



## **CITY COUNCIL MEETING**

**520 Jackson Avenue**

**December 17, 2019 – 6:30 pm**

### **AGENDA**

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **READING AGENDA – ADDITIONS/DELETIONS**

#### **AUTHORIZATION TO PARTICIPATE IN MEETING VIA REMOTE ACCESS**

#### **CONSENT AGENDA – ITEMS DESIGNATED BY (\*)**

Illinois local governments may adopt by a single roll call vote ordinances, resolutions, motions and orders. Any Council Member or the Mayor may request that any item proposed not be included in that vote but considered separately.

#### **APPROVAL OF MINUTES:**

- 1) **\*MINUTES:** Regular Meeting for December 3, 2019.

#### **AUDITING CLAIMS:**

- 2) **\*PAYROLL:** Regular Pay Period for December 7, 2019.
- 3) **\*BILLS PAYABLE:** December 20, 2019.
- 4) **\*COMPTROLLER'S REPORT:** November 2019.

#### **ACTION ITEMS:**

- 5) **\*RAFFLE LICENSE:** Rotary Club of Charleston will hold weekly drawings from January 1 through June 30, 2020, at the Mattoon Country Club, and at the Charleston Carnegie Library from July 1 through December 31, 2020, to raise funds for EIU/LLC Scholarships; Rotary aquatic Center; Charleston Carnegie Library; International Youth Exchange; and the Charleston School District.
- 6) **RESOLUTION:** Adopting 2020 Schedule of Meetings.
- 7) **RESOLUTION:** Approving Intergovernmental Mutual Aid Agreement for a Mutual Aid Agreement by and between the City of Charleston and the Ashmore Fire Protection District.
- 8) **RESOLUTION:** Approving Intergovernmental Agreement for a Mutual Aid Agreement by and between the City of Charleston and the Hutton Fire Protection District.
- 9) **RESOLUTION:** Approving Intergovernmental Agreement for a Mutual Aid Agreement by and between the City of Charleston and the Lincoln Fire Protection District.
- 10) **RESOLUTION:** Approving Intergovernmental Agreement for a Mutual Aid Agreement by and between the City of Charleston and Seven Hickory Morgan Fire Protection District.
- 11) **RESOLUTION:** Approving Employee Deferred Compensation Plan change from Nationwide to One America.
- 12) **ORDINANCE:** Amending Ordinance Title 1, Chapter 9: Personnel Handbook.
- 13) **ORDINANCE:** Amending Title 5, Chapter 3: Regulating Cannabis in the City of Charleston.
- 14) **ORDINANCE:** Amending for a Specific Time Period the City Code of Ordinances Concerning Title 9-2: Residential Building Code: Amendments to Code (Building Permit Fees); and Concerning Title 9-4 Plumbing Code (Permit Requirements) for New One-Family Dwelling (Single-Family, Residential Dwelling) Construction.
- 15) **ORDINANCE:** An Ordinance Approving and Authorizing the Execution of a First Amendment to Redevelopment Agreement by and between City of Charleston and RHP Charleston, L.L.C., (Villas of Holly Brook Redevelopment).

**16) ORDINANCE:** Approving Annual Tax Levy Ordinance for Fiscal Year May 1, 2020, to April 30, 2021.

**PUBLIC PRESENTATIONS, PETITIONS & COMMUNICATIONS:**

This portion of the City Council meeting is reserved for anyone wishing to address Council. The Illinois Open Meetings Act (5 ILCS 120/1) mandates NO action shall be taken on matters not listed on this agenda and Council is not required to take any action or discuss the matter further. Typically, however, the Mayor and Council may direct staff to further investigate the matter or suggest that the matter be brought forward for action on a subsequent agenda. The Open Meetings Act allows the Council to pass rules concerning the manner of public comment, and our Council has adopted rules for that purpose. Copies of the rules may be found at the Clerk's office. We request that you sign up with the Clerk ahead of time and provide the City Clerk with your name & address before speaking in order to assist us with the orderly conduct of the Public Comment portion of the meeting; however, neither signing up nor giving your name and address is a mandatory prerequisite for you to address the Council. Please speak into the microphone; limit presentation to 3 minutes; and avoid repetitious comments. Thank you.

**EXECUTIVE SESSION:**

**ADJOURNMENT**

**City Council Regular Meeting**

1)

**Meeting Date:** 12/17/2019

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**\*MINUTES:** Regular Meeting for December 3, 2019.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

CC Minutes: 12/03/2019.

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**City of Charleston**  
**Regular City Council Meeting**  
**Minutes**  
**December 3, 2019, 2019**

State of Illinois  
County of Coles  
City of Charleston } ss.

The Council of the City of Charleston, Coles County, Illinois, met for in regular session at 6:30 p.m. on Tuesday, December 3, 2019, at 520 Jackson Avenue, Charleston, Illinois, with Mayor Pro Tem Dennis Malak Combs presiding. The meeting commenced at 6:31 p.m. The Mayor Pro Tem directed the City Clerk to call the roll and the following were physically present and answered affirmatively to the call of his or her name: Councilmen Matthew Hutti, Jeff Lahr, Dennis Malak, and Tim Newell. Mayor Brandon Combs was absent. Other City Officers present were: City Manager Scott Smith; City Attorney Rachael Cunningham; City Clerk Deborah Muller; Comptroller Heather Kuykendall; Public Works Director Curt Buescher; City Planner Steve Pamperin; Deputy Police Chief Heath Thornton; Fire Chief Steve Bennett; Director of Information Services Todd Kibler; Parks & Recreation Director Brian Jones; and Building Code Official Alex Winkler.

Mayor Pro Tem Malak welcomed everyone and led the audience in the Pledge of Allegiance.

Mayor Pro Tem Malak then introduced and thoroughly reviewed the **CONSENT AGENDA**, which consisted of the following items: **1) MINUTES**—Regular City Council Meeting held on November 19, 2019; **2) PAYROLL**—Regular Pay Period ending on November 23, 2019; **3) BILLS PAYABLE**—November 22, 2019; **4) RAFFLE LICENSE**—St. Charles Borromeo Catholic Church Knights of Columbus—weekly drawings from January to December 2020, at Moose Lodge #1388, 615 7th Street, to raise funds to assist with charities and maintenance of the Church; and **5) RAFFLE LICENSE**—Children’s Advocacy Center of East Central Illinois on February 29, 2020, at the LifeSpan Center to raise funds to support the services of the Children’s Advocacy Center.

**A written motion** was made by Council Member Hutti and seconded by Council Member Lahr that the Consent Agenda be approved as presented.

Mayor Pro Tem Malak directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor *Pro Tem* Malak. Mayor Pro Tem Malak declared the motion carried by a vote of 4 Yeas, Nays—0.

With regard to Item #6, Mayor *Pro Tem* Malak explained that recently the East Central Illinois Task Force had been informed that they needed to be officially associated with one of the participating agencies in order to continue to accept grant funds. The member agencies decided that the City of Charleston would be the best fit to act as fiduciary for the Task Force.

**ITEM 6: A written motion** was made by Council Member Lahr and seconded by Council Member Hutti that the Resolution approving the Charleston Police Department Fiduciary Agreement with East Central Illinois Task Force (ECITF), be approved and the layover period waived.

Mayor *Pro Tem* Malak directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor Pro Tem Malak. Mayor Pro Tem Malak declared the motion carried by a vote of 4 Yeas, Nays—0.

With regard to Item #7, Mayor *Pro Tem* Malak explained that by statute, Police and Fire Pension Boards are required to provide to Council for approval the report attached to the Resolution and verified with Gilbert, Metzger & Madigan, LLP, prior to approval of the pension levy.

**ITEM 7: A written motion** was made by Council Member Newell and seconded by Council Member Lahr that the Resolution implementing the Provisions of the Illinois Pension Code Act (40 ILCS 5/3-143): Approving Fire & Police Pension fund Board Report with regard to the Annual Tax Levy, be approved, and the layover period waived.

Mayor *Pro Tem* Malak directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor Pro Tem Malak. Mayor Pro Tem Malak declared the motion carried by a vote of 4 Yeas, Nays—0.

With regard to Item #8, Mayor *Pro Tem* Malak said that the Ordinance contained the proposed 2019 property tax levy. He noted that this year's levy before the library bond was \$125,035 more than last year's levy and would increase tax revenue by an estimated \$95,312. Last year the levied 4.99% increase resulted in a tax rate increase from 2.1184 to 2.1948, which meant that the impact on a \$100,000 pre-existing home was \$20.88. He noted that Council would be voting to place this Ordinance on file for public inspection.

**ITEM 8: A written motion** was made by Council Member Hutti and seconded by Council Member Lahr that the Ordinance approving the Annual Tax Levy Ordinance for Fiscal Year May 1, 2020 to April 30, 2021, be placed on file for public inspection.

Mayor *Pro Tem* Malak directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor Pro Tem Malak. Mayor Pro Tem Malak declared the motion carried by a vote of 4 Yeas, Nays—0.

The Mayor *Pro Tem* said that this concluded the Agenda items.

The Mayor *Pro Tem* then opened the floor to any public comments, communications, petitions, and presentations. He asked that those doing so come up to the podium and give the Clerk their name and address for the record. He noted that this was solely for the benefit of the Clerk, and was not required. He asked that they limit their comments to 3 minutes and avoid repetition.

There were no comments from the audience.

The Mayor *Pro Tem* asked Attorney Cunningham and City Manager Smith if they had any comments.

City Manager Smith said that he wanted to remind everyone of the Christmas in the Heart of Charleston event on the Square on Saturday, December 7, 2019. He noted that the parade would begin at 4:45 p.m. There would be a lot of very fun activities on the Square. He added that they had a really good turnout for this event last year, and everyone enjoyed it. He said they were hoping for good weather for a wonderful event which he encouraged everyone to attend and enjoy.

The Mayor *Pro Tem* asked Council if they had any comments. They did not.

The Mayor *Pro Tem* then said that he would entertain a motion to adjourn.

**A written motion** was made by Council Member Newell and seconded by Council Member Lahr to adjourn.

Mayor *Pro Tem* Malak directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Newell, and Mayor Pro Tem Malak. Mayor Pro Tem Malak declared the motion carried by a vote of 4 Yeas, Nays—0.

**Adjournment: 6:39 p.m.**

Minutes approved this 17th Day of December 2019.

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**Brandon Combs, Mayor**

**ATTEST:**

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**Deborah L. Muller, City Clerk**

**City Council Regular Meeting**

2)

**Meeting Date:** 12/17/2019

**Submitted For:** Heather Kuykendall, Comptroller

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**\*PAYROLL:** Regular Pay Period for December 7, 2019.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

Payroll: 12/07/2019.

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**Pay Period Ending:**

**12/07/19**

**1. GENERAL FUND**

A.	General Administration	31,822.30
B.	Building and Development	9,468.63
C.	Tourism	1,986.99
D.	Parks & Maintenance	10,575.33
E.	Police	89,801.79
F.	Fire	104,058.94
G.	Street	13,625.71
H.	City Garage	1,645.11
I.	Contingencies	-

**TOTAL GENERAL FUND: \$ 262,984.80**

**2. PLAYGROUND & RECREATION 11,164.88**

**3. LIBRARY 9,530.48**

**4. WATER AND SEWER FUND**

A.	Water Billing Department	7,640.38
B.	Utility Department	22,872.89
C.	Water Treatment Plant	16,169.46
D.	Waste Water Treatment Plant	10,802.37
E.	City Garage	2,837.37

**TOTAL WATER AND SEWER FUND: \$ 60,322.47**

**5. MOTOR FUEL TAX 1,287.50**

**6. EMPLOYEE BENEFITS 2,060.00**

**TOTAL GROSS PAYROLL \$ 347,350.13**



**City Council Regular Meeting**

**3)**

**Meeting Date:** 12/17/2019

**Submitted For:** Heather Kuykendall, Comptroller

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**\*BILLS PAYABLE:** December 20, 2019.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

Bills Payable

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# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department <b>PS-PD Public Safety, Police Department</b>									
Vendor <b>4347 - 1ST CLASS WRECKER SERVICE</b>									
2692	Ford F150 - tow to impound/PD	Open		12/04/2019	12/20/2019	12/04/2019			100.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Towing - Ford F150 - tow to impound/PD		1.0000	EA	100.0000	100.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3117 (General Fund-Police Department-Police towing fees)							100.00	
	Invoice Items				1				
3003	1993 Pontiac Firebird - tow to impound/PD	Open		12/04/2019	12/20/2019	12/04/2019			130.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Towing - 1993 Pontiac Firebird - tow to impound/PD		1.0000	EA	130.0000	130.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3117 (General Fund-Police Department-Police towing fees)							130.00	
	Invoice Items				1				
Vendor <b>4347 - 1ST CLASS WRECKER SERVICE</b> Totals									
							Invoices	2	\$230.00
Vendor <b>1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.</b>									
383467/6	Lights - MAINT	Open		09/25/2019	12/20/2019	09/25/2019			19.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Lights - MAINT		1.0000	EA	19.9800	19.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							19.98	
	Invoice Items				1				
383561/6	Cake bag for caulk at Pool - MAINT	Open		09/26/2019	12/20/2019	09/26/2019			9.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Cake bag for caulk at Pool - MAINT		1.0000	EA	9.9900	9.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							9.99	
	Invoice Items				1				
384467/6	Starter - MAINT	Open		10/10/2019	12/20/2019	10/10/2019			2.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Starter - MAINT		1.0000	EA	2.9900	2.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							2.99	
	Invoice Items				1				



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.</b>									
384592/6	Misc Shop Materials/UTILITY	Open		10/11/2019	12/20/2019	10/11/2019			23.76
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair & maintenance chemicals - Misc Shop Materials/UTILITY		1.0000	EA	23.7600	23.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2303 (Water and Sewer Fund-Utility Department-Repair & maintenance chemicals)							23.76	
	<i>Invoice Items</i>			1					
384980/6	Super Glue/UTILITY	Open		10/17/2019	12/20/2019	10/17/2019			12.40
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair & maintenance chemicals - Super Glue/UTILITY		1.0000	EA	12.4000	12.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2303 (Water and Sewer Fund-Utility Department-Repair & maintenance chemicals)							12.40	
	<i>Invoice Items</i>			1					
385895/6	Keys for Shops/UTILITY	Open		10/31/2019	12/20/2019	10/31/2019			47.81
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office supplies / UTILITY - Keys for Shops/UTILITY		1.0000	EA	47.8100	47.81			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)							47.81	
	<i>Invoice Items</i>			1					
385896/6	7/8' WM Supplies/UTILITY	Open		10/31/2019	12/20/2019	10/31/2019			7.96
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Watermain materials/ UTILITY - 7/8' WM Supplies/UTILITY		1.0000	EA	7.9600	7.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							7.96	
	<i>Invoice Items</i>			1					
387000/6	Bins For 3x19/FD	Open		11/18/2019	12/20/2019	11/18/2019			56.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Bins For 3x19/FD		1.0000	EA	56.9900	56.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				2728 (2019 AEV Type 1 Ambulance)			56.99	
	<i>Invoice Items</i>			1					



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.</b>									
387080/6	Fasteners, Hardware - MAINT	Open		11/19/2019	12/20/2019	11/19/2019			31.74
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Fasteners, Hardware - MAINT		1.0000	EA	31.7400	31.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							31.74	
	Invoice Items			1					
387346/6	Angle Steel, Hook Ladder Screw - MAINT	Open		11/22/2019	12/20/2019	11/22/2019			18.35
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Angle Steel, Hook Ladder Screw - MAINT		1.0000	EA	18.3500	18.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							18.35	
	Invoice Items			1					
387610/6	WW Misc. Supplies - Lubricants, etc.	Open		11/27/2019	12/20/2019	11/27/2019			5.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other maintenance supplies - WW Misc. Supplies - Lubricants, etc.		1.0000	EA	5.9900	5.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)							5.99	
	Invoice Items			1					
387653/6	Light Bulbs for Bay/FD	Open		11/29/2019	12/20/2019	11/29/2019			47.97
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other building materials - Light Bulbs for Bay/FD		1.0000	EA	47.9700	47.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2699 (General Fund-Fire Department-Other building materials)							47.97	
	Invoice Items			1					
387776/6	WW Misc. Supplies - Lubricants, etc.	Open		12/02/2019	12/20/2019	12/02/2019			9.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other maintenance supplies - WW Misc. Supplies - Lubricants, etc.		1.0000	EA	9.9900	9.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)							9.99	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.</b>									
387781/6	Goof Off - MAINT	Open		12/02/2019	12/20/2019	12/02/2019			21.84
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Goof Off - MAINT		1.0000	EA	21.8400	21.84			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							21.84	
	Invoice Items			1					
387829/6	J B Weld/FD	Open		12/03/2019	12/20/2019	12/03/2019			7.59
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of buildings and facilities - J B Weld/FD		1.0000	EA	7.5900	7.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3510 (General Fund-Fire Department-Repair of buildings & facilities)							7.59	
	Invoice Items			1					
387973/6	WP Misc Supplies - Pipe, Fittings, etc	Open		12/05/2019	12/20/2019	12/05/2019			5.16
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	5.1600	5.16			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							5.16	
	Invoice Items			1					
388043/6	WW Misc. Supplies - Fasteners, etc.	Open		12/06/2019	12/20/2019	12/06/2019			52.97
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other maintenance supplies - WW Misc. Supplies - Fasteners, etc.		1.0000	EA	52.9700	52.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)							52.97	
	Invoice Items			1					
388064/6	WW Misc. Supplies - Fasteners, etc.	Open		12/06/2019	12/20/2019	12/06/2019			21.17
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other maintenance supplies - WW Misc. Supplies - Fasteners, etc.		1.0000	EA	21.1700	21.17			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)							21.17	
	Invoice Items			1					



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.</b>									
388075/6	WP Misc Supplies - Pipe, Fittings, etc	Open		12/06/2019	12/20/2019	12/06/2019			17.56
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	17.5600	17.56			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							17.56	
	Invoice Items			1					
388204/6	WW Misc. Supplies	Open		12/09/2019	12/20/2019	12/09/2019			17.06
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other maintenance supplies - WW Misc. Supplies		1.0000	EA	17.0600	17.06			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)							17.06	
	Invoice Items			1					
388297/6	WP Misc Supplies	Open		12/10/2019	12/20/2019	12/10/2019			32.68
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc. supplies / WTP - WP Misc Supplies		1.0000	EA	32.6800	32.68			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							32.68	
	Invoice Items			1					
Vendor <b>1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.</b> Totals						Invoices	21		\$471.95
Vendor <b>3638 - ADVANCED DISPOSAL</b>									
F50000604322	Monthly refuse collection allocation	Open		11/30/2019	12/20/2019	11/30/2019			1,061.75
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Refuse Collection - Monthly refuse collection allocation		1.0000	EA	1,061.7500	1,061.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3409 (General Fund-Parks & Maintenance Department-Refuse collection)							10.75	
	61-4610-3409 (Water and Sewer Fund-Utility Department-Refuse collection)							652.00	
	61-4611-3409 (Water and Sewer Fund-Water Treatment Plant-Refuse collection)							62.00	



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 3638 - ADVANCED DISPOSAL</b>									
F50000604322	Monthly refuse collection allocation	Open		11/30/2019	12/20/2019	11/30/2019			1,061.75
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	61-4621-3409 (Water and Sewer Fund-Waste Water Treatment Plant-Refuse collection)							337.00	
	Invoice Items			1					
Vendor 3638 - ADVANCED DISPOSAL Totals						Invoices	1		\$1,061.75
<b>Vendor 4134 - AIRGAS USA, LLC</b>									
9095634986	WP Chemicals - CO2	Open		11/27/2019	12/20/2019	11/27/2019			1,536.11
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Chemicals / WTP - WP Chemicals - CO2		1.0000	EA	1,536.1100	1,536.11			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							1,536.11	
	Invoice Items			1					
Vendor 4134 - AIRGAS USA, LLC Totals						Invoices	1		\$1,536.11
<b>Vendor 3385 - AIRPORT AUTHORITY - COLES COUNTY</b>									
2018	TIF rebate distribution/TIF	Open		12/01/2019	12/20/2019	12/01/2019			275.81
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	TIF - rebate installment - TIF rebate distribution/TIF		1.0000	EA	275.8100	275.81			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-3998 (Tax Increment Financing Fund-TIF District-Rebate to taxing bodies)							275.81	
	Invoice Items			1					
Vendor 3385 - AIRPORT AUTHORITY - COLES COUNTY Totals						Invoices	1		\$275.81
<b>Vendor 3248 - AMEREN ILLINOIS</b>									
0515005618 12/19	404 10th St - Fire Dept #1/FD	Open		12/03/2019	12/20/2019	12/03/2019			139.12
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 404 10th St - Fire Dept #1/FD		1.0000	EA	139.1200	139.12			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							139.12	
	Invoice Items			1					



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3248 - AMEREN ILLINOIS</b>									
1379050015 12/19	126 E St - museum/MAINT	Open		12/03/2019	12/20/2019	12/03/2019			90.32
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 126 E St - museum/MAINT		1.0000	EA	90.3200	90.32			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							90.32	
	Invoice Items			1					
1518062014 12/19	815 Adkins Dr/GARAGE/W/S GARAGE/UTILITY	Open		12/03/2019	12/20/2019	12/03/2019			387.04
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electric & Gas service - 815 Adkins Dr/GARAGE/W/S GARAGE/UTILITY		1.0000	EA	387.0400	387.04			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-3403 (General Fund-City Garage-Electricity & gas)							129.01	
	61-4610-3403 (Water and Sewer Fund-Utility Department-Electricity & gas)							129.02	
	61-4311-3403 (Water and Sewer Fund-City Garage-Electricity & gas)							129.01	
	Invoice Items			1					
1735007511 12/19	1200 W Madison/WWTP	Open		12/03/2019	12/20/2019	12/03/2019			103.08
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 1200 W Madison/WWTP		1.0000	EA	103.0800	103.08			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							103.08	
	Invoice Items			1					
1905007618 12/19	1510 A St- Fire Dept #2/FD	Open		12/03/2019	12/20/2019	12/03/2019			155.95
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 1510 A St- Fire Dept #2/FD		1.0000	EA	155.9500	155.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							155.95	
	Invoice Items			1					
3135002811 12/19	614 6th St/PD	Open		12/03/2019	12/20/2019	12/03/2019			94.08
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 614 6th St/PD		1.0000	EA	94.0800	94.08			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3403 (General Fund-Police Department-Electricity & gas)							94.08	
	Invoice Items			1					





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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3248 - AMEREN ILLINOIS</b>									
3641043007 12/19	1201 W Madison Ave/FD	Open		12/03/2019	12/20/2019	12/03/2019			114.19
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 1201 W Madison Ave/FD		1.0000	EA	114.1900	114.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							114.19	
				Invoice Items	1				
5925006711 12/19	600 6th St- City Bldg/MAINT	Open		12/03/2019	12/20/2019	12/03/2019			101.42
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 600 6th St- City Bldg/MAINT		1.0000	EA	101.4200	101.42			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							101.42	
				Invoice Items	1				
9535008516 12/19	900 Smith Dr- pool/REC	Open		12/03/2019	12/20/2019	12/03/2019			66.46
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 900 Smith Dr- pool/REC		1.0000	EA	66.4600	66.46			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4520-3403 (Playground & Recreation Fund-Pool-Electricity & gas)							66.46	
				Invoice Items	1				
3423135045 12/19	520 Jackson Ave - traffic control/MFT	Open		12/04/2019	12/20/2019	12/04/2019			585.83
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Traffic Signal Maintenance/Repair/Service - 520 Jackson Ave - traffic control/MFT		1.0000	EA	585.8300	585.83			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	25-4312-2305 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Traffic signal maintenance)				MFT TRAFFIC SIGN (MFT - Traffic Signal Maintenance - 2305)			585.83	
				Invoice Items	1				
0022102010 12/19	2600 McKinely Ave/WTP	Open		12/05/2019	12/20/2019	12/05/2019			479.51
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 2600 McKinely Ave/WTP		1.0000	EA	479.5100	479.51			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							479.51	
				Invoice Items	1				



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3248 - AMEREN ILLINOIS</b>									
1443053025 12/19	424 Monroe Ave/STREET LIGHTING	Open		12/06/2019	12/20/2019	12/06/2019			90.82
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Street lights electricity - 424 Monroe Ave/STREET LIGHTING		1.0000	EA	90.8200	90.82			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4316-3405 (General Fund-Street Lighting-Street lights electricity)							90.82	
	Invoice Items				1				
1569072006 12/19	513 8th St/STREET LIGHTING	Open		12/09/2019	12/20/2019	12/09/2019			53.24
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Street lights electricity - 513 8th St/STREET LIGHTING		1.0000	EA	53.2400	53.24			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4316-3405 (General Fund-Street Lighting-Street lights electricity)							53.24	
	Invoice Items				1				
4615006014 12/19	5th St & Monroe Parking/STREET LIGHTING	Open		12/10/2019	12/20/2019	12/10/2019			25.41
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Street lights electricity - 5th St & Monroe Parking/STREET LIGHTING		1.0000	EA	25.4100	25.41			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4316-3405 (General Fund-Street Lighting-Street lights electricity)							25.41	
	Invoice Items				1				
Vendor <b>3248 - AMEREN ILLINOIS</b> Totals						Invoices	14		\$2,486.47
Vendor <b>3765 - AMERICAN RESPONSE VEHICLES, INC.</b>									
8260	Super Auto Eject Kit/FD	Open		10/14/2019	12/20/2019	10/14/2019			381.70
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Super Auto Eject Kit/FD		1.0000	EA	381.7000	381.70			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3943 (3943 - 2004 Pierce Aerial Platform Fire Truck - 309)			381.70	
	Invoice Items				1				
Vendor <b>3765 - AMERICAN RESPONSE VEHICLES, INC.</b> Totals						Invoices	1		\$381.70



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1049 - ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHEFER, PC									
3060560 NOV	Nov legal fees/ATTORNEY	Open		12/05/2019	12/20/2019	12/05/2019			2,922.50
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Legal Services - Nov legal fees/ATTORNEY	1.0000	EA	2,922.5000	2,922.50				
	G/L Account				Project			Amount	
	11-4052-3102 (General Fund-City Attorney's Office-Legal services)							922.50	
	11-4052-3999 (General Fund-City Attorney's Office-Other contractual services)							2,000.00	
	Invoice Items			1					
Vendor 1049 - ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHEFER, PC Totals							Invoices	1	\$2,922.50
Vendor 3487 - B&B TROPHY, INC.									
8092	Little shots shirts - REC	Open		11/22/2019	12/20/2019	11/22/2019			235.00
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Other Supplies / REC - Little shots shirts - REC	1.0000	EA	235.0000	235.00				
	G/L Account				Project			Amount	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1002 1360 (Little Shots)			235.00	
	Invoice Items			1					
Vendor 3487 - B&B TROPHY, INC. Totals							Invoices	2	\$260.50
Vendor 3679 - BADGER METER, INC.									
80041870	AMR gateway fee	Open		11/29/2019	12/20/2019	11/29/2019			216.00
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Other business services - AMR gateway fee	1.0000	EA	216.0000	216.00				
	G/L Account				Project			Amount	
	61-4630-3199 (Water and Sewer Fund-Water Department-Business services)							216.00	
	Invoice Items			1					
Vendor 3679 - BADGER METER, INC. Totals							Invoices	1	\$216.00



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1075 - BATTERY SPECIALISTS, INC.</b>									
275790	4 Replacement Batteries for H S Warning Siren/FD	Open		12/02/2019	12/20/2019	12/02/2019			319.80
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of operating equipment - 4 Replacement Batteries for H S Warning Siren/FD		1.0000	EA	319.8000	319.80			
	G/L Account				Project			Amount	
	11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)				0000 (0000 - Misc. Equip.)			319.80	
	Invoice Items			1					
Vendor <b>1075 - BATTERY SPECIALISTS, INC.</b> Totals							Invoices	1	\$319.80
Vendor <b>2890 - BIO-TRON, INC.</b>									
39709	Cardiac Monitor/Preventative Maintenance/FD	Open		12/04/2019	12/20/2019	12/04/2019			600.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of operating equipment - Cardiac Monitor/Preventative Maintenance/FD		1.0000	EA	600.0000	600.00			
	G/L Account				Project			Amount	
	11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)				0000 (0000 - Misc. Equip.)			600.00	
	Invoice Items			1					
Vendor <b>2890 - BIO-TRON, INC.</b> Totals							Invoices	1	\$600.00
Vendor <b>1089 - BIRKEY'S</b>									
P16261	New Stabilizer Pads for #107/UTILITY	Open		10/21/2019	12/20/2019	10/21/2019			318.54
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - New Stabilizer Pads for #107/UTILITY		1.0000	EA	318.5400	318.54			
	G/L Account				Project			Amount	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				5133 (5133 - 2014 Case 590 SN Loader backhoe)			318.54	
	Invoice Items			1					
P17011	WW Vehicle Maintenance - Case Backhoe 580L	Open		11/27/2019	12/20/2019	11/27/2019			94.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - WW Vehicle Maintenance - Case Backhoe 580L		1.0000	EA	94.0000	94.00			
	G/L Account				Project			Amount	
	61-4621-2401 (Water and Sewer Fund-Waste Water Treatment Plant-Vehicle parts & supplies)				3021 (3021 - 1996 CASE 580 Backhoe Super L 4x4 #56)			94.00	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1089 - BIRKEY'S</b>									
P17012	WW Vehicle Maintenance - Case Backhoe 580L	Open		11/27/2019	12/20/2019	11/27/2019			(94.00)
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - WW Vehicle Maintenance - Case Backhoe 580L		1.0000	EA	(94.0000)	(94.00)			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-4621-2401 (Water and Sewer Fund-Waste Water Treatment Plant-Vehicle parts & supplies)					3021 (3021 - 1996 CASE 580 Backhoe Super L 4x4 #56)		(94.00)	
	Invoice Items			1					
Vendor <b>1089 - BIRKEY'S</b> Totals						Invoices	3		\$318.54
Vendor <b>4183 - BUSHUE BACKGROUND SCREENING</b>									
COChar 20191130	Background for programs - REC	Open		11/30/2019	12/20/2019	11/30/2019			98.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Contractual Service - REC - Background for programs - REC		1.0000	EA	98.0000	98.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)					REC 1002 1700 (Wrestling Club)		8.00	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)					REC 1002 1460 (Soccer, Travel)		90.00	
	Invoice Items			1					
Vendor <b>4183 - BUSHUE BACKGROUND SCREENING</b> Totals						Invoices	1		\$98.00
Vendor <b>3915 - CCI READI MIX</b>									
314264	RLF concrete 1st St/STREET	Open		11/19/2019	12/20/2019	11/19/2019			456.38
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - RLF concrete 1st St/STREET		1.0000	EA	456.3800	456.38			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)					PW 17 115 (RLF sidewalk in 2018)		456.38	
	Invoice Items			1					
314354	RLF concrete 1st St/STREET	Open		11/26/2019	12/20/2019	11/26/2019			534.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - RLF concrete 1st St/STREET		1.0000	EA	534.0000	534.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)					PW 17 115 (RLF sidewalk in 2018)		534.00	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 3915 - CCI READI MIX</b>									
314386	RLF concrete 1st St/STREET	Open		11/27/2019	12/20/2019	11/27/2019			223.50
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - RLF concrete 1st St/STREET		1.0000	EA	223.5000	223.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)				PW 17 115 (RLF sidewalk in 2018)			223.50	
	<i>Invoice Items</i>				1				
<hr/>									
Vendor 3915 - CCI READI MIX Totals						Invoices	3		\$1,213.88
<b>Vendor 1130 - CDW GOVERNMENT INC</b>									
VTH7293	Video cables/IS	Open		11/18/2019	12/20/2019	11/18/2019			69.64
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office supplies / IS - Video cables/IS		1.0000	EA	69.6400	69.64			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-2001 (General Fund-Information Services-Office supplies)							69.64	
	<i>Invoice Items</i>				1				
<hr/>									
Vendor 1130 - CDW GOVERNMENT INC Totals						Invoices	2		\$12,945.03
<b>Vendor 1142 - CHARLES HEUERMAN TRUCKING INC</b>									
68996	Fillsand for Harrison Sans/UTILITY	Open		11/23/2019	12/20/2019	11/23/2019			1,598.41
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Rock & Sand - Fillsand for Harrison Sans/UTILITY		1.0000	EA	1,598.4100	1,598.41			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2503 (Water and Sewer Fund-Utility Department-Rock & sand)							1,598.41	
	<i>Invoice Items</i>				1				
<hr/>									
Vendor 1142 - CHARLES HEUERMAN TRUCKING INC Totals						Invoices	1		\$1,598.41



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1207 - CHARLESTON COMMUNITY UNIT SCHOOL DIST # 1</b>									
2018	TIF rebate distribution/TIF	Open		12/01/2019	12/20/2019	12/01/2019			17,597.50
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	TIF - rebate installment - TIF rebate distribution/TIF		1.0000	EA	17,597.5000	17,597.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-3998 (Tax Increment Financing Fund-TIF District-Rebate to taxing bodies)							17,597.50	
				Invoice Items	1				
Vendor <b>1207 - CHARLESTON COMMUNITY UNIT SCHOOL DIST # 1</b> Totals									Invoices 1 \$17,597.50
Vendor <b>3386 - CHARLESTON TOWNSHIP</b>									
2018	TIF rebate distribution/TIF	Open		12/01/2019	12/20/2019	12/01/2019			1,359.52
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	TIF - rebate installment - TIF rebate distribution/TIF		1.0000	EA	1,359.5200	1,359.52			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-3998 (Tax Increment Financing Fund-TIF District-Rebate to taxing bodies)							1,359.52	
				Invoice Items	1				
Vendor <b>3386 - CHARLESTON TOWNSHIP</b> Totals									Invoices 1 \$1,359.52
Vendor <b>3387 - CHARLESTON TOWNSHIP PARK DISTRICT</b>									
2018	TIF rebate distribution/TIF	Open		12/01/2019	12/20/2019	12/01/2019			350.23
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	TIF - rebate installment - TIF rebate distribution/TIF		1.0000	EA	350.2300	350.23			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-3998 (Tax Increment Financing Fund-TIF District-Rebate to taxing bodies)							350.23	
				Invoice Items	1				
Vendor <b>3387 - CHARLESTON TOWNSHIP PARK DISTRICT</b> Totals									Invoices 1 \$350.23
Vendor <b>2711 - CITY OF CHARLESTON</b>									
2018.	TIF rebate distribution/TIF	Open		12/01/2019	12/20/2019	12/01/2019			10,416.63
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	TIF - rebate installment - TIF rebate distribution/TIF		1.0000	EA	10,416.6300	10,416.63			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>2711 - CITY OF CHARLESTON</b> 2018.	TIF rebate distribution/TIF	Open		12/01/2019	12/20/2019	12/01/2019			10,416.63
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	33-4301-3998 (Tax Increment Financing Fund-TIF District-Rebate to taxing bodies)							10,416.63	
	Invoice Items			1					
Vendor <b>2711 - CITY OF CHARLESTON</b> Totals					Invoices	1			\$10,416.63
Vendor <b>1170 - CITY OF CHARLESTON/W&amp;S DEPT</b> 3010012001 11/19	816 Adkins Dr /GARAGE	Open		11/29/2019	12/20/2019	11/29/2019			13.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 816 Adkins Dr /GARAGE		1.0000	EA	13.9400	13.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-3407 (General Fund-City Garage-Water)							13.94	
	Invoice Items			1					
3010010001 11/19	815 Adkins Dr/GARAGE	Open		11/30/2019	12/20/2019	11/30/2019			33.73
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 815 Adkins Dr/GARAGE		1.0000	EA	33.7300	33.73			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-3407 (General Fund-City Garage-Water)							33.73	
	Invoice Items			1					
3010011001 11/19	817 Adkins Dr/GARAGE	Open		11/30/2019	12/20/2019	11/30/2019			56.72
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 817 Adkins Dr/GARAGE		1.0000	EA	56.7200	56.72			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3407 (Water and Sewer Fund-Utility Department-Water)							56.72	
	Invoice Items			1					
3011045023 11/19	107 Walnut Ave/MAINT	Open		11/30/2019	12/20/2019	11/30/2019			15.33
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 107 Walnut Ave/MAINT		1.0000	EA	15.3300	15.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							15.33	
	Invoice Items			1					





# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1170 - CITY OF CHARLESTON/W&amp;S DEPT</b>									
3031580001 11/19	1200 W Madison Ave/WWTP	Open		11/30/2019	12/20/2019	11/30/2019			15.33
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 1200 W Madison Ave/WWTP		1.0000	EA	15.3300	15.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3407 (Water and Sewer Fund-Waste Water Treatment Plant-Water)							15.33	
	Invoice Items			1					
3031590001 11/19	1231 W Madison Ave/PD	Open		11/30/2019	12/20/2019	11/30/2019			15.33
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 1231 W Madison Ave/PD		1.0000	EA	15.3300	15.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3407 (General Fund-Police Department-Water)							15.33	
	Invoice Items			1					
3071129001 11/19	126 E St - museum/MAINT	Open		11/30/2019	12/20/2019	11/30/2019			15.33
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 126 E St - museum/MAINT		1.0000	EA	15.3300	15.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							15.33	
	Invoice Items			1					
6040045001 12/19	1321 Loxa Rd/WTP	Open		12/02/2019	12/20/2019	12/02/2019			2,497.80
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 1321 Loxa Rd/WTP		1.0000	EA	2,497.8000	2,497.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3407 (Water and Sewer Fund-Water Treatment Plant-Water)							2,497.80	
	Invoice Items			1					
4050590002 12/19	614 6th St/PD	Open		12/07/2019	12/20/2019	12/07/2019			70.52
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 614 6th St/PD		1.0000	EA	70.5200	70.52			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3407 (General Fund-Police Department-Water)							70.52	
	Invoice Items			1					
4070340001 12/19	404 10th St - Fire Station #1/FD	Open		12/07/2019	12/20/2019	12/07/2019			75.12
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 404 10th St - Fire Station #1/FD		1.0000	EA	75.1200	75.12			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3407 (General Fund-Fire Department-Water)							75.12	
	Invoice Items			1					



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1170 - CITY OF CHARLESTON/W&amp;S DEPT</b>									
4091009023 12/19	918 17th St- dog training facility/MAINT	Open		12/07/2019	12/20/2019	12/07/2019			15.33
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 918 17th St- dog training facility/MAINT		1.0000	EA	15.3300	15.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							15.33	
	Invoice Items			1					
4091010001 12/19	920 17th St- Pool/MAINT	Open		12/07/2019	12/20/2019	12/07/2019			13.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 920 17th St- Pool/MAINT		1.0000	EA	13.9400	13.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							13.94	
	Invoice Items			1					
Vendor <b>1170 - CITY OF CHARLESTON/W&amp;S DEPT</b> Totals						Invoices	12		\$2,838.42
Vendor <b>1864 - COGENT - VANDEVANTER</b>									
5467614	WW Equipment Expense - Inf Pumps	Open		12/03/2019	12/20/2019	12/03/2019			2,734.75
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc. services - WW Equipment Expense - Inf Pumps		1.0000	EA	2,734.7500	2,734.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of operating equipment)				0000 (0000 - Misc. Equip.)			2,734.75	
	Invoice Items			1					
Vendor <b>1864 - COGENT - VANDEVANTER</b> Totals						Invoices	1		\$2,734.75
Vendor <b>1190 - COLES COUNTY</b>									
2018	TIF rebate distribution/TIF	Open		12/01/2019	12/20/2019	12/01/2019			5,025.70
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	TIF - rebate installment - TIF rebate distribution/TIF		1.0000	EA	5,025.7000	5,025.70			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-3998 (Tax Increment Financing Fund-TIF District-Rebate to taxing bodies)							5,025.70	
	Invoice Items			1					
Vendor <b>1190 - COLES COUNTY</b> Totals						Invoices	1		\$5,025.70



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1192 - COLES COUNTY CLERK &amp; RECORDER</b>									
4069245	2002 11th St & 724 6th St liens placed/WATER	Open		11/04/2019	12/20/2019	11/04/2019			120.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other consulting services - 2002 11th St & 724 6th St liens placed/WATER		1.0000	EA	120.0000	120.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-3106 (Water and Sewer Fund-Water Department-Other consulting services)							120.00	
	Invoice Items			1					
11 2019	Legals for Delinquent Accounts/UTILITY	Open		11/18/2019	12/20/2019	11/18/2019			7.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other consulting services - Legals for Delinquent Accounts/UTILITY		1.0000	EA	7.0000	7.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-3106 (Water and Sewer Fund-Water Department-Other consulting services)							7.00	
	Invoice Items			1					
Vendor <b>1192 - COLES COUNTY CLERK &amp; RECORDER</b> Totals						Invoices	2		\$127.00
Vendor <b>1187 - COLES COUNTY REGIONAL PLANNING</b>									
7048	Oct 2019 TA services/B&D	Open		11/27/2019	12/20/2019	11/27/2019			43.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other contractual services - Oct 2019 TA services/B&D		1.0000	EA	43.0000	43.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-3999 (General Fund-Building & Development Services-Other contractual services)							43.00	
	Invoice Items			1					
Vendor <b>1187 - COLES COUNTY REGIONAL PLANNING</b> Totals						Invoices	1		\$43.00
Vendor <b>1211 - CONNOR CO CORPORATE OFFICE</b>									
S8829598.001	Plumbing supplies for pool - MAINT	Open		11/08/2019	12/20/2019	11/08/2019			49.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Plumbing supplies for pool - MAINT		1.0000	EA	49.9900	49.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							49.99	
	Invoice Items			1					



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1211 - CONNOR CO CORPORATE OFFICE									
S8846928.001	Coupler - MAINT	Open		11/20/2019	12/20/2019	11/20/2019			10.07
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts & supplies / MAINT - Coupler - MAINT		1.0000	EA	10.0700	10.07			
	G/L Account				Project			Amount	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			10.07	
	Invoice Items			1					
Vendor 1211 - CONNOR CO CORPORATE OFFICE Totals									
						Invoices	2		\$60.06
Vendor 1224 - COUNTY OFFICE PRODUCTS INC									
0209779-001	Receipt Book-Paper-Envelopes/UTILITY	Open		11/26/2019	12/20/2019	11/26/2019			123.89
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office supplies / UTILITY - Receipt Book-Paper-Envelopes/UTILITY		1.0000	EA	123.8900	123.89			
	G/L Account				Project			Amount	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							123.89	
	Invoice Items			1					
0209787-001	Colored paper for office flyers - REC	Open		11/26/2019	12/20/2019	11/26/2019			16.83
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office Supplies - REC - Colored paper for office flyers - REC		1.0000	EA	16.8300	16.83			
	G/L Account				Project			Amount	
	22-4510-2001 (Playground & Recreation Fund-Recreation Programs-Office supplies)							16.83	
	Invoice Items			1					
0209794-001	Calendars/PD	Open		11/27/2019	12/20/2019	11/27/2019			41.80
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office supplies / PD - Calendars/PD		1.0000	EA	41.8000	41.80			
	G/L Account				Project			Amount	
	11-4210-2001 (General Fund-Police Department-Office supplies)							41.80	
	Invoice Items			1					
0209795-001	Notary seals/CLERK	Open		11/27/2019	12/20/2019	11/27/2019			9.30
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office supplies / CLERK - Notary seals/CLERK		1.0000	EA	9.3000	9.30			
	G/L Account				Project			Amount	
	11-4002-2001 (General Fund-City Clerk-Office supplies)							9.30	
	Invoice Items			1					



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1224 - COUNTY OFFICE PRODUCTS INC									
0209872-001	Receipt Paper-Post-Its/UTILITY	Open		12/03/2019	12/20/2019	12/03/2019			101.28
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office supplies / UTILTY - Receipt Paper-Post-Its/UTILITY		1.0000	EA	101.2800	101.28			
	G/L Account				Project			Amount	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							101.28	
	Invoice Items			1					
0209927-001	Copy paper/FD	Open		12/05/2019	12/20/2019	12/05/2019			42.50
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Copy service supplies - Copy paper/FD		1.0000	EA	42.5000	42.50			
	G/L Account				Project			Amount	
	11-4221-2002 (General Fund-Fire Department-Copy service & supplies)							42.50	
	Invoice Items			1					
0210039-001	Received stamp & clasp envelopes/ADMIN	Open		12/09/2019	12/20/2019	12/09/2019			45.47
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office Supplies / ADMIN - Received stamp & clasp envelopes/ADMIN		1.0000	EA	45.4700	45.47			
	G/L Account				Project			Amount	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							45.47	
	Invoice Items			1					
0210047-001	Jr legal pads/ADMIN	Open		12/09/2019	12/20/2019	12/09/2019			6.05
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office Supplies / ADMIN - Jr legal pads/ADMIN		1.0000	EA	6.0500	6.05			
	G/L Account				Project			Amount	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							6.05	
	Invoice Items			1					
Vendor 1224 - COUNTY OFFICE PRODUCTS INC Totals						Invoices	8		\$387.12
Vendor 3767 - COUNTY WELDING AND MACHINE, LLC									
3346	WW Misc. Services	Open		11/26/2019	12/20/2019	11/26/2019			68.50
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other maintenance supplies - WW Misc. Services		1.0000	EA	68.5000	68.50			
	G/L Account				Project			Amount	



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3767 - COUNTY WELDING AND MACHINE, LLC</b>									
3346	WW Misc. Services	Open		11/26/2019	12/20/2019	11/26/2019			68.50
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)							68.50	
	Invoice Items			1					
Vendor <b>3767 - COUNTY WELDING AND MACHINE, LLC</b> Totals						Invoices	1	\$68.50	
Vendor <b>1225 - COX MOTORS</b>									
92409	Safety Tests for Ambulance 3x19/FD	Open		11/19/2019	12/20/2019	11/19/2019			42.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of vehicles - Safety Tests for Ambulance 3x19/FD		1.0000	EA	42.0000	42.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)				2728 (2019 AEV Type 1 Ambulance)			42.00	
	Invoice Items			1					
Vendor <b>1225 - COX MOTORS</b> Totals						Invoices	1	\$42.00	
Vendor <b>1232 - CULLIGAN WATER CONDITIONER</b>									
0424100	WW Lab Supplies - Batteries, supplies, etc.	Open		11/15/2019	12/20/2019	11/15/2019			23.25
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Lab supplies / WWTP - WW Lab Supplies - Batteries, supplies, etc.		1.0000	EA	23.2500	23.25			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2105 (Water and Sewer Fund-Waste Water Treatment Plant-Laboratory supplies)							23.25	
	Invoice Items			1					
Vendor <b>1232 - CULLIGAN WATER CONDITIONER</b> Totals						Invoices	1	\$23.25	
Vendor <b>2579 - DIEPHOLZ CHEVROLET BUICK</b>									
133830	Filter Kit/FD	Open		12/04/2019	12/20/2019	12/04/2019			61.07
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Filter Kit/FD		1.0000	EA	61.0700	61.07			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3224 (2013 AEV TraumaHawk Type III Chevrolet Ambulance)			61.07	
	Invoice Items			1					



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2579 - DIEPHOLZ CHEVROLET BUICK									
133840	Hoses/FD	Open		12/05/2019	12/20/2019	12/05/2019			39.07
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - Hoses/FD		1.0000	EA	39.0700	39.07			
	G/L Account				Project			Amount	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3224 (2013 AEV TraumaHawk Type III Chevrolet Ambulance)			39.07	
	Invoice Items			1					
Vendor 2579 - DIEPHOLZ CHEVROLET BUICK Totals									
						Invoices	2		\$100.14
Vendor 1280 - DUST & SON OF COLES COUNTY									
4-468635	Fluid, A/Trans Dexron VI/FD	Open		12/04/2019	12/20/2019	12/04/2019			94.44
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - Fluid, A/Trans Dexron VI/FD		1.0000	EA	94.4400	94.44			
	G/L Account				Project			Amount	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3224 (2013 AEV TraumaHawk Type III Chevrolet Ambulance)			94.44	
	Invoice Items			1					
Vendor 1280 - DUST & SON OF COLES COUNTY Totals									
						Invoices	1		\$94.44
Vendor 1287 - EASTERN ELECTRIC SUPPLY CO									
E052604	1"Conduit for Street/Utility Building/UTILITY	Open		11/25/2019	12/20/2019	11/25/2019			35.07
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other building materials - 1"Conduit for Street/Utility Building/UTILITY		1.0000	EA	35.0700	35.07			
	G/L Account				Project			Amount	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							35.07	
	Invoice Items			1					
E052600	Receptacles - MAINT	Open		11/26/2019	12/20/2019	11/26/2019			33.02
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Park maintenance materials - Receptacles - MAINT		1.0000	EA	33.0200	33.02			
	G/L Account				Project			Amount	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							33.02	
	Invoice Items			1					



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1287 - EASTERN ELECTRIC SUPPLY CO</b>									
E051141A	New Bulbs for Lights on Square/STREET	Open		11/27/2019	12/20/2019	11/27/2019			74.85
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Sign maintenance materials - New Bulbs for Lights on Square/STREET		1.0000	EA	74.8500	74.85			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2514 (General Fund-Street Department-Sign maintenance materials)							74.85	
	Invoice Items			1					
Vendor <b>1287 - EASTERN ELECTRIC SUPPLY CO</b> Totals									
								Invoices	3
									\$142.94
Vendor <b>1328 - FASTENAL COMPANY</b>									
ILMAT140314	Misc Bolts for Shop/UTILITY	Open		12/05/2019	12/20/2019	12/05/2019			5.67
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Misc Bolts for Shop/UTILITY		1.0000	EA	5.6700	5.67			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			5.67	
	Invoice Items			1					
Vendor <b>1328 - FASTENAL COMPANY</b> Totals									
								Invoices	1
									\$5.67
Vendor <b>1334 - FIRE EQUIPMENT SERVICE &amp; SALES</b>									
E107826	Annual Fire Extinguisher Inspection/FD	Open		12/05/2019	12/20/2019	12/05/2019			140.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of operating equipment - Annual Fire Extinguisher Inspection/FD		1.0000	EA	140.0000	140.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)				0000 (0000 - Misc. Equip.)			140.00	
	Invoice Items			1					
Vendor <b>1334 - FIRE EQUIPMENT SERVICE &amp; SALES</b> Totals									
								Invoices	1
									\$140.00
Vendor <b>1352 - FRATERNAL ORDER OF POLICE</b>									
2019-00000374	FOP Dues - Police Dues	Open		12/13/2019	12/13/2019	12/13/2019			696.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction Police Dues		1.0000	EA	696.0000	696.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	





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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1352 - FRATERNAL ORDER OF POLICE									
2019-00000374	FOP Dues - Police Dues	Open		12/13/2019	12/13/2019	12/13/2019			696.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	11-2028 (General Fund-FOP dues withholding)							696.00	
			Invoice Items		1				
Vendor 1352 - FRATERNAL ORDER OF POLICE Totals						Invoices	1		\$696.00
Vendor 1361 - GALLS, LLC									
014308385	Holster-Boles/PD	Open		11/20/2019	12/20/2019	11/20/2019			80.94
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Uniforms / PD - Holster/PD		1.0000	EA	80.9400	80.94			
	G/L Account				Project			Amount	
	11-4210-2701 (General Fund-Police Department-Uniforms)							80.94	
			Invoice Items		1				
Vendor 1361 - GALLS, LLC Totals						Invoices	1		\$80.94
Vendor 1364 - GANO WELDING SUPPLIES									
841568	Fuel for Torches/GARAGE/MECHANIC	Open		11/30/2019	12/20/2019	11/30/2019			21.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Fuel & Oil - Fuel for Torches/GARAGE/MECHANIC		1.0000	EA	21.0000	21.00			
	G/L Account				Project			Amount	
	11-4311-2201 (General Fund-City Garage-Fuel & oil)							21.00	
			Invoice Items		1				
841616	Gas for welding - MAINT	Open		11/30/2019	12/20/2019	11/30/2019			6.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Park maintenance materials - Gas for welding - MAINT		1.0000	EA	6.0000	6.00			
	G/L Account				Project			Amount	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							6.00	
			Invoice Items		1				
Vendor 1364 - GANO WELDING SUPPLIES Totals						Invoices	2		\$27.00



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1375 - GLOBAL EMERGENCY PRODUCTS, INC</b>									
IGJ8029	Additional repairs to ladder truck/FD	Open		07/31/2019	12/20/2019	07/31/2019			14,216.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of vehicles - Additional repairs to ladder truck/FD		1.0000	EA	14,216.0000	14,216.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)				3943 (3943 - 2004 Pierce Aerial Platform Fire Truck - 309)			14,216.00	
				Invoice Items	1				
Vendor <b>1375 - GLOBAL EMERGENCY PRODUCTS, INC</b> Totals									
						Invoices	2		\$38,037.00
Vendor <b>1874 - GRAINGER</b>									
9371034159	Chlorination Pump & Mineral Spirits/UTILITY	Open		11/29/2019	12/20/2019	11/29/2019			216.49
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Watermain materials/ UTILITY - Chlorination Pump & Mineral Spirits/UTILITY		1.0000	EA	216.4900	216.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							216.49	
				Invoice Items	1				
Vendor <b>1874 - GRAINGER</b> Totals									
						Invoices	1		\$216.49
Vendor <b>1395 - HACH COMPANY</b>									
11734286	WW Equipment Expense - Composite Sampler	Open		11/21/2019	12/20/2019	11/21/2019			5,470.20
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc. Supplies - WW Equipment Expense - Composite Sampler		1.0000	EA	5,470.2000	5,470.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1395 - HACH COMPANY</b>									
11734286	WW Equipment Expense - Composite Sampler	Open		11/21/2019	12/20/2019	11/21/2019			5,470.20
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of operating equipment)				0000 (0000 - Misc. Equip.)			5,470.20	
Invoice Items				1					
Vendor <b>1395 - HACH COMPANY</b> Totals					Invoices	1			\$5,470.20
Vendor <b>2654 - HARRELSON PLUMBING AND HEATING</b>									
31052	Porta potty at VFW - MAINT	Open		11/27/2019	12/20/2019	11/27/2019			82.50
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of buildings and facilities - Porta potty at VFW - MAINT		1.0000	EA	82.5000	82.50			
<i>G/L Account</i>				<i>Project</i>				<i>Amount</i>	
11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)								82.50	
Invoice Items				1					
Vendor <b>2654 - HARRELSON PLUMBING AND HEATING</b> Totals					Invoices	1			\$82.50
Vendor <b>3470 - HEALTH CARE SERVICE CORPORATION</b>									
Nov 2019	November 2019 Insurance Claims & Cost / EBHR	Open		12/02/2019	12/20/2019	12/02/2019			101,492.77
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Insurance claims and administration expense - November 2019 Insurance Claims & Cost / EBHR		1.0000	EA	101,492.7700	101,492.77			
<i>G/L Account</i>				<i>Project</i>				<i>Amount</i>	
40-4950-1202 (Health Self-Insurance Fund-Insurance Expenses- Insurance claims expense)								77,019.83	
40-4950-3098 (Health Self-Insurance Fund-Insurance Expenses- Insurance administration expense)								24,472.94	
Invoice Items				1					
Vendor <b>3470 - HEALTH CARE SERVICE CORPORATION</b> Totals					Invoices	1			\$101,492.77



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1955 - HOME DEPOT CREDIT SERVICES</b>									
12 09 2019	Rigid Power Tool Kit for Sans Crew/UTILITY	Open		12/09/2019	12/20/2019	12/09/2019			449.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Hand Tools / UTILITY - Rigid Power Tool Kit for Sans Crew/UTILITY		1.0000	EA	449.0000	449.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							449.00	
	Invoice Items			1					
Vendor <b>1955 - HOME DEPOT CREDIT SERVICES</b> Totals									
						Invoices	1		\$449.00
Vendor <b>1417 - ICRMT</b>									
R15-1000157-1920	Insurance premium 19-20	Open		12/01/2019	12/20/2019	12/01/2019			296,316.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Insurance admin expense - Insurance premium 19-20		1.0000	EA	296,316.0000	296,316.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4910-3306 (General Fund-Premiums, Judgments & Claims-Liability & auto insurance)							100,754.25	
	11-4910-3307 (General Fund-Premiums, Judgments & Claims-Workers' compensation insurance)							130,488.00	
	61-4910-3306 (Water and Sewer Fund-Premiums, Judgments & Claims-Liability & auto insurance)							33,584.75	
	61-4910-3307 (Water and Sewer Fund-Premiums, Judgments & Claims-Workers' compensation insurance)							31,489.00	
	Invoice Items			1					
Vendor <b>1417 - ICRMT</b> Totals									
						Invoices	1		\$296,316.00
Vendor <b>2038 - ILLINOIS CITY/COUNTY MANAGEMENT ASSOCIATION</b>									
12/02/2019	ILCMA winter conference in Normal Feb 5-7/ADMIN	Open		12/02/2019	12/20/2019	12/02/2019			225.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Education & training expense - ILCMA winter conference in Normal Feb 5-7/ADMIN		1.0000	EA	225.0000	225.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3706 (General Fund-Administration & Boards- Manager-Education & training expense)							225.00	
	Invoice Items			1					
Vendor <b>2038 - ILLINOIS CITY/COUNTY MANAGEMENT ASSOCIATION</b> Totals									
						Invoices	1		\$225.00



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1475 - INTL UNION OF OPERATING</b>									
2019-00000378	OE Dues - 1st - IUOE Dues - 1st Check	Open		12/13/2019	12/13/2019	12/13/2019			720.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction		1.0000	EA	720.0000	720.00			
	IUOE Dues - 1st Check								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2029 (General Fund-OE dues withholding)							280.75	
	61-2029 (Water and Sewer Fund-OE dues withholding)							439.25	
	Invoice Items			1					
Vendor <b>1475 - INTL UNION OF OPERATING</b> Totals						Invoices	1		\$720.00
Vendor <b>3355 - JOHN DEERE FINANCIAL</b>									
D91246	Screws - MAINT	Open		09/24/2019	12/20/2019	09/24/2019			14.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Screws - MAINT		1.0000	EA	14.9900	14.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							14.99	
	Invoice Items			1					
E02014	Grade 2 Bulk Fasteners/UTILITY	Open		10/10/2019	12/20/2019	10/10/2019			1.74
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other building materials - Grade 2 Bulk Fasteners/UTILITY		1.0000	EA	1.7400	1.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							1.74	
	Invoice Items			1					
L22642	Gloves/UTILITY	Open		10/14/2019	12/20/2019	10/14/2019			15.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Safety gear & clothing - Gloves/UTILITY		1.0000	EA	15.9800	15.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							15.98	
	Invoice Items			1					
E05885	Tape Measure-Broom-Shovel/STREET	Open		10/16/2019	12/20/2019	10/16/2019			84.93
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Hand Tools / STREET - Tape Measure-Broom-Shovel/STREET		1.0000	EA	84.9300	84.93			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3355 - JOHN DEERE FINANCIAL</b>									
E05885	Tape Measure-Broom-Shovel/STREET	Open		10/16/2019	12/20/2019	10/16/2019			84.93
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4310-2801 (General Fund-Street Department-Hand tools)							84.93	
	Invoice Items			1					
E08107	Grease Coupler/UTILITY	Open		10/18/2019	12/20/2019	10/18/2019			31.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair & maintenance chemicals - Grease Coupler/UTILITY		1.0000	EA	31.9800	31.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2303 (Water and Sewer Fund-Utility Department-Repair & maintenance chemicals)							31.98	
	Invoice Items			1					
E16550/11	Shop Lights/UTILITY	Open		10/31/2019	12/20/2019	10/31/2019			47.96
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other building materials - Shop Lights/UTILITY		1.0000	EA	47.9600	47.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							47.96	
	Invoice Items			1					
L09908/11	Gloves/UTILITY	Open		11/07/2019	12/20/2019	11/07/2019			24.97
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Safety gear & clothing - Gloves/UTILITY		1.0000	EA	24.9700	24.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							24.97	
	Invoice Items			1					
E25963/11	Air Freshener - MAINT	Open		11/13/2019	12/20/2019	11/13/2019			1.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Air Freshener - MAINT		1.0000	EA	1.9800	1.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							1.98	
	Invoice Items			1					



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3355 - JOHN DEERE FINANCIAL</b>									
L22989/11	Tape - MAINT	Open		11/13/2019	12/20/2019	11/13/2019			4.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Tape - MAINT		1.0000	EA	4.9900	4.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							4.99	
	Invoice Items			1					
E30092/11	Hooks, Straps, Sugar - MAINT	Open		11/19/2019	12/20/2019	11/19/2019			3.77
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Hooks, Straps, Sugar - MAINT		1.0000	EA	3.7700	3.77			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							3.77	
	Invoice Items			1					
E31519/11	Paint, Straps - MAINT	Open		11/21/2019	12/20/2019	11/21/2019			26.84
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Paint, Straps - MAINT		1.0000	EA	26.8400	26.84			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							26.84	
	Invoice Items			1					
E32035/11	Jersey Gloves/UTILITY	Open		11/22/2019	12/20/2019	11/22/2019			13.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Safety gear & clothing - Jersey Gloves/UTILITY		1.0000	EA	13.9800	13.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							13.98	
	Invoice Items			1					
E34454/11	Utensils for Breakroom/UTILITY	Open		11/25/2019	12/20/2019	11/25/2019			30.43
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office supplies / UITLETY - Utensils for Breakroom/UTILITY		1.0000	EA	30.4300	30.43			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)							30.43	
	Invoice Items			1					



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3355 - JOHN DEERE FINANCIAL</b>									
E35476/11	Leak Absorbent Clay 40lb (2)/UTILITY	Open		11/27/2019	12/20/2019	11/27/2019			9.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Janitorial & cleaning supplies - Leak Absorbent Clay 40lb (2)/UTILITY		1.0000	EA	9.9800	9.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2301 (Water and Sewer Fund-Utility Department-Janitorial & cleaning supplies)							9.98	
	Invoice Items			1					
E39940/11	Chlorinatin Pump Supplies/UTILITY	Open		12/02/2019	12/20/2019	12/02/2019			38.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Watermain materials/ UTILITY - Chlorinatin Pump Supplies/UTILITY		1.0000	EA	38.9800	38.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							38.98	
	Invoice Items			1					
E39969/11	Chlorination Pump Supplies/UTILITY	Open		12/02/2019	12/20/2019	12/02/2019			(6.00)
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Watermain materials/ UTILITY - Chlorination Pump Supplies/UTILITY		1.0000	EA	(6.0000)	(6.00)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							(6.00)	
	Invoice Items			1					
L00322/1	Boots-Dustin King/MAINT	Open		12/02/2019	12/20/2019	12/02/2019			75.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Safety gear & clothing - Boots-Dustin King/MAINT		1.0000	EA	75.0000	75.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2704 (General Fund-Parks & Maintenance Department-Safety gear & clothing)							75.00	
	Invoice Items			1					
L27258/11	Work Gloves/UTILITY	Open		12/02/2019	12/20/2019	12/02/2019			60.88
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Safety gear & clothing - Work Gloves/UTILITY		1.0000	EA	60.8800	60.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							60.88	
	Invoice Items			1					





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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3355 - JOHN DEERE FINANCIAL</b>									
E41477/11	Hammer (2)/UTILITY	Open		12/04/2019	12/20/2019	12/04/2019			21.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Hand Tools / UTILITY - Hammer (2)/UTILITY		1.0000	EA	21.9800	21.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							21.98	
	<i>Invoice Items</i>				1				
E42415/11	WW Misc. Supplies - Fasteners, etc.	Open		12/06/2019	12/20/2019	12/06/2019			257.63
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other maintenance supplies - WW Misc. Supplies - Fasteners, etc.		1.0000	EA	257.6300	257.63			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)							257.63	
	<i>Invoice Items</i>				1				
E42716/11	WP Misc Supplies - Pipe, Fittings, etc	Open		12/06/2019	12/20/2019	12/06/2019			24.82
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	24.8200	24.82			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							24.82	
	<i>Invoice Items</i>				1				
E44585/11	WP Building & Grounds - Misc	Open		12/09/2019	12/20/2019	12/09/2019			4.29
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Paint and/or paint supplies - WP Building & Grounds - Misc		1.0000	EA	4.2900	4.29			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							4.29	
	<i>Invoice Items</i>				1				
2019-00000379	SHOE -RK - Shoe Reimbursement*	Open		12/13/2019	12/13/2019	12/13/2019			54.01
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction Shoe Reimbursement		1.0000	EA	15.0100	15.01			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							15.01	



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3355 - JOHN DEERE FINANCIAL</b>									
2019-00000379	SHOE -RK - Shoe Reimbursement*	Open		12/13/2019	12/13/2019	12/13/2019			54.01
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction		1.0000	EA	39.0000	39.00			
	Shoe Reimbursement								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							39.00	
	Invoice Items			2					
Vendor <b>3355 - JOHN DEERE FINANCIAL</b> Totals									
						Invoices	23		\$846.11
Vendor <b>1504 - KARA CO INC</b>									
348337	Paint for Locating/UTILITY	Open		12/03/2019	12/20/2019	12/03/2019			762.16
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Sewer repair materials - Paint for Locating/UTILITY		1.0000	EA	762.1600	762.16			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)							762.16	
	Invoice Items			1					
Vendor <b>1504 - KARA CO INC</b> Totals									
						Invoices	1		\$762.16
Vendor <b>1512 - KIRCHNER BUILDING CENTER</b>									
30282358	Blocks 4x8x16"/UTILITY	Open		10/04/2019	12/20/2019	10/04/2019			287.27
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Sewer repair materials - Blocks 4x8x16"/UTILITY		1.0000	EA	287.2700	287.27			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)							287.27	
	Invoice Items			1					
30282810	Lumber for Concrete/UTILITY	Open		10/16/2019	12/20/2019	10/16/2019			53.09
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - Lumber for Concrete/UTILITY		1.0000	EA	53.0900	53.09			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							53.09	
	Invoice Items			1					
30282842	Lumber for Concrete/UTILITY	Open		10/16/2019	12/20/2019	10/16/2019			19.80
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - Lumber for Concrete/UTILITY		1.0000	EA	19.8000	19.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1512 - KIRCHNER BUILDING CENTER</b>									
30282842	Lumber for Concrete/UTILITY	Open		10/16/2019	12/20/2019	10/16/2019			19.80
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							19.80	
	Invoice Items			1					
30283122	Lumber for RLF/STREET	Open		10/23/2019	12/20/2019	10/23/2019			10.19
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - Lumber for RLF/STREET		1.0000	EA	10.1900	10.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)				PW 18 23 (CDBG - RLF SW PROJECT)			10.19	
	Invoice Items			1					
30283212	Lumber for RLF/STREET	Open		10/25/2019	12/20/2019	10/25/2019			73.59
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - Lumber for RLF/STREET		1.0000	EA	73.5900	73.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)				PW 18 23 (CDBG - RLF SW PROJECT)			73.59	
	Invoice Items			1					
30284222	Lumber - MAINT	Open		11/21/2019	12/20/2019	11/21/2019			12.37
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Lumber - MAINT		1.0000	EA	12.3700	12.37			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							12.37	
	Invoice Items			1					
Vendor <b>1512 - KIRCHNER BUILDING CENTER</b> Totals						Invoices	6		\$456.31
Vendor <b>1522 - LAKE LAND COMMUNITY COLLEGE</b>									
2018	TIF rebate distribution/TIF	Open		12/01/2019	12/20/2019	12/01/2019			2,533.55
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	TIF - rebate installment - TIF rebate distribution/TIF		1.0000	EA	2,533.5500	2,533.55			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-3998 (Tax Increment Financing Fund-TIF District-Rebate to taxing bodies)							2,533.55	
	Invoice Items			1					
Vendor <b>1522 - LAKE LAND COMMUNITY COLLEGE</b> Totals						Invoices	1		\$2,533.55



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3639 - LEE ENTERPRISES - CENTRAL ILLINOIS</b>									
11/04/19-12/1/19	Annual comptrollers report/CLERK	Open		11/05/2019	12/20/2019	11/05/2019			721.60
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Legal notice publishing - Annual comptrollers report/CLERK		1.0000	EA	721.6000	721.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-3206 (General Fund-City Clerk-Legal notice publishing)							721.60	
	<i>Invoice Items</i>				1				
Vendor <b>3639 - LEE ENTERPRISES - CENTRAL ILLINOIS</b> Totals							Invoices	1	\$721.60
Vendor <b>1542 - LORENZ WHOLESALE CO</b>									
512616	Misc cleaning supplies for both stations/FD	Open		12/04/2019	12/20/2019	12/04/2019			466.20
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Janitorial & cleaning supplies - Misc cleaning supplies for both stations/FD		1.0000	EA	466.2000	466.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2301 (General Fund-Fire Department-Janitorial & cleaning supplies)							466.20	
	<i>Invoice Items</i>				1				
Vendor <b>1542 - LORENZ WHOLESALE CO</b> Totals							Invoices	1	\$466.20
Vendor <b>4125 - MATHESON TRI-GAS, INC</b>									
20830795	WP Chemicals - LOX	Open		12/02/2019	12/20/2019	12/02/2019			1,410.05
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Chemicals / WTP - WP Chemicals - LOX		1.0000	EA	1,410.0500	1,410.05			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							1,410.05	
	<i>Invoice Items</i>				1				
Vendor <b>4125 - MATHESON TRI-GAS, INC</b> Totals							Invoices	1	\$1,410.05
Vendor <b>4352 - MEDIACOM</b>									
11202019	Cable/PD	Open		11/20/2019	12/20/2019	11/20/2019			11.05
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other business services - Cable/PD		1.0000	EA	11.0500	11.05			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3199 (General Fund-Police Department-Business services)							11.05	
	<i>Invoice Items</i>				1				
Vendor <b>4352 - MEDIACOM</b> Totals							Invoices	1	\$11.05



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>2648 - MICKEY'S LINEN &amp; TOWEL SUPPLY</b>									
3172492	Uniforms - MAINT	Open		11/22/2019	12/20/2019	11/22/2019			24.70
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / MAINT - Uniforms - MAINT		1.0000	EA	24.7000	24.70			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)							24.70	
	Invoice Items			1					
3172493	Uniforms / WWTP	Open		11/22/2019	12/20/2019	11/22/2019			20.44
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / WWTP - Uniforms / WWTP		1.0000	EA	20.4400	20.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							20.44	
	Invoice Items			1					
3173315	WP Uniforms	Open		11/29/2019	12/20/2019	11/29/2019			31.25
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / WTP - WP Uniforms		1.0000	EA	31.2500	31.25			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							31.25	
	Invoice Items			1					
3173317	Mats/PD	Open		11/29/2019	12/20/2019	11/29/2019			25.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of buildings and facilities - Mats/PD		1.0000	EA	25.0000	25.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							25.00	
	Invoice Items			1					
3173318	Uniforms/STREET	Open		11/29/2019	12/20/2019	11/29/2019			60.75
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / STREET - Uniforms/STREET		1.0000	EA	60.7500	60.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							60.75	
	Invoice Items			1					
3173319	Uniforms/UTILITY	Open		11/29/2019	12/20/2019	11/29/2019			55.33
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / UTILITY - Uniforms/UTILITY		1.0000	EA	55.3300	55.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							55.33	
	Invoice Items			1					



