the line of duty;
- b) illegally selling, purchasing, consuming, possessing, being under the influence or delivering any illegal drug, except as required in the line of duty;
- c) being under the influence of alcohol during the course of the work day;
- d) failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.

### **Section 21.3 Drug and Alcohol Testing Permitted**

Testing will be permitted under the following circumstances:

- a) Reasonable Suspicion: Where the City has reasonable suspicions to believe that an employee is then under the influence of alcohol or illegal drugs during the course of the workday, the City shall have the right to require the employee to submit to alcohol or drug testing as set forth in this Agreement.
- b) Officer Involved Shooting: Each law enforcement officer who is involved in an officer involved shooting, which means any instance when a law enforcement officer discharges his or her firearm causing injury or death to a person or persons during the performance of his or her official duties or in the line of duty, must submit to drug and alcohol testing, and the City shall have the right to order the officer to submit to alcohol or drug testing set forth in this Agreement, and the drug and alcohol testing must be completed as soon as practicable after the officer involved shooting but no later than the end of the involved officer's shift or tour of duty.

### **Section 21.4 Order to Submit to Testing**

At the time an employee is ordered to submit to testing authorized by this Agreement, the City shall provide the employee with a written notice of the order, setting

forth all of the objective facts and reasonable inferences drawn from those facts which have formed the basis of the order to test. The employee shall be permitted a reasonable opportunity, not to exceed one hour, to consult with a representative of the Council at the time the order is given. No questioning of the employee shall be conducted without first affording the employee the right to Council representation and/or legal counsel. Refusal to submit to such testing shall subject the employee to discipline, but the employee's taking of the test shall not be construed as a waiver of any objection or rights that he may have.

### **Section 21.5 Tests to be Conducted**

In conducting the testing authorized by this Agreement, the City shall:

- a) use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) or the U.S. Department of Health and Human Services (DHHS);
- b) ensure that the laboratory or facility selected conforms to all SAMHSA and DHHS standards;
- c) establish a chain of custody procedure for both sample collection and testing that will ensure the integrity of the identity of each sample and test result. No employee of the City of Monmouth shall be permitted at any time to become a part of such chain of custody;
- d) collect a sufficient sample of the same bodily fluid or material from an employee to allow for initial screening, a confirmatory test and a sufficient amount to be set aside reserved for later testing if requested by the employee;
- e) collect samples in such a manner as to preserve the individual employee's right to privacy, insure a high degree of security for the sample and its freedom from adulteration. Employees shall not be witnessed by anyone while submitting a sample, except in circumstances where the laboratory or facility does not have a "clean room" for submitting samples or where there is reasonable belief that the employee has attempted to compromise the accuracy of the testing procedure;
- f) confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography, plus mass spectrometry or an equivalent or better scientifically accurate and accepted method that provides quantitative data about the detected drug metabolites;
- g) provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's

own choosing, at the employee's own expense; provided the employee notifies the Chief within seventy-two (72) hours of receiving the results of the tests;

- h) require that the laboratory or hospital facility report to the City that a blood or urine sample is positive only if both the initial screening and confirmation test are positive for a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the City inconsistent with the understandings expressed herein (e.g. billings for testing that reveal the nature or number of tests administered), the City will not use such information in any manner or forum adverse to the employee's interests;
- i) require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results that show an alcohol concentration of .05 or more based upon the grams of alcohol per 100 milliliters of blood be considered positive;
- j) provide each employee tested with a copy of all information and reports received by the City in connection with the testing and the results;
- k) ensure that no employee is the subject of any adverse employment action except emergency temporary reassignment with pay during the pendency of any testing procedure. Any such emergency reassignment shall be immediately discontinued in the event of a negative test result.

### **Section 21.6 Right to Contest**

The Council and/or the employee, with or without the Council, shall have the right to file a grievance concerning any testing permitted by this Agreement, contesting the basis for the order to submit to the tests, the right to test, the administration of the tests, the significance and accuracy of the tests, the consequences of the testing or results or any other alleged violation of this Agreement. Such grievances shall be commenced at Step 2 of the grievance procedure. It is agreed that the parties in no way intend or have in any manner restricted, diminished or otherwise impaired any legal rights that employees may have with regard to such testing. Employees retain any such rights as may exist and may pursue the same in their own discretion, with or without the assistance of the Council.

### **Section 21.7 Voluntary Requests for Assistance**

The City shall take no adverse employment action against an employee who in the first instance, and prior to any first-time order to submit to drug or alcohol testing, voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, other than the City may require reassignment of the employee with pay if he is then unfit for duty in his current assignment. The City shall make available through appropriate agencies a means by which the employee may obtain referrals and treatment. All such requests shall be confidential, and any information received by the

City, through whatever means, shall not be used in any manner adverse to the employee's interests, except reassignment as described above.

### **Section 21.8 Discipline**

Use of illegal controlled drugs at any time while employed by the City, abuse of prescribed drugs, as well as being under the influence of alcohol or the consumption of alcohol while on duty (except as may be required in the line of duty), shall be cause for discipline, up to and including termination, subject to confirmation by the grievance and arbitration procedure or the Monmouth Fire and Police Commission. While all such disciplinary issues shall be subject to the jurisdiction of the arbitrator or Commission, all other issues relating to the drug and alcohol testing process (e.g., whether there is reasonable suspicion for ordering an employee to undertake a test, whether a proper chain of custody has been maintained, etc.) may be grieved in accordance with the grievance and arbitration procedure set forth in this Agreement.

Nothing in this Section shall be construed to prevent an employee from:

- a) asserting, or the arbitrator from considering, that there should be treatment in lieu of discipline in any disciplinary proceeding, or
- b) contesting any discipline that may be imposed under applicable federal or state discrimination laws.

In the first instance that an employee tests positive on both the initial and the confirmatory test for drugs or is found to be under the influence of alcohol, and for any employee who for the first time, and prior to any first-time order to submit to drug or alcohol testing, voluntarily seek assistance with drug and/or alcohol related problems, he/she shall be subject to the following conditions:

- a) the employee agreeing to appropriate treatment as determined by the physician(s) involved;
- b) the employee discontinues his use of illegal drugs or abuse of alcohol;
- c) the employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve months;
- d) the employee agrees to submit to random testing during hours of work during the period of "after-care".

Employees who do not agree to the foregoing, or who test positive a second or subsequent time for the presence of illegal drugs or alcohol during the hours of work shall be subject to discipline, up to and including discharge.

The foregoing shall not be construed as an obligation on the part of the City to retain an employee on active duty during rehabilitation if it is medically determined that

the employee's current use of alcohol or drugs prevents such individual from performing the essential functions of the job or whose continuance on active status would otherwise constitute a direct threat to the property or safety of others. Such employees shall be afforded the opportunity to use accumulated paid leave or take an unpaid leave of absence pending treatment. The foregoing shall not limit the City's right to discipline employees for misconduct.

Employees who are taking prescribed or over-the-counter medication that has adverse side effects which interfere with the employees' ability to perform his normal duties may be temporarily reassigned with pay to other more suitable police duties.

There shall be no random or unit-wide testing of employees, except random testing of an individual employee as authorized in Section 21.8 above. The foregoing shall not limit the right of the City to conduct such test as it may deem appropriate for persons seeking employment as police employees prior to their date of hire.

## **ARTICLE 22 - SAVINGS CLAUSE**

If any provision of this Agreement or any application thereof should be rendered or declared unlawful, invalid or unenforceable by virtue of any judicial action, or by any existing or subsequently enacted Federal or State legislation, or by Executive Order or other competent authority, the remaining provisions of this Agreement shall remain in full force and effect. In such event, upon the request of either party, the parties shall meet promptly and negotiate with respect to substitute provisions for those provisions rendered or declared unlawful, invalid, or unenforceable.

## **ARTICLE 23 - RESOLUTION OF IMPASSE**

If in any case of a dispute between the Employer and the Council, the collective bargaining process reaches an impasse with the result that said Employer and the Council are unable to affect a settlement, then the dispute or impasse shall be resolved according to the provisions of Section 14 of the Illinois Public Labor Relations Act of 1986 or as may be revised from time to time.

## **ARTICLE 24 - NON-DISCRIMINATION**

### **Section 24.1 Equal Employment Opportunity**

The City will continue to provide equal employment opportunity for all employees and develop and apply equal employment practices.

### **Section 24.2 Non-Discrimination**

The City and the Council shall not discriminate against employees. Employment related decisions will be based on qualifications and predicted performance in a given position without regard to race, color, sex, age, religion, or national origin of the employee, sexual orientation or military status, nor shall the City discriminate against

employees as a result of activities on behalf of the Council or membership in the Council.

The City and the Council agree to comply with all applicable laws. Employees shall not be transferred, assigned or reassigned or have any of their duties changed for reasons prohibited by this Section.

### **Section 24.3 Use of Masculine Pronoun**

The use of the masculine pronoun in this or any other document is understood to be for clerical convenience only, and it is further understood that the masculine pronoun includes the feminine pronoun as well.

## **ARTICLE 25 - LAYOFF AND RECALL**

### **Section 25.1 Layoff**

In the event the City determines a layoff is necessary, employees shall be laid off within each particular job classification and Department in the inverse order of their seniority unless compliance with State or Federal law requires otherwise.

### **Section 25.2 Layoff Order**

Probationary employees, temporary, part-time and non-sworn employees shall be laid off first, then full-time sworn employees shall be laid off in inverse order of their seniority. Individual employees shall receive notice in writing of the layoff not less than fourteen (14) days prior to the effective date of such layoff.

### **Section 25.3 Recall**

Employees shall be recalled from layoff within each particular job classification according to their seniority. No new employees at all shall be hired until all employees on layoff in that particular job classification desiring to return to work shall have been given the opportunity to return to work. Recall rights under this provision shall terminate twenty-four (24) months after layoff.

In the event of recall, eligible employees shall receive notice of recall either by actual notice or by certified mail, return receipt requested. It is the responsibility of all employees eligible for recall to notify the City Clerk of their current address. Upon receipt of the notice of recall, employees shall within two (2) days thereafter notify the City Clerk of their acceptance of the recall. The employee shall have ten (10) working days thereafter to report to duty.

## **ARTICLE 26 - GENERAL PROVISIONS**

### **Section 26.1 Officer Safety**

The City agrees to maintain all equipment in safe and proper working condition as to reduce the risk of harm to the employees required to use such equipment. When a department vehicle or item of equipment is found to have some disabling defect, or is

in violation of the law, or unsafe to use or operate, the employee making the discovery shall promptly report the condition to his immediate supervisor, complete any required reports, and follow the direction of the supervisor relative to requesting repairs, replacement, or continued operation of the said vehicle or equipment. An employee shall not be required to use any vehicle or item of equipment that is found to be defective by both the Council and the Employer because of a disabling condition unless the disabling condition has been corrected.

### **Section 26.2 Maintenance of Standards**

Work practices and economic benefits not addressed by this Agreement, and in effect at the time of this Agreement, shall remain in full force and effect for the duration of this Agreement.

### **Section 26.3 LEADS Certification**

Employees covered by this Agreement shall only be required to work in the dispatch center in an emergency situation. A regular Officer shall not be required to be placed in the dispatch center for more than fifteen (15) minutes. A Public Service Officer shall not be placed in the dispatch center for more than one (1) hour.

### **Section 26.4 Training Opportunity**

The Employer agrees to post notices for upcoming training on the informational bulletin board. Individual employees may apply for such training opportunities as they arise. An employee attending any non-approved training in his off duty hours shall receive no compensation for the time spent in such training. The employee may mutually agree with another employee to switch their shifts in order to attend non-approved training.

### **Section 26.5 Residency**

All employees in the bargaining unit shall reside within a twenty (20) mile radius of City Hall, 100 East Broadway. New employees shall have thirteen (13) months from their hire date to move their residency within the established boundaries.

## **ARTICLE 27 - NO STRIKE - NO LOCKOUT**

### **Section 27.1 No Strike**

During the term of this Agreement there shall be no strikes, work stoppage or slowdowns. No officer or representative of the Union shall authorize, institute, instigate, aid or condone any such activities. Should these activities occur, the Union agrees to immediately post this Article on Union bulletin boards in the work areas.

### **Section 27.2 Employer/Employee Rights**

The Employer has the right to discipline, up to and including discharge, any employees found violating the provisions of this Article. The imposition of discipline for violating this Article shall not be subject to the grievance procedure and is not arbitrable;

however, whether or not the employee was engaged in activity in violation of these provisions shall be subject to the grievance procedure.

### **Section 27.3 No Lockout**

No lockout of employees shall be instituted by the Employer or its representatives during the term of this Agreement.

## **ARTICLE 28 - COLLECTIVE BARGAINING**

### **Section 28.1 Negotiations**

The City of Monmouth, or its' designated representative, agrees to meet with and negotiate with a committee representing the Union for the purpose of negotiating and executing a new Agreement covering wages, rate of pay, hours, and other terms and conditions of employment. Such negotiations shall be participated in by the parties to the end that a full formal Agreement is adopted and effectuated within a reasonable period of time.

Any member of the Lodge negotiating team assigned to work on a day negotiations are scheduled, shall be released to attend negotiations without loss of pay. Bargaining team members working on a midnight shift with a bargaining session scheduled in the morning, shall be released four hours early without loss of pay. Bargaining committee members on off-duty status shall not be compensated for their presence at collective bargaining sessions.

### **Section 28.2 Bargaining Unit**

The bargaining unit may create a Lodge comp time pool to accumulate hours that can only be used to attend to business or meetings for Union labor functions. Bargaining unit members can elect to assign comp-time to the comp time pool at any time the Comp-time Pool requires time. Once the time is assigned, it cannot be withdrawn. All requests for time from the comp-time pool must be in writing specifying the function to be attended and signed by the Chairman of the bargaining unit. The granting of this time will require the permission of the Chief of Police or his designee and shall not be unreasonably denied.

## **ARTICLE 29 - CANINE OFFICER**

### **Section 29.1 Costs**

All food and veterinarian expense required for the care of the canine will be directly billed to, and be the responsibility of, the City.

### **Section 29.2 Boarding**

Boarding of the canine will be done on an as needed basis. The City of Monmouth Police Department assumes payment responsibility either by being billed directly or upon receipt from a licensed kennel.



### **Section 29.3 Pay for Training**

The canine handler shall receive an additional eight (8) hours cash payment per month, at the handler's normal straight time rate of pay, for routine monthly training. The training locations and times will be at the handler's discretion. Additional training will be allowed on-duty during slow periods at the handler's and supervisor's discretion.

### **Section 29.4 Care and Maintenance**

Canine kennel and vehicle maintenance will normally be done on-duty on workdays. The City will pay the handler an additional twenty-five (\$25.00) per month as compensation for routine canine care done on the handler's off-duty hours/days.

### **Section 29.5 Call out Pay**

The canine handler shall receive the minimum two (2) hour call out pay per the current collective bargaining agreement of the parties. All time worked in excess of two (2) hours shall be compensated at the overtime rate of pay (one time and one-half the normal rate of pay).

### **Section 29.6 Additional Expenses**

Additional expenses not outlined in this Agreement must have the prior approval of the Chief of Police or his designee.

### **Section 29.7 Log Book**

The canine officer will be required to maintain a log book of all activities relating to his assignment as a canine handler.

### **Section 29.8 Vehicle**

The canine handler shall be provided with a specially equipped "take home" department vehicle.

## **ARTICLE 30 - INVESTIGATORS**

### **Section 30.1 Assignment**

The Chief of Police shall have the right to appoint and assign police officers to the position of Investigators. However, prior to such assignment, there shall be a reasonable posting of an assignment vacancy for the purpose of soliciting interested qualified individuals to fill the position.

### **Section 30.2 Shifts**

Investigators will be assigned to a work schedule consisting of five (5) consecutive eight (8) hour work shifts followed by two (2) consecutive days off. Shift assignments shall be made by the Chief of Police or his designee based on the operational needs of the Department.

### **Section 30.3 Shift Bidding**

There shall be no shift bidding rights for officers assigned as investigators. An officer, so assigned as an investigator, will be assigned to an existing vacancy. However, in the event of a vacancy, the remaining Investigator will first be given the opportunity to move to the shift where the vacancy exists.

### **Section 30.4 Changing Shifts**

Investigators are subject to the call-in, court time, and overtime pay provisions of the collective bargaining agreement. While the City agrees not to change an Investigator's assigned shift solely to avoid the payment of overtime, nothing shall prevent the employee from mutually agreeing to change their shift hours on a case by case basis.

## **ARTICLE 31 - DURATION**

### **Section 31.1 Term of Agreement**

This Agreement shall be effective from date of signing by both parties and shall remain in full force and effect until April 30, 202~~5~~<sup>2</sup>. It shall continue in effect from year to year thereafter unless notice of termination is given in writing by certified mail by either party no earlier than one hundred twenty (120) days preceding expiration. The notices referred to shall be considered to have been given as of the date shown on the postmark. Written notice may be tendered in person, in which case the date of notice shall be the written date of receipt.

### **Section 31.2 Continuing Effect**

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after any expiration date while negotiations or Resolution of Impasse Procedure are continuing for a new Agreement or part thereof between the parties.

**SIGNATURES**

IN WITNESS WHEREOF, the parties hereto have affixed their signatures this \_\_\_\_\_ day of \_\_\_\_\_, 20~~22~~<sup>19</sup>.

For the City:

For the Union:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Joshua Kramer, President

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Lucas Johnson, Vice President

\_\_\_\_\_  
Lindsey Kenney, Secretary/Treasure

\_\_\_\_\_  
Jay Titus  
Illinois Fraternal Order of Police  
Labor Council

## Appendix A - Wage Schedule

### Base Pay

		2.25%	2.25%	5.00%
Effective	5/1/2021	5/1/2022	5/1/2023	5/1/2024

### Public Service Officer

1	\$31,827.70	\$32,543.82	\$33,276.06	\$34,939.86
2	\$37,264.31	\$38,102.76	\$38,960.07	\$40,908.07
4	\$39,741.14	\$40,635.32	\$41,549.61	\$43,627.09
6	\$40,899.19	\$41,819.42	\$42,760.36	\$44,898.38
8	\$41,392.40	\$42,323.73	\$43,276.01	\$45,439.81
10	\$41,888.37	\$42,830.86	\$43,794.55	\$45,984.28
12	\$42,362.76	\$43,315.92	\$44,290.53	\$46,505.06
14	\$42,794.09	\$43,756.96	\$44,741.49	\$46,978.56
16	\$43,376.30	\$44,352.27	\$45,350.19	\$47,617.70

### Police Officer

1	\$44,823.91	\$45,832.45	\$46,863.68	\$49,206.86
2	\$55,488.99	\$56,737.49	\$58,014.09	\$60,914.79
4	\$58,008.90	\$59,314.10	\$60,648.67	\$63,681.10
6	\$59,184.57	\$60,516.22	\$61,877.84	\$64,971.73
8	\$59,688.87	\$61,031.87	\$62,405.09	\$65,525.34
10	\$60,190.93	\$61,545.23	\$62,929.99	\$66,076.49
12	\$60,695.22	\$62,060.86	\$63,457.23	\$66,630.09
14	\$61,199.83	\$62,576.83	\$63,984.80	\$67,184.05
16	\$61,704.36	\$63,092.71	\$64,512.29	\$67,737.91

### Sergeant

2	\$61,037.91	\$62,411.26	\$63,815.52	\$67,006.29
4	\$63,809.81	\$65,245.53	\$66,713.56	\$70,049.23
6	\$65,103.02	\$66,567.84	\$68,065.61	\$71,468.90
8	\$65,657.76	\$67,135.06	\$68,645.60	\$72,077.88
10	\$66,210.03	\$67,699.76	\$69,223.00	\$72,684.15
12	\$66,764.74	\$68,266.95	\$69,802.95	\$73,293.10
14	\$67,319.81	\$68,834.51	\$70,383.28	\$73,902.45
16	\$67,874.78	\$69,401.96	\$70,963.51	\$74,511.68

**EDUCATION - 2%**

Certificate

		2.25%	2.25%	5.00%
Effective	5/1/2021	5/1/2022	5/1/2023	5/1/2024

**Public Service Officer**

1	\$32,464.25	\$33,194.70	\$33,941.58	\$35,638.66
2	\$38,009.58	\$38,864.80	\$39,739.25	\$41,726.22
4	\$40,535.94	\$41,448.00	\$42,380.58	\$44,499.61
6	\$41,717.16	\$42,655.80	\$43,615.55	\$45,796.33
8	\$42,220.23	\$43,170.19	\$44,141.51	\$46,348.59
10	\$42,726.13	\$43,687.47	\$44,670.44	\$46,903.96
12	\$43,210.02	\$44,182.25	\$45,176.35	\$47,435.16
14	\$43,649.98	\$44,632.10	\$45,636.33	\$47,918.14
16	\$44,243.83	\$45,239.32	\$46,257.20	\$48,570.06

**Police Officer**

1	\$45,720.39	\$46,749.10	\$47,800.95	\$50,191.00
2	\$56,598.79	\$57,872.26	\$59,174.39	\$62,133.11
4	\$59,169.08	\$60,500.38	\$61,861.64	\$64,954.73
6	\$60,368.25	\$61,726.54	\$63,115.38	\$66,271.15
8	\$60,882.65	\$62,252.51	\$63,653.19	\$66,835.85
10	\$61,394.74	\$62,776.12	\$64,188.58	\$67,398.01
12	\$61,909.13	\$63,302.09	\$64,726.38	\$67,962.70
14	\$62,423.82	\$63,828.36	\$65,264.49	\$68,527.72
16	\$62,938.44	\$64,354.55	\$65,802.53	\$69,092.66

**Sergeant**

2	\$62,258.66	\$63,659.48	\$65,091.82	\$68,346.41
4	\$65,086.00	\$66,550.44	\$68,047.82	\$71,450.21
6	\$66,405.08	\$67,899.19	\$69,426.93	\$72,898.27
8	\$66,970.91	\$68,477.76	\$70,018.50	\$73,519.43
10	\$67,534.23	\$69,053.75	\$70,607.46	\$74,137.83
12	\$68,100.03	\$69,632.28	\$71,199.01	\$74,758.96
14	\$68,666.21	\$70,211.20	\$71,790.95	\$75,380.50
16	\$69,232.27	\$70,790.00	\$72,382.77	\$76,001.91

**EDUCATION - 3.5%**

AA or Bachelor Degree Any Field

		<b>2.25%</b>	<b>2.25%</b>	<b>5.00%</b>
Effective	<b>5/1/2021</b>	<b>5/1/2022</b>	<b>5/1/2023</b>	<b>5/1/2024</b>

**Public Service Officer**

<b>1</b>	<b>\$32,941.66</b>	\$33,682.85	\$34,440.71	\$36,162.75
<b>2</b>	<b>\$38,568.55</b>	\$39,436.34	\$40,323.66	\$42,339.84
<b>4</b>	<b>\$41,132.07</b>	\$42,057.54	\$43,003.84	\$45,154.03
<b>6</b>	<b>\$42,330.65</b>	\$43,283.09	\$44,256.96	\$46,469.81
<b>8</b>	<b>\$42,841.13</b>	\$43,805.06	\$44,790.67	\$47,030.20
<b>10</b>	<b>\$43,354.46</b>	\$44,329.94	\$45,327.36	\$47,593.73
<b>12</b>	<b>\$43,845.46</b>	\$44,831.98	\$45,840.70	\$48,132.74
<b>14</b>	<b>\$44,291.90</b>	\$45,288.47	\$46,307.46	\$48,622.83
<b>16</b>	<b>\$44,894.48</b>	\$45,904.61	\$46,937.46	\$49,284.33

**Police Officer**

<b>1</b>	<b>\$46,392.74</b>	\$47,436.58	\$48,503.90	\$50,929.09
<b>2</b>	<b>\$57,431.11</b>	\$58,723.31	\$60,044.58	\$63,046.81
<b>4</b>	<b>\$60,039.22</b>	\$61,390.10	\$62,771.38	\$65,909.95
<b>6</b>	<b>\$61,256.02</b>	\$62,634.28	\$64,043.55	\$67,245.73
<b>8</b>	<b>\$61,777.98</b>	\$63,167.98	\$64,589.26	\$67,818.73
<b>10</b>	<b>\$62,297.61</b>	\$63,699.31	\$65,132.54	\$68,389.17
<b>12</b>	<b>\$62,819.55</b>	\$64,232.99	\$65,678.23	\$68,962.14
<b>14</b>	<b>\$63,341.81</b>	\$64,767.00	\$66,224.26	\$69,535.47
<b>16</b>	<b>\$63,864.01</b>	\$65,300.95	\$66,770.22	\$70,108.73

**Sergeant**

<b>2</b>	<b>\$63,174.23</b>	\$64,595.65	\$66,049.05	\$69,351.50
<b>4</b>	<b>\$66,043.14</b>	\$67,529.11	\$69,048.52	\$72,500.94
<b>6</b>	<b>\$67,381.63</b>	\$68,897.72	\$70,447.92	\$73,970.31
<b>8</b>	<b>\$67,955.78</b>	\$69,484.79	\$71,048.19	\$74,600.60
<b>10</b>	<b>\$68,527.38</b>	\$70,069.25	\$71,645.80	\$75,228.09
<b>12</b>	<b>\$69,101.50</b>	\$70,656.28	\$72,246.05	\$75,858.35
<b>14</b>	<b>\$69,676.01</b>	\$71,243.72	\$72,846.70	\$76,489.04
<b>16</b>	<b>\$70,250.41</b>	\$71,831.04	\$73,447.24	\$77,119.60

**EDUCATION - 8%**

Bachelor Degree 18 hour Law Enforcement

		<b>2.25%</b>	<b>2.25%</b>	<b>5.00%</b>
Effective	<b>5/1/2021</b>	<b>5/1/2022</b>	<b>5/1/2023</b>	<b>5/1/2024</b>

**Public Service Officer**

<b>1</b>	<b>\$34,373.92</b>	\$35,147.33	\$35,938.15	\$37,735.06
<b>2</b>	<b>\$40,245.45</b>	\$41,150.97	\$42,076.87	\$44,180.71
<b>4</b>	<b>\$42,920.42</b>	\$43,886.13	\$44,873.57	\$47,117.25
<b>6</b>	<b>\$44,171.12</b>	\$45,164.97	\$46,181.18	\$48,490.24
<b>8</b>	<b>\$44,703.79</b>	\$45,709.63	\$46,738.09	\$49,075.00
<b>10</b>	<b>\$45,239.44</b>	\$46,257.33	\$47,298.12	\$49,663.02
<b>12</b>	<b>\$45,751.79</b>	\$46,781.21	\$47,833.78	\$50,225.47
<b>14</b>	<b>\$46,217.63</b>	\$47,257.53	\$48,320.82	\$50,736.86
<b>16</b>	<b>\$46,846.43</b>	\$47,900.47	\$48,978.24	\$51,427.15

**Police Officer**

<b>1</b>	<b>\$48,409.82</b>	\$49,499.04	\$50,612.77	\$53,143.41
<b>2</b>	<b>\$59,928.12</b>	\$61,276.50	\$62,655.22	\$65,787.99
<b>4</b>	<b>\$62,649.62</b>	\$64,059.24	\$65,500.57	\$68,775.60
<b>6</b>	<b>\$63,919.31</b>	\$65,357.49	\$66,828.04	\$70,169.44
<b>8</b>	<b>\$64,463.97</b>	\$65,914.41	\$67,397.48	\$70,767.36
<b>10</b>	<b>\$65,006.19</b>	\$66,468.83	\$67,964.38	\$71,362.60
<b>12</b>	<b>\$65,550.84</b>	\$67,025.73	\$68,533.81	\$71,960.50
<b>14</b>	<b>\$66,095.80</b>	\$67,582.96	\$69,103.57	\$72,558.75
<b>16</b>	<b>\$66,640.71</b>	\$68,140.13	\$69,673.28	\$73,156.94

**Sergeant**

<b>2</b>	<b>\$65,920.94</b>	\$67,404.16	\$68,920.75	\$72,366.79
<b>4</b>	<b>\$68,914.58</b>	\$70,465.16	\$72,050.62	\$75,653.16
<b>6</b>	<b>\$70,311.25</b>	\$71,893.25	\$73,510.85	\$77,186.39
<b>8</b>	<b>\$70,910.36</b>	\$72,505.84	\$74,137.22	\$77,844.09
<b>10</b>	<b>\$71,506.83</b>	\$73,115.73	\$74,760.84	\$78,498.88
<b>12</b>	<b>\$72,105.92</b>	\$73,728.30	\$75,387.19	\$79,156.55
<b>14</b>	<b>\$72,705.39</b>	\$74,341.26	\$76,013.94	\$79,814.64
<b>16</b>	<b>\$73,304.77</b>	\$74,954.13	\$76,640.60	\$80,472.62

**EDUCATION - 10%**

Masters Degree Law Enforcement or Public Administration

		<b>2.25%</b>	<b>2.25%</b>	<b>5.00%</b>
Effective	<b>5/1/2021</b>	<b>5/1/2022</b>	<b>5/1/2023</b>	<b>5/1/2024</b>

**Public Service Officer**

<b>1</b>	<b>\$35,010.47</b>	\$35,798.21	\$36,603.67	\$38,433.85
<b>2</b>	<b>\$40,990.74</b>	\$41,913.03	\$42,856.07	\$44,998.88
<b>4</b>	<b>\$43,715.25</b>	\$44,698.84	\$45,704.57	\$47,989.80
<b>6</b>	<b>\$44,989.11</b>	\$46,001.36	\$47,036.40	\$49,388.22
<b>8</b>	<b>\$45,531.63</b>	\$46,556.09	\$47,603.60	\$49,983.78
<b>10</b>	<b>\$46,077.20</b>	\$47,113.94	\$48,174.00	\$50,582.70
<b>12</b>	<b>\$46,599.03</b>	\$47,647.51	\$48,719.58	\$51,155.56
<b>14</b>	<b>\$47,073.49</b>	\$48,132.64	\$49,215.63	\$51,676.41
<b>16</b>	<b>\$47,713.95</b>	\$48,787.51	\$49,885.23	\$52,379.49

**Police Officer**

<b>1</b>	<b>\$49,306.30</b>	\$50,415.69	\$51,550.04	\$54,127.55
<b>2</b>	<b>\$61,037.91</b>	\$62,411.26	\$63,815.52	\$67,006.29
<b>4</b>	<b>\$63,809.80</b>	\$65,245.52	\$66,713.54	\$70,049.22
<b>6</b>	<b>\$65,103.02</b>	\$66,567.84	\$68,065.61	\$71,468.90
<b>8</b>	<b>\$65,657.76</b>	\$67,135.06	\$68,645.60	\$72,077.88
<b>10</b>	<b>\$66,210.02</b>	\$67,699.75	\$69,222.99	\$72,684.14
<b>12</b>	<b>\$66,764.74</b>	\$68,266.95	\$69,802.95	\$73,293.10
<b>14</b>	<b>\$67,319.80</b>	\$68,834.50	\$70,383.27	\$73,902.44
<b>16</b>	<b>\$67,874.79</b>	\$69,401.97	\$70,963.52	\$74,511.69

**Sergeant**

<b>2</b>	<b>\$67,141.69</b>	\$68,652.38	\$70,197.06	\$73,706.91
<b>4</b>	<b>\$70,190.79</b>	\$71,770.08	\$73,384.91	\$77,054.16
<b>6</b>	<b>\$71,613.31</b>	\$73,224.61	\$74,872.16	\$78,615.77
<b>8</b>	<b>\$72,223.54</b>	\$73,848.57	\$75,510.16	\$79,285.67
<b>10</b>	<b>\$72,831.04</b>	\$74,469.74	\$76,145.31	\$79,952.57
<b>12</b>	<b>\$73,441.21</b>	\$75,093.64	\$76,783.24	\$80,622.41
<b>14</b>	<b>\$74,051.78</b>	\$75,717.95	\$77,421.60	\$81,292.68
<b>16</b>	<b>\$74,662.26</b>	\$76,342.16	\$78,059.86	\$81,962.85

Under this contract, which is effective from the date of signing by both parties through April 30, 2025~~2~~, retroactivity from May 1, 2022~~49~~, for wages only, shall be paid to employees employed on date of ratification.

**LONGEVITY:**

Employees will be moved from step to step upon accrual of the required years of service. Employees will receive a 3% wage increase step at 24 years of service.



**Appendix B - Dues Authorization Form**

**ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL  
974 CLOCK TOWER DRIVE  
SPRINGFIELD, ILLINOIS 62704**

I, \_\_\_\_\_, understand that under the U.S. Constitution, I have a right not to belong to a union. By my signature, I hereby waive this right and opt to join the IL FOP Labor Council.

I, \_\_\_\_\_, hereby authorize my Employer, \_\_\_\_\_, to deduct from my wages the uniform amount of monthly dues set by the Illinois Fraternal Order of Police Labor Council, for expenses connected with the cost of negotiating and maintaining the collective bargaining agreement between the parties and to remit such dues to the Illinois Fraternal Order of Police Labor Council as it may from time to time direct. In addition, I authorize my employer to deduct from my wages any back dues owed to the Illinois Fraternal Order of Police Labor Council from the date of my employment, in such manner as it so directs.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Personal E-mail: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Title: \_\_\_\_\_

-----  
**Employer, please remit all dues deductions to:**

Illinois Fraternal Order of Police Labor Council  
Attn: Accounting  
974 Clock Tower Drive  
Springfield, Illinois 62704  
(217) 698-9433

*Dues remitted to the Illinois Fraternal Order of Police Labor Council are not tax deductible as charitable contributions for federal income tax purposes; however, they may be deductible on Schedule A of Form 1040 as a miscellaneous deduction. Please check with your tax preparer regarding deductibility.*

**Appendix C - Educational Reimbursement Agreement**

**WHEREAS**, the undersigned employee of the City of Monmouth has expressed a desire to take additional classes while employed by the City of Monmouth; and

**WHEREAS**, the City of Monmouth has agreed to assist said employee in securing said schooling by the payment of tuition and books, with the understanding that said employee will complete the class and remain in the employment of the City as hereinafter provided; and

**WHEREAS**, the said City employee agrees to reimburse the City if said employee fails to complete the classes or remain in the employment of the City as hereinafter provided;

**NOW, THEREFORE**, it is hereby agreed by and between \_\_\_\_\_, employee, and the City of Monmouth, Employer, in consideration of the mutual covenants herein set forth as follows:

- 1) The City of Monmouth agrees to allow said employee to take classes at Carl Sandburg College, Western Illinois University, or such other institution approved in writing by the Police Chief of the City of Monmouth, and to pay for all tuition and books for said employee upon proof by the employee of valid enrollment.
- 2) The employee agrees to submit a copy of grades received at the end of each term/semester as proof said employee has obtained passing grades for each class taken.
- 3) The employee agrees to reimburse the City of Monmouth for all tuition and books expended on behalf of said employee in the event of any of the following:
  - a) The employee fails to remain in the employment of the City of Monmouth for a period of two (2) years following commencement of the term for which the employee has enrolled in the class or classes.
  - b) The employee fails to complete the class.
  - c) The employee fails to obtain a passing grade in the class.
- 4) Employee further agrees to pay all court costs and attorneys' fees incurred by the City of Monmouth in the enforcement of this agreement.
- 5) All sums due to the City of Monmouth shall be immediately due and payable upon the happening of the event triggering the reimbursement. The parties agree that any sums due and payable to the City of Monmouth pursuant to this reimbursement contract may be set off or withheld from any wages or other sums due said employee from the City of Monmouth.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

City of Monmouth

By: \_\_\_\_\_

\_\_\_\_\_  
Employee

**Appendix D - Pre-Employment Agreement**

Agreement, entered into by and between the City of Monmouth and Probationary Officer \_\_\_\_\_, FOR AND IN CONSIDERATION of the covenants and agreements of my employment as a police officer with the City of Monmouth and other good and valuable considerations, the undersigned newly appointed police officer does hereby covenant and agree to reimburse the City of Monmouth for the following costs and expenses incurred as a result of my employment should that employment terminate voluntarily at my option or choice within two (2) years from the date of my employment:

- 1) All expenses of the Police Training Institute expended on my behalf; and
- 2) Costs expended from uniform purchases on my behalf; and
- 3) Costs expended for medical employment tests on my behalf.

I AGREE to reimburse these costs to the City within six (6) months of the effective date of the voluntary termination of my employment. If not paid within said six months, I agree to pay the court costs and reasonable legal fees incurred by the City of Monmouth in collection of the amounts to be reimbursed.

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix E - Uniform / Equipment List**

3 Long sleeve uniform shirts	Rank insignia
3 Short sleeve uniform shirts	Leather duty belt
3 Uniform pants	Pant belt
Winter coat	Gun and holster
Lightweight jacket	TASER holster
Summer hat	Mace and holster
Stocking hat	Flashlight and holster
Protective frisking gloves	Flashlight battery
Cold weather gloves	Magazine holder
Boots and shoes	Radio and holder
Turtleneck/mock turtleneck shirts	Handcuffs/case/key
T-shirts	Rubber glove pouch
Rain coat/hat cover	Belt Keeper
Badge	Key ring holder
Name Tags	

## **Appendix F - Side Letter**

### **Section 1 Ballistic Vest**

The parties agree that the issue of the ballistic vest will continue according to the current practice.

### **Section 2 Weapon Issue**

The City will continue to provide a weapon consistent with the current practice.

### **Section 3 Special Response Team**

The agreed to practice of providing two (2) hours of compensation at the straight time rate for SRT training each month in addition to two (2) hours of staff meeting time shall continue. In the event there is no staff meeting for that month, four (4) hours of SRT training will be provided, with two (2) hours being compensated at the straight time rate.

### **Section 4 Impact Bargaining**

In the event the Employer determines to change any of the above mentioned practices during the term of this Agreement, the Union reserves the right to impact bargain over the changes.

**Appendix G – GRIEVANCE FORM**



**GRIEVANCE** (use additional sheets where necessary)

Date Filed: \_\_\_\_\_  
 Department: \_\_\_\_\_

Grievant's Name: \_\_\_\_\_  
Last
First
M.I.

**STEP ONE**

Date of Incident or Date Knew of Facts Giving Rise to Grievance: \_\_\_\_\_  
 Article(s)/Sections(s) violated: \_\_\_\_\_  
 Briefly state the facts: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Remedy Sought: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Given To: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature
FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Employer Representative Signature
Position

\_\_\_\_\_  
Person to Whom Response Given
Date

**STEP TWO**

Reasons for Advancing Grievance: \_\_\_\_\_

Given To: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature
FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Employer Representative Signature
Position

\_\_\_\_\_  
Person to Whom Response Given
Date

Lodge/Unit No. / Year / Grievance No.

Lodge/Unit No. / Year / Grievance No.

**STEP THREE**

Reasons for Advancing Grievance: \_\_\_\_\_

Given To: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Person to Whom Response Given

\_\_\_\_\_  
Date

**STEP FOUR**

Given To: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Person to Whom Response Given

\_\_\_\_\_  
Date

**REFERRAL TO ARBITRATION by Illinois FOP Labor Council**

\_\_\_\_\_  
**Person to Whom Referral Given**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**FOP Labor Council Representative**





woodardcurran.com  
COMMITMENT & INTEGRITY DRIVE RESULTS

# Monthly Operating REPORT

Monmouth, Illinois

Department of  
Public Works

March 2022





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## EXECUTIVE SUMMARY

The March Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

For those of you who are not aware, I will be on medical leave for the next 90 days or so starting the end of April. In my stead, Greg Frieden will be filling in for me during this time. I have full confidence that my experienced staff will be able to handle most of the day-to-day issues that typically arise, and the engineering team is engaged on all of the capital projects that are at various stages of design, construction, and planning and/or awaiting funding.

Please contact me at 309-734-4026 with any questions.

Regards, Andy

## 1. HEALTH AND SAFETY/STAFF

There were no safety incidents or near misses in March . With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.

## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 137 million gallons of treated wastewater in the month of March . There were no combined sewer overflow events in March . The weather station at the plant reported 9.5” of snow and 1.5” of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	Monthly Average	Permit Limit
Flow (MGD)	4.9	4.62
Ammonia N mg/l	0.1	1.5
CBOD5 mg/l	1	10
Total Phos	0.8	1
Chloride's mg/l	358	500
Suspended Solids mg/l	11	12

### 3. WATER TREATMENT

The water treatment plants produced 103 million gallons of finished water in March . Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	Daily Average	Monthly Total
Treated Water to System	3.8 MG	103 MG
Poly Phosphate Usage-lbs.	140 lbs.	3,790 lbs.
Salt Usage = tons	5.6	151 tons
Chlorine Usage - lbs.	146	3,940 lbs.





## 5. TOTAL ANNUAL COST

Table 5-1: Annual Budget – Year 9

Budget Category	Month Budget	Month Actual	YTD Budget	YTD Actual	Annual Budget	over(under)
Labor (D.L. + FB)	\$151,142	\$149,054	\$1,410,985	\$1,395,952	\$1,528,218	(\$15,033)
Utilities	\$3,879	\$8,475	\$36,213	\$41,392	\$39,222	\$5,179
Chemicals Costs	\$31,130	\$42,916	\$290,617	\$279,589	\$314,763	(\$11,028)
Maintenance\Repair	\$36,121	\$37,364	\$337,203	\$305,856	\$365,220	(\$31,347)
Sludge Disposal Costs	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Lab Supplies\Equip	\$4,240	\$1,235	\$39,582	\$36,784	\$42,871	(\$2,798)
Office Supplies	\$1,832	\$2,215	\$17,105	\$21,418	\$18,526	\$4,313
Miscellaneous Expenses	\$4,811	\$7,192	\$44,916	\$53,639	\$48,648	\$8,723
Other Operating Costs	\$13,965	\$8,654	\$130,367	\$179,646	\$141,199	\$49,279
Overhead (G.A.)	\$34,129	\$33,657	\$318,609	\$315,215	\$345,081	(\$3,395)
Subtotal Year 8	<b>\$281,250</b>	<b>\$290,763</b>	<b>\$2,625,598</b>	<b>\$2,636,991</b>	<b>\$2,843,748</b>	\$11,393
Fixed Fee Year 8	\$20,250	\$20,935	\$189,043	\$189,863	\$204,750	\$820
<b>Total</b>	<b>\$301,500</b>	<b>\$311,698</b>	<b>\$2,814,641</b>	<b>\$2,826,854</b>	<b>\$3,048,498</b>	<b>\$12,213</b>

## 6. MAINTENANCE ACTIVITIES

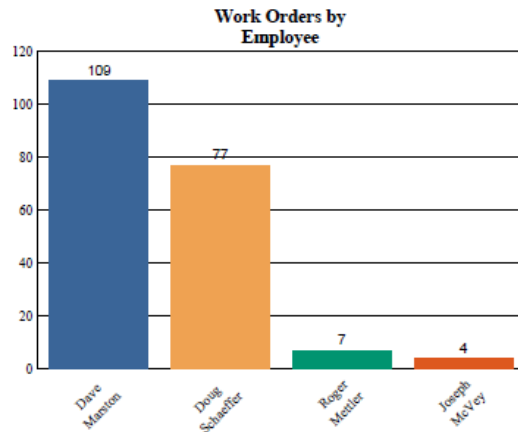
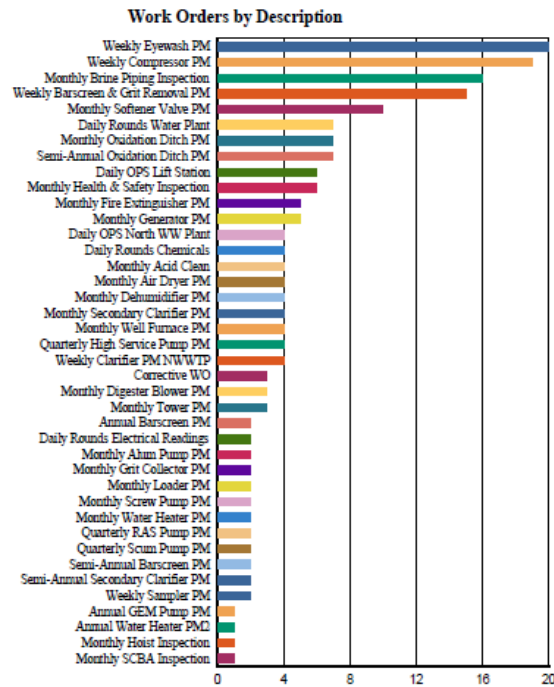
Utilizing the Utility Cloud maintenance management program, staff completed 197 preventative and corrective workorders in March



### Maintenance History Report Monmouth

Report Start 3/1/2022  
Report End 3/31/2022

Work Orders by Type	Total
Corrective Maintenance	28
Inspections	50
Preventative Maintenance	121
<b>Total</b>	<b>197</b>



### CORRECTIVES

<u>Date</u>	<u>Asset Name</u>	<u>Work Order Description</u>	<u>Staff</u>	<u>Work Type</u>	<u>Status</u>
-------------	-------------------	-------------------------------	--------------	------------------	---------------

#### Corrective Maintenance

##### Corrective WO

03/29/2022	Monmouth_Pipe.shp	200 W. Archer water main repair	Joseph McVey	Corrective Maintenance	Closed
03/29/2022	SE 4-in lines	511 S. 3rd water main repair	Joseph McVey	Corrective Maintenance	Closed
03/17/2022	Wastewater Treatment Plant	Replace shear pin	Doug Schaeffer	Corrective Maintenance	Closed

**Plan Commission**  
**April 25th, 2022**

The Plan Commission met on Monday, April 25th, 2022 with the following votes cast on the following request:

**1<sup>st</sup> Request:**

**1<sup>st</sup> Request:** To change the zoning of 906 S. 1<sup>st</sup> St. from a R-2 Medium Density Residential District to a B-2 Neighborhood Commercial District to construct a 30 X50 stick built building for a workshop which will meet all setback requirements and is contiguous to a presently owned B-2 Neighborhood Commercial District property.

Lot 4 & N 6' Lot 5 Block 7 Haley's Addn. Lot size: 72:14' X 127.87'

**Otherwise known as: 906 S. 1<sup>st</sup> St.**

Pin#:09-260-048-00

The following votes were cast: 5 yea, 0 nay. Motion carried.

**2<sup>nd</sup> Request:** To change the zoning of 420 N. Main St. from B-2 Neighborhood Commercial District to B-3 Service Commercial District for expanded use.

E 86' Lot 1 Block 17 Harding Addn. Lot Size: 82.5 X 86'

**Otherwise known as: 420 N. Main St.**

Pin#:09-210-140-00

The following votes were cast: 5 yea, 0 nay. Motion carried.

**3<sup>rd</sup> Request:** To change the zoning of the property south of 420 N. Main St. from B-2 Neighborhood Commercial District to B-3 Service Commercial District for expanded use.

Lot 4 Block 17 Harding Addn. Lot Size: 82.5' X 126'

**Otherwise known as: Property South of 420 N. Main St.** Pin#:09-210-144-00

The following votes were cast: 5 yea, 0 nay. Motion carried.

Danielle Cox  
Zoning Secretary



**Plan Commission**  
**April 25th, 2022**

The Plan Commission met on Monday, April 25th, 2022 with the following votes cast on the following request:

**1<sup>st</sup> Request:**

**1<sup>st</sup> Request:** To change the zoning of 906 S. 1<sup>st</sup> St. from a R-2 Medium Density Residential District to a B-2 Neighborhood Commercial District to construct a 30 X50 stick built building for a workshop which will meet all setback requirements and is contiguous to a presently owned B-2 Neighborhood Commercial District property.

Lot 4 & N 6' Lot 5 Block 7 Haley's Addn. Lot size: 72:14' X 127.87'

**Otherwise known as: 906 S. 1<sup>st</sup> St.**

Pin#:09-260-048-00

The following votes were cast: 5 yea, 0 nay. Motion carried.

**2<sup>nd</sup> Request:** To change the zoning of 420 N. Main St. from B-2 Neighborhood Commercial District to B-3 Service Commercial District for expanded use.

E 86' Lot 1 Block 17 Harding Addn. Lot Size: 82.5 X 86'

**Otherwise known as: 420 N. Main St.**

Pin#:09-210-140-00

The following votes were cast: 5 yea, 0 nay. Motion carried.

**3<sup>rd</sup> Request:** To change the zoning of the property south of 420 N. Main St. from B-2 Neighborhood Commercial District to B-3 Service Commercial District for expanded use.

Lot 4 Block 17 Harding Addn. Lot Size: 82.5' X 126'

**Otherwise known as: Property South of 420 N. Main St.** Pin#:09-210-144-00

The following votes were cast: 5 yea, 0 nay. Motion carried.

Danielle Cox  
Zoning Secretary



## COUNCIL MEETING

**Date:** Monday, May 2, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the April 18, 2022 Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)
  - B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. Building and Zoning April Report – Director Clark**
  - B. Woodard and Curran March Report – written only**
  - C. Approval of FOP Contract**
- VI. ORDINANCES**
  - A. 1<sup>st</sup> Reading**
    - 1. 22-014, Amending Chapter 123.09, Monthly Airport Hangar Fees**
    - 2. 22-015, Zoning Change from R-2 Medium Density Residential to B-2 Neighborhood Commercial District – 906 S. 1<sup>st</sup> Street**
    - 3. 22-016, Zoning Change from B-2 Neighborhood Commercial District to B-3 Service Commercial District – 420 N. Main Street and Lot South of 420 N. Main Street**
    - 4. 22-017, Declaration of MFD Surplus Property**
- VII. OTHER BUSINESS**
- VIII. ADJOURNMENT**

ZONING DEPARTMENT    Joe Clark, Director  
CITY OF MONMOUTH    100 E. Broadway  
   Monmouth Il. 61462

309.734.7590

[joe.clark@cityofmonmouth.com](mailto:joe.clark@cityofmonmouth.com)  
[www.cityofmonmouth.com](http://www.cityofmonmouth.com)

Date: April 2022

The Zoning department continues to issue building permits as well as junk and debris notices and has followed up on all ordinance violations with some tickets issued. Additionally, we have added the no spring or fall curbside pick up on all notices in an effort to reduce ordinance violations for junk and debris.

### **GRANTS:**

#### **Strong Communities Grant (SCP) Maturity Date March 19,2023**

Demolition properties SCP:

In the final steps of acquiring additional unsafe demolition properties and should have them secured in the month of May 2022.

### **OPEN PROJECTS:**

**Airport T-hangar:** Final check list developed and awaiting some materials to complete hangar doors.

**First United Methodist Church:** Continue with Electrical, Plumbing and HVAC as well as siding. All drywall in basement and restrooms has been completed and painted.

**Monmouth Town Homes LP:** As reflected through the weekly report's construction continues in all stages.

**OSF Holy Medical Center:** Project 2028 Renovation for Emergency department completed, and **Certificate of occupancy issued.**

**OSF Holy Medical Center: Project 2208:** Renovation of existing Helipad, Plan review has been completed, with project to start soon.

**Park District:** Continue with HVAC, Plumbing, Electrical and painting has been completed as well as sidewalks

**Hirschbach Trucking:** Infrastructure and expansion has been put on hold until future notice due to material cost and supply chain issues.

**Joe Clark, Director of Zoning**





**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday April 18, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Alderman Daw called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Justin Thomas, Tony Cook, Brian Daw, Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Alderwoman Susan Twomey **Also Present:** City Clerk Susan S. Trevor, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Public Works Director Andy Jackson **Also Absent:** Mayor Rod Davies and City Administrator Lew Steinbrecher

**III. APPROVAL OF MAYOR PRO-TEM**

**It was moved by Alderwoman Kelly and seconded by Alderman Tony Cook to approve Alderman Brian Daw to serve as Mayor Pro-Tem in the absence of Mayor Davies. MOTION CARRIED by unanimous voice vote with the exception of Alderwoman Twomey, who was absent.**

**IV. APPROVAL OF MINUTES**

**A. Approval of April 4, 2022 Public Hearing and Council Meeting Minutes**

**It was moved by Alderman Conard and seconded by Alderman VanVleet to approve the April 4, 2022 Council Meeting Minutes as presented. AYE:** Aldermen Cook, Daw, Conard, Alderwoman Kelly and Alderman VanVleet **NAY:** none **PASS:** Aldermen Thomas and Pinedo **ABSENT:** Alderwoman Twomey **MOTION CARRIED.**

**V. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

Mayor Pro-Tem Daw read and presented to Amanda Bainter-Hall from WIRC a Proclamation recognizing the month of April as Child Abuse Prevention Month.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderman Cook and seconded by Alderwoman Kelly to approve the bills as presented. AYE:** Aldermen Cook, Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Thomas **NAY:** none **ABSENT:** Alderwoman Twomey **MOTION CARRIED.**

## VI. COMMITTEE OF THE WHOLE

### A. MFD March Report – Chief Rexroat

- 🔥 The department responded to 117 calls in March.
- 🔥 Captains Cozadd and Peeler attended two weeks of training in Peoria for their Advanced Fire Officer Training certification.
- 🔥 Non-emergency activities involved the Boy Scouts coming out to the North Station as part of their Merit Badge University and fire drills at Oak Terrace. The firefighters are also trying to get out to the schools more. They have started arriving at the beginning of the school day at different schools and encouraging the students to have a good day. It has gone over well with the students.
- 🔥 The new bay doors that were installed at Station 2 are working well.
- 🔥 The department received a \$3,750 donation from Tiffany Cole Country Financial for purchasing tools and equipment.
- 🔥 Paul Mangieri completed his training at the Fire Academy in Champaign last Friday. He will have two more weeks of extra training and then will be ready to be placed on a shift for the department.
- 🔥 The department is again partnering with the Red Cross to host a single day event to go door to door offering to install smoke detectors for free.

### B. MPD March Report – Chief Switzer

- The department made 77 criminal arrests, issued 114 City Ordinance tickets and had 2,074 dispatch calls in the month of March.
- Investigator Kramer taught a class on investigations to approximately 16 Boy Scouts to enable them to earn their investigation badges as part of the Merit Badge University.
- MPD investigated the illegal manufacture of cannabis vape cartridges as well as discovering numerous drug paraphernalia and \$1,500 in cash.
- An Active Shooter drill was conducted at the United Junior High for the staff.
- As Chief, I attended the Auxiliary Police meeting.
- The department also wants to thank Midwest Pet Food for supplying dog food for the dog pound.

## VII. ORDINANCES

### A. 1<sup>st</sup> Reading

#### 1. 22-012, Granting a Setback Variance, 1125 N. Main

Zoning Director Clark explained that the Zoning Board of Appeals met on Wednesday, April 13<sup>th</sup> to consider a front setback variance for the Tin Cup, 1023 N. Main Street and unanimously recommended approval of this setback variance to the Council. **It was moved by Alderman Conard and seconded by Alderman Cook to accept the recommendation of the ZBA to grant a front setback variance for 1023 N. Main Street. AYE:** Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas and Cook **NAY:** none **ABSENT:** Alderwoman Twomey **MOTION CARRIED.**

#### 2. 22-013, Granting a Height Variance, 402 W. 2<sup>nd</sup> Avenue

Zoning Director Clark explained that the Zoning Board of Appeals also considered this height variance at its April 13<sup>th</sup> meeting and again unanimously recommended approval of this variance for constructing a 6-foot vinyl privacy fence instead of a 4-foot fence to the Council. **It was moved by Alderman Cook and seconded by Alderwoman Kelly to accept the recommendation of the ZBA to grant a height variance for 402 W. 2<sup>nd</sup> Avenue. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook and Daw **NAY:** none **ABSENT:** Alderwoman Twomey **MOTION CARRIED.**

**B. 2<sup>nd</sup> Reading**

**1. 22-011, Adoption of FY 2022-2023 Budget**

**It was moved by Alderman Pinedo and seconded by Alderman VanVleet to approve adoption of the FY 2022-2023 Budget as presented. AYE:** Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook, Daw and Conard **NAY:** none  
**ABSENT:** Alderwoman Twomey

**VIII. OTHER BUSINESS**

There was none to consider

**IX. ADJOURNMENT**

**It was moved by Alderman Cook and seconded by Alderman VanVleet to adjourn the April 18, 2022 meeting at 6:25 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderwoman Twomey, who was absent.**

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**Mayor Pro-Tem Brian Daw**

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**City Clerk Susan S. Trevor**

ORDINANCE NO. 22-014

AN ORDINANCE AMDENDING CHAPTER 123 ENTITLED "MUNICIPAL AIRPORT TENANTS", OF THE CITY ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS

BE IT ORDAINED by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

Section 1:

Section 123.09 of Chapter 123 of the Monmouth Code of Ordinances, is hereby repealed and amended to include the following:

**§ 123.09 - MONTHLY AIRPORT HANGAR FEE.**

There shall be a monthly airport hangar rental fee in the amount of \$100 for all of the hangars at the Monmouth Municipal Airport. The monthly fee shall be paid, in advance, on the first day of each month.

Hangars may only be used to store FAA approved and properly licensed aircraft.

Section 2:

In all other respects, Chapter 123 of the Code of Ordinance of the City of Monmouth, previously enacted, shall remain in full force and effect.

Section 3:

This ordinance shall be in full force and effect ten (10) days after this due publication in pamphlet form, passage and approval thereof as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_



**ORDINANCE NO. 22-016**

**AN ORDINANCE GRANTING THE CHANGE OF ZONING  
FROM B-2 NEIGHBORHOOD COMMERCIAL DISTRICT to  
B-3 SERVICE COMMERCIAL DISTRICT**

WHEREAS, the question of granting the following described ordinance for a change in Zoning from B-2 Neighborhood Commercial District to B-3 Service Commercial District was referred to the Plan Commission to hold a public hearing thereon; and

WHEREAS, such a public hearing was held, after due public notice, in the manner provided by law; and

WHEREAS, the said Plan Commission has recommended the granting of said change in Zoning for the property located at 420 North Main Street and the property immediately South of 420 North Main Street in the City of Monmouth.

Now, therefore, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:

**Section 1. Approve the changing of the zoning from B-2 Neighborhood Commercial District to B-3 Service Commercial District on the property listed below:**

**Commonly known as 420 North Main Street and the lot immediately to the South of 420 North Main Street:** to the City of Monmouth, situated in the County of Warren, in the State of Illinois.

**Section 2.** The findings and recommendations of the Plan Commission on the question of granting a change of zoning from B-2 Neighborhood Commercial District to B-3 Service Commercial District are hereby accepted and adopted and made a part of this ordinance.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not Voting: \_\_\_\_\_

## EXHIBIT A

### Monmouth Fire Department Surplus Equipment

- 6-MSA Air Purifying Respirators
- 6-MSA CBRN Masks
- 6-Hard Hats
- 1-Scoop Stretcher
- 1-Handyman Jack (inoperable)
- 1-Ice Rescue Sled (usable)
- 2-String Trimmers (repairable)
- 1-Portable Homelite Generator (outdated and not sure on operability)
- 4-Commercial Garage door openers (unsure on operability)
- Miscellaneous fire hose adapters and fittings
- 2-Air cylinders
- 2-Air compressors (need repairs)
- 1-Tower Ladder Truck (Tower 22)



## **Contract for Implementation**

**City of Monmouth  
18365**

May 6, 2022



May 6, 2022

**Subject:**

City of Monmouth  
Ken Helms  
100 East Broadway  
Monmouth, IL 61462

CIMS PROPOSAL FOR THE CITY OF MONMOUTH

Dear Ken,

Thank you for using CIMS as your cemetery management software. Please know the Ramaker team realizes cemetery management software is a large but important investment. We respect your commitment to your cemetery, and we will dedicate ourselves to making sure your transition to CIMS Gold or Platinum is as smooth as possible.

CIMS excels over competing cemetery management solutions because our mapping technology and extensive database are the best in the industry. We have provided software to cemeteries for over 20 years and understand how they operate and what tools make a cemeterian's job easier. Every space in your cemetery will exist in the CIMS database, giving you real-time insights into what's sold and what's available.

Cemeteries choose CIMS because they want to preserve and protect their records. All CIMS data is stored securely in the Amazon Web Services cloud, so you don't have to worry about backing up data or upgrading your software. Plus, your cemetery data will be accessible from your work computer, home computer, or even your Apple or Android device. (Speaking of mobile devices, CIMS Gold and CIMS Platinum can direct users to any space in the cemetery using the GPS in their smartphones.)

Let's simplify your cemetery management. Just return a signed copy of the contract on page 17 and indicate which options you want on pages 10-12. If you have any questions or concerns regarding any items in this proposal, please feel free to contact me at 1 (800) 332-7532. We look forward to a long, successful relationship with you.

Sincerely,

*Rebecca Morris*

Rebecca Morris  
CIMS Project Manager





# 01

## SCOPE & SCHEDULE

# Cemetery management solutions for all cemeteries and budgets

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## CIMS GOLD

An intuitive cemetery database that includes user-generated mapping capabilities.

## CIMS PLATINUM

A powerful cemetery management tool with comprehensive GIS mapping and advanced grave-level features.



# PROJECT OVERVIEW

## CIMS Gold

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### **Simplifying cemetery management without breaking the bank**

CIMS Gold is a modern cemetery management solution for cemeteries with modest budgets. Powerful and easy-to-use, CIMS Gold helps cemetery managers preserve their records in a custom database.

Upgrading to CIMS Gold is simple. The Ramaker team will migrate your existing CIMS Light data into CIMS Gold. At this point, CIMS Gold users may take advantage of the software's user-generated mapping feature to plot and view spaces in their cemeteries.



# PROJECT OVERVIEW

## CIMS Platinum

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### Creating a seamless digital map of your cemetery

Using your cemetery’s paper maps, CAD files, or GIS files, we’ll map sections, blocks, lots, and graves on distinct layers. The grave layer is the foundation of every map, relating all ownership, interment, and marker information. To increase the accuracy of your CIMS mapping experience, we’ll digitally superimpose this initial map on top of an aerial photo or drone imagery of your cemetery.

### Mapping expertise meets your expertise

No one knows your cemetery better than you. That’s why the CIMS team works collaboratively with cemeterians to build better, more accurate maps. Once your cemetery staff approves our map, we’ll upload it to the cloud.

After your CIMS map is completed, Ramaker will migrate your CIMS Light data and match it to the CIMS map.





# PROJECT SCHEDULE

## CIMS Platinum

A preliminary project timeline is outlined below. This timeline is for a typical project but can be modified based on the condition of your cemetery maps. The start date is contingent upon Ramaker being provided the maps and information to begin mapping by the specified date. The completion date will remain fixed only if all tasks outside the control of Ramaker are met by the identified timeline. If tasks are not completed before or at these times, the completion date may need to be modified.

**NOTE:** In order to comply with this schedule, all Ramaker's questions and requests to cemetery staff must be addressed within three (3) business days. If questions are not addressed in this time period, the schedule may need to be adjusted. If any data migration options are chosen, the schedule will need to allow for additional time. A separate data migration timeline can be provided upon request. If it has been longer than six (6) months since any progress has been made on the project due to delays by the cemetery staff or other causes outside of Ramaker's control, prices on the proposal will be adjusted based on the current Ramaker fee schedule.

### Week 1

**Cemetery shares data**  
Ramaker begins mapping

### Week 6

**Receive maps and alterations**  
from cemetery officials

### Week 10

**Receive maps and alterations**  
from cemetery officials

### Week 14

**Confirmation of map accuracy**  
from cemetery officials

### Week 20

**System delivery**

### Week 3

**Phase I: Sectional basemapping**  
Map sent for verification

### Week 8

**Phase II: Grave label mapping**  
Map sent for verification

### Week 12

**Final basemap completion**  
Map sent for verification

### Week 16

**Migration of CIMS Light data and  
matching to CIMS map**



# 02

## PRICING & ADD-ONS

# PROJECT COST

## CIMS Gold and CIMS Platinum

The following pages include the cost for the scope of work detailed in this contract and are based on the information provided to us. These prices are good for 60 days from the date of this contract. The project cost will not be exceeded without prior authorization from the designated cemetery official. Any costs provided for data migration are based upon the files sent to Ramaker prior to the receipt of this proposal.

The initial invoice will be for the software license costs. Mapping and data migration services will be billed in 25% increments as they are completed. All other services will be billed upon completion of the project.

The costs on the following pages are broken into Base Services (these costs are required for your software to work) and Optional Services (these are additional services that may benefit your cemetery but are not required).



# Cemetery management solutions for all cemeteries and budgets

<b>CIMS Platinum</b>	
Two CIMS licenses <b>Price reflects \$1,670 reimbursement for CIMS Light purchase</b>	<del>-\$4,000</del> \$2,330
Interactive mapping for 38 total developed acres <sup>1</sup>	\$27,600
Mausoleum mapping for 220 spaces (\$5 per space)	\$1,100
Data conversion of data entered into CIMS Light <sup>2</sup>	N/A
Annual hosting and system support fee <sup>3</sup> <b>Allows two CIMS users at a time and includes unlimited technical support</b>	\$2,750/year <b>Includes 4 hours of map changes per year <sup>4</sup></b>
<b>Total for base services:</b>	<b>\$31,030</b> + \$2,750/year

<sup>1</sup> This cost includes up to 138 hours of mapping to the grave space level. Any additional time spent mapping will be billed at \$150/hour.

<sup>2</sup> Ramaker will not be migrating the data from CIMS Light Desktop into CIMS Platinum.

<sup>3</sup> Annual maintenance costs will go from \$334/year to \$2,750/year. The difference will be prorated based on the CIMS Platinum “go live” date, since maintenance is current through 9/24/2022.

<sup>4</sup> Unused map change hours do not carry over year to year.

# Optional services

## to meet your cemetery's needs

	Please check the box next to any optional service you would like to add	
<input type="checkbox"/>	QuickBooks module for one CIMS license <sup>5</sup> <b>\$500 setup fee, plus annual hosting fee</b>	\$500 + \$200/year
<input type="checkbox"/>	Additional CIMS license(s) How many? [   ]	\$1,600 + \$350/year per license
<input type="checkbox"/>	Additional CIMS license(s) with QuickBooks module <sup>5</sup> How many? [   ]	\$2,000 + \$500/year per license
<input type="checkbox"/>	CIMS read-only license(s) How many? [   ] <b>Users can view but not edit information</b>	\$800 + \$350/year per license
<input type="checkbox"/>	Additional map layer(s) How many? [   ] <b>e.g., sprinklers, utilities, etc.</b>	\$1,900 each
<input type="checkbox"/>	Tree and vegetation management	\$400 setup fee + \$200/year

<sup>5</sup> Requires a valid subscription to Intuit QuickBooks Online.

# Optional services

	Please check the box next to any optional service you would like to add	
	<p><b>Training (choose one)</b></p> <p><b>*One hour free training is included</b>  <b>*Training is mandatory with QuickBooks Module</b></p> <p><input type="checkbox"/> Online training – full day  <b>Best for cemeteries with 6 or more CIMS users</b></p> <p><input type="checkbox"/> Online training – half day  <b>Best for cemeteries with 3-5 CIMS users</b></p> <p><input type="checkbox"/> Online training – two hours  <b>Best for cemeteries with 1-3 CIMS users</b></p>	<p>\$1,500</p> <p>\$750</p> <p>\$375</p>
<input type="checkbox"/>	Salesforce CRM integration <sup>6</sup>	\$1,100 setup fee + \$400/year
<input type="checkbox"/>	Timeline memorials	\$800 setup fee + \$400/year
<input type="checkbox"/>	Drone imagery <sup>7</sup> <b>Ramaker will take high-resolution drone imagery of the entire cemetery and incorporate it into CIMS.</b>	\$1,950
<input type="checkbox"/>	360 imagery <sup>7</sup> <b>Ramaker will take 360 imagery of the entire cemetery and incorporate it into CIMS.</b>	\$7,030
<input type="checkbox"/>	Burial Search public portal <b>A website hosted by Ramaker at <a href="http://www.burialsearch.com">www.burialsearch.com</a> that will allow your customers to look up information about their loved ones. When you add a record to CIMS, Burial Search will update instantaneously.</b>	\$2,500 setup fee per cemetery + \$1,200/year

<sup>6</sup> Requires a valid Salesforce subscription.

<sup>7</sup> Plus travel costs.



## 03 TERMS & CONDITIONS

# RAMAKER AND ASSOCIATES, INC.

## GENERAL TERMS AND CONDITIONS OF AGREEMENT: SOFTWARE PRODUCTS

These Terms and Conditions of Agreement constitute the agreement (“Agreement”) pursuant to which services are to be performed by Ramaker & Associates, Inc. (hereafter “Consultant”) upon acceptance by the client (“Client”) of the attached proposal or the Product Order Form (“Proposal”). The Scope of Services, Project Cost, and Project Schedule sections of the Proposal are incorporated by reference into these Terms and Conditions of Agreement, and are part of the Agreement. If a Proposal is submitted to Client and Client fails to return a signed copy of the Proposal but knowingly allows Consultant to proceed with the services, then Client shall be deemed to have accepted the terms of the Proposal and these General Terms & Conditions. If there is a conflict or inconsistency between any express term or condition in the Proposal and these General Terms & Conditions, the Proposal shall take precedence. The Proposal and these General Terms & Conditions constitute the entire Agreement, and supersede any previous agreement or understanding.

### SECTION 1: Scope of Services

The Scope of Work and the Project Schedule defined in the Proposal are based on the information provided by Client. If this information is incomplete or inaccurate, or if Client directs Consultant to change the original Scope of Services established by the Proposal, then an amendment to this Agreement is required. Consultant may rely on the representations of Client, and Consultant’s obligations under this Agreement are limited by all specific directives of Client.

### SECTION 2: Change in the Scope of Services

Any written or oral communication from Client that requests changes in the Scope of Services shall be treated as a Change Order Proposal. Consultant shall give written notice within ten (10) days of the proposed change order of any resulting increase in fees or costs. If the Client agrees with the Change Order Proposal, it shall become a Change Order to this Agreement and change the Scope of Services and Agreement Price accordingly. If the Client does not approve the Change Order, there shall be no change in the Scope of Services.

### SECTION 3: Fees, Billing, and Payment Terms

3.1 Client shall pay to Consultant a fixed fee unless otherwise indicated in the Proposal. The proposed Project Cost and Project Schedule constitute Consultant’s best estimate of the charges and time required to complete the Project. As the Project progresses, facts uncovered may dictate revisions in scope, schedule or fee. The technical and pricing information in proposals is the confidential and proprietary property of Consultant. Client agrees not to use or to disclose to third parties any technical or pricing information without Consultant’s written consent.

3.2 PAYMENT DUE. Invoices shall be submitted by the Consultant (monthly, bi-monthly, weekly, or upon completion of each phase) as identified here or within the Proposal. Invoices are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date.

3.3 INTEREST. If payment in full is not received by the Consultant within thirty (30) calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall be applied to accrued interest and then to the unpaid principal.

3.4 COLLECTION COSTS. If the Client fails to make payments when due and the Consultant incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to the Consultant. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds, and reasonable Consultant staff costs at standard billing rates for the Consultant’s time spent in efforts to collect. This obligation of the Client to pay the Consultant’s collection costs shall survive the term of this Agreement or any earlier termination by either party.





# RAMAKER AND ASSOCIATES, INC.

## GENERAL TERMS AND CONDITIONS OF AGREEMENT: SOFTWARE PRODUCTS

### **SECTION 4: Suspension of Services**

If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may immediately suspend performance of services. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, the Consultant shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance.

### **SECTION 5: Limitation of Liability**

In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including legal fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant to the Client shall not exceed the initial fee paid to purchase the Desktop-based Products or the initial fee paid for the software license for Cloud-based Products.

It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. In no event shall Consultant be liable hereunder for any indirect, incidental, punitive or consequential damages (including lost business profit or claims for extended duration, delays, or hindrance) sustained by the Client for any matter arising out of or pertaining to the subject matter of this Agreement.

### **SECTION 6: Force Majeure**

Consultant shall not be liable for any loss or damage due to failure or delay in rendering any service called for under the Proposal resulting from any cause beyond Consultant's reasonable control, including but not limited to acts of God, acts or omission of governments, strikes, lockouts, or other industrial disturbances, riots, terrorism, acts of the public enemy, wars, blockades, insurrections, epidemics, landslides, earthquakes, fire, storms, lightning, floods, washouts, civil disturbances, and any other acts or omissions similar to the kind herein enumerated, but not within the control of the affected party and which by the exercise of due diligence said party is unable to overcome.

### **SECTION 7: Use and Ownership of Documents**

The drawings, specifications and other documents, including those in electronic form, prepared by the Consultant, are considered Instruments of Service. The Consultant and the Client warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. The Consultant and the Consultant's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, including those in electronic format, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant and the Consultant's consultants.

Upon execution of this Agreement, the Consultant grants to the Client a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Client substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from the Consultant's consultants consistent with this Agreement. The license granted hereunder permits the Client to authorize its contractors, as well as the Client's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. In the event the Client uses the Instruments



# RAMAKER AND ASSOCIATES, INC.

## GENERAL TERMS AND CONDITIONS OF AGREEMENT: SOFTWARE PRODUCTS

of Service without retaining the author of the Instruments of Service, the Client releases the Consultant and Consultant's consultant(s) from all claims and causes of action arising from such uses. No other license or right shall be deemed granted or implied under this Agreement. Any unauthorized use of the Instruments of Service shall be at the Client's sole risk and without liability to the Consultant and the Consultant's consultants. "Documents" as referred to herein are limited to the printed copy (hard copy) that are signed or sealed by Consultant, its agents or employees. Files on electronic media of text, data, graphics, or of other types that are furnished by Consultant, are only for the convenience of Client, and are furnished solely at the discretion of Consultant, and Consultant has no obligation to provide Client any electronic files at any time. Because electronic media can deteriorate or be modified, inadvertently or otherwise, without authorization of the data's creator, the party receiving electronic data agrees that it will perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected in the 30-day period will be corrected by the creator of the electronic data. The creator of electronic files is under no obligation to maintain hardware or software to use the media of transfer at a future date. Any conclusions of information derived from electronic files that are not specifically a requirement of the Project work statement are at the user's sole risk. Consultant will retain all Documents which were generated or used while performing services under this Agreement, for a period of three (3) years following completion of this Project. During this time, Consultant will reasonably make available these Documents to Client during regular business hours. Consultant may charge a reasonable fee in addition to its professional fees for storing, retrieving, or copying such Documents.

### **SECTION 8: Licensing**

Ramaker & Associates software applications, trademark, software source code, trade secrets, copyright and all other rights, real or implied, (including but not limited to any images, photographs, animations, video, audio, music, texts and "applets," incorporated into the software product) ("Products") are and remain the sole property of Consultant. This does not include any data currently owned by the Client. The software product is licensed, not sold. You may install or access only the number of licenses agreed to in this Agreement. Each license is for one computer only for Desktop-based Products and one user login at a time for Cloud-based Products. The End User Licensing Agreement located at <http://www.ramaker.com/s/RamakerSoftwareEULA.pdf> (or attached hereto) is made part of this Agreement, and is incorporated as if fully set forth herein.

### **SECTION 9: Patents**

Any patentable or copyrightable concepts developed by Consultant as a consequence of service hereunder are the sole and exclusive property of Consultant and nothing in this Agreement shall be deemed to grant Client any right in or to such concepts.

### **SECTION 10: Insurance**

Consultant shall maintain worker's compensation, employer's liability, commercial general liability, automotive liability, and professional liability insurance during the time it is performing services hereunder. The Client shall be responsible for purchasing and maintaining the Client's usual liability insurance and, at its option, may purchase and maintain such other insurance as will protect it against claims which may arise from operations under the contract documents.

### **SECTION 11: Third Party Beneficiaries**

This Agreement does not create any benefits for any third party.

### **SECTION 12: Termination**

No termination of this Agreement by Client will be effective unless Client gives seven days prior written notice with the reasons and details, and Consultant is afforded an opportunity to respond. Where the method of payment is "Lump Sum," Client agrees that the final invoice will be based on services performed to the effective date of cancellation, plus



# RAMAKER AND ASSOCIATES, INC.

## GENERAL TERMS AND CONDITIONS OF AGREEMENT: SOFTWARE PRODUCTS

an equitable adjustment to provide for costs Consultant incurred for commitments made prior to cancellation.

### SECTION 13: Governing Law

The Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

### SECTION 14: Non-Solicitation

During the term of this Agreement and for a period of one (1) year thereafter, Client agrees not to recruit, solicit or hire, directly or indirectly, employee(s) of Consultant without the express written consent of Consultant.

### SECTION 15: Severability

The various terms, provisions and covenants herein contained shall be deemed to be separable and severable, and the invalidity or unenforceability of any of them shall in no manner affect or impair the validity or enforceability of the remainder hereof.

### SECTION 16: Entire Agreement/Counterparts/Signatures

This Agreement constitutes the entire Agreement between the parties and supersedes all prior negotiations, representations or agreements relating thereto, written or oral, except to the extent they are expressly incorporated herein. Unless otherwise provided for herein, no amendments, changes, alterations, or modifications of this Agreement shall be effective unless in writing signed by Client and Consultant. Each of the parties has been involved in determining the provisions of this Agreement, and in case of a conflict herein such conflict shall not be resolved or determined in favor of or against a party hereto, in whole or in part, based on whether or not such party has prepared this Agreement or any provision hereof. Client is bound by the terms of this Agreement if Consultant is instructed by Client to proceed with the Scope of Services and Client has not objected to any of the terms and conditions contained herein. This Agreement may be executed in any number of counterparts with the same effect as if all Parties hereto had signed the same document. All counterparts shall be construed together and shall constitute one agreement. Facsimile (including faxed or scanned and e-mailed) signatures shall be accepted and be binding upon the Parties as an original. The Parties hereto warrant and represent that they have the authority to execute this Agreement on behalf of the persons or entities for whom are signing this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of Consultant as of this

6th day of May, 2022.

RAMAKER & ASSOCIATES, INC.

By: 

Name: Brandon Finley

Title: CIMS Group Service Leader

IN WITNESS WHEREOF, this Agreement has been executed on behalf of Consultant as of this

\_\_\_\_\_ day of \_\_\_\_\_, 2022.

CLIENT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_





**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday May 2, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Tony Cook, Alderwoman Susan Twomey (remotely), Aldermen Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Aldermen Justin Thomas and Brian Daw **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Area Manager Greg Frieden **Also Absent:** City Attorney Marcum Spears and Woodard and Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of April 18, 2022 Council Meeting Minutes**

**It was moved by Alderman Cook and seconded by Alderman VanVleet to approve the April 18, 2022 Council Meeting Minutes as presented. AYE:** Aldermen Cook, Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **PASS:** Alderwoman Twomey (remotely), **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

There were none to be considered.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderman Cook and seconded by Alderman Conard to approve the bills as presented. AYE:** Aldermen Cook, Alderwoman Twomey (remotely), Aldermen Conard, Pinedo, Alderwoman Kelly and Aldermen VanVleet **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**V. COMMITTEE OF THE WHOLE**

**A. Building and Zoning April Report – Director Clark**

- ✓ In the next few weeks, the City will be working to utilize the Strong Communities Grant that is in place to demolish four properties.
- ✓ Open Projects: Airport Hangar, the Methodist Church, Monmouth Townhomes, OSF Helipad and Park District Office
- ✓ A Certificate of Occupancy was issued to OSF Holy Family New Emergency Addition.
- ✓ The Hirschbach infrastructure project has been placed on hold due to supply issues.

## **B. Woodard and Curran March Report – Written only**

Greg Frieden, Woodard and Curran Area Manager, introduced himself to the Council and explained that he will be filling in while Andy is absent. He will not necessarily be present in Monmouth every day, but will be available by phone when he is not in the Monmouth office.

## **C. Approval of FOP Contract**

Administrator Steinbrecher reviewed the main points of the FOP contract that was ratified by the Union on April 19<sup>th</sup>. It is a three-year contract with salary increases of 2.25% the first year; 2.25% the second year and 5% the third year. The City was also able to add to the contract a 5% employee contribution for a single person covered under the City's insurance plan. The Administration is recommending approval of the FOP Contract.

**It was moved by Alderman Conard and seconded by Alderman Pinedo to approve the FOP Contract as presented. AYE:** Alderwoman Twomey (remotely), Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

## **VI. ORDINANCES**

### **A. 1<sup>st</sup> Reading**

#### **1. 22-014, Amending Chapter 123.09, Monthly Airport Hangar Fees**

Mayor Davies said that the Council approved increasing the monthly hangar rental fees from \$60 to \$100 and directed the City Attorney to draft an ordinance to amend the increase in monthly rental fees. The Administration is recommending approval of the ordinance increasing the monthly rental fees. **AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey (remotely). **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

#### **2. 22-015, Zoning Change from R-2 Medium Density Residential to B-2 Neighborhood Commercial District – 906 S. 1<sup>st</sup> Street**

Director Clark explained that the Plan Commission met on April 25<sup>th</sup> to consider a zoning change from R-2 Medium Density Residential to B-2 Neighborhood Commercial District for 906 S. 1<sup>st</sup> Street. It was passed unanimously and it comes to Council with recommendation for approval. **It was moved by Alderman Cook and seconded by Alderman Pinedo to follow the recommendation of the Plan Commission and approve the zoning change for 906 S. 1<sup>st</sup> Street. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey (remotely). **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

#### **3. 22-016, Zoning Change from B-2 Neighborhood Commercial District to B-3 Service Commercial District – 420 N. Main Street and Lot South of 420 N. Main Street**

Director Clark said that this was the second request considered at the April 25<sup>th</sup> Plan Commission meeting with a request to change from B-2 Neighborhood Commercial District to B-3 Service Commercial District – 420 N. Main Street and the lot South of 420 N. Main Street. The Plan Commission passed it unanimously and it come to Council with recommendation for approval. **AYE:** Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook, Alderwoman Twomey (remotely) and Alderman Conard **NAY:** none **ABSENT:** Aldermen Thomas and Daw

#### **4. 22-017, Declaration of MFD Surplus Property**

Chief Rexroat said that all the equipment listed in Exhibit A is old and has been replaced with newer equipment. Tower 22, the old ladder truck is also listed as surplus with the intent of being able to sell or donate it to another department. **It was moved by Alderwoman Kelly and seconded by Alderwoman Twomey (remotely) to declare the list of MFD equipment and the ladder truck as surplus property. AYE:** Alderwoman Kelly, Aldermen VanVleet, Cook, Alderwoman Twomey (remotely), Aldermen Conard and Pinedo **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

#### **VII. OTHER BUSINESS**

City Clerk Trevor informed the Council that 5,310 pounds of paper were collected on the City Shred Day held at Citizens Lake with Confidential Security this past Saturday.

#### **VIII. ADJOURNMENT**

**It was moved by Alderman Cook and seconded by Alderman VanVleet to adjourn the May 2, 2022 meeting at 6:15 p.m. MOTION CARRIED by unanimous voice vote with the exception of Aldermen Thomas and Daw, who were absent.**

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Mayor Rod Davies

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City Clerk Susan S. Trevor



# WOODARD & CURRAN TERMS & CONDITIONS

## Exhibit A: WORK ORDER NUMBER 25

Issued Pursuant to the Engineering Services Agreement – Work Order Basis Between Woodard & Curran, Inc. and \_\_\_\_\_ City of Monmouth, Illinois \_\_\_\_\_, dated as of May 16, 2022.

This Work Order is issued pursuant to, and in accordance with the Standard Terms and Conditions between Woodard & Curran, Inc. and the City of Monmouth dated December 15, 2014, which are incorporated herein by this reference. Unless otherwise specified, all capitalized terms used in this Work Order shall have the same meaning as used in the Agreement. This Work Order will not be deemed valid and binding upon the Parties until both Engineer and Client have both signed below.

### Project Understanding:

It is Woodard & Curran's understanding that the City of Monmouth, IL is requesting additional professional engineering services associated with the Green Infrastructure Grant Opportunities Program stormwater retrofit project located within the Monmouth HS Parking Lot. Under the previous Scope of Services, Woodard & Curran and their subcontractors conducted site investigations, designed a stormwater treatment system that achieved the goal of reducing peak discharges from the parking lot and treating nutrients and total suspended solids, and prepared construction drawings and technical specifications. Under this additional Scope of Services, Woodard & Curran will develop bidding documents for construction and will provide bidding support and construction oversight services.

### Scope of Services:

#### Task 7.0 Reporting

This Task will not be modified under this Work Order.

#### Task 1.0 Bidding Phase Services

Bidding Phase Services will not commence until written notice is provided by the City. Under this Task, Woodard and Curran will provide the following services:

1. Prepare front-end (Division 00 and 01) Bidding Documents in accordance with Woodard & Curran standards and City of Monmouth requirements, as applicable.
2. Attend a pre-bid meeting with the bidding contractors, provide an overview of the project and respond to questions from all bidders. If necessary, Woodard & Curran will issue an Addendum following this meeting.
3. Address requests for information (RFIs) from bidding contractors and issue additional addenda, if necessary.
4. Review all bids and determine lowest responsive and responsible bidder who meets the criteria set forth in the invitation for bids. Provide bid tabulation, evaluation of lowest bidder, and recommendation to award to the City.
5. Assist the City in preparing a Notice of Intent to Award, followed by compiling conformed contract documents and issuing a Notice of Award and Notice to Proceed to the successful bidder.

#### Task 1.0 Deliverables:

1. Bidding Documents
2. Bid Tabulation
3. Recommendation to Award
4. Notice of Intent to Award
5. Conformed Contract Documents
6. Notice to Award and Notice to Proceed

#### Task 2.0 Construction Administration

Under this Phase, Woodard and Curran will provide the following services:

1. Project Management
2. Virtually attend Pre-Construction Meeting, including preparation of agenda and meeting minutes
3. Shop drawing and submittal Reviews
4. Assist City with potential change orders from contractor
5. Respond to RFIs from the contractor
6. Virtually attend Weekly Construction Meetings via conference call and provide bi-weekly update emails
7. Work with contractor to create record drawings
8. Perform periodic construction oversight visits



# WOODARD & CURRAN TERMS & CONDITIONS

### Task 3.0 IEPA Reporting

1. Complete and submit IEPA required Quarterly Reports, Periodic Financial Reports, Periodic Performance Reports.
2. Complete the Best Management Practice (BMP) Documentation Form – Part II and Final Project Report in accordance with the requirements of the Illinois Environmental Protection Agency’s (IEPA’s) Green Infrastructure Grant Opportunities Program

### Anticipated Schedule:

The following schedule is broken out by task and by the quarter in which the work is anticipated to be completed:

#### Quarters:

Q1: January-March 2022

Q2: April-June 2022

Q3: July-September 2022

### Task Schedule:

ID	Task	Responsible Entity	Q1	Q2	Q3
6	Bidding Phase Services	Woodard & Curran/Monmouth		X	
8	Construction Administration	Woodard & Curran/Monmouth		X	X
9	IEPA Reporting	Woodard & Curran/Monmouth		X	X

The following schedule of deliverables is consistent with the schedule approved by the awarding grant agency. This schedule is dependent on agency and Owner review timelines and may be adjusted accordingly with the mutual agreement of Woodard & Curran, the City, and the Grant agency.

### Deliverables Schedule:

#### BIDDING PHASE SERVICES

- |  |                |
|--|----------------|
| 1. Bidding Documents                     | April 15, 2022 |
| 2. Bid Opening                           | May 24, 2022   |
| 3. Notice of Intent to Award             | June 6, 2022   |
| 4. Conformed Contract Documents          | June 13, 2022  |
| 5. Notice to Award and Notice to Proceed | June 13, 2022  |

#### CONSTRUCTION ADMINISTRATION

- |                                      |                   |
|--------------------------------------|-------------------|
| 1. Preconstruction Meeting           | June 15, 2022     |
| 2. BMP Implementation Start Deadline | August 30, 2022   |
| 3. Complete Implementation of BMPs   | December 31, 2022 |

#### IEPA REPORTING

- |  |                   |
|--|-------------------|
| 3. Periodic Performance and Financial Reports                      | Quarterly         |
| Draft Project Report   | November 30, 2022 |
| Final Project Report   | January 15, 2023  |
| BMP Documentation Form (Part 2) w/Invoices and Photo Documentation | January 15, 2023  |

### Assumptions and Clarifications

- Proposed schedule assumes Notice to Proceed (NTP) will be issued to Woodard & Curran no later than March 27, 2022.
- Our Bidding Phase Services Task assumes one (1) public bid for the project.
- Our Construction Administration Task assumes two (2) site visits per week for a construction duration of six (6) weeks.
- This Scope of Services assumes no contaminants are present within the project extents and therefore does not include the preparation of a Soil Management Plan.





# WOODARD & CURRAN TERMS & CONDITIONS

**Compensation:**

For all Services duly rendered herein, Client will pay Engineer as described herein. The services to be provided pursuant to this Work Order shall be provided on a lump sum basis, billed monthly on a percent complete basis in a total amount of: Forty Three Thousand, Two Hundred and Forty Eight Dollars(\$43,248).

The project total fee will not be exceeded without prior written authorization.

The compensation for services performed by the ENGINEER by Phase are provided below

Task	Total Fee
Task 1.0 – Bidding Phase Services	\$9,500
Task 2.0 – Construction Administration	\$31,500
Task 3.0 – IFPA Reporting	\$3,500
<b>Project Total Fee — Lump Sum</b>	<b>\$44,500</b>

Designated Project Representative

Client: Lew Steinbrecher

Engineer: Jennifer Anders

Effective date: As of: \_\_\_\_\_

In WITNESS WHEREOF, the under signed have caused this Work Order to be duly executed by their authorized representatives as forth below.

City of Monmouth, Illinois

Woodard & Curran, Inc.

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

# WOODARD & CURRAN TERMS & CONDITIONS

## Exhibit A: WORK ORDER NUMBER 26



**Issued Pursuant to the Engineering Services Agreement – Work Order Basis  
Between WOODARD & CURRAN, INC and the CITY OF MONMOUTH, IL dated  
May 16, 2022**

This Work Order is issued pursuant to, and in accordance with the Standard Terms and Conditions between Woodard & Curran, Inc. (W&C, Engineer) and the City of Monmouth (City, Client) dated **December 15, 2014**, which are incorporated herein by this reference. Unless otherwise specified, all capitalized terms used in this Work Order shall have the same meaning as used in the Agreement. This Work Order will not be deemed valid and binding upon the Parties until both Engineer and Client have both signed below.

### **SCOPE OF SERVICES**

Woodard & Curran will provide the following services related to the development of a Capacity, Management, Operation, and Maintenance Program (**CMOM**) Program. This project is part of the City's continuous efforts to assess and maintain the City's sewer infrastructure and collections system.

### **PHASE 1.0: CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE PROGRAM**

In order to assist in the ongoing assessment and maintenance of the City's collection system, Woodard & Curran will create a Capacity, Management, Operation, and Maintenance (CMOM) Program and Self-Assessment for DPW's use that will contain the following:

- 1.1 Updated inventory of the Sewer Collection System that characterizes the age, condition, type of construction, and operation of each element where such information exists and provides for further collection of information where warranted. This information shall be adopted into authenticated GIS files by the City's GIS Manager;
- 1.2 An assessment of the capacity of critical elements of the Sewer Collection System, specifically those which require additional attention or maintenance such as siphons and bypasses; and
- 1.3 An assessment of the City's current operation and maintenance practices, all of which will comprise the "CMOM Program Self-Assessment." The CMOM Program Self-Assessment will be conducted in accordance with EPA's "Guide for Evaluating Capacity, Management, Operation, and Maintenance (CMOM) Programs at Sanitary Sewer Collection Systems," EPA 305-B-05-002, January 2005 (the "Guide for Evaluating CMOM Programs") or as amended. As part of the CMOM Program Self-Assessment, Woodard & Curran will complete and submit EPA's "Wastewater Collection System CMOM Program Self-Assessment Checklist", which is included in the Guide for Evaluating CMOM Programs.
- 1.4 Specific coordination with the Monmouth Health Department and the Monmouth Inspectional Services Department, Plumbing Division, regarding the CMOM Program's assessment of the City's Fats, Oils, and Grease ("FOG") Program, whose

# WOODARD & CURRAN TERMS & CONDITIONS



purpose is to ensure that fats, oils, and grease accumulations are not impacting the Collection System capacity and contributing to SSOs. The assessment of the FOG Program will, at a minimum, include evaluation of the following:

- 1.4.1 Specific requirements for the installation or upgrade of FOG control equipment at all food preparation establishments;
- 1.4.2 Provisions for periodic and random FOG equipment inspections by the City;
- 1.4.3 Enforcement procedures for non-compliant facilities including the ability to assess fines for violations of the program/permit/ordinance;
- 1.4.4 A public education program targeted at FOG facilities;
- 1.4.5 Necessary modification to local regulations, including the City's sewer use ordinances, to allow full enforcement of the FOG Program including standard operating procedures for escalating enforcement from warnings through penalties;
- 1.4.6 An explanation of which department(s) within the City has (have) the authority and will be responsible for (a) managing, (b) inspecting, and (c) enforcing the FOG Program; and
- 1.4.7 A list of all food preparation establishments that includes average daily discharge volume.

#### Deliverables:

The CMOM Program and Self-Assessment will conclude with a report recommending Corrective Actions for the City's consideration. Implementation of the Corrective Action Plan will be a future amendment to this scope of work. Woodard & Curran will provide (4) hard copies and an electronic file of the CMOM Program Assessment report, once completed.

## **ANTICIPATED SCHEDULE**

The Scope of Work presented above is anticipated to be completed by December 31, 2022 but is dependent on the City's availability to provide supporting information.

## **ASSUMPTIONS AND CLARIFICATIONS**

- The City will provide supporting information about the collection system, permits etc. in a timely manner.

# WOODARD & CURRAN TERMS & CONDITIONS



## Compensation

For all Services duly rendered hereunder, Client will pay Engineer as described herein. The services for all phases pursuant to this Work Order shall be provided on a lump sum basis, billed monthly on a percent complete basis. The project total fee will not be exceeded without prior written authorization.

The compensation for services performed by the ENGINEER by task are provided below

Phase	Fee Budget	Billing Method
Phase 1 – CMOM	\$250,000	Lump Sum
<b>Total</b>	<b>\$250,000</b>	

## Designated Project Representative

Client: Lew Steinbrecher

Engineer: Jennifer Anders

Effective date: As of \_\_\_\_\_

IN WITNESS WHEREOF, the undersigned have caused this Work Order to be duly executed by their authorized representatives set forth below.

