



CITY COUNCIL MEETING

520 Jackson Avenue

May 5, 2020 – 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.

PUBLIC HEARING: A Public Hearing will be conducted at 6:10 p.m. with regard to Community Development Block Grant (CDBG) Downstate Small Business Stabilization Program Grant Applications.

APPROVAL OF MINUTES:

- 1) ***MINUTES:** Regular City Council Meeting for April 21, 2020.

AUDITING CLAIMS:

- 2) ***PAYROLL:** Regular Pay Period for April 25, 2020.
- 3) ***BILLS PAYABLE:** May 8, 2020.

ACTION ITEMS:

- 4) ***PROCLAMATION:** May is Still National Bike Month!
- 5) **RESOLUTION:** In support of CDBG Downstate Small Business Stabilization Program Grant--BS of Charleston, Inc. d/b/a Ike's.
- 6) **RESOLUTION:** In support of CDBG Downstate Small Business Stabilization Program Grant--ICE, LLC d/b/a McGrady Inn.
- 7) **RESOLUTION:** In support of CDBG Downstate Small Business Stabilization Program Grant--Towne Square Jewelers, Inc.
- 8) **RESOLUTION:** Authorizing Street Closure for Annual Farmers Market.
- 9) **RESOLUTION:** Allocating Supplemental MFT Funds.
- 10) **RESOLUTION:** Declaring Local State of Emergency.
- 11) **ORDINANCE:** Providing for Sensible Rehabilitation within the Tax Increment Financing (TIF) District for Ryan Strange d/b/a Premier Properties for 714-716 Monroe Avenue.
- 12) **ORDINANCE:** Providing for Sensible Rehabilitation within the Tax Increment Financing (TIF) District for 702 Jackson Avenue--CTF Illinois.
- 13) **ORDINANCE:** Providing for Sensible Rehabilitation within the Tax Increment (TIF) District for 505 7th Street--Karate USA.
- 14) **ORDINANCE:** Providing for Sensible Rehabilitation within the Tax Increment Financing (TIF) District for 10 5th Street--Williams Rentals.
- 15) **ORDINANCE:** Providing for Sensible Rehabilitation within the Tax Increment Financing (TIF) District for 410 6th Street (Roc's Blackfront).
- 16) **ORDINANCE:** Amending Ordinance Title 1, Chapter 9: Personnel Handbook.
- 17) **ANNOUNCEMENT:** Mayor's re-appointment of Jessica Meadows and Jake Smallhorn to 3-Year Terms on the Carnegie Public Library Board of Trustees.

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.

Public Comment may be made or submitted remotely via Email to the following address: CityClerk@co.coles.il.us

Please submit emails prior to 5:00 p.m. on meeting date and indicate in the SUBJECT Line: CC 05/05/2020. Thank you.

EXECUTIVE SESSION:

ADJOURNMENT

City Council Regular Meeting

1)

Meeting Date: 05/05/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

***MINUTES:** Regular City Council Meeting for April 21, 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

CC Minutes: 04/21/2020.

City of Charleston
Public Hearing and Regular City Council Meeting
Minutes

Public Hearing Minutes
April 21, 2020

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

Prior to the regular session of City Council for the City of Charleston, a Public Hearing was conducted to consider the proposed Annual Budget for the City of Charleston, Coles County, Illinois, for the Fiscal Year beginning on May 1, 2020, and ending on April 30, 2021.

Mayor Combs called the Public Hearing to order at 6:00 p.m.

In attendance were: Mayor Combs, Scott Smith, Rachael Cunningham, Deborah Muller, Heather Kuykendall, Steve Pamperin, Curt Buescher, Steve Bennett, and Chad Reed.

In attendance by remote access were: Councilmen Matthew Hutti, Jeff Lahr, Dennis Malak, and Tim Newell.

The Mayor welcomed those present and turned the meeting over to Comptroller Heather Kuykendall. Ms. Kuykendall welcomed attendees. Before reviewing the proposed City Budget, Kuykendall noted that projections and budget numbers were prepared before they knew social distancing and bending the curve meant. Changes would need to be made when they were able to accurately forecast the impact of COVID-19 on the revenues for all funds. Statewide revenues would be down for the General Fund, and Motor Fuel Taxes and Water Sewer revenues would also be less than in the past.

Ms. Kuykendall the reviewed highlights from the proposed City Budget for FY 2020-2021, which included all necessary expenses for the continuance of operations:

- \$27, 500,457 in total city-wide budgeted expenses.
- General Fund is balanced with \$14,434,929 in revenues and expenses.
- Gen. Fund revenues are budgeted to by \$858,629 from the 4/30/20 budget due primarily to several grants that ended in FY20.
- Property tax revenues are expected to decrease by \$110,319. Income, sales, use and utility taxes are expected to increase by a total of \$293,364 which helps counteract the decrease in property taxes.
- There are no new loans included in the budget.
- We are on track to finish April 30, 2020 as budgeted (balanced) which of course depends on how our revenues end up for the last month and a half.

- The Motor Fuel Tax Fund is going to be used for the local share of the Lincoln Avenue Project, upgrades to Lincoln Avenue street signs and traffic signals, oil and chip and route and seal projects on various streets, the local share of the ITEP bike path project, infrastructure work at Lake Charleston, and other smaller projects in accordance with public works long term plans.
- The TIF Fund contains grant money of \$70,000 to TIF property owners which will be allocated based on project applications. Individual grants will be presented to the City Council for approval before being issued. There is also \$15,200 allocated for public improvements if needed.
- The Water and Sewer Fund is budgeted to have revenues exceeding expenses of \$1,223,948 which will go towards retiring debt. The estimated debt payments for the year are \$1,196,654. (difference of \$20,294)
- Capital spending budgeted is very lean this year and includes:
 - Computer and server replacements
 - Security camera mesh internet project
 - Grant funded improvements at Lake Charleston
 - Interurban bike path improvements (mostly funded by ITEP grant)
 - 4 new pickup trucks
 - Improvements to the street garage including a new garage door and locker room improvements
 - Water main work on 3rd Street, Pierce, Mitchell and McLeod
 - Upgrades to our automated meter reading software
 - Water Treatment Plant repairs to tanks, pumps and monitors
 - Water tower antenna railing
 - Upgrades to Water treatment plant SCADA system
 - Spillway repairs
 - At the waste water treatment plant: pump and auger repairs, and nutrient removal system phase 1 and 2 installation
- The budget provides a fiscally responsible plan for the City to maintain its infrastructure and continue to provide dependable services to our residents. While I realize there are changes that will need made in a few months, the City will still see significant improvements over the next fiscal year as shown in this budget document.

Ms. Kuykendall opened the floor for questions; no questions were forthcoming.

The Mayor and Council thanked Heather for her presentation.

Mayor Combs thanked Ms. Kuykendall and declared the Public Hearing closed at 6:08 p.m.



At 6:10 p.m., Mayor Combs opened the public hearing regarding Community Development Block Grant (CDBG) Downstate Small Business Stabilization Program Grant Applications.

In attendance were: Mayor Combs, Scott Smith, Rachael Cunningham, Deborah Muller, Heather Kuykendall, Steve Pamperin, Curt Buescher, Steve Bennett, and Chad Reed.

In attendance by remote access were: Councilmen Matthew Hutti, Jeff Lahr, Dennis Malak, and Tim Newell.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
DOWNSTATE SMALL BUSINESS STABILIZATION PROGRAM
FOR THE CITY OF CHARLESTON**

**MINUTES OF PUBLIC HEARING
Tuesday, April 21, 2020, 6:10 pm**

City of Charleston Mayor Brandon Combs called the Public Hearing concerning the Community Development Block Grant Program (CDBG) Downstate Small Business Stabilization Program proposal to order. He then introduced City Planner Steve Pamperin. Mr. Pamperin explained the mechanics of the proposed construction project as follows:

The Illinois Department of Commerce and Economic Opportunity (DCEO) administers the state's federal Community Development Block Grant Program (CDBG). One component of the CDBG program is the Downstate Small Business Stabilization Program. The Downstate Small Business Stabilization Program has \$20,000,000 available for the following eligible activities:

Working capital funds to community's businesses economically impacted by the COVID-19 virus. The program component makes funds available for 60 days of verifiable working capital up to a grant ceiling of \$25,000. This program is primarily geared toward businesses classified by the State of Illinois as "non-essential businesses" during this COVID-19 "Stay at Home" order by the Governor. These businesses must have been in operation by the same owner for the past three years. Additional eligibility criteria apply.

The City is applying for a grant for CDBG Downstate Small Business Stabilization Program funds to be used to provide working capital for the operating needs and benefit of:

1) Mack Moore Shoes, Inc: located at 305 W Lincoln Avenue. The business's January 2020 budget includes \$47,251 in expenses. These expenses include personnel (salary and wages) for 4 employees; fringe benefits, equipment, inventory, supplies, occupancy (rent and utilities), telecommunications, insurance, accounting, bank fees and interest, vehicle/professional license, and continuing education. The business's net income history is as follows: The businesses past three years of net income includes: January 31, 2017:

\$15,669; December 31, 2018: -\$6,077; and December 31, 2019: \$36,384. The business's January 2020 budgeted monthly net income was \$1,425. The CDBG grant request for this business for 60 days of working capital has been determined to be **\$25,000.00**.

2) Conlin Enterprise, Inc. d/b/a Plush Boutique located at 513 7th Street. The business's January 2020 budget includes \$9,944 in expenses. These expenses include personnel (salary and wages) for 6 employees (two have been laid off and two have been terminated); rent and utilities, telecommunications, insurance, repairs and maintenance and cost of goods sold. The business's net income history is as follows: The businesses past three years of net income includes: January 31, 2017: \$45,937; December 31, 2018: \$11,088; and December 31, 2019: -\$20,268. The business's January 2020 budgeted monthly net income was -\$3,008. The CDBG grant request for this business for 60 days of working capital has been determined to be **\$19,888.00**.

3) Blackfront, Inc. d/b/a Roc's Blackfront: located at 410 6th Street. The business's January 2020 budget includes \$77,070 in expenses. These expenses include personnel (salary and wages) for 17 employees; equipment, inventory, supplies, occupancy (rent and utilities), cost of goods sold, insurance, and repairs and maintenance. The business's net income history is as follows: The businesses past three years of net income includes: January 31, 2017: \$23,615; December 31, 2018: \$35,921; and December 31, 2019: \$15,842. The business's January 2020 budgeted monthly net income was -\$3,922. The CDBG grant request for this business for 60 days of working capital has been determined to be **\$25,000.00**.

4) Mac's Uptowner: located at 623 Monroe Avenue. The business's January 2020 budget includes \$18,621 in expenses. These expenses include personnel (salary and wages) for 11 employees; parking, equipment, inventory, supplies, occupancy (rent and utilities), telecommunications, accounting and insurance. The business's net income history is as follows: The businesses past three years of net income includes: January 31, 2017: \$11,890; December 31, 2018: \$18,142; and December 31, 2019: \$12,395. The business's January 2020 budgeted monthly net income was \$1,179. The CDBG grant request for this business for 60 days of working capital has been determined to be **\$25,000.00**.

5) WB's Pub-N-Grub: located at 409 7th Street. The business's January 2020 budget includes \$68,800 in expenses. These expenses include personnel (salary and wages) for 23 employees; inventory, supplies, occupancy (rent and utilities), telecommunications and other expenses. The business's net income history is as follows: The businesses past three years of net income includes: January 31, 2017: \$429; December 31, 2018: \$20,114; and December 31, 2019: \$22,074. The business's January 2020 budgeted monthly net income was \$2,000. The CDBG grant request for this business for 60 days of working capital has been determined to be **\$25,000.00**.

These funds will address urgent needs of the businesses due to the COVID-19 emergency. In order to receive these grant funds, the businesses cannot declare bankruptcy and they must re-open within one year. If they fail to meet these performance standards, they may be in default of the terms of the participation agreement.

The State allocates the funds to various local government units through a competitive application process. For the Downstate Small Business Stabilization Program component, and applications will be accepted by the City and the State until the grant funds are exhausted. The awarded grant agreement and grant funds run through and be managed by the City.

Mayor Combs then opened the floor to questions and comments from the audience:

Steve Pamperin, City Planner, City of Charleston, thanked the Charleston Chamber of Commerce and Coles Together for all of their hard work during the applicant intake process.

At this time Angela Griffin, Coles Together, 400 Airport Road, called in. City Planner Pamperin placed her on speaker phone, and via remote participation, Ms. Griffin said that she supports these applications and thanked the City Council and staff for providing the opportunity to struggling business dealing with COVID-19. Many communities decided not to move forward with this program and it's nice to be in a community willing to do the hard work and commit the time necessary when others are not. Getting these resources into the community will be critical to maintaining our commercial base.

It was announced that a copy of the grant application records is on file at the City of Charleston City Hall (Building and Development Services Department), 520 Jackson Avenue, Charleston, Illinois 61920.

As there were no other questions, Mayor Combs continued to the Housing and Community Development portion of the CDBG Public Hearing at 6:23 PM.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
DOWNSTATE SMALL BUSINESS STABILIZATION PROGRAM
FOR THE CITY OF CHARLESTON
MINUTES OF PUBLIC HEARING PART II
TUESDAY, APRIL 21, 2020, 6:23 PM**

Mayor Brandon Combs called the Housing and Community Needs Public Hearing to order. He then introduced City Planner Steve Pamperin. Mr. Pamperin explained that the Community Development Block Grant Program (CDBG) requires the City to discuss and determine short- and long-term housing and community development needs and activities. After some discussion, these were identified as follows:

1. Waste Water Treatment Plant major upgrades to equipment and processes.
2. Continue single-family owner-occupied rehabilitation program—
target 5 homes to be rehabilitated annually.

3. Encourage the development of single-family residential projects.
4. Using MFT funds: various oil and chip and other major road resurfacing projects this year.
5. Update the City comprehensive plan and building codes.
6. Major road and infrastructure improvements on Lincoln Avenue and other City streets and sidewalks.
7. Continue sewer and water main replacement and improvement projects.

As there were no other housing and/or community development needs and plans suggested, Mayor Brandon Combs adjourned the meeting at 6:26 PM, noting that the Regular Council Meeting would begin shortly at 6:30 p.m.

**City of Charleston
Regular City Council Meeting
Minutes**

April 21, 2020

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

The Council of the City of Charleston, Coles County, Illinois, met for the regular session at 6:30 p.m. on Tuesday, April 21, 2020, at 520 Jackson Avenue, Charleston, Illinois, with Mayor Brandon Combs presiding. Per Governor Pritzker's Executive Order 2020-07 (COVID-19 Executive Order No. 5) which temporarily suspended the Open Meetings Act Requirement for a physical quorum, Councilmen Matthew Hutti, Jeff Lahr, Dennis Malak, and Tim Newell were present via remote participation. Other City Officers physically present were: City Manager Scott Smith; City Attorney Rachael Cunningham; City Clerk Deborah Muller; Comptroller Heather Kuykendall; City Planner Steve Pamperin; Public Works Director Curt Buescher; Police Chief Chad Reed; and Fire Chief Steve Bennett.

Mayor Combs welcomed everyone and then led the audience in the Pledge of Allegiance.

Mayor Combs then introduced and thoroughly reviewed the **CONSENT AGENDA**, which consisted of the following items: **1) MINUTES**—Regular City Council Meeting held on April 7, 2020; **2) PAYROLL**—Regular Pay Period ending on April 11, 2020; **3) BILLS PAYABLE**—April 24, 2020; **4) COMPTROLLER'S REPORT**—March 2020; **5) PROCLAMATION**—Recognizing the Month of May as National Mental Health Month 2020; **6) PROCLAMATION**—Recognizing the Week of May 3, 2020 through May 9,

2020, as the 51st Anniversary of Municipal Clerks Week; and **7) PROCLAMATION—** Recognizing the Month of May as A.B.A.T.E. Motorcycle Awareness Month for 2020.

City Clerk Muller read the motions which were made and seconded via remote access.

A motion was made by Council Member Hutti and seconded by Council Member Malak that the Consent Agenda be approved with the exception of payment of the bill to Vendor #4866, Heather Landrus, in the amount of \$10, 944.50.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

With regard to Item Nos. 9 through 13, Mayor Combs explained that the next five (5) resolutions were the subject of the second public hearing which had just taken place. The City had prepared its first round of grant applications requesting downstate small business Stabilization Program funds for five (5) small businesses in Charleston. This program was established to provide 60 days of working capital funds to local businesses that had been economically impacted by the COVID-19 virus. The program was geared to assist private for-profit small businesses with no more than 50 employees that had been open for a minimum of 3 years, and had been considered “non-essential” by Executive Order of the Governor. The grant ceiling for each business was \$25,000.

ITEM 8: A motion was made by Council Member Malak and seconded by Council Member Hutti that the Resolution in support of a CDBG Downstate Small Business Stabilization Program Grant in the amount of \$25,000 for Mack Moore Shoes, Inc., be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

ITEM 9: A motion was made by Council Member Lahr and seconded by Council Member Newell that the Resolution in support of a CDBG Downstate Small Business Stabilization Program Grant in the amount of \$18,999 for Conlin Enterprise, Inc. d/b/a Plush Boutique, be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

ITEM 10: A motion was made by Council Member Newell and seconded by Council Member Lahr that the Resolution in support of a CDBG Downstate Small Business

Stabilization Program grant in the amount of \$25,000 for Blackfront, Inc. d/b/a Roc's Blackfront, be approved, and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

ITEM 11: A motion was made by Council Member Hutti and seconded by Council Member Malak that the Resolution in support of a CDBG Downstate Small Business Stabilization Program Grant in the amount of \$25,000 for Mac Enterprises Uptowner/Cellar, Inc., be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

ITEM 12: A motion was made by Council Member Malak and seconded by Council Member Hutti that the Resolution in support of a CDBG Downstate Small business Stabilization Program Grant in the amount of \$25,000 for WB;s Pub-N-Grub, Inc., be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

With regard to Item #13, Mayor Combs explained that he was declaring a continued Local State of Emergency for 21 days.

ITEM 13: A motion was made by Council Member Lahr and seconded by Council Member Newell that the Resolution extending the Declaration of the Local State of Emergency, be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

ITEM 14: A motion was made by Council Member Newell and seconded by Council Member Lahr that the Resolution amending the City Budget for Fiscal Year 2019/2020, be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

With regard to Item #15, Mayor Combs explained that this Ordinance had been placed on file for public inspection at the April 7, 2020 meeting of City Council. Neither he nor anyone else had received any comments from anyone with regard to the proposed rate increase. The average residential usage of 5,250 gallons per month would amount to an increase of \$3.21 per month or \$39.00 per year.

ITEM 15: A motion was made by Council Member Malak and seconded by Council Member Lahr that the Ordinance adopting amending Title 8, Chapter 3, Section 2: Sewer and Water Rates, be approved.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

With regard to Item #16, Mayor Combs explained that the proposed 3% increase of ambulance rates was based on figures from Medicare, Medicaid and insurance companies and comparable to other ambulance services in Central Illinois.

ITEM 16: A motion was made by Council Member Malak and seconded by Council Member Hutti that the Ordinance providing amending Title 4, Chapter 1, Section 2: Ambulance Rates, be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

With regard to Item #17, Mayor Combs explained that the annual City Budget had been placed on file for public inspection at the March 17, 2020 meeting of City Council. Neither he nor anyone else had received any comments from anyone with regard to the proposed budget.