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>2648 - MICKEY'S LINEN &amp; TOWEL SUPPLY</b>									
3173320	Uniforms - MAINT	Open		11/29/2019	12/20/2019	11/29/2019			24.70
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / MAINT - Uniforms - MAINT		1.0000	EA	24.7000	24.70			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)							24.70	
	Invoice Items			1					
3173321	Uniforms / WWTP	Open		11/29/2019	12/20/2019	11/29/2019			35.84
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / WWTP - Uniforms / WWTP		1.0000	EA	35.8400	35.84			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							35.84	
	Invoice Items			1					
3174186	WP Uniforms	Open		12/06/2019	12/20/2019	12/06/2019			31.25
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / WTP - WP Uniforms		1.0000	EA	31.2500	31.25			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							31.25	
	Invoice Items			1					
3174190	Uniforms - MAINT	Open		12/06/2019	12/20/2019	12/06/2019			24.70
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / MAINT - Uniforms - MAINT		1.0000	EA	24.7000	24.70			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)							24.70	
	Invoice Items			1					
3174191	Uniforms / WWTP	Open		12/06/2019	12/20/2019	12/06/2019			20.44
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / WWTP - Uniforms / WWTP		1.0000	EA	20.4400	20.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							20.44	
	Invoice Items			1					
Vendor <b>2648 - MICKEY'S LINEN &amp; TOWEL SUPPLY</b> Totals						Invoices	11		\$354.40



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Vendor <b>1576 - MID-ILLINOIS CONCRETE, INC</b>									
214704	RTP parking lot concrete/ENGINEERING	Open		11/29/2019	12/20/2019	11/29/2019			54.00
<i>P.O. Number</i>	<i>Item Description</i>			<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>
	Capital Improvement projects - RTP parking lot concrete/ENGINEERING			1.0000	EA	54.0000	54.00		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)					PW 19 08 (Recreational Trail Program (RTP))		54.00	
			Invoice Items	1					
214705	Calcium Chloride/MOTOR FUEL TAX	Open		11/29/2019	12/20/2019	11/29/2019			708.50
<i>P.O. Number</i>	<i>Item Description</i>			<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>
	Concrete - Calcium Chloride/MOTOR FUEL TAX			1.0000	EA	708.5000	708.50		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)					PW 19 06 (MFT Commodities)		708.50	
			Invoice Items	1					
214706	RTP parking lot concrete/ENGINEERING	Open		11/29/2019	12/20/2019	11/29/2019			581.25
<i>P.O. Number</i>	<i>Item Description</i>			<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>
	Capital Improvement projects - RTP parking lot concrete/ENGINEERING			1.0000	EA	581.2500	581.25		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)					PW 19 08 (Recreational Trail Program (RTP))		581.25	
			Invoice Items	1					
214707	Flowable for Sink Hole @ Jefferson School/MOTOR FUEL TAX	Open		11/29/2019	12/20/2019	11/29/2019			142.00
<i>P.O. Number</i>	<i>Item Description</i>			<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>
	Concrete - Flowable for Sink Hole @ Jefferson School/MOTOR FUEL TAX			1.0000	EA	142.0000	142.00		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)					PW 19 06 (MFT Commodities)		142.00	
			Invoice Items	1					



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1576 - MID-ILLINOIS CONCRETE, INC</b> 214738	RTP parking lot concrete/ENGINEERING	Open		11/30/2019	12/20/2019	11/30/2019			564.38
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Capital Improvement projects - RTP parking lot concrete/ENGINEERING		1.0000	EA	564.3800	564.38			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)				PW 19 08 (Recreational Trail Program (RTP))			564.38	
	Invoice Items			1					
Vendor <b>1576 - MID-ILLINOIS CONCRETE, INC</b> Totals									Invoices 5 \$2,050.13
Vendor <b>1584 - MIDWEST METER INC</b> 0117347-IN	SDR35 Pipe/UTILITY	Open		11/27/2019	12/20/2019	11/27/2019			2,404.72
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Sewer repair materials - SDR35 Pipe/UTILITY		1.0000	EA	2,404.7200	2,404.72			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)							2,404.72	
	Invoice Items			1					
Vendor <b>1584 - MIDWEST METER INC</b> Totals									Invoices 1 \$2,404.72
Vendor <b>1590 - MIRACLE RECREATION EQUIP CO</b> 818669	C spring for NECO playground rocker - MAINT	Open		11/22/2019	12/20/2019	11/22/2019			185.41
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - C spring for NECO playground rocker - MAINT		1.0000	EA	185.4100	185.41			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							185.41	
	Invoice Items			1					
Vendor <b>1590 - MIRACLE RECREATION EQUIP CO</b> Totals									Invoices 1 \$185.41
Vendor <b>1591 - MISSISSIPPI LIME CO</b> 1465206	WP Chemicals - Lime	Open		11/26/2019	12/20/2019	11/26/2019			5,682.41
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Chemicals / WTP - WP Chemicals - Lime		1.0000	EA	5,682.4100	5,682.41			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	





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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1591 - MISSISSIPPI LIME CO									
1465206	WP Chemicals - Lime	Open		11/26/2019	12/20/2019	11/26/2019			5,682.41
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							5,682.41	
			Invoice Items		1				
Vendor 1591 - MISSISSIPPI LIME CO Totals						Invoices	1		\$5,682.41
Vendor 3721 - MORRIS TRUCKING, LLC									
718037	RTP parking lot rock/ENGINEERING/MFT	Open		11/20/2019	12/20/2019	11/20/2019			3,073.27
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Capital Improvement projects - RTP parking lot rock/ENGINEERING/MFT		1.0000	EA	3,073.2700	3,073.27			
	G/L Account				Project			Amount	
	25-4312-2503 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Rock & sand)				PW 19 06 (MFT Commodities)			1,439.00	
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)				PW 19 08 (Recreational Trail Program (RTP))			1,634.27	
			Invoice Items		1				
Vendor 3721 - MORRIS TRUCKING, LLC Totals						Invoices	1		\$3,073.27
Vendor 3388 - MULTI TOWNSHIP ASSESSMENT DISTRICT									
2018	TIF rebate distribution/TIF	Open		12/01/2019	12/20/2019	12/01/2019			183.07
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	TIF - rebate installment - TIF rebate distribution/TIF		1.0000	EA	183.0700	183.07			
	G/L Account				Project			Amount	
	33-4301-3998 (Tax Increment Financing Fund-TIF District-Rebate to taxing bodies)							183.07	
			Invoice Items		1				
Vendor 3388 - MULTI TOWNSHIP ASSESSMENT DISTRICT Totals						Invoices	1		\$183.07



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY</b>									
096283	Air control valve/PD	Open		10/08/2019	12/20/2019	10/08/2019			71.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Air control valve/PD		1.0000	EA	71.9400	71.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				1481 (1481 - 2006 Taurus SLE)			71.94	
	Invoice Items			1					
097229	Grommet Mount Kit/UTILITY	Open		11/21/2019	12/20/2019	11/21/2019			81.48
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Grommet Mount Kit/UTILITY		1.0000	EA	81.4800	81.48			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				1575 (1575 - Jamar Utility Trailer (Blue) #44A)			81.48	
	Invoice Items			1					
097242	License Kit/UTILITY	Open		11/22/2019	12/20/2019	11/22/2019			5.48
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - License Kit/UTILITY		1.0000	EA	5.4800	5.48			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				1575 (1575 - Jamar Utility Trailer (Blue) #44A)			5.48	
	Invoice Items			1					
097248	6in PSA Disc 100 Roll/UTILITY	Open		11/22/2019	12/20/2019	11/22/2019			45.15
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - 6in PSA Disc 100 Roll/UTILITY		1.0000	EA	45.1500	45.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			45.15	
	Invoice Items			1					
097249	2.5 Def/FD	Open		11/22/2019	12/20/2019	11/22/2019			21.34
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - 2.5 Def/FD		1.0000	EA	21.3400	21.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			21.34	
	Invoice Items			1					



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY</b>									
097276	Bulk Trailer-Bonded Wire/UTILITY	Open		11/25/2019	12/20/2019	11/25/2019			32.15
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Bulk Trailer-Bonded Wire/UTILITY		1.0000	EA	32.1500	32.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				1575 (1575 - Jamar Utility Trailer (Blue) #44A)			32.15	
	Invoice Items			1					
097286	Prem AW 68 Hyd FI/STREET	Open		11/25/2019	12/20/2019	11/25/2019			55.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Prem AW 68 Hyd FI/STREET		1.0000	EA	55.9900	55.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				NP 2663 S (NP-2663-S 2013 Elgin Pelican Seeper)			55.99	
	Invoice Items			1					
097293	O Rings/STREET	Open		11/25/2019	12/20/2019	11/25/2019			1.82
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - O Rings/STREET		1.0000	EA	1.8200	1.82			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				NP 2663 S (NP-2663-S 2013 Elgin Pelican Seeper)			1.82	
	Invoice Items			1					
097294	Engager Breakaway Kit/UTILITY	Open		11/25/2019	12/20/2019	11/25/2019			45.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Engager Breakaway Kit/UTILITY		1.0000	EA	45.9900	45.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				1575 (1575 - Jamar Utility Trailer (Blue) #44A)			45.99	
	Invoice Items			1					
097300	Disposable Gloves/UTILITY	Open		11/26/2019	12/20/2019	11/26/2019			8.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts & supplies / MAINT - Disposable Gloves/UTILITY		1.0000	EA	8.9900	8.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			8.99	
	Invoice Items			1					



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY</b>									
097310	Oil-Air-Fuel Filters/STREET	Open		11/26/2019	12/20/2019	11/26/2019			40.74
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Oil-Air-Fuel Filters/STREET		1.0000	EA	40.7400	40.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				5240 (5240 - 2005 New Holland Tractor #30)			40.74	
	Invoice Items			1					
097364	WW Vehicle Maintenance - Ford Ranger #52	Open		12/02/2019	12/20/2019	12/02/2019			6.84
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - WW Vehicle Maintenance - Ford Ranger #52		1.0000	EA	6.8400	6.84			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2401 (Water and Sewer Fund-Waste Water Treatment Plant-Vehicle parts & supplies)				1466 (1466 - 2008 Ford Ranger M171816 #52)			6.84	
	Invoice Items			1					
097404	Electronic Cleaner/UTILITY	Open		12/03/2019	12/20/2019	12/03/2019			19.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Electronic Cleaner/UTILITY		1.0000	EA	19.9800	19.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			19.98	
	Invoice Items			1					
097418	Black RTV Silicone/UTILITY	Open		12/04/2019	12/20/2019	12/04/2019			7.49
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Black RTV Silicone/UTILITY		1.0000	EA	7.4900	7.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			7.49	
	Invoice Items			1					
Vendor <b>3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY</b> Totals						Invoices	14		\$445.38



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1626 - NE-CO ASPHALT CO INC									
54451	16 Ton Cold Mix/MOTOR FUEL TAX	Open		11/21/2019	12/20/2019	11/21/2019			1,280.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Asphalt & Asphalt Products - 16 Ton Cold Mix/MOTOR FUEL TAX		1.0000	EA	1,280.0000	1,280.00			
	G/L Account				Project			Amount	
	25-4312-2502 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Asphalt & asphalt products)				PW 19 06 (MFT Commodities)			1,280.00	
			Invoice Items		1				
Vendor 1626 - NE-CO ASPHALT CO INC Totals				Invoices			1		\$1,280.00
Vendor 1625 - NEAL TIRE & AUTO SERVICE									
104126410	New Tire for Small Roller Trailer/STREET	Open		10/18/2019	12/20/2019	10/18/2019			132.21
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of vehicles - New Tire for Small Roller Trailer/STREET		1.0000	EA	132.2100	132.21			
	G/L Account				Project			Amount	
	11-4310-3503 (General Fund-Street Department-Repair of vehicles)				0000 (0000 - Misc. Equip.)			132.21	
			Invoice Items		1				
104128697	Flat Repair/FD	Open		12/07/2019	12/20/2019	12/07/2019			22.69
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of vehicles - Flat Repair/FD		1.0000	EA	22.6900	22.69			
	G/L Account				Project			Amount	
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)				3341 (3341 2016 3 X 13 Chevy Ambulance)			22.69	
			Invoice Items		1				
Vendor 1625 - NEAL TIRE & AUTO SERVICE Totals				Invoices			2		\$154.90
Vendor 3095 - NOVAVISION									
IN-140414	Lamination hang tag/PD	Open		10/25/2019	12/20/2019	10/25/2019			144.74
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office supplies / PD - Lamination hang tag/PD		1.0000	EA	144.7400	144.74			
	G/L Account				Project			Amount	
	11-4210-2001 (General Fund-Police Department-Office supplies)							144.74	
			Invoice Items		1				
Vendor 3095 - NOVAVISION Totals				Invoices			1		\$144.74



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3265 - O'REILLY AUTO PARTS</b>									
2323-394487	Acces relay/UTILITY	Open		07/09/2019	12/20/2019	07/09/2019			7.30
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Acces relay/UTILITY		1.0000	EA	7.3000	7.30			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			7.30	
	Invoice Items			1					
2323-394488	Acces relay/UTILITY	Open		07/09/2019	12/20/2019	07/09/2019			(7.30)
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Acces relay/UTILITY		1.0000	EA	(7.3000)	(7.30)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			(7.30)	
	Invoice Items			1					
2323-408854.	Core return/UTILITY	Open		11/18/2019	12/20/2019	11/18/2019			(20.00)
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Core return/UTILITY		1.0000	EA	(20.0000)	(20.00)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				3576 (3576 - 2008 - Utility Camera van - (was 3x18 Amb)-)			(20.00)	
	Invoice Items			1					
2323-409591	Oil Filter/UTILITY	Open		11/25/2019	12/20/2019	11/25/2019			3.87
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Oil Filter/UTILITY		1.0000	EA	3.8700	3.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				9967 (9967 - 2008 Ford Ranger - M173754 #37)			3.87	
	Invoice Items			1					
2323-409697	Anti Freeze/UTILITY	Open		11/26/2019	12/20/2019	11/26/2019			31.96
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Anti Freeze/UTILITY		1.0000	EA	31.9600	31.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			31.96	
	Invoice Items			1					



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 3265 - O'REILLY AUTO PARTS</b>									
2323-410194	WW Vehicle Maintenance - Ford Ranger #52	Open		12/02/2019	12/20/2019	12/02/2019			42.10
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - WW Vehicle Maintenance - Ford Ranger #52		1.0000	EA	42.1000	42.10			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2401 (Water and Sewer Fund-Waste Water Treatment Plant-Vehicle parts & supplies)				1466 (1466 - 2008 Ford Ranger M171816 #52)			42.10	
	Invoice Items			1					
Vendor 3265 - O'REILLY AUTO PARTS Totals						Invoices	6		\$57.93
<b>Vendor 4012 - OMNISITE</b>									
68926	WW Omnisite Fees	Open		12/03/2019	12/20/2019	12/03/2019			32.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Telephone Service - WW Omnisite Fees		1.0000	EA	32.0000	32.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3401 (Water and Sewer Fund-Waste Water Treatment Plant-Telephone expense)							32.00	
	Invoice Items			1					
Vendor 4012 - OMNISITE Totals						Invoices	1		\$32.00
<b>Vendor 1660 - PAAP PRINTING</b>									
35969	#10 Envelopes/UTILITY	Open		11/18/2019	12/20/2019	11/18/2019			115.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office supplies / UTILITY - #10 Envelopes/UTILITY		1.0000	EA	115.0000	115.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							115.00	
	Invoice Items			1					
Vendor 1660 - PAAP PRINTING Totals						Invoices	1		\$115.00
<b>Vendor 4329 - PENN CARE</b>									
M34984	Catheter forceps, aspirator, gloves, test strips, syringe/FD	Open		11/27/2019	12/20/2019	11/27/2019			394.48
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	First Aid Supplies - First Aid Supplies/FD		1.0000	EA	394.4800	394.48			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)							394.48	
	Invoice Items			1					
Vendor 4329 - PENN CARE Totals						Invoices	1		\$394.48



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		





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2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
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	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
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	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
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	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	38.4600	38.46				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
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Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
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	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
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	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		



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Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
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	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
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	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
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	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		



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	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
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<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	38.4600	38.46				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	38.4600	38.46				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		





# Accounts Payable Invoice Report - Council Meeting 12/17/2019

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Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		





# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	38.4600	38.46				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	38.4600	38.46				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	38.4600	38.46				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
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2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	38.4600	38.46				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA	1.0000	EA	53.4000	53.40				
	Match								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	53.4000	53.40				
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,070.22)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Benefit HSA Match	1.0000	EA	38.4600	38.46				
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,085.16)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,043.52		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.40		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.70		
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	50.0000	50.00				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2038 (General Fund-Other payroll withholdings)						50.00		
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	65.1200	65.12				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2038 (General Fund-Other payroll withholdings)						65.12		
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	61-2038 (Water and Sewer Fund-Other payroll withholdings)						81.22		



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	90.0000	90.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							90.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	57.7000	57.70				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							57.70	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	40.0000	40.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							40.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	100.0000	100.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							100.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	125.0000	125.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							125.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	68.4600	68.46				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							68.46	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	25.0000	25.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							25.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	83.2500	83.25				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.25	





# Accounts Payable Invoice Report - Council Meeting 12/17/2019

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	38.4700	38.47				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							38.47	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	25.0000	25.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							25.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	53.8500	53.85				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							53.85	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	30.0000	30.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							30.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	125.0000	125.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							125.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	38.4600	38.46				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							38.46	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	100.0000	100.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							100.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	50.0000	50.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							50.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	65.3900	65.39				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							65.39	



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	38.4700	38.47				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							38.47	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	200.0000	200.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							200.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	50.0000	50.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							50.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	50.0000	50.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							50.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	30.7700	30.77				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							30.77	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	50.0000	50.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							50.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	50.0000	50.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							50.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	30.0000	30.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							30.00	



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	40.0000	40.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							40.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	45.0000	45.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							45.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	20.0000	20.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							20.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	65.1200	65.12				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							65.12	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	65.1200	65.12				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							65.12	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	20.0000	20.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							20.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	25.0000	25.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							25.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	53.0000	53.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	22-2038 (Playground & Recreation Fund-Other payroll withholdings)							53.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	38.4700	38.47				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							38.47	



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	25.0000	25.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							25.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	19.2300	19.23				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							19.23	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	38.4700	38.47				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							19.24	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							19.23	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	230.7700	230.77				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							115.39	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							115.38	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	24.0400	24.04				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							24.04	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	20.0000	20.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							20.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2100	81.21				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							81.21	



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	38.4700	38.47				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							38.47	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	38.4700	38.47				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							38.47	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	119.6800	119.68				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							119.68	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	200.0000	200.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							200.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2100	81.21				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.21	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	30.0000	30.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							30.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	46.1600	46.16				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							46.16	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							81.22	



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							40.61	
	25-2038 (Motor Fuel Tax Fund-Other payroll withholdings)							40.61	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	130.0000	130.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							130.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	230.7700	230.77				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							230.77	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	161.5400	161.54				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							161.54	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	40.0000	40.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							40.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3186 - PEOPLES BANK &amp; TRUST</b>									
2019-00000380	HSA Contribution - HSA Employee Contribution*	Open		12/13/2019	12/13/2019	12/13/2019			10,141.83
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	30.0000	30.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							30.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	134.6200	134.62				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							134.62	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	100.0000	100.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							100.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2200	81.22				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.22	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	81.2100	81.21				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							81.21	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	50.0000	50.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							50.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	50.0000	50.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							50.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	230.7700	230.77				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							230.77	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	70.0000	70.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							70.00	
	Payroll Withholding - 12/13/2019 Deduction	1.0000	EA	57.7000	57.70				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							57.70	



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 3186 - PEOPLES BANK & TRUST									
Invoice Items				167					
Vendor 3186 - PEOPLES BANK & TRUST Totals						Invoices		1	\$10,141.83
Vendor 2540 - PETTY CASH - WATER DEPT.									
11/21/2019	Chamber diplomats lunch/TOURISM	Open		11/21/2019	12/20/2019	11/21/2019			20.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Public relations - Chamber diplomats lunch/TOURISM		1.0000	EA	20.0000	20.00			
G/L Account				Project				Amount	
11-4099-3009 (General Fund-Tourism-Public relations)								20.00	
Invoice Items				1					
12/04/2019	Christmas garland for office/WATER	Open		12/04/2019	12/20/2019	12/04/2019			6.47
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office Supplies / WATER - Christmas garland for office/WATER		1.0000	EA	6.4700	6.47			
G/L Account				Project				Amount	
61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)								6.47	
Invoice Items				1					
Vendor 2540 - PETTY CASH - WATER DEPT. Totals						Invoices		2	\$26.47
Vendor 4218 - PHOENIX ELITE									
Phoe El 12/9/19	Days Off Club trip - REC	Open		12/09/2019	12/20/2019	12/09/2019			150.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other Contractual Service - REC - Days Off Club trip - REC		1.0000	EA	150.0000	150.00			
G/L Account				Project				Amount	
22-4510-3999 (Playground & Recreation Fund-Recreation Programs- Other contractual services)				REC 1004 3130 (Days Off Club)				150.00	
Invoice Items				1					
Vendor 4218 - PHOENIX ELITE Totals						Invoices		1	\$150.00
Vendor 2729 - PILSON AUTO CENTER OF CHARLESTON INC									
92279	Repairs to van/ADMIN	Open		11/18/2019	12/20/2019	11/18/2019			71.82
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of vehicles - Repairs to van/ADMIN		1.0000	EA	71.8200	71.82			
G/L Account				Project				Amount	
11-4001-3503 (General Fund-Administration & Boards- Manager-Repair of vehicles)				1129 (2019 Dodge Caravan)				71.82	
Invoice Items				1					





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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2729 - PILSON AUTO CENTER OF CHARLESTON INC									
19030	Kit-Tens/STREET	Open		11/20/2019	12/20/2019	11/20/2019			60.46
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - Kit-Tens/STREET		1.0000	EA	60.4600	60.46			
	G/L Account				Project			Amount	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)					0788 (0788 2014 Ford F150 #110)		60.46	
	Invoice Items		1						
80456	2020 Ford Explorer/PD	Open		12/04/2019	12/20/2019	12/04/2019			33,367.56
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle & service equipment - 2020 Ford Explorer/PD		1.0000	EA	33,367.5600	33,367.56			
	G/L Account				Project			Amount	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)					4146 (2020 Ford Explorer)		33,367.56	
	Invoice Items		1						
80463	2020 Ford Explorer/PD	Open		12/04/2019	12/20/2019	12/04/2019			34,967.56
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle & service equipment - 2020 Ford Explorer/PD		1.0000	EA	34,967.5600	34,967.56			
	G/L Account				Project			Amount	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)					4145 (2020 Ford Explorer)		34,967.56	
	Invoice Items		1						
Vendor 2729 - PILSON AUTO CENTER OF CHARLESTON INC Totals						Invoices	4		\$68,467.40
Vendor 2809 - JAROLD KENNY POLLUM									
12/08/2019	Clothing reimbursement for Spartan Armor Systems/PD	Open		12/08/2019	12/20/2019	12/08/2019			369.75
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Uniforms / PD - Clothing reimbursement for Spartan Armor Systems/PD		1.0000	EA	369.7500	369.75			
	G/L Account				Project			Amount	
	11-4210-2701 (General Fund-Police Department-Uniforms)							369.75	
	Invoice Items		1						
Vendor 2809 - JAROLD KENNY POLLUM Totals						Invoices	1		\$369.75



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Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1681 - POSTMASTER</b>									
12/01/2019	Monthly postage - permit #7/WATER	Open		12/01/2019	12/20/2019	12/01/2019			1,700.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Postage expense - Monthly postage - permit #7/WATER		1.0000	EA	1,700.0000	1,700.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-3901 (Water and Sewer Fund-Water Department-Postage expense)							1,700.00	
	Invoice Items			1					
Vendor <b>1681 - POSTMASTER</b> Totals						Invoices	1		\$1,700.00
Vendor <b>4441 - POWER SOLUTIONS INTERATIONAL, INC</b>									
438985	Thermostat for Welder/UTILITY	Open		12/05/2019	12/20/2019	12/05/2019			79.06
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Thermostat for Welder/UTILITY		1.0000	EA	79.0600	79.06			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)					9754 (9754 - 2012 Welding Trailer Homemade)		79.06	
	Invoice Items			1					
Vendor <b>4441 - POWER SOLUTIONS INTERATIONAL, INC</b> Totals						Invoices	1		\$79.06
Vendor <b>1711 - RAHN EQUIPMENT COMPANY</b>									
12319R	WP Equipment Rental - Boom Mower	Open		12/03/2019	12/20/2019	12/03/2019			5,000.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Equipment Rental - WP Equipment Rental - Boom Mower		1.0000	EA	5,000.0000	5,000.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3999 (Water and Sewer Fund-Water Treatment Plant-Other contractual services)					0000 (0000 - Misc. Equip.)		5,000.00	
	Invoice Items			1					
Vendor <b>1711 - RAHN EQUIPMENT COMPANY</b> Totals						Invoices	1		\$5,000.00
Vendor <b>1719 - RAY O'HERRON CO INC</b>									
1967692-IN	Holster - Workman/PD	Open		12/06/2019	12/20/2019	12/06/2019			170.56
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / PD - Holster - Workman/PD		1.0000	EA	170.5600	170.56			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 1719 - RAY O'HERRON CO INC</b>									
1967692-IN	Holster - Workman/PD	Open		12/06/2019	12/20/2019	12/06/2019			170.56
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							170.56	
	Invoice Items			1					
Vendor 1719 - RAY O'HERRON CO INC Totals					Invoices	1			\$170.56
<b>Vendor 2678 - ROGER CHRISTOPHER SALES &amp; SERVICE</b>									
1077	Carrier-Labor/UTILITY	Open		11/26/2019	12/20/2019	11/26/2019			275.80
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office supplies / UTILITY - Carrier-Labor/UTILITY		1.0000	EA	275.8000	275.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							275.80	
	Invoice Items			1					
Vendor 2678 - ROGER CHRISTOPHER SALES & SERVICE Totals					Invoices	1			\$275.80
<b>Vendor 3418 - JOEL SHUTE</b>									
12/06/2019	Reimbursement for Elf on the Shelf for community outreach/PD	Open		12/06/2019	12/20/2019	12/06/2019			32.27
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Public education - Reimbursement for Elf on the Shelf for community outreach/PD		1.0000	EA	32.2700	32.27			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3110 (General Fund-Police Department-Public education)							32.27	
	Invoice Items			1					
Vendor 3418 - JOEL SHUTE Totals					Invoices	1			\$32.27
<b>Vendor 4014 - SIMPSON'S HEATING &amp; AIR, INC.</b>									
3543	Furnace repair - MAINT	Open		11/26/2019	12/20/2019	11/26/2019			80.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - Furnace repair - MAINT		1.0000	EA	80.0000	80.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)							80.00	
	Invoice Items			1					
Vendor 4014 - SIMPSON'S HEATING & AIR, INC. Totals					Invoices	1			\$80.00



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3448 - SOUTH CENTRAL FS, INC.</b>									
11/30/2019	Monthly fuel allocation	Open		11/30/2019	12/20/2019	11/30/2019			16,501.97
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Fuel & Oil - Monthly fuel allocation		1.0000	EA	16,501.9700	16,501.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4095-2201 (General Fund-Engineering Department-Fuel & oil)							294.39	
	11-4194-2201 (General Fund-Parks & Maintenance Department-Fuel & oil)							895.12	
	11-4210-2201 (General Fund-Police Department-Fuel & oil)							4,634.70	
	11-4221-2201 (General Fund-Fire Department-Fuel & oil)							3,864.05	
	11-4310-2201 (General Fund-Street Department-Fuel & oil)							2,596.37	
	11-4640-2201 (General Fund-Building & Development Services-Fuel & oil)							421.49	
	61-4610-2201 (Water and Sewer Fund-Utility Department-Fuel & oil)							2,712.95	
	61-4611-2201 (Water and Sewer Fund-Water Treatment Plant-Fuel & oil)							258.54	
	61-4621-2201 (Water and Sewer Fund-Waste Water Treatment Plant-Fuel & oil)							643.46	
	11-4001-2201 (General Fund-Administration & Boards- Manager-Fuel & oil)							108.63	
	22-4510-2201 (Playground & Recreation Fund-Recreation Programs-Fuel & oil)							72.27	
	Invoice Items			1					
Vendor <b>3448 - SOUTH CENTRAL FS, INC.</b> Totals									
						Invoices	1		\$16,501.97
Vendor <b>2317 - BILL STINGEL</b>									
11 29 2019	Boot Reimbursement/STREET	Open		11/29/2019	12/20/2019	11/29/2019			75.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Safety gear & clothing - Boot Reimbursement/STREET		1.0000	EA	75.0000	75.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							75.00	
	Invoice Items			1					
Vendor <b>2317 - BILL STINGEL</b> Totals									
						Invoices	1		\$75.00
Vendor <b>1807 - SYNERGY DATA SOLUTIONS</b>									
40	6YX115 & 6YX113 SQL Server 2019/IS	Open		12/04/2019	12/20/2019	12/04/2019			4,082.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office furniture and equipment - 6YX115 & 6YX113 SQL Server 2019/IS		1.0000	EA	4,082.0000	4,082.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1807 - SYNERGY DATA SOLUTIONS</b>									
40	6YX115 & 6YX113 SQL Server 2019/IS	Open		12/04/2019	12/20/2019	12/04/2019			4,082.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4060-4499 (General Fund-Information Services-Office furniture & equipment)							4,082.00	
	Invoice Items			1					
Vendor <b>1807 - SYNERGY DATA SOLUTIONS</b> Totals						Invoices	1		\$4,082.00
Vendor <b>4331 - STEPHEN SZIGETHY</b>									
12/01/2019	Clothing reimbursement for a Blauer jacket/PD	Open		12/01/2019	12/20/2019	12/01/2019			63.74
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / PD - Clothing reimbursement for a Blauer jacket/PD		1.0000	EA	63.7400	63.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							63.74	
	Invoice Items			1					
Vendor <b>4331 - STEPHEN SZIGETHY</b> Totals						Invoices	1		\$63.74
Vendor <b>4354 - THE FIREFIGHTING DEPOT</b>									
19-00282	1/4 zip job shirt & shoft shell duty jacket/FD	Open		12/02/2019	12/20/2019	12/02/2019			1,054.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / FD - Uniforms/FD		1.0000	EA	1,054.9900	1,054.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2701 (General Fund-Fire Department-Uniforms)							1,054.99	
	Invoice Items			1					
Vendor <b>4354 - THE FIREFIGHTING DEPOT</b> Totals						Invoices	1		\$1,054.99



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>2620 - THOMSON REUTERS - WEST</b>									
841386959	Monthly Westlaw usage charges for database/ATTORNEY	Open		12/01/2019	12/20/2019	12/01/2019			486.19
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Subscriptions - Monthly Westlaw usage charges for database/ATTORNEY		1.0000	EA	486.1900	486.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4052-2005 (General Fund-City Attorney's Office-Subscriptions)							486.19	
	Invoice Items			1					
Vendor <b>2620 - THOMSON REUTERS - WEST</b> Totals Invoices 1 \$486.19									
Vendor <b>2125 - ULMER EQUIPMENT CO.</b>									
25800	WW Equipment Expense - Digester	Open		11/26/2019	12/20/2019	11/26/2019			797.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc parts - WW Equipment Expense - Digester		1.0000	EA	797.0000	797.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of operating equipment)				0000 (0000 - Misc. Equip.)			797.00	
	Invoice Items			1					
Vendor <b>2125 - ULMER EQUIPMENT CO.</b> Totals Invoices 1 \$797.00									
Vendor <b>1851 - UNITED PARCEL SERVICE</b>									
000029Y964499	WP Lab Exp - Freight	Open		12/07/2019	12/20/2019	12/07/2019			4.39
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Freight - WP Lab Exp - Freight		1.0000	EA	4.3900	4.39			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							4.39	
	Invoice Items			1					
0000Y74R71499	Return broken camera parts &return to Omnisite/WWTP/ADMIN	Open		12/07/2019	12/20/2019	12/07/2019			40.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies / ADMIN - Return broken camera parts &return to Omnisite/WWTP/ADMIN		1.0000	EA	40.9400	40.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							10.04	



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1851 - UNITED PARCEL SERVICE</b>									
0000Y74R71499	Return broken camera parts &return to Omnisite/WWTP/ADMIN	Open		12/07/2019	12/20/2019	12/07/2019			40.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant- Other maintenance supplies)							30.90	
			Invoice Items		1				
Vendor <b>1851 - UNITED PARCEL SERVICE</b> Totals						Invoices	2		\$45.33
Vendor <b>1854 - UNITED STATES POSTAL SERVICE (HASLER)</b>									
12/01/2019	Postage for account #0000252421/WATER	Open		12/01/2019	12/20/2019	12/01/2019			1,400.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Postage expense - Postage for account #0000252421/WATER		1.0000	EA	1,400.0000	1,400.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-3901 (Water and Sewer Fund-Water Department-Postage expense)							1,400.00	
			Invoice Items		1				
Vendor <b>1854 - UNITED STATES POSTAL SERVICE (HASLER)</b> Totals						Invoices	1		\$1,400.00
Vendor <b>1877 - WALMART COMMUNITY / GECRB</b>									
933600757655	WW Office Supplies - Misc	Open		12/02/2019	12/20/2019	12/02/2019			70.20
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies / WWTP - WW Office Supplies - Misc		1.0000	EA	70.2000	70.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2001 (Water and Sewer Fund-Waste Water Treatment Plant- Office supplies)							70.20	
			Invoice Items		1				



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1877 - WALMART COMMUNITY / GECRB									
933800511940	Christmas in the heart of Charleston lights & supplies/B&D	Open		12/04/2019	12/20/2019	12/04/2019			165.49
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Community Development Projects - Christmas in the heart of Charleston lights & supplies/B&D		1.0000	EA	165.4900	165.49			
	G/L Account				Project			Amount	
	11-4640-4103 (General Fund-Building & Development Services-Community Development Projects)							165.49	
	Invoice Items			1					
934300817268	WP Office Supplies - paper, pens, etc	Open		12/09/2019	12/20/2019	12/09/2019			3.94
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office Supplies - WP Office Supplies - paper, pens, etc		1.0000	EA	3.9400	3.94			
	G/L Account				Project			Amount	
	61-4611-2001 (Water and Sewer Fund-Water Treatment Plant-Office supplies)							3.94	
	Invoice Items			1					
934400255001	Misc items for Retreat/ADMIN	Open		12/10/2019	12/20/2019	12/10/2019			160.99
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Public relations - Misc items for Retreat/ADMIN		1.0000	EA	160.9900	160.99			
	G/L Account				Project			Amount	
	11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)							160.99	
	Invoice Items			1					
Vendor 1877 - WALMART COMMUNITY / GECRB Totals						Invoices	4		\$400.62
Vendor 3964 - WATTS COPY SYSTEM INC - DALLAS, TX									
26006833	Maint payment/PD	Open		11/28/2019	12/20/2019	11/28/2019			104.48
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of office equipment - Maint payment/PD		1.0000	EA	104.4800	104.48			
	G/L Account				Project			Amount	
	11-4210-3507 (General Fund-Police Department-Repair of office equipment)							104.48	
	Invoice Items			1					
Vendor 3964 - WATTS COPY SYSTEM INC - DALLAS, TX Totals						Invoices	1		\$104.48





# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>4110 - XEROX CORPORATION - 723038824</b>									
098895542	Printer contract WC5325 water dept/IS	Open		12/02/2019	12/20/2019	12/02/2019			16.80
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other consulting services - Printer contract WC5325 water dept/IS		1.0000	EA	16.8000	16.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-3106 (General Fund-Information Services-Other consulting services)							16.80	
	Invoice Items			1					
Vendor <b>4110 - XEROX CORPORATION - 723038824</b> Totals					Invoices		1		\$16.80
Vendor <b>1893 - XEROX CORPORATION - IS 719628943</b>									
230189040	Printing contract/IS	Open		12/01/2019	12/20/2019	12/01/2019			159.82
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other consulting services - Printing contract/IS		1.0000	EA	159.8200	159.82			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-3106 (General Fund-Information Services-Other consulting services)							159.82	
	Invoice Items			1					
Vendor <b>1893 - XEROX CORPORATION - IS 719628943</b> Totals					Invoices		2		\$849.18
Vendor <b>4050 - XEROX FINANCIAL SERVICES</b>									
12/01/2019	Lease payment contract #020-0046825-001/WATER/ADMIN	Open		12/01/2019	12/20/2019	12/01/2019			210.83
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of office equipment - Lease payment contract #020-0046825-001/WATER/ADMIN		1.0000	EA	210.8300	210.83			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3507 (General Fund-Administration & Boards- Manager-Repair of office equipment)							67.46	
	61-4630-2804 (Water and Sewer Fund-Water Department-Minor office equipment)							143.37	
	Invoice Items			1					
Vendor <b>4050 - XEROX FINANCIAL SERVICES</b> Totals					Invoices		1		\$210.83



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/07/19 - 12/20/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1966 - Y-YARD AUTO &amp; TRUCK, INC.</b>									
230578.	Core Refund/UTILITY	Open		11/20/2019	12/20/2019	11/20/2019			(80.00)
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Core Refund/UTILITY		1.0000	EA	(80.0000)	(80.00)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				2942 (2942 - 2005 F-150 Ford Truck)			(80.00)	
				Invoice Items	1				
Vendor <b>1966 - Y-YARD AUTO &amp; TRUCK, INC.</b> Totals									(80.00)
							Invoices	1	
Vendor <b>DUANE HORATH</b>									
12/10/2019	Overpayment of annual life insurnace payment	Open		12/10/2019	12/20/2019	12/10/2019			36.12
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Insurance overpayment - Overpayment of annual life insurnace payment		1.0000	EA	36.1200	36.12			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	83-2033 (Employee Benefit Fund-Other voluntary deductions )							36.12	
				Invoice Items	1				
Vendor <b>DUANE HORATH</b> Totals							Invoices	1	\$36.12
Sub-Department <b>PS-PD Public Safety,Police Department</b> Totals							Invoices	233	\$648,608.48
Grand Totals							Invoices	233	\$648,608.48



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/04/19 - 12/04/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department <b>FIN-COMP Finance,Comptroller</b>									
Vendor <b>1444 - ILLINOIS SECRETARY OF STATE</b>									
12/04/2019	Title and transfer of plate for 2016 Nissan Altima/PD	Open		12/04/2019	12/04/2019	12/04/2019			175.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other business services - Title and transfer of plate for 2016 Nissan Altima/PD		1.0000	EA	175.0000	175.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3199 (General Fund-Police Department-Business services)							175.00	
	Invoice Items				1				
Vendor <b>1444 - ILLINOIS SECRETARY OF STATE</b> Totals							Invoices	1	\$175.00
Sub-Department <b>FIN-COMP Finance,Comptroller</b> Totals							Invoices	1	\$175.00
Grand Totals							Invoices	1	\$175.00



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/05/19 - 12/05/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department <b>FIN-COMP Finance,Comptroller</b>									
Vendor <b>1444 - ILLINOIS SECRETARY OF STATE</b>									
12/05/2019	Renewal of reigstration/PD	Open		12/05/2019	12/05/2019	12/05/2019			151.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Renewal of reigstration/PD		1.0000	EA	151.0000	151.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				1481 (1481 - 2006 Taurus SLE)			151.00	
		Invoice Items		1					
Vendor <b>1444 - ILLINOIS SECRETARY OF STATE</b> Totals						Invoices	1		\$151.00
Sub-Department <b>FIN-COMP Finance,Comptroller</b> Totals						Invoices	1		\$151.00
Grand Totals						Invoices	1		\$151.00



# Accounts Payable Invoice Report - Council Meeting 12/17/2019

Invoice Due Date Range 12/10/19 - 12/10/19

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department <b>FIN-COMP Finance,Comptroller</b>									
Vendor <b>1444 - ILLINOIS SECRETARY OF STATE</b>									
12/10/2019	Title work for CR VIC/PD	Open		12/10/2019	12/10/2019	12/10/2019			150.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other business services - Title work for CR VIC/PD		1.0000	EA	150.0000	150.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3199 (General Fund-Police Department-Business services)							150.00	
				Invoice Items	1				
Vendor <b>1444 - ILLINOIS SECRETARY OF STATE</b> Totals							Invoices	1	\$150.00
Sub-Department <b>FIN-COMP Finance,Comptroller</b> Totals							Invoices	1	\$150.00
Grand Totals							Invoices	1	\$150.00

City of Charleston  
**Payment Batch Register**

Bank Account: CKG - Checking

Batch Date: 12/12/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CKG - Checking					
Check	12/12/2019	175666 Utility Management Refund	ARTHUR , JUSTIN		176.79
Check	12/12/2019	175667 Utility Management Refund	BHOGPUR, LLC		15.33
Check	12/12/2019	175668 Utility Management Refund	BOWER'S PROPERTIES		32.19
Check	12/12/2019	175669 Utility Management Refund	BOWER'S PROPERTIES		15.33
Check	12/12/2019	175670 Utility Management Refund	BUDSLICK MANAGEMENT		15.33
Check	12/12/2019	175671 Utility Management Refund	CARLYLE APTS		15.33
Check	12/12/2019	175672 Utility Management Refund	CTF ILLINOIS		16.86
Check	12/12/2019	175673 Utility Management Refund	GARDNER , DAVID		15.33
Check	12/12/2019	175674 Utility Management Refund	GODETTE , KAREN		40.00
Check	12/12/2019	175675 Utility Management Refund	MOODAY , CECIL		6.95
Check	12/12/2019	175676 Utility Management Refund	ZIMMER PROPS		40.33
CKG Checking Totals:			Transactions: 11		<u>\$389.77</u>
Checks:		11	\$389.77		

**City Council Regular Meeting**

4)

**Meeting Date:** 12/17/2019

**Submitted For:** Heather Kuykendall, Comptroller

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**\*COMPTROLLER'S REPORT:** November 2019.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

Comptroller's Report: November 2019.

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**CITY OF CHARLESTON  
OFFICE OF THE COMPTROLLER  
MONTHLY COMPTROLLER'S REPORT  
NOVEMBER 30, 2019**



CITY OF CHARLESTON  
OFFICE OF THE COMPTROLLER  
MONTHLY INVESTMENT REPORT

FOR THE MONTH ENDING NOVEMBER 30, 2019

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>TRANSFER IN (OUT)</u>	<u>ENDING BALANCE</u>	****	****
						<u>REVERSAL OF INTERFUND LOANS</u>	<u>BALANCE</u>
GENERAL FUND	\$ 5,973,851	\$ 1,417,891	\$ 1,675,200	\$ -	\$ 5,716,542	\$ 20,000	\$ 5,736,542
PLAYGROUND AND RECREATION	166,535	49,930	41,744	-	174,721	-	174,721
TOURISM AND SPECIAL EVENTS	824	-	-	-	824	-	824
HEALTH SELF INSURANCE FUND	10,447	118,706	128,351	-	802	(20,000)	(19,198)
DRUG TRAFFIC PREVENTION	7,135	193	-	-	7,328	-	7,328
MOTOR FUEL TAX	344,450	74,238	11,571	-	407,117	-	407,117
RECREATIONAL LAND FUND	13,958	-	-	-	13,958	-	13,958
TAX INCREMENT FINANCING	197,278	37,784	9,530	-	225,532	-	225,532
DEBT SERVICE	461,972	96,701	750	-	557,923	-	557,923
WATER/SEWER FUND	3,705,661	624,121	465,049	-	3,864,733	-	3,864,733
TOTALS- CASH BASIS	10,882,111	2,419,564	2,332,195	-	10,969,480	-	10,969,480
CASH TO ACCRUAL ADJUSTMENT		(1,913)	(489,378)				
TOTALS - ACCRUAL BASIS		<u>\$ 2,417,651</u>	<u>\$ 1,842,817</u>				

\*\*\*\* Optional reporting provided for additional information.

CITY OF CHARLESTON  
OFFICE OF THE COMPTROLLER  
CASH DISPOSITION REPORT

FOR THE MONTH ENDING NOVEMBER 30, 2019

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL	\$ 2,782,933	\$ 2,933,609	\$ 5,716,542
PLAYGROUND AND RECREATION	137,355	37,366	174,721
TOURISM AND SPECIAL EVENTS	824	-	824
HEALTH SELF INSURANCE FUND	802	-	802
DRUG TRAFFIC PREVENTION	7,328	-	7,328
MOTOR FUEL TAX	407,103	14	407,117
RECREATIONAL LAND FUND	-	13,958	13,958
TAX INCREMENT FINANCING	225,532	-	225,532
DEBT SERVICE	557,923	-	557,923
WATER/SEWER FUND	2,986,348	878,385	3,864,733
TOTAL	<u>\$ 7,106,148</u>	<u>\$ 3,863,332</u>	<u>\$ 10,969,480</u>

CITY OF CHARLESTON  
OFFICE OF THE COMPTROLLER  
MONTHLY BUDGET REPORT- ACCRUAL BASIS  
FOR THE MONTH ENDING NOVEMBER 30, 2019

REVENUES

<u>FUND</u>	<u>MONTH</u>	<u>YEAR TO DATE</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>	<u>ENTIRE PRIOR YEAR</u>	<u>% OF PRIOR YEAR</u>
GENERAL FUND	\$ 1,445,797	\$ 7,720,915	\$ 15,293,558	50%	\$ 13,394,448	58%
PLAYGROUND AND RECREATION	49,114	486,898	590,933	82%	585,333	83%
TOURISM AND SPECIAL EVENTS	-	-	50	0%	16	0%
HEALTH SELF INSURANCE	121,179	860,057	1,763,003	49%	1,502,012	57%
DRUG TRAFFIC PREVENTION	193	3,703	3,100	119%	5,868	63%
MOTOR FUEL TAX	74,727	385,233	560,278	69%	571,671	67%
RECREATIONAL LAND FUND	-	-	50	0%	386	0%
TAX INCREMENT FINANCING	37,784	189,064	189,652	100%	189,889	100%
DEBT SERVICE	96,701	577,132	706,408	82%	697,771	83%
WATER/SEWER FUND	592,156	3,685,319	6,389,448	58%	5,934,138	62%
TOTALS	<u>\$ 2,417,651</u>	<u>\$ 13,908,321</u>	<u>\$ 25,496,480</u>	<u>55%</u>	<u>\$ 22,881,532</u>	<u>61%</u>

EXPENDITURES

<u>FUND</u>	<u>MONTH</u>	<u>YEAR TO DATE</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>	<u>ENTIRE PRIOR YEAR</u>	<u>% OF PRIOR YEAR</u>
GENERAL FUND	\$ 1,124,970	\$ 7,861,503	\$ 15,293,558	51%	\$ 13,447,840	58%
PLAYGROUND AND RECREATION	40,328	430,871	590,933	73%	579,510	74%
TOURISM AND SPECIAL EVENTS	-	52	926	6%	42	124%
HEALTH SELF INSURANCE	128,351	582,731	1,568,776	37%	1,334,029	44%
DRUG TRAFFIC PREVENTION	-	1,000	7,500	13%	15,739	6%
MOTOR FUEL TAX	11,095	146,865	647,869	23%	726,178	20%
RECREATIONAL LAND FUND	-	-	-	0%	-	0%
TAX INCREMENT FINANCING	135	53,081	272,185	20%	164,009	32%
DEBT SERVICE	-	38,382	706,408	5%	696,489	6%
WATER/SEWER FUND	537,938	2,703,571	5,114,510	53%	4,214,376	64%
TOTALS	<u>\$ 1,842,817</u>	<u>\$ 11,818,056</u>	<u>\$ 24,202,665</u>	<u>49%</u>	<u>\$ 21,178,212</u>	<u>56%</u>

Investment Summary  
November 30, 2019

Type of Investment	Who Investment is With	Date Invested	Maturity	Rate of Return	Amount Paid	11/30/19 Market Value
<b>General Fund</b>						
CD-4673	First Federal	11/23/18	05/23/20	2.75%	733,459.76	733,459.76
CD-8299	First Federal	08/20/18	08/20/20	2.70%	236,989.93	236,989.93
CD-6265	First Federal	08/20/18	08/20/21	2.90%	485,366.37	485,366.37
MB Financial Bank	FNC	01/29/18	01/29/20	2.15%	150,000.00	150,147.00
Bank of America	FNC	02/06/19	02/06/20	2.50%	240,000.00	240,410.40
Medallion Bank	FNC	02/07/19	02/07/20	2.50%	240,000.00	240,424.80
Safra National	FNC	02/14/19	02/13/20	2.50%	240,000.00	240,448.80
Northeast Community Bank	FNC	02/15/19	02/18/20	2.50%	240,000.00	240,482.40
Sallie Mae Bank	FNC	08/28/19	08/30/21	1.85%	170,000.00	170,542.30
Morgan Stanley	FNC	02/07/19	02/07/20	2.50%	171,000.00	171,297.54
FNC sweep amount	FNC		11/30/19	2.30%	6,805.55	6,805.55
					<b>2,913,621.61</b>	<b>2,916,374.85</b>
<b>General Fund - Restricted</b>						
IMET- Community Center Funds	IMET	10/20/10	n/a	n/a	<b>19,987.39</b>	<b>21,347.85</b>
Recreational Land Fund	IMET	10/14/11	n/a	n/a	<b>13,958.37</b>	<b>14,816.79</b>
<b>Water/Sewer Fund</b>						
CD -5851	First Federal	11/23/18	05/23/20	2.75%	523,899.82	523,899.82
CD- 3710	First Federal	08/20/18	08/20/21	2.90%	263,358.69	263,358.69
JP Morgan Chase	FNC	01/20/17	01/20/20	1.80%	185,000.00	185,062.90
Cathay Bank	FNC	02/13/19	02/13/20	2.50%	200,000.00	200,374.00
FNC sweep amount	FNC		11/30/19	2.30%	6,126.49	6,126.49
ON GL AS CAPITAL RESERVE					(300,000.00)	(300,000.00)
					<b>878,385.00</b>	<b>878,821.90</b>
<b>MFT</b>						
IMET 1-3 Year fund shares	IMET	04/13/10	n/a		<b>13.67</b>	<b>14.36</b>
<b>TOTAL</b>					<b>\$ 3,825,966.04</b>	<b>\$ 3,831,375.75</b>

GF Maturity Schedule:

30 days	6,805.55	0.23%
180 days	2,016,670.70	69.15%
180 days to 1 year	236,989.93	8.13%
1-2 years	655,908.67	22.49%
Over 2 years	-	0.00%
	<u>2,916,374.85</u>	

WS Maturity Schedule:

30 days	6,126.49
180 days	909,336.72
180 days to 1 year	-
1-2 years	263,358.69
Over 2 years	-
	<u>1,178,821.90</u>

**City Council Regular Meeting**

**5)**

**Meeting Date:** 12/17/2019

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**\*RAFFLE LICENSE:** Rotary Club of Charleston will hold weekly drawings from January 1 through June 30, 2020, at the Mattoon Country Club, and at the Charleston Carnegie Library from July 1 through December 31, 2020, to raise funds for EIU/LLC Scholarships; Rotary aquatic Center; Charleston Carnegie Library; International Youth Exchange; and the Charleston School District.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

Raffle License: Rotary Club of Charleston Weekly Drawings at Mattoon Country Club 1/1/20--6/30/20 and Charleston Carnegie Library 7/1/20--12/31/20.

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## APPLICATION for RAFFLE LICENSE

**1. Applicant is (Please check appropriate Box):**

☐ **Business Organization**—A voluntary organization composed of individuals and businesses who have joined together to advance the commercial, financial, industrial and civic interests of a community.

☒ **Charitable Organization**—An organization or institution organized and operated to benefit an indefinite number of the public. The service rendered to those eligible for benefits must also confer benefit on the public.

☐ **Educational Organization**—An organization or institution organized and operated to provide systematic institution and useful branches of learning by methods common to schools and institutions of learning which compare favorably in their scope and intensity with the course of study presented in tax supported schools.

☐ **Fraternal Organization**—An organization of persons having a common interest, the primary interest of which is to both promote the welfare of its members and to provide assistance to the general public in such a way as to lessen the burdens of government by caring for those that otherwise would be cared for by the government.

☐ **Labor Organization**—An organization composed of workers organized with the objective of betterment of the conditions of those engaged in such pursuit and the development of a higher degree of efficiency in their respective occupations.

☐ **Law Enforcement Agency**—An agency of the state or a unit of local government in the state that is vested by law or ordinance with the duty to maintain public order and to enforce criminal laws or ordinances.

☐ **Nonprofit Organization**—An organization or institution organized and conducted on a not for profit basis with no personal profit inuring to anyone as a result of the operation.

☐ **Religious Organization**—Any church, congregation, society, or organization founded for the purpose of religious worship.

☐ **Veterans Organization**—An organization or association comprised of members of which substantially all are individuals who are veterans or spouses, widows, or widowers of veterans, the primary purpose of which is to promote the welfare of its members and to provide assistance to the general public in such a way as to confer a public benefit.

2. License Fee: \$10.00 (Cash or Check Payable to the City of Charleston.)

3. Name of Organization: Rotary Club of Charleston

Local Address: 1530 Lincoln Avenue, Charleston, IL 61920

4. Purpose of raffle (describe in detail how funds raised will be used.): EIU/LLC  
Scholarships; Rotary Aquatic Center; Charleston Library;  
International Youth Exchange; Charleston School District.

5. Date raffle chance sale commences: 1/1/2020

Date raffle chance sale terminates: 12/31/2020

6. Area or Areas where raffle chances will be sold or issued: \_\_\_\_\_

Entire City of Charleston

7. Date and time of determination of winning chance or chances: \_\_\_\_\_

Weekly on either Tuesday or Wednesday.

8. Location where winning chances will be determined: \_\_\_\_\_

Mattoon Country Club 1/1/20 thru 6/30/19; Charleston Library  
7/1/20 thru 12/31/20

#### INELIGIBILITY FOR LICENSE:

No license shall be issued to any of the following:

A. Any person who has been convicted of a felony that will impair the person's ability to engage in the licensed position?

B. Any person who is or has been a professional gambler or professional gambling promoter.

C. Any person who is not of good moral character.

D. Any organization in which a person defined in subsection A, B or C of this section has a proprietary, equitable or credit interest, or in which such a person is active or employed.

E. Any organization in which a person defined in subsection A, B, or C of this section is an officer, director or employee, whether compensated or not.

F. Any organization in which a person defined in subsection A, B or C of this section is to participate in the management or operation of a raffle.

## **RESTRICTIONS ON LICENSE:**

### **A. The conduct of raffles is subject to the following restrictions:**

1. The entire net proceeds of any raffle must be exclusively devoted to the lawful purposes of the organization permitted to conduct the game.
2. No person except a bona fide director, officer, employee, or member of the sponsoring organization may manage or participate in the management of the raffle. No person may receive any remuneration or profit for managing or participating in the management of the raffle. Sponsoring organizations may contract with third parties who, acting at the direction of and under the supervision of the sponsoring organization, provide bona fide services to the sponsoring organization in connection with the operation of a raffle and may pay reasonable compensation for such services. Such services include the following: (a) advertising, marketing and promotion, (b) legal, (c) procurement of goods, prizes, wares and merchandise for the purpose of operating the raffle, (d) rent, if the premises upon which the raffle will be held is rented, (e) accounting, auditing and bookkeeping, (f) website hosting, (g) mailing and delivery, (h) banking and payment processing, and (i) other services relating to the operation of the raffle.
3. A licensee may rent a premises on which to determine the winning chance or chances in a raffle provided that the rent is not determined as a percentage of receipts or profits from the raffle.
4. Raffle chances may be sold throughout the state, including beyond the borders of the City. Winning chances may be determined only at those locations specified on the license.
5. No person under the age of eighteen (18) may participate in the conducting of the raffles or chances. A person under the age of eighteen (18) may be within the area where winning chances are being determined only when accompanied by his parents or guardian.

### **B. The following limitations shall apply to all licenses:**

1. The aggregate retail value of all prizes or merchandise awarded by a licensee in a single raffle shall not exceed ten million dollars (\$10,000,000.00).
2. The maximum retail value of each prize awarded by a licensee in a single raffle shall not exceed ten million dollars (\$10,000,000.00).
3. The maximum price which may be charged for each raffle chance issued or sold shall not exceed one hundred dollars (\$100.00).
4. The maximum number of days during which chances may be issued or sold for any one raffle shall not exceed one hundred eighty (180).
5. Each license shall be valid for only one raffle or for a specified number of raffles to be conducted during a specified period not to exceed one year.



## **RAFFLES MANAGER:**

A. Manager Required: All management, operations, and conduct of raffles shall be under the supervision of a single raffles manager designated by the organization.

### **B. Bond Requirements:**

1. The manager shall give a fidelity bond in favor of the organization applying for the license in accordance with the following schedule:

<b>Bond Required:</b>	<b>Aggregate Retail Value of All Prizes to be awarded in Raffle:</b>
\$ 5,000.00	Up to \$30,000.00
7,500.00	Up to \$40,000.00
10,000.00	Up to \$50,000.00
12,500.00	Up to \$60,000.00
15,000.00	Up to \$70,000.00
17,500.00	Up to \$80,000.00
20,000.00	Up to \$90,000.00
22,500.00	Up to \$100,000.00

2. The fidelity bond shall provide that notice be given, in writing, to the City not less than thirty (30) days prior to its cancellation.

3. The bond requirement shall be waived if the application states that the members, or if there are no members, the governing board of the organization applying for the license requests the waiver of the fidelity bond, and said request for waiver is approved by unanimous vote of the City Council.

## **RECORDS AND REPORTS:**

A. Each organization licensed to conduct raffles and chances shall keep records of its gross receipts, expenses and net proceeds for each single gathering or occasion at which winning chances are determined. All deductions from gross receipts for each single gathering or occasion shall be documented with receipts or other records indicating the amount, a description of the purchased item or service or other reason for the deduction, and the recipient. The distribution of the net proceeds shall be itemized as to payee, purpose, amount and date of payment.

B. Gross receipts from the operation of raffles program shall be segregated from other revenues of the organization, including bingo gross receipts, if bingo games are also conducted by the same nonprofit organization pursuant to license therefor issued by the State Department of Revenue, and placed in a separate account. Each organization shall have separate records of its raffles. The person who accounts for gross receipts, expenses and net proceeds from the operation of raffles shall not be the same person who accounts for other revenues of the organization.

C. The licensee shall report promptly after the conclusion of each raffle to its membership, or if there are no members to its governing board, and to the City its gross receipts, expenses and net proceeds from raffles, and the distribution of net proceeds itemized as required by this chapter.

D. Records required by this section shall be preserved for three (3) years, and licensees shall make available their records relating to operation of raffles for public inspection at reasonable times and places.

**PENALTY:**

Any person guilty of any violation under this chapter shall be fined not less than one dollar (\$1.00) and not more than five hundred dollars (\$500.00) for each violation.

## WAIVER OF BOND REQUEST

Rotary Club of Charleston

Name of Organization

WE, the MEMBERS or if no members, the GOVERNING BOARD of the above-named Organization request the waiver of a fidelity bond. Said request for waiver shall be approved by unanimous vote of the City Council.

Date

[Signature]  
Organization Presiding Officer

[Signature]  
Organization Secretary (or high officer)

## ATTESTATION OF NOT-FOR-PROFIT CHARACTER OF ORGANIZATION

We, the undersigned Presiding Officer and Secretary hereby swear that the above-named organization is a not-for-profit entity.

[Signature]  
Organization Presiding Officer

[Signature]  
Organization Secretary

City of Charleston  
520 Jackson Ave  
Charleston, IL 61920  
217-345-8430

Water Department  
Date: 12/04/2019  
Receipt: 2019-00060775  
Received From: CHARLESTON ROTARY  
CLUB

Raffle Permits	10.00
Receipt Total	10.00
Total Check	10.00
Total Remitted	10.00
Total Received	10.00

Thank you!

**City Council Regular Meeting**

**6)**

**Meeting Date:** 12/17/2019

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**RESOLUTION:** Adopting 2020 Schedule of Meetings.

**STAFF RECOMMENDATION:**

Waive layover period and approve.

---

**Attachments**

RES: Adopting 2020 Schedule of Meetings.

---

# **RESOLUTION**

**19 – R – \_\_\_\_\_**

## **RESOLUTION ADOPTING 2019 SCHEDULE OF MEETINGS**

**WHEREAS**, pursuant to 5 ILCS 120/2.02 and 5 ILCS 120/2.03: *Public Notice of All Meetings*, it is required that public notice of the schedule of regular meetings shall be given at the beginning of each calendar or fiscal year; and

**WHEREAS**, said notice is slated to be published the first week of January of 2020;

**THEREFORE BE IT RESOLVED by the City Council of the City of Charleston, Coles County, Illinois, as follows:**

1. That Notice of Schedule of 2020 Meetings shall be published in the Journal Gazette/Times-Courier pursuant to 5 ILCS 120/2.02.
2. That Dates and/or times are subject to change with 48 hours' notice.
3. That the following Schedule of 2020 Meetings is an accurate representation of the list that shall be published in the Times-Courier Journal Gazette and is hereby approved by the Mayor and Council of the City of Charleston:

**Charleston City Council:** 6:30 p.m. in Council Chambers on the following dates:

**January 7 & 21, 2020**

**February 4 & 18, 2020**

**March 3 & 17, 2020**

**April 7 & 21, 2020**

**May 5 & 19, 2020**

**June 2 & 16, 2020**

**July 7 & 21, 2020**

**August 4 & 18, 2020**

**September 1 & 15, 2020**

**October 6 & 20, 2020**

**November 3 & 17, 2020**

**December 1 & 15, 2020**

**Charleston Bike and Pedestrian Advisory Committee:** 4:00 p.m. in the Basement Conference Room on the following dates:

**February 11, 2020**  
**May 12, 2020**  
**August 11, 2020**  
**November 10, 2020**

**Charleston Board of Zoning Appeals & Planning:** 7:00 p.m. in Council Chambers on the following dates as needed:

**January 16 & 30, 2020**  
**February 13 & 27, 2020**  
**March 12 & 26, 2020**  
**April 16 & 30, 2020**  
**May 14 & 28, 2020**  
**June 11 & 25, 2020**  
**July 16 & 30, 2020**  
**August 13 & 27, 2020**  
**September 10 & 24, 2020**  
**October 15 & 29, 2020**  
**November 12, 2020**  
**December 10, 2020**

**Charleston Carnegie Library Board of Trustees:** 6:30 p.m. in the Carnegie Library Board Room on the following dates:

January 6, 2020  
February 3, 2020  
March 2, 2020  
April 6, 2020  
May 4, 2020  
June 1, 2020  
July 6, 2020  
August 3, 2020  
September 7, 2020  
October 5, 2020  
November 2, 2020  
December 7, 2020

**Charleston Comprehensive Plan Update Advisory Committee:** 4:00 p.m. in the Basement Conference Room on the following dates:

**January 16, 2020**  
**February 6, 2020**  
**March 5, 2020**  
**April 2, 2020**  
**May 7, 2020**  
**June 4, 2020**  
**July 2, 2020**  
**August 6, 2020**  
**September 3, 2020**  
**October 1, 2020**  
**November 5, 2020**  
**December 3, 2020**

**Charleston Electrical Commission:** 6:00 p.m. in the Basement Conference Room on the following dates:

**June 4, 2020**  
**October 1, 2020**

**Charleston Fire and Police Board:** 8:30 a.m. in the Basement Conference Room on the following dates:

**January 13, 2020**  
**February 10, 2020**  
**March 9, 2020**  
**April 13, 2020**  
**May 11, 2020**  
**June 8, 2020**  
**July 13, 2020**  
**August 10, 2020**  
**September 14, 2020**  
**October 12, 2020**  
**November 9, 2020**  
**December 14, 2020**

**Charleston Firefighters' Pension Fund Board of Trustees:** 1:30 p.m. in City Hall on the following dates:

**January 21, 2020**  
**April 20, 2020**  
**July 20, 2020**  
**October 19, 2020**

**Charleston Historic Preservation Commission:** 8:00 a.m. in Council Chambers on the following dates except as noted:

**January 17, 2020**

**February 21, 2020**

**March 27, 2020 (Due to EIU's Spring Break)**

**April 17, 2020**

**May 15, 2020**

**June 19, 2020**

**July 17, 2020**

**August 21, 2020**

**September 18, 2020**

**October 16, 2020**

**November 20, 2020**

**December 18, 2020—NO MEETING, unless there is an Application for a COA.**

**Charleston Parks & Recreation Advisory Board:** 3:30 p.m. in Council Chambers on the following dates:

**January 20, 2020**

**February 24, 2020**

**March 23, 2020**

**April 20, 2020**

**May 18, 2020**

**June 15, 2020**

**July 20, 2020**

**August 17, 2020**

**September 21, 2020**

**October 19, 2020**

**November 16, 2020**

**December—NO MEETING.**

**Charleston Police' Pension Fund Board of Trustees:** 10:00 a.m. in City Hall on the following dates:

**January 28, 2020**

**April 28, 2020**

**July 28, 2020**

**October 27, 2020**

**Charleston TIF (Tax Increment Financing) Review Board** will meet on an "as-needed" basis in Council Chambers in City Hall.



**Charleston Tourism Advisory Board:** 4:00 p.m. in Council Chambers at City Hall on the following dates:

**February 10, 2020**  
**April 13, 2020**  
**June 8, 2020**  
**August 10, 2020**  
**October 12, 2020**  
**December 14, 2020**

**Charleston Tree Commission:** 8:00 a.m. in the Parks & Recreation Conference Room, 2nd Floor, in City Hall on the following dates:

**January 22, 2020**  
**February 26, 2020**  
**March 25, 2020**  
**April 22, 2020**  
**May 27, 2020**  
**June 24, 2020**  
**July 22, 2020**  
**August 26, 2020**  
**September 23, 2020**  
**October 28, 2020**  
**November 25, 2020**  
**December—NO MEETING.**

**Government Telecommunications Consortium (GovTC):** 3:00 p.m. in the conference room at CECOM—911 Coles-Moultrie County Emergency Communications, 10500 State Highway 16, Suite 1, Mattoon, Illinois on the following dates:

**January 15, 2020**  
**February 19, 2020**  
**March 18, 2020**  
**April 15, 2020**  
**May 20, 2020**  
**June 17, 2020**  
**July 15, 2020**  
**August 19, 2020**  
**September 16, 2020**  
**October 21, 2020**  
**November 18, 2020**  
**December 16, 2020**

**INTRODUCED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<b>Mayor:</b>				
<i>Brandon Combs</i>				
<b>City Council:</b>				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

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Brandon T. Combs, **Mayor**

**ATTEST:**

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Deborah L. Muller, **City Clerk**

**City Council Regular Meeting**

7)

**Meeting Date:** 12/17/2019

**Submitted For:** Scott Smith, City Manager

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**RESOLUTION:** Approving Intergovernmental Mutual Aid Agreement for a Mutual Aid Agreement by and between the City of Charleston and the Ashmore Fire Protection District.

**STAFF RECOMMENDATION:**

Waive layover period and approve.

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**Attachments**

RES: Approving Mutual Aid Agreement with Ashmore Fire Protection District.

Mutual Aid Agreement with Ashmore Fire Protection District.

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# RESOLUTION

19 – R – \_\_\_\_\_

**RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENT FOR A  
MUTUAL AID AGREEMENT BY AND BETWEEN  
THE CITY OF CHARLESTON AND  
THE ASHMORE FIRE PROTECTION DISTRICT**

**WHEREAS**, the Ashmore Fire Protection District and the City of Charleston provide fire suppression services within their respective municipalities/districts; and

**WHEREAS**, it is in the best interest of the citizens of the City of Charleston that backup fire suppression assistance is available to the City during times of disaster; and

**WHEREAS**, the City of Charleston has the authority to enter into a Mutual Assistance Agreement relating to fire suppression services pursuant to the provisions of 65-ILCS 5/11-6-1;

**NOW BE IT THEREFORE** resolved by the City Council of the City of Charleston, Coles County, Illinois, that the City Manager and Fire Chief are hereby authorized to execute a Mutual Assistance Agreement by and between the City of Charleston and the Ashmore Fire Protection District, a copy of said agreement being attached hereto and incorporated herein by reference.

**INTRODUCED** to Council this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**PASSED** by Council this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<b>Mayor:</b>				
<i>Brandon Combs</i>				
<b>City Council:</b>				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

\_\_\_\_\_  
Mayor

ATTEST:

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

**MUTUAL AID AGREEMENT BY AND BETWEEN  
THE CITY OF CHARLESTON FIRE  
DEPARTMENT AND  
THE ASHMORE FIRE PROTECTION DISTRICT**

This agreement is made and entered into effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and among the City of Charleston Fire Department and the Ashmore Fire Protection District who have duly executed this Agreement.

**WHEREAS** the City of Charleston Fire Department and the Ashmore Fire Protection District recognize the necessity to cooperate and work together to provide for mutual aid and contingency assistance for ambulance services;

**NOW, THEREFORE, THE CITY OF CHARLESTON FIRE DEPARTMENT AND THE ASHMORE FIRE PROTECTION DISTRICT AGREE AS FOLLOWS:**

**SECTION 1. Definitions:**

As used herein:

- a. "Requesting City/Agency," shall mean the City/Agency requesting aid, and
- b. "Responding City/Agency," shall mean the City/Agency affording or responding to a call for aid.

**SECTION 2. Mutual Aid and Contingency Agreement**

The City of Charleston Fire Department and the Ashmore Fire Protection District mutually agree to provide mutual aid and contingency ambulance service to each other.

**SECTION 3. Authority to Respond to Provide Assistance**

The authority to make requests for assistance or to provide aid under this Agreement shall reside with the requesting City's/Agency's command personnel or the command personnel's designee. For purposes of this Agreement, the "Requesting City/Agency" shall mean the incident commander or the incident commander's designee asking for assistance and the "Responding City/Agency" shall mean an officer/supervisor or designee sending assistance. Any City/Agency shall have the right to request assistance from the other City/Agency subject to the terms and conditions of this Agreement.

**SECTION 4. Requesting Assistance**

Either City/Agency may request assistance from the other City/Agency when the Requesting City/Agency has concluded that such assistance is essential to protect life.

## **SECTION 5. Responses to Request**

Upon request, the Responding City/Agency, upon determination that an emergency exists and subject to the availability of human and equipment resources, shall dispatch EMS and/or Fire personnel and equipment to aid the Requesting City/Agency.

## **SECTION 6. Personnel and Equipment Provided**

The Requesting City/Agency shall include in its request for assistance the amount and type of equipment, and shall specify the location where the personnel and equipment are needed.

The final decision on the amount and type of equipment to be sent shall be solely that of the Responding City/Agency. The Responding City/Agency shall be immune from any liability in connection with all acts associated herewith.

Neither City/Agency shall make any claim whatsoever against the other City/Agency for refusal to send the requested personnel or equipment where such refusal is based on the judgment of the Responding City/Agency that such personnel and equipment are either not available or are needed to provide service in the City's/Agency's response area.