### City of Monmouth, Illinois

By \_\_\_\_\_ Date: \_\_\_\_\_

Title: City Administrator

### Woodard & Curran, Inc.

By \_\_\_\_\_ Date: \_\_\_\_\_

Title: Senior Vice President

**Zoning Board of Appeals**  
**Votes Cast**  
**5/11/22**

The Zoning Board of Appeals met on Wednesday May 11, 2022 at 5:30 p.m. in the Council Chambers at City Hall, 100 East Broadway with the following votes cast on the following request:

**Request:** A special use permit to groom dogs at 719 N. 5<sup>th</sup> St. presently a R-2 Medium Density Residential.

Lot 3 block 8 Quinby & Lawrence Addn lot size 66' X 132'

Otherwise known as: 719 N. 5<sup>th</sup> St.  
Pin# 09-280-061-00

Dated April 26, 2022

The following votes were cast: 6 yea, 0 nay      **Motion Carried.**

Danielle Cox  
Zoning Secretary

Invoice Report  
APRIL 29 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 N	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Project-Number	Remit Claim-Number Approp-Exceeded-By
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran		Action			
4367 Released	AAA CERTIFIED CONFIDENTIAL SEC SHRED DAY 4-30-22	95004	N	300.00 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.15.418	CONTRACTUAL SERVICES		300.00		Expense			
4367	AAA CERTIFIED CONFIDENTIAL SEC	Total:		300.00	Count:	1			
3323 Released	ADVANCED PLUMBING & MECHANICAL CAMPGROUND WOMEN'S RESTROOM	21398	N	100.00 C	04/2022	04/26/2022 04/29/2022	C N	NO	1
01	01.00.414.1	CAMPGROUND		100.00		Expense			
3323	ADVANCED PLUMBING & MECHANICAL	Total:		100.00	Count:	1			
5396 Released	ANDREWS ENGINEERING, INC.* PERMITTING ASSISTANCE PROJECT	47396	N	1223.75 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.15.417	LANDFILL CLOSURE COSTS		1,223.75		Expense			
5396	ANDREWS ENGINEERING, INC.*	Total:		1223.75	Count:	1			
124 Released	C & D ELECTRIC* INSPECTION - 321 N 3RD ST	6306	N	75.00 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.40.418	INSPECTION FEES		75.00		Expense			1,000.00
124	C & D ELECTRIC*	Total:		75.00	Count:	1			
4270 Released	CARGILL, INC* DEICER SALT	2907111542	N	6970.94 C	04/2022	04/21/2022 04/29/2022	C N	NO	1
01	01.00.435	DE-ICING SALT		6,970.94		Expense			8,277.41
4270	CARGILL, INC*	Total:		6970.94	Count:	1			
5416 Released	CITY OF GALESBURG FIRE DEPARTM OSBORN - LODGING FOR ROPE-TECH	2022-100	N	529.97 C	04/2022	04/15/2022 04/27/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION		529.97		Expense			6,819.94
5416	CITY OF GALESBURG FIRE DEPARTM	Total:		529.97	Count:	1			
5040 Released	CLARK*JOE VAUGHN'S - RENOVATION COSTS	04-29-22	N	1465.00 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.00.445	CONTINGENCY		1,465.00		Expense			112,855.46
5040	CLARK*JOE	Total:		1465.00	Count:	1			
3083 Released	CONSTELLATION NEW ENERGY, INC* ELECTRICAL	04-28-22	N	304.41 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.00.430	UTILITIES		54.39		Expense			19,338.25
01	50.01.430	UTILITIES		250.02		Expense			9,056.25
3083	CONSTELLATION NEW ENERGY, INC*	Total:		304.41	Count:	1			
5116 Released	DAKIN*GENE INSPECTION - 11TH ST PARK DIST	04 28 22	Y	300.00 C	04/2022	04/28/2022 04/29/2022	C N	NO	1

Invoice Report  
APRIL 29 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By			
01	01.40.418	INSPECTION FEES		300.00	Expense				1,225.00
5116 Released	DAKIN*GENE INSPECTION - SCOOTERS COFFEE	04-28 22	Y	300.00 C	04/2022	04/28/2022 04/29/2022	C N	NO	1
01	01.40.418	INSPECTION FEES		300.00	Expense				1,225.00
5116 Released	DAKIN*GENE INSPECTION - NEW APARTMENTS (1	04-28-22	Y	1100.00 C	04/2022	04/28/2022 04/29/2022	C N	NO	1
01	01.40.418	INSPECTION FEES		1,100.00	Expense				2,025.00
5116	DAKIN*GENE	Total:		1700.00	Count:	3			
4220 Released	EAGLE ENTERPRISES RECYCLING IN APRIL RECYCLING	04-29-22	N	16407.86 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.15.422	RECYCLING SERVICES CONTRACT		16,407.86	Expense				3,949.66
4220	EAGLE ENTERPRISES RECYCLING IN	Total:		16407.86	Count:	1			
263 Released	FARM KING* ST 2 SMALL EQUIPMENT FUEL	20012636	N	54.58 C	04/2022	04/27/2022 04/29/2022	C N	NO	1
01	01.50.441	FUEL FOR EQUIPMENT		54.58	Expense				942.19
263	FARM KING*	Total:		54.58	Count:	1			
383 Prepaid	FIREMEN PENSION FUND* PENSION INTEREST FROM PROPERTY	04-28-22	N	225.61 C	04/2022	04/28/2022 04/29/2022	C N	NO	1
01	01.50.401.4	FIRE PENSION EXPENSE		225.61	Expense				4,600.44
383	FIREMEN PENSION FUND*	Total:		225.61	Count:	1			
5258 Released	GATEHOUSE MEDIA* CEMETERY CLEAN UP AD	300135956	N	19.80 C	04/2022	04/01/2022 04/29/2022	C N	NO	1
01	01.00.414	CEMETERY SITE		19.80	Expense				7,486.24
5258 Released	GATEHOUSE MEDIA* PLAN COMMISSION NOTICE 04-05-2	300136131	N	191.80 C	04/2022	04/05/2022 04/29/2022	C N	NO	1
01	01.40.425	PUBLISHING		191.80	Expense				721.76
5258	GATEHOUSE MEDIA*	Total:		211.60	Count:	2			
548 Released	IL DEPT OF EMPLOYMENT SECURITY 1ST QTR UNEMPLOYMENT COSTS	04-28-22	N	2092.00 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.00.447	UNEMPLOYMENT COMPENSATION		2,092.00	Expense				264.00
548	IL DEPT OF EMPLOYMENT SECURITY	Total:		2092.00	Count:	1			
5415 Released	ILLINOIS GAMING INVESTORS, LLC OVERPAYMENT OF VIDEO GAMING FE	04-27-22	N	100.00 C	04/2022	04/27/2022 04/27/2022	C N	NO	1
01	01.00.312.1	VIDEO GAMING LICENSE/TERMINAL		100.00	Revenue				
5415	ILLINOIS GAMING INVESTORS, LLC	Total:		100.00	Count:	1			

Invoice Report  
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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
4429 Released	INDUSTRIAL ORGANIZATIONAL SOLU FD PROMOTIONAL EXAMS	C53097A	N 289.00 C	04/2022	04/28/2022 04/29/2022	C N	NO	1
01	01.20.417	PROFESSIONAL SERVICES		289.00	Expense	596.69		
4429	INDUSTRIAL ORGANIZATIONAL SOLU	Total:		289.00	Count:	1		
5356 Released	J & N FLOORING LTD* VAUGHN'S - REFINISH FLOOR	0189	N 6055.00 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.00.445	CONTINGENCY		6,055.00	Expense	117,445.46		
5356	J & N FLOORING LTD*	Total:		6055.00	Count:	1		
842 Released	JONES AUTO CENTER* TIRE REPAIR	248	N 26.99 C	04/2022	04/25/2022 04/29/2022	C N	NO	1
01	01.30.402.1	VEHICLES		26.99	Expense			
842	JONES AUTO CENTER*	Total:		26.99	Count:	1		
4797 Released	LAUTERBACH & AMEN, LLP* ACTUARIAL REPORT FOR FY 2021	65651	N 2650.00 C	04/2022	04/12/2022 04/29/2022	C N	NO	1
01	01.00.449	AUDIT EXPENSE		2,650.00	Expense	6,350.00		
4797	LAUTERBACH & AMEN, LLP*	Total:		2650.00	Count:	1		
2669 Released	METAL CRAFTERS* VAUGHN'S-EXHAUST FAN WALL MOUN	14931	Y 626.60 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.00.445	CONTINGENCY		626.60	Expense	112,017.06		
2669	METAL CRAFTERS*	Total:		626.60	Count:	1		
4248 Released	MIDWEST BANK * MICROSOFT - MONTHLY FEE	04 01 22	N 7.64 C	04/2022	04/01/2022 04/29/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		7.64	Expense	13,964.82		
4248 Released	MIDWEST BANK * FORD OF GALESBURG-EXPLORER OIL	04 06-22	N 58.67 C	04/2022	04/06/2022 04/29/2022	C N	NO	1
01	01.30.402.1	VEHICLES		58.67	Expense			
4248 Released	MIDWEST BANK * PODBEAN.COM-FEE	04 08 22	N 108.00 C	04/2022	04/08/2022 04/29/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		108.00	Expense	14,065.18		
4248 Released	MIDWEST BANK * BLUEHOST-FEE	04 16 22	N 611.64 C	04/2022	04/16/2022 04/29/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		611.64	Expense	14,568.82		
4248 Released	MIDWEST BANK * AMAZON-GARAGE DOOR OPENER REMO	04 20 22	N 100.94 C	04/2022	04/20/2022 04/29/2022	C N	NO	1
01	01.30.411	BUILDING		100.94	Expense			



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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Project-Number	Remit Claim-Number Approp-Exceeded-By
Chk-Acct	Account-Number	Account-Description	Amount-Of-Tran	Action				
4248 Released	MIDWEST BANK * GODADDY.COM- MONTHLY FEE	N 04 20 22	20.17 C	04/2022	04/20/2022 04/29/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS	20.17	Expense				13,977.35
4248 Released	MIDWEST BANK * IL CPA SOCIETY- BOYDSTUN GOVT	N 04 20-22	219.00 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.00.429	PROF DEVELOPMENT/TRAVEL	219.00	Expense				
4248 Released	MIDWEST BANK * TACTICAL GEAR-	N 04 25-22	260.50 C	04/2022	04/25/2022 04/29/2022	C N	NO	1
01	01.30.405	UNIFORM PURCHASES	260.50	Expense				
4248 Released	MIDWEST BANK * BEST WESTERN-MANGIERI LODGING	N 04-01-22	444.00 C	04/2022	04/01/2022 04/29/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION	444.00	Expense				6,733.97
4248 Released	MIDWEST BANK * ZOOM - MONTHLY FEE	N 04-03-22	14.99 C	04/2022	04/03/2022 04/29/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS	14.99	Expense				13,972.17
4248 Released	MIDWEST BANK * HOSTING MATTERS - MONTHLY FEE	N 04-04-22	56.25 C	04/2022	04/04/2022 04/29/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS	56.25	Expense				14,013.43
4248 Released	MIDWEST BANK * ACTION TARGET-	N 04-05-22	68.50 C	04/2022	04/05/2022 04/29/2022	C N	NO	1
01	01.30.406	SCHOOLS AND EDUCATION	68.50	Expense				
4248 Released	MIDWEST BANK * GRAMMARLY.COM-	N 04-06-22	139.95 C	04/2022	04/06/2022 04/29/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS	139.95	Expense				14,097.13
4248 Released	MIDWEST BANK * TACTICAL GEAR-	N 04-07-22	264.00 C	04/2022	04/07/2022 04/29/2022	C N	NO	1
01	01.30.405	UNIFORM PURCHASES	264.00	Expense				
4248 Released	MIDWEST BANK * BEST WESTERN-MANGIERI LODGING	N 04-08-22	444.00 C	04/2022	04/08/2022 04/29/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION	444.00	Expense				6,733.97
4248 Released	MIDWEST BANK * USPS-PRIORITY MAIL	N 04-11-22	9.25 C	04/2022	04/11/2022 04/29/2022	C N	NO	1
01	01.30.424	POSTAGE	9.25	Expense				19.51
4248 Released	MIDWEST BANK * AMAZON-PORTABLE SSD	N 04-12 22	239.99 C	04/2022	04/12/2022 04/29/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS	239.99	Expense				14,197.17

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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description	Amount-Of-Tran	Action	Approp-Exceeded-By			
4248 Released	MIDWEST BANK * ACE LINK-	N 04-12-22	371.65 C	04/2022	04/12/2022 04/29/2022	C N	NO	1
01	01.30.405	UNIFORM PURCHASES	371.65	Expense				
4248 Released	MIDWEST BANK * AMAZON-BATTERIES	N 04-14-22	170.21 C	04/2022	04/14/2022 04/29/2022	C N	NO	1
01	01.30.440	OPERATING SUPPLIES	170.21	Expense				
4248 Released	MIDWEST BANK * BEST WESTERN-MANGIERI LODGING	N 04-15-22	444.00 C	04/2022	04/15/2022 04/29/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION	444.00	Expense				6,733.97
4248 Released	MIDWEST BANK * AMAZON-FOLDERS & BATTERIES	N 04-16-22	123.92 C	04/2022	04/16/2022 04/29/2022	C N	NO	1
01	01.50.411.1	BUILDING SUPPLIES	123.92	Expense				718.79
4248 Released	MIDWEST BANK * AMAZON-BATTERIES	N 04-17-22	35.98 C	04/2022	04/17/2022 04/29/2022	C N	NO	1
01	01.30.440	OPERATING SUPPLIES	35.98	Expense				
4248 Released	MIDWEST BANK * STAMPS.COM- MONTHLY FEE	N 04-18-22	17.99 C	04/2022	04/18/2022 04/29/2022	C N	NO	1
01	01.00.424	POSTAGE	17.99	Expense				920.61
4248 Released	MIDWEST BANK * BEST WESTERN-MANGIERI LODING 4	N 04-20-22	266.40 C	04/2022	04/20/2022 04/29/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION	266.40	Expense				6,556.37
4248 Released	MIDWEST BANK * IL SEC OF ST-VEHICLE RENEWAL	N 04-25 22	37.00 C	04/2022	04/25/2022 04/29/2022	C N	NO	1
01	01.30.402.1	VEHICLES	37.00	Expense				
4248 Released	MIDWEST BANK * AMERICAN MECH-VAUGHN'S KITCHEN	N 04-25-22	4825.00 C	04/2022	04/25/2022 04/29/2022	C N	NO	1
01	01.00.445	CONTINGENCY	4,825.00	Expense				116,215.46
4248 Released	MIDWEST BANK * RMADEFENSE.COM-	N 04-26-22	219.96 C	04/2022	04/26/2022 04/29/2022	C N	NO	1
01	01.30.406	SCHOOLS AND EDUCATION	219.96	Expense				
4248 Released	MIDWEST BANK * AMAZON-TONER	N 04-29-22	96.89 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.30.439	OFFICE SUPPLIES	96.89	Expense				
4248	MIDWEST BANK *	Total:	9676.49	Count:	28			
389 Released	MONMOUTH SMALL ANIMAL HOSPITAL FELINE DISTEMPER ANNUAL VACC	N 232664	104.42 C	04/2022	04/29/2022 04/29/2022	C N	NO	1

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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description	Amount-Of-Tran	Action	Approp-Exceeded-By			
01	01.30.403	ANIMAL CONTROL		104.42	Expense			
389	MONMOUTH SMALL ANIMAL HOSPITAL	Total:	104.42	Count:	1			
4871 Released	MOORE TIRES* BRUSH 25 TIRE REPAIR	N U85551	38.99 C	04/2022	04/25/2022 04/29/2022	C N	NO	1
01	01.50.442	FIRE TRUCK REPAIRS		38.99	Expense			
4871	MOORE TIRES*	Total:	38.99	Count:	1			
755 Released	MOREFIELD*BRIAN FIRE DEPT INSTRUCTORS CONFEREN	N 04-25-22	414.92 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION		414.92	Expense			6,704.89
755	MOREFIELD*BRIAN	Total:	414.92	Count:	1			
405 Released	PEOPLES DO IT CENTER* VAUGHN - LP GAS	N A484678	17.80 C	04/2022	04/19/2022 04/29/2022	C N	NO	1
01	01.00.445	CONTINGENCY		17.80	Expense			111,408.26
405 Released	PEOPLES DO IT CENTER* VAUGHN - NUTS, BOLTS, WASHERS	N A485983	33.86 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.00.445	CONTINGENCY		33.86	Expense			111,424.32
405	PEOPLES DO IT CENTER*	Total:	51.66	Count:	2			
417 Released	QUILL LLC* PUFFS, COFFEE, TP, PAPER TOWEL	N 24673606	386.25 C	04/2022	04/22/2022 04/29/2022	C N	NO	1
01	01.00.440	OPERATING SUPPLIES		183.76	Expense			1,298.66
01	01.00.439	OFFICE SUPPLIES		202.49	Expense			3,680.25
417 Released	QUILL LLC* TRASH BAGS	N 24800189	39.99 C	04/2022	04/28/2022 04/29/2022	C N	NO	1
01	01.00.440	OPERATING SUPPLIES		39.99	Expense			1,154.89
417	QUILL LLC*	Total:	426.24	Count:	2			
1985 Released	SANDRY FIRE SUPPLY, LLC* TURNOUT GEAR REPAIR	N INV-021476	324.57 C	04/2022	04/29/2022 04/29/2022	C N	NO	1
01	01.50.413	UNIFORM/SUPPLIES		324.57	Expense			2,335.30
1985	SANDRY FIRE SUPPLY, LLC*	Total:	324.57	Count:	1			
4846 Released	STEINBRECHER*LEW MILEAGE - OCT THRU JANUARY	N 04-05-22	1558.32 C	04/2022	04/05/2022 04/29/2022	C N	NO	1
01	01.00.429	PROF DEVELOPMENT/TRAVEL		1,558.32	Expense			
4846	STEINBRECHER*LEW	Total:	1558.32	Count:	1			
4691 Released	UNIVERSITY OF ILLINOIS* MANGIERIE-BASIC OP FIREFIGHTE	N UFIW7421	5100.00 C	04/2022	04/20/2022 04/29/2022	C N	NO	1

Invoice Report  
 APRIL 29 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
01	01.50.414	SCHOOLS AND EDUCATION		5,100.00	Expense	11,389.97		
4691	UNIVERSITY OF ILLINOIS*	Total:		5100.00	Count: 1			
2317 Released	UPS* MPD 2 PACHAGES PICKED UP	N E079A2182	21.86 C	04/2022	04/29/2022	C N NO	1	
01	01.20.417	PROFESSIONAL SERVICES		21.86	Expense	329.55		
2317 Released	UPS* MPD PACKAGES PICK UP	N Y74540182	37.83 C	04/2022	04/29/2022	C N NO	1	
01	01.30.424	POSTAGE		37.83	Expense	48.09		
2317	UPS*	Total:		59.69	Count: 2			
769 Released	WEST CENTRAL ILLINOIS CULLIGAN CEMETERY WATER	N 04 -22 22	8.00 C	04/2022	04/22/2022 04/29/2022	C N NO	1	
01	01.00.414	CEMETERY SITE		8.00	Expense	7,474.44		
769 Released	WEST CENTRAL ILLINOIS CULLIGAN CITY HALL WATER	N 04-22 22	40.76 C	04/2022	04/22/2022 04/29/2022	C N NO	1	
01	01.00.418	CONTRACTUAL SERVICES		40.76	Expense	6,209.41		
769	WEST CENTRAL ILLINOIS CULLIGAN	Total:		48.76	Count: 2			
4154 Released	WOODARD & CURRAN* PHOSPHORUS OPTIMIZATION PLAN	N 201985	5024.50 C	04/2022	03/24/2022 04/29/2022	C N NO	1	
01	50.01.422	CONSTRUCTION-LTCP-ENGINEERING		5,024.50	Expense			
4154 Released	WOODARD & CURRAN* DISINFECTION SYSTEM ADDITION	N 201986	8325.00 C	04/2022	03/24/2022 04/29/2022	C N NO	1	
01	50.01.422	CONSTRUCTION-LTCP-ENGINEERING		8,325.00	Expense			
4154 Released	WOODARD & CURRAN* NORTH PLANT UPGRADES	N 201988	9400.92 C	04/2022	03/24/2022 04/29/2022	C N NO	1	
01	50.01.473	PRE-TREATMENT PLANT UPGRADE		9,400.92	Expense	561,429.40		
4154	WOODARD & CURRAN*	Total:		22750.42	Count: 3			

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Vendor Name	PO Numb 1099	Invoice-Amt	PO Date	Trans-Date	Age	Vendor-Exceeded-By	Remit
Status Transaction-Description	Invoice-No	Transaction #	Trans-MMY	Due-Date	Liq	Sep-Check Claim-Number	
Chk-Acct Account-Number	Account-Description		Amount-Of-Tran	Action		Project-Number	Approp-Exceeded-By

	Unassigned	Entered	Released	Prepaid/E-Pay	Paid	Total
ACH Invoice Count						
Check Invoice Count			67.00	1.00		68.00
E-Pay Invoice Count						
Invoice Count			67.00	1.00		68.00
ACH Invoice Total						
Check Invoice Total			81,737.18	225.61		81,962.79
E-Pay Invoice Total						
Invoice Total			81,737.18	225.61		81,962.79
Amount Paid						81,962.79
Amount Liquidated						
Current Period(s)			81,737.18	225.61		81,962.79
A/P In 1 Period(s)						
A/P In 2 Period(s)						
A/P In 3 Period(s)						
A/P Beyond 3 Periods						
Total Balance			81,737.18	225.61		81,962.79

\*\*\* Bank Account Activity By Fund \*\*\*

Fund Description	Cash-Account-Number	Total
GENERAL FUND	01.00.101	58,962.35
WATER AND SEWER FUND	50.00.101	23,000.44
	*** Grand Totals ***	81,962.79

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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
4299 Paid	A & G HAULING* MAY SERVICE		N 3812.50 55334 C	05/2022	05/11/2022 05/12/2022	C N		1 NO
01	01.15.419	YARD WASTE DISPOSAL		3,812.50	Expense			
4299	A & G HAULING*	Total:		3812.50	Count:	1		
4799 Paid	BOYDSTUN*BRENDA MONTHLY STIPEND		N 250.00 55335 C	05/2022	05/11/2022 05/12/2022	C N		1 NO
01	01.00.401.5	ADM - GROUP HEALTH INSURANCE		250.00	Expense			6,250.01
4799	BOYDSTUN*BRENDA	Total:		250.00	Count:	1		
384 Paid	CITY OF MON HEALTH INSURANCE* MONTHLY HEALTH INSURANCE COSTS		N 71557.92 55336 C	05/2022	05/11/2022 05/12/2022	C N		1 NO
01	01.00.401.5	ADM - GROUP HEALTH INSURANCE		2,402.25	Expense			8,402.26
01	01.40.401.5	ZONING-HEALTH INSURANCE		748.83	Expense			748.83
01	01.30.401.5	POLICE HEALTH INSURANCE		42,673.17	Expense			42,673.19
01	01.50.401.5	FIRE HEALTH INSURANCE		25,733.67	Expense			23,333.71
384	CITY OF MON HEALTH INSURANCE*	Total:		71557.92	Count:	1		
588 Paid	DEBT SERVICE FUND* MONTHLY BOND COSTS		N 154882.25 55337 C	05/2022	05/11/2022 05/12/2022	C N		1 NO
01	50.00.442	TRANSFER TO DEBT SERV. FUND		128,849.42	Expense			128,849.38
01	01.00.502	TRANSFER TO DEBT SVCE-2021B		26,032.83	Expense			26,032.83
588	DEBT SERVICE FUND*	Total:		154882.25	Count:	1		
5417 Paid	DECRANE *JARED WATER DEPOSIT REFUND		N 42.74 55338 C	05/2022	05/06/2022 05/12/2022	C N		1 NO
01	50.00.257	WATER DEPOSITS PAYABLE		42.74	Liability			
5417	DECRANE *JARED	Total:		42.74	Count:	1		
3883 Paid	E-QUANTUM CONSULTING LLC* ELECTRIC & GAS CONSULTING		N 400.00 55339 C	05/2022	05/01/2022 05/12/2022	C N		1 NO
01	01.00.418	CONTRACTUAL SERVICES		400.00	Expense			6,609.41
3883	E-QUANTUM CONSULTING LLC*	Total:		400.00	Count:	1		
4409 Paid	EAGLE ENGRAVING, INC* CUSTOM ACCOUNTABILITY TAGS		N 186.50 55340 C	05/2022	05/03/2022 05/12/2022	C N		1 NO
01	01.50.412	EQUIPMENT/EMS SUPPLIES		186.50	Expense			3,084.46
4409	EAGLE ENGRAVING, INC*	Total:		186.50	Count:	1		
4826 Paid	EMERGENCY SERVICES MARKETING C SUBSCRIPTION 5-09-22 TO 5-8-23		N 735.00 55341 C	05/2022	05/07/2022 05/12/2022	C N		1 NO
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		735.00	Expense			15,890.81
4826	EMERGENCY SERVICES MARKETING C	Total:		735.00	Count:	1		

Invoice Report  
MAY 12 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Transaction #	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Project-Number	Remit Claim-Number Approp-Exceeded-By
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action				
3840 Paid	FIFE WATER SERVICES* FERRIC SULFATE		N	10023.20 55342 C		05/06/2022 05/12/2022	C N		1 NO
01	50.00.123	RECEIVABLE - SMITHFIELD EXP		10,023.20	Asset				
3840	FIFE WATER SERVICES*	Total:		10023.20	Count:	1			
5258 Paid	GATEHOUSE MEDIA* ZONING BOARD OF APPEALS 05-04-		N	21.80 55343 C		05/04/2022 05/12/2022	C N		1 NO
01	01.40.425	PUBLISHING		21.80	Expense		743.56		
5258	GATEHOUSE MEDIA*	Total:		21.80	Count:	1			
3414 Paid	HELMS*KENNY MONTHLY STIPEND		N	50.00 55344 C		05/11/2022 05/12/2022	C N		1 NO
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		50.00	Expense				
3414	HELMS*KENNY	Total:		50.00	Count:	1			
5069 Paid	HUTCHISON ENGINEERING, INC.* AIRPORT HANGAR		N	2799.58 55345 C		05/06/2022 05/12/2022	C N		1 NO
01	01.00.448.1	INSURANCE REIMBURSABLE EXP.		2,799.58	Expense		865,126.44		
5069	HUTCHISON ENGINEERING, INC.*	Total:		2799.58	Count:	1			
675 Paid	IHC HEATING AND COOLING* MFD REPAIR OF FURNACE		N	440.00 55346 C		05/02/2022 05/12/2022	C N		1 NO
01	01.50.411	BUILDING		440.00	Expense		1,381.52		
675	IHC HEATING AND COOLING*	Total:		440.00	Count:	1			
3875 Paid	ILLINOIS PUBLIC RISK FUND* JUNE WORKER'S COMP		N	12203.00 55347 C		04/18/2022 05/12/2022	C N		1 NO
01	01.00.448	LIABILITY AND HAZARD		12,203.00	Expense		81,014.75		
3875	ILLINOIS PUBLIC RISK FUND*	Total:		12203.00	Count:	1			
363 Paid	KELLOGG PRINTING* MFD ENVELOPES		N	159.55 55348 C		05/03/2022 05/12/2022	C N		1 NO
01	01.50.439	OFFICE SUPPLIES		159.55	Expense		1,385.68		
363	KELLOGG PRINTING*	Total:		159.55	Count:	1			
5232 Paid	LOVE'S TRAVEL STOPS & COUNTRY BUSINESS DISTRICT SALES TAX		N	3901.91 55301 C		05/09/2022 05/12/2022	C N		1 NO
01	50.00.125	ACCOUNTS RECEIVABLE-LOVE'S		3,901.91	Asset				
5232	LOVE'S TRAVEL STOPS & COUNTRY	Total:		3901.91	Count:	1			
1021 Paid	MARTIN EQUIPMENT OF ILLINOIS* APRIL BACKHOE MAINT		N	255.00 55349 C		05/04/2022 05/12/2022	C N		1 NO
01	50.00.412	EQUIPMENT		255.00	Expense		1,447.00		

Invoice Report  
MAY 12 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 N	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Project-Number	Remit Claim-Number Approp-Exceeded-By
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action				
1021 Paid	MARTIN EQUIPMENT OF ILLINOIS* APRIL ENLOADER MAINT	637293	N	270.00 55349 C	05/2022	05/04/2022 05/12/2022	C N NO	1	
01	50.00.412	EQUIPMENT		270.00	Expense			1,462.00	
1021	MARTIN EQUIPMENT OF ILLINOIS*	Total:		525.00	Count:	2			
4557 Paid	MILLENNIUM WASTE, INC.* APRIL SERVICES	3323621T081	N	6494.17 55350 C	05/2022	05/01/2022 05/12/2022	C N NO	1	
01	01.15.420	TRANSFER STATION DISPOSAL		6,494.17	Expense				
4557 Paid	MILLENNIUM WASTE, INC.* APRIL SERVICES	3323685T081	N	36125.92 55350 C	05/2022	05/01/2022 05/12/2022	C N NO	1	
01	01.15.419.1	SOLID WASTE GARBAGE CONTRACT		36,125.92	Expense				
4557	MILLENNIUM WASTE, INC.*	Total:		42620.09	Count:	2			
4441 Paid	MTC COMMUNICATIONS* INTERNET SERVICES	05-01-22	N	1879.95 55351 C	05/2022	05/01/2022 05/12/2022	C N NO	1	
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		1,879.95	Expense				
4441	MTC COMMUNICATIONS*	Total:		1879.95	Count:	1			
417 Paid	QUILL LLC* TP, PAPER TOWELS, RENUZIT	24859444	N	192.15 55352 C	05/2022	05/02/2022 05/12/2022	C N NO	1	
01	01.00.414.1	CAMPGROUND		192.15	Expense				
417	QUILL LLC*	Total:		192.15	Count:	1			
2377 Paid	REXROAT*CASEY MONTHLY STIPEND	05-11-2	N	50.00 55353 C	05/2022	05/11/2022 05/12/2022	C N NO	1	
01	01.50.440	OPERATING SUPPLIES		50.00	Expense			445.60	
2377	REXROAT*CASEY	Total:		50.00	Count:	1			
4846 Paid	STEINBRECHER*LEW MONTHLY STIPEND	05-11-22	N	300.00 55354 C	05/2022	05/11/2022 05/12/2022	C N NO	1	
01	01.00.440	OPERATING SUPPLIES		50.00	Expense			1,388.65	
01	01.00.401.5	ADM - GROUP HEALTH INSURANCE		250.00	Expense			6,250.01	
4846	STEINBRECHER*LEW	Total:		300.00	Count:	1			
475 Paid	SWITZER*JOSEPH MONTHLY STIPEND	05-11-22	N	50.00 55355 C	05/2022	05/11/2022 05/12/2022	C N NO	1	
01	01.30.440	OPERATING SUPPLIES		50.00	Expense				
475	SWITZER*JOSEPH	Total:		50.00	Count:	1			
4783 Paid	TAMCO CAPITAL CORPORATION* PHONE SYSTEM	5020002298	N	557.00 55356 C	05/2022	05/03/2022 05/12/2022	C N NO	1	
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		557.00	Expense				



Invoice Report  
 MAY 12 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
4783	TAMCO CAPITAL CORPORATION*	Total:		557.00	Count:	1		
1913 Paid	WARREN CO. RECORDER* RECORD DEED: S SAGE	05-09-22	N 55357 C	25.00	05/2022	05/09/2022 05/12/2022	C N YES	1
01	01.00.450.1	CEMETERY RECORDING FEE		25.00	Expense			
1913	WARREN CO. RECORDER*	Total:		25.00	Count:	1		
742 Paid	WARREN COUNTY YMCA* CITY POOL GRANT	05-04-22	N 55358 C	10000.00	05/2022	05/04/2022 05/12/2022	C N NO	1
01	01.00.444	YMCA OUTDOOR POOL STIPEND		10,000.00	Expense			10,000.00
742	WARREN COUNTY YMCA*	Total:		10000.00	Count:	1		
5053 Paid	WEX BANK* FUEL	04-23-22	N 55300 C	1623.74	05/2022	05/02/2022 05/12/2022	C N NO	1
01	01.40.441	FUEL FOR EQUIPMENT		222.95	Expense			191.10
01	01.50.441	FUEL FOR EQUIPMENT		1,400.79	Expense			2,342.98
5053	WEX BANK*	Total:		1623.74	Count:	1		
4154 Paid	WOODARD & CURRAN* MAY O & M	203195	N 55359 C	264174.49	05/2022	05/01/2022 05/12/2022	C N NO	1
01	01.00.423	WC CONTRACTUAL PAYMENT		52,834.89	Expense			54,560.45
01	50.00.418.1	WC CONTRACTUAL PMT		105,669.80	Expense			114,019.64
01	50.01.418.1	WC CONTRACTUAL SERVICES		105,669.80	Expense			103,520.38
4154	WOODARD & CURRAN*	Total:		264174.49	Count:	1		
559 Paid	XEROX CORPORATION* MPD APRIL COPIER CHARGES	016105241	N 55360 C	280.32	05/2022	05/01/2022 05/12/2022	C N NO	1
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		280.32	Expense			
559	XEROX CORPORATION*	Total:		280.32	Count:	1		

Invoice Report  
 MAY 12 2022

Vendor Name	PO Numb 1099	Invoice-Amt	PO Date	Trans-Date	Age	Vendor-Exceeded-By	Remit
Status Transaction-Description	Invoice-No	Transaction #	Trans-MMY	Due-Date	Liq	Sep-Check Claim-Number	
Chk-Acct Account-Number	Account-Description		Amount-Of-Tran	Action		Project-Number	Approp-Exceeded-By

	Unassigned	Entered	Released	Prepaid/E-Pay	Paid	Total
ACH Invoice Count						
Check Invoice Count					31.00	31.00
E-Pay Invoice Count						
Invoice Count					31.00	31.00
ACH Invoice Total						
Check Invoice Total					583,743.69	583,743.69
E-Pay Invoice Total						
Invoice Total					583,743.69	583,743.69
Amount Paid						583,743.69
Amount Liquidated						
Current Period(s)					583,743.69	583,743.69
A/P In 1 Period(s)						
A/P In 2 Period(s)						
A/P In 3 Period(s)						
A/P Beyond 3 Periods						
Total Balance					583,743.69	583,743.69

\*\*\* Bank Account Activity By Fund \*\*\*

Fund Description	Cash-Account-Number	Total
GENERAL FUND	01.00.101	229,061.82
WATER AND SEWER FUND	50.00.101	354,681.87
	*** Grand Totals ***	583,743.69

The logo is a red Maltese cross with a white outline. The word "FIRE" is at the top, "EMERGENCY" is on the left, and "EMS" is on the right. In the center is a stylized fire hydrant. At the bottom, a banner contains the text "EST. 1855" and "MONMOUTH, IL.".

***Monmouth Fire Department***  
***April Monthly Report***

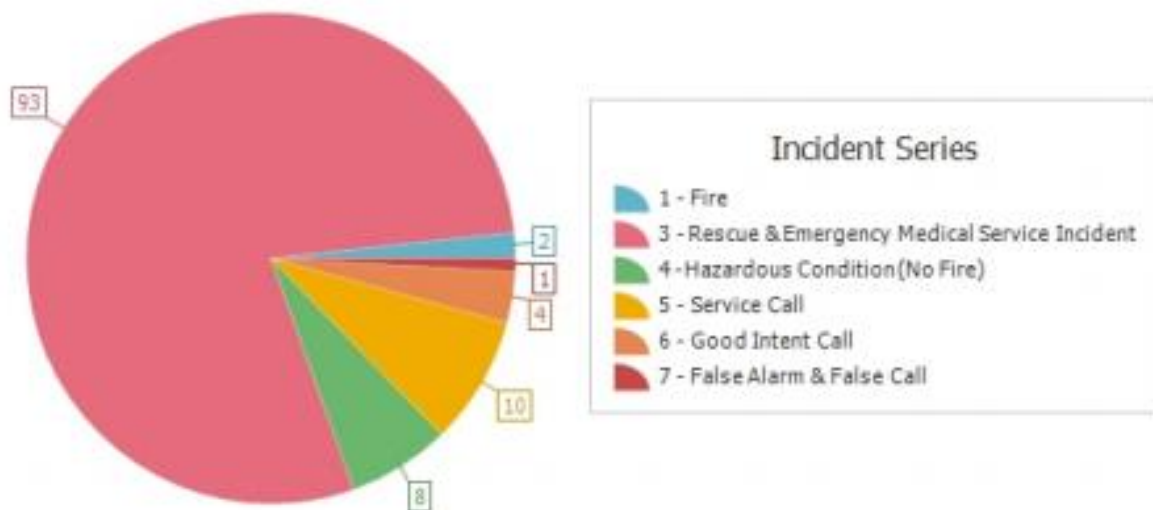
***May 16<sup>th</sup>, 2022 City Council Meeting***

### Emergency Responses:

The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.

## April Incidents

### Incident Reports by Incident Type Series, Summary



#### Incident Type: 1 - Fire

111 - Building fire	1
132 - Road freight or transport vehicle fire	1

**Total Number of calls for this Major Category: 2**

#### Incident Type: 3 - Rescue & Emergency Medical Service Incident

300 - Rescue, EMS incident, other	2
311 - Medical assist, assist EMS crew	91

**Total Number of calls for this Major Category: 93**

#### Incident Type: 4 - Hazardous Condition (No Fire)

400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	1
442 - Overheated motor	1
444 - Power line down	1
463 - Vehicle accident, general cleanup	4

**Total Number of calls for this Major Category: 8**

<b>Incident Type: 5 - Service Call</b>	
500 - Service Call, other	4
531 - Smoke or odor removal	1
553 - Public service	3
561 - Unauthorized burning	2
<b>Total Number of calls for this Major Category:</b>	<b>10</b>

<b>Incident Type: 6 - Good Intent Call</b>	
600 - Good intent call, other	1
611 - Dispatched & canceled en route	2
622 - No incident found on arrival at dispatch address	1
<b>Total Number of calls for this Major Category:</b>	<b>4</b>

<b>Incident Type: 7 - False Alarm &amp; False Call</b>	
700 - False alarm or false call, other	1
<b>Total Number of calls for this Major Category:</b>	<b>1</b>

<b>Total Number of Incidents:</b>	<b>118</b>
<b>Total Number of Distict Incident Types:</b>	<b>17</b>

**Total Number of Incidents Year to Date: 507**

**Total Number of Distinct Incident Types Year to Date: 38**

### **Staff Training:**

The Fire Department's monthly training for April included the topics of ropes & knots and ladders. The staff at the fire department reviewed the different types of rope used in the fire service and the appropriate types of knots to use for rescue and hoisting equipment. The firefighters also reviewed the different types of rigging setups to use for rescue situations and practiced setting them up. In addition to the ropes & knots, the firefighters all reviewed the different types of ladders used in the fire service and the proper way to deploy them.

Firefighter Mangieri completed the Basic Operations Firefighter Academy at the Illinois Fire Service Institute in Champaign. The academy is eight weeks long and provides firefighters with extensive hands-on training which allows them to operate safely and effectively at an emergency scene. The academy forms the baseline training for firefighters to build off of for the rest of their career.

In addition to the academy, Firefighter Mangieri completed Vehicle Machinery Operations training and Hazardous Materials Operations training. Vehicle Machinery Operations provides the training to rescue someone who is trapped or otherwise unable to self-rescue from a vehicle or machinery. Hazardous Materials Operations provides the training for firefighters to operate at an incident when hazardous materials have been spilled or leaked.

All of the MFD staff were provided with tours of the Big River Resources and FS facilities to allow better familiarization of the properties. The tours included areas of operation, grain storage, hot work, confined space, and chemical storage.

Chief Rexroat attended an emergency management workshop with representatives of the National Weather Service. At the workshop, the representatives discussed emergency preparedness, weather sirens, interpreting radar, past weather events, and resources available from the NWS.

### **Non-Emergency Activities:**

MFD assisted with a fire drill at Central Intermediate School and met with students from Lincoln School to present information about fire safety.

Chief Rexroat and Assistant Chief Spears met with Monmouth Roseville High School forensics students to discuss fire department operations and a general overview of the fire investigation process.

### **Fire Code Items:**

Chief Rexroat assisted Director Clark with an occupancy inspection at the newly remodeled area of Holy Family Medical Center and the new airport hangar.

**Apparatus and Equipment Related Items:**

One of the furnaces at Station I had mechanical issues requiring a minor repair. During the repair the technician recommended that the heat exchanger be replaced due to its condition which was caused by normal use. The heat exchanger was replaced and the cost of the part was covered under the unit's warranty.

Engine 23 had an electrical issue and was taken to Alexis Fire Equipment for repair. The engine was out of service for two days for the repair.

Ambulance 46 received its annual inspection from the Illinois Department of Public Health and the bi-annual inspection from the Department of Transportation. The ambulance passed both inspections without issue.

**Other:**

The Board of Police and Fire Commissioners completed the promotional process to establish an eligibility list for the rank of Captain at the department. After the promotional process is completed and the list is posted, it is valid for three years.

Respectfully submitted,

Casey Rexroat, Fire Chief



**POLICE DEPARTMENT  
APRIL 2022 MONTHLY REPORT**

	APR 2021	APR 2022	+/-	2021 YTD	2022 YTD	YTD +/-
Criminal Arrests	60	56	-4	154	189	35
Ordinance Violations	119	96	-23	337	389	52
Calls For Service	1309	1202	-107	5401	4202	-1199
Dispatch Calls	2348	2149	-199	8926	7910	-1016
Accidents	22	20	-2	85	93	8
Grant Hours Worked	107	76	-31	154	265	111

**INCIDENTS OF NOTE:**

- \*A new dispatcher trainee was hired who has started training.
- \*PSO Robbin Avery has returned to work from her injury.
- \*MPD officers took part in Operation Prom Night/Mock DUI Crash practices.
- \*MPD dispatchers were recognized during National Telecommunicators Week which was held April 10-16.

**STAFF TRAINING:**

- \*Admin Secretary Julie Richardson who is MPD FOIA officer took part in a training webinar which provided updates to the FOIA laws. Training was provided by the Illinois Attorney General's office.

**EQUIPMENT RELATED ISSUES:**

- \*Several squad cars were taken to the Ford dealership in Galesburg for recall repairs.





## COUNCIL MEETING

**Date:** Monday, May 16, 2022

**Time:** 6:00 p.m.

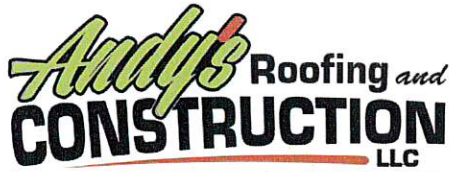
**Location:** 100 East Broadway  
Monmouth, Illinois

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### COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the May 2, 2022 Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)
  - 1. Awards Presented to Firefighters**
  - 2. Back to School Program Award – Karla Wallace**  
  - B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. MFD April Report – Chief Rexroat**
  - B. MPD April Report – Chief Switzer**
  - C. Cemetery Mapping Proposal – Ramaker and Associates**
  - D. Jennifer Anders, W & C Infrastructure Project Updates**
  - E. W & C Engineering Agreement – Green Infrastructure Project Construction Inspection**
  - F. W & C Engineering Agreement – Sewer Infrastructure Capacity, Management, Operation and Maintenance Program**
- VI. ORDINANCES**
  - A. 1<sup>st</sup> Reading**
    - 1. 22-018, Special Use Variance, Dog Grooming Business, 719 N. 5<sup>th</sup> St.**
- VII. EXECUTIVE SESSION**
  - A. Per Illinois Statute 5ILCS120/2 to consider Union Negotiations**
- VIII. OTHER BUSINESS**
- IX. ADJOURNMENT**



Proposal

181 90TH AVENUE • Smithshire, IL 61478 • 309-333-5806  
andy.roofingco@gmail.com • andysroofingco.com  
Lic. #104-018552

Proposal Submitted To:

Work To Be Performed At:

Name City of Monmouth  
Street E Broadway  
City Monmouth State IL  
Phone 309-371-9324/Joe Clark

City Hall  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Date of Plan 5-19-22 Architect A-134

We hereby propose to furnish the materials and perform the labor necessary for the completion of  
Full Fabric System Elastomeric Coating on 3276 sq ft  
Repair soft spot in roof 3x3' area  
Prime entire roof with prime time primer  
Embed fabric into base coat on all seams  
Embed fabric into base coat on entire roof  
Seal entire roof with Puma XL Top Coat color white  
A 18yr nonprorated materials warranty will be issued upon completion and final payment  
Add 6508.00 for 2" of ISO Insulation board R 5.7 per inch mechanically fastened  
Add 1914.00 for Coating System on 455 sq ft of wall

Dollars \$ 17,864.00 ).

with payments to be made as follows: 50% with acceptance of contract remainder when job is Completed

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.

Authorized Signature 

**Right of Rescission**  
The Homeowner(s) has the right to cancel this contract within 3 days from the date of this signed agreement by all parties involved with this agreement.  
DATE: \_\_\_\_\_

Note - This proposal may be withdrawn by us if not accepted within 30 days.

**Right of Rescission**

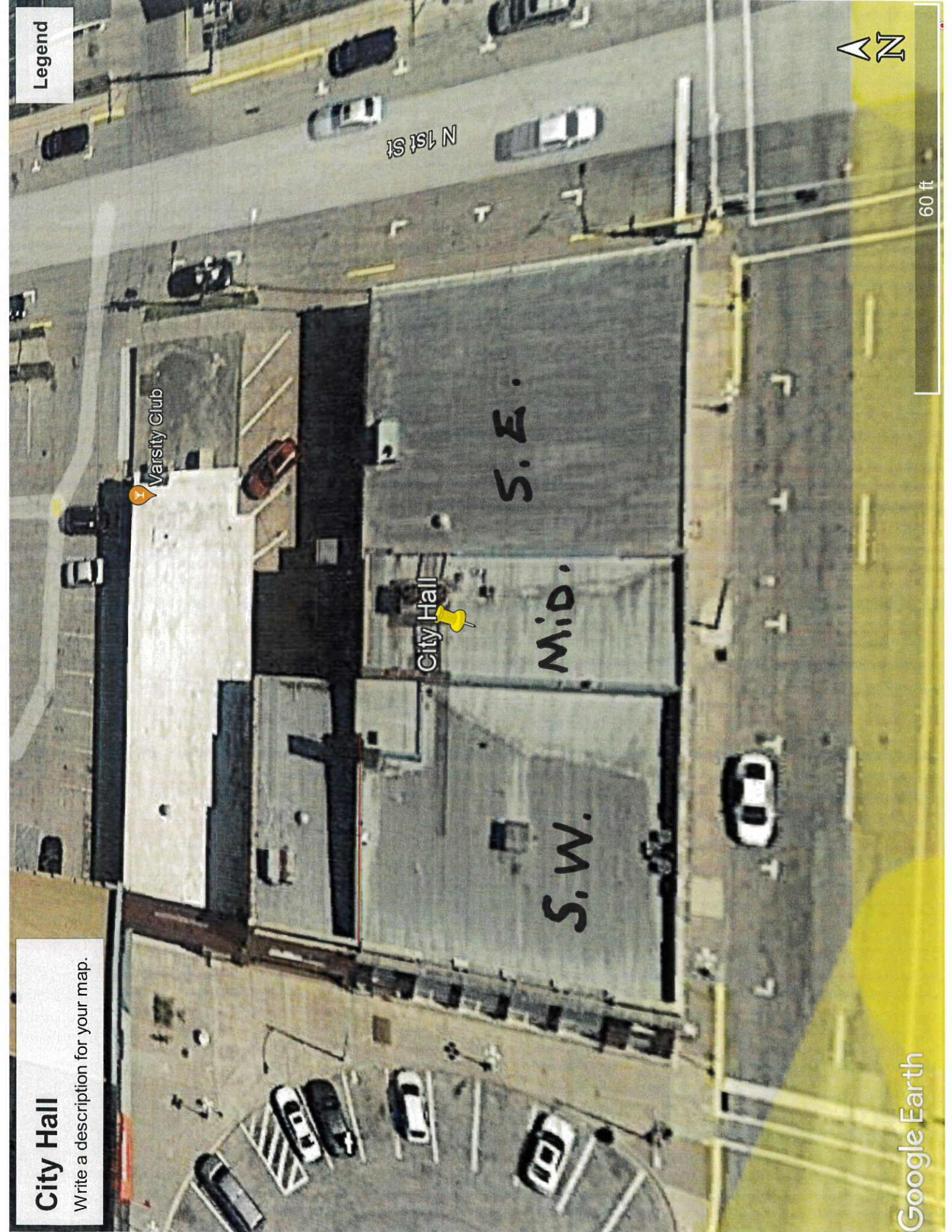
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Signature \_\_\_\_\_

# City Hall

Write a description for your map.

Legend



**TERM SHEET DEFINING THE ROLES & RESPONSIBILITIES OF A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF MONMOUTH and TAQUERIA SAN JOSE, LLC DEVELOPER**

1. The City agrees to utilize its Main Street Tax Increment Financing (TIF) District to provide a rebate incentive to the owner/developer of 411 North Main Street, Monmouth, Illinois (PIN 09-210-155-00), also known as the former Hardee's Restaurant building.
2. The Developer agrees to rehabilitate the existing building and repurpose it to operate a Mexican restaurant.
3. The City agrees to provide a financial incentive to the Developer to entice said Developer to make the necessary capital investment in this property that would otherwise not occur without said financial incentive. This financial incentive would be in the form of a TIF rebate to the Developer for reimbursement of eligible expenses associated with the rehabilitation of the existing private building. Both parties understand that land acquisition costs do not qualify because the Developer purchased the property prior to applying for TIF incentives.
4. This is a performance-based arrangement with the Developer where there are no upfront out-of-pocket expenses incurred by the City, but rather the City will rebate the Developer 90% of the net incremental increase of annual real estate taxes collected by the County and distributed to the City as TIF revenues from the tax parcel referenced in paragraph 1. above.
5. The Developer commits to a minimum investment of \$57,612.99 into the rehabilitation of the building at 411 North Main Street from the date of execution of this Term Sheet by both the Developer and the City.
6. The City will provide the Developer with a rebate of future TIF property tax incremental revenues generated from the increased assessed value of this tax parcel as a direct result of this redevelopment project, in a total maximum rebate amount not to exceed \$57,612.99 for reimbursement of expenditures incurred on TIF eligible expenses in the rehabilitation of the existing building.
7. The Developer agrees to submit reasonable documentation and evidence of construction costs incurred and paid by the Developer, which shall be equal to or greater than the total maximum rebate amount referenced in paragraph 6. above.

Executed this 2 day of June, 2022.

FOR THE CITY

FOR TAQUERIA SAN JOSE, LLC

\_\_\_\_\_  
Rod Davies, Mayor

Gilberto Vazquez  
Gilberto Vazquez, Owner/Developer



# MONTHLY OPERATION REPORT

Monmouth, Illinois

Department of  
Public Works

April 2022



[woodardcurran.com](http://woodardcurran.com)



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<b>2. WASTEWATER TREATMENT .....</b>	<b>2-1</b>
<b>3. WATER TREATMENT .....</b>	<b>3-1</b>
<b>4. REVENUE COLLECTION .....</b>	<b>4-1</b>
<b>5. ANNUAL BUDGET – YEAR 9 .....</b>	<b>5-1</b>
<b>6. MAINTENANCE ACTIVITIES .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>

## TABLES

Table 2-1:	Water Quality vs. NPDES Permit Limits
Table 3-1:	Monthly Chemical Usage for Ion Exchange Softening
Table 4-1:	FY to Date
Table 5-1:	Annual Budget

## EXECUTIVE SUMMARY

The April Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

Public Works Director update – Andy continues to be out following surgery, he is doing well and hopes to return for short time periods in June and July during further treatment. W&C will continue to provide needed coverage in Andy's absence from within our operation and engineering teams.

W&C's wastewater staff is working with Fife Chemical to explore other option for chemical treatment at the wastewater treatment plant to reduce issues with supply chain and hopefully provide cost reductions. These efforts continue in the trial stage and currently all things look positive with these tests.

The city went through the transition of trash disposal companies, the transition went fairly smooth with some residents not getting new totes or old totes picked up. Some missed their pickup dates because of the change to 4-day pickups. Calls for trash pickup issues have reduced dramatically indicating that the services are improving.

The Fire Department plans to do the Hydrant Flushing program in Mid-May and into early June weather permitting and will be coordinating with Public Works and Smithfield.

IMEG is planning to have the road program plan prepared for presentation at the June 20<sup>th</sup> meeting, with documents to IDOT immediately following, with bidding occurring in July and work beginning if all goes as scheduled by August 15<sup>th</sup>.

With April being the end of another contract year of W&C operating the Public Works department we will be soon providing an annual report summarizing the work performed under the agreement.

Please contact me at 309-734-4026 with any questions.

Sincere Regards,

Greg Frieden

## 1. HEALTH & SAFETY

There were no safety incidents or near misses in April. With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.

Safety training provided for all employees in April included Fire Prevention Safety.





## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 180 million gallons of treated wastewater in the month of April. There were 3 combined sewer overflow events in April. The weather station at the plant reported 3.6" of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	<b>Monthly Average</b>	<b>Permit Limit</b>
Flow (MGD)	5.8	4.62
Ammonia N mg/l	0.1	1.5
CBOD5 mg/l	2	10
Total Phosphorus	0.8	1
Chloride's mg/l	258	500
Suspended Solids mg/l	10	12

---

### 3. WATER TREATMENT

The water treatment plants produced 96 million gallons of finished water in April. Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	<b>Daily Average</b>	<b>Monthly Total</b>
Treated Water to System	3.2 MG	96 MG
Poly Phosphate Usage-lbs.	112 lbs.	3,358 lbs.
Salt Usage – tons	4.7	142 tons
Chlorine Usage - lbs.	123	3,664 lbs.

## 4. REVENUE COLLECTION

The table below outlines the revenue collected from the Municipal Services billings for the fiscal year ending April 30, 2022.

**Table 4-1: FY to Date**

Payment Totals 2021-2022 Fiscal Year										
Month	Water	Sewer	Infrastructure Landfill	Recycle	Garbage	Yard Waste	Farm Bonds	Farm Surcharge	Other	Penalty
May 21	\$235,751	\$187,538	\$19,933	\$15,157	\$35,535	\$2,671	\$73,395	\$0	\$15	\$1,084
Jun 21	\$233,547	\$191,156	\$21,934	\$16,761	\$39,275	\$2,769	\$73,395	\$0	\$56	\$1,149
Jul 21	\$262,223	\$208,563	\$20,756	\$15,903	\$37,972	\$2,716	\$73,395	\$357	\$60	\$1,549
Aug 21	\$256,089	\$203,758	\$21,511	\$16,441	\$38,369	\$2,945	\$73,395	\$0	\$120	\$1,571
Sep 21	\$263,694	\$210,835	\$20,621	\$15,718	\$36,634	\$2,670	\$73,395	\$0	\$67	\$1,756
Oct 21	\$275,230	\$216,101	\$20,301	\$15,522	\$36,816	\$2,662	\$73,395	\$606	\$257	\$2,305
Nov 21	\$251,499	\$194,874	\$20,599	\$15,861	\$37,517	\$2,819	\$73,395	\$89	\$0	\$1,614
Dec 21	\$275,803	\$222,938	\$22,178	\$16,992	\$39,920	\$3,034	\$73,395	\$0	\$257	\$1,469
Jan 22	\$264,518	\$210,930	\$20,948	\$16,451	\$37,295	\$2,829	\$73,395	\$0	\$51	\$3,304
Feb 22	\$222,177	\$178,249	\$18,287	\$14,427	\$32,864	\$2,370	\$73,395	\$307	\$50	\$1,902
Mar 22	\$240,669	\$194,679	\$22,718	\$17,857	\$41,506	\$3,010	\$73,395	\$0	\$45	\$1,736
Apr 22	\$235,269	\$187,219	\$19,177	\$15,135	\$34,366	\$2,484	\$73,395	\$102	\$141	\$2,245
Year to Date	\$3,016,468	\$2,406,841	\$248,961	\$192,227	\$448,069	\$32,978	\$880,746	\$1,460	\$1,119	\$21,683
Total Revenue	\$7,250,552.51									

## 5. ANNUAL BUDGET – YEAR 9

The table below outlines the year nine contract cost summary for the W&C Public Works operation ended April 30, 2022.

**Table 5-1: Annual Budget**

<b>Budget Category</b>	<b>Month Budget</b>	<b>Month Actual</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Over (Under)</b>
Labor (D.L. + FB)	\$146,944	\$114,347	\$1,528,218	\$1,510,298	\$1,528,218	(\$17,920)
Utilities	\$3,771	\$4,970	\$39,222	\$46,361	\$39,222	\$7,139
Chemicals Costs	\$30,266	\$12,494	\$314,763	\$296,023	\$314,763	(\$18,740)
Maintenance\Repair	\$35,117	\$22,748	\$365,220	\$328,604	\$365,220	(\$36,616)
Sludge Disposal Costs	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Lab Supplies\Equip	\$4,122	\$5,372	\$42,871	\$42,156	\$42,871	(\$715)
Office Supplies	\$1,781	\$1,666	\$18,526	\$23,084	\$18,526	\$4,558
Miscellaneous Expenses	\$4,678	\$4,978	\$48,648	\$58,617	\$48,648	\$9,969
Other Operating Costs	\$13,577	\$12,541	\$141,199	\$192,187	\$141,199	\$50,988
Overhead (G.A.)	\$33,181	\$25,820	\$345,081	\$341,035	\$345,081	(\$4,046)
Subtotal Year 9	<b>\$273,437</b>	<b>\$204,936</b>	<b>\$2,843,748</b>	<b>\$2,845,865</b>	<b>\$2,843,748</b>	\$2,117
Fixed Fee Year 9	\$19,687	\$14,755	\$204,750	\$204,902	\$204,750	\$152
<b>Total</b>	<b>\$293,125</b>	<b>\$219,691</b>	<b>\$3,050,815</b>	<b>\$3,050,768</b>	<b>\$3,048,498</b>	<b>(\$47)</b>

## 6. MAINTENANCE ACTIVITIES

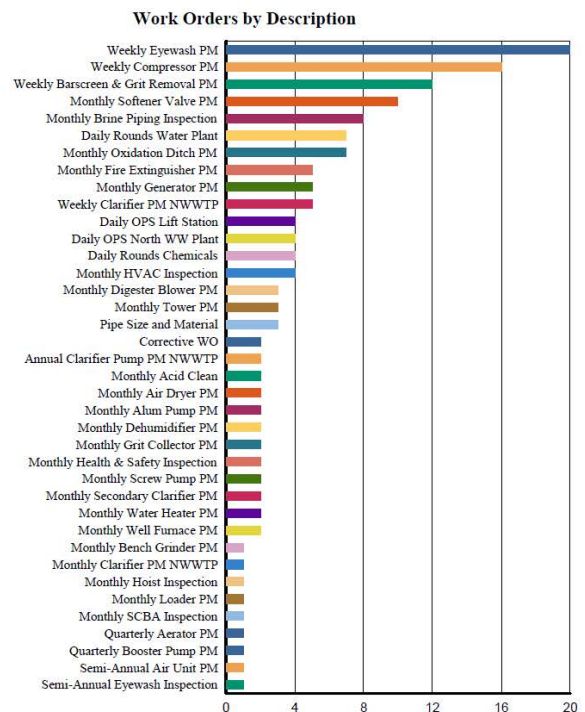
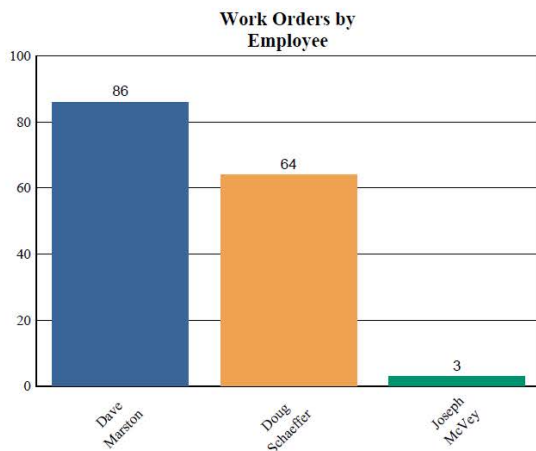
Utilizing the Utility Cloud maintenance management program, staff completed 153 preventative and corrective workorders in April.



### Maintenance History Report Monmouth

Report Start 4/1/2022  
Report End 4/30/2022

Work Orders by Type	Total
Corrective Maintenance	21
Inspections	43
Preventative Maintenance	89
<b>Total</b>	<b>153</b>





**Woodard  
& Curran**



[woodardcurran.com](http://woodardcurran.com)



## COUNCIL MEETING

**Date:** Monday, June 6, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the May 16, 2022 Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)
  - B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. Council Proclamation**
  - B. Building and Zoning May Report – Director Clark**
  - C. Woodard and Curran April Report – W & C Regional Director Frieden**
  - D. Proposal to Seal S.W. City Hall Roof and Coat Parapet Wall – Director Clark**
  - E. Approval of Sale of MFD Surplus Ladder Truck**
  - F. Approval of M-R High School Bioretention Basins Bid**
  - G. Approval of Term Sheet with Taqueria San Jose to renovate 411 N. Main Street and provide TIF Rebate**
  - H. Amendment to WIRC Service Agreement to Administer \$2 million Rebuild Illinois Grant**
- VI. EXECUTIVE SESSION**
  - A. Per Illinois Statute 5ILCS120/2 to consider Union Negotiations with possible action upon return to Regular Session.**
- VII. OTHER BUSINESS**
- VIII. ADJOURNMENT**

PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS

**Recognizing June as LGBTQ+ Pride month in the City of Monmouth**

WHEREAS, the City of Monmouth is committed to supporting visibility, dignity and equity for all members of our community; and

WHEREAS, residents within the community contribute to the enrichment of our beloved City are either members of the LGBTQ+ plus community, or allies and supporters of it; and

WHEREAS, we recognize that, although advancements have been made in recent years with respect to the rectification of past inequitable treatment of members of the LGBTQ+ community, members of that community continue to experience inequitable treatment, making it important for cities like ours to stand up and show our support, both within our community and elsewhere; and

WHEREAS, the month of June has become a month in which the members of the LGBTQ+ community have come together to express pride in who they are, to make themselves visible to the wider communities in which they live, to protest inequitable treatment, and to seek tolerance, respect and understanding from such wider communities; and

WHEREAS, many cities across the United States and internationally have recognized and celebrated June as LGBTQ+ Pride month for many years;

NOW, THEREFORE, the City Council of the City of Monmouth does hereby:

--Declare the month of June as LGBTQ+ Pride month in the City of Monmouth;

--Invite all members of our community to reflect on the ways in which we can all live together with a commitment to inclusion, mutual respect and understanding.

Dated this 6<sup>th</sup> of June, 2022

Signature: \_\_\_\_\_



[Bid Summary Sheet for M-R Bioretention Basin.pdf](#)

[Unsigned Contract for the M-R Bioretention Basin.pdf](#)

**BID OPENING CHECKLIST  
CITY OF MONMOUTH, IL**

<b>CONTRACT NO.</b>	0233317.01	<b>DATE:</b>	May 24 <sup>th</sup> , 2022
<b>CONTRACT NAME:</b>	Roseville High School Bioretention Basins	<b>BID OPENING TIME:</b>	11:00 a.m.

**DO NOT OPEN BIDS THAT ARE NOT SUBMITTED ON TIME.**

**THE FOLLOWING INFORMATION IS READ ALOUD.**

	<b>BIDDER NAME</b>	<b>TOTAL BID PRICE (PER 00 41 01 BID FORM PAGE 2) (from amount written in words)</b>	<b>1 Addendum issued ADDENDA Acknowledged in Bid Form (Yes/No) (page 004101-2)</b>	<b>BID SECURITY Provided (5% of Total) (Yes/No)</b>	<b>SIGNA- TURES on Bid Form &amp; 00 45 05</b>
1	Advanced Plumbing & Mechanical	\$200,000.00	✓	✓	✓
2					
3					
4					
5					
6					
7					

**Opened by:**

SUSAN TREUBER, City Clerk  
Name, Title:

**Witness:**

[Signature] Director Public  
Name, Title: Works

## SECTION 00 52 10

### AGREEMENT FORM

THIS AGREEMENT is by and between City of Monmouth, IL (“Owner”) and Advanced Plumbing and Mechanical, LLC (“Contractor”). Owner and Contractor hereby agree as follows.

#### ARTICLE 1 – WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as installation of three bioretention basins in the Monmouth Roseville High School parking lot, connection to the combined sewer system; and all materials and equipment, construction, and services inherent to the Work.
- 1.02 The Work includes the principal features specified in Section 01 11 00 – Summary of Work.

#### ARTICLE 2 – THE PROJECT

- 2.01 The Project under the Contract Documents is generally known as “**Roseville High School Parking Lot Bioretention Basin Retrofit**”.

#### ARTICLE 3 – ENGINEER

- 3.01 The Project has been designed by Woodard & Curran, Inc. (Engineer), which is to act as Owner’s representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

#### ARTICLE 4 – CONTRACT TIMES

- 4.01 *Time of the Essence*
- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.
- 4.02 *Substantial Completion and Final Payment*
- A. The Work shall be substantially complete by August 10, 2022 and completed and ready for final payment by September 5, 2022 in accordance with Paragraph 14.07 of the Standard General and Supplementary Conditions, if any.
- B. It is intended that Work be performed outside of the school year. Most of the parking lot will be available at the end of the school year which is approximately June 6, 2022.

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the Standard General Conditions and Supplementary Conditions, if any. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner **\$500** for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner **\$500** for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

**ARTICLE 5 – CONTRACT PRICE**

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds as follows:

**LUMP SUM PRICE**

Two Hundred Thousand Dollars and No Cents \$200,000.00

**ARTICLE 6 – PAYMENT PROCEDURES**

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 14 of the Standard General Conditions and Supplementary Conditions, if any. Applications for Payment will be processed by Engineer as provided in the Standard General Conditions and Supplementary Conditions, if any, and the General Requirements.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment each month during performance of the Work as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the Standard General Conditions and Supplementary Conditions, if any, (and in the case of Unit Price Work based on the number of units completed).

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the Standard General Conditions and Supplementary Conditions, if any, and additional retainage allowed by Laws and Regulations.
  - a. Progress Payments of 90 percent for Work completed (with the balance of 10 percent being retainage); and
  - b. 90 percent of cost of materials and equipment not incorporated in the Work (with the balance of 10 percent being retainage).
2. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 95 percent of the Work completed (with the balance of 5 percent being retainage), less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General and Supplementary Conditions, if any, and less the Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected (Punch List) attached to the certificate of Substantial Completion and subject to Paragraph 14.04 of the General and Supplementary Conditions, if any.

#### 6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General and Supplementary Conditions, if any, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

### **ARTICLE 7 – INTEREST**

- 7.01 All moneys not paid when due as provided in Article 14 of the General and Supplementary Conditions, if any, shall bear interest comparable to current short term lending rates in the state where the Project is located or allowed by Laws and Regulations. Interest shall not be accrued on retainage.

### **ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS AND CERTIFICATIONS**

- 8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:
  - A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
  - B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

- C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
  - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."
  - E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.
  - F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
  - G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
  - H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
  - I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- 8.02 The Contractor certifies, under the penalties of perjury, that:
- A. Contractor has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph:
    - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 The representations and certifications Contractor submitted with its Bid shall remain valid during the period of this Agreement.

8.04 Contractor agrees to incorporate the applicable provisions of the Contract Documents into all subcontracts and Purchase Orders so that such provisions will be binding upon each Subcontractor or Supplier.

## ARTICLE 9 – CONTRACT DOCUMENTS

### 9.01 *Contents*

A. The Contract Documents consist of the following:

1. This Agreement and attachments
  - Bid Form (submitted by Advanced Plumbing and Mechanical, LLC and dated 5/24/2022)
  - Bid Supplements and attachments
  - Performance Bond
  - Payment Bond
  - Insurance certificates
2. Forms listed in 00 60 00
3. Standard General Conditions in Section 00 72 05
4. Supplementary Conditions as listed in Section 00 01 10, Table of Contents
5. General Requirements and Specifications as listed in Section 00 01 10, Table of Contents
6. Drawings as listed in Section 00 01 15, List of Drawing Sheets

7. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
  - a. Notice to Proceed
  - b. Work Change Directives
  - c. Change Orders
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement and made a part hereof.
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the Standard General Conditions and Supplementary Conditions, if any.

## ARTICLE 10 – MISCELLANEOUS

### 10.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the Standard General Conditions and Supplementary Conditions, if any.

### 10.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

### 10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.



10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

*SIGNATURES APPEAR ON THE FOLLOWING PAGE*

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on \_\_\_\_\_ (which is the Effective Date of the Agreement).

**OWNER:**  
City of Monmouth, IL

**CONTRACTOR:**  
Advanced Plumbing and Mechanical, LLC

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

By: \_\_\_\_\_

License No. \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Address for giving notices:

Address for giving notices:

Agent for service of process:

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

0233317.01  
Issue Date: June 2022

Roseville High School  
Parking Lot Bioretention Basin Retrofit  
City of Monmouth, IL

Approved as to Form by Owner's Counsel:

By: \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**END OF SECTION**

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ZONING DEPARTMENT  
CITY OF MONMOUTH

Joe Clark, Director  
100 E. Broadway  
Monmouth Il. 61462

309.734.7590

joe.clark@cityofmonmouth.com  
www.cityofmonmouth.com

Date: May 2022

The Zoning department continues to issue building permits as well as notices for mowing and junk and debris and followed up on all ordinance violations with some tickets issued.

Additionally, we have added the no spring or fall curbside pick up on all notices in an effort to reduce ordinance violations for junk and debris.

### **GRANTS:**

#### **Strong Communities Grant (SCP) Maturity Date March 19,2023**

Demolition properties SCP:

In the final steps of acquiring additional unsafe demolition properties and should have them secured in the month of June 2022.

### **OPEN PROJECTS:**

**First United Methodist Church:** Continue with finish work as well as siding.

**Monmouth Town Homes LP:** As reflected through the weekly report's construction continues in all stages.

**OSF Holy Medical Center:** Project 2028 Renovation for Emergency department completed and will be open in June 2022.

**OSF Holy Medical Center: Project 2208:** Renovation of existing Helipad, Plan review has been completed, with project to start soon.

**Park District:** Continue with finish work and have started grounds work beatification.

**Vaughn's Restaurant buildout:** The Electrical, Plumbing, HVAC, Kitchen Hood exhaust/make up air and fire suppression has all been completed with the balance of carpentry trim, painting and finish work on the floor is underway with a grand opening date of July 1,2022 pending arrival of back-order kitchen equipment.

**Joe Clark, Director of Zoning**



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday May 16, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Tony Cook, Alderwoman Susan Twomey, Aldermen Jim Conard, Juan Pinedo, Alderwoman Mary Kelly (remotely) and Alderman John VanVleet **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Area Manager Greg Frieden **Absent:** Woodard and Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of April 18, 2022 Council Meeting Minutes**

**It was moved by Alderman Cook and seconded by Alderman Conard to approve the May 2, 2022 Council Meeting Minutes as presented. AYE:** Aldermen Thomas, Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly (remotely) and Alderman VanVleet **NAY:** none **PASS:** Alderman Daw **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

**1. Awards to Present to Firefighters**

MFD Chief Casey Rexroat presented a Meritorious Service Award to Captain Cozadd and a Commendation Award to Firefighter Tyler Osborne.

**2. Back to School Program Award – Karla Wallace**

Mayor Davies presented a Certificate of Recognition to Karla Wallace for her spear heading the Back to School Program. Chiefs Switzer and Rexroat also commended Karla for including their departments in helping with this program and how successful it has been.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderman Daw and seconded by Alderwoman Twomey to approve the bills as presented. AYE:** Aldermen Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly (remotely) and Aldermen VanVleet **NAY:** none **MOTION CARRIED.**

## V. COMMITTEE OF THE WHOLE

### A. MFD April Report – Chief Rexroat

- 🔥 The department responded to 118 calls in April
- 🔥 Firefighter Mangieri completed his two weeks of classes after graduation from the Firefighter Academy and has been placed on shift.
- 🔥 The department toured Big River Resources to familiarize themselves with the facility to assist them in responding to any fire at their location.
- 🔥 Assistant Chief Spears and Chief Rexroat spoke to the M-R Forensics class on fire investigations.
- 🔥 The Police and Fire Commission Board established the eligibility list for the rank of Captain in our department. Three people took the test. When there is a vacancy, the list of eligibility is in place.
- 🔥 The department had planned to host a “DUI/Distracted Driving” demonstration at M-R High School, but had to cancel due to bad weather. It is tentatively re-scheduled for the Fall around the high school homecoming.
- 🔥 The department will begin hydrant flushing next Monday beginning on the West side of town and go systematically down each street working toward the center of town and then switch to the East side of town using the same procedure.

### B. MPD April Report – Chief Switzer

- The department made 56 criminal arrests, issued 96 ordinance violation tickets and had 1,202 calls for service in the month of April.
- A dispatch trainee resigned as well as a full-time dispatcher.
- A new dispatch trainee has been hired.
- This month is National Tele-Communicator Recognition Month.
- Julie Richardson took part in a FOIA training seminar.

### C. Cemetery Mapping Proposal – Ramaker and Associates

Administrator Steinbrecher said that upon a request from the Cemetery Board, he and Ken Helms had reviewed several proposals for mapping the cemetery and are recommending accepting the proposal from Ramaker and Associates. He asked Ken to further explain the proposal. Communications Director Ken Helms explained that the City’s maps for our cemetery are very old and fragile. They need to be updated and digitized. The proposal being recommended is from Ramaker and Associates, which is very stable company and a leader in the cemetery software industry. The City does currently have Ramaker’s basic software for data entry of deeds and burials, but does not have mapping included. The company will initially conduct a drone fly-over to gain the dimensions of the cemetery and then will be able to put the plots in. The proposal is for a total of \$31,000 with an annual maintenance fee of \$2,700. The long-term process will be the data input either by volunteer or professional service. The end result will be a complete digital system that will also be mobile accessible. **It was moved by Alderman Daw and seconded by Alderman Conard to accept the proposal from Ramaker and Associates for mapping the cemetery and data entry for \$31,000. AYE:** Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas and Cook **NAY:** none **MOTION CARRIED.**

#### **D. Jennifer Anders, W & C Infrastructure Project Updates**

Jennifer Anders from Woodard and Curran gave the Council updates on the following projects:

- 1) The water main replacement on East Euclid from North 6<sup>th</sup> Street to North 9<sup>th</sup> is being surveyed and should have that done by summer.
- 2) We are waiting to hear on grant awards for the water main replacement on West Harlem. We should receive word sometime this summer.
- 3) Water and SCADA Upgrade – the server should be in by the end of the year along with everything being installed.
- 4) The pre-approved paperwork has been submitted for the Downtown \$3 million dollar sewer project that is being funded through the USDA. We are currently just waiting for the full application.
- 5) Administrator Steinbrecher asked for design assistance with the downtown parking lot on the old Maple City Dairy property. The plans are being finalized to be able to put it out for bid and should be done in the next few weeks.
- 6) M-R High School Bioretention project has been put out for bids with a bid opening scheduled for May 24<sup>th</sup> at City Hall.
- 7) The North plant upgrade is all but done. We are just waiting on the back-up generator, which is supposed to be delivered in August.
- 8) The finalized design for the Disinfection Project at the WWTP has been submitted to the IEPA. To secure funding, an application will be submitted to the State Revolving Fund this summer with the hopes of being placed on their list for grant funding.
- 9) Another permit requirement is the Phosphorus Discharge Optimization Plan, which should be done in August.
- 10) The CMOM permit requirement report is due next summer. It is basically a review of the City's collections system as to its capacity and maintenance.
- 11) The design of the water main around the square will begin shortly. This project will have to be done prior to undertaking the re-design of the public square.

#### **E. W & C Engineering Agreement – Green Infrastructure Project Construction Inspection**

Jennifer explained that this agreement is part of finalizing the bidding process and provides for the oversight of the construction of the Bio-Retention Basin project and is part of the grant requirement.

#### **F. W & C Engineering Agreement for Sewer Capacity Review Report**

This is another unfunded mandate according to Jennifer. The City is required to conduct a review of their sewer infrastructure capacity and maintenance of their system in order to bring them into compliance with their permit. Through this agreement, Woodard and Curran would conduct this review.

Mayor Davies asked for a motion to approve both above-stated engineering agreements with Woodard and Curran. **It was moved by Alderwoman Kelly (remotely) and seconded by Alderman Cook to approve entering into engineering agreements with Woodard and Curran for the oversight of the Green Infrastructure project and the review of the City's Collection System Review Report.** AYE: Aldermen Daw, Conard, Pinedo, Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas, Cook and Alderwoman Twomey. NAY: none **MOTION CARRIED.**



## **VI. ORDINANCES**

### **A. 1<sup>st</sup> Reading**

#### **1. 22-018, Special Use Variance, Dog Grooming Business, 719 N. 5<sup>th</sup> Street**

Zoning Director Clark said that the Zoning Board of Appeals met on May 11<sup>th</sup> and unanimously approved the Special Use Variance for a home-based dog grooming business located at 719 North 5<sup>th</sup> Street and is recommending approval to the Council. **It was moved by Alderman Conard and seconded by Alderman Pinedo to accept the recommendation of the ZBA and approve the above-stated variance. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas and Daw. **NAY:** Alderwoman Twomey **PASS:** Alderman Cook **MOTION CARRIED.**

## **VII. EXECUTIVE SESSION**

### **A. Per Illinois Statute 5ILCS120/2 to Consider Union Negotiations**

**1. It was moved by Alderman Cook and seconded by Alderman Pinedo to go into Executive Session at 6:40 p.m. to consider Union Negotiations. AYE:** Alderman Pinedo, Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Daw and Conard **NAY:** none **MOTION CARRIED.**

**2. It was moved by Alderman Cook and seconded by Alderman VanVleet to return to Regular Session at 6:51 p.m. AYE:** Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Daw, Conard and Pinedo **NAY:** none **MOTION CARRIED.**

## **VIII. OTHER BUSINESS**

There was none to consider.

## **IX. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderwoman Twomey to adjourn the May 16, 2022 meeting at 6:52 p.m. MOTION CARRIED by unanimous voice vote.**

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**Mayor Rod Davies**

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**City Clerk Susan S. Trevor**



June 15, 2022

Andy Jackson  
City of Monmouth  
100 East Broadway  
Monmouth, IL 61462

Re: 2022 MFT Program - Section 22-00000-00-GM  
Resolution & Maintenance Engineering Form

Andy:

Please find enclosed the following paperwork for the 2022 MFT Program to be approved by Council:

- City Clerk to sign & date three (3) copies of the Resolution for Maintenance of Streets and Highways by Municipality.
- City Clerk to sign & date three (3) copies of Maintenance Engineering to be Performed by a Consulting Engineer.

Upon approval and execution of all copies, please return to my attention.

Sincerely,

IMEG Corp.

A handwritten signature in blue ink that reads "Cindy K. Wermuth".

Cindy K. Wermuth  
Sr. Associate/Senior Construction Administrator  
cindy.k.wermuth@imegcorp.com

CKW:brw  
Encl.

G:\2022\22001735.00\Correspondence\20220615\_Monmouth-Res\_EngAgr.docx



# Maintenance Engineering to be Performed by a Consulting Engineer



Local Public Agency	County	Section Number
City of Monmouth	Warren	22-00000-00-GM

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14222), shall consist of the following:

**PRELIMINARY ENGINEERING** shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

**ENGINEERING INSPECTION** shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

### SCHEDULE OF FEES

Total of all Maintenance Operations:

<= \$20,000 Base Fee   > \$20,000 Base Fee = \$1,250.00

### PLUS

Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%		1%		
IIB	3%		3%		
III	4%		4%		
IV	5%	5%	6%	6%	

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:  
Local Public Agency Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_  
City Clerk \_\_\_\_\_

BY:  
Consulting Engineer Signature \_\_\_\_\_ Date 06/15/2022  
Title \_\_\_\_\_  
Engineer \_\_\_\_\_

P.E. Seal \_\_\_\_\_ Date 11/30/2023



Approved:  
Regional Engineer, IDOT \_\_\_\_\_ Date \_\_\_\_\_



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
22-003	Original	22-00000-00-GM

BE IT RESOLVED, by the Council of the City of Monmouth of Monmouth Illinois that there is hereby appropriated the sum of Seven Hundred Thousand and 00/100 Dollars ( \$700,000.00 )

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/22 to 12/31/22.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of Monmouth shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Susan Trevor City Clerk in and for said City of Monmouth in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Council of Monmouth at a meeting held on \_\_\_\_\_.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ Month, Year \_\_\_\_\_.

(SEAL)

Clerk Signature

**APPROVED**

Regional Engineer  
 Department of Transportation

The logo is a Maltese cross with a central circle. The word "FIRE" is at the top, "RESCUE" is on the left, and "EMERGENCY" is on the right. At the bottom, it says "EST. 1855" and "MONMOUTH, IL.". In the center of the cross is a stylized fire hydrant.

***Monmouth Fire Department***  
***May Monthly Report***

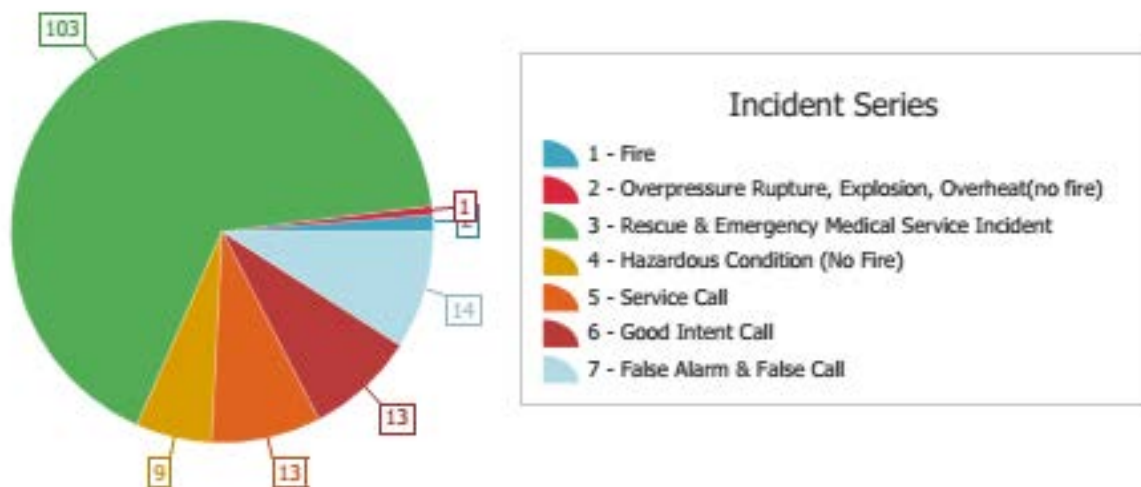
***June 20<sup>th</sup>, 2022 City Council Meeting***

### Emergency Responses:

The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.

## May Incidents

### Incident Reports by Incident Type Series, Summary



#### Incident Type: 1 - Fire

111 - Building fire 2

**Total Number of calls for this Major Category: 2**

#### Incident Type: 2 - Overpressure Rupture, Explosion, Overheat(no fire)

200 - Overpressure rupture, explosion, overhear other 1

**Total Number of calls for this Major Category: 1**

#### Incident Type: 3 - Rescue & Emergency Medical Service Incident

300 - Rescue, EMS incident, other 2

311 - Medical assist, assist EMS crew 100

370 - Electrical rescue, other 1

**Total Number of calls for this Major Category: 103**

**Incident Type: 4 - Hazardous Condition (No Fire)**

400 - Hazardous condition, other	1
424 - Carbon monoxide incident	1
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	4
445 - Arcing, shorted electrical equipment	1
463 - Vehicle accident, general cleanup	1

**Total Number of calls for this Major Category: 9**

**Incident Type: 5 - Service Call**

500 - Service Call, other	7
553 - Public service	3
554 - Assist invalid	1
561 - Unauthorized burning	2

**Total Number of calls for this Major Category: 13**

**Incident Type: 6 - Good Intent Call**

600 - Good intent call, other	3
611 - Dispatched & canceled en route	4
621 - Wrong location	1
622 - No incident found on arrival at dispatch address	3
650 - Steam, other gas mistaken for smoke, other	1
671 - HazMat release investigation w/no HazMat	1

**Total Number of calls for this Major Category: 13**

**Incident Type: 7 - False Alarm & False Call**

700 - False alarm or false call, other	5
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	3
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	2

**Total Number of calls for this Major Category: 14**

**Total Number of Incidents for May: 155**

**Total Number of Distinct Incident Types for May: 28**

**Total Number of Incidents Year to Date: 662**

**Total Number of Distinct Incident Types Year to Date: 46**

### **Staff Training:**

The fire department staff completed training on the topics of MABAS equipment and communications. The Monmouth Fire Department currently houses many of the MABAS Division 62 assets that are available for deployment to an emergency. The equipment at the department includes a UTV, generator/light tower, and a Western Shelter tent. All of the staff reviewed the proper use of each piece of equipment and practiced setting up and taking down the Western Shelter tent. The tent can be used for many things including housing responders, a command center, or a space to provide first aid.

Emergency medical service training for the month of May included a review of radio reporting procedures and documentation for medical response. The MFD staff reviewed the information on a Powerpoint and conducted a case review.

MFD also completed training on the topic of Cyber Security. The training included a video that provided information about the types of fraudulent information and scams that may be used to gain access to personal or protected information.

This September, the Monmouth Fire Department will be hosting a Grain Bin Rescue class for area departments. The week-long class will be held at the Monmouth Fire Station and will provide extensive knowledge to firefighters who may be called to help rescue someone trapped inside of a grain bin. The class will be taught by instructors from the Illinois Fire Service Institute.

### **Non-Emergency Activities:**

The fire department held a ceremony at Station II to dedicate the memorial that was constructed to remember the Monmouth Firefighters who have died in the line of duty. The Monmouth Firefighters Local 1702 organized the event which was very well attended by family, retired Monmouth Firefighters, and community members. During the ceremony, Captain Craig Cozadd and retired Chief Mark Gladfelter spoke about the fallen firefighters and their time at the department.

Following the remembrance ceremony at Station II, the Monmouth Firefighters also held a breakfast for all of the Monmouth Fire Department retirees. This was the second retiree breakfast that was held at the department which was very successful as most of the retirees from the department were in attendance.

MFD and the American Red Cross partnered to hold a smoke alarm event in which an area of the City was selected to be canvassed to offer free smoke alarms to residents. A neighborhood in the southwest area of the city was canvassed by approximately twenty volunteers from the fire department and Red Cross who were able to install approximately 50 smoke alarms in a single day. Residents in other areas of the city were also eligible for the free alarms which were taken by appointment.



The fire department assisted with setting up for the Special Olympics event at Sunny Lane Field and then provided a standby on the day of the event.

MFD attended the Lincoln School Carnival and “touch a truck” event. The fire department took a truck to the event which gave the children the opportunity to see the inside and outside of the truck and ask questions.

Hydrant flushing has been completed in the city. Fortunately the fire department had good weather for the flushing and flow testing program this year and everything went well. The firefighters found a few hydrants that need attention and are working with the water department to address the issues. Once the fire department has entered all of the data obtained by the flow testing, the hydrants that were flow tested will be repainted and color coded.

**Apparatus and Equipment Related Items:**

The fire department’s leased pickup truck was exchanged for a new truck as part of the lease program.

The fire department placed an order for four new sets of turnout gear to replace gear that is coming to the end of its service life. Currently, the NFPA recommends replacing turnout gear after ten years of use and the fire department has several firefighters whose gear is coming due for replacement. Due to supply chain issues, vendors have told the fire department that it may take eight to ten months to get the new gear.

Respectfully submitted,

Casey Rexroat, Fire Chief



## COUNCIL MEETING

**Date:** Monday, June 20, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the June 6, 2022 Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)
  - B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. United Way Request for NE Quadrant Closure for Hispanic Festival**
  - B. MFD May Report—Chief Rexroat**
  - C. MPD May Report – Chief Switzer**
  - D. Approval of Hanson Professional Services Agreement for Construction of Airport Hangar Apron, Road and Parking Lot**
  - E. MFT Street Program – Cindy Wermuth, IMEG Engineer**
  - F. Approval of MFT Maintenance Engineering Agreement with IMEG**
  - G. North 6<sup>th</sup> Street Lift Station Refurbish**
- VI. RESOLUTIONS**
  - A. 22-003, Resolution for MFT Maintenance of Streets and Highways**
- VII. OTHER BUSINESS**
- VIII. ADJOURNMENT**



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday June 6, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Justin Thomas, Tony Cook, Alderwoman Susan Twomey, Aldermen Brian Daw, Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Regional Area Director Greg Frieden

**III. APPROVAL OF MINUTES**

**A. Approval of May 16, 2022 Council Meeting Minutes**

**It was moved by Alderman Cook and seconded by Alderman Conard to approve the May 16, 2022 Council Meeting Minutes as presented. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **PASS:** Alderman Thomas **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

**1. Local AFSCME President Jayme Horner**

Jayme Horner, AFSCME President, presented several concerns on behalf of the local dispatchers as follows:

- ✓ For the last 2 and a half years the dispatchers have worked short staffed.
- ✓ In negotiations for a new contract, the AFSCME is asking for a \$5 to \$6 per hour raise.
- ✓ The job of a dispatcher is stressful and hard.
- ✓ In the past there have been two dispatchers on duty per shift and presently there is only one. They feel this is not safe for not only the citizens, but also for the first responders.
- ✓ Ms. Horner read letters from the local firefighters' union and the Warren County Sheriff's Office supporting the dispatchers' proposal.

Ms. Horner thanked the Council for hearing AFSCME'S concerns.

## **B. Consent Agenda**

### **1. Approval of Bills**

**It was moved by Alderman Daw and seconded by Alderwoman Twomey to approve the bills as presented. AYE:** Aldermen Thomas, Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Aldermen VanVleet **NAY:** none **MOTION CARRIED.**

## **V. COMMITTEE OF THE WHOLE**

### **A. Council Proclamation**

Mayor Davies called for a motion to approve the Proclamation declaring LGBTQ+ Month for the month of June. **It was moved by Alderwoman Twomey and seconded by Alderman Daw to approve the Proclamation declaring LGBTQ+ Month for the month of June. AYE:** Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Alderman Cook **NAY:** Aldermen VanVleet and Thomas. Alderwoman Twomey then read the Proclamation declaring LGBTQ+ Month in the City of Monmouth during the month of June. **MOTION CARRIED.**

### **B. Building and Zoning May Report – Director Clark**

- ✓ Junk and Debris notices are continuing to be sent out.
- ✓ By the end of the month there should be two unsafe houses ready to be demolished.
- ✓ Open projects: First Methodist Church, Monmouth Town Homes; Park District Office and Vaughn's Restaurant buildout.
- ✓ Completed projects: OSF Holy Medical Center

### **C. Woodard and Curran April Report – W & C Regional Director Frieden**

- Greg Frieden let the Council know that Andy returned to work today for short term.
- IMEG is beginning to plan for this year's MFT program and will be present at next Council meeting to present the plan. They will also send a Resolution that must be passed prior to sending all the paperwork to IDOT for approval. Everything should be ready to go in mid- August.
- One half of the paint for the street painting has finally arrived; therefore, work should begin next week.
- Our Engineering Department received the survey documents for the East Euclid water main project and will now begin finishing the design work to submit for permitting and then will go out for bids once approval for the project has been received.

### **D. Proposal to Seal S.W. City Hall Roof and Coat Parapet Wall – Director Clark**

Director Clark explained that the roof of City Hall in the Southwest section is bad from the North side to the Southwest corner and needs to be repaired. It was put out for bid and Andy's Roofing came in with a low bid of \$17,864.00 with a 2-year warranty on the material. The Administration is recommending acceptance of the bid from Andy's Roofing. **It was moved by Alderman Conard and seconded by Alderwoman Twomey to accept the bid of \$17,864.00 from Andy's Roofing to seal the Southwest section of the City Hall roof and coat the parapet wall. AYE:** Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen Thomas, Cook and Alderwoman Twomey **NAY:** none **MOTION CARRIED.**

**E. Approval of Sale of MFD Surplus Ladder Truck**

Chief Rexroat explained that since declaring the ladder truck surplus and advertising it for sale, there have only been a few calls. A private buyer recently came forward and offered \$14,000 to purchase the truck. Chief Rexroat is recommending acceptance of the offer of \$14,000. **It was moved by Alderwoman Kelly and seconded by Alderman Pinedo to accept the offer of \$14,000 for the surplus ladder truck. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey and Alderman Daw. **NAY:** none **MOTION CARRIED.**

**F. Approval of M-R High School Bioretention Basins Bid**

Administrator Steinbrecher explained that there was a bid opening on May 24<sup>th</sup> for the construction of the Bioretention Basin in the M-R High School parking lot. This project will be a collaborative project with the high school to allow for less storm water to run off into combined sewers and create combined sewer overflows. In spite of reaching out to a number of contractors to encourage them to bid, only one bid was received and that was from Advanced Plumbing and Mechanical for \$200,000. Woodard and Curran has reviewed the bid and is recommending acceptance of Advanced Plumbing and Mechanical's bid. **It was moved by Alderman Thomas and seconded by Alderman Cook to accept the bid of \$200,000 from Advanced Plumbing and Mechanical for the construction of the Bioretention Basin in the M-R High School parking lot. AYE:** Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook and Alderwoman Twomey **NAY:** none **MOTION CARRIED.**

**G. Approval of Term Sheet with Taqueria San Jose to renovate 411 N. Main Street**

Administrator Steinbrecher explained that Gilberto Vazquez, who is the owner of Taqueria San Jose, has requested to be able to receive a rebate incentive through the Main Street Tax Increment Financing District in order to rehabilitate the existing building located at 411 N. Main Street. This building is within the Main Street TIF District. There are no upfront out-of-pocket expenses incurred by the City, but rather the City will rebate 90% of the net incremental increase of annual real estate taxes due the City as TIF revenues from that property. The Administration is recommending approval of the term sheet with Gilberto Vazquez. **It was moved by Alderman Conard and seconded by Alderman Daw to approve the above-referenced term sheet with Gilberto Vazquez for renovating 411 N. Main Street. AYE:** Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Daw, Conard and Pinedo **NAY:** none **MOTION CARRIED.**

**H. Amendment to WIRC Service Agreement to Administer \$2 million Rebuild Illinois Grant**

Administrator Steinbrecher reminded the Council that the City had received a \$2 million grant for infrastructure and in January approved an agreement with WIRC to administer the grant. The original term of the agreement was from January 2022 through June 2023; however, WIRC has requested to extend the term of the agreement from January 2022 through November 2024. The Administration is recommending approval of the amendment. **It was moved by Alderman Cook and seconded by Alderman VanVleet to approve the amendment extending the term of the WIRC agreement through November 2024. AYE:** Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo and Alderwoman Kelly **NAY:** none **MOTION CARRIED.**

**VI. EXECUTIVE SESSION**

**A. Per Illinois Statute 5ILCS120/2 to consider Union Negotiations with possible action upon return to Regular Session.**

**1. It was moved by Alderwoman Kelly and seconded by Alderman Pinedo to go into Executive Session at 6:30 p.m. to consider Union Negotiations. AYE:** Aldermen Thomas, Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **MOTION CARRIED.**

**2. It was moved by Alderman Cook and seconded by Alderwoman Twomey to return to Regular Session at 7:00 p.m. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Thomas **NAY:** none **MOTION CARRIED.**

**VII. OTHER BUSINESS**

Mayor Davies called for a motion on the grievance filed by AFSCME. **It was moved by Alderwoman Kelly and seconded by Alderwoman Twomey to deny the grievance that was filed by AFSCME. AYE:** Alderwoman Twomey, Aldermen Daw, Pinedo, Alderwoman Kelly and Alderman Cook **NAY:** none **PASS:** Aldermen Conard, VanVleet and Thomas **MOTION CARRIED.**

**VIII. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderman VanVleet to adjourn the June 6, 2022 meeting at 7:05 p.m. MOTION CARRIED by unanimous voice vote.**

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Mayor Rod Davies

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City Clerk Susan S. Trevor

**STANDARD AGREEMENT FOR CONSULTANT SERVICES AT ILLINOIS AIRPORTS FOR ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES**

Authorized for use by  
The Illinois Department of Transportation  
Division of Aeronautics  
Effective: June 2012

- Preliminary Assessment and Schematic Design
- Design Phase Services
- Construction Phase Services
- Planning and Special Services

THIS AGREEMENT, made at Monmouth Illinois,  
 this \_\_\_\_\_ day of \_\_\_\_\_ in the year **2022**  
 by and between the City of Monmouth, Illinois (hereinafter referred  
 to as the "Sponsor"), and Hanson Professional Services Inc. (hereinafter referred to as the  
 "Consultant"). This Agreement expires 5 years from the date of execution.

**WITNESSETH**

The Sponsor intends to undertake the accomplishment of a project pursuant to the development of a public air navigation facility known as the Monmouth Municipal Airport in Warren County County, state of Illinois; and the project shall be identified as the Illinois Project No. \_\_\_\_\_ and SBG Project No. \_\_\_\_\_ ;  
 The following is the detailed project title and description from the Illinois Department of Transportation's Office of Planning and Programming (OP&P) program letter which shall be carried through the development of the project (attach supplemental information as necessary in Section I.H., Detailed Scope of Services):

**Construct Aircraft T-hangar Access Pavements**

A detailed sketch of the proposed work, labeled ATTACHMENT P, shall be attached.

In consideration of the benefits which will accrue to the parties hereto by virtue of the Agreement and the respective covenants herein contained, IT IS MUTUALLY COVENANTED AND AGREED as follows:

The Consultant agrees to furnish executed "Certification of Engineer" and certain professional engineering services enumerated herein-after, in connection with the implementation and development of the aforesaid project.

The Department of Transportation, Division of Aeronautics within the state of Illinois shall act as Agent of the Owner/Sponsor for all matters involving the development of any public air navigation facility by virtue of

the Illinois Aeronautics Act. The Illinois Aeronautics Act requires and directs the Illinois Department of Transportation, Division of Aeronautics (hereinafter referred to as the "Department") to "*regulate and supervise aeronautics within this state*", with "*aeronautics*" defined as "*...the design, establishment, construction, extension, operation, improvement, repair or maintenance of airports...*". The Department shall not expend any funds appropriated, or made available...for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of the Department. Financial assistance may include reimbursement to eligible airport Sponsors for...engineering costs directly related to projects financed in whole or in part by federal/state monies provided such engineering costs were approved by the Department prior to the payment of these costs by the airport Sponsor. The approval of engineering costs prior to payment shall qualify those costs for federal/state reimbursement but shall not constitute an obligation of federal/state funds.

Since the services contemplated under this Agreement are professional in nature, it is understood that the Consultant, acting as an individual, partnership, firm or other legal entity, is of professional status and will be governed by professional ethics in their relationship to the Department and the Sponsor. The Department acknowledges the professional and ethical status of the Consultant by approving this Agreement and the associated fees for federal/state eligibility (either in whole or part) on the basis of their qualifications and experience and determining their compensation by mutually satisfactory negotiations.

Any additions/deletions, revisions/modifications to this Agreement without the expressed written consent of the Department shall void this Agreement as it relates to state and federal funding participation eligibility.



## **I. ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES**

The Consultant agrees to perform various professional engineering and planning services and provide necessary and required information pursuant to the accomplishment of the above referenced project.

It is understood that meetings will be common to all phases. The Consultant will coordinate project kick-off, pre-design and pre-construction meetings and project status update meetings, as required, in order to resolve project issues with the Department, Sponsor and/or other regulatory and review agencies. The Department shall be notified of scheduled agency meetings and given the opportunity to participate. Meetings for which effort will be billed shall be thoroughly documented by minutes with copies distributed to the Sponsor and the Department within 10 days of the meeting. Failure to properly document meeting discussions could result in the loss of part or all of the professional services compensation eligibility associated with this activity.

### **A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN**

This phase includes activities required for agency coordination and permit development, non-routine surveys, testing and architectural/engineering preliminary design considerations of a project. Elements of this phase may include development of architectural schematic building designs and reports, non-routine geological and field investigations (soil borings and pavement cores), DCP testing, FWD testing (when used to evaluate pavement as part of a strengthening project), coordination of FAA reimbursable agreements, coordination of utility relocation agreements, coordination of force account activity (must be pre-approved by the Department in writing).

The Consultant shall furnish and/or perform engineering reconnaissance necessary for the preparation and development of an engineering report, bidding documents (design plans and specifications) including topographic field surveys, crack surveys, and sampling and testing for routine soils investigations (in accordance with ATTACHMENT J – Testing Schedule & ATTACHMENT K – Testing Rates & Cost Summary).

This phase will culminate in the submittal of a detailed engineering report with project alternatives and design recommendations and project completion timeline assessment.

The Consultant shall furnish an engineering report in accordance with standard practices and the provisions of ATTACHMENT E – Engineering Report. The report will include an analysis of preliminary surveys, geotechnical testing and alternative designs and include final project design recommendations.

The project completion timeline assessment will identify necessary effort required to complete the final project design (complete construction plans and specifications). This phase of project development will represent approximately 35% of the project design timeline. Project formulation should be consistent with the TIP submittal and the program letter project description (ATTACHMENT R). If not, identify components that have changed as a result of the preliminary assessment and schematic design analysis.

A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS A / A1.

### **B. DESIGN PHASE SERVICES**

This phase shall include activities required to accomplish a project design in accordance with the established Aeronautics letting schedule project design timeline and approved letting date determined at the pre-design meeting. Requests for time extensions beyond the previously agreed-to submittal deadline dates (as established in the Department's Letting Schedule, ATTACHMENT Q, and this Agreement) must be made to the Department in writing not less than 5 days prior to the due date of the submittal. The request for extension must be signed by

a principal/officer of the Consultant's firm. Incomplete submittals will not be accepted. Milestone submittals include the engineering report (at 35% design timeline), plan / spec review (at 80% design timeline) and final submittal of all deliverables (at 100% design timeline). A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS B / B1. Elements of this phase may include:

1. CONSTRUCTION PLANS, SPECIAL PROVISIONS AND ESTIMATES

The Consultant shall prepare and furnish for Department review and comment construction plans, special provisions and construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) at the 80% project design timeline with detailed estimate of costs, estimated DBE participation goal and working/calendar day flow chart, for the particular design authorized in this Agreement.

2. CLARIFICATION OF PLANS

The Consultant shall render clarification of the construction plans and specifications, when and if such clarification is deemed necessary.

3. BIDDING ASSISTANCE

The Consultant shall assist the Sponsor and/or Department in the bidding process, analyze and summarize bid results.

C. CONSTRUCTION PHASE SERVICES

This phase shall include all basic services after the award. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS C / C1.

1. OFFICE ENGINEERING

a. SHOP DRAWINGS

Review the detailed construction, shop and erection drawings submitted by the contractor(s) for compliance with design concepts.

b. SUPPLEMENTARY SKETCHES

Preparation of elementary and supplementary sketches plus estimates required to resolve actual field conditions.

c. RECORD DRAWINGS

The Consultant shall prepare Record Drawings within thirty (30) days after the official Notification from the Department of the Official Acceptance of the Construction Work; and after approval by the Department, furnish said Department with one (1) set of such record drawings. The submittal format shall be in accordance with the current policies of the Department.

d. MATERIALS CERTIFICATION

Prior to reporting a pay item quantity for payment, the materials used and incorporated in, or associated with the pay item, shall be verified for specification compliance by the Consultant. The Consultant shall obtain and review all certifications and/or test results required by the policies of the Department and the Department's *Manual for Documentation of Airport Materials*. At the completion of, or any time prior to the completion of the final quantity of a pay item, the Consultant shall submit the aforementioned material certifications and/or test results, that were utilized for acceptance of material, to the Department for review and final approval. Prior to final payment of engineering services under this agreement, the Consultant shall have

submitted required certifications and test results to the Department, and the Consultant shall have signed the Department's MATERIALS CERTIFICATION FORM.

## 2. FIELD ENGINEERING

### a. RESIDENT ENGINEER APPROVAL

The Consultant agrees to furnish the name and qualifications of the Resident Engineer in writing for approval of the participating agencies prior to the preconstruction conference that shall attend said preconstruction conference and shall perform the various professional engineering services required of the Resident Engineer in 2.b. thru 2.f. below and inspection of construction.

### b. DAILY DIARY

The Resident Engineer shall maintain a daily diary. Copies shall be forwarded to the Department (ATTACHMENT F).

### c. DUTIES OF RESIDENT ENGINEER

Furnish full time (unless part time is approved by the Sponsor and/or Department) Resident Engineering of construction including project inspection, field testing, and furnish surveying at the site of the work, whose duties shall include all reasonable, proper and customary duties as are usually and customarily furnished in connection with the general engineering of construction of such improvements, including but not limited to the following:

- i. Performance of acceptance and quality assurance tests when required by Department policy and/or contract specification. Examples of these tests include but are not limited to: Testing concrete for slump and air content; testing concrete for strength; testing bituminous concrete pavement for density using the nuclear method and using the Bulk Specific Gravity Method. Obtaining representative samples of miscellaneous materials such as paint, geotextile fabric, joint sealer, epoxy, polyester resin, etc. for testing as necessary, and/or as directed by the Department; performance of field density tests of earthwork embankments, backfills and subgrade; field density tests of subbase and base courses, and moisture content tests on materials where applicable; and, laboratory proctor tests where applicable. Test Reports shall be submitted to the Department within three (3) working days of the date the test was conducted.
- ii. Inspection/Measurement/Oversight of construction to determine that the work was completed in substantial conformance with the approved plans and specifications, and in compliance with the requirements set forth in the contract documents. All stop or start work orders shall be issued by the Department; the Resident Engineer shall recommend the orders. Document pay item quantities reported for pay in accordance with the latest revision of the Department's *Airport Construction Documentation Manual*.
- iii. Preparation and forwarding to the Department of periodic project reports required by the Department. Bi-weekly construction reports will be submitted to the Department, within three (3) calendar days of the end of the contractor's work week.
- iv. To obtain and review for specification compliance, material certifications and/or test results for all materials prior to their use in the construction.

- v. To reject for inclusion in the project, any materials that are delivered without certification and/or test results, or materials delivered with certification that has been found to be in noncompliance, or any defect found through visual inspection which renders the material unsuitable for inclusion in the project. The Department shall be notified when any rejections are made. Materials that are delivered without certification and/or test results may be stockpiled or stored in a manner acceptable to the Resident Engineer until such time as the certification and/or test result arrive and are reviewed and accepted by the Resident Engineer.
  - vi. Preparation of Reports required per the Sponsor's NPDES permit while providing on-site services, retaining all support documentation.
  - vii. Participate in audits performed to determine that the project is proceeding accordingly per the plans and specifications and adhering to AIP grant requirements.
- d. FINAL INSPECTION
- Initiate a request, upon substantial completion of all construction work, for a final inspection by the Department. When necessary, a punch list of uncompleted items and electrical checklist (if applicable) on the project shall be established at the final inspection. Submit a final acceptance letter (punch list complete) which shall certify to the Department and the Sponsor that, to the best of the Consultant's knowledge, information and belief, the work involved has been done in substantial conformance with the plans, specifications, and Contract Document, as the same shall have been modified, or supplemented by change order, supplementary contract or otherwise, and that such work is acceptable.
- e. SAFEGUARD THE SPONSOR
- Endeavor to safeguard the Sponsor against any defects and deficiencies on the part of the Contractor. The Resident Engineer does not guarantee the performance of the contract by the Contractor, except that the Resident Engineer shall ensure that, to the best of the Resident Engineer's knowledge, information and belief, the work has been done in substantial conformance with the approved plans and specifications and advise the Sponsor and/or the Department in writing of any known noncompliance set forth in the contract. This does not in any way mean that the Resident Engineer is a guarantor of the Contractor's work. The Resident Engineer assumes no responsibility for safety in, on or about the job site, nor shall the Resident Engineer have any responsibility for the safety or adequacy of any equipment, building component, scaffolding, forms or other work aids provided by the contractor; nor is the Resident Engineer responsible for the superintendence of the contractor's work or any acts of the contractor.
- f. OTHER ENGINEERING SERVICES
- Furnish other Engineering Services which may be required by the Sponsor, including surveys. Sub-surface investigations, sampling, testing, and analysis of soils, offsite inspection of materials, laboratory testing, and inspection and control at central mixing plants. Where tests must be conducted by commercial laboratories, only those laboratories approved by the Department will be utilized. If any of these services are conducted by outside firms, the Resident Engineer shall submit copies of the executed contract for such services as specified in Section III.B., of this Agreement. The charges for such services shall be specified in the contract and will remain in effect until completion of the services and acceptance by the Consultant. Certified copies of the

results of all tests required by the Department under this paragraph are to be mailed to the Department within five (5) calendar days after the tests are completed.

g. **FINAL QUANTITIES**

Final quantities associated with the accepted construction work shall be submitted to the Department within thirty (30) days after final acceptance of the construction work.

**D. PLANNING AND SPECIAL SERVICES**

This phase may involve activities or studies unrelated to or outside of the scope of basic design and construction phase engineering services routinely performed by the Consultant. Those activities may include master plan and airport layout plan development, environmental studies and assessments, PCI surveys, FWD testing (when used to evaluate pavement as part of a publication revision), first-order NGS monument surveys, boundary surveys, aeronautical surveys, photogrammetric surveys and topographic mapping, preparation of property ownership plats and easements, appraisal and land acquisition services, benefit / cost analysis studies, RSA determination studies, drainage studies and analyses, FEMA/FIRM map revisions and GIS updates. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS D / D1.

**E. ENDORSEMENT OF DOCUMENTS**

The Consultant will endorse and seal all final draft reports, contract plans, maps, right of way plats, and special provisions for construction contract documents. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Financial and Professional Regulation of the state of Illinois, being employed by the Consultant and responsible for the portion of the services for which license registration is required. These sealed documents will serve as the record documents for the services covered by the terms of the Agreement.

**F. DELIVERABLES**

At a minimum, the Consultant shall provide the Department (copy Sponsor upon request) the following deliverables:

1. Final project estimate of costs complete w/ professional services fees and sponsor reimbursement estimates.
2. DBE participation goal and breakout of DBE work.
3. QA verification of ELM Engineers Estimate for Schedule of Prices.
4. Calendar day estimate of construction and detailed breakout of critical work items and associated production rates.
5. One set of final construction plans (half-size) and special provisions – sealed by the Consultant and executed by the Sponsor.
6. One copy of the construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction).
7. Original executed Consultant Project Certification (ATTACHMENT N).
8. Executed DBE Final Documentation (ATTACHMENT O).
9. Electronic copy/access of all information (via CD, electronic submittal or ftp site).

**G. NOTICE-TO-PROCEED (NTP)**

The Consultant shall not commence any phase of the work until the “official notice-to-proceed” (NTP) has been issued in writing either by the Sponsor or Department (via Office of Planning and Programming).

Services to be performed by the Consultant under this Agreement shall become eligible for funding participation consideration as of the date of the written NTP. The dated project program notification letter (i.e. Program Letter) from the Department’s Office of Planning and Programming, indicating the project’s inclusion in the state program and the estimated funding participation sources/levels, shall constitute the NTP. The Consultant shall schedule a project

phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience upon the Sponsor's receipt of this letter.

For projects not covered by a program letter or with program letter pending, the Sponsor may issue the written NTP with concurrence from the Department. In such cases, the Sponsor is fully liable for all costs incurred as a result of such authorization pending future reimbursement once the project is programmed and a program letter is issued. The Sponsor/Consultant is required to schedule a project phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience.

A copy of the program letter shall be included as ATTACHMENT R of this Agreement.

In the absence of a written, dated notice-to-proceed, the execution date of this Agreement shall be used to determine the eligibility of service dates.

The Sponsor and the Department are not liable, and shall not authorize payment to the Consultant, for any services performed prior to the date of notice to proceed or the execution of this Agreement (whichever takes precedent). All effort, regardless of the notice-to-proceed authorization, is subject to review and eligibility funding determination.

## **H. DETAILED SCOPE OF SERVICES (Attach / insert here).**

1. Prepare Construction Plans and Specifications for a local letting by the City of Monmouth in accordance with the requirements stated herein and the project description contained within this document, for a single letting. Additional lettings shall require additional scope and budget.
2. Project will include:
  - Perform earthgrading, and construct drainage features, including ditches, structures, etc. as determined through design,
  - Construct a Hot Mix Asphalt (HMA)/aggregate base taxiway pavement to interface with existing and adjacent pavements providing access to newly developed hangar on site,
  - Apply pavement marking,
  - Restore the site through topsoiling, turfing and the installation and removal of erosion control measures.
3. Conduct an onsite observation of the existing conditions to evaluate the potential factors affecting the project design and construction.
4. Prepare a Categorical Exclusion Checklist to meet the requirement National Environmental Protection Act (NEPA) requirements for the project, as directed.
5. Coordination of the proposed improvements with the Sponsor, State, Federal Aviation Administration, local regulatory agencies, and the affected airport tenants.

### Specific exclusions:

- Construction phase services or other services not specifically identified within this Agreement are not included.

**II. CONSULTANT COMPENSATION**

The Sponsor agrees to pay the Consultant as compensation for rendering the professional services hereinabove described and submitted using the standard Department invoice forms (ATTACHMENTS G & H). Burden and overhead rates entered into this Agreement shall be in effect for the length of the agreement and will not be adjusted, except as may be determined under an audit of costs by the Auditor General or the Department. The rates used in this Agreement shall be the latest audited or provisional approved rates by IDOT as of the date of execution of this Agreement (approval letter must be attached). Should the rate change in the time between the final approval notification of fees and the execution of this Agreement, hours will be adjusted accordingly so that there is no increase in the final approved not-to-exceed amount.

Any professional services effort performed beyond the not-to-exceed limits expressed below, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

**A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN**

For services outlined in Section I.A., Preliminary Assessment and Schematic Design, and further detailed in Section I.H., Detailed Scope of Services,

1. a lump sum payment of \$ N/A  
(representing approximately 35% of the total estimated professional services compensation for design phase services as determined from the TIP request). The fee shall be paid as a lump sum when the preliminary assessment and schematic design phase deliverables (outlined in Section I.A.) are approved and accepted by the Department.

**B. DESIGN PHASE SERVICES**

For services outlined in Section I.B., Design Phase Services, and further detailed in Section I.H., Detailed Scope of Services,

1. a cost plus a fixed payment of \$ 3,289.51  
total amount not to exceed \$ 33,475.00  
unless a major change or addition to the scope of services is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted by the Consultant and approved by the Department. The final charges shall be submitted after the Design Phase Services have been performed, approved and all deliverables accepted by the Department in accordance with the guidance outlined in Section I.F. This period of time expires 30 days after award of the construction contract. Any submittal after this time shall not be considered eligible for payment / reimbursement by the Department unless extended by the Department.
2. a lump sum payment of \$ N/A  
unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the design phase deliverables (outlined in Section I.F.) are approved and accepted by the Department.





### **III. SPECIAL CONDITIONS**

The Consultant shall render the services in accordance with generally accepted Professional Standards.

#### **A. TERMINATION**

(Reference: 49 CFR Part 18.36(i)(2); FAA Order 5100.38)

The Sponsor, by written seven (7) day notice, may terminate this agreement in whole or in part at any time, because of the failure of the other party to fulfill his agreement obligations. Upon receipt of such notice, the Consultant shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Sponsor all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing this agreement whether completed or in process.

1. If the termination is due to the failure of the Consultant to fulfill his agreement obligations, the Sponsor may take over the work and prosecute the same to completion by agreement or otherwise. In such case, the Consultant shall be liable to the Sponsor for any additional cost occasioned to the Sponsor thereby.
2. If, after notice of termination for failure to fulfill agreement obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the convenience of the Sponsor.
3. It is hereby understood and agreed that should the agreement be terminated, the Consultant shall be entitled to and shall receive a fee based on the amount of work accomplished and approved by the Department up to the day of notification of termination. The fee shall be equal to the sum of the actual number of man-hours of each category of work applied at a negotiated hourly rate, plus any outside services approved by the participating agencies and accomplished prior to the notification. If terminated under Section III.HH., Breach of Contract Terms, the Consultant will not be entitled to profit on the work accomplished.

#### **B. CHANGE IN CONSTRUCTION PLANS**

It is hereby understood and agreed that if the construction plans are completed in accordance with criteria and/or decisions made by the Sponsor (and/or the Department if applicable), and approved by the Department, and said construction plans are substantially changed or revised, for any reason other than the fault of the Consultant in preparing same, then the Consultant shall be entitled to compensation for rendering the services necessary to complete the changes. The amount of this fee shall be negotiated between the Sponsor, Consultant and the Department, and approved by the Department, and an amendment to the agreement should be accomplished prior to authorizing the Consultant to proceed with the changes. The fee shall be due and payable when the revisions are approved by the Sponsor and the Department.

It is the Consultants responsibility to notify the Department as soon as possible when changes/revisions are identified that are beyond the scope of services contemplated under this Agreement.

#### **C. HOLD HARMLESS**

The Consultant shall be responsible to pay for all labor, material and equipment costs incurred and for any and all damages to property or persons to the proportionate extent arising out of the negligent performance of services under this agreement and shall indemnify and save harmless the Sponsor, (and/or the Department if applicable), their officers, agents and

employees from all third party suits, claims, actions or damages of any nature whatsoever to the proportionate extent resulting there from. These indemnities shall not be limited by the listing of any insurance coverage. If any errors, negligent acts and/or omissions are made by the Consultant in any phase of the work under this agreement, the correction of which may require additional field or office work, the Consultant will be promptly notified and will be required to perform such additional services as may be necessary to correct these errors, negligent acts and/or omissions without undue delay and without additional cost to the Sponsor (and/or the Department if applicable). The Consultant shall be responsible for any damages incurred as a result of his errors, negligent acts and/or omissions and for any losses or cost to repair or remedy construction as a result of his errors, omission and/or negligent acts, to the extent such error, omission or negligent act breaches the Professional Standard of care. The Consultant shall not be responsible for any consequential damages of the Sponsor or the Department. Neither the Consultant, nor the Sponsor, nor the Department shall be obligated for the other parties' negligence or for the negligence of others.

#### **D. DRAWING OWNERSHIP**

It is further mutually agreed by the parties hereto that reproducible copies of the drawings, computer disks, tracings, construction plans, specifications and maps prepared or obtained under the terms of the contract shall be delivered to and become the property of the Sponsor and basic survey notes and sketches, charts, computations and other data shall be made available upon request of the Sponsor. If any information is used by the Sponsor or another Consultant such use or reuse by the Sponsor or others shall be at the sole risk and without liability or legal exposure to the Consultant.

#### **E. CONTRACT FOR OUTSIDE SERVICES**

If any of the services outlined in Section I. are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall provide an executed contract between the person(s) or firm and the Consultant outlining the services to be performed and the charges for the same. Two (2) copies of the executed contract shall be submitted to the participating agencies for approval prior to the services being performed; all covenants and Special Conditions shall be included and binding on all subcontracts.