ITEM 17: A motion was made by Council Member Lahr and seconded by Council Member Newell that the annual City Budget for the Fiscal Year beginning May 1, 2020, and ending April 30, 2021, be approved.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

ITEM 18: A motion was made by Council Member Newell and seconded by Council Member Lahr that the Ordinance amending Ordinance 19-O-25: Providing for Sensible Rehabilitation within the Tax Increment financing (TIF) District for 710 Jackson Avenue be approved, and layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

ITEM 18 A: A motion was made by Council Member Hutti and seconded by Council Member Malak that the Motion to approve payment of the bill to Vendor #4468, Heather Landrus, in the amount of \$10,944.50 be approved, and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

With regard to Item #19, Mayor Combs explained that this Resolution was to approve a Telephony Service Sharing Agreement between the city of Charleston and County of Coles. It would provide for the merging of the telephone systems to help provide a cost reduction, service redundancy, system resiliency and be of significant benefit to both the City and County going forward.

ITEM 19: A motion was made by Council Member Malak and seconded by Council Member Hutti that the Resolution approving a Telephony Sharing Service Agreement between the City of Charleston and the County of Coles, be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

With regard to Item #20, Mayor Combs explained that this Resolution was to approve the purchase of the VoIP Proposal—Mitel MiVoice Business Enterprise Solution from Givson Teldata, Inc. By the end of Year 3, the system should have paid for itself, and Comptroller Kuykendall had estimated that by Year 10, the City will have saved approximately \$223,600.96 as opposed to the current plan.

ITEM 20: A motion was made by Council Member Lahr and seconded by Council Member Newell that the Resolution approving the Mitel MiVoice Business Solutions

Equipment Purchase with Gibson Teldata, Inc., be approved and the layover period waived.

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

The Mayor said that this concluded the Agenda items.

The Mayor noted that there were no audience members present for public comments, and Clerk Muller verified that no comments had been received electronically.

The Mayor asked City Manager Smith if he had any comments.

City Manager Smith said that he wanted to take an opportunity to thank Comptroller Kuykendall and all of the Department heads for their work in putting together the City's budget. He noted that as Kuykendall had mentioned, once they got a clearer picture from IML projections, they would know better where they were. But nonetheless they had a responsible and good budget in place, and they would work through whatever necessary changes would need to be made. He was very appreciative of all the work that had gone into it.

City Manager Smith said that he also wanted to thank the First Responders and the folks in Public Works for all of their continued efforts citywide as they had worked to take care of social distancing during COVID-19. He noted that in City Hall, it was very compartmentalized which had made it possible for them to continue working every day. They were working to answer phones and keep the doors open. But there was a lot of work involved citywide in keeping the social distancing going, and he said that his Hat was off to everybody for their efforts. He really appreciated their support and the support of the Mayor and Council."

The Mayor asked City Attorney Cunningham if she had any comments; she did not.

The Mayor asked Council if they had any comments; they did not.

Mayor Combs said that personally and on behalf of Council, he wanted to echo what City Manager Smith had said and to reiterate how important it was to do the best to keep the City running at this time. He said he couldn't say enough for City Manager Smith and his team—everything they are working on and working through all the unknowns, Comptroller Kuykendall—working on the budget, City Planner Steve Pamperin—working to keep businesses in business, and concentrating on how everyone will come out of this. He appreciated everyone there and asked that his appreciation of the job being done by all of everyone's staff be relayed to them by all of those present. He also thanked the police and fire departments, noting that he had called and emailed these departments to commend them.

The Mayor also gave his thanks to all the healthcare professionals that are out in the forefront working including Dr. Bernie Ranchero, who was willing to do everything he could for everyone; and everyone at the Coles County Health Department including Administrator Diane Stengel, and Dr. Sheila Simons for her constant updates.

The Mayor emphasized how proud he was of the way everyone had pulled together during this tough time.

The Mayor asked that everyone stay safe, keep their families safe, follow the CDC guidelines, and wear masks when you're out in public and unable to maintain a safe distance from others.

He noted that he had also received a lot of positive input with regard to the work being done on Lincoln. While there was a lot of commotion, he asked that people be careful around the workers, and in the end the results will be worth it.

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

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

Mayor Combs directed the City Clerk to call the roll and the following voted Yea: Council Members Hutti, Lahr, Malak, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 5 Yeas, Nays—0.

Adjournment: 6:57 p.m.

Minutes approved this 5th Day of May 2020.

Brandon Combs, Mayor

ATTEST:

Deborah Muller, City Clerk

City Council Regular Meeting

2)

Meeting Date: 05/05/2020

Submitted For: Heather Kuykendall, Comptroller

Submitted By: Deborah Muller, City Clerk

TITLE:

***PAYROLL:** Regular Pay Period for April 25, 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

Payroll: 04/25/2020.

Pay Period Ending:

04/25/20

1	GENERAL FUND	
	A. General Administration	31,063.68
	B. Building and Development	9,468.63
	C. Tourism	1,986.99
	D. Parks & Maintenance	10,575.33
	E. Police	88,824.43
	F. Fire	94,539.24
	G. Street	12,348.84
	H. City Garage	1,645.11
	I. Contingencies	-
	TOTAL GENERAL FUND:	\$ 250,452.25
2	PLAYGROUND & RECREATION	7,992.97
3	LIBRARY	8,979.25
4	WATER AND SEWER FUND	
	A. Water Billing Department	7,405.43
	B. Utility Department	20,140.46
	C. Water Treatment Plant	14,970.34
	D. Waste Water Treatment Plant	10,197.52
	E. City Garage	2,837.40
	TOTAL WATER AND SEWER FUND:	\$ 55,551.15
5	MOTOR FUEL TAX	1,287.50
6	EMPLOYEE BENEFITS	2,060.00
	TOTAL GROSS PAYROLL	\$ 326,323.12

City Council Regular Meeting

3)

Meeting Date: 05/05/2020

Submitted For: Heather Kuykendall, Comptroller

Submitted By: Deborah Muller, City Clerk

TITLE:

***BILLS PAYABLE:** May 8, 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

Bills Payable: 05/08/2020.



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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 1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.									
395546/6	Plumbing parts - PD renovations/TIF	Open		04/15/2020	05/08/2020	04/15/2020			26.56
<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>	
	TIF Public Improvements - Plumbing parts - PD renovations/TIF		1.0000	EA	26.5600	26.56			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-4108 (Tax Increment Financing Fund-TIF District-TIF public improvements)				PD REMODEL (Remodel of the police station)			26.56	
	Invoice Items			1					
395925/6	Connections for fuel management system/STREET	Open		04/22/2020	05/08/2020	04/22/2020			17.18
<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 - Connections for fuel management system/STREET		1.0000	EA	17.1800	17.18			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-4499 (General Fund-Street Department-Office furniture & equipment)							17.18	
	Invoice Items			1					
395937/6	Elect conduit & connectors for fuel management system/STREET	Open		04/22/2020	05/08/2020	04/22/2020			55.53
<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 - Elect conduit & connectors for fuel management system/STREET		1.0000	EA	55.5300	55.53			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-4499 (General Fund-Street Department-Office furniture & equipment)							55.53	
	Invoice Items			1					
393230/6	Misc Fasteners/STREET	Open		03/04/2020	05/08/2020	03/04/2020			2.71
<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 - Misc Fasteners/STREET		1.0000	EA	2.7100	2.71			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2310 (General Fund-Street Department-Other maintenance supplies)							2.71	
	Invoice Items			1					
393660/6	Dual Check Volt Detector/STREET	Open		03/11/2020	05/08/2020	03/11/2020			28.99
<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>	
	Hand Tools / STREET - Dual Check Volt Detector/STREET		1.0000	EA	28.9900	28.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
393660/6	Dual Check Volt Detector/STREET	Open		03/11/2020	05/08/2020	03/11/2020			28.99
<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>	
	11-4310-2801 (General Fund-Street Department-Hand tools)							28.99	
	Invoice Items			1					
393713/6	Concrete Mix/STREET	Open		03/12/2020	05/08/2020	03/12/2020			6.59
<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>	
	Other maintenance supplies - Concrete Mix/STREET		1.0000	EA	6.5900	6.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2310 (General Fund-Street Department-Other maintenance supplies)							6.59	
	Invoice Items			1					
394581/6	Plumbing hardware - MAINT	Open		03/27/2020	05/08/2020	03/27/2020			2.39
<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>	
	Park maintenance materials - Plumbing hardware - MAINT		1.0000	EA	2.3900	2.39			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							2.39	
	Invoice Items			1					
395156/6	Bulbs - MAINT	Open		04/08/2020	05/08/2020	04/08/2020			48.92
<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 - Bulbs - MAINT		1.0000	EA	48.9200	48.92			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							48.92	
	Invoice Items			1					
395228/6	Foil pan - MAINT	Open		04/09/2020	05/08/2020	04/09/2020			2.59
<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>	
	Park maintenance materials - Foil pan - MAINT		1.0000	EA	2.5900	2.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							2.59	
	Invoice Items			1					



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
395586/6	Ladder - MAINT	Open		04/16/2020	05/08/2020	04/16/2020			47.49
<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>	
	Park maintenance materials - Ladder - MAINT		1.0000	EA	47.4900	47.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							47.49	
				Invoice Items	1				
395433/6	Hinges & Fasteners for Training Site/FD	Open		04/13/2020	05/08/2020	04/13/2020			8.23
<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>	
	Other building materials - Hinges & Fasteners for Training Site/FD		1.0000	EA	8.2300	8.23			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2699 (General Fund-Fire Department-Other building materials)							8.23	
				Invoice Items	1				
395553/6	Misc Items for Station 2, hangers, etc for TV & Ladders/FD	Open		04/15/2020	05/08/2020	04/15/2020			194.56
<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>	
	Other building materials - Misc Items for Station 2, hangers, etc for TV & Ladders/FD		1.0000	EA	194.5600	194.56			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2699 (General Fund-Fire Department-Other building materials)							194.56	
				Invoice Items	1				
395613/6	Hardware to Install E307 Hose Bed Tarp/FD	Open		04/16/2020	05/08/2020	04/16/2020			24.88
<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>	
	Vehicle parts and supplies - Hardware to Install E307 Hose Bed Tarp/FD		1.0000	EA	24.8800	24.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				1977 (1977 - 2002 Pierce Pumer - 307)			24.88	
				Invoice Items	1				
395864/6	New Faucet for Station 1/FD	Open		04/21/2020	05/08/2020	04/21/2020			136.57
<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 - New Faucet for Station 1/FD		1.0000	EA	136.5700	136.57			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3510 (General Fund-Fire Department-Repair of buildings & facilities)							136.57	
				Invoice Items	1				



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Invoice Due Date Range 04/25/20 - 05/08/20

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
395893/6	Drain for Sink at Fire Station 1/FD	Open		04/21/2020	05/08/2020	04/21/2020			22.78
<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 - Drain for Sink at Fire Station 1/FD		1.0000	EA	22.7800	22.78			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3510 (General Fund-Fire Department-Repair of buildings & facilities)							22.78	
	Invoice Items			1					
396019/6	Scrw Drl Hex/FD	Open		04/23/2020	05/08/2020	04/23/2020			3.98
<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 - Scrw Drl Hex/FD		1.0000	EA	3.9800	3.98			
	<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)			3.98	
	Invoice Items			1					
396056/6	Tape to Mark Tools/FD	Open		04/23/2020	05/08/2020	04/23/2020			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>	
	Repair of operating equipment - Tape to Mark Tools/FD		1.0000	EA	5.9900	5.99			
	<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.)			5.99	
	Invoice Items			1					
395566/6	Front door key/PD	Open		04/15/2020	05/08/2020	04/15/2020			10.76
<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>	
	Other supplies - Front door key/PD		1.0000	EA	10.7600	10.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							10.76	
	Invoice Items			1					
395615/6	Front door key/PD	Open		04/16/2020	05/08/2020	04/16/2020			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>	
	Other supplies - Front door key/PD		1.0000	EA	2.9900	2.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							2.99	
	Invoice Items			1					
396016/6	Install front CPD cameras/PD	Open		04/23/2020	05/08/2020	04/23/2020			45.72
<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>	
	Other supplies - Install front CPD cameras/PD		1.0000	EA	45.7200	45.72			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							45.72	
	Invoice Items			1					



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
395519/6	WW Misc. Supplies	Open		04/15/2020	05/08/2020	04/15/2020			13.08
<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>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	13.0800	13.08			
	<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)				0000 (0000 - Misc. Equip.)			13.08	
	Invoice Items			1					
Vendor 1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC. Totals									\$708.49
Vendor 3492 - ACTIVE NETWORK									
65696903-30-20	Activenet fees - REC	Open		03/30/2020	05/08/2020	03/30/2020			865.73
<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>	
	Business Services / REC - Activenet fees - REC		1.0000	EA	865.7300	865.73			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3199 (Playground & Recreation Fund-Recreation Programs-Business services)							865.73	
	Invoice Items			1					
Vendor 3492 - ACTIVE NETWORK Totals									\$985.71
Vendor 1017 - AEC FIRE-SAFETY & SECURITY, INC.									
248993	Repair Parts for Gated Area/FD	Open		04/16/2020	05/08/2020	04/16/2020			93.53
<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 - Repair Parts for Gated Area/FD		1.0000	EA	93.5300	93.53			
	<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.)			93.53	
	Invoice Items			1					
Vendor 1017 - AEC FIRE-SAFETY & SECURITY, INC. Totals									\$93.53
Vendor 1038 - AFLAC - AMERICAN FAMILY LIFE ASSURANCE CO									



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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
366390	April 2020 Premium / EBHR	Open		04/12/2020	05/08/2020	04/12/2020			2,164.17
<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>	
	Aflac Deductions Withheld - April 2020 Premium / EBHR		1.0000	EA	2,164.1700	2,164.17			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-2033 (General Fund-Other voluntary deductions)							2,164.17	
	<i>Invoice Items</i>			1					
Vendor 1038 - AFLAC - AMERICAN FAMILY LIFE ASSURANCE CO Totals						Invoices	1		\$2,164.17
Vendor 2331 - AMAZON CAPITAL SERVICES, INC									
13JP-N47W-1CJN	Forehead thermometers for COVID / EBHR	Open		04/19/2020	05/08/2020	04/19/2020			291.35
<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>	
	Misc. Supplies - Forehead thermometers for COVID / EBHR		1.0000	EA	291.3500	291.35			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4700-2001 (General Fund-Human Resources-Office supplies)			COVID19 (Coronavirus Pandemic)				291.35	
	<i>Invoice Items</i>			1					
Vendor 2331 - AMAZON CAPITAL SERVICES, INC Totals						Invoices	1		\$291.35
Vendor 3248 - AMEREN ILLINOIS									
0591013030 04/20	1911 Douglas St- new water tower/FD	Open		04/24/2020	05/08/2020	04/24/2020			27.01
<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>	
	Electricity & gas - 1911 Douglas St- new water tower/FD		1.0000	EA	27.0100	27.01			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							27.01	
	<i>Invoice Items</i>			1					
2638027923 04/20	2801 McKinley Ave- House/WTP	Open		04/24/2020	05/08/2020	04/24/2020			67.34
<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>	
	Electricity & gas - 2801 McKinley Ave- House/WTP		1.0000	EA	67.3400	67.34			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							67.34	
	<i>Invoice Items</i>			1					
4135008413 04/20	2600 McKinley Ave/WTP	Open		04/24/2020	05/08/2020	04/24/2020			10.26
<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 McKinley Ave/WTP		1.0000	EA	10.2600	10.26			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	



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Invoice Due Date Range 04/25/20 - 05/08/20

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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
4135008413 04/20 <i>P.O. Number</i>	2600 McKinley Ave/WTP <i>Item Description</i> 61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)	Open		04/24/2020	05/08/2020	04/24/2020			10.26
	<i>Quantity</i> 1	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>			10.26
	Invoice Items			1					
3873005011 04/20 <i>P.O. Number</i>	1615 Lincoln Ave- civil defense siren/FD <i>Item Description</i> Electricity & gas - 1615 Lincoln Ave- civil defense siren/FD	Open		04/27/2020	05/08/2020	04/27/2020			27.01
	<i>Quantity</i> 1.0000	<i>U/M</i> EA	<i>Amount/Unit</i> 27.0100	<i>Total Amount</i> 27.01	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>			
	<i>G/L Account</i> 11-4221-3403 (General Fund-Fire Department-Electricity & gas)		<i>Project</i>			<i>Amount</i> 27.01			
	Invoice Items			1					
Vendor 3248 - AMEREN ILLINOIS Totals						Invoices	4		\$131.62
Vendor 2716 - BANK OF AMERICA Commercial Card									
PP*CONWAY 1/13 <i>P.O. Number</i>	Reimbursement of fraudulent charge-SB <i>Item Description</i> Other supplies - Reimbursement of fraudulent charge-SB	Open		01/13/2020	05/08/2020	01/13/2020			(245.21)
	<i>Quantity</i> 1.0000	<i>U/M</i> EA	<i>Amount/Unit</i> (245.2100)	<i>Total Amount</i> (245.21)	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>			
	<i>G/L Account</i> 11-4004-2119 (General Fund-Comptroller's Office-Other supplies)		<i>Project</i>			<i>Amount</i> (245.21)			
	Invoice Items			1					
Amazon 03/07 <i>P.O. Number</i>	Smoke machine for fire safety trailer/FD-TM <i>Item Description</i> Public education - Smoke machine for fire safety trailer/FD-TM	Open		03/07/2020	05/08/2020	03/07/2020			113.14
	<i>Quantity</i> 1.0000	<i>U/M</i> EA	<i>Amount/Unit</i> 113.1400	<i>Total Amount</i> 113.14	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>			
	<i>G/L Account</i> 11-4221-3110 (General Fund-Fire Department-Public education)		<i>Project</i>			<i>Amount</i> 113.14			
	Invoice Items			1					
Amazon 3/08 <i>P.O. Number</i>	Construction calculator for office/B&D-SP <i>Item Description</i> Minor office equipment - Construction calculator for office/B&D-SP	Open		03/08/2020	05/08/2020	03/08/2020			55.73
	<i>Quantity</i> 1.0000	<i>U/M</i> EA	<i>Amount/Unit</i> 55.7300	<i>Total Amount</i> 55.73	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>			
	<i>G/L Account</i> 11-4640-2804 (General Fund-Building & Development Services-Minor office equipment)		<i>Project</i>			<i>Amount</i> 55.73			
	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
AMZN 03/08	Mics & batteries for portables/PD-HT	Open		03/08/2020	05/08/2020	03/08/2020			207.02
<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 radios - Mics & batteries for portables/PD-HT		1.0000	EA	207.0200	207.02			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3509 (General Fund-Police Department-Repair of radios)							207.02	
	<i>Invoice Items</i>				1				
EBAY 03/08	Fee to sell squad car/PD-CR	Open		03/08/2020	05/08/2020	03/08/2020			126.80
<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>	
	Vehicle parts and supplies - Fee to sell squad car/PD-CR		1.0000	EA	126.8000	126.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			126.80	
	<i>Invoice Items</i>				1				
Web*Networ 03/09	Security certificate renewal/IS-TK	Open		03/09/2020	05/08/2020	03/09/2020			249.00
<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>	
	Data Processing Service - Security certificate renewal/IS-TK		1.0000	EA	249.0000	249.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-3101 (General Fund-Information Services-Data processing services)							249.00	
	<i>Invoice Items</i>				1				
AMZN 03/10	NEMA enclosure mesh access pt/WWTP-CB	Open		03/10/2020	05/08/2020	03/10/2020			87.60
<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>	
	Capital Improvement projects - 12" hose clamps/WWTP-CB		1.0000	EA	87.6000	87.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)				PW 20 40 (WWTP, FTF, LSW Surveillance & Internet)			87.60	
	<i>Invoice Items</i>				1				
AMZN 3/10	12" hose clamps/WWTP-CB	Open		03/10/2020	05/08/2020	03/10/2020			94.88
<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>	
	Capital Improvement projects - 12" hose clamps/WWTP-CB		1.0000	EA	94.8800	94.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)				PW 20 40 (WWTP, FTF, LSW Surveillance & Internet)			94.88	
	<i>Invoice Items</i>				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
BP 03/10	Fuel for trip to Columbus OH/FD-SB	Open		03/10/2020	05/08/2020	03/10/2020			74.81
<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>	
	Fuel & Oil - Fuel for trip to Columbus OH/FD-SB		1.0000	EA	74.8100	74.81			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2201 (General Fund-Fire Department-Fuel & oil)							74.81	
	Invoice Items				1				
Cricket 03/10	Radio adapters/FD-TM	Open		03/10/2020	05/08/2020	03/10/2020			13.88
<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>	
	Repair of radios - Radio adapters/FD-TM		1.0000	EA	13.8800	13.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3509 (General Fund-Fire Department-Repair of radios)							13.88	
	Invoice Items				1				
JimmyJohns 03/10	Lunch delivery- budget meeting/ADMIN-HK	Open		03/10/2020	05/08/2020	03/10/2020			23.41
<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>	
	Public relations - Lunch delivery- budget meeting/ADMIN-HK		1.0000	EA	23.4100	23.41			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)							23.41	
	Invoice Items				1				
TheUPS 03/10	Pick-up & shipping for IO drill in Kansas/FD-TM	Open		03/10/2020	05/08/2020	03/10/2020			40.30
<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>	
	First Aid Supplies - Pick-up & shipping for IO drill in Kansas/FD-TM		1.0000	EA	40.3000	40.30			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)							40.30	
	Invoice Items				1				
AMZN 03/11	Ethernet cable for microwave internet/WWTP-CB	Open		03/11/2020	05/08/2020	03/11/2020			176.45
<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 - Ethernet cable for microwave internet/WWTP-CB		1.0000	EA	176.4500	176.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)				PW 20 40 (WWTP, FTF, LSW Surveillance & Internet)			176.45	
	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
Monicals 03/11	Lunch delivery- budget meeting/ADMIN-HK	Open		03/11/2020	05/08/2020	03/11/2020			28.22
<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 relations - Lunch delivery- budget meeting/ADMIN-HK		1.0000	EA	28.2200	28.22			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)							28.22	
	Invoice Items			1					
PayPal*SIR 03/11	Surface mount emergency lights for new cars 1,3,8/PD-CR	Open		03/11/2020	05/08/2020	03/11/2020			1,069.68
<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>	
	Vehicle & service equipment - Surface mount emergency lights for new cars 1,3,8/PD-CR		1.0000	EA	1,069.6800	1,069.68			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4144 (2020 Ford Explorer)			356.52	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				2613 (2020 Ford Explorer (actually 2614))			356.53	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4147 (2020 Ford Explorer)			356.63	
	Invoice Items			1					
AMZN 03/12	Fuse panels for new cars 1,3,8/PD-CR	Open		03/12/2020	05/08/2020	03/12/2020			104.16
<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>	
	Vehicle & service equipment - Fuse panels for new cars 1,3,8/PD-CR		1.0000	EA	104.1600	104.16			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				2613 (2020 Ford Explorer (actually 2614))			34.72	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4144 (2020 Ford Explorer)			34.72	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4147 (2020 Ford Explorer)			34.72	
	Invoice Items			1					
AMZN 3/12	Antenna cable for new cars 1,3,8/PD-CR	Open		03/12/2020	05/08/2020	03/12/2020			51.81
<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>	
	Vehicle & service equipment - Antenna cable for new cars 1,3,8/PD-CR		1.0000	EA	51.8100	51.81			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				2613 (2020 Ford Explorer (actually 2614))			17.27	