## **SECTION 7. Command and Control at the Emergency Scene**

Both Cities/Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs). Where implemented, the Responding City's/Agency personnel and equipment shall report to the incident commander or other appropriate sector officer of the Requesting City/Agency. The person in charge of the Responding City/Agency shall meet with the incident commander or appropriate sector officer of the Requesting City/Agency for a briefing and assignment.

The person in charge of the Responding City/Agency shall retain control of the Responding City's/Agency's human and equipment resources and shall direct them to meet the needs and tasks assigned by the incident commander or sector officer.

## **SECTION 8. Reporting and Record keeping**

The Requesting City/Agency shall maintain records regarding the frequency of the use of this agreement. Each City/Agency shall maintain individual patient care reports.

## **SECTION 9. No Reimbursement for Costs**

Neither City/Agency shall be required to reimburse any other City/Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 10 below. Each City/Agency shall pay its own costs (i.e. salaries, repairs, materials, compensation, etc.) for responding for requests for mutual aid or contingency response.

## **SECTION 10. Fees for Ambulance Service/Paramedic Services**

When providing ambulance transport or other services for which the City/Agency would normally bill, the Responding City/Agency will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection activity. Furthermore, the Ashmore Fire Protection District selects the City of Charleston Fire Department Ambulance Service to be the sole provider of ambulance services within the boundaries of the Ashmore Fire Protection District.

## **SECTION 11. Liability**

Other than for enforcing rights under this Agreement, the Responding City/Agency hereby waives all claims against the Requesting City/Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The Responding City/Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this agreement.

## **SECTION 12. Insurance**

Each City/Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including but not limited to liability insurance, workers' compensation (if applicable), unemployment insurance, automobile liability, and property damage. Each may self-insure when appropriate.

## **SECTION 13. Conflict Resolution**

From time to time, personnel from one City/Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such issues arise, they should be dealt with by the City's/Agency's chain of command to provide answers or resolution.



**SECTION 14. Term of Agreement**

This Agreement shall be in full force and effect upon execution by both Cities/Agencies hereto. This Agreement shall remain in effect for a period of ten years and automatically renew unless cancelled by either City/Agency upon thirty days written notice to the Mayor/Board President/Owner of the other City/Agency. The Agreement may be amended by agreement of the parties.

**IN WITNESS THEREOF**, the parties have duly executed this Agreement:

**ASHMORE FIRE PROTECTION DISTRICT**

\_\_\_\_\_  
**Board of Trustees – President  
Ashmore Fire Protection District**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Fire Chief –  
Ashmore Fire Protection District**

**DATE:** \_\_\_\_\_

**CITY OF CHARLESTON FIRE DEPARTMENT**

\_\_\_\_\_  
**City Manager, City of Charleston**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Fire Chief, City of Charleston**

**DATE:** \_\_\_\_\_

**City Council Regular Meeting**

**8)**

**Meeting Date:** 12/17/2019

**Submitted For:** Steve Bennett, Fire Chief

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**RESOLUTION:** Approving Intergovernmental Agreement for a Mutual Aid Agreement by and between the City of Charleston and the Hutton Fire Protection District.

**STAFF RECOMMENDATION:**

Waive layover period and approve.

---

**Attachments**

RES: Approving Mutual Aid Agreement with Hutton Fire Protection District.

Mutual Aid Agreement with Hutton Fire Protection District.

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# RESOLUTION

19 – R – \_\_\_\_\_

**RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENT FOR A  
MUTUAL AID AGREEMENT BY AND BETWEEN  
THE CITY OF CHARLESTON AND  
THE HUTTON FIRE PROTECTION DISTRICT**

**WHEREAS**, the Hutton Fire Protection District and the City of Charleston provide fire suppression services within their respective municipalities/districts; and

**WHEREAS**, it is in the best interest of the citizens of the City of Charleston that backup fire suppression assistance is available to the City during times of disaster; and

**WHEREAS**, the City of Charleston has the authority to enter into a Mutual Assistance Agreement relating to fire suppression services pursuant to the provisions of 65 ILCS 5/11-6-1;

**NOW BE IT THEREFORE** resolved by the City Council of the City of Charleston, Coles County, Illinois that the City Manager and Fire Chief are hereby authorized to execute a Mutual Assistance Agreement by and between the City of Charleston and the Hutton Fire Protection District, a copy of said agreement being attached hereto and incorporated herein by reference.

**INTRODUCED** to Council this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**PASSED** by Council this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<b>Mayor:</b>				
<i>Brandon Combs</i>				
<b>City Council:</b>				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

\_\_\_\_\_  
Mayor

ATTEST:

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

**MUTUAL AID AGREEMENT BY AND BETWEEN  
THE CITY OF CHARLESTON FIRE  
DEPARTMENT AND  
THE HUTTON FIRE PROTECTION DISTRICT**

This agreement is made and entered into effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and among the City of Charleston Fire Department and the Hutton Fire Protection District who have duly executed this Agreement.

**WHEREAS** the City of Charleston Fire Department and the Hutton Fire Protection District recognize the necessity to cooperate and work together to provide for mutual aid and contingency assistance for ambulance services;

**NOW, THEREFORE, THE CITY OF CHARLESTON FIRE DEPARTMENT AND THE HUTTON FIRE PROTECTION DISTRICT AGREE AS FOLLOWS:**

**SECTION 1. Definitions:**

As used herein:

- a. "Requesting City/Agency," shall mean the City/Agency requesting aid, and
- b. "Responding City/Agency," shall mean the City/Agency affording or responding to a call for aid.

**SECTION 2. Mutual Aid and Contingency Agreement**

The City of Charleston Fire Department and the Hutton Fire Protection District mutually agree to provide mutual aid and contingency ambulance service to each other.

**SECTION 3. Authority to Respond to Provide Assistance**

The authority to make requests for assistance or to provide aid under this Agreement shall reside with the requesting City's/Agency's command personnel or the command personnel's designee. For purposes of this Agreement, the "Requesting City/Agency" shall mean the incident commander or the incident commander's designee asking for assistance and the "Responding City/Agency" shall mean an officer/supervisor or designee sending assistance. Any City/Agency shall have the right to request assistance from the other City/Agency subject to the terms and conditions of this Agreement.

**SECTION 4. Requesting Assistance**

Either City/Agency may request assistance from the other City/Agency when the Requesting City/Agency has concluded that such assistance is essential to protect life.

## **SECTION 5. Responses to Request**

Upon request, the Responding City/Agency, upon determination that an emergency exists and subject to the availability of human and equipment resources, shall dispatch EMS and/or Fire personnel and equipment to aid the Requesting City/Agency.

## **SECTION 6. Personnel and Equipment Provided**

The Requesting City/Agency shall include in its request for assistance the amount and type of equipment, and shall specify the location where the personnel and equipment are needed.

The final decision on the amount and type of equipment to be sent shall be solely that of the Responding City/Agency. The Responding City/Agency shall be immune from any liability in connection with all acts associated herewith.

Neither City/Agency shall make any claim whatsoever against the other City/Agency for refusal to send the requested personnel or equipment where such refusal is based on the judgment of the Responding City/Agency that such personnel and equipment are either not available or are needed to provide service in the City's/Agency's response area.

## **SECTION 7. Command and Control at the Emergency Scene**

Both Cities/Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs). Where implemented, the Responding City's/Agency personnel and equipment shall report to the incident commander or other appropriate sector officer of the Requesting City/Agency. The person in charge of the Responding City/Agency shall meet with the incident commander or appropriate sector officer of the Requesting City/Agency for a briefing and assignment.

The person in charge of the Responding City/Agency shall retain control of the Responding City's/Agency's human and equipment resources and shall direct them to meet the needs and tasks assigned by the incident commander or sector officer.

## **SECTION 8. Reporting and Record keeping**

The Requesting City/Agency shall maintain records regarding the frequency of the use of this agreement. Each City/Agency shall maintain individual patient care reports.

## **SECTION 9. No Reimbursement for Costs**

Neither City/Agency shall be required to reimburse any other City/Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 10 below. Each City/Agency shall pay its own costs (i.e. salaries, repairs, materials, compensation, etc.) for responding for requests for mutual aid or contingency response.

## **SECTION 10. Fees for Ambulance Service/Paramedic Services**

When providing ambulance transport or other services for which the City/Agency would normally bill, the Responding City/Agency will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection activity. Furthermore, the Hutton Fire Protection District selects the City of Charleston Fire Department Ambulance Service to be the sole provider of ambulance services within the boundaries of the Hutton Fire Protection District.

## **SECTION 11. Liability**

Other than for enforcing rights under this Agreement, the Responding City/Agency hereby waives all claims against the Requesting City/Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The Responding City/Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this agreement.

## **SECTION 12. Insurance**

Each City/Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including but not limited to liability insurance, workers' compensation (if applicable), unemployment insurance, automobile liability, and property damage. Each may self-insure when appropriate.

## **SECTION 13. Conflict Resolution**

From time to time, personnel from one City/Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such issues arise, they should be dealt with by the City's/Agency's chain of command to provide answers or resolution.

**SECTION 14. Term of Agreement**

This Agreement shall be in full force and effect upon execution by both Cities/Agencies hereto. This Agreement shall remain in effect for a period of ten years and automatically renew unless cancelled by either City/Agency upon thirty days written notice to the Mayor/Board President/Owner of the other City/Agency. The Agreement may be amended by agreement of the parties.

**IN WITNESS THEREOF**, the parties have duly executed this Agreement:

**HUTTON FIRE PROTECTION DISTRICT**

\_\_\_\_\_  
**Board of Trustees – President  
Hutton Fire Protection District**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Fire Chief –  
Hutton Fire Protection District**

**DATE:** \_\_\_\_\_

**CITY OF CHARLESTON FIRE DEPARTMENT**

\_\_\_\_\_  
**City Manager, City of Charleston**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Fire Chief, City of Charleston**

**DATE:** \_\_\_\_\_



**City Council Regular Meeting**

9)

**Meeting Date:** 12/17/2019

**Submitted For:** Steve Bennett, Fire Chief

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**RESOLUTION:** Approving Intergovernmental Agreement for a Mutual Aid Agreement by and between the City of Charleston and the Lincoln Fire Protection District.

**STAFF RECOMMENDATION:**

Waive layover period and approve.

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**Attachments**

RES: Approving Mutual Aid Agreement with Lincoln Fire Protection District.

Mutual Aid Agreement with Lincoln Fire Protection District.

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# RESOLUTION

19 – R – \_\_\_\_\_

**RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENT FOR A  
MUTUAL AID AGREEMENT BY AND BETWEEN  
THE CITY OF CHARLESTON AND  
THE LINCOLN FIRE PROTECTION DISTRICT**

**WHEREAS**, the Lincoln Fire Protection District and the City of Charleston provide fire suppression services within their respective municipalities/districts; and

**WHEREAS**, it is in the best interest of the citizens of the City of Charleston that backup ambulance assistance is available to the City during times of disaster; and

**WHEREAS**, the City of Charleston has the authority to enter into a Mutual Assistance Agreement relating to ambulance service pursuant to the provisions of 65-*ILCS 5/11-6-1*;

**NOW BE IT THEREFORE** resolved by the City Council of the City of Charleston, Coles County, Illinois, that the City Manager and Fire Chief are hereby authorized to execute a Mutual Assistance Agreement by and between the City of Charleston and the Lincoln Fire Protection District, a copy of said agreement being attached hereto and incorporated herein by reference.

**INTRODUCED** to Council this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**PASSED** by Council this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<b>Mayor:</b>				
<i>Brandon Combs</i>				
<b>City Council:</b>				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

\_\_\_\_\_  
Mayor

ATTEST:

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

**MUTUAL AID AGREEMENT BY AND BETWEEN  
THE CITY OF CHARLESTON FIRE  
DEPARTMENT AND  
THE LINCOLN FIRE PROTECTION DISTRICT**

This agreement is made and entered into effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and among the City of Charleston Fire Department and the Lincoln Fire Protection District who have duly executed this Agreement.

**WHEREAS** the City of Charleston Fire Department and the Lincoln Fire Protection District recognize the necessity to cooperate and work together to provide for mutual aid and contingency assistance for ambulance services;

**NOW, THEREFORE, THE CITY OF CHARLESTON FIRE DEPARTMENT AND THE LINCOLN FIRE PROTECTION DISTRICT AGREE AS FOLLOWS:**

**SECTION 1. Definitions:**

As used herein:

- a. "Requesting City/Agency," shall mean the City/Agency requesting aid, and
- b. "Responding City/Agency," shall mean the City/Agency affording or responding to a call for aid.

**SECTION 2. Mutual Aid and Contingency Agreement**

The City of Charleston Fire Department and the Lincoln Fire Protection District mutually agree to provide mutual aid and contingency ambulance service to each other.

**SECTION 3. Authority to Respond to Provide Assistance**

The authority to make requests for assistance or to provide aid under this Agreement shall reside with the requesting City's/Agency's command personnel or the command personnel's designee. For purposes of this Agreement, the "Requesting City/Agency" shall mean the incident commander or the incident commander's designee asking for assistance and the "Responding City/Agency" shall mean an officer/supervisor or designee sending assistance. Any City/Agency shall have the right to request assistance from the other City/Agency subject to the terms and conditions of this Agreement.

**SECTION 4. Requesting Assistance**

Either City/Agency may request assistance from the other City/Agency when the Requesting City/Agency has concluded that such assistance is essential to protect life.

## **SECTION 5. Responses to Request**

Upon request, the Responding City/Agency, upon determination that an emergency exists and subject to the availability of human and equipment resources, shall dispatch EMS and/or Fire personnel and equipment to aid the Requesting City/Agency.

## **SECTION 6. Personnel and Equipment Provided**

The Requesting City/Agency shall include in its request for assistance the amount and type of equipment, and shall specify the location where the personnel and equipment are needed.

The final decision on the amount and type of equipment to be sent shall be solely that of the Responding City/Agency. The Responding City/Agency shall be immune from any liability in connection with all acts associated herewith.

Neither City/Agency shall make any claim whatsoever against the other City/Agency for refusal to send the requested personnel or equipment where such refusal is based on the judgment of the Responding City/Agency that such personnel and equipment are either not available or are needed to provide service in the City's/Agency's response area.

## **SECTION 7. Command and Control at the Emergency Scene**

Both Cities/Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs). Where implemented, the Responding City's/Agency personnel and equipment shall report to the incident commander or other appropriate sector officer of the Requesting City/Agency. The person in charge of the Responding City/Agency shall meet with the incident commander or appropriate sector officer of the Requesting City/Agency for a briefing and assignment.

The person in charge of the Responding City/Agency shall retain control of the Responding City's/Agency's human and equipment resources and shall direct them to meet the needs and tasks assigned by the incident commander or sector officer.

## **SECTION 8. Reporting and Record keeping**

The Requesting City/Agency shall maintain records regarding the frequency of the use of this agreement. Each City/Agency shall maintain individual patient care reports.

## **SECTION 9. No Reimbursement for Costs**

Neither City/Agency shall be required to reimburse any other City/Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 10 below. Each City/Agency shall pay its own costs (i.e. salaries, repairs, materials, compensation, etc.) for responding for requests for mutual aid or contingency response.

## **SECTION 10. Fees for Ambulance Service/Paramedic Services**

When providing ambulance transport or other services for which the City/Agency would normally bill, the Responding City/Agency will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection activity. Furthermore, the Lincoln Fire Protection District selects the City of Charleston Fire Department Ambulance Service to be the sole provider of ambulance services within the boundaries of the Lincoln Fire Protection District from County Rd 1100 East to the Eastern district boundary line.

## **SECTION 11. Liability**

Other than for enforcing rights under this Agreement, the Responding City/Agency hereby waives all claims against the Requesting City/Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The Responding City/Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this agreement.

## **SECTION 12. Insurance**

Each City/Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including but not limited to liability insurance, workers' compensation (if applicable), unemployment insurance, automobile liability, and property damage. Each may self-insure when appropriate.

## **SECTION 13. Conflict Resolution**

From time to time, personnel from one City/Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such issues arise, they should be dealt with by the City's/Agency's chain of command to provide answers or resolution.

**SECTION 14. Term of Agreement**

This Agreement shall be in full force and effect upon execution by both Cities/Agencies hereto. This Agreement shall remain in effect for a period of ten years and automatically renew unless cancelled by either City/Agency upon thirty days written notice to the Mayor/Board President/Owner of the other City/Agency. The Agreement may be amended by agreement of the parties.

**IN WITNESS THEREOF**, the parties have duly executed this Agreement:

**LINCOLN FIRE PROTECTION DISTRICT**

\_\_\_\_\_  
**Board of Trustees  
Lincoln Fire Protection District**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Board of Trustees  
Lincoln Fire Protection District**

**DATE:** \_\_\_\_\_

**CITY OF CHARLESTON FIRE DEPARTMENT**

\_\_\_\_\_  
**City Manager, City of Charleston**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Fire Chief, City of Charleston**

**DATE:** \_\_\_\_\_

**City Council Regular Meeting**

**10)**

**Meeting Date:** 12/17/2019

**Submitted For:** Steve Bennett, Fire Chief

**Submitted By:** Deborah Muller, City Clerk

---

**TITLE:**

**RESOLUTION:** Approving Intergovernmental Agreement for a Mutual Aid Agreement by and between the City of Charleston and Seven Hickory Morgan Fire Protection District.

**STAFF RECOMMENDATION:**

Waive layover period and approve.

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**Attachments**

RES: Approving Mutual Aid Agreement with Seven Hickory Morgan Fire Protection District.

Mutual Aid Agreement with Seven Hickory Morgan Fire Protection District.

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# RESOLUTION

19 – R – \_\_\_\_\_

**RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENT FOR A  
MUTUAL AID AGREEMENT BY AND BETWEEN CITY OF CHARLESTON AND  
SEVEN HICKORY MORGAN FIRE PROTECTION DISTRICT**

**WHEREAS**, the Seven Hickory Morgan Fire Protection District and the City of Charleston provide fire suppression services within their respective municipalities/districts; and

**WHEREAS**, it is in the best interest of the citizens of the City of Charleston that backup fire suppression assistance is available to the City during times of disaster; and

**WHEREAS**, the City of Charleston has the authority to enter into a Mutual Assistance Agreement relating to fire suppression services pursuant to the provisions of 65 ILCS 5/11-6-1;

**NOW BE IT THEREFORE** resolved by the City Council of the City of Charleston, Coles County, Illinois, that the City Manager and Fire Chief are hereby authorized to execute a Mutual Assistance Agreement by and between the City of Charleston and the Seven Hickory Morgan Fire Protection District, a copy of said agreement being attached hereto and incorporated herein by reference.

**INTRODUCED** to Council this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**PASSED** by Council this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<b>Mayor:</b>				
<i>Brandon Combs</i>				
<b>City Council:</b>				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

\_\_\_\_\_  
Mayor

ATTEST:

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

**MUTUAL AID AGREEMENT BY AND BETWEEN  
THE CITY OF CHARLESTON FIRE  
DEPARTMENT AND  
THE SEVEN HICKORY MORGAN FIRE  
PROTECTION DISTRICT**

This agreement is made and entered into effective on the \_\_\_\_ day of \_\_\_\_\_, 2019, by and among the City of Charleston Fire Department and the Seven Hickory Morgan Fire Protection District who have duly executed this Agreement.

**WHEREAS** the City of Charleston Fire Department and the Seven Hickory Morgan Fire Protection District recognize the necessity to cooperate and work together to provide for mutual aid and contingency assistance for ambulance services;

**NOW, THEREFORE, THE CITY OF CHARLESTON FIRE DEPARTMENT AND THE SEVEN HICKORY MORGAN FIRE PROTECTION DISTRICT AGREE AS FOLLOWS:**

**SECTION 1. Definitions:**

As used herein:

- a. "Requesting City/Agency," shall mean the City/Agency requesting aid, and
- b. "Responding City/Agency," shall mean the City/Agency affording or responding to a call for aid.

**SECTION 2. Mutual Aid and Contingency Agreement**

The City of Charleston Fire Department and the Seven Hickory Morgan Fire Protection District mutually agree to provide mutual aid and contingency ambulance service to each other.

**SECTION 3. Authority to Respond to Provide Assistance**

The authority to make requests for assistance or to provide aid under this Agreement shall reside with the requesting City's/Agency's command personnel or the command personnel's designee. For purposes of this Agreement, the "Requesting City/Agency" shall mean the incident commander or the incident commander's designee asking for assistance and the "Responding City/Agency" shall mean an officer/supervisor or designee sending assistance. Any City/Agency shall have the right to request assistance from the other City/Agency subject to the terms and conditions of this Agreement.

#### **SECTION 4. Requesting Assistance**

Either City/Agency may request assistance from the other City/Agency when the Requesting City/Agency has concluded that such assistance is essential to protect life.

#### **SECTION 5. Responses to Request**

Upon request, the Responding City/Agency, upon determination that an emergency exists and subject to the availability of human and equipment resources, shall dispatch EMS and/or Fire personnel and equipment to aid the Requesting City/Agency.

#### **SECTION 6. Personnel and Equipment Provided**

The Requesting City/Agency shall include in its request for assistance the amount and type of equipment, and shall specify the location where the personnel and equipment are needed.

The final decision on the amount and type of equipment to be sent shall be solely that of the Responding City/Agency. The Responding City/Agency shall be immune from any liability in connection with all acts associated herewith.

Neither City/Agency shall make any claim whatsoever against the other City/Agency for refusal to send the requested personnel or equipment where such refusal is based on the judgment of the Responding City/Agency that such personnel and equipment are either not available or are needed to provide service in the City's/Agency's response area.

#### **SECTION 7. Command and Control at the Emergency Scene**

Both Cities/Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs). Where implemented, the Responding City's/Agency personnel and equipment shall report to the incident commander or other appropriate sector officer of the Requesting City/Agency. The person in charge of the Responding City/Agency shall meet with the incident commander or appropriate sector officer of the Requesting City/Agency for a briefing and assignment.

The person in charge of the Responding City/Agency shall retain control of the Responding City's/Agency's human and equipment resources and shall direct them to meet the needs and tasks assigned by the incident commander or sector officer.

## **SECTION 8. Reporting and Record keeping**

The Requesting City/Agency shall maintain records regarding the frequency of the use of this agreement. Each City/Agency shall maintain individual patient care reports.

## **SECTION 9. No Reimbursement for Costs**

Neither City/Agency shall be required to reimburse any other City/Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 10 below. Each City/Agency shall pay its own costs (i.e. salaries, repairs, materials, compensation, etc.) for responding for requests for mutual aid or contingency response.

## **SECTION 10. Fees for Ambulance Service/Paramedic Services**

When providing ambulance transport or other services for which the City/Agency would normally bill, the Responding City/Agency will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection activity. Furthermore, the Seven Hickory Morgan Fire Protection District selects the City of Charleston Fire Department Ambulance Service to be the sole provider of ambulance services within the boundaries of the Seven Hickory Morgan Fire Protection District.

## **SECTION 11. Liability**

Other than for enforcing rights under this Agreement, the Responding City/Agency hereby waives all claims against the Requesting City/Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The Responding City/Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this agreement.

## **SECTION 12. Insurance**

Each City/Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including but not limited to liability insurance, workers' compensation (if applicable), unemployment insurance, automobile liability, and property damage. Each may self-insure when appropriate.

**SECTION 13. Conflict Resolution**

From time to time, personnel from one City/Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such issues arise, they should be dealt with by the City's/Agency's chain of command to provide answers or resolution.

**SECTION 14. Term of Agreement**

This Agreement shall be in full force and effect upon execution by both Cities/Agencies hereto. This Agreement shall remain in effect for a period of ten years and automatically renew unless cancelled by either City/Agency upon thirty days written notice to the Mayor/Board President/Owner of the other City/Agency. The Agreement may be amended by agreement of the parties.

**IN WITNESS THEREOF**, the parties have duly executed this Agreement:

**SEVEN HICKORY MORGAN FIRE PROTECTION DISTRICT**

\_\_\_\_\_  
**Board of Trustees – President  
Seven Hickory Moran Fire Protection District**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Fire Chief –  
Seven Hickory Moratgn Fire  
Protection District**

**DATE:** \_\_\_\_\_

**CITY OF CHARLESTON FIRE DEPARTMENT**

\_\_\_\_\_  
**City Manager, City of Charleston**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Fire Chief, City of Charleston**

**DATE:** \_\_\_\_\_

**City Council Regular Meeting**

**11)**

**Meeting Date:** 12/17/2019

**Submitted For:** Heather Kuykendall, Comptroller

**Submitted By:** Deborah Muller, City Clerk

---

**TITLE:**

**RESOLUTION:** Approving Employee Deferred Compensation Plan change from Nationwide to One America.

**STAFF RECOMMENDATION:**

Waive layover period and approve.

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**Attachments**

Resolution authorizing Employee Deferred Compensation change.

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# **R E S O L U T I O N**

**19 – R – \_\_\_\_\_**

## **RESOLUTION AUTHORIZING CHANGE IN EMPLOYEE 457(B) AND 401(A) PLAN PROVIDER**

**WHEREAS**, the City of Charleston provides for employees to save for retirement in two plans: the 457(b) Deferred Compensation Plan and the 401(a) Defined Contribution Plan.

**WHEREAS**, management conducted a review of the fees charged to participants and found administrative fees exceeded desired targets.

**WHEREAS**, City staff sought the advice of an independent consultant at Wells Fargo during a due diligence process to identify providers with much lower fees and an open architecture platform that offers registered mutual funds with ticker symbols.

**WHEREAS**, after searching possible providers, it is our decision and recommendation to hire Wells Fargo as plan consultant and One America as plan provider, both specialize in 457(b) Deferred Compensation Plans and 401(a) Defined Contribution Plans.

**WHEREAS**, the administrative and consulting fees charged to participants will be 0.58% and is all-inclusive to include investment advice and administration-securing employees better education and support as well as significant cost savings.

**NOW, BE IT THEREFORE RESOLVED** by the City Council of the City of Charleston, Coles County, Illinois, that the City Manager, is hereby authorized to sign all forms and documents necessary to transfer all 457(b) and 401(a) plan assets to One America as soon as possible and to hire Wells Fargo as plan consultant.

**INTRODUCED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<b>Mayor:</b>				
<i>Brandon Combs</i>				
<b>Council Members:</b>				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				



**ATTEST:**

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

\_\_\_\_\_  
Brandon Combs, Mayor

**City Council Regular Meeting**

**12)**

**Meeting Date:** 12/17/2019

**Submitted For:** Rachael Cunningham, City Attorney

**Submitted By:** Deborah Muller, City Clerk

---

**TITLE:**

**ORDINANCE:** Amending Ordinance Title 1, Chapter 9: Personnel Handbook.

**STAFF RECOMMENDATION:**

Waive layover period and approve.

---

**Attachments**

ORD Amending Title 1-9: Personnel Handbooks.

Ex. A: 2019 Personnel Handbook.

---

# **ORDINANCE**

**19 – O –**

## **ORDINANCE AMENDING ORDINANCE** **TITLE I, CHAPTER 9: PERSONNEL HANDBOOK**

**WHEREAS**, it is the mission of the City of Charleston to provide a safe, fair and aesthetically pleasing environment conducive to raising families, fostering citizenship, learning and implementing ideas and providing opportunities in the most prudent and effective manner possible; and

**WHEREAS**, to assure orderly operations and provide the best possible work environment, employees are expected to follow the rules of conduct, performance and attendance of the Charleston Personnel Handbook; and

**WHEREAS**, the City has reviewed the City of Charleston Personnel Manual last recorded on June 6, 2017; and

**WHEREAS**, the City has revised the attached Personnel Handbook which is designed to replace and supplement the existing code under Title I, Chapter 9; and

**WHEREAS**, it is in the best interest of the City of Charleston and the employees of the City of Charleston that the City of Charleston Personnel Handbook last recorded on June 6, 2017 be replaced in its entirety with the attached City of Charleston Personnel Handbook to be adopted on December 17, 2019;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Charleston, Coles County, Illinois, that Title I, Chapter 9 of the Charleston City Code be amended by replacing the City of Charleston Personnel Handbook of last recorded on June 6, 2017, in its entirety, with the City of Charleston Personnel Handbook to be adopted on December 17, 2019, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

**INTRODUCED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
<b>Mayor:</b>				
<i>Brandon Combs</i>				
<b>Council Members:</b>				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

\_\_\_\_\_  
Brandon Combs, Mayor

**ATTEST:**

By: \_\_\_\_\_  
Deborah L. Muller, City Clerk



## PERSONNEL HANDBOOK

Adopted: November 18, 2008

Revised: June 17, 2014

Revised: June 6, 2017

Revised: January 2, 2018

Revised: January 4, 2019

Revised: December X, 2019



**W**elcome and congratulations on becoming a member of the workforce of the City of Charleston!

The City takes pride in the abilities, dedication and accomplishments of its employees. Now, as a member of this group, you will be called upon to make a significant contribution to the continuing progress and growth of our community.

As a City employee, your most important responsibility is the residents of our community. Our residents are proud of their homes, schools, parks and commercial areas and have a right to expect the best possible service that we can provide. As their employee, you should always treat the citizens of our community with courtesy and consideration. We know from experience that you will find these attributes returned in kind by our residents.

Always remember, when dealing with our residents and businesses, that you are likely to be their only contact with the City government and, therefore, the most important. Your attitude becomes that of the entire City government and, in their view, reflects the attitude of the entire City. They count on you, and so do we.

Thank you for becoming a part of our working team.

**R. Scott Smith**  
City Manager





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## **MISSION**

The mission of the City of Charleston is to provide a safe, fair, "hometown" and aesthetically pleasing environment conducive to raising families, fostering citizenship, learning and implementing ideas and providing opportunities in the most prudent and effective manner possible. As an employee of the City of Charleston, you are a member of a team striving to accomplish these goals. In addition, if you live in the City of Charleston you will be able to enjoy these accomplishments.

## **DEFINITIONS**

### ***Full-Time Employee***

Full time employees are generally scheduled to work at least 40 hours per workweek for 12 months during the year. For purposes of compliance with the Affordable Care Act only, a full time employee will be considered for health insurance coverage purposes to be any employee who works more than 1500 hours per year or who has worked more than an average of 30 hours per workweek during any "look-back/stability period" established by the City. The City Manager shall determine who is a full-time employee.

### ***Part-Time Employee I***

An employee occupying a position normally scheduled to work less than an average of 40 hours per workweek during the calendar year, but for purposes of the Affordable Care Act only, more than an average of 30 hours per workweek over the course of a 12 month "look-back/stability period." Employees in this category shall be offered health insurance benefits pursuant to the same terms afforded to full-time City employees. Employees in this category shall not be entitled to any other City benefits with the exception of those required by law. The City Manager shall determine who is a Part-Time I employee.

### ***Part-Time Employee II***

An employee occupying a position normally scheduled to work less than an average of 30 hours per workweek over the course of a 12-month "look-back/stability period." Employees in this category shall not be entitled to any City benefits with the exception of those required by law.

### ***Seasonal Employee***

An employee working on a temporary basis and ineligible for benefits with the exception of those required by law.

### ***Mayor and City Council as "Employee" for specific purposes***

The Mayor and members of the City Council are considered "employees" for specific purposes – including (but not limited to) purposes such as the use of City assets, travel reimbursement, health insurance, and retirement benefits – and shall therefore abide by the policies as set forth herein.

## **AUTHORITY OF HANDBOOK**

This employee handbook is summary and general in nature and in areas where there is conflict, collective bargaining agreements shall prevail. Fire and police personnel have additional regulations as found in their duty/rules and regulation manuals.

Modifications of this handbook shall only be valid upon amendment by the City Council. It is the duty of all employees to adhere to regulations in this employee handbook. All employees shall be provided a copy of this handbook and shall sign a receipt acknowledging receipt thereof.

***This handbook does not constitute a contract for employment or a promise or guarantee of continued employment for any specific period of time. Generally, employees of the City are employees at will. This means that employees are free to terminate their employment at any time and for any reason and likewise, the***

***City may terminate an employee's employment at any time and for any lawful reason with or without notice or cause. Only the City Manager has the authority to change or alter an employee's at will status and such change or alteration must be in writing. The City's at will employment status shall apply to all employees of the City of Charleston unless modified by a contract or collective bargaining agreement.***

### ***Residency Requirement***

All full-time employees shall be required to reside within a twenty (20) mile radius of Charleston City Hall (520 Jackson Avenue), unless stated otherwise in their collective bargaining agreement.

### ***Introductory Period***

All new City employees shall undergo a six-month introductory period, with the exception of police and fire personnel, who shall undergo a one-year introductory period. During these periods the employee's performance shall be subject to close review by his/her supervisor as to competency in carrying out assignments, general attitude, and ability to work with other employees. The employer shall have the sole discretion to extend the introductory period.

### ***Employment of Relatives***

The City shall not employ members of the immediate family of a full-time City employee, within the City employee's department or work area. Nor shall a department head or a supervisor transfer a relative to a department or work area where a relative is working. Immediate family is said to mean; spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents or grandchildren of the employee or guardian. Employment within the fire and police departments shall be regulated by the City's Board of Fire and Police Commissioners except that where two employees of the fire or police department marry each other; their department heads may reassign them so that they are not working with each other on the same shift. This reassignment shall not be subject to the authority of the Board of Fire and Police Commissioners.

## **GENERAL RULES OF CONDUCT**

To assure orderly operations and provide the best possible work environment, we expect employees to follow the rules of conduct, performance, and attendance. Violation of any of these rules may result in disciplinary action, including discharge at the City's discretion.

This list is by way of illustration only and should not be deemed to limit, in any way, the City's right to discipline or discharge an employee for other reasons not specifically listed. The following acts are prohibited and constitute violations of the City's rules of conduct.

1. Possession of any dangerous weapon or explosive while on City property or job site. This includes but is not limited to all firearms, regardless of whether or not an employee is licensed to carry a concealed firearm by the State of Illinois.
2. Reporting to work under the influence of, or introducing, possessing, or using on City property, any intoxicating or controlled substance (including drug paraphernalia) not prescribed by a licensed physician. Employees with prescription drugs, which could impair motor function, including but not limited to medical cannabis, must advise their supervisors when first reporting for work after receiving such a prescription.

3. Fighting with, threatening, intimidating, coercing, physically abusing, bullying or interfering with another employee or persons doing business with the City.
4. Taking or receiving, without authorization, goods, money, materials, equipment or property belonging to the City, employees, or persons doing business with the City.
5. Practicing or promoting discrimination against or harassment of another employee or group of employees based on race, color, national origin, sex, age, religion, disability, or sexual orientation.
6. Willful destruction of property, including but not limited to falsification of report(s); employment application, regardless of when the falsification is discovered by the City; tallies; data; time card(s); computer files; commission of deliberate error; concealment of such acts committed by employee or others.
7. Insubordination (refusal to carry out supervisor's instructions). Using profane or abusive language or displaying abusive conduct toward another employee, supervisor or other person.
8. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
9. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report unlawful conduct.
10. Transaction of personal business, including telephone calls, during work hours (excluding breaks and lunch) without consent of the supervisor.
11. Riding in or operating a City vehicle in an unsafe manner (employee will be responsible for fines and other costs associated with incurring any kind of traffic ticket or other sanction for illegal use or occupation of a motor vehicle). Any such act resulting in a traffic ticket incurred by the employee while operating a city vehicle, must be reported to direct supervisor immediately.
12. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
13. Sleeping during working time when not authorized.
14. Failure to report an accident or injury to the appropriate supervisor within 24 hours.
15. Excessive employee absenteeism, tardiness, or failure to notify of absence or tardiness within an hour of the scheduled work time.
16. Leaving City premises during working hours without supervisor permission. Unauthorized entrance on City property during non-working hours.
17. Working in an unsafe manner or violating City safety policies and procedures.