#### **F. FORMERLY NOTICE TO PROCEED (See Section I.G.)**

#### **G. SUBLET AGREEMENT**

Each party binds himself, his partners, successors, executors, administrators and assigns, to the other part of this agreement and to the partners, successors, executors, administrators and assigns for such other party at all covenants of this Agreement.

Except as above, neither the Sponsor nor the Consultant shall assign, sublet or transfer his interest in this agreement without the written consent of the other party hereto.

#### **H. AGREEMENT EXPIRES**

This agreement expires upon final approval and acceptance of the completed project(s) by the Sponsor (and/or Department as applicable), and after all final engineering charges have been paid to the Consultant as of the date of project close-out or after five years from the date of execution, whichever comes first. Payment liability by the State is as outlined above (see Section I.G., Notice to Proceed and Section II., Consultant Compensation).

#### **I. EQUAL EMPLOYMENT OPPORTUNITY**

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)

The Consultant agrees to conduct the services in compliance with all the requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964, Part 21 of the Regulations of the Secretary of Transportation, and Executive Order No. 11246, "Equal Employment Opportunity," as amended.

During the performance of this contract, the Consultant, for itself, its assigns and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1. Compliance with Regulations. The Consultant shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination. The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including, Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports. The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event the Consultant's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Consultant under the contract until the Consultant complies, and/or
  - b. cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions. The Consultant shall include the provisions of paragraphs 1 through 5 (above) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the sponsor may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event an Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the sponsor and/or Department to enter into such litigation to protect the interests of the sponsor and, in addition, the Consultant.

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) ASSURANCES

1. Policy. It is the policy of the Department of Transportation (DOT) that disadvantaged business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this agreement.
2. DBE Obligation. The Consultant agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all Consultants shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Consultants shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

### **J. OPEN ACCESS TO DOCUMENTS**

(Reference: 49 CFR Part 18.36(i); FAA Order 5100.38)  
(Public Act 90-0572 Section 20-65; Public Act 87-991)

The Consultant shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General; and the Consultant agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

### **K. CERTIFICATION OF CAPACITY TO CONTRACT**

(Public Act 90-0572, Section 50-13)

It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices of State government, or who is an officer or employee of the Illinois Building Authority or the Illinois Toll Highway Authority, or who is the wife, husband or minor child of any such person, to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper or for any services, materials or supplies, which will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Illinois Building Authority or the Illinois Toll Highway Authority. Payments made for a public aid recipient are not payments pursuant to a contract with the State within the meaning of this Section.

It is unlawful for any firm, partnership, association or corporation in which any such person is entitled to receive more than 7 1/2% of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

It is unlawful for any firm, partnership, association or corporation in which any such person together with his spouse or minor children is entitled to receive more than 15%, in the aggregate, of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

Nothing in this Section invalidates the provisions of any bond or other security hereto or hereafter offered for sale or sold by or for the State of Illinois.

This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his spouse, minor child or any combination of such persons, if that contract was in existence before his election or employment as such officer, member, or employee. Such a contract is void, however, if it cannot be completed within 6 months after such officer, member, or employee takes office, or is employed.

This Section does not apply to (1) a contract for personal services as a teacher or school administrator between a member of the General Assembly or his spouse, or a State officer or employee or his or her spouse, and any school district, public community, college district, the University of Illinois, Southern Illinois University or any institution under the control of the Board of Governors of State Colleges and Universities or under the control of the Board of Regents or (2) a contract for personal service of a wholly ministerial character including but not limited to services as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly or (3) payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.

Any person convicted of a violation of this Section shall be guilty of a business offense and shall be fined not less than \$1,000 nor more than \$5,000.

The appropriate Certification of Capacity to Contract will be executed in Section III.X., of this agreement.

**L. THE CONSULTANT SELECTION**

(Reference: 49 CFR Part 18; FAA AC 5100-14D or latest revision)  
(30 ILCS 535; IDOT-Aeronautics Administrative Bulletin: 2010-02)

The City of Monmouth, Illinois hereby certifies that it  
(Sponsor)

has completed the prescribed qualifications based consultant selection procedures.

The firm of Hanson Professional Services Inc. of Springfield, IL has  
(Consultant) (Location)

been selected to provide the engineering services required for the project on:

June 20, 2022

(Date)

A copy of the executed Retainer Agreement identifying the project covered by this Agreement is included as ATTACHMENT U.

**M. AMENDMENTS TO THE AGREEMENT**

All effort recorded to document a claim for additional compensation must be delineated separately from the original scope of services with personnel, classifications, dates worked, rates, hours and services thoroughly detailed and clearly identified.

The Department shall be notified of potential amendment requests at the earliest possible opportunity once it has been determined that any of the following three circumstances may exist. Any amendments to the Agreement which increases the fee or the time of performance must contain one of the following written determinations (with support documentation) depending upon the circumstances of the change.

1. The undersigned determine that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
2. The undersigned determine that the circumstances which necessitate this change were not within the contemplation of the contract as signed.
3. The undersigned determine that this change is in the best interest of the state of Illinois and is authorized by law.

\_\_\_\_\_ Date \_\_\_\_\_ Sign Name  
\_\_\_\_\_ Print Name  
\_\_\_\_\_ Title

Any professional services effort performed beyond the not-to-exceed limits expressed in Section II. Consultant Compensation, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

**N. CERTIFICATION OF CONSULTANT**  
(Public Act 90-0572 Section 50-5)

I hereby certify that I am \_\_\_\_\_ **Assistant Vice President** \_\_\_\_\_ (title) and duly authorized representative of the firm \_\_\_\_\_ **Hanson Professional Services Inc.** \_\_\_\_\_ whose address is **1525 South Sixth Street, Springfield, Illinois** and that neither I nor the above firm I here represent has:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this Agreement,
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
3. paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract; except as here expressly stated (if any):

The firm certifies by execution:

1. it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a

matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm, nor has the firm been barred from being awarded a contract or subcontract.

2. it has not been barred from contracting with a unit of state or local government as a result of a violation of the Criminal Code of 1961.

I acknowledge that this certification is to be furnished to the Federal Aviation Administration of the United States' Department of Transportation in connection with this contract involving participation of Airport Improvement Program (AIP) funds and is subject to applicable state and Federal laws, both criminal and civil.

\_\_\_\_\_ Date

\_\_\_\_\_ Sign Name

**Robert A. Waller**

\_\_\_\_\_ Print Name

**Assistant Vice President**

\_\_\_\_\_ Title

**O. FEDERAL TAXPAYER IDENTIFICATION NUMBER**

The following statement is made under penalty of perjury:

"The Firm's correct Federal Taxpayer Identification Number is 37-0844717

This firm is doing business as a (please check one):

\_\_\_\_\_ Individual

\_\_\_\_\_ Partnership

X  Corporation"



**P. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION**

(Reference: 49 CFR Part 26)

**Contract Assurance (§26.13)** - The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

In keeping with the DBE plan adopted by the Sponsor, the Consultant shall take all necessary and reasonable steps to attain DBE participation in this contract.

The work for each subconsultant should be listed separately. If the subconsultant is being utilized to meet the project DBE goal, they must be prequalified in that category and certified as a DBE in that category. Please indicate that they are certified in that category. The certification list is available on the Department's website on the "Doing Business" menu under Small Business Enterprises and IL UCP directory <http://www.dot.il.gov/ucp/ucp.html#DBEDirectory>. The percent of work is computed based on the individual subconsultant's work effort in each category.

Firm Name:   N/A  

Subcontract Amount (\$):   0.00  

Prequalification Category	% of Work	DBE Certification
<u>  Architecture  </u>	<u>  0.00  </u>	<u>  541370-Surveying  </u>
<u>                  </u>	<u>                  </u>	<u>                  </u>
<u>                  </u>	<u>                  </u>	<u>                  </u>

If more than one subconsultant is being used, attach additional sheets.

NOTE: All final payment requests shall include a completed ATTACHMENT O - DBE Final Documentation or the complete information on the Consultant's format.

**Q. DISCRIMINATION**

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)  
(Executive Order 11246 of September 24, 1965; 41 CFR Part 60)

The Consultant agrees not to commit unlawful discrimination in employment in Illinois and further agrees to take affirmative action to ensure that no unlawful discrimination is committed.

**R. DUES/FEEES TO CLUBS WHICH DISCRIMINATE**

(775 ILCS 25/2 Source: P.A. 85-909)

The Consultant of the business entity certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agent or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates.

**S. CONFLICT OF INTEREST**

(Public Act 90-0572 Section 50-13)

The Consultant agrees to comply with the provision of the Illinois Public Act prohibiting conflict of interest and all the terms, conditions and provisions of those Sections apply to this contract

and are made a part of this contract the same as though they were incorporated and included herein.

**T. FELONY CONVICTION**

(Public Act 90-5072 Section 50-10)

The Consultant certifies that if he/she or the business entity has been convicted of a felony, at least five years has passed since the completion of the sentence as of the contract date.

**U. ILLINOIS HUMAN RIGHTS NUMBER**

The Consultant must have an Illinois Department of Human Rights prequalification number, or have an application on file with the Illinois Department of Human Rights office at the State of Illinois Center, Suite 10-100, 100 West Randolph, Chicago, Illinois 60601 (refer to Department of Human Rights form).

(#IDHR PC-1/IL 442-0010). IDHR #91932-00.

**V. EDUCATIONAL LOAN DEFAULT**

(5 ILCS 385).

The Consultant certifies that, if this agreement is with an individual or individuals, that he/she is not in default on an educational loan.

**W. DRUG FREE WORKPLACE**

(30 ILCS 580).

If the Consultant has 25 or more employees, the following certification shall apply and, by signing this document, the Consultant certifies as follows:

1. The Consultant certifies that he will provide a drug free workplace in compliance with the Drug Free Workplace Act ("Act"). Specifically, Consultant certifies he will do the following:
  - a. Publish a statement:
    - i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the Consultants workplace.
    - ii. Specifying the actions that will be taken against employees for violations of such prohibition.
    - iii. Notifying the employee that, as a condition of employment on this agreement, the employee will:
      - 1) abide by the terms of the statement; and
      - 2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
  - b. Establish a drug free awareness program to inform employees about:
    - i. the dangers of drug abuse in the workplace;
    - ii. the Consultant policy of maintaining a drug free workplace;
    - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. the penalties that may be imposed upon employees for drug violations.
  - c. Give a copy of the statement described above to each employee engaged in the performance of the contract and post the statement in a prominent place in the workplace.
  - d. Notify the State within 10 days after receiving notice under part (a)(3)(B) above from an employee or otherwise receiving actual notice of such conviction.

- e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by §5 of the Act.
- f. Assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicate that a trained referral team is in place.
- g. Make a good faith effort to continue to maintain a drug free workplace through implementation of §3 of the Act.

If an individual, the Consultant further certifies that he will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the agreement.

**X. CAPACITY TO CONTRACT**

(Public Act 90-0572)

**The Consultant** certifies that the Corporation's certificate of Authority to do business in Illinois, is in good standing with the Secretary of State's Office.

**CERTIFICATION OF CAPACITY TO CONTRACT**

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Corporation)

The undersigned, being a duly authorized officer and the duly elected Secretary of

**Hanson Professional Services Inc.**, a corporation, hereby certify that they have read Public Act 90-0572 Section 50-13 and that they have checked the records of the corporation and that no person who is entitled to receive individually more than 7 1/2% of the total distributable income of the corporation, or together with their spouse or minor child more than 15% of the total distributable income of the corporation, is (i) an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; or (iii) a spouse or a minor child of any such enumerated person.

**Hanson Professional Services Inc.**

Corporation

Date

BY

**Robert A. Waller, Assistant Vice President**

Printed Name & Title

BY

**Dennis J. Hollahan, Vice President**

Printed Name & Title

**CERTIFICATION OF CAPACITY TO CONTRACT**

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Partnerships and Non-Corporate Firms and Associations)

The undersigned, being each and every one of the partners/members/associates/(other) of

\_\_\_\_\_, hereby certify on behalf of themselves individually, that they have read Public Act 90-0572 Section 50-13 and that (i) they are not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; nor a spouse or minor child of any such enumerated person; or (ii) that they are such an enumerated person but that they are not entitled to receive individually more than 7 1/2% of the total distributable income of the partnership/firm/association, or together with their spouse or a minor child more than 15% of the total distributable income of the partnership/firm/association.

\_\_\_\_\_ day of \_\_\_\_\_, AD, 20\_\_\_\_\_

BY \_\_\_\_\_

BY \_\_\_\_\_

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

d/b/a \_\_\_\_\_  
(Name)



## **Y. CERTIFICATION REGARDING LOBBYING**

(Reference: 49 CFR Part 20, Appendix A)

### Certification for Contracts, Grants, Loans and Cooperative Agreements.

The Consultant certifies compliance with Section 319 of Public Law 101-102 and to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an Officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **Z. INTERNATIONAL BOYCOTT**

(Applicable to contracts in excess of \$10,000):

The Consultant certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act. The Consultant makes the certification set forth in Section 5 of the International Anti-Boycott Certification Act.

## **AA. NON-APPROPRIATION CLAUSE**

Obligations of the State will cease immediately without penalty or further payment being required in any fiscal year the Illinois General Assembly fails to appropriate or otherwise make available sufficient funds for payment of this Agreement.

## **BB. DEBT CERTIFICATION**

The Consultant certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500/50-11 and 50-12. The Consultant further acknowledges that the contracting State agency may declare the contract void if the preceding certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of *any* debt to the State during the term of the contract.

## **CC. GOODS FROM CHILD LABOR ACT**

The Consultant certifies in accordance with Public Act 94-0264 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

## **DD. QUALIFICATION BASED SELECTION ACT**

(Reference: 49 CFR Part 18.36; FAA Order 5100.38; FAA AC 150/5100-14 (latest))

The parties hereby certify that there was compliance with the provisions of the State of Illinois' Architectural, Engineering and Land Surveying Qualifications Based Selection Act, Chapter 30 ILCS 535 in the procurement of the services covered by this Agreement.

## **EE. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

(Reference: 49 CFR Part 29; FAA Order 5100.38)

The Consultant certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

## **FF. RIGHTS TO INVENTIONS**

(Reference: 49 CFR Part 18.36(i)(8); FAA Order 5100.38)

All rights to inventions and materials generated under this contract are subject to regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed.

## **GG. TRADE RESTRICTION CLAUSE**

(Reference: 49 CFR Part 30.13; FAA Order 5100.38)

The Consultant or subconsultant, by submission of an offer and/or execution of a contract, certifies that it:

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
3. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a Consultant or subconsultant who is unable to certify to the above. If the Consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the Consultant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower



tier subcontracts. The Consultant may rely on the certification of a prospective subconsultant unless it has knowledge that the certification is erroneous.

The Consultant shall provide immediate written notice to the sponsor if the Consultant learns that its certification or that of a subconsultant was erroneous when submitted or has become erroneous by reason of changed circumstances. The subconsultant agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the Consultant or subconsultant knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

#### **HH. BREACH OF CONTRACT TERMS**

(Reference: 49 CFR Part 18.36)

Any violation or breach of terms of this contract on the part of the Consultant or their subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

#### **II. BAN ON TEXTING WHILE DRIVING**

(Reference: Executive Order 13513)

In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Consultant or subconsultant is encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
  - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
  - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

The Consultant or subconsultant must insert the substance of this clause on banning texting when driving in all contracts and subcontracts.

Policies and procedures for procurement of professional services are established in Federal Regulation Title 49 CFR Part 18, [Uniform Administrative Requirements for Grants and Cooperative Agreements](#). The Airport and Airway Improvement Act (AAIA) of 1982, as amended, serves as the enabling legislation. The parties agree that these policies and procedures have been followed.

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at

Monmouth , Illinois, this \_\_\_\_\_ , **2022** .  
(city) (date) (year)

ATTEST:

(SEAL)

**City of Monmouth**  
\_\_\_\_\_  
(Sponsor Name)

**37-6002276**  
\_\_\_\_\_  
(Federal Employee's Identification Number)

BY \_\_\_\_\_  
\_\_\_\_\_  
Printed Name & Title

BY \_\_\_\_\_  
\_\_\_\_\_  
Printed Name & Title

ATTEST:

(SEAL)

**Hanson Professional Services Inc.**  
\_\_\_\_\_  
(Consultant Name)

**37-0844717**  
\_\_\_\_\_  
(Federal Employee's Identification Number)

BY **Robert A. Waller, Assistant Vice President**  
\_\_\_\_\_  
Printed Name & Title

BY **Dennis J. Hollahan, Vice President**  
\_\_\_\_\_  
Printed Name & Title

## LIST OF ATTACHMENTS

<b><u>ATTACHMENT A / A1</u></b> –	<b>PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES</b> <b><u>ESTIMATE OF COSTS / SALARY EXPENSES</u></b>
<b><u>ATTACHMENT B / B1</u></b> –	<b>DESIGN PHASE SERVICES</b> <b><u>ESTIMATE OF COSTS / SALARY EXPENSES</u></b>
<b><u>ATTACHMENT C / C1</u></b> –	<b>CONSTRUCTION PHASE SERVICES</b> <b><u>ESTIMATE OF COSTS / SALARY EXPENSES</u></b>
<b><u>ATTACHMENT D / D1</u></b> –	<b>PLANNING AND SPECIAL SERVICES</b> <b><u>ESTIMATE OF COSTS / SALARY EXPENSES</u></b>
<b><u>ATTACHMENT E</u></b> –	<b>ENGINEERING REPORT (General Guidance)</b>
<b><u>ATTACHMENT F</u></b> –	<b>RESIDENT ENGINEER’S DIARY (Standard Format)</b>
<b><u>ATTACHMENT G</u></b> –	<b>COST PLUS FIXED PAYMENT INVOICE (Standard Format)</b>
<b><u>ATTACHMENT H</u></b> –	<b>LUMP SUM INVOICE (Standard Format)</b>
<b><u>ATTACHMENT I</u></b> –	<b>EFFORT DETAIL BREAKDOWN (Standard Format)</b>
<b><u>ATTACHMENT J</u></b> –	<b>TESTING SCHEDULE</b>
<b><u>ATTACHMENT K</u></b> –	<b>TESTING RATES &amp; COST SUMMARY</b>
<b><u>ATTACHMENT L</u></b> –	<b>SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS</b>
<b><u>ATTACHMENT M</u></b> –	<b>SUMMARY OF OVERHEAD AND INDIRECT COSTS</b>
<b><u>ATTACHMENT N</u></b> –	<b>PROJECT CERTIFICATION</b>
<b><u>ATTACHMENT O</u></b> –	<b>DBE FINAL DOCUMENTATION</b>
<b><u>ATTACHMENT P</u></b> –	<b>PROJECT SKETCH</b>
<b><u>ATTACHMENT Q</u></b> –	<b>PROJECT LETTING SCHEDULE</b>
<b><u>ATTACHMENT R</u></b> –	<b>OP&amp;P PROGRAM LETTER</b>
<b><u>ATTACHMENT S</u></b> –	<b>CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL / ADMINISTRATIVE EXPENSE RATE LETTER</b>
<b><u>ATTACHMENT T</u></b> –	<b>CONSULTANT’S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS</b>
<b><u>ATTACHMENT U</u></b> –	<b>RETAINER AGREEMENT</b>

**ATTACHMENT A**

**PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES**

**ESTIMATE OF COSTS**

<u>Category</u>	<u>Amount (\$)</u>	
1. <u>Direct Salary Costs</u>	_____	(ATTACHMENT A-1)
2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup>	_____	
3. <u>Direct Nonsalary Expenses</u>		
Lodging <sup>2,3</sup>	_____	
Meals/Per Diem <sup>2,3</sup>	_____	
Transportation <sup>2</sup>	_____	
Materials & Supplies	_____	
Printing	_____	
CADD time <sup>4</sup>	_____	
Other Costs (excluding outside services)	_____	
4. <u>Fixed Payment</u> <sup>5</sup>	_____	
5. <u>Outside Services</u>	_____	
Lump Sum		
<b>Total Amount Not to Exceed</b>	<b>N/A</b>	<b>(Rounded Down)</b>

Estimated cost of total professional design phase services from TIP: \$ \_\_\_\_\_ **N/A**

**NOTES:**

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT A-1**

**PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES**

**ESTIMATE OF SALARY EXPENSES**

Classification*	Hours	\$Rate/Hour	Cost (\$)
Principal	_____	_____	_____
Vice Principal	_____	_____	_____
Project Manager	_____	_____	_____
Senior Project Engineer**	_____	_____	_____
Senior Project Architect	_____	_____	_____
Project Engineer	_____	_____	_____
Project Architect	_____	_____	_____
Senior Electrical Engineer**	_____	_____	_____
Senior Architect	_____	_____	_____
Engineer	_____	_____	_____
Planner	_____	_____	_____
Registered Land Surveyor	_____	_____	_____
Land Surveyor	_____	_____	_____
Senior Engineering Technician	_____	_____	_____
Engineering Technician	_____	_____	_____
Engineering Assistant	_____	_____	_____
CADD/Draftsman/Technician	_____	_____	_____
Clerical	_____	_____	_____
<hr/>			
<b>Total</b>	- _____ (hours)	- _____ (average)	- _____ (total direct salary costs) (ATTACHMENT A)

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 11, 2022, unless otherwise noted.

\*\* Actual rate shown.

**ATTACHMENT B**

**DESIGN PHASE SERVICES**

**ESTIMATE OF COSTS**

<u>Category</u>	<u>Amount (\$)</u>	
1. <u>Direct Salary Costs</u>	<u>8,550.11</u>	(ATTACHMENT B-1)
2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup>	<u>13,734.90</u>	
3. <u>Direct Nonsalary Expenses</u>		
Lodging <sup>2,3</sup>	<u>0.00</u>	
Meals/Per Diem <sup>2,3</sup>	<u>0.00</u>	
Transportation <sup>2</sup>	<u>380.25</u>	
Materials & Supplies	<u>0.00</u>	
Printing	<u>21.00</u>	
CADD time <sup>4</sup>	<u>0.00</u>	
Other Costs (excluding outside services)	<u>0.00</u>	
4. <u>Fixed Payment</u> <sup>5</sup>	<u>3,289.51</u>	
5. <u>Outside Services</u>	<u>7,500.00</u>	
	Cost Plus Fixed Payment	
OR	<b>Total Amount Not to Exceed</b>	<u>33,475.00</u> (Rounded Down)
	Lump Sum	
	<b>Total Amount Not to Exceed</b>	<u>N/A</u>

Estimated Construction Cost: \$ 285,000.00 (ATTACHMENT T)

Attach a sketch labeled ATTACHMENT P in sufficient detail to clearly delineate the proposed areas of work.

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT B-1**

**DESIGN PHASE SERVICES**

**ESTIMATE OF SALARY EXPENSES**

<u>Classification*</u>	<u>Hours</u>	<u>\$Rate/Hour</u>	<u>Cost (\$)</u>
Principal			
Vice Principal			
Project Manager	<b>16</b>	<b>74.86</b>	<b>1,197.76</b>
Senior Project Engineer**	<b>5</b>	<b>62.18</b>	<b>326.45</b>
Senior Project Architect			
Project Engineer	<b>24</b>	<b>54.79</b>	<b>1,314.96</b>
Project Architect			
Senior Electrical Engineer**			
Senior Architect			
Engineer	<b>48</b>	<b>38.78</b>	<b>1,861.44</b>
Planner			
Registered Land Surveyor			
Land Surveyor			
Senior Engineering Technician	<b>82</b>	<b>45.29</b>	<b>3,713.78</b>
Engineering Technician			
Engineering Assistant			
CADD/Draftsman/Technician			
Clerical	<b>4</b>	<b>33.93</b>	<b>135.72</b>
<b>Total</b>	<b>179</b> (hours)	<b>47.77</b> (average)	<b>8,550.11</b> (total direct salary costs) (ATTACHMENT B)

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 11, 2022, unless otherwise noted.

\*\* Actual rate shown.

**ATTACHMENT C**

**CONSTRUCTION PHASE SERVICES**

**ESTIMATE OF COSTS**

<u>Category</u>	<u>Amount (\$)</u>	
1. <u>Direct Salary Costs</u>	_____	(ATTACHMENT C-1)
2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup>	_____	
3. <u>Direct Nonsalary Expenses</u>		
Lodging <sup>2,3</sup>	_____	
Meals/Per Diem <sup>2,3</sup>	_____	
Transportation <sup>2</sup>	_____	
Materials & Supplies	_____	
Printing	_____	
CADD time <sup>4</sup>	_____	
Other Costs (excluding outside services)	_____	
4. <u>Fixed Payment</u> <sup>5</sup>	_____	
5. <u>Outside Services</u>	_____	
Cost Plus Fixed Payment		
<b>Total Amount Not to Exceed</b>	<b>N/A</b>	<b>(Rounded Down)</b>

Estimated Number of Calendar Days:       N/A      

Estimated Days of On-Site Resident Engineer Services:       N/A      

**NOTES:**

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].



**ATTACHMENT C-1**

**CONSTRUCTION PHASE SERVICES**

**ESTIMATE OF SALARY EXPENSES**

<u>Classification*</u>	<u>Hours</u>	<u>\$Rate/Hour</u>	<u>Cost (\$)</u>
Principal	_____	_____	_____
Vice Principal	_____	_____	_____
Project Manager	_____	_____	_____
Senior Project Engineer**	_____	_____	_____
Senior Project Architect	_____	_____	_____
Project Engineer	_____	_____	_____
Resident Engineer	_____	_____	_____
Senior Electrical Engineer**	_____	_____	_____
Senior Architect	_____	_____	_____
Engineer	_____	_____	_____
Planner	_____	_____	_____
Registered Land Surveyor	_____	_____	_____
Land Surveyor	_____	_____	_____
Senior Engineering Technician	_____	_____	_____
Engineering Technician	_____	_____	_____
Engineering Assistant	_____	_____	_____
CADD/Draftsman/Technician	_____	_____	_____
Clerical	_____	_____	_____
<b>Total</b>	_____	_____	_____
	- (hours)	- (average)	- (total direct salary costs) (ATTACHMENT C)

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 11, 2022, unless otherwise noted.

\*\* Actual rate shown.

**ATTACHMENT D**

**PLANNING AND SPECIAL SERVICES**

**ESTIMATE OF COSTS**

<u>Category</u>	<u>Amount (\$)</u>	
1. <u>Direct Salary Costs</u>	<u>1,201.52</u>	(ATTACHMENT D-1)
2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup>	<u>1,930.12</u>	
3. <u>Direct Nonsalary Expenses</u>		
Lodging <sup>2,3</sup>	<u>0.00</u>	
Meals/Per Diem <sup>2,3</sup>	<u>0.00</u>	
Transportation <sup>2</sup>	<u>0.00</u>	
Materials & Supplies	<u>0.00</u>	
Printing	<u>13.00</u>	
CADD time <sup>4</sup>	<u>0.00</u>	
Other Costs (excluding outside services)	<u>0.00</u>	
4. <u>Fixed Payment</u> <sup>5</sup>	<u>455.97</u>	
5. <u>Outside Services</u>	<u>0.00</u>	
	Cost Plus Fixed Payment	
OR	<b>Total Amount Not to Exceed</b>	<b><u>3,600.00</u></b> (Rounded Down)
	Lump Sum	
	<b>Total Amount Not to Exceed</b>	<b><u>N/A</u></b>

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT D-1**

**PLANNING AND SPECIAL SERVICES**

**ESTIMATE OF SALARY EXPENSES**

<u>Classification*</u>	<u>Hours</u>	<u>\$Rate/Hour</u>	<u>Cost (\$)</u>
Principal	_____	_____	_____
Vice Principal	_____	_____	_____
Project Manager	<b>4</b>	<b>74.86</b>	<b>299.44</b>
Senior Project Engineer**	_____	_____	_____
Senior Project Architect	_____	_____	_____
Project Engineer	<b>2</b>	<b>54.79</b>	<b>109.58</b>
Project Architect	_____	_____	_____
Senior Electrical Engineer**	_____	_____	_____
Senior Architect	_____	_____	_____
Engineer	_____	_____	_____
Planner	_____	_____	_____
Registered Land Surveyor	_____	_____	_____
Land Surveyor	_____	_____	_____
Senior Engineering Technician	<b>16</b>	<b>45.29</b>	<b>724.64</b>
Engineering Technician	_____	_____	_____
Engineering Assistant	_____	_____	_____
CADD/Draftsman/Technician	_____	_____	_____
Clerical	<b>2</b>	<b>33.93</b>	<b>67.86</b>
<b>Total</b>	<b>24</b> (hours)	<b>50.06</b> (average)	<b>1,201.52</b> (total direct salary costs) (ATTACHMENT D)

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 11, 2022, unless otherwise noted.

\*\* Actual rate shown.

## ATTACHMENT E

### **ENGINEERING REPORT (General Guidance)**

The Engineering Report is to be prepared by the Consultant and submitted to the Sponsor and/or Department, if possible, prior to starting Plans and Specifications. The Report shall include, at a minimum, a discussion of the following elements which are applicable and any other elements deemed necessary by the Department:

1. Introduction, project overview and consistency with approved ALP, justification, scope, authorization, funding, required environmental actions and schedule.
2. Investigations and evaluations, including pavement history, PCI information, topographic survey data, soil sampling and testing, boring logs, CBR test results, subgrade stabilization considerations, and seasonal frost issues.
3. Pavement design considerations, including pavement types and/or alternates; any unusual design and reasons therefore, selection of design CBR value, traffic distribution, and reported pavement strength.
4. Rehabilitation, strengthening and/or overlay work shall be detailed as to the type of work required, including existing pavement conditions, material selection considerations, thickness design and economic analysis.
5. Construction features which vary from FAA criteria should be identified including the problem(s) facts, alternative solutions, and/ or desired solution. Is the desired solution the most economical?
6. Items such as materials sources, soils, drainage, water for construction, cost of land vs. development, contractor resources, available finances, and stage development. The report should say how these factors affected the decisions made by the Consultant in the design.
7. Explanation of drainage design criteria including explanation of drainage districts data INPUT and off-site drainage impact on design. Include drainage calculations and modeling.
8. Special considerations for local circumstances such as available material, equipment, contractors, and airport sponsored events.
9. Consultant's choice of options for the lighting design; similar explanation of choices made for the drainage, fencing, turfing and marking, including decisions regarding cover crop seeding.
10. Approach conditions which will result from proposed work and comparison with FAA criteria.
11. Analysis of potential RSA determination (if applicable).
12. Development of PCN for runway strengthening and rehabilitation projects.
13. Description of non-AIP work and quantity separation from AIP eligible items.
14. Identify work to be done by others such as utility companies and airports sponsor forces.
15. The Consultant's preliminary estimate of construction costs, fees and expenses shall be included.
16. A discussion of project safety concerns (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) shall be included.
17. A discussion of project phasing / sequencing and estimate of construction calendar days shall be included.

ATTACHMENT F



**Illinois Department  
of Transportation**

**Resident Engineer's Diary**

Airport: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ IL Project No.: \_\_\_\_\_ SBG Project \_\_\_\_\_

Temperature \_\_\_\_\_ Wind: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_

Status:  Active  Suspended Jobsite Conditions:  Workable  Non-workable

**Controlling Item:** \_\_\_\_\_

**Workforce**

Consultant (# of people, hours): \_\_\_\_\_

Contractor (# of people, equipment, hours):

**Daily Work**

Pay items / General Location:

Instructions to Contractor / Unusual Events:

Verbal Approvals (official & item): \_\_\_\_\_

Additional Work (change order, etc.): \_\_\_\_\_

Official Visitors: \_\_\_\_\_

**Materials Deliveries (material, quantity, quality) / Testing (test, location, corrective action):**

**Other:**

Calendar Days: \_\_\_\_\_ Awarded  
\_\_\_\_\_ Charged  
\_\_\_\_\_ Remaining

DBE Onsite? (yes or no)  
Own forces used? (yes or no)  
Own equipment used? (yes or no)

Submitted \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT G**



Hanson Professional Services Inc.  
 1525 South Sixth Street  
 Springfield, IL 62703  
 Phone: (217) 788-2450  
 Fax: (217) 788-2503

Invoice No:  
 Project No:  
 Invoice Date:  
 Partial:  
 Final:

Project Title: \_\_\_\_\_  
 Phase: \_\_\_\_\_

Agreement Date: \_\_\_\_\_ IL Project No.: \_\_\_\_\_  
 Amendment Date: \_\_\_\_\_ Airport \_\_\_\_\_  
 AIP Project No.: \_\_\_\_\_ County \_\_\_\_\_  
 Program Letter Date: \_\_\_\_\_

FOR PROFESSIONAL SERVICES RENDERED FROM: \_\_\_\_\_ - \_\_\_\_\_

Contract Maximum Amount: \_\_\_\_\_

	PREVIOUS BALANCE	CURRENT BILLING	PROJECT TO DATE BILLING
Direct Salaries			
Overhead Burden			
Total Direct Salaries & Overhead			
Premium Labor Cost			
Total Direct Labor			
Percent Complete	#N/A	#N/A	#N/A
Fixed Fee			
Direct Costs of Services by Others			
Direct Expenses			
Total Amount Invoiced			
Less: Amount Previously Invoiced			
Amount Due This Invoice			

I CERTIFY THIS BILLING IS CORRECT  
 TO THE BEST OF MY KNOWLEDGE.  
 \_\_\_\_\_  
 (Name/Date)

APPROVED BY IDA ENGINEERING: \_\_\_\_\_

Project Summary						
Previous	Current	Project to Date	Remaining	Payments	Outstanding	

**ATTACHMENT H**



Hanson Professional Services Inc.  
 1525 South Sixth Street  
 Springfield, IL 62703  
 Phone: (217) 788-2450  
 Fax: (217) 788-2503

Invoice No:  
 Project No:  
 Invoice Date:  
 Partial:  
 Final:

---

Project Title: \_\_\_\_\_  
 Phase: \_\_\_\_\_  
 Agreement Date: \_\_\_\_\_ IL Project No.: \_\_\_\_\_  
 Amendment Date: \_\_\_\_\_ Airport \_\_\_\_\_  
 AIP Project No.: \_\_\_\_\_ County \_\_\_\_\_  
 Program Letter Date: \_\_\_\_\_

FOR PROFESSIONAL SERVICES RENDERED FROM: \_\_\_\_\_ - \_\_\_\_\_

PROJECT TO  
DATE BILLING

Lump Sum Fee (or Maximum Payable per Engineering Agreement)	_____
Percent of Work Complete	<u>#N/A</u>
Fees Earned to Date	<u>#N/A</u>
Less: Amount Previously Billed	<u>#N/A</u>
Amount Due This Invoice	<u>#N/A</u>

I CERTIFY THIS BILLING IS CORRECT TO THE BEST OF MY KNOWLEDGE. _____ (Name/Date)
APPROVED BY IDA ENGINEERING: _____

Project Summary					
Previous	Current	Project to Date	Remaining	Payments	Outstanding





**ATTACHMENT J**

**TESTING SCHEDULE**

Testing Schedule - anticipated for the Preliminary Assessment and Schematic Design, Design and Construction phases of the project.

Description	Approximate Number
ASTM D 421, Particle Size Analysis	
ASTM D 2217	
ASTM C 422	
ASTM D 698, Moisture-Density Relations of Soil	
ASTM D 1557	
ASTM D 427, Shrinkage Factors of Soil	
ASTM D 2434, Permeability of Granular Soils	
AASHTO T 194, Determination of Organic Materials in Soils by Wet Combustion	
ASTM D 1883, Bearing Ratio of Laboratory Compacted Soil	
AASHTO T 222, Modulus of Soil Reaction	
ASTM D 2487, Soil Classification "Unified System"	
ASTM D 2113, Soil Borings	
ASTM C 207, Hydrated Lime	
ASTM C 131, Abrasion	
ASTM C 88, Soundness	
ASTM D 946, Penetration	
ASTM D 3381, Viscosity	
ASTM D 1559, Marshall Method	
ASTM C 136, Gradation	
ASTM D 2172, Extraction and Gradation	
ASTM D 2726, Bulk Specific Gravity	
ASTM D 2041, Maximum Theoretical Specific Gravity	
ASTM D 2950, Nuclear Density	
ASTM C 117 Washed Aggregate Sample	
ASTM D 4318, Liquid Limit, Plastic Limit, Plasticity Index	
ASTM C 127, Absorption and Specific Gravity	
ASTM C 128	
ASTM C 566, Moisture Content	
ASTM C 31, PCC Test Cylinders	
ASTM C 141, Slump	
ASTM C 231, Air Content	
ASTM C 78, Flexural Strength	
ASTM C 138, Yield, Cement Content	
ASTM D 412, Rubber in Tension	
ASTM D 1664, Striping Test	

The testing form shall be adjusted to the specific project. The consultant shall not assume IDOT will provide any testing and inspections. Payment for these services shall be at the rates established in ATTACHMENT K. - TESTING RATES & COST SUMMARY.



ATTACHMENT L (Optional)

**SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS**

	<b>% of Direct Productive Payroll</b>
Federal Insurance Contributions Act (FICA)	12.55
State and Federal Unemployment Compensation	0.36
Worker's Compensation Insurance	0.32
Paid Holidays, Vacation, Sick Leave, and Jury Duty	19.85
Severance Pay	0.35
Incentive Compensation	11.09
Stock Purchase Discount	0.00
Pension and Retirement Benefits	11.95
Employee Group Insurance	15.08
<b>Total Payroll Burden and Fringe Benefit Costs</b>	<b>71.54</b>

NOTE:

A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

**ATTACHMENT M (Required)**

**SUMMARY OF OVERHEAD AND INDIRECT COSTS**

	<b>% of Direct Productive Payroll</b>
	<hr/>
Indirect salaries	52.19
Occupancy expenses – rent, utilities, and maintenance	9.81
Business insurance	2.58
Depreciation – furniture, fixtures, and building	1.71
Reproduction and printing costs	0.06
Office supplies and postage	1.21
Telephone	0.57
Computer Expenses	11.30
Legal and Accounting Services	0.64
Employees travel expenses	0.23
Services and consultant fees	2.57
Training and educational non-salary expenses (professional development)	1.20
Fees, licenses, dues, publications (technical and professional)	1.11
Equipment rental	0.27
Taxes except Federal Income Tax	2.03
Business development and Marketing expenses	0.14
Recruiting and relocating expense	0.58
Vehicle costs	0.62
Survey, material testing, and engineering supplies	0.35
Other indirect expenses	0.13
Gain/Loss of disposition of assets	-0.40
Facilities capital cost of money	0.23
<b>General and Administrative Overhead Expenses</b>	<hr/> <b>89.10</b>
<b>TOTAL OVERHEAD (Sum of Attachment L + Attachment M Values)</b>	<hr/> <b>160.64</b>

NOTE: A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

**ATTACHMENT N**

AIRPORT: \_\_\_\_\_  
IL. PROJ. NO.: \_\_\_\_\_  
IL. BLOCK GRANT PROJ. NO.: \_\_\_\_\_  
CONTRACT NO.: \_\_\_\_\_

Project Description:

Pursuant to Federal Aviation Regulations, Part 152, as amended, and as a condition to receiving any Federal and/or State financial assistance through a Grant Offer from the FAA and/or State of Illinois – Department of Transportation for the proposed airport development project, it is hereby represented, to the best of our knowledge, information and belief that:

1. The Consultant has been selected to provide the necessary professional services for the project described herein and identified in the Professional Services Request For Qualifications (RFQ). Copy of Retainer attached (ATTACHMENT U).  
Selection Date: \_\_\_\_\_
2. Project is clearly delineated on the approved Airport Layout Plan.  
Approval Date: \_\_\_\_\_
3. The project is environmentally cleared.  
 YES    NO      DOCUMENT TYPE:    CATEX    EA    EIS    FONSI  
Approval Date: \_\_\_\_\_
4. All Corps/EPA permits and other regulatory agency reviews/approvals/mitigation have been satisfied and there are no known encumbrances to the completion of the project.  
 YES    NO
5. Plans were prepared in accordance with FAA approved standards and advisory circulars; and , the specifications were prepared in accordance with the FAA approved *Illinois Standard Specifications For Construction Of Airports*, along with the Division of Aeronautics' most current Policy Memorandums and "Handout" Specifications, except as noted by attached Modification to Standards (MOS) which has been addressed and justified in the engineering report and submitted to and approved by the Engineer of Design.  
 YES    NO  
Approval Date of MOS (If applicable): \_\_\_\_\_
6. The design conforms to the approved programmed project scope.  
 YES    NO
7. Provisions have been included for safety during construction (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction).  
 YES    NO
8. The plans, special provisions and quantities have been thoroughly checked in accordance with best management practices by the Consultant for accuracy and consistency, and are in conformance with AC 150/5300-13 (latest edition). All contract deliverables referenced in Section I.F. DELIVERABLES have been submitted, received and determined acceptable.  
 YES    NO

Date _____	By: _____	P.E.
	Project Engineer (Consultant)	
Date _____	By: _____	
	Sponsor	
Date _____	By: _____	P.E.
	Aeronautics Design Engineer	
Date _____	By: _____	P.E.
	Aeronautics Engineer of Design	

**ATTACHMENT O**

**DBE FINAL DOCUMENTATION**



**Prime Consultant**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**DBE Subconsultant**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**Subject**

Airport \_\_\_\_\_  
Illinois Project No. \_\_\_\_\_  
Federal Project No. \_\_\_\_\_

**Contract Amounts**

Consultant Contract Amount \_\_\_\_\_  
DBE Contract Amount \_\_\_\_\_  
DBE Participation (%) \_\_\_\_\_

This documentation verifies the services provided and the amount paid to the DBE Subconsultant on the above captioned contract. The undersigned certifies that the services reported herein were executed by the DBE, that the DBE actually provided the services and that the services reported herein conform to the services reported in the approved Professional Services Agreement together with any amendments approved by the Sponsor and/or Division as applicable.

Description of Service Provided	Contract Amount	Amount Paid	Difference (+/-)
1.			
2.			
3.			
4.			
5.			
6.			
<b>Totals</b>			

DBE Contract amount has been met or exceeded [  ] Yes [  ] No (*check one*).

DBE Contract amount not met – Shortfall \$ \_\_\_\_\_ (*documentation explaining shortfall attached*).

**Prime Consultant**

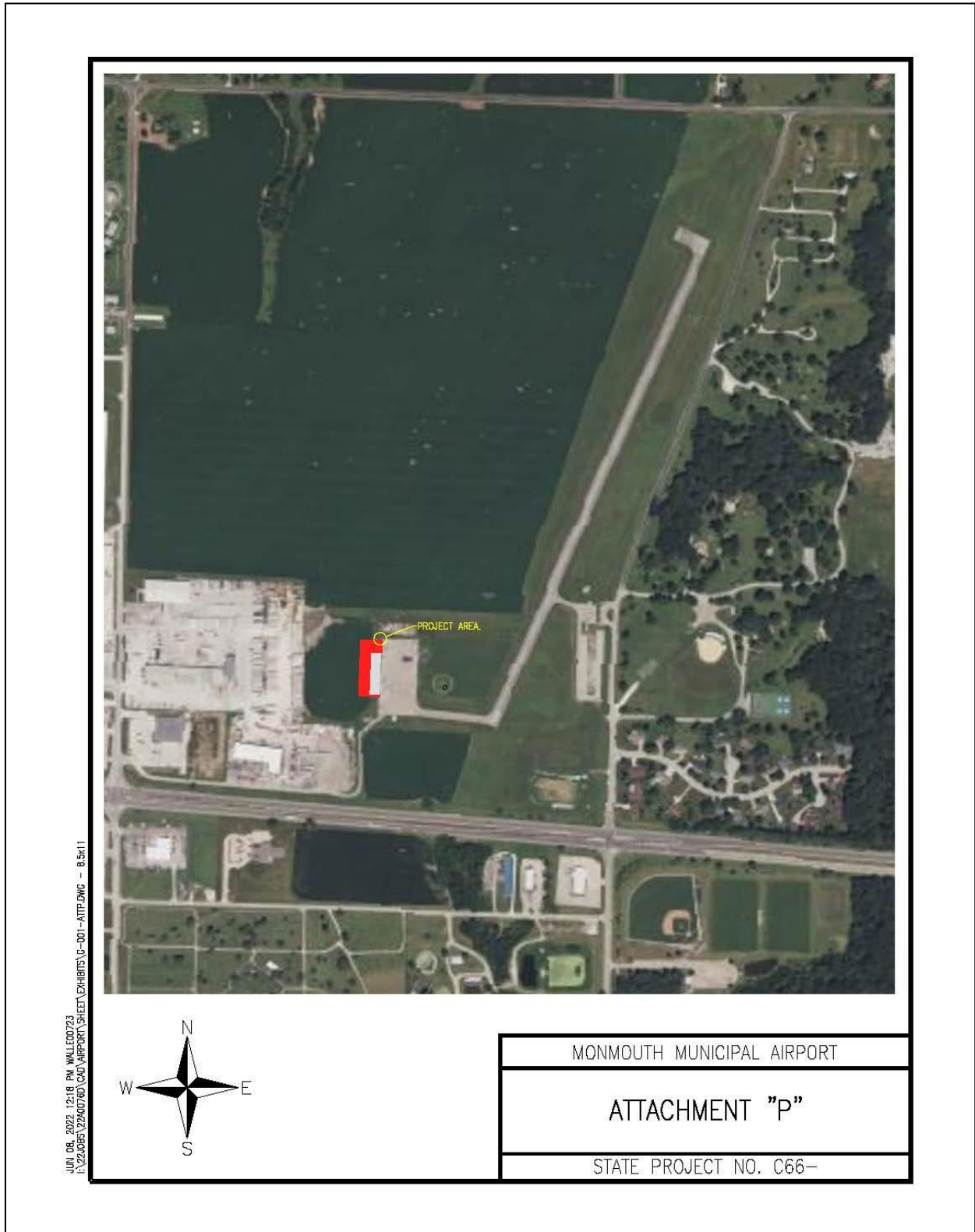
**DBE Subconsultant**

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

**ATTACHMENT P**

**PROJECT SKETCH**



**ATTACHMENT Q**

**PROJECT LETTING SCHEDULE**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
DIVISION OF AERONAUTICS  
2023 LETTING SCHEDULE WITH ASSOCIATED REGRESSIVE DATES**

22 Week Project Development Timeline (154 Calendar Days)		IDOT Letting Date	Anticipated Award Date	Anticipated Start to Work Date
START (0%)	100%			
Pre-design Meeting Target Date	Approved and Sealed Final Plans and Specifications to IDA			
19-Nov-2021	22-Apr-2022	17-Jun-2022	16-Sep-2022	14-Oct-2022
07-Jan-2022	10-Jun-2022	05-Aug-2022	04-Nov-2022	01-May-2023
25-Feb-2022	29-Jul-2022	23-Sep-2022	23-Dec-2022	01-May-2023
22-Apr-2022	23-Sep-2022	18-Nov-2022	17-Feb-2023	01-May-2023
17-Jun-2022	18-Nov-2022	20-Jan-2023	21-Apr-2023	19-May-2023
12-Aug-2022	13-Jan-2023	10-Mar-2023	09-Jun-2023	07-Jul-2023
30-Sep-2022	03-Mar-2023	28-Apr-2023	28-Jul-2023	25-Aug-2023
18-Nov-2022	21-Apr-2023	16-Jun-2023	15-Sep-2023	13-Oct-2023
06-Jan-2023	09-Jun-2023	04-Aug-2023	03-Nov-2023	01-May-2024
24-Feb-2023	28-Jul-2023	22-Sep-2023	22-Dec-2023	01-May-2024

*\*Requirements of the 80% milestone submittal shall include a complete set of Contract Documents, as outlined in the A/E agreement, designed and reviewed for adherence to Federal Aviation Administration (FAA) and Illinois Division of Aeronautics (IDA) concepts and standards by a licensed Illinois Professional Engineer. Submittals shall include but not limited to the following documents: Construction Plans, Special Provisions and Construction Safety Phasing Plan with a detailed Estimate of Costs, Contract Time, and DBE Participation Goal along with any applicable Modifications of Standards and Certification requirements required by the FAA Review Matrix Guide per memorandum dated 08/02/2016.*

Revised 01/08/2022

2023 Letting Schedule.xlsx



**ATTACHMENT R**

**OP&P PROGRAM LETTER**



**Illinois Department of Transportation**

Office of Planning and Programming  
2300 South Dirksen Parkway / Springfield, Illinois / 62764

December 9, 2021

Ms. Annette St. Ledger  
Monmouth Municipal Airport  
100 East Broadway  
Monmouth, IL 61462-1764

Ms. St. Ledger,

In June 2019 Governor JB Pritzker signed a historic, bipartisan Rebuild Illinois Bill that gives Illinois its first capital plan in nearly a decade – and the most robust in state history. This capital plan includes \$150 million in funding for projects at airports throughout the state to ensure the continuation of safe and efficient operations at these facilities and maximize opportunities for economic development in Illinois.

The project detailed herein was selected for your airport based on project requests submitted by the airport to the Department during the April 30, 2021 Rebuild Illinois Capital Investment Program call for projects that ended June 14, 2021. Funding for the Rebuild Illinois Airport Capital Investment Program is dependent upon legislative authorization of state appropriations and the release of funds by the Governor's Office.

In the event the Illinois General Assembly fails to appropriate funds, or sufficient funds are otherwise not made available for this project, the Airport Sponsor will be required to pay the state costs as itemized below. This will also include any amount which exceeds the totals listed.

The GRANTEE shall pay such additional project costs which exceed the sum of the GRANTOR's funds, as are herein committed for this Project. No additional state funds beyond those listed in this program letter will be allocated to the project indicated. Any additional project costs which exceed the total sum of state funds as planned and programmed are solely the responsibility of the Sponsor.

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The project is titled: **“Construct Aircraft T-hangar Access Pavements”**.

Multi-modal Transportation Bond Funds	\$337,500
Local Match	\$37,500
<hr/> Total Project Cost	<hr/> \$375,000

Monmouth Municipal Airport  
December 9, 2021  
Page 2

To ensure eligibility of professional services for state participation, you are required to satisfy the qualifications-based selection process and enter into a retainer agreement, or professional services A/E agreement with the consultant of record selected for the project prior to any costs being incurred. This should take place prior to the project initiation/pre-design meeting. Aeronautics will facilitate this process, as well as the initial development and review of fees.

A requirement of the Rebuild Illinois Airport Capital Investment Program is the **Illinois Works Jobs Program Act (30 ILCS 559/20-1 et seq.)**. **For contracts having an awarded contract value of \$500,000 or more, the Grantee shall comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and all applicable administrative rules.** The goal of the Illinois Apprenticeship Works Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. The Grantee may seek from the Department of Commerce and Economic Opportunity (DCEO) a waiver or reduction of this goal in certain circumstances pursuant to 30 ILCS 559/20-20(b). The Grantee shall ensure compliance during the term of the contract and will be required to report on and certify its compliance. An apprentice use plan, apprentice hours, and a compliance certification shall be submitted to the Engineer on forms provided by the Department and/or DCEO.

Please contact Mr. Joe Staats, P.E. – Section Chief of Airport Design at 217.785.5746 to initiate this project. Projects are initiated by scheduling a pre-design meeting for design/construction projects or a project initiation meeting for planning and environmental projects.

Please contact Richard Borus in Aeronautics at 217.785.0056 or me in the Office of Planning and Programming at 217.782.4118 if you have questions regarding this program letter.

Sincerely,



BJ Murray  
Section Chief, Aviation Program Planning  
Office of Planning and Programming

**ATTACHMENT S**

**CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL /  
ADMINISTRATIVE EXPENSE RATE LETTER**



**Illinois Department of Transportation**

2300 South Dirksen Parkway / Springfield, Illinois / 62764

January 13, 2022

Subject: PRELIMINARY ENGINEERING  
Consultant Unit  
Prequalification File

James Messmore  
HANSON PROFESSIONAL SERVICES INC.  
1525 South Sixth Street  
Springfield, IL 62703

Dear James Messmore,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2020. Your firm's total annual transportation fee capacity will be \$97,600,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 160.64% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Bureau of Investigations and Compliance in a pre-award audit. Pursuant to 23 CFR 172.11(d), we are providing notification that we will post your company's indirect cost rate to the Federal Highway Administration's Audit Exchange where it may be viewed by auditors from other State Highway Agencies.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2021. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,  
Jack Elston, P.E.  
Bureau Chief  
Bureau of Design and Environment

**ATTACHMENT T**

**CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS**

**2022 TRANSPORTATION IMPROVEMENT PROGRAM  
ESTIMATE OF WORK**

<b>Airport Name:</b>	Monmouth Municipal Airport		
<b>Associated City:</b>	Monmouth, Illinois		
<b>Year Requested:</b>	2021	<b>Sponsor Priority:</b>	RBI1

<b>PROJECT TITLE:</b>	
Construct Aircraft T-Hangar Access Pavements	

Estimate of Work							
ITEM	QUANTITY		UNIT PRICE		PRICE	Potential DBE	
	#	Unit(s)	\$	/ Unit		\$	%
<b>PAVEMENT</b>							
PCC	2,500	SY	\$70 /	SY	\$175,000	\$0.00	0.00%
HMA		TN		/ TN	\$0	\$0.00	0.00%
Geotechnical Stabilization Fabric	2,500	SY	\$5.50 /	SY	\$13,750	\$0.00	0.00%
Crushed Aggregate Base	875	TN	\$50 /	TN	\$43,750	\$0.00	0.00%
Unclassified Excavation	1	LS	\$25,000 /	LS	\$25,000	\$18,750.00	75.00%
Pavement Marking	1	LS	\$7,500 /	LS	\$7,500	\$5,625.00	75.00%
Shoulder Adjustment/Seed/Mulch	1	LS	\$5,000 /	LS	\$5,000	\$0.00	0.00%
				/ 0	\$0	\$0.00	0.00%
				/ 0	\$0	\$0.00	0.00%
<b>ELECTRICAL/NAVAIDS</b>							
Install Electrical Equipment		LS		/ LS	\$0	\$0.00	0.00%
Cable		LF		/ LF	\$0	\$0.00	0.00%
Boring		LF		/ LF	\$0	\$0.00	0.00%
MIRL-Base		EA		/ EA	\$0	\$0.00	0.00%
MIRL-Stake		EA		/ EA	\$0	\$0.00	0.00%
MITH		EA		/ EA	\$0	\$0.00	0.00%
Remove Lights		EA		/ EA	\$0	\$0.00	0.00%
Remove Signs		EA		/ EA	\$0	\$0.00	0.00%
Signs		EA		/ EA	\$0	\$0.00	0.00%
Handholes		EA		/ EA	\$0	\$0.00	0.00%
				/ 0	\$0	\$0.00	0.00%
<b>DRAINAGE</b>							
Structures				/ 0	\$0	\$0.00	0.00%
Special (Wetlands)				/ 0	\$0	\$0.00	0.00%
<b>FENCING</b>							
Remove Class E Fence				/ 0	\$0	\$0.00	0.00%
Class E, 10' with 3/strands				/ 0	\$0	\$0.00	0.00%
Gates (Manual)				/ 0	\$0	\$0.00	0.00%
<b>OTHER / MISC.</b>							
Field Office	1	EA		/ EA	\$0	\$0.00	0.00%
Erosion Control	1	LS	\$5,000 /	LS	\$5,000	\$5,000.00	100.00%
Mobilization	1	LS	\$10,000 /	LS	\$10,000	\$0.00	0.00%
Contingency	1	LS	\$7,925 /	LS	\$7,925	\$0.00	0.00%
Engineering-SS	1	LS	\$3,600 /	LS	\$3,600	\$0.00	0.00%
Engineering-Design	1	LS	\$33,475 /	LS	\$33,475	\$2,008.50	6.00%
Engineering-Construction	1	LS	\$45,000 /	LS	\$45,000	\$1,350.00	3.00%
<b>TOTAL COST:</b>						<b>Potential DBE</b>	
					\$	\$	%
					<b>\$375,000</b>	<b>\$32,733.50</b>	<b>8.73%</b>

**ATTACHMENT U**

**RETAINER AGREEMENT**

**(SEE NEXT PAGE)**

**STANDARD AGREEMENT FOR CONSULTANT SERVICES AT ILLINOIS AIRPORTS FOR ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES**

**Authorized for use by  
The Illinois Department of Transportation  
Division of Aeronautics  
Effective: June 2012**

- Preliminary Assessment and Schematic Design
- Design Phase Services
- Construction Phase Services
- Planning and Special Services

THIS AGREEMENT, made at Monmouth Illinois,  
 this \_\_\_\_\_ day of \_\_\_\_\_ in the year **2022**  
 by and between the City of Monmouth, Illinois (hereinafter referred  
 to as the "Sponsor"), and Hanson Professional Services Inc. (hereinafter referred to as the  
 "Consultant"). This Agreement expires 5 years from the date of execution.

**WITNESSETH**

The Sponsor intends to undertake the accomplishment of a project pursuant to the development of a public air navigation facility known as the Monmouth Municipal Airport in Warren County County, state of Illinois; and the project shall be identified as the Illinois Project No. \_\_\_\_\_ and SBG Project No. \_\_\_\_\_ ;  
 The following is the detailed project title and description from the Illinois Department of Transportation's Office of Planning and Programming (OP&P) program letter which shall be carried through the development of the project (attach supplemental information as necessary in Section I.H., Detailed Scope of Services):

**Construct New Entrance Road and Parking Lot**

A detailed sketch of the proposed work, labeled ATTACHMENT P, shall be attached.

In consideration of the benefits which will accrue to the parties hereto by virtue of the Agreement and the respective covenants herein contained, IT IS MUTUALLY COVENANTED AND AGREED as follows:

The Consultant agrees to furnish executed "Certification of Engineer" and certain professional engineering services enumerated herein-after, in connection with the implementation and development of the aforesaid project.

The Department of Transportation, Division of Aeronautics within the state of Illinois shall act as Agent of the Owner/Sponsor for all matters involving the development of any public air navigation facility by virtue of

the Illinois Aeronautics Act. The Illinois Aeronautics Act requires and directs the Illinois Department of Transportation, Division of Aeronautics (hereinafter referred to as the "Department") to "*regulate and supervise aeronautics within this state*", with "*aeronautics*" defined as "*...the design, establishment, construction, extension, operation, improvement, repair or maintenance of airports...*". The Department shall not expend any funds appropriated, or made available...for any work upon any such project that is not contracted for and constructed or developed under the supervision or direction of the Department. Financial assistance may include reimbursement to eligible airport Sponsors for...engineering costs directly related to projects financed in whole or in part by federal/state monies provided such engineering costs were approved by the Department prior to the payment of these costs by the airport Sponsor. The approval of engineering costs prior to payment shall qualify those costs for federal/state reimbursement but shall not constitute an obligation of federal/state funds.

Since the services contemplated under this Agreement are professional in nature, it is understood that the Consultant, acting as an individual, partnership, firm or other legal entity, is of professional status and will be governed by professional ethics in their relationship to the Department and the Sponsor. The Department acknowledges the professional and ethical status of the Consultant by approving this Agreement and the associated fees for federal/state eligibility (either in whole or part) on the basis of their qualifications and experience and determining their compensation by mutually satisfactory negotiations.

Any additions/deletions, revisions/modifications to this Agreement without the expressed written consent of the Department shall void this Agreement as it relates to state and federal funding participation eligibility.

## **I. ARCHITECTURAL/ENGINEERING (A/E), PLANNING AND SPECIAL SERVICES**

The Consultant agrees to perform various professional engineering and planning services and provide necessary and required information pursuant to the accomplishment of the above referenced project.

It is understood that meetings will be common to all phases. The Consultant will coordinate project kick-off, pre-design and pre-construction meetings and project status update meetings, as required, in order to resolve project issues with the Department, Sponsor and/or other regulatory and review agencies. The Department shall be notified of scheduled agency meetings and given the opportunity to participate. Meetings for which effort will be billed shall be thoroughly documented by minutes with copies distributed to the Sponsor and the Department within 10 days of the meeting. Failure to properly document meeting discussions could result in the loss of part or all of the professional services compensation eligibility associated with this activity.

### **A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN**

This phase includes activities required for agency coordination and permit development, non-routine surveys, testing and architectural/engineering preliminary design considerations of a project. Elements of this phase may include development of architectural schematic building designs and reports, non-routine geological and field investigations (soil borings and pavement cores), DCP testing, FWD testing (when used to evaluate pavement as part of a strengthening project), coordination of FAA reimbursable agreements, coordination of utility relocation agreements, coordination of force account activity (must be pre-approved by the Department in writing).

The Consultant shall furnish and/or perform engineering reconnaissance necessary for the preparation and development of an engineering report, bidding documents (design plans and specifications) including topographic field surveys, crack surveys, and sampling and testing for routine soils investigations (in accordance with ATTACHMENT J – Testing Schedule & ATTACHMENT K – Testing Rates & Cost Summary).

This phase will culminate in the submittal of a detailed engineering report with project alternatives and design recommendations and project completion timeline assessment.

The Consultant shall furnish an engineering report in accordance with standard practices and the provisions of ATTACHMENT E – Engineering Report. The report will include an analysis of preliminary surveys, geotechnical testing and alternative designs and include final project design recommendations.

The project completion timeline assessment will identify necessary effort required to complete the final project design (complete construction plans and specifications). This phase of project development will represent approximately 35% of the project design timeline. Project formulation should be consistent with the TIP submittal and the program letter project description (ATTACHMENT R). If not, identify components that have changed as a result of the preliminary assessment and schematic design analysis.

A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS A / A1.

### **B. DESIGN PHASE SERVICES**

This phase shall include activities required to accomplish a project design in accordance with the established Aeronautics letting schedule project design timeline and approved letting date determined at the pre-design meeting. Requests for time extensions beyond the previously agreed-to submittal deadline dates (as established in the Department's Letting Schedule, ATTACHMENT Q, and this Agreement) must be made to the Department in writing not less than 5 days prior to the due date of the submittal. The request for extension must be signed by



a principal/officer of the Consultant's firm. Incomplete submittals will not be accepted. Milestone submittals include the engineering report (at 35% design timeline), plan / spec review (at 80% design timeline) and final submittal of all deliverables (at 100% design timeline). A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS B / B1. Elements of this phase may include:

1. CONSTRUCTION PLANS, SPECIAL PROVISIONS AND ESTIMATES

The Consultant shall prepare and furnish for Department review and comment construction plans, special provisions and construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) at the 80% project design timeline with detailed estimate of costs, estimated DBE participation goal and working/calendar day flow chart, for the particular design authorized in this Agreement.

2. CLARIFICATION OF PLANS

The Consultant shall render clarification of the construction plans and specifications, when and if such clarification is deemed necessary.

3. BIDDING ASSISTANCE

The Consultant shall assist the Sponsor and/or Department in the bidding process, analyze and summarize bid results.

C. CONSTRUCTION PHASE SERVICES

This phase shall include all basic services after the award. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS C / C1.

1. OFFICE ENGINEERING

a. SHOP DRAWINGS

Review the detailed construction, shop and erection drawings submitted by the contractor(s) for compliance with design concepts.

b. SUPPLEMENTARY SKETCHES

Preparation of elementary and supplementary sketches plus estimates required to resolve actual field conditions.

c. RECORD DRAWINGS

The Consultant shall prepare Record Drawings within thirty (30) days after the official Notification from the Department of the Official Acceptance of the Construction Work; and after approval by the Department, furnish said Department with one (1) set of such record drawings. The submittal format shall be in accordance with the current policies of the Department.

d. MATERIALS CERTIFICATION

Prior to reporting a pay item quantity for payment, the materials used and incorporated in, or associated with the pay item, shall be verified for specification compliance by the Consultant. The Consultant shall obtain and review all certifications and/or test results required by the policies of the Department and the Department's *Manual for Documentation of Airport Materials*. At the completion of, or any time prior to the completion of the final quantity of a pay item, the Consultant shall submit the aforementioned material certifications and/or test results, that were utilized for acceptance of material, to the Department for review and final approval. Prior to final payment of engineering services under this agreement, the Consultant shall have

submitted required certifications and test results to the Department, and the Consultant shall have signed the Department's MATERIALS CERTIFICATION FORM.

## 2. FIELD ENGINEERING

### a. RESIDENT ENGINEER APPROVAL

The Consultant agrees to furnish the name and qualifications of the Resident Engineer in writing for approval of the participating agencies prior to the preconstruction conference that shall attend said preconstruction conference and shall perform the various professional engineering services required of the Resident Engineer in 2.b. thru 2.f. below and inspection of construction.

### b. DAILY DIARY

The Resident Engineer shall maintain a daily diary. Copies shall be forwarded to the Department (ATTACHMENT F).

### c. DUTIES OF RESIDENT ENGINEER

Furnish full time (unless part time is approved by the Sponsor and/or Department) Resident Engineering of construction including project inspection, field testing, and furnish surveying at the site of the work, whose duties shall include all reasonable, proper and customary duties as are usually and customarily furnished in connection with the general engineering of construction of such improvements, including but not limited to the following:

- i. Performance of acceptance and quality assurance tests when required by Department policy and/or contract specification. Examples of these tests include but are not limited to: Testing concrete for slump and air content; testing concrete for strength; testing bituminous concrete pavement for density using the nuclear method and using the Bulk Specific Gravity Method. Obtaining representative samples of miscellaneous materials such as paint, geotextile fabric, joint sealer, epoxy, polyester resin, etc. for testing as necessary, and/or as directed by the Department; performance of field density tests of earthwork embankments, backfills and subgrade; field density tests of subbase and base courses, and moisture content tests on materials where applicable; and, laboratory proctor tests where applicable. Test Reports shall be submitted to the Department within three (3) working days of the date the test was conducted.
- ii. Inspection/Measurement/Oversight of construction to determine that the work was completed in substantial conformance with the approved plans and specifications, and in compliance with the requirements set forth in the contract documents. All stop or start work orders shall be issued by the Department; the Resident Engineer shall recommend the orders. Document pay item quantities reported for pay in accordance with the latest revision of the Department's *Airport Construction Documentation Manual*.
- iii. Preparation and forwarding to the Department of periodic project reports required by the Department. Bi-weekly construction reports will be submitted to the Department, within three (3) calendar days of the end of the contractor's work week.
- iv. To obtain and review for specification compliance, material certifications and/or test results for all materials prior to their use in the construction.

- v. To reject for inclusion in the project, any materials that are delivered without certification and/or test results, or materials delivered with certification that has been found to be in noncompliance, or any defect found through visual inspection which renders the material unsuitable for inclusion in the project. The Department shall be notified when any rejections are made. Materials that are delivered without certification and/or test results may be stockpiled or stored in a manner acceptable to the Resident Engineer until such time as the certification and/or test result arrive and are reviewed and accepted by the Resident Engineer.
  - vi. Preparation of Reports required per the Sponsor's NPDES permit while providing on-site services, retaining all support documentation.
  - vii. Participate in audits performed to determine that the project is proceeding accordingly per the plans and specifications and adhering to AIP grant requirements.
- d. FINAL INSPECTION
- Initiate a request, upon substantial completion of all construction work, for a final inspection by the Department. When necessary, a punch list of uncompleted items and electrical checklist (if applicable) on the project shall be established at the final inspection. Submit a final acceptance letter (punch list complete) which shall certify to the Department and the Sponsor that, to the best of the Consultant's knowledge, information and belief, the work involved has been done in substantial conformance with the plans, specifications, and Contract Document, as the same shall have been modified, or supplemented by change order, supplementary contract or otherwise, and that such work is acceptable.
- e. SAFEGUARD THE SPONSOR
- Endeavor to safeguard the Sponsor against any defects and deficiencies on the part of the Contractor. The Resident Engineer does not guarantee the performance of the contract by the Contractor, except that the Resident Engineer shall ensure that, to the best of the Resident Engineer's knowledge, information and belief, the work has been done in substantial conformance with the approved plans and specifications and advise the Sponsor and/or the Department in writing of any known noncompliance set forth in the contract. This does not in any way mean that the Resident Engineer is a guarantor of the Contractor's work. The Resident Engineer assumes no responsibility for safety in, on or about the job site, nor shall the Resident Engineer have any responsibility for the safety or adequacy of any equipment, building component, scaffolding, forms or other work aids provided by the contractor; nor is the Resident Engineer responsible for the superintendence of the contractor's work or any acts of the contractor.
- f. OTHER ENGINEERING SERVICES
- Furnish other Engineering Services which may be required by the Sponsor, including surveys. Sub-surface investigations, sampling, testing, and analysis of soils, offsite inspection of materials, laboratory testing, and inspection and control at central mixing plants. Where tests must be conducted by commercial laboratories, only those laboratories approved by the Department will be utilized. If any of these services are conducted by outside firms, the Resident Engineer shall submit copies of the executed contract for such services as specified in Section III.B., of this Agreement. The charges for such services shall be specified in the contract and will remain in effect until completion of the services and acceptance by the Consultant. Certified copies of the

results of all tests required by the Department under this paragraph are to be mailed to the Department within five (5) calendar days after the tests are completed.

g. **FINAL QUANTITIES**

Final quantities associated with the accepted construction work shall be submitted to the Department within thirty (30) days after final acceptance of the construction work.

**D. PLANNING AND SPECIAL SERVICES**

This phase may involve activities or studies unrelated to or outside of the scope of basic design and construction phase engineering services routinely performed by the Consultant. Those activities may include master plan and airport layout plan development, environmental studies and assessments, PCI surveys, FWD testing (when used to evaluate pavement as part of a publication revision), first-order NGS monument surveys, boundary surveys, aeronautical surveys, photogrammetric surveys and topographic mapping, preparation of property ownership plats and easements, appraisal and land acquisition services, benefit / cost analysis studies, RSA determination studies, drainage studies and analyses, FEMA/FIRM map revisions and GIS updates. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS D / D1.

**E. ENDORSEMENT OF DOCUMENTS**

The Consultant will endorse and seal all final draft reports, contract plans, maps, right of way plats, and special provisions for construction contract documents. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Financial and Professional Regulation of the state of Illinois, being employed by the Consultant and responsible for the portion of the services for which license registration is required. These sealed documents will serve as the record documents for the services covered by the terms of the Agreement.

**F. DELIVERABLES**

At a minimum, the Consultant shall provide the Department (copy Sponsor upon request) the following deliverables:

1. Final project estimate of costs complete w/ professional services fees and sponsor reimbursement estimates.
2. DBE participation goal and breakout of DBE work.
3. QA verification of ELM Engineers Estimate for Schedule of Prices.
4. Calendar day estimate of construction and detailed breakout of critical work items and associated production rates.
5. One set of final construction plans (half-size) and special provisions – sealed by the Consultant and executed by the Sponsor.
6. One copy of the construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction).
7. Original executed Consultant Project Certification (ATTACHMENT N).
8. Executed DBE Final Documentation (ATTACHMENT O).
9. Electronic copy/access of all information (via CD, electronic submittal or ftp site).

**G. NOTICE-TO-PROCEED (NTP)**

The Consultant shall not commence any phase of the work until the “official notice-to-proceed” (NTP) has been issued in writing either by the Sponsor or Department (via Office of Planning and Programming).

Services to be performed by the Consultant under this Agreement shall become eligible for funding participation consideration as of the date of the written NTP. The dated project program notification letter (i.e. Program Letter) from the Department’s Office of Planning and Programming, indicating the project’s inclusion in the state program and the estimated funding participation sources/levels, shall constitute the NTP. The Consultant shall schedule a project

phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience upon the Sponsor's receipt of this letter.

For projects not covered by a program letter or with program letter pending, the Sponsor may issue the written NTP with concurrence from the Department. In such cases, the Sponsor is fully liable for all costs incurred as a result of such authorization pending future reimbursement once the project is programmed and a program letter is issued. The Sponsor/Consultant is required to schedule a project phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience.

A copy of the program letter shall be included as ATTACHMENT R of this Agreement.

In the absence of a written, dated notice-to-proceed, the execution date of this Agreement shall be used to determine the eligibility of service dates.

The Sponsor and the Department are not liable, and shall not authorize payment to the Consultant, for any services performed prior to the date of notice to proceed or the execution of this Agreement (whichever takes precedent). All effort, regardless of the notice-to-proceed authorization, is subject to review and eligibility funding determination.

**H. DETAILED SCOPE OF SERVICES** (Attach / insert here).

1. Prepare Construction Plans and Specifications for a local letting by the City of Monmouth in accordance with the requirements stated herein and the project description contained within this document, for a single letting. Additional lettings shall require additional scope and budget.
2. Project will include:
  - Perform pavement removal and earthgrading, and construct drainage features, including ditches, structures, etc. as determined through design,
  - Construct a Hot Mix Asphalt (HMA)/aggregate base roadway and auto parking area pavement to interface with existing and adjacent pavements providing access to the newly developed hangar on site from public roadways,
  - Apply pavement marking and traffic control and signage devices, as determined through design.
  - Restore the site through topsoiling, turfing and the installation and removal of erosion control measures.
3. Conduct an onsite observation of the existing conditions to evaluate the potential factors affecting the project design and construction.
4. Prepare a Categorical Exclusion Checklist to meet the requirement National Environmental Protection Act (NEPA) requirements for the project, as directed.
5. Coordination of the proposed improvements with the Sponsor, State, Federal Aviation Administration, local regulatory agencies, and the affected airport tenants.

Specific exclusions:

- Construction phase services or other services not specifically identified within this Agreement are not included.







### **III. SPECIAL CONDITIONS**

The Consultant shall render the services in accordance with generally accepted Professional Standards.

#### **A. TERMINATION**

(Reference: 49 CFR Part 18.36(i)(2); FAA Order 5100.38)

The Sponsor, by written seven (7) day notice, may terminate this agreement in whole or in part at any time, because of the failure of the other party to fulfill his agreement obligations. Upon receipt of such notice, the Consultant shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Sponsor all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing this agreement whether completed or in process.

1. If the termination is due to the failure of the Consultant to fulfill his agreement obligations, the Sponsor may take over the work and prosecute the same to completion by agreement or otherwise. In such case, the Consultant shall be liable to the Sponsor for any additional cost occasioned to the Sponsor thereby.
2. If, after notice of termination for failure to fulfill agreement obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been effected for the convenience of the Sponsor.
3. It is hereby understood and agreed that should the agreement be terminated, the Consultant shall be entitled to and shall receive a fee based on the amount of work accomplished and approved by the Department up to the day of notification of termination. The fee shall be equal to the sum of the actual number of man-hours of each category of work applied at a negotiated hourly rate, plus any outside services approved by the participating agencies and accomplished prior to the notification. If terminated under Section III.HH., Breach of Contract Terms, the Consultant will not be entitled to profit on the work accomplished.

#### **B. CHANGE IN CONSTRUCTION PLANS**

It is hereby understood and agreed that if the construction plans are completed in accordance with criteria and/or decisions made by the Sponsor (and/or the Department if applicable), and approved by the Department, and said construction plans are substantially changed or revised, for any reason other than the fault of the Consultant in preparing same, then the Consultant shall be entitled to compensation for rendering the services necessary to complete the changes. The amount of this fee shall be negotiated between the Sponsor, Consultant and the Department, and approved by the Department, and an amendment to the agreement should be accomplished prior to authorizing the Consultant to proceed with the changes. The fee shall be due and payable when the revisions are approved by the Sponsor and the Department.

It is the Consultants responsibility to notify the Department as soon as possible when changes/revisions are identified that are beyond the scope of services contemplated under this Agreement.

#### **C. HOLD HARMLESS**

The Consultant shall be responsible to pay for all labor, material and equipment costs incurred and for any and all damages to property or persons to the proportionate extent arising out of the negligent performance of services under this agreement and shall indemnify and save harmless the Sponsor, (and/or the Department if applicable), their officers, agents and

employees from all third party suits, claims, actions or damages of any nature whatsoever to the proportionate extent resulting there from. These indemnities shall not be limited by the listing of any insurance coverage. If any errors, negligent acts and/or omissions are made by the Consultant in any phase of the work under this agreement, the correction of which may require additional field or office work, the Consultant will be promptly notified and will be required to perform such additional services as may be necessary to correct these errors, negligent acts and/or omissions without undue delay and without additional cost to the Sponsor (and/or the Department if applicable). The Consultant shall be responsible for any damages incurred as a result of his errors, negligent acts and/or omissions and for any losses or cost to repair or remedy construction as a result of his errors, omission and/or negligent acts, to the extent such error, omission or negligent act breaches the Professional Standard of care. The Consultant shall not be responsible for any consequential damages of the Sponsor or the Department. Neither the Consultant, nor the Sponsor, nor the Department shall be obligated for the other parties' negligence or for the negligence of others.

#### **D. DRAWING OWNERSHIP**

It is further mutually agreed by the parties hereto that reproducible copies of the drawings, computer disks, tracings, construction plans, specifications and maps prepared or obtained under the terms of the contract shall be delivered to and become the property of the Sponsor and basic survey notes and sketches, charts, computations and other data shall be made available upon request of the Sponsor. If any information is used by the Sponsor or another Consultant such use or reuse by the Sponsor or others shall be at the sole risk and without liability or legal exposure to the Consultant.

#### **E. CONTRACT FOR OUTSIDE SERVICES**

If any of the services outlined in Section I. are furnished by the Consultant by obtaining such services outside the Consultant's organization, the Consultant shall provide an executed contract between the person(s) or firm and the Consultant outlining the services to be performed and the charges for the same. Two (2) copies of the executed contract shall be submitted to the participating agencies for approval prior to the services being performed; all covenants and Special Conditions shall be included and binding on all subcontracts.

#### **F. FORMERLY NOTICE TO PROCEED (See Section I.G.)**

#### **G. SUBLET AGREEMENT**

Each party binds himself, his partners, successors, executors, administrators and assigns, to the other part of this agreement and to the partners, successors, executors, administrators and assigns for such other party at all covenants of this Agreement.

Except as above, neither the Sponsor nor the Consultant shall assign, sublet or transfer his interest in this agreement without the written consent of the other party hereto.

#### **H. AGREEMENT EXPIRES**

This agreement expires upon final approval and acceptance of the completed project(s) by the Sponsor (and/or Department as applicable), and after all final engineering charges have been paid to the Consultant as of the date of project close-out or after five years from the date of execution, whichever comes first. Payment liability by the State is as outlined above (see Section I.G., Notice to Proceed and Section II., Consultant Compensation).

#### **I. EQUAL EMPLOYMENT OPPORTUNITY**

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)

The Consultant agrees to conduct the services in compliance with all the requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964, Part 21 of the Regulations of the Secretary of Transportation, and Executive Order No. 11246, "Equal Employment Opportunity," as amended.

During the performance of this contract, the Consultant, for itself, its assigns and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1. Compliance with Regulations. The Consultant shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination. The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including, Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. Information and Reports. The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance. In the event the Consultant's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Consultant under the contract until the Consultant complies, and/or
  - b. cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions. The Consultant shall include the provisions of paragraphs 1 through 5 (above) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the sponsor may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event an Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the sponsor and/or Department to enter into such litigation to protect the interests of the sponsor and, in addition, the Consultant.

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) ASSURANCES

1. Policy. It is the policy of the Department of Transportation (DOT) that disadvantaged business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this agreement.
2. DBE Obligation. The Consultant agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all Consultants shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Consultants shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

### **J. OPEN ACCESS TO DOCUMENTS**

(Reference: 49 CFR Part 18.36(i); FAA Order 5100.38)  
(Public Act 90-0572 Section 20-65; Public Act 87-991)

The Consultant shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General; and the Consultant agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

### **K. CERTIFICATION OF CAPACITY TO CONTRACT**

(Public Act 90-0572, Section 50-13)

It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices of State government, or who is an officer or employee of the Illinois Building Authority or the Illinois Toll Highway Authority, or who is the wife, husband or minor child of any such person, to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper or for any services, materials or supplies, which will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Illinois Building Authority or the Illinois Toll Highway Authority. Payments made for a public aid recipient are not payments pursuant to a contract with the State within the meaning of this Section.

It is unlawful for any firm, partnership, association or corporation in which any such person is entitled to receive more than 7 1/2% of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

It is unlawful for any firm, partnership, association or corporation in which any such person together with his spouse or minor children is entitled to receive more than 15%, in the aggregate, of the total distributable income to have or acquire any such contract or direct pecuniary interest therein.

Nothing in this Section invalidates the provisions of any bond or other security hereto or hereafter offered for sale or sold by or for the State of Illinois.

This Section does not affect the validity of any contract made between the State and an officer or employee of the State or member of the General Assembly, his spouse, minor child or any combination of such persons, if that contract was in existence before his election or employment as such officer, member, or employee. Such a contract is void, however, if it cannot be completed within 6 months after such officer, member, or employee takes office, or is employed.

This Section does not apply to (1) a contract for personal services as a teacher or school administrator between a member of the General Assembly or his spouse, or a State officer or employee or his or her spouse, and any school district, public community, college district, the University of Illinois, Southern Illinois University or any institution under the control of the Board of Governors of State Colleges and Universities or under the control of the Board of Regents or (2) a contract for personal service of a wholly ministerial character including but not limited to services as a laborer, clerk, typist, stenographer, page, bookkeeper, receptionist or telephone switchboard operator, made by a spouse or minor child of an elective or appointive State officer or employee or of a member of the General Assembly or (3) payments made to a member of the General Assembly, a State officer or employee, his or her spouse or minor child acting as a foster parent, homemaker, advocate, or volunteer for or in behalf of a child or family served by the Department of Children and Family Services.

Any person convicted of a violation of this Section shall be guilty of a business offense and shall be fined not less than \$1,000 nor more than \$5,000.

The appropriate Certification of Capacity to Contract will be executed in Section III.X., of this agreement.

**L. THE CONSULTANT SELECTION**

(Reference: 49 CFR Part 18; FAA AC 5100-14D or latest revision)  
(30 ILCS 535; IDOT-Aeronautics Administrative Bulletin: 2010-02)

The City of Monmouth, Illinois hereby certifies that it  
(Sponsor)

has completed the prescribed qualifications based consultant selection procedures.

The firm of Hanson Professional Services Inc. of Springfield, IL has  
(Consultant) (Location)

been selected to provide the engineering services required for the project on:

June 20, 2022

(Date)

A copy of the executed Retainer Agreement identifying the project covered by this Agreement is included as ATTACHMENT U.

**M. AMENDMENTS TO THE AGREEMENT**

All effort recorded to document a claim for additional compensation must be delineated separately from the original scope of services with personnel, classifications, dates worked, rates, hours and services thoroughly detailed and clearly identified.

The Department shall be notified of potential amendment requests at the earliest possible opportunity once it has been determined that any of the following three circumstances may exist. Any amendments to the Agreement which increases the fee or the time of performance must contain one of the following written determinations (with support documentation) depending upon the circumstances of the change.

1. The undersigned determine that the circumstances which necessitate this change were not reasonably foreseeable at the time the contract was signed.
2. The undersigned determine that the circumstances which necessitate this change were not within the contemplation of the contract as signed.
3. The undersigned determine that this change is in the best interest of the state of Illinois and is authorized by law.

\_\_\_\_\_ Date \_\_\_\_\_ Sign Name  
\_\_\_\_\_ Print Name  
\_\_\_\_\_ Title

Any professional services effort performed beyond the not-to-exceed limits expressed in Section II. Consultant Compensation, and for which a future amendment will be sought, will be performed under all Agreement provisions as the original contracted work. The dollar value of such effort is not considered approved for payment until review and approval by the Department.

**N. CERTIFICATION OF CONSULTANT**  
(Public Act 90-0572 Section 50-5)

I hereby certify that I am \_\_\_\_\_ **Assistant Vice President** \_\_\_\_\_ (title) and duly authorized representative of the firm \_\_\_\_\_ **Hanson Professional Services Inc.** \_\_\_\_\_ whose address is **1525 South Sixth Street, Springfield, Illinois** and that neither I nor the above firm I here represent has:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this Agreement,
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
3. paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract; except as here expressly stated (if any):

The firm certifies by execution:

1. it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a

matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm, nor has the firm been barred from being awarded a contract or subcontract.

2. it has not been barred from contracting with a unit of state or local government as a result of a violation of the Criminal Code of 1961.

I acknowledge that this certification is to be furnished to the Federal Aviation Administration of the United States' Department of Transportation in connection with this contract involving participation of Airport Improvement Program (AIP) funds and is subject to applicable state and Federal laws, both criminal and civil.

\_\_\_\_\_ Date

\_\_\_\_\_ Sign Name

**Robert A. Waller**

\_\_\_\_\_ Print Name

**Assistant Vice President**

\_\_\_\_\_ Title

**O. FEDERAL TAXPAYER IDENTIFICATION NUMBER**

The following statement is made under penalty of perjury:

"The Firm's correct Federal Taxpayer Identification Number is 37-0844717

This firm is doing business as a (please check one):

\_\_\_\_\_ Individual

\_\_\_\_\_ Partnership

X  Corporation"

**P. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION**

(Reference: 49 CFR Part 26)

**Contract Assurance (§26.13)** - The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

In keeping with the DBE plan adopted by the Sponsor, the Consultant shall take all necessary and reasonable steps to attain DBE participation in this contract.

The work for each subconsultant should be listed separately. If the subconsultant is being utilized to meet the project DBE goal, they must be prequalified in that category and certified as a DBE in that category. Please indicate that they are certified in that category. The certification list is available on the Department's website on the "Doing Business" menu under Small Business Enterprises and IL UCP directory <http://www.dot.il.gov/ucp/ucp.html#DBEDirectory>. The percent of work is computed based on the individual subconsultant's work effort in each category.

Firm Name:   N/A  

Subcontract Amount (\$):   0.00  

Prequalification Category	% of Work	DBE Certification
<u>  Architecture  </u>	<u>  0.00  </u>	<u>  541370-Surveying  </u>
<u>                  </u>	<u>                  </u>	<u>                  </u>
<u>                  </u>	<u>                  </u>	<u>                  </u>

If more than one subconsultant is being used, attach additional sheets.

**NOTE:** All final payment requests shall include a completed ATTACHMENT O - DBE Final Documentation or the complete information on the Consultant's format.

**Q. DISCRIMINATION**

(Reference: 49 CFR Part 21; FAA AC 150/5100-15A or latest revision)  
(Executive Order 11246 of September 24, 1965; 41 CFR Part 60)

The Consultant agrees not to commit unlawful discrimination in employment in Illinois and further agrees to take affirmative action to ensure that no unlawful discrimination is committed.

**R. DUES/FEEES TO CLUBS WHICH DISCRIMINATE**

(775 ILCS 25/2 Source: P.A. 85-909)

The Consultant of the business entity certifies that it is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agent or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates.

**S. CONFLICT OF INTEREST**

(Public Act 90-0572 Section 50-13)

The Consultant agrees to comply with the provision of the Illinois Public Act prohibiting conflict of interest and all the terms, conditions and provisions of those Sections apply to this contract



and are made a part of this contract the same as though they were incorporated and included herein.

**T. FELONY CONVICTION**

(Public Act 90-5072 Section 50-10)

The Consultant certifies that if he/she or the business entity has been convicted of a felony, at least five years has passed since the completion of the sentence as of the contract date.

**U. ILLINOIS HUMAN RIGHTS NUMBER**

The Consultant must have an Illinois Department of Human Rights prequalification number, or have an application on file with the Illinois Department of Human Rights office at the State of Illinois Center, Suite 10-100, 100 West Randolph, Chicago, Illinois 60601 (refer to Department of Human Rights form).

(#IDHR PC-1/IL 442-0010). IDHR #91932-00.

**V. EDUCATIONAL LOAN DEFAULT**

(5 ILCS 385).

The Consultant certifies that, if this agreement is with an individual or individuals, that he/she is not in default on an educational loan.

**W. DRUG FREE WORKPLACE**

(30 ILCS 580).

If the Consultant has 25 or more employees, the following certification shall apply and, by signing this document, the Consultant certifies as follows:

1. The Consultant certifies that he will provide a drug free workplace in compliance with the Drug Free Workplace Act ("Act"). Specifically, Consultant certifies he will do the following:
  - a. Publish a statement:
    - i. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the Consultants workplace.
    - ii. Specifying the actions that will be taken against employees for violations of such prohibition.
    - iii. Notifying the employee that, as a condition of employment on this agreement, the employee will:
      - 1) abide by the terms of the statement; and
      - 2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
  - b. Establish a drug free awareness program to inform employees about:
    - i. the dangers of drug abuse in the workplace;
    - ii. the Consultant policy of maintaining a drug free workplace;
    - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. the penalties that may be imposed upon employees for drug violations.
  - c. Give a copy of the statement described above to each employee engaged in the performance of the contract and post the statement in a prominent place in the workplace.
  - d. Notify the State within 10 days after receiving notice under part (a)(3)(B) above from an employee or otherwise receiving actual notice of such conviction.

- e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by §5 of the Act.
- f. Assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicate that a trained referral team is in place.
- g. Make a good faith effort to continue to maintain a drug free workplace through implementation of §3 of the Act.

If an individual, the Consultant further certifies that he will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the agreement.

**X. CAPACITY TO CONTRACT**

(Public Act 90-0572)

**The Consultant** certifies that the Corporation's certificate of Authority to do business in Illinois, is in good standing with the Secretary of State's Office.

**CERTIFICATION OF CAPACITY TO CONTRACT**

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Corporation)

The undersigned, being a duly authorized officer and the duly elected Secretary of

**Hanson Professional Services Inc.**, a corporation, hereby certify that they have read Public Act 90-0572 Section 50-13 and that they have checked the records of the corporation and that no person who is entitled to receive individually more than 7 1/2% of the total distributable income of the corporation, or together with their spouse or minor child more than 15% of the total distributable income of the corporation, is (i) an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; or (iii) a spouse or a minor child of any such enumerated person.

**Hanson Professional Services Inc.**

Corporation

Date

BY **Robert A. Waller, Assistant Vice President**

Printed Name & Title

BY **Dennis J. Hollahan, Vice President**

Printed Name & Title

**CERTIFICATION OF CAPACITY TO CONTRACT**

Public Act 90-0572 prohibits certain persons and entities from having or acquiring any contract with the State of Illinois and from having or acquiring any direct pecuniary interests in any contract with the State of Illinois, whether for materials, services, supplies, printing or stationery. This prohibition does not extend to certain contracts for personal services of a ministerial nature as provided for in the Act.

(Partnerships and Non-Corporate Firms and Associations)

The undersigned, being each and every one of the partners/members/associates/(other) of

\_\_\_\_\_, hereby certify on behalf of themselves individually, that they have read Public Act 90-0572 Section 50-13 and that (i) they are not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; nor a spouse or minor child of any such enumerated person; or (ii) that they are such an enumerated person but that they are not entitled to receive individually more than 7 1/2% of the total distributable income of the partnership/firm/association, or together with their spouse or a minor child more than 15% of the total distributable income of the partnership/firm/association.

\_\_\_\_\_ day of \_\_\_\_\_, AD, 20\_\_\_\_\_

BY \_\_\_\_\_

BY \_\_\_\_\_

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

d/b/a \_\_\_\_\_  
(Name)



## **Y. CERTIFICATION REGARDING LOBBYING**

(Reference: 49 CFR Part 20, Appendix A)

### Certification for Contracts, Grants, Loans and Cooperative Agreements.

The Consultant certifies compliance with Section 319 of Public Law 101-102 and to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an Officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **Z. INTERNATIONAL BOYCOTT**

(Applicable to contracts in excess of \$10,000):

The Consultant certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act. The Consultant makes the certification set forth in Section 5 of the International Anti-Boycott Certification Act.

## **AA. NON-APPROPRIATION CLAUSE**

Obligations of the State will cease immediately without penalty or further payment being required in any fiscal year the Illinois General Assembly fails to appropriate or otherwise make available sufficient funds for payment of this Agreement.

## **BB. DEBT CERTIFICATION**

The Consultant certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500/50-11 and 50-12. The Consultant further acknowledges that the contracting State agency may declare the contract void if the preceding certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of *any* debt to the State during the term of the contract.

## **CC. GOODS FROM CHILD LABOR ACT**

The Consultant certifies in accordance with Public Act 94-0264 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

## **DD. QUALIFICATION BASED SELECTION ACT**

(Reference: 49 CFR Part 18.36; FAA Order 5100.38; FAA AC 150/5100-14 (latest))

The parties hereby certify that there was compliance with the provisions of the State of Illinois' Architectural, Engineering and Land Surveying Qualifications Based Selection Act, Chapter 30 ILCS 535 in the procurement of the services covered by this Agreement.

## **EE. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

(Reference: 49 CFR Part 29; FAA Order 5100.38)

The Consultant certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

## **FF. RIGHTS TO INVENTIONS**

(Reference: 49 CFR Part 18.36(i)(8); FAA Order 5100.38)

All rights to inventions and materials generated under this contract are subject to regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed.

## **GG. TRADE RESTRICTION CLAUSE**

(Reference: 49 CFR Part 30.13; FAA Order 5100.38)

The Consultant or subconsultant, by submission of an offer and/or execution of a contract, certifies that it:

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
3. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a Consultant or subconsultant who is unable to certify to the above. If the Consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the Consultant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower

tier subcontracts. The Consultant may rely on the certification of a prospective subconsultant unless it has knowledge that the certification is erroneous.

The Consultant shall provide immediate written notice to the sponsor if the Consultant learns that its certification or that of a subconsultant was erroneous when submitted or has become erroneous by reason of changed circumstances. The subconsultant agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the Consultant or subconsultant knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

#### **HH. BREACH OF CONTRACT TERMS**

(Reference: 49 CFR Part 18.36)

Any violation or breach of terms of this contract on the part of the Consultant or their subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

#### **II. BAN ON TEXTING WHILE DRIVING**

(Reference: Executive Order 13513)

In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Consultant or subconsultant is encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
  - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
  - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

The Consultant or subconsultant must insert the substance of this clause on banning texting when driving in all contracts and subcontracts.



Policies and procedures for procurement of professional services are established in Federal Regulation Title 49 CFR Part 18, [Uniform Administrative Requirements for Grants and Cooperative Agreements](#). The Airport and Airway Improvement Act (AAIA) of 1982, as amended, serves as the enabling legislation. The parties agree that these policies and procedures have been followed.

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at

Monmouth, Illinois, this \_\_\_\_\_, **2022**  
(city) (date) (year)

ATTEST:

(SEAL)

**City of Monmouth**  
\_\_\_\_\_  
(Sponsor Name)

**37-6002276**  
\_\_\_\_\_  
(Federal Employee's Identification Number)

BY \_\_\_\_\_  
\_\_\_\_\_  
Printed Name & Title

BY \_\_\_\_\_  
\_\_\_\_\_  
Printed Name & Title

ATTEST:

(SEAL)

**Hanson Professional Services Inc.**  
\_\_\_\_\_  
(Consultant Name)

**37-0844717**  
\_\_\_\_\_  
(Federal Employee's Identification Number)

BY **Robert A. Waller, Assistant Vice President**  
\_\_\_\_\_  
Printed Name & Title

BY **Dennis J. Hollahan, Vice President**  
\_\_\_\_\_  
Printed Name & Title

## LIST OF ATTACHMENTS

<u>ATTACHMENT A / A1</u> –	<b>PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES</b> <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT B / B1</u> –	<b>DESIGN PHASE SERVICES</b> <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT C / C1</u> –	<b>CONSTRUCTION PHASE SERVICES</b> <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT D / D1</u> –	<b>PLANNING AND SPECIAL SERVICES</b> <u>ESTIMATE OF COSTS / SALARY EXPENSES</u>
<u>ATTACHMENT E</u> –	<b>ENGINEERING REPORT (General Guidance)</b>
<u>ATTACHMENT F</u> –	<b>RESIDENT ENGINEER’S DIARY (Standard Format)</b>
<u>ATTACHMENT G</u> –	<b>COST PLUS FIXED PAYMENT INVOICE (Standard Format)</b>
<u>ATTACHMENT H</u> –	<b>LUMP SUM INVOICE (Standard Format)</b>
<u>ATTACHMENT I</u> –	<b>EFFORT DETAIL BREAKDOWN (Standard Format)</b>
<u>ATTACHMENT J</u> –	<b>TESTING SCHEDULE</b>
<u>ATTACHMENT K</u> –	<b>TESTING RATES &amp; COST SUMMARY</b>
<u>ATTACHMENT L</u> –	<b>SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS</b>
<u>ATTACHMENT M</u> –	<b>SUMMARY OF OVERHEAD AND INDIRECT COSTS</b>
<u>ATTACHMENT N</u> –	<b>PROJECT CERTIFICATION</b>
<u>ATTACHMENT O</u> –	<b>DBE FINAL DOCUMENTATION</b>
<u>ATTACHMENT P</u> –	<b>PROJECT SKETCH</b>
<u>ATTACHMENT Q</u> –	<b>PROJECT LETTING SCHEDULE</b>
<u>ATTACHMENT R</u> –	<b>OP&amp;P PROGRAM LETTER</b>
<u>ATTACHMENT S</u> –	<b>CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL / ADMINISTRATIVE EXPENSE RATE LETTER</b>
<u>ATTACHMENT T</u> –	<b>CONSULTANT’S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS</b>
<u>ATTACHMENT U</u> –	<b>RETAINER AGREEMENT</b>

**ATTACHMENT A**

**PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES**

**ESTIMATE OF COSTS**

<u>Category</u>	<u>Amount (\$)</u>	
1. <u>Direct Salary Costs</u>	_____	(ATTACHMENT A-1)
2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup>	_____	
3. <u>Direct Nonsalary Expenses</u>		
Lodging <sup>2,3</sup>	_____	
Meals/Per Diem <sup>2,3</sup>	_____	
Transportation <sup>2</sup>	_____	
Materials & Supplies	_____	
Printing	_____	
CADD time <sup>4</sup>	_____	
Other Costs (excluding outside services)	_____	
4. <u>Fixed Payment</u> <sup>5</sup>	_____	
5. <u>Outside Services</u>	_____	
Lump Sum		
<b>Total Amount Not to Exceed</b>	<b>N/A</b>	<b>(Rounded Down)</b>

Estimated cost of total professional design phase services from TIP: \$ \_\_\_\_\_ **N/A**

**NOTES:**

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT A-1**

**PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES**

**ESTIMATE OF SALARY EXPENSES**

Classification*	Hours	\$Rate/Hour	Cost (\$)
Principal	_____	_____	_____
Vice Principal	_____	_____	_____
Project Manager	_____	_____	_____
Senior Project Engineer**	_____	_____	_____
Senior Project Architect	_____	_____	_____
Project Engineer	_____	_____	_____
Project Architect	_____	_____	_____
Senior Electrical Engineer**	_____	_____	_____
Senior Architect	_____	_____	_____
Engineer	_____	_____	_____
Planner	_____	_____	_____
Registered Land Surveyor	_____	_____	_____
Land Surveyor	_____	_____	_____
Senior Engineering Technician	_____	_____	_____
Engineering Technician	_____	_____	_____
Engineering Assistant	_____	_____	_____
CADD/Draftsman/Technician	_____	_____	_____
Clerical	_____	_____	_____
<b>Total</b>	- _____	- _____	- _____
	(hours)	(average)	(total direct salary costs) (ATTACHMENT A)

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 11, 2022, unless otherwise noted.

\*\* Actual rate shown.

**ATTACHMENT B**

**DESIGN PHASE SERVICES**

**ESTIMATE OF COSTS**

<u>Category</u>	<u>Amount (\$)</u>	
1. <u>Direct Salary Costs</u>	<u>10,401.85</u>	(ATTACHMENT B-1)
2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup>	<u>16,709.53</u>	
3. <u>Direct Nonsalary Expenses</u>		
Lodging <sup>2,3</sup>	<u>0.00</u>	
Meals/Per Diem <sup>2,3</sup>	<u>0.00</u>	
Transportation <sup>2</sup>	<u>380.25</u>	
Materials & Supplies	<u>0.00</u>	
Printing	<u>20.00</u>	
CADD time <sup>4</sup>	<u>0.00</u>	
Other Costs (excluding outside services)	<u>0.00</u>	
4. <u>Fixed Payment</u> <sup>5</sup>	<u>3,989.19</u>	
5. <u>Outside Services</u>	<u>7,500.00</u>	
	Cost Plus Fixed Payment	
OR	<b>Total Amount Not to Exceed</b>	<u>39,000.00</u> (Rounded Down)
	Lump Sum	
	<b>Total Amount Not to Exceed</b>	<u>N/A</u>

Estimated Construction Cost: \$ 347,000 (ATTACHMENT T)

Attach a sketch labeled ATTACHMENT P in sufficient detail to clearly delineate the proposed areas of work.

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT B-1**

**DESIGN PHASE SERVICES**

**ESTIMATE OF SALARY EXPENSES**

<u>Classification*</u>	<u>Hours</u>	<u>\$Rate/Hour</u>	<u>Cost (\$)</u>
Principal			
Vice Principal			
Project Manager	<b>16</b>	<b>74.86</b>	<b>1,197.76</b>
Senior Project Engineer**	<b>5</b>	<b>62.18</b>	<b>326.45</b>
Senior Project Architect			
Project Engineer	<b>24</b>	<b>54.79</b>	<b>1,341.96</b>
Project Architect			
Senior Electrical Engineer**	<b>10</b>	<b>70.08</b>	<b>700.80</b>
Senior Architect			
Engineer	<b>66</b>	<b>38.78</b>	<b>2,559.48</b>
Planner			
Registered Land Surveyor			
Land Surveyor			
Senior Engineering Technician	<b>92</b>	<b>45.29</b>	<b>4,166.68</b>
Engineering Technician			
Engineering Assistant			
CADD/Draftsman/Technician			
Clerical	<b>4</b>	<b>33.93</b>	<b>135.72</b>
<b>Total</b>	<b>215</b> (hours)	<b>46.81</b> (average)	<b>10,063.37</b> (total direct salary costs) (ATTACHMENT B)

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 11, 2022, unless otherwise noted.

\*\* Actual rate shown.

**ATTACHMENT C**

**CONSTRUCTION PHASE SERVICES**

**ESTIMATE OF COSTS**

<u>Category</u>	<u>Amount (\$)</u>	
1. <u>Direct Salary Costs</u>	_____	(ATTACHMENT C-1)
2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup>	_____	
3. <u>Direct Nonsalary Expenses</u>		
Lodging <sup>2,3</sup>	_____	
Meals/Per Diem <sup>2,3</sup>	_____	
Transportation <sup>2</sup>	_____	
Materials & Supplies	_____	
Printing	_____	
CADD time <sup>4</sup>	_____	
Other Costs (excluding outside services)	_____	
4. <u>Fixed Payment</u> <sup>5</sup>	_____	
5. <u>Outside Services</u>	_____	
Cost Plus Fixed Payment		
<b>Total Amount Not to Exceed</b>	<b>N/A</b>	<b>(Rounded Down)</b>

Estimated Number of Calendar Days:     N/A    

Estimated Days of On-Site Resident Engineer Services:     N/A    

**NOTES:**

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT C-1**

**CONSTRUCTION PHASE SERVICES**

**ESTIMATE OF SALARY EXPENSES**

Classification*	Hours	\$Rate/Hour	Cost (\$)
Principal	_____	_____	_____
Vice Principal	_____	_____	_____
Project Manager	_____	_____	_____
Senior Project Engineer**	_____	_____	_____
Senior Project Architect	_____	_____	_____
Project Engineer	_____	_____	_____
Resident Engineer	_____	_____	_____
Senior Electrical Engineer**	_____	_____	_____
Senior Architect	_____	_____	_____
Engineer	_____	_____	_____
Planner	_____	_____	_____
Registered Land Surveyor	_____	_____	_____
Land Surveyor	_____	_____	_____
Senior Engineering Technician	_____	_____	_____
Engineering Technician	_____	_____	_____
Engineering Assistant	_____	_____	_____
CADD/Draftsman/Technician	_____	_____	_____
Clerical	_____	_____	_____
<b>Total</b>	- _____	- _____	- _____
	(hours)	(average)	(total direct salary costs) (ATTACHMENT C)

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 11, 2022, unless otherwise noted.

\*\* Actual rate shown.



**ATTACHMENT D**

**PLANNING AND SPECIAL SERVICES**

**ESTIMATE OF COSTS**

<u>Category</u>	<u>Amount (\$)</u>	
1. <u>Direct Salary Costs</u>	<u>1,201.52</u>	(ATTACHMENT D-1)
2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup>	<u>1,930.12</u>	
3. <u>Direct Nonsalary Expenses</u>		
Lodging <sup>2,3</sup>	<u>0.00</u>	
Meals/Per Diem <sup>2,3</sup>	<u>0.00</u>	
Transportation <sup>2</sup>	<u>0.00</u>	
Materials & Supplies	<u>0.00</u>	
Printing	<u>13.00</u>	
CADD time <sup>4</sup>	<u>0.00</u>	
Other Costs (excluding outside services)	<u>0.00</u>	
4. <u>Fixed Payment</u> <sup>5</sup>	<u>455.97</u>	
5. <u>Outside Services</u>	<u>0.00</u>	
	Cost Plus Fixed Payment	
OR	<b>Total Amount Not to Exceed</b>	<b><u>3,600.00</u></b> (Rounded Down)
	Lump Sum	
	<b>Total Amount Not to Exceed</b>	<b><u>N/A</u></b>

NOTES:

- 1/ A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT D-1**

**PLANNING AND SPECIAL SERVICES**

**ESTIMATE OF SALARY EXPENSES**

<u>Classification*</u>	<u>Hours</u>	<u>\$Rate/Hour</u>	<u>Cost (\$)</u>
Principal			
Vice Principal			
Project Manager	<b>4</b>	<b>74.86</b>	<b>299.44</b>
Senior Project Engineer**			
Senior Project Architect			
Project Engineer	<b>2</b>	<b>54.79</b>	<b>109.58</b>
Project Architect			
Senior Electrical Engineer**			
Senior Architect			
Engineer			
Planner			
Registered Land Surveyor			
Land Surveyor			
Senior Engineering Technician	<b>16</b>	<b>45.29</b>	<b>724.64</b>
Engineering Technician			
Engineering Assistant			
CADD/Draftsman/Technician			
Clerical	<b>2</b>	<b>33.93</b>	<b>67.86</b>
<b>Total</b>	<b>24</b> (hours)	<b>50.06</b> (average)	<b>1,201.52</b> (total direct salary costs) (ATTACHMENT D)

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 11, 2022, unless otherwise noted.

\*\* Actual rate shown.