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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
AMZN 3/12	Antenna cable for new cars 1,3,8/PD-CR	Open		03/12/2020	05/08/2020	03/12/2020			51.81
<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>	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4144 (2020 Ford Explorer)			17.27	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4147 (2020 Ford Explorer)			17.27	
	Invoice Items			1					
IACP 03/12	Membership to Int association of Chiefs of Police/PD-CR	Open		03/12/2020	05/08/2020	03/12/2020			190.00
<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>	
	Professional membership - Membership to Int association of Chiefs of Police/PD-CR		1.0000	EA	190.0000	190.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3704 (General Fund-Police Department-Professional memberships)							190.00	
	Invoice Items			1					
JimmyJohns 03/12	Lunch delivery- budget meeting/ADMIN-HK	Open		03/12/2020	05/08/2020	03/12/2020			23.41
<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>	
	Public relations - Lunch delivery- budget meeting/ADMIN-HK		1.0000	EA	23.4100	23.41			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)							23.41	
	Invoice Items			1					
Amazon 03/13	UNIFI mesh access point/PD-CR	Open		03/13/2020	05/08/2020	03/13/2020			87.60
<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>	
	Repair of operating equipment - UNIFI mesh access point/PD-CR		1.0000	EA	87.6000	87.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3508 (General Fund-Police Department-Repair of operating equipment)				0000 (0000 - Misc. Equip.)			87.60	
	Invoice Items			1					
Anixter 03/13	40' wood pole for microwave internet/WWTP-CB	Open		03/13/2020	05/08/2020	03/13/2020			410.00
<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 - 40' wood pole for microwave internet/WWTP-CB		1.0000	EA	410.0000	410.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-4106 (Water and Sewer Fund-Waste Water Treatment Plant-Capital improvement projects)				PW 20 40 (WWTP, FTF, LSW Surveillance & Internet)			410.00	
	Invoice Items			1					



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DollarTree 03/13	Hand wipes for squad cars/PD-HT	Open		03/13/2020	05/08/2020	03/13/2020			16.16
<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>	
	Office supplies / PD - Hand wipes for squad cars/PD-HT		1.0000	EA	16.1600	16.16			
	<i>G/L Account</i>			<i>Project</i>		<i>Amount</i>			
	11-4210-2001 (General Fund-Police Department-Office supplies)			COVID19 (Coronavirus Pandemic)		16.16			
	<i>Invoice Items</i>			1					
SSP*Landma 03/13	Landmarks Preservation Council of IL(2nd portion)/CLERK-DM	Open		03/13/2020	05/08/2020	03/13/2020			15.00
<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>	
	Professional membership - Landmarks Preservation Council of IL(2nd portion)/CLERK-DM		1.0000	EA	15.0000	15.00			
	<i>G/L Account</i>			<i>Project</i>		<i>Amount</i>			
	11-4002-3704 (General Fund-City Clerk-Professional memberships)					15.00			
	<i>Invoice Items</i>			1					
HarborFrei 03/16	Eye protection & laser thermometers/FD-TM	Open		03/16/2020	05/08/2020	03/16/2020			200.62
<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 - Eye protection & laser thermometers/FD-TM		1.0000	EA	200.6200	200.62			
	<i>G/L Account</i>			<i>Project</i>		<i>Amount</i>			
	11-4221-2106 (General Fund-Fire Department-First aid supplies)			COVID19 (Coronavirus Pandemic)		200.62			
	<i>Invoice Items</i>			1					
IPRA 03/16	CM's online class with IPRA for .04 CEU's/ADMIN-SS	Open		03/16/2020	05/08/2020	03/16/2020			15.00
<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 - CM's online class with IPRA for .04 CEU's/ADMIN-SS		1.0000	EA	15.0000	15.00			
	<i>G/L Account</i>			<i>Project</i>		<i>Amount</i>			
	11-4001-3706 (General Fund-Administration & Boards- Manager-Education & training expense)					15.00			
	<i>Invoice Items</i>			1					
OWPSACSTAT 03/16	Self study course to earn WW CEU's/WWTP-RM	Open		03/16/2020	05/08/2020	03/16/2020			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>	
	Education & training expense - Self study course to earn WW CEU's/WWTP-RM		1.0000	EA	25.0000	25.00			
	<i>G/L Account</i>			<i>Project</i>		<i>Amount</i>			
	61-4621-3706 (Water and Sewer Fund-Waste Water Treatment Plant-Education & training expense)					25.00			
	<i>Invoice Items</i>			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
Amazon 03/17	Label printer supplies/WATER DEPARTMENT	Open		03/17/2020	05/08/2020	03/17/2020			13.81
<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 / WATER - Label printer supplies/WATER DEPARTMENT		1.0000	EA	13.8100	13.81			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							13.81	
	Invoice Items				1				
AMZN 03/17	Computer webcam for zoom conferencing/WWTP-RM	Open		03/17/2020	05/08/2020	03/17/2020			61.84
<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>	
	Other maintenance supplies - Computer webcam for zoom conferencing/WWTP-RM		1.0000	EA	61.8400	61.84			
	<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)				COVID19 (Coronavirus Pandemic)			61.84	
	Invoice Items				1				
amzn 3/17	Label printer/WATER DEPARTMENT	Open		03/17/2020	05/08/2020	03/17/2020			105.56
<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>	
	Office furniture and equipment - Label printer/WATER DEPARTMENT		1.0000	EA	105.5600	105.56			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-4499 (Water and Sewer Fund-Water Department-Office furniture & equipment)				0000 (0000 - Misc. Equip.)			105.56	
	Invoice Items				1				
HarborFrei 03/17	Returned thermometers/FD-TM	Open		03/17/2020	05/08/2020	03/17/2020			(107.96)
<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>	
	First Aid Supplies - Returned thermometers/FD-TM		1.0000	EA	(107.9600)	(107.96)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)				COVID19 (Coronavirus Pandemic)			(107.96)	
	Invoice Items				1				
TheHomeDe 03/17	N95 masks/FD-TM	Open		03/17/2020	05/08/2020	03/17/2020			85.88
<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>	
	First Aid Supplies - N95 masks/FD-TM		1.0000	EA	85.8800	85.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)				COVID19 (Coronavirus Pandemic)			85.88	
	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
TheHomeDep 03/17	N95 masks/FD-TM	Open		03/17/2020	05/08/2020	03/17/2020			42.94
<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>	
	First Aid Supplies - N95 masks/FD-TM		1.0000	EA	42.9400	42.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)				COVID19 (Coronavirus Pandemic)			42.94	
				<i>Invoice Items</i>	1				
AMZN 03/18	Ink cartridge for report writing/PD-HT	Open		03/18/2020	05/08/2020	03/18/2020			48.86
<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 / PD - Ink cartridge for report writing/PD-HT		1.0000	EA	48.8600	48.86			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							48.86	
				<i>Invoice Items</i>	1				
AMZN 3/18	Laptop case/COMPTROLLER-HK	Open		03/18/2020	05/08/2020	03/18/2020			46.98
<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>	
	Office Supplies / COMPTROLLER - Laptop case/COMPTROLLER-HK		1.0000	EA	46.9800	46.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4004-2001 (General Fund-Comptroller's Office-Office supplies)							46.98	
				<i>Invoice Items</i>	1				
INT'lCode 03/19	Commercial bldg inspector online training for CEU-Winkler/B&D-SP	Open		03/19/2020	05/08/2020	03/19/2020			69.00
<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 - Commercial bldg inspector online training for CEU-Winkler/B&D-SP		1.0000	EA	69.0000	69.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-3706 (General Fund-Building & Development Services-Education & training expense)							69.00	
				<i>Invoice Items</i>	1				
Monicals 03/19	Lunch delivery- budget meeting/WATER DEPARTMENT-HK	Open		03/19/2020	05/08/2020	03/19/2020			86.95
<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>	
	Office Supplies / WATER - Lunch delivery- budget meeting/WATER DEPARTMENT-HK		1.0000	EA	86.9500	86.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							86.95	
				<i>Invoice Items</i>	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
Zagg 03/21	Keyboard for Heaths iPad/PD-HT	Open		03/21/2020	05/08/2020	03/21/2020			140.06
<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>	
	Office supplies / PD - Keyboard for Heaths iPad/PD-HT		1.0000	EA	140.0600	140.06			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)				COVID19 (Coronavirus Pandemic)			140.06	
	<i>Invoice Items</i>				1				
AMZN 03/23	Adapter for laptop for presentations HDMI/FD-SB	Open		03/23/2020	05/08/2020	03/23/2020			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>	
	Office Supplies - Adapter for laptop for presentations HDMI/FD-SB		1.0000	EA	21.9800	21.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2001 (General Fund-Fire Department-Office supplies)				COVID19 (Coronavirus Pandemic)			21.98	
	<i>Invoice Items</i>				1				
Zebra 03/23	Pen refills/ADMIN-MG	Open		03/23/2020	05/08/2020	03/23/2020			23.83
<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>	
	Office Supplies / ADMIN - Pen refills/ADMIN-MG		1.0000	EA	23.8300	23.83			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							23.83	
	<i>Invoice Items</i>				1				
DollarTree 03/24	Hand sanitizer & wipes/PD-HT	Open		03/24/2020	05/08/2020	03/24/2020			24.00
<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 / PD - Hand sanitizer & wipes/PD-HT		1.0000	EA	24.0000	24.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)				COVID19 (Coronavirus Pandemic)			24.00	
	<i>Invoice Items</i>				1				
Walmart 03/24	Bolt sizing gauges for operators/WWTP-RM	Open		03/24/2020	05/08/2020	03/24/2020			90.30
<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>	
	Other maintenance supplies - Bolt sizing gauges for operators/WWTP-RM		1.0000	EA	90.3000	90.30			
	<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)							90.30	
	<i>Invoice Items</i>				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
PayPal*PIN 03/26 <i>P.O. Number</i>	Webcam/IS-MG <i>Item Description</i>	Open		03/26/2020	05/08/2020	03/26/2020			80.73
	Office supplies / IS - Webcam/IS-MG <i>G/L Account</i>		<i>Quantity</i> 1.0000	<i>U/M</i> EA	<i>Amount/Unit</i> 80.7300	<i>Total Amount</i> 80.73	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4060-2001 (General Fund-Information Services-Office supplies)			<i>Project</i>			<i>Amount</i> 80.73		
	Invoice Items			1					
AMZN 03/27 <i>P.O. Number</i>	HDMI adapter/FD-SB <i>Item Description</i>	Open		03/27/2020	05/08/2020	03/27/2020			19.98
	Office supplies / FD - HDMI adapter/FD-SB <i>G/L Account</i>		<i>Quantity</i> 1.0000	<i>U/M</i> EA	<i>Amount/Unit</i> 19.9800	<i>Total Amount</i> 19.98	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4221-2001 (General Fund-Fire Department-Office supplies)			<i>Project</i> COVID19 (Coronavirus Pandemic)			<i>Amount</i> 19.98		
	Invoice Items			1					
INT'LCode 03/27 <i>P.O. Number</i>	ICC certificates for Winkler - renewal/B&D-SP <i>Item Description</i>	Open		03/27/2020	05/08/2020	03/27/2020			100.00
	Professional membership - ICC certificates for Winkler - renewal/B&D-SP <i>G/L Account</i>		<i>Quantity</i> 1.0000	<i>U/M</i> EA	<i>Amount/Unit</i> 100.0000	<i>Total Amount</i> 100.00	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4640-3704 (General Fund-Building & Development Services-Professional memberships)			<i>Project</i>			<i>Amount</i> 100.00		
	Invoice Items			1					
Mediacom 03/28 <i>P.O. Number</i>	Payment of mediacom bill for PD so they could get new box/PD-HK <i>Item Description</i>	Open		03/28/2020	05/08/2020	03/28/2020			26.35
	Other business services - Payment of mediacom bill for PD so they could get new box/PD-HK <i>G/L Account</i>		<i>Quantity</i> 1.0000	<i>U/M</i> EA	<i>Amount/Unit</i> 26.3500	<i>Total Amount</i> 26.35	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4210-3199 (General Fund-Police Department-Business services)			<i>Project</i>			<i>Amount</i> 26.35		
	Invoice Items			1					
PayPal*EVO 03/30 <i>P.O. Number</i>	Replacement power supply/IS-MG <i>Item Description</i>	Open		03/30/2020	05/08/2020	03/30/2020			30.79
	Office supplies / IS - Replacement power supply/IS-MG <i>G/L Account</i>		<i>Quantity</i> 1.0000	<i>U/M</i> EA	<i>Amount/Unit</i> 30.7900	<i>Total Amount</i> 30.79	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4060-2001 (General Fund-Information Services-Office supplies)			<i>Project</i>			<i>Amount</i> 30.79		
	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
DollarTree 03/31	Disinfecting wipes for patrol cars and PD/PD-CR	Open		03/31/2020	05/08/2020	03/31/2020			47.41
<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>	
	Safety gear & clothing - Disinfecting wipes for patrol cars and PD/PD-CR		1.0000	EA	47.4100	47.41			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2704 (General Fund-Police Department-Safety gear & clothing)				COVID19 (Coronavirus Pandemic)			47.41	
	<i>Invoice Items</i>				1				
DRI*Cisco 03/31	Cisco Webex plus for remote meetings during COVID/ADMIN-SS	Open		03/31/2020	05/08/2020	03/31/2020			190.16
<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>	
	Office supplies / IS - Cisco Webex plus for remote meetings during COVID/ADMIN-SS		1.0000	EA	190.1600	190.16			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-2001 (General Fund-Information Services-Office supplies)				COVID19 (Coronavirus Pandemic)			190.16	
	<i>Invoice Items</i>				1				
AMZN 04/01	Surgical & protection masks/PD-HT	Open		04/01/2020	05/08/2020	04/01/2020			26.02
<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 - Surgical & protection masks/PD-HT		1.0000	EA	26.0200	26.02			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2704 (General Fund-Police Department-Safety gear & clothing)				COVID19 (Coronavirus Pandemic)			26.02	
	<i>Invoice Items</i>				1				
Amazon 04/02	Replacement parts for flag @ station 1/FD-TM	Open		04/02/2020	05/08/2020	04/02/2020			29.99
<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>	
	Repair of operating equipment - Replacement parts for flag @ station 1/FD-TM		1.0000	EA	29.9900	29.99			
	<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.)			29.99	
	<i>Invoice Items</i>				1				
Amazon 4/02	Laptop case/COMPTRROLLER-HK	Open		04/02/2020	05/08/2020	04/02/2020			50.87
<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>	
	Office Supplies / COMPTRROLLER - Laptop case/COMPTRROLLER-HK		1.0000	EA	50.8700	50.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4004-2001 (General Fund-Comptroller's Office-Office supplies)							50.87	
	<i>Invoice Items</i>				1				



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AMZN 04/02	Light bar for Ranger/FD-TM	Open		04/02/2020	05/08/2020	04/02/2020			24.98
<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 - Light bar for Ranger/FD-TM		1.0000	EA	24.9800	24.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				8702 (8702 - 2005 Polaris Ranger 6x6)			24.98	
	<i>Invoice Items</i>				1				
USPS 04/03	Evidence from homicide to crime lab/PD-HT	Open		04/03/2020	05/08/2020	04/03/2020			15.10
<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>	
	Office supplies / PD - Evidence from homicide to crime lab/PD-HT		1.0000	EA	15.1000	15.10			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							15.10	
	<i>Invoice Items</i>				1				
BestBuy 04/06	HDMI cable for laptop to TV connectivity/ADMIN-SS	Open		04/06/2020	05/08/2020	04/06/2020			24.99
<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>	
	Office Supplies / ADMIN - HDMI cable for laptop to TV connectivity/ADMIN-SS		1.0000	EA	24.9900	24.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)				COVID19 (Coronavirus Pandemic)			24.99	
	<i>Invoice Items</i>				1				
PayPal*MKJ 04/06	Motherboard/IS-MG	Open		04/06/2020	05/08/2020	04/06/2020			45.63
<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>	
	Office supplies / IS - Motherboard/IS-MG		1.0000	EA	45.6300	45.63			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-2001 (General Fund-Information Services-Office supplies)							45.63	
	<i>Invoice Items</i>				1				
DiscountMa 04/07	Sanitizing wipes/UTILITY-CB	Open		04/07/2020	05/08/2020	04/07/2020			117.75
<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>	
	Safety gear & clothing - Sanitizing wipes/UTILITY-CB		1.0000	EA	117.7500	117.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)				COVID19 (Coronavirus Pandemic)			117.75	
	<i>Invoice Items</i>				1				