## **GENERAL WORK RULES**

### ***Breaks***

Times allowed for breaks shall include travel time from and back to the work site. The department head of each department shall establish the work schedule and lunch/break periods.

## ***Outside Employment***

Employees must remember that their employment with the City of Charleston must be their first priority. Any type of outside employment shall not be permitted if it:

1. Physically or mentally hampers the employee in his ability to do the job required him by the City as determined at the sole discretion of the City Manager;
2. Reflects adversely upon the employees of the City as determined at the sole discretion of the City Manager;
3. Conflicts with the employee's position as a City employee as determined at the sole discretion of the City Manager.

Each department head shall reserve the right to prohibit any outside employment on the part of any City employee, which is in their judgment, detrimental to the best interests of the City. In such cases, the employee shall be given the appropriate warning and then must decide within fifteen (15) days, if he/she wants to continue his/her services with the City or wishes to resign his or her position with City and pursue employment with the outside employer.

## ***Facilities and Equipment Use***

The use of City equipment will not be permitted for personal use. No City employee or City personnel shall place any program upon the computer systems of the City without first having had said program cleared by the Information Technology Director for the City.

Any employee damaging City property through negligence will be responsible for the entire cost of the damages up to, but not in excess of, One Hundred Dollars (\$100.00) per incident. A preliminary review shall be made by the department head or superintendent of all accidents. If negligence is determined by the department head or superintendent, the employee may request a review by the Accident Review Committee.

If negligence is determined, the employee shall make arrangements for payment to the Comptroller's office by one of the following methods:

1. Reduction of accrued compensatory time, personal leave, or accrued vacation time.
2. Payroll deduction
3. Cash

In the event that the employee elects to have the amount owed deducted directly from his or her pay, he or she shall sign a form acknowledging that the withdrawal is voluntary and specifying the exact amount to be withdrawn.

## ***Gift Ban***

The City of Charleston will follow the state gift ban act. Any violation(s) of the Gift Ban Act may result in disciplinary action up to and including termination of employment.

## ***Appearance***

We are a professional organization in the public eye. Therefore, our image should be reflected in dress and manner. Good grooming and tasteful attire is essential. Styles, appearances, habits, or other practices that are distracting or offensive to others should be

avoided. In keeping with the professional atmosphere, unless otherwise specified, the following clothing would not be considered appropriate attire: casual clothing such as jogging outfits, shorts, tank tops, t-shirts (with or without advertising), crop tops, shirts that do not cover the mid- section, or revealing clothing. Please consult your supervisor if you have any questions regarding appropriate dress. Department heads and managers have the discretion to modify the appropriate attire list based on work environment and job duties.

### ***Solicitation of Employees***

Solicitations of employees for any purpose shall be restricted to nonworking time such as breaks or lunch periods. Solicitations for any for-profit business are prohibited in or on City-owned facilities.

### ***Payday & Paychecks***

Employees will be paid bi-weekly on Fridays following the end of a pay period. When a holiday falls on a Friday, employees will be paid on the business day prior to the holiday at the City's discretion. Direct deposit forms are included in all new hire packets and can be obtained from the Human Resources Office. Direct deposits can be split among different accounts. Employees are not legally required to utilize direct deposit but are strongly encouraged to do so.

### ***City Vehicles***

Employees who may be required to drive City vehicles shall have a valid driver's license and a good driving record as defined by the City of Charleston and its insurance carriers. Personal usage of a City vehicle shall be determined by the City Manager. Any tickets issued while operating such vehicle shall be sole responsibility of the employee. Any such traffic ticket incurred by the employee operating a city vehicle must be reported to direct supervisor immediately.

## **DRUG, ALCOHOL, & SMOKING POLICY**

### ***Drugs and Alcohol***

The residents and employees of the City of Charleston are a valuable resource and their health and safety are of serious concern to the City. Residents need to be assured that City employees do not perform their duties while under the influence of alcohol, cannabis, illegal drugs, or any substance which impairs their ability to perform their duties or imperils the health, safety or well being of employees or the public. The City vigorously supports the Drug Free Workplace Act (Chapter 30 ILCS Section 580/1 *et. seq.*) No City employee may perform his or her job duties under the influence of alcohol, cannabis, any illegal drug, or any drug for which the employee has a prescription that impairs the employee's ability to perform his or her job duties. No City employee may be in possession of alcohol, cannabis, or any illegal drug while performing his or her job duties. This policy is applicable to all our work force at all locations. The City also complies with DOT 49 CFR part 40. We have a commitment toward maintaining a safe workplace, free from the influence of drugs and the abuse of alcohol.

Nothing in this policy allows the City to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours, except for police officers and firefighters as provided in this paragraph. "Lawful products" means products that are legal under state law. For purposes of this Section, an employee is deemed on-call when the employee is scheduled with at least 24 hours' notice by his or her employer to be on standby or



otherwise responsible for performing tasks related to his or her employment either at the employer's premises or other previously designated location by his or her employer or supervisor to perform a work-related task. Police officers and firefighters are prohibited from consuming, possessing, selling, purchasing, or delivering cannabis or cannabis-infused substances while on or off duty; however the City may not take adverse employment action against a police officer or firefighter based solely on the lawful possession or consumption of cannabis or cannabis-infused substances by members of the employee's household.

Employees are required to report to their supervisors the use of any prescription drug, which may impair the employee's ability to perform the essential functions of his or her job with the City. This includes, but is not limited to, the use of medical cannabis.

### ***Medical Cannabis***

Registered qualifying patients in Illinois may be able to obtain a registry identification card, which allows them to purchase medical cannabis for the treatment of a variety of debilitating medical conditions under the Compassionate Use of Medical Cannabis Program Act. The Act also provides employers with the ability to regulate the use of medical cannabis on employer owned premises and during work hours. The following regulations shall apply to employees of the City of Charleston who may also qualify to obtain legal access to medical cannabis:

1. Employees are strictly prohibited from possessing and/or using medical cannabis on any City owned property at any time;
2. Employees are strictly prohibited from using medical cannabis during all work hours;
3. Employees are strictly prohibited from reporting to work under the influence of medical cannabis;
4. Employees may not possess medical cannabis in their personal vehicles in any City parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container;
5. Employees who possess a Commercial Driver's License ("CDL") shall not use or possess medical cannabis; and
6. Use of medical cannabis by an active duty law enforcement officer or firefighter is prohibited.

Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card, allowing for the use of medical cannabis shall still be subject to all other provisions of the City of Charleston Drug Free Workplace Policy.

### ***Recreational Cannabis***

Recognizing that limited possession and use of cannabis for those over 21 years of age is lawful in Illinois as of January 1, 2020, it remains a controlled substance under federal law. Therefore, employees whose jobs are subject to federal prohibitions, such as those that require Commercial Drivers Licenses, or who work pursuant to certain federal grants, are prohibited from using cannabis under any circumstances and remain subject to federal prohibitions and testing requirements.

### ***Notice of Convictions***

Any employee who is convicted of violating any federal or state criminal drug statute must notify the City Manager within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis.

## ***Smoking/Tobacco***

The City is committed to a philosophy of good health and a safe workplace. In keeping with this philosophy, it is important that the workplace and office environment reflect the City's concern for good health. Smoking is therefore **not** permitted inside City buildings or any work area. Smoking is **not** permitted in any City owned vehicle. There are no authorized smoking areas on City property. Smoking is **not** permitted within 15 feet outside of any City building.

## ***DRUG AND ALCOHOL TESTING***

### ***Reasonable Suspicion***

In order to help protect the health and safety of employees and the public and to maintain a drug and alcohol-free workplace, the City of Charleston may conduct drug and alcohol testing if a supervisor has a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol at work.

A supervisor shall have a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol if the employee demonstrates specific, articulable symptoms while working that lead the supervisor to have a good faith belief the employee is under the influence. A supervisor must use the Reasonable Suspicion Observation Checklist to document specific, articulable observations and behaviors that create a reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Examples include:

- Odors (smell of alcohol, cannabis, or other unlawful substances).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused, or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions)
- negligence or carelessness in operating equipment or machinery.
- disregard for the safety of the employee or others.
- carelessness that results in any injury to the employee or others.

When reasonable suspicion testing is warranted, the employee's supervisor will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. Refusal by the employee will be treated as a positive drug test result and will result in immediate termination of employment.

### ***Drug and Alcohol Testing***

The City of Charleston tests for alcohol and the following drugs: marijuana (when reasonable suspicion exists or when the employee is subject to federal prohibitions), cocaine, opiates, amphetamines, and phencyclidine. Employees are required to cooperate with any authorized testing and execute any and all releases necessary to provide the City with the results of any test. Failure to cooperate or execute required releases will be grounds for discipline up to and including termination. The procedures of the physical testing and examination will be those set by the medical clinic or laboratory designated by the City and will be followed by the employee.

## ***VIOLATIONS OF THE DRUG & ALCOHOL ABUSE POLICY***

### ***A. Disciplinary Action Steps.***

Any employee testing positive for illegal drugs, alcohol levels exceeding .02 blood alcohol concentration, or being impaired while on duty under the influence of legal drugs may be disciplined up to and including termination from employment. Prior to issuing any final

disciplinary action, the City will afford the employee a reasonable opportunity to contest the basis of the determination.

In lieu of termination, the City of Charleston may require an employee to undergo substance abuse evaluation assessment, treatment and/or counseling.

Employees participating in a drug or alcohol treatment program will be allowed to use any paid time off benefits they have accrued; however, any time off necessary to participate in any drug or alcohol treatment program will be either unpaid or paid by the use of the employee's accumulated but unused leave.

## **EMPLOYEE LEAVE**

### ***Vacation Leave***

All full-time employees are eligible for vacation accrual commencing on their anniversary date. Vacations are provided for the recreation and relaxation of City employees. Employees accrue but are not allowed to utilize vacation leave until completion of six (6) months continuous service. Employees shall not be required to take any minimum vacation time off during their first year of service. Employees shall be required to take a minimum of forty (40) hours vacation time off per year of service in years two, three, and four. Commencing after the fourth year of service, employees shall be required to take a minimum of eighty (80) hours vacation off per year of service. Failure to take the minimum vacation time, may at the City's discretion be waived and forfeited. Each department head shall determine the vacation schedule for his department, taking into consideration the wishes of the employees, the needs and demands of the City and workload of the department.

In addition, employees may request pay for a portion of the accrual after they have used eighty (80) hours of vacation leave time-off in a calendar year. Requests for such vacation pay must be requested in increments of forty (40) hours, approved by the department head or superintendent and submitted to Human Resources a minimum of five (5) working days prior to the requested pay date. Vacation checks will only be issued on established pay dates. Refer to current collective bargaining agreement for information regarding vacation accruals, draws, and payout at separation of service.

Listed below is the vacation accrual schedule for eligible employees not covered by a collective bargaining agreement.

<b>Employment</b>	<b>Rate</b>	<b>Max.</b>	<b><u>Anniversary Accrual</u></b>
Beginning year 20	7.6923	460 hr.	200 hr.
Beginning year 15	7.6923	384 hr.	200 hr.
Beginning year 10	6.1538	307 hr.	160 hr.
Beginning year 5	4.6154	230 hr.	120 hr.
Beginning date of employment	3.0769	154 hr.	80 hr.

Unused vacation time during the current year as earned shall be paid to the employee at the time of separation from service with the City, provided the employee has completed one (1) year of service and gives at least (2) work weeks' notice of resignation.

### ***Sick Leave***

All full-time employees of the City accrue sick leave. The amount of hours accrued per month depends on the union contract and employees hire date. Eligible employees not

covered by a collective bargaining agreement accrue 8 hours per month. There is no maximum on sick leave accrual. Employees accrue but are not allowed to utilize sick leave until completion of six (6) months continuous service.

All employees may use accrued sick leave for doctor and dentist appointments and to care for his/her employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent in the case of their illness or injury. Accrued sick leave may also be used for life threatening illnesses or injury of employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent to a maximum of twenty-four (24) working hours per incident unless application for Family Medical Leave Act has been made. Sick leave shall be used concurrently with leave under the Family Medical Leave Act.

Absences for health reasons must be reported to the department head or supervisor before the start of the working day or shift. The employee shall personally contact the department head or supervisor in all cases unless critically ill or hospitalized. If the department head or supervisor is not available, the employee shall personally contact the next ranking supervisor.

Employees absent from work due to illness or injury of the employee or eligible relatives for more than three (3) consecutive days shall, upon return to work, provide a written statement from a physician attesting to the illness or injury.

Any employee, other than fire and police personnel, separated from service other than by retirement or death, shall be compensated for accrued sick leave on a two for one (2:1) basis (i.e. 40 hours accrued equal 20 hours compensation). Upon retirement or death, an employee or his beneficiary will be paid for accrued sick leave up to four hundred eighty (480) hours on a one for one (1:1) basis. Accrued sick leave in excess of four hundred eighty (480) hours shall be paid on a two for one (2:1) basis (i.e., 496 hours accrued equal 480 hours at regular pay and 16 hours at half pay). Employees covered under a collective bargaining agreement shall be compensated for accrued sick leave based on their current contract.

Employees dismissed for cause under the disciplinary section of this Code shall not receive compensation for accrued sick leave.

### ***Compensatory Time-Off***

Please refer to the collective bargaining agreement in which you fall under. For those not covered under this agreement:

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may choose to be compensated with compensatory time-off at the rate of time and one-half their regular rate in lieu of cash payment for each hour worked over 40 hours in a workweek. Overtime will not be allowed without prior authorization from the employee's immediate supervisor. Employees may accrue a maximum of forty (40) hours compensatory leave at any given time. Employees with more than forty (40) hours of accrued compensatory leave shall receive overtime pay. All compensatory leave shall be used in no less than one (1) hour increments, and shall be expended prior to April 30th of each calendar year.

Upon termination of employment, an employee will be paid for unused compensatory time at their final regular rate received by such employee. Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

## ***Personal Leave***

Twenty-four (24) hours of personal business leave are allowed each calendar year for all full-time employees. Each department head shall approve the personal business days for their employees. Personal business days must be used in the calendar year earned or they will be forfeited. Personal Leave is prorated for new and departing employees.

## ***Holiday Leave***

The City observes the following holidays. Fire and Police personnel, please check collective bargaining contract on holidays.

New Year's Day	Veterans Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

Should a holiday fall on a Saturday, the Friday before shall be observed. Should Christmas Day fall on a Saturday, Thursday and Friday shall be considered holidays. Should a holiday fall on a Sunday, the Monday after will be observed.

## ***Bereavement Leave***

Any full-time employees may be granted bereavement leave with pay in the case of the death of a member of the employee's immediate family. Immediate family is defined as:

spouse	sibling	sister-in-law
child	stepparent	brother-in-law
father	mother-in-law	grandparent
mother	father-in-law	
grandchild	guardian of the employee	

Leave time shall not exceed twenty-four (24) hours for each occurrence. An employee may be allowed time to attend the funeral of other than the immediate family with the consent of the department head, superintendent or supervisor. Such time shall not exceed four (4) hours. The department head, superintendent, or supervisor must be notified and approval granted prior to the employee's actual absence from work. Such time shall not decrease sick leave, vacation leave, personal leave or compensatory time earned.

## ***Bereavement Gifts***

City funds will not be used to purchase a sympathy gift in the event of a death of an employee or a member of the employee's immediate family. Such sympathy gifts, flowers, cards or other items may be funded and administered on a private basis. The City of Charleston will not be funding these gifts or have any role in the administration of such gifts.

## ***Military Leave***

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) provide leaves of absence, reemployment protection and other benefits for veterans and employees who perform military service including training duties in a reserve component of the United States Armed Services, including the National Guard and the Illinois State Militia. During these leaves, the employee's seniority and other benefits shall continue to accrue and the

employee shall be entitled to return to his/her former position provided he/she meets the laws' eligibility criteria.

The City of Charleston will comply with all applicable federal, state and local laws providing military leave and benefit protections to eligible employees. Please direct any questions or requests for leave to the Human Resources Department.

### ***Your Rights Under USERRA***

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

### ***Reemployment Rights***

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

You ensure that your employer receives advance written or verbal notice of your service:

You have five years or less of cumulative service in the uniformed services while with that particular employer:

You return to work or apply for reemployment in a timely manner after conclusion of service; and

You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

### ***Right To Be Free From Discrimination and Retaliation***

If you:

Are a past or present member of the uniformed service;

Have applied for membership in the uniformed service; or

Are obligated to serve in the uniformed service;

then an employer may not deny you initial employment; reemployment; retention in employment; promotion; or any benefit of employment because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

### ***Health Insurance Protection***

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally

without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries.

## ***Enforcement***

The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) are authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USADOL or visit its Web site at <http://www.dol.gov/vets>.

An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation.

You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

## ***Rights Under Illinois Law***

The Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61) also known as ISERRA is to safeguard and promote military services by:

- a) Minimizing disadvantages to military service in civilian careers;
- b) Providing for prompt reemployment and protections of service members in a manner that minimizes disruption to the lives of such employees, their employers, and co-workers;
- c) Prohibiting discrimination against and interference with military service; and
- d) Ensuring that public entities are model employers of reserve components by providing additional benefits.

The City of Charleston will comply with ISERRA by protecting the employment and benefits of service members who leave their civilian job to fulfill their military requirements. Please direct any questions or requests for leave to the Human Resources Department.

ISERRA expands upon USERRA's definition of "military service" to include the following:

- 1) Service in the Armed Forces of the United States, the National Guard of any state or territory regardless of status, the State Guard as defined in the State Guard Act. "Military service", whether active or reserve, includes service under the authority of U.S.C. Titles 10, 14, or 32, or State active duty.
- 2) Service in a federally recognized auxiliary of the United States Armed Forces when performing official duties in support of military or civilian authorities as a result of an emergency.
- 3) A period for which an employee is absent from a position for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

The ISERRA Advocates in the Illinois Attorney General's Office can assist both service members and employers with questions about service member's protections under this statute.

For assistance contact an ISERRA Advocate at 1-800-382-3000 or visit their website at: [www.illinoisattorneygeneral.gov/rights/veterans.html](http://www.illinoisattorneygeneral.gov/rights/veterans.html)

Employee eligibility under each of the referenced statutes is governed by all relevant statutory provisions.

### ***Jury Duty Leave***

All eligible employees will receive full pay for any lost time while serving on jury duty as the result of sequester by the County. Fees paid by the court will be turned over to the City, with the exception of mileage. All employees are expected to be at work before and after each day of jury duty.

### ***Witness Duty Leave***

Any employee subpoenaed on behalf of the City shall return all fees to his/her department head or superintendent or supervisor. All employees are expected to be at work before and after witness duty.

Witness duty for Fire and Police personnel shall be determined by state statute and the department head. Police and Fire personnel shall receive court leave and compensation in accordance with their current agreement with the City. Employees shall generally not be compensated for attending court for personal matters.

### ***Family & Medical Leave Act (FMLA)***

Employees who have been employed by the City for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave may be eligible for family medical leave. The City will grant a family medical leave of absence for eligible employees for up to 12 work weeks per rolling year, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to 26 weeks of leave in a rolling year in compliance with the expansion of FMLA under The Support for Injured Service members Act of 2007 for the following reasons:

1. The birth, adoption, or foster placement of a child
2. To care for a spouse, parent, or child with a serious health condition
3. An employee's serious health condition
4. A qualifying exigency arising out of a spouse, son, daughter, or parent on covered active duty requiring deployment to a foreign country or who has been notified of an impending call to covered active duty status, in support of a contingency operation
5. Family or medical leave of absence, or both, is not in addition to, and not in lieu of, other policies such as personal leave, sick leave, vacation time, etc.

### ***Eligibility for Family and Medical Leave of Absence***

To be eligible for a leave of absence under this policy, an employee must have been employed by the City for at least 12 months and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees, many part-time and some full-time workers are not entitled to family or medical leave of absence.

### ***A covered family member's active duty or call to active duty in the Armed Forces***

An eligible employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service includes helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter



for this type of leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor). This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Employee's requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or covered active military service before leave is granted. This may include a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

### ***To care for an injured or ill service member***

This leave may extend to up to 26 weeks per rolling year for an employee whose spouse, son, daughter, parent, next-of-kin or covered veteran is injured or recovering from an injury suffered while on active military duty, including injuries or illnesses that existed before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

### ***Application for Leave/Notice by Employee***

An employee must complete, sign, and submit a Request for Leave of Absence Form (this can be obtained from the business office) to his or her immediate supervisor for approval. When the need for leave of absence is foreseeable or anticipated, such as planned medical treatment or the birth/adoption of a child, the employee must make efforts to schedule leave so as not to disrupt the City's operations and must submit the application for leave of absence not less than 30 days before the date the leave is to begin. If the need for leave was not foreseeable, the employee must submit an application for leave of absence, as far in advance of the date the leave is to begin as is practicable.

### ***Certification Procedure***

Every application for Leave of Absence pursuant to this policy must include a written medical certification from an employee's licensed medical care provider (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care). The written placement of a child for adoption or foster care). The written medical certification must be submitted within 15 calendar days after the City's request. It is the responsibility of the employee to submit the written medical certification. It shall be attached to the application for leave of absence.

The written medical certification must state: (1) the date on which the serious medical condition commenced; (2) the probable duration of the condition; and (3) the appropriate medical facts regarding the condition. If the basis for a proposed leave of absence is an employee's own serious health condition, the written medical certification must also include a statement that the employee is unable to perform the essential functions of his or her position. If the basis for a proposed leave of absence is the serious health condition of a

spouse, child, or parent, the written medical certification must also include a statement that the employee is needed to care for the spouse, child or parent, as well as an estimate of the amount of time the employee is needed to provide the care.

If after receiving an employee's written medical certification, the City has reason to doubt the validity of the certification; the City may require the employee to obtain a second medical certification. The City will select the health care provider who will provide the second opinion. In the event that the second opinion differs from the opinion provided in the original certification, the City may obtain a third certification from a health care provider selected by both the City and the employee. The City shall pay the costs of the second and third opinions. While the City is waiting for the results of the second and third opinions, the employee shall be on conditional FMLA leave.

### ***Recertification***

For an employee's serious health condition, the City may require the employee to provide a re-certification no more often than every thirty (30) days. In cases where the duration of the illness, as set forth in the original certification or any re-certification is more than thirty (30) days, the City shall not request re-certification prior to the expiration of the expected duration of the illness as set forth in the original certification or re-certification. The employee shall pay the costs of any requested re-certification. Employees shall be given fifteen (15) days from the date of the request to provide the requested re-certification.

### ***Documentation of the Covered Family Member's Active Duty or Call to Active Duty in the Armed Forces***

Employees requesting this type of service member FMLA leave must provide proof of the qualifying family member's call-up or covered active duty military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

### ***Documentation of the Need for Service member FMLA Leave to Care for an Injured or Ill Service member or Covered Veteran***

Employees requesting this type of Service member FMLA leave must provide documentation of the family member's, next-of-kin's or covered veteran's injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

### ***Conditions of Family and Medical Leave of Absence***

The following conditions apply to a leave of absence pursuant to this policy:

1. In its discretion, the City may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
2. An employee taking leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the City.
3. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the City may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.

4. When applicable, spouses that are both employed by the City are entitled to 12 work weeks of leave in total if the leave is for the birth, adoption, or for the care of or placement of a child, or to care for a parent with a serious health condition; and
5. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after the completion of the leave of absence, the employee will be liable and required to reimburse the City for the cost of payments made to maintain the employee's benefits during the leave of absence.

### ***Compensation and Benefits during Family and Medical Leave***

An employee shall apply earned vacation time, personal time, and sick time toward the 12-week period allowed for an approved leave of absence pursuant to this policy. There is no other compensation paid by the City other than the payment for earned vacation, personal, and sick time noted above during a leave of absence.

During the period of any unpaid leave of absence under this policy, an employee must arrange with the City's insurance carrier to pay the premium contributions for continuation of his/her group health insurance coverage, if applicable.

An approved leave of absence pursuant to this policy will not, however, result in the loss of any employment benefit that may have accrued before the date the leave of absence started.

### ***Return from an Approved Family and Medical Leave of Absence***

Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At the time, the City will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits.

If an employee does not return to work on the agreed-upon date, the employee will be considered to have voluntarily terminated his or her employment. Under no circumstances will a leave of absence be approved for longer than a period of 12 work weeks or 26 weeks of leave in a single 12-month period for the care of a service member. If the City learns that an employee does not intend to return to work after completion of an approved leave of absence, the City may recover from the employee the cost of payments made, if any, to maintain the employee's benefits during the leave of absence.

If an employee is not going to make it back to work by the date specified on the Leave of Absence Form, it is the employee's responsibility to notify the human resources office of the City.

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the City. A "key" or "highly paid" employee is a salaried employee who is among the highest paid 10 percent of those employees working within 75 miles of the City location at which the employee is assigned.

### ***Victims' Economic Security and Safety Act***

In accordance with the Victims' Economic Security and Safety Act, the City will provide to their employees, unpaid leave up to 12 weeks per rolling year for an employee who is a

victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. Unpaid leave from work may be taken to address domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" is defined as a spouse, parent, son, daughter, or person(s) jointly residing in the same household.

This act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

### ***Application for Leave/Notice by Employee:***

Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit an application for leave of absence to his or her immediate supervisor. The employee shall provide the employer with at least 48 hours' notice in advance of the employee's intention to take the leave unless providing such notice is not practicable.

### ***Certification Procedure:***

Every application for Leave of Absence pursuant to this policy must include certification that: (1) the employee or the employee's family or household member is a victim of domestic or sexual violence; and (2) the leave is for one of the purposes in the above paragraph.

An employee may satisfy the certification requirement by providing: (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; (2) a police or court record; or (3) other corroborating evidence.

The documentation must be submitted in a timely manner. It is the responsibility of the employee to submit the written documentation and it shall be attached to the application for leave of absence.

### ***Conditions of Victims' Economic Security and Safety Act***

The following conditions apply to a leave of absence pursuant to this policy:

At its discretion, the City may require an employee taking approved leave of absence to periodically report on his or her status and intention to return to work.

An employee taking leave of absence may not engage in other work or employment during the leave of absence. If an employee engages in other work or employment during the leave of absence, the employee will be considered to have violated the terms of the leave of absence, and to have voluntarily terminated his or her employment with the City.

If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the City may require the employee to temporarily transfer to an alternate position that accommodates the employee's recurring absences or part-time schedule.

If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after the completion of the leave of absence, the employee will be liable and required to reimburse the City for the cost of payments made to maintain the employee's benefits during the leave of absence.

### ***Compensation and Benefits during VESSA:***

An employee shall apply earned vacation time and personal time toward the 12-week period allowed for any approved leave of absence pursuant to this policy. There is no other compensation paid by the City other than the payment for earned vacation and personal time noted above during a leave of absence.

### ***Unpaid Leave of Absence***

Unpaid leave of absence may be requested in writing and may be granted by the department head upon approval by the City Manager. As a general rule, non-paid leaves of absence are not an established right or benefit of employment. All requests will be reviewed and considered on an individual basis.

## **EMPLOYEE BENEFITS**

### ***Tuition Reimbursement***

It is the intent of the City to encourage its employees to continue their education and to prepare themselves for career advancement in City service. The City will reimburse the tuition for successful completion of courses directly related to an employee's job as determined by the department head to a maximum of three credit hours at an approved state university or five hundred dollars (\$500.00) per school year, per employee.

Since there is a high tuition cost, it is necessary to limit reimbursement to individual employees so that funds are available to help the maximum number of employees. The following regulations will govern the tuition reimbursement program:

1. In all cases, a grade of "C" or higher or a grade of "Pass" in a Pass-Fail class will represent successful completion of the course.
2. Reimbursement applies only to tuition.
3. In no case will the City reimburse for books, supplies, fees or other expenses.
4. In no case will City funds be used if the employee is receiving financial assistance.

All employees who resign shall reimburse the City for any costs incurred by the City in training the employee during his/her employment based on the following schedule:

1. From date of employment to first anniversary of employment: 100% of training;
2. From first anniversary to second anniversary of employment: 75%
3. From second anniversary to third anniversary of employment: 50%
4. From third anniversary to fourth anniversary of employment: 25%

5. No payment will be owed after the employee's fourth anniversary of employment.

Training expense means any cost incurred by the City as a result of any training required to meet the minimum qualifications of the position held by the employee as mandated by local ordinances or state law and regulations.

### ***Travel, Meal and Lodging Expenses***

The City of Charleston will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the City. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Maximum allowable reimbursement" means the maximum amount that may be reimbursed for travel, meal and lodging expenses, which is set at \$1,500 per person, per travel event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the City or by wards or charges of the City involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of City only for purposes of official business conducted on behalf of the City, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the City Manager.

Employees and officers may be authorized to attend professional conferences and meetings on work related topics. Employees shall submit requests for conference or meeting attendance during the budget process. Approval for conferences is subject to budgetary constraints. Conferences or meeting attendance not included in the approved current budget must be submitted to the City Manager prior to attendance for consideration and approval.

**Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

**Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive. Mileage will not be reimbursed for in town travel. Mileage will be reimbursed only when approval for use of a personally owned vehicle is received in advance since use of a City owned vehicle is preferred.

**Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-sized cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

**Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

**Hotel/Motel Accommodations** – The traveler will be reimbursed for a single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned City business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed.

**Meals** Meal reimbursement is limited to a daily limit of \$100 per employee. Meals provided by the conference or seminar should be deducted from the daily limit. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed \$50 per meal per employee. Submission of receipts are required and must include detail of items purchased in order to be reimbursed. Alcoholic beverages will never be reimbursed by the City.

**Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

**Accompanied Travel** – Family members may accompany the traveler when traveling on official City business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the City for lodging, meals, and transportation.

**Parking** – Parking fees at a hotel/motel will be reimbursed only with a receipt.

**Entertainment Expenses** - No employee or officer of the City shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**Expenses for Members of the City Council.** All travel, meal, and lodging expenses incurred by any member of the City Council must be approved by roll call vote at an open meeting of the City Council.

**Expenses for Officials or Employees Other than Members of the City Council.** Travel, meal, and lodging expenses incurred by any official or employee that is in excess of the maximum allowable reimbursement, as defined in Section B of this policy, must be approved by roll-call vote at an open meeting of the City Council.

**Other Expenses.** All other expenses are subject to the City Manager or City Comptroller's approval.

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the City Manager on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

### ***Organization Memberships***

Department heads may approve City payment for appropriate trade or professional organizational memberships for an employee. This shall not apply to memberships in any labor or fraternal organization.

## **Suggestion System**

The suggestion program is established as a means of eliciting suggestions from City employees, which saves money or increases productivity. Suggestion boxes will be placed in central locations designated by the department head. The following guidelines shall be used to evaluate suggestions:

### ***Employee Eligibility***

1. Suggestions may be submitted by any full-time or part-time employee.
2. Directors, Superintendents and department heads are ineligible to participate.
3. Group suggestions or department suggestions will be evaluated.
4. Suggestions must be researched by the employee, group, or department.
5. Suggestions must be signed by the employee, group or department to qualify for an award.
6. There is no limit as to the number of suggestions or ideas an employee, group, or department may submit.

### ***Suggestion Criteria***

1. Suggestions must show an annual and long-term saving of City dollars.
2. Deferred purchases will not be considered long-term savings unless proper documentation is presented.
3. Suggestions must produce cash-savings or productivity improvements, which can be measured.

### ***Suggestion Evaluations***

1. All suggestions will be evaluated initially by the department head.
2. Suggestions qualifying for an award will be evaluated by management personnel designated by the City Manager.
3. Decisions to implement suggestions will be made by the management personnel designated by the City Manager and the department head.



4. All suggestions will have a preliminary evaluation made and the employee, group or department notified of the evaluation within two (2) months after the suggestion is submitted.

### ***Awards***

The employee, group or department will be awarded ten percent (10%) of the "net" annual savings of the implemented suggestion. "Net" is defined as gross savings less implementation cost. A maximum one-time award of Five Hundred Dollars (\$500.00) will be granted for implemented suggestions.

## **DISCIPLINE**

The City believes all employees should be aware of the types of misconduct for which they may be disciplined. An awareness of the disciplinary procedures helps minimize disciplinary problems. All employees and supervisory personnel shall observe the procedures established.

Disciplinary procedures for Fire and Police personnel shall be in accordance with state statutes and their current collective bargaining agreement with the City.

### ***Level of Discipline***

The City uses a system of progressive disciplinary actions relating to the severity of the discipline problem. There are five (5) levels of discipline problems and related disciplinary actions. The following is a listing of the City's levels of discipline and corresponding disciplinary responses. This listing is not intended to be all-inclusive and other types of misconduct not listed herein below may result in disciplinary action at the sole discretion of the City:

#### **Level I**

- > Failure to report for work at designated starting time
- > Loafing or sleeping on the job
- > Carelessness or unsafe conduct

- Improper dress or grooming
- Inability to work with other employees
- Outside employment which adversely affects the City
- Failure to perform job duties or responsibilities

**First time:** verbal reprimand

**Second time:** written reprimand

**Third time:** 1-5 day suspension

**Fourth time:** 5-10 day suspension

**Fifth time:** discharge

## Level II

- Leaving job without permission
- Unauthorized use of City supplies or equipment
- Failure to report an on-the-job injury
- Violating smoking/tobacco policy
- Failure to report traffic ticket incurred when operating a city vehicle

**First time:** written reprimand

**Second time:** 1-5 day suspension

**Third time:** 5-10 day suspension

**Fourth time:** Discharge

## Level III

- Failure to report for work due to local road or weather conditions
- Failure to report an accident involving City personnel or equipment
- Insubordination
- Unexcused or unauthorized absence from work
- Misrepresenting an absence
- Sick leave abuse

**First time:** 1-5 day suspension

**Second time:** 5-10 day suspension

**Third time:** discharge

## Level IV

- Misconduct away from job which adversely affects the City
- Willful or deliberate damage of City property
- Harassment
- Conviction of any criminal misdemeanor
- Possession of alcoholic beverages on the job
- Fighting with or assaulting a co-worker

**First time:** 5-10 day suspension

**Second time:** discharge

## Level V

- Theft
- Bribery

- > Conviction of criminal felony
- > Working under the influence of alcohol or illegal drugs
- > Falsifying records or documents
- > Possession of illegal drugs
- > Assaulting or threatening an elected City official or management employee
- > Failure to follow a lawful order

**First time:** discharge

All steps (e.g. "first-time, second-time") within a given level of disciplinary action refer to any repeated violations within that level in any consecutive six (6) month period.

### ***Disciplinary Probation***

Any employee who accumulates three (3) separate suspensions of from one (1) to five (5) days or a total of ten (10) days suspension within any consecutive twelve (12) month period shall be placed on disciplinary probation status for a period of six (6) months from the date of the last suspension.

Disciplinary probation reflects a serious situation and will result in the employee being discharged should any further disciplinary actions occur that would require a suspension if the employee were not on disciplinary probation.

Employees may also be placed on disciplinary probation by the Employee Discipline Board under conditions established by that Board.

### ***Employee Discipline Board***

An employee may be requested to appear before an Employee Discipline Board should the employee's conduct result in an excessive number of written reprimands which, in the opinion of the employee's supervisor, seriously jeopardizes the quality of the department's work, morale or safety.

The Board shall consist of a management person designated by the City Manager, the employee's department head and the Human Resources Director. After a hearing, the Board may place the employee on disciplinary probation for a fixed period of time; may establish conditions of probation, including a work improvement plan; may establish disciplinary actions, including suspension or dismissal, if the employee violates the conditions of disciplinary probation as established by the Board. Decisions of the Employee Discipline Board shall be final and may not be appealed by the employee.