## ATTACHMENT E

### **ENGINEERING REPORT (General Guidance)**

The Engineering Report is to be prepared by the Consultant and submitted to the Sponsor and/or Department, if possible, prior to starting Plans and Specifications. The Report shall include, at a minimum, a discussion of the following elements which are applicable and any other elements deemed necessary by the Department:

1. Introduction, project overview and consistency with approved ALP, justification, scope, authorization, funding, required environmental actions and schedule.
2. Investigations and evaluations, including pavement history, PCI information, topographic survey data, soil sampling and testing, boring logs, CBR test results, subgrade stabilization considerations, and seasonal frost issues.
3. Pavement design considerations, including pavement types and/or alternates; any unusual design and reasons therefore, selection of design CBR value, traffic distribution, and reported pavement strength.
4. Rehabilitation, strengthening and/or overlay work shall be detailed as to the type of work required, including existing pavement conditions, material selection considerations, thickness design and economic analysis.
5. Construction features which vary from FAA criteria should be identified including the problem(s) facts, alternative solutions, and/ or desired solution. Is the desired solution the most economical?
6. Items such as materials sources, soils, drainage, water for construction, cost of land vs. development, contractor resources, available finances, and stage development. The report should say how these factors affected the decisions made by the Consultant in the design.
7. Explanation of drainage design criteria including explanation of drainage districts data INPUT and off-site drainage impact on design. Include drainage calculations and modeling.
8. Special considerations for local circumstances such as available material, equipment, contractors, and airport sponsored events.
9. Consultant's choice of options for the lighting design; similar explanation of choices made for the drainage, fencing, turfing and marking, including decisions regarding cover crop seeding.
10. Approach conditions which will result from proposed work and comparison with FAA criteria.
11. Analysis of potential RSA determination (if applicable).
12. Development of PCN for runway strengthening and rehabilitation projects.
13. Description of non-AIP work and quantity separation from AIP eligible items.
14. Identify work to be done by others such as utility companies and airports sponsor forces.
15. The Consultant's preliminary estimate of construction costs, fees and expenses shall be included.
16. A discussion of project safety concerns (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction) shall be included.
17. A discussion of project phasing / sequencing and estimate of construction calendar days shall be included.

ATTACHMENT F



**Illinois Department  
of Transportation**

**Resident Engineer's Diary**

Airport: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ IL Project No.: \_\_\_\_\_ SBG Project \_\_\_\_\_

Temperature \_\_\_\_\_ Wind: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_

Status:  Active  Suspended Jobsite Conditions:  Workable  Non-workable

**Controlling Item:** \_\_\_\_\_

**Workforce**

Consultant (# of people, hours): \_\_\_\_\_

Contractor (# of people, equipment, hours):

**Daily Work**

Pay items / General Location:

Instructions to Contractor / Unusual Events:

Verbal Approvals (official & item): \_\_\_\_\_

Additional Work (change order, etc.): \_\_\_\_\_

Official Visitors: \_\_\_\_\_

**Materials Deliveries (material, quantity, quality) / Testing (test, location, corrective action):**

**Other:**

Calendar Days: \_\_\_\_\_ Awarded  
\_\_\_\_\_ Charged  
\_\_\_\_\_ Remaining

DBE Onsite? (yes or no)  
Own forces used? (yes or no)  
Own equipment used? (yes or no)

Submitted \_\_\_\_\_ Firm: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT G**



Hanson Professional Services Inc.  
 1525 South Sixth Street  
 Springfield, IL 62703  
 Phone: (217) 788-2450  
 Fax: (217) 788-2503

Invoice No:  
 Project No:  
 Invoice Date:  
 Partial:  
 Final:

Project Title: \_\_\_\_\_  
 Phase: \_\_\_\_\_

Agreement Date: \_\_\_\_\_ IL Project No.: \_\_\_\_\_  
 Amendment Date: \_\_\_\_\_ Airport \_\_\_\_\_  
 AIP Project No.: \_\_\_\_\_ County \_\_\_\_\_  
 Program Letter Date: \_\_\_\_\_

FOR PROFESSIONAL SERVICES RENDERED FROM: \_\_\_\_\_ - \_\_\_\_\_

Contract Maximum Amount: \_\_\_\_\_

	PREVIOUS BALANCE	CURRENT BILLING	PROJECT TO DATE BILLING
Direct Salaries			
Overhead Burden			
Total Direct Salaries & Overhead			
Premium Labor Cost			
Total Direct Labor			
Percent Complete	#N/A	#N/A	#N/A
Fixed Fee			
Direct Costs of Services by Others			
Direct Expenses			
Total Amount Invoiced			
Less: Amount Previously Invoiced			
Amount Due This Invoice			

I CERTIFY THIS BILLING IS CORRECT TO THE BEST OF MY KNOWLEDGE.  
 \_\_\_\_\_  
 (Name/Date)

APPROVED BY IDA ENGINEERING: \_\_\_\_\_

Project Summary						
Previous	Current	Project to Date	Remaining	Payments	Outstanding	

**ATTACHMENT H**



Hanson Professional Services Inc.  
 1525 South Sixth Street  
 Springfield, IL 62703  
 Phone: (217) 788-2450  
 Fax: (217) 788-2503

Invoice No:  
 Project No:  
 Invoice Date:  
 Partial:  
 Final:

---

Project Title: \_\_\_\_\_  
 Phase: \_\_\_\_\_  
 Agreement Date: \_\_\_\_\_ IL Project No.: \_\_\_\_\_  
 Amendment Date: \_\_\_\_\_ Airport \_\_\_\_\_  
 AIP Project No.: \_\_\_\_\_ County \_\_\_\_\_  
 Program Letter Date: \_\_\_\_\_

FOR PROFESSIONAL SERVICES RENDERED FROM: \_\_\_\_\_ - \_\_\_\_\_

PROJECT TO  
DATE BILLING

Lump Sum Fee (or Maximum Payable per Engineering Agreement)	_____
Percent of Work Complete	<u>#N/A</u>
Fees Earned to Date	<u>#N/A</u>
Less: Amount Previously Billed	<u>#N/A</u>
Amount Due This Invoice	<u>#N/A</u>

I CERTIFY THIS BILLING IS CORRECT TO THE BEST OF MY KNOWLEDGE. _____ (Name/Date) APPROVED BY IDA ENGINEERING: _____
---

Project Summary					
Previous	Current	Project to Date	Remaining	Payments	Outstanding



**ATTACHMENT J**

**TESTING SCHEDULE**

Testing Schedule - anticipated for the Preliminary Assessment and Schematic Design, Design and Construction phases of the project.

Description	Approximate Number
ASTM D 421, Particle Size Analysis	
ASTM D 2217	
ASTM C 422	
ASTM D 698, Moisture-Density Relations of Soil	
ASTM D 1557	
ASTM D 427, Shrinkage Factors of Soil	
ASTM D 2434, Permeability of Granular Soils	
AASHTO T 194, Determination of Organic Materials in Soils by Wet Combustion	
ASTM D 1883, Bearing Ratio of Laboratory Compacted Soil	
AASHTO T 222, Modulus of Soil Reaction	
ASTM D 2487, Soil Classification "Unified System"	
ASTM D 2113, Soil Borings	
ASTM C 207, Hydrated Lime	
ASTM C 131, Abrasion	
ASTM C 88, Soundness	
ASTM D 946, Penetration	
ASTM D 3381, Viscosity	
ASTM D 1559, Marshall Method	
ASTM C 136, Gradation	
ASTM D 2172, Extraction and Gradation	
ASTM D 2726, Bulk Specific Gravity	
ASTM D 2041, Maximum Theoretical Specific Gravity	
ASTM D 2950, Nuclear Density	
ASTM C 117 Washed Aggregate Sample	
ASTM D 4318, Liquid Limit, Plastic Limit, Plasticity Index	
ASTM C 127, Absorption and Specific Gravity	
ASTM C 128	
ASTM C 566, Moisture Content	
ASTM C 31, PCC Test Cylinders	
ASTM C 141, Slump	
ASTM C 231, Air Content	
ASTM C 78, Flexural Strength	
ASTM C 138, Yield, Cement Content	
ASTM D 412, Rubber in Tension	
ASTM D 1664, Striping Test	

The testing form shall be adjusted to the specific project. The consultant shall not assume IDOT will provide any testing and inspections. Payment for these services shall be at the rates established in ATTACHMENT K. - TESTING RATES & COST SUMMARY.





ATTACHMENT L (Optional)

**SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS**

	<b>% of Direct Productive Payroll</b>
Federal Insurance Contributions Act (FICA)	12.55
State and Federal Unemployment Compensation	0.36
Worker's Compensation Insurance	0.32
Paid Holidays, Vacation, Sick Leave, and Jury Duty	19.85
Severance Pay	0.35
Incentive Compensation	11.09
Stock Purchase Discount	0.00
Pension and Retirement Benefits	11.95
Employee Group Insurance	15.08
<b>Total Payroll Burden and Fringe Benefit Costs</b>	<b>71.54</b>

NOTE:

A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

**ATTACHMENT M (Required)**

**SUMMARY OF OVERHEAD AND INDIRECT COSTS**

	<b>% of Direct Productive Payroll</b>
	<hr/>
Indirect salaries	52.19
Occupancy expenses – rent, utilities, and maintenance	9.81
Business insurance	2.58
Depreciation – furniture, fixtures, and building	1.71
Reproduction and printing costs	0.06
Office supplies and postage	1.21
Telephone	0.57
Computer Expenses	11.30
Legal and Accounting Services	0.64
Employees travel expenses	0.23
Services and consultant fees	2.57
Training and educational non-salary expenses (professional development)	1.20
Fees, licenses, dues, publications (technical and professional)	1.11
Equipment rental	0.27
Taxes except Federal Income Tax	2.03
Business development and Marketing expenses	0.14
Recruiting and relocating expense	0.58
Vehicle costs	0.62
Survey, material testing, and engineering supplies	0.35
Other indirect expenses	0.13
Gain/Loss of disposition of assets	-0.40
Facilities capital cost of money	0.23
<b>General and Administrative Overhead Expenses</b>	<hr/> <b>89.10</b>
<b>TOTAL OVERHEAD (Sum of Attachment L + Attachment M Values)</b>	<hr/> <b>160.64</b>

NOTE: A letter from IDOT with approval or provisional payroll burden / fringe and general / administrative expense rates must be attached (ATTACHMENT S) for verification of rates.

**ATTACHMENT N**

AIRPORT: \_\_\_\_\_  
IL. PROJ. NO.: \_\_\_\_\_  
IL. BLOCK GRANT PROJ. NO.: \_\_\_\_\_  
CONTRACT NO.: \_\_\_\_\_

Project Description:

Pursuant to Federal Aviation Regulations, Part 152, as amended, and as a condition to receiving any Federal and/or State financial assistance through a Grant Offer from the FAA and/or State of Illinois – Department of Transportation for the proposed airport development project, it is hereby represented, to the best of our knowledge, information and belief that:

1. The Consultant has been selected to provide the necessary professional services for the project described herein and identified in the Professional Services Request For Qualifications (RFQ). Copy of Retainer attached (ATTACHMENT U).  
Selection Date: \_\_\_\_\_
2. Project is clearly delineated on the approved Airport Layout Plan.  
Approval Date: \_\_\_\_\_
3. The project is environmentally cleared.  
 YES    NO      DOCUMENT TYPE:    CATEX    EA    EIS    FONSI  
Approval Date: \_\_\_\_\_
4. All Corps/EPA permits and other regulatory agency reviews/approvals/mitigation have been satisfied and there are no known encumbrances to the completion of the project.  
 YES    NO
5. Plans were prepared in accordance with FAA approved standards and advisory circulars; and , the specifications were prepared in accordance with the FAA approved *Illinois Standard Specifications For Construction Of Airports*, along with the Division of Aeronautics' most current Policy Memorandums and "Handout" Specifications, except as noted by attached Modification to Standards (MOS) which has been addressed and justified in the engineering report and submitted to and approved by the Engineer of Design.  
 YES    NO  
Approval Date of MOS (If applicable): \_\_\_\_\_
6. The design conforms to the approved programmed project scope.  
 YES    NO
7. Provisions have been included for safety during construction (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction).  
 YES    NO
8. The plans, special provisions and quantities have been thoroughly checked in accordance with best management practices by the Consultant for accuracy and consistency, and are in conformance with AC 150/5300-13 (latest edition). All contract deliverables referenced in Section I.F. DELIVERABLES have been submitted, received and determined acceptable.  
 YES    NO

Date _____	By: _____	P.E.
	Project Engineer (Consultant)	
Date _____	By: _____	
	Sponsor	
Date _____	By: _____	P.E.
	Aeronautics Design Engineer	
Date _____	By: _____	P.E.
	Aeronautics Engineer of Design	

**ATTACHMENT O**

**DBE FINAL DOCUMENTATION**



**Prime Consultant**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**DBE Subconsultant**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**Subject**

Airport \_\_\_\_\_  
Illinois Project No. \_\_\_\_\_  
Federal Project No. \_\_\_\_\_

**Contract Amounts**

Consultant Contract Amount \_\_\_\_\_  
DBE Contract Amount \_\_\_\_\_  
DBE Participation (%) \_\_\_\_\_

This documentation verifies the services provided and the amount paid to the DBE Subconsultant on the above captioned contract. The undersigned certifies that the services reported herein were executed by the DBE, that the DBE actually provided the services and that the services reported herein conform to the services reported in the approved Professional Services Agreement together with any amendments approved by the Sponsor and/or Division as applicable.

Description of Service Provided	Contract Amount	Amount Paid	Difference (+/-)
1.			
2.			
3.			
4.			
5.			
6.			
<b>Totals</b>			

DBE Contract amount has been met or exceeded [  ] Yes [  ] No (*check one*).

DBE Contract amount not met – Shortfall \$ \_\_\_\_\_ (*documentation explaining shortfall attached*).

**Prime Consultant**

**DBE Subconsultant**

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

**ATTACHMENT P**

**PROJECT SKETCH**



**ATTACHMENT Q**

**PROJECT LETTING SCHEDULE**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
DIVISION OF AERONAUTICS  
2023 LETTING SCHEDULE WITH ASSOCIATED REGRESSIVE DATES**

22 Week Project Development Timeline (154 Calendar Days)		IDOT Letting Date	Anticipated Award Date	Anticipated Start to Work Date
START (0%)	100%			
Pre-design Meeting Target Date	Approved and Sealed Final Plans and Specifications to IDA			
19-Nov-2021	22-Apr-2022	17-Jun-2022	16-Sep-2022	14-Oct-2022
07-Jan-2022	10-Jun-2022	05-Aug-2022	04-Nov-2022	01-May-2023
25-Feb-2022	29-Jul-2022	23-Sep-2022	23-Dec-2022	01-May-2023
22-Apr-2022	23-Sep-2022	18-Nov-2022	17-Feb-2023	01-May-2023
17-Jun-2022	18-Nov-2022	20-Jan-2023	21-Apr-2023	19-May-2023
12-Aug-2022	13-Jan-2023	10-Mar-2023	09-Jun-2023	07-Jul-2023
30-Sep-2022	03-Mar-2023	28-Apr-2023	28-Jul-2023	25-Aug-2023
18-Nov-2022	21-Apr-2023	16-Jun-2023	15-Sep-2023	13-Oct-2023
06-Jan-2023	09-Jun-2023	04-Aug-2023	03-Nov-2023	01-May-2024
24-Feb-2023	28-Jul-2023	22-Sep-2023	22-Dec-2023	01-May-2024

*\*Requirements of the 80% milestone submittal shall include a complete set of Contract Documents, as outlined in the A/E agreement, designed and reviewed for adherence to Federal Aviation Administration (FAA) and Illinois Division of Aeronautics (IDA) concepts and standards by a licensed Illinois Professional Engineer. Submittals shall include but not limited to the following documents: Construction Plans, Special Provisions and Construction Safety Phasing Plan with a detailed Estimate of Costs, Contract Time, and DBE Participation Goal along with any applicable Modifications of Standards and Certification requirements required by the FAA Review Matrix Guide per memorandum dated 08/02/2016.*

Revised 01/08/2022

2023 Letting Schedule.xlsx

**ATTACHMENT R**

**OP&P PROGRAM LETTER**



**Illinois Department of Transportation**

Office of Planning and Programming  
2300 South Dirksen Parkway / Springfield, Illinois / 62764

December 9, 2021

Ms. Annette St. Ledger  
Monmouth Municipal Airport  
100 East Broadway  
Monmouth, IL 61462-1764

Ms. St. Ledger,

In June 2019 Governor JB Pritzker signed a historic, bipartisan Rebuild Illinois Bill that gives Illinois its first capital plan in nearly a decade – and the most robust in state history. This capital plan includes \$150 million in funding for projects at airports throughout the state to ensure the continuation of safe and efficient operations at these facilities and maximize opportunities for economic development in Illinois.

The project detailed herein was selected for your airport based on project requests submitted by the airport to the Department during the April 30, 2021 Rebuild Illinois Capital Investment Program call for projects that ended June 14, 2021. Funding for the Rebuild Illinois Airport Capital Investment Program is dependent upon legislative authorization of state appropriations and the release of funds by the Governor's Office.

In the event the Illinois General Assembly fails to appropriate funds, or sufficient funds are otherwise not made available for this project, the Airport Sponsor will be required to pay the state costs as itemized below. This will also include any amount which exceeds the totals listed.

The GRANTEE shall pay such additional project costs which exceed the sum of the GRANTOR's funds, as are herein committed for this Project. No additional state funds beyond those listed in this program letter will be allocated to the project indicated. Any additional project costs which exceed the total sum of state funds as planned and programmed are solely the responsibility of the Sponsor.

The project is titled: **“Construct new entrance road and parking lot”**.

Multi-modal Transportation Bond Funds	\$405,000
Local Match	\$45,000
<hr/> Total Project Cost	<hr/> \$450,000



Monmouth Municipal Airport  
December 9, 2021  
Page 2

To ensure eligibility of professional services for state participation, you are required to satisfy the qualifications-based selection process and enter into a retainer agreement, or professional services A/E agreement with the consultant of record selected for the project prior to any costs being incurred. This should take place prior to the project initiation/pre-design meeting. Aeronautics will facilitate this process, as well as the initial development and review of fees.

A requirement of the Rebuild Illinois Airport Capital Investment Program is the **Illinois Works Jobs Program Act (30 ILCS 559/20-1 et seq.)**. **For contracts having an awarded contract value of \$500,000 or more, the Grantee shall comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and all applicable administrative rules.** The goal of the Illinois Apprenticeship Works Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. The Grantee may seek from the Department of Commerce and Economic Opportunity (DCEO) a waiver or reduction of this goal in certain circumstances pursuant to 30 ILCS 559/20-20(b). The Grantee shall ensure compliance during the term of the contract and will be required to report on and certify its compliance. An apprentice use plan, apprentice hours, and a compliance certification shall be submitted to the Engineer on forms provided by the Department and/or DCEO.

Please contact Mr. Joe Staats, P.E. – Section Chief of Airport Design at 217.785.5746 to initiate this project. Projects are initiated by scheduling a predesign meeting for design/construction projects or a project initiation meeting for planning and environmental projects.

Please contact Richard Borus in Aeronautics at 217.785.0056 or me in the Office of Planning and Programming at 217.782.4118 if you have questions regarding this program letter.

Sincerely,



BJ Murray  
Section Chief, Aviation Program Planning  
Office of Planning and Programming

**ATTACHMENT S**

**CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL /  
ADMINISTRATIVE EXPENSE RATE LETTER**



**Illinois Department of Transportation**

2300 South Dirksen Parkway / Springfield, Illinois / 62764

January 13, 2022

Subject: PRELIMINARY ENGINEERING  
Consultant Unit  
Prequalification File

James Messmore  
HANSON PROFESSIONAL SERVICES INC.  
1525 South Sixth Street  
Springfield, IL 62703

Dear James Messmore,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2020. Your firm's total annual transportation fee capacity will be \$97,600,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 160.64% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Bureau of Investigations and Compliance in a pre-award audit. Pursuant to 23 CFR 172.11(d), we are providing notification that we will post your company's indirect cost rate to the Federal Highway Administration's Audit Exchange where it may be viewed by auditors from other State Highway Agencies.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2021. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,  
Jack Elston, P.E.  
Bureau Chief  
Bureau of Design and Environment

**ATTACHMENT T**

**CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS**

**2022 TRANSPORTATION IMPROVEMENT PROGRAM  
ESTIMATE OF WORK**

<b>Airport Name:</b>	Monmouth Municipal		
<b>Associated City:</b>	Monmouth, Illinois		
<b>Year Requested:</b>	2021	<b>Sponsor Priority:</b>	RBI2

<b>PROJECT TITLE:</b>	
Construct New Entrance Road and Parking Lot	

Estimate of Work						
ITEM	QUANTITY		UNIT PRICE	PRICE	Potential DBE	
	#	Unit(s)	\$ / Unit		\$	%
<b>PAVEMENT</b>						
PCC	3,000	SY	\$57 / SY	\$171,000	\$0.00	0.00%
Geotechnical Stabilization Fabric	3,000	SY	\$5 / SY	\$15,000	\$0.00	0.00%
Crushed Aggregate Base	1,170	TN	\$40 / TN	\$46,800	\$0.00	0.00%
Pavement Removal	750	SY	\$10 / SY	\$7,500	\$0.00	0.00%
Unclassified Excavation	1	LS	\$25,000 / LS	\$25,000	\$0.00	0.00%
Pavement Marking	1	LS	\$5,000 / LS	\$5,000	\$0.00	0.00%
Shoulder Adjustment/Seed/Mulch	1	LS	\$5,000 / LS	\$5,000	\$5,000.00	100.00%
.	-	.	\$0 / .	\$0	\$0.00	0.00%
<b>ELECTRICAL/NAVAIDS</b>						
Install Electrical Equipment	1	LS	\$40,000 / LS	\$40,000	\$0.00	0.00%
Cable		LF	/ LF	\$0	\$0.00	0.00%
Boring		LF	/ LF	\$0	\$0.00	0.00%
MIRL-Base		EA	/ EA	\$0	\$0.00	0.00%
MIRL-Stake		EA	/ EA	\$0	\$0.00	0.00%
MITH		EA	/ EA	\$0	\$0.00	0.00%
Remove Lights		EA	/ EA	\$0	\$0.00	0.00%
Remove Signs		EA	/ EA	\$0	\$0.00	0.00%
Signs		EA	/ EA	\$0	\$0.00	0.00%
Handholes		EA	/ EA	\$0	\$0.00	0.00%
			/ 0	\$0	\$0.00	0.00%
<b>DRAINAGE</b>						
Structures	2	EA	\$1,750 / EA	\$3,500	\$0.00	0.00%
Pipe	100	LF	\$75 / LF	\$7,500	\$0.00	0.00%
<b>FENCING</b>						
Remove Class E Fence			/ 0	\$0	\$0.00	0.00%
Class E, 10' with 3/strands			/ 0	\$0	\$0.00	0.00%
Gates (Manual)			/ 0	\$0	\$0.00	0.00%
<b>OTHER / MISC.</b>						
Field Office	1	EA	\$5,000 / EA	\$5,000	\$0.00	0.00%
Erosion Control	1	LS	\$5,000 / LS	\$5,000	\$5,000.00	100.00%
Mobilization	1	LS	\$10,000 / LS	\$10,000	\$0.00	0.00%
Contingency	1	LS	\$8,600 / LS	\$8,600	\$0.00	0.00%
Engineering-SS	1	LS	\$3,600 / LS	\$3,600	\$0.00	0.00%
Engineering-Design	1	LS	\$39,000 / LS	\$39,000	\$3,900.00	10.00%
Engineering-Construction	1	LS	\$52,500 / LS	\$52,500	\$0.00	0.00%
<b>TOTAL COST:</b>					<b>Potential DBE</b>	
					\$	%
<b>\$450,000</b>					<b>\$13,900.00</b>	<b>3.09%</b>

**ATTACHMENT U**

**RETAINER AGREEMENT**

**(SEE NEXT PAGE)**



**POLICE DEPARTMENT  
MAY 2022 MONTHLY REPORT**

	MAY 2021	MAY 2022	+/-	2021 YTD	2022 YTD	YTD +/-
Criminal Arrests	61	57	-4	215	242	27
Ordinance Violations	118	87	-31	455	476	21
MPD Calls	1424	1599	175	6825	5802	-1023
Dispatch Calls	2318	2692	374	11244	10603	-641
Accidents	18	16	-2	103	109	6
Grant Hours Worked	54	62	8	208	327	119

**INCIDENTS OF NOTE:**

\*MPD investigated a shooting that occurred on May 23 which resulted in the death of a person involved. This was drug related. A suspect has been charged and is awaiting trial proceedings. Several other aspects of the incident are still being investigated and other charges may be pending by the Warren County State's Attorney.

\*Monmouth College graduation was held with no incidents reported.

\*MPD officers took part in the vehicle day at Lincoln School.

\*Chief Switzer and City Administrator Steinbrecher continued in contract negotiations with AFSCME and the MPD Dispatchers.

\*YMCA held their Memorial Day run with no incidents reported.

\*MPD officer anniversaries noted: Ofc. Marlon Williams 5 years, Ofc. Jarred Beckman 7 years, PSO Robbin Avery 24 years.

**STAFF TRAINING:**

\*MPD officers completed several training mandates as required by the Illinois Law Enforcement Training and Standards Board.

**EQUIPMENT RELATED ISSUES:**

\*Squad car Unit 5 was taken to Yemm Ford for recall repair.





313 S. Main St., Monmouth, IL 61462 - Fax (309) 734-7847 - E-mail: cdelectric@mtcnw.net  
Licensed - Bonded - Insured

ESTIMATE

March 8, 2022

City of Monmouth  
100 E Broadway  
Monmouth, IL 61462

Estimate for: Updates at lift station, North 6<sup>th</sup> Street. Replace control cabinet, floats, and wet well conduits.

Includes: New lift station control cabinet as designed by contractor to include -

- NEMA 4X stainless steel enclosure with dead front door
- One Main power distribution block
- Two main, through the door motor circuit protectors with operator handles
- One main line surge arrester
- One power monitor relay
- Two motor contactors
- One voltage switching relay
- One control voltage transformer with primary and secondary fusing
- Two Hand/Off/Auto selector switches
- Two pump running indicators
- Three run time hour meters (Pump 1, Pump 2, Both pumps)
- One high level alarm light with flasher and audible alarm
- One alarm silence push button
- One alarm circuit battery with charger
- One 50W Anti condensation heater with thermostat
- One electronic alternating relay
- One dual pump seal fail relay
- Two pump seal fail indicators
- One duplex receptacle for battery charger
- One phone dialer for alarms
- One four channel intrinsically safe relay (stop, lead, lag and high level float inputs)
- One one channel intrinsically safe relay (low level)
- One power fail relay
- One set of control fuses
- One set of control relays
- One terminal strip for remote connections
- Wire duct and misc. supplies as required
- Built to UL508A standards
- Completely wired and tested as per specifications



Proudly Serving the Monmouth Area Since 1951





313 S. Main St., Monmouth, IL 61462 - Fax (309) 734-7847 - E-mail: [cdelectric@mtcnow.net](mailto:cdelectric@mtcnow.net)  
Licensed - Bonded - Insured

ESTIMATE

March 8, 2022

City of Monmouth  
100 E Broadway  
Monmouth, IL 61462

Estimate for: Updates at lift station, North 6<sup>th</sup> Street. Replace control cabinet, floats, and wet well conduits.

Inclusions Cont.: Five new float switches and mounts in wet well. (High level, low level, off, lead, lag)  
Galvanized steel support structure for all equipment.  
NEMA4X jct. Box with terminal strip for pump and float connections.  
Seal off fittings to prevent gases entering control cabinet.  
Reconnect of existing pumps, control wiring.  
New conduit entries to wet well for pump and float cables. Patch existing holes once removed.  
Gravel base around control cabinet / service entrance with weed control fabric.  
Freight for applicable items.  
All associated material. (Conduit, boxes, covers, plates, receptacles, switches, fittings, etc.)  
Labor at prevailing wage.  
Drug and alcohol certification as required.  
Equipment as needed (bucket truck, trencher, skidsteer, etc.)  
Removal and disposal of existing equipment.

TOTAL COST: \$41,250.00



Proudly Serving the Monmouth Area Since 1951







313 S. Main St., Monmouth, IL 61462 - Fax (309) 734-7847 - E-mail: [cdelectric@mtcnw.net](mailto:cdelectric@mtcnw.net)  
Licensed - Bonded - Insured

## ESTIMATE

March 8, 2022

City of Monmouth  
100 E Broadway  
Monmouth, IL 61462

Estimate for: Updates at lift station, North 6<sup>th</sup> Street. Replace control cabinet, floats, and wet well conduits.

THIS IS AN ESTIMATE ONLY. Due to the current fluctuating materials market and supply chain issues, quotes or estimates are subject to change dependent on market fluctuations, manufacturers terms and material availability. Pricing quoted is a good faith estimate including costs of material as of the date of the proposal. Pricing will be updated prior to order and if any changes are applicable, be confirmed with customer prior to order being placed however, some manufacturers terms now state that price in effect at time of delivery shall take precedent.

We have been experiencing extended lead times for some material which may affect the commencement and completion of the project. Commencement and completion is contingent on work load, material availability and manufacturer lead time for material at time of order or acceptance by customer.

Should customer need a hard BID, specifications for material and project design should be provided so that pricing is based on equal material and customer or engineer / architect design.

Prices are based on a professional installation which complies with all applicable codes that are in effect at the time of installation as well as any requirements of the authority having jurisdiction (AHJ).

No portion of this proposal may be shared with or disseminated to any third party without the written permission of C & D Electric.

By accepting this proposal and / or authorizing work to commence, customer indicates that they agree to the terms as stated.

We would like to thank you for the opportunity to provide you with this estimate and we look forward to working with you on this project

If you should have any questions or need anything further, please do not hesitate to contact me.

Robert Evans  
Owner



Proudly Serving the Monmouth Area Since 1951





City of Monmouth -

Project Location - North 6<sup>th</sup> St Lift Station

Proposal- 6/13/2022

Scope of Work/ Proposal

1. Lift Station Rehabilitation -

- a) Provide equipment for by-pass pumping of lift station from manhole east of lift station to valve vault connection.
- b) Provide labor and materials to clean lift station with high pressure water cleaning and vac truck.
- c) Provide and install new piping inside lift station along with rails and rail brackets. New 2" rails will be 304 SS pipe.
- d) APM will excavate on west side of lift station to connect old piping to new with new Romac style couplings.
- e) Provide and install new marine grade two part epoxy to walls of lift station.

Total \$34,865.00

Exclusions

- 1. We **do not include** allowance for the following items:
  - a. Electrical work
  - b. Private utility locating
  - c. Sealing water infiltration from lift station joints if needed.

Thank you for the opportunity. If you have any questions please contact us @ 309-734-7473

Accepted \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Zach Johnson  
Advanced Plumbing and Mech LLC

# WOODARD & CURRAN TERMS & CONDITIONS

## Work Exhibit A: WORK ORDER NUMBER 27



Issued Pursuant to the Engineering Services Agreement – Work Order Basis Between Woodard & Curran, Inc. and City of Monmouth, Illinois, dated as of June 27, 2022.

This Work Order is issued pursuant to, and in accordance with the Standard Terms and Conditions between Woodard & Curran, Inc. and the City of Monmouth dated December 15, 2014, which are incorporated herein by this reference. Unless otherwise specified, all capitalized terms used in this Work Order shall have the same meaning as used in the Agreement. This Work Order will not be deemed valid and binding upon the Parties until both Engineer and Client have both signed below.

### Scope of Services:

W&C will perform or obtain from others the following scope of work to evaluate market options for biogas produced at the North Plant. We will provide an overall RNG market assessment outlining the various potential markets, terms, pros, cons, risks, and future outlooks for the North Plant generating approximately 200 scfm of biogas. These include transportation fuel end use options like the RFS, LCFS, and Oregon CFP and voluntary markets like selling to corporations, utilities, universities, refineries, or into other regulated markets in Canada. We will also outline emerging markets like using biogas and RNG to produce renewable electricity for use in electric vehicles.

### 1. Renewable Natural Gas Market Assessment

- 1.1 Outline the various Renewable Natural Gas (RNG) market options including RFS, LCFS, CFP, British Columbia RLCFR, and voluntary markets including purchases by utilities, universities, corporations, and others.
- 1.2 Outline the current pricing for each market and potential term lengths.
- 1.3 Outline the pros and cons of each market and the risks associated with each.
- 1.4 Discuss the future of each program.
- 1.5 Prepare an overall RNG market flow chart summarizing each option, pricing, and terms.
- 1.6 Draft a report and provide to the Client for review. Answer questions and incorporate recommended changes.
- 1.7 Produce a final report in PDF form summarizing all work detailed above.
- 1.8 Attend up to one conference call to present the report and answer questions.

### Anticipated Schedule:

Within 60 days of the Notice to Proceed or receipt of an executed contract to Woodard & Curran, Inc.

# WOODARD & CURRAN TERMS & CONDITIONS



## Assumptions and Clarifications

- Fee includes assessment of Biogas/RNG markets only and does not include cost estimates for treatment systems, biogas connections etc.
- Unforeseen regulatory changes proposed/implemented by USEPA and/or CARB during this project may impact the services provided in this scope of work.
- Smithfield will provide near term projections of anticipated loadings once labor shortages have been addressed.

## Compensation:

For all Services duly rendered hereunder, Client will pay Engineer as described herein. The services to be provided pursuant to this Work Order shall be provided on a lump sum basis, billed monthly on a percent complete basis in a total amount shown in the table below. The project total fee will not be exceeded without prior written authorization.

The compensation for services performed by the ENGINEER is provided below

Phase 1 – RNG Market Assessment	\$14,900
<b>Project Total Fee – Lump Sum</b>	<b>\$14,900</b>

## Designated Project Representatives

**Client:** \_\_\_\_\_ Lew Steinbrecher \_\_\_\_\_

**Engineer:** \_\_\_\_\_ Jennifer Anders \_\_\_\_\_

**Effective date:** As of \_\_\_\_\_

IN WITNESS WHEREOF, the undersigned have caused this Work Order to be duly executed by their authorized representatives set forth below.

## City of Monmouth, Illinois

By \_\_\_\_\_

Title \_\_\_\_\_ City Administrator \_\_\_\_\_

## Woodard & Curran, Inc.

By \_\_\_\_\_ *Jennifer Anders* \_\_\_\_\_

Title \_\_\_\_\_ Senior Vice President \_\_\_\_\_

ZONING DEPARTMENT    Joe Clark, Director  
CITY OF MONMOUTH    100 E. Broadway  
Monmouth Il. 61462

309.734.7590

joe.clark@cityofmonmouth.com  
[www.cityofmonmouth.com](http://www.cityofmonmouth.com)

Date: June 2022

The Zoning department continues to issue building permits as well as notices for mowing and junk and debris and followed up on all ordinance violations with some tickets issued for junk and debris.

### **COMPLETED PROJECTS**

**Vaughn's Restaurant** buildout: The project has been completed and they are open for business, however we are still awaiting a part for fire safety alarm system which alerts a 3<sup>rd</sup> party who then notifies Public Safety to dispatch the Fire Department.

### **GRANTS:**

#### **Strong Communities Grant (SCP) Demolition Properties**

The city has acquired two properties for demolition, and they are as follows:

Both properties have had assessments completed.

- 829 South 1<sup>st</sup> Street Ameren Services retired & **Some abatement needed**
- 1128 South 11<sup>th</sup> Street Ameren Services retired & **No Abatement needed.**

A public notice has been posted for solicitation of bids which will include tree removal and abatement if necessary, capping of sewer and termination of water service by a licensed plumber followed by demolition and disposal by a bonded and insured company following all IEPA guidelines.

### **OPEN PROJECTS:**

**First United Methodist Church:** Continue with finish work inside as well as siding and drainage infrastructure outside.

**Monmouth Town Homes LP:** As reflected through the weekly report's construction continues in all stages and driveways and sidewalks have been poured at most locations.

**Park District:** Continue with finish work on exterior and garage as well as grounds.

**Joe Clark, Director of Zoning**





**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday June 20, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderman Tony Cook, Alderwoman Susan Twomey, Aldermen Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Aldermen Justin Thomas and Brian Daw **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson and Woodard & Curran Regional Area Director Greg Frieden

**III. APPROVAL OF MINUTES**

**A. Approval of June 6, 2022 Council Meeting Minutes**

**It was moved by Alderman Cook and seconded by Alderwoman Kelly to approve the June 6, 2022 Council Meeting Minutes as presented. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

There were none to be heard.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderman Conard and seconded by Alderman Pinedo to approve the bills as presented. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly and Aldermen VanVleet **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**V. COMMITTEE OF THE WHOLE**

**A. United Way Request for NE Quadrant Closure for Hispanic Festival**

Mayor Davies explained to the Council that United Way had originally wanted to use the parking lot North of City Hall last September for their Heritage Festival but was unable to hold the festival due to COVID-19 restrictions. This request for closing off the NE Quadrant of the Square on September 17<sup>th</sup> from 5:00 p.m. to 10:00 p.m. is similar to their request in April for their Open House celebrating their 50<sup>th</sup> year and Grand Opening of their new office. The Council approved that request for closure of the NE Quadrant of the square. **It was moved by Alderwoman Kelly and seconded by Alderwoman Twomey to approve the closure of the NE Quadrant on September 17<sup>th</sup> to allow the United Way to hold their Heritage Festival. AYE:** Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

## **B. MFD May Report – Chief Rexroat**

- 🔥 Training was held to refresh firefighters on the use of MABAS equipment such as the U.T.V, generator light tower and the western shelter tent. Setting up the shelter tent is the bigger project and all three shifts trained on setting it up and taking it down.
- 🔥 In October the department is hosting a training session for area departments on grain bin entrapments. Firefighter Osborne has taken the class and been certified to conduct training of grain bin entrapments.
- 🔥 Station 2 held a memorial ceremony to dedicate the new memorial wall for the two firefighters, Dennis Olson and Richard Tyrell, who died in the line of duty. Captain Cozadd and retired Fire Chief Mark Gladfelter conducted the ceremony. After the ceremony the retirees went to the North Station for a breakfast hosted by the local firefighters' union.
- 🔥 Earlier in the month the department partnered with the Red Cross and went door-to-door to offer free smoke alarms to people. By the end of the day, they installed around 50 alarms. The department and the Red Cross have been doing this since 2017 and have installed around 350 free smoke alarms during that time.

## **C. MPD May Report – Chief Switzer**

- In May the department had 57 criminal arrests, 1,599 calls for service, 692 dispatch calls and responded to 52 accidents.
- On May 23<sup>rd</sup> the department investigated a shooting, which resulted in a fatality, that was drug related. The suspect is in custody.
- Administrator Steinbrecher and myself are continuing in contract negotiations with the AFSCME union.
- The department recognized the following officers for their years of service:
  - 1) Marlon Williams – 5 years
  - 2) Jared Beckman – 7 years
  - 3) Robin Avery (PSO) – 24 years
- Officers are continuing with their on-line training mandated by the State.

## **D. Approval of Hanson Professional Services Agreement for Construction of Airport Hangar, Apron, Road and Parking Lot**

Administrator Steinbrecher explained that there are three (3) separate agreements. Two of the agreements are project related. **The first agreement** is for the construction of an apron on the side and back of the new hangars. **The second agreement** is to make improvements to the existing entrance road beginning in front of Fareway Foods and ending at the new hangars plus the construction of a parking lot. Both projects are eligible for a 90% reimbursement of Federal funds. The cost for the Hanson design and putting out for bid of the road improvements and parking lot is \$39,000. The construction cost for the apron is \$33,475. **The third agreement** is for a regular maintenance service agreement for the airport with Hanson Engineering. This covers things such as any future changes that need to be made to the airport layout plan or amendments to agreements with the FAA. **It was moved by Alderman Conard and seconded by Alderman VanVleet to approve the above-stated agreements with Hanson Engineering.**  
**AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**



**E. MFT Street Program- Cindy Wermuth, IMEG Senior Construction Administrator**

The street program submitted for use of MFT funds was for 57 blocks with a budget of \$900,000, which exceeds the funds of \$700,000 that are available; therefore, the City will have to cut back on the number of streets to be overlaid. All four quadrants of the City will be included. Cindy added that if when laying down asphalt there are connecting sidewalks involved, the sidewalks must be updated to comply with current ADA requirements. In order to access the MFT funds available to the City, an MFT resolution and an engineering agreement, which is being presented to Council tonight, must be approved. **It was moved by Alderwoman Kelly and seconded by Alderman VanVleet to approve the MFT Maintenance Engineering Agreement with IMEG. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**F. North 6<sup>th</sup> Street Lift Station Refurbish -- Greg Frieden, W & C Area Regional Director**

Greg explained that there is a lift station that takes the waste water from all the industrial businesses North of the 34 Bypass and East to North 6<sup>th</sup> Street as well as the homes located on Lawnway Drive. It is around 30 years old and is nearing the end of its life. It is a submersible pump that sits on guard rails that have completely disintegrated, which makes it difficult to remove the pump for service. The lines leading into the station are failing and the interior concrete structure of the lift station is in bad shape as well. The proposal is to line the interior concrete structure as well as redoing the electrical connections; therefore, there is an electrical proposal and a plumbing proposal for Council to approve. Due to the difficulty in obtaining parts, it is important to approve the bids and order the parts to be able to refurbish the 6<sup>th</sup> Street Lift Station before a complete failure occurs. **It was moved by Alderman Conard and seconded by Alderman Pinedo to approve the electrical proposal from C & D Electric for \$41,250 and the plumbing proposal from Advanced Plumbing and Mechanical for \$34,865. AYE:** Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook, Alderwoman Twomey and Alderman Conard **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**VI. RESOLUTIONS**

**A. 22-003, Resolution for MFT Maintenance of Streets and Highways**

Director Jackson explained that our share of MFT funds for this year is \$700,000, which is \$200,000 less than the \$900,000 that was estimated for the original 57 blocks to be overlaid. This resolution needs to be passed in order to access these MFT funds for our 2022 street program. Mayor Davies added that the City would look into adding \$200,000 from our local MFT funds and then also review our capital budget to see if there might be some additional funds that could be added to the program. **It was moved by Alderman Cook and seconded by Alderman Conard to approve Resolution 22-003 for the 2022 MFT Maintenance of Streets. AYE:** Alderwoman Kelly, Aldermen VanVleet, Cook, Alderwoman Twomey, Aldermen Conard and Pinedo **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**VII. OTHER BUSINESS**

There was none to be considered.

**VIII. ADJOURNMENT**

**It was moved by Alderman Cook and seconded by Alderman Conard to adjourn the June 20, 2022 meeting at 6:25 p.m. MOTION CARRIED by unanimous voice vote with the exception of Aldermen Thomas and Daw, who were absent.**



# MONTHLY OPERATION REPORT

Monmouth, Illinois

Department of  
Public Works

May 2022



[woodardcurran.com](http://woodardcurran.com)



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## EXECUTIVE SUMMARY

The May Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

After nearly 18 months on order, our striping paint arrived, and crews have begun street re-striping. We have received about 75% of our original order, the remainder is supposed to be delivered within the next few weeks.

As an update we did receive word that the new high service pump motors and variable speed drives for the water treatment plants are to ship on August 12<sup>th</sup>. This is the project council approved late last year and is being 50% funded by Ameren. Once again the microchip shortage has caused this long lead time in equipment manufacturing and delivery.

The City received news that they have been awarded a \$550,000 CDBG grant for the West Harlem water main replacement project. This award, along with the \$500,000 STAG grant award from Senator Durbin will fund a good portion of the project. The city has yet to receive instructions on accessing those funds, but the project is ready to go to bid once funds have been secured. Hopefully, we will see an excavator or two out on West Harlem yet this construction season.

There will be a bid advertisement for construction of a parking lot at the Maple City Dairy location published in the Review Atlas in July with an anticipated award ready for Council approval at the August 1<sup>st</sup> City Council meeting.

Please contact me at 309-734-4026 with any questions.

Regards, Andy

## 1. HEALTH & SAFETY

There were no safety incidents or near misses in May. With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.



## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged million gallons of treated wastewater in the month of May . There were three combined sewer overflow events in May . The weather station at the plant reported 3" of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	<b>Monthly Average</b>	<b>Permit Limit</b>
Flow (MGD)	5.8	4.62
Ammonia N mg/l	0.1	1.5
CBOD5 mg/l	2	10
Total Phos	0.8	1
Chloride's mg/l	258	500
Suspended Solids mg/l	10	12

### 3. WATER TREATMENT

The water treatment plants produced 96 million gallons of finished water in May. Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	<b>Daily Average</b>	<b>Monthly Total</b>
Treated Water to System	3.2 MG	96 MG
Poly Phosphate Usage-lbs.	112 lbs.	3,358 lbs.
Salt Usage — tons	4.7	142 tons
Chlorine Usage - lbs.	123	3,664 lbs.

## 4. REVENUE COLLECTION

The table below outlines the revenue collected from the Municipal Services billings for the fiscal year.

**Table 4-1: FY to Date**

PAYMENT TOTALS 2022-2023 FISCAL YEAR										
MONTH	WATER	SEWER	INFRASTRUCTURE	RECYCLE	GARBAGE	YARD WASTE	SMITH BOND	SMITH SURCHARGE	OTHER	PENALTY
MAY '22	\$238,138.83	\$182,768.79	\$20,903.44	\$16,627.00	\$37,535.70	\$2,947.42	\$73,395.48	\$0.00	\$0.00	\$1,276.70
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JANUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MARCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
APRIL '23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>YEAR TO DATE</b>	\$238,138.83	\$182,768.79	\$20,903.44	\$16,627.00	\$37,535.70	\$2,947.42	\$73,395.48	\$0.00	\$0.00	\$1,276.70
<b>TOTAL REVENUE</b>	\$573,593.36									



## 5. ANNUAL BUDGET – YEAR 10

The table below outlines the year end cost summary

**Table 5-1: Annual Budget**

<b>Budget Category</b>	<b>Month Budget</b>	<b>Month Actual</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Over (Under)</b>
Labor (D.L. + FB)	\$120,644	\$117,831	\$120,313	\$117,831	\$1,568,372	(\$2,482)
Utilities	\$3,036	\$1,309	\$3,028	\$1,309	\$39,471	(\$1,719)
Chemicals Costs	\$23,628	\$27,924	\$23,563	\$27,924	\$307,158	\$4,361
Maintenance\Repair	\$28,734	\$22,381	\$28,655	\$22,381	\$373,541	(\$6,274)
Sludge Disposal Costs	\$549	\$0	\$548	\$0	\$7,140	(\$548)
Lab Supplies\Equip	\$3,099	\$6,948	\$3,091	\$6,948	\$40,290	\$3,857
Office Supplies	\$1,695	\$3,686	\$1,690	\$3,686	\$22,031	\$1,996
Miscellaneous Expenses	\$3,742	\$5,718	\$3,732	\$5,718	\$48,648	\$1,986
Other Operating Costs	\$14,478	\$8,669	\$14,438	\$8,669	\$188,209	(\$5,769)
Overhead (G.A.)	\$27,242	\$26,607	\$27,168	\$26,607	\$354,149	(\$561)
Subtotal Year 9	<b>\$226,847</b>	<b>\$221,073</b>	<b>\$226,225</b>	<b>\$221,073</b>	<b>\$2,949,009</b>	(\$5,152)
Fixed Fee Year 9	\$16,333	\$15,917	\$16,288	\$15,917	\$212,329	(\$371)
<b>Total</b>	<b>\$243,180</b>	<b>\$236,990</b>	<b>\$242,514</b>	<b>\$236,990</b>	<b>\$3,161,338</b>	<b>(\$5,523)</b>

## 6. MAINTENANCE ACTIVITIES

Utilizing the Utility Cloud maintenance management program, staff completed 131 preventative and corrective workorders in May

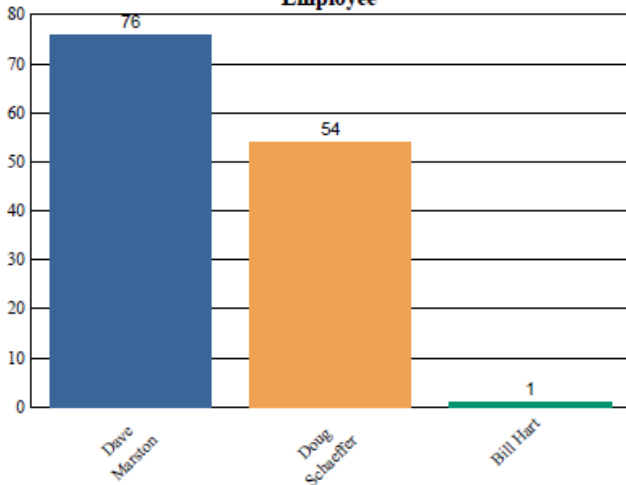


### Maintenance History Report Monmouth

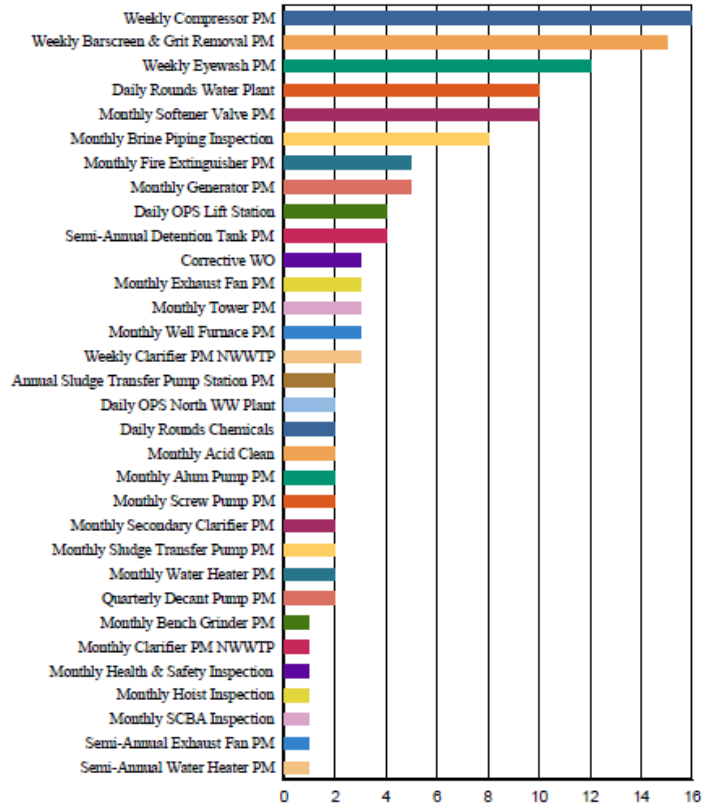
Report Start 5/1/2022  
Report End 5/31/2022

Work Orders by Type	Total
Administrative	2
Corrective Maintenance	21
Inspections	33
Preventative Maintenance	75
<b>Total</b>	<b>131</b>

**Work Orders by Employee**



**Work Orders by Description**





**Woodard  
& Curran**



[woodardcurran.com](http://woodardcurran.com)



## COUNCIL MEETING

**Date:** Tuesday, July 5, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the June 6, 2022 Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)
  - B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. Building and Zoning June Report**
  - B. Woodard and Curran May Report**
  - C. Approval of Service Agreement with C & D Electric for Electrical Inspections**
  - D. Proposal for North Pre-treatment Plant Biogas Feasibility Study**
  - E. Regulating Brush and Tree Disposal at Landfill Site Discussion**
- VI. OTHER BUSINESS**
- VII. ADJOURNMENT**

## **CONTRACT FOR ELECTRICAL INSPECTION SERVICES**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by and between the City of Monmouth and \_\_\_\_\_.

WHEREAS, the City is desirous of contracting with inspector for the performance of the hereinafter specified inspection services with the City

WHEREAS, \_\_\_\_\_ is willing to provide, on a per job basis, inspection services to ensure that electrical contractors are in compliance with the National Electric Code as currently adopted by the City of Monmouth.

The parties hereto therefore agree as follows:

1. \_\_\_\_\_ shall provide inspection services for the purpose of electrical inspections to ensure compliance with the National Electric Code at that time adopted by the City of Monmouth.
2. Said inspections shall be at the direction of the City of Monmouth Building Inspector. The Building Inspector shall provide a twenty-four (24) hour notice of when the inspection shall occur.
3. The City of Monmouth shall be solely responsible for enforcing its own code and the Inspector shall have no enforcement powers other than to indicate whether or not the electrical installation complies with the National Electric Code as currently adopted by the City of Monmouth.

### **A. INDEPENDENT CONTRACTOR**

1. It is acknowledged by and between the parties hereto that the Inspector is an independent contractor contracting with a municipality to perform services as provided in this Agreement.
2. Non-Employee Status – Personnel assigned to perform the services to be provided by the Inspector pursuant to this agreement shall be officers, employees, or sub-contractors of Inspector. Inspector assumes full responsibility for the actions of such personnel while performing services pursuant to this Agreement, and shall solely be responsible for their supervision, daily direction and control, provision of employment benefits and payment of salary (workers compensation insurance, salary, retirement contributions, withholding tax, health insurance and unemployment insurance). The Municipality shall not be responsible to furnish any benefits to such personnel.

### **B. INSURANCE**

The City of Monmouth will provide liability insurance for the Inspector for any and all claims made against him as a result of his inspections. The Inspector will provide his own automobile insurance and workers compensation insurance, if any.

**C. INDEMNITY**

The parties hereto agree that the City of Monmouth shall indemnify and hold harmless the independent contractor for any and all claims, causes of actions, lawsuits, injuries or damages of any kind or nature which arise out of the allegations concerning any inspection which has been completed by the inspector. This shall include the payment of any and all attorney's fees incurred by the inspector to defend himself against any claims made as a result of any inspections completed on behalf of the City.

**D. EFFECTIVE DATE OF SERVICE**

The effective date of service to which the terms of this Agreement shall apply will be on the \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**E. TERMINATION OF AGREEMENT**

This agreement shall remain in full force and effect from the effective date of service until cancelled by either party upon thirty (30) days advance written notice.

**F. COST TO THE CITY FOR SERVICES**

The City shall pay, within fifteen (15) days of submission of a bill, for the following services:

Electrical Inspection - \$75.00 per inspection

Either party shall be able to give notice to the other of a change in the cost per inspection. If either party disagrees with the change the contract can be terminated pursuant to Paragraph E.

**G. ASSIGNMENT**

Inspector may not assign any of its rights or duties under this Agreement without the prior written consent of the City.

**H. ENTIRE AGREEMENT**

This is the entire agreement of the parties.

**I. CHOICE OF LAW**

This agreement shall be governed and construed in accordance with the laws of the State of Illinois.

**J. REPRESENTATION OF AUTHORITY**

The undersigns executing this Agreement for the parties, represents and warrants that they have been duly authorized to execute this Agreement on behalf of the respective parties, and that this Agreement shall bind it to the terms and obligations contained herein.

**K. NOTICES**

During the term of this Agreement, notices required or contemplated by this Agreement shall be in writing and deemed given (a) when delivered personally, or (b) on the day said communication is received or refused to be received when delivered by the U. S. Mail, Certified Mail, Return Receipt Requested, or (c) the next business day after delivery or said notice to a nationally recognized overnight courier service, or (d) the business day the sent notice is sent via facsimile, addressed as follows:

**To City:**  
City of Monmouth  
Attn: City Administrator  
100 E Broadway  
Monmouth, IL 61462

**To Inspector:**

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**CITY OF MONMOUTH**

\_\_\_\_\_

\_\_\_\_\_

By: Rod Davies, Mayor

\_\_\_\_\_

By: Robert Evans, Owner

STATE OF ILLINOIS     )  
  ) SS.  
COUNTY OF WARREN    )

**ROD DAVIES, Mayor of the City of Monmouth**, being first duly sworn on oath, deposes and states that he has read the foregoing document, and the contract is true, correct and complete to the best of his knowledge and belief.

SUBSCRIBED and SWORN to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF ILLINOIS     )  
  ) SS.  
COUNTY OF WARREN    )

**ROBERT EVANS, Owner of \_\_\_\_\_**, being first duly sworn on oath, deposes and states that he has read the foregoing document, and the contract is true, correct and complete to the best of his knowledge and belief.

SUBSCRIBED and SWORN to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
NOTARY PUBLIC





***Monmouth Fire Department***

***June Monthly Report***

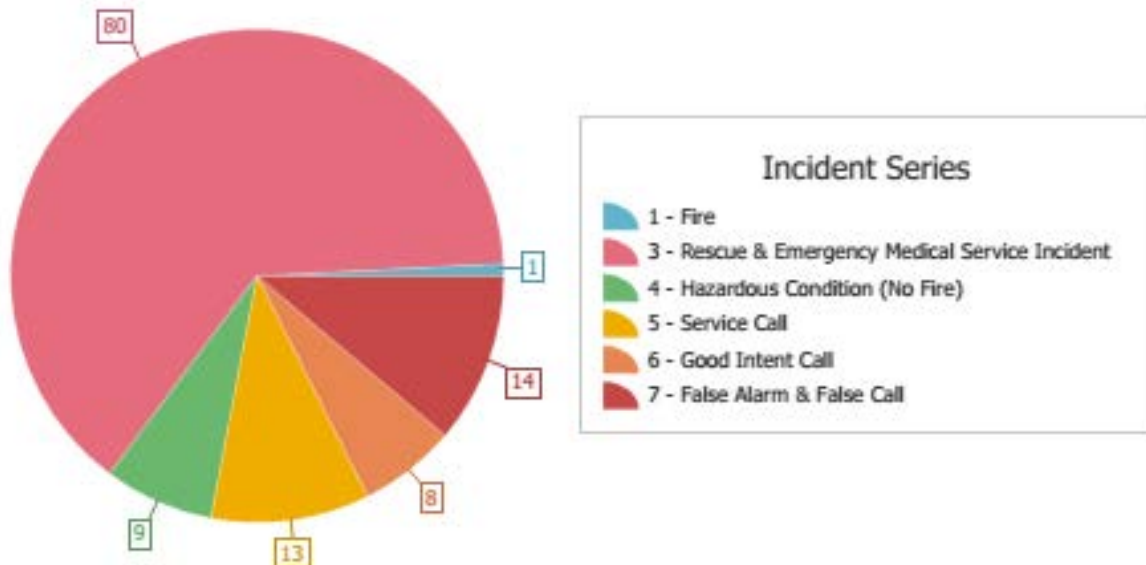
***July 18<sup>th</sup>, 2022 City Council Meeting***

### **Emergency Responses:**

The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.

## **June Incidents**

### **Incident Reports by Incident Type Series, Summary**



#### **Incident Type: 1 - Fire**

151 - Outside rubbish, trash or waste fire 1

**Total Number of calls for this Major Category: 1**

#### **Incident Type: 3 - Rescue & Emergency Medical Service Incident**

311 - Medical assist, assist EMS crew 78

322 - Motor vehicle accident with injuries 1

381 - Rescue or EMS standby 1

**Total Number of calls for this Major Category: 80**

#### **Incident Type: 4 - Hazardous Condition (No Fire)**

412 - Gas leak (natural gas or LPG) 3

440 - Electrical wiring/equipment problem, other 1

444 - Power line down 1

445 - Arcing, shorted electrical equipment 1

463 - Vehicle accident, general cleanup 1

471 - Explosive, bomb removal (for bomb scare, use 721) 2

**Total Number of calls for this Major Category: 9**

**Incident Type: 5 - Service Call**

500 - Service Call, other 4

510 - Person in distress, other 1

520 - Water problem, other 1

550 - Public service assistance, other 2

553 - Public service 3

554 - Assist invalid 1

561 - Unauthorized burning 1

**Total Number of calls for this Major Category: 13**

**Incident Type: 6 - Good Intent Call**

611 - Dispatched & canceled en route 4

622 - No incident found on arrival at dispatch address 3

661 - EMS call, party transported by non-fire agency 1

**Total Number of calls for this Major Category: 8**

**Incident Type: 7 - False Alarm & False Call**

700 - False alarm or false call, other 6

733 - Smoke detector activation due to malfunction 1

735 - Alarm system sounded due to malfunction 2

736 - CO detector activation due to malfunction 1

743 - Smoke detector activation, no fire - unintentional 2

744 - Detector activation, no fire - unintentional 1

745 - Alarm system activation, no fire - unintentional 1

**Total Number of calls for this Major Category: 14**

<b>Total Number of Incidents:</b>	<b>125</b>
<b>Total Number of Distict Incident Types:</b>	<b>27</b>

**Total Number of Incidents Year to Date: 787**

**Total Number of Distinct Incident Types Year to Date: 53**

### **Staff Training:**

Firefighter training for June included the topics of fire behavior and ventilation. All of the fire department staff reviewed the information and discussed how fire moves through a structure and the effect that ventilation has on the fire. Ventilating a structure during a fire can help the firefighters who are inside fighting the fire, but the ventilation has to be coordinated with the fire attack crew. Ventilation can involve things like breaking windows, cutting holes in the roof, or setting up fans.

Captain Cozadd attended a National Incident Management System (NIMS) class at the Galesburg Fire Department. The NIMS Incident Command class provides training to emergency responders who may respond to a large scale incident and be a part of an incident command, unified command, area command, or emergency operations center.

Each shift participated in a tabletop exercise and discussion that involved a large scale event in Monmouth. Each phase of the incident was discussed and the staff was able to provide insights and ideas to improve the department's preparedness and response.

All of the MFD Staff toured the new Emergency Department at Holy Family Medical Center to be more familiar with the layout in case of a fire alarm or when transporting patients to the hospital.

### **Non-Emergency Activities:**

During one of the periods of excessive heat, MFD again held an event at West Park for children to cool off and have fun running through the water. MFD attached a large nozzle to the hydrant near West Park and allowed kids to play. This event is well attended and the fire department receives many compliments for holding the event each year.

Monmouth Firefighters attended the Police Department's "Cops and Bobbers" event at Citizens Lake and assisted with helping the children while they fished.

Each shift participated in the ½ Way to Freezing for Food event that was held at Save-A-Lot Grocery Store.

### **Apparatus and Equipment Related Items:**

All of the MFD apparatus were serviced including oil/filter changes, lubrication, and any other preventative maintenance recommended by the mechanics.

All of the fire department's self-contained breathing apparatus (SCBA) were flow tested and the air fill station used to fill the SCBA air bottles was serviced. This service is done annually to test for any issues and prolong the service life of the units.

### **Other:**

Assistant Chief Spears attended a 911 Board meeting and Chief Rexroat attended a MABAS Executive Board Meeting.

Respectfully submitted,  
Casey Rexroat, Fire Chief

CITY OF MONMOUTH – APPLICATION FOR  
DOWNTOWN TIF COMMERCIAL BUILDING REHABILITATION PROGRAM

Name of Applicant (Building Owner): Gerardo + Janey Ruvalcaba

Mailing Address: 66 Public Sq City/State/Zip: Monmouth IL 61462

e-Mail Address of Owner/Applicant: JaneyRuvalcaba@gmail.com Phone: 309 536 1043

Detailed Description of Eligible Interior Rehabilitation Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detailed Description of Eligible Exterior Rehabilitation Work: The building needs a new roof asap to avoid more damage on the inside due to rain and snow.

Cost of Interior Work (Attach Contractor Cost Estimate(s)): \_\_\_\_\_

Cost of Exterior Work (Attach Contractor Cost Estimate(s)): \$27,000

Total Cost of All Rehabilitation Work (Eligible and Ineligible Costs): \$27,000

Attach photographs of work areas of building \_\_\_\_\_ YES \_\_\_\_\_ NO

I, (print name of building owner) Janey Ruvalcaba, do hereby request financial assistance from the City of Monmouth under its Downtown TIF Commercial Building Rehabilitation Program. My signature below certifies that I have read and understand the guidelines published for this program and assert that, to my knowledge, the proposed improvements for the rehabilitation of my commercial building located at 66 Public Sq, Monmouth, Illinois, are eligible under the Program guidelines. I further agree to comply with all municipal zoning, building, electrical, plumbing, mechanical, and sign regulations and will obtain all permits as may be appropriate. I understand that any financial assistance that may be provided by the City under this program will be in the arrangement of a reimbursement upon completion of the rehabilitation work and the issuance of a Certificate of Occupancy by the City of Monmouth. I understand that I will be responsible for repaying the City a portion or the entirety of the amount of financial assistance should I fail to operate a viable business enterprise within the rehabilitated space for a period of less than 5 years.

Applicant/Owner's Signature Janey Ruvalcaba Date: 7-7-2022

Received by the City: July 8, 2022  
Date

*Recommendation: \$8,100  
Present to City Council on July 18, 2020*

Proposal

PROPOSAL NO.
SHEET NO.
DATE

PROPOSAL SUBMITTED TO:	WORK TO BE PERFORMED AT:
NAME Gerardo Ruvalcaba	ADDRESS 66 Public Square Mammoth IL
ADDRESS	DATE OF PLANS
PHONE NO. 304-536-1043	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of  
 rubber roof on top of building.  
 Repair and waterproof dormer.  
 Possibly remove dormer to add trap door.

\$21,000 no dormer work  
 \$27,000 including dormer ✓


Jamie Shawler  
 Cell # 573-231-4558

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \_\_\_\_\_

Dollars (\$ \_\_\_\_\_ ) with payments to be made as follows.

50% deposit  
 remainder due immediately upon completion

Any alteration or deviation from above specifications involving extra costs will be credited only upon written order, and will become an extra charge over and above the estimate. All agreements, contingent upon strikes, accidents or delays beyond our control.

Respectfully submitted   
 For Quality Roofing Pro  
 Note - this proposal may be withdrawn by us if not accepted within 15 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____	Signature _____
Date _____	Signature _____

property records, the building was built in 1880, and Dr. Murmann has owned it for an unknown timeframe.<sup>1</sup>



**Figure 1: Aerial Photograph of Subject Property.<sup>2</sup>**

### ***Background***

Dr. Murmann reported property damage on or around, as a result of a storm producing high winds and hail that passed through Monmouth, Illinois, and the surrounding area. A contractor inspected the roof and stated that the membrane had sustained wind damage as a result of the storm. No repairs have been completed since the storm event.

### ***Observations***

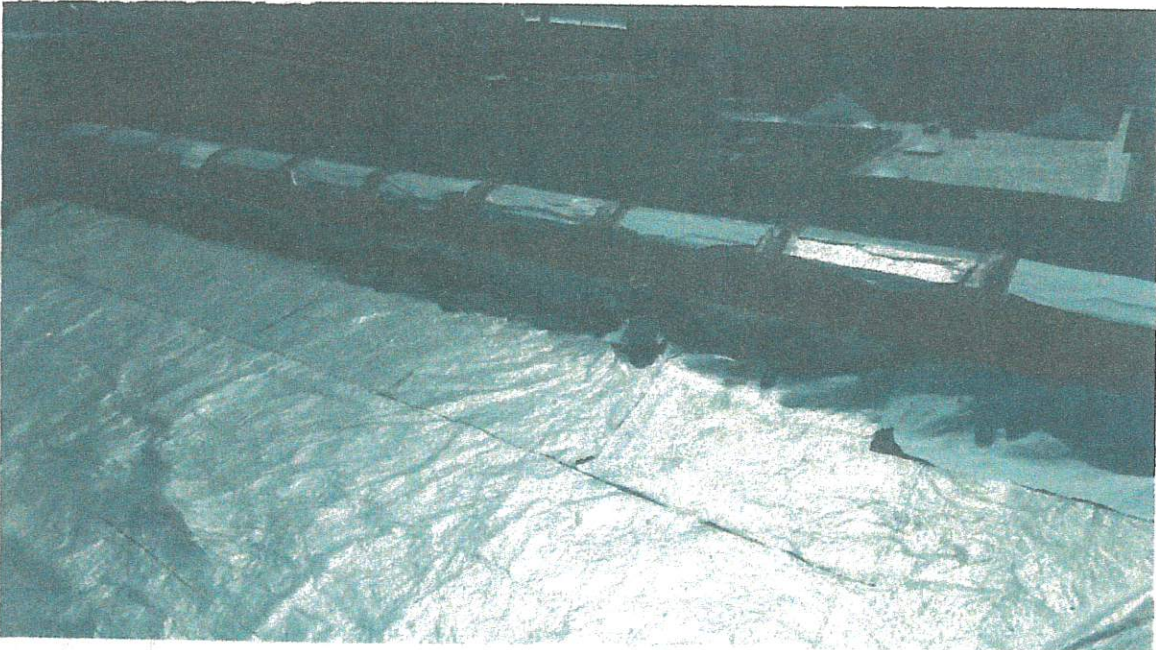
No exterior brick elements are separated, displaced, bowed, or missing. The lower awning over the front entrance is not displaced. Light fixtures in the

<sup>1</sup> Warren County, ATAS Portal, <https://il1374.cichosting.com/atasportal/propertyCardDetail.aspx> (accessed June 23, 2022).

<sup>2</sup> Google Maps, <https://www.google.com/maps/place/68+Public+Square,+Monmouth,+IL+61462/> (accessed June 23, 2022).



Photograph 9: No torn, displaced, or missing sections of the membrane along the west parapets.

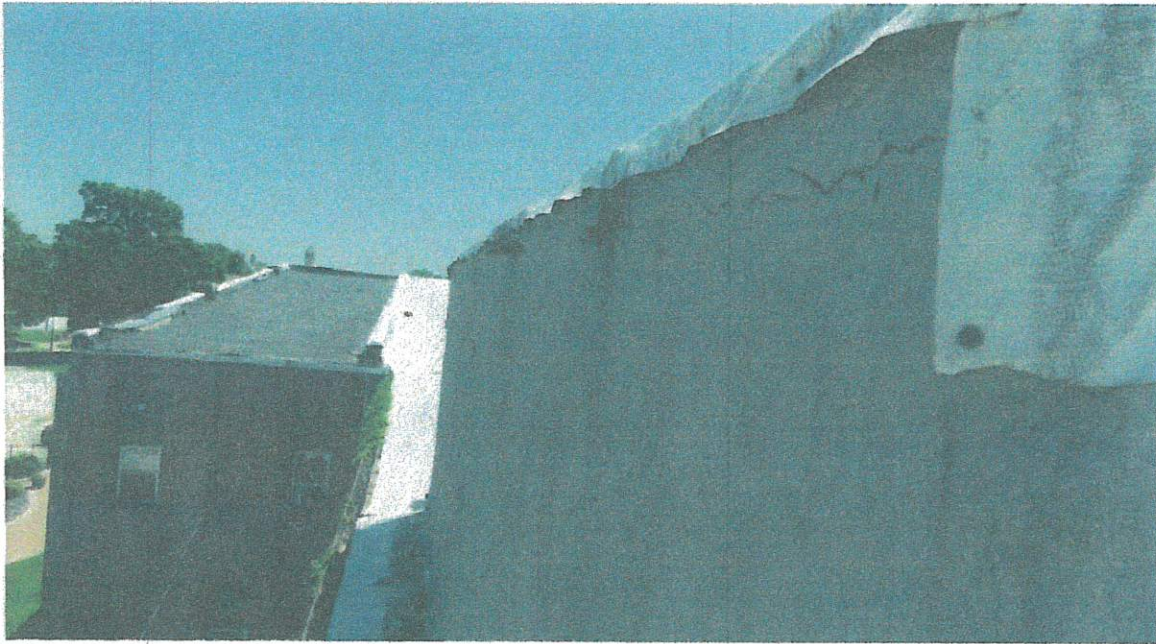


Photograph 10: No torn, displaced, or missing sections of the membrane along the south parapets.





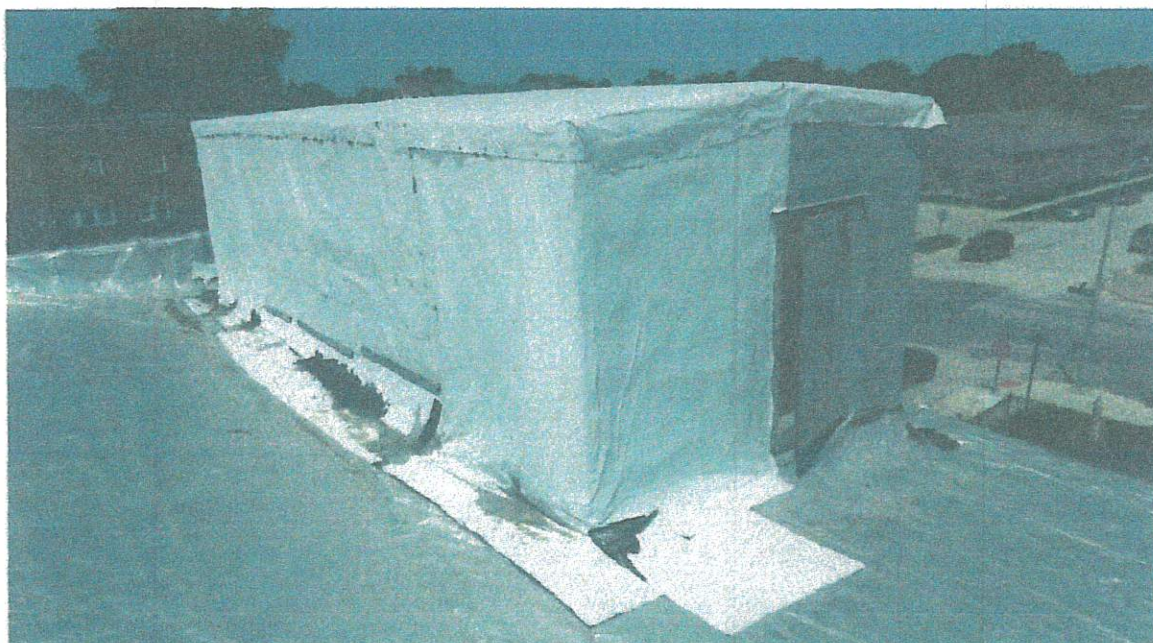
Photograph 7: South face of the access structure.



Photograph 8: North face of the roof structure with no termination bar over the ends of the membrane.



Photograph 5: Foil-faced membrane covering the roof and the access structure.



Photograph 6: South and east ends of the access structure.

CITY OF MONMOUTH – APPLICATION FOR  
DOWNTOWN TIF COMMERCIAL BUILDING REHABILITATION PROGRAM

Name of Applicant (Building Owner): John Wilson

Mailing Address: 1900 20th Street City/State/Zip: Kirkwood, IL 61447

e-Mail Address of Owner/Applicant: \_\_\_\_\_ Phone: 309-337-1724

Detailed Description of Eligible Interior Rehabilitation Work: NONE

Detailed Description of Eligible Exterior Rehabilitation Work: Masonry repairs (tuck-pointing)  
to replace and strengthen mortar joints of brickwork on exterior  
walls of brick building located at 211 North Main Street, Monmouth.

Cost of Interior Work (Attach Contractor Cost Estimate(s)): N/A

Cost of Exterior Work (Attach Contractor Cost Estimate(s)): \$30,052

Total Cost of All Rehabilitation Work (Eligible and Ineligible Costs): \$30,052

Attach photographs of work areas of building  YES  NO

I, (print name of building owner) John Wilson, do hereby request financial assistance from the City of Monmouth under its Downtown TIF Commercial Building Rehabilitation Program. My signature below certifies that I have read and understand the guidelines published for this program and assert that, to my knowledge, the proposed improvements for the rehabilitation of my commercial building located at 211 North Main St. Monmouth, Illinois, are eligible under the Program guidelines. I further agree to comply with all municipal zoning, building, electrical, plumbing, mechanical, and sign regulations and will obtain all permits as may be appropriate. I understand that any financial assistance that may be provided by the City under this program will be in the arrangement of a reimbursement upon completion of the rehabilitation work and the issuance of a Certificate of Occupancy by the City of Monmouth. I understand that I will be responsible for repaying the City a portion or the entirety of the amount of financial assistance should I fail to operate a viable business enterprise within the rehabilitated space for a period of less than 5 years.

Applicant/Owner's Signature John E. Wilson Date: 7/5/22

Received by the City: July 5, 2022 JS  
Date

RECOMMENDATION: \$9,016  
For 7/18/2022 Council Meeting

## AtCo Masonry LLC

Tuck pointing – Waterproofing – Brick, Block, & Stone Replacement

Caulking – Masonry Cleaning

(309) 536-1505

Sciota, IL

### Estimate for Work

Customer Information	Project Information
<b>Name:</b> John Wilson	<b>Name:</b>
<b>Address:</b> Main street Monmouth IL	<b>Location:</b>
<b>Phone:</b>	<b>Site Contact:</b>

#### Description of work:

Masonry Repairs on the front and side of the building

#### Scopes:

- **Front of building**
  - o Grind and repoint entire face of the building using type o mortar
  - o Relay top area of parapet reusing brick and mortar to matchThe total cost for the front of the \$12,350.00
- **Side of the building (towards the square)**
  - o Grind and point 2 story side with type o mortar (stop at garage door kick out)
  - o Spot point down the side of the building (200sq ft)The total cost for the side of the building is \$17,702.20

#### Clarifications

- Owner is responsible for providing power and water for the duration of the project
- Parking should be available within a close proximity
- Work is limited to what is listed above additional work can be added based on our unit pricing
- Machine rental is included in this

# Untitled Map

John Wilson  
211 N Main Street  
Parcel #0920503400

309.337.1724

## Legend

-  211 N Main St
-  ZONED B-1 Downtown Commercial



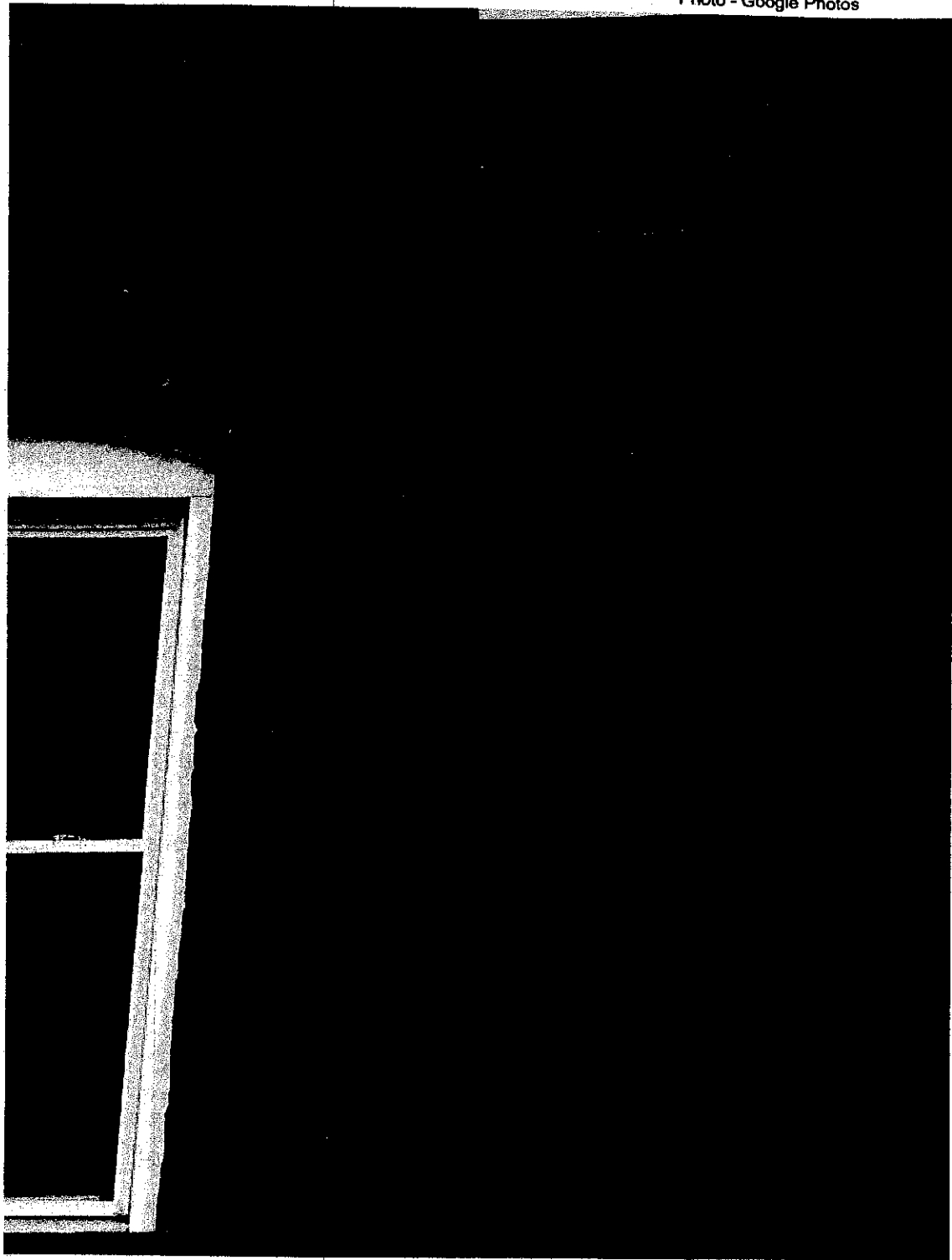
Google Earth

© 2022 Google

9.83 ft

5/2/22, 12:55 PM

Photo - Google Photos









ORDINANCE NO. 22-019

AN ORDINANCE AMENDING CHAPTER 53, ENTITLED “SOLID MUNICIPAL WASTE”, OF THE CITY ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS

BE IT ORDAINED by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

Section 1:

Chapter 53 of the Monmouth Code of Ordinances, entitled “SOLID MUNICIPAL WASTE”, is hereby amended as follows:

**§ 53.30 – LANDSCAPE/YARD WASTE – BRUSH DISPOSAL**

Brush, tree limbs up to six (6) inches in diameter may be taken to the permitted burn pile located at the City owned landfill at no charge provided said brush and/or tree limbs are dropped off at said burn pile by a resident of the City of Monmouth only and said brush and/or tree limbs are from property located within the corporate limits of the City of Monmouth. No commercial tree service shall be allowed to drop off or dump brush and/or tree limbs at said permitted burn pile. In the event a resident of the City of Monmouth desires to dump tree limbs larger than six (6) inches at said burn pile, said resident must first obtain a permit from the Public Works Director at City Hall. Said permit shall be issued at no charge. Anyone discovered to have violated this Section shall be fined pursuant to Section 53.99.

Section 2:

In all other respects, Chapter 53 of the Monmouth Code of Ordinances previously enacted shall remain in full force and effect.

Section 3:

This ordinance shall be in full force and effect ten (10) days after this due publication in pamphlet form, passage and approval thereof as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

ATTESTED:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_



510 SE Industrial Ave  
Galva, IL 61434  
309.932.2936



July 13, 2022

Eagle Enterprises Recycling, Inc. is pleased to offer the following proposal for extension of the Curbside Recycling Contract with the City of Monmouth.

### **Curbside Recycling**

Eagle Enterprises Recycling, Inc. will continue to provide curbside recycling services for the residents of Monmouth. Residents will be provided a recycling cart in 48-, 64-, or 96-gallon size by their request. Residents will be able to switch the size of their cart if they find their current size is not adequate or is more than necessary. If a resident regularly produces more recycling than will fit in their cart, they may request a second cart at no additional cost to the resident or City. Every other week, Eagle Enterprises Recycling, Inc. will collect all recyclables placed in or with the tote at the curb. If a resident has more recycling than will fit in their cart, or has large recyclables, such as cardboard boxes, they may be placed along side of the cart and will also be collected. All recyclables collected will be hauled to the Eagle Enterprises Recycling, Inc. Material Recovery Facility in Galva for initial sorting. This would also include moving from a five day collection schedule every other week, to a four day collection schedule every other week. Routes would match the new garbage collection routes.

### **Recycling in the Schools, Municipal Buildings, and Not-For-Profits**

Eagle Enterprises Recycling, Inc. will continue to provide free recycling to the schools in Monmouth. Also included is recycling at City Hall and other municipal buildings, and not-for-profits (Jamieson Center, Buchanan Center for the Arts, Warren County Public Library, W.I.A.R., etc.).

### **Recycling Drop-Off for Businesses**

Eagle Enterprises Recycling, Inc. will continue to provide the recycling drop-off for businesses, located at the Transfer Station.

### **Cost**

Monthly cost per household for a 5-year extension:

- 2024\*: \$4.98 per household, Monthly Aggregate City Cost \$17,375.22\*\*
- 2025: \$5.18 per household, Monthly Aggregate City Cost \$18,073.02
- 2026: \$5.39 per household, Monthly Aggregate City Cost \$18,805.71
- 2027: \$5.60 per household, Monthly Aggregate City Cost \$19,538.40
- 2028: \$5.83 per household, Monthly Aggregate City Cost \$20,340.87

Monthly cost per household for a 3-year extension:

- 2024\*: \$5.65 per household, Monthly Aggregate City Cost \$19,712.85\*\*
- 2025: \$5.88 per household, Monthly Aggregate City Cost \$20,515.32
- 2026: \$6.11 per household, Monthly Aggregate City Cost \$21,317.79

\* Current contract term is December 1 to November 30 each year, and this same term would continue under this proposal

\*\*Based on 3,489 Household Units in the City.



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Tuesday July 5, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderman Justin Thomas, Alderwoman Susan Twomey, Aldermen Brian Daw, Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Alderman Tony Cook **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of June 20, 2022 Council Meeting Minutes**

It was moved by Alderman Conard and seconded by Alderwoman Kelly to approve the June 20, 2022 Council Meeting Minutes as presented. **AYE:** Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **PASS:** Aldermen Thomas and Daw **ABSENT:** Alderman Cook **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

There were none to be heard.

**B. Consent Agenda**

**1. Approval of Bills**

It was moved by Alderman Daw and seconded by Alderwoman Twomey to approve the bills as presented. **AYE:** Alderman Thomas, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Aldermen VanVleet **NAY:** none **ABSENT:** Aldermen Cook **MOTION CARRIED.**

**V. COMMITTEE OF THE WHOLE**

**A. Building and Zoning June Report – Director Clark**

- ✓ The department is continuing to issue notices for Junk and Debris and Mowing.
- ✓ Open Projects: Methodist Church, Monmouth Townhomes and Park District Office
- ✓ Grant funded Demolitions: 1128 S. 11<sup>th</sup> and 829 S. 1<sup>st</sup> Street notice for bids have been published with a bid opening set for July 15<sup>th</sup> at 10:00 a.m. in City Hall.
- ✓ Completed Projects: Merkadito is open for business and is essentially complete with the exception of a fire safety alarm system linked to a third party who then notifies Public Safety to dispatch the fire department.

## **B. Woodard and Curran May Report**

- The City has received notice that it has received a \$550,000 CDBG Grant and a Federal Grant of \$550,000 through Senator Durbin's office for the West Harlem water main replacement project. There is some capital reserve money that can be used to supplement any shortage in funding the project.
- The street painting has now been started on North and South Main Street along with the downtown area. Only 75% of the City's paint order was received. East and West Broadway will be started with what is left of the initial paint received.
- The water pump motors that Council approved for the water treatment plant have arrived. The VFD's have been on backorder and are due to arrive around August 1<sup>st</sup>. Ameren is supplying \$65,000 towards the funding of this project.
- The old Maple City Dairy redevelopment project notice for bids is going out tomorrow in the local papers with a bid opening scheduled for July 26<sup>th</sup> at 11:00 a.m. in City Hall. Approval for awarding of the bid should come before Council at the first meeting in August.
- The MFT Street Program cost estimate for 60 blocks came in at \$1.8 million, which is two times as much as in our fund. The project was pared down to 40-45 blocks with a cost of \$1.3 million. The City can tap into their capital reserve funds to make up the difference.

## **C. Approval of Service Agreement with C & D Electric for Electrical Inspections**

Director Clark explained that Brian Blackman of Blackman Electric had been doing our electrical inspections, but has taken a job with Ameren Electric and discontinued his electrical business. The City has approached Bob Evans of C & D Electric to contract with him for doing the electrical inspections for the City as an independent contractor. If the City approves this contract, then he will form an LLC that will operate separate from his C & D Electric business in order to conduct the electrical inspections. **It was moved by Alderman Thomas and seconded by Alderman Conard to approve the Service Agreement with Bob Evans to conduct electrical inspections for the City. AYE:** Aldermen Daw, Conard, Pinedo and Thomas **NAY:** none **PASS:** Alderwomen Twomey, Kelly and Alderman VanVleet **ABSENT:** Alderman Cook **MOTION CARRIED.**

## **D. Proposal for North Pre-treatment Plan Biogas Feasibility Study**

Administrator Steinbrecher explained that he met with Smithfield to discuss the possibility of containing the methane gas that is being constantly flared at the lagoon. About six years ago a study was conducted and the marketability for such a project just wasn't there. Smithfield is willing to reimburse the City for the cost of a study to be done by Woodard and Curran to determine if there is now a market for the bio-gas. The cost of the study is \$14,900. **It was moved by Alderman Daw and seconded by Alderwoman Twomey to approve the service agreement with Woodard and Curran to conduct a Bio-Gas study. AYE:** Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas and Alderwoman Twomey **NAY:** none **ABSENT:** Alderman Cook **MOTION CARRIED.**

### **E. Regulating Brush and Tree Disposal at Landfill Site Discussion**

Mayor Davies explained that the current ordinance regulating brush and tree disposal at the landfill is 25 years old and was designed to address the disposal of limbs as a result of a storm. Unfortunately, large commercial trees are being dumped at the landfill and are way too large to be burned or chipped, which we no longer do. There needs to be signage placed to prohibit commercial tree removal dumping. The Administration is asking the Council to direct City Attorney Spears to draft an ordinance to clean up the language regarding what is acceptable for the dumping of trees that have been commercially removed. **It was moved by Alderwoman Twomey and seconded by Alderman Pinedo to have City Attorney Spears draft an ordinance to provide for the restriction of commercially removed trees being dumped at the City's landfill.** **AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas and Alderwoman Twomey **NAY:** none **PASS:** Alderman Daw **ABSENT:** Alderman Cook **MOTION CARRIED.**

### **VI. OTHER BUSINESS**

There was none to be considered.

### **VII. ADJOURNMENT**

**It was moved by Alderman VanVleet and seconded by Alderwoman Twomey to adjourn the July 5, 2022 meeting at 6:25 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Cook, who was absent.**

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Mayor Rod Davies

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City Clerk Susan S. Trevor



## COUNCIL MEETING

**Date:** Monday, July 18, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the June 6, 2022 Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)
  - B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. Monmouth College and Aramark Request for Liquor License**
  - B. MFD June Report – Chief Rexroat**
  - C. MPD June Report – Chief Switzer**
  - D. Extension of Recyclables Collection Contract with Eagle Enterprises**
  - E. Commercial Building Rehabilitation Application for 211 North Main Street**
  - F. Commercial Building Rehabilitation Application for 66 Public Square**
  - G. Commercial Building Rehabilitation Application for 55-56 Public Square**
  - H. Approval of Demolition Bids for 1128 S. 11<sup>th</sup> Street and 829 S. 1<sup>st</sup> Street**
  - I. Reconsideration of Golf Cart Ordinance Discussion**
- VI. ORDINANCES**
  - A. 1<sup>st</sup> Reading**
    - 1. 22-019, Amending Chapter 53-Solid Municipal Waste-Brush and Tree Limbs**
- VII. OTHER BUSINESS**
- VIII. ADJOURNMENT**

<b>DEMOLITION BIDS</b>	<b>7/15/22</b>	<b>10:00 a.m.</b>	<b>829 S. 1st Street</b>
<b>BIDDERS</b>	<b>BID BOND</b>	<b>CERTIFICATE of INSURANCE</b>	<b>TOTAL BID (Asbestos Abatement &amp; Demolition)</b>
1. BROWN EXCAVATING	<b>X</b>	<b>X</b>	<b>\$14,940.00</b>
2. MAPLE CITY CONSTRUCTION	<b>X</b>	<b>X</b>	<b>\$15,735.00</b>
3. CONSTRUCT CONNECT			<b>NO BID</b>
4.			
5.			

Demolition Bids	3/26/2021 4:00 p.m.	700 S. 2nd Street	
BIDDERS	BID BOND	TOTAL BID	
1. Maple City Construction	X	Demolition ..... \$7,319.00 Abatement ..... 1,360.00 Trees ..... <u>600.00</u> Total Bid \$9,279.00	
2. Brown Excavating and Demolition	X	Demolition ..... \$8,994.00	
3.			
4.			



5.			
6			

<b>DEMOLITION BIDS</b>	<b>7/15/22</b>	<b>10:00 p.m.</b>	<b>1128 S. 11th Street</b>
<b>BIDDERS</b>	<b>BID BOND</b>	<b>CERTIFICATE of INSURANCE</b>	<b>TOTAL BID (Demolition and tree Removal)</b>
1. BROWN EXCAVATING	<b>X</b>	<b>X</b>	<b>\$ 8,394.00</b>
2. MAPLE CITY CONSTRUCTION	<b>X</b>	<b>X</b>	<b>\$14,769.00</b>
3. CONSTRUCT CONNECT			<b>NO BID</b>
4.			
5.			

6			
Demolition Bids	3/26/2021 4:00 p.m.	700 S. 2nd Street	
BIDDERS	BID BOND	TOTAL BID	
1. Maple City Construction	X	Demolition ..... \$7,319.00 Abatement ..... 1,360.00 Trees ..... <u>600.00</u> Total Bid \$9,279.00	
2. Brown Excavating and Demolition	X	Demolition ..... \$8,994.00	
3.			
4.			

5.			
6			

[Monmouth College-Aramark Liquor License Request.pdf](#)

[Ordinance 21-023- Liquor Licenses - Class 6 Food Service License.pdf](#)



CITY of MONMOUTH

100 East Broadway  
Monmouth, IL. 61462  
309-734-2141

CITIZEN/ORGANIZATION AGENDA REQUEST

Council Meeting Date 7/18/2022

(Requests may be faxed to City Clerk at 309-734-4943)

CITIZEN/ORGANIZATION: Monmouth College and Aramark

Citizen/Representative: Holly Tharp and a legal team member Sam Aramark

Address: 700 E Broadway

E-mail Address: htharp@monmouthcollege.edu

Phone Number: 309-457-2424

Event Date and Hours of Event: \_\_\_\_\_

Type of Event and Reason for Request: \_\_\_\_\_

liquor license request and follow up

Requirements for events (these requirements must accompany the request at time of meeting or before, NO EXCEPTIONS):

- 1) Certificate of Liability Insurance – (private citizen or not-for-profit group)
- 2) If request includes or affects other citizens, a form signed by such citizens showing their approval is to be brought to meeting. (Ex: vacating an alley, blocking off street)
- 3) Diagrams or maps, if pertinent to approving the request.

Holly Tharp  
Citizen/Organization Representative

7/8/22  
Date

Susan L. Jovan  
City Clerk

7-8-22  
Date

- PLEASE NOTE:
- 1) In order to be placed on the agenda of a Council Meeting, ALL requests MUST be received the Wednesday morning prior to the next Council meeting!
  - 2) Representative must be present at meeting unless exempted under annual request policy.

Aramark in collaboration with Monmouth College would like to apply for a liquor license in the city of Monmouth, IL.

**Vendor and Customer Relationship**

Aramark is the contracted food service provided with Monmouth College. Aramark operates across the United States including several locations in Illinois. They do require that liquor be served under a proper liquor license and we need to become in compliance with that requirement to continue efficient college operations. Aramark and Monmouth College have determined that it would be best in our situation that Aramark obtain the license to buy, sell, and serve liquor for Monmouth College as their customer and other customers using space at Monmouth College.

**Locations**

Alcohol will only be served on the Monmouth College campus including in buildings and outdoors on the private property. Event space will be designated to a specific area, typically within a tent.

**Types of Events**

Examples of Monmouth College events in which alcohol is served include employee celebrations, dinners with visitors, fundraising events, and Homecoming celebrations. Most events are under 100 people but could be 500 or more.

Aramark may also provide service for other customers renting Monmouth college owned space. These events may include weddings, meetings, and fundraising events.

**Who will be served**

Events in which alcohol is served will primarily be for attendees 21 years of age and older. Rarely students are in attendance at these events but may be present for select dinners. Aramark will be responsible for checking identification as needed.

**What will be served**

Only beer and wine.

**Purchasing of Alcohol**

Aramark will be responsible for the purchasing of alcohol in accordance with licensing regulations. Aramark will store inventory of alcohol in a secured location counting inventory regularly.

**§ 115.24 - CLASSES OF LICENSES; FEES.**

(A) *Classes of licenses.* Licenses as issued by the city under this chapter shall be classified as follows:

- (1) *Class 1 license.* A class 1 license shall permit the retail sale of alcoholic liquor for consumption on or off the premises where the sale is made.
- (2) *Class 2 license.* A class 2 license shall permit the retail sale of alcoholic liquor for consumption only on the premises where the sale is made.
- (3) *Class 3 license.* A class 3 license shall permit the retail sale of beer or wine for consumption only on the premises where the sale is made.
- (4) *Class 4 license.* A class 4 license shall permit the retail sale of alcoholic liquor in sealed packages for consumption only off the premises where the sale is made.
- (5) *Class 5 license.* A class 5 license shall permit the retail sale of alcoholic liquor for consumption only on the premises of an institution of higher learning accredited through the Higher Learning Commission by a licensed food service company contracted for a period of five years or more with such institution of higher learning and only for purposes related to theatre, cultural, or other events approved by the President of the accredited institution of higher learning; wherever or however said licensed premises are situated or however classified for zoning purposes within the City.

**§ 115.25 - LIMITATION ON NUMBER.**

- (A) The total aggregate number of licenses of Class One shall be 15, Class Two shall be six in number, Class Three shall be six in number, Class Four shall be ten in number, Class 5 shall be one in number.
- (B) No licensee shall hold more than one license per premises.
- (C) Except as provided in § 115.27 of this chapter, the total aggregate number of licenses in any class shall be set by ordinance.



ORDINANCE NO. 21-023

**AN ORDINANCE AMENDING SECTION 115.24, ENTITLED “CLASSES OF LICENSES; FEES”, OF THE CITY ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS and AN ORDINANCE AMENDING CHAPTER 115, SECTION 115.25 ENTITLED “LIMITATION ON NUMBER”, OF THE CITY ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS**

BE IT ORDAINED by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

Section 1:

Section 115.24 of the Monmouth Code of Ordinances, as currently codified is hereby amended to include subsection (A) (6) to read as follows:

Section 115.24 (A) (6) - LICENSED FOOD SERVICE COMPANY LICENSE (CLASS 6).

(6) Class 6 License. A class 6 license shall permit a licensed food service company contracted for a period of five years or more with an institution of higher learning accredited through the Higher Learning Commission for use at said accredited institution and only for purposes related to theatre, cultural, or other events approved by the President of the accredited institution of higher learning wherever or however said licensed or other premises are situated or however classified for zoning purposes within the City.

Section 115.24 (B) – Fees

(1) The annual license fees for each license issued by the city shall be as follows:

<u>Class of License</u>	<u>Annual Fee</u>
Class 1	\$1,500.00
Class 2	\$1,500.00
Class 3	\$ 900.00
Class 4	\$1,500.00
Class 5	\$50.00 per event
Class 6	\$1,500.00

Section 2:

In all other respects, Section 115.24 of the Code of Ordinance of the City of Monmouth, previously enacted, shall remain in full force and effect.

Section 3:

Chapter 115, Section 115.25 of the Monmouth Code of Ordinances, entitled “LIMITATION ON NUMBER”, is hereby amended to include as follows:

**§ 115.25      LIMITATION ON NUMBER**

(A) The total aggregate number of licenses of Class One shall be fourteen (14). Class Two shall be six (6) in number. Class Three shall be four (4) in number. Class Four shall be Eleven (11) in number. Class Five shall have no limitation – issued per event. Class 6 shall be one (1) in number

Section 4:

In all other respects, Chapter 115 entitled “INTOXICATING LIQUOR”, of the Monmouth Code of Ordinances previously enacted shall remain in full force and effect.

Section 5:

This ordinance shall be in full force and effect after passage and approval thereof.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_

CITY OF MONMOUTH – APPLICATION FOR  
DOWNTOWN TIF COMMERCIAL BUILDING REHABILITATION PROGRAM

Name of Applicant (Building Owner): Robbins Treat Resources

Mailing Address: 55 Public Sq City/State/Zip: Monmouth IL 61462

e-Mail Address of Owner/Applicant: Vanessa.wetterling@prairiecommunications.net Phone: 309 333 8081

Detailed Description of Eligible Interior Rehabilitation Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detailed Description of Eligible Exterior Rehabilitation Work: see attached description

\_\_\_\_\_

\_\_\_\_\_

Cost of Interior Work (Attach Contractor Cost Estimate(s): \_\_\_\_\_

Cost of Exterior Work (Attach Contractor Cost Estimate(s): \$ 9316

Total Cost of All Rehabilitation Work (Eligible and Ineligible Costs): \_\_\_\_\_

Attach photographs of work areas of building \_\_\_\_\_ YES  NO  Available upon request

I, (print name of building owner) Vanessa Wetterling, do hereby request financial assistance from the City of Monmouth under its Downtown TIF Commercial Building Rehabilitation Program. My signature below certifies that I have read and understand the guidelines published for this program and assert that, to my knowledge, the proposed improvements for the rehabilitation of my commercial building located at 55 Public Sq, Monmouth, Illinois, are eligible under the Program guidelines. I further agree to comply with all municipal zoning, building, electrical, plumbing, mechanical, and sign regulations and will obtain all permits as may be appropriate. I understand that any financial assistance that may be provided by the City under this program will be in the arrangement of a reimbursement upon completion of the rehabilitation work and the issuance of a Certificate of Occupancy by the City of Monmouth. I understand that I will be responsible for repaying the City a portion or the entirety of the amount of financial assistance should I fail to operate a viable business enterprise within the rehabilitated space for a period of less than 5 years.

Applicant/Owner's Signature Vanessa Wetterling Date: 7-15-22

Received by the City: July 15, 2022  
Date

Recommendation: \$2,795<sup>00</sup>  
Present to City Council on July 18, 2022

# Andy's Roofing and CONSTRUCTION LLC

Proposal

181 90TH AVENUE • Smithshire, IL 61478 • 309-333-5806  
 andy.roofingco@gmail.com • andysroofingco.com  
 Lic. #104-018552

**Proposal Submitted To:**

**Work To Be Performed At:**

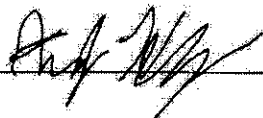
Name Vanessa Wetterling  
 Street 55 Public Sq  
 City Monmouth State IL  
 Phone 309-333-8081

Same  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Date of Plan 7-15-22 Architect \_\_\_\_\_

We hereby propose to furnish the materials and perform the labor necessary for the completion of  
Spray Foam Recoat on 1900 sq ft roof  
Pressure wash entire roof with 4000 psi washer  
Etch roof with etching cleaner to ensure proper adhesion  
Prime entire roof with prime time primer  
Repair any bad spots in foam none were observed at the time of inspection  
Seal entire roof with Puma XL Top Coat color white  
6789.00  
A 10yr nonprorated materials warranty will be issued upon completion and final payment  
Add 2527.00 for base coat on entire roof  
A 18yr nonprorated materials warranty will be issued upon completion and final payment  
A 5yr labor warranty will be issued upon completion and final payment  
 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

with payments to be made as follows: 50% with acceptance of contract remainder when job is  
Completed

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work.

Authorized Signature 

**Right of Rescission**  
 The Homeowner(s) has the right to cancel this contract within 3 days from the date of this signed agreement by all parties involved with this agreement.  
 DATE: \_\_\_\_\_

Note - This proposal may be withdrawn by us if not accepted within 30 days.

**Right of Rescission**  
 The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Signature \_\_\_\_\_

**Re: Roof Quote**

Lew Steinbrecher <lew.steinbrecher@cityofmonmouth.com>

Fri, Jul 15, 2022 at 7:59 AM

To: Vanessa Wetterling <vanessa.wetterling@prairiecommunications.net>

Cc: "Annette St. Ledger" <annette.stledger@cityofmonmouth.com>, Rod Davies <rod.davies@cityofmonmouth.com>

Yes, this work is TIF eligible and qualifies for 30% reimbursement of the cost. I've copied Annette on my reply and am asking her to send you the commercial building rehabilitation application form. It is one page. If you can get this back to her before noon, I will ask her to add it to the Council agenda for Monday night.

Thanks,  
Lew

Sent from my iPhone

On Jul 15, 2022, at 7:37 AM, Vanessa Wetterling <vanessa.wetterling@prairiecommunications.net> wrote:

Good Morning Lew:

Does this invoice qualify for the TIF reimbursement for our roof? Thanks,  
Vanessa

**Vanessa Wetterling**

Co-Owner WMOI/WRAM

*Prairie Communications*



13097349452 | 13093338081

vanessa.wetterling@prairiecommunications.net

www.977wmoi.com

55 Public Square, Monmouth, IL 61642



**From:** Andy Hershberger <andys.roofingco@gmail.com>

**Sent:** Friday, July 15, 2022 7:24 AM

**To:** Vanessa Wetterling <vanessa.wetterling@prairiecommunications.net>

**Subject:** Roof Quote

Good Morning Vanessa

Here's is the Quote for your roof. If you have any questions feel free to call me  
Thanks

Andy Hershberger  
Andy's Roofing and Construction LLC  
181 90th Avenue  
Smithshire Ill 61478  
309-333-5806  
andys.roofingco@gmail.com  
www.andysroofingco.com



## POLICE DEPARTMENT JUNE 2022 MONTHLY REPORT

	JUNE 2021	JUNE 2022	+/-	2021 YTD	2022 YTD	YTD +/-
Criminal Arrests	34	38	4	249	283	34
Ordinance Violations	64	118	54	283	594	311
MPD Calls	1462	1260	-202	8287	7062	-1225
Dispatch Calls	2351	2359	8	13595	12962	-633
Accidents	22	11	-11	125	120	-5
Grant Hours Worked	71	82	11	266	409	143

### INCIDENTS OF NOTE:

\*MPD responded to an incendiary device incident. The responding agencies included assets from MFD, FBI, Peoria PD Bomb Squad and Warren Co. Sheriff's Dept. An individual was subsequently charged in the incident and search warrants were conducted of his residence.

\*During the month of June, 85 City Ordinance tickets were issued for speeding.

\*MPD Fraternal Order of Police did their fishing derby. They had a good turn out of kids fishing, winning prizes and having fun.

\*A building inspection was conducted as part of the slip trip and fall program.

\*MPD administrative officers took part in Freezing For Food.

\*Chief Switzer attended the Illinois Terrorism Task Force Executive Board meeting.

### STAFF TRAINING:

\*Firearms qualification was conducted for MPD officers.

### EQUIPMENT RELATED ISSUES:

\*None



1801 179th Street North  
East Moline, IL 61244  
309-751-9540  
[www.vermeermidwest.com](http://www.vermeermidwest.com)

4/18/2022

Quote #: McLaughlin Boom Vac  
PO #:

Bill To:  
Village of Monmouth  
Jay McVey  
100 East Broadway  
Monmouth, IL 61462  
309-221-9230

Ship To:  
Village of Monmouth  
Jay McVey  
100 East Broadway  
Monmouth, IL 61462  
309-221-9230

To Whom It May Concern:

I would like to submit this quote to you.