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PayPal*MED 04/07	Hand sanitizer @ shop/UTILITY/STREET-CB	Open		04/07/2020	05/08/2020	04/07/2020			498.75
<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>	
	Safety gear & clothing - Hand sanitizer @ shop/UTILITY/STREET-CB		1.0000	EA	498.7500	498.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2704 (General Fund-Street Department-Safety gear & clothing)				COVID19 (Coronavirus Pandemic)			249.38	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)				COVID19 (Coronavirus Pandemic)			249.37	
	Invoice Items			1					
PayPal*TUB 04/07	Docking station for new car #8/PD-HT	Open		04/07/2020	05/08/2020	04/07/2020			143.12
<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>	
	Vehicle & service equipment - Docking station for new car #8/PD-HT		1.0000	EA	143.1200	143.12			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4144 (2020 Ford Explorer)			143.12	
	Invoice Items			1					
ICSC 03/17	ICSC 3 yr affiliate dues for Alex Winkler/B&D-SP	Open		05/01/2020	05/08/2020	05/01/2020			135.00
<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>	
	Professional membership - ICSC 3 yr affiliate dues for Alex Winkler/B&D-SP		1.0000	EA	135.0000	135.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-3704 (General Fund-Building & Development Services-Professional memberships)							135.00	
	Invoice Items			1					
Amazon.co 3/12	Mop spray cleaner - MAINT/ cja	Open		03/12/2020	05/08/2020	03/12/2020			9.59
<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>	
	Janitorial supplies / MAINT - Mop spray cleaner - MAINT/ cja		1.0000	EA	9.5900	9.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2301 (General Fund-Parks & Maintenance Department-Janitorial & cleaning supplies)							9.59	
	Invoice Items			1					
Amzn 3/28	Edge banding - MAINT / cja	Open		03/28/2020	05/08/2020	03/28/2020			25.99
<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 - Edge banding - MAINT / cja		1.0000	EA	25.9900	25.99			
	<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
Amzn 3/28 <i>P.O. Number</i>	Edge banding - MAINT / cja <i>Item Description</i>	Open		03/28/2020	05/08/2020	03/28/2020			25.99
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)				<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		25.99
			Invoice Items	1					
4Imprint 3/6 <i>P.O. Number</i>	Bags and pens for City of Charleston - TOUR / dr <i>Item Description</i>	Open		03/06/2020	05/08/2020	03/06/2020			825.48
	Public relations - Bags and pens for City of Charleston - TOUR / dr <i>G/L Account</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>	
	11-4099-3009 (General Fund-Tourism-Public relations)		1.0000	EA	825.4800	825.48			825.48
			Invoice Items	1					
AceHard 3/9 <i>P.O. Number</i>	AfterSchool Club locks - REC / mh <i>Item Description</i>	Open		03/09/2020	05/08/2020	03/09/2020			4.20
	Other Supplies / REC - AfterSchool Club locks - REC / mh <i>G/L Account</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>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)		1.0000	EA	4.2000	4.20			4.20
			Invoice Items	1					
TeamWire 3/10 <i>P.O. Number</i>	AfterSchool Club phone cases - REC / mh <i>Item Description</i>	Open		03/10/2020	05/08/2020	03/10/2020			100.08
	Other Supplies / REC - AfterSchool Club phone cases - REC / mh <i>G/L Account</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>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)		1.0000	EA	100.0800	100.08			100.08
			Invoice Items	1					
IPRA 3/16 <i>P.O. Number</i>	Webinar for CEUs - REC / bj <i>Item Description</i>	Open		03/16/2020	05/08/2020	03/16/2020			15.00
	Education & training expense - Webinar for CEUs - REC / bj <i>G/L Account</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>	
	22-4510-3706 (Playground & Recreation Fund-Recreation Programs-Education & training expense)		1.0000	EA	15.0000	15.00			15.00
			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
NorthwestM 3/17	Mid-west Symposium refund - REC / dr	Open		03/17/2020	05/08/2020	03/17/2020			(299.99)
<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>	
	Training and Education / REC - Mid-west Symposium refund - REC / dr		1.0000	EA	(299.9900)	(299.99)			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	22-4510-3706 (Playground & Recreation Fund-Recreation Programs-Education & training expense)							(299.99)	
				Invoice Items	1				
AmeristarCa 3/18	Mid-west Symposium Hotel refund - REC / dr	Open		03/18/2020	05/08/2020	03/18/2020			(167.33)
<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>	
	Training and Education / REC - Mid-west Symposium Hotel refund - REC / dr		1.0000	EA	(167.3300)	(167.33)			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	22-4510-3706 (Playground & Recreation Fund-Recreation Programs-Education & training expense)							(167.33)	
				Invoice Items	1				
Smartceus 4/1	CEU webinars for re-certification - REC / dr	Open		04/01/2020	05/08/2020	04/01/2020			129.00
<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 - CEU webinars for re-certification - REC / dr		1.0000	EA	129.0000	129.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	22-4510-3706 (Playground & Recreation Fund-Recreation Programs-Education & training expense)							129.00	
				Invoice Items	1				
NationalCo 4/2	Recertification fees for CTRS - REC / dr	Open		04/02/2020	05/08/2020	04/02/2020			315.00
<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>	
	Training and Education / REC - Recertification fees for CTRS - REC / dr		1.0000	EA	315.0000	315.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	22-4510-3706 (Playground & Recreation Fund-Recreation Programs-Education & training expense)							315.00	
				Invoice Items	1				
Vendor 2716 - BANK OF AMERICA Commercial Card Totals						Invoices	69		\$6,573.14

Vendor 1075 - BATTERY SPECIALISTS, INC.



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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
281848	Dump Bed Pump/STREET	Open		04/14/2020	05/08/2020	04/14/2020			207.95
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of operating equipment - Dump Bed Pump/STREET		1.0000	EA	207.9500	207.95			
	G/L Account				Project			Amount	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)					5850 (5850 - 2004 Ford 1 Ton F350 Truck #42)		207.95	
	Invoice Items			1					
281878	Batteries - MAINT	Open		04/15/2020	05/08/2020	04/15/2020			8.95
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Park maintenance materials - Batteries - MAINT		1.0000	EA	8.9500	8.95			
	G/L Account				Project			Amount	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							8.95	
	Invoice Items			1					
Vendor		1075 - BATTERY SPECIALISTS, INC. Totals				Invoices	2		\$216.90
Vendor 1089 - BIRKEY'S									
P19289	New Hydraulic Lines & Fluid for Cylinder Replacement/STREET	Open		03/13/2020	05/08/2020	03/13/2020			441.17
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of operating equipment - New Hydraulic Lines & Fluid for Cylinder Replacement/STREET		1.0000	EA	441.1700	441.17			
	G/L Account				Project			Amount	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)					3018 (3018 - 2007 Case 580SM Loader/Extendahoe #33A)		441.17	
	Invoice Items			1					
P19384	Control Switch/STREET	Open		03/18/2020	05/08/2020	03/18/2020			102.97
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - Control Switch/STREET		1.0000	EA	102.9700	102.97			
	G/L Account				Project			Amount	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)					0370 (0370 - Case trac loader TR320)		102.97	
	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
P19427	3/4" Hose Credit/UTILITY	Open		03/19/2020	05/08/2020	03/19/2020			(12.36)
<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 - 3/4" Hose Credit/UTILITY		1.0000	EA	(12.3600)	(12.36)			
	<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.)			(12.36)	
	Invoice Items			1					
P20230	Concrete Breaker Couplings/UTILITY	Open		04/16/2020	05/08/2020	04/16/2020			169.10
<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>	
	Repair of operating equipment - Concrete Breaker Couplings/UTILITY		1.0000	EA	169.1000	169.10			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)				5133 (5133 - 2014 Case 590 SN Loader backhoe)			169.10	
	Invoice Items			1					
P20367	Main Backhoe Boom Cylinder/STREET	Open		04/22/2020	05/08/2020	04/22/2020			2,704.00
<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 - Main Backhoe Boom Cylinder/STREET		1.0000	EA	2,704.0000	2,704.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				3018 (3018 - 2007 Case 580SM Loader/Extendahoe #33A)			2,704.00	
	Invoice Items			1					
P20418	A/C Belt/STREET	Open		04/24/2020	05/08/2020	04/24/2020			65.31
<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 - A/C Belt/STREET		1.0000	EA	65.3100	65.31			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			65.31	
	Invoice Items			1					
P20431	1/4" Hydraulic Hose/UTILITY	Open		04/24/2020	05/08/2020	04/24/2020			66.10
<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 - 1/4" Hydraulic Hose/UTILITY		1.0000	EA	66.1000	66.10			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				6053 (2017 Case TV380 loader)			66.10	
	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
P20432	1/2" Hydraulic Hose/STREET	Open			04/24/2020	05/08/2020	04/24/2020			76.55
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Vehicle parts and supplies - 1/2" Hydraulic Hose/STREET		1.0000	EA	76.5500	76.55				
	G/L Account					Project		Amount		
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)					6315 (2014 Case Loader backhoe NDC586315)		76.55		
	Invoice Items					1				
P20433	Filters for Service/UTILITY	Open			04/24/2020	05/08/2020	04/24/2020			199.67
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Vehicle parts and supplies - Filters for Service/UTILITY		1.0000	EA	199.6700	199.67				
	G/L Account					Project		Amount		
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)					6053 (2017 Case TV380 loader)		199.67		
	Invoice Items					1				
P20499	New Oil Pan-Gaskets-Filters/UTILITY	Open			04/28/2020	05/08/2020	04/28/2020			298.43
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Repair of operating equipment - New Oil Pan-Gaskets-Filters/UTILITY		1.0000	EA	298.4300	298.43				
	G/L Account					Project		Amount		
	61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)					5133 (5133 - 2014 Case 590 SN Loader backhoe)		298.43		
	Invoice Items					1				
P19872	Flex forks for mowers - MAINT	Open			04/06/2020	05/08/2020	04/06/2020			329.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Vehicle parts & supplies / MAINT - Flex forks for mowers - MAINT		1.0000	EA	329.0000	329.00				
	G/L Account					Project		Amount		
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)					0000 (0000 - Misc. Equip.)		329.00		
	Invoice Items					1				
Vendor 1089 - BIRKEY'S Totals Invoices 11 \$4,439.94										
Vendor 4449 - BLUE CROSS BLUE SHIELD OF ILLINOIS										
4/16/20	May 2020 Dental / EBHR	Open			05/01/2020	05/08/2020	05/01/2020			4,954.06
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Dental insurance employee voluntary deduction / EB - May 2020 Dental / EBHR		1.0000	EA	4,954.0600	4,954.06				
	G/L Account					Project		Amount		



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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
4/16/20	May 2020 Dental / EBHR	Open		05/01/2020	05/08/2020	05/01/2020			4,954.06
<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>	
	11-2033 (General Fund-Other voluntary deductions)							4,954.06	
	Invoice Items			1					
Vendor 4449 - BLUE CROSS BLUE SHIELD OF ILLINOIS Totals						Invoices	1		\$4,954.06
Vendor 2947 - BPC - BENEFIT PLANNING CONSULTANTS									
BPCI00226624	Flex & COBRA May 2020 / EBHR	Open		05/01/2020	05/08/2020	05/01/2020			202.09
<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>	
	Other consulting services - Flex & COBRA May 2020 / EBHR		1.0000	EA	202.0900	202.09			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-3106 (General Fund-Human Resources-Other consulting services)							202.09	
	Invoice Items			1					
Vendor 2947 - BPC - BENEFIT PLANNING CONSULTANTS Totals						Invoices	1		\$202.09
Vendor 1105 - BRENNTAG MID-SOUTH, INC									
BMS562322	WP Chemicals - Fluoride	Open		04/15/2020	05/08/2020	04/15/2020			1,747.95
<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>	
	Chemicals / WTP - WP Chemicals - Fluoride		1.0000	EA	1,747.9500	1,747.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							1,747.95	
	Invoice Items			1					
Vendor 1105 - BRENNTAG MID-SOUTH, INC Totals						Invoices	1		\$1,747.95
Vendor 2278 - BUSHUE HUMAN RESOURCES, INC.									
9157	Consulting annual fee/EBHR	Open		05/01/2020	05/08/2020	05/01/2020			8,500.00
<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 - Consulting annual fee/EBHR		1.0000	EA	8,500.0000	8,500.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-3106 (General Fund-Human Resources-Other consulting services)							8,500.00	
	Invoice Items			1					
Vendor 2278 - BUSHUE HUMAN RESOURCES, INC. Totals						Invoices	1		\$8,500.00
Vendor 1130 - CDW GOVERNMENT INC									



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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
XNH8561	Cables & toner/IS	Open		04/13/2020	05/08/2020	04/13/2020			239.05
<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>	
	Office supplies / IS - Cables & toner/IS		1.0000	EA	239.0500	239.05			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-2001 (General Fund-Information Services-Office supplies)							239.05	
	<i>Invoice Items</i>				1				
XPF0911	Brother full PG mobile prt eng/PD	Open		04/16/2020	05/08/2020	04/16/2020			304.23
<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>	
	Vehicle & service equipment - Brother full PG mobile prt eng/PD		1.0000	EA	304.2300	304.23			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4144 (2020 Ford Explorer)			304.23	
	<i>Invoice Items</i>				1				
XPL4820	TRIPP 6ft REV USB bale/PD	Open		04/18/2020	05/08/2020	04/18/2020			6.06
<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 & service equipment - TRIPP 6ft REV USB bale/PD		1.0000	EA	6.0600	6.06			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4144 (2020 Ford Explorer)			6.06	
	<i>Invoice Items</i>				1				
Vendor 1130 - CDW GOVERNMENT INC Totals									3
									\$549.34
Vendor 3466 - CHARLESTON REC. DEPT. PETTY CASH									
PC 4/29/2020	Daddy/Daughter/Mom&Son food permit - RED	Open		01/22/2020	05/08/2020	01/22/2020			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>	
	Other Supplies / REC - Daddy/Daughter/Mom&Son food permit - RED		1.0000	EA	20.0000	20.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5080 (Daddy-Daughter Dance)			10.00	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1008 5085 (Mom Son Date Night)			10.00	
	<i>Invoice Items</i>				1				
PC 4/2020	Christ/Pool Laundry/Food Permit	Open		04/27/2020	05/08/2020	04/27/2020			60.34
<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>	
	Program supplies - Rec Dept - Christ/Pool Laundry/Food Permit		1.0000	EA	60.3400	60.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-7000 (Playground & Recreation Fund-Recreation Programs-Contingencies)							5.34	



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PC 4/2020	Christ/Pool Laundry/Food Permit	Open		04/27/2020	05/08/2020	04/27/2020			60.34
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs- Other supplies)					REC 1008 5140 (40 Mile Relay)		35.00	
	22-4520-2301 (Playground & Recreation Fund-Pool-Janitorial & cleaning supplies)							20.00	
	Invoice Items			1					
Vendor 1170 - CITY OF CHARLESTON/W&S DEPT		3466 - CHARLESTON REC. DEPT. PETTY CASH		Totals		Invoices		2	\$80.34
1030140002 04/20	2801 McKinley Ave- House/WTP	Open		04/16/2020	05/08/2020	04/16/2020			15.33
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Water service - 2801 McKinley Ave- House/WTP		1.0000	EA	15.3300	15.33			
	G/L Account				Project			Amount	
	61-4611-3407 (Water and Sewer Fund-Water Treatment Plant-Water)							15.33	
	Invoice Items			1					
1091010001 04/20	17540 Lake Charleston - restrooms/MAINT	Open		04/16/2020	05/08/2020	04/16/2020			13.94
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Water service - 17540 Lake Charleston - restrooms/MAINT		1.0000	EA	13.9400	13.94			
	G/L Account				Project			Amount	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							13.94	
	Invoice Items			1					
1091015002 04/20	17801 Lake Charleston Pavilion/MAINT	Open		04/16/2020	05/08/2020	04/16/2020			13.94
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Water service - 17801 Lake Charleston Pavilion/MAINT		1.0000	EA	13.9400	13.94			
	G/L Account				Project			Amount	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							13.94	
	Invoice Items			1					
1091020010 04/20	17550 Lake Charleston loop - fishing pier/MAINT	Open		04/16/2020	05/08/2020	04/16/2020			15.33
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Water service - 17550 Lake Charleston loop - fishing pier/MAINT		1.0000	EA	15.3300	15.33			
	G/L Account				Project			Amount	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							15.33	
	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
2060160001 04/20 <i>P.O. Number</i>	1510 A St - Fire Dept #2/FD <i>Item Description</i>	Open		04/22/2020	05/08/2020	04/22/2020			107.31
	Water service - 1510 A St - Fire Dept #2/FD		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
			1.0000	EA	107.3100	107.31			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3407 (General Fund-Fire Department-Water)							107.31	
			Invoice Items		1				
Vendor 1170 - CITY OF CHARLESTON/W&S DEPT Totals					Invoices	5			\$165.85
Vendor 2570 - COBBLE'S TOWING									
287719 <i>P.O. Number</i>	Wrecker Service Truck/STREET <i>Item Description</i>	Open		04/08/2020	05/08/2020	04/08/2020			60.00
	Repair of vehicles - Wrecker Service Truck/STREET		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
			1.0000	EA	60.0000	60.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3503 (General Fund-Street Department-Repair of vehicles)				5850 (5850 - 2004 Ford 1 Ton F350 Truck #42)			60.00	
			Invoice Items		1				
Vendor 2570 - COBBLE'S TOWING Totals					Invoices	1			\$60.00
Vendor 2937 - COLES COUNTY COUNCIL ON AGING									
05/01/2020 <i>P.O. Number</i>	Monthly payment/ADMIN <i>Item Description</i>	Open		05/01/2020	05/08/2020	05/01/2020			2,150.00
	Other contractual services - Monthly payment/ADMIN		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
			1.0000	EA	2,150.0000	2,150.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3999 (General Fund-Administration & Boards- Manager-Other contractual services)							2,150.00	
			Invoice Items		1				
05/01/2020 PD <i>P.O. Number</i>	Monthly dispatch service/PD <i>Item Description</i>	Open		05/01/2020	05/08/2020	05/01/2020			8,157.95
	Other business services - Monthly dispatch service/PD		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
			1.0000	EA	8,157.9500	8,157.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3199 (General Fund-Police Department-Business services)							8,157.95	
			Invoice Items		1				
Vendor 2937 - COLES COUNTY COUNCIL ON AGING Totals					Invoices	2			\$10,307.95
Vendor 1193 - COLES COUNTY EMERGENCY COMMUNICATIONS									