### ***Documentation***

Supervisors shall document all disciplinary actions in writing. Actions and responsibilities for supervisory personnel shall be as follows:

1. Verbal Reprimand: Implementation and document- ation by superintendent or supervisor.
2. Written Reprimand: Implementation and document-ation by superintendent or supervisor.
3. Suspension: Documented by superintendent or supervisor and department head. Review and approval by City Manager.
4. Discharge: Documented by superintendent or supervisor and department head. Review and approval by the City Manager.

All suspensions shall be without pay. Suspension shall result in the loss of pay for the number of days of the suspension. The department head, at his discretion, shall determine whether the suspended employee shall continue to work during the period of the suspension or be ordered to leave the job-site. In making this decision, the department head shall consider the operational needs of his department. If the employee is allowed to work through his period of suspension, the appropriate amount of pay shall be immediately deducted from any currently available personal leave or vacation leave. With the employee's written agreement, time may also be deducted from any compensatory time that has been accrued by the employee.

Copies of documentation relating to disciplinary action will be given to the employee and placed in the employee's personnel file.

At the employee's request, the Employee Discipline Board shall review contents of a personnel file related to disciplinary documentation which is four (4) calendar years or more old and remove those materials the Board feels no longer reflect the quality of the employee's work.

### ***Hearing***

Except for fire and police personnel, any employee who is given a written notice of discharge may, within two (2) days of the receipt of such notice, make a written request for a hearing about the discharge. The hearing shall be called by the City Manager within seven (7) days of receipt of a request for hearing. The City Manager shall hear testimony about the termination from all appropriate parties. Unless written notice is given to the contrary to the employee, within seven (7) days of the hearing, the discharge shall be final.

These disciplinary procedures shall not apply to department heads, assistant department heads, and superintendents. Such personnel shall be held to strict standards of proper conduct, behavior and job performance.

## **SEPARATION FROM SERVICE**

### ***Retirement***

Employees may retire from the service of the City if they have accumulated ten (10) years of full-time service with the City. Firefighters and police officers may retire after meeting the requirements of the Fire and Police Pension Laws of the State.

### ***COBRA Insurance***

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents (qualified beneficiaries) the opportunity to continue health insurance coverage under our health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage of the group rates plus administration fee.

We provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee's rights and obligations.

It is the employee's responsibility to inform the Plan Administrator of the following events for eligibility purposes:

1. The participant becomes entitled to Medicare benefits
2. The participant and spouse become divorced
3. The participant and spouse become legally separated
4. A participant's child ceases to be a dependent under the plan

## **SEXUAL HARASSMENT POLICY**

### ***Introduction***

The City of Charleston ("City") is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. Therefore, the City expects that all relationships among persons in the workplace, including relationships with members of the public, will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, member, agent, volunteer, and vendor of the City as well as anyone using the City's facilities, to refrain from sexual harassment. The City will not tolerate sexual harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, sexual identity or orientation, civil union partnership, or any other form of sex discrimination or harassment will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the City prohibit disparate treatment based on race, religion, age, national origin, sex, sexual identity or orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against sexual harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### ***Definition of Sexual Harassment***

**Sexual harassment** means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working

environment” is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text messages or other workplace communications); and other physical, verbal or visual conduct of a sexual nature.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related and/or the City sponsored social events.

Any employee who engages in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including discharge. Any official of the City who engages in practices or conduct constituting sexual harassment shall be subject to appropriate remedial action, up to and including removal from office.

### ***Retaliation Is Prohibited***

The City prohibits retaliation against any individual who reports sexual harassment, participates in an investigation of such reports, or files a charge of sexual harassment. Retaliation against an individual for reporting sexual harassment, for participating in an investigation of a claim of sexual harassment, or for filing a charge of sexual harassment is a serious violation of this policy and, like sexual harassment itself, will result in disciplinary action, up to and including termination or removal from office against the retaliator.

Should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of any such report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, or filing a civil action against the retaliator under the Illinois Whistleblower Act. You also may have recourse under the State Officials and Employees Ethics Act.

### ***Reporting Procedure***

The City strongly urges the reporting of all incidents of sexual harassment or retaliation, regardless of the offender’s identity or position. Early reporting and intervention have proven to be essential to the resolution of actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to sexual harassment from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness sexual harassment, you should deal with the incident(s) as directly and firmly as possible by reporting the incident(s) to your immediate supervisor, your department head, and/or the City Manager. If the City Manager is the subject of the

complaint, then the employee should report directly to the Mayor. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint. Following are steps you can take in the reporting process:

- **Direct Communication with the Offender:** If you experience or witness sexual harassment, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time, direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the City Manager. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the City Manager. If the City Manager is the source of the problem, condones the problem, or ignores the problem, you should contact the Mayor.
- **Report to City Manager/Mayor:** An employee may also report incidents of harassment or discrimination directly to the City Manager. The City Manager or his or her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the City Manager, or if the City Manager condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Mayor. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.
- You have the right at any time to contact the Illinois Department of Human Rights (IDHR) at the address and/or telephone number listed above, about filing a formal complaint. Thereafter, depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (HRC), located at 100 W. Randolph St., Ste. 5-100, (312) 814-6269, or you may have the right to file a complaint on your own behalf either in circuit court or directly with the HRC.

### ***Complaints Against Non-Employees and Third Parties***

If you make a complaint alleging sexual harassment against an agent, vendor, supplier, contractor, volunteer or person using the City programs or facilities, the City Manager will investigate the incident(s) and determine the appropriate action, if any. The City will make reasonable efforts to protect you from further contact with such persons.

### ***Responsibility of Supervisors and Witnesses***

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the City Manager, who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or

whether or not you are the intended victim.

### ***The Investigation***

Any reported allegations of sexual harassment will be investigated promptly. The City will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The City serves notice that third parties, including attorneys for the City, may be used to investigate claims of sexual harassment.

### ***False and Frivolous Complaints***

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including discharge or, in the case of an officer, suspension or removal from an elected or appointed position. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.

### ***Responsive Action***

Subject to legal guidelines, the City will make the initial determination as to whether sexual harassment has occurred based on a review of the facts and circumstances of each situation. Misconduct constituting sexual harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment or demotion, temporary suspension without pay, termination, or, in the case of an officer, removal from an elected or appointed position, as the City believes appropriate under the circumstances.

## **GENERAL TELEPHONE USE POLICY**

The telephone system is the property of the City of Charleston and should be used primarily for business use, with limited incidental personal use allowed on the employee's personal time. This is a privilege that can be lost through abuse.

The use of voicemail is a resource provided by the City of Charleston and a privilege extended to the employees. Its use is solely for business purposes.

An employee's use of the telephone and voicemail system may be suspended immediately upon the discovery of a possible violation of this policy. Each employee's immediate supervisor has the authority to investigate any allegation of improper use.

Harassing, threatening, discriminatory, sexually explicit, or obscene messages are not to be transmitted or stored.

Employees are responsible for protecting access to voicemail. Employees may be held responsible for misuse that occurs through unauthorized access.

Employees' use of the City's telephone system is not private. Use and access of the phone system can be monitored and tracked by management at any time and without notice to the employee. Access to telephone and voicemail records will also be provided to third parties, such as law enforcement, when requested.



Any activity that could damage the City of Charleston's reputation or potentially put the employee and/or the City at risk for legal proceedings by any party is prohibited and may result in disciplinary action up to and including termination of employment.

## **CELLULAR PHONE POLICY**

### ***Personal Cellular Phones***

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of City phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the City's policy. Flexibility will be provided in circumstances demanding immediate attention.

The City will not be liable for the loss of personal cellular phones brought into the workplace.

### ***Safety Issues for Cellular Phone Use***

Employees whose job responsibilities include regular or occasional driving and who utilize a cell phone for business or personal use are expected to abide by Illinois driving laws regarding cell phones while driving. Safety must come before all other concerns. It is illegal for an employee to operate a motor vehicle on a roadway while using an electronic communication device. Public Act 098-0506 defines an electronic communication device as "an electronic device, including but not limited to a hand-held wireless telephone, hand-held personal computer." It does not include a global positioning system or navigation system or a device that is physically or electronically integrated into the motor vehicle. This is not only referring to the use of electronic messages while driving, but using a device in any manner.

Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, an employee are expected to access his or her cell phone using a hands-free or voice operated mode, which may include a headset, to keep the call short, refrain from discussion of complicated or emotional discussions, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to discipline up to and including termination.

## **GENERAL COMPUTER USE POLICY**

This policy describes our City's guidelines with regard to Internet access and e-mail messages sent or received by City employees with use of the City of Charleston computer systems. The City respects the individual privacy of its employees; however, employee privacy does not extend to the employee's work-related conduct or to the use of City provided equipment or supplies. It is preferred that all employees provide consideration and sound judgment when utilizing City computer software and hardware. Since technology is a powerful, technically complicated, and expensive resource, we must seek to manage its utilization effectively.

Providing Internet access to its employees requires the City of Charleston to place certain restrictions on workplace use of the Internet. The City encourages employee use of the Internet to:

1. Communicate with fellow employees and clients regarding matters within an employee's assigned duties.
2. Acquire information related to, or designed to facilitate the performance of regular assigned duties.
3. Facilitate performance of any task or project in a manner approved by an employee's manager.

### ***Internet Access and its Compliance with Applicable Laws and Licenses***

Employees must comply with all software licenses, copyrights, and all other laws governing intellectual property and online activity. Please be advised that your use of Internet access, provided by the City, expressly prohibits the following:

1. Game playing.
2. Employees should not install or download any software or hardware on City equipment without notification/consent of management.
3. Excessive accessing of information not related to one's assigned duties.
4. Distribution of destructive programs (i.e., viruses and/or self-replicating code).
5. Hateful, harassing, or other anti-social behavior.
6. Intentional damage or interference with others (i.e. hacking).
7. Making, viewing, or sending obscene files.
8. Commercial usage for non-city business. Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws.
9. Sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the City of Charleston.
10. Sending or soliciting offensive or harassing statements, sexually oriented material, images or language, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
11. Operating a business, soliciting money for personal gain, or searching for jobs outside the City.
12. Sending chain letters, gambling or engaging in any other activity in violation of the law.
13. Destruction of email files sent or received without authorization from

management

14. Theft of information sent via email from customers or clients to the City of Charleston's computer system for personal gain.

### ***E-Mail***

Because the City provides the e-mail system to assist you in the performance of your job, please use it only for official City business. Occasional personal use of e-mail is permitted by the City; however, proper discretion is advised. Personal e-mail will be treated the same as all other messages noted in this policy.

Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail messages.

All material downloaded from the Internet or from computers or networks MUST be scanned for viruses and other destructive programs before being placed onto the City's computer system. Each employee's computer has access to a City approved Anti-Virus program and employees are responsible for downloading new virus updates when they become available as a virus deterrent mechanism. If an employee finds evidence of a virus, he or she should notify the sender of the e-mail, contact their supervisor immediately, and notify the Information Services Director for verification and dissemination. If an employee should receive an e-mail warning of viruses, this warning should be forwarded to management for verification and dissemination.

### ***Management's Right to Access Information***

The e-mail system has been installed by the City of Charleston to facilitate business communication. Although each employee has an individual password to access this system, it belongs to the City and the contents of e-mail communications are accessible at all times by management for any business purpose. These systems may be subject to periodic unannounced inspections without regard to content, and should be treated like other shared filing systems. You should not use e-mail to transmit any messages you would not want read by a third party. All system passwords and encryption keys must be available to management, and your passwords or encryption keys must be available to your manager.

Violation of this policy may include disciplinary action leading up to termination. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the City and fellow employees.

The City has the right, but not the duty, to examine all aspects of its computer system, including, but not limited to: sites employees visit on the Internet; material downloaded or uploaded by employees; e-mail sent and received by employees. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the internet.

The City of Charleston makes no warranties of any kind, whether expressed or implied, for the service it is providing. The City of Charleston will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The City of Charleston specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The user agrees to indemnify the City of Charleston for any losses, costs, or damages, including reasonable attorney fees, incurred by the City of Charleston relating to, or arising

out of, any violation of these procedures.

## **SOCIAL MEDIA AND SOCIAL NET-WORKING POLICY**

### **I. Purpose**

This policy establishes procedures for the establishment and use by the City of Charleston ("City") and its employees of internet resources commonly referred to as "social media sites" as a means of obtaining or conveying City information to and from its citizens in furtherance of various goals. The City has an overriding interest in obtaining reliable, accurate, and appropriate information on social media sites.

The purpose for use of social media sites is to obtain and disseminate information useful to and about the City. The City encourages the use of social media to further the goals of the City and the missions of its departments where appropriate, subject to the terms and conditions set forth in this social media policy.

### **II. Definitions**

"Blogs or Blogging" includes any electronic medium, whether maintained by the employee or by some other person, in which the viewers express their views and opinions.

"Comment" means a response to a municipality posting or social media content or posting submitted by a commenter.

"Commenter" is a Municipal employee or official or a member of the public who submits a comment for posting in response to the content of a particular City posting or social media content.

"Music and Movie Collaboration Sites" as referred to in this policy shall include websites used to share, download, and upload music files, movies, photographs, and other electronic files.

"Social Networking Websites" as referred to in this policy include websites and/or applications that allow users to share information, including but not limited to such websites as Facebook, Twitter, LinkedIn, MySpace, You Tube, Flickr, etc.

### **III. Employee Usage Policy**

#### **A. Employer Monitoring**

1. Employees are cautioned that they should have no expectation of privacy while using the Internet. Employee postings can be reviewed by anyone, including the City. The City reserves the right to monitor comments or discussions about the City, its officers, employees, or agents posted on the Internet by anyone, including employees and non-employees.
2. The City reserves the right to use content management tools to monitor, review, or block content on social media sites or blogs that violate the City's social media rules and guidelines.

#### **B. Identification as an Employee of the City**

1. Employees who use or are a member of social networking sites, music and movie collaboration sites, and blogs are hereby on notice, by receipt of this policy, that by identifying themselves on these websites as a City employee, he

or she is also to some extent holding himself or herself out as a representative of the City. As such, all employees who list the City as his or her employer on these social networking sites, blogs, or collaboration websites must take responsibility for representing the City in a professional manner. Therefore, the City encourages employees not to list the City as his or her employer.

2. If an employee does identify himself or herself as an employee of the City, any bloggings or postings that are not done in order to further the business of the City or pursuant to a City marketing plan or strategy pursuant to the instructions of the employee's supervisor must contain a disclaimer that these postings or blogs are solely the opinion of the individual employee and that these positions or blogs do not reflect the views or philosophy of the City, its officials, employees, or citizens.

#### C. Content of All Postings and Blogs

1. All employees' internet postings which identify themselves as City employees must not contain confidential or proprietary content or information regarding their work as a City employee and the employee must clearly state that his or her views are not representative of those of the City, its elected officials, employees, or agents.
2. All personal blogs or postings on the blogs of others should have clear disclaimer, such as the following:  
*The views expressed by the author in the blog is the author's alone and do not represent the views of the City.*
3. For example, employees writing a blog or posting on a blog should be written in first person and should clearly state that the author is writing of their own volition and not on behalf of the City.
4. Information published on an employee's blog should comply with the City's confidentiality and disclosure policies. This also applies to comments posted on other blogs, forums, and social networking sites.

#### D. Responsible and Respectful Postings

1. Employees are encouraged to be respectful to the City, officers, employees, agents, and citizens in their use of social media.
2. An employee's online presence may reflect the City and therefore, employees must be aware that his or her actions captured via images, posts, or comments can reflect the image of the City and its other employees. All postings, photos, images or other communications by an employee regarding service to, or employment with the City, which are false or misleading about the City, its officials or employees, may subject the employee to disciplinary action consistent with this policy.
3. The City seal or other logo, trademarks, or symbols used to identify the City may not be used without written consent from the City Manager or his/her designee.

#### E. Rules With Respect To Police Personnel

1. All information posted on social networking sites and blog postings must not divulge confidential information, investigative information, or the internal operations or administration of the Police Department or with the City.
2. Police personnel should refrain from identifying themselves as members

the Police Department, appearing in photographs in uniform or in any manner which would tend to identify themselves as members of the Police Department and appearing in photographs, which depict the employee as engaging in immoral or illegal conduct. This includes photographs depicting the employee involved in excessive consumption of alcohol, photographs that create the perception that the employee is engaged in use of drugs, or being in the company of individuals involved in same.

3. Police personnel are prohibited from posting information regarding ongoing investigations or the results of Department or other agency investigations. Additionally, no information shall be posted regarding the service of warrants or other police matters, whether internal or external.
4. Police personnel are prohibited from posting confidential, personal, or identifying information with regard to any person suspected of committing a crime, including photos of suspects, arrestees, informants or others charged with a crime, witnessing a crime or involved in any other manner with Police Department operations.
5. No confidential, personal, or identifying information shall be posted with regard to any call for service received or the results of the call for service.
6. Police officers are discouraged from posting any work-related complaints or specific grievances regarding the command staff, City officials—whether elected, appointed or employed; but shall instead utilize the procedures in place, *i.e.* complaint procedure or union grievance procedure.
7. With regard to postings on the Facebook page maintained by the Police Department, police officers shall follow the rules of the Department with regard to such postings.

#### F. Rules With Respect To Other City Personnel

1. All information posted on social networking sites and blog postings must not divulge confidential information or the internal operations or procedures of the City.
2. Employees must not post any confidential or proprietary information regarding his or her job assignments, routes, or other work related items without the express consent of the Administrator or his/her designee.
3. No confidential, personal, or identifying information, including photos and addresses, shall be posted with regard to any services rendered by the City or licenses or citations issued.
4. No confidential, personal, or identifying information shall be posted with regard to any City patron.
5. City personnel are discouraged from posting any work-related complaints or specific grievances regarding the elected officials, management, or supervisory staff of the City, but shall instead utilize the procedures in place such *i.e.* complaint procedure or union grievance procedure.

#### G. Copyright and other Legal Issues

Employees must at all times comply with the laws regarding plagiarism or copyright violations, especially when the employee's site represents the employee as a City employee.

#### H. Acknowledgment

Every City employee must sign a written acknowledgment that he/she has received, read, understands, and agrees to comply with the City's social media policy and any other related policy.

**I. Reporting Violations**

The City requests and strongly urges employees to report any violations or possible or perceived violations to the Manager. Violations may include discussions of the City and its officers, employees, or agents, any discussions or postings where the employee has identified himself or herself as a City employee and is engaging in illegal or immoral conduct, any discussion of proprietary information, and any unlawful activity related to blogging or social networking.

**J. Disciplinary Action**

All employees who violate this policy may be subject to disciplinary action, up to and including termination. The City further reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct. The disciplinary action will be in accordance with respective union collective bargaining agreements to which the City is a party, if applicable.

## **PREGNANCY RIGHTS POLICY**

In accordance with the Illinois Human Rights Act (775 ILCS 5/1 et seq.), the City will provide reasonable accommodations to employees affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

No employee will be discriminated or retaliated against because of pregnancy or because she requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act.

Employees affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth have the following rights:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an accommodation offered by your employer for your pregnancy that you do not desire.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

It is the employee's responsibility to make the request for an accommodation. If the requested accommodation imposes an undue hardship on the ordinary operation of the City, the City has the right to deny the requested accommodation. As part of this review process, the City may ask the employee to provide the following documentation from the employee's healthcare provider:

- (i) The need or medical justification for the requested accommodation;
- (ii) A description of the reasonable accommodation medically advisable;
- (iii) The date the reasonable accommodation became medically advisable; and
- (iv) The probable duration of the reasonable accommodation.

It is the employee's responsibility to submit to the employer any documentation that is requested in accordance with this section.

If you have any questions regarding this policy, please contact your immediate supervisor. The City is not required to create employment that it would not otherwise have created in order to accommodate an issue related to pregnancy, child birth, or a medical or common condition related to or resulting from pregnancy or childbirth.

## **NURSING MOTHER POLICY**

City of Charleston will provide reasonable paid break time each workday to an employee who needs to express breast milk for her infant child. Break time may, when possible, run concurrently with any break time already provided to the employee. A private room (other than a restroom) will be made available to the employee to use for this purpose.

## **EMPLOYMENT AT WILL**

Policies set forth in this handbook are not intended to create nor should it be construed to constitute a contract or guarantee of continued employment for any set period of time.

For those employees not covered under a collective bargaining agreement, employment with the City of Charleston is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the City of Charleston may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

No individual manager, director, or supervisor has authority to create a contract or any agreement contrary to the foregoing with the exception of the City Manager. No agreement or statement is binding on the employer unless it is in writing and signed by the City Manager.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Charleston is an equal opportunity employer. All employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits, and any other terms and conditions of employment, will be made without regard to the employee's or applicant's race, color, religion, national origin, gender identity, sex, sexual orientation, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position. Reasonable accommodations will be made for qualified individuals with disabilities, unless the accommodation would create an undue hardship for the City.

***The City of Charleston reserves the right to amend or cancel the provisions of this handbook with or without notice at any time at its sole discretion.***







**City Council Regular Meeting**

**13)**

**Meeting Date:** 12/17/2019

**Submitted For:** Rachael Cunningham, City Attorney

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**ORDINANCE:** Amending Title 5, Chapter 3: Regulating Cannabis in the City of Charleston.

**STAFF RECOMMENDATION:**

Waive layover period and approve.

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**Attachments**

ORD Amending Title 5-3: Regulating Cannabis.

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**CITY OF CHARLESTON**

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REGULATING CANNABIS  
IN THE CITY OF CHARLESTON**

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ADOPTED BY THE MAYOR AND CITY COUNCIL  
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

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PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR  
AND CITY COUNCIL OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS  
AS PROVIDED BY LAW THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REGULATING CANNABIS  
IN THE CITY OF CHARLESTON**

WHEREAS, the City of Charleston (“City”) is a municipal corporation organized and existing under the Illinois Municipal Code, 65 ILCS 5/1-1-1 et seq.; and

WHEREAS, the Cannabis Regulation and Tax Act (the “Act”), regulating the cultivation, sale, possession, and consumption of cannabis in Illinois; and

WHEREAS, the City may not regulate or license the activities described in the Cannabis Regulation and Tax Act, except as otherwise provided in the Act, 410 ILCS 705/55-90; and

WHEREAS, the Act provides the City may not prohibit home cultivation by registered medical cannabis patients or unreasonably prohibit use of cannabis authorized by the Act, 410 ILCS 705/55-25(1); and

WHEREAS, the Act does not affect City ordinances governing personal use of cannabis and cannabis paraphernalia by persons under 21 years of age, 410 ILCS 705/10-5(a); and

WHEREAS, the City may impose fines upon cannabis other than as defined in the Cannabis Control Act, 720 ILCS 550/17.5; and

WHEREAS, the City may regulate cannabis business establishments in a manner as restrictive than the regulation of those activities under the Act, 410 ILCS 705/55-25(4); and

WHEREAS, the City may impose civil penalties for violations of ordinances or rules governing the time, place, manner, and number of cannabis business establishments, not in conflict with the Act or with its rules, 410 ILCS 705/55-25(2); and

WHEREAS, the City may regulate the on-premises consumption of cannabis at or in a cannabis dispensary or retail tobacco store within its jurisdiction, 410 ILCS 705/55-25(3); and

WHEREAS, the City may enact ordinances to prohibit or significantly limit a cannabis business establishment’s location, 410 ILCS 705/55-25(5); and

WHEREAS, a cannabis cultivation facility, craft grower facility, or infuser must recycle any recyclable waste generated by the facility per applicable local laws, ordinances, and rules, 410 ILCS 705/20-15(a)(21)(A); 30-10(a)(19)(B); 35-10(a)(18)(A); and

WHEREAS, a cannabis cultivation facility, craft grower facility, or infuser must store, secure, and manage all recyclables and waste in accordance with local laws, ordinance, and rules, 410 ILCS

705/20-15(a)(22)(A); 30-10(a)(20)(A); 35-10(a)(18)(B); and

WHEREAS, the Act does not preclude an authorized government agency from investigating or bringing a civil action against a cannabis business establishment, or an agent thereof, for a violation of State law, 410 ILCS 705/45-10(g); and

WHEREAS, the City may pass and enforce all necessary police ordinances, 65 ILCS 5/11-1-1; make all necessary or expedient regulations for the promotion of health, 65 ILCS 5/11-20-5; and define, prevent, and abate nuisances, 65 ILCS 5/11-60-2; and

WHEREAS, the City declares the unauthorized use of cannabis to be a public nuisance, and hereby desires to adopt his ordinance to regulate cannabis in accordance with state law.

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

SECTION ONE: RECITALS. The foregoing recitals shall be and are hereby incorporated into and made a part of this Ordinance as if fully set forth in the Section 1.

SECTION TWO: AMENDMENT. Chapter 3 of Title 5 of the City of Charleston Code of Ordinances is hereby repealed and replaced as follows:

5-3-1: Personal Use of Cannabis.

A. Beginning January 1, 2020, except as otherwise provided in the Cannabis Regulation and Tax Act (the “Act”), the following acts are prohibited in the City:

1. possession, consumption, use, purchase, obtaining, or transporting an amount of cannabis for personal use that exceeds the possession limit under Section 10-10 of the Act or otherwise not in accordance with the requirements of the Act;
2. cultivation of cannabis for personal use not in accordance with the requirements of the Act; and
3. controlling property if actions that are authorized by the Act occur on the property not in accordance with the Act.

B. Except as otherwise provided in the Cannabis Regulation and Tax Act, it is unlawful for any person knowingly to possess cannabis.

C. Except as otherwise provided in the Cannabis Regulation and Tax Act, it is unlawful for any person knowingly to manufacture, deliver, or possess with

intent to deliver, or manufacture, cannabis.

5-3-2: Personal Use of Cannabis; Restrictions on Cultivation; Penalties.

- A. Any person other than a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act who cultivates cannabis plants is liable for penalties provided by this ordinance.
- B. Any registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act who:
  - 1. cultivates cannabis plants in violation of Section 10-5 of the Cannabis Regulation and Tax Act;
  - 2. cultivates more than the allowable number of cannabis plants; or
  - 3. sells or gives away cannabis plants, cannabis, or cannabis-infused products produced under Section 10-5 of the Cannabis Regulation and Tax Act, is liable for penalties as provided by this ordinance.

5-3-3: Persons Under 21 Years of Age.

- A. The transfer of cannabis, with or without remuneration, to a person under 21 years of age, or allowing a person under 21 years of age to purchase, possess, use, process, transport, grow, or consume cannabis except where authorized by the Compassionate Use of Medical Cannabis Program Act or by the Community College Cannabis Vocational Program is prohibited.
- B. It is unlawful for any person under 21 years of age knowingly to possess cannabis or cannabis paraphernalia, except under provisions of law authorizing the possession of medical cannabis.
- C. It is unlawful for any parent or guardian to knowingly permit his or her residence, any other private property under his or her control, or any vehicle, conveyance, or watercraft under his or her control to be used by an invitee of the parent's child or the guardian's ward, if the invitee is under the age of 21, in a manner that constitutes a violation of this Section. A parent or guardian is deemed to have knowingly permitted his or her residence, any other private property under his or her control, or any vehicle, conveyance, or watercraft under his or her control to be used in violation of this Section if he or she knowingly authorizes or permits consumption of cannabis by underage invitees. In this subsection, where the residence or other property has an owner and a tenant or lessee, the trier of fact may infer that the residence or other property is occupied only by the tenant or lessee.



#### 5-3-4: Identification and False Identification.

- A. A person who is under 21 years of age may not present or offer to a cannabis business establishment or the cannabis business establishment's principal or employee any written or oral evidence of age that is false, fraudulent, or not actually the person's own, for the purpose of:
  - 1. purchasing, attempting to purchase, or otherwise obtaining or attempting to obtain cannabis or any cannabis product; or
  - 2. gaining access to a cannabis business establishment.
- B. An agent or employee of a cannabis business establishment must demand and be shown adequate written evidence of age and identity of a person before furnishing cannabis or cannabis products to the person.
- C. An agent or employee of a cannabis business establishment cannot knowingly accept false or fraudulent written evidence of age and identity of a person before furnishing cannabis or cannabis products to the person.
- D. Adequate written evidence of age and identity of the person is a document showing a person is 21 years of age or older, issued by a federal, State, county, or municipal government, or subdivision or agency thereof, including, but not limited to, a motor vehicle operator's license, a registration certificate issued under the Military Selective Service Act, or an identification card issued to a member of the Armed Forces.
- E. Proof that the cannabis business establishment or its employee or agent was shown and reasonably relied upon such written evidence in any transaction forbidden by this Section is an affirmative defense in any prosecution under this Section.

#### 5-3-5: Prohibited Conduct.

- A. No person may engage in the following conduct:
  - 1. possessing cannabis:
    - a. in a school bus, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Program Act;
    - b. on the grounds of any preschool or primary or secondary

school, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Program Act;

- c. in any correctional facility;
- d. in a vehicle not open to the public unless the cannabis is in a reasonably secured, sealed container and reasonably inaccessible while the vehicle is moving; or
- e. in a private residence that is used at any time to provide licensed child care or other similar social service care on the premises;

2. using cannabis:

- a. in a school bus, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Program Act;
- b. on the grounds of any preschool or primary or secondary school, unless permitted for a qualifying patient or caregiver pursuant to the Compassionate Use of Medical Cannabis Program Act;
- c. in any correctional facility;
- d. in any motor vehicle;
- e. in a private residence that is used at any time to provide licensed child care or other similar social service care on the premises;
- f. in any public place; or
- g. knowingly in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the Compassionate Use of Medical Cannabis Program Act;

3. smoking cannabis in any place where smoking is prohibited under the Smoke Free Illinois Act;

4. operating, navigating, or being in actual physical control of any motor

vehicle, aircraft, watercraft, or snowmobile while using or under the influence of cannabis in violation of Section 11-501 or 11-502.1 of the Illinois Vehicle Code, Section 5-16 of the Boat Registration and Safety Act, or Section 5-7 of the Snowmobile Registration and Safety Act;

5. facilitating the use of cannabis by any person who is not allowed to use cannabis under this Act or the Compassionate Use of Medical Cannabis Program Act;
6. transferring cannabis to any person contrary to the Act or the Compassionate Use of Medical Cannabis Program Act;
7. the use of cannabis by a law enforcement officer, corrections officer, probation officer, or firefighter while on duty; or
8. the use of cannabis by a person who has a school bus permit or a Commercial Driver's License while on duty.

As used in this Section, “public place” means any place where a person could reasonably be expected to be observed by others. “Public place” includes all parts of buildings owned in whole or in part, or leased, by the State or a unit of local government. “Public place” includes all areas in a park, recreation area, wildlife area, or playground owned in whole or in part, leased, or managed by the State or a unit of local government. “Public place” does not include a private residence unless the private residence is used to provide licensed child care, foster care, or other similar social service care on the premises.

#### 5-3-6: Cannabis Waste.

- A. Any recyclable waste generated by a cultivator for personal use, cannabis cultivation facility, craft grower facility, or infuser must be recycled per applicable state and local laws, ordinances, and rules.
- B. Any cultivator for personal use, cannabis cultivation facility, craft grower facility, or infuser must store, secure, and manage all recyclables and waste, including organic waste composed of or containing finished cannabis and cannabis products, in accordance with applicable State and local laws, ordinances, and rules.
- C. Cannabis and cannabis-infused product waste must be destroyed by rendering it unusable following the methods set forth in this Section or state law. The allowable method to render cannabis waste unusable is by grinding and incorporating the cannabis waste with other ground materials so the resulting

mixture is at least 50% non-cannabis waste by volume. Material used to grind with the cannabis falls into two categories, compostable waste and non-compostable waste.

1. Compostable Mixed Waste: Cannabis waste to be disposed as compost feedstock or in another organic waste method (for example, anaerobic digester) may be mixed with the following types of waste materials:
    - a. Food waste;
    - b. Yard waste; or
    - c. Other approved wastes (e.g., agricultural material, biodegradable products and paper, clean wood, fruits and vegetables, plant matter).
  2. Non-compostable Mixed Waste: Cannabis waste to be disposed in a landfill or by another disposal method may be mixed with the following types of waste materials:
    - a. Paper waste;
    - b. Cardboard waste;
    - c. Plastic waste;
    - d. Soil; or
    - e. Other approved wastes (e.g., non-recyclable plastic, broken glass, leather).
- D. Cannabis waste rendered unusable following the methods described in this Section can be disposed. Disposal of the cannabis waste rendered unusable may be delivered to a permitted solid waste facility for final disposition. Examples of acceptable permitted solid waste facilities include:
1. Compostable Mixed Waste: Compost, anaerobic digester or other facility with approval of the jurisdictional health department.
  2. Non-compostable Mixed Waste: Landfill, incinerator or other facility with approval of the jurisdictional health department.

5-3-7: Cannabis Advertising.

- A. No cannabis business establishment nor any other person or entity shall engage in advertising that contains any statement or illustration that:
1. is false or misleading;
  2. promotes overconsumption of cannabis or cannabis products;
  3. depicts the actual consumption of cannabis or cannabis products;
  4. depicts a person under 21 years of age consuming cannabis;
  5. makes any health, medicinal, or therapeutic claims about cannabis or cannabis-infused products;
  6. includes the image of a cannabis leaf or bud; or
  7. includes any image designed or likely to appeal to minors, including cartoons, toys, animals, or children, or any other likeness to images, characters, or phrases that is designed in any manner to be appealing to or encourage consumption by persons under 21 years of age.
- B. No cannabis business establishment nor any other person or entity shall place or maintain, or cause to be placed or maintained, an advertisement of cannabis or a cannabis-infused product in any form or through any medium:
1. within 1,000 feet of the perimeter of school grounds, a playground, a recreation center or facility, a child care center, a public park or public library, or a game arcade to which admission is not restricted to persons 21 years of age or older;
  2. on or in a public transit vehicle or public transit shelter;
  3. on or in publicly owned or publicly operated property; or
  4. that contains information that:
    - a. is false or misleading;
    - b. promotes excessive consumption;
    - c. depicts a person under 21 years of age consuming cannabis;

- d. includes the image of a cannabis leaf; or
  - e. includes any image designed or likely to appeal to minors, including cartoons, toys, animals, or children, or any other likeness to images, characters, or phrases that are popularly used to advertise to children, or any imitation of candy packaging or labeling, or that promotes consumption of cannabis.
- C. Subsections A and B do not apply to an educational message.
- D. Sales promotions. No cannabis business establishment nor any other person or entity may encourage the sale of cannabis or cannabis products by giving away cannabis or cannabis products, by conducting games or competitions related to the consumption of cannabis or cannabis products, or by providing promotional materials or activities of a manner or type that would be appealing to children.

For purposes of this section, “Advertise” means to engage in promotional activities including, but not limited to: newspaper, radio, Internet and electronic media, and television advertising; the distribution of fliers and circulars; billboard advertising; and the display of window and interior signs. “Advertise” does not mean exterior signage displaying only the name of the licensed cannabis business establishment.

#### 5-3-8: On-Premises Consumption of Cannabis.

On-premises consumption of cannabis is prohibited at or in a dispensing organization (as defined in the Cannabis Regulation and Tax Act) or retail tobacco store (as defined in the Smoke Free Illinois Act) in the City’s jurisdiction.

#### 5-3-9: Possession of adult use cannabis in a motor vehicle.

- A. No driver may use cannabis within the passenger area of any motor vehicle upon a highway in the City.
- B. No driver may possess cannabis within any area of any motor vehicle upon a highway in this State except in a sealed, odor-proof, child-resistant cannabis container.
- C. No passenger may possess cannabis within any passenger area of any motor vehicle upon a highway in this State except in a sealed, odor-proof, child-resistant cannabis container.