**1 New 2022 McLaughlin VX50-800**

**\$119,596.45**

- ~ 49 hp TIER 4 FINAL Kubota diesel engine
- ~ 1025 CFM 15" of mercury blower
- ~ 800 gallon spoil tank
- ~ Two 125 gallon fresh water tanks
- ~ 3 stage filtration using cyclonic separator and .5micron poly filter
- ~ Cam-over full open external hydraulic door with separate door/tank raise circuit
- ~ In Tank Clean Out System
- ~ Full debris tank electronic float shut down and secondary ball float shut off
- ~ Lockable engine enclosure
- ~ Lockable control box
- ~ Standard reverse flow for pressure offloading
- ~ 24 gallon fuel tank
- ~ 50' water hose with reel
- ~ Two 15' x 4" vacuum hose
- ~ Rotary digging lance
- ~ 5' vacuum tool
- ~ Wash wand
- ~ 5.6 GPM @ 3000 psi water system with auto clutch
- ~ **Auxiliary hydraulic system with 8 GPM**
- ~ 20,000 GVWR trailer with LED trailer lights
- ~ **Hydraulic Boom— Hydraulic Rotation, wireless remote**
- ~ Two 5' boom extensions
- ~ 1 year / 1000 Hour Manufacturer's Warranty
- ~ OPTIONS
- LED Directional Board - \$1,562.22
- Hotbox water heater - \$6,843.77

Untaxed Machine	\$119,596.45
License and Title	\$258.00
Grand Total	\$119,854.45
-----	
Total Due	\$119,854.45

Initials: \_\_\_\_\_

Quote #: Q-10677

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**Finance Options with Approved Credit**

Payment Details	Monthly Payment
Approximate payment on 60 months based on \$0 down - 5%	\$2,271.24

Proposal good for 30 days; we reserve the right at any time prior to acceptance to revoke this quotation.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your consideration.

Sincerely,

Andy VanSoelen  
Territory Manager  
andy.vansoelen@vermeerwest.com

Initials: \_\_\_\_\_

Quote #:Q-10677





1801 179th Street North  
East Moline, IL 61244  
309-751-9540  
[www.vermeermidwest.com](http://www.vermeermidwest.com)

4/18/2022

Quote #: Vactron Valve Exerciser  
PO #:

Bill To:  
Village of Monmouth  
Jay McVey  
100 East Broadway  
Monmouth, IL 61462  
309-221-9230

Ship To:  
Village of Monmouth  
Jay McVey  
100 East Broadway  
Monmouth, IL 61462  
309-221-9230

To Whom It May Concern:

I would like to submit this quote to you.

**1 New 2022 Vactron LP873SDT**

**\$107,494.05**

SPECIAL ORDER - LEAD TIME TBD

- ~ 49 HP Yanmar Diesel Engine Tier 4 Final
- ~ 800 gallon debris tank
- ~ 1000 CFM Vacuum Pump
- ~ 4000 psi @ 4gm~ High Pressure Water System
- ~ Two (2) 100 Gallon Water Tanks
- ~ Water recirculation kit
- ~ Reverse Pressure to Off-Load Liquids and Dislodge Debris in Hose
- ~ 33' ft x4" Suction Hose with Suction Tools
- ~ Hydraulically Operated Full and Claw Locked Rear Door
- ~ Water Knife & Clean-up Wand
- ~ Empty Weight of Unit with Trailer 8280lb
- ~ Low Profile Torsion Axles (14,000 GVWR)
- ~ Hydraulic Jack
- ~ 1yr Parts Warranty / 1yr Labor Warranty
- ~ 2 Years Standard Yanmar Engine Warranty
- ~ **Options added -**
- ~ **Flowmaster Valve Exerciser - - \$14,083.82**
- ~ **Hotbox - water heater - \$7,233.37**
- ~ **LED Directional Light Board - \$1,486.78**

Boom or Strong Arm not available with valve exerciser

Untaxed Machine	\$107,494.05
License and Title	\$258.00
<b>Grand Total</b>	<b>\$107,752.05</b>
<hr/>	
<b>Total Due</b>	<b>\$107,752.05</b>
<hr/>	

Initials: \_\_\_\_\_

Quote #:Q-10670

**Finance Options with Approved Credit**

Payment Details	Monthly Payment
Approximate payment on 60 months based on \$0 down - 5%	\$2,042.85

Proposal good for 30 days; we reserve the right at any time prior to acceptance to revoke this quotation.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your consideration.

Sincerely,

Andy VanSoelen  
Territory Manager  
andy.vansoelen@vermeermidwest.com

Initials: \_\_\_\_\_

Quote #:Q-10670



## COUNCIL MEETING

**Date:** Monday, August 1, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

**A. Approval of the July 18, 2022 Council Meeting Minutes**

**IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)

**B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)

**1. Approval of Bills**

**V. COMMITTEE OF THE WHOLE**

**A. Building and Zoning July Report**

**B. Woodard and Curran June Report**

**C. Approval of Trailer Mounted Sewer Vacuum Machine**

**VI. ORDINANCES**

**A. 1<sup>st</sup> Reading**

- 1. 22-020, Regulating the operation of certain Golf Carts, Low Speed Vehicles and other Non-highway Vehicles within the City of Monmouth**
- 2. 22-021, Amending Sections 115.24 and 115.25 of Chapter 115, Class 6 Liquor License**

**VII. EXECUTIVE SESSION**

**A. Per Illinois Statute 5 ILCS 120/2 to consider Collective Bargaining**

**VIII. OTHER BUSINESS**

**IX. ADJOURNMENT**

MEMORANDUM

DATE: July 26, 2022

TO: Mayor Davies, Administrator Lew Steinbrecher, Council Members

FROM: Andy Jackson, PWD

RE: Trailer mounted sewer vacuum/valve exerciser/hydro vacuum machine proposal

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The Public Works Department is seeking approval for the purchase of a multipurpose machine that can be used for a variety of public works tasks. With the increased number of utilities, especially fiber optic cable, that has now been installed underground in city right of ways over the past few years it is getting more difficult for safe excavations with the backhoe, especially water services in boulevards. Many times we have hired a local contractor who has a hydro-vacuum machine to suck the excavation vs digging it as there is not room for the dig bucket without potentially tearing out fiber, gas, telephone, and/or electric cables. Those are all very expensive to repair when and if those instances occur. Also, the street valves that control the watermains tend to fill up with grit, dirt, sand, etc and again, we are calling a contractor in to vacuum that debris out of a valve boxes 5 feet deep to be able to turn those valves when needed or, regular exercising of the valves. The third benefit of the multipurpose machine would be to be able to keep up with regular catch basin cleaning via using the vacuum on this machine. Currently we typically hand dig out the catch basins and normally never get them all done. The machine is known as a Trailer mounted Hydro Vac Unit. The unit comes with a high-volume vacuum/blower, spoil tank, water tank, high pressure water flush system, suction hose, and a hydraulic valve exercise attachment. These units have become highly popular in recent years due to the number of underground utilities there are to work around during an excavation, and the multiple function this unit can perform within the Department. I have received 2 quotes for similar machines, both made by Vermeer. The McLaughlin VX50 is driven by a Kubota diesel engine and comes with a hydraulic controlled boom. The Vactron LP87 is driven by a Yanmar diesel engine and comes equipped with a hydraulic valve exerciser for water main and standard pipe valves. Our understanding is if we want the hydraulic boom, we can't get the valve exerciser and vice versa as those attachments use the same platform for mounting. After discussions with the Street Superintendent, Water Superintendent, and Wastewater Superintendent their recommended choice is to have the valve exerciser attachment. Pricing is included for each unit in the attached quote.

McLaughlin VX50 - \$119,854.45

Vactron LP87 - \$107,494.05 (Both have 60-month financing options available through Vermeer.)

I would ask for Council's favorable consideration of this purchase for the Department and more importantly for the maintenance dollar savings and service it can provide to the City.

Thank you for your attention to this matter,

Andy J



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday July 18, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderman Tony Cook, Alderwoman Susan Twomey, Aldermen Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Aldermen Justin Thomas and Brian Daw **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of July 5, 2022 Council Meeting Minutes**

It was moved by Alderman VanVleet and seconded by Alderman Pinedo to approve the July 5, 2022 Council Meeting Minutes as presented. **AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

There were none to be heard.

**B. Consent Agenda**

**1. Approval of Bills**

It was moved by Alderman Cook and seconded by Alderwoman Twomey to approve the bills as presented. **AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly and Aldermen VanVleet **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**V. COMMITTEE OF THE WHOLE**

**A. Monmouth College and Aramark Request for Liquor License**

Angela Cox, MC Director of Food Service, Hannah Maher, V-P of Development and Alumni Relations and Donovan Borvan, Aramark Legal Counsel presented a request from the College to have a Class 6, Food Service Liquor License for Monmouth College. Angela explained that Aramark is the contracted food service for Monmouth College. Aramark and Monmouth College have determined that it would be best in their situation that Aramark obtain the license to buy, sell and serve liquor for Monmouth College as their customer and other customers using space at Monmouth College. The alcohol will only be served on the MC campus for events such as employee celebrations, dinners with visitors, fundraising events and Homecoming celebrations. Aramark may also provide service for other customers renting Monmouth College owned space. Only beer and wine will be served by a Bassett trained staff person and Aramark will be responsible for purchasing alcohol and storing it in a secured

location. **It was moved by Alderwoman Twomey and seconded by Alderman Conard to place it on the August 1<sup>st</sup> meeting agenda for a 1<sup>st</sup> reading.** **AYE:** Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**B. MFD June Report – Chief Rexroat**

- 🔥 The department responded to a total of 125 calls in the month of June.
- 🔥 Captain Cozadd attended a National Incident Management System Class in Galesburg for emergency responders who may respond to a large-scale incident and be part of a command or operations center.
- 🔥 The entire department toured the new Emergency Center wing at OSF Holy Family Hospital to familiarize themselves with the care provided and the layout of the Emergency Center.
- 🔥 During the excessive heat the department hooked a hose to the hydrant at West Park on West Broadway and allowed kids to run through the water. They have done this before and it is well attended and great way to interact with kids of the community.
- 🔥 The department also participated in “1/2 Way to Freezing for Food” event at Sav-A-Lot.
- 🔥 All apparatus was serviced and the annual flow testing of the SCBA equipment was done.
- 🔥 The department will also be present at the annual Car Show in August.

**C. MPD June Report – Chief Switzer**

- During the month of June, the department responded to 1,260 calls, made 38 criminal arrests and had 2359 dispatch calls.
- The department responded to an incendiary device event with the assistance of MFD, FBI, the Peoria Bomb Squad and the Warren County Sheriff’s department. The suspect was taken into custody.
- Through the IDOT traffic grant program, 85 speeding tickets were issued during the month of June.
- The FOP held their annual Ken Russell Fishing Derby for kids and had a good turnout.
- A building inspection was conducted as part of the “slip, trip and fall program”.
- Firearms qualifications was conducted for all officers.
- The department also took part in the “1/2 way Freezing for Food” fundraiser at Sav-A-Lot.
- The department recognized the following officers for their years of service:
  - Officers McVey and Meyers for 22 years
  - Sgt. Jessie Hall for 20 years
  - Officer Bill Benson for 15 years
- In preparation for the Car Show in August, a meeting was held with all emergency responders to go over procedures for responding to any emergency occurring at the event.

#### **D. Extension of Recyclables Collection Contract with Eagle Enterprises**

Administrator Steinbrecher explained that since Lakeshore Recycling went to a four-day residential waste collection, it no longer coincided with Eagle Enterprises five-day recycling schedule; therefore, residents were having two different pickup days in some cases. The administration met with Lakeshore Recycling and Eagle Enterprises to try to coordinate the pickup schedules. In order for Eagle Enterprises to implement a four-day pickup schedule, they had to purchase a larger vehicle for recycling collection. As a result of this investment, they are requesting a five-year extension to their current contract, which is set to expire in November of 2023. The current cost per household is \$4.56 per month and on December 1<sup>st</sup> of the new contract it would go up to \$4.79 per month. Each year of the contract thereafter would have a 4% per month increase. The five-year contract would expire on November 30, 2028. The Administration is recommending approval of a five-year extension of the contract with Eagle Enterprises that would implement a four day a week pickup schedule to coincide with Lakeshore Recycling residential waste collection. **It was moved by Alderman VanVleet and seconded by Alderman Cook to approve the 5-year extension to the Eagle Enterprises Recycling Contract as stated above.** AYE: Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey NAY: none ABSENT: Aldermen Thomas and Daw.

#### **E. Commercial Building Rehabilitation Application for 211 North Main Street**

Administrator Steinbrecher explained that the City has received an application by John Wilson for masonry repair to his building located at 211 North Main Street. It is TIF eligible and the total cost of the repairs is \$30,052 of which 30%, amounting to \$9,016, is reimbursable through the TIF program. The Administration is recommending approval. **It was moved by Alderman Conard and seconded by Alderman Cook to approve the above-stated request for 211 North Main Street.** AYE: Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey NAY: none ABSENT: Aldermen Thomas and Daw **MOTION CARRIED.**

#### **F. Commercial Building Rehabilitation Application for 66 Public Square**

The Administration received another Commercial building Rehabilitation application by Gerardo and Janey Ruvalcaba for a new roof for the building they just purchased located at 66 Public Square. It is TIF eligible and the cost of the roof replacement is \$27,000 of which 30%, amounting to \$8,100, is reimbursable through the TIF program. The Administration is recommending approval. **It was moved by Alderwoman Kelly and seconded by Alderman Pinedo to approve the above-stated request for 66 Public Square.** AYE: Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Alderwoman Twomey and Alderman Conard NAY: none PASS: Alderman Cook ABSENT: Aldermen Thomas and Daw.

#### **G. Commercial Building Rehabilitation Application for 55-56 Public Square**

Robbins Treat Resources submitted a Commercial Building Rehabilitation application for roof repair on their building located at 55-56 Public Square. It is TIF eligible and the cost of the roof repair came in at \$9,316 of which 30%, amounting to \$2,795, is reimbursable through the TIF program. The Administration is recommending approval. **It was moved by Alderman Cook and seconded by Alderwoman Twomey to approve the above-stated request for 55-56 Public Square.** AYE: Alderwoman Kelly, Aldermen VanVleet, Cook, Alderwoman Twomey, Aldermen Conard and Pinedo NAY: none ABSENT: Aldermen Thomas and Daw **MOTION CARRIED.**

Administrator Steinbrecher said the Commercial Building Rehabilitation program has been very successful in helping to restore the downtown area.

#### **H. Approval of Demolition Bids for 1128 S. 11<sup>th</sup> Street and 829 S. 1<sup>st</sup> Street**

Zoning Director Clark explained that there was a bid opening held Friday, July 15<sup>th</sup> at 10:00 a.m. in City Hall. There were two bids received and Brown Excavation came in with the low bid of \$8,394.00 for 1128 S. 11<sup>th</sup> Street and \$14,940.00 for 829 S. 1<sup>st</sup> Street. The Administration is recommending approval of both bids by Brown Excavating for the demolition of the above-named properties. **It was moved by Alderwoman Kelly and seconded by Alderman Pinedo to approve the above-stated demolition bids. AYE:** Aldermen VanVleet, Cook, Alderwoman Twomey, Aldermen Conard, Pinedo and Alderwoman Kelly **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

#### **I. Reconsideration of Golf Cart Ordinance Discussion**

Administrator Steinbrecher explained that last Fall a vote on an ordinance for regulating golf carts, low-speed and non-highway vehicles failed. However, there have been requests to reconsider this issue. In the first proposed ordinance, there were several items that were omitted. The first item was the omission of including North 6<sup>th</sup> Street from East Broadway to North 6<sup>th</sup> Street Extended in the list of restricted streets. The second omission was including the low-speed vehicles to be restricted on the same streets as the golf carts. The third omission was that although the State specifically allows for the operation of golf carts as well as non-highway vehicles which includes A.T.V.'s, off-highway motorcycles and recreational off-highway vehicles, this was not addressed in the City's initial draft. These vehicles could have straddle seats and handles other than steering wheels and represents a concern for public safety as to the maneuverability in crossing non-designated intersections.

Chief Switzer offered his opinion that the ordinance needs to be more specific as to what is allowed such as no bench seats and perhaps requiring seat belts and windshields. He added that low-speed vehicles have to be licensed and registered through the State, which assigns them a vin number. These vehicles also have to be inspected for turn signals, brakes, brake lights and head lamps visible up to 500 feet. In addition, the person operating a low-speed vehicle has to have a valid drivers license.

City Attorney Spears said that local authorities are given the authority to be as restrictive as they desire in their regulations of the operation of golf carts, low-speed vehicles and non-highway vehicles in their municipality.

Mayor Davies stated that there are definitely public safety concerns and asked for a motion to have the City Attorney draft a revised ordinance addressing the above-mentioned restrictions and place it on the August 1<sup>st</sup> Council Meeting agenda.

**It was moved by Alderman VanVleet and seconded by Alderman Cook to have City Attorney Spears draw up an ordinance regulating the use of Golf Carts, Low-Speed and Non-Highway Vehicles to be placed on the Agenda for a 1<sup>st</sup> Reading at the August 1<sup>st</sup> Council Meeting. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** Alderwoman Twomey **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**



## **VI. ORDINANCES**

### **A. 1<sup>st</sup> Reading**

#### **1. 22-019, Amending Chapter 53-Solid Municipal Waste-Brush and Tree Limbs**

Public Works Director Jackson explained that commercial tree removal contractors have been dumping large trees on the City's burn pile and some of these contractors were not even residents of the City. This burn pile was created for the purpose of disposing of storm damage after a major storm and was to be for the residents of the City. The City has to pay \$45 per ton to dispose of the ash from the burn pile and right now there are approximately 250 tons that would cost the City around \$30,000. This ordinance would only allow citizens to dump limbs that are six inches or less in diameter free of charge. If a citizen wants to bring limbs larger than the allowed six inches, he would need to get a permit from the Public Works Director and that would be free of charge. Director Jackson asked to have it clarified that he would have the authority in issuing the permits to make the decision as to what would be allowed and was told that he would have that authority.

**It was moved by Alderman Cook and seconded by Alderman Conard to approve amending Chapter 53, Section 53.30 – Landscape/Yard Waste – Brush Disposal as presented. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **ABSENT:** Aldermen Thomas and Cook **MOTION CARRIED.**

## **VII. OTHER BUSINESS**

There was none to be considered.

## **VIII. ADJOURNMENT**

**It was moved by Alderman Cook and seconded by Alderman VanVleet to adjourn the July 18, 2022 meeting at 7:00 p.m. MOTION CARRIED by unanimous voice vote with the exception of Aldermen Thomas and Daw, who were absent.**

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**Mayor Rod Davies**

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**City Clerk Susan S. Trevor**



# MONTHLY OPERATION REPORT

Monmouth, Illinois

Department of  
Public Works

June 2022



[woodardcurran.com](http://woodardcurran.com)



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## EXECUTIVE SUMMARY

The June Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

Jennifer's engineering group has begun the data gathering work on the required Capacity, Management, Operations & Maintenance program , (CMOM) as laid out in the City's NPDES permit from Illinois EPA.

As required by the same permit, the Phosphorous Removal Feasibility Study was completed by Woodard Curran and sent to IEPA in late July.

The SCADA upgrade project build out is nearly completed, the schedule is to migrate the information into the new system at the Water Treatment and Wastewater Treatment plants by October.

Advanced Plumbing has all material on order for the Bio-retention basin installation at the Monmouth Roseville D238 parking lot with hopes of breaking ground by the end of July. All stakeholders are aware of the schedule and adjustments of bus and vehicle traffic that will be required during construction.

Our 2022 Road improvement project funded by local fuel tax and state motor fuel tax has been submitted to IDOT for their review and approval. We hope to have a bid letting in August and construction in September/October. Approximately 45 blocks of streets will be affected with a variety of work including milling, base repair, ADA sidewalks where necessary, curb repair where necessary, improved drainage on West Euclid by Walgreens, and new asphalt surface on those selected blocks. Cost is estimated at just under \$1.3M dollars for the project. Once we have IDOT approval we will provide council a location map of the streets and work to be completed.

We are hoping to complete all of the downtown street painting prior to the annual Car Show if we don't run out of paint !!

Also, on the agenda is a departmental request to purchase a new trailer hydro vacuum machine for use at street, water, and sewer departments. The multifunctional machine can be used to suck out sewer drains, hydro excavate for water leaks, and includes a hydraulic valve operator. This machine will pay for itself over time as normally we have to hire out that work to a contractor which gets even more expensive during off hour emergencies. The Department much appreciates council's support in this purchase request.

Brockte Well and Pump are onsite to pull and televise Well 5. This Well has been out of service since COVID awaiting to be pulled as there were some issues with it right during the pandemic. Televising the bore hole will give us the information we need to get it back into service.

The first 2 loads of softener media have been delivered to the water plant in anticipation of starting the softener refurbish process at the North Water Treatment Plant.

We have begun investigation into switching over our disinfection product for drinking water to sodium hypochlorite, (bleach essentially), instead of gas chlorine. Many water plants have successfully transitioned to this instead of gas chlorine for safety reasons and long-term cost. We will need permission and permitting from IEPA, and also vendor set up costs to consider before we would make the switch. Superintendent Richard Nelson has brought forth this suggestion to me as an action item worthy of investigation.

Please contact me at 309-734-4026 with any questions.

Regards, Andy

## 1. HEALTH & SAFETY

There were no safety incidents or near misses in June. With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.



## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 140 million gallons of treated wastewater in the month of June . There were three combined sewer overflow events in June . The weather station at the plant reported 3.8" of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	<b>Monthly Average</b>	<b>Permit Limit</b>
Flow (MGD)	4.7	4.62
Ammonia N mg/l	0.1	1.5
CBOD5 mg/l	2	10
Total Phos	0.8	1
Chloride's mg/l	316	500
Suspended Solids mg/l	10	12

### 3. WATER TREATMENT

The water treatment plants produced 99 million gallons of finished water in June. Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	<b>Daily Average</b>	<b>Monthly Total</b>
Treated Water to System	3.3 MG	99 MG
Poly Phosphate Usage-lbs.	112 lbs.	3,243 lbs.
Salt Usage — tons	5.1	147 tons
Chlorine Usage - lbs.	130	3,772 lbs.



#### 4. REVENUE COLLECTION

The table below outlines the revenue collected from the Municipal Services billings for the fiscal year.

**Table 4-1: FY to Date**

PAYMENT TOTALS 2022-2023 FISCAL YEAR										
MONTH	WATER	SEWER	INFRASTRUCTURE	RECYCLE	GARBAGE	YARD WASTE	FARM BONDS	FARM SURCHARGE	OTHER	PENALTY
MAY '22	\$238,138.83	\$182,768.79	\$20,903.44	\$16,627.00	\$37,535.70	\$2,947.42	\$73,395.48	\$0.00	\$0.00	\$1,276.70
JUNE	\$249,234.42	\$191,852.17	\$20,204.37	\$15,763.89	\$36,738.52	\$2,672.17	\$73,712.48	\$0.00	\$50.00	\$1,717.98
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JANUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MARCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
APRIL '23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>YEAR TO DATE</b>	\$487,373.25	\$374,620.96	\$41,107.81	\$32,390.89	\$74,274.22	\$5,619.59	\$147,107.96	\$0.00	\$50.00	\$2,994.68
<b>TOTAL REVENUE</b>	\$1,165,539.36									

## 5. ANNUAL BUDGET – YEAR 10

The table below outlines the month and annual cost summary

**Table 5-1: Annual Budget**

<b>Budget Category</b>	<b>Month Budget</b>	<b>Month Actual</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Over (Under)</b>
Labor (D.L. + FB)	\$150,805	\$151,244	\$270,705	\$269,075	\$1,568,372	(\$1,630)
Utilities	\$3,795	\$2,444	\$6,813	\$3,753	\$39,471	(\$3,060)
Chemicals Costs	\$29,534	\$30,050	\$53,016	\$57,974	\$307,158	\$4,958
Maintenance\Repair	\$35,917	\$28,270	\$64,474	\$50,651	\$373,541	(\$13,823)
Sludge Disposal Costs	\$687	\$0	\$1,232	\$0	\$7,140	(\$1,232)
Lab Supplies\Equip	\$3,874	\$3,904	\$6,954	\$10,852	\$40,290	\$3,898
Office Supplies	\$2,118	\$16	\$3,803	\$3,702	\$22,031	(\$101)
Miscellaneous Expenses	\$4,678	\$4,404	\$8,397	\$10,122	\$48,648	\$1,725
Other Operating Costs	\$18,097	\$20,507	\$32,485	\$29,176	\$188,209	(\$3,309)
Overhead (G.A.)	\$34,053	\$34,152	\$61,127	\$60,759	\$354,149	(\$368)
Subtotal Year 9	<b>\$283,559</b>	<b>\$274,991</b>	<b>\$509,007</b>	<b>\$496,064</b>	<b>\$2,949,009</b>	(\$12,943)
Fixed Fee Year 9	\$20,416	\$19,799	\$36,649	\$35,717	\$212,329	(\$932)
<b>Total</b>	<b>\$303,975</b>	<b>\$294,791</b>	<b>\$545,656</b>	<b>\$531,781</b>	<b>\$3,161,338</b>	<b>(\$13,875)</b>

## 6. MAINTENANCE ACTIVITIES

Utilizing the Utility Cloud maintenance management program, staff completed 210 preventative and corrective workorders in June

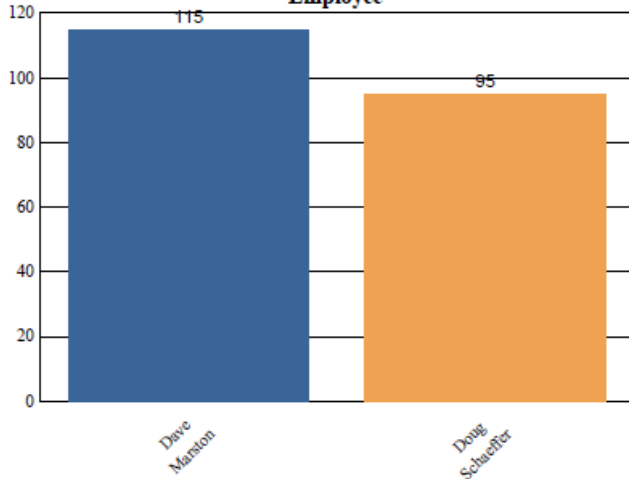


### Maintenance History Report Monmouth

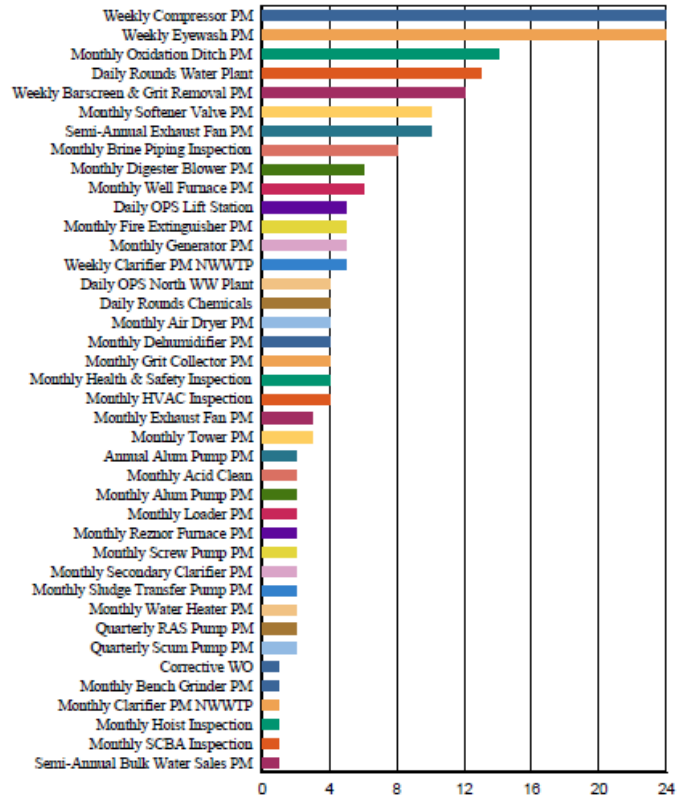
Report Start 6/1/2022  
Report End 6/30/2022

Work Orders by Type	Total
Corrective Maintenance	27
Inspections	49
Preventative Maintenance	134
<b>Total</b>	<b>210</b>

Work Orders by Employee



Work Orders by Description





Woodard  
& Curran



[woodardcurran.com](http://woodardcurran.com)

ZONING DEPARTMENT    Joe Clark, Director  
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Date: July 2022

The Zoning department continues to issue building permits, follow up on all open projects as well as send out notices for mowing, junk and debris and followed up on all ordinance violations with some tickets issued for junk and debris.

### **COMPLETED PROJECTS**

**Vaughn's** We are still awaiting a part for fire safety alarm system which alerts a 3<sup>rd</sup> party who then notifies Public Safety to dispatch the Fire Department.

### **GRANTS:**

#### **Strong Communities Grant (SCP) Demolition Properties**

The city has acquired two properties for demolition, and they are as follows:

Both properties have been awarded by council to Brown excavation & Demolition as the low bid.

- 829 South 1<sup>st</sup> Street \$14,940.00
- 1128 South 11<sup>th</sup> Street \$8,394.00

IEPA notice IL532-1296 has been filed with the State with a start date of 8.5.2022 for demolition and disposal following all IEPA guidelines.

### **OPEN PROJECTS:**

**First United Methodist Church:** Continue with finish flooring and painting work inside as well grading and landscape.

**Monmouth Town Homes LP:** As reflected through the weekly report's construction continues in all stages and driveways and sidewalks have been poured at most locations and the two final duplexes footing & foundations have been poured.

**Park District:** Continue to work on landscape and grounds.

**Maple city Warehouse:** 610 West 10 Still working on enclosing end of building with docks and open lot grading has been completed.

**400 North 11<sup>th</sup> Street:** Storage warehouse continues with doors and plumbing infrastructure.

**ROOM ADDITIONS:**

**116 North E Street:** Footings and block foundation in place as well as radon passive system.

**1016 East 2<sup>nd</sup> Avenue:** Footings, foundation, and passive radon system in place with sub floor down and walls starting to be built.

**904 West Clinton:** Footings and foundation completed with passive radon system in place and walls standing.

**1103 South A Street:** Footings and block foundation in place with subfloor down and exterior walls going up.

**Joe Clark, Director of Zoning**



ORDINANCE NO. 22-020

AN ORDINANCE REGULATING THE OPERATION OF CERTAIN  
GOLF CARTS, LOW SPEED VEHICLES AND OTHER NON-HIGHWAY VEHICLES  
WITHIN THE CITY OF MONMOUTH

WHEREAS, the City of Monmouth is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Monmouth as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including but not limited to, the power to legislate for the protection of the public health, safety and welfare; and

WHEREAS, Section 11-1426.1 of the Illinois Vehicle Code (625 ILC 5/11-1426.1) authorizes that City to allow the operation of non-highway vehicles on roadways under its jurisdiction if the City finds that public safety would not be jeopardized; and

WHEREAS, before allowing the operation of non-highway vehicles on its roadways, Section 11-1426.1 of the Vehicle Code requires the City to consider the volume, speed, and character of traffic on the roadways on which non-highway vehicles are to be allowed; and

WHEREAS, the City Council and Public Safety Officials the City of Monmouth has studied and considered the volume, speed and character of traffic on the City's streets, alleys and roadways and has concluded that allowing the operation of non-highway vehicles on public streets, alleys and roadways within the City in the manner set forth herein will not jeopardize public safety; and

WHEREAS, the City Council of the City of Monmouth finds that the operation of certain non-highway vehicles on the public streets, alleys and roadways within the City will not jeopardize public safety.

BE IT, THEREFORE, ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:



Section 1:

**CHAPTER 80            GOLF CARTS**

- 80.1            Definitions
- 80.2            Operation of Non-Highway Vehicles
- 80.3            Registration; Fees
- 80.4            Application of Traffic Laws
- 80.5            Penalty

SECTION 80.1 DEFINITIONS. As used in this Article, the following terms shall have the meanings indicated below.

A. **GOLF CART:** A vehicle specifically designed and intended for the purposes of transporting one or more persons and their golf clubs or maintenance equipment while engaged in the playing of golf, supervising the play of golf, or maintaining the condition of the grounds on a public or private golf course.

B. **ILLINOIS VEHICLE CODE:** Chapter 625, Act 5 of the Illinois Compiled Statues (625 ILCS 5/1-101 et seq.) as amended or replaced from time to time.

C. **NON-HIGHWAY VEHICLE:** A motor vehicle not specifically designed to be used on a public highway, including (1) golf carts, (2) all-terrain vehicles, as defined by section 1-101.8 of the Illinois Vehicle Code, (3) off-highway motorcycles, as defined by Section 1-153.1 of the Illinois Vehicle Code, and (4) recreational off-highway vehicles, as defined by section 1-168.8 of the Illinois Vehicle Code.

D. **PERMITTED NON-HIGHWAY VEHICLE:** A motor vehicle as defined by section 1-168.8 of the Illinois Vehicle Code, provided said motor vehicle has two (2) or more non-straddle seats or a bench seat(s) and a steering wheel, not having handlebars. Not all Non-Highway Vehicles shall be Permitted Non-Highway Vehicles.

E. **LOW SPEED VEHICLES:** A low speed vehicles (LSV) as defined by Section 1426.1 of the Illinois Vehicle Code provided that said LSV meets the additional requirements of this ordinance.

**SECTION 80.2            OPERATION OF NON-HIGHWAY VEHICLES**

A.    The use and operation of Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles, as defined in Section 80.1 A., D. and E. above, on the public streets, roadways and alleys of the City shall be permitted, subject to the provisions of this Article. The operation of

any non-highway vehicle other than Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles on public streets, roadways, and alleys within the City is strictly prohibited.

B. No person may operate Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles on any public street or roadway where the posted speed limit is more than 30 miles an hour.

C. In addition to the foregoing, no person may operate Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles on any portion of the following streets:

1. Broadway
2. Main Street
3. South Sunny Lane
4. West 11<sup>th</sup> Ave.
5. South D St. – from West 11<sup>th</sup> Ave. to West 6<sup>th</sup> Ave.
6. West 6<sup>th</sup> Ave. – from South C St. to South Main St.
7. Highways 34 and 67
8. Harlem Ave. from Highway 34/67 to North 6<sup>th</sup> St.
9. North 11<sup>th</sup> St from Broadway to Highway 34
10. Public Square
11. North 6<sup>th</sup> Street and North 6<sup>th</sup> Street Road (from Broadway to the northern city limits)
12. Any roadway designated as a truck route except for South D St. north of West 6<sup>th</sup> Ave.

Crossing of the above streets is permitted.

D. No person may operate Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles pursuant to this Article unless he or she has a valid driver's license issued in his or her name by the Illinois Secretary of State or a foreign jurisdiction.

E. No person may operate Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles pursuant to this Article unless said Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles are equipped, at a minimum, with the following equipment: a windshield; seat belt; brakes; a steering wheel; tires; a rearview mirror; red reflectorized warning devices in the front and rear; and a slow moving emblem (as required of other vehicles in Section 12-709 of the Illinois Vehicle Code) on the rear of the Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles; a headlight that emits a white light visible from a distance of 500 feet to the front; a tail lamp that emits a red light visible from at least 100 feet from the rear; brake lights, and turn signals.

F. No person may operate Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles on a sidewalk or other public area designated for pedestrian use.

G. No person shall operate, and no owner shall permit another person to operate Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles on a city streets unless: 1) the Golf Cart, Permitted Non-Highway Vehicle and Low speed vehicle is covered by a liability insurance policy as required by Section 7-601 of the Illinois Vehicle Code (625 ILCS 5/7-601); and 2) the operator of the Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles carries with him proof of liability insurance as required by Section 7-602 of -the Illinois Vehicle Code (625 ILCS 5/7-602).

### SECTION 80.3 REGISTRATION; ANNUAL INSPECTION; FEES

A. No person shall operate Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles on a public street, roadway or alley within the City without first registering the same with the Police Department in the manner herein provided. The owner shall furnish the Police Department with his or her name and address, the make and serial number of the Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles, and any other information as the Police Department may require, including an insurance card for said Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles. An annual inspection fee of \$50.00 for each Golf Cart, Permitted Non-Highway Vehicle and Low speed vehicle shall be required upon said Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles.

B. Any individual seeking to register a Golf Cart, Permitted Non-Highway Vehicle and Low speed vehicle pursuant to this Section shall be required to demonstrate to the Police Department that the Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicle complies with the minimum equipment standards set forth in Section 80.2 E. hereof.

C. Upon annual registration of a Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles and payment of the registration fee provided for herein, the Police Department shall issue to the owner a registration sticker to be firmly attached to the Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles in such a manner as the Chief of Police shall prescribe.

D. The annual registration fee for any Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles shall be One Hundred (\$100.00) Dollars, which shall be due at the time of registration and shall be valid until the following April 30<sup>th</sup> (there shall be no prorated registration fee) when said registration shall be renewed if the owner intends to drive the Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles within the city limits for the City of Monmouth. Said annual registration fee is in addition to the Annual Inspective Fee

referred to in Section 80.3 A. All Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles must prominently display a registration sticker issued by the City of Monmouth, on its front or rear windshield.

E. In addition to any fines or penalties set forth in Section 80.5 below, any person found to be in violation of any of the provisions of this Article or of Section 11-1426.1 of the Illinois Vehicle Code two or more times within a twelve (12) month period shall be subject to revocation of the registration of any Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles registered to such individual pursuant to this Chapter. No registration shall be revoked except by the City Administrator, after duly noticed hearing held by him or his designee. No refund of the registration fee will be granted in the event of a revocation, and no Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles may be registered or operated by such individual for a period of one year following the revocation. After the period of revocation has passed such individual may again register his or her Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles with the City by providing the information and paying the fee set forth in this Section.

SECTION 80.4 APPLICATION OF TRAFFIC LAWS. Every person operating a Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles upon a public street, roadway, or alley within the City shall be subject to all of the provisions of this Title, as well as the laws of this state applicable to the operation of Golf Carts, Permitted Non-Highway Vehicles and Low speed vehicles on public streets and roadways, including but not limited to the provisions of Section 11-1426.1 of the Illinois Vehicle Code (625 ILCS 5/11-1426.1).

SECTION 80.5 PENALTY. Any person or the owner of any vehicle regardless of the driver, found to be in violation of any of the provisions of this Chapter shall be subject to a fine of no less than seventy-five dollars (\$75.00) nor more than seven hundred fifty dollars (\$750.00) for each such violation. Every day that a violation occurs shall constitute a separate offense.

Section 2:

In all other respects, Chapter 80 of the Monmouth Code of Ordinances previously enacted shall remain in full force and effect.

Section 3:

This ordinance shall be in full force and effect ten (10) days after this due publication in pamphlet form, passage and approval thereof as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_

ORDINANCE NO. 22-021

**AN ORDINANCE AMENDING SECTION 115.24, ENTITLED “CLASSES OF LICENSES; FEES”, OF THE CITY ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS and AN ORDINANCE AMENDING CHAPTER 115, SECTION 115.25 ENTITLED “LIMITATION ON NUMBER”, OF THE CITY ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS**

BE IT ORDAINED by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

Section 1:

Section 115.24 of the Monmouth Code of Ordinances, as currently codified is hereby amended to include subsection (A) (6) to read as follows:

Section 115.24 (A) (6) - LICENSED FOOD SERVICE COMPANY LICENSE (CLASS 6).

(6) Class 6 License. A class 6 license shall permit a licensed food service company contracted for a period of five years or more with an institution of higher learning accredited through the Higher Learning Commission for use at said accredited institution and only for purposes related to theatre, cultural, or other events approved by the President of the accredited institution of higher learning wherever or however said licensed or other premises are situated or however classified for zoning purposes within the City.

Section 115.24 (B) – Fees

(1) The annual license fees for each license issued by the city shall be as follows:

<u>Class of License</u>	<u>Annual Fee</u>
Class 1	\$1,500.00
Class 2	\$1,500.00
Class 3	\$ 900.00
Class 4	\$1,500.00
Class 5	\$50.00 per event
Class 6	\$1,500.00

Section 2:

In all other respects, Section 115.24 of the Code of Ordinance of the City of Monmouth, previously enacted, shall remain in full force and effect.

Section 3:

Chapter 115, Section 115.25 of the Monmouth Code of Ordinances, entitled “LIMITATION ON NUMBER”, is hereby amended to include as follows:

**§ 115.25      LIMITATION ON NUMBER**

(A) The total aggregate number of licenses of Class One shall be fourteen (14). Class Two shall be six (6) in number. Class Three shall be four (4) in number. Class Four shall be Eleven (11) in number. Class Five shall have no limitation – issued per event. Class 6 shall be one (1) in number

Section 4:

In all other respects, Chapter 115 entitled “INTOXICATING LIQUOR”, of the Monmouth Code of Ordinances previously enacted shall remain in full force and effect.

Section 5:

This ordinance shall be in full force and effect after passage and approval thereof.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_



Woodard  
& Curran



# Contract Year 9 ANNUAL REPORT

Monmouth, Illinois | Department of Public Works

Year Ending: April 30, 2022

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[woodardcurran.com](http://woodardcurran.com)

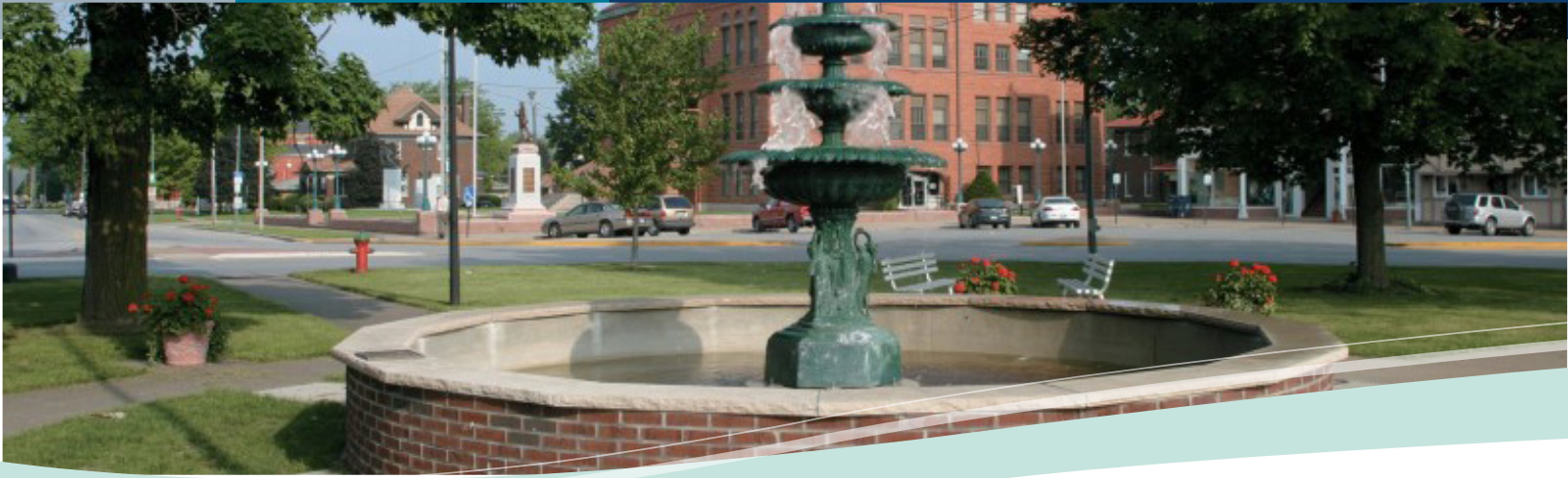




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# EXECUTIVE SUMMARY

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Woodard and Curran have concluded the ninth year with the City of Monmouth, IL and is honored to be the City's partner in the operation and maintenance of the City's Public Works Department. The year had many challenges and successful moments captured in this report. A summary of all the activity and statistical data for the past twelve months related to safety, effluent quality, potable water information, chemical usage/cost, maintenance and repair, performance to budget, billing/collection data, Public Works staff, and capital planning is provided later in the report.

Safety is always a number one priority for Woodard & Curran. For the year 2020-21, all safety training and plan initiatives were completed. We are happy to report there were zero safety incidents within the department which is a testament by all staff and field employees to continue to work safely. Heightened awareness of any potential hazard goes a long way towards incident prevention.

Woodard and Curran's Environmental Compliance and Operations monitored and processed over 1.8 billion gallons of wastewater, meeting discharge limitations and remaining 100% compliant at the Wastewater Treatment Facility for 2021-2022. The Water Treatment system produced over 1 billion gallons of high-quality water, meeting the IEPA's water quality requirements without losses of service or water quality complaints outside of rusty water when hydrant flushing occurs. The annual consumer confidence report was submitted on April 4, 2022.

Woodard and Curran continued to provide technical assistance and support for governmental relations outreach and economic development. Specifically, a Woodard and Curran consultant provided regular advisory services to the mayor and administrator regarding governmental relations strategies, funding opportunities and outreach.

To date the City has successfully been awarded the following grants:

- » IEPA Green Infrastructure Grant Opportunity - school district parking lot runoff control (Value \$190,000)
- » Rebuild IL Regional Economic Development grant – Smithfield growth (Value \$2,000,000)

- » Federal STAG Grant – West Harlem water main replacement (Value \$500,000)
- » CDBG Federal Grant – West Harlem water main replacement (Value \$550,000)

Grant opportunities that have been applied for include:

- » Rebuild Downtown and Main Street – State of Illinois grant
- » US EDA Public Works and Economic Adjustment Assistance grant – Smithfield growth
- » USDA Loan/Grant – downtown sewer replacement
- » Disinfection system State Revolving Loan Fund intended use and loan/grant – Consolidated WWTP NPDES requirement.

Section 7 outlines the current capital project list that includes a planned \$1,000,000 plus investment in street & road improvements utilizing our State Motor Fuel Tax, Local Fuel Tax, and Capital Infrastructure funds.

As the City and Woodard & Curran move forward and focus on the safe and compliant optimization of the Public Works operation there will be more challenges. Through effective planning, training, and execution we will continue to provide a safe, compliant, and cost-effective service to the residents of Monmouth. Thank you for the opportunity to serve the City of Monmouth.



# SECTION 1

## HEALTH & SAFETY



Woodard & Curran takes pride in making safety the number one priority for all our contract operations. Ensuring each employee goes home healthy each day increases productivity, saves money, and promotes a safe work environment for all.

This past year was incident free for the entire Department which is an outstanding accomplishment given the wide ranges of tasks performed under all conditions plus dealing with the pandemic and the CDC requirements.

Staff is required to hold monthly safety meetings of which 6 are documented training sessions and 6 that are more a “tailgate” session to review procedures, upcoming projects hazards identification, experiences, near misses, etc. These tailgate sessions are important as they engage each employee and give ample opportunity to get their perspective on all the mentioned topics. In addition, safety at the North Wastewater Treatment Plant construction project has been a high priority and has not had any safety incidents.

The following safety topics were covered by all Woodard and Curran employees:

Health and Safety sent out weekly updates for protocols from the CDC on the COVID -19 pandemic.

- » Maintaining social distancing while on the job, PPE, limited contact with public, hand washing, personal awareness when not at work.

### **Other topics :**

- » Preventing Back Injury
- » Blood-borne pathogens
- » Hearing Conservation
- » Small chemical spill cleanup/response
- » Preventing heat stress and heat related illness
- » Industrial Ergonomics
- » Confined Space Entry Training
- » Fire Extinguisher Safety
- » Guarding Floor and Wall Openings and Holes
- » Personal Protective Equipment (PPE)
- » Lockout/Tagout
- » Traffic Control Through Work Zones
- » Driver Fatigue
- » Respiratory Protection

# SECTION 2

# WASTEWATER TREATMENT

---

The table below highlights actual effluent quality vs NPDES permit limits for Contract Year 9.

**Table 2-1: Water Quality**

	Annual Average	Permit Limit
Daily Flow (MGD)	4.64	4.62
Ammonia N mg/l	0.2	1.5
CBOD5 mg/l	2	10
Chlorides mg/l	327	500
Suspended Solids mg/l	11	12
Total Phosphorus	0.8	1.0

# SECTION 3

## WATER TREATMENT

The water treatment plants produced 1.098 billion gallons of finished water during the contract year, which was consistent with last year’s production total.

Chemical usage and associated costs were consistent with water production as both are linear with production. The finished water quality met all standards per the Clean Water Act for drinking water. The IEPA tested our finished water for PFAS chemicals and found less than reportable amounts of PFAS present. PFAS has become a major issue for drinking water plants that use surface waters, (lakes, rivers), as their source water. With our source water being deep well water, PFAS is essentially non-existent. The Consumer Confidence Report was published on April 4th, 2022. Woodard and Curran completed and submitted to the US EPA, the Risk & Resiliency Assessment and the Emergency Response plan as required by the Federal Government under the American Water Infrastructure Act, (AWIA).

The table below outlines the chemical usage for ion exchange softening for the year

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	Daily Average	Annual Total
Treated Water to System	3.1 MGD	1.098 BG
Poly Phosphate Usage (lbs)	114	40,210 (lbs)
Salt Usage (tons)	4.7	1,710 (tons)
Chlorine Usage (lbs)	119	41,911 (lbs)

# SECTION 4

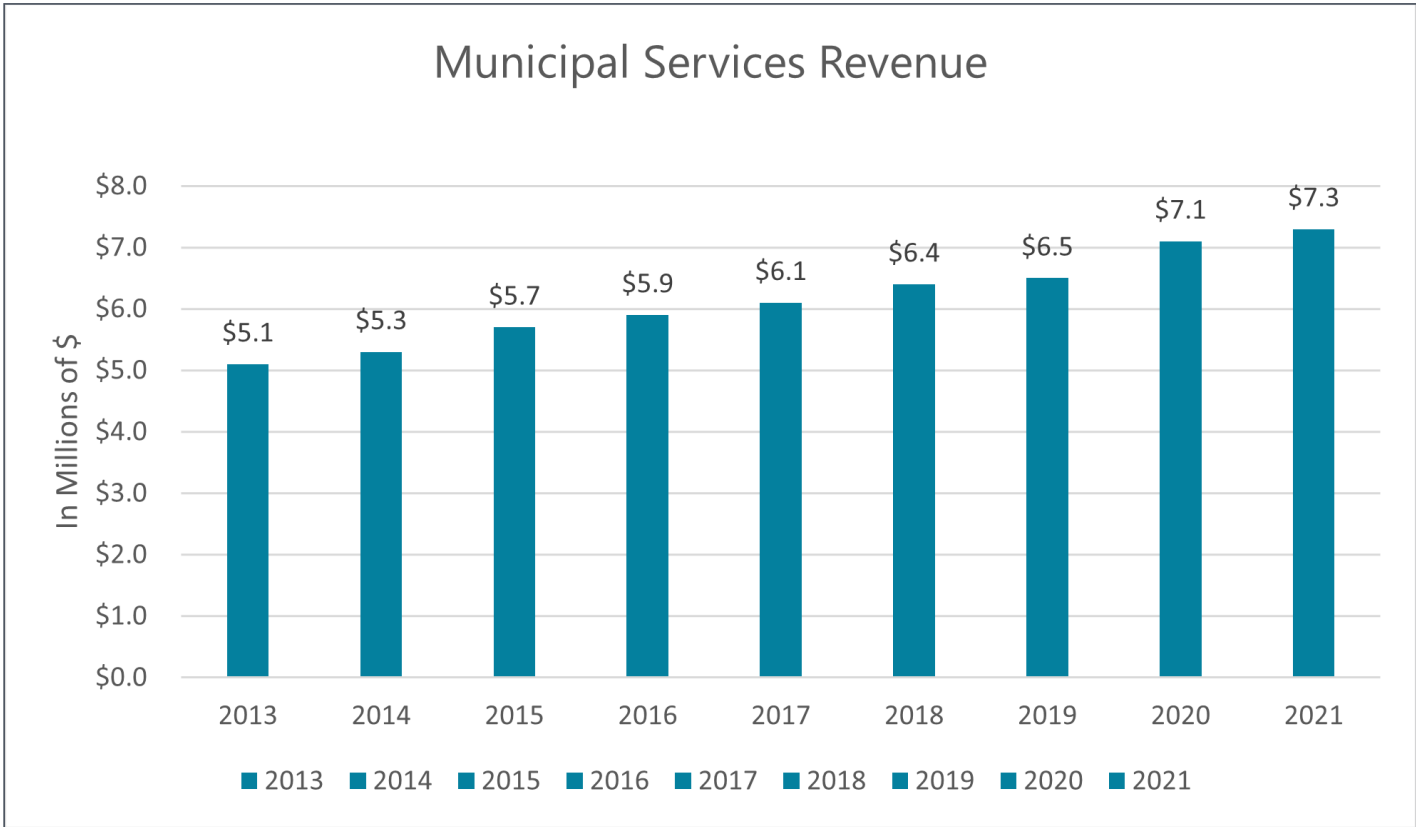
## CUSTOMER SERVICE/COLLECTION

The Customer Service Office collected \$7,270,262 of revenue for water, sewer, infrastructure, recycling, garbage, and Smithfield services for the fiscal year. Overall water and sewer user revenues were nearly identical to last year. The North Wastewater Treatment Plant upgrade does show a large increase in the debt service collected from Smithfield. The table below outlines the breakdown for each category per month.

**Table 4-1: Collection**

Payment Totals 2021-2022 Fiscal Year										
Month	Water	Sewer	Infrastructure Landfill	Recycle	Garbage	Yard Waste	Smith Bonds	Smith Surcharge	Other	Penalty
May 2021	\$235,751.09	\$187,538.47	\$19,932.67	\$15,157.29	\$35,534.65	\$2,671.16	\$73,395.48	\$0.00	\$15.27	\$1,083.98
June 2021	\$233,546.55	\$191,155.64	\$21,933.69	\$16,761.46	\$39,274.88	\$2,768.59	\$73,395.48	\$0.00	\$56.38	\$1,148.93
July 2021	\$262,222.74	\$208,563.46	\$20,756.34	\$15,902.63	\$37,971.94	\$2,715.91	\$73,395.48	\$357.21	\$60.20	\$1,548.70
August 2021	\$256,088.71	\$203,758.12	\$21,510.72	\$16,441.23	\$38,368.80	\$2,945.36	\$73,395.48	\$0.00	\$119.91	\$1,571.04
September 2021	\$263,694.03	\$210,835.32	\$20,620.74	\$15,718.34	\$36,634.24	\$2,669.95	\$73,395.48	\$0.00	\$67.40	\$1,755.85
October 2021	\$275,229.75	\$216,100.95	\$20,300.52	\$15,522.48	\$36,816.04	\$2,661.65	\$73,395.48	\$605.98	\$256.85	\$2,305.22
November 2021	\$251,498.75	\$194,873.95	\$20,598.72	\$15,861.09	\$37,516.55	\$2,818.52	\$73,395.48	\$88.98	\$0.00	\$1,613.65
December 2021	\$275,802.57	\$222,938.02	\$22,177.73	\$16,991.68	\$39,920.49	\$3,033.93	\$73,395.48	\$0.00	\$256.61	\$1,468.80
January 2021	\$264,518.15	\$210,930.29	\$20,948.44	\$16,451.49	\$37,295.44	\$2,828.58	\$73,395.48	\$0.00	\$50.61	\$3,303.70
February 2021	\$222,176.95	\$178,249.49	\$18,286.51	\$14,426.77	\$32,864.48	\$2,370.31	\$73,395.48	\$306.74	\$50.00	\$1,902.11
March 2021	\$240,669.26	\$194,678.62	\$22,718.26	\$17,857.03	\$41,506.29	\$3,009.84	\$73,395.48	\$0.00	\$44.53	\$1,735.97
April 2022	\$244,207.40	\$194,174.91	\$20,197.45	\$15,936.78	\$36,213.63	\$2,623.41	\$73,395.48	\$101.58	\$141.14	\$2,205.76
Year to Date	\$3,025,405.95	\$2,413,797.24	\$249,987.79	\$193,028.27	\$449,917.43	\$33,117.21	\$880,745.76	\$1,460.49	\$1,118.90	\$21,688.71
Total Revenue	\$7,270,261.75									

The graph below outlines revenue growth equating collected through the billing office for municipal services over the latest 9-year period. The large increase from 2019 to 2020 was the result of the increased debt service payment that Smithfield makes to the City to cover the \$10.6 million dollar wastewater treatment plant upgrade.





# SECTION 5

## YEAR END ANNUAL COST

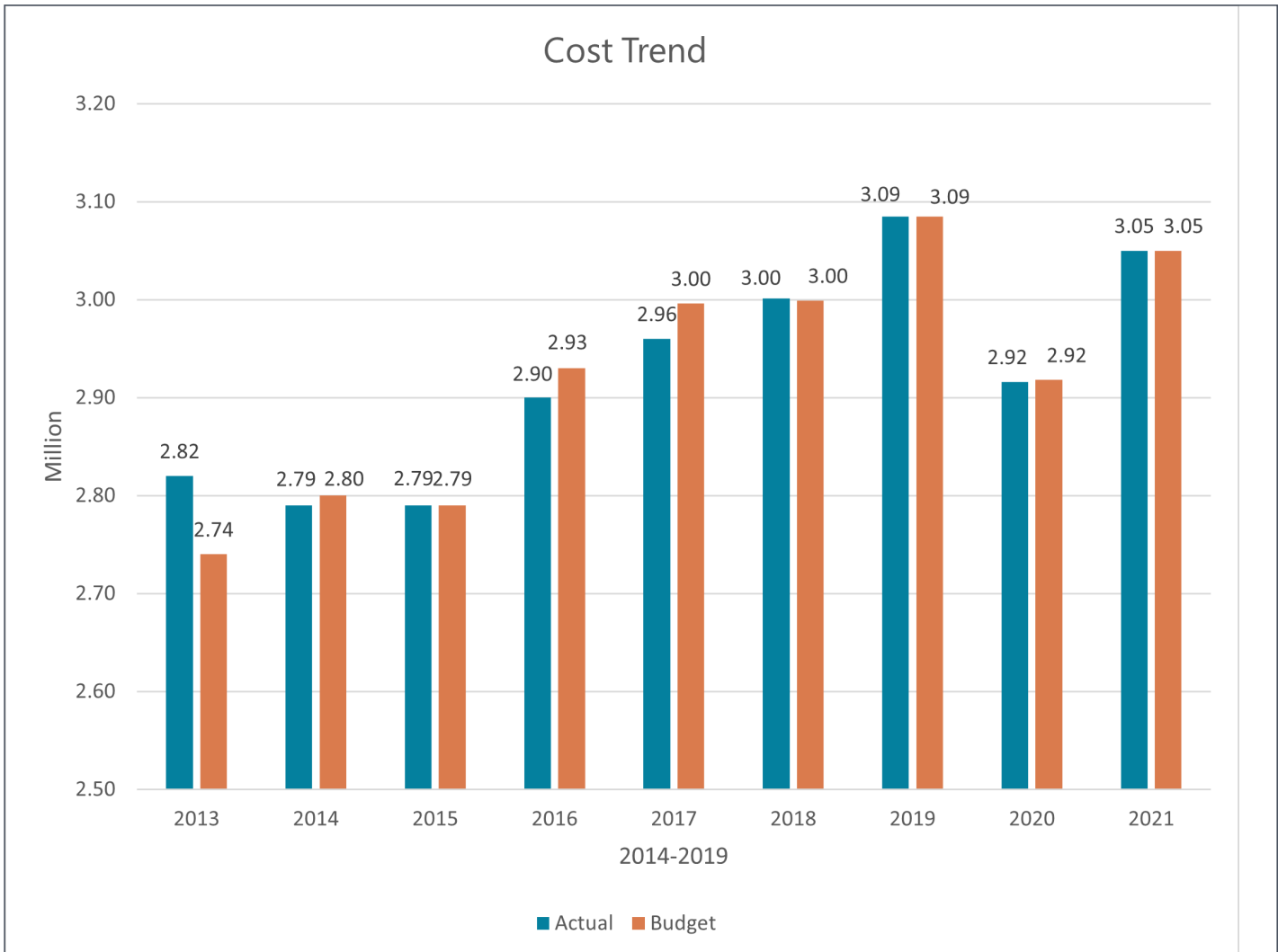
As we concluded our ninth year of contract operations and review the cost summary, the operations and maintenance costs came in \$2,270 over the contract budget of \$3,048,498. The carry over amount from year 8 of \$2,317 under year 8 budget was applied to year 9 overage resulting in \$47 under budget for the year. This amount will be carried over into contract year 10.

The large variance in the Other Operating Costs line item is the result of the increase in Illinois Minimum Wage Law which affects the seasonal mowing crew cost and, fuel prices that have exploded in the last several months of the contract year.

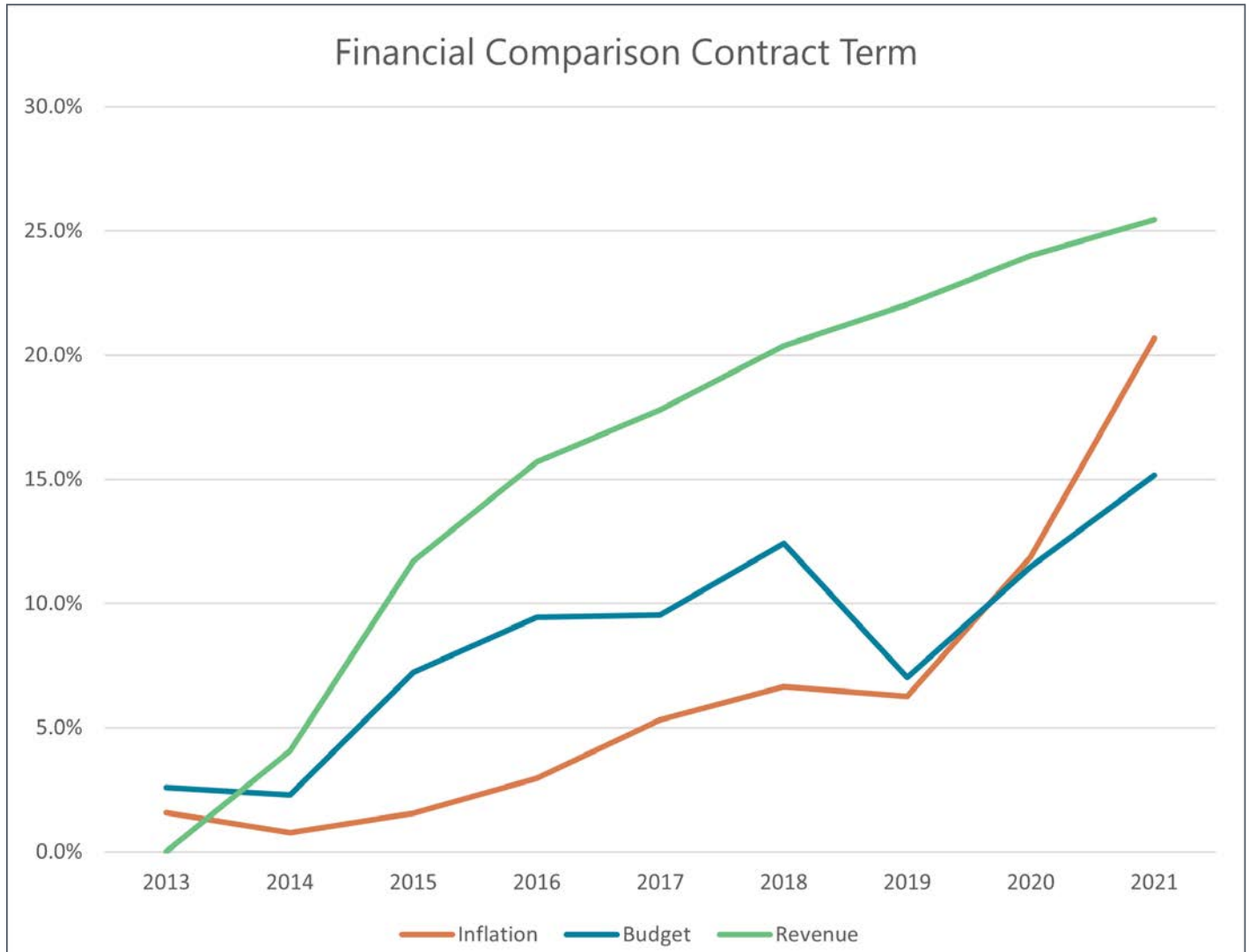
**Table 5-1: Annual Cost**

Budget Category	Year to Date Actual	Annual Budget	Over (Under)
Labor (D.L. + FB)	\$1,510,298	\$1,528,218	(\$17,920)
Utilities	\$46,361	\$39,222	\$7,139
Chemical Costs	\$296,023	\$314,763	(\$18,740)
Maintenance and Repair Costs	\$328,604	\$365,220	(\$36,616)
Sludge Disposal Costs	\$7,500	\$0	\$7,500
Lab Supplies & Equipment	\$45,156	\$42,871	(\$715)
Office Supplies	\$23,084	\$18,526	\$4,558
Miscellaneous Expenses	\$58,617	\$48,648	\$9,969
Other Operating Costs	\$192,187	\$141,199	\$50,988
Overhead (G&A of D.L.)	\$341,035	\$345,081	(\$4,046)
<b>Sub Total</b>	<b>\$2,845,865</b>	<b>\$2,843,748</b>	<b>\$2,117</b>
<b>Fixed Fee</b>	<b>\$204,902</b>	<b>\$204,750</b>	<b>\$152</b>
<b>Contract Yer 9</b>	<b>\$3,050,768</b>	<b>\$3,048,498</b>	<b>\$2,270</b>
<b>Carry over from Contract Year 8</b>		<b>(\$2,317)</b>	<b>(\$47)</b>

The graph below outlines department performance to budget since 2013. During that time period, actual costs have held steady at less than 1% increase per year. The Department is still operating with 2 less staff than 2019. The Department had 5 employees retire in 2020 and we have backfilled 3 positions.



Below is a comparison of the cumulative percentages of inflation, budget, and revenue adjustments over the term of the O&M contract to date. The graph reveals that cost has stayed below inflation as a whole and revenue has outpaced cost. Revenue has grown over 25 percent while inflation has accumulated 21 percent and our cost has risen 15 percent over the 9-year period.



# SECTION 6

# STAFFING

The Public Works Department Staff and their respective departments are listed below:.

## **Public Works Director | Andy Jackson**

### **Street Department**

- » Joe McVey, Superintendent
- » Ken Hall, Equipment Operator
- » Greg Sage, Equipment Operator
- » Jeff Carlson, Maintenance
- » Shannon Reeves, Maintenance
- » Jamie Smith, Maintenance
- » Matt Giddings, Maintenance

### **Water Department**

- » Richard Nelson, Superintendent
- » Brad Scroggins, Service
- » Dave Marston, Maintenance
- » Seth McBride, Operations
- » Jeff Ehlen, Meter Reader

### **Wastewater Treatment/Lift Stations**

- » Bill Hart, Superintendent
- » Doug Schaeffer, Maintenance
- » Ray Brodrick, Lab Technician/Operations
- » Roger Mettler, Operations

### **Billing/Collection/Administration**

- » Laura Armstrong, Billing Clerk
- » Peg Ballard, Administration
- » Jane Berg, Service Clerk

The department is responsible for operations and maintenance of 2 water treatment plants, 2 wastewater treatment plants, 120 lane miles of streets and right of way, 75 miles of water mains/distribution, 50 miles of sanitary and combined sewer, 10 miles of storm sewer, 8 lift stations, grounds keeping of the cemetery/airport/Citizens Lake complex/city owned properties, 3,500 customers for water/sewer/infrastructure/recycling/garbage collection fees, and the approximately 9,000 residents that are served by the department.

# SECTION 7

## CAPITAL IMPROVEMENTS/REPAIRS

During City fiscal year 2021/22, the large capital improvement project of upgrading the North Pre-Treatment Plant garnered most of the capital improvement effort. This large project is paid for completely by Smithfield Foods and represents their commitment to the environment and longevity as the largest economic driver in the region.

In fiscal year 2021/22, the City invested over \$500,000 in sewer replacements including the 100 block of North 6th Street, the 600 block of North D Street, and the large interceptor that serves all of the commercial development north of Highway 34 with the exception of Smithfield Fresh Meats. These were unplanned, unbudgeted replacements that became necessary due to aging pipe failures.

Below is a list of projects that are in various stages of either construction, design, or conceptual.

In 2022 the City will see an investment in street improvements of over \$1,000,000. This is the largest investment of city dollars into city roads in decades.

### Currently Under Construction:

- » MR District 238 Parking Lot Bio Retention basins
- » Water and Wastewater treatment plants SCADA system replacement

### Designed and Awaiting Funding:

- » Wastewater Disinfection requirement - awaiting IEPA revolving loan fund approval
- » West Harlem water main - awaiting CDBG and STAG grant agreements
- » West Harlem Road Reconstruction - awaiting IDOT approval of design and funding options

### In Design:

- » East Euclid / North 6th watermain replacement and road reconstruction

### Funding Applications for Conceptual Projects:

- » Rebuild Downtown and Main Street grant to supplement ARP funds
- » Downtown sewer and runoff control through USDA

### Other Projects Required by Regulatory Agencies:

- » Capacity Management Operations Maintenance program for sewer collection system (CMOM)
- » Phosphorus Feasibility Study to determine impact of lowering the discharge limit of phosphorus from 1 mg/l to 0.1 mg/l

## SECTION 8

# WOODARD & CURRAN SUPPORT STAFF

All the Woodard & Curran staff listed below has been directly involved in the support and ongoing management of the operations of the Public Works facilities.

Name	Title	Function
Greg Frieden	Area Manager	Management Support
Jennifer Anders	Client Manager Leader	Engineering Support
Marc Thomas	National Operations Leader	Corporate Support
Jack Troidl	Client Manager	Engineering Support
Jason Kreil	P.E.	Engineering Support
Rena Shield	H&S Specialist	Health & Safety
Kim Brierley	Project Administrator	Accounting
Jesse Reynolds	Technical Manager	SCADA Support
Ray Giguere	SCADA Specialist	SCADA Support
Jeannie Dubois	IT Specialist	IT Support
Celina Bland	Ops Specialist	O&M Support
Alan Fabiano	IT Specialist	IT Support

The logo is a Maltese cross with a red outline and white text. The top arm contains the word "FIRE", the left arm "RESCUE", and the right arm "EMS". The center of the cross features a stylized fire hydrant. Below the cross, a banner contains the text "EST. 1855" and "MONMOUTH, IL.".

***Monmouth Fire Department***  
***July Monthly Report***

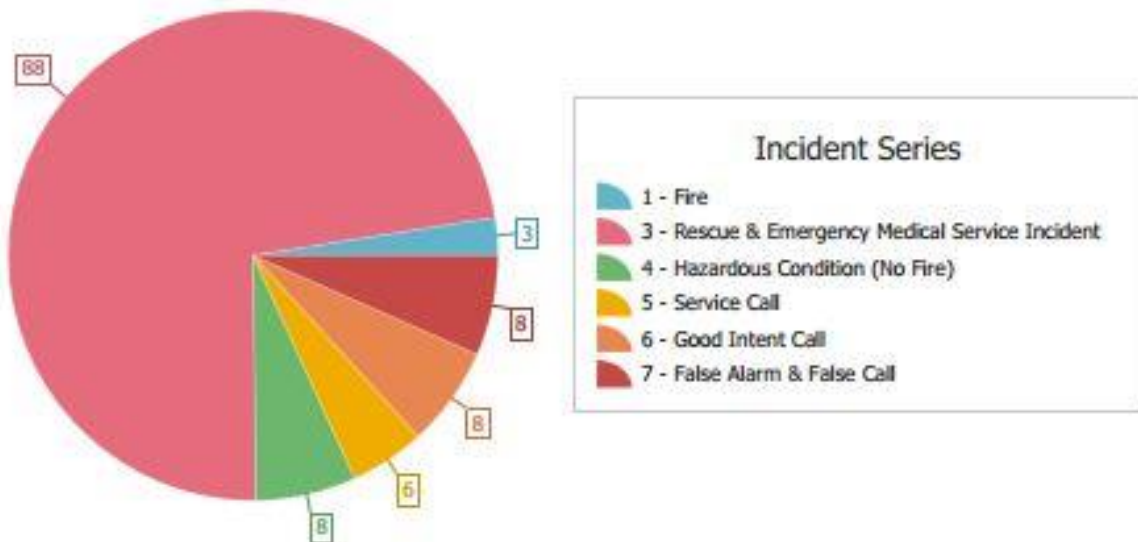
***August 15<sup>th</sup>, 2022 City Council Meeting***

### Emergency Responses:

The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.

## July Incidents

### Incident Reports by Incident Type Series, Summary



#### Incident Type: 1 - Fire

100 - Fire, other	1
154 - Dumpster or other outside trash receptacle fire	1
160 - Special outside fire, other	1

**Total Number of calls for this Major Category: 3**

#### Incident Type: 3 - Rescue & Emergency Medical Service Incident

300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	85
350 - Extrication, rescue, other	1
352 - Extrication of victim(s) from vehicle	1

**Total Number of calls for this Major Category: 88**

#### Incident Type: 4 - Hazardous Condition (No Fire)

412 - Gas leak (natural gas or LPG)	4
463 - Vehicle accident, general cleanup	4

**Total Number of calls for this Major Category: 8**



<b>Incident Type: 5 - Service Call</b>	
500 - Service Call, other	1
553 - Public service	1
561 - Unauthorized burning	4
<b>Total Number of calls for this Major Category:</b>	<b>6</b>

<b>Incident Type: 6 - Good Intent Call</b>	
600 - Good intent call, other	3
611 - Dispatched & canceled en route	3
622 - No incident found on arrival at dispatch address	2
<b>Total Number of calls for this Major Category:</b>	<b>8</b>

<b>Incident Type: 7 - False Alarm &amp; False Call</b>	
700 - False alarm or false call, other	2
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	3
745 - Alarm system activation, no fire - unintentional	1
<b>Total Number of calls for this Major Category:</b>	<b>8</b>

<b>Total Number of Incidents:</b>	<b>121</b>
<b>Total Number of Distict Incident Types:</b>	<b>20</b>

**Total Number of Incidents Year to Date: 908**

**Total Number of Distinct Incident Types Year to Date: 57**

### **Staff Training:**

The MFD staff completed emergency medical training on the subject of trauma involving the extremities. All of the firefighters reviewed how to properly care for a patient who has suffered a broken bone or a possible fracture. The topics included splinting, demobilization, examination, and transport of the patient.

Fire training for the month of July included the topics of Public Education, District Familiarization, and Pre-fire Planning. The staff reviewed material on each subject and also practiced writing pre-fire plans for select properties in the City.

Captain Peeler and Chief Rexroat attended an Active Shooter Incident Management training that was held at Western Illinois University in Macomb. The training was provided by a company called C3 Pathways who are affiliated with the Illinois Fire Service Institute and the Illinois Law Enforcement Training and Standards Board. The class included approximately 30 police officers, 20 firefighters, 5 dispatchers, 2 public information officers, 2 emergency managers, and 1 helicopter pilot. The class provided extensive training on the different roles of each agency during an active shooter incident and included many scenarios to practice the skills that were taught.

Earlier this summer, Firefighter Osborn attended a Rope Rescue Technician training at the Illinois Fire Service Institute and this past month, he passed on some of what he learned by providing training to the rest of the department. The firefighters practiced tying different knots for different uses, set up haul systems, and practiced packaging a patient in a stretcher to be lowered or raised for rescue.

### **Non-Emergency Activities:**

MFD provided a standby for the fireworks display at Citizens Lake with one engine and two firefighters. In addition to providing the standby, the firefighters also handed out glow necklaces to children in attendance.

The children attending the YMCA Day Camp visited the North Fire Station on two different days. During the visit, the campers received a tour of the fire station and a presentation on the equipment used by firefighters.

Firefighters attended the annual Backpack Day at South Park that is organized by Karla Wallace. During the visit, the Monmouth Firefighters Local 1702 donated bicycle helmets to pair with bicycles that were donated to the program.

### **Apparatus and Equipment Related Items:**

The air conditioner at Station II needed to be serviced several times over the past few months due to the unit freezing up. The problem occurred during the long periods of excessive heat that caused the unit to run very frequently.

**Other:**

MFD, MPD, Woodard Curran, and Ken Helms met at Station I to discuss ways to provide additional public safety for the car show. Topics that were discussed included security, preparation, staffing, preventative measures, communications, and response.

Chief Rexroat met with the Prime Beef Festival Committee to discuss the setup of the festival including the fire lanes. The committee has proposed making a few changes to the setup for this year to accommodate the addition of food trucks into the festival.

Respectfully submitted,

Casey Rexroat, Fire Chief



## COUNCIL MEETING

**Date:** Monday, August 15, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

**A. Approval of the August 1, 2022 Council Meeting Minutes**

**IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)

**B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)

**1. Approval of Bills**

**V. COMMITTEE OF THE WHOLE**

**A. MFD July Report – Chief Rexroat**

**B. MPD July Report – Chief Switzer**

**C. Woodard and Curran Annual Report – Director Jackson**

**D. Extension of W & C Operations and Maintenance Agreement**

**E. Downtown Building Rehabilitation Application, 109-111 South 1<sup>st</sup> Street**

**F. Engineering Services for new Water Well**

**G. Maple City Dairy Parking Lot Project**

**VI. ORDINANCES**

**A. 1st Reading**

**1. 22-022, Amendments to Regulating the operation of certain Golf Carts and other Non-highway Vehicles within the City of Monmouth**

**VII. EXECUTIVE SESSION**

**A. Per Illinois Statute 5 ILCS 120/2 to consider Collective Bargaining**

**VIII. OTHER BUSINESS**

**IX. ADJOURNMENT**





**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday August 1, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Justin Thomas, Tony Cook, Alderwoman Susan Twomey, Aldermen Brian Daw, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **Absent:** Alderman Jim Conard **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of July 18, 2022 Council Meeting Minutes**

**It was moved by Alderman Cook and seconded by Alderwoman Twomey to approve the July 18, 2022 Council Meeting Minutes as corrected to reflect Alderman Cook's *pass vote* on the approval of the July 5<sup>th</sup> minutes. AYE:** Alderman Cook, Alderwoman Twomey, Alderman Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **PASS:** Aldermen Thomas and Daw **ABSENT:** Alderman Conard **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

Matt Lanz made a presentation requesting that Low Speed Vehicles not be included in the new ordinance regulating golf carts and non-highway vehicles as they were not at all the same. He has a Low Speed vehicle that meets all the state safety requirements and is currently operating on City streets. He has not received one complaint about his vehicle. Again, he asked that the Council remove the Low Speed Vehicle from Ordinance 22-020 that is being voted on this evening. Dustin McKee spoke in favor of Ordinance 22-020 as he and his family have a golf cart they would like to use for entertainment such as driving to the Dairy Queen for ice cream.

**B. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderman Daw and seconded by Alderman VanVleet to approve the bills as presented. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Daw, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Thomas **NAY:** none **ABSENT:** Alderman Conard **MOTION CARRIED.**

## V. COMMITTEE OF THE WHOLE

### A. Building and Zoning July Report – Director Clark

- ✓ July was a very busy month with issuing permits and junk and debris notices.
- ✓ The City acquired two properties located at 829 S. 1<sup>st</sup> Street and 1128 S. 11<sup>th</sup> Street that are scheduled for demolition later this week.
- ✓ **Completed projects:** Vaughn’s building is just waiting on a fire safety device for notifying fire department in case of a fire.
- ✓ **Open projects:** Monmouth Townhomes, Methodist Church, Monmouth Park District office, Maple City Warehouse is working on enclosing the end of the building and the Storage Warehouse at 400 N. 11<sup>th</sup> is working on doors and plumbing fixtures.
- ✓ **Room Additions:** There are four room additions located at 116 N. E Street, 1016 E. 2<sup>nd</sup> Avenue, 904 W. Clinton and 1103 S. A Street that are under construction.

### B. Woodard and Curran June Report – Director Jackson

- Director Jackson explained that the Public Works department is seeking approval to purchase a multipurpose machine called a Trailer mounted Hydro Vac Unit. Safe excavations with the backhoe have become more difficult due to the increased utilities installed underground in City right of ways and boulevards, which makes it necessary to hire a local contractor who has a hydro-vacuum machine to suck the excavations. Also, street valves that control the watermains tend to fill up with dirt, sand, etc. which also results in hiring a local contractor to vacuum the debris out of a valve box. A third benefit would be the ability to keep up with regular catch basin cleaning by using the vacuum on this machine. The department received two quotes, but after discussion with the three department Superintendents, their recommendation is to have the VactronLP87 as it comes equipped with a hydraulic valve exerciser for water main and standard pipe valves. The price for the VactronLP87 is \$107,494.05. **It was moved by Alderman Thomas and seconded by Alderman Cook to approve the purchase of the VactronLP87 for \$107,494.05 for the Public Works department.**

**AYE:** Alderwoman Twomey, Aldermen Daw, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas and Cook **NAY:** none **ABSENT:** Alderman Conard **MOTION CARRIED.**

## VI. ORDINANCES

### A. 1<sup>st</sup> Reading

#### 1. 22-020, Regulating the operation of certain Golf Carts, Low Speed Vehicles and other Non-highway Vehicles within the City of Monmouth

**It was moved by Alderwoman Kelly and seconded by Alderman VanVleet to approve Ordinance 22-020, which would regulate the operation of certain Golf Carts, Low Speed Vehicles and other Non-highway Vehicles with the City of Monmouth as presented.**  
**AYE:** Aldermen Pinedo and VanVleet **NAY:** Alderman Daw, Alderwoman Kelly, Aldermen Thomas, Cook and Alderwoman Twomey **ABSENT:** Alderman Conard **MOTION FAILED.**

In the ensuing discussion, Alderman VanVleet made the following points

- 1) Low-speed vehicles are different than golf carts. They have different equipment and can reach a higher speed than golf carts; therefore, they should be in a separate ordinance.
- 2) The \$50 annual inspection fee should be only an initial fee and not charge annually on top of the registration fee.

3) The \$100 registration fee is exorbitant. The fees in surrounding communities are \$50, \$25, \$15 or no fee.

City Attorney Spears said that if the Council wants to amend the above ordinance, a motion can be made to make these above-stated points into amendments to the failed Ordinance 22-020 and bring it back for a 1<sup>st</sup> reading at the next Council meeting. **It was moved by Alderman**

**VanVleet and seconded by Alderman Cook to have City Attorney Spears draft a new Ordinance with the amendments cited by Alderman VanVleet included in the ordinance.**

**AYE:** Alderman Pinedo, Alderwoman Kelly, Alderman VanVleet, Aldermen Thomas and Cook

**NAY:** Alderwoman Twomey and Alderman Daw **ABSENT:** Alderman Conard **MOTION CARRIED.**

**2. 22-021, Amending Sections 115.24 and 115.25 of Chapter 115, Class 6 Liquor License**

Mayor Davies explained that this ordinance is creating a Class 6 Liquor License to allow for the service of alcohol by Aramark Food Service for specific Monmouth College events taking place on their campus. **It was moved by Alderman Cook and seconded by Alderman Thomas to approve Ordinance 22-021 to add a Class 6 Liquor License to Chapter 115.**

**AYE:** Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey and Alderman Daw.

**NAY:** none **ABSENT:** Alderman Conard **MOTION CARRIED.**

**VII. EXECUTIVE SESSION**

**A. Per Illinois Statute 5ILCS 120/2 to consider Collective Bargaining**

**1. It was moved by Alderwoman Kelly and seconded by Alderman VanVleet to go into Executive Session at 6:35 p.m. to consider Collective Bargaining.**

**AYE:** Alderwoman Kelly, Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Daw and Pinedo

**NAY:** none **ABSENT:** Alderman Conard **MOTION CARRIED.**

**2. It was moved by Alderman Daw and seconded by Alderwoman Twomey to return to Regular Session at 6:48 p.m.**

**AYE:** Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Daw, Pinedo and Alderwoman Kelly

**NAY:** none **ABSENT:** Alderman Conard **MOTION CARRIED.**

**VIII. OTHER BUSINESS**

Alderwoman Kelly requested that regulation of motorized bicycles being ridden in the City be studied. Chief Switzer added that people need to complain immediately about incidents involving motorized bicycles as too often the complaint is received after the fact and then the department can't do anything about it.

**IX. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderwoman Twomey to adjourn the August 1, 2022 meeting at 6:55 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Conard, who was absent.**

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Mayor Rod Davies

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City Clerk Susan S. Trevor

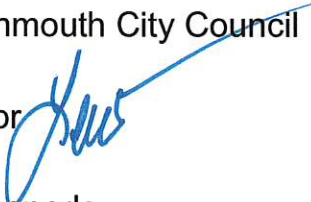


# MONMOUTH ILLINOIS

DATE: August 9, 2022

TO: Mayor Davies and Members of the Monmouth City Council

FROM: Lew Steinbrecher, City Administrator



RE: Maple City Dairy Parking Lot and Promenade

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Council Members may recall that the City issued a Notice to Solicit Construction Bids in late June, for the Maple City Dairy Parking Lot and Promenade Construction Project. The deadline for submittal of bids was July 22, 2022, but no bids were received. The staff subsequently approached Laverdiere Construction and requested a cost quote for this work. The project cost has a \$219,268.00 price. The staff then requested the Pattee Foundation to consider a \$175,000 donation toward this construction project with the expressed understanding that the City's Downtown Tax Increment Finance District would cover the additional \$44,268 to complete the financing for this improvement project. Attached to this memo is a copy of the Laverdiere construction bid as well as a copy of the letter from the Pattee Foundation awarding the \$175,000 donation toward this project (check included with letter). Lastly is a copy of the conceptual site plan for this parking lot and promenade improvement project. There are sufficient funds available in the Downtown TIF District (approximately \$348,000 available) to cover the City's \$44,268 matching contribution to undertake this project on the Maple City Dairy property located at 110 South A Street.

This item has been placed on the August 15, 2022 City Council Meeting Agenda. The Administration is requesting City Council's approval to award this work to Laverdiere for \$219,268 and to approve the expenditure of \$44,268 in Downtown TIF funds to match the Pattee Foundation grant and undertake construction of the parking lot and promenade project on the Maple City Dairy site.



General Contractor  
4055 W. Jackson St., Macomb, IL 61455  
Phone: (309) 837-1258 Fax: (309) 833-4993

July 27, 2022

To: City of Monmouth  
100 E Broadway  
Monmouth, IL. 61462

Re: Former Maple City Dairy Site  
Parking Lot Redevelopment  
Project No. 0234557.00

Laverdiere Construction, Inc. is pleased to submit the following price for the above mentioned project. Laverdiere Construction will furnish the necessary labor, material and equipment to complete the scope of work listed below per the plans and specifications dated July 2022.

MOBILIZATION  
CONSTRUCTION LAYOUT & TESTING  
EARTH EXCAVATION  
AGG BASE CSE A 8  
COMB CC&G TB6.12  
PC CONC SIDEWALK 4

PCC DRIVEWAY PAVT 8  
HMA PAVEMENT 4"  
STRIPING & SIGNS  
DETENTION AGGREGATE  
SEEDING & MULCH

**TOTAL BID FOR PARKING LOT REDEVELOPMENT      \$219,268.00**

If you have questions or comments in regards to this proposal please contact Jon Lundgren at 309-333-4002 or n

Sincerely,

Jon Thompson  
Project Manager / Estimator  
Laverdiere Construction, Inc.

Accepted \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**THE PATTEE FOUNDATION**

Monmouth, Illinois

August 9, 2022

City of Monmouth  
ATTN: Mr. Lew Steinbrecher, City Administrator  
100 East Broadway  
Monmouth, IL 61462

RE: Old Dairy Property Repurposing

Dear Mr. Steinbrecher;

The Board of Directors of the Pattee Foundation has approved the request from the City of Monmouth, to redevelop the property at 110 South A Street, Monmouth, IL that is known as the Old Dairy Property. According, enclosed is a check in the amount of \$175,000.00 payable to the City of Monmouth for the purpose of redeveloping the property into a mixed use space for parking/park area.

When the project is complete, please send a close out letter showing how the funds were expended.

Yours Truly,

PATTEE FOUNDATION

By:

  
Marcom A. Spears, President

MAS:mas  
Encls.

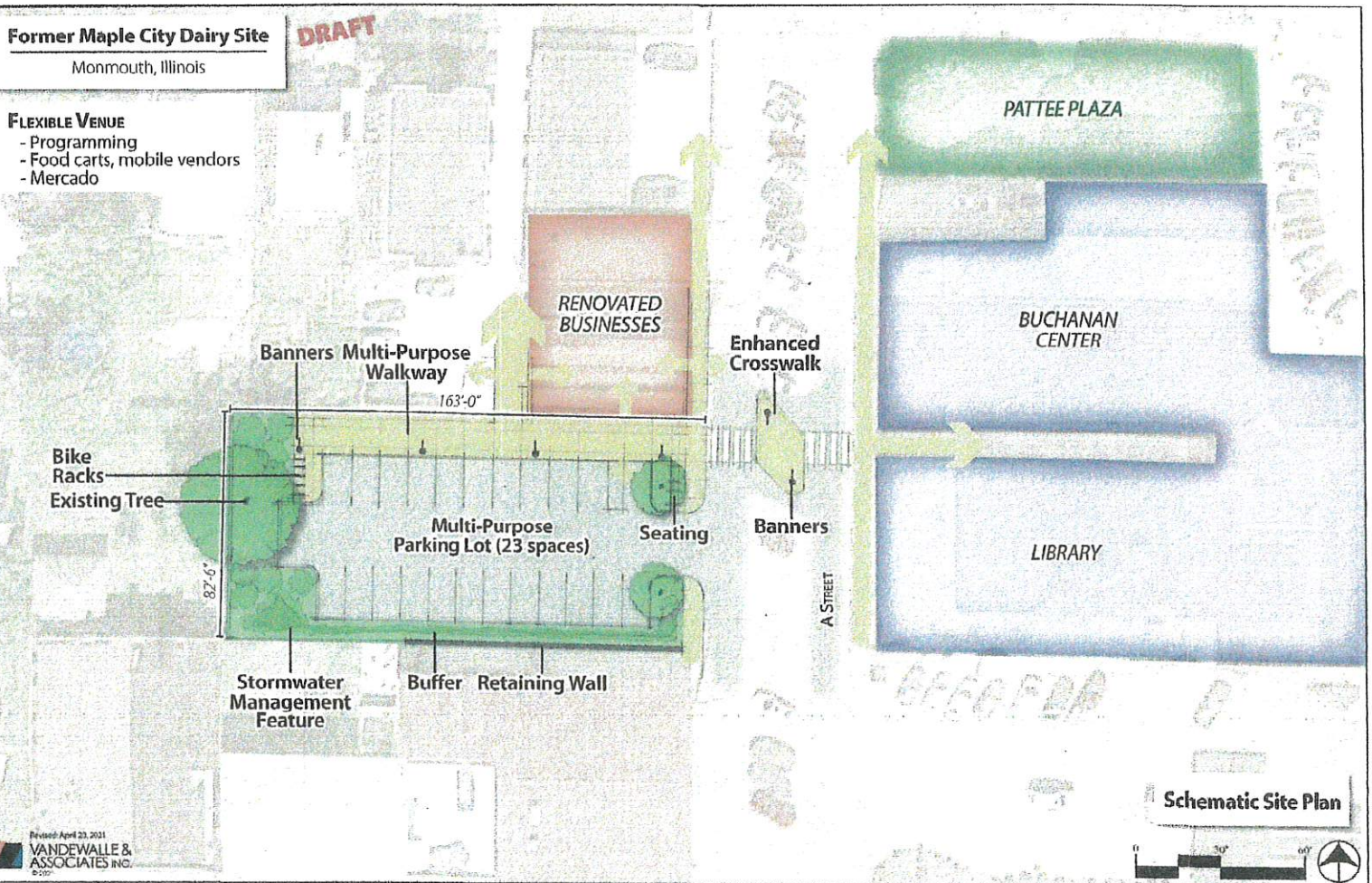
**Former Maple City Dairy Site**

Monmouth, Illinois

**DRAFT**

**FLEXIBLE VENUE**

- Programming
- Food carts, mobile vendors
- Mercado



**Schematic Site Plan**

CITY OF MONMOUTH -- APPLICATION FOR  
DOWNTOWN TIF COMMERCIAL BUILDING REHABILITATION PROGRAM

Name of Applicant (Building Owner): Shane Bertelsen *AND JOHN BAKER (109 South 1st Street)*

Mailing Address: 111 South 1st Street City/State/Zip: Monmouth, IL 61462

e-Mail Address of Owner/Applicant: sbertelsen@industrialtradeservices.com Phone: 563-424-0432

Detailed Description of Eligible Interior Rehabilitation Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Detailed Description of Eligible Exterior Rehabilitation Work: Removal of dilapidated exterior stairs on building. Installation of new metal stairs and all work required for code and safety. (handrails, concrete, tuckpointing for installation points, etc, see quote) Stairs and decking will cover the rear exterior of 111 South 1st Street and 109 South 1st Street.

*Joint application with owner of 109 South 1st Street (John Baker)  
Existing stairwell and new stairwell serves both buildings - SEE FIRST PHOTO*

Cost of Interior Work (Attach Contractor Cost Estimate(s): \_\_\_\_\_

Cost of Exterior Work (Attach Contractor Cost Estimate(s): 42,700

Total Cost of All Rehabilitation Work (Eligible and Ineligible Costs): 42,700

Attach photographs of work areas of building  YES  NO

I, (print name of building owner) Shane Bertelsen, do hereby request financial assistance from the City of Monmouth under its Downtown TIF Commercial Building Rehabilitation Program. My signature below certifies that I have read and understand the guidelines published for this program and assert that, to my knowledge, the proposed improvements for the rehabilitation of my commercial building located at 111 South 1st street, Monmouth, Illinois, are eligible under the Program guidelines. I further agree to comply with all municipal zoning, building, electrical, plumbing, mechanical, and sign regulations and will obtain all permits as may be appropriate. I understand that any financial assistance that may be provided by the City under this program will be in the arrangement of a reimbursement upon completion of the rehabilitation work and the issuance of a Certificate of Occupancy by the City of Monmouth. I understand that I will be responsible for repaying the City a portion or the entirety of the amount of financial assistance should I fail to operate a viable business enterprise within the rehabilitated space for a period of less than 5 years.

Applicant/Owner's Signature Shane Bertelsen Date: 08/05/2022

Received by the City: Aug. 8, 2022 [Signature] Date: \_\_\_\_\_ Recommendation 30% = \$12,810.00

# Morath Portable welding Repair

Morath welding LLC.  
Evan Morath  
1211 south main street  
309-371-3058

I have an estimate put together for you that i think will put us at all ball park number for final price. like we had discussed, material quotes are held for 24 hours from steel company due to unstable market values. if this material does fluctuate at all I am confident you would see no more than 1.5%-2% increase or decrease on price. nothing substantial. i will try to breakdown everything down as transparently as possible.

material 15,000\$

labor for tear down 3200.00\$

labor for install 24,500\$

Total: \$42,700

material costs include everything steel in the future structure cost wise.

labor for teardown includes equipment, and manpower to remove structure safely and haul structure away.

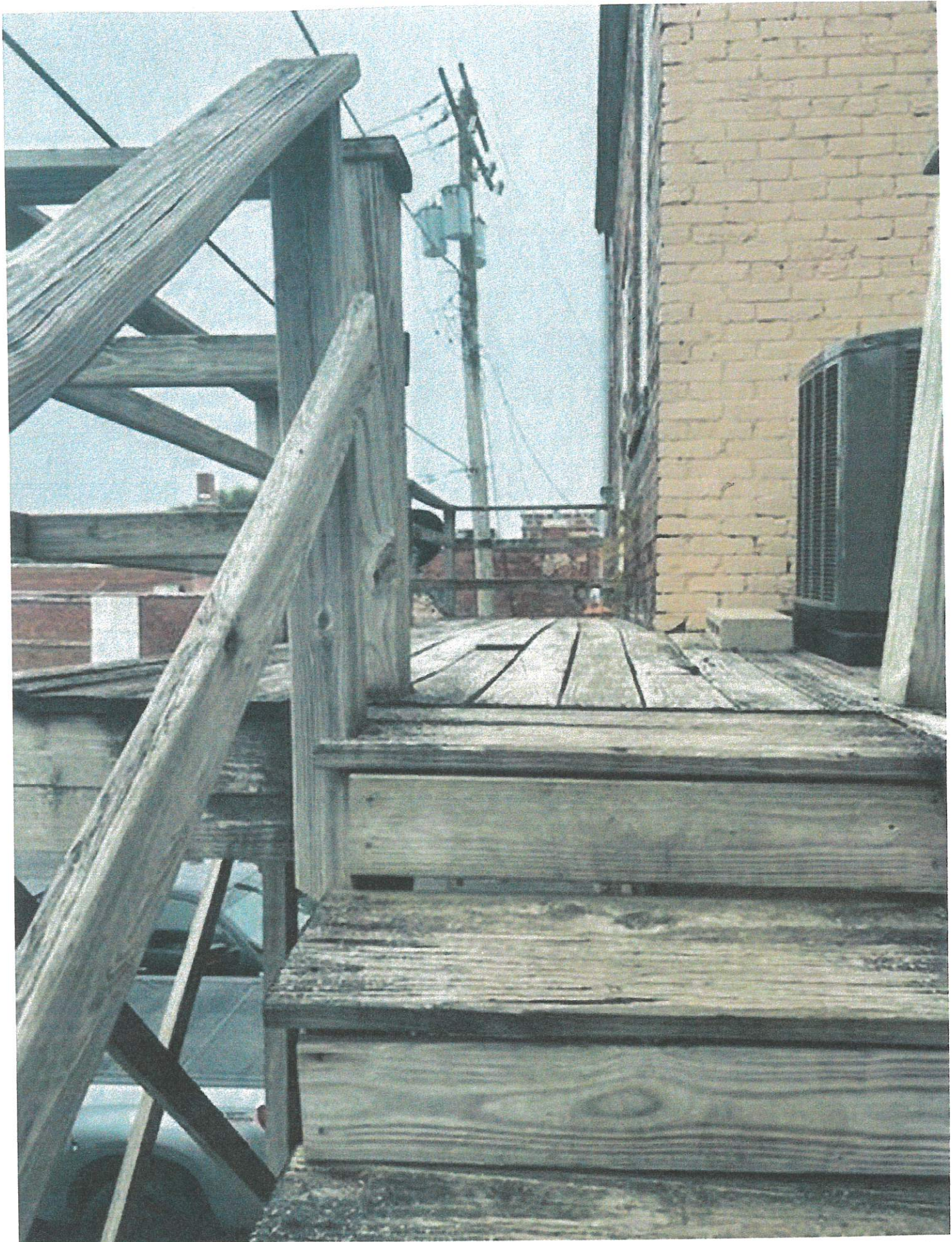
labor for install includes the following breakdown below

- \* cost for concrete labor for 4 piers 32" in ground (below frost) for new structure that attach beams
- \* cost for hydro vac 4 holes for piers due to wires underground ( advanced plumbing)
- \* cost for rebar, lagging, base plates, and sonic tubes forms for concrete piers
- \* cost for crane use, man lift rental, additional equipment for clean up.
- \* cost for building lagging, epoxy and componets to attach new structure to existing mortar joints
- \* cost to pre fab decks, handrails, and stair case which will be built in the shop then transferred to jobsite for install
- \* cost for rehab of landscape due to construction
- \* cost to mount air conditioner on side wall to free up deck space
- \* cost to tuck point covered areas before install of new structure where needed. We cannot attach our epoxy anchors to bad mortar joints.
- \* cost for 3 man crew













**FIRST AMENDMENT  
TO THE  
OPERATIONS AND MAINTENANCE AGREEMENT**

This First Amendment ("First Amendment") is made and entered into this 15th day of August 2022, by and between Woodard & Curran, Inc. (W&C), a Maine corporation, whose Principal Place of Business is based at 41 Hutchins Drive, Portland, Maine and the City of Monmouth, Illinois (the "Client"), whose principal place of business is at 100 East Broadway, Monmouth, IL 61462 and its successors and assigns.

**RECITALS**

**WHEREAS**, Client and W&C have previously entered into a Contract for Operations and Maintenance for Public Works operations dated April 15, 2013, in which W&C shall provide certain operation and maintenance services to the Client; and

**WHEREAS**, the Client and W&C desire to amend certain provisions of said Contract; and

**WHEREAS**, the parties agree that except as specifically amended herein, the other terms and provisions of the Contract remain in full force and effect; and

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein and given one to the other, the sufficiency of which is hereby acknowledged, the parties agree as follows:

**I. ARTICLE III – COMPENSATION**

3.01 c. **Transition Fee Component.** The remaining Transition Fee Component of the original Operations and Maintenance Agreement will be compensated to W&C over the remaining fiscal year ending April 30, 2023. Following the current fiscal year ending April 30, 2023, the Transition Fee Component shall be deemed to be null and void and of not applicability to this First Amendment and the continued relationship between the parties and no additional amounts shall be payable/collectable.

**II. ARTICLE IV – TERM OF AGREEMENT**

**Section 4.01 and 4.03 of Article IV of the Agreement is hereby deleted and replaced with the following:**

4.01 This Agreement shall remain in full force and effect for ten (10) years, ending April 30, 2033. Unless otherwise renewed as set forth in Section 5.05

**III. ENTIRE AGREEMENT:**

This First Amendment shall not supersede or amend the Contract except as specifically provided herein. No additions, alterations, or variations to the terms of this First Amendment



**Woodard  
& Curran**

shall be valid, nor can the provisions of this First Amendment be waived by either party, unless such additions, alterations or waivers are expressly set forth in writing in a document duly executed by both parties.

**SIGNATURES TO FOLLOW** on next page



**Woodard  
& Curran**

**IN WITNESS WHEREOF**, each party hereto has caused this Amendment to be executed by its duly authorized representative on the day and year set forth below.

Client, City of Monmouth, IL

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Sign: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Woodard & Curran, Inc.

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Sign: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# MONMOUTH ILLINOIS

DATE: August 9, 2022

TO: Mayor Davies and Members of the Monmouth City Council

FROM: Lew Steinbrecher, City Administrator



RE: Engineering Agreement for Smithfield Water Well

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Council Members may recall that the City was officially awarded a \$2 million Rebuild Illinois Program grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) several months ago, for the purpose of drilling a new water production well in the north end of town near Smithfield. The purpose of this new well along with a small water treatment plant and elevated water storage tower is to ensure an adequate water supply through Monmouth and support increased hog production at the Smithfield facility.

It is necessary to now engage the engineering services of Woodard & Curran to design the bid specifications, obtain Illinois EPA permits, bid, provide construction inspection and project management for what is known as Monmouth Municipal Well #11. The cost of these engineering services will be derived from the \$2 million DCEO grant. Attached is an Engineering Services Agreement with Woodard & Curran to provide these services to the City of Monmouth. This agreement has been placed on the agenda for the August 15, 2022 City Council Meeting for the Council's consideration. The Administration requests City Council's approval of this agreement.

# WOODARD & CURRAN TERMS & CONDITIONS



## Exhibit A: WORK ORDER NUMBER 28

Issued Pursuant to the Engineering Services Agreement – Work Order Basis Between Woodard & Curran, Inc. and City of Monmouth, Illinois, dated \_\_\_\_\_.

This Work Order is issued pursuant to, and in accordance with the Standard Terms and Conditions between Woodard & Curran, Inc. and the City of Monmouth dated **December 15, 2014**, which are incorporated herein by this reference. Unless otherwise specified, all capitalized terms used in this Work Order shall have the same meaning as used in the Agreement. This Work Order will not be deemed valid and binding upon the Parties until both Engineer and Client have both signed below.

### Scope of Services:

1. Well Siting, Design, and Specification Development
2. Initial C-I Permitting Application
3. Engineering Design for Well (Future Connection to a New Water Treatment Plant)
4. Bid Phase Assistance
5. Well Installation, Observation and Testing
6. Supplemental C-II Permitting Application
7. Project Management

#### 1. Well Siting, Design, and Specification Development

Woodard & Curran will develop the well siting documentation and well design for use in permitting and well specification development (based on site selected and presented in the Rebuild Illinois Economic Development Grant application). Woodard & Curran engineers will prepare the well specification based on the requirements of Illinois Administrative Code Part 77, Chapter 1, Subchapter r, Section 920 and based on previously drilled Well #10 specifications. Initial siting considerations will include proximity to potential contaminant sources, flood areas, and existing infrastructure. The preliminary well design will consider the area geology, requirements based on Section 920, Illinois EPA requirements, previous well designs in the area, and best practices. Woodard & Curran will develop draft specifications for review and approval by the City for inclusion in the bid package to be developed for the project. Given the current construction market conditions, potential drilling contractors and equipment supplies will be contacted to understand lead time challenges and critical path items and an updated schedule will be provided.

#### 2. Initial C-I Permitting Application

Woodard & Curran will assemble the materials required by Illinois EPA for the level C-I permit. This will include information related to preliminary well design, construction, and proposed pump test procedure. As part of this phase, a wellhead protection survey will be completed in accordance with Illinois EPA guidance and Table A of the C-I permit. It is anticipated that this will include a compilation of available GIS data on potential contaminant threats including environmental cleanup sites, landfills, Superfund sites, uncontrolled hazardous waste sites, sewer lines, oil and gas wells, underground storage tanks, flood zones, septic systems if available, and other available information as appropriate. We anticipate that this will be supplemented by a windshield survey of the area surrounding the selected well site and location of potential pollutant sources by personnel in the field. A map showing the location of identified sites and the location of the proposed well will be prepared for inclusion with the permit submission. The materials produced during the above and previously detailed tasks will be compiled and submitted to the Illinois EPA to obtain a permit to install the new water supply well.

#### 3. Engineering Design for Well (Future Connection to a new Water Treatment Plant)

# WOODARD & CURRAN

## TERMS & CONDITIONS



Woodard & Curran will develop Contract Documents, including plans and specifications for the proposed well and wellhouse, and transmission pipeline. The Contract Documents will include design of the proposed well (including the well specifications developed in Task 1 above), well pump, discharge piping and valves, site work, and landscaping. We will perform a site survey, which will include 1-foot contours, control points, available benchmarks, existing easements, existing underground utilities, and visible aboveground structures and plantings. High level planning for the site configuration will be performed to include estimated sizing for the water storage tank, new water treatment facility, and the treated water line connection to the nearby water system.

Woodard & Curran will prepare 75% and 100% Contract Document submittals, which will include plans and specifications for the well, pump, piping, and appurtenances noted above. We will review each design submittal with the City and address any comments or questions. Comments from these review meetings will be incorporated into the final design documents.