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05/01/2020 FD	Monthly dispatch service/FD	Open		05/01/2020	05/08/2020	05/01/2020			1,564.64
<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>	
	Other business services - Monthly dispatch service/FD		1.0000	EA	1,564.6400	1,564.64			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3199 (General Fund-Fire Department-Business services)							1,564.64	
	<i>Invoice Items</i>				1				
Vendor 1193 - COLES COUNTY EMERGENCY COMMUNICATIONS					Totals	Invoices	1		\$1,564.64
Vendor 1204 - COLES-MOULTRIE ELECTRIC COOP									
1440400 03/20	RR1 Charleston/WTP	Open		03/31/2020	05/08/2020	03/31/2020			23.50
<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>	
	Electricity & gas - RR1 Charleston/WTP		1.0000	EA	23.5000	23.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							23.50	
	<i>Invoice Items</i>				1				
1484000 03/20	RR 3-R3-8 Traffic signal/STREET LIGHTING	Open		03/31/2020	05/08/2020	03/31/2020			53.97
<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>	
	Street lights electricity - RR 3-R3-8 Traffic signal/STREET LIGHTING		1.0000	EA	53.9700	53.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4316-3405 (General Fund-Street Lighting-Street lights electricity)							53.97	
	<i>Invoice Items</i>				1				
1569500 03/20	11547 Old State Rd lift/WWTP	Open		03/31/2020	05/08/2020	03/31/2020			164.05
<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>	
	Electricity & gas - 11547 Old State Rd lift/WWTP		1.0000	EA	164.0500	164.05			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							164.05	
	<i>Invoice Items</i>				1				
2039100 03/20	6050 Rt130 Woodyard/MAINT	Open		03/31/2020	05/08/2020	03/31/2020			34.00
<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>	
	Electricity & gas - 6050 Rt130 Woodyard/MAINT		1.0000	EA	34.0000	34.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							34.00	
	<i>Invoice Items</i>				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
2107500 03/20	Fishing pier & pavillion/WTP	Open		03/31/2020	05/08/2020	03/31/2020			34.00
<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>	
	Electricity & gas - Fishing pier & pavillion/WTP		1.0000	EA	34.0000	34.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							34.00	
	<i>Invoice Items</i>				1				
2224000 03/20	Lake bathrooms/MAINT	Open		03/31/2020	05/08/2020	03/31/2020			213.64
<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>	
	Electricity & gas - Lake bathrooms/MAINT		1.0000	EA	213.6400	213.64			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							213.64	
	<i>Invoice Items</i>				1				
2225300 03/20	RT 16 & Loxa Rd lights/STREET LIGHTING	Open		03/31/2020	05/08/2020	03/31/2020			104.61
<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 - RT 16 & Loxa Rd lights/STREET LIGHTING		1.0000	EA	104.6100	104.61			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4316-3405 (General Fund-Street Lighting-Street lights electricity)							104.61	
	<i>Invoice Items</i>				1				
2247700 03/20	LIT Pavillion/MAINT	Open		03/31/2020	05/08/2020	03/31/2020			64.83
<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>	
	Electricity & gas - LIT Pavillion/MAINT		1.0000	EA	64.8300	64.83			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							64.83	
	<i>Invoice Items</i>				1				
363200 03/20	Security lights/STREET LIGHTING	Open		03/31/2020	05/08/2020	03/31/2020			1,097.97
<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>	
	Street lights electricity - Security lights/STREET LIGHTING		1.0000	EA	1,097.9700	1,097.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4316-3405 (General Fund-Street Lighting-Street lights electricity)							1,097.97	
	<i>Invoice Items</i>				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
660400 03/20	2400 Cambridge - Heritage Woods/MAINT	Open		03/31/2020	05/08/2020	03/31/2020			37.64
<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>	
	Electricity & gas - 2400 Cambridge - Heritage Woods/MAINT		1.0000	EA	37.6400	37.64			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							37.64	
	Invoice Items			1					
719500 03/30	Tornado siren/MAINT	Open		03/31/2020	05/08/2020	03/31/2020			74.66
<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 - Tornado siren/MAINT		1.0000	EA	74.6600	74.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							74.66	
	Invoice Items			1					
808600 03/20	River pump house/WTP	Open		03/31/2020	05/08/2020	03/31/2020			152.76
<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>	
	Electricity & gas - River pump house/WTP		1.0000	EA	152.7600	152.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							152.76	
	Invoice Items			1					
997600 03/20	Sister City Pavillion/MAINT	Open		03/31/2020	05/08/2020	03/31/2020			39.65
<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 - Sister City Pavillion/MAINT		1.0000	EA	39.6500	39.65			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							39.65	
	Invoice Items			1					
Vendor 1204 - COLES-MOULTRIE ELECTRIC COOP Totals					Invoices	13			\$2,095.28
Vendor 1211 - CONNOR CO CORPORATE OFFICE									
S9040998.001	Plumbing materials-PD/TIF	Open		04/17/2020	05/08/2020	04/17/2020			55.47
<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 Public Improvements - Plumbing materials-PD/TIF		1.0000	EA	55.4700	55.47			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-4108 (Tax Increment Financing Fund-TIF District-TIF public improvements)				PD REMODEL (Remodel of the police station)			55.47	
	Invoice Items			1					



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S9043532.001	Plumbing materials-PD/TIF	Open		04/20/2020	05/08/2020	04/20/2020			89.79
<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 Public Improvements - Plumbing materials-PD/TIF		1.0000	EA	89.7900	89.79			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-4108 (Tax Increment Financing Fund-TIF District-TIF public improvements)				PD REMODEL (Remodel of the police station)			89.79	
				Invoice Items	1				
S9033751.001	Drain cleaner - MAINT	Open		04/08/2020	05/08/2020	04/08/2020			36.88
<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>	
	Park maintenance materials - Drain cleaner - MAINT		1.0000	EA	36.8800	36.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							36.88	
				Invoice Items	1				
Vendor 1211 - CONNOR CO CORPORATE OFFICE Totals					Invoices	3			\$182.14
Vendor 1213 - CONSOLIDATED COMMUNICATIONS - CCI									
2173458425 04/20	Monthly internet and telephone allocation	Open		04/11/2020	05/08/2020	04/11/2020			4,325.14
<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 - Monthly internet and telephone allocation		1.0000	EA	4,325.1400	4,325.14			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3401 (General Fund-Administration & Boards- Manager-Telephone expense)							576.25	
	11-4004-3401 (General Fund-Comptroller's Office-Telephone expense)							87.56	
	11-4052-3401 (General Fund-City Attorney's Office-Telephone expense)							130.26	
	11-4095-3401 (General Fund-Engineering Department-Telephone expense)							205.98	
	11-4194-3401 (General Fund-Parks & Maintenance Department-Telephone expense)							138.16	
	11-4210-3401 (General Fund-Police Department-Telephone expense)							963.13	
	11-4221-3401 (General Fund-Fire Department-Telephone expense)							419.89	
	11-4310-3401 (General Fund-Street Department-Telephone expense)							95.44	
	11-4640-3401 (General Fund-Building & Development Services-Telephone expense)							199.33	
	61-4610-3401 (Water and Sewer Fund-Utility Department-Telephone expense)							54.03	
	61-4611-3401 (Water and Sewer Fund-Water Treatment Plant-Telephone expense)							379.85	
	61-4621-3401 (Water and Sewer Fund-Waste Water Treatment Plant-Telephone expense)							216.82	



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2173458425 04/20	Monthly internet and telephone allocation	Open		04/11/2020	05/08/2020	04/11/2020			4,325.14
<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>	
	61-4630-3401 (Water and Sewer Fund-Water Department-Telephone expense)							274.38	
	11-4099-3401 (General Fund-Tourism-Telephone expense)							47.76	
	11-4002-3401 (General Fund-City Clerk-Telephone expense)							63.68	
	22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)							366.36	
	11-4700-3401 (General Fund-Human Resources-Telephone expense)							57.41	
	61-4311-3401 (Water and Sewer Fund-City Garage-Telephone expense)							48.85	
	Invoice Items			1					
Vendor 1213 - CONSOLIDATED COMMUNICATIONS - CCI Totals						Invoices	1		\$4,325.14
Vendor 1224 - COUNTY OFFICE PRODUCTS INC									
0212863-001	Storage boxes/ADMIN	Open		04/17/2020	05/08/2020	04/17/2020			41.66
<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 - Storage boxes/ADMIN		1.0000	EA	41.6600	41.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							41.66	
	Invoice Items			1					
0212818-001	Ink Pad-paper-post-its/WATER DEPARTMENT	Open		04/14/2020	05/08/2020	04/14/2020			100.93
<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>	
	Office Supplies / WATER - Ink Pad-paper-post-its/WATER DEPARTMENT		1.0000	EA	100.9300	100.93			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							100.93	
	Invoice Items			1					
0212826-001	lead for pens - REC	Open		04/14/2020	05/08/2020	04/14/2020			1.09
<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>	
	Office Supplies - REC - lead for pens - REC		1.0000	EA	1.0900	1.09			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2001 (Playground & Recreation Fund-Recreation Programs-Office supplies)							1.09	
	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
0213040-001	Copy paper/FD	Open		04/28/2020	05/08/2020	04/28/2020			79.00
<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>	
	Copy service supplies - Copy paper/FD		1.0000	EA	79.0000	79.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2002 (General Fund-Fire Department-Copy service & supplies)							79.00	
	<i>Invoice Items</i>				1				
0212917-001	Warmer refill & pens/PD	Open		04/20/2020	05/08/2020	04/20/2020			28.81
<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 / PD - Warmer refill & pens/PD		1.0000	EA	28.8100	28.81			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							28.81	
	<i>Invoice Items</i>				1				
0212953-001	Clipboards/ADMIN	Open		04/22/2020	05/08/2020	04/22/2020			5.10
<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>	
	Office supplies / PD - Clipboards/ADMIN		1.0000	EA	5.1000	5.10			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							5.10	
	<i>Invoice Items</i>				1				
0213017-001	Chairmat/PD	Open		04/24/2020	05/08/2020	04/24/2020			93.39
<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>	
	Other supplies - Chairmat/PD		1.0000	EA	93.3900	93.39			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							93.39	
	<i>Invoice Items</i>				1				
0213046-001	Desk, side chairs/PD	Open		04/28/2020	05/08/2020	04/28/2020			794.00
<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 supplies - Desk, side chairs/PD		1.0000	EA	794.0000	794.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							794.00	
	<i>Invoice Items</i>				1				
Vendor 1224 - COUNTY OFFICE PRODUCTS INC Totals					Invoices	8			\$1,143.98
Vendor 4462 - DEARBORN LIFE INSURANCE COMPANY									
Apr 2020	April 2020 Life (& Retiree)/EBHR	Open		04/16/2020	05/08/2020	04/16/2020			3,590.82
<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>	
	Payroll Withholding - April 2020 Life (& Retiree)/EBHR		1.0000	EA	3,590.8200	3,590.82			
	<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
Apr 2020	April 2020 Life (& Retiree)/EBHR	Open		04/16/2020	05/08/2020	04/16/2020			3,590.82
<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>	
	11-2038 (General Fund-Other payroll withholdings)							3,590.82	
	Invoice Items			1					
May 2020	May 2020 Life (& Retiree)/EBHR	Open		05/01/2020	05/08/2020	05/01/2020			3,590.82
<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>	
	Payroll Withholding - May 2020 Life (& Retiree)/EBHR		1.0000	EA	3,590.8200	3,590.82			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							3,590.82	
	Invoice Items			1					
Vendor 4462 - DEARBORN LIFE INSURANCE COMPANY Totals						Invoices	2		\$7,181.64
Vendor 2579 - DIEPHOLZ CHEVROLET BUICK									
134583	Additive/FD	Open		04/20/2020	05/08/2020	04/20/2020			16.15
<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 - Additive/FD		1.0000	EA	16.1500	16.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				0020 (0020-2013 Medtech Ambulance 3X38)			16.15	
	Invoice Items			1					
Vendor 2579 - DIEPHOLZ CHEVROLET BUICK Totals						Invoices	1		\$16.15
Vendor 1260 - DIMOND BROTHERS AGENCY INC									
470021	Treasurer's bond - Kuykendall	Open		05/01/2020	05/08/2020	05/01/2020			588.00
<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>	
	Liability & Auto Insurance Premium - Treasurer's bond - Kuykendall		1.0000	EA	588.0000	588.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4910-3306 (General Fund-Premiums, Judgments & Claims-Liability & auto insurance)							588.00	
	Invoice Items			1					
Vendor 1260 - DIMOND BROTHERS AGENCY INC Totals						Invoices	1		\$588.00
Vendor 4395 - DUDE SOLUTIONS									



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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
INV-62482	Dude solutions annual maintenance/IS	Open		05/01/2020	05/08/2020	05/01/2020			23,575.35
<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>	
	Data Processing Service - Dude solutions annual maintenance/IS		1.0000	EA	23,575.3500	23,575.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-3101 (General Fund-Information Services-Data processing services)							23,575.35	
				Invoice Items	1				
Vendor 4395 - DUDE SOLUTIONS Totals									Invoices 1 \$23,575.35
Vendor 1280 - DUST & SON OF COLES COUNTY									
S4-43288	New Hydraulic Hoses for Concrete Breaker/UTILITY	Open		04/16/2020	05/08/2020	04/16/2020			141.64
<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>	
	Vehicle parts and supplies - New Hydraulic Hoses for Concrete Breaker/UTILITY		1.0000	EA	141.6400	141.64			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				5133 (5133 - 2014 Case 590 SN Loader backhoe)			141.64	
				Invoice Items	1				
S4-44202	Seat Covers/W/S GARAGE	Open		04/20/2020	05/08/2020	04/20/2020			46.95
<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>	
	Vehicle parts and supplies - Seat Covers/W/S GARAGE		1.0000	EA	46.9500	46.95			
	<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.)			46.95	
				Invoice Items	1				
S4-36520	Rotor, RR Brk/FD	Open		04/09/2020	05/08/2020	04/09/2020			104.34
<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 - Rotor, RR Brk/FD		1.0000	EA	104.3400	104.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3226 (3226 - 2010 Ford F-150 Pickup)			104.34	
				Invoice Items	1				
Vendor 1280 - DUST & SON OF COLES COUNTY Totals									Invoices 3 \$292.93

Vendor 1287 - EASTERN ELECTRIC SUPPLY CO



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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
E053273	Conduit & fittings/STREET	Open		04/20/2020	05/08/2020	04/20/2020			132.00
<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 - Conduit & fittings/STREET		1.0000	EA	132.0000	132.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-4499 (General Fund-Street Department-Office furniture & equipment)							132.00	
	Invoice Items			1					
E053269	Conduit & fittings/STREET	Open		04/22/2020	05/08/2020	04/22/2020			212.66
<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 - Conduit & fittings/STREET		1.0000	EA	212.6600	212.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-4499 (General Fund-Street Department-Office furniture & equipment)							212.66	
	Invoice Items			1					
Vendor 1287 - EASTERN ELECTRIC SUPPLY CO Totals					Invoices	2			\$344.66
Vendor 1292 - EASTERN ILLINOIS PROPANE GAS									
236995	Propane/GARAGE/MECHANIC	Open		04/21/2020	05/08/2020	04/21/2020			15.04
<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>	
	Fuel & Oil - Propane/GARAGE/MECHANIC		1.0000	EA	15.0400	15.04			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2201 (General Fund-City Garage-Fuel & oil)							15.04	
	Invoice Items			1					
Vendor 1292 - EASTERN ILLINOIS PROPANE GAS Totals					Invoices	1			\$15.04
Vendor 3891 - F. E. MORAN FIRE PROTECTION									
001-259021022	Yearly Sprinkler Inspection -Utility Bldg./UTILITY	Open		04/23/2020	05/08/2020	04/23/2020			1,075.00
<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 - Yearly Sprinkler Inspection -Utility Bldg./UTILITY		1.0000	EA	1,075.0000	1,075.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3510 (Water and Sewer Fund-Utility Department-Repair of buildings & facilities)							1,075.00	
	Invoice Items			1					
Vendor 3891 - F. E. MORAN FIRE PROTECTION Totals					Invoices	1			\$1,075.00
Vendor 1328 - FASTENAL COMPANY									



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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
ILMAT142557	Wound Wipes-CC Dis Spray/UTILITY	Open		04/16/2020	05/08/2020	04/16/2020			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>	
	Janitorial & cleaning supplies - Wound Wipes-CC Dis Spray/UTILITY		1.0000	EA	47.9600	47.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2301 (Water and Sewer Fund-Utility Department-Janitorial & cleaning supplies)							47.96	
	Invoice Items			1					
ILMAT142596	Sanitizer Spray/UTILITY	Open		04/16/2020	05/08/2020	04/16/2020			424.99
<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>	
	Janitorial & cleaning supplies - Sanitizer Spray/UTILITY		1.0000	EA	424.9900	424.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2301 (Water and Sewer Fund-Utility Department-Janitorial & cleaning supplies)							424.99	
	Invoice Items			1					
Vendor 1328 - FASTENAL COMPANY Totals					Invoices	2			\$472.95
Vendor 4472 - FIRE SERVICE, INC									
49360	Hand sanitizer/FD	Open		04/23/2020	05/08/2020	04/23/2020			133.99
<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>	
	Janitorial & cleaning supplies - Hand sanitizer/FD		1.0000	EA	133.9900	133.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2301 (General Fund-Fire Department-Janitorial & cleaning supplies)				COVID19 (Coronavirus Pandemic)			133.99	
	Invoice Items			1					
Vendor 4472 - FIRE SERVICE, INC Totals					Invoices	1			\$133.99
Vendor 3965 - FIRE SMART PROMOTIONS									
109728	Fire Helmets & Sticker Badges for Fire Prevention Pgms/FD	Open		04/22/2020	05/08/2020	04/22/2020			848.00
<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>	
	Public education - Fire Helmets & Sticker Badges for Fire Prevention Pgms/FD		1.0000	EA	848.0000	848.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3110 (General Fund-Fire Department-Public education)							848.00	
	Invoice Items			1					
Vendor 3965 - FIRE SMART PROMOTIONS Totals					Invoices	1			\$848.00

Vendor 1340 - FIRST MID BANK & TRUST



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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
05/01/2020 #33	2016 AEV TramaHawk TypeIII ambulance #2706754390 loan payment/FD	Open		05/01/2020	05/08/2020	05/01/2020			2,391.57
<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>	
	Loan payment - 2016 AEV TramaHawk TypeIII ambulance #2706754390 loan payment/FD		1.0000	EA	2,391.5700	2,391.57			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4221-5101 (General Fund-Fire Department-Principal payments)							2,257.53	
	11-4221-5201 (General Fund-Fire Department-Interest payments)							134.04	
	Invoice Items			1					
Vendor 1340 - FIRST MID BANK & TRUST Totals					Invoices	1			\$2,391.57
Vendor 1352 - FRATERNAL ORDER OF POLICE									
2020-00000124	FOP Dues - Police Dues	Open		05/01/2020	05/01/2020	05/01/2020			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 - 05/01/2020 Deduction Police Dues		1.0000	EA	696.0000	696.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2028 (General Fund-FOP dues withholding)							696.00	
	Invoice Items			1					
2020-00000135	FOP Dues - Police Dues	Open		05/01/2020	05/01/2020	05/01/2020			(24.00)
<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 - 05/01/2020 Deduction Police Dues		1.0000	EA	(24.0000)	(24.00)			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2028 (General Fund-FOP dues withholding)							(24.00)	
	Invoice Items			1					
2020-00000140	FOP Dues - Police Dues	Open		05/01/2020	05/01/2020	05/01/2020			24.00
<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 - 05/01/2020 Deduction Police Dues		1.0000	EA	24.0000	24.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2028 (General Fund-FOP dues withholding)							24.00	
	Invoice Items			1					
Vendor 1352 - FRATERNAL ORDER OF POLICE Totals					Invoices	3			\$696.00
Vendor 1361 - GALLS, LLC									
015450770	Boots & pouches/PD	Open		04/12/2020	05/08/2020	04/12/2020			322.10
<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>	
	Uniforms / PD - Boots & pouches/PD		1.0000	EA	322.1000	322.10			
	<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
015450770	Boots & pouches/PD	Open		04/12/2020	05/08/2020	04/12/2020			322.10
<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>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							322.10	
	Invoice Items			1					
015455672	Cap-David/PD	Open		04/13/2020	05/08/2020	04/13/2020			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>	
	Uniforms / PD - Cap-David/PD		1.0000	EA	25.0000	25.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							25.00	
	Invoice Items			1					
015475214	Handcuff pouch/PD	Open		04/15/2020	05/08/2020	04/15/2020			65.04
<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>	
	Uniforms / PD - Handcuff pouch/PD		1.0000	EA	65.0400	65.04			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							65.04	
	Invoice Items			1					
015481955	Handcuff pouch - Hammond/PD	Open		04/16/2020	05/08/2020	04/16/2020			38.74
<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 - Handcuff pouch - Hammond/PD		1.0000	EA	38.7400	38.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							38.74	
	Invoice Items			1					
015482267	Boots, gloves, shirt, & belt - Compton/PD	Open		04/16/2020	05/08/2020	04/16/2020			488.99
<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 / PD - Boots, gloves, shirt, & belt - Compton/PD		1.0000	EA	488.9900	488.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							488.99	
	Invoice Items			1					
Vendor 1361 - GALLS, LLC Totals					Invoices	5			\$939.87