#### 5-3-10: Preemption.

- A. This Chapter should not be construed to regulate or license the activities described in the Cannabis Regulations and Tax Act, except as otherwise provided in the Act.
- B. This Chapter should not be construed to regulate the activities described in paragraphs (1), (2), or (3) of section 55-25 of the Cannabis Regulation and Tax Act in a manner more restrictive than the regulation of those activities by the State under the Act.
- C. In the event of a conflict between this Chapter, and the Act and its administrative rules, the Act and its rules will prevail.

#### 5-3-11: Drug Paraphernalia

- A. Definitions. All defined terms used in this chapter which are not expressly defined herein shall have the meaning ascribed to such term in the Drug Paraphernalia Control Act, Illinois Controlled Substances Act, the Cannabis Control Act, or the Cannabis Regulation and Tax Act. As used in this subsection, unless the context otherwise requires:

CANNABIS: Shall have the meaning ascribed to it in section 3 of the Cannabis Control Act, as if that definition were incorporated herein.

CANNABIS PARAPHERNALIA means equipment, products, or materials intended to be used for planting, propagating, cultivating, growing, harvesting, manufacturing, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, or otherwise introducing cannabis into the human body.

CONTROLLED SUBSTANCES: Shall have the meaning ascribed to it in section 102 of the Illinois Controlled Substances Act, as if that definition were incorporated herein.

DELIVER OR DELIVERY: The actual, constructive or attempted transfer of possession, with or without consideration, whether or not there is an agency relationship.

DRUG PARAPHERNALIA: “Drug paraphernalia” means all equipment, products and materials of any kind, other than methamphetamine manufacturing materials as defined in Section 10 of the Methamphetamine Control and Community Protection Act and cannabis paraphernalia as defined in Section 1-10 of the Cannabis Regulation and Tax Act, which are intended to be used unlawfully in planting, propagating, cultivating,

growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of the Illinois Controlled Substances Act, or the Methamphetamine Control and Community Protection Act or a synthetic drug product or misbranded drug in violation of the Illinois Food, Drug and Cosmetic Act. It includes, but is not limited to:

1. kits used, intended for use or designed for use in manufacturing, compounding, converting, producing, processing or preparing controlled substances.
2. isomerization devices used, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance.
3. testing equipment used, intended for use or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substances.
4. diluents and adulterants intended to be used unlawfully for cutting a controlled substance by private persons;
5. objects intended to be used unlawfully in ingesting, inhaling, or otherwise introducing cocaine or a synthetic drug product or misbranded drug in violation of the Illinois Food, Drug and Cosmetic Act into the human body including, where applicable, the following items:
  - a. water pipes;
  - b. carburetion tubes and devices;
  - c. smoking and carburetion masks;
  - d. miniature cocaine spoons and cocaine vials;
  - e. carburetor pipes;
  - f. electric pipes;
  - g. air-driven pipes;
  - h. chillums;
  - i. bongs;
  - j. ice pipes or chillers;
6. any item whose purpose, as announced or described by the seller, is for use in violation of this Drug Paraphernalia Control Act.

“Drug paraphernalia” does not include:

1. Items used in the preparation, compounding, packaging, labeling, or other use of cannabis or a controlled substance as an incident to lawful research,



teaching, or chemical analysis and not for sale.

2. Items historically and customarily used in connection with the planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, or inhaling of cannabis, tobacco, or any other lawful substance. Items exempt under this subsection include, but are not limited to, garden hoes, rakes, sickles, baggies, tobacco pipes, and cigarette-rolling papers.

3. Items listed in this subsection which are used for decorative purposes, when such items have been rendered completely inoperable or incapable of being used for any illicit purpose prohibited by the Drug Paraphernalia Control Act and this subsection.

4. A person who is legally authorized to possess hypodermic syringes or needles under the Hypodermic Syringes and Needles Act.

In determining whether or not a particular item is exempt from the definition of “drug paraphernalia,” the trier of fact should consider, in addition to all other logically relevant factors, the following:

1. the general, usual, customary, and historical use to which the item involved has been put;
2. expert evidence concerning the ordinary or customary use of the item and the effect of any peculiarity in the design or engineering of the device upon its functioning;
3. any written instructions accompanying the delivery of the item concerning the purposes or uses to which the item can or may be put;
4. any oral instructions provided by the seller of the item at the time and place of sale or commercial delivery;
5. any national or local advertising concerning the design, purpose or use of the item involved, and the entire context in which such advertising occurs;
6. the manner, place and circumstances in which the item was displayed for sale, as well as any item or displayed for sale or otherwise exhibited upon the premises where the sale was made;
7. whether the owner or anyone in control of the object is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of cannabis or tobacco products;
8. the existence and scope of legitimate uses for the object in the community.

**MANUFACTURER:** The production, preparation, propagation, compounding, conversion or processing of controlled substances, either directly or indirectly, by

extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and includes any packaging or repackaging of controlled substances or labeling of its container; except, that "manufacturer" does not include the preparation, compounding, packaging or labeling of controlled substances as an incident to lawful research, teaching or chemical analysis and not for sale.

**PERSON:** Any individual, corporation, government or governmental subdivision or agency, business trust, estate, trust, partnership or association, or any other entity.

**PRODUCE OR PRODUCTION:** Planting, cultivating, tending or harvesting.

**PRODUCT CONTAINING A SYNTHETIC ALTERNATIVE DRUG:** Any product containing a "synthetic cannabinoid", stimulant or psychedelic/hallucinogen, as those terms are defined herein, or a drug that is misbranded or falsely advertised as a product containing a synthetic alternative drug.

**STATE:** Includes the state of Illinois and any state, district, commonwealth, territory, insular possession thereof, and any area subject to the legal authority of the United States of America.

**SYNTHETIC CANNABINOID:** Any compound that functions similar to the active ingredient in marijuana, tetrahydrocannabinol (THC), including, but not limited to, any quantity of a natural or synthetic material, compound, mixture, preparation, substance and their analog (including isomers, esters, ethers, salts, and salts of isomers) containing a cannabinoid receptor agonist.

**SYNTHETIC PSYCHEDELIC/HALLUCINOGEN:** Any compound that functions similar to the active ingredient of any substance listed on schedule I(d) and schedule III(g) of the Illinois controlled substances act, including, but not limited to, any quantity of a natural or synthetic material, compound, mixture, preparation, substance and their "controlled substance analog" (including salts, isomers, esters, ethers and salts of isomers) which have a psychedelic/hallucinogenic effect on the central nervous system and/or brain.

**SYNTHETIC STIMULANT:** Any compound that functions similar to the active ingredient of any substance listed on schedule I(f), schedule II(d) and schedule III(b) of the Illinois controlled substances act (such as cathinone, methcathinone, MDMA and MDEA), including, but not limited to, any quantity of a natural or synthetic material, compound, mixture, preparation, substance and their "controlled substance analog" (including salts, isomers, and salts of isomers) which have a stimulant effect on the central nervous system.

- B. Unlawful Use of Possession of Drug Paraphernalia. A person who knowingly possesses an item of drug paraphernalia with the intent to use it in ingesting, inhaling, or otherwise introducing a controlled substance into the human body, or in preparing a controlled substance for that use is liable for the penalties provided by this Section.
- C. Advertising Drug Paraphernalia. It is unlawful for any person to place in any newspaper, magazine, handbill or other publication any advertisement knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as drug paraphernalia.
- D. Sale of Delivery of a Synthetic Alternative Drug. It is unlawful for any person to sell, offer for sale, publicly display for sale or attempt to sell, give, deliver, or barter any product containing a synthetic alternative drug.
- E. Possession of a Synthetic Alternative Drug. It is unlawful for any person to knowingly possess or deliver a product containing a synthetic alternative drug with the intent of using the product for ingestion, consumption, inhaling, or intravenous use. In determining intent under this section, a trier of fact may take into consideration, among other things: the proximity of the product to drug paraphernalia; the presence of the product on or within drug paraphernalia; the proximity of the product to a different controlled substance; and whether or not the individual in possession of the product is exhibiting physical effects commonly associated with being under the influence of a controlled substance.
- F. Use of a Synthetic Alternative Drug. It is unlawful for any person to be under the influence of a product containing a synthetic alternative drug.
- G. Manufacture of Synthetic Alternative Drug. It shall be unlawful for any person to manufacture, or assemble the ingredients with the intent to manufacture, a product containing a synthetic alternative drug. In determining intent under this section, a trier of fact may take into consideration, among other things: the proximity of the product or ingredients to drug paraphernalia; the presence of the product or ingredients on or within drug paraphernalia; the proximity of the product or ingredients to a different controlled substance.

#### 5-3-12: Penalties.

- A. Whenever in this Section, any act is prohibited, or is made or declared to be unlawful or an offense, or whenever in this code or any ordinance, the doing of any act is required or the failure to do any act is declared to be unlawful, the minimum civil penalty for the violation shall be \$100 and the maximum fine shall

be \$750.

- B. Any person found to be in violation of sections 5-3-11 (D-G) are subject to a fine as permitted above plus restitution. Restitution shall be the cost of testing the substance and associated testing expenses of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00) for each violation thereof.
- C. Each day any violation of any provision of this code or any ordinance continues shall constitute a separate offense, and a separate fine shall be assessed for each day, or part thereof, that the violation continues.

SECTION FIVE. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION SIX. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SEVEN. This Ordinance shall be in full force and effect upon passage, approval and publication in pamphlet form as provided by law.

APPROVED and ADOPTED by the Mayor and City Council of the City of Charleston this \_\_\_\_\_ day of \_\_\_\_\_, 2019 pursuant to roll call vote as follows:

INTRODUCED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

	Aye	Nay	Abstain	Absent
Mayor:				
Brandon Combs				
City Council:				
Jeff Lahr				
Tim Newell				
Matt Hutti				
Dennis Malak				

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Mayor

ATTEST:

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City Clerk

**City Council Regular Meeting**

**14)**

**Meeting Date:** 12/17/2019

**Submitted For:** Steve Pamperin, City Planner

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**ORDINANCE:** Amending for a Specific Time Period the City Code of Ordinances Concerning Title 9-2: Residential Building Code: Amendments to Code (Building Permit Fees); and Concerning Title 9-4 Plumbing Code (Permit Requirements) for New One-Family Dwelling (Single-Family, Residential Dwelling) Construction.

**STAFF RECOMMENDATION:**

Waive layover period and approve.

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**Attachments**

ORD: Amending Title 9-2: Building Permit Fees and Title 9-4: Permit Requirements.

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# **CITY OF CHARLESTON**

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## **ORDINANCE**

**19 – O – \_\_\_\_**

**AN ORDINANCE AMENDING FOR A SPECIFIC TIME PERIOD  
THE CITY CODE OF ORDINANCES**

**CONCERNING TITLE 9, CHAPTER 2 - RESIDENTIAL BUILDING CODE:  
AMENDMENTS TO CODE (BUILDING PERMIT FEES); AND**

**CONCERNING TITLE 9, CHAPTER 4, PLUMBING CODE:  
PERMIT REQUIREMENTS**

**FOR NEW ONE-FAMILY DWELLING (SINGLE-FAMILY RESIDENTIAL  
DWELLING) CONSTRUCTION**

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**ADOPTED BY THE MAYOR AND CITY COUNCIL  
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019**

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**PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR  
AND CITY COUNCIL OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS  
AS PROVIDED BY LAW THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019**

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# **ORDINANCE**

**19 – O – \_\_\_\_\_**

## **AN ORDINANCE AMENDING FOR A SPECIFIC TIME PERIOD THE CITY CODE OF ORDINANCES**

**CONCERNING TITLE 9, CHAPTER 2 - RESIDENTIAL BUILDING CODE:  
AMENDMENTS TO CODE (BUILDING PERMIT FEES); AND**

**CONCERNING TITLE 9, CHAPTER 4, PLUMBING CODE:  
PERMIT REQUIREMENTS**

**FOR NEW ONE-FAMILY DWELLING (SINGLE-FAMILY RESIDENTIAL  
DWELLING) CONSTRUCTION**

WHEREAS, the City of Charleston is an Illinois municipal corporation organized and operating by virtue of the Illinois Municipal Code, *65 ILCS 5/1-1-1, et seq.*, and all laws supplemental thereto; and

WHEREAS, the City has established a comprehensive set of regulations concerning the regulation of residential buildings within the City in Title 9, Chapter 2 of the City Code, as amended (“Code”); and

WHEREAS, the City has established a comprehensive set of regulations concerning the regulation of plumbing within the City in Title 9, Chapter 4 of the City Code, as amended (“Code”); and

WHEREAS, based upon findings and approved planning values and principles, the corporate authorities of the City previously suspended the residential building permit fees and the residential plumbing permit fees for new one-family dwelling (single-family residential dwelling) construction for a twenty-three-month period in order to study the impact of the change and to further determine whether such a permanent amendment would be beneficial to the City; and

WHEREAS, the corporate authorities are encouraged by the results from said suspension and desire to extend the temporary suspension of fees until December 31, 2020, in order to gather additional data; and



WHEREAS, the City Council finds that continuing to waive building permit fees and plumbing permit fees for the construction of One-Family Dwelling (Single-Family Residential Dwelling) for Calendar Year 2020 construction is in the best interest of the City in order to further study the impact of such a waiver;

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

Section 1. Recitals. The City Council finds the foregoing recitals to be a true and complete recitation of facts relevant to this ordinance and incorporates them as though fully restated herein. The City Council desires for this Ordinance to be interpreted and applied liberally to most effectively accomplish the purposes so described in the recitals.

Section 2. Amendment to Title 9, Chapter 2, Section 2. The following amendments are hereby made to Title 9, Chapter 2, Section 2 of the City Code of Ordinances. Additions are indicated by underlined text.

**9-2-2: AMENDMENTS TO CODE:**

Modifications to the text of the international residential code, 2006 edition, are as follows:

[ . . . ]

Section 108.3 Building Permit Valuations is deleted and the following inserted in lieu thereof:

Building Permit Fee: The fee for building permits shall be four dollars and fifty cents (\$4.50) per every one thousand dollars (\$1,000.00) of the estimated construction cost, with a minimum permit fee of twenty-five dollars \$25.00. If plans must be sent out to a professional plan review service because of the complexity of the building design an additional permit fee equal to the cost of the plan review will be charged. Additionally, if due to the complexity of the building design a professional inspection service must be utilized, the owner will be assessed an inspection fee equal to the cost of the inspection service. The estimated construction cost shall be calculated using figures and methods provided by the International Code Council. This fee does not apply to permit applications for new One-Family Dwelling (Single Family Residential Dwelling) construction, as defined in the adopted 2006 International Residential Code, submitted to the city between February 3, 2016 and December 31, ~~2017~~20192020.

The fee for new electrical construction permits shall be \$1.25 per \$1,000.00 of estimated construction value as determined by the method described above, with a minimum permit fee of twenty-five dollars \$25.00. This fee does not apply to permit applications for new One-Family Dwelling (Single Family Residential Dwelling) construction, as defined in the adopted 2006 International Residential Code, submitted to the city between February 3, 2016 and December 31, ~~2017~~20192020.

The fee for new mechanical construction permits shall be \$1.25 per \$1,000.00 of estimated construction value as determined by the method described above, with a minimum permit fee of twenty-five dollars \$25.00. This fee does not apply to permit applications for new One-Family Dwelling (Single Family Residential Dwelling) construction, as defined in the adopted 2006 International Residential Code, submitted to the city between February 3, 2016 and December 31, 2017820192020.

Section 3. Amendment to Title 9, Chapter 4, Section 4(D). The following amendments are hereby made to Title 9, Chapter 4, Section 4(D) of the City Code of Ordinances. Additions are indicated by underlined text.

**9-4-4: PERMIT REQUIREMENTS:**

[ . . . ]

D. Fees: No permit shall be issued until the fee has been paid in full. The fee for the permit is set at seven dollars (\$7.00) per plumbing fixture installed in the structure; or a minimum of twenty-five dollars (\$25.00). Plumbing fixtures shall include, but not be limited to, water closet, bathtub, lavatory, shower bath, kitchen sink, slop sink, laundry tub, dishwasher, garbage disposal, urinal, floor drain, clothes washer, grease trap, dental cuspidor, soda fountain, drinking fountain, water heater, water softener, sump pump connection, pit tank, sewage ejector pump, water heater receptacle drain, water system expansion tank, and sill cocks. (Ord. 97-O-26, 8-5-1997). This fee does not apply to permit applications for new One-Family Dwelling (Single Family Residential Dwelling) construction, as defined in the adopted 2006 International Residential Code, submitted to the city between February 3, 2016 and December 31, 2017820192020.

Section 4. Applicability. The temporary waiver of the building permit fees and plumbing permit fees is applicable only to new One-Family Dwelling construction as defined in the adopted 2006 International Residential Code. This temporary waiver does not apply to additions, alterations or repairs to existing structures. This temporary waiver does not apply to Two-Family Dwelling construction, Multiple Single-Family Dwelling construction, or any construction regulated by the International Building Code.

Section 5. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 6: All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

Section 7. Effective Date. This ordinance shall become effective immediately upon the passage, approval and publication in the manner required by law. The amendments to Title 9, Chapter 2, Section 2 and the amendments to Title 9, Chapter 4, Section 4(D) shall automatically expire at 11:59 p.m. on December 31, 2020, unless otherwise made permanent or extended by a majority vote of the City Council.

APPROVED and ADOPTED by the Mayor and City Council of the City of Charleston this \_\_\_\_ day of \_\_\_\_\_, 2019 pursuant to roll call vote as follows:

INTRODUCED this \_\_\_\_ day of \_\_\_\_\_, 2019.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2019.

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<b>Mayor:</b>				
<i>Brandon Combs</i>				
<b>City Council:</b>				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

\_\_\_\_\_  
Brandon Combs, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Muller, City Clerk

Published in pamphlet form on the authority of the City Council this \_\_\_\_ day of \_\_\_\_\_, 2019.

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

**City Council Regular Meeting**

**15)**

**Meeting Date:** 12/17/2019

**Submitted For:** Steve Pamperin, City Planner

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**ORDINANCE:** An Ordinance Approving and Authorizing the Execution of a First Amendment to Redevelopment Agreement by and between City of Charleston and RHP Charleston, L.L.C., (Villas of Holly Brook Redevelopment).

**STAFF RECOMMENDATION:**

Waive layover period and approve.

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**Attachments**

ORD: Approving & Authorizing Execution of 1st Amendment to Redevelopment Agreement--City of Charleston & RHP Charleston, LLC.

1st Amendment to Redevelopment Agreement--City of Charleston & RHP Charleston, LLC.

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**THE CITY OF CHARLESTON  
COLES COUNTY, ILLINOIS**

**ORDINANCE**

**19-O-\_\_\_\_\_**

**AN ORDINANCE  
APPROVING AND AUTHORIZING THE EXECUTION OF A  
FIRST AMENDMENT TO THE  
REDEVELOPMENT AGREEMENT BY AND BETWEEN THE  
CITY OF CHARLESTON AND RHP CHARLESTON, LLC FOR THE  
PROPERTY COMMONLY KNOWN AS THE VILLAS OF HOLLY BROOK**

Passed by the City Council, \_\_\_\_\_, 2019

Printed and Published, \_\_\_\_\_, 2019

Printed and Published in Pamphlet Form  
By Authority of the City Council

CITY OF CHARLESTON  
COLES COUNTY, ILLINOIS

I hereby certify that this document was  
properly published on the date stated above.

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

# ORDINANCE

19-O-\_\_\_\_\_

**BE IT ORDAINED** by the Mayor and City Council of the City of Charleston, Coles County, Illinois, THAT:

**AN ORDINANCE  
APPROVING AND AUTHORIZING THE EXECUTION OF A  
FIRST AMENDMENT TO THE  
REDEVELOPMENT AGREEMENT BY AND BETWEEN  
THE CITY OF CHARLESTON AND RHP CHARLESTON, LLC  
FOR THE PROPERTY COMMONLY KNOWN AS VILLAS OF HOLLY BROOK**

shall be, and is hereby, adopted as follows:

Section 1.     BACKGROUND.

The City and RHP Charleston, LLC, an Illinois limited liability company (“*Developer*”), entered into that certain Redevelopment Agreement by and between City of Charleston and RHP Charleston, LLC (“*RDA*”), approved by the Corporate Authorities on March 6, 2018 pursuant to Ordinance No. 18-O-7, and which RDA was recorded in the Office of the Coles County Recorder on March 13, 2018 as Document No.201800775131. The RDA concerns the redevelopment of 2.23 acre parcels of property located at 738 18<sup>th</sup> Street and 1725 Harrison Avenue in the City of Charleston, Coles County, Illinois (“*Property*”).

Section 3.A.3 of the RDA established a Property Tax Abatement Period that commenced with 2018 real estate taxes.

Section 4.A. of the RDA establishes the commencement date that the City shall abate the Property Taxes on the Property for two tax years beginning with the 2018 real estate taxes payable in 2019.

The Developer notified the City, pursuant to the terms of the RDA, that it will receive a greater benefit by waiting until the 2020 real estate taxes are payable in 2021 when the real estate

taxes are no longer prorated. This will allow the Developer to capture a greater benefit of the tax abatement incentive.

The Corporate Authorities, after due and careful consideration, have concluded that the redevelopment of the Property as provided for in RDA will facilitate the City's broader redevelopment objectives, increase the assessed valuation of the real estate within the City, increase tax revenues, promote increased economic activity within the City, increase employment opportunities within the City, and otherwise be in the best interests of the City by furthering the health, safety, and welfare of its residents and taxpayers.

The Corporate Authorities agree that allowing the Developer to maximize the tax abatement incentive is critical to ensuring for the redevelopment of the Property consistent with the RDA.

#### Section 2.      APPROVAL.

The First Amendment to the Redevelopment Agreement by and between City of Charleston and RHP Charleston, LLC is approved in substantially the form of ***Exhibit A*** attached to and, by this reference, made a part of this Ordinance (***"First Amendment"***).

#### Section 3.      AUTHORIZATION.

The Mayor and City Clerk are authorized and directed to sign and seal the First Amendment on behalf of the City only after receipt of at least three fully executed copies of the RDA First Amendment by the Developer; provided, however, that if the three fully executed copies of the First Amendment are not submitted to the City within 90 days after the adoption of this Ordinance, this authority to execute and seal will, at the option of the City Council, be null and void.

#### Section 4.      RECORDATION.

The City Clerk is directed to record or cause to be recorded the First Amendment with the Office of the Coles County Recorder upon satisfactory completion of all administrative details relating thereto, and as provided in the Redevelopment Agreement. The Developer will bear the

full cost for such recordation.

Section 6.     EFFECTIVE DATE.

This Ordinance shall be in full force and effect upon its passage, approval and publication in the manner required by law.

INTRODUCED this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

	Aye	Nay	Abstain	Absent
Mayor:				
<i>Brandon Combs</i>				
City Council:				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

\_\_\_\_\_  
Mayor

ATTEST:

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

Published in pamphlet form on the  
authority of the City Council this  
\_\_\_\_\_ Day of \_\_\_\_\_ 2019.

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



***THIS DOCUMENT PREPARED BY  
AND AFTER RECORDING RETURN TO:***

David S. Silverman, Esq.  
Ancel Glink, P.C.  
140 S. Dearborn Street  
Sixth Floor  
Chicago, IL 60603

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Above Space for Recorder's Use Only

**FIRST AMENDMENT TO REDEVELOPMENT AGREEMENT**

**BY AND BETWEEN**

**CITY OF CHARLESTON**

**AND**

**RHP CHARLESTON, LLC**

**(VILLAS OF HOLLY BROOK REDEVELOPMENT)**

**FIRST AMENDMENT TO REDEVELOPMENT AGREEMENT**

**BY AND BETWEEN**

**THE CITY OF CHARLESTON  
AND**

**RHP CHARLESTON, LLC**

**THIS FIRST AMENDMENT TO REDEVELOPMENT AGREEMENT** (“**First Amendment**”) is dated as of \_\_\_\_\_, 2019 (“**Effective Date**”), by and between the **CITY OF CHARLESTON**, an Illinois municipal corporation located in Coles County, Illinois (“**City**”), and **RHP CHARLESTON, LLC**, an Illinois limited liability company (“**Developer**”). The City and Developer are sometimes referred to herein individually as a “**Party**” and collectively as the “**Parties**.”

**IN CONSIDERATION OF** the recitals and the mutual covenants and agreements set forth in this Agreement, other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**RECITALS**

- A. The Parties entered into that certain Redevelopment Agreement (“**RDA**”), approved by the Corporate Authorities on March 7, 2018 pursuant to Ordinance No. 18-O-7, for the redevelopment of an Assisted Living Facility on 2.23 acres of property located at 738 18<sup>th</sup> Street and 1725 Harrison Avenue in the City, and more particularly described on **Exhibit A** (“**Property**”).
- B. Section 3.A.3 of the RDA establishes a Property Tax Abatement period that commenced with 2018 real estate taxes.
- C. Section 4.A. of the RDA establishes the date that the City shall abate the Property Taxes on the Property for two tax years beginning with the 2018 real estate taxes payable in 2019.
- D. The Developer has notified the City, pursuant to the terms of the RDA, that Developer will receive a greater benefit by waiting until the 2020 real estate taxes are payable in 2021, and when the real estate taxes are no longer prorated, allowing the Developer to capture a greater benefit of the tax abatement incentive.
- E. The Corporate Authorities, after due and careful consideration, have concluded that the redevelopment of the Property as provided for in RDA will facilitate the City’s

broader redevelopment objectives, increase the assessed valuation of the real estate within the City, increase tax revenues, promote increased economic activity within the City, increase employment opportunities within the City, and otherwise be in the best interests of the City by furthering the health, safety, and welfare of its residents and taxpayers.

- F. The Corporate Authorities agree that allowing the Developer to maximize the tax abatement incentive is critical to ensuring for the redevelopment of the Property consistent with the RDA.

1. FIRST AMENDMENT.

- A. Section 3.A.3 of the RDA is hereby repealed in its entirety and is replaced with the following new Section 3.A.3 that will be and read as follows:

The aggregate total of abatement will not exceed \$4,000,000.00.

*The aggregate total of abatement will not exceed \$4,000,000. It is estimated that the property tax abatement will be approximately \$30,000.00\* over the 2 year abatement period, commencing with the 2020 real estate taxes payable in 2021.*

- *For purposes of illustration only, a 30% abatement of the property taxes due to the City for the Subject Property (as detailed in Ordinance 17-O-16 (Section 2, (C) (3)) was calculated as follows and is subject to change based on Coles County's actual assessed value and applicable tax rates at the time of abatement: 30% abatement of taxes due to the City based on \$2,100,000 estimated assessed value at 2.357% City's Tax Rate (2016 payable 2017).*

- B. Section 4.A. of the RDA is hereby repealed in its entirety and is replaced with the following new Section 3.A that will be and read as follows:

The City shall abate Property Taxes on the Subject Property as follows, all in accordance with Ordinance 17-O-16:

30% of the property taxes due to the City from the Subject Property for 2 tax years beginning with the 2020 real estate taxes payable in 2021, and subject to the Owner receiving a Certificate of Occupancy in accordance with Agreement Section Five.

2. MISCELLANEOUS.

- A. No Other Amendments. Except as expressly modified or amended in this First Amendment, all terms, conditions, and provisions of the RDA will remain in full force and effect; provided, however, that any provision of the RDA will be deemed modified as necessary to give practical effect to the provisions of this First Amendment. To the extent that the terms

***EXECUTION COPY***

and provisions of this First Amendment conflict with the RDA, the terms and provisions of this First Amendment will control.

B. Counterparts. This First Amendment may be executed in counterpart, each of which will constitute an original document that together will constitute one and the same instrument.

*[Signature pages follow]*

**City:**

**CITY OF CHARLESTON,**

An Illinois Municipal Corporation

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

Name:

Its:

Dated: \_\_\_\_\_

***Attest:***

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

Name:

Its:

Dated: \_\_\_\_\_

**Owner:**

**RHP CHARLESTON, LLC**

An Illinois limited liability company

\_\_\_\_\_

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

Name: Reginald H. Phillips

Its: Manager

Dated: \_\_\_\_\_

**Exhibit A: Legal Description**

**(Excerpted from Coles County Illinois Recorder's Document #201500761357)**

**PARCEL I**

Lot Six (6) EXCEPT that part thereof granted to the State of Illinois for highway purposes by Deed of record in Book 179 page 640 in the Recorder's Office of Coles County, Illinois;

ALSO a part of Lot Five (5) described as follows: Commencing at the Southwest corner of said Lot Six (6); thence West Fifty Feet (50'); thence North parallel with the West line of said Lot Six (6) to the North line of said Lot Five (5); thence East on the North line of said Lot Five (5) to the Northwest corner of said Lot Six (6); thence South on the West line of said Lot Six (6) to the place of beginning;

ALSO the East Half (E ½) of Lot Seven (7) EXCEPT that part may be included in State Route 130: All in Isaac White's Subdivision of Lot Twenty-Two (22) of Assessor's Subdivision of the West Half (W ½) of the Southwest Quarter (SE ¼) of Section Eleven (11), Township Twelve (12) North, Range Nine (9) East of the Third Principal Meridian, in the City of Charleston, Coles County, Illinois.

Parcel Identification Number: 02-2-13436-000

Commonly Known as 738 18<sup>th</sup> Street, Charleston Illinois 61920

**PARCEL II**

TRACT I: The East Fifty Feet (50') Lot Five (5) of Isaac White's Subdivision of Lot Twenty-Two (22) of Assessor's Subdivision of the West Half (W ½) of the Southeast Quarter (SE ¼) of Section Eleven (11), Township Twelve (12) North, Range Nine (9) East of the Third Principal Meridian, in the City of Charleston, Coles County, Illinois, EXCEPT that part thereof described as follows: Commencing at the Southwest corner of Lot Six (6) of said subdivision; thence West Fifty Feet (50'); thence North parallel with the West line of said Lot Six (6) to the North line of said Lot Five (5); thence East on the North line of said Lot Five (5), Fifty Feet (50') to the Northwest corner of said Lot Six (6); thence South on the West line of said Lot Six (6) to the

place of beginning;

TRACT II: The West Half (W ½) of Lot Seven (7) of said Isaac White's Subdivision; EXCEPT that part of both of the above described tracts conveyed to the people of the City of Charleston, Coles County, Illinois, by dedication of right-of-way dated October 3, 1968, and recorded October 16, 1968, in Deed Record 424 page 414, AND EXCEPT from both tracts any part lying in the right-of-way of State Route 130.

Parcel Identification Number: 02-2-13437-000

Commonly Known as 1725 Harrison Avenue, Charleston, Illinois 61920

4812-7680-0350, v. 1

**City Council Regular Meeting**

**16)**

**Meeting Date:** 12/17/2019

**Submitted For:** Heather Kuykendall, Comptroller

**Submitted By:** Deborah Muller, City Clerk

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**TITLE:**

**ORDINANCE:** Approving Annual Tax Levy Ordinance for Fiscal Year May 1, 2020, to April 30, 2021.

**BACKGROUND:**

This Ordinance was placed on file for public inspection at the December 3, 2019, City Council Meeting.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

ORD: Approving Annual Tax Levy for 2019.

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# **ORDINANCE**

19 – O – \_\_\_\_\_

## **ANNUAL TAX LEVY ORDINANCE OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF MAY, A.D. 2019, AND ENDING ON THE THIRTIETH DAY OF APRIL, A.D. 2020**

**WHEREAS**, the City Council of the City of Charleston, Coles County, Illinois, did on the 19<sup>th</sup> day of March, 2019, file for public inspection, the City of Charleston Budget for the fiscal year beginning the first day of May, A.D., 2019, and ending on the thirtieth day of April, A.D., 2020, which Budget was duly passed by the City Council of the said City, approved and duly published and made available at the City Clerk's Office of the City of Charleston, Coles County, Illinois on the 16<sup>th</sup> day of April 2019; and

**WHEREAS**, said Budget for the said City of Charleston is now in full force and effect;

**NOW THEREFORE BE IT ORDAINED** by the City Council of the City of Charleston, Coles County, Illinois, as follows:

1. For the purpose of defraying all necessary expenses and liability of the City of Charleston for the fiscal year commencing May 1, 2019, and ending April 30, 2020, a tax for the following sums be and the same is hereby levied against all taxable property within the corporate limits of the said City of Charleston for the following purposes, to-wit:

<b>Budget Amount Code</b>	<b>Budget Purposes</b>	<b>Levied</b>
11-3001	Gen. Fund, Gen. Corp 65 ILCS 5/8-3-1	1,000
11-3004	Gen. Fund, Garbage 65 ILCS 5/11-19-4	1,000

<b>Budget Amount Code</b>	<b>Budget Purposes</b>	<b>Levied</b>
11-3008	Gen. Fund, Civil Defense 65 ILCS 5/8-3-16	1,000
11-3014	Gen. Fund, Street Lights 65 ILCS 5/11-80-5	1,000
11-3013	Gen. Fund, Audit 65 ILCS 5/8-8-8	1,000
11-3015	Gen. Fund, School X-ing Gds. 65 ILCS 5/11-80-23	0
11-3016	Gen. Fund, Police Prot. 65 ILCS 5/11-1-3	1,000
11-3017	Gen. Fund, Ambulance Service 65 ILCS 5/11-5-7	1,000
11-3018	Gen. Fund, Fire Prot. 65 ILCS 5/11-7-1	1,000
61-3019	Gen. Fund, Water Tax 65 ILCS 5/11-131-1	0
61-3020	Gen. Fund, Sewage Tax 65 ILCS 5/11-142-3	0
22-3003	Playground & Rec. 65 ILCS 5/11-95-7	185, 525
24-3002	Ins.& Tort Judgment 745 ILCS 10/9-107	461,235
81-3001	Police Pension 40 ILCS 5/3-125	1,486,420
82-3001	Fire Pension 40 ILCS 5/4-118	1,445,983
82-3001	Fire Pension 35 ILCS 200/18-185	76,104
83-3010	IMRF 40 ILCS 5-7-171	7,000

<b>Budget Amount Code</b>	<b>Budget Purposes</b>	<b>Levied</b>
83-3011	Social Security 820 ILCS 405/1405	251,000
83-3012	Unemployment 745 ILCS 10/9-107	0
21-3014	Library 75 ILCS-5/3-1	410,000
90-3002	Library Bonds and Interest 75 ILC S 5/5-2, 5/5-7	582,258
<b>TOTAL LEVY:</b>		<b><u>\$4,913,525</u></b>

2. *That the City Clerk of the City of Charleston, Coles County, Illinois, is hereby ordered and directed to file a duly certified copy of this Ordinance with the County Clerk of Coles County, Illinois, as required by law.*
3. This Ordinance shall be in full force and effect from and after its passage and approval as provided by Law.

**INTRODUCED** this \_\_\_\_ day of \_\_\_\_\_ 2019.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_ 2019.

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2019.

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
<b>Mayor:</b>				
<i>Brandon Combs</i>				
<b>City Council:</b>				
<i>Matthew Hutti</i>				
<i>Jeff Lahr</i>				
<i>Dennis Malak</i>				
<i>Tim Newell</i>				

**ATTEST:**

\_\_\_\_\_  
**Brandon Combs, Mayor**

\_\_\_\_\_  
**Deborah L. Muller, City Clerk**

**TRUTH IN TAXATION**

**CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of the City of Charleston, Illinois, and as such presiding officer, I certify that the Levy Ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Section 4 through 7 of the "Truth in Taxation Act."

The notice and hearing requirements of Section 6 of the Act are  
(applicable or **inapplicable**).  
(Circle One)

The notice of requirement of Section 7 is (applicable or **inapplicable**).  
(Circle One)

This certificate applies to the 2019 Levy.

**Date:** December 17, 2019.

**Presiding Officer:**

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Brandon Combs, **Mayor**