#### **4. Bid Phase Assistance**

Woodard & Curran will provide bid phase assistance to the City including:

- Attending a pre-bid meeting with the bidding contractors, providing an overview of the project, answering any questions or concerns, and compiling meeting minutes for distribution to all bidders. Meeting minutes will be issued as Addendum 1.
- Addressing requests for information (RFIs) from bidding contractors and issuing additional addenda if necessary.
- Attend public bid opening. Compile and review all bids and determine lowest responsive and responsible bidder. Provide bid tabulation and evaluation to the City.
- Assist City in coordinating Notice of Award and Notice to Proceed with winning bidder.

#### **5. Well Installation, Observation, and Testing**

Woodard & Curran will provide construction administration and observation services for the construction of the new well including a pre-construction meeting, submittal reviews, responding to Request for Information, reviewing payment requisitions, and processing closeout paperwork and Record information. We will periodically observe the drilling, construction and testing of the new water supply well. We anticipate being present after disinfection of the new well to collect the required bacteriological samples for analysis. Woodard & Curran will periodically visit the site during the pumping test to observe the work of the contractor and ensure that sufficient information is collected during testing to allow us to complete the C-II permit application. Woodard & Curran will coordinate with the selected contractor for them to obtain water quality samples during the pumping test for the new well and will assist in preparation of a yield assessment to be included in subsequent final permitting of the well. We will compile construction information prepared by the driller to create a well log for the newly installed well. Additionally, Woodard & Curran will work with the driller to establish protocols for the driller's collection and submission of geologic samples to the Illinois Geological Survey as required by the permit for installation. Woodard & Curran will assist the City and the contractor with the selection of the permanent pump and pump installation details based on the results of the pumping test completed by the driller. We anticipate that the total construction duration, including well drilling, will be approximately 6 months. Additionally, to these prescribed visits, Woodard & Curran will periodically observe the construction for up to 15 days of observation.

#### **6. Supplemental C-II Permitting Application**

Woodard & Curran will assemble the necessary documentation including water quality sample results, pumping test yield results, final well construction information, permanent pump selection and other information as appropriate. This submission will conform to the requirements outlined in the C-II permit application form.

#### **7. Project Management**



# WOODARD & CURRAN

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## TERMS & CONDITIONS



Woodard & Curran will manage client and subcontractor invoicing, periodic internal check-in meetings, and client communications.

### Anticipated Schedule:

- Notice to Proceed to W&C – 8/15/2022
- Well Siting, Specification Development and C-I Permit Application Submittal – 9/15/2022
- C-I Well Permit Approval – 10/30/2022
- 75% Design Submittal – 11/30/2022
- Final Design Complete – 1/13/2023
- Advertise for Bids – 1/18/2023
- Bid Opening – 2/15/2023
- Contractor Notice to Proceed – 3/15/2023
- Well Installation and Pumping Test Complete – 9/26/2023
- C-II Permit Application Submittal – 9/30/2023
- C-II Permit Approval – 11/30/2023
- Construction Completion – 12/22/2023

### Assumptions and Clarifications

- Our proposed schedule assumes the Notice to Proceed (NTP) will be issued to Woodard & Curran on August 15, 2022. If the NTP is issued after that date, our proposed schedule could be delayed.
- We assume there will only be the one selected site to analyze for the proposed well.
- Our fee and schedule assumes that Illinois EPA will approve the permit application for the C-I and C-II permits within 45 days of receiving the permit application for each. If Illinois EPA takes longer to approve each permit, our anticipated schedule could be delayed.
- Our design of the proposed well pump will be based on the hydraulics of the existing Well #9/#10. Since Well #9/#10 are in relative proximity to the proposed well site, we anticipate well hydraulic conditions of both sites will be very similar. Minor modifications to the pump design may be required following the pumping test.
- Our bid phase assistance assumes only one bid period for the entire project to include well drilling, pump installation and temporary weatherproof enclosure and temporary power. If additional bid periods are required, additional fees may be requested.
- Design & construction of the well house, appurtenances, new treatment facility and raw water line from the site to the distribution system is not included.
- Our fee for construction observation is based on an anticipated 6-month construction duration and includes 15 periodic observation days. If construction extends past 6 months, additional fees may be requested. Given the current construction market conditions, potential drilling contractors and equipment supplies will be contacted to understand lead time challenges and critical path items and an updated schedule will be provided.
- Our fee does not include creating permanent or temporary easement documentation or assisting in the coordination for obtaining any easements.
- We assume that the proposed well site and piping alignment to the existing water treatment plant is outside of hazardous flood zones.

### Compensation:

For all Services duly rendered hereunder, Client will pay Engineer as described herein. The services to be provided pursuant to this Work Order shall be provided on a lump sum basis, billed monthly on a percent complete basis in a total amount of: \$404,000.00. The project total fee will not be exceeded without prior written authorization.

The compensation for services performed by the ENGINEER by task are provided below:

# WOODARD & CURRAN

## TERMS & CONDITIONS



Task 1 – Well Siting, Design, and Specification Development	\$51,000
Task 2 – Initial C-I Permitting Application	\$40,000
Task 3 – Engineering Design for Well	\$85,000
Task 4 – Bid Phase Assistance	\$15,000
Task 5 – Well Installation, Observation, and Testing	\$170,000
Task 6 – Supplemental C-II Permitting Application	\$32,000
Task 7 – Project Management	\$11,000
<b>Project Total Fee – Lump Sum</b>	<b>\$404,000</b>



ORDINANCE NO. 22-022

AN ORDINANCE REGULATING THE OPERATION OF CERTAIN  
GOLF CARTS AND OTHER NON-HIGHWAY VEHICLES WITHIN THE CITY OF  
MONMOUTH

WHEREAS, the City of Monmouth is a home rule municipality as described in Section 6(a), Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the City of Monmouth as a home rule municipality, may exercise power and perform any function pertaining to its government and affairs, including but not limited to, the power to legislate for the protection of the public health, safety and welfare; and

WHEREAS, Section 11-1426.1 of the Illinois Vehicle Code (625 ILC 5/11-1426.1) authorizes that City to allow the operation of non-highway vehicles on roadways under its jurisdiction if the City finds that public safety would not be jeopardized; and

WHEREAS, before allowing the operation of non-highway vehicles on its roadways, Section 11-1426.1 of the Vehicle Code requires the City to consider the volume, speed, and character of traffic on the roadways on which non-highway vehicles are to be allowed; and

WHEREAS, the City Council and Public Safety Officials the City of Monmouth has studied and considered the volume, speed and character of traffic on the City's streets, alleys and roadways and has concluded that allowing the operation of non-highway vehicles on public streets, alleys and roadways within the City in the manner set forth herein will not jeopardize public safety; and

WHEREAS, the City Council of the City of Monmouth finds that the operation of certain non-highway vehicles on the public streets, alleys and roadways within the City will not jeopardize public safety.

BE IT, THEREFORE, ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:

Section 1:

**CHAPTER 80            GOLF CARTS**

- 80.1            Definitions
- 80.2            Operation of Non-Highway Vehicles
- 80.3            Registration; Fees
- 80.4            Application of Traffic Laws
- 80.5            Penalty

**SECTION 80.1                    DEFINITIONS.** As used in this Article, the following terms shall have the meanings indicated below.

A. **GOLF CART:** A vehicle specifically designed and intended for the purposes of transporting one or more persons and their golf clubs or maintenance equipment while engaged in the playing of golf, supervising the play of golf, or maintaining the condition of the grounds on a public or private golf course.

B. **ILLINOIS VEHICLE CODE:** Chapter 625, Act 5 of the Illinois Compiled Statues (625 ILCS 5/1-101 et seq.) as amended or replaced from time to time.

C. **NON-HIGHWAY VEHICLE:** A motor vehicle not specifically designed to be used on a public highway, including (1) golf carts, (2) all-terrain vehicles, as defined by section 1-101.8 of the Illinois Vehicle Code, (3) off-highway motorcycles, as defined by Section 1-153.1 of the Illinois Vehicle Code, and (4) recreational off-highway vehicles, as defined by section 1-168.8 of the Illinois Vehicle Code.

D. **PERMITTED NON-HIGHWAY VEHICLE:** A motor vehicle as defined by section 1-168.8 of the Illinois Vehicle Code, provided said motor vehicle has two (2) or more non-straddle seats or a bench seat(s) and a steering wheel, not having handlebars. Not all Non-Highway Vehicles shall be Permitted Non-Highway Vehicles.

**SECTION 80.2            OPERATION OF NON-HIGHWAY VEHICLES**

A.    The use and operation of Golf Carts, Permitted Non-Highway Vehicles, as defined in Section 80.1 A. and D. above, on the public streets, roadways and alleys of the City shall be permitted, subject to the provisions of this Article. The operation of any non-highway vehicle other than Golf Carts and Permitted Non-Highway Vehicles on public streets, roadways, and alleys within the City is strictly prohibited.

B. No person may operate a Golf Carts and Permitted Non-Highway Vehicles on any public street or roadway where the posted speed limit is more than 30 miles an hour.

C. In addition to the foregoing no person may operate a Golf Carts and Permitted Non-Highway Vehicles on any portion of the following streets:

1. Broadway
2. Main Street
3. South Sunny Lane
4. West 11<sup>th</sup> Ave.
5. South D St. – from West 11<sup>th</sup> Ave. to West 6<sup>th</sup> Ave.
6. West 6<sup>th</sup> Ave. – from South C St. to South Main St.
7. Highways 34 and 67
8. Harlem Ave. from Highway 34/67 to North 6<sup>th</sup> St.
9. North 11<sup>th</sup> St from Broadway to Highway 34
10. Public Square
11. North 6<sup>th</sup> Street and North 6<sup>th</sup> Street Road (from Broadway to the northern city limits)
12. Any roadway designated as a truck route except for South D St. north of West 6<sup>th</sup> Ave.

Crossing of the above streets is permitted.

D. No person may operate a Golf Carts or Permitted Non-Highway Vehicles pursuant to this Article unless he or she has a valid driver's license issued in his or her name by the Illinois Secretary of State or a foreign jurisdiction.

E. No person may operate a Golf Carts or Permitted Non-Highway Vehicles pursuant to this Article unless said Golf Carts or Permitted Non-Highway Vehicles is equipped, at a minimum, with the following equipment: a windshield; seat belt; brakes; a steering wheel; tires; a rearview mirror; red reflectorized warning devices in the front and rear; and a slow moving emblem (as required of other vehicles in Section 12-709 of the Illinois Vehicle Code) on the rear of the Golf Carts and Permitted Non-Highway Vehicles; a headlight that emits a white light visible from a distance of 500 feet to the front; a tail lamp that emits a red light visible from at least 100 feet from the rear; brake lights, and turn signals.

F. No person may operate a Golf Carts or Permitted Non-Highway Vehicles on a sidewalk or other public area designated for pedestrian use.

G. No person shall operate, and no owner shall permit another person to operate a Golf Carts or Permitted Non-Highway Vehicles on a city streets unless: 1) the Golf Carts or Permitted Non-Highway Vehicles is covered by a liability insurance policy as required by Section 7-601 of the

Illinois Vehicle Code (625 ILCS 5/7-601); and 2) the operator of the Golf Carts or Permitted Non-Highway Vehicles carries with him proof of liability insurance as required by Section 7-602 of -the Illinois Vehicle Code (625 ILCS 5/7-602).

**SECTION 80.3           REGISTRATION; ANNUAL INSPECTION; FEES**

A       No person shall operate a Golf Carts or Permitted Non-Highway Vehicle on a public street, roadway or alley within the City without first registering the same with the Police Department in the manner herein provided. The owner shall furnish the Police Department with his or her name and address, the make and serial number of the Golf Cart or Permitted Non-Highway Vehicle, and any other information as the Police Department may require, including an insurance card for said Golf Cart or Permitted Non-Highway Vehicle. A one time inspection fee of \$50.00 for each Golf Cart or Permitted Non-Highway Vehicle shall be required upon said Golf Cart or Permitted Non-Highway Vehicle registered with the City of Monmouth.

B.       Any individual seeking to register a Golf Cart or Permitted Non-Highway Vehicle pursuant to this Section shall be required to demonstrate to the Police Department that the Golf Cart or Permitted Non-Highway Vehicle complies with the minimum equipment standards set forth in Section 80.2 E. hereof.

C.       Upon registration of a Golf Cart or Permitted Non-Highway Vehicle and payment of the registration fee provided for herein, the Police Department shall issue to the owner a registration sticker to be firmly attached to the Golf Cart or Permitted Non-Highway Vehicle in such a manner as the Chief of Police shall prescribe.

D.       The annual registration fee for any Golf Cart or Permitted Non-Highway Vehicle shall be Fifty (\$50.00) Dollars, which shall be due at the time of registration and shall be valid until the following April 30<sup>th</sup> (there shall be no prorated registration fee) when said registration shall be renewed if the owner intends to drive the Golf Cart or Permitted Non-Highway Vehicle within the city limits for the City of Monmouth. Said annual registration fee is in addition to the one time inspection fee referred to in Section 80.3 A. All Golf Carts or Permitted Non-Highway Vehicles must prominently display a registration sticker issued by the City of Monmouth, on its front or rear windshield.

E.       In addition to any fines or penalties set forth in Section 80.5 below, any person found to be in violation of any of the provisions of this Article, two (2) or more times within a twelve (12) month period shall be subject to revocation of the registration of any Golf Cart or Permitted Non-Highway Vehicle registered to such individual pursuant to this Chapter. No registration shall be revoked except by the City Administrator, after duly noticed hearing held by him or his designee. No refund of the registration fee will be granted in the event of a revocation, and no Golf Carts,

or Permitted Non-Highway Vehicles may be registered or operated by such individual for a period of one year following the revocation. After the period of revocation has passed such individual may again register his or her Golf Cart or Permitted Non-Highway Vehicle with the City by providing the information and paying the fee set forth in this Section.

**SECTION 80.4 APPLICATION OF TRAFFIC LAWS.** Every person operating a Golf Cart or Permitted Non-Highway Vehicle upon a public street, roadway, or alley within the City shall be subject to all of the provisions of this Chapter, as well as the laws of this state applicable to the operation of Golf Carts and Permitted Non-Highway Vehicles on public streets and roadways.

**SECTION 80.5 PENALTY.** Any person or the owner of any vehicle regardless of the driver, found to be in violation of any of the provisions of this Chapter shall be subject to a fine of no less than seventy-five dollars (\$75.00) nor more than seven hundred fifty dollars (\$750.00) for each such violation. Every day that a violation occurs shall constitute a separate offense.

Section 2:

In all other respects, Chapter 80 of the Monmouth Code of Ordinances previously enacted shall remain in full force and effect.

Section 3:

This ordinance shall be in full force and effect ten (10) days after this due publication in pamphlet form, passage and approval thereof as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_





## POLICE DEPARTMENT JULY 2022 MONTHLY REPORT

### STATISTICS:

	JULY 2021	JULY 2022	+/-	2021 YTD TOTAL	2022 YTD TOTAL	+/- YTD
MPD Arrests	74	38	-36	306	318	12
Ordinance Violations	114	118	4	633	712	79
MPD Calls	1174	1303	129	9461	8365	-1096
Dispatch Calls	2144	2385	241	15739	15347	-392
MPD Accidents	20	13	-7	144	133	-11
Grant Hours Worked	76	58	-18	311	467	156

### INCIDENTS OF NOTE:

- \*City Fireworks display was held without incident.
- \*Presentation on law enforcement was given to classes at the Regional Office of Education.
- \*A possible lateral transfer officer from another department was interviewed. The candidate was given a job offer, the candidate opted to stay at the department they are currently at.
- \*Police officer eligibility testing was offered. There were no applications turned in. The testing has been rescheduled for October.
- \*Chief Switzer attended the Warren County/Monmouth Auxiliary meeting.
- \*Chief Switzer spoke on the radio about the upcoming car show.
- \*A recruiting video was made for MPD that will be put out on social media to help attract possible candidates.

### STAFF TRAINING:

- \*Make-up firearms qualifications were conducted.

### EQUIPMENT RELATED ISSUES:

- \*None to report

***TO: Council, Mayor, City Administrator  
And Department Heads***

***RE: Halloween trick or Treat Hours***



***It is proposed to set the 2022 “Trick or  
Treat” hours between 5:00 p.m. to  
8:00 p.m. on Monday, October 31<sup>st</sup>.***

***HAPPY HALLOWEEN***



**CITIZEN/ORGANIZATION AGENDA REQUEST**

Council Meeting Date 10-3-22

(Requests may be faxed to City Clerk at 309-734-4943)

CITIZEN/ORGANIZATION: Warren County Clerk

Citizen/Representative: Tina Conard, County Clerk

Address: 100 W. Broadway

E-mail Address: warrencoclerk@frontier.com

Phone Number: 309-734-8592

Event Date and Hours of Event: 11-8-22; 4:00p.m. to 9:30p.m.

Type of Event and Reason for Request: The Warren County Clerk is requesting to close 12 parking spaces in the NW Quadrant of Square to allow election judges bringing in voting results to have easier access to Election Office & not have to carry supplies so far. Also would like to request\*

Requirements for events (these requirements must accompany the request at time of meeting or before, **NO EXCEPTIONS**):

- 1) Certificate of Liability Insurance – (private citizen or not-for-profit group)
- 2) If request includes or affects other citizens, a form signed by such citizens showing their approval is to be brought to meeting. (Ex: vacating an alley, blocking off street)
- 3) Diagrams or maps, if pertinent to approving the request.

Tina Conard, County Clerk  
Citizen/Organization Representative

9-27-22  
Date

Ausonia L. Lerner  
City Clerk

9-28-22  
Date

**PLEASE NOTE:** 1) In order to be placed on the agenda of a Council Meeting, **ALL** requests **MUST** be received the Wednesday morning prior to the next Council meeting!  
2) Representative must be present at meeting unless exempted under annual request policy.

\* reserved parking on North side of 100 block of W. Broadway for those election judges coming in to assist with tallying election results, but not carrying supplies.



**ORGANIZATION AGENDA REQUEST**

**Council Meeting Date October 2, 2022**

(Requests may be faxed to City Clerk at 309-734-4943 or  
emailed to susan.trevor@cityofmonmouth.com)

**ORGANIZATION: Warren County Historical Society** \_\_\_\_\_

Representative: Mark Parrish \_\_\_\_\_

Address: 238 South Sunny Lane \_\_\_\_\_

E-mail  
Address: \_mark.r.parrish57@gmail.com \_\_\_\_\_

Phone Number: 309-337-1302 \_\_\_\_\_

Reason for Request: To place signs for the Warren County Museum and the Stoneware Museum  
on the corners of Sunnylan and Broadway and Sunnylan and 11<sup>th</sup> Ave.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mark Parrish \_\_\_\_\_  
Organization Representative

9-16-2022 \_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

- PLEASE NOTE:** 1) *In order to be placed on the agenda of a Council Meeting, ALL requests **MUST** be received the Wednesday morning prior to the next Council meeting!*  
2) *Representative must be present at meeting unless special circumstances are requested.*



**Illinois Department of Transportation**

Bid Recommendation to Brandt Construction Co. at the October 3, 2022 Council meeting.



**Tabulation of Bids**

Local Public Agency:  County:  Section Number:  Letting Date:

Approved Engineer's Estimate:

Attended By (DOT Representative(s)):

Bidder's Name	Brandt Construction Co.	Gunther Construction, a Division of UCM
Bidder's Address	700 4th Street West	816 N. Henderson Street
City, State, Zip	Milan, IL 61264	Galesburg, IL 61401
Proposal Guarantee	BID BOND	BOD BOND
Terms		

Item No.	Item	Delivery	Unit	Quantity	Approved Engineer's Estimate			Total	Unit Price	Total	Unit Price	Total
					Unit Price	Total	Unit Price					
1	Bituminous Surface Removal (Milling), Special (Var. 0-2")		SY	4992	\$7.0000	\$34,944.00	\$11.0000	\$54,912.00	\$23.0400	\$115,015.68	\$0.00	\$0.00
2	Bituminous Material (Tack Coat SS-1)		LB	17893	\$1.5000	\$26,839.50	\$1.7500	\$31,312.75	\$1.9500	\$34,891.35	\$0.00	\$0.00
3	Bituminous Material (Prime Coat MC-30)		LB	6143	\$1.5000	\$9,214.50	\$1.8500	\$11,364.55	\$1.3500	\$8,293.05	\$0.00	\$0.00
4	Hot-Mix Asphalt Surface Course, Mix "D" N50, 1.5"		TON	3373	\$135.0000	\$455,355.00	\$135.0000	\$455,355.00	\$161.2100	\$543,761.33	\$0.00	\$0.00
5	Hot-Mix Asphalt Surface Course, Mix "D" N50, 2.0"		TON	338	\$135.0000	\$45,630.00	\$150.0000	\$50,700.00	\$161.2100	\$54,488.98	\$0.00	\$0.00
6	Base Repair		SY	116	\$120.0000	\$13,920.00	\$167.0000	\$19,372.00	\$286.1700	\$33,195.72	\$0.00	\$0.00
7	Skip Patch		SY	328	\$30.0000	\$9,840.00	\$36.5000	\$11,972.00	\$67.0300	\$21,985.84	\$0.00	\$0.00
8	Utility Repair		SY	1297	\$90.0000	\$116,730.00	\$37.0000	\$47,989.00	\$70.6000	\$91,568.20	\$0.00	\$0.00
9	Butt Joint		FT	1930	\$27.5000	\$53,075.00	\$44.0000	\$84,920.00	\$25.8700	\$49,929.10	\$0.00	\$0.00
10	Portland Cement Concrete Sidewalk 4 Inch		SF	4156	\$15.0000	\$62,340.00	\$14.0000	\$58,184.00	\$29.1700	\$121,230.52	\$0.00	\$0.00
11	Earth Excavation (Special)		SF	238	\$10.0000	\$2,380.00	\$11.0000	\$2,618.00	\$19.9400	\$4,745.72	\$0.00	\$0.00

Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
12	Detectable Warnings		SF	450	\$25,0000	\$11,250.00	\$30,0000	\$13,500.00	\$57.7300	\$25,978.50		\$0.00
13	Surface Remove & Replace		SY	2480	\$50,0000	\$124,000.00	\$45,0000	\$111,600.00	\$76.8600	\$190,612.80		\$0.00
14	Combination Curb & Gutter		FT	380	\$100,0000	\$38,000.00	\$110,0000	\$41,800.00	\$125.9600	\$47,864.80		\$0.00
	Removal & Replacement, Type B-6.12											
15	Sidewalk Removal		SF	3459	\$4,5000	\$15,565.50	\$3,0000	\$10,377.00	\$14.6900	\$50,812.71		\$0.00
16	Aggregate Shoulder, Type B		TON	140	\$50,0000	\$7,000.00	\$64,0000	\$8,960.00	\$377.5400	\$52,855.60		\$0.00
	2' Width											
17	Mill, Grade and Compact (Variable Depth)		SY	2600	\$8,0000	\$20,800.00	\$4,5000	\$11,700.00	\$8.2700	\$21,502.00		\$0.00
18	12" PVC Storm (Bored)		FT	180	\$135,0000	\$24,300.00	\$170,0000	\$30,600.00	\$356.8800	\$64,238.40		\$0.00
19	12" PVC Storm		FT	45	\$100,0000	\$4,500.00	\$140,0000	\$6,300.00	\$136.4500	\$6,140.25		\$0.00
20	Inlets Type A, 2'-Diameter w/ Frame & Grate		EA	3	\$2,500,0000	\$7,500.00	\$3,000,0000	\$9,000.00	\$3,043.9500	\$9,131.85		\$0.00
21	Manholes to be Adjusted		EA	18	\$1,000,0000	\$18,000.00	\$1,600,0000	\$28,800.00	\$1,469.4900	\$26,450.82		\$0.00
22	Inlets to be Adjusted		EA	1	\$1,000,0000	\$1,000.00	\$1,600,0000	\$1,600.00	\$1,469.4900	\$1,469.49		\$0.00
23	Inlets to be Reconstructed w/ New Frame & Grate		EA	2	\$1,800,0000	\$3,600.00	\$3,000,0000	\$6,000.00	\$3,148.9200	\$6,297.84		\$0.00
24	Water Valves to be Adjusted		EA	22	\$500,0000	\$11,000.00	\$1,000,0000	\$22,000.00	\$629.7800	\$13,855.16		\$0.00
25	Traffic Control and Protection		LS	1	\$35,000,0000	\$35,000.00	\$70,000,0000	\$70,000.00	\$39,815.8600	\$39,815.86		\$0.00
26	Millings, Special		LOAD	17	\$65,0000	\$1,105.00	\$170,0000	\$2,890.00	\$405.0200	\$6,885.34		\$0.00
<b>Total Bid:</b>						As Read:		\$1,203,826.30		\$1,643,016.91		
						As Calculated:		\$1,203,826.30		\$1,643,016.91		\$0.00
						% Over/Under:		4.42 %		42.51 %		



CITY OF MONMOUTH  
VARIOUS STREETS – HMA OVERLAY & SIDEWALK WORK  
22-00084-00-RS  
BID DATE: 10:00AM, SEPTEMBER 28, 2022

BID OPENING - SIGN IN SHEET

Name	Company
Tony Sessine	IDOT D-4
Aaron Farrow	Gumher UCM
Jake Vickerman	Brandt
Red Davis	City of Monmouth
LEWIS STEINBRECHER	City of Monmouth
Al Barae Shebil	IDOT - D4.
Andy Jackson	City of Monmouth
Susan L. Trivette	City of Monmouth

# MONMOUTH ILLINOIS

## *Proclamation*

### **General Aviation Appreciation Month October 2022**

**WHEREAS**, Monmouth in the state of Illinois has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation educational institutions, aviation organizations, and community airports; and

**WHEREAS**, general aviation and the Monmouth Municipal Airport have an immense economic impact on the City of Monmouth; and

**WHEREAS**, according to the *2022 Illinois Aviation Economic Impact Analysis*, aviation in Illinois generates an estimated \$95.5 billion in business revenues to the state's economy each year and supports more than 490,000 jobs and a payroll of \$32.6 billion annually; and

**WHEREAS**, general aviation not only supports Illinois' economy, it improves overall quality of life by supporting emergency medical and healthcare services, law enforcement, firefighting and disaster relief, investments in sustainable fuels and technologies, and investments in innovative experimental technology like Vertical Takeoff and Landing vehicles, and by transporting business travelers to their destinations quickly and safely; and

**WHEREAS**, these aircraft and our network of airports represent a national public benefit, and Congressional oversight should be in place of this system to ensure that it remains a public system and serves communities of all sizes; and

**WHEREAS**, general aviation has been deeply impacted by the COVID-19 pandemic, causing an impact on operations, jobs, and dependent industries, sectors, and communities; and

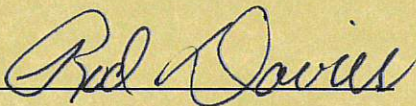
**WHEREAS**, general aviation stands to be at the forefront of the overall economic recovery; and

**WHEREAS**, the United States faces a shortage of aviation professionals, leaders should invest in this critical infrastructure to ensure future economic growth and our next generation of aviation professionals and pilots; and

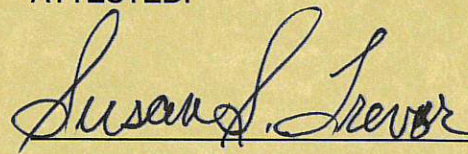
**NOW THEREFORE**, I, Rod Davies, Mayor of the City of Monmouth, do hereby proclaim general aviation a vital strategic asset to the City of Monmouth and declare October as **GENERAL AVIATION APPRECIATION MONTH** in the City of Monmouth.

Dated this 3<sup>rd</sup> day of October, 2022.

ATTESTED:



Rod Davies, Mayor



Susan S. Trevor, City Clerk





# MONMOUTH ILLINOIS

## *Proclamation*

**WHEREAS**, the City of Monmouth was the lifelong home of internationally renowned illusionist William Mozart Nicol, also known as The Great Nicola; and

**WHEREAS**, The Great Nicola was a talented inventor and showman who devised innovative apparatuses in his Monmouth workshop that inspired the grand stage illusions performed by today's most celebrated magicians; and

**WHEREAS**, The Great Nicola was an internationally known celebrity who, despite touring world capitals and befriending royalty, chose to maintain his primary residence in Monmouth, Illinois, which he believed offered a quality of life lacking in metropolitan centers; and

**WHEREAS**, Monmouth is the burial place of not only The Great Nicola, but also his father and mentor, John Nicol, who performed as Nicoli; his magician brother, Charles, who performed as Von Arx and Chasan; his wife, Marion, who was his valued partner on stage; and his pet elephant, Nizie, used in one of his most famous stage illusions; and

**WHEREAS**, Monmouth was also the home of the LaWain House of Magic, a national supply house for magic supplies, operated by professional magicians Jack Wain (the Mysterious LaWain) and his wife, Leola;

**WHEREAS**, Monmouth is developing a professionally curated museum, celebrating and interpreting the rich history of Western Illinois and the innovators, such as The Great Nicola; and

**WHEREAS**, The Warren County History Museum maintains in its collection artifacts associated with the Great Nicola, and, through establishing an annual event known as the Great Nicola Magic Festival, will provide educational programming and entertainment celebrating the history and art of magic; and

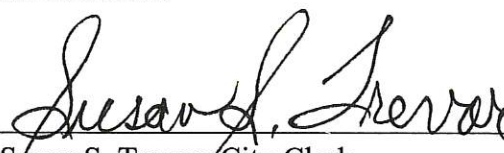
**WHEREAS**, The Great Nicola Magic Festival will enhance tourism opportunities in Illinois and contribute to the economic development of Western Illinois where Monmouth is located;

**NOW, THEREFORE**, I, Rod Davies, Mayor of Monmouth, do hereby proclaim the week of October 3<sup>rd</sup> through October 9<sup>th</sup> as The Great Nicola Magic Week in the City of Monmouth, Illinois.

Dated this 3rd day of October, 2022.

ATTESTED:

  
\_\_\_\_\_  
Rod Davies, Mayor

  
\_\_\_\_\_  
Susan S. Trevor, City Clerk





**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**

**Date:** Monday September 19, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderman Tony Cook, Alderwoman Susan Twomey, Aldermen Jim Conard, Juan Pinedo and Alderwoman Mary Kelly **ABSENT:** Aldermen Justin Thomas, Brian Daw and John VanVleet (arrived late at 6:05) **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson

**III. APPROVAL OF MINUTES**

**A. Approval of September 6, 2022 Council Meeting Minutes**

**It was moved by Alderman Cook and seconded by Alderwoman Twomey to approve the September 6, 2022 Council Meeting Minutes as presented. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Conard, Pinedo and Alderwoman Kelly **ABSENT:** Aldermen Thomas, Daw and VanVleet **NAY:** none **MOTION CARRIED.**

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

There were none to be heard.

**D. Consent Agenda**

**1. Approval of Bills**

**It was moved by Alderwoman Twomey and seconded by Alderman Conard to approve the bills as presented. AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Conard, Pinedo and Alderwoman Kelly **NAY:** none **ABSENT:** Aldermen Thomas, Daw and VanVleet **MOTION CARRIED.**

**V. COMMITTEE OF THE WHOLE**

**A. MFD August Report – Chief Rexroat**

- 🔥 The Department responded to 132 calls for service in the month of August.
- 🔥 In the month of August training was conducted for use of ropes in rescue operations and utilizing the new software for creating reports.
- 🔥 The Department participated in Monmouth College Freshman Walkout by handing out bottled water.
- 🔥 The annual testing on all the department ladders was done last week.

- 🔥 A new washer and dryer for firefighter gear was purchased through a grant from FEMA.
- 🔥 The Department responded and quickly knocked down a house fire on East 2<sup>nd</sup> Avenue last week. There were no injuries with mostly significant smoke damage.
- 🔥 There were six applications received for new hires and this past weekend the Department conducted a practice physical agility test for prospects to see what they would be required to pass when applying for a firefighter position.
- 🔥 Firefighter Wade completed his first week at the Fire Academy in Champaign.

**B. MPD August Report – Chief Switzer**

- There were 35 criminal arrests; 105 Ordinance Violations, 1,273 MPD Calls and 19 MPD accidents.
- The department conducted a school security meeting with the M-R staff.
- MPD covered the Car Show, the Riley Run and the M.C. Freshmen Walkout with no incidents.
- The City posted a Billboard on Route 34 going East towards Galesburg for recruitment for MFD, MPD and the Street Department.
- The department also participated in a hiring fair at Carl Sandberg College as well as posting an ad on the Blue Line website.
- Lt. Bratcher participated in an on-line new traffic crash platform that the department will be using for traffic crash reports.
- Myself, Sgt. Johnson, Officer Myers and Investigator Kramer received training on Glock Armorer pistols in order to be certified to fix and maintain them.

**C. Approval of Engineering Firm for Downtown Public Square Water Main**

Administrator Steinbrecher reminded the Council of the memo sent out on August 12<sup>th</sup> that the City was required to put out a Request for Qualifications to engage the services of a professional engineering firm to perform design, bidding, contract administration and construction inspection service to install a new water main around the perimeter of the Downtown Public Square. This requirement was necessary since the City would be using Federal American Rescue Plan Act funds to finance this infrastructure project. The RFQ was issued to six engineering firms in the region, but only received submission of qualifications from two engineering firms. After reviewing the submittals, the Administration is recommending selecting Woodard and Curran to perform these services for the Downtown Public Square Water Main project. **It was moved by Alderwoman Kelly and seconded by Alderwoman Twomey to approve Woodard and Curran as the engineering firm to perform design, bidding, contract administration and construction inspection service for the Downtown Public Square Water Main project. AYE:** Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**VII. EXECUTIVE SESSION**

**A. Per Illinois Statute 5ILCS 120/2 to consider possible sale or purchase of real estate with no action upon return to Regular Session.**

**1. It was moved by Alderman Cook and seconded by Alderman VanVleet to go into Executive Session at 6:15 p.m. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**2. It was moved by Alderman Cook and seconded by Alderman Conard to return to Regular Session at 6:37 p.m. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey **NAY:** none **ABSENT:** Aldermen Thomas and Daw **MOTION CARRIED.**

**VIII. OTHER BUSINESS**

There was none to be considered.

**IX. ADJOURNMENT**

**It was moved by Alderwoman Twomey and seconded by Alderman VanVleet to adjourn the September 19, 2022 meeting at 6:37 p.m. MOTION CARRIED by unanimous voice vote with the exception of Aldermen Thomas and Daw, who were absent.**

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**Mayor Rod Davies**

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**City Clerk Susan S. Trevor**



## COUNCIL MEETING

**Date:** Monday, October 3, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

---

## COUNCIL AGENDA

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

### **I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

### **II. ROLL CALL**

### **III. APPROVAL OF MINUTES**

#### **A. Approval of the September 19, 2022 Council Meeting Minutes**

### **IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**

#### **B. Great Nicola Magic Week Proclamation**

#### **C. General Aviation Appreciation Month Proclamation**

#### **D. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**

##### **1. Approval of Bills**

### **V. COMMITTEE OF THE WHOLE**

#### **A. Warren County Historical Society Signage Request**

#### **B. Warren County Clerk Request for Reserved Parking for Election Judges – 11-8-22**

#### **C. Building and Zoning September Report – Director Clark**

#### **D. Approval of Demolition Bids for 415 South 1<sup>st</sup> and 204 East 4<sup>th</sup> Avenue**

#### **E. Woodard and Curran August Report – Director Jackson**

#### **F. Approval of Bid for HMA Overlay of Streets and Sidewalk Work**

#### **G. Setting of Halloween Trick or Treat Date and Hours**

### **VI. OTHER BUSINESS**

### **VII. ADJOURNMENT**

[Building and Zoning September Report.pdf](#)

[January 2022 monthly report.pdf](#)

[February 2022 monthly report.pdf](#)

[March 2022 monthly report.pdf](#)

[April 2022 monthly report \(1\).pdf](#)

[May 2022 monthly report \(1\).pdf](#)

[June 2022 monthly report \(2\).pdf](#)

[July 2022 monthly report \(1\).pdf](#)

ZONING DEPARTMENT    Joe Clark, Director  
CITY OF MONMOUTH    100 E. Broadway  
Monmouth Il. 61462

309.734.7590

[joe.clark@cityofmonmouth.com](mailto:joe.clark@cityofmonmouth.com)  
[www.cityofmonmouth.com](http://www.cityofmonmouth.com)

Date: September 2022

The Zoning department continues to issue building permits, follow up on all open projects as well as send out notices for mowing, junk and debris and followed up on all ordinance violations with some tickets issued for junk and debris.

Rental registrations at 30% completed and a new round of inspections starting in November, as we continue to navigate through the registration process with name changes (Aliases) skewing the actual number of rentals registered.

### **COMPLETED PROJECTS**

**Park District:** Should be finalized out and open for operations following the October 19<sup>th</sup> board meeting with a decision on a date for a ribbon cutting ceremony.

### **.GRANTS:**

#### **Strong Communities Grant (SCP) Demolition Properties**

The city has acquired two properties for demolition, and they are as follows:

- House at 415 South 1<sup>st</sup> Street Using (SCP) Grant funds

- 

### **CITY DEMOLITION PROPERTY**

- 2 Trailers at 204 East 4<sup>th</sup> Avenue, both on the same parcel as the house listed above, but the trailers don't qualify for use of (SCP) grant funds and will be funded through the City general fund.

Bid notice posted and packets were made available for invitation to bid and received at city hall for a bid opening Friday September 30<sup>th</sup>, 2022, at 10:05 am by the city clerk and zoning administrator.

## **OPEN PROJECTS**

**First United Methodist Church:** Continue with finish work and continue to have problems with faulty fire alarms and computer control link issues.

**Monmouth Town Homes LP:** As reflected through the weekly report's Structural construction completed as well as electrical and plumbing rough in.

**OSF Project 2208 Heliport:** Continue with the new pad but have had a change order and amendment to remove the heated portion of the pad from the bided building plans.

**Henderson County Health care:** 230 South Main Street continues with demolition and renovation for a health care clinic.

**Maple City Warehouse:** Continue to close in building end dock area off West 9<sup>th</sup> Avenue and improve parking lot area to the east.

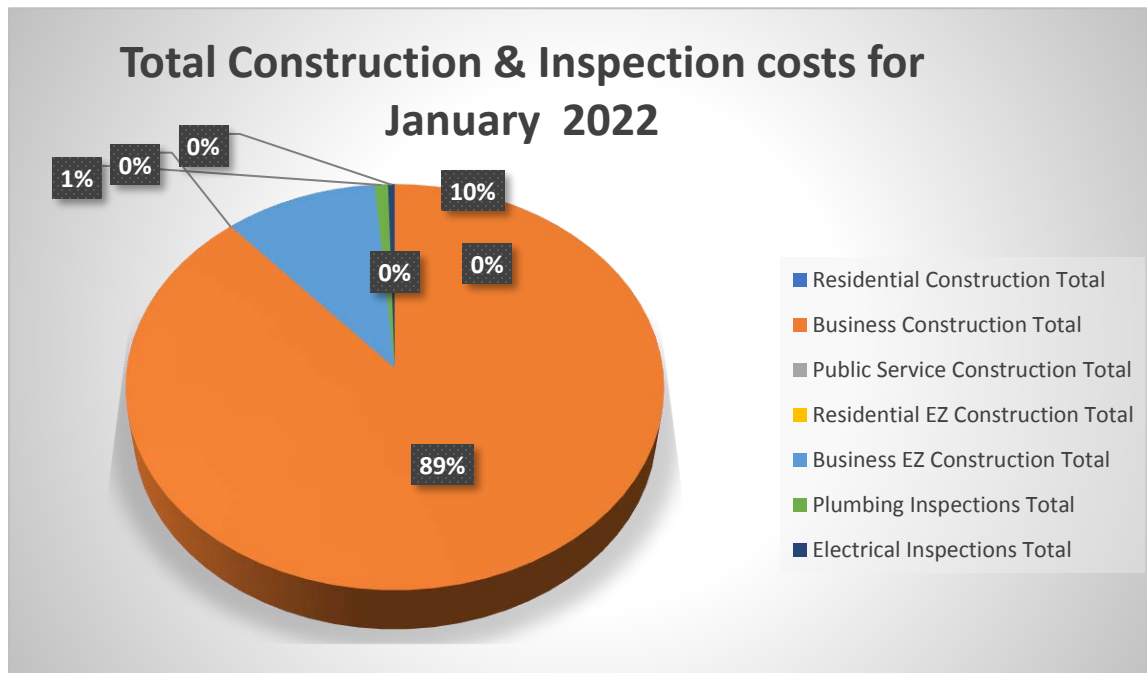
**Joe Clark, Director of Zoning**



City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

**January 2022**

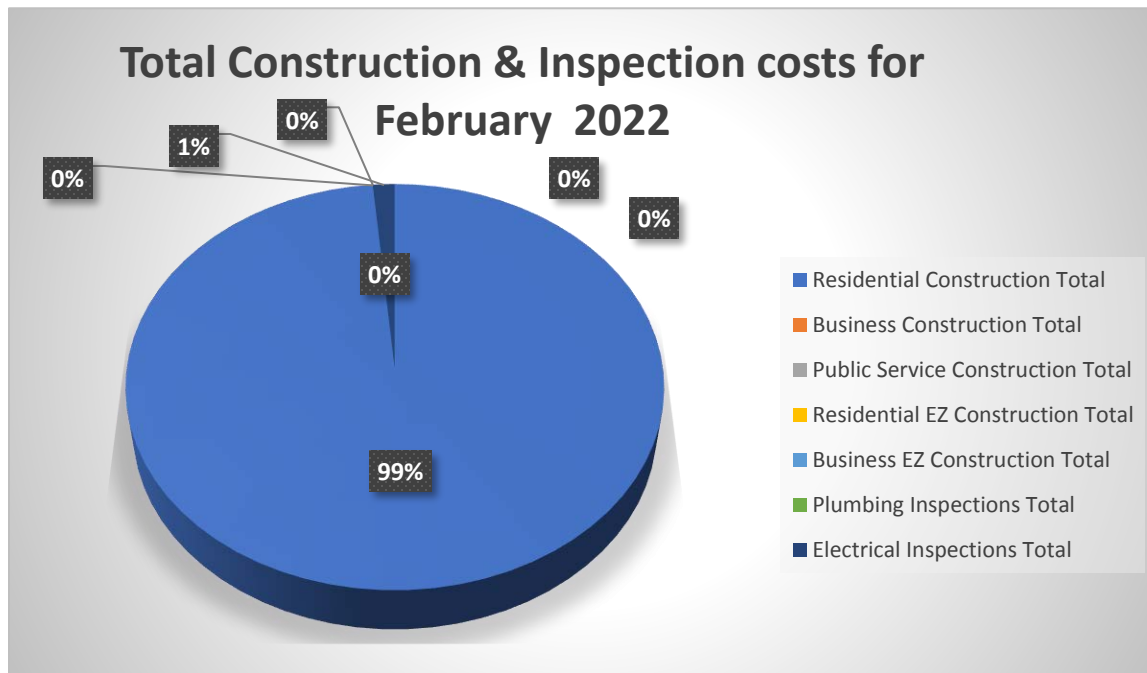
Residential Construction Total	\$	0.00
Year-to-date Residential Construction Total	\$	0.00
Business Construction Total	\$	30,652.00
Year-to-date Business Construction Total	\$	30,652.00
Public Service Construction Total	\$	0
Year-to-date Public Service Construction Total	\$	0
Residential EZ Construction Total	\$	0
Year-to-date Residential Construction Total	\$	0
Business EZ Construction	\$	3,500.00
Year-to-date Business EZ Construction Total	\$	3,500.00
Plumbing Inspections Total (2)	\$	300.00
Electrical Inspections Total (1)	\$	150.00



City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

**February 2022**

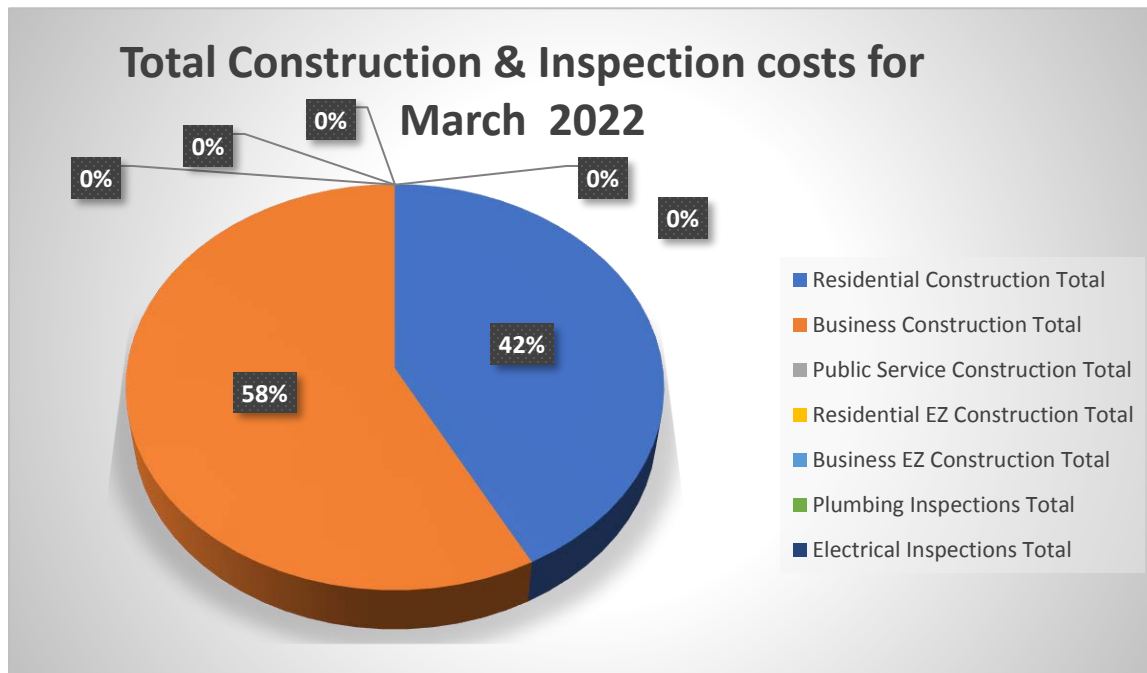
Residential Construction Total	\$	15,500.00
Year-to-date Residential Construction Total	\$	15,500.00
Business Construction Total	\$	0
Year-to-date Business Construction Total	\$	30,652.00
Public Service Construction Total	\$	0
Year-to-date Public Service Construction Total	\$	0
Residential EZ Construction Total	\$	0
Year-to-date Residential EZ Construction Total	\$	0
Business EZ Construction	\$	0
Year-to-date Business EZ Construction Total	\$	3,500.00
Plumbing Inspections Total (0)	\$	0
Electrical Inspections Total (1)	\$	225.00



City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

**March 2022**

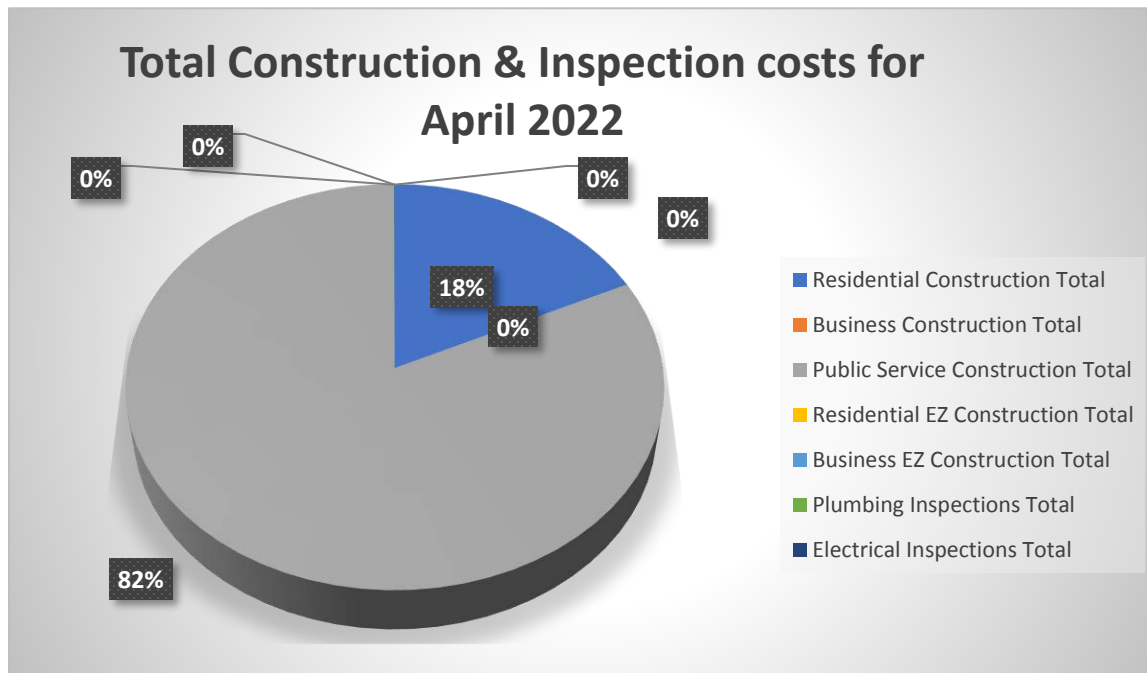
Residential Construction Total	\$	42,150.00
Year-to-date Residential Construction Total	\$	57,650.00
Business Construction Total	\$	0
Year-to-date Business Construction Total	\$	30,652.00
Public Service Construction Total	\$	0
Year-to-date Public Service Construction Total	\$	0
Residential EZ Construction Total	\$	0
Year-to-date Residential Construction Total	\$	400.00
Business EZ Construction	\$	0
Year-to-date Business EZ Construction Total	\$	3,500.00
Plumbing Inspections Total (0)	\$	0
Electrical Inspections Total (0)	\$	0



City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

**April 2022**

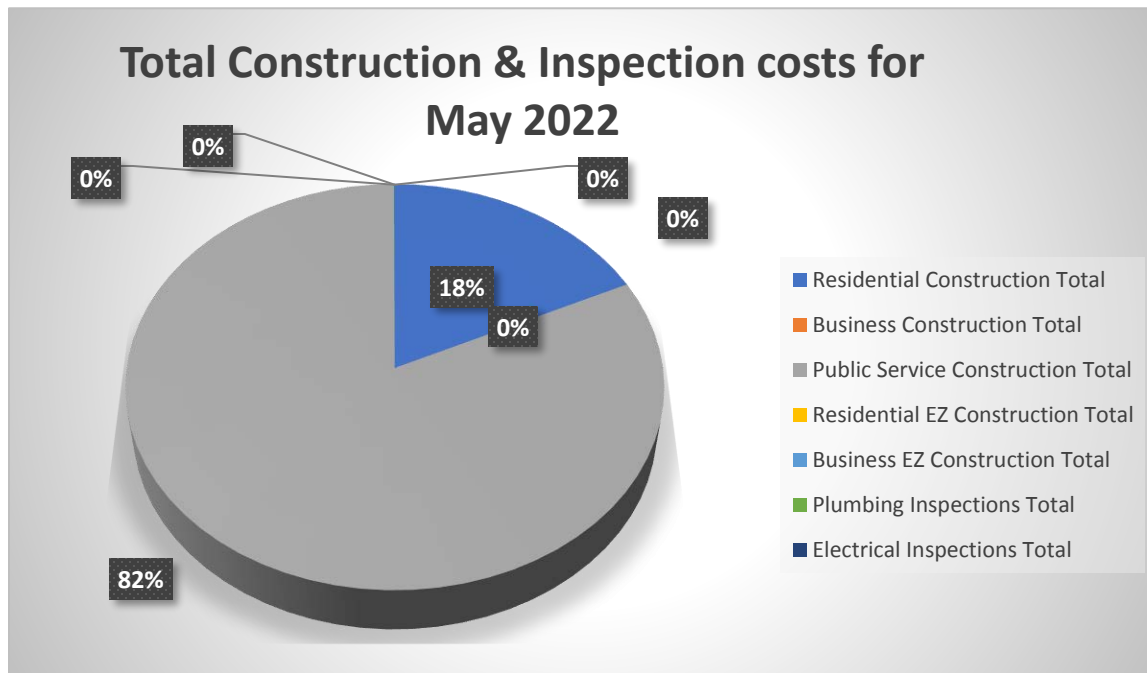
Residential Construction Total	\$ 294,450.00
Year-to-date Residential Construction Total	\$ 352,100.00
Business Construction Total	\$ 0
Year-to-date Business Construction Total	\$ 30,652.00
Public Service Construction Total	\$ 1,350,000.00
Year-to-date Public Service Construction Total	\$ 1,350,000.00
Residential EZ Construction Total	\$ 0
Year-to-date Residential EZ Construction Total	\$ 400.00
Business EZ Construction	\$ 300.00
Year-to-date Business EZ Construction Total	\$ 3,500.00
Plumbing Inspections Total (1)	\$ 300.00
Electrical Inspections Total (2)	\$ 300.00



City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

**May 2022**

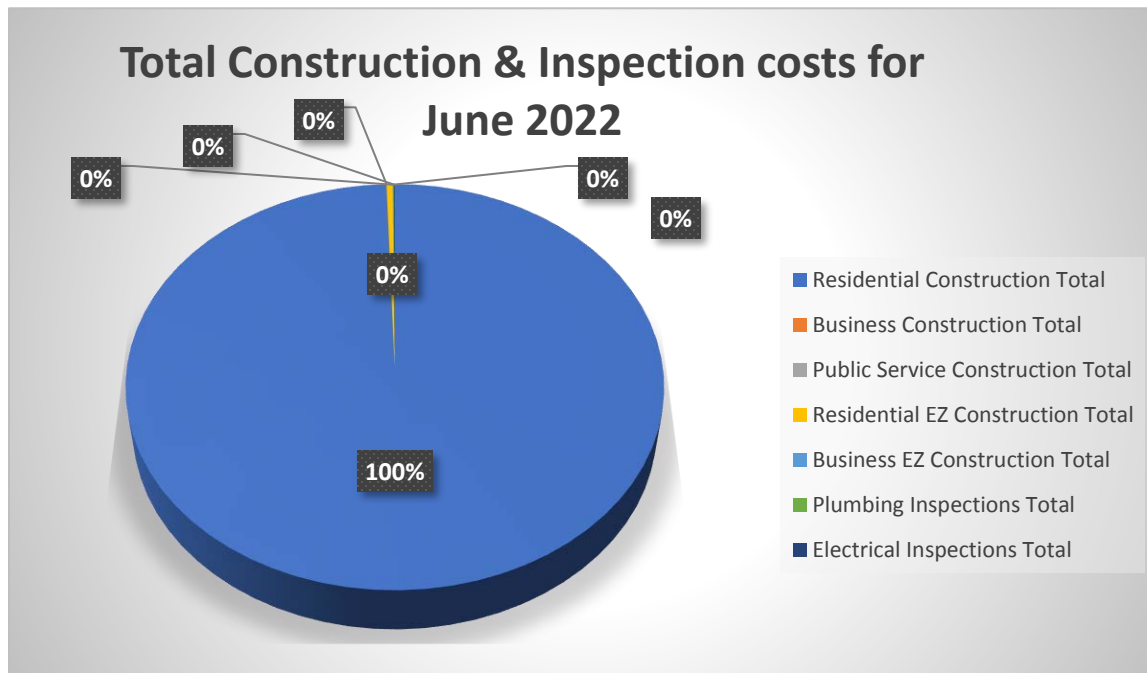
Residential Construction Total	\$	294,450.00
Year-to-date Residential Construction Total	\$	352,100.00
Business Construction Total	\$	0
Year-to-date Business Construction Total	\$	30,652.00
Public Service Construction Total	\$	1,350,000.00
Year-to-date Public Service Construction Total	\$	1,350,000.00
Residential EZ Construction Total	\$	0
Year-to-date Residential Construction Total	\$	400.00
Business EZ Construction	\$	300.00
Year-to-date Business EZ Construction Total	\$	3,500.00
Plumbing Inspections Total (1)	\$	300.00
Electrical Inspections Total (2)	\$	300.00



City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

**June 2022**

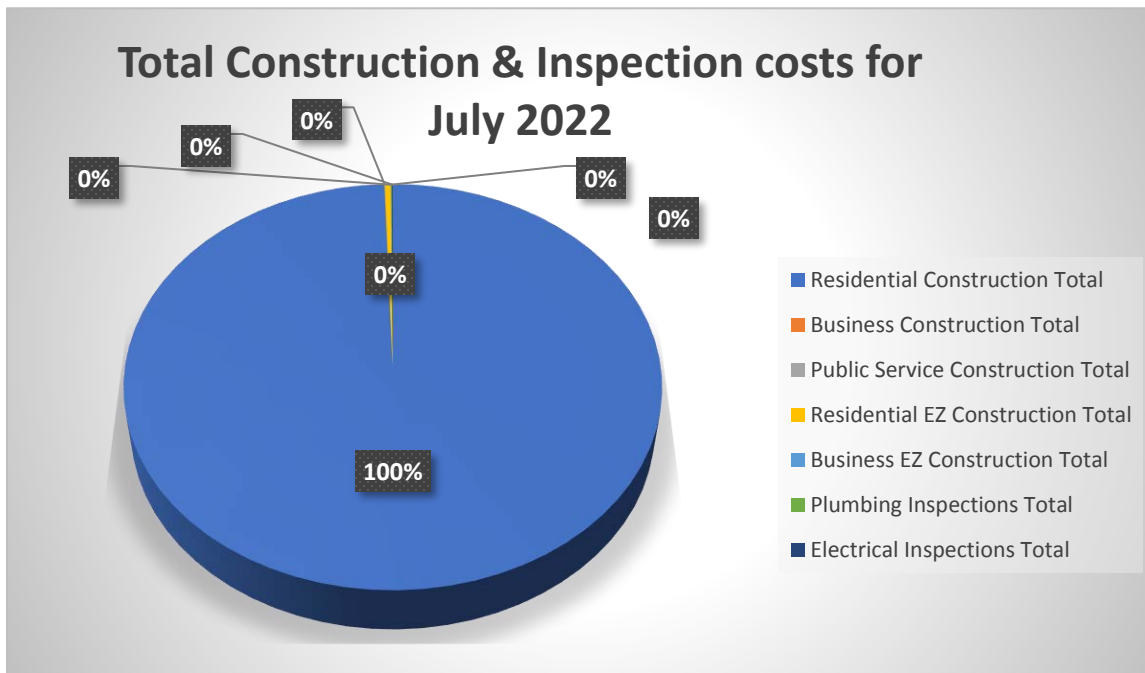
Residential Construction Total	\$	252,307.36
Year-to-date Residential Construction Total	\$	701,507.36
Business Construction Total	\$	0
Year-to-date Business Construction Total	\$	30,652.00
Public Service Construction Total	\$	0
Year-to-date Public Service Construction Total	\$	1,364,000.00
Residential EZ Construction Total	\$	1,000.00
Year-to-date Residential Construction Total	\$	1,400.00
Business EZ Construction	\$	0
Year-to-date Business EZ Construction Total	\$	3,500.00
Plumbing Inspections Total (1)	\$	200.00
Electrical Inspections Total (1)	\$	150.00



City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

**July 2022**

Residential Construction Total	\$ 395,331.10
Year-to-date Residential Construction Total	\$ 1,096,488.46
Business Construction Total	\$ 39,816.00
Year-to-date Business Construction Total	\$ 70,468.00
Public Service Construction Total	\$ 120,114.00
Year-to-date Public Service Construction Total	\$ 1,484,114.00
Residential EZ Construction Total	\$ 20,000.00
Year-to-date Residential Construction Total	\$ 21,400.00
Business EZ Construction	\$ 0
Year-to-date Business EZ Construction Total	\$ 3,500.00
Plumbing Inspections Total (2)	\$ 150.00
Electrical Inspections Total (5)	\$ 525.00



DEMOLITION BIDS	9/30/22	10:00 p.m.	415 South 1st
BIDDERS (Receiving Bid Demo Packets)	BID BOND	CERTIFICATE of INSURANCE	TOTAL BID (Demolition)
1. BROWN EXCAVATING	X	X	\$21,720.00
2. CONNECT CONSTRUCT			NO BID RECEIVED
3. MAPLE CITY CONSTRUCTION			NO BID RECEIVED
4.			
5.			



DEMOLITION BIDS BIDDERS (Receiving Bid Demo Packets)	9/30/22 BID BOND	10:00 p.m. CERTIFICATE of INSURANCE	2 Trailers @ 204 E. 4 <sup>th</sup> Ave. TOTAL BID (Demolition)
1. BROWN EXCAVATING	X	X	\$4,700.00
2. CONNECT CONSTRUCT			NO BID RECEIVED
3. MAPLE CITY CONSTRUCTION			NO BID RECEIVED
4.			
5.			



# MONTHLY OPERATION REPORT

Monmouth, Illinois

Department of  
Public Works

August 2022



[woodardcurran.com](http://woodardcurran.com)



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## EXECUTIVE SUMMARY

The August Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

The bio retention basin project at Monmouth Roseville parking lot is nearly completed. Remaining items include installing the barriers around the basins on the east side of the lot, re-stripping the disturbed parking spaces, and general cleanup.

Well 9 motor failed and had to be pulled and replaced. The contractor completed the work and the well was put back into service the last week of September.

A bid opening for our 2022 MFT street program was held on September 28<sup>th</sup> with the hope to approve the low responsible qualified bidder at the October 3<sup>rd</sup> City Council meeting.

The Dairy Parking Lot development project is under construction. The contractor has completed the grading and is preparing to pour the perimeter curb and install the retention swale and underdrain system prior to asphaltting the lot.

The Woodard Curran funding team is working to secure funding from the Illinois Revolving Loan Program for lead service line replacement. The ruling allows communities of our size to replace approximately 6 percent of the lines per year for 15 years. The replacement of the line will be from the water main to the first shut off valve in the building according to the law.

Please contact me at 309-734-4026 with any questions.

Regards, Andy

## 1. HEALTH & SAFETY

There were no safety incidents or near misses in August. With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.



## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 101 million gallons of treated wastewater in the month of August . There was one combined sewer overflow event in August . The weather station at the plant reported 3.6" of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	<b>Monthly Average</b>	<b>Permit Limit</b>
Flow (MGD)	3.3	4.62
Ammonia N mg/l	0.1	1.5
CBOD5 mg/l	1	10
Total Phos	0.8	1
Chloride's mg/l	382	500
Suspended Solids mg/l	10	12

### 3. WATER TREATMENT

The water treatment plants produced 96 million gallons of finished water in August. Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	Daily Average	Monthly Total
Treated Water to System	3.2 MG	96 MG
Poly Phosphate Usage-lbs.	100lbs.	2,993 lbs.
Salt Usage — tons	4.8 T	146 tons
Chlorine Usage - lbs.	119	3,570 lbs.

#### 4. REVENUE COLLECTION

The table below outlines the revenue collected from the Municipal Services billings for the fiscal year.

**Table 4-1: FY to Date**

PAYMENT TOTALS 2022-2023 FISCAL YEAR										
MONTH	WATER	SEWER	INFRASTRUCTURE	RECYCLE	GARBAGE	YARD WASTE	FARM BONDS	FARM SURCHARGE	OTHER	PENALTY
MAY '22	\$238,138.83	\$182,768.79	\$20,903.44	\$16,627.00	\$37,535.70	\$2,947.42	\$73,395.48	\$0.00	\$0.00	\$1,276.70
JUNE	\$252,784.63	\$194,196.43	\$20,831.30	\$16,275.74	\$37,909.78	\$2,754.18	\$73,712.48	\$0.00	\$50.00	\$1,717.98
JULY	\$258,021.50	\$202,500.53	\$20,167.27	\$15,865.46	\$36,806.86	\$2,707.88	\$73,712.48	\$0.00	\$100.00	\$2,031.32
AUGUST	\$274,851.26	\$205,046.08	\$21,898.91	\$17,425.06	\$39,956.16	\$2,859.64	\$73,712.48	\$322.89	\$50.00	\$2,751.97
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JANUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MARCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
APRIL '23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>YEAR TO DATE</b>	<b>\$1,023,796.22</b>	<b>\$784,511.83</b>	<b>\$83,800.92</b>	<b>\$66,193.26</b>	<b>\$152,208.50</b>	<b>\$11,269.12</b>	<b>\$294,532.92</b>	<b>\$322.89</b>	<b>\$200.00</b>	<b>\$7,777.97</b>
<b>TOTAL REVENUE</b>	<b>\$2,424,613.63</b>									



## 5. ANNUAL BUDGET – YEAR 10

The table below outlines the month and annual cost summary

**Table 5-1: Annual Budget**

<b>Budget Category</b>	<b>Month Budget</b>	<b>Month Actual</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Over (Under)</b>
Labor (D.L. + FB)	\$120,644	\$111,445	\$511,332	\$487,819	\$1,568,372	(\$23,513)
Utilities	\$3,036	\$4,566	\$12,869	\$10,766	\$39,471	(\$2,103)
Chemicals Costs	\$23,628	\$41,178	\$100,142	\$131,169	\$307,158	\$31,027
Maintenance\Repair	\$28,734	\$54,659	\$121,785	\$140,093	\$373,541	\$18,308
Sludge Disposal Costs	\$549	\$0	\$2,328	\$0	\$7,140	(\$2,328)
Lab Supplies\Equip	\$3,099	\$4,198	\$13,136	\$17,649	\$40,290	\$4,513
Office Supplies	\$1,695	\$3,957	\$7,183	\$9,513	\$22,031	\$2,330
Miscellaneous Expenses	\$3,742	\$6,468	\$15,861	\$21,419	\$48,648	\$5,558
Other Operating Costs	\$14,478	\$51,423	\$61,361	\$102,961	\$188,209	\$41,600
Overhead (G.A.)	\$27,242	\$25,165	\$115,462	\$110,153	\$354,149	(\$5,309)
Subtotal Year 9	<b>\$226,847</b>	<b>\$303,059</b>	<b>\$961,458</b>	<b>\$1,031,542</b>	<b>\$2,949,009</b>	\$70,084
Fixed Fee Year 9	\$16,333	\$21,820	\$69,225	\$74,271	\$212,329	\$5,046
<b>Total</b>	<b>\$243,180</b>	<b>\$324,879</b>	<b>\$1,030,683</b>	<b>\$1,105,813</b>	<b>\$3,161,338</b>	<b>\$75,130</b>

## 6. MAINTENANCE ACTIVITIES

Utilizing the Utility Cloud maintenance management program, staff completed 254 preventative and corrective workorders in August

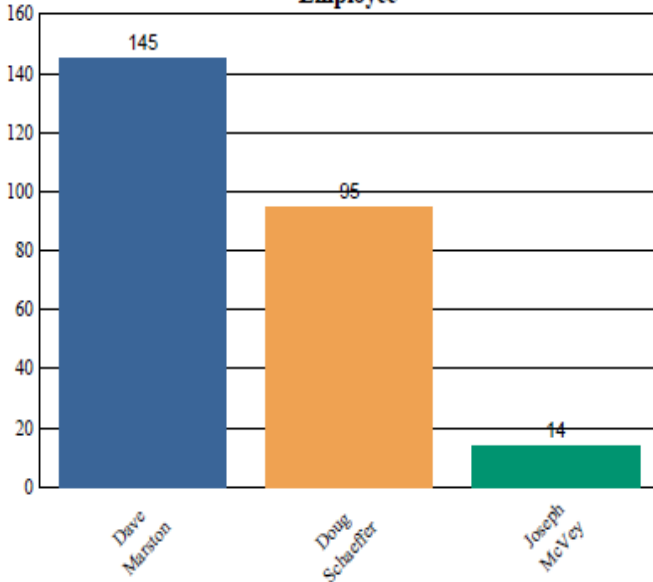


### Maintenance History Report Monmouth

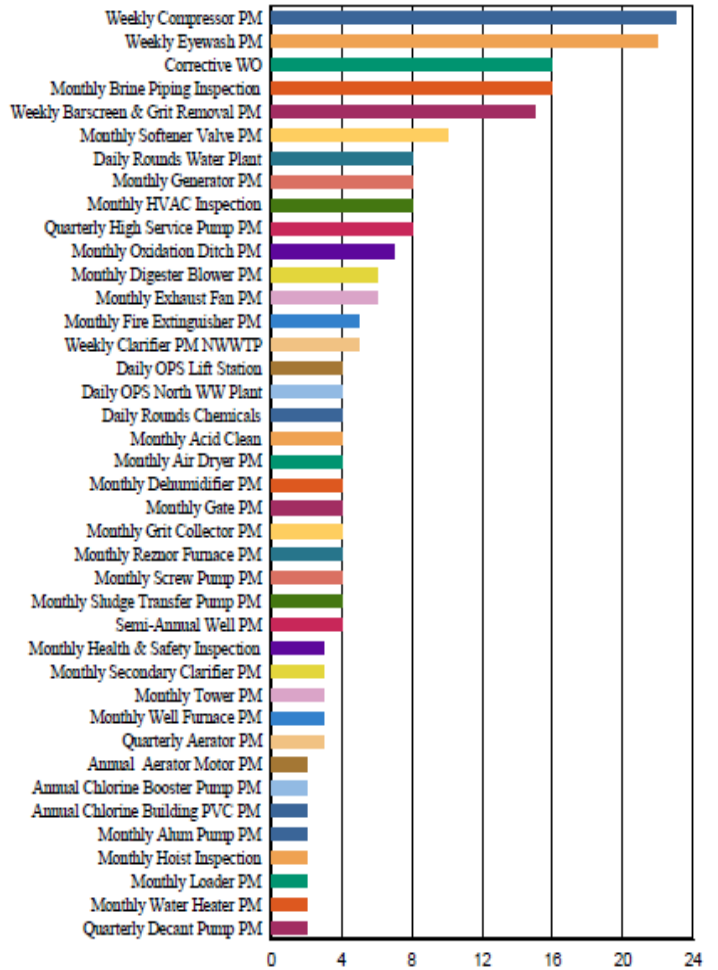
Report Start 8/1/2022  
Report End 8/31/2022

Work Orders by Type	Total
Administrative	1
Corrective Maintenance	35
Inspections	59
Preventative Maintenance	159
<b>Total</b>	<b>254</b>

**Work Orders by Employee**



**Work Orders by Description**





Woodard  
& Curran



[woodardcurran.com](http://woodardcurran.com)

The logo is a Maltese cross with a central circle. The word "FIRE" is at the top, "RESCUE" on the left, and "EMERGENCY" on the right. At the bottom, it says "EST. 1855" and "MONMOUTH, IL.". In the center of the cross is a stylized fire hydrant.

***Monmouth Fire Department***  
***September Monthly Report***

***October 17<sup>th</sup>, 2022 City Council Meeting***

# September Incidents

<b>Incident Type Category (FD1.21): 1 - Fire</b>	
111 - Building fire	1
113 - Cooking fire, confined to container	1
131 - Passenger vehicle fire	1
	<b>Total: 3</b>
<b>Incident Type Category (FD1.21): 2 - Overpressure Rupture, Explosion, Overheat (No Fire)</b>	
251 - Excessive heat, scorch burns with no ignition	1
	<b>Total: 1</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>	
300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	104
324 - Motor vehicle accident with no injuries.	4
	<b>Total: 109</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>	
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	2
463 - Vehicle accident, general cleanup	1
	<b>Total: 6</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>	
500 - Service call, other	11

510 - Person in distress, other	1
550 - Public service assistance, other	2
553 - Public service	3
561 - Unauthorized burning	2
	<b>Total: 19</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>	
600 - Good intent call, other	3
611 - Dispatched and cancelled en route	3
622 - No incident found on arrival at dispatch address	4
	<b>Total: 10</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>	
700 - False alarm or false call, other	6
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	2
740 - Unintentional transmission of alarm, other	2
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	3
	<b>Total: 15</b>
	<b>Total: 163</b>

**Total Incidents Year-to-Date – 1,199**

**Staff Training:**

Emergency Medical training for the month of September included the topics of “Chest and Abdominal Trauma” and “Bleeding and Shock”. All of the MFD staff reviewed the materials that included several videos and a PowerPoint presentation.

Fire training for the month included the topics of “Fire Department Organization” and “Firefighter Safety”. The MFD staff reviewed several PowerPoint presentations and watched videos covering the topics.

Firefighter Wade began attending the Basic Operations Firefighter Academy at the Illinois Fire Service Institute in Champaign. The 7-week academy focuses on all of the core skills that firefighters need to know to operate safely and effectively as a firefighter. After completing the academy, Wade will complete three more weeks of training that include Hazardous Materials Operations, Vehicle Machinery Operations, Fire Service Vehicle Operator, Courage to be Safe, National Incident Management (NIMS), and CPR.

**Non-Emergency Activities:**

MFD coordinated with the Prime Beef Festival Committee to mark fire-lanes at Monmouth Park for the festival. In addition, MFD provided a standby for all of the vehicle events and participated in the first annual PBF Touch-A-Truck.

MFD hosted the annual Riley & Ryder Strong Blood Drive at station I which was very well attended. This was the 6<sup>th</sup> year that the fire department hosted the blood drive that is organized by Jana Cozadd.

Chief Rexroat attended the Warren County Hazard Mitigation Planning meeting that was held at Mek’s on Main. The planning group reviewed the different types of mitigation projects that each agency recommended and discussed the schedule to finalize the plan in early spring.

**Fire Code Items:**

Chief Rexroat assisted Director Clark with an inspection at the new Park District Office on North 11<sup>th</sup> Street.

**Apparatus and Equipment Related Items:**

During September the fire department began the annual hose testing program. Each year, the fire department tests all of the hose to ensure that it is functioning properly and is in good repair. The test for the hose includes filling the hose with water and pumping it up to the appropriate pressure and checking for any deficiencies such as tears, leaks or couplings that are slipping.

**Other:**

Update on entry-level testing. Applications to test for the fire department went out during the middle of August and the deadline to apply was October 7<sup>th</sup>. Since the application period opened, the fire department:

- Put the information out over the radio during interviews.
- Posted the information to Facebook.
- Posted the information to the city's website.
- Provided an informational meeting at Station I to inform interested people about firefighting as a career and the Monmouth Fire Department.
- Provided an opportunity for applicants to come and practice the agility test at the fire station to see if there is anything that they need to work on prior to the test.

At the closing of the application period, the fire department had a total of 8 applicants who will take the physical agility test and written exam on October 15<sup>th</sup>. Those who complete the tests will be called back to be interviewed by the Police and Fire Commissioners before being placed on the eligibility list.

Respectfully submitted,

Casey Rexroat, Fire Chief





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**Exhibit A: WORK ORDER NUMBER 27**

**Issued Pursuant to the Engineering Services Agreement – Work Order Basis Between Woodard & Curran, Inc. and City of Monmouth, Illinois, dated as of October 17, 2022**

This Work Order is issued pursuant to, and in accordance with the Standard Terms and Conditions between Woodard & Curran, Inc. and the City of Monmouth dated **December 15, 2014**, which are incorporated herein by this reference. Unless otherwise specified, all capitalized terms used in this Work Order shall have the same meaning as used in the Agreement. This Work Order will not be deemed valid and binding upon the Parties until both Engineer and Client have both signed below.

**Project Understanding:**

It is Woodard & Curran's understanding that the City of Monmouth, IL wishes to replace approximately 1,500 linear feet of 4-inch and 8-inch cast iron water mains located within the downtown square with 8" C900 PVC pipe. The City would also like to replace or rehabilitate the existing 1,385 linear feet of 12-inch sanitary sewer main. The 4-inch and 8-inch cast iron water mains will be abandoned, and new mains connected to the existing water mains exiting the downtown square. The pavement, curb and gutters, and sidewalks removed as part of the water and sewer main project will be spot replacement as disturbed by construction activities. The City of Monmouth has received ARPA funds for this project, all terms and conditions of this grant will be included as described in the agreement. To achieve the stated goals of the project we have developed a Scope of Services found herein which is best described using the following tasks:

Phase 1. Design Services

- Task 1 – Data Collection
- Task 2 – Design Work
- Task 3 – Permitting
- Task 4 – Bidding Phase Services

Phase 2. Construction Administration

**Scope of Services:**

**Phase 1 – Design Services**

Task 1 - Data Collection

Under this Phase, Woodard and Curran will provide the following services:

Survey Services

1. We will perform a topographical survey of the downtown square area as needed for the water main and sewer main project.
2. Topographical survey information will be used to prepare an existing conditions plan that includes the following information:
  - a. Topography (2 ft contours);
  - b. Right of Way, as established by assessors' plans;
  - c. Roadway items;
  - d. Sidewalks;
  - e. Signage;
  - f. Utility information including locations of valve boxes, curb stops, utility poles, and hydrants;
  - g. Drainage structures including rims and inverts;



- h. Sanitary sewer manholes including rims and inverts, and cleanouts;
- i. Existing easements; and
- j. Building addresses;
- k. Pertinent information obtained from the City from utility maps and documents.

#### Task 2 - Design

Under this Phase, Woodard and Curran will provide the following services:

Prepare preliminary (60 percent) design documents which include design drawings and technical specification table of contents, in PDF format, for review and comment by the City.

The Design will include the following:

1. Water Main
  - a. Replacement of the existing 4" cast iron water main with 8" PVC C900 water mains (existing water mains to be abandoned, existing fire hydrants to be abandoned and removed)
    - b. New fire hydrants
    - c. New water main valves
    - d. Service lines replaced from the water main to the water meters, including new curb stops
2. Sanitary Mains
  - a. The City to direct hire a contractor to perform CCTV inspection of the sanitary system (mains, manholes, lateral connections, etc.) and provide W&C will a copy of the sanitary investigation findings. W&C will review the sanitary data and will present the City with a recommendation for replacement or rehabilitation.
  - b. Design plans and specifications will include the necessary upgrades (replacement vs. rehabilitation) to the sanitary system as approved by the City.
3. Surface restoration will include the direct replacement of existing surface with like materials as removed during construction unless otherwise directed by the City.
4. The design drawings will conform to the most recent editions of Standard Specifications for Water and Sewer Construction in Illinois, Illinois Recommended Standards for Sewage Works (Part 370), and will be used for permitting the proposed improvements through the Illinois EPA (IEPA)
2. Progress the 60 percent design drawings and technical specification to construction level (95 percent) for Final City review comments. The 100 percent design/construction documents will incorporate revisions based on review comments received from the City and Illinois EPA. We have assumed two rounds of revisions/comments from the IEPA and the City.
3. Provide one set of design drawings and hard copy formats (if desired).
4. Prepare an Opinion of Probable Construction Costs (OPCC).
5. Attend the following three (3) meetings with the City staff:
  - a. Kickoff meeting prior to the start of the design,
  - b. After submission of the 60 percent preliminary design drawings.
  - c. After submission of the 100 percent construction level design drawings.

#### Task 3 - Permitting

Under this Phase, Woodard and Curran will provide the following services related to state permitting:

1. Based on our understanding of the project we anticipate that an Application for Construction Permit from the IEPA Division of Public Water Supplies and Sanitary System will be required in order to construct the proposed infrastructure improvements. We will prepare the application for these permits along with the 60 percent design drawings prepared under the previous Phase. The application and supporting documentation for the permit will be submitted to the City for review and comment prior to submitting to the IEPA.
2. Attend one (1) meeting with the state permitting agency and City staff to discuss the goals of the project and plan out a permitting strategy.



3. Provide review, plans, and technical specifications to the City in support of the Grant Program.
4. We will respond to up to two (2) rounds of comments from the IEPA as part of the permitting process.

#### Task 4 - Bidding Phase Services

Bidding Phase Services will not commence until written notice is provided by the City. The project will not move to bidding until the City is notified of award of the grant funding. Under this Phase, Woodard and Curran will provide the following services:

1. Attend a pre-bid meeting with the bidding contractors, provide an overview of the project, respond to questions, and compile meeting minutes for distribution to all bidders. Meeting minutes will be issued as Addendum 1.
2. Address requests for information (RFIs) from bidding contractors and issuing additional addenda if necessary.
3. Review all bids and determine lowest responsive and responsible bidder who meets the criteria set forth in the invitation for bids. Provide bid tabulation, evaluation of lowest bidder, and recommendation to award to the City.
4. Assist the City in preparing a Notice of Award and Notice to Proceed to be issued to the successful bidder.

#### Phase 2 – Construction Administration

Under this Phase, Woodard and Curran will provide the following services:

1. Project Management
2. Attend Pre-Construction Meeting, including preparation of agenda and meeting minutes
3. Shop drawing and submittal Reviews
4. Assist City with potential change orders from contractor
5. Respond to requests for information (RFI's) from the contractor
6. Attend Weekly Construction Meetings and provide Bi-Weekly Update emails
7. Review and approve Contractor Payment Applications
8. Work with contractor to create record drawings
9. Perform periodic Construction Observation Visits
10. Assist the City with testing oversight, test procedures, and approvals as required by regulatory agencies
11. Participate in the substantial completion on-site meeting, documentation of outstanding items and preparation of the project punch list
12. Assist the City with Contractor Closeout Procedures

#### Anticipated Schedule:

The following schedule is dependent on IEPA and permitting agency review timelines and may be adjusted accordingly with the mutual agreement of W&C and the City.

- |   |                  |
|---|------------------|
| • Notice to Proceed to Woodard and Curran | October 18, 2022 |
| • Data Collection                         | January 2023     |
| • 60% Design Documents for City review    | March 2023       |
| • Submission of Plans and Specs to IEPA   | April 2023       |
| • 95% Design Documents for City review    | May 2023         |
| • Final Design Documents                  | June 2023        |
| • IEPA issues Construction Permit         | June 2023        |
| • Advertise for Bid                       | June 2023        |



**Assumptions and Clarifications**

- Proposed schedule assumes Notice to Proceed (NTP) will be issued to Woodard and Curran no later than November 1, 2022.
- Proposed schedule assumes the weather will not be a factor for data collection. If adverse weather conditions affect the ability to perform the topographical survey or collect existing condition data, the schedule may be delayed.
- Our fee and schedule assume that IEPA will approve the construction permit as indicated. If IEPA takes longer than anticipated, the schedule could be impacted.
- We anticipate only the appropriate IEPA permits for water mains and sanitary sewer mains will be require. Our proposal does not anticipate or include any additional permit work but can be performed for an additional fee.
- If replacement of the sanitary sewer mains is recommended, the replacement pipe diameter shall be the same as the existing. Pipe sizing calculations are not included in this proposal but can be added for an additional fee.
- It is W&C's understanding the sanitary sewer laterals are owned by the customer and therefore not included in the project but can be added as an additional fee.
- Our design fee does not include storm sewer design, we understand this will be part of the future parking and paving upgrade project.
- Our bidding phase services assumes one (1) public bid for the project.
- All work will be on City owned land. Our fee does not include creating permanent or temporary easement documentation or assisting in the coordination for obtaining any easements.
- Woodard and Curran will submit one electronic PDF copy and one hard copy if requested of each design submittal: 60%, 95% and final Design documents. Our proposal does not include producing design documentation for distribution to bidders. Although, we can provide this service at an additional fee.
- Environmental Impact Studies (EIS) are not included.
- The City has requested the proposed water mains will be sized as 8-inch, therefore, water main sizing calculations will not be required for this project.
- The City will direct hire a firm to perform sanitary sewer investigation work (CCTV, manhole inspections, etc.). The City will provide the sanitary sewer investigation findings to W&C for review and design recommendations for sanitary sewer replacement/rehabilitation.

**Compensation:**

For all Services duly rendered herein, Client will pay Engineer as described herein. The services to be provided pursuant to this Work Order shall be provided on a lump sum basis, billed monthly on a percent complete basis in a total amount of: Two Hundred Twelve Thousand and Three Hundred Forty-Nine Dollars, (\$212,349).

The project total fee will not be exceeded without prior written authorization.

The compensation for services performed by the ENGINEER by Phase are provided below

Phase 1 – Design Services	\$113,308
Phase 2 – Construction Administration	\$99,041
<b>Project Total Fee — Lump Sum</b>	<b>\$212,349</b>



**Woodard & Curran**  
STANDARD TERMS & CONDITIONS

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Designated Project Representative

Client: Lew Steinbrecher

Engineer: Jennifer Anders

Effective date: As of \_\_\_\_\_

In WITNESS WHEREOF, the undersigned have caused this Work Order to be duly executed by their authorized representatives as forth below.

City of Monmouth, Illinois

Woodard & Curran, Inc.

By \_\_\_\_\_

By Jennifer Anders

Title \_\_\_\_\_

Title Vice President, M&I SBU

Invoice Report  
OCTOBER 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Transaction #	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Project-Number	Remit Claim-Number Approp-Exceeded-By
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action				
4299 Released	A & G HAULING* OCTOBER SERVICE		N	3812.50		10/13/2022	C		1
		10-13-22		C	10/2022	10/13/2022	N NO		
01	01.15.419	YARD WASTE PICKUP		3,812.50	Expense				
4299	A & G HAULING*	Total:		3812.50	Count:	1			
4367 Released	AAA CERTIFIED CONFIDENTIAL SEC SHRED DAY OCT 1ST		N	330.00		10/03/2022	C		1
		97751		C	10/2022	10/13/2022	N NO		
01	01.15.418	CONTRACTUAL SERVICES		330.00	Expense				330.00
4367	AAA CERTIFIED CONFIDENTIAL SEC	Total:		330.00	Count:	1			
3323 Released	ADVANCED PLUMBING & MECHANICAL REPLACE FIRE HYDRANT-W BROADWA		N	2114.60		10/09/2022	C		1
		22569		C	10/2022	10/13/2022	N NO		
01	50.00.497	WATER MAIN REPLACEMENTS		2,114.60	Expense				
3323 Released	ADVANCED PLUMBING & MECHANICAL CITIZENS LAKE-PARTS FOR REPAIR		N	93.06		10/05/2022	C		1
		22617		C	10/2022	10/13/2022	N NO		
01	01.00.414.1	CAMPGROUND		93.06	Expense				6,803.53
3323 Released	ADVANCED PLUMBING & MECHANICAL REPLACE WATER SVCE TO CURB STO		N	4885.00		10/05/2022	C		1
		22619		C	10/2022	10/13/2022	N NO		
01	50.00.497	WATER MAIN REPLACEMENTS		4,885.00	Expense				
3323	ADVANCED PLUMBING & MECHANICAL	Total:		7092.66	Count:	3			
4890 Prepaid	AIRNAV, LLC* AIRPORT LISTING - AIRNAV.COM		N	50.00		10/03/2022	C		1
		2022020		C	10/2022	10/03/2022	N NO		
01	01.00.413	MUNICIPAL AIRPORT RUNWAY/SITE		50.00	Expense				2,463.38
4890	AIRNAV, LLC*	Total:		50.00	Count:	1			
5257 Released	AMAZON CAPITAL SERVICES* GARMIN GLO GPS		N	99.90		10/10/2022	C		1
		1J7D-KMN6-Q3WM		C	10/2022	10/13/2022	N NO		
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		99.90	Expense				
5257 Released	AMAZON CAPITAL SERVICES* AIRPORT VAULT& HANGER MOUSE PO		N	28.66		10/03/2022	C		1
		1VNY-T6LR-MQGN		C	10/2022	10/13/2022	N NO		
01	01.00.413	MUNICIPAL AIRPORT RUNWAY/SITE		28.66	Expense				2,442.04
5257	AMAZON CAPITAL SERVICES*	Total:		128.56	Count:	2			
2226 Released	ARMSTRONG*LAURA JOHNSON & J HALL- STRIPES & TA		Y	53.00		09/18/2022	C		1
		291		C	10/2022	10/13/2022	N NO		
01	01.30.405	UNIFORM PURCHASES		53.00	Expense				
2226	ARMSTRONG*LAURA	Total:		53.00	Count:	1			
1779 Released	BOUND TREE MEDICAL, LLC* EMS SUPPLIES		N	303.87		09/21/2022	C		1
		84694005		C	10/2022	10/13/2022	N NO		

Invoice Report  
OCTOBER 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
01	01.50.412	EQUIPMENT/EMS SUPPLIES		303.87	Expense			
1779	BOUND TREE MEDICAL, LLC*	Total:	303.87	Count:	1			
4799 Released	BOYDSTUN*BRENDA OCTOBER STIPEND	N 10-13-22	250.00 C	10/2022	10/13/2022	C N	NO	1
01	01.00.401.5	ADM - GROUP HEALTH INSURANCE		250.00	Expense			
4799	BOYDSTUN*BRENDA	Total:	250.00	Count:	1			
3866 Released	BROTCKE WELL & PUMP INC* WELL 5 MOTOR REPLACEMENT	N 222516-09-22	20238.00 C	10/2022	09/30/2022 10/13/2022	C N	NO	1
01	50.00.455	EQUIPMENT/CAPITAL		20,238.00	Expense			
3866 Released	BROTCKE WELL & PUMP INC* WELL 9 REPAIR	N 222518-09-22	54778.40 C	10/2022	09/30/2022 10/13/2022	C N	NO	1
01	50.00.455	EQUIPMENT/CAPITAL		54,778.40	Expense			
3866	BROTCKE WELL & PUMP INC*	Total:	75016.40	Count:	2			
124 Released	C & D ELECTRIC* ENCLOSURES FOR SCADA COMPONENT	N 6454	1746.93 C	10/2022	09/29/2022 10/13/2022	C N	NO	1
01	50.00.455	EQUIPMENT/CAPITAL		1,746.93	Expense			
124	C & D ELECTRIC*	Total:	1746.93	Count:	1			
5051 Released	CASEY'S BUSINESS MASTERCARD* FUEL	N 10-10-22	3189.97 C	10/2022	10/10/2022 10/13/2022	C N	NO	1
01	01.30.441	FUEL FOR EQUIPMENT		3,189.97	Expense			
5051	CASEY'S BUSINESS MASTERCARD*	Total:	3189.97	Count:	1			
384 Released	CITY OF MON HEALTH INSURANCE* OCTOBER COSTS	N 10-13-22	71557.92 C	10/2022	10/13/2022 10/13/2022	C N	NO	1
01	01.00.401.5	ADM - GROUP HEALTH INSURANCE		2,402.25	Expense			
01	01.40.401.5	ZONING-HEALTH INSURANCE		748.83	Expense			
01	01.30.401.5	POLICE HEALTH INSURANCE		42,673.17	Expense			
01	01.50.401.5	FIRE HEALTH INSURANCE		25,733.67	Expense			
384	CITY OF MON HEALTH INSURANCE*	Total:	71557.92	Count:	1			
3083 Released	CONSTELLATION NEWENERGY, INC* ELECTRIC SERVICE	N 10-04-22	184.48 C	10/2022	10/04/2022 10/13/2022	C N	NO	1
01	50.01.430	UTILITIES		184.48	Expense			
3083	CONSTELLATION NEWENERGY, INC*	Total:	184.48	Count:	1			
5161 Released	CONSTELLATION NEWENERGY-GAS DI GAS	N 3586545	1044.91 C	10/2022	10/11/2022 10/13/2022	C N	NO	1
01	01.00.430	UTILITIES		461.69	Expense			
01	50.00.430	UTILITIES		225.48	Expense			
01	50.01.430	UTILITIES		357.74	Expense			

Invoice Report  
 OCTOBER 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By			
5161	CONSTELLATION NEWENERGY-GAS DI	Total:		1044.91	Count:	1			
4459 Released	COX*A.J. MEALS - TRAINING SEPT 1 & 2	09-26-22	Y	28.00	C	10/2022	09/26/2022 10/13/2022	C N NO	1
01	01.30.406	SCHOOLS AND EDUCATION		28.00	Expense				
4459 Released	COX*A.J. MEAL - TRAINING SEPT 27	09-27-22	Y	14.00	C	10/2022	09/27/2022 10/13/2022	C N NO	1
01	01.30.406	SCHOOLS AND EDUCATION		14.00	Expense				
4459	COX*A.J.	Total:		42.00	Count:	2			
5457 Released	CPE ENTERPRISES LLC* INSPECTION- PARK DISTRICT OFFI	6447	N	75.00	C	10/2022	09/27/2022 10/13/2022	C N NO	1
01	01.40.418	INSPECTION FEES		75.00	Expense				
5457 Released	CPE ENTERPRISES LLC* INSPECTION- TOWN HOMES #9, #10	6448	N	450.00	C	10/2022	09/27/2022 10/13/2022	C N NO	1
01	01.40.418	INSPECTION FEES		450.00	Expense				
5457 Released	CPE ENTERPRISES LLC* INSPECTION- HOLY FAMILY CEILIN	6449	N	75.00	C	10/2022	09/27/2022 10/13/2022	C N NO	1
01	01.40.418	INSPECTION FEES		75.00	Expense				
5457 Released	CPE ENTERPRISES LLC* INSPECTION- 815 E 2ND AVE	6450	N	75.00	C	10/2022	09/27/2022 10/13/2022	C N NO	1
01	01.40.418	INSPECTION FEES		75.00	Expense				
5457 Released	CPE ENTERPRISES LLC* ANNUAL INSURANCE PREMIUM	6452	N	289.00	C	10/2022	09/28/2022 10/13/2022	C N NO	1
01	01.40.418	INSPECTION FEES		289.00	Expense				
5457 Released	CPE ENTERPRISES LLC* INSPECTION-OSF HOLY FAMILY GRO	6455	N	75.00	C	10/2022	09/29/2022 10/13/2022	C N NO	1
01	01.40.418	INSPECTION FEES		75.00	Expense				
5457 Released	CPE ENTERPRISES LLC* INSPECTION- 502 COLLEGE MANOR	6456	N	75.00	C	10/2022	09/30/2022 10/13/2022	C N NO	1
01	01.40.418	INSPECTION FEES		75.00	Expense				
5457	CPE ENTERPRISES LLC*	Total:		1114.00	Count:	7			
5467 Prepaid	CURL-BURNS *CHRISTOPHER REFUND OF WATER OVERPAYMENT	10-05-22	N	547.71	C	10/2022	10/05/2022 10/05/2022	C N NO	1
01	50.00.121	ACCOUNTS RECEIVABLE-W/S		547.71	Asset				
5467	CURL-BURNS *CHRISTOPHER	Total:		547.71	Count:	1			
588 Released	DEBT SERVICE FUND* OCTOBER BOND PAYMENTS	10-13-22	N	154882.25	C	10/2022	10/13/2022 10/13/2022	C N NO	1



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Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action			
01	50.00.442		TRANSFER TO DEBT SERV. FUND	128,849.42	Expense			
01	01.00.502		TRANSFER TO DEBT SVCE-2021B	26,032.83	Expense			
588	DEBT SERVICE FUND*		Total: 154882.25	Count: 1				
3172	DINGES FIRE COMPANY*	N	64.78		10/11/2022	C		1
Released	THERMAL IMAGING CAMERA REPAIR	33089	C	10/2022	10/13/2022	N NO		
01	01.50.412		EQUIPMENT/EMS SUPPLIES	64.78	Expense			
3172	DINGES FIRE COMPANY*		Total: 64.78	Count: 1				
3883	E-QUANTUM CONSULTING LLC*	N	400.00		10/01/2022	C		1
Released	ELECTRIC & GAS CONSULTING	9515	C	10/2022	10/13/2022	N NO		
01	01.00.418		CONTRACTUAL SERVICES	400.00	Expense			
3883	E-QUANTUM CONSULTING LLC*		Total: 400.00	Count: 1				
4220	EAGLE ENTERPRISES RECYCLING IN	N	16510.38		09/30/2022	C		1
Released	SEPTEMBER RECYLING FEE	09-30-22	C	10/2022	10/13/2022	N NO		
01	01.15.422		RECYCLING SERVICES CONTRACT	16,510.38	Expense			
4220	EAGLE ENTERPRISES RECYCLING IN		Total: 16510.38	Count: 1				
4960	ENTERPRISE FM TRUST*	N	8259.26		10/05/2022	C		1
Released	OCTOBER VEHICLE LEASE	FBN4576999	C	10/2022	10/13/2022	N NO		
01	01.30.424.3		LEASE PMT-DETECTIVE VEHICLE	446.45	Expense			
01	01.00.424.5		FLEET VEHICLE LEASE	2,657.24	Expense			
01	01.50.424.5		VEHICLE LEASE	354.83	Expense			
01	50.00.424.5		FLEET VEHICLE LEASE	3,515.11	Expense			
01	50.01.424.5		FLEET VEHICLE LEASE	1,285.63	Expense			
4960	ENTERPRISE FM TRUST*		Total: 8259.26	Count: 1				
5468	EWING *JEFF	N	100.00		09/29/2022	C		1
Released	WATER DEPOSIT REFUND	09-29-22	C	10/2022	10/13/2022	N NO		
01	50.00.257		WATER DEPOSITS PAYABLE	100.00	Liability			
5468	EWING *JEFF		Total: 100.00	Count: 1				
263	FARM KING*	N	56.98		09/22/2022	C		1
Released	PANTMENSNO/ASPHA	0020052476	C	10/2022	10/13/2022	N NO		
01	01.30.405		UNIFORM PURCHASES	56.98	Expense			
263	FARM KING*	N	2.29		09/03/2022	C		1
Released	SCREWS	20058629	C	10/2022	10/13/2022	N NO		
01	01.50.411.1		BUILDING SUPPLIES	2.29	Expense			
263	FARM KING*		Total: 59.27	Count: 2				
3840	FIFE WATER SERVICES*	N	9917.60		10/03/2022	C		1
Released	FERRIC SULFATE	815496	C	10/2022	10/13/2022	N NO		

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Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
01	50.00.123	RECEIVABLE - SMITHFIELD EXP		9,917.60	Asset			
3840	FIFE WATER SERVICES*	Total:	9917.60	Count:	1			
5469 Released	FLORES *VICTOR WATER DEPOSIT REFUND	N 10-12-22	50.00 C	10/2022	10/12/2022 10/13/2022	C N	NO	1
01	50.00.257	WATER DEPOSITS PAYABLE		50.00	Liability			
5469	FLORES *VICTOR	Total:	50.00	Count:	1			
5258 Released	GATEHOUSE MEDIA* INVITATION FOR BID	N 300159900 & 901	113.20 C	10/2022	09/30/2022 10/13/2022	C N	NO	1
01	01.40.425	PUBLISHING		113.20	Expense			
5258 Released	GATEHOUSE MEDIA* ANNUAL TREASURER'S REPORT	N AD# 00125809	176.20 C	10/2022	09/13/2022 10/13/2022	C N	NO	1
01	01.00.425	PUBLISHING		176.20	Expense			
5258 Released	GATEHOUSE MEDIA* CEMETERY FALL CLEAN-UP	N AD# 00128433	12.20 C	10/2022	10/07/2022 10/13/2022	C N	NO	1
01	01.00.414	CEMETERY SITE		12.20	Expense	10,717.52		
5258	GATEHOUSE MEDIA*	Total:	301.60	Count:	3			
3414 Released	HELMS*KENNY OCTOBER STIPEND	N 10-13-22	50.00 C	10/2022	10/12/2022 10/13/2022	C N	NO	1
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		50.00	Expense			
3414	HELMS*KENNY	Total:	50.00	Count:	1			
5466 Released	HERNANDEZ -FERNANDEZ *MARIEN REFUND IMPOUND FEE	N 09-27-22	500.00 C	10/2022	09/27/2022 10/13/2022	C N	NO	1
01	01.00.338	IMPOUND FEES		500.00	Revenue			
5466	HERNANDEZ -FERNANDEZ *MARIEN	Total:	500.00	Count:	1			
3875 Released	ILLINOIS PUBLIC RISK FUND* NOVEMBER WORKER'S COMP	N 74850	12203.00 C	10/2022	09/13/2022 10/13/2022	C N	NO	1
01	01.00.448	LIABILITY AND HAZARD		12,203.00	Expense			
3875	ILLINOIS PUBLIC RISK FUND*	Total:	12203.00	Count:	1			
842 Released	JONES AUTO CENTER* #5 OIL CHANGE	N 1585	68.47 C	10/2022	09/15/2022 10/13/2022	C N	NO	1
01	01.30.402.1	VEHICLES		68.47	Expense			
842 Released	JONES AUTO CENTER* #4 OIL CHANGE	N 1589	66.38 C	10/2022	09/15/2022 10/13/2022	C N	NO	1
01	01.30.402.1	VEHICLES		66.38	Expense			
842 Released	JONES AUTO CENTER* #4 BRAKE SHOES & DISC ROTOR	N 1617	1073.05 C	10/2022	09/27/2022 10/13/2022	C N	NO	1

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Chk-Acct	Account-Number	Account-Description	Amount-Of-Tran	Action				
01	01.30.402.1	VEHICLES		1,073.05	Expense			
842 Released	JONES AUTO CENTER* #5 HOSE & CABIN AIR FILTER	1666	N 258.11 C	10/2022	09/23/2022 10/13/2022	C N	NO	1
01	01.30.402.1	VEHICLES		258.11	Expense			
842 Released	JONES AUTO CENTER* #5 WASHER FLUID PUMP & TIRE R	1685	N 178.45 C	10/2022	09/26/2022 10/13/2022	C N	NO	1
01	01.30.402.1	VEHICLES		178.45	Expense			
842 Released	JONES AUTO CENTER* #2 OIL CHANGE	1700	N 64.28 C	10/2022	09/27/2022 10/13/2022	C N	NO	1
01	01.30.402.1	VEHICLES		64.28	Expense			
842	JONES AUTO CENTER*	Total:	1708.74	Count:	6			
363 Released	KELLOGG PRINTING* ZONING NOTICES	164559	N 172.83 C	10/2022	10/06/2022 10/13/2022	C N	NO	1
01	01.40.440	OPERATING SUPPLIES		172.83	Expense			
363 Released	KELLOGG PRINTING* ZONING STICKERS	164573	N 136.15 C	10/2022	10/07/2022 10/13/2022	C N	NO	1
01	01.40.440	OPERATING SUPPLIES		136.15	Expense			
363	KELLOGG PRINTING*	Total:	308.98	Count:	2			
3802 Released	LANGUAGE LINE SERVICES* OVER THE PHONE INTERPRETATION	10641276	N 25.20 C	10/2022	09/30/2022 10/13/2022	C N	NO	1
01	01.30.418	CONTRACTUAL SERVICES		25.20	Expense			
3802	LANGUAGE LINE SERVICES*	Total:	25.20	Count:	1			
5232 Prepaid	LOVE'S TRAVEL STOPS & COUNTRY BUSINESS DISTRICT TAX	10-12-22	N 3887.56 C 55974	10/2022	10/12/2022 10/12/2022	C N	NO	1
01	50.00.125	ACCOUNTS RECEIVABLE-LOVE'S		3,887.56	Asset			
5232	LOVE'S TRAVEL STOPS & COUNTRY	Total:	3887.56	Count:	1			
5423 Released	LRS* SEPT SERVICE	MH21557	N 33549.00 C	10/2022	09/30/2022 10/13/2022	C N	NO	1
01	01.15.419.1	SOLID WASTE GARBAGE CONTRACT		33,549.00	Expense			
5423	LRS*	Total:	33549.00	Count:	1			
5391 Released	MANGIERI *PAUL MANGIERI-MEALS CHAMPAIGN OCT 3	09-29-22	N 230.00 C	10/2022	09/29/2022 10/13/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION		230.00	Expense			
5391	MANGIERI *PAUL	Total:	230.00	Count:	1			

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Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By			
1021 Released	MARTIN EQUIPMENT OF ILLINOIS* SEPT BACKHOE MAINT	671886	N	255.00 C	10/2022	10/04/2022 10/13/2022	C N	NO	1
01	50.00.412	EQUIPMENT		255.00	Expense				
1021 Released	MARTIN EQUIPMENT OF ILLINOIS* SEPT ENDLOADER MAINT	671890	N	270.00 C	10/2022	10/04/2022 10/13/2022	C N	NO	1
01	50.00.412	EQUIPMENT		270.00	Expense				
1021	MARTIN EQUIPMENT OF ILLINOIS*	Total:		525.00	Count:	2			
4657 Released	MC SPORT* WADE - UNIFORM HAT	8582	Y	17.00 C	10/2022	09/27/2022 10/13/2022	C N	NO	1
01	01.50.413	UNIFORM/SUPPLIES		17.00	Expense				
4657 Released	MC SPORT* NAME PLATE - HEATHER SANTOS	8659	Y	7.50 C	10/2022	10/11/2022 10/13/2022	C N	NO	1
01	01.00.429	PROF DEVELOPMENT/TRAVEL		7.50	Expense				
4657 Released	MC SPORT* AWARDS PLAQUE - D COX	8666	Y	20.00 C	10/2022	10/11/2022 10/13/2022	C N	NO	1
01	01.00.429	PROF DEVELOPMENT/TRAVEL		20.00	Expense				
4657	MC SPORT*	Total:		44.50	Count:	3			
4868 Released	MCKEE*ALEXANDRIA WATER DEPOSIT REFUND	10-12-22	N	35.26 C	10/2022	10/12/2022 10/13/2022	C N	NO	1
01	50.00.257	WATER DEPOSITS PAYABLE		35.26	Liability				
4868	MCKEE*ALEXANDRIA	Total:		35.26	Count:	1			
1201 Prepaid	MONMOUTH AREA CHAMBER OF COMME CITY ADDRESS LUNCHEON FOR 8	0159	N	176.00 C	10/2022	10/05/2022 10/05/2022	C N	NO	1
01	01.00.429	PROF DEVELOPMENT/TRAVEL		176.00	Expense				
1201	MONMOUTH AREA CHAMBER OF COMME	Total:		176.00	Count:	1			
5459 Released	MOTOROLA SOLUTIONS, INC.* EVIDENCE LIBRARY.COM - STORAGE	1411001178	N	92.64 C	10/2022	09/21/2022 10/13/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		92.64	Expense				
5459	MOTOROLA SOLUTIONS, INC.*	Total:		92.64	Count:	1			
400 Released	OFFICE SPECIALISTS* TONER	1134710-0	N	82.15 C	10/2022	10/03/2022 10/13/2022	C N	NO	1
01	01.50.439	OFFICE SUPPLIES		82.15	Expense				
400 Released	OFFICE SPECIALISTS* COPY PAPER	1135170-0	N	140.97 C	10/2022	10/12/2022 10/13/2022	C N	NO	1
01	01.00.439	OFFICE SUPPLIES		140.97	Expense				
400	OFFICE SPECIALISTS*	Total:		223.12	Count:	2			

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Chk-Acct	Account-Number	Account-Description	Amount-Of-Tran	Action	Approp-Exceeded-By				
405 Released	PEOPLES DO IT CENTER* C BATTERIES	A505543	N 12.94 C	10/2022	09/22/2022 10/13/2022	C N	NO	1	
01	01.30.439	OFFICE SUPPLIES	12.94	Expense					
405 Released	PEOPLES DO IT CENTER* NUTS, BOLTS, WASHERS	A506032	N 1.22 C	10/2022	09/26/2022 10/13/2022	C N	NO	1	
01	01.10.452	SOFTWARE MAINTENANCE & SAAS	1.22	Expense					
405 Released	PEOPLES DO IT CENTER* DOOR GUARD	A506296	N 16.99 C	10/2022	09/27/2022 10/13/2022	C N	NO	1	
01	01.10.452	SOFTWARE MAINTENANCE & SAAS	16.99	Expense					
405 Released	PEOPLES DO IT CENTER* DOOR KEY	A506593	N 7.16 C	10/2022	09/29/2022 10/13/2022	C N	NO	1	
01	01.30.411.1	BUILDING SUPPLIES	7.16	Expense					
405 Released	PEOPLES DO IT CENTER* ST 2-OUTLET REPAIR & BUG KILLE	A506749	N 48.82 C	10/2022	09/30/2022 10/13/2022	C N	NO	1	
01	01.50.411	BUILDING	48.82	Expense					
405 Released	PEOPLES DO IT CENTER* RECIPROCAL SAW BLADES	A507436	N 81.98 C	10/2022	10/05/2022 10/13/2022	C N	NO	1	
01	01.50.412	EQUIPMENT/EMS SUPPLIES	81.98	Expense					
405	PEOPLES DO IT CENTER*	Total:	169.11	Count:	6				
417 Released	QUILL LLC* BINDER CLIPS	27746445	N 7.11 C	10/2022	09/15/2022 10/13/2022	C N	NO	1	
01	01.00.439	OFFICE SUPPLIES	7.11	Expense					
417 Released	QUILL LLC* FEBREEZE, BOWL CLEANER, RENUZI	27835012	N 56.68 C	10/2022	09/20/2022 10/13/2022	C N	NO	1	
01	01.00.439	OFFICE SUPPLIES	56.68	Expense					
417 Released	QUILL LLC* ENVELOPES	27846660	N 75.98 C	10/2022	09/21/2022 10/13/2022	C N	NO	1	
01	01.00.439	OFFICE SUPPLIES	75.98	Expense					
417 Released	QUILL LLC* COLOR INK	27956283	N 83.98 C	10/2022	09/26/2022 10/13/2022	C N	NO	1	
01	01.00.439	OFFICE SUPPLIES	83.98	Expense					
417 Released	QUILL LLC* PAPER TOWELS, TOILET PAPER	27984219	N 161.95 C	10/2022	09/27/2022 10/13/2022	C N	NO	1	
01	01.00.440	OPERATING SUPPLIES	161.95	Expense					
417 Released	QUILL LLC* FOLDERS & ENVELOPES	27985763	N 78.97 C	10/2022	09/27/2022 10/13/2022	C N	NO	1	

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Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
01	01.00.439	OFFICE SUPPLIES		78.97	Expense			
417	QUILL LLC*	Total:		464.67	Count: 6			
2377 Released	REXROAT*CASEY OCTOBER STIPEND	N 10-13-22	50.00 C	10/2022	10/13/2022	C N	NO	1
01	01.50.440	OPERATING SUPPLIES		50.00	Expense			
2377	REXROAT*CASEY	Total:		50.00	Count: 1			
4846 Released	STEINBRECHER*LEW OCTOBER STIPEND	N 10-13-22	300.00 C	10/2022	10/13/2022	C N	NO	1
01	01.00.440	OPERATING SUPPLIES		50.00	Expense			
01	01.00.401.5	ADM - GROUP HEALTH INSURANCE		250.00	Expense			
4846	STEINBRECHER*LEW	Total:		300.00	Count: 1			
475 Released	SWITZER*JOSEPH OCTOBER STIPEND	N 10-13-12	50.00 C	10/2022	10/13/2022	C N	NO	1
01	01.30.440	OPERATING SUPPLIES		50.00	Expense			
475	SWITZER*JOSEPH	Total:		50.00	Count: 1			
4783 Released	TAMCO CAPITAL CORPORATION* PHONE SYSTEM	N 5022050542	557.00 C	10/2022	09/29/2022 10/13/2022	C N	NO	1
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		557.00	Expense			
4783	TAMCO CAPITAL CORPORATION*	Total:		557.00	Count: 1			
4880 Released	TECHNOLOGY MANANGEMENT REVOLVI COMMUNICATION CHARGES	N T2303142	330.70 C	10/2022	09/19/2022 10/13/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		330.70	Expense			
4880 Released	TECHNOLOGY MANANGEMENT REVOLVI COMMUNICATION CHARGES	N T2305244	226.35 C	10/2022	09/19/2022 10/13/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		226.35	Expense			
4880	TECHNOLOGY MANANGEMENT REVOLVI	Total:		557.05	Count: 2			
4812 Released	THE HOME DEPOT PRO* LINERS & TOILET PAPER	N 708119417	74.96 C	10/2022	09/21/2022 10/13/2022	C N	NO	1
01	01.30.411.1	BUILDING SUPPLIES		74.96	Expense			
4812	THE HOME DEPOT PRO*	Total:		74.96	Count: 1			
5446 Released	WADE *DEVON MEALS-CHAMPAIGN OCT 31-NOV 18	N 10-11-22	598.00 C	10/2022	10/11/2022 10/13/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION		598.00	Expense			
5446	WADE *DEVON	Total:		598.00	Count: 1			

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Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action				
807 Prepaid	WARREN COUNTY COLLECTOR* RE TAXES - LOT #0930503400		N	53.02		10/03/2022	C		1
		2021 0930503400		55962 C	10/2022	10/03/2022	N YES		
01	01.00.498	PROPERTY TAX - PROPERTY		53.02	Expense				
807	WARREN COUNTY COLLECTOR*	Total:		53.02	Count:	1			
769 Released	WEST CENTRAL ILLINOIS CULLIGAN MPD WATER		N	124.85		09/09/2022	C		1
		09 09 22		C	10/2022	10/13/2022	N NO		
01	01.30.440	OPERATING SUPPLIES		124.85	Expense				
769 Released	WEST CENTRAL ILLINOIS CULLIGAN CITY HALL WATER		N	8.00		10/07/2022	C		1
		10-07-22		C	10/2022	10/13/2022	N NO		
01	01.00.418	CONTRACTUAL SERVICES		8.00	Expense				
769	WEST CENTRAL ILLINOIS CULLIGAN	Total:		132.85	Count:	2			
480 Released	WOLBERS*CAROL BENSON - PATCHES & PANTS		N	20.00		08/31/2022	C		1
		9140-12		C	10/2022	10/13/2022	N NO		
01	01.30.405	UNIFORM PURCHASES		20.00	Expense				
480	WOLBERS*CAROL	Total:		20.00	Count:	1			
4154 Released	WOODARD & CURRAN* OCTOBER O & M		N	264174.49		10/01/2022	C		1
		209294		C	10/2022	10/13/2022	N NO		
01	01.00.423	W&C CONTRACTUAL PAYMENT		52,834.89	Expense				
01	50.00.418.1	W&C CONTRACTUAL PMT		105,669.80	Expense				
01	50.01.418.1	W&C CONTRACTUAL SERVICES		105,669.80	Expense				
4154 Released	WOODARD & CURRAN* GREEN INFRASTRUCTURE CONST		N	8784.00		09/28/2022	C		1
		209462		C	10/2022	10/13/2022	N NO		
01	50.01.455	EQUIPMENT/CAPITAL PROJECTS		8,784.00	Expense				
4154 Released	WOODARD & CURRAN* CMOM		N	50000.00		09/28/2022	C		1
		209467		C	10/2022	10/13/2022	N NO		
01	50.01.422	PROJECT ENGINEERING		50,000.00	Expense				27,890.50
4154	WOODARD & CURRAN*	Total:		322958.49	Count:	3			
559 Released	XEROX CORPORATION* OCTOBER COPY CHARGES		N	376.34		10/01/2022	C		1
		017237130		C	10/2022	10/13/2022	N NO		
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		376.34	Expense				
559	XEROX CORPORATION*	Total:		376.34	Count:	1			

Invoice Report  
 OCTOBER 2022

Vendor Name	PO Numb 1099	Invoice-Amt	PO Date	Trans-Date	Age	Vendor-Exceeded-By	Remit
Status Transaction-Description	Invoice-No	Transaction #	Trans-MMY	Due-Date	Liq	Sep-Check Claim-Number	
Chk-Acct Account-Number	Account-Description		Amount-Of-Tran	Action		Project-Number	Approp-Exceeded-By

	Unassigned	Entered	Released	Prepaid/E-Pay	Paid	Total
ACH Invoice Count						
Check Invoice Count			89.00	5.00		94.00
E-Pay Invoice Count						
Invoice Count			89.00	5.00		94.00
ACH Invoice Total						
Check Invoice Total			732,216.25	4,714.29		736,930.54
E-Pay Invoice Total						
Invoice Total			732,216.25	4,714.29		736,930.54
Amount Paid						736,930.54
Amount Liquidated						
Current Period(s)			732,216.25	4,714.29		736,930.54
A/P In 1 Period(s)						
A/P In 2 Period(s)						
A/P In 3 Period(s)						
A/P Beyond 3 Periods						
Total Balance			732,216.25	4,714.29		736,930.54

\*\*\* Bank Account Activity By Fund \*\*\*

Fund Description	Cash-Account-Number	Total
GENERAL FUND	01.00.101	233,563.02
WATER AND SEWER FUND	50.00.101	503,367.52
	*** Grand Totals ***	736,930.54





## POLICE DEPARTMENT SEPTEMBER 2022 MONTHLY REPORT

### STATISTICS:

	SEPT 2021	SEPT 2022	+/-	2021 YTD TOTAL	2022 YTD TOTAL	+/- YTD
MPD Arrests	24	52	28	416	405	-11
Ordinance Violations	115	121	6	837	939	102
MPD Calls	1430	1432	2	12492	11070	-1422
Dispatch Calls	2412	2550	138	20656	20348	-303
MPD Accidents	25	21	-4	183	173	-10
Grant Hours Worked	40	83	43	391	608	217

### INCIDENTS OF NOTE:

- \*I met with Monmouth College staff in reference to the college's usage of the Auxiliary Police for upcoming sporting events.
- \*Traffic control was provided for the Prime Beef Festival parade. No incidents of note to report.
- \*MPD provided officers who worked approximately 56 hours total at the PBF beer tent. No incidents of note to report.
- \*MPD officers were provided at the Hispanic Heritage Festival with no incidents of note to report.
- \*I attending the Mobil Team Training Unit 4 board meeting.