Vendor 1364 - GANO WELDING SUPPLIES



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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
844635	Acetylene and oxygen - MAINT	Open		03/31/2020	05/08/2020	03/31/2020			6.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Park maintenance materials - Acetylene and oxygen - 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	1		\$6.00
Vendor 1371 - GEORGE'S ROACH & FLEA SVC									
14356	WP Pest Control Expense - Traps, etc.	Open		04/21/2020	05/08/2020	04/21/2020			310.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Extermination & pest control - WP Pest Control Expense - Traps, etc.		1.0000	EA	310.0000	310.00			
	G/L Account				Project			Amount	
	61-4611-3105 (Water and Sewer Fund-Water Treatment Plant-Extermination & pest control)							310.00	
	Invoice Items			1					
Vendor 1371 - GEORGE'S ROACH & FLEA SVC			Totals			Invoices	2		\$692.00
Vendor 1377 - GLOBAL TECHNICAL SYSTEMS INC									
105005592-1	Truck #10 parts for radio install/ENGINEERING	Open		03/24/2020	05/08/2020	03/24/2020			26.85
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - Truck #10 parts for radio install/ENGINEERING		1.0000	EA	26.8500	26.85			
	G/L Account				Project			Amount	
	11-4095-2401 (General Fund-Engineering Department-Vehicle parts & supplies)					6783 (2020 Ford F-150)		26.85	
	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
103002696-1	Kenwood/PD	Open		04/23/2020	05/08/2020	04/23/2020			1,584.80
<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>	
	Repair of radios - Kenwood/PD		1.0000	EA	1,584.8000	1,584.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3509 (General Fund-Police Department-Repair of radios)							1,584.80	
	<i>Invoice Items</i>			1					
Vendor 1377 - GLOBAL TECHNICAL SYSTEMS INC Totals					Invoices	2			\$1,611.65
Vendor 3700 - GREAT AMERICA FINANCIAL SERVICES									
26935198	Printer contract 015-0868097-000	Open		05/01/2020	05/08/2020	05/01/2020			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>	
	Xerox copier systems/IS		1.0000	EA	130.0000	130.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	Other consulting services - Printer contract 015-0868097-000 Xerox copier systems/IS							130.00	
	11-4060-3106 (General Fund-Information Services-Other consulting services)								
	<i>Invoice Items</i>			1					
Vendor 3700 - GREAT AMERICA FINANCIAL SERVICES Totals					Invoices	1			\$130.00
Vendor 2530 - GRUNLOH CONSTRUCTION									
4	CPD renovations- Resolution 19-R-82 bid award/TIF	Open		04/20/2020	05/08/2020	04/20/2020			52,754.07
<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>	
	TIF Public Improvements - CPD renovations- Resolution 19-R-82 bid award/TIF		1.0000	EA	52,754.0700	52,754.07			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-4108 (Tax Increment Financing Fund-TIF District-TIF public improvements)				PD REMODEL (Remodel of the police station)			52,754.07	
	<i>Invoice Items</i>			1					
Vendor 2530 - GRUNLOH CONSTRUCTION Totals					Invoices	1			\$52,754.07
Vendor 1395 - HACH COMPANY									
11909440	WW Lab Supplies	Open		04/03/2020	05/08/2020	04/03/2020			1,482.62
<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		1.0000	EA	1,482.6200	1,482.62			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2105 (Water and Sewer Fund-Waste Water Treatment Plant-Laboratory supplies)							1,482.62	
	<i>Invoice Items</i>			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
11917706	WW Lab Supplies	Open		04/10/2020	05/08/2020	04/10/2020			121.50
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Lab supplies / WWTP - WW Lab Supplies		1.0000	EA	121.5000	121.50			
	G/L Account				Project			Amount	
	61-4621-2105 (Water and Sewer Fund-Waste Water Treatment Plant-Laboratory supplies)							121.50	
	Invoice Items			1					
Vendor 1395 - HACH COMPANY			Totals			Invoices	2		\$1,604.12
Vendor 1398 - HALL SIGNS INC									
494455	Road construction signs & safety barricades/STREET/UTILITY	Open		04/29/2020	05/08/2020	04/29/2020			1,907.70
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Sign maintenance materials - Road construction signs & safety barricades/STREET/UTILITY		1.0000	EA	1,907.7000	1,907.70			
	G/L Account				Project			Amount	
	11-4310-2514 (General Fund-Street Department-Sign maintenance materials)							953.85	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							953.85	
	Invoice Items			1					
Vendor 1398 - HALL SIGNS INC			Totals			Invoices	1		\$1,907.70
Vendor 2654 - HARRELSON PLUMBING AND HEATING									
31923	Porta Potty at VFW - MAINT	Open		03/31/2020	05/08/2020	03/31/2020			110.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of buildings and facilities - Porta Potty at VFW - MAINT		1.0000	EA	110.0000	110.00			
	G/L Account				Project			Amount	
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)							110.00	
	Invoice Items			1					
Vendor 2654 - HARRELSON PLUMBING AND HEATING			Totals			Invoices	1		\$110.00
Vendor 1955 - HOME DEPOT CREDIT SERVICES									
04/21/2020	Sink for Fire Station 1/FD	Open		04/21/2020	05/08/2020	04/21/2020			202.27
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of buildings and facilities - Sink for Fire Station 1/FD		1.0000	EA	202.2700	202.27			
	G/L Account				Project			Amount	



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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
04/21/2020	Sink for Fire Station 1/FD	Open		04/21/2020	05/08/2020	04/21/2020			202.27
<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>	
	11-4221-3510 (General Fund-Fire Department-Repair of buildings & facilities)							202.27	
	Invoice Items			1					
Vendor 1955 - HOME DEPOT CREDIT SERVICES Totals						Invoices	1		\$202.27
Vendor 3798 - HOMEFIELD ENERGY									
1396620041	Monthly electric supply allocation	Open		04/27/2020	05/08/2020	04/27/2020			33,462.76
<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>	
	Electricity & gas - Monthly electric supply allocation		1.0000	EA	33,462.7600	33,462.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							1,083.74	
	11-4210-3403 (General Fund-Police Department-Electricity & gas)							461.36	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							694.14	
	61-4610-3403 (Water and Sewer Fund-Utility Department-Electricity & gas)							188.48	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							6,356.85	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							15,629.76	
	11-4316-3405 (General Fund-Street Lighting-Street lights electricity)							7,736.24	
	61-4311-3403 (Water and Sewer Fund-City Garage-Electricity & gas)							345.22	
	22-4520-3403 (Playground & Recreation Fund-Pool-Electricity & gas)							966.97	
	Invoice Items			1					
Vendor 3798 - HOMEFIELD ENERGY Totals						Invoices	1		\$33,462.76
Vendor 4452 - BRIAN E HUSTON									
18	Installation of equipment on car 8/PD	Open		04/24/2020	05/08/2020	04/24/2020			1,050.00
<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 & service equipment - Installation of equipment on car 8/PD		1.0000	EA	1,050.0000	1,050.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4144 (2020 Ford Explorer)			1,050.00	
	Invoice Items			1					
Vendor 4452 - BRIAN E HUSTON Totals						Invoices	1		\$1,050.00
Vendor 3944 - INTERSTATE BILLING SERVICE INC- RUSH TRUCK SERVICE									



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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
3018992308	New Turbo Hose/STREET	Open		04/13/2020	05/08/2020	04/13/2020			135.69
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - New Turbo Hose/STREET		1.0000	EA	135.6900	135.69			
	G/L Account				Project			Amount	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				1926 (1926 - 2001 Int'l Dump Truck - Manual #47)			135.69	
	Invoice Items				1				
3019094353	Filter Hydraulic/UTILITY	Open		04/22/2020	05/08/2020	04/22/2020			11.34
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - Filter Hydraulic/UTILITY		1.0000	EA	11.3400	11.34			
	G/L Account				Project			Amount	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				4700 (4700 - 2012 Int'l Dump Truck - Automatic)			11.34	
	Invoice Items				1				
3019108712	Air Drain Valve/STREET	Open		04/23/2020	05/08/2020	04/23/2020			303.44
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of operating equipment - Air Drain Valve/STREET		1.0000	EA	303.4400	303.44			
	G/L Account				Project			Amount	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				3468 (2017 International Dump Truck)			303.44	
	Invoice Items				1				
3019122808	Gearbox Core Refund/UTILITY	Open		04/24/2020	05/08/2020	04/24/2020			(616.75)
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of operating equipment - Gearbox Core Refund/UTILITY		1.0000	EA	(616.7500)	(616.75)			
	G/L Account				Project			Amount	
	61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)				4700 (4700 - 2012 Int'l Dump Truck - Automatic)			(616.75)	
	Invoice Items				1				
3019123586	Pitman Arm Return/UTILITY	Open		04/24/2020	05/08/2020	04/24/2020			(85.65)
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of office equipment - Pitman Arm Return/UTILITY		1.0000	EA	(85.6500)	(85.65)			
	G/L Account				Project			Amount	
	61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)				4700 (4700 - 2012 Int'l Dump Truck - Automatic)			(85.65)	
	Invoice Items				1				
Vendor 3944 - INTERSTATE BILLING SERVICE INC- RUSH TRUCK SERVICE Totals						Invoices	5		(\$251.93)



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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 1475 - INTL UNION OF OPERATING									
2020-00000128	OE Dues - 1st - IUOE Dues - 1st Check	Open		05/01/2020	05/01/2020	05/01/2020			660.00
<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 - 05/01/2020 Deduction		1.0000	EA	660.0000	660.00			
	IUOE Dues - 1st Check								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2029 (General Fund-OE dues withholding)							260.00	
	61-2029 (Water and Sewer Fund-OE dues withholding)							400.00	
	Invoice Items			1					
Vendor 1475 - INTL UNION OF OPERATING Totals									\$660.00
Vendor 2595 - J.B.'s WINDSHIELD REPAIR									
313	Windshield repair/PD	Open		04/24/2020	05/08/2020	04/24/2020			50.00
<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 - Windshield repair/PD		1.0000	EA	50.0000	50.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				7033 (2014 Ford Fusion SE / POLICE)			50.00	
	Invoice Items			1					
Vendor 2595 - J.B.'s WINDSHIELD REPAIR Totals									\$50.00
Vendor 3355 - JOHN DEERE FINANCIAL									
F30465/11	Amine gallon & hoe garden forged 6" fbgl hdle/UTILITY	Open		04/21/2020	05/08/2020	04/21/2020			29.98
<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 - Amine gallon & hoe garden forged 6" fbgl hdle/UTILITY		1.0000	EA	29.9800	29.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							29.98	
	Invoice Items			1					
E93273	Gloves/UTILITY	Open		03/02/2020	05/08/2020	03/02/2020			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 - 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					



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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
E95607	Brown Jersey Gloves/UTILITY	Open		03/06/2020	05/08/2020	03/06/2020			18.97
<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 - Brown Jersey Gloves/UTILITY		1.0000	EA	18.9700	18.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							18.97	
	<i>Invoice Items</i>			1					
E08423/11	Angle Steel-Casters/W/S GARAGE	Open		03/24/2020	05/08/2020	03/24/2020			72.94
<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 - Angle Steel-Casters/W/S GARAGE		1.0000	EA	72.9400	72.94			
	<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.)			72.94	
	<i>Invoice Items</i>			1					
F29468/11	Threall to Repair WM/UTILITY	Open		04/20/2020	05/08/2020	04/20/2020			24.59
<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>	
	Watermain materials/ UTILITY - Threall to Repair WM/UTILITY		1.0000	EA	24.5900	24.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							24.59	
	<i>Invoice Items</i>			1					
F30345/11	Kentucky Seed/STREET	Open		04/21/2020	05/08/2020	04/21/2020			59.99
<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>	
	Agricultural Supplies - Kentucky Seed/STREET		1.0000	EA	59.9900	59.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2108 (General Fund-Street Department-Agricultural supplies)							59.99	
	<i>Invoice Items</i>			1					
F0653/11	Snow fence - MAINT	Open		03/21/2020	05/08/2020	03/21/2020			549.83
<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>	
	Park maintenance materials - Snow fence - MAINT		1.0000	EA	549.8300	549.83			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)				COVID19 (Coronavirus Pandemic)			549.83	
	<i>Invoice Items</i>			1					



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F08053/11	Cable ties and spray bottles - MAINT	Open		03/23/2020	05/08/2020	03/23/2020			38.44
<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>	
	Park maintenance materials - Cable ties and spray bottles - MAINT		1.0000	EA	38.4400	38.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							38.44	
				Invoice Items	1				
F14686/11	Bucket and grabber - MAINT	Open		04/02/2020	05/08/2020	04/02/2020			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>	
	Park maintenance materials - Bucket and grabber - MAINT		1.0000	EA	9.9800	9.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							9.98	
				Invoice Items	1				
F14688/11	Grabbers - MAINT	Open		04/02/2020	05/08/2020	04/02/2020			27.96
<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>	
	Park maintenance materials - Grabbers - MAINT		1.0000	EA	27.9600	27.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							27.96	
				Invoice Items	1				
F25088/11	Chain oil - MAINT	Open		04/15/2020	05/08/2020	04/15/2020			11.99
<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 - Chain oil - MAINT		1.0000	EA	11.9900	11.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							11.99	
				Invoice Items	1				
F25595/11	Step ladder and wipes - MAINT	Open		04/16/2020	05/08/2020	04/16/2020			36.97
<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>	
	Park maintenance materials - Step ladder and wipes - MAINT		1.0000	EA	36.9700	36.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							36.97	
				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
F25771/11	Spray bottles - MAINT	Open		04/16/2020	05/08/2020	04/16/2020			5.97
<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>	
	Park maintenance materials - Spray bottles - MAINT		1.0000	EA	5.9700	5.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)				COVID19 (Coronavirus Pandemic)			5.97	
	Invoice Items			1					
F31301/11	Chain and hand sanitizer - MAINT	Open		04/22/2020	05/08/2020	04/22/2020			32.97
<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>	
	Park maintenance materials - Chain and hand sanitizer - MAINT		1.0000	EA	32.9700	32.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)				COVID19 (Coronavirus Pandemic)			32.97	
	Invoice Items			1					
F29476/11	Spray Bottles for Covid-19 Cleaner/FD	Open		04/20/2020	05/08/2020	04/20/2020			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>	
	Janitorial & cleaning supplies - Spray Bottles for Covid-19 Cleaner/FD		1.0000	EA	7.9600	7.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2301 (General Fund-Fire Department-Janitorial & cleaning supplies)				COVID19 (Coronavirus Pandemic)			7.96	
	Invoice Items			1					
F30442/11	Sewer Hose for Command Post Trailer/FD	Open		04/21/2020	05/08/2020	04/21/2020			28.48
<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 - Sewer Hose for Command Post Trailer/FD		1.0000	EA	28.4800	28.48			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				9799 (9799 - 2006 Command Post)			28.48	
	Invoice Items			1					
F32251/11	WP Misc Supplies - Pipe, Fittings, etc	Open		04/23/2020	05/08/2020	04/23/2020			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>	
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	4.9900	4.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							4.99	
	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
F37204/11	WP Misc Supplies - Pipe, Fittings, etc	Open		04/28/2020	05/08/2020	04/28/2020			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>	
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	4.9900	4.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							4.99	
	Invoice Items			1					
F33249/11	WW Misc. Supplies	Open		04/24/2020	05/08/2020	04/24/2020			34.93
<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>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	34.9300	34.93			
	<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)				0000 (0000 - Misc. Equip.)			34.93	
	Invoice Items			1					
Vendor 3355 - JOHN DEERE FINANCIAL Totals									Invoices 19 \$1,015.91
Vendor 4465 - JOHNSON CONTROLS FIRE PROTECTION LP									
04/23/2020	CPD renovations - New door access - modules & card readers/TIF	Open		04/23/2020	05/08/2020	04/23/2020			5,248.50
<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 Public Improvements - CPD renovations - New door access - modules & card readers/TIF		1.0000	EA	5,248.5000	5,248.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-4108 (Tax Increment Financing Fund-TIF District-TIF public improvements)				PD REMODEL (Remodel of the police station)			5,248.50	
	Invoice Items			1					
Vendor 4465 - JOHNSON CONTROLS FIRE PROTECTION LP Totals									Invoices 1 \$5,248.50
Vendor 1512 - KIRCHNER BUILDING CENTER									
I330288841	Lumber for Concrete/UTILITY	Open		04/01/2020	05/08/2020	04/01/2020			7.62
<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	7.6200	7.62			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							7.62	
	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
I330288928	Lumber for Concrete/UTILITY	Open		04/02/2020	05/08/2020	04/02/2020			16.35
<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>	
	Concrete - Lumber for Concrete/UTILITY		1.0000	EA	16.3500	16.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							16.35	
	<i>Invoice Items</i>				1				
I330288456	Safety fence - MAINT	Open		03/21/2020	05/08/2020	03/21/2020			50.38
<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>	
	Park maintenance materials - Safety fence - MAINT		1.0000	EA	50.3800	50.38			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							50.38	
	<i>Invoice Items</i>				1				
I330289465	Lumber - MAINT	Open		04/15/2020	05/08/2020	04/15/2020			1.34
<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>	
	Park maintenance materials - Lumber - MAINT		1.0000	EA	1.3400	1.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							1.34	
	<i>Invoice Items</i>				1				
I330289469	Lumber - MAINT	Open		04/15/2020	05/08/2020	04/15/2020			170.15
<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>	
	Park maintenance materials - Lumber - MAINT		1.0000	EA	170.1500	170.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							170.15	
	<i>Invoice Items</i>				1				
I330289649	Lumber - MAINT	Open		04/20/2020	05/08/2020	04/20/2020			9.14
<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	9.1400	9.14			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							9.14	
	<i>Invoice Items</i>				1				
I330289864	Lumber - MAINT	Open		04/23/2020	05/08/2020	04/23/2020			37.84
<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 - Lumber - MAINT		1.0000	EA	37.8400	37.84			
	<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
I330289864	Lumber - MAINT	Open		04/23/2020	05/08/2020	04/23/2020			37.84
<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>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							37.84	
	Invoice Items			1					
I330289868	Lumber - MAINT	Open		04/23/2020	05/08/2020	04/23/2020			13.88
<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>	
	Park maintenance materials - Lumber - MAINT		1.0000	EA	13.8800	13.88			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							13.88	
	Invoice Items			1					
Vendor 1512 - KIRCHNER BUILDING CENTER Totals						Invoices	8		\$306.70
Vendor 2468 - KRONOS									
11590725	March 2020 WFR / EBHR	Open		04/08/2020	05/08/2020	04/08/2020			815.50
<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>	
	Data Processing Service - March 2020 WFR / EBHR		1.0000	EA	815.5000	815.50			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4700-3101 (General Fund-Human Resources-Data processing services)							815.50	
	Invoice Items			1					
Vendor 2468 - KRONOS Totals						Invoices	1		\$815.50
Vendor 3609 - LEGALSHIELD									
4/15/2020	April 2020 Payroll Deductions / EBHR	Open		04/15/2020	05/08/2020	04/15/2020			843.65
<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>	
	Legalshield - voluntary legal insurance/ EBHR - April 2020 Payroll Deductions / EBHR		1.0000	EA	843.6500	843.65			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2033 (General Fund-Other voluntary deductions)							843.65	
	Invoice Items			1					
Vendor 3609 - LEGALSHIELD Totals						Invoices	1		\$843.65
Vendor 1542 - LORENZ WHOLESALE CO									