### STAFF TRAINING:

- \*Two new dispatchers, Saddle Dutton and McKenzie Smock are continuing their training in September. Hopefully both will be ready to fill vacancies in the near future.

### EQUIPMENT RELATED ISSUES:

- \*Several squad cars have had some mechanical issues that could not be repaired at Jones' and had to be taken to Yemm Ford for repairs. I am waiting on two new squad cars, one of which was ordered last year, to come in.

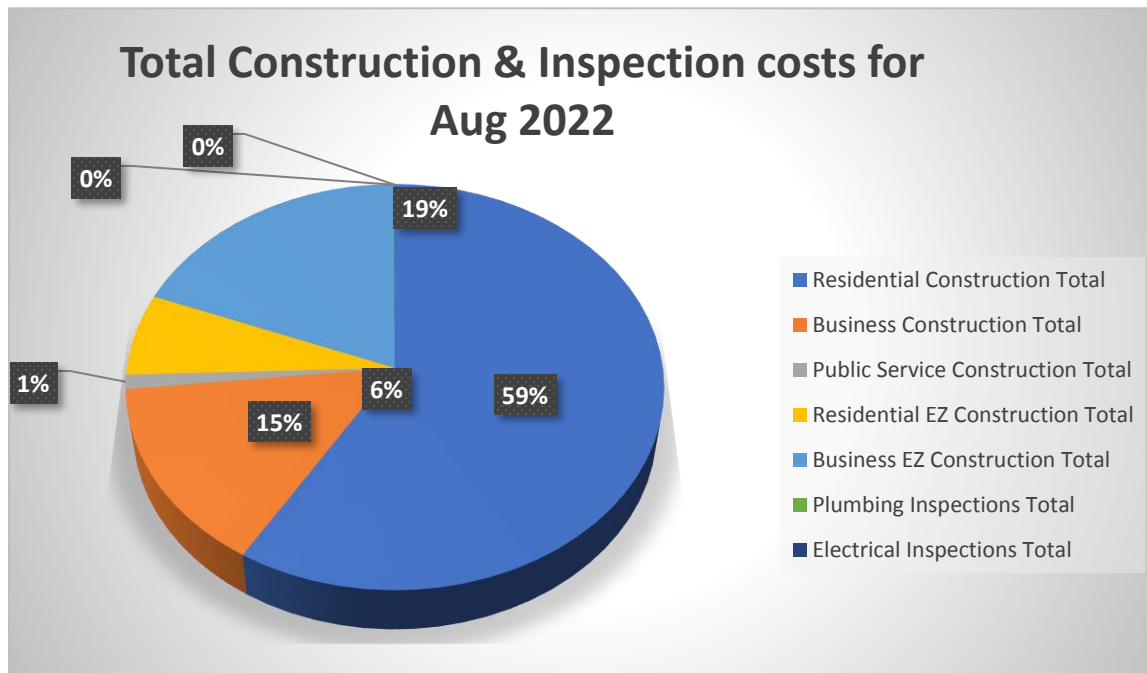
Zoning August Report.pdf

Zoning September 2022 Report.pdf

City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

**Aug 2022**

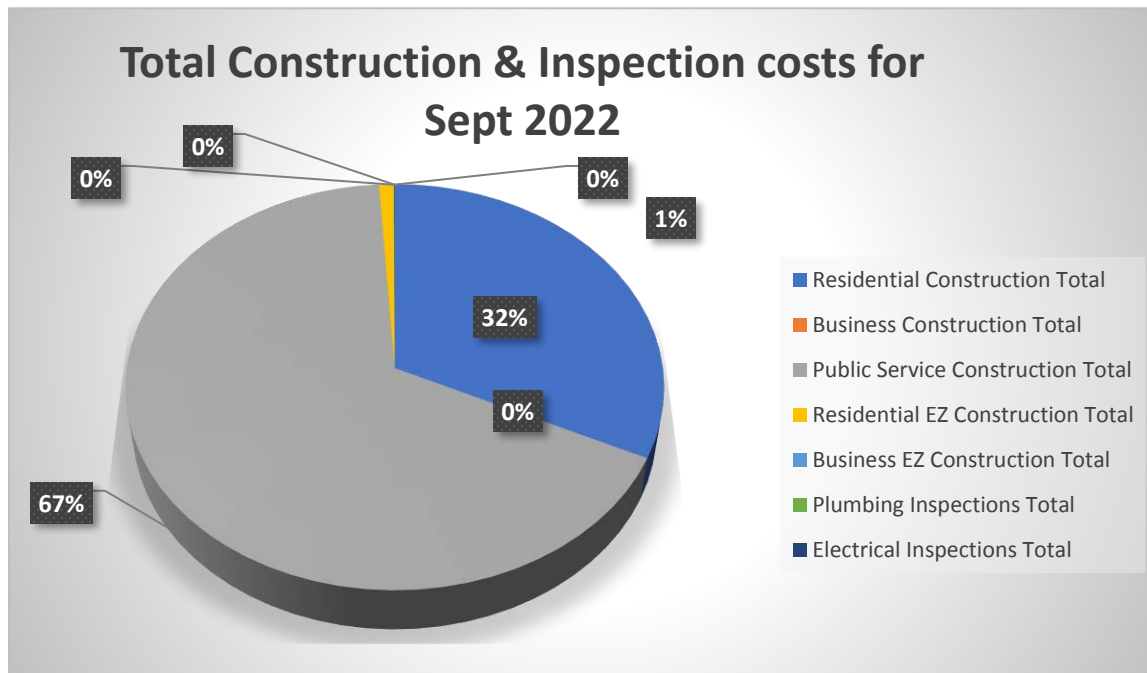
Residential Construction Total	\$ 327,008.78
Year-to-date Residential Construction Total	\$ 1,423,497.24
Business Construction Total	\$ 81,400.00
Year-to-date Business Construction Total	\$ 151,868.00
Public Service Construction Total	\$ 6,300.00
Year-to-date Public Service Construction Total	\$ 1,490,414.00
Residential EZ Construction Total	\$ 36,200.00
Year-to-date Residential EZ Construction Total	\$ 57,600.00
Business EZ Construction	\$ 105,500.00
Year-to-date Business EZ Construction Total	\$ 109,000.00
Plumbing Inspections Total (1)	\$ 300.00
Electrical Inspections Total (1)	\$ 150.00



City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

**Sept 2022**

Residential Construction Total	\$ 471,116.28
Year-to-date Residential Construction Total	\$ 1,894,613.52
Business Construction Total	\$ 0.00
Year-to-date Business Construction Total	\$ 151,868.00
Public Service Construction Total	\$ 983,300.00
Year-to-date Public Service Construction Total	\$ 2,473,714.00
Residential EZ Construction Total	\$ 14,000.00
Year-to-date Residential Construction Total	\$ 71,600.00
Business EZ Construction	\$ 0.00
Year-to-date Business EZ Construction Total	\$ 109,000.00
Plumbing Inspections Total (2)	\$ 400.00
Electrical Inspections Total (4)	\$ 555.00





## CITY OF MONMOUTH COUNCIL MEETING MINUTES

**Date:** Monday, October 3, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### **I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

### **II. ROLL CALL**

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderman Tony Cook, Alderwoman Susan Twomey, Aldermen Brian Daw, Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman VanVleet **ABSENT:** Alderman Justin Thomas **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson

### **III. APPROVAL OF MINUTES**

#### **A. Approval of September 19, 2022 Council Meeting Minutes**

It was moved by Alderman Cook and seconded by Alderwoman Twomey to approve the September 19, 2022 Council Meeting Minutes as presented. **AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **ABSENT:** Alderman Thomas **NAY:** none **MOTION CARRIED.**

### **IV. PRESENTATION TO THE COUNCIL**

#### **A. Presentations or Citizen Inquiries**

There were none to be heard.

#### **B. Great Nicola Magic Week Proclamation**

Mayor Davies read and presented to Alyssa Whitacre, W.C. History Museum Event Coordinator and Mark Parrish, W.C. History Museum Board President a proclamation declaring the week of October 3-9<sup>th</sup> as the Great Nicola Magic Week.

#### **C. General Aviation Appreciation Month Proclamation**

Mayor Davies read and presented to Captain Daw a proclamation declaring the month of October as General Aviation Appreciation Month.

#### **D. Consent Agenda**

##### **1. Approval of Bills**

It was moved by Alderman Daw and seconded by Alderwoman Twomey to approve the bills as presented. **AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

## V. COMMITTEE OF THE WHOLE

### A. Warren County Historical Society Signage Request

Mark Parrish, President of the Warren County Historical Society presented a request to place signs for the Warren County History Museum and the Stoneware Museum on the corners of Sunnyslane and West Broadway and Sunnyslane and West 11<sup>th</sup> Avenue. The signs would be the brown signs provided by the State for providing directional signs for historical or tourist locations. **It was moved by Alderwoman Kelly and seconded by Alderman Conard to approve the above-stated request. AYE:** Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

### B. Warren County Clerk Request for Reserved Parking for Election Judges – 11-8-22

Tina Conard, Warren County Clerk requested the closing of 12 parking spaces in the Northwest Quadrant of the Square to allow election judges bringing in voting results on General Election Day, November 8, 2022, to have easier access to Election Office and not have to carry heavy supplies so far. In addition, Tina asked to have reserved parking on both sides of the 100 block of West Broadway for those election judges coming in to assist with tallying election results, but not carrying supplies. **It was moved by Alderwoman Twomey and seconded by Alderman Cook to approve the above stated request. AYE:** Aldermen Daw, Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook and Alderwoman Twomey **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

### C. Building and Zoning September Report – Director Clark

- ✓ The department is continuing to issue permits and addressing ordinance violations along with writing mowing liens.
- ✓ Rental registration is 30% complete.
- ✓ Completed projects are: Monmouth Park District Office, Demolition Bid Opening for 415 S. 1<sup>st</sup> Street and 204 E. 4<sup>th</sup> Avenue
- ✓ Open projects are: Monmouth Townhomes, OSF Heliport, Henderson County Healthcare on South Main and the Maple City Warehouse.

### D. Approval of Demolition Bids for 415 South 1<sup>st</sup> Street and 204 East 4<sup>th</sup> Avenue

Director Clark explained that only one demolition bid was received for the above-stated properties to be demolished and was opened on September 30<sup>th</sup> at 10:00 a.m. Brown Excavating submitted a bid of \$21,720.00 for the 415 South 1<sup>st</sup> Street property and \$4,700.00 for the demolition of two trailers located at 204 East 4<sup>th</sup> Avenue. He explained that the demolition of 415 South 1<sup>st</sup> Street will be paid for out of the Strong Communities Grant Program, but the trailers will have to be paid from the City's General Fund as the grant does not cover demolition of trailers. The Administration is recommending approval of the two bids. **It was moved by Alderman Conard and seconded by Alderman VanVleet to approve the two bids submitted by Brown Excavating for the two above-stated properties. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook, Alderwoman Twomey and Alderman Daw. **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

**E. Woodard and Curran August Report – Director Jackson**

Director Jackson updated the Council on the following:

- The Bio-Retention basin project in the M-R parking lot should be completed by the end of October.
- The project in the old Dairy building lot has started. The grading is done and work on the sidewalk has begun. The project should also be completed by the end of October.
- A bid opening was held on September 28<sup>th</sup> at 10:00 a.m. for the HMA Overlay of various streets and sidewalks.
- The City submitted an application for help with funding an EPA mandate to remove all lead water pipes within the next 16 years.

**F. Approval of Bid for HMA Overlay of Streets and Sidewalk Work**

Director Jackson reviewed the two bids received at the Bid Opening held on September 28<sup>th</sup> for the HMA overlay of various streets and sidewalks. Brandt Construction submitted the low bid of \$1,203,216.30 and UCM submitted a bid of \$1,643,016.91. IMEG sent a letter stating Brandt Construction is fully qualified to do the work and recommended acceptance of Brandt's low bid. **It was moved by Alderman Cook and seconded by Alderman VanVleet to accept the bid by Brandt Construction of \$1,203,216.30 for the overlay of various streets and sidewalks within the City.** **AYE:** Alderman Pinedo, Alderwoman Kelly, Aldermen VanVleet, Cook, Alderwoman Twomey, Aldermen Daw and Conard **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

**G. Setting of Halloween Trick or Treat Date and Hours**

**It was moved by Alderwoman Twomey and seconded by Alderman Pinedo to set Monday, October 31, 2022 from 5:30 to 8:00 p.m. as the official Trick or Treat date and hours.** **AYE:** Alderwoman Kelly, Aldermen VanVleet, Cook, Alderwoman Twomey, Alderman Daw, Conard and Pinedo **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

**VI. OTHER BUSINESS**

There was none to be considered

**VII. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderwoman Twomey to adjourn the meeting at 6:35 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Thomas, who was absent.**

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City Clerk Susan. S. Trevor

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Mayor Rod Davies



## **COUNCIL MEETING**

**Date:** Monday, October 17, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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## **COUNCIL AGENDA**

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

### **I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

### **II. ROLL CALL**

### **III. APPROVAL OF MINUTES**

#### **A. Approval of the October 3, 2022 Council Meeting Minutes**

### **IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**

#### **1. Presentation of Plaque**

#### **B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**

##### **1. Approval of Bills**

### **V. COMMITTEE OF THE WHOLE**

#### **A. MFD September Report – Chief Rexroat**

#### **B. MPD September Report – Chief Switzer**

#### **C. Woodard and Curran Engineering Agreement for Public Square Water Main Replacement**

### **VI. OTHER BUSINESS**

### **VII. ADJOURNMENT**





## CITY OF MONMOUTH COUNCIL MEETING MINUTES

**Date:** Monday, October 17, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

### II. ROLL CALL

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderwoman Susan Twomey, Aldermen Brian Daw, Jim Conard, Juan Pinedo and Alderwoman Mary Kelly **ABSENT:** Aldermen Justin Thomas, Tony Cook and John VanVleet **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson **Also Absent:** City Attorney Marcum Spears

### III. APPROVAL OF MINUTES

#### A. Approval of October 3, 2022 Council Meeting Minutes

**It was moved by Alderman Conard and seconded by Alderwoman Twomey to approve the October 3, 2022 Council Meeting Minutes as presented. AYE:** Alderwoman Twomey, Aldermen Daw, Conard, Pinedo and Alderwoman Kelly **ABSENT:** Aldermen Thomas, Cook and VanVleet **NAY:** none **MOTION CARRIED.**

### IV. PRESENTATION TO THE COUNCIL

#### A. Presentations or Citizen Inquiries

##### 1. Presentation of Plaque

Mayor Davies presented a plaque of appreciation for her service to the City of Monmouth to Administrative Assistant Danielle Cox, who is running unopposed for Warren County Treasurer and will be elected in the General Election on November 8<sup>th</sup>.

#### B. Consent Agenda

##### 1. Approval of Bills

**It was moved by Alderman Daw and seconded by Alderwoman Twomey to approve the bills as presented. AYE:** Alderwoman Twomey, Aldermen Daw, Conard, Pinedo and Alderwoman Kelly **NAY:** none **ABSENT:** Aldermen Thomas, Cook and VanVleet **MOTION CARRIED.**

## **V. COMMITTEE OF THE WHOLE**

### **A. MFD September Report – Chief Rexroat**

Chief Rexroat was unable to be present to give his report orally, but it is posted on the website.

### **B. MPD September Report – Chief Switzer**

- In the month of September there were 52 arrests, 121 ordinance violations, 132 calls and 2,500 Dispatch calls.
- As Chief, I met with Monmouth College to discuss the use of auxiliary police during home games.
- The department was present during Prime Beef Festival parade and event as well as the Heritage Festival and encountered no incidents.
- Two new dispatchers have been hired and are in training.
- There were mechanical issues in several squad cars. The two new squad cars still have not been received.

### **C. Woodard and Curran Engineering Agreement for Public Square Water Main**

Administrator Steinbrecher explained that this agreement is formalizing the engineering agreement with Woodard and Curran that was approved by Council at the September 19<sup>th</sup> meeting for the replacement of the water main in the downtown square. It is part of a 3 million grant that is funded with ARPA funds. The cost of the services provided in the engineering agreement is \$212,229. The Administration is recommending approval of the agreement with Woodard and Curran.

**It was moved by Alderman Daw and seconded by Alderwoman Kelly to accept the Administration's recommendation and approve the Engineering Agreement with Woodard and Curran for the Public Square Water Main replacement. AYE:** Alderwoman Twomey, Aldermen Daw, Conard, Pinedo and Alderwoman Kelly **NAY:** none **ABSENT:** Aldermen Thomas, Cook and VanVleet **MOTION CARRIED.**

## **VI. OTHER BUSINESS**

There was none to be considered

## **VII. ADJOURNMENT**

**It was moved by Alderman Daw and seconded by Alderwoman Twomey to adjourn the meeting at 6:15 p.m. MOTION CARRIED by unanimous voice vote with the exception of Aldermen Thomas, Cook, and VanVleet who were absent.**

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City Clerk Susan. S. Trevor

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Mayor Rod Davies



## **COUNCIL MEETING**

**Date:** Monday, November 7, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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## **COUNCIL AGENDA**

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

### **I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

### **II. ROLL CALL**

### **III. APPROVAL OF MINUTES**

#### **A. Approval of the October 17, 2022 Council Meeting Minutes**

### **IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**

#### **B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**

##### **1. Approval of Bills**

### **V. COMMITTEE OF THE WHOLE**

#### **A. Building and Zoning October Report – Director Clark**

#### **B. Woodard and Curran September Report – Director Jackson**

### **VI. OTHER BUSINESS**

### **VII. ADJOURNMENT**

[Invoice Listing 10-21-22.pdf](#)

[Invoice Listing 10-31-22.pdf](#)

Invoice Report  
OCTOBER 21 2022

Vendor Status	Name Transaction-Description	PO Numbr Invoice-No	1099 Invoice-Amt Transaction #	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit Approp-Exceeded-By
4332 Released	DEERE CREDIT, INC* ENDLOADER & BACKHOE MAINT		N	3374.00		10/12/2022	C		1
		2703356		C	10/2022	10/21/2022	N NO		
01 01	01.00.424.3 50.00.412			LEASE PAYMENTS - PUBLIC WORKS EQUIPMENT		833.00 2,541.00	Expense Expense		
4332	DEERE CREDIT, INC*		Total:	3374.00	Count:	1			
4248 Released	MIDWEST BANK * USPS - POSTAGE		N	300.00		08/31/2022	C		1
		08-31-22		C	10/2022	10/21/2022	N NO		
01 01 01 01	01.00.424 01.40.424 01.30.424 50.00.185			POSTAGE POSTAGE POSTAGE REIMBURSED EXPENSE WC		117.57 5.82 176.25 .36	Expense Expense Expense Asset		
4248 Released	MIDWEST BANK * MICROSOFT 365		N	7.64		09/01/2022	C		1
		09 01 22		C	10/2022	10/21/2022	N NO		
01	01.10.452			SOFTWARE MAINTENANCE & SAAS		7.64	Expense		
4248 Released	MIDWEST BANK * GOOGLE GSUITE-CITY		N	78.58		09/01/2022	C		1
		09 01-22		C	10/2022	10/21/2022	N NO		
01	01.10.452			SOFTWARE MAINTENANCE & SAAS		78.58	Expense		
4248 Released	MIDWEST BANK * FBI LEEDA - ASSOC MEMBERSHIP		N	50.00		09/21/2022	C		1
		09 21*22		C	10/2022	10/21/2022	N NO		
01	01.30.421			DUES AND SUBSCRIPTIONS		50.00	Expense		
4248 Released	MIDWEST BANK * AMAZON - OFFICE CHAIR		N	149.94		09/22/2022	C		1
		09 22*22		C	10/2022	10/21/2022	N NO		
01	01.00.439			OFFICE SUPPLIES		149.94	Expense		
4248 Released	MIDWEST BANK * GOOGLE GSUITE- MPD		N	102.97		09/01/2022	C		1
		09*01*22		C	10/2022	10/21/2022	N NO		
01	01.10.452			SOFTWARE MAINTENANCE & SAAS		102.97	Expense		
4248 Released	MIDWEST BANK * 4IMPRINT-SPORTS PENS		N	250.06		09/02/2022	C		1
		09*02 22		C	10/2022	10/21/2022	N NO		
01	01.30.439			OFFICE SUPPLIES		250.06	Expense		
4248 Released	MIDWEST BANK * LIVE VIEW GPS-MONTHY FEE		N	41.90		09/02/2022	C		1
		09*02*22		C	10/2022	10/21/2022	N NO		
01	01.30.418			CONTRACTUAL SERVICES		41.90	Expense		
4248 Released	MIDWEST BANK * IN THE BLUE LINE		N	348.00		09/06/2022	C		1
		09*06*22		C	10/2022	10/21/2022	N NO		
01	01.20.417			PROFESSIONAL SERVICES		348.00	Expense		1,601.00
4248 Released	MIDWEST BANK * INTERNATIONAL TRANS FEE		N	.40		09/14/2022	C		1
		09*14 22		C	10/2022	10/21/2022	N NO		
01	01.30.439			OFFICE SUPPLIES		.40	Expense		

Invoice Report  
OCTOBER 21 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Transaction #	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Project-Number	Remit Claim-Number Approp-Exceeded-By
4248 Released	MIDWEST BANK * NCHSOFTWARE.COM-SOFTWARE LICENS	09*14*22	N	40.35 C	10/2022	09/14/2022 10/21/2022	C N	NO	1
01	01.30.439	OFFICE SUPPLIES		40.35	Expense				
4248 Released	MIDWEST BANK * AYERCO-BOTTLED WATER	09*15 22	N	12.65 C	10/2022	09/15/2022 10/21/2022	C N	NO	1
01	01.30.440	OPERATING SUPPLIES		12.65	Expense				
4248 Released	MIDWEST BANK * DOLLAR TREE - SOAP	09*15*22	N	2.73 C	10/2022	09/15/2022 10/21/2022	C N	NO	1
01	01.30.411.1	BUILDING SUPPLIES		2.73	Expense				
4248 Released	MIDWEST BANK * AMAZON - SHEET PROTECTORS	09*17*22	N	17.46 C	10/2022	09/17/2022 10/21/2022	C N	NO	1
01	01.30.439	OFFICE SUPPLIES		17.46	Expense				
4248 Released	MIDWEST BANK * FBI LEEDA - BASIC SUPERVISOR L	09*22 22	N	350.00 C	10/2022	09/21/2022 10/21/2022	C N	NO	1
01	01.30.406	SCHOOLS AND EDUCATION		350.00	Expense				
4248 Released	MIDWEST BANK * AMAZON - POCKET FIELDS	09*22*22	N	29.58 C	10/2022	09/22/2022 10/21/2022	C N	NO	1
01	01.30.439	OFFICE SUPPLIES		29.58	Expense				
4248 Released	MIDWEST BANK * AMAZON - BULLETIN BOARD	09*24*22	N	72.29 C	10/2022	09/24/2022 10/21/2022	C N	NO	1
01	01.30.439	OFFICE SUPPLIES		72.29	Expense				
4248 Released	MIDWEST BANK * MICROSOFT 365	09-01 22	N	109.24 C	10/2022	09/01/2022 10/21/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		109.24	Expense				
4248 Released	MIDWEST BANK * GOOGLE GSUITE	09-01-22	N	44.23 C	10/2022	09/01/2022 10/21/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		44.23	Expense				
4248 Released	MIDWEST BANK * HOSTING MATTERS-MONTHLY FEE	09-02-22	N	56.25 C	10/2022	09/02/2022 10/21/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		56.25	Expense				
4248 Released	MIDWEST BANK * ZOOM - STANDARD PRO MONTHLY	09-03-22	N	14.99 C	10/2022	09/03/2022 10/21/2022	C N	NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		14.99	Expense				
4248 Released	MIDWEST BANK * NATL FIRE PROT-PUBLIC EDUCATIO	09-14-22	N	936.95 C	10/2022	09/14/2022 10/21/2022	C N	NO	1
01	01.50.438	PROFESSIONAL SERVICES		936.95	Expense				251.00

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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Transaction #	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Project-Number	Remit Claim-Number Approp-Exceeded-By
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action				
4248 Released	MIDWEST BANK * BEST WESTERN-WADE ACADEMY LODG	09-16-22	N	225.00 C	10/2022	09/16/2022 10/21/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION		225.00	Expense				
4248 Released	MIDWEST BANK * STAMPS.COM - MONTHLY FEE	09-18-22	N	17.99 C	10/2022	09/18/2022 10/21/2022	C N	NO	1
01	01.00.424	POSTAGE		17.99	Expense				
4248 Released	MIDWEST BANK * PROF WINDOW TINTING	09-20-22	N	20.00 C	10/2022	09/20/2022 10/21/2022	C N	NO	1
01	01.30.402.1	VEHICLES		20.00	Expense				
4248 Released	MIDWEST BANK * IDPH-REXROAT EMS LICENSE RENEW	09-21-22	N	21.00 C	10/2022	09/21/2022 10/21/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION		21.00	Expense				
4248 Released	MIDWEST BANK * BEST WESTERN-WADE ACADEMY LODG	09-23-22	N	225.00 C	10/2022	09/23/2022 10/21/2022	C N	NO	1
01	01.50.414	SCHOOLS AND EDUCATION		225.00	Expense				
4248	MIDWEST BANK *	Total:		3525.20	Count:	27			

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Vendor Name	PO Numb 1099	Invoice-Amt	PO Date	Trans-Date	Age	Vendor-Exceeded-By	Remit
Status Transaction-Description	Invoice-No	Transaction #	Trans-MMY	Due-Date	Liq	Sep-Check	Claim-Number
Chk-Acct Account-Number	Account-Description		Amount-Of-Tran	Action		Project-Number	Approp-Exceeded-By

	Unassigned	Entered	Released	Prepaid/E-Pay	Paid	Total
ACH Invoice Count						
Check Invoice Count			28.00			28.00
E-Pay Invoice Count						
Invoice Count			28.00			28.00
ACH Invoice Total						
Check Invoice Total			6,899.20			6,899.20
E-Pay Invoice Total						
Invoice Total			6,899.20			6,899.20
Amount Paid						6,899.20
Amount Liquidated						
Current Period(s)			6,899.20			6,899.20
A/P In 1 Period(s)						
A/P In 2 Period(s)						
A/P In 3 Period(s)						
A/P Beyond 3 Periods						
Total Balance			6,899.20			6,899.20

\*\*\* Bank Account Activity By Fund \*\*\*

Fund Description	Cash-Account-Number	Total
GENERAL FUND	01.00.101	4,357.84
WATER AND SEWER FUND	50.00.101	2,541.36
	*** Grand Totals ***	6,899.20



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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
3323 Released	ADVANCED PLUMBING & MECHANICAL BIOTENTION BASIN RETROFIT	03	N 99832.50 C	10/2022	10/11/2022 10/31/2022	C N	NO	1
01	50.00.455	EQUIPMENT/CAPITAL		99,832.50	Expense			
3323 Released	ADVANCED PLUMBING & MECHANICAL EAST GIRARD WATER MAIN & VALVE	22738	N 20715.00 C	10/2022	10/19/2022 10/31/2022	C N	NO	1
01	50.00.497	WATER MAIN REPLACEMENTS		20,715.00	Expense			
3323	ADVANCED PLUMBING & MECHANICAL	Total:	120547.50	Count:	2			
12 Released	ALEXIS FIRE EQUIPMENT CO* ENGINE 23 REPAIR	0074222-IN	N 1098.60 C	10/2022	10/18/2022 10/31/2022	C N	NO	1
01	01.50.442	FIRE TRUCK REPAIRS		1,098.60	Expense			
12	ALEXIS FIRE EQUIPMENT CO*	Total:	1098.60	Count:	1			
5257 Released	AMAZON CAPITAL SERVICES* LEW'S DESK CHAIR	1TNX-TNCC-PMQM	N 307.30 C	10/2022	10/17/2022 10/31/2022	C N	NO	1
01	01.00.439	OFFICE SUPPLIES		307.30	Expense			
5257	AMAZON CAPITAL SERVICES*	Total:	307.30	Count:	1			
332 Released	AMEREN ILLINOIS* ELECTRIC & GAS	10-19-22	N 7107.03 C	10/2022	10/19/2022 10/31/2022	C N	YES	1
01	01.00.430	UTILITIES		31.24	Expense			
01	50.01.430	UTILITIES		315.87	Expense			
01	01.00.432	STREET LIGHTING		141.06	Expense			
01	01.00.432	STREET LIGHTING		6,618.86	Expense			
332	AMEREN ILLINOIS*	Total:	7107.03	Count:	1			
3737 Released	APCO INTERNATIONAL * 2023 DUES - LANT & HORNER	10-20-22	N 152.00 C	10/2022	10/20/2022 10/31/2022	C N	NO	1
01	01.30.421	DUES AND SUBSCRIPTIONS		152.00	Expense			
3737	APCO INTERNATIONAL *	Total:	152.00	Count:	1			
5471 Released	BENITEZ *CHRISTIAN WATER DEPOSIT REFUND	10-18-22	N 33.99 C	10/2022	10/18/2022 10/31/2022	C N	NO	1
01	50.00.257	WATER DEPOSITS PAYABLE		33.99	Liability			
5471	BENITEZ *CHRISTIAN	Total:	33.99	Count:	1			
954 Released	BERG'S TOWING & AUTOMOTIVE* UNIT #3 TOWED TO GALESBURG	20581	Y 100.00 C	10/2022	10/13/2022 10/31/2022	C N	NO	1
01	01.30.402.1	VEHICLES		100.00	Expense			
954	BERG'S TOWING & AUTOMOTIVE*	Total:	100.00	Count:	1			
2605 Released	CALIFF & HARPER, P.C.* 911 DISPATCHERS GRIEVANCE	196923	Y 187.00 C	10/2022	10/11/2022 10/31/2022	C N	NO	1

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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099	Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By			
01	01.00.417	PROFESSIONAL SERVICES		187.00	Expense				
2605 Released	CALIFF & HARPER, P.C.* 2022 AFSCME LABOR NEGOTIATIONS	196924	Y	110.00	C	10/2022	10/11/2022 10/31/2022	C N NO	1
01	01.00.417	PROFESSIONAL SERVICES		110.00	Expense				
2605	CALIFF & HARPER, P.C.*	Total:		297.00	Count:	2			
5454 Released	CAVANAUGH & ASSOCIATES, PA* RNG MARKETING CONSULTING SVCS	BE.22.016-2	N	3625.00	C	10/2022	09/30/2022 10/31/2022	C N NO	1
01	50.00.110.4	W/S MONEY MARKET		3,625.00	Asset				
5454	CAVANAUGH & ASSOCIATES, PA*	Total:		3625.00	Count:	1			
1263 Released	CITY OF MONMOUTH WATER DEPT* REFUND WATER DEPOSIT-J NICHOLS	10 18 22	N	41.39	C	10/2022	10/18/2022 10/31/2022	C N NO	1
01	50.00.257	WATER DEPOSITS PAYABLE		41.39	Liability				
1263 Released	CITY OF MONMOUTH WATER DEPT* REFUND WATER DEPOSIT-R DESMET	10-18-22	N	40.41	C	10/2022	10/18/2022 10/31/2022	C N NO	1
01	50.00.257	WATER DEPOSITS PAYABLE		40.41	Liability				
1263	CITY OF MONMOUTH WATER DEPT*	Total:		81.80	Count:	2			
5300 Released	CIVICPLUS LLC* ONLINE CODE HOSTING	238308	N	500.00	C	10/2022	10/01/2022 10/31/2022	C N NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		500.00	Expense				223.02
5300	CIVICPLUS LLC*	Total:		500.00	Count:	1			
3083 Released	CONSTELLATION NEWENERGY, INC* ELECTRIC & GAS	10-18-22	N	45081.54	C	10/2022	10/18/2022 10/31/2022	C N NO	1
01	01.00.430	UTILITIES		4,918.04	Expense				
01	50.00.430	UTILITIES		30,155.42	Expense				
01	50.01.430	UTILITIES		10,008.08	Expense				
3083	CONSTELLATION NEWENERGY, INC*	Total:		45081.54	Count:	1			
4459 Released	COX*A.J. LUNCH - EAST MOLINE REPORT TRA	10-26-22	Y	11.00	C	10/2022	10/26/2022 10/31/2022	C N NO	1
01	01.30.406	SCHOOLS AND EDUCATION		11.00	Expense				
4459	COX*A.J.	Total:		11.00	Count:	1			
588 Prepaid	DEBT SERVICE FUND* TRANSFER SMITHFIELD BOND PMTS	10-21-22	N	73712.48	C	10/2022	10/21/2022 10/31/2022	C N NO	1
01	50.00.442	TRANSFER TO DEBT SERV. FUND		73,712.48	Expense				
588	DEBT SERVICE FUND*	Total:		73712.48	Count:	1			
3883 Released	E-QUANTUM CONSULTING LLC* ELECTRIC & GAS CONSULTING	9642	N	400.00	C	10/2022	10/31/2022 10/31/2022	C N NO	1

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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit	
Chk-Acct	Account-Number	Account-Description	Amount-Of-Tran	Action	Approp-Exceeded-By				
01	01.00.418	CONTRACTUAL SERVICES	400.00	Expense					
3883	E-QUANTUM CONSULTING LLC*	Total:	400.00	Count:	1				
3005 Released	ELECTRIC PUMP, INC.* SMITHFIELD SLUDGE PUMP	0898308-IN	N C 24964.89	10/2022	10/18/2022 10/31/2022	C N	NO	1	
01	50.01.473	PRE-TREATMENT PLANT UPGRADE	24,964.89	Expense	66,361.76				
3005 Released	ELECTRIC PUMP, INC.* REPLACE PUMP-PARKWAY MANOR LIF	0898516-IN	N C 8648.33	10/2022	10/31/2022 10/31/2022	C N	NO	1	
01	50.01.475	DEVELOPMENT/CAPITAL PROJECT	8,648.33	Expense					
3005	ELECTRIC PUMP, INC.*	Total:	33613.22	Count:	2				
263 Released	FARM KING* MOUSE GLUE BOARDS	20058145	N C 25.47	10/2022	10/20/2022 10/31/2022	C N	NO	1	
01	01.50.411.1	BUILDING SUPPLIES	25.47	Expense					
263 Released	FARM KING* MFD ST 2 MOUSE POISON & GLUE B	20059142	N C 37.95	10/2022	10/25/2022 10/31/2022	C N	NO	1	
01	01.50.411.1	BUILDING SUPPLIES	37.95	Expense					
263	FARM KING*	Total:	63.42	Count:	2				
3840 Released	FIFE WATER SERVICES* FERRIC SULFATE	815554	N C 10498.40	10/2022	10/11/2022 10/31/2022	C N	NO	1	
01	50.00.123	RECEIVABLE - SMITHFIELD EXP	10,498.40	Asset					
3840 Released	FIFE WATER SERVICES* FERRIC SULFATE	815555	N C 10106.80	10/2022	10/12/2022 10/31/2022	C N	NO	1	
01	50.01.431	PHOSPHOROUS CHEMICAL REMOVAL	10,106.80	Expense					
3840 Released	FIFE WATER SERVICES* FERRIC SULFATE	815589	N C 10032.00	10/2022	10/19/2022 10/31/2022	C N	NO	1	
01	50.00.123	RECEIVABLE - SMITHFIELD EXP	10,032.00	Asset					
3840 Released	FIFE WATER SERVICES* FERRIC SULFATE	815620	N C 10115.60	10/2022	10/28/2022 10/31/2022	C N	NO	1	
01	50.00.123	RECEIVABLE - SMITHFIELD EXP	10,115.60	Asset					
3840	FIFE WATER SERVICES*	Total:	40752.80	Count:	4				
830 Released	FORD OF GALESBURG* EXPLORER - TRANSMISSION PROBLE	427000	N C 5781.30	10/2022	10/31/2022 10/31/2022	C N	NO	1	
01	01.30.402.1	VEHICLES	5,781.30	Expense	3,205.64				
830	FORD OF GALESBURG*	Total:	5781.30	Count:	1				
627 Released	FRONTIER* PHONES	10-05-22	N C 1933.93	10/2022	10/16/2022 10/31/2022	C N	YES	1	

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Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		1,933.93	Expense			
627	FRONTIER*	Total:		1933.93	Count: 1			
287 Released	GALLS, LLC* OPEN TOP CUFF CASE	N 022347223	37.66 C	10/2022	10/10/2022 10/31/2022	C N	NO	1
01	01.30.405	UNIFORM PURCHASES		37.66	Expense			
287 Released	GALLS, LLC* DUTY BOOT	N 022375742	123.82 C	10/2022	10/12/2022 10/31/2022	C N	NO	1
01	01.30.405	UNIFORM PURCHASES		123.82	Expense			
287	GALLS, LLC*	Total:		161.48	Count: 2			
574 Released	GRAVES ENVIRONMENTAL SAFETY* ASBESTOS INSPECTION-415 S 1ST	N 2209161	760.00 C	10/2022	09/16/2022 10/31/2022	C N	NO	1
01	01.40.417	PROFESSIONAL SERVICES		760.00	Expense			
574 Released	GRAVES ENVIRONMENTAL SAFETY* ASBESTOS INSPECTION-204 E 4TH	N 2209162	200.00 C	10/2022	09/16/2022 10/31/2022	C N	NO	1
01	01.40.410	CONTRACTUAL SERVICES - DEMO		200.00	Expense	3,534.00		
574	GRAVES ENVIRONMENTAL SAFETY*	Total:		960.00	Count: 2			
842 Released	JONES AUTO CENTER* #8 OIL CHANGE	N 1794	48.98 C	10/2022	10/06/2022 10/31/2022	C N	NO	1
01	01.30.402.1	VEHICLES		48.98	Expense			
842 Released	JONES AUTO CENTER* #5 BATTERY INSTALLED	N 1839	150.50 C	10/2022	10/12/2022 10/31/2022	C N	NO	1
01	01.30.402.1	VEHICLES		150.50	Expense			
842 Released	JONES AUTO CENTER* #4 TIRE REPAIR	N 1938	26.99 C	10/2022	10/20/2022 10/31/2022	C N	NO	1
01	01.30.402.1	VEHICLES		26.99	Expense			
842 Released	JONES AUTO CENTER* #1 TIRE REPAIR	N 1942	26.99 C	10/2022	10/20/2022 10/31/2022	C N	NO	1
01	01.30.402.1	VEHICLES		26.99	Expense			
842	JONES AUTO CENTER*	Total:		253.46	Count: 4			
5423 Released	LRS* OCTOBER SERVICE	N MH27537	33606.00 C	10/2022	10/31/2022 10/31/2022	C N	NO	1
01	01.15.419.1	SOLID WASTE GARBAGE CONTRACT		33,606.00	Expense			
5423	LRS*	Total:		33606.00	Count: 1			
5472 Released	MAHAFFEY *TINA WATER DEPOSIT REFUND	N 10-28*22	41.39 C	10/2022	10/28/2022 10/31/2022	C N	NO	1

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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Project-Number	Remit Claim-Number
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
01	50.00.257	WATER DEPOSITS PAYABLE		41.39	Liability			
5472	MAHAFFEY *TINA	Total:	41.39	Count:	1			
1201 Prepaid	MONMOUTH AREA CHAMBER OF COMME W IL WORKS-APPRENTICESHIP PROG	N 0163	1122.00 56026 C		10/17/2022 10/31/2022	C N		1 NO
01	01.00.492	FED & STATE GRANT EXP - ADMIN		1,122.00	Expense			
1201	MONMOUTH AREA CHAMBER OF COMME	Total:	1122.00	Count:	1			
389 Released	MONMOUTH SMALL ANIMAL HOSPITAL EUTHANASIA	N 236690	19.14 C		09/30/2022 10/31/2022	C N		1 NO
01	01.30.403	ANIMAL CONTROL		19.14	Expense			
389	MONMOUTH SMALL ANIMAL HOSPITAL	Total:	19.14	Count:	1			
4871 Released	MOORE TIRES* ZONING TRUCK - REPAIR TIRE	N 3005398	59.70 C		10/14/2022 10/31/2022	C N		1 NO
01	01.40.405	VEHICLE		59.70	Expense			
4871	MOORE TIRES*	Total:	59.70	Count:	1			
4441 Released	MTC COMMUNICATIONS* NOVEMBER INTERNET SVCES	N 10-31-22	1879.95 C		10/31/2022 10/31/2022	C N		1 NO
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		1,879.95	Expense			
4441	MTC COMMUNICATIONS*	Total:	1879.95	Count:	1			
507 Released	NICHOLS DIESEL SERVICE* AMBULANCE DOT INSPECTION	N 1223010001	41.25 C		10/28/2022 10/31/2022	C N		1 NO
01	01.50.409	VEHICLES		41.25	Expense			
507	NICHOLS DIESEL SERVICE*	Total:	41.25	Count:	1			
3065 Released	O'REILLY AUTO PARTS* CLEANER FOR EQUIPMENT	N 1713-339381	12.99 C		10/12/2022 10/31/2022	C N		1 NO
01	01.50.412	EQUIPMENT/EMS SUPPLIES		12.99	Expense			
3065 Released	O'REILLY AUTO PARTS* BATTERIES FOR FLARE KIT	N 1713-339384	55.96 C		10/12/2022 10/31/2022	C N		1 NO
01	01.50.412	EQUIPMENT/EMS SUPPLIES		55.96	Expense			
3065 Released	O'REILLY AUTO PARTS* CLEANER FOR FLARE KIT	N 1713-339421	6.49 C		10/13/2022 10/31/2022	C N		1 NO
01	01.50.412	EQUIPMENT/EMS SUPPLIES		6.49	Expense			
3065	O'REILLY AUTO PARTS*	Total:	75.44	Count:	3			
400 Released	OFFICE SPECIALISTS* SOAP, TRASH BAGS, PRINTER INK	N 1133397-0	120.73 C		09/07/2022 10/31/2022	C N		1 NO

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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MYY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Project-Number	Remit Claim-Number
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
01	01.50.411.1	BUILDING SUPPLIES		38.58	Expense			
01	01.50.439	OFFICE SUPPLIES		82.15	Expense			
400 Released	OFFICE SPECIALISTS* SOAP DISPENSER	N	33.25		09/21/2022	C		1
		1134082-0	C	10/2022	10/31/2022	N	NO	
01	01.50.411.1	BUILDING SUPPLIES		33.25	Expense			
400 Released	OFFICE SPECIALISTS* PRINTER INK & PAPER TOWELS	N	44.11		09/28/2022	C		1
		1134442-0	C	10/2022	10/31/2022	N	NO	
01	01.50.439	OFFICE SUPPLIES		21.67	Expense			
01	01.50.411.1	BUILDING SUPPLIES		22.44	Expense			
400 Released	OFFICE SPECIALISTS* CLEANER & TOWELS	N	40.12		10/17/2022	C		1
		1135482-0	C	10/2022	10/31/2022	N	NO	
01	01.50.411.1	BUILDING SUPPLIES		40.12	Expense			
400 Released	OFFICE SPECIALISTS* CLEANER	N	40.39		10/19/2022	C		1
		1135482-1	C	10/2022	10/31/2022	N	NO	
01	01.50.411.1	BUILDING SUPPLIES		40.39	Expense			
400 Released	OFFICE SPECIALISTS* PRINTER INK	N	43.34		10/26/2022	C		1
		1136028-0	C	10/2022	10/31/2022	N	NO	
01	01.50.439	OFFICE SUPPLIES		43.34	Expense			
400 Released	OFFICE SPECIALISTS* COPIER CHARGES	N	148.15		10/26/2022	C		1
		INV292079	C	10/2022	10/31/2022	N	NO	
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		148.15	Expense			
400 Released	OFFICE SPECIALISTS* COPIER CHARGES	N	32.34		10/26/2022	C		1
		INV292080	C	10/2022	10/31/2022	N	NO	
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		32.34	Expense			
400	OFFICE SPECIALISTS*	Total:	502.43	Count:	8			
539 Released	P.F. PETTIBONE & CO* MPD BADGE PATCH	N	232.25		10/25/2022	C		1
		182909	C	10/2022	10/31/2022	N	NO	
01	01.30.405	UNIFORM PURCHASES		232.25	Expense			
539	P.F. PETTIBONE & CO*	Total:	232.25	Count:	1			
405 Released	PEOPLES DO IT CENTER* PUSH-N-LOAD LINE	N	5.93		10/17/2022	C		1
		A508925	C	10/2022	10/31/2022	N	NO	
01	01.30.411.1	BUILDING SUPPLIES		5.93	Expense			
405 Released	PEOPLES DO IT CENTER* MASKING & DUCT TAPE	N	13.67		10/17/2022	C		1
		A508967	C	10/2022	10/31/2022	N	NO	
01	01.30.440	OPERATING SUPPLIES		13.67	Expense			
405 Released	PEOPLES DO IT CENTER* NUTS, BOLTS, WASHERS	N	6.31		10/25/2022	C		1
		A509966	C	10/2022	10/31/2022	N	NO	

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Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
01	01.30.406	SCHOOLS AND EDUCATION		6.31	Expense			
405 Released	PEOPLES DO IT CENTER* SPARKLE CLEANER & HANG STRIPS	A510689	N C	26.75 C	10/2022	10/31/2022	C N NO	1
01	01.30.411.1	BUILDING SUPPLIES		26.75	Expense			
405	PEOPLES DO IT CENTER*	Total:	52.66	Count:	4			
517 Prepaid	POSTMASTER* WATER BILLS POSTAGE	10-24-22	N C	1266.66 56031 C	10/2022	10/24/2022 10/31/2022	C N NO	1
01	50.00.185	REIMBURSED EXPENSE WC		1,266.66	Asset			
517	POSTMASTER*	Total:	1266.66	Count:	1			
3556 Released	RADAR MAN INC* RADAR CERTIFICATIONS	5577	N C	380.00 C	10/2022	10/07/2022 10/31/2022	C N NO	1
01	01.30.402	EQUIPMENT		380.00	Expense			
3556	RADAR MAN INC*	Total:	380.00	Count:	1			
1527 Released	SPEARS & SPEARS* OCTOBER LEGAL SERVICES	10-26-22	Y C	4292.49 C	10/2022	10/26/2022 10/31/2022	C N NO	1
01	01.00.417.1	LEGAL SERVICES		4,292.49	Expense			
1527	SPEARS & SPEARS*	Total:	4292.49	Count:	1			
5470 Released	STEPHENS ESTATE *JOY R. REFUND WATER OVERPAYMENT	10-26-22	N C	87.07 C	10/2022	10/26/2022 10/31/2022	C N NO	1
01	50.00.121	ACCOUNTS RECEIVABLE-W/S		87.07	Asset			
5470	STEPHENS ESTATE *JOY R.	Total:	87.07	Count:	1			
4880 Released	TECHNOLOGY MANANGEMENT REVOLVI COMMUNICATION CHARGES	T2305921	N C	330.70 C	10/2022	10/17/2022 10/31/2022	C N NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		330.70	Expense			53.72
4880 Released	TECHNOLOGY MANANGEMENT REVOLVI COMMUNICATION CHARGES	T2308005	N C	226.25 C	10/2022	10/17/2022 10/31/2022	C N NO	1
01	01.10.452	SOFTWARE MAINTENANCE & SAAS		226.25	Expense			
4880	TECHNOLOGY MANANGEMENT REVOLVI	Total:	556.95	Count:	2			
459 Released	U S CELLULAR* HOT SPOTS	0538341414	N C	44.49 C	10/2022	10/14/2022 10/31/2022	C N YES	1
01	01.10.452.3	RADIO & PHONE COMMUNICATIONS		44.49	Expense			
459	U S CELLULAR*	Total:	44.49	Count:	1			
3806 Released	ULINE* AMERICAN FLAG	155897600	N C	174.95 C	10/2022	10/31/2022 10/31/2022	C N NO	1

Invoice Report  
 OCTOBER 31 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check Claim-Number Project-Number	Remit	
Chk-Acct	Account-Number	Account-Description	Amount-Of-Tran	Action	Approp-Exceeded-By				
01	01.30.411	BUILDING	174.95	Expense					
3806	ULINE*	Total:	174.95	Count:	1				
2317 Released	UPS* PGK TO GALLS & STANDARD & ASSO	N 0000Y74540432	28.83 C	10/22/2022 10/31/2022	C N	NO		1	
01	01.30.424	POSTAGE	17.88	Expense					
01	01.20.417	PROFESSIONAL SERVICES	10.95	Expense				1,611.95	
2317	UPS*	Total:	28.83	Count:	1				
5163 Released	VIVIAL INC* DIGITAL DIRECTORY	N 10-08-22	85.85 C	10/08/2022 10/31/2022	C N	NO		1	
01	01.00.425	PUBLISHING	85.85	Expense					
5163	VIVIAL INC*	Total:	85.85	Count:	1				
769 Released	WEST CENTRAL ILLINOIS CULLIGAN MPD WATER	N 10 07*22	31.95 C	10/07/2022 10/31/2022	C N	NO		1	
01	01.30.440	OPERATING SUPPLIES	31.95	Expense					
769 Released	WEST CENTRAL ILLINOIS CULLIGAN MFD ST 2 WATER	N 10*07*22	21.75 C	10/07/2022 10/31/2022	C N	NO		1	
01	01.50.418	CONTRACTUAL SERVICES	21.75	Expense					
769	WEST CENTRAL ILLINOIS CULLIGAN	Total:	53.70	Count:	2				
872 Released	WESTERN IL REGIONAL COUNCIL* REBUILD-PI GRANT - DEEP WELL	N 001	7500.00 C	10/24/2022 10/31/2022	C N	NO		1	
01	01.00.417	PROFESSIONAL SERVICES	7,500.00	Expense					
872	WESTERN IL REGIONAL COUNCIL*	Total:	7500.00	Count:	1				
4154 Released	WOODARD & CURRAN* NOVEMBER O & M	N 210429	264174.49 C	10/31/2022 10/31/2022	C N	NO		1	
01	01.00.423	W&C CONTRACTUAL PAYMENT	52,834.89	Expense					
01	50.00.418.1	W&C CONTRACTUAL PMT	105,669.80	Expense					
01	50.01.418.1	W&C CONTRACTUAL SERVICES	105,669.80	Expense					
4154 Released	WOODARD & CURRAN* GRREN INFRASTRUCTURE CONSTR AD	N 210615	7175.00 C	10/26/2022 10/31/2022	C N	NO		1	
01	50.01.478	GREEN INFRASTRUCTURE	7,175.00	Expense				7,175.00	
4154 Released	WOODARD & CURRAN* CAPACITY, MGT, O&M	N 210625	50000.00 C	10/26/2022 10/31/2022	C N	NO		1	
01	50.01.422	PROJECT ENGINEERING	50,000.00	Expense				77,890.50	
4154 Released	WOODARD & CURRAN* EUCLID & 6TH WATER MAIN REPLAC	N 210822	6917.60 C	10/30/2022 10/31/2022	C N	NO		1	
01	50.00.421	ENGINEERING FEES	6,917.60	Expense					
4154	WOODARD & CURRAN*	Total:	328267.09	Count:	4				



Invoice Report  
 OCTOBER 31 2022

Vendor Status	Name Transaction-Description	PO Numb Invoice-No	1099 Invoice-Amt Transaction #	PO Date Trans-MMY	Trans-Date Due-Date	Age Liq	Vendor-Exceeded-By Sep-Check	Remit Claim-Number
Chk-Acct	Account-Number	Account-Description		Amount-Of-Tran	Action	Approp-Exceeded-By		
5234 Released	WRENN *CHARLES REFUND WATER OVERPAYMENT-408 W		N 221.26	10/2022	10/27/2022 10/31/2022	C N		1
01	50.00.121	ACCOUNTS RECEIVABLE-W/S		221.26	Asset			
5234	WRENN *CHARLES	Total:		221.26	Count:	1		

Invoice Report  
 OCTOBER 31 2022

Vendor Name	PO Numb 1099	Invoice-Amt	PO Date	Trans-Date	Age	Vendor-Exceeded-By	Remit
Status Transaction-Description	Invoice-No	Transaction #	Trans-MMY	Due-Date	Liq	Sep-Check Claim-Number	
Chk-Acct Account-Number	Account-Description		Amount-Of-Tran	Action		Project-Number	Approp-Exceeded-By

	Unassigned	Entered	Released	Prepaid/E-Pay	Paid	Total
ACH Invoice Count						
Check Invoice Count			74.00	3.00		77.00
E-Pay Invoice Count						
Invoice Count			74.00	3.00		77.00
ACH Invoice Total						
Check Invoice Total			641,065.26	76,101.14		717,166.40
E-Pay Invoice Total						
Invoice Total			641,065.26	76,101.14		717,166.40
Amount Paid						717,166.40
Amount Liquidated						
Current Period(s)			641,065.26	76,101.14		717,166.40
A/P In 1 Period(s)						
A/P In 2 Period(s)						
A/P In 3 Period(s)						
A/P Beyond 3 Periods						
Total Balance			641,065.26	76,101.14		717,166.40

\*\*\* Bank Account Activity By Fund \*\*\*

Fund Description	Cash-Account-Number	Total
GENERAL FUND	01.00.101	127,271.66
WATER AND SEWER FUND	50.00.101	589,894.74
	*** Grand Totals ***	717,166.40

Zoning Report October 2022.pdf

Building and Zoning October Report.pdf

ZONING DEPARTMENT    Joe Clark, Director  
CITY OF MONMOUTH    100 E. Broadway  
   Monmouth Il. 61462

309.734.7590

joe.clark@cityofmonmouth.com  
[www.cityofmonmouth.com](http://www.cityofmonmouth.com)

Date: October 2022

The Zoning department issued building permits, notices for junk and debris, with some tickets issued and several notices of ordinance violations were sent out and followed up on.

Rental registrations at 70% completed as rental inspections continue and a 2<sup>nd</sup> notice has been mailed out for the balance of 30% still in need of registration.

These percentages do not account for recently acquired properties or those being sold on contract to avoid the rental registration and inspections of properties in need of multiple repairs to meet qualification.

### **COMPLETED PROJECTS**

**Park District:** In the process of moving furniture and equipment in, as recently the phones and internet were installed, and new phone number and posted hours will be available soon.

**Room Addition:** 1016 East 2<sup>nd</sup> Avenue Completed.

**Demolition:** 409 East Archer, completed following all demolition guidelines.

**Maple City Warehouse 600 West 9<sup>th</sup>:** Building and dock area completed with heated ramps requiring low maintenance in the winter months.

### **GRANTS**

#### **Strong Communities Grant (SCP) Demolition Properties**

The city has acquired two properties for demolition, and they are as follows:

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**Monmouth College: Stockdale Student Center** Fire, Assessments completed and removal of smoke and fire damaged ceilings, floors, and drywall as well as some electrical has started.

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**OSF Project 2208 Heliport:** Pad completed and painted with lighting and electrical for automated safety gate to be wired next week.

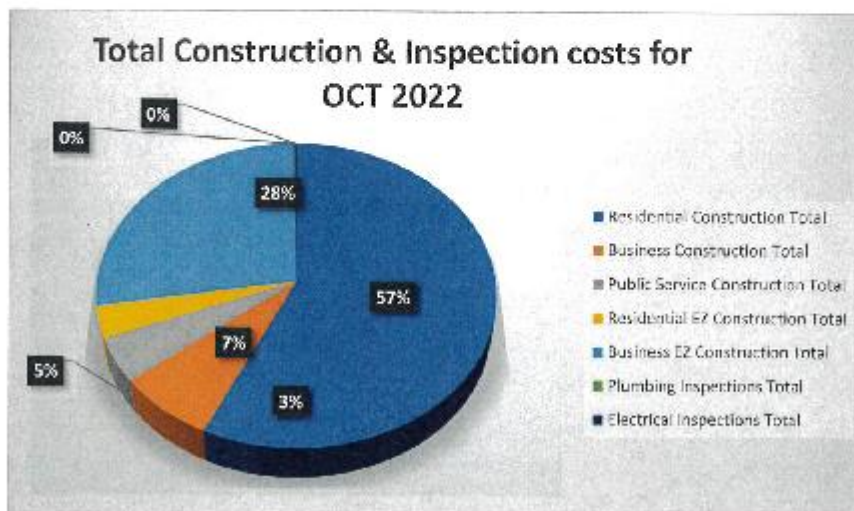
**Joe Clark, Director of Zoning**

# MONMOUTH ILLINOIS

City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

Oct. 2022

Residential Construction Total	\$ 251,884.98
Year-to-date Residential Construction Total	\$ 2,146,498.50
Business Construction Total	\$ 32,500.00
Year-to-date Business Construction Total	\$ 184,368.00
Public Service Construction Total	\$ 21,043.58
Year-to-date Public Service Construction Total	\$ 2,494,757.58
Residential EZ Construction Total	\$ 14,800.00
Year-to-date Residential EZ Construction Total	\$ 86,400.00
Business EZ Construction	\$ 121,000.00
Year-to-date Business EZ Construction Total	\$ 230,000.00
Plumbing Inspections Total (2)	\$ 260.00
Electrical Inspections Total (4)	\$ 975.00



October Building Permit Report.pdf

Zoning Report October 2022.pdf

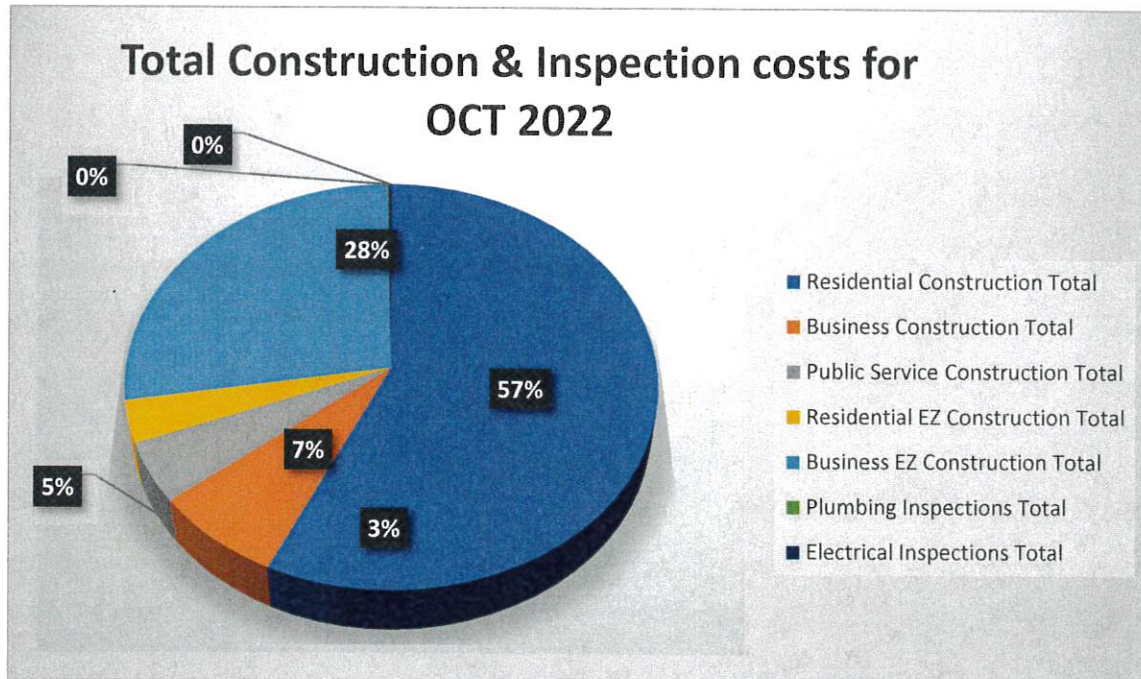




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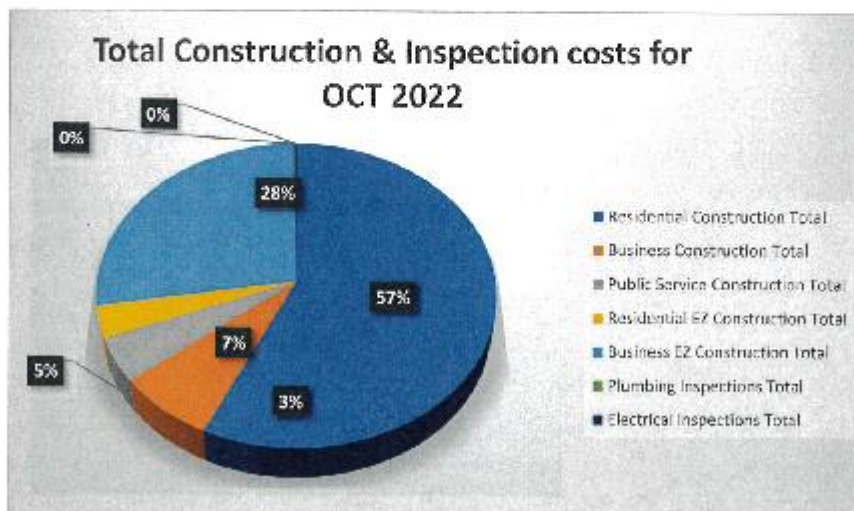
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Woodard and Curran September Report.pdf

Woodard and Curran Engineering projects update (11-4-22).pdf



# MONTHLY OPERATION REPORT

Monmouth, Illinois

Department of  
Public Works

September 2022



[woodardcurran.com](http://woodardcurran.com)



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Table 3-1:	Monthly Chemical Usage for Ion Exchange Softening
Table 4-1:	FY to Date
Table 5-1:	Annual Budget

## EXECUTIVE SUMMARY

The September Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

Leaf pickup started on October 31<sup>st</sup> and will continue until everything is cleaned up weather providing. Yardwaste bag pickup will continue through November 30 with an option for an additional 2 weeks of service if the weather remains decent and residents are still setting them out.

The public parking lot development at the old Dairy location on South A has been completed and is in use.

The bio-retention basins project has been completed and is in use at the Monmouth Roseville High School parking lot.

Brandt Construction will be starting the concrete work portion of our street program the week of November 7<sup>th</sup>.

Inflation continues to have a negative impact for this fiscal year as cost is running about 8% over the project budget through September. Fuel costs, material costs for repairs and general maintenance, supply chain problems driving up costs, and chemical costs are the items mainly being impacted by the nationwide inflation issue.

Please contact me at 309-734-4026 with any questions.

Regards, Andy



## 1. HEALTH & SAFETY

There were no safety incidents or near misses in September. With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.



## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 106 million gallons of treated wastewater in the month of September . There were no combined sewer overflow events in September . The weather station at the plant reported 4.2" of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	<b>Monthly Average</b>	<b>Permit Limit</b>
Flow (MGD)	3.5	4.62
Ammonia N mg/l	0.1	1.5
CBOD5 mg/l	1	10
Total Phos	0.8	1
Chloride's mg/l	353	500
Suspended Solids mg/l	6	12

### 3. WATER TREATMENT

The water treatment plants produced 96 million gallons of finished water in September. Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	<b>Daily Average</b>	<b>Monthly Total</b>
Treated Water to System	3.2 MG	92 MG
Poly Phosphate Usage-lbs.	98	2,828 lbs.
Salt Usage — tons	5T	146 tons
Chlorine Usage - lbs.	120	3,477 lbs.

## 4. REVENUE COLLECTION

The table below outlines the revenue collected from the Municipal Services billings for the fiscal year.

**Table 4-1: FY to Date**

PAYMENT TOTALS 2022-2023 FISCAL YEAR										
MONTH	WATER	SEWER	INFRASTRUCTURE	RECYCLE	GARBAGE	YARD WASTE	FARM BONDS	FARM SURCHARGE	OTHER	PENALTY
MAY '22	\$238,138.83	\$182,768.79	\$20,903.44	\$16,627.00	\$37,535.70	\$2,947.42	\$73,395.48	\$0.00	\$0.00	\$1,276.70
JUNE	\$252,784.63	\$194,196.43	\$20,831.30	\$16,275.74	\$37,909.78	\$2,754.18	\$73,712.48	\$0.00	\$50.00	\$1,717.98
JULY	\$258,021.50	\$202,500.53	\$20,167.27	\$15,865.46	\$36,806.86	\$2,707.88	\$73,712.48	\$0.00	\$100.00	\$2,031.32
AUGUST	\$274,851.26	\$205,046.08	\$21,898.91	\$17,425.06	\$39,956.16	\$2,859.64	\$73,712.48	\$322.89	\$50.00	\$2,751.97
SEPTEMBER	\$273,088.98	\$200,824.79	\$21,048.49	\$16,556.20	\$37,604.00	\$2,731.24	\$73,712.48	\$0.00	\$160.00	\$2,420.30
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JANUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MARCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
APRIL '23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>YEAR TO DATE</b>	<b>\$1,296,885.20</b>	<b>\$985,336.62</b>	<b>\$104,849.41</b>	<b>\$82,749.46</b>	<b>\$189,812.50</b>	<b>\$14,000.36</b>	<b>\$368,245.40</b>	<b>\$322.89</b>	<b>\$360.00</b>	<b>\$10,198.27</b>
<b>TOTAL REVENUE</b>	<b>\$3,052,760.11</b>									

## 5. ANNUAL BUDGET – YEAR 10

The table below outlines the month and annual cost summary

**Table 5-1: Annual Budget**

<b>Budget Category</b>	<b>Month Budget</b>	<b>Month Actual</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Over (Under)</b>
Labor (D.L. + FB)	\$150,805	\$149,846	\$661,724	\$637,665	\$1,568,372	(\$24,059)
Utilities	\$3,795	\$5,558	\$16,654	\$16,324	\$39,471	(\$330)
Chemicals Costs	\$29,534	\$21,040	\$129,595	\$152,209	\$307,158	\$22,614
Maintenance\Repair	\$35,917	\$29,929	\$157,604	\$170,022	\$373,541	\$12,418
Sludge Disposal Costs	\$687	\$0	\$3,012	\$0	\$7,140	(\$3,012)
Lab Supplies\Equip	\$3,874	\$6,225	\$16,999	\$23,874	\$40,290	\$6,875
Office Supplies	\$2,118	\$2,182	\$9,295	\$11,695	\$22,031	\$2,400
Miscellaneous Expenses	\$4,678	\$5,069	\$20,525	\$26,488	\$48,648	\$5,963
Other Operating Costs	\$18,097	\$21,758	\$79,409	\$124,719	\$188,209	\$45,310
Overhead (G.A.)	\$34,053	\$33,836	\$149,422	\$143,989	\$354,149	(\$5,433)
Subtotal Year 9	<b>\$283,559</b>	<b>\$275,444</b>	<b>\$1,244,239</b>	<b>\$1,306,985</b>	<b>\$2,949,009</b>	\$62,746
Fixed Fee Year 9	\$20,416	\$19,832	\$89,585	\$94,103	\$212,329	\$4,518
<b>Total</b>	<b>\$303,975</b>	<b>\$295,275</b>	<b>\$1,333,825</b>	<b>\$1,401,088</b>	<b>\$3,161,338</b>	<b>\$67,264</b>

## 6. MAINTENANCE ACTIVITIES

Utilizing the Utility Cloud maintenance management program, staff completed 155 preventative and corrective workorders in September

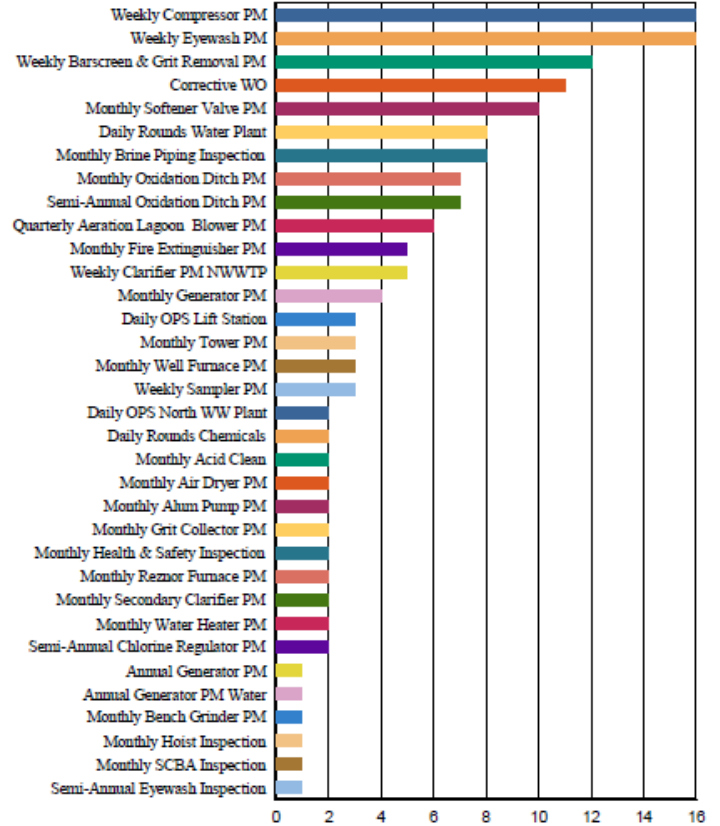


### Maintenance History Report Monmouth

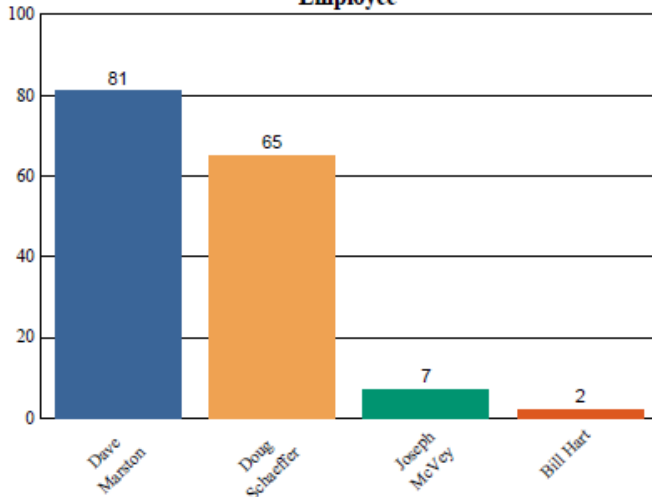
Report Start 9/1/2022  
Report End 9/30/2022

Work Orders by Type	Total
Corrective Maintenance	26
Inspections	35
Preventative Maintenance	94
<b>Total</b>	<b>155</b>

**Work Orders by Description**



**Work Orders by Employee**





Woodard  
& Curran



[woodardcurran.com](http://woodardcurran.com)



# Status Report

NOVEMBER 4, 2022

This memo is a status report of Project Team's efforts on the City Projects and describes:

- Highlights the work completed to date;
- Discussion of any outstanding issues that need to be addressed if applicable; and,
- Schedule update.

## SCADA

### Work & Activities to date

#### South Water Plant

Completed items:

- HMI application conversion to Ignition
- Ignition alarm notification with paging and phone callouts
- New SCADA computer installed
- Main PLC firmware upgrade

#### North Water Plant

Completed items:

- HMI application conversion to Ignition
- Ignition alarm notification with paging and phone callouts
- PLC and HMI programming for new well control. (Change Order)

#### Wastewater Plant

Completed items:

- HMI and PLC programming for new aeration equipment.
- Ignition alarm notification with paging and phone callouts
- Tablets for remote viewing

### Schedule Update

#### South Water Plant

- Setup and test reports from Ignition. (In progress)
- Hand over 2 tablets for remote viewing of the water plants on my next onsite visit. (October 13 – 16)
- Install second monitor. (Had to order HDMI cables – will install on my next visit. October 13 – 16)

#### North Water Plant

- Main PLC firmware upgrade. Will need to shut down plant. (Sunday October 13)
- Convert main PLC program to use with the new firmware. (Sunday October 13)
- Install new SCADA computer with 2 monitors on my next onsite visit. (October 13 – 16)



- Setup and test reports from Ignition. (In progress)

#### Wastewater Plant

- Integrate new blower into the SCADA system when installed.
- Convert the wastewater plant HMI to Ignition. (In progress, estimated completion date January 31<sup>st</sup>, 2023)
- Install new SCADA computers
- Setup and test reporting
- Install new PLC and I/O cards for Bar Screen

### East Euclid/North 6<sup>th</sup> Water Main

#### Work & Activities to Date

Survey has been completed. Water main design is in final reviews.

#### Schedule Update

Coordinating dates to go out to bid with City. Will indicate in contract that construction is not to start until the spring.

### Downtown Sewer (USDA)

#### Work & Activities to Date & Outstanding Issues

Funding application submitted. Waiting for USDA approval

### Downtown Water Main and Sewer Replacement (ARPA)

#### Work & Activities to Date & Schedule Update

RFP for survey work has been sent out. It is due to Don on 11/11. Plan to get surveyor under contract in November.

### Well No. 11

#### Work & Activities to Date

C-I permit application submitted to IEPA. Design is starting. Currently updating cost estimate and assisting Jarred with application for CDBG grant. Provided Jarred with updated cost estimate and project description for water treatment plant only.

#### Schedule Update

- Develop plans and specs by May 2023. Contact potential contractors to get project on their radar.
- Bid in May 2023. Award in June 2023.
- Construction July to October 2023.
- C-II permit application and review period October 2023 to January 2024.

### Closing

Please contact Jack Troidl ([jtroidl@woodardcurran.com](mailto:jtroidl@woodardcurran.com)) if you have any questions or concerns, (781) 613-0457.

# MONMOUTH ILLINOIS

DATE: November 17, 2022

TO: Mayor Davies and Members of the City Council

FROM: Lew Steinbrecher, City Administrator

RE: Purchase Agreement for New Water Production Well

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Attached to this cover memorandum is the proposed **“Agreement For Sale of Farmland”** for the purchase of two (2) acres of land northwest of the Smithfield and Americold facilities as the site for the planned \$12 million water system improvement project. This includes a \$2.4 million water production well, a \$3.7 million water treatment plant and a \$5.9 million elevated water storage tank (water tower). This project includes the purchase of this two (2) acre site for \$100,000 which is part of the City’s \$2 million Rebuild Illinois Regional Economic Development (RIRED) Grant which was awarded to the City earlier this year by the Illinois Department of Commerce and Economic Opportunity (DECO).

The City entered into an Option to Purchase Real Estate on **June 16, 2020**, through **December 31, 2021**, in anticipation of several state and federal grant applications being prepared and submitted. This original option was extended through **December 31, 2022**, which City Council approved on **December 6, 2021**. With this grant award, the City is now able to move forward with the purchase of this land and the drilling of the new production well.

Adoption of this Purchase Agreement will enable the Administration to schedule a closing date for this transaction. A copy of a map depicting the Water System Improvement Project site has also been attached for the City Council members’ reference.

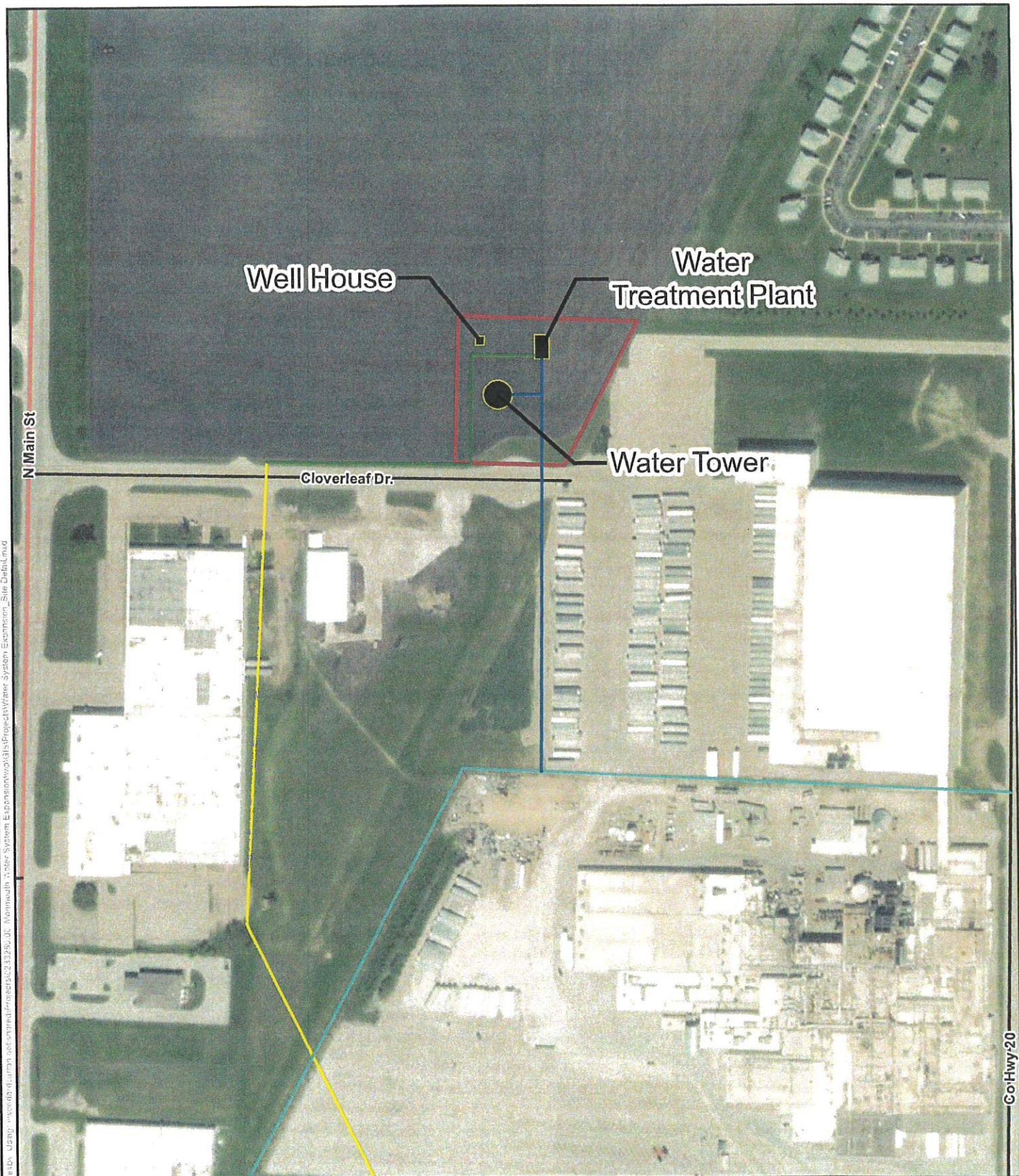









Figure Expanded: 6/24/2020 Using: \\woodard-curran-arcsdeprod\arcscdeprod\Projects\Monmouth\Site\MapData\Water\_System\_Expansion\_Site\_Detail.mxd

Co-Hwy-20

**Water System Expansion**  
Site Detail  
Monmouth, IL

<b>Legend</b>	 Existing Water Main	 Expansion Site Boundary
	 New Water Main	 Structure
	 Existing Sewer Main	
	 New Sewer Main	
		





Project #: 0233250.00  
Map Created: June 2020

Third Party GIS Disclaimer: This map is for reference and graphical purposes only and should not be relied upon by third parties for any legal decisions. Any reliance upon the map or data contained herein shall be at the users' sole risk. **Data Sources:**

## AGREEMENT FOR SALE OF FARMLAND

ARTICLES OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, between, MARCUM A. SPEARS, the Trustee of the PHILIP GOSNEY TESTAMENTARY TRUST, SELLER, and CITY OF MONMOUTH, PURCHASER, and the terms of said Agreement are as follows:

1. If said Purchaser shall first make the payments and perform the covenants hereinafter mentioned on Purchaser's part to be made and performed, said Sellers hereby covenants and agrees to convey and assure to said Purchaser, by good and sufficient Trustee's Deed, merchantable, fee simple title to the following-described real estate, to-wit:

A tract of land being part of the Northwest Quarter of Section Twenty (20), Township Eleven (11) North, Range Two (2) West of the Fourth Principal Meridian, Warren County, Illinois and being more particularly described as follows:

Commencing at a found iron rod marking the West Quarter corner of said Section Twenty (20); thence along the South line of the Northwest Quarter of said Section Twenty (20), South 87 degrees 33 minutes 41 seconds East, 682.67 feet to the East Right-of-Way line of U.S. Highway #67 (public); thence leaving said South line, along said East Right-of-Way line, North 01 degrees 25 minutes 12 seconds East, 838.10 feet; thence leaving said East Right-of-Way line, South 87 degrees 01 minutes 58 seconds East, 68.08 feet; thence North 01 degrees 25 minutes 53 seconds East, 71.82 feet to a found iron rod on the North Right-of-Way line, of Cloverleaf Drive (public); thence along said North Right-of-Way, South 88 degrees 34 minutes 07 seconds East, 739.72 feet to a set iron rod being the point of beginning of the tract of land herein described.

From the point of beginning; thence leaving said North Right-of-Way line, North 01 degrees 25 minutes 53 seconds East, 284.42 feet to a set iron rod; thence South 88 degrees 34 minutes 07 seconds East, 409.14 feet to a set iron rod on the West line of Tract "R-2" as recorded in Plat Cabinet 4, Slide 33 in the Warren County, Illinois Recorder's Office, said West line is also the former West Right-of-Way line of the former B.N.S.F. Railroad; thence along said West line, South 27 degrees 32 minutes 34 seconds West, 261.06 feet to a found iron rod on the North Right-of-Way line of Cloverleaf Drive (Public); thence leaving said West line, along said North line the following courses and distances: North 88 degrees 34 minutes 07 seconds West, 161.75 feet to a found iron rod; thence South 58 degrees 44 minutes 19 seconds West, 92.57 feet to a found iron rod; thence North 88 degrees 34 minutes 07 seconds West, 54.59 feet to the point of beginning.

The above described tract of land containing 2.00 acres, more or less, is based upon an actual boundary survey completed by The Jones Surveying and Engineering Corporation, during the month of October, 2022, and recorded

October 20, 2022, as Document No. 2022R-1970, Plat Cabinet 4, Slide 145B in the Office of the Recorder of Warren County, Illinois, and is subject to all road right-of-ways, easements of record and/or prescriptions, restrictions, reservations and conditions of record if any.

Commonly known as: Farmland  
PIN: (Split)

2. Purchaser hereby agrees to pay to the said Sellers at the Law Offices of Spears and Spears, 201 West Broadway in Monmouth, Illinois, or at such other place as may be designated in writing to the Purchaser by the Sellers, the principal sum of One Hundred Thousand and No/100ths Dollars (\$100,000.00) to be paid in the following manner: The sum of Zero and No/100ths Dollars (\$0.00) cash, on or before the date of execution of this Agreement, the receipt whereof is hereby acknowledged by Sellers; the balance of said purchase price to be paid, by wired funds, on or before November 18, 2022, (the "Closing Date"), upon receipt of a Trustee's Deed and possession of said premises. No interest will be owed on said payments if paid as stated herein. The closing will occur at the Law Offices of Spears and Spears, 201 West Broadway, Monmouth, Illinois.

3. Possession of said premises and delivery of the Trustee's Deed shall be given to Purchaser upon receipt of the balance of purchase price at the scheduled closing.

4. Purchaser acknowledges that he has examined said premises and is satisfied with its condition and all other matters pertaining to it.

5. Sellers agree to deliver possession of said premises to the Purchaser in the same condition as premises now are, loss by ordinary wear and tear and forces of nature excepted.

6. Sellers agree to provide and pay for an owner's title insurance policy insuring Purchaser as owner of the real estate described herein issued by a reputable title insurance company in the amount of the purchase price with usual and customary exceptions only.

7. Sellers agree to pay for real estate transfer stamps on this transfer although the parties agree that there should be no transfer stamps due to the buyer being a municipality.

8. The real estate taxes for the 2022 year due and payable in 2023 shall be paid by the Seller when the same become due and payable. The parties agree that this property is a split and that the Purchaser will not receive a tax bill on the above described property until the 2024 tax year.

9. The Purchaser shall pay the settlement fee charged by the closing agent.

10. Sellers and Purchaser agree to provide all information necessary to complete and to execute all documents and perform all actions necessary to comply with the following: 1) Real Estate Settlement Procedures Act of 1974; 2) Internal Revenue Service Form 1099S; 3) Section 1445 of the Internal Revenue Code as amended (which relates to tax reporting based upon the citizenship status of the Sellers); 4) A mutually agreeable summary of the closing transaction; and 5) All laws, statutes, ordinances, rules and regulations applicable to the transaction.

11. The contract shall not be subject to assignment or transfer by the Purchaser except with the express written consent of the Sellers.

12. Each party hereto shall each pay the respective attorney fees incurred by that party in connection with this transaction.

13. If Purchaser fails to perform this Agreement at the time and in the manner specified herein, the down payment shall, at Sellers's option, be forfeited as liquidated damages and this Agreement shall be void; and the Sellers shall have the right to possession of the premises. Alternatively, the Sellers may elect to pursue other remedies at law or in equity, including but not limited to, suit for specific performance. In the event of any breach of this Agreement, Purchaser agrees to pay reasonable attorney's fees and costs incurred by Sellers or Sellers's successors in interest in enforcing any provision of this Agreement, whether or not litigation is filed and including but not limited to the successful filing of any action to enforce the terms of this Agreement.

14. It is further and mutually agreed by and between the parties hereto that the time of payment or the performance of any covenant under this Agreement shall be of the essence of this Agreement and that all covenants and agreements herein contained shall extend to and be obligatory upon the heirs, beneficiaries, personal representatives and assigns of each of the respective parties hereto.

15. Seller and Purchaser hereby agree that both parties in this transaction will be represented by Spears and Spears and that they have been advised of the potential conflicts involved by Spears and Spears and that each parties' agreement to be represented by Spears and Spears was made voluntarily.

16. This Agreement is signed in duplicate, each duplicate of which will be deemed an original.

IN WITNESS WHEREOF the parties have signed this Agreement on \_\_\_\_\_, 2022, in duplicate each of which duplicate shall be deemed an original.

SELLER:

PURCHASER:

CITY OF MONMOUTH

\_\_\_\_\_  
MARCUM A. SPEARS, as Trustee

By: \_\_\_\_\_  
ROD DAVIES, Mayor

ATTEST:

By: \_\_\_\_\_  
SUSAN TREVOR, City Clerk



## CITY OF MONMOUTH COUNCIL MEETING MINUTES

**Date:** Monday, November 7, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Susan Twomey called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

### II. ROLL CALL

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Justin Thomas, Tony Cook, Alderwoman Susan Twomey, Aldermen Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **ABSENT:** Alderman Brian Daw **Also Present:** City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson **Also Absent:** Mayor Rod Davies

### III. APPROVAL OF MINUTES

#### A. Approval of October 17, 2022 Council Meeting Minutes

It was moved by Alderman Conard and seconded by Alderman Pinedo to approve the October 17, 2022 Council Meeting Minutes as presented. **AYE:** Alderwoman Twomey, Aldermen Conard, Pinedo and Alderwoman Kelly **NAY:** none **PASS:** Aldermen Thomas, Cook and VanVleet **ABSENT:** Alderman Daw **MOTION CARRIED.**

### IV. PRESENTATION TO THE COUNCIL

#### A. Presentations or Citizen Inquiries

Tabitha Wisdom of 910 W. 5<sup>th</sup> Avenue, presented a list of concerns about cats running loose, people trespassing on her property and officials not doing their jobs. The Council thanked her for bringing her concerns to Council.

#### B. Consent Agenda

##### 1. Approval of Bills

It was moved by Alderman Cook and seconded by Alderwoman Pinedo to approve the bills as presented. **AYE:** Aldermen Thomas, Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**



## V. COMMITTEE OF THE WHOLE

### A. Building and Zoning Report – Director Clark

- ✓ Rental Registration is 70% complete.
- ✓ **Completed Projects:** Park District, Room addition at 1016 East 2<sup>nd</sup> Avenue, Maple City Warehouse at 600 W. 9<sup>th</sup> has completed building and dock area and demolition of 409 E. Archer
- ✓ **Open Projects:** Eagle View Health Care, 230 S. Main Street, 1<sup>st</sup> United Methodist Church, Maple City Warehouse continuing building improvements on some of the other warehouses, Monmouth College's demolition of house at 111 S. 8<sup>th</sup> Street, Monmouth College's repair of Stockdale Center due to fire, Monmouth Town Homes and OSF Project 2208 Heliport.
- ✓ **Grants:** SCP Grant for Demolition of property at 415 South 1<sup>st</sup> Street
- ✓ **City Demolition Property:** 2 trailers at 204 E. 4<sup>th</sup> Avenue do not qualify for SCP grant funds and will be funded through the City General Fund.
- ✓ October Building Permit Construction Costs report included with the web packet

### B. Woodard and Curran September Report and Engineering Projects Update – Director Jackson

- Leaf pick up has started this week.
- Yard waste pick up will continue through the middle of December
- Completed projects are the South A old Maple City Dairy project, the Retention Basins in the M-R High School parking lot.
- Brandt Construction will start on concrete work, but probably will not begin actual paving work until next Spring due to late start and winter weather conditions.
- Other project updates are included in the web packet with the regular W & C monthly report.

Director Jackson also advised the Council that due to inflation, especially in concrete, Council will see increased prices.

## VI. OTHER BUSINESS

There was none to be considered

## VII. ADJOURNMENT

**It was moved by Alderman Cook and seconded by Alderman Thomas to adjourn the meeting at 6:10 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Daw, who was absent.**

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City Clerk Susan. S. Trevor

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Mayor Pro-Tem Susan Twomey

The logo is a red Maltese cross with a white border. The word "FIRE" is written in white capital letters across the top arm. The word "EMERGENCY" is written vertically in white capital letters along the left and right arms. The bottom arm contains the text "EST. 1855" and "MONMOUTH, IL." in white capital letters. In the center of the cross is a circular emblem containing a stylized fire hydrant and a fire engine.

***Monmouth Fire Department***  
***October Monthly Report***

***November 21<sup>st</sup>, 2022 City Council Meeting***

### **Emergency Responses:**

*The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.*

## **October Incidents**

<b>Basic Incident Type Code And Description (FD1.21)</b>	<b>Total Incidents</b>
<b>Incident Type Category (FD1.21): 1 - Fire</b>	
111 - Building fire	1
142 - Brush or brush-and-grass mixture fire	1
	<b>Total: 2</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>	
311 - Medical assist, assist EMS crew	83
320 - Emergency medical service, other	2
322 - Motor vehicle accident with injuries	3
324 - Motor vehicle accident with no injuries.	3
350 - Extrication, rescue, other	1
	<b>Total: 92</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>	
444 - Power line down	4
	<b>Total: 4</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>	
500 - Service call, other	12
531 - Smoke or odor removal	1

<b>Basic Incident Type Code And Description (FD1.21)</b>	<b>Total Incidents</b>
550 - Public service assistance, other	5
553 - Public service	11
561 - Unauthorized burning	2
	<b>Total: 31</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>	
600 - Good intent call, other	1
611 - Dispatched and cancelled en route	4
	<b>Total: 5</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>	
700 - False alarm or false call, other	5
715 - Local alarm system, malicious false alarm	1
735 - Alarm system sounded due to malfunction	3
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	2
	<b>Total: 13</b>
	<b>Total: 147</b>

**Total Number of Incidents Year to Date: 1346**

### **Staff Training:**

October training was on the topic of rescue and extrication. The MFD staff reviewed tactics and safety regarding traffic accidents including those involving extricating patients from vehicles. The training included videos and PowerPoint presentations.

Additional training for the month included Hazardous Materials training that covered identifying the different types of hazardous materials, vehicle placards, donning and doffing of the protective suits and decontamination.

Firefighter Devon Wade graduated from the Illinois Fire Service Institute Basic Operations Firefighter Academy. After graduating, Wade will attend three more weeks of training at IFSI before returning to the department to continue training during his probationary year.

Each shift participated in a familiarization walkthrough at the Americold facility. The department tries to visit several of the larger facilities in the community each year to have general knowledge of the layout of the buildings and ask questions in case they have an emergency at their business. This prior knowledge can be very useful to the firefighters operating at an emergency incident.

Chief Rexroat attended the Illinois Fire Chiefs Association annual conference that was held in Peoria. The conference included many beneficial seminars on the topics of recruitment and retention, culture and leadership, and firefighter mental health. The conference also includes a vendor exhibit to allow the attendees to see the new tools, technologies, and training available to firefighters.

### **Non-Emergency Activities:**

October included National Fire Prevention Week that occurs annually during the week of October 9<sup>th</sup>. In the weeks before, during, and after Fire Prevention Week, the firefighters stayed very busy with public education events to inform the public about the dangers of fire and ways to prevent it from happening. Each year, the National Fire Protection Association (NFPA) chooses the theme for Fire Prevention Week, this year's theme was "Fire won't wait. Plan your escape." MFD handed out posters, coloring books, pamphlets, and other miscellaneous information to help get the word out about fire safety. The crews at MFD also gave presentations at the following locations:

- Monmouth Early Learning Center
- Immaculate Conception School
- Lincoln School
- Harding School
- Headstart
- Oak and Costello Terrace
- The Warren County Public Library
- Stone-Hayes Center for Independent Living-Provided a station tour

MFD worked with the Monmouth Roseville School's to provide first aid training to the staff. The training was requested by the school district who worked with Firefighter Osborn to arrange the training at each school in the district. The training covered emergency first aid to patients using kits that have been made available to the school staff.

MFD participated in the Monmouth College and Monmouth-Roseville High School Homecoming parades.

The fire department held the annual Trick-or-Treat event at Station I. The Monmouth Firefighters, Monmouth Police Department, and Galesburg Hospital Ambulance Service were all in attendance to hand out candy to trick-or-treaters. In addition, members of the Monmouth Evening Lions Club were on-site handing out hotdogs, chips, and treats to the families who attended. The event was very well attended and hundreds of people came by with their kids to trick or treat.

**Apparatus and Equipment Related Items:**

Engine 21 had an issue with the exhaust system on the truck. The exhaust was temporarily repaired while awaiting parts to arrive to make the permanent repair.

Ladder 40 experienced an issue with the DEF (Diesel Exhaust Fluid) system on the truck. The issue with the DEF system was not caused by a mechanical problem but was a problem with the electronic system on the truck. The mechanic noted that they have seen the same problem with many of their trucks and was not uncommon. The issue with the system was covered under the trucks warranty.

Leary Construction replaced a section of concrete at Station II that was deteriorating. The section of concrete was below the main bay door to the station which caused an issue with the door closing and creating a good seal to keep the weather out.

**Other:**

The Board of Fire and Police Commission has established a new eligibility list for the fire department. The final list has two applicants and is valid for two years. Whenever there is an opening, the fire department will hire people from the list.

Respectfully submitted,

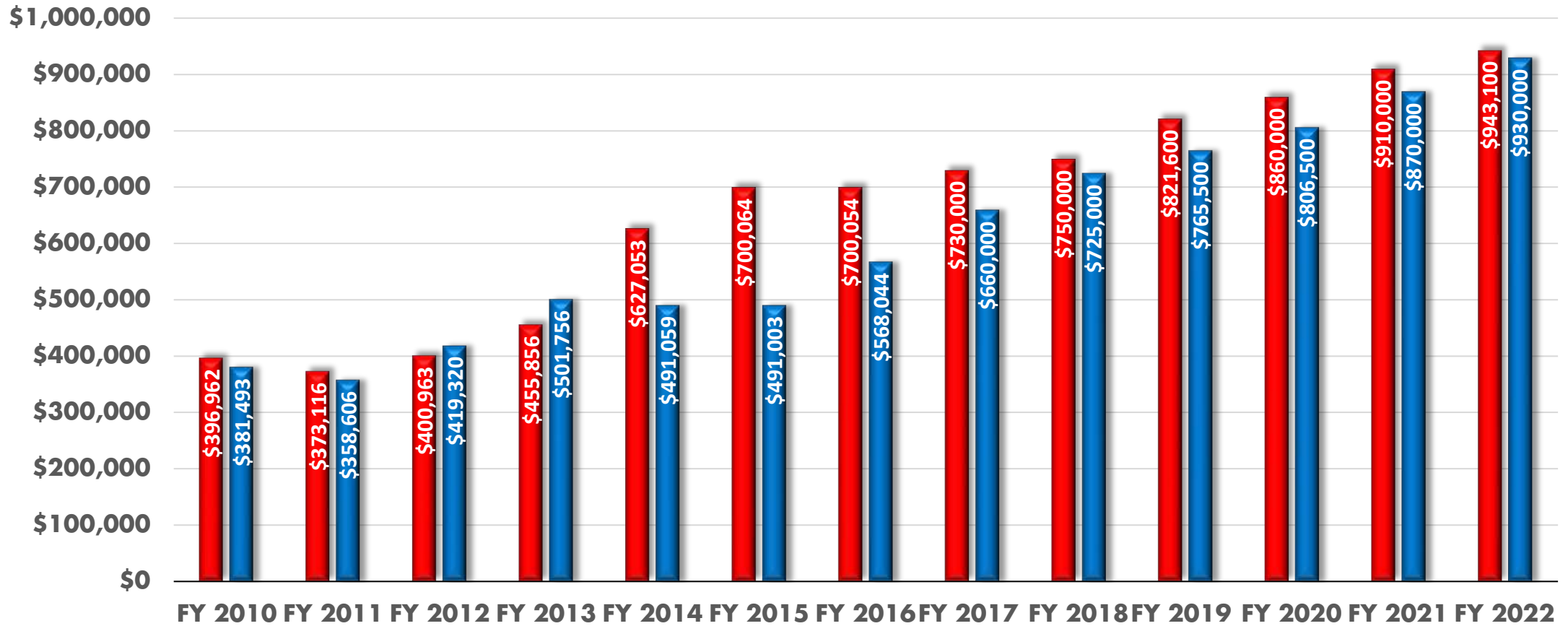
Casey Rexroat, Fire Chief

# City Council Meeting 2022 Property Tax Levy Presentation

**November 15th, 2022**



# Annual Increases In Police & Fire Pension Contributions 2010 – 2022



■ Fire Pension   ■ Police Pension

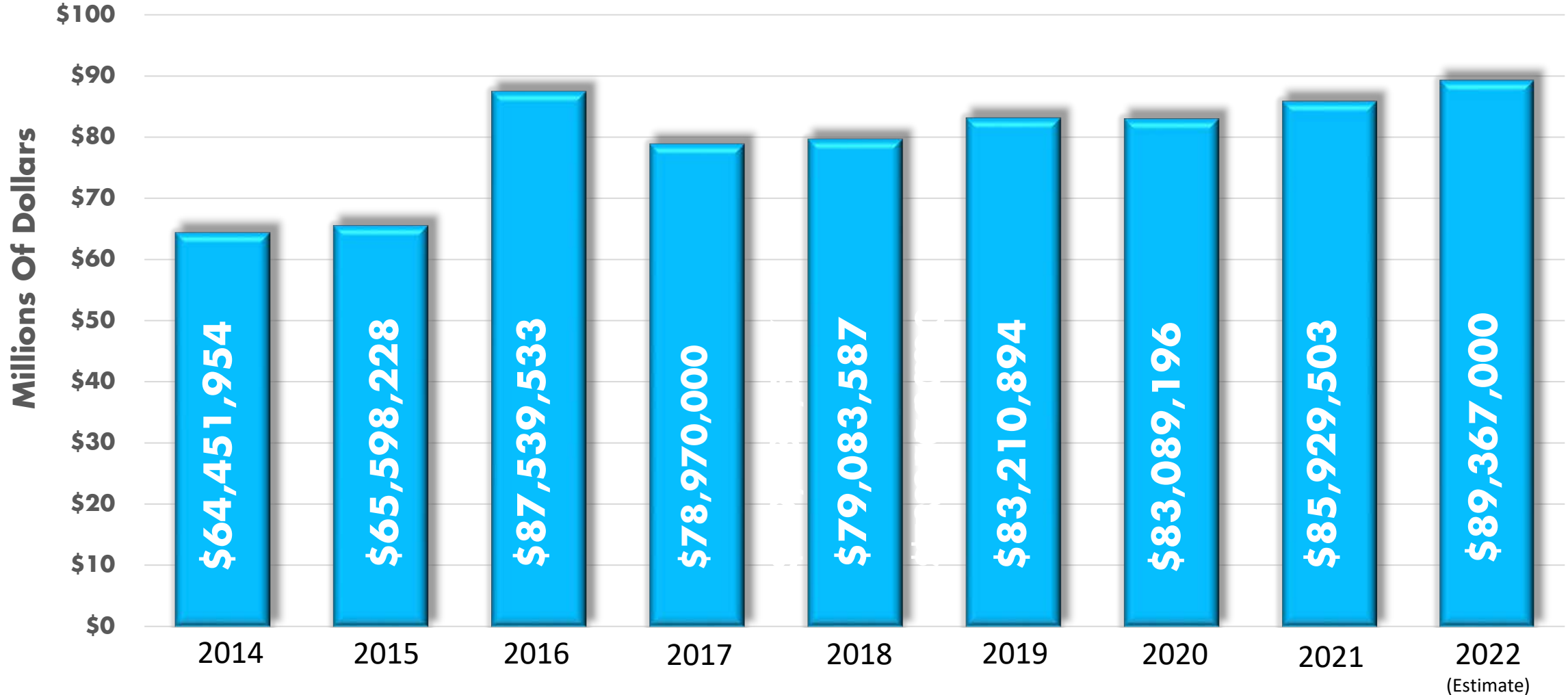
Local taxes have contributed a total of **\$16,627,050** to the Police and Fire Pension Funds over the last 13 years.

Even with these significant increases in contributions, the City's unfunded liability has grown during this same time period.

In the past 11 years, City contributions to Police and Fire pensions have increased **148%**



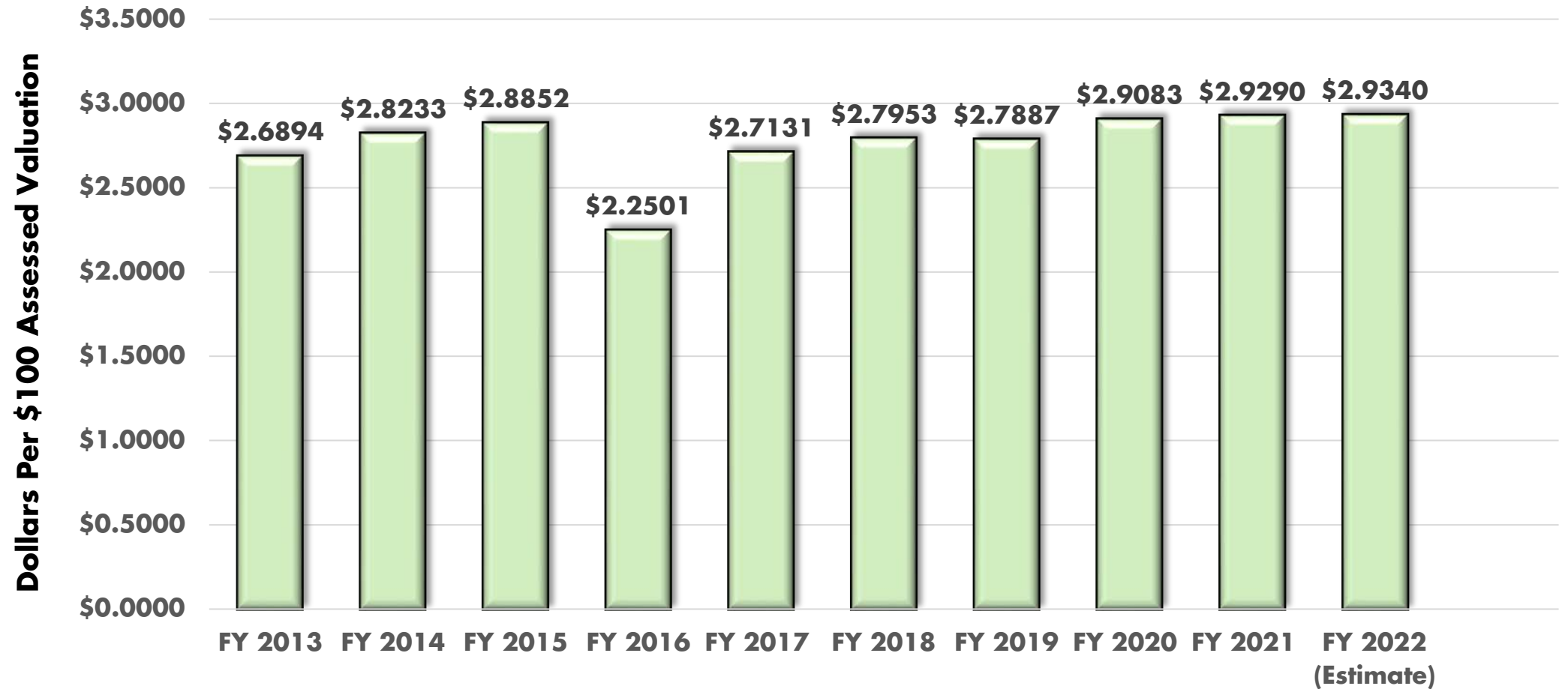
## Growth In Assessed Valuation 2014 – 2022



Note: A large industrial property value was removed from the taxroll in 2017 due to a recalculation of a 2016 Property tax abatement for an Enterprise Zone benefit.

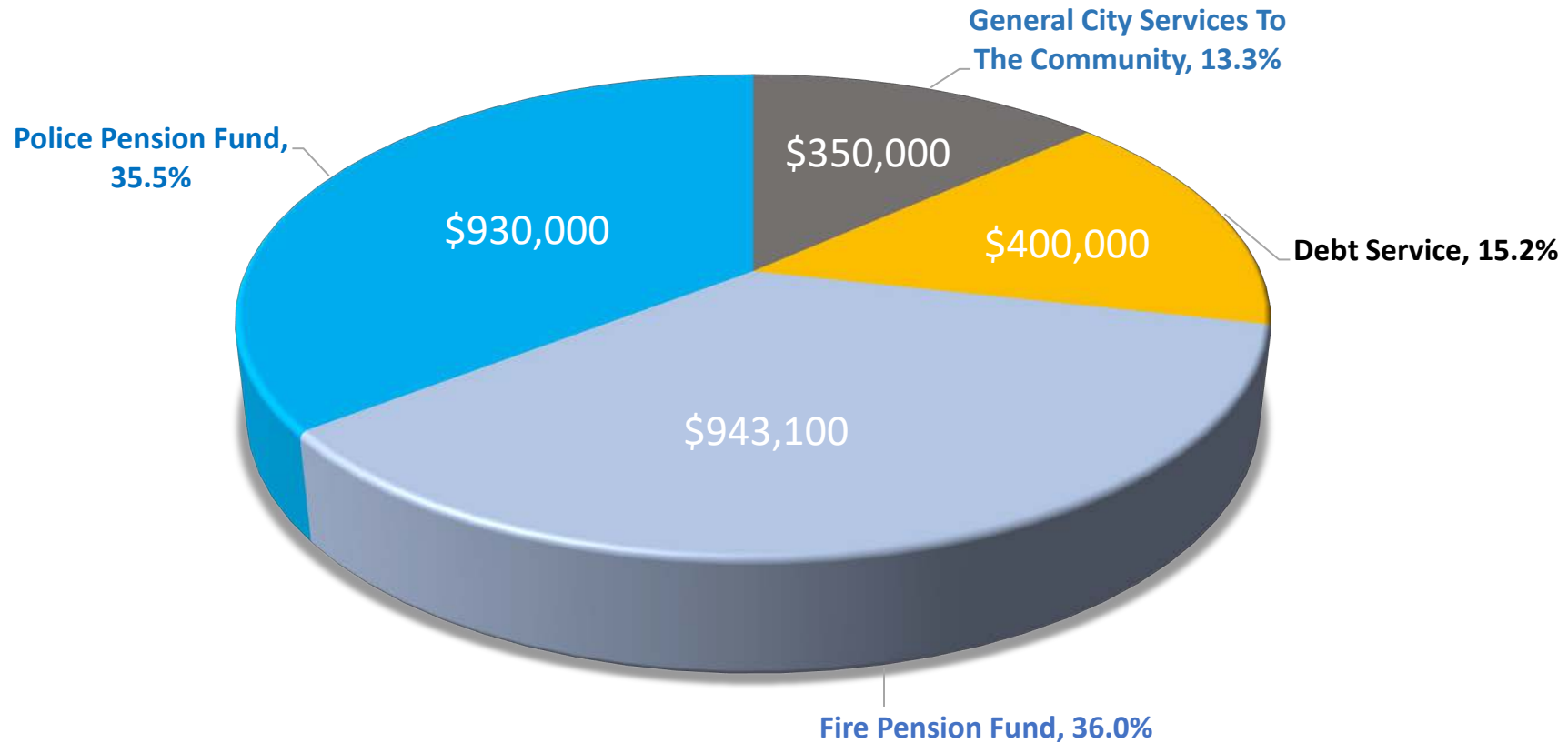
# Changes In Property Tax Rate: 2013 – 2022

## City Of Monmouth, Illinois



**Note: The projected increase in the property tax rate is entirely caused by the City's constantly disproportionate State mandated increases in public safety pension contributions.**

# City Property Tax Revenue Allocation 2022 Tax Levy - \$2,623,100



**71.5%** of the City's Property Tax Levy is used to make mandatory contributions to the Police and Fire Pension Funds.

ORDINANCE NO. 22-024

AN ORDINANCE AMENDING CHAPTER 76, ENTITLED "TRAFFIC SCHEDULES"  
TO CREATE SCHEDULE VI, ENTITLED "TRUCK ROUTES", OF THE CITY  
ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS

BE IT ORDAINED by the City Council of the City of Monmouth, Warren  
County, Illinois, as follows:

Section 1:

Schedule VI, of Chapter 76 of the Monmouth Code of Ordinances, entitled  
"TRUCK ROUTES", is hereby established and shall read as follows:

SCHEDULE VI. TRUCK ROUTES

(A) General Restriction: It shall be unlawful to drive on any street any motor  
vehicle with a weight, including load, in excess of that permitted by the State traffic  
law for driving on improved highways or with weight distributed in a manner not  
conforming to such law.

(B) Vehicles In Excess Of Eight Thousand (8,000) Pounds Restricted To  
Designated Truck Routes: It is unlawful to operate any vehicle in excess of eight  
thousand (8,000) pounds, or any vehicle with a registered weight greater than eight  
thousand (8,000) pounds pursuant to the Illinois Vehicle Code, 625 Illinois  
Compiled Statutes 5/3-815, on any street not designated and posted as a truck route,  
subject to the following exceptions:

(1) Vehicles not exceeding eighty thousand (80,000) pounds may be operated  
on streets which are not designated as truck routes for the purpose of making a  
pick up, delivery, and/or to provide services, or successive pick ups, deliveries  
and/or services, but not for purposes of peddling or soliciting, unless authorized  
by the City Council; provided however, vehicles may only leave a truck route  
to make pick ups, deliveries or to provide services by use of a direct route from  
the point on the truck route closest to the pick-up, delivery or service location.  
When a vehicle making or providing successive pick ups, deliveries and/or  
services on non-truck route(s) arrives at a truck route, such vehicle must then  
utilize the truck route(s) until reaching the next point on a truck route closest to  
the next delivery or service location.

(2) Exempt Vehicles: The following vehicles are exempt from the provisions  
of Subsection 11-3-1.2 of this Section:

- (a) Vehicles owned and operated by governmental agencies;
- (b) Vehicles owned and operated by private utilities;

- (c) Buses, including school buses;
- (d) Vehicles engaged in the collection and removal of garbage or refuse;
- (e) Snow removal vehicles engaged in snow removal functions on private property or under contract with the City;
- (f) Vehicles registered and used as recreational vehicles;
- (g) Tow trucks.
- (h) Owner operated vehicle, but only to the extent such vehicle is operated to and from the owner operator's residence over a direct route to and from the closest point on the nearest truck route.

(C) The following streets are designated as Truck Routes:

STREET	LOCATION
Broadway	From the Bypass to 14 <sup>th</sup> Street
Main Street	From the Highway 34/67 on the North to the southern most city limit
Sunnylane	From W. Broadway to West 11 <sup>th</sup> Ave.
West 11 <sup>th</sup> Ave.	From Highway 34/67 to South Main St.
South D St.	From West 11 <sup>th</sup> Ave. to West 6 <sup>th</sup> Ave.
West 6 <sup>th</sup> Ave.	From South D St. to South Main St.
Highway 34/67	All within the City limits
Harlem Ave.	From Highway 34/67 to North 6 <sup>th</sup> Street
North 6 <sup>th</sup> Street	From Harlem Ave. to the northern most city limit
11 <sup>th</sup> Street	From Harlem Ave. to East 11 <sup>th</sup> Ave

(D) Posting Truck Routes:

(1) The Public Works Director shall cause all of the truck routes designated in Schedule VI (C) above, which are within the jurisdiction of the City, to be posted by the erection and maintenance of appropriate signs;

(2) With respect to the truck routes designated in Schedule VI (C), above, which are within the jurisdiction of the State of Illinois, any county or any township, the Public Works Director shall consult with and seek the approval of the appropriate highway authority for the erection and maintenance of appropriate signs designating such routes as truck routes.

(E) Other Jurisdictions, Conflict: Nothing in this Section shall be construed as permitting the operation of trucks over routes within the jurisdiction of the State

of Illinois, any county or any township to the extent that such operation is prohibited or regulated by the ordinances, resolutions, rules or regulations of such highway authority.

(F) City Truck Routes: It shall be lawful for vehicles having a gross weight in excess of eighty thousand (80,000) pounds and width in excess of eight and one-half (8.5) feet to travel on City designated truck routes as identified in Schedule VI (C), above.

(G) The penalty for violating any provision of this schedule shall be as set forth in Section 70.99.

Section 2:

In all other respects, Chapter 76 of the Monmouth Code of Ordinances previously enacted shall remain in full force and effect.

Section 3:

This ordinance shall be in full force and effect ten (10) days after this due publication in pamphlet form, passage and approval thereof as provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_



**PUBLIC HEARING**  
**for**  
**CDBG Economic Development Grant**

**Date:** Monday, November 21, 2022      **Time:** 5:45 p.m.      **Location:** 100 East Broadway  
Monmouth, Illinois

**COUNCIL MEETING**

**Date:** Monday, November 21, 2022      **Time:** 6:00 p.m.      **Location:** 100 East Broadway  
Monmouth, Illinois

---

**COUNCIL AGENDA**

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

**A. Approval of the November 7, 2022 Council Meeting Minutes**

**IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)

**B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)

**1. Approval of Bills**

**V. COMMITTEE OF THE WHOLE**

**A. MFD October Report – Chief Rexroat**

**B. MPD October Report – Chief Switzer**

**C. Purchase Agreement for Sale of Farmland for New Water Production Well**

**VI. ORDINANCES**

**A. 1<sup>st</sup> Reading**

**1. 22-024, An Ordinance Amending Chapter 76, Entitled “Traffic Schedules” To Create Schedule VI, Entitled “Truck Routes”, of the City Ordinances of the City of Monmouth, Illinois**

**2. 22-025, 2022-2023 Property Tax Levy**

**VII. OTHER BUSINESS**

**VIII. ADJOURNMENT**

**PUBLIC HEARING NOTICE**

The City of Monmouth will hold a public hearing on November 21st, 2022 at 5:45 p.m., in Monmouth City Hall to provide interested parties an opportunity to express their views on the proposed federal-funded Community Development Block Grant (CDBG) project. Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact Annette St. Ledger, 100 E. Broadway Monmouth, IL at (309) 734-2141 no later than November 19th, 2022. Every effort will be made to make reasonable accommodations for these persons.

On or about December 21st, 2022, the City of Monmouth intends to apply to the Illinois Department of Commerce and Economic Opportunity for a grant from the State CDBG program. This program is funded by Title I of the federal Housing and Community Development Act of 1974, as amended. These funds are to be used for an economic development public infrastructure project that will include the following activities: construct a new water treatment plant. The total amount of CDBG funds to be requested is \$1,000,000. The amount of CDBG funds proposed to be used for activities that will benefit low-to-moderate income persons is \$310,000. The City of Monmouth also proposes expending \$3,125,000 in non-CDBG funds on the project. These non-CDBG funds will be derived from the following sources: The City's Water/Sewer Fund.

6B | WEDNESDAY, NOVEMBER 9, 2022 | THE REGISTER-MAIL

Information related to this project will be available for review prior to the public hearing as of November 9th, 2022 at the Monmouth City Hall located at 100 E. Broadway Monmouth, IL, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. Interested citizens are invited to provide comments regarding these issues either at the public hearing or by prior written statement. Written comments should be submitted to Jarred Dexter, at Western Illinois Regional Council, 133 W. Jackson St, Macomb, IL, 61455 no later than November 21st, 2022 in order to ensure placement of such comments in the official record of the public hearing proceedings. A plan to minimize displacement and provide assistance to those displaced has been prepared by the City of Monmouth and is also available to the public. This project will result in no displacement of any persons or businesses. For additional information concerning the proposed project, please contact Jarred Dexter at (309) 837-3941 or [jarred@wirc.org](mailto:jarred@wirc.org) or by written letter to the WIRC office at 133 W. Jackson St, Macomb, IL, 61455. 8040375







## POLICE DEPARTMENT OCTOBER 2022 MONTHLY REPORT

### STATISTICS:

	OCT 2021	OCT 2022	+/-	2021 YTD TOTAL	2022 YTD TOTAL	YTD +/-
MPD Arrests	29	53	24	445	459	14
Ordinance Violations	78	81	3	915	1020	105
MPD Calls	1389	1168	-221	13881	12238	-1643
Dispatch Calls	2285	2234	-51	22945	22582	-363
MPD Accidents	26	25	-1	208	198	-10
Grant Hours Worked	52	24	-28	443	632	189

### INCIDENTS OF NOTE:

- \*Monmouth College Home Coming Parade occurred with no incidents to report.
- \*Halloween safety class was given to children at Monmouth Early Learning Center.
- \*Inv. Kramer took part in the Cyber Security Panel which was hosted by WMOI.
- \*Monmouth-Roseville Home Coming Parade occurred with no incidents to report.
- \*Board of Fire and Police Commissioners conducted written exams for the Lieutenant list.
- \*ALICE Training was conducted at Monmouth-Roseville Junior High and Harding Elementary.

### STAFF TRAINING:

- \*All MPD officers conduct low light/nighttime firearms training

### EQUIPMENT RELATED ISSUES:

- \*All radar units in the squad cars were certified. This is done on an annual basis.
- \*Squad car Unit 3 had a new transmission put in at Yemm Ford.

ORDINANCE NO. 22-025

**ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR COMMENCING MAY 1, 2023 AND ENDING APRIL 30, 2024**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS:

Section 1. That the word "levied" as used in this Ordinance shall mean levied and assessed upon all taxable property in the City of Monmouth, Illinois, subject to taxation for the fiscal year beginning May 1, 2023 and ending April 30, 2024.

Section 2. That the words "taxable property" as used in this Ordinance shall mean all property, real, personal. Railroad, telephone and telegraph properties, corporations, and all other property located in the City of Monmouth, Illinois, as assessed and equalized for State and County purposes for the year 2022.

Section 3. That there shall be and there is hereby levied on all taxable property in the City of Monmouth, Illinois, for the fiscal year beginning May 1, 2022 and ending April 30, 2023, the following for the corporate purposes:

- |   |  |
|---|--|
| 1. General Corporate Fund, the sum of   | \$ 350,000.00                          |
| 2. Police Pension Fund, the sum of      | \$ 930,000.00                          |
| 3. Firemen's Pension Fund, the sum of   | \$ 943,100.00                          |
| 4. General Obligation Bonds, the sum of | \$ <u>400,000.00</u> (after abatement) |
|   | \$2,623,100.00                         |

Section 4. That the City Clerk is hereby directed to file with the County Clerk of Warren County, Illinois, a copy of this Ordinance duly certified by said City Clerk in the manner and within the time duly provided by law.

Section 5. That if any item or portion of any item of the Ordinance is for any reason invalid, such invalidity shall not affect the validity of the remaining portion of such item or the remaining portion of this Ordinance.

Section 6. That this Ordinance shall be in full force and effect immediately upon its passage and approval thereof.

PASSED this \_\_\_\_\_ day of December, 2022.

APPROVED this \_\_\_\_\_ day of December, A.D., 2022.

---

MAYOR

ATTESTED:

---

CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_

County Resolution # 43-21-22

City Resolution 22-005

## **CITY/COUNTY JOINT ANIMAL CONTROL CONTRACT AGREEMENT**

**THIS AGREEMENT** entered into this 16<sup>th</sup> day of November, 2022 between the City of Monmouth, a Municipal Corporation, located in the County of Warren, State of Illinois, hereinafter referred to as "CITY", and the County of Warren, a Political Subdivision of the State of Illinois, located in the State of Illinois, hereinafter called "COUNTY".

**WHEREAS,** CITY and COUNTY individually have certain responsibilities for control and/or care of abandoned or stray cats and dogs as required by local ordinances and/or State Statutes, and

**WHEREAS,** CITY and COUNTY desire to provide for the care of abandoned or stray cats and dogs in the most economical manner for the residents of their respective jurisdictions, and

**WHEREAS,** CITY and COUNTY have, for a number of years, jointly operated an animal control shelter, which shelter was constructed by the COUNTY on land owned by the CITY, and

**WHEREAS,** CITY and COUNTY desire to share said facility for the care of abandoned or stray cats and dogs.

**NOW THEREFORE,** in consideration of the mutual covenants and stipulations set forth herein, it is agreed as follows:

1. That CITY and COUNTY will continue to jointly use the animal control shelter facility located in the City of Monmouth for the purpose of housing and caring for stray or abandoned cats or dogs, or cats and dogs running at large in violation of local ordinances and /or State Statute.
2. That CITY and COUNTY shall, not less than quarterly, provide the other party with a written statement clearly showing all receipts and expenditures incurred in the operation of the shelter for the previous calendar quarter. The party with the least net operating expense for the preceding calendar quarter shall pay to the party with greatest net operating expense a sum equal to one-half (1/2) of the difference shown on the respective quarterly statements. Said payment be made within thirty (30) days of the end of each calendar quarter.
3. That the COUNTY'S income and expenses incidental to the issuance of dog licenses be wholly retained and borne by the COUNTY.

4. That the CITY'S income and expenses incidental to the issuance of cat licenses be wholly retained and borne by the CITY.
5. That each party to this Agreement shall assume and hold the other harmless for any and all liability arising by reason of the acts of their respective employees in the performance of this Agreement.

**THIS INSTRUMENT** contains the entire agreement between the parties and no statement, promises, or inducements made by either party or agent of either party that is not contained in this written contract shall be valid or binding; and the Agreement may not be enlarged, modified, or altered except in writing signed by the parties and endorsed thereon.

**THIS AGREEMENT** shall insure to the benefit and be binding upon the assignees and successors of the respective parties until November 30, 2023. Notice of termination must be thirty (30) days before the expiration of contract by either party.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed in their behalf respectively by their proper officers or officials hereunto duly authorized by their respective governing bodies and their corporate seals to be hereto affixed.

COUNTY OF WARREN, Illinois

by: Mike Pearson  
Mike Pearson  
Chairman, Warren County Board

Date: 11-16-22

Witness: Jina M. Conard  
Randi Reynolds  
Deputy

CITY OF MONMOUTH, Illinois

by: \_\_\_\_\_  
Rod Davies  
Mayor

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**RESOLUTION OF SUPPORT AND COMMITMENT OF LOCAL FUNDS**

Resolution No. 22-004

WHEREAS, the City of Monmouth, is applying to the State of Illinois for a Community Development Block Grant (CDBG) grant,

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Illinois, and

WHEREAS, cost of the project are such that financial participation by the grantee is necessary in conjunction with CDBG funds.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the City apply for a grant under the terms and conditions of the State of Illinois and shall enter into and agree to the understandings and assurances contained in said application.
- 2) that the Mayor and City Clerk on behalf of the City execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor and City Clerk are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.
- 4) that the City of Monmouth does hereby commit funds from **Water/Sewer Fund** in the amount of \$3,126,000 for use in conjunction with an Illinois Community Development Block Grant, for an estimated total project cost of \$4,126,000.

Passed this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

TIF Building Rehabilitation Program - 421 N Main St.pdf

Downtown TIF Pic 1.pdf

Downtown TIF Pic 2.pdf

Downtown TIF Pic 3.pdf

CITY OF MONMOUTH -- APPLICATION FOR  
DOWNTOWN TIF COMMERCIAL BUILDING REHABILITATION PROGRAM

Name of Applicant (Building Owner):

Harren Selby

Mailing Address:

421 N. Main Str

City/State/Zip:

Monmouth, IL, 61462

e-Mail Address of Owner/Applicant:

harrene1973@gmail.com

Phone:

309-371-7064

Detailed Description of Eligible Interior Rehabilitation Work:

(Personal)

Detailed Description of Eligible Exterior Rehabilitation Work:

(See Attached doc)

Repair roof leaks.

Recoat and Seal buildings

Roof by applying a rubberized coating layer then

applying a second layer of poly flex fiber. Next a 2nd layer of

rubberized roofing and finish w/ a layer of fiber Aluminum coating

Cost of Exterior Work (Attach Contractor Cost Estimate(s)): Discounted 18,980.00

Total Cost of All Rehabilitation Work (Eligible and Ineligible Costs): 18,980.00 + permit

Attach photographs of work areas of building X YES        NO       

I, (print name of building owner) Harren Selby do hereby request financial assistance from the City of Monmouth under its Downtown TIF Commercial Building Rehabilitation Program. My signature below certifies that I have read and understand the guidelines published for this program and assert that, to my knowledge, the proposed improvements for the rehabilitation of my commercial building located at 421 N Main Street, Monmouth, Illinois, are eligible under the Program guidelines. I further agree to comply with all municipal zoning, building, electrical, plumbing, mechanical, and sign regulations and will obtain all permits as may be appropriate. I understand that any financial assistance that may be provided by the City under this program will be in the arrangement of a reimbursement upon completion of the rehabilitation work and the issuance of a Certificate of Occupancy by the City of Monmouth. I understand that I will be responsible for repaying the City a portion or the entirety of the amount of financial assistance should I fail to operate a viable business enterprise within the rehabilitated space for a period of less than 5 years.

Applicant/Owner's Signature

Harren Selby

Date:

11/21/22

Received by the City:

November 21, 2022 4:10pm

Date

\$18,980 X 30% = \$5,694.00

TIF Reimbursement



# ★ FIVE ★ ★ ★ STAR ★

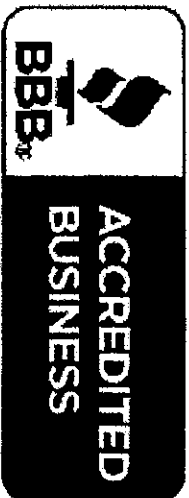
## COMMERCIAL ROOFING, INC.

NATIONAL ROOFING COMPANY SERVING ALL OF YOUR ROOFING NEEDS  
1119 SOUTH STATE ROAD 3, HARTFORD CITY, IN 47348  
Florida # CCC 1327192 ILLINOIS # 104015080

**PHONE: 1-888-288-8631**

**FAX: 765-331-2072**

<http://www.fivestarroof.com>



### ROOFING PROPOSAL

SOME BEACH

421 N MAIN

MONMOUTH, IL 61462

ATTN: KAREN

EMAIL: [KS-BB@LIVE.COM](mailto:KS-BB@LIVE.COM)

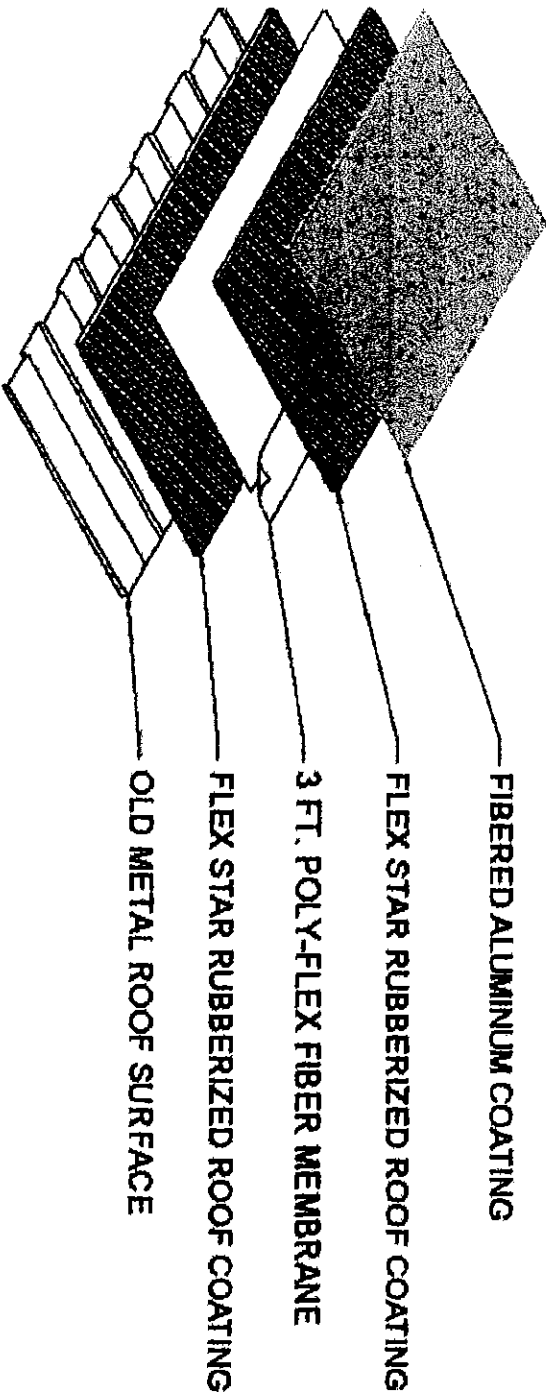
## QUALITY SEAMLESS ROOFING

### SCOPE:

1. Examine current roof surface, to determine age and condition of existing roofing material and any problem areas.
2. Compile accurate information for a complete evaluation and presentation to building owner or facility manager.
3. Prepare a repair or replacement proposal including examination results, photographs, roof system options and costs.

# 20 YEAR ROOFING SYSTEM

ROOF SYSTEM FOR METAL ROOFS



## **METAL ONE PLY FIBERED ALUMINUM COAT ROOFING SYSTEM**

Apply first layer of Flex Star Rubberized Roof Coating to roof surface.

Install a layer of Poly-Flex fiber Membrane.

Flash all protrusions through roof, i.e.: vents, drains, HVAC units, etc.

Apply second layer of Flex Star Rubberized Roof Coating.

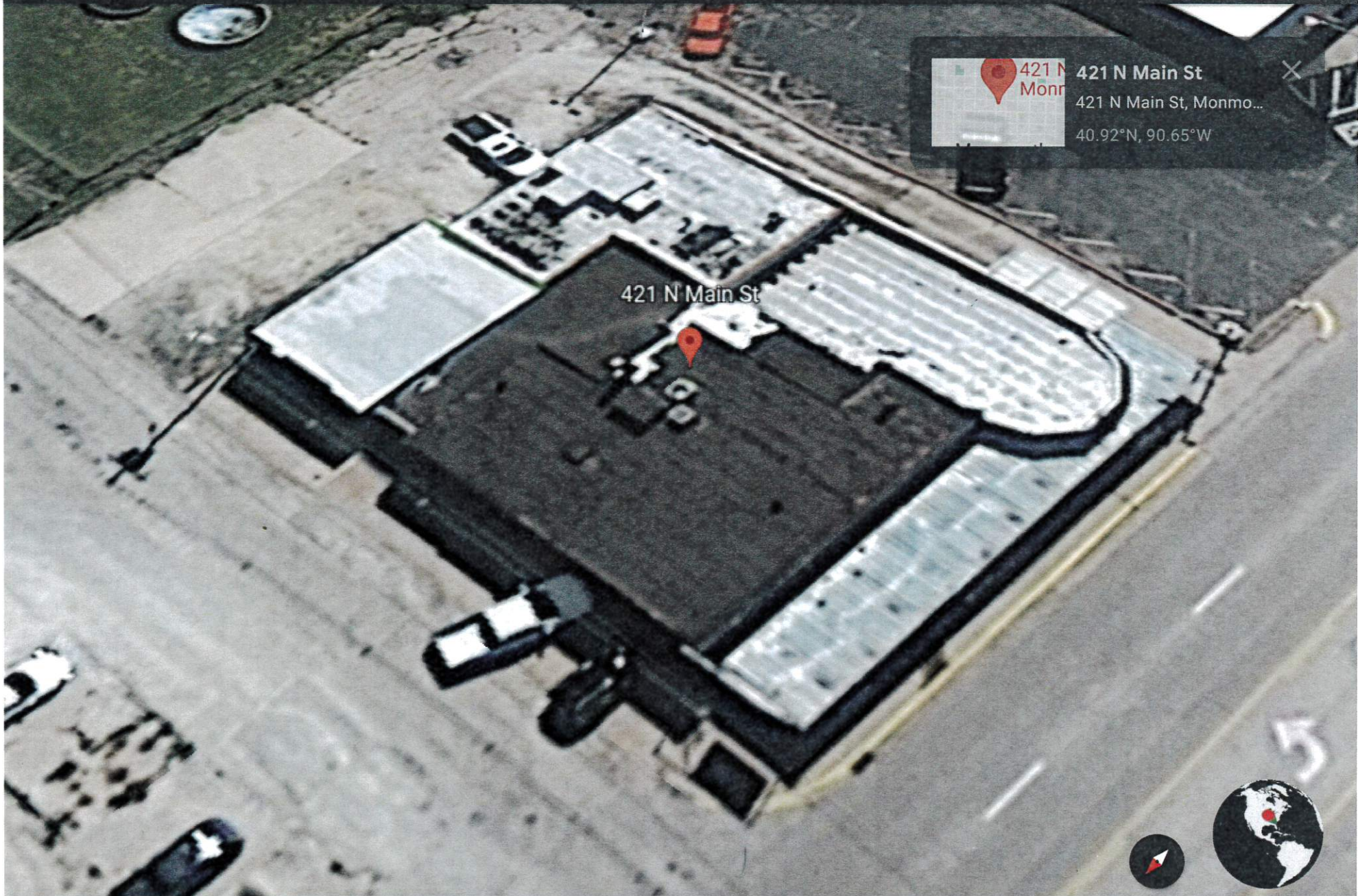
Apply cover layer of Fibered Aluminum Coating.




You are currently running an experimental version of Earth.

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 **421 N Main St**  
421 N Main St, Monro...  
40.92°N, 90.65°W

421 N Main St



Google Earth

Imagery date: 9/15/17-newer

9 m

Camera: 289 m 40°54'58"N 90°38'52"W 232 m

421 N Main St Monmouth IL



420 N Main St, Monmouth, Illinois



Google

(http://2022.google.com/maps/@40.9153182,-89.6431945,15z/data=!3m1!1e3!1m2!1s0x880bf1e23190b5c9:0x220361f0b851e27h90kP5cP\_g&cbp=1,73.53,0,-1.923&hl=en-US)





# MONTHLY OPERATION REPORT

Monmouth, Illinois

Department of  
Public Works

October 2022



[woodardcurran.com](http://woodardcurran.com)



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## TABLES

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## EXECUTIVE SUMMARY

The October Public Works monthly report provides an overview of the month's activities and statistical data including safety training, wastewater treatment effluent quality, water production, billing and collection statistics for municipal services, maintenance activities, maintenance and repair costs vs. monthly thresholds, water treatment chemical costs, overall project cost and performance to annual budget.

North Water Plant Softener refurb project: One softener is completed and back in service, contractor has started on the 2<sup>nd</sup> softener.

Water Plant High Service Pump VFD project: Electrician is about 50% complete with the installation, unfortunately still awaiting several components to be delivered to be able to complete the work.

Leaf pickup: Crews have been through town about 3 times, looks like one more pass through will get the bulk of them.

Yard waste collection: Lawn bag pickup will continue through December 15<sup>th</sup>

Surveying will begin on Monday December 5<sup>th</sup> for the downtown water main and sewer replacement project. This is step one of the design process for the project.

Preparations for the winter season snows are completed. Vehicles and plows/salt spreaders have all been serviced and checked out, ready for operations.

Please contact me at 309-734-4026 with any questions.

Regards, Andy

## 1. HEALTH & SAFETY

There were no safety incidents or near misses in October. With the COVID 19 pandemic affected everyone, our staff is updated regularly on any new policy change, preventative measures, and PPE. All staff members are practicing social distancing while at work to help prevent the spread of the virus.



## 2. WASTEWATER TREATMENT

The Consolidated WWTP treated and discharged 98 million gallons of treated wastewater in the month of October . There were no combined sewer overflow events in October . The weather station at the plant reported 2.1" of rain during the month. The Consolidated Plant continues to produce excellent effluent quality. The table below outlines the water quality vs. NPDES permit limits.

**Table 2-1: Water Quality vs. NPDES Permit Limits**

	<b>Monthly Average</b>	<b>Permit Limit</b>
Flow (MGD)	3.1	4.62
Ammonia N mg/l	0.2	1.5
CBOD5 mg/l	2	10
Total Phos	0.9	1
Chloride's mg/l	395	500
Suspended Solids mg/l	5	12

### 3. WATER TREATMENT

The water treatment plants produced 93 million gallons of finished water in October. Finished water quality met all standards per the Clean Water Act for drinking water. The table below outlines the chemical usage for ion exchange softening for the month.

**Table 3-1: Monthly Chemical Usage for Ion Exchange Softening**

	<b>Daily Average</b>	<b>Monthly Total</b>
Treated Water to System	3.1 MG	93 MG
Poly Phosphate Usage-lbs.	93	2,804 lbs.
Salt Usage — tons	5T	150 tons
Chlorine Usage - lbs.	114	3,413 lbs.

## 4. REVENUE COLLECTION

The table below outlines the revenue collected from the Municipal Services billings for the fiscal year.

**Table 4-1: FY to Date**

PAYMENT TOTALS 2022-2023 FISCAL YEAR										
MONTH	WATER	SEWER	INFRASTRUCTURE	RECYCLE	GARBAGE	YARD WASTE	FARM BONDS	FARM SURCHARGE	OTHER	PENALTY
MAY '22	\$238,138.83	\$182,768.79	\$20,903.44	\$16,627.00	\$37,535.70	\$2,947.42	\$73,395.48	\$0.00	\$0.00	\$1,276.70
JUNE	\$252,784.63	\$194,196.43	\$20,831.30	\$16,275.74	\$37,909.78	\$2,754.18	\$73,712.48	\$0.00	\$50.00	\$1,717.98
JULY	\$258,021.50	\$202,500.53	\$20,167.27	\$15,865.46	\$36,806.86	\$2,707.88	\$73,712.48	\$0.00	\$100.00	\$2,031.32
AUGUST	\$274,851.26	\$205,046.08	\$21,898.91	\$17,425.06	\$39,956.16	\$2,859.64	\$73,712.48	\$322.89	\$50.00	\$2,751.97
SEPTEMBER	\$273,088.98	\$200,824.79	\$21,048.49	\$16,556.20	\$37,604.00	\$2,731.24	\$73,712.48	\$0.00	\$160.00	\$2,420.30
OCTOBER	\$296,258.34	\$217,360.71	\$22,235.16	\$17,545.06	\$40,128.98	\$2,987.99	\$73,712.48	\$0.00	\$59.96	\$2,295.75
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JANUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MARCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
APRIL '23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>YEAR TO DATE</b>	<b>\$1,593,143.54</b>	<b>\$1,202,697.33</b>	<b>\$127,084.57</b>	<b>\$100,294.52</b>	<b>\$229,941.48</b>	<b>\$16,988.35</b>	<b>\$441,957.88</b>	<b>\$322.89</b>	<b>\$419.96</b>	<b>\$12,494.02</b>
<b>TOTAL REVENUE</b>	<b>\$3,725,344.54</b>									

## 5. ANNUAL BUDGET – YEAR 10

The table below outlines the month and annual cost summary

**Table 5-1: Annual Budget**

<b>Budget Category</b>	<b>Month Budget</b>	<b>Month Actual</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Over (Under)</b>
Labor (D.L. + FB)	\$120,644	\$130,758	\$782,038	\$768,423	\$1,568,372	(\$13,614)
Utilities	\$3,036	\$410	\$19,681	\$16,734	\$39,471	(\$2,947)
Chemicals Costs	\$23,628	\$38,089	\$153,158	\$190,298	\$307,158	\$37,140
Maintenance\Repair	\$28,734	\$18,763	\$186,259	\$188,785	\$373,541	\$2,526
Sludge Disposal Costs	\$549	\$0	\$3,560	\$0	\$7,140	(\$3,560)
Lab Supplies\Equip	\$3,099	\$1,166	\$20,090	\$25,040	\$40,290	\$4,950
Office Supplies	\$1,695	\$1,426	\$10,985	\$13,121	\$22,031	\$2,136
Miscellaneous Expenses	\$3,742	\$18,391	\$24,257	\$44,879	\$48,648	\$20,622
Other Operating Costs	\$14,478	\$13,129	\$93,847	\$137,848	\$188,209	\$44,001
Overhead (G.A.)	\$27,242	\$29,526	\$176,589	\$173,515	\$354,149	(\$3,074)
Subtotal Year 9	<b>\$226,847</b>	<b>\$251,658</b>	<b>\$1,470,465</b>	<b>\$1,558,643</b>	<b>\$2,949,009</b>	\$88,179
Fixed Fee Year 9	\$16,333	\$18,119	\$105,873	\$112,222	\$212,329	\$6,349
<b>Total</b>	<b>\$243,180</b>	<b>\$269,777</b>	<b>\$1,576,338</b>	<b>\$1,670,866</b>	<b>\$3,161,338</b>	<b>\$94,527</b>

## 6. MAINTENANCE ACTIVITIES

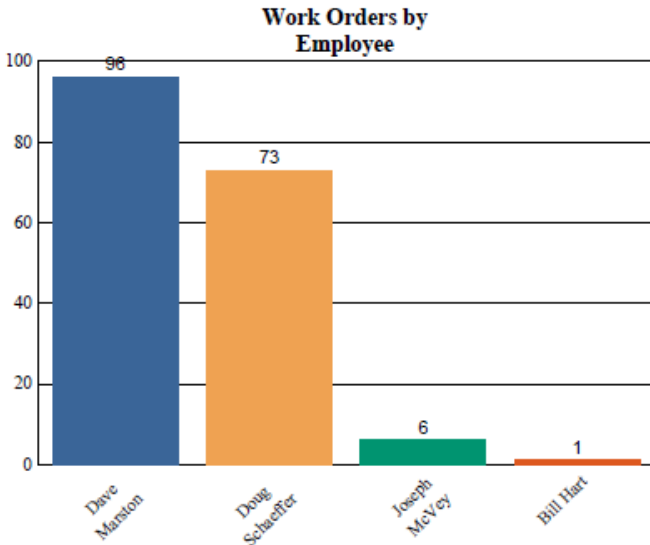
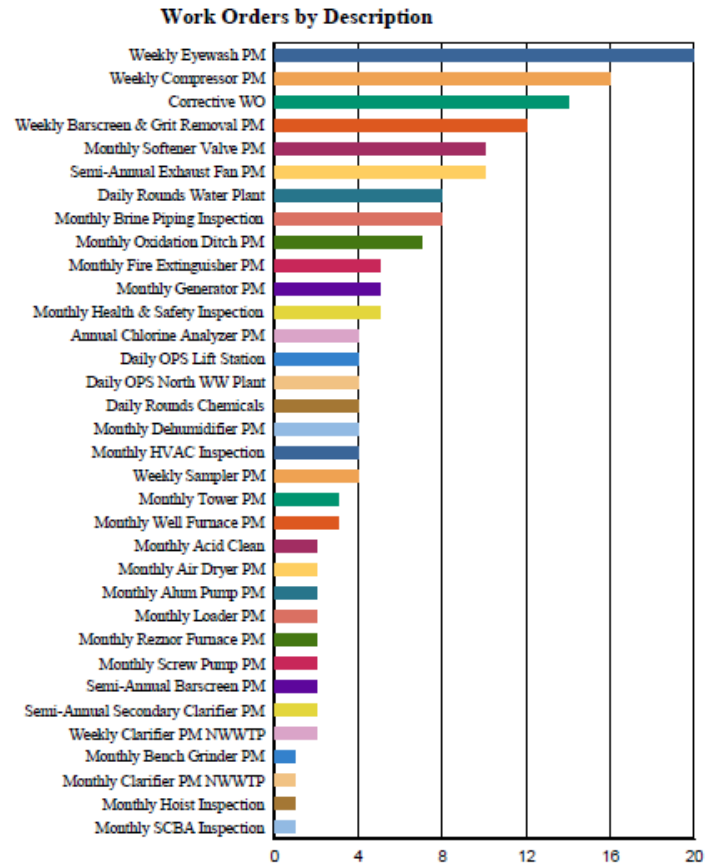
Utilizing the Utility Cloud maintenance management program, staff completed 176 preventative and corrective workorders in October



### Maintenance History Report Monmouth

Report Start 10/1/2022  
Report End 10/31/2022

Work Orders by Type	Total
Corrective Maintenance	30
Inspections	45
Preventative Maintenance	101
<b>Total</b>	<b>176</b>





Woodard  
& Curran



[woodardcurran.com](http://woodardcurran.com)





## CITY OF MONMOUTH COUNCIL MEETING MINUTES

**Date:** Monday, November 21, 2022      **Time:** 6:00 p.m.      **Location:** 100 East Broadway  
Monmouth, Illinois

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### I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

### II. ROLL CALL

Administrative Assistant Heather Santos called the roll and those answering **Present** were: Aldermen Tony Cook, Brian Daw, Jim Conard, Juan Pinedo, Alderwoman Mary Kelly and Alderman John VanVleet **ABSENT:** Alderman Thomas and Alderwoman Twomey **Also Present:** Mayor Rod Davies, City Administrator Lew Steinbrecher, Administrative Assistant Heather Santos, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson **Also Absent:** City Clerk Susan S. Trevor

### III. AGENDA AMENDMENT

**A. Mayor Davies amended the agenda, to remove Ord. 22-025, 2022-2023 Tax Levy and add item D, Tax Levy Discussion to Committee of the Whole.**

### IV. APPROVAL OF MINUTES

#### A. Approval of November 7, 2022 Council Meeting Minutes

**It was moved by Alderman Cook and seconded by Alderman Pinedo to approve the November 7, 2022 Council Meeting Minutes as presented. AYE:** Alderman Cook, Aldermen Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **PASS:** Aldermen Daw **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

### V. PRESENTATION TO THE COUNCIL

#### A. Presentations or Citizen Inquiries

There were none to be heard

#### B. Consent Agenda

##### 1. Approval of Bills

**It was moved by Alderman Daw and seconded by Alderman Pinedo to approve the bills as presented. AYE:** Aldermen Cook, Daw, Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

## **VI. COMMITTEE OF THE WHOLE**

### **A. MFD October Report – Chief Rexroat**

- 🔥 The Department responded to 147 calls for service in the month of October. Which adds to a total of 1346 calls this year.
- 🔥 October training focused on Rescue and Extrication with Hazardous Materials training as well.
- 🔥 Firefighter Devon Wade graduated from the Illinois Fire Service Institute Basic Operations Firefighter Academy. He will be attending 3 more weeks of additional training before returning to the department for on shift training.
- 🔥 Each shift visited the Americold facility. The department tries to visit larger facilities regularly to familiarize themselves with the layout in case they need to respond in an emergency situation.
- 🔥 October was Fire Prevention Month-Firefighters stayed very busy with public education events to inform the public about the dangers of fire and ways to prevent it from happening.
- 🔥 Schools contacted fire department to receive training on first aid kit in case of an emergency.
- 🔥 Annual Trick-or-Treating event took place at Station I on Halloween. The Monmouth Firefighters, Monmouth Police Department, and Galesburg Hospital Ambulance Service were all in attendance to hand out candy to trick-or-treaters. The American Legion handed out over 186 hot dogs.
- 🔥 Police and Fire Commission has established their eligibility list which will be good for 2 years. More outreach than ever before has been done via special events, billboard, social media, and radio. Ended up with 2 people on the list. Continuing to build list.
- 🔥 2 roof mounted HVAC units to keep the truck floor heated are too old. Every technician says they are barely repairable. Only 1 is online at half power right now. They will need to be replaced. The cost is unknown at this point.

### **B. MPD August Report – Chief Switzer**

- There were 53 criminal arrests; 81 Ordinance Violations, 1,168 MPD Calls, 25 MPD accidents and 24 Grant Hours Worked.
- MPD covered the Monmouth College Homecoming Parade and the Monmouth-Roseville Homecoming Parade with no incidents.
- Halloween Safety Class was given to children at Monmouth Early Learning Center.
- Investigator Kramer took part in the Cyber Security Panel which was hosted by WMOI.
- Board of Fire and Police Commissioners conducted written exams for the Lieutenant list and now have 2 potential candidates. Recruiting is incredibly difficult. A lot of time, effort and money have been put in with 2 exams being canceled due to lack of applicants.
- ALICE training was conducted at the Monmouth-Roseville Junior High and Harding Elementary School.
- All MPD officers conducted low light/nighttime firearms training.
- All radar units in squad cars were certified.
  
- Squad car Unit 3 had a new transmission put in.

### **C. Purchase Agreement for Sale of Farmland for New Water Production Well**

Administrator Steinbrecher explained that this purchase agreement dates back to June 2020. He went on to explain that it is a 2-acre site that will house the drilling of a production well, water treatment facility and hopefully a new elevated water storage tank. In addition, he stated that we did receive our first grant of \$2,000,000. This will enable us to move forward with the drilling of the production well, but before we can start this project, we need to move forward with the purchase of the property. Steinbrecher explained that the purchase price is \$100,000. This option was previously approved by council in June 2020, however, we still had not received funding so in December 2021 we extended the option to purchase through December 2022. As the city has now received funding, the Administration is recommending approval of the purchase agreement. Alderman Conard then asked where the property is located. Administrator Steinbrecher informed him that it is northwest of Americold and Smithfield, just north of Cloverleaf Drive. Steinbrecher also informed Council that there is an attached map to the purchase agreement.

**It was moved by Alderwoman Kelly and seconded by Alderman Pinedo to approve the Purchase Agreement. AYE:** Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

### **D. Presentation of 2022-2023 Property Tax Levy**

Administrator Steinbrecher explained that local taxes have contributed a total of \$16,627,050 to the Police and Fire Pension Funds over the last 13 years. He stated that this year the taxes have contributed about \$1,870,000 with a 148% increase from city contributions in the past 11 years; while the city's unfunded liability has grown. He explained that contributions have significantly increased, but we are still in "catch-up mode". On Page 2 Administrator Steinbrecher explained, that we have seen a 2-3% annual increase in growth in assessed valuation. He pointed out that there is a significant jump in 2016 and went on to explain that this was due to a clerical error. All of the City, schools, etc. collected less taxes in 2016 due to that error. He explained that this was just a fluke and the tax rate has stabilized since due to growth in property value. Administrator Steinbrecher stated that the tax rate is projected to increase from \$2.92 to just over \$2.93. He explained that the attached pie chart shows where the tax revenues actually go. He stated that the total levy would be \$2,623,100 with the vast majority going to the local Police and Fire Pension Fund. Finally, Administrator Steinbrecher stated that only \$350,000 is allotted to General City Services and is supported by property tax revenue. Mr. Steinbrecher then respectfully asked for the council's support and authorization to place an ordinance on the agenda for the next council meeting in December to adopt the new tax levy.

**It was moved by Alderman Conard and seconded by Alderman Pinedo to add the Property Tax Levy Ordinance to the next meeting agenda. AYE:** Aldermen Daw, Conard, Pinedo, Alderwoman Kelly and Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED**

## **VII. ORDINANCES**

### **A. 1<sup>st</sup> reading**

#### **1. Ordinance 22-024, An Ordinance to Amend Chapter 76 to Create Schedule VI, Entitled “Truck Routes”**

Police Chief Switzer explained that we already have a truck ordinance, but we have a problem with truck and trailers coming from the South on South 11<sup>th</sup> and going North on North 11<sup>th</sup> to get back to Route 34. Switzer stated that this was a GPS issue that had these semi-trucks bypassing construction. He went on to say that the truck route ordinance that we currently have does cover South Main, but not North and South 11<sup>th</sup> Street. Due to this, City Attorney Spears drafted an amendment to cover North and South 11<sup>th</sup> Street. The goal is to keep semi-tractor traffic down to a minimum while still allow for local delivery. Chief Switzer also requested approval from Council to have signs put up on South Main and South 11<sup>th</sup> Street that indicate local deliveries only. Switzer stated that the department will do frequent patrols in the area to monitor. City Administrator Steinbrecher added that the City has received numerous complaints from residents about trucks as well. Alderman Daw questioned wording of Ordinance 22-024, stating that 11<sup>th</sup> Street is still listed as a truck route in the amendment. Chief Switzer stated that this will be redirected back to the City Attorney for editing and brought back for 2<sup>nd</sup> reading at the next Council Meeting.

## **VIII. OTHER BUSINESS**

There was none to be considered

## **IX. ADJOURNMENT**

**It was moved by Alderman VanVleet and seconded by Alderman Pinedo to adjourn the meeting at 6:29 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Thomas and Alderwoman Twomey, who were absent.**

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**Administrative Assistant  
Heather Santos**

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**Mayor Rod Davies**



CITY OF MONMOUTH

MONMOUTH  
ILLINOIS

**PUBLIC HEARING  
For  
CDBG ECONOMIC DEVELOPMENT GRANT**

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**Date:** Monday November 21, 2022

**Time:** 5:45 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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Mayor Rod Davies declared the Public Hearing for the CDBG Economic Development Grant open at 5:45 p.m. in the Council Chambers at City Hall, 100 East Broadway. He then turned the hearing over to Jarred Dexter.

Jarred Dexter from WIRC explained that the City of Monmouth intends to apply to the Illinois Department of Commerce and Economic Opportunity for a grant from the state CDBG program in the amount of \$1,000,000. Dexter stated that these funds are to be used for an economic development public infrastructure project to construct a new well and water treatment plant. \$510,000 of CDBG funds proposed to be used for the new well will benefit the low-to-moderate income. The grant will be used to fund construction activities, design construction and engineering of the new water treatment plant project. The applicant is responsible for 6% or \$35,000 of the grant total. Also, since the project total will be more than \$1,000,000, the City of Monmouth will be responsible for the remaining \$3,126,000 in non-CDBG funds on the project. These extra funds will be derived from the City's Water/Sewer Fund or any fund the City chooses to use. Dexter opened the floor for questions.

Mayor Davies added that this grant will support the expansion and modernization of Smithfield Foods. He also noted that on the agenda for the Council Meeting is the approval for purchase of land for the new water treatment facility and potentially a new water tower.

As there were no further questions or comments from the Council or from the public, Mayor Davies closed the Public Hearing for the CDBG Economic Development Grant at 5:49 p.m.

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Mayor Rod Davies

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Administrative Assistant  
Heather Santos



**COUNCIL MEETING**

**Date:** Monday, December 5, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**COUNCIL AGENDA**

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
  - A. Approval of the November 21, 2022 Public Hearing and Council Meeting Minutes**
- IV. A. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)**
  - B. Consent Agenda (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)**
    - 1. Approval of Bills**
- V. COMMITTEE OF THE WHOLE**
  - A. Building and Zoning November Report—Director Clark**
  - B. Woodard and Curran October Report – Director Jackson**
  - C. TIF Building Rehabilitation Program – 421 N. Main Street**
- VI. RESOLUTIONS**
  - A. 22-004, Committing Local Funds to \$1 Million CDBG Grant to Construct New Water Treatment Plant**
  - B. 22-005, Annual Approval City/County Joint Animal Control Contract Agreement**
- VII. ORDINANCES**
  - A. 1<sup>st</sup> Reading**
    - 1. 22-025, 2022-2023 Property Tax Levy**
    - 2. 22-026, Partially Abating Tax for Year 2022, \$8,335,000.00 GOB, Series 2014**
    - 3. 22-027, Abating Tax for Year 2022, \$4,065,000.00 GOB, Series 2015B**
    - 4. 22-028, Abating Tax for Year 2022, \$7,680,00.00 GOB, Series 2020**
    - 5. 22-029, Abating Tax for Year 2022, \$4,200,000.00 GOB, Series 2020A**
    - 6. 22-030, Abating Tax for Year 2022, \$13.650,000.00 GOB, Series 2021 A & B**
    - 7. 22-031, Change Zoning District from P.S. Public-Semi-Public Service to R-3 High-Density/Multi Family Residential with Special Use Variance – 201 E. 2<sup>nd</sup> Ave.**
  - B. 2nd Reading**
    - 1. 22-024, Amending Chapter 76, Entitled “Traffic Schedules” To Create Schedule VI, Entitled “Truck Routes” of the City of Monmouth**
- VIII. OTHER BUSINESS**
- IX. ADJOURNMENT**

**ORDINANCE NO. 22-026**

AN ORDINANCE partially abating the tax heretofore levied for the year 2022 to pay debt service on \$8,335,000.00 General Obligation Bonds, Series 2014 (Ordinance No. 14-018), of the City of Monmouth, Warren County, Illinois.

WHEREAS, the City Council (the “Council”) of the City of Monmouth, Warren County, Illinois (the “City”), by ordinance adopted on the 10<sup>th</sup> day of December, 2014 (the “Ordinance”), did provide for the issue of \$8,335,000.00 General Obligation Bonds, Series 2014, (the “Bonds”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the City has Pledged Revenues (as defined in the Ordinance) available for the purpose of paying debt service on the Bonds heretofore imposed by the 2022 levy; and

WHEREAS, such Pledged Revenues are hereby directed to be deposited into the Bond Fund (as defined in the Ordinance) and used for the purpose of paying debt service on the Bonds; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2022 to pay the Bonds be abated.

NOW THEREFORE, Be It and It is Hereby Ordained by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2022 in the Ordinance is hereby partially abated in the amount of \$621,450.00 resulting in an extension of \$400,000.00.

*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 Warren County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2022 in accordance with the provisions hereof.

*Section 3. Effective Date.* This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

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MAYOR

ATTEST:

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CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_



STATE OF ILLINOIS        )  
  )  
COUNTY OF WARREN        )        SS.

I, SUSAN S. TREVOR, as Clerk of the City of Monmouth, Illinois, do hereby certify that I am the duly elected, qualified City Clerk of said City; that I am the office keeper of all books and records of said office and of said City; that the foregoing is a full, true, correct and complete copy of Ordinance Number \_\_\_\_\_, entitled, **“Abating the Tax levied for the year 2022 to pay debt service on \$8,335,000.00 General Obligation Bonds, Series 2014”** which was adopted by the Mayor and City Council of said City on the \_\_\_\_ day of \_\_\_\_\_, 2022, at a regularly called and constituted meeting of said Mayor and City Council; that said Ordinance was duly passed by a roll call vote at said meeting at which more than a quorum was present, all of which fully appears from the official records and minutes of the City Council in my office now remaining.

**IN WITNESS WHEREOF**, I have hereunto affixed my hand and signature as Clerk of the City of Monmouth, Illinois, and the corporate seal of said City, at Monmouth, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
CITY CLERK  
  
(SEAL)

**ORDINANCE NO. 22-027**

AN ORDINANCE abating the tax heretofore levied for the year 2022 to pay debt service on \$4,065,000.00 General Obligation Bonds, Series 2015B (Ordinance No. 15-014), of the City of Monmouth, Warren County, Illinois.

WHEREAS, the City Council (the “Council”) of the City of Monmouth, Warren County, Illinois (the “City”), by ordinance adopted on the 20<sup>th</sup> day of April, 2015 (the “Ordinance”), did provide for the issue of \$4,065,000.00 General Obligation Bonds, Series 2015B, (the “Bonds”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the City has Pledged Revenues (as defined in the Ordinance) available for the purpose of paying debt service on the Bonds heretofore imposed by the 2022 levy; and

WHEREAS, such Pledged Revenues are hereby directed to be deposited into the Bond Fund (as defined in the Ordinance) and used for the purpose of paying debt service on the Bonds; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2022 to pay the Bonds be abated.

NOW THEREFORE, Be It and It is Hereby Ordained by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2022 in the Ordinance is hereby abated in its entirety.

*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 Warren County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2022 in accordance with the provisions hereof.

*Section 3. Effective Date.* This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

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MAYOR

ATTEST:

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CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_

STATE OF ILLINOIS        )  
  )  
COUNTY OF WARREN        )        SS.

I, SUSAN S. TREVOR, as Clerk of the City of Monmouth, Illinois, do hereby certify that I am the duly elected, qualified City Clerk of said City; that I am the office keeper of all books and records of said office and of said City; that the foregoing is a full, true, correct and complete copy of Ordinance Number \_\_\_\_\_, entitled, **“Abating the Tax levied for the year 2021 to pay debt service on \$4,065,000.00 General Obligation Bonds, Series 2015B”** which was adopted by the Mayor and City Council of said City on the \_\_\_\_ day of \_\_\_\_\_, 2022, at a regularly called and constituted meeting of said Mayor and City Council; that said Ordinance was duly passed by a roll call vote at said meeting at which more than a quorum was present, all of which fully appears from the official records and minutes of the City Council in my office now remaining.

**IN WITNESS WHEREOF**, I have hereunto affixed my hand and signature as Clerk of the City of Monmouth, Illinois, and the corporate seal of said City, at Monmouth, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
CITY CLERK  
  
(SEAL)

**ORDINANCE NO. 22-028**

AN ORDINANCE abating the tax heretofore levied for the year 2022 to pay debt service on \$7,680,000.00 General Obligation Bonds, Series 2020 (Ordinance 20-013), of the City of Monmouth, Warren County, Illinois.

WHEREAS, the City Council (the “Council”) of the City of Monmouth, Warren County, Illinois (the “City”), by ordinance adopted on the 6th day of April, 2020 (the “Ordinance”), did provide for the issue of \$7,680,000.00 General Obligation Bonds, Series 2020, (the “Bonds”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the City has Pledged Revenues (as defined in the Ordinance) available for the purpose of paying debt service on the Bonds heretofore imposed by the 2022 levy; and

WHEREAS, such Pledged Revenues are hereby directed to be deposited into the Bond Fund (as defined in the Ordinance) and used for the purpose of paying debt service on the Bonds; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2022 to pay the Bonds be abated.

NOW THEREFORE, Be It and It is Hereby Ordained by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2022 in the Ordinance is hereby abated in its entirety.

*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 Warren County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2022 in accordance with the provisions hereof.

*Section 3. Effective Date.* This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

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MAYOR

ATTEST:

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CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_

STATE OF ILLINOIS        )  
  )  
COUNTY OF WARREN        )        SS.

I, SUSAN S. TREVOR, as Clerk of the City of Monmouth, Illinois, do hereby certify that I am the duly elected, qualified City Clerk of said City; that I am the office keeper of all books and records of said office and of said City; that the foregoing is a full, true, correct and complete copy of Ordinance Number \_\_\_\_\_, entitled, **“Abating the Tax levied for the year 2022 to pay debt service on \$7,680,000.00 General Obligation Bonds, Series 2020,”** which was adopted by the Mayor and City Council of said City on the \_\_\_\_ day of \_\_\_\_\_, 2022, at a regularly called and constituted meeting of said Mayor and City Council; that said Ordinance was duly passed by a roll call vote at said meeting at which more than a quorum was present, all of which fully appears from the official records and minutes of the City Council in my office now remaining.

**IN WITNESS WHEREOF**, I have hereunto affixed my hand and signature as Clerk of the City of Monmouth, Illinois, and the corporate seal of said City, at Monmouth, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
CITY CLERK  
  
(SEAL)

**ORDINANCE NO. 22-029**

AN ORDINANCE abating the tax heretofore levied for the year 2022 to pay debt service on \$4,200,000.00 General Obligation Refunding Bonds, Series 2020A (Ordinance No. 20-026), of the City of Monmouth, Warren County, Illinois.

WHEREAS, the City Council (the “Council”) of the City of Monmouth, Warren County, Illinois (the “City”), by ordinance adopted on the 8<sup>th</sup> day of September, 2020 (the “Ordinance”), did provide for the issue of \$4,200,000.00 General Obligation Refunding Bonds, Series 2020, (the “Bonds”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the City has Pledged Revenues (as defined in the Ordinance) available for the purpose of paying debt service on the Bonds heretofore imposed by the 2022 levy; and

WHEREAS, such Pledged Revenues are hereby directed to be deposited into the Bond Fund (as defined in the Ordinance) and used for the purpose of paying debt service on the Bonds; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2022 to pay the Bonds be partially abated.

NOW THEREFORE, Be It and It is Hereby Ordained by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2022 in the Ordinance is hereby abated in its entirety.

*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 Warren County, Illinois, and it shall be the duty of said County Clerk to partially abate said tax levied for the year 2022 in accordance with the provisions hereof.



*Section 3. Effective Date.* This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

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MAYOR

ATTEST:

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CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_

STATE OF ILLINOIS        )  
  )  
COUNTY OF WARREN        )        SS.

I, SUSAN S. TREVOR, as Clerk of the City of Monmouth, Illinois, do hereby certify that I am the duly elected, qualified City Clerk of said City; that I am the office keeper of all books and records of said office and of said City; that the foregoing is a full, true, correct and complete copy of Ordinance Number \_\_\_\_\_, entitled, **“Abating the Tax levied for the year 2022 to pay debt service on \$4,200,000.00 General Obligation Bonds,”** which was adopted by the Mayor and City Council of said City on the \_\_\_\_ day of \_\_\_\_\_, 2022, at a regularly called and constituted meeting of said Mayor and City Council; that said Ordinance was duly passed by a roll call vote at said meeting at which more than a quorum was present, all of which fully appears from the official records and minutes of the City Council in my office now remaining.

**IN WITNESS WHEREOF**, I have hereunto affixed my hand and signature as Clerk of the City of Monmouth, Illinois, and the corporate seal of said City, at Monmouth, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
CITY CLERK  
  
(SEAL)

**ORDINANCE NO. 22-030**

AN ORDINANCE abating the tax heretofore levied for the year 2022 to pay debt service on \$13,650,000.00 General Obligation Refunding Bonds, Series 2021 A & B (Ordinance No. 21-015), of the City of Monmouth, Warren County, Illinois.

WHEREAS, the City Council (the “Council”) of the City of Monmouth, Warren County, Illinois (the “City”), by ordinance adopted on the 19<sup>th</sup> day of July, 2021 (the “Ordinance”), did provide for the issue of \$13,650,000.00 General Obligation Refunding Bonds, Series 2021 A & B, (the “Bonds”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the City has Pledged Revenues (as defined in the Ordinance) available for the purpose of paying debt service on the Bonds heretofore imposed by the 2022 levy; and

WHEREAS, such Pledged Revenues are hereby directed to be deposited into the Bond Fund (as defined in the Ordinance) and used for the purpose of paying debt service on the Bonds; and

WHEREAS, it is necessary and in the best interests of the City that the tax heretofore levied for the year 2022 to pay the Bonds be partially abated.

NOW THEREFORE, Be It and It is Hereby Ordained by the City Council of the City of Monmouth, Warren County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2022 in the Ordinance is hereby abated in its entirety.

*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 Warren County, Illinois, and it shall be the duty of said County Clerk to partially abate said tax levied for the year 2022 in accordance with the provisions hereof.

*Section 3. Effective Date.* This Ordinance shall be in full force and effect forthwith upon its adoption.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

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MAYOR

ATTEST:

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CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_

STATE OF ILLINOIS        )  
  )  
COUNTY OF WARREN        )        SS.

I, SUSAN S. TREVOR, as Clerk of the City of Monmouth, Illinois, do hereby certify that I am the duly elected, qualified City Clerk of said City; that I am the office keeper of all books and records of said office and of said City; that the foregoing is a full, true, correct and complete copy of Ordinance Number \_\_\_\_\_, entitled, **“Abating the Tax levied for the year 2022 to pay debt service on \$13,650,000.00 General Obligation Bonds,”** which was adopted by the Mayor and City Council of said City on the \_\_\_\_ day of \_\_\_\_\_, 2022, at a regularly called and constituted meeting of said Mayor and City Council; that said Ordinance was duly passed by a roll call vote at said meeting at which more than a quorum was present, all of which fully appears from the official records and minutes of the City Council in my office now remaining.

**IN WITNESS WHEREOF**, I have hereunto affixed my hand and signature as Clerk of the City of Monmouth, Illinois, and the corporate seal of said City, at Monmouth, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
CITY CLERK  
  
(SEAL)

**ORDINANCE NO. 22-031**

**AN ORDINANCE GRANTING A CHANGE IN ZONING  
FROM P.S. PUBLIC AND SEMI-PUBLIC SERVICE TO R-3 HIGH  
DENSITY/MULTIFAMILY RESIDENTIAL, WITH A SPECIAL USE VARIANCE  
TO MAINTAIN THE SANCTUARY FOR CHURCH SERVICES**

WHEREAS, the question of granting the following described change in zoning was referred to the Plan Commission to hold a public hearing thereon; and

WHEREAS, such a public hearing was held, after due public notice, in the manner provided by law; and

WHEREAS, the Administration, in lieu of Plan Commission due to lack of quorum, has recommended the granting of said zoning change.

Now, therefore, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONMOUTH, ILLINOIS, as follows:

**Section 1. Approve the changing of the zoning district from P.S. Public and Semi-Public Service to R-3 High-Density/Multi-family residential, with a special use variance to maintain the sanctuary for church services. This zoning district change is contingent on the purchase of the property.**

**Commonly known as 201 East 2<sup>nd</sup> Ave:** to the City of Monmouth, situated in the county of Warren, in the State of Illinois.

Section 2. The findings and recommendations of the Plan Commission on the question of granting this zoning change are hereby accepted and adopted and made a part of this ordinance.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2007.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2007.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not Voting: \_\_\_\_\_

ZONING DEPARTMENT    Joe Clark, Director  
CITY OF MONMOUTH    100 E. Broadway  
   Monmouth Il. 61462

309.734.7590

[joe.clark@cityofmonmouth.com](mailto:joe.clark@cityofmonmouth.com)  
[www.cityofmonmouth.com](http://www.cityofmonmouth.com)

Date: November 2022

The Zoning department continues to issue building permits, notices for junk and debris and ordinance violations.

Rental registrations are at 75% completed as rental inspections continue and a final notice started going out for the balance of 25% still in need of registration.

These percentages do not account for recently acquired properties or those being sold on contract to avoid the rental registration and inspections of properties, and in some cases are in desperate need of multiple repairs to meet base line qualification.

### **GRANTS**

**Strong Communities Grant (SCP) Demolition Property** House at 415 South 1<sup>st</sup> Street: Demolition completed following all City and State requirements.

The city is in the process of acquiring one more house for demolition to fulfill total expenditure of the Strong Communities Program (SCP) grant funds prior to March of 2023 deadline.

### **OPEN PROJECTS**

**Eagle View Health care:** 230 South Main Street continues with the renovation for a health care clinic as the new windows and treatment rooms painting continues.

**First United Methodist Church:** Continue with finish work and have started cabinets in the basement kitchen area.

**Maple City Warehouse:** Continues with other building improvement on some of the other warehouses.

**Monmouth College: Stockdale Student Center** Abatement continues as the bidding process starts for the renovations going forward with mechanical, electrical, and plumbing as well as all wall coverings.

**Monmouth Town Homes LP:** All trades continue, and all electrical inspections completed to start electrical and gas infrastructure installation through Ameren with a completion date in January

## **COMPLETED PROJECTS**

**T.I.F. Project at 109 & 111 S 1<sup>st</sup> Street:** Completed tuck pointing, masonry work as well as landings and fire escape to the second floor.

**Demolition Completed:** Removal and disposal of 2 trailers at 204 East 4<sup>th</sup> Avenue, following all City and state guidelines followed.

**El Toro Restaurant:** Completed inspections and sign replacement at 1201 West Broadway.

## **PLAN COMMISSION**

The plan commission met Monday November 28<sup>th</sup>, 2022, but was unable to complete meeting for the recommendation of a zoning district change to the property at 201 East 2<sup>nd</sup> Avenue from P.S., Public and Semi-Public service to R-3, High Density Residential, because there were not enough voting members in attendance and a quorum could not be satisfied. There was in attendance a spokesman from the Investment company with interest in the purchase of the property once rezoned with the intent of renovating the church into apartments.

At the adjournment the spokesman for the investment company welcomed and answered all questions to those in attendance.

Due to the building presently vacant and the need for more multi-family housing it is the administrations recommendation to support the zoning change to R-3 High density residential.

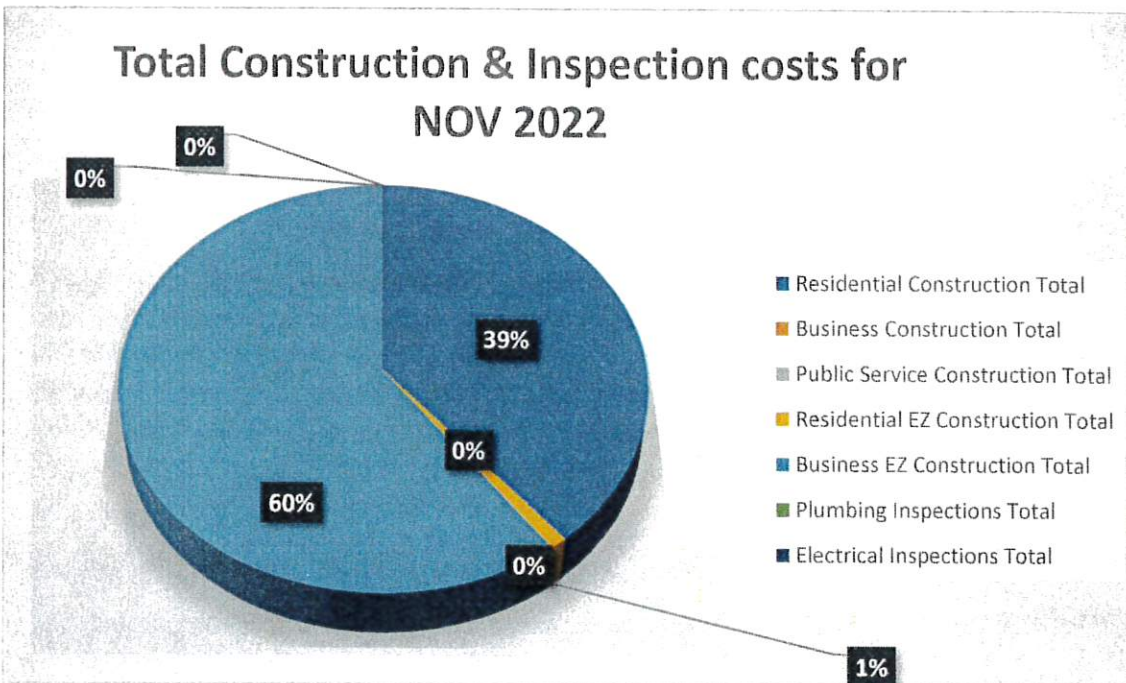
**Joe Clark, Director of Zoning**



City of Monmouth  
Monthly and current year-to-date  
building permit construction cost totals

Nov. 2022

Residential Construction Total	\$ 1,052,024.88
Year-to-date Residential Construction Total	\$ 3,198,523.38
Business Construction Total	\$ 0.00
Year-to-date Business Construction Total	\$ 184,368.00
Public Service Construction Total	\$ 0.00
Year-to-date Public Service Construction Total	\$ 2,494,757.58
Residential EZ Construction Total	\$ 25,100.00
Year-to-date Residential Construction Total	\$ 111,500.00
Business EZ Construction	\$ 1,619,758.00
Year-to-date Business EZ Construction Total	\$ 1,849,758.00
Plumbing Inspections Total (2)	\$ 0.00
Electrical Inspections Total (4)	\$ 675.00



ORDINANCE NO. 22-024

AN ORDINANCE AMENDING CHAPTER 76, ENTITLED “TRAFFIC SCHEDULES”  
TO CREATE SCHEDULE VI, ENTITLED “TRUCK ROUTES”, OF THE CITY  
ORDINANCES OF THE CITY OF MONMOUTH, ILLINOIS

BE IT ORDAINED by the City Council of the City of Monmouth, Warren  
County, Illinois, as follows:

Section 1:

Schedule VI, of Chapter 76 of the Monmouth Code of Ordinances, entitled  
“TRUCK ROUTES”, is hereby established and shall read as follows:

SCHEDULE VI. TRUCK ROUTES – LOCAL DELIVERY ONLY

(A) General Restriction: It shall be unlawful to drive on any street any motor  
vehicle with a weight, including load, in excess of that permitted by the State traffic  
law for driving on improved highways or with weight distributed in a manner not  
conforming to such law.

(B) Vehicles In Excess Of Eight Thousand (8,000) Pounds Restricted To  
Designated Truck Routes: It is unlawful to operate any vehicle in excess of eight  
thousand (8,000) pounds, or any vehicle with a registered weight greater than eight  
thousand (8,000) pounds pursuant to the Illinois Vehicle Code, 625 Illinois  
Compiled Statutes 5/3-815, on any street not designated and posted as a truck route,  
subject to the following exceptions:

(1) Vehicles exceeding eight thousand (8,000) pounds may not be operated on  
any street within the City Limits unless they are on designated truck routes as  
set forth in this Ordinance AND they are being driven for the purpose of  
making a pick up, delivery, and/or to provide services, or successive pick ups,  
deliveries and/or services, but not for purposes of peddling or soliciting, unless  
authorized by the City Council; provided however, vehicles may only leave a  
truck route to make pick ups, deliveries or to provide services by use of a direct  
route from the point on the truck route closest to the pick-up, delivery or  
service location. When a vehicle making or providing successive pick ups,  
deliveries and/or services on non-truck route(s) arrives at a truck route, such  
vehicle must then utilize the truck route(s) until reaching the next point on a  
truck route closest to the next delivery or service location.

(2) Exempt Vehicles: The following vehicles are exempt from the provisions of Subsection 11-3-1.2 of this Section:

- (a) Vehicles owned and operated by governmental agencies;
- (b) Vehicles owned and operated by private utilities;
- (c) Buses, including school buses;
- (d) Vehicles engaged in the collection and removal of garbage or refuse;
- (e) Snow removal vehicles engaged in snow removal functions on private property or under contract with the City;
- (f) Vehicles registered and used as recreational vehicles;
- (g) Tow trucks.
- (h) Owner operated vehicle, but only to the extent such vehicle is operated to and from the owner operator's residence over a direct route to and from the closest point on the nearest truck route.

(C) The following streets are designated as Truck Routes:

STREET	LOCATION
Broadway	From the Bypass to 14 <sup>th</sup> Street
Main Street	From the Highway 34/67 on the North to the southern-most city limit
Sunnylane	From W. Broadway to West 11 <sup>th</sup> Ave.
West 11 <sup>th</sup> Ave.	From Highway 34/67 to South Main St.
South D St.	From West 11 <sup>th</sup> Ave. to West 6 <sup>th</sup> Ave.
West 6 <sup>th</sup> Ave.	From South D St. to South Main St.
Highway 34/67	All within the City limits
Harlem Ave.	From Highway 34/67 to North 6 <sup>th</sup> Street
North 6 <sup>th</sup> Street	From Harlem Ave. to the northern most city limit

(D) Posting Truck Routes:

(1) The Public Works Director shall cause all of the truck routes designated in Schedule VI (C) above, which are within the jurisdiction of the City, to be posted by the erection and maintenance of appropriate signs;

(2) With respect to the truck routes designated in Schedule VI (C), above, which are within the jurisdiction of the State of Illinois, any county or any township, the Public Works Director shall consult with and seek the approval of the appropriate highway authority for the erection and maintenance of appropriate signs designating such routes as truck routes.

(E) Other Jurisdictions, Conflict: Nothing in this Section shall be construed as permitting the operation of trucks over routes within the jurisdiction of the State of Illinois, any county or any township to the extent that such operation is prohibited or regulated by the ordinances, resolutions, rules or regulations of such highway authority.

(F) The penalty for violating any provision of this schedule shall be as set forth in Section 70.99.

Section 2:

In all other respects, Chapter 76 of the Monmouth Code of Ordinances previously enacted shall remain in full force and effect.

Section 3:

This ordinance shall be in full force and effect ten (10) days after this due publication in pamphlet form, passage and approval thereof as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

\_\_\_\_\_  
MAYOR

ATTESTED:

\_\_\_\_\_  
CITY CLERK

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent or not voting: \_\_\_\_\_



**ORGANIZATION AGENDA REQUEST**

Council Meeting Date December 19, 2022

(Requests may be faxed to City Clerk at 309-734-4943 or  
emailed to [susan.trevor@cityofmonmouth.com](mailto:susan.trevor@cityofmonmouth.com))

ORGANIZATION: La Pequeñita

Representative: Ray Gillen

Address: 117 S. 1st St

E-mail Address: \_\_\_\_\_

Phone Number: (309) 734-7776

Reason for Request: Applying for Class IV liquor license  
for La Pequeñita.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ray Gillen  
Organization Representative

12-7-22  
Date

Susan D. Trevor  
City Clerk

12-7-22  
Date

**PLEASE NOTE:** 1) *In order to be placed on the agenda of a Council Meeting, ALL requests **MUST** be received the Wednesday morning prior to the next Council meeting!*  
2) *Representative must be present at meeting unless special circumstances are requested.*



## 2023 COUNCIL MEETING SCHEDULE

The City of Monmouth Council Meetings are held in the Council Chambers of City Hall located at 100 East Broadway, Monmouth, Illinois. The Council Meetings will begin at 6:00 p.m. on the following dates for the calendar year of 2023:

**\*Tuesday, January 3, 2023 (Monday is City Holiday for New Year's Day)**

**\*Tuesday, January 17, 2023 (Martin Luther King Holiday is on January 16<sup>th</sup>)**

Monday, February 6, 2023

**\*Tuesday, February 21, 2023 (President's Day is on Monday, February 20<sup>th</sup>)**

Monday March 6, 2023

Monday, March 20, 2023

Monday, April 3, 2023

Monday, April 17, 2023

Monday, May 1, 2023

Monday, May 15, 2023

Monday, June 5, 2023

Monday June 19, 2023

Monday, July 3, 2023

Monday, July 17, 2023

Monday, August 7, 2023

Monday, August 21, 2023

**\*Tuesday, September 5, 2023 (Labor Day is on Monday, September 4th)**

Monday, September 18, 2023

Monday, October 2, 2023

Monday, October 16, 2023

Monday, November 6, 2023

Monday, November 20, 2023

Monday, December 4, 2023

Monday, December 18, 2023



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# Monmouth Fire Department

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601 Industrial Park Road - Monmouth, Illinois

**12/12/2022**

Administrator Steinbrecher,

As you know, the fire department is having an issue with the heating system on the truck floor at Station #1. Attached please find background information regarding my recommendation that the City hire H & L Plumbing & Heating to install radiant heat on the truck floor and C & D Electric to provide the electrical connections necessary at a total cost of \$37,278.32.

Currently at Station #1 there are two roof-mounted HVAC systems that control the heating and cooling on the truck floor. Both units are original to the building and are approximately 30 years old. In recent years, both units have had repair issues considering their age. This fall, a few weeks after the heaters were started for the season, there have been issues with the garage getting warm along with gas leaks and carbon monoxide detected. We had a technician from a local HVAC repair company assess the issues and he found that one unit is having problems with both the heat exchanger and the electrical system, and the other unit is also having issues with the heat exchanger. The technician was able to make a temporary repair to one unit to provide heat at about half the temperature that it should be. The unit can keep up for now, but we are unsure if it will be able to put out enough heat when the temperature drops this winter. The second unit is not repairable, and the technician told us that he recommends replacing the units soon or risk being without heat.

After discussing our options with several HVAC contractors, the most highly recommended type of heating system for our truck floor has been the radiant heat. Radiant heat or sometimes referred to as "tube" heat, hangs from the ceiling and directs heat towards the floor and anything else in the space. By using radiant heat, the room and anything in it is heated and that heat is retained by the room when the bay doors are opened allowing the room to rewarm faster and save energy. Several experienced HVAC personnel have stated that the radiant heat would provide the most economical and even heat possible for the fire truck garage. We believe that this would be the most suitable type of heat for the station and will be the most economical in the long term.

I am recommending that the City accept the lower bid from H & L Plumbing & Heating (\$24,293.32) to install the radiant heat in the fire station to prevent a sudden loss of heat on the truck floor which may occur if our last furnace fails. I have attached the two estimates for your review, both contractors have agreed to provide temporary heat on the truck floor if needed until the installation can be completed. I have also attached a copy of the estimate from C & D Electric (\$12,985.00) who would provide the wiring for the heaters and the thermostats. If you have any questions about this, please let me know.

Casey Rexroat,

Fire Chief

H & L Plumbing and Heating LLC

PO Box 887  
 Monmouth, IL 61462  
 (309) 734-6208  
 EIN# 47-2527754

# Estimate

Date	Estimate #
12/6/2022	1281

Name / Address
Monmouth Fire Dept

Project

Description	Qty	Rate	Total
Price per tube heater (total of 4 units was requested, one between each tuck and one east and west in south end of building)  This estimate does not include power or thermostat wiring ran to units  <p style="text-align: center;"><b>4 Tube Heaters x \$6073.33                      = \$24,293.32</b></p>		6,073.33	6,073.33
		<b>Total</b>	\$6,073.33





Advanced Plumbing & Mechanical  
1340 South Main St P.O Box 17  
Monmouth IL 61462  
Ph.309-734-7473  
Email [johnsonapm@gmail.com](mailto:johnsonapm@gmail.com)

Customer: City of Monmouth – Monmouth Fire Department  
Address: Industrial Park Dr. Monmouth, IL  
Phone: 309-734-8427  
Email: [casey.rexroat@monmouthfiredepartment.com](mailto:casey.rexroat@monmouthfiredepartment.com)

Proposal: Station #1 Tube Heaters

Scope of Work/ Proposal

- a) Provide labor and materials to install new four (4) new 125,000 BTU radiant tube heaters for apparatus bays on the north end of station one.
- b) APM will provide and install all associated gas and flue piping for heaters.
- c) Provide and install new low voltage thermostats for heaters.
- d) Electrical line voltage wiring by others.
- e) Provide two heat wagon temporary floor mount 80 amp heaters. Electrical connections by others.

Total - \$ 25,209.00

Zach Johnson

Date 11/23/2022

Acceptance of Proposal

Signature \_\_\_\_\_

Date \_\_\_\_\_



313 S. Main St., Monmouth, IL 61462 - Fax (309) 734-7847 - E-mail: cdelectric@mtcnow.net  
Licensed - Bonded - Insured

## ESTIMATE

December 09, 2022

Monmouth Fire Dept.  
601 Industrial Park Rd  
Monmouth, IL 61462

Estimate for: North Station heating updates for truck floor - Wiring with control for 4 tube heaters, 50ft.

Includes: 2 - 120V circuits supplied from generator panel for 4 tube heaters, 50ft. (Estimated load 5 amps each start, 1.5 amps each run)  
Thermostats  
Control Transformers if needed  
Power cords if needed  
Control Contactors/Relays if needed  
Fuse disconnect at each heater  
Thermostat wiring with conduit where required  
Power circuit in conduit from generator panel or circuit origination to all heaters.  
Scissor lift for 5 days  
All associated material  
Labor at prevailing wage

TOTAL COST: \$12,985.00

Front three heaters will be controlled with one thermostat, simultaneously.  
Back heater will be controlled with one thermostat independent of the others.

All equipment noted is to provide a complete and functional system. If some equipment is redundant from what HVAC contractor may provide with heaters, this can be deducted and would lower the total cost. As no equipment or design specifications have been provided, this estimate is based on our design and anticipation of what material may be required for a complete, compliant and professionally installed system. This design may differ from other estimates which may be submitted and we ask that you please keep this in mind when reviewing all estimates.

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Estimate for: Temporary Heat - Estimate would be dependent on type of equipment or heaters installed / provided as well as power availability in the area of equipment to be installed.

If equipment specs and placement location can be provided, estimate can then be provided for cost to connect.



Proudly Serving the Monmouth Area Since 1951





313 S. Main St., Monmouth, IL 61462 - Fax (309) 734-7847 - E-mail: cdelectric@mtcnow.net  
Licensed - Bonded - Insured

## ESTIMATE

December 09, 2022

Monmouth Fire Dept.  
601 Industrial Park Rd  
Monmouth, IL 61462

Estimate for: North Station heating updates for truck floor - Wiring with control for 4 tube heaters.

All labor is figured with standard industry labor units based on type of installation, work to be performed as well as amount and type of material and devices to be installed. (2019 edition)

If applicable, proposal is contingent on approval of and issuance of a permit by the authority having jurisdiction (AHJ) and / or utility company specifications.

THIS IS AN ESTIMATE ONLY and may be subject to change more or less. Due to the current fluctuating materials market and supply chain issues, quotes or estimates cannot be guaranteed at this time and shall be dependent on market fluctuations, fluid manufacturers terms and material availability.

Pricing quoted is a good faith estimate including costs of material as of the date of the proposal. Changes or delays during the project may also affect total cost, more or less. For a hard bid, design and equipment specifications must be submitted by customer so that all contractors are providing pricing equally.

At this time, we are consistently experiencing extended lead times for some material which may affect the commencement and completion of projects. Commencement and completion is contingent on weather if an outdoor project, committed work load at time of acceptance, material availability, manufacturer lead time for material at time of order or acceptance by customer.

Prices are based on a professional installation which complies with all applicable codes that are in effect at the time of installation as well as any requirements of the authority having jurisdiction (AHJ). No portion of this proposal may be shared with or disseminated to any third party without the express permission of C & D Electric. By accepting this proposal and / or authorizing work to commence, customer indicates that they agree to the terms as stated.

We appreciate the opportunity to provide you with this proposal and we look forward to working with you on this project. Should you have any questions, please do not hesitate to contact me.

Robert Evans  
Owner



Proudly Serving the Monmouth Area Since 1951





## CITY OF MONMOUTH COUNCIL MEETING MINUTES



**Date:** Monday, December 5, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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### I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

### II. ROLL CALL

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Aldermen Tony Cook, Brian Daw (remote), Jim Conard, Juan Pinedo, Alderwoman Mary Kelly (remote) and Alderman John VanVleet **ABSENT:** Alderman Thomas and Alderwoman Twomey **Also Present:** Mayor Rod Davies, City Administrator Lew Steinbrecher, City Clerk Susan S. Trevor, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MPD Chief Joe Switzer, Woodard and Curran Public Works Director Andy Jackson **Also Absent:** MFD Chief Casey Rexroat

### III. APPROVAL OF MINUTES

#### A. Approval of November 21, 2022 Public Hearing and Council Meeting Minutes

It was moved by Alderman Cook and seconded by Alderman Conard to approve the November 21, 2022 Public Hearing and Council Meeting Minutes as presented. **AYE:** Alderman Cook, Aldermen Daw (remote), Conard, Pinedo, Alderwoman Kelly (remote) and Alderman VanVleet **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED**

### IV. PRESENTATION TO THE COUNCIL

#### A. Presentations or Citizen Inquiries

There were none to be heard

#### B. Consent Agenda

##### 1. Approval of Bills

It was moved by Alderman Daw (remote) and seconded by Alderwoman Kelly (remote) to approve the bills as presented. **AYE:** Aldermen Cook, Daw, (remote), Conard, Pinedo, Alderwoman Kelly (remote) and Alderman VanVleet **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

## V. COMMITTEE OF THE WHOLE

### A. Building and Zoning November Report – Director Clark

- ✓ Zoning continues to issue building permits, junk and debris and ordinance violation notices.
- ✓ Rental registrations are 75% completed.
- ✓ **Grants:** House at 415 South 1<sup>st</sup> demolition complete and City is in process of acquiring one more house to fulfill total expenditure of the Strong Communities Program grant funds.
- ✓ **Open Projects:** Eagle View Health Care, First United Methodist, Maple City Warehouse, MC Stockdale Student Center and Monmouth Town Homes are all still in various stages of completion.
- ✓ **Completed Projects:** T.I.F. Project at 109 and 111 S. 1<sup>st</sup> Street, El Toro Restaurant, and demolition completed of 2 trailers at 204 E. 4<sup>th</sup> Avenue
- ✓ **Plan Commission:** Due to the lack of quorum at a meeting held Monday, November 28<sup>th</sup>, 2022, a vote was not able to be taken to change the zoning of the property at 201 E. 2<sup>nd</sup> Avenue from P.S., Public and Semi-Public Service to R-3. High Density Residential. A spokesman for an investment company with an interest in the purchase of the property once rezoned to be able to renovate the church into apartments, answered all questions to those in attendance. Due to the building being presently vacant and the need for more multi-family housing, the Administration is recommending approval of the zoning change to R-3 High Density Residential.

### B. Woodard and Curran October Report – Director Jackson

- Leaf Pickup is just about done.
- Brandt is working on the handicapped sidewalks where the sidewalks cross the streets that are to be re-surfaced in the Spring.

### C. TIF Building Rehabilitation Program – 421 North Main Street

Administrator Steinbrecher explained that Karen Selby is the owner of the building at 421 North Main Street and she submitted an application for the Downtown TIF Commercial Building Rehabilitation Program to assist with the cost of recoating and sealing the roof of her building. The total cost of the project is \$18,980.00 and upon completion of the project and submission of the proper paperwork, she would be entitled to a TIF Reimbursement of \$5,694.00. The Administration is recommending approval of Karen's application. **It was moved by Alderman Cook and seconded by Alderman VanVleet to approve the above-stated application for a TIF Reimbursement of \$5,694.00 to Karen Selby. AYE:** Aldermen Daw (remote), Conard, Pinedo, Alderwoman Kelly (remote), Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

## **VI. RESOLUTIONS**

### **A. 22-004, Committing Local Funds to \$1 Million CDBG Grant to Construct New Water Treatment Plant**

Administrator Steinbrecher explained that in order to receive the \$1 million-dollar CDBG Grant to construct a new water treatment plant, the City is required to pass a resolution committing funds from the Water/Sewer Fund in the amount of \$3,126,000 for use in conjunction with the CDBG grant. The Administration is recommending approval of this Resolution. **It was moved by Alderman Conard and seconded by Alderman Pinedo to approve Resolution 22-004 to commit \$3,216,000 for use in conjunction with the CDBG Grant to construct a new water treatment plant. AYE:** Aldermen Daw (remote), Conard, Pinedo, Alderwoman Kelly (remote), Aldermen VanVleet and Cook **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

### **B. 22-005, Annual Approval City/County Joint Animal Control Contract Agreement**

Mayor Davies explained that the City and the County share costs of animal control and each year renew the contract establishing their joint animal control. **It was moved by Alderman Pinedo and seconded by Alderman Cook to approve Resolution 22-005, for the 2023 City/County Animal Control Contract. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly (remote), Aldermen VanVleet, Cook and Daw (remote) **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

## **VII. ORDINANCES**

### **A. 1<sup>st</sup> Reading**

#### **1. 22-025, Property Tax Levy 2022-2023**

Administrator Steinbrecher explained that this levy is the same as he presented in his Tax Levy presentation at the last Council meeting and does show the increases in the Police and Fire Pensions. **It was moved by Alderwoman Kelly (remote) and seconded by Alderman VanVleet to approve Ordinance 22-025 as presented. AYE:** Alderman Pinedo, Alderwoman Kelly (remote), Aldermen VanVleet, Cook, Daw (remote) and Conard **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

#### **2. 22-026, Partially Abating Tax for Year 2022, \$8,335,000.00 GOB, Series 2014**

**22-027, Abating Tax for Year 2022, \$4,065,000.00 GOB, Series 2015B**

**22-028, Abating Tax for Year 2022, \$7,680.00 GOB, Series 2020**

**22-029, Abating Tax for Year 2022, \$4,200,000.00 GOB, Series 2020A**

**22-030, Abating Tax for Year 2022, \$13,650,000.00 GOB, Series 2021 A & B**

Mayor Davies pointed out that Ordinance 22-026 is a partial abatement of a tax on \$8,335,000.00 GOB, Series 2014, while the other four Ordinances 22-027 through 22-030 are complete abatements of each individual GOB bond. **It was moved by Alderman Daw (remote) and seconded by Alderman Cook to approve Ordinances 22-026 through 22-030 collectively. AYE:** Alderwoman Kelly (remote), Aldermen VanVleet, Cook, Daw (remote), Conard and Pinedo **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

**3. 22-031, Change Zoning District from P.S. Public-Semi-Public Service to R-3 High-Density/Multi Family Residential with Special Use Variance – 201 E. 2<sup>nd</sup> Avenue**

Director Clark referred to his Zoning report where he explained that due to lack of quorum the Plan Commission was unable to vote on this zoning change; however, in reviewing the plan submission and the presentation by the project spokesman for the investment company, the Administration is recommending approval to support the zoning change to R-3 High Density Residential. **It was moved by Alderman Cook and seconded by Alderman Pinedo to approve the above-stated zoning change for the property located at 201 E. 2<sup>nd</sup> Avenue. AYE:** Aldermen VanVleet, Cook, Daw (remote), Conard, Pinedo and Alderwoman Kelly **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED**

**4. 22-024, Amending Chapter 76, Entitled “Traffic Schedules” To Create Schedule VI, Entitled “Truck Routes” of the City of Monmouth**

Prior to a vote on the Amendment to Chapter 76, Communications Director Helms explained that what was contributing to the problems of trucks using city streets not designated as truck routes is that the official GPS system that give the official routes for trucks has to be paid for; therefore, many of the truckers are using Google Maps, which does not have official truck routes designated on its maps. It just shows routes to be used to get from Point A to Point B. **It was moved by Alderman Conard and seconded by Alderman VanVleet to approve Ordinance 22-024, which creates Schedule VI in Chapter 76 to establish “Truck Routes” in the City of Monmouth. AYE:** Aldermen Cook, Daw (remote), Conard, Pinedo, Alderwoman Kelly and Alderman VanVleet **NAY:** none **ABSENT:** Alderman Thomas and Alderwoman Twomey **MOTION CARRIED.**

**VIII. OTHER BUSINESS**

There was none to be considered

**IX. ADJOURNMENT**

**It was moved by Alderman Daw (remote) and seconded by Alderman VanVleet to adjourn the meeting at 6:20 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Thomas and Alderwoman Twomey, who were absent.**

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City Clerk Susan S. Trevor

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Mayor Rod Davies

The logo is a Maltese cross with a red outline and white interior. The word "FIRE" is at the top, "EM" is on the right, "S" is at the bottom, and "E" is on the left. A central circle contains a fire hydrant. A banner at the bottom reads "EST. 1855" and "MONMOUTH, IL.".

***Monmouth Fire Department***  
***November Monthly Report***

***December 19<sup>th</sup>, 2022 City Council Meeting***



**Emergency Responses:**

The Monmouth Fire Department utilizes fire reporting software approved by the United States Fire Administration and the Office of the Illinois State Fire Marshal. This software records fire department responses in over 90 categories to track fire department emergency response statistics. This information is used by the department to support decision-making for fire response planning. Tracking response data with approved software is also required for fire departments receiving Federal and State grant dollars.

## November Incidents

Basic Incident Type Code And Description (FD1.21)	Total Incidents
<b>Incident Type Category (FD1.21): 1 - Fire</b>	
100 - Fire, other	1
113 - Cooking fire, confined to container	1
	<b>Total: 2</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>	
311 - Medical assist, assist EMS crew	85
324 - Motor vehicle accident with no injuries.	3
352 - Extrication of victim(s) from vehicle	2
356 - High-angle rescue	1
	<b>Total: 91</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>	
411 - Gasoline or other flammable liquid spill	2
412 - Gas leak (natural gas or LPG)	4
444 - Power line down	1
	<b>Total: 7</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>	
500 - Service call, other	5

Basic Incident Type Code And Description (FD1.21)	Total Incidents
550 - Public service assistance, other	3
554 - Assist invalid	1
561 - Unauthorized burning	2
	<b>Total: 11</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>	
600 - Good intent call, other	3
611 - Dispatched and cancelled en route	8
650 - Steam, other gas mistaken for smoke, other	1
	<b>Total: 12</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>	
700 - False alarm or false call, other	6
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
	<b>Total: 10</b>
	<b>Total: 133</b>

**Total Number of Incidents Year to Date: 1,479**

**Staff Training:**

November training for the fire department staff included the topics of Search and Rescue and Firefighting Tactics. All of the firefighters reviewed the different types of search and rescue techniques and discussed firefighting tactics for different types of fires.

MFD has arranged to host a Fire Investigator training course that will be taught by instructors from the Illinois Fire Service Institute and be held at Station I. The 120 hour class is scheduled to begin on January 21<sup>st</sup>, 2023 and will end on March 26<sup>th</sup> with all of the instruction being done on the weekends. The tuition for the class which is normally \$1,750/person is being funded by a state grant to allow anyone that is a member of an Illinois Fire Department to attend for free. There are currently four Monmouth Firefighters signed up for the training.

**Non-Emergency Activities:**

MFD provided fire extinguisher training to the staff at Legacy Estates that included a live fire prop to allow the employees the opportunity to practice putting out a real fire. In addition, the fire department conducted an inspection of the facility.

MFD hosted a MABAS Division meeting to discuss current events, training, and an update on MABAS from the Division's Operations Branch Chief.

Chief Rexroat attended a seminar on the topic of mental wellness and resiliency for first responders. The seminar was hosted by MABAS Division 43 (Quad City Departments) and was held at the Vibrant Arena at the Mark in Moline.

**Fire Code Items:**

Chief Rexroat assisted Director Clark with inspections and advising for the work being completed at the south Dollar General and the Monmouth College Stockdale Center.

Respectfully submitted,

Casey Rexroat, Fire Chief



## POLICE DEPARTMENT November 2022 MONTHLY REPORT

### STATISTICS:

	NOV 2021	NOV 2022	+/-	2021 YTD TOTAL	2022 YTD TOTAL	+/- YTD
MPD Arrests	39	42	3	484	501	17
Ordinance Violations	70	55	-15	985	1075	90
MPD Calls	873	1030	157	14749	13268	-1481
Dispatch Calls	1784	2158	374	24725	24740	15
MPD Accidents	23	19	-4	231	217	-14
Grant Hours Worked	46	42	-4	489	674	185

### INCIDENTS OF NOTE:

- \*Central and Harding staff were presented active shooter training.
- \*Central and Harding students were presented lockdown training.
- \*MPD conducted testing to establish an eligibility list for police officer. 2 candidates showed for the testing passing both the physical agility and written test.
- \*Lt. Bratcher attending several Christmas on the square planning meetings.
- \*Annual Turkey Trot was held without incident.
- \*Chief Switzer, Lt. Blackman and Inv. Kramer took part in Freezing For Food.

### STAFF TRAINING:

- \*Make up firearms qualifications were completed.

### EQUIPMENT RELATED ISSUES:

- \*Squad car Unit 3 had new front end (shocks, struts, stabilizer bars) installed.
- \*MPD was notified that the new squad cars that have been on order since 2021 had arrived at the dealership and were in que to have equipment installed.



**COUNCIL MEETING**

**Date:** Monday, December 19, 2022

**Time:** 6:00 p.m.

**Location:** 100 East Broadway  
Monmouth, Illinois

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**COUNCIL AGENDA**

(All meetings are conducted according to Robert's Rules of Order with a Parliamentarian present)

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

**A. Approval of the December 5, 2022 Council Meeting Minutes**

**IV. A. Presentations or Citizen Inquiries** (all inquiries are limited to 3 minutes per City Ordinance)

**B. Consent Agenda** (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)

**1. Approval of Bills**

**V. COMMITTEE OF THE WHOLE**

**A. MFD November Report – Chief Rexroat**

**B. MPD November Report – Chief Switzer**

**C. Approval of 2023 Council Meeting Schedule**

**D. Approval of Radiant Heating System in Truck Bay at MFD Station #1**

**VI. OTHER BUSINESS**

**VII. ADJOURNMENT**