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521991	Gloves - MAINT	Open		04/08/2020	05/08/2020	04/08/2020			103.02
<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 services at City Hall / MAINT - Gloves - MAINT		1.0000	EA	103.0200	103.02			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2301 (General Fund-Parks & Maintenance Department-Janitorial & cleaning supplies)					COVID19 (Coronavirus Pandemic)		103.02	
	Invoice Items				1				
522414	WW Safety Supplies	Open		04/15/2020	05/08/2020	04/15/2020			69.84
<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>	
	Safety gear & clothing - WW Safety Supplies		1.0000	EA	69.8400	69.84			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2704 (Water and Sewer Fund-Waste Water Treatment Plant-Safety gear & clothing)							69.84	
	Invoice Items				1				
522414-1	WW Janitor Expense - Towels, Cleaners, etc	Open		04/20/2020	05/08/2020	04/20/2020			27.95
<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>	
	Safety gear & clothing - WW Janitor Expense - Towels, Cleaners, etc		1.0000	EA	27.9500	27.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2704 (Water and Sewer Fund-Waste Water Treatment Plant-Safety gear & clothing)							27.95	
	Invoice Items				1				
Vendor			1542 - LORENZ WHOLESALE CO Totals			Invoices		3	\$200.81
Vendor 4352 - MEDIACOM									
04/20/20	Cable/PD	Open		04/20/2020	05/08/2020	04/20/2020			22.12
<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>	
	Other business services - Cable/PD		1.0000	EA	22.1200	22.12			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3199 (General Fund-Police Department-Business services)							22.12	
	Invoice Items				1				
Vendor			4352 - MEDIACOM Totals			Invoices		1	\$22.12
Vendor 2648 - MICKEY'S LINEN & TOWEL SUPPLY									
3186681	Uniforms - MAINT	Open		03/27/2020	05/08/2020	03/27/2020			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>	



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3186681	Uniforms - MAINT	Open		03/27/2020	05/08/2020	03/27/2020			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>	
	11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)							24.70	
	Invoice Items			1					
Vendor 2648 - MICKEY'S LINEN & TOWEL SUPPLY Totals									
						Invoices	1		\$24.70
Vendor 1576 - MID-ILLINOIS CONCRETE, INC									
217901	PSI Ext/MFT	Open		04/15/2020	05/08/2020	04/15/2020			2,912.00
<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 - PSI Ext/MFT		1.0000	EA	2,912.0000	2,912.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	25-4312-4106 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Capital improvement projects)				PW 20 53 (LIT Dam A Improvements)			2,912.00	
	Invoice Items			1					
217902	4000 PSI/MOTOR FUEL TAX	Open		04/15/2020	05/08/2020	04/15/2020			1,356.25
<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>	
	Concrete - 4000 PSI/MOTOR FUEL TAX		1.0000	EA	1,356.2500	1,356.25			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)				PW 18 23 (CDBG - RLF SW PROJECT)			1,356.25	
	Invoice Items			1					
218160	Flowable Fill/MOTOR FUEL TAX	Open		04/22/2020	05/08/2020	04/22/2020			73.00
<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 Fill/MOTOR FUEL TAX		1.0000	EA	73.0000	73.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)				PW 20 20 (MFT Commodities)			73.00	
	Invoice Items			1					
218173	Concrete Tools/UTILITY	Open		04/22/2020	05/08/2020	04/22/2020			468.00
<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 - Concrete Tools/UTILITY		1.0000	EA	468.0000	468.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							468.00	
	Invoice Items			1					
Vendor 1576 - MID-ILLINOIS CONCRETE, INC Totals									
						Invoices	4		\$4,809.25
Vendor 1584 - MIDWEST METER INC									



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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
0120856-IN	3/4" Setters, Repair Clamps & Meter Pits/UTILITY	Open		04/21/2020	05/08/2020	04/21/2020			968.00
<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 - 3/4" Setters, Repair Clamps & Meter Pits/UTILITY		1.0000	EA	968.0000	968.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							968.00	
	Invoice Items			1					
Vendor 1584 - MIDWEST METER INC Totals					Invoices		1		\$968.00
Vendor 1592 - MLB OUTDOOR PRODUCTS									
46119	Fuel line - MAINT	Open		04/15/2020	05/08/2020	04/15/2020			4.60
<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>	
	Park maintenance materials - Fuel line - MAINT		1.0000	EA	4.6000	4.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							4.60	
	Invoice Items			1					
Vendor 1592 - MLB OUTDOOR PRODUCTS Totals					Invoices		1		\$4.60
Vendor 3721 - MORRIS TRUCKING, LLC									
892603	CA-6/UTILITY	Open		04/23/2020	05/08/2020	04/23/2020			1,451.32
<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>	
	Rock & Sand - CA-6/UTILITY		1.0000	EA	1,451.3200	1,451.32			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2503 (Water and Sewer Fund-Utility Department-Rock & sand)							1,451.32	
	Invoice Items			1					
892602	CA-6 to training center/FD	Open		04/23/2020	05/08/2020	04/23/2020			379.49
<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>	
	Repair of buildings and facilities - CA-6 to training center/FD		1.0000	EA	379.4900	379.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3510 (General Fund-Fire Department-Repair of buildings & facilities)							379.49	
	Invoice Items			1					
Vendor 3721 - MORRIS TRUCKING, LLC Totals					Invoices		2		\$1,830.81
Vendor 2490 - MUNICIPAL EMERGENCY SERVICE - MES-ILLINOIS									



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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
IN1449366	Safety Gear/FD	Open			04/21/2020	05/08/2020	04/21/2020			710.00
<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 - Safety Gear/FD		1.0000	EA	710.0000	710.00				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>		
	11-4221-2704 (General Fund-Fire Department-Safety gear & clothing)							710.00		
	Invoice Items					1				
Vendor 2490 - MUNICIPAL EMERGENCY SERVICE - MES-ILLINOIS Totals						Invoices		1		\$710.00
Vendor 3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY										
099597	Gloves/W/S GARAGE	Open			04/20/2020	05/08/2020	04/20/2020			19.32
<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>		
	Vehicle parts and supplies - Gloves/W/S GARAGE		1.0000	EA	19.3200	19.32				
	<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.)		19.32		
	Invoice Items					1				
099599	Macs Chain Cable Lube/W/S GARAGE	Open			04/20/2020	05/08/2020	04/20/2020			5.26
<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 - Macs Chain Cable Lube/W/S GARAGE		1.0000	EA	5.2600	5.26				
	<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.)		5.26		
	Invoice Items					1				
099600	Oil Pump/W/S GARAGE	Open			04/20/2020	05/08/2020	04/20/2020			5.29
<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>		
	Vehicle parts and supplies - Oil Pump/W/S GARAGE		1.0000	EA	5.2900	5.29				
	<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.)		5.29		
	Invoice Items					1				
099601	Hydraulic Hose/Fittings/STREET	Open			04/20/2020	05/08/2020	04/20/2020			53.30
<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 - Hydraulic Hose/Fittings/STREET		1.0000	EA	53.3000	53.30				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>		
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)					3018 (3018 - 2007 Case 580SM Loader/Extendahoe #33A)		53.30		
	Invoice Items					1				



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099605	2.5 Def/STREET	Open		04/20/2020	05/08/2020	04/20/2020			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>	
	Fuel & Oil - 2.5 Def/STREET		1.0000	EA	21.3400	21.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2201 (General Fund-Street Department-Fuel & oil)							21.34	
	<i>Invoice Items</i>				1				
099638	Fuel Filter/STREET	Open		04/23/2020	05/08/2020	04/23/2020			6.45
<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 - Fuel Filter/STREET		1.0000	EA	6.4500	6.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				2584 (2584 - 2003 Ford Bucket Truck #45)			6.45	
	<i>Invoice Items</i>				1				
099639	ATF/W/S GARAGE	Open		04/23/2020	05/08/2020	04/23/2020			75.48
<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 - ATF/W/S GARAGE		1.0000	EA	75.4800	75.48			
	<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.)			75.48	
	<i>Invoice Items</i>				1				
099653	Premium Bug Wash/W/S GARAGE	Open		04/24/2020	05/08/2020	04/24/2020			10.86
<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 - Premium Bug Wash/W/S GARAGE		1.0000	EA	10.8600	10.86			
	<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.)			10.86	
	<i>Invoice Items</i>				1				
099654	Fitting/W/S GARAGE	Open		04/24/2020	05/08/2020	04/24/2020			18.76
<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>	
	Vehicle parts and supplies - Fitting/W/S GARAGE		1.0000	EA	18.7600	18.76			
	<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.)			18.76	
	<i>Invoice Items</i>				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
099657	Fuel-Air Filters/STREET	Open		04/24/2020	05/08/2020	04/24/2020			55.38
<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>	
	Vehicle parts and supplies - Fuel-Air Filters/STREET		1.0000	EA	55.3800	55.38			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				6315 (2014 Case Loader backhoe NDC586315)			55.38	
	Invoice Items			1					
099609	Wiper blades - MAINT	Open		04/22/2020	05/08/2020	04/22/2020			7.58
<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 - Wiper blades - MAINT		1.0000	EA	7.5800	7.58			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				4005 (4005 - 2001 Dodge 3/4 Ton Ram Pickup #21)			7.58	
	Invoice Items			1					
099616	Oil filter - MAINT	Open		04/22/2020	05/08/2020	04/22/2020			7.20
<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>	
	Vehicle parts & supplies / MAINT - Oil filter - MAINT		1.0000	EA	7.2000	7.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				4005 (4005 - 2001 Dodge 3/4 Ton Ram Pickup #21)			7.20	
	Invoice Items			1					
099560	PTX Grey RTV Silicon & Trans-X Post Trac Add/FD	Open		04/15/2020	05/08/2020	04/15/2020			16.40
<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>	
	Vehicle parts and supplies - PTX Grey RTV Silicon & Trans-X Post Trac Add/FD		1.0000	EA	16.4000	16.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3226 (3226 - 2010 Ford F-150 Pickup)			16.40	
	Invoice Items			1					
099582	Draft Valve/FD	Open		04/17/2020	05/08/2020	04/17/2020			10.49
<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 - Draft Valve/FD		1.0000	EA	10.4900	10.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				4014 (4014 - 2001 Kenworth Rescue Pumper - 308)			10.49	
	Invoice Items			1					



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099596	75W Severe Gear/FD	Open		04/20/2020	05/08/2020	04/20/2020			67.96
<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 - 75W Severe Gear/FD		1.0000	EA	67.9600	67.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				0020 (0020-2013 Medtech Ambulance 3X38)			67.96	
	<i>Invoice Items</i>				1				
099604	2.5 Def/FD	Open		04/20/2020	05/08/2020	04/20/2020			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	
	<i>Invoice Items</i>				1				
099618	Preventative Maintenance on TRT Tools/FD	Open		04/22/2020	05/08/2020	04/22/2020			27.67
<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>	
	Repair of operating equipment - Preventative Maintenance on TRT Tools/FD		1.0000	EA	27.6700	27.67			
	<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.)			27.67	
	<i>Invoice Items</i>				1				
099661	Air Leak Monitor/FD	Open		04/24/2020	05/08/2020	04/24/2020			749.99
<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 - Air Leak Monitor/FD		1.0000	EA	749.9900	749.99			
	<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.)			749.99	
	<i>Invoice Items</i>				1				
099676	Spark Plug/FD	Open		04/25/2020	05/08/2020	04/25/2020			1.91
<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 - Spark Plug/FD		1.0000	EA	1.9100	1.91			
	<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.)			1.91	
	<i>Invoice Items</i>				1				
099685	Def/FD	Open		04/27/2020	05/08/2020	04/27/2020			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 - Def/FD		1.0000	EA	21.3400	21.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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099685	Def/FD	Open		04/27/2020	05/08/2020	04/27/2020			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>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			21.34	
	Invoice Items				1				
099610	Service cap/PD	Open		04/21/2020	05/08/2020	04/21/2020			2.54
<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 - Service cap/PD		1.0000	EA	2.5400	2.54			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				7588 (7588 - 2011 Ford Fusion)			2.54	
	Invoice Items				1				
099454	WP Vehicle Parts	Open		04/06/2020	05/08/2020	04/06/2020			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 and supplies - WP Vehicle Parts		1.0000	EA	8.9900	8.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2401 (Water and Sewer Fund-Water Treatment Plant-Vehicle parts & supplies)				6653 (6653 - 2006 Ford F150 Super Duty 4x4 #80)			8.99	
	Invoice Items				1				
099707	WP Misc Supplies - Pipe, Fittings, etc	Open		04/29/2020	05/08/2020	04/29/2020			36.75
<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. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	36.7500	36.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							36.75	
	Invoice Items				1				
099507	WW Vehicle Maintenance - GMC Crane #53 - 2228	Open		04/09/2020	05/08/2020	04/09/2020			78.96
<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 - WW Vehicle Maintenance - GMC Crane #53 - 2228		1.0000	EA	78.9600	78.96			
	<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)				2228 (2005 GMC Topkick Crane Truck #53 WWTP)			78.96	
	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
099660	WW Vehicle Maintenance - GMC Crane #53 - 2228	Open		04/24/2020	05/08/2020	04/24/2020			524.99
<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 - WW Vehicle Maintenance - GMC Crane #53 - 2228		1.0000	EA	524.9900	524.99			
	<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)				2228 (2005 GMC Topkick Crane Truck #53 WWTP)			524.99	
	Invoice Items			1					
Vendor 3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY Totals					Invoices	25			\$1,855.55
Vendor 2551 - NCPERS - 0216 - IL IMRF									
0216052020	May 2020 Premium / EBHR	Open		05/01/2020	05/08/2020	05/01/2020			176.00
<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>	
	Life insurance employee deductions / EB - May 2020 Premium / EBHR		1.0000	EA	176.0000	176.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2033 (General Fund-Other voluntary deductions)							176.00	
	Invoice Items			1					
Vendor 2551 - NCPERS - 0216 - IL IMRF Totals					Invoices	1			\$176.00
Vendor 1625 - NEAL TIRE & AUTO SERVICE									
104133786	Misc Scrap Tire Fees/UTILITY	Open		04/13/2020	05/08/2020	04/13/2020			123.00
<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 - Misc Scrap Tire Fees/UTILITY		1.0000	EA	123.0000	123.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3503 (Water and Sewer Fund-Utility Department-Repair of vehicles)				0000 (0000 - Misc. Equip.)			123.00	
	Invoice Items			1					
104133997	Tire Repair on Roller Trailer/STREET	Open		04/17/2020	05/08/2020	04/17/2020			22.69
<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 - Tire Repair on Roller Trailer/STREET		1.0000	EA	22.6900	22.69			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3503 (General Fund-Street Department-Repair of vehicles)				2084 (20840- Banner flatbed trailer / UTILITY)			22.69	
	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		
104134067	Tire Repair/UTILITY	Open			04/20/2020	05/08/2020	04/20/2020			105.95		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Repair of vehicles - Tire Repair/UTILITY		1.0000	EA	105.9500	105.95						
	G/L Account					Project		Amount				
	61-4610-3503 (Water and Sewer Fund-Utility Department-Repair of vehicles)					5133 (5133 - 2014 Case 590 SN Loader backhoe)		105.95				
	Invoice Items					1						
104134128	Tire Repair/STREET	Open			04/21/2020	05/08/2020	04/21/2020			140.95		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Repair of vehicles - Tire Repair/STREET		1.0000	EA	140.9500	140.95						
	G/L Account					Project		Amount				
	11-4310-3503 (General Fund-Street Department-Repair of vehicles)					0848 (Caterpillar 924H Wheel loader)		140.95				
	Invoice Items					1						
Vendor 1625 - NEAL TIRE & AUTO SERVICE Totals										Invoices	4	\$392.59
Vendor 3265 - O'REILLY AUTO PARTS												
2323-422193	Absorbent/W/S GARAGE	Open			04/09/2020	05/08/2020	04/09/2020			25.96		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Vehicle parts and supplies - Absorbent/W/S GARAGE		1.0000	EA	25.9600	25.96						
	G/L Account					Project		Amount				
	61-4311-2401 (Water and Sewer Fund-City Garage-Vehicle parts & supplies)					0000 (0000 - Misc. Equip.)		25.96				
	Invoice Items					1						
2323-422565	Dump Bed Assembly Parts/STREET	Open			04/13/2020	05/08/2020	04/13/2020			152.16		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Repair of operating equipment - Dump Bed Assembly Parts/STREET		1.0000	EA	152.1600	152.16						
	G/L Account					Project		Amount				
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)					5850 (5850 - 2004 Ford 1 Ton F350 Truck #42)		152.16				
	Invoice Items					1						
2323-423531	Tranny Fluid/UTILITY	Open			04/22/2020	05/08/2020	04/22/2020			17.97		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Vehicle parts and supplies - Tranny Fluid/UTILITY		1.0000	EA	17.9700	17.97						
	G/L Account					Project		Amount				
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)					4700 (4700 - 2012 Int'l Dump Truck - Automatic)		17.97				
	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
2323-423604	Fuel Stabilizer/STREET	Open		04/23/2020	05/08/2020	04/23/2020			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>	
	Vehicle parts and supplies - Fuel Stabilizer/STREET		1.0000	EA	21.9800	21.98			
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				2584 (2584 - 2003 Ford Bucket Truck #45)		21.98		
	Invoice Items			1					
2323-422678	Hose - MAINT	Open		04/14/2020	05/08/2020	04/14/2020			1.38
<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>	
	Park maintenance materials - Hose - MAINT		1.0000	EA	1.3800	1.38			
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)						1.38		
	Invoice Items			1					
2323-422190	Semi-Met Pad/FD	Open		04/09/2020	05/08/2020	04/09/2020			30.55
<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>	
	Vehicle parts and supplies - Semi-Met Pad/FD		1.0000	EA	30.5500	30.55			
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3226 (3226 - 2010 Ford F-150 Pickup)		30.55		
	Invoice Items			1					
2323-422760	1Qt Gear Oil/FD	Open		04/15/2020	05/08/2020	04/15/2020			41.97
<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>	
	Vehicle parts and supplies - 1Qt Gear Oil/FD		1.0000	EA	41.9700	41.97			
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3226 (3226 - 2010 Ford F-150 Pickup)		41.97		
	Invoice Items			1					
2323-422937	Drain Cock/FD	Open		04/17/2020	05/08/2020	04/17/2020			4.70
<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 - Drain Cock/FD		1.0000	EA	4.7000	4.70			
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				4014 (4014 - 2001 Kenworth Rescue Pumper - 308)		4.70		
	Invoice Items			1					
2323-422732	Brake rotor/PD	Open		04/15/2020	05/08/2020	04/15/2020			92.47
<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 - Brake rotor/PD		1.0000	EA	92.4700	92.47			
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				7588 (7588 - 2011 Ford Fusion)		92.47		
	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 3265 - O'REILLY AUTO PARTS Totals									
						Invoices	9		\$389.14
Vendor 2632 - OTTO'S CANVAS, LLC									
52365	Hosched Cover Repair/FD	Open		04/16/2020	05/08/2020	04/16/2020			88.75
<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>	
	Repair of vehicles - Hosched Cover Repair/FD		1.0000	EA	88.7500	88.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)				1977 (1977 - 2002 Pierce Pumer - 307)			88.75	
	<i>Invoice Items</i>				1				
Vendor 2632 - OTTO'S CANVAS, LLC Totals									
						Invoices	1		\$88.75
Vendor 1654 - OWEN MOTOR SPORTS, INC									
96388028	Gas Cap for Polaris Ranger/FD	Open		04/01/2020	05/08/2020	04/01/2020			59.99
<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 - Gas Cap for Polaris Ranger/FD		1.0000	EA	59.9900	59.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				8702 (8702 - 2005 Polaris Ranger 6x6)			59.99	
	<i>Invoice Items</i>				1				
Vendor 1654 - OWEN MOTOR SPORTS, INC Totals									
						Invoices	1		\$59.99
Vendor 1660 - PAAP PRINTING									
36572	Envelopes/ADMIN	Open		03/26/2020	05/08/2020	03/26/2020			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>	
	Printed forms - Envelopes/ADMIN		1.0000	EA	115.0000	115.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2004 (General Fund-Administration & Boards- Manager-Printed forms)							115.00	
	<i>Invoice Items</i>				1				
36627	Ambulance return envelope & window envelope/FD	Open		04/13/2020	05/08/2020	04/13/2020			273.00
<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>	
	Professional Printing - Ambulance return envelope & window envelope/FD		1.0000	EA	273.0000	273.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3202 (General Fund-Fire Department-Professional printing)							273.00	
	<i>Invoice Items</i>				1				
Vendor 1660 - PAAP PRINTING Totals									
						Invoices	2		\$388.00

Vendor **4473 - PALMER TRUCKS**



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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
EFP26033	Fitting & hose/FD	Open		04/16/2020	05/08/2020	04/16/2020			93.30
<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 - Fitting & hose/FD		1.0000	EA	93.3000	93.30			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				4014 (4014 - 2001 Kenworth Rescue Pumper - 308)			93.30	
	<i>Invoice Items</i>				1				
Vendor 4473 - PALMER TRUCKS Totals					Invoices	1			\$93.30
Vendor 4329 - PENN CARE									
42182	Misc First Aid supplies / EBHR	Open		04/28/2020	05/08/2020	04/28/2020			304.38
<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>	
	First Aid Supplies - Misc First Aid supplies / EBHR		1.0000	EA	304.3800	304.38			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-3197 (General Fund-Human Resources-Other employee benefits)							304.38	
	<i>Invoice Items</i>				1				
M40404	Thermometer, Infrared/FD	Open		03/26/2020	05/08/2020	03/26/2020			761.58
<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 - Thermometer, Infrared/FD		1.0000	EA	761.5800	761.58			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)				COVID19 (Coronavirus Pandemic)			761.58	
	<i>Invoice Items</i>				1				
Vendor 4329 - PENN CARE Totals					Invoices	2			\$1,065.96
Vendor 3186 - PEOPLES BANK & TRUST									
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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>	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match		1.0000	EA	53.2500	53.25			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	



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2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	



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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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>		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,067.97)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,067.97)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 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)						(1,082.76)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,067.97)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,067.97)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	



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Invoice Due Date Range 04/25/20 - 05/08/20

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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	



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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	



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2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
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	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
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Invoice Due Date Range 04/25/20 - 05/08/20

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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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>		
	Payroll Withholding - 05/01/2020 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)						(1,082.76)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 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)						(1,082.76)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>		<i>Amount</i>		
	11-2021 (General Fund-Medical & life ins withholding)						(1,067.97)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 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)						(1,082.76)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 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)						(1,082.76)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)						53.25		
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)						26.62		
	Payroll Withholding - 05/01/2020 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)						(1,082.76)		
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)						1,041.35		



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog	Part Number	Contract Number	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
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	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 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)							(1,082.76)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 Benefit HSA Match	1.0000	EA	53.2500	53.25				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							(1,067.97)	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,041.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							53.25	
	25-2021 (Motor Fuel Tax Fund-Medical & life ins withholding)							26.62	
	Payroll Withholding - 05/01/2020 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	



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Invoice Due Date Range 04/25/20 - 05/08/20

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2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	121.7600	121.76				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							121.76	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	25.0000	25.00				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							25.00	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	23.0800	23.08				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							23.08	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	25.0000	25.00				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							25.00	
	Payroll Withholding - 05/01/2020 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	



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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	53.0800	53.08				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-2038 (Playground & Recreation Fund-Other payroll withholdings)							53.08	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	48.0800	48.08				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							48.08	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	65.3900	65.39				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							65.39	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 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	



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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 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 - 05/01/2020 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 - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	80.0000	80.00				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							80.00	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	26.9300	26.93				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							26.93	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	



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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	70.0000	70.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							70.00	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 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 - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	150.0000	150.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							150.00	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	175.0000	175.00				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							175.00	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	



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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	61.5400	61.54				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							61.54	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	234.6200	234.62				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							234.62	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	10.0000	10.00				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							10.00	
	Payroll Withholding - 05/01/2020 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	



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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	153.8500	153.85				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							153.85	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	9.7100	9.71				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							9.71	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	234.6200	234.62				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							234.62	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	123.0800	123.08				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							123.08	
	Payroll Withholding - 05/01/2020 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 Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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</i>	<i>Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							41.65	
	25-2038 (Motor Fuel Tax Fund-Other payroll withholdings)							41.65	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	115.3900	115.39				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							115.39	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	234.6200	234.62				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							234.62	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction	1.0000	EA	83.3000	83.30				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 Deduction	1.0000	EA	180.0000	180.00				
	HSA Employee Contribution								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							180.00	
	Payroll Withholding - 05/01/2020 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	



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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
2020-00000129	HSA Contribution - HSA Employee Contribution*	Open		05/01/2020	05/01/2020	05/01/2020			10,152.07
<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>	
	Payroll Withholding - 05/01/2020 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 - 05/01/2020 Deduction		1.0000	EA	83.3000	83.30			
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 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	
	Payroll Withholding - 05/01/2020 Deduction		1.0000	EA	83.3000	83.30			
	HSA Employee Contribution								
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-2038 (General Fund-Other payroll withholdings)							83.30	
	Payroll Withholding - 05/01/2020 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	
	Invoice Items				160				
Vendor 3186 - PEOPLES BANK & TRUST Totals						Invoices	1		\$10,152.07
Vendor 2571 - PETTY CASH - FIRE DEPT									
04/21/2020	Meal reimbursements/FD	Open		04/21/2020	05/08/2020	04/21/2020			1,000.00
<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>	
	Commodities - Meal reimbursements/FD		1.0000	EA	1,000.0000	1,000.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4221-2901 (General Fund-Fire Department-Commodities)							1,000.00	
	Invoice Items				1				
Vendor 2571 - PETTY CASH - FIRE DEPT Totals						Invoices	1		\$1,000.00
Vendor 2540 - PETTY CASH - WATER DEPT.									
04/30/2020	12 ambulance return addresses/FD	Open		04/30/2020	05/08/2020	04/30/2020			7.44
<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>	
	Office supplies / FD - 12 ambulance return addresses/FD		1.0000	EA	7.4400	7.44			
	<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
04/30/2020	12 ambulance return addresses/FD	Open		04/30/2020	05/08/2020	04/30/2020			7.44
<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>	
	11-4221-2001 (General Fund-Fire Department-Office supplies)							7.44	
	Invoice Items			1					
Vendor 2540 - PETTY CASH - WATER DEPT. Totals					Invoices		1		\$7.44
Vendor 2729 - PILSON AUTO CENTER OF CHARLESTON INC									
95355	City managers van - 1st service/ADMIN	Open		04/23/2020	05/08/2020	04/23/2020			52.19
<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>	
	Repair of vehicles - City managers van - 1st service/ADMIN		1.0000	EA	52.1900	52.19			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4001-3503 (General Fund-Administration & Boards- Manager-Repair of vehicles)			1129 (2019 Dodge Caravan)				52.19	
	Invoice Items			1					
19614	2 Shields/FD	Open		04/15/2020	05/08/2020	04/15/2020			66.89
<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 Shields/FD		1.0000	EA	66.8900	66.89			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)			6302 (2019 Case 290SN)				66.89	
	Invoice Items			1					
19629	Tube/PD	Open		04/17/2020	05/08/2020	04/17/2020			99.66
<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 - Tube/PD		1.0000	EA	99.6600	99.66			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)			7588 (7588 - 2011 Ford Fusion)				99.66	
	Invoice Items			1					
Vendor 2729 - PILSON AUTO CENTER OF CHARLESTON INC Totals					Invoices		3		\$218.74
Vendor 2809 - JAROLD KENNY POLLUM									
04/25/2020	Clothing reimbursement/PD	Open		04/25/2020	05/08/2020	04/25/2020			230.25
<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 / PD - Clothing reimbursement/PD		1.0000	EA	230.2500	230.25			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							230.25	
	Invoice Items			1					
Vendor 2809 - JAROLD KENNY POLLUM Totals					Invoices		1		\$230.25



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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 1681 - POSTMASTER									
05/01/2020	Annual presort fee/WATER DEPT	Open		05/01/2020	05/08/2020	05/01/2020			240.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Postage expense - Annual presort fee/WATER DEPT		1.0000	EA	240.0000	240.00			
	G/L Account				Project			Amount	
	61-4630-3901 (Water and Sewer Fund-Water Department-Postage expense)							240.00	
	Invoice Items			1					
Vendor 1681 - POSTMASTER Totals				Invoices		1			\$240.00
Vendor 3049 - PRAIRIE STATE BANK & TRUST									
05/01/2020 #41	Dump truck loan #0003001450260/STREET	Open		05/01/2020	05/08/2020	05/01/2020			4,403.55
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Loan payment - Dump truck loan #0003001450260/STREET		1.0000	EA	4,403.5500	4,403.55			
	G/L Account				Project			Amount	
	11-4310-5101 (General Fund-Street Department-Principal payments)							4,235.99	
	11-4310-5109 (General Fund-Street Department-Interest Expense)							167.56	
	Invoice Items			1					
Vendor 3049 - PRAIRIE STATE BANK & TRUST Totals				Invoices		1			\$4,403.55
Vendor 1699 - QUALITY AUTO CONSTRUCTION									
04/21/2020	Painted vehicle cab/FD	Open		04/21/2020	05/08/2020	04/21/2020			2,166.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of vehicles - Painted vehicle cab/FD		1.0000	EA	2,166.0000	2,166.00			
	G/L Account				Project			Amount	
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)				0103 (2003 Ford - F350 4x4)			2,166.00	
	Invoice Items			1					
Vendor 1699 - QUALITY AUTO CONSTRUCTION Totals				Invoices		1			\$2,166.00
Vendor 1702 - R E PEDROTTI CO INC									
00065062-CHAIBP	WP Equipment Expense - CL2 System	Open		04/16/2020	05/08/2020	04/16/2020			280.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Misc. supplies / WTP - WP Equipment Expense - CL2 System		1.0000	EA	280.0000	280.00			
	G/L Account				Project			Amount	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							280.00	
	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 1719 - RAY O'HERRON CO INC			Vendor 1702 - R E PEDROTTI CO INC Totals			Invoices			1
2016782-IN	Magnetic conversion kit for truck #10/ENGINEERING	Open		03/19/2020	05/08/2020	03/19/2020			44.15
<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 - Magnetic conversion kit for truck #10/ENGINEERING		1.0000	EA	44.1500	44.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4095-2401 (General Fund-Engineering Department-Vehicle parts & supplies)				6783 (2020 Ford F-150)			44.15	
	Invoice Items			1					
2023461-IN	Strobes/UTILITY	Open		04/20/2020	05/08/2020	04/20/2020			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 - Strobes/UTILITY		1.0000	EA	94.0000	94.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				6947 (6947 - 2007 Impala)			94.00	
	Invoice Items			1					
2018085-IN	Gold plate badge/PD	Open		03/24/2020	05/08/2020	03/24/2020			136.00
<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>	
	Uniforms / PD - Gold plate badge/PD		1.0000	EA	136.0000	136.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							136.00	
	Invoice Items			1					
2019037-IN	Vest-Reed/PD	Open		03/27/2020	05/08/2020	03/27/2020			665.00
<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 - Vest-Reed/PD		1.0000	EA	665.0000	665.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2704 (General Fund-Police Department-Safety gear & clothing)							665.00	
	Invoice Items			1					
2022816-IN	Prisoner seat kit/PD	Open		04/16/2020	05/08/2020	04/16/2020			4,243.61
<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 & service equipment - Prisoner seat kit/PD		1.0000	EA	4,243.6100	4,243.61			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4144 (2020 Ford Explorer)			1,414.39	
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)				4147 (2020 Ford Explorer)			1,414.40	



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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
2022816-IN <i>P.O. Number</i>	Prisoner seat kit/PD <i>Item Description</i>	Open		04/16/2020	05/08/2020	04/16/2020			4,243.61
	11-4210-4299 (General Fund-Police Department-Vehicles & service equipment)			2613 (2020 Ford Explorer (actually 2614))				1,414.82	
	Invoice Items			1					
2023055-IN <i>P.O. Number</i>	Armorskin & chevron LT-Shute/PD <i>Item Description</i>	Open		04/17/2020	05/08/2020	04/17/2020			120.60
	Uniforms / PD - Armorskin & chevron LT-Shute/PD			1.0000 EA 120.6000	120.60				
	G/L Account			Project				Amount	
	11-4210-2701 (General Fund-Police Department-Uniforms)							120.60	
	Invoice Items			1					
Vendor 1719 - RAY O'HERRON CO INC Totals									\$5,303.36
Invoices							6		
Vendor 1748 - SARAH BUSH LINCOLN HLTH CNTR									
3710976 <i>P.O. Number</i>	Training & annual physicals/FD <i>Item Description</i>	Open		04/05/2020	05/08/2020	04/05/2020			3,752.00
	Education & training expense - Training & annual physicals/FD			1.0000 EA 3,752.0000	3,752.00				
	G/L Account			Project				Amount	
	11-4221-3706 (General Fund-Fire Department-Education & training expense)							3,400.00	
	11-4221-3107 (General Fund-Fire Department-Physical examinations)							352.00	
	Invoice Items			1					
Vendor 1748 - SARAH BUSH LINCOLN HLTH CNTR Totals									\$3,752.00
Invoices							1		
Vendor 1771 - SIGN APPEAL									
31528 <i>P.O. Number</i>	5' badge circle for station #2 & computer setup/FD <i>Item Description</i>	Open		04/29/2020	05/08/2020	04/29/2020			240.00
	Other building materials - 5' badge circle for station #2 & computer setup/FD			1.0000 EA 240.0000	240.00				
	G/L Account			Project				Amount	
	11-4221-2699 (General Fund-Fire Department-Other building materials)							240.00	
	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
31529	White reflective strip for pickup/FD	Open		04/29/2020	05/08/2020	04/29/2020			345.00
<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 - White reflective strip for pickup/FD		1.0000	EA	345.0000	345.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				0103 (2003 Ford - F350 4x4)			345.00	
	Invoice Items				1				
31464	Vehicle Parts/FD	Open		03/20/2020	05/08/2020	03/20/2020			55.00
<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 - Vehicle Parts/FD		1.0000	EA	55.0000	55.00			
	<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)			55.00	
	Invoice Items				1				
Vendor 1771 - SIGN APPEAL Totals						Invoices	3		\$640.00
Vendor 3109 - BRANDON SPINDLER									
04/17/2020	Clothing reimbursement - outer vest carrier & gear pouches/PD	Open		04/17/2020	05/08/2020	04/17/2020			489.00
<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>	
	Uniforms / PD - Clothing reimbursement - outer vest carrier & gear pouches/PD		1.0000	EA	489.0000	489.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							489.00	
	Invoice Items				1				
Vendor 3109 - BRANDON SPINDLER Totals						Invoices	1		\$489.00
Vendor 1786 - SPRINGFIELD ELECTRIC SUPPLY CO									
S6464398.001	Electrical parts - PD renovations/TIF	Open		04/07/2020	05/08/2020	04/07/2020			247.93
<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>	
	TIF Public Improvements - Electrical parts - PD renovations/TIF		1.0000	EA	247.9300	247.93			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-4108 (Tax Increment Financing Fund-TIF District-TIF public improvements)				PD REMODEL (Remodel of the police station)			247.93	
	Invoice Items				1				
Vendor 1786 - SPRINGFIELD ELECTRIC SUPPLY CO Totals						Invoices	1		\$247.93
Vendor 3505 - STRYKER SALES CORPORATION									



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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
3005086M	Replacement Powercot Batteries/FD	Open		04/21/2020	05/08/2020	04/21/2020			1,606.53
<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 - Replacement Powercot Batteries/FD		1.0000	EA	1,606.5300	1,606.53			
	<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.)			1,606.53	
	Invoice Items			1					
Vendor 3505 - STRYKER SALES CORPORATION Totals					Invoices	1			\$1,606.53
Vendor 3646 - TEKLAB INC									
242789	WW Sludge Expense - Quarterly Lab Tests	Open		04/21/2020	05/08/2020	04/21/2020			560.75
<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>	
	sludge testing fees/wwtp - WW Sludge Expense - Quarterly Lab Tests		1.0000	EA	560.7500	560.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3599 (Water and Sewer Fund-Waste Water Treatment Plant-Other repair & maintenance)							560.75	
	Invoice Items			1					
Vendor 3646 - TEKLAB INC Totals					Invoices	2			\$1,086.30
Vendor 3426 - THE BANK OF NEW YORK MELLON									
252-2280154	Library bond service fees/DEBT SERVICE	Open		05/01/2020	05/08/2020	05/01/2020			428.00
<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>	
	Service fee on bond issue - Library bond service fees/DEBT SERVICE		1.0000	EA	428.0000	428.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	90-4631-5301 (Debt Service Fund-Loan Payments-Service fees on bond issue)							428.00	
	Invoice Items			1					
Vendor 3426 - THE BANK OF NEW YORK MELLON Totals					Invoices	1			\$428.00
Vendor 4287 - TRITTENHAUS DESIGN									



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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
52620	Ad w/ Mattoon for LFL Heritage area/TOURISM	Open		02/12/2020	05/08/2020	02/12/2020			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>	
	Other contractual services - Ad w/ Mattoon for LFL Heritage area/TOURISM		1.0000	EA	400.0000	400.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4099-3999 (General Fund-Tourism-Other contractual services)							400.00	
	<i>Invoice Items</i>			1					
Vendor 4287 - TRITTENHAUS DESIGN Totals					Invoices	1			\$400.00
Vendor 1851 - UNITED PARCEL SERVICE									
000029Y964160	WP Lab Expense - Freight	Open		04/18/2020	05/08/2020	04/18/2020			22.07
<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>	
	Lab Processing Fees - WP Lab Expense - Freight		1.0000	EA	22.0700	22.07			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							22.07	
	<i>Invoice Items</i>			1					
Vendor 1851 - UNITED PARCEL SERVICE Totals					Invoices	1			\$22.07
Vendor 1868 - VERIZON WIRELESS									
9852634860	Monthly cellphone usage allocation	Open		04/15/2020	05/08/2020	04/15/2020			1,477.96
<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>	
	Cell phone service - Monthly cellphone usage allocation		1.0000	EA	1,477.9600	1,477.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3402 (General Fund-Administration & Boards- Manager-Cell phone expense)							45.10	
	11-4095-3402 (General Fund-Engineering Department-Cell phone expense)							90.20	
	11-4194-3402 (General Fund-Parks & Maintenance Department-Cell phone expense)							45.10	
	11-4210-3402 (General Fund-Police Department-Cell phone expense)							191.97	
	11-4221-3402 (General Fund-Fire Department-Cell phone expense)							455.52	
	11-4640-3402 (General Fund-Building & Development Services-Cell phone expense)							180.40	
	61-4610-3402 (Water and Sewer Fund-Utility Department-Cell phone expense)							187.15	
	61-4611-3402 (Water and Sewer Fund-Water Treatment Plant-Cell phone expense)							46.79	
	61-4621-3402 (Water and Sewer Fund-Waste Water Treatment Plant-Cell phone expense)							45.10	



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
9852634860	Monthly cellphone usage allocation	Open		04/15/2020	05/08/2020	04/15/2020			1,477.96
<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>	
	11-4099-3402 (General Fund-Tourism-Cell phone expense)							45.10	
	22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)							45.10	
	22-4510-3401 (Playground & Recreation Fund-Recreation Programs-Telephone expense)			REC 1004	3000 (Afterschool Club)			55.33	
	11-4004-3402 (General Fund-Comptroller's Office-Cell phone expense)							45.10	
	Invoice Items			1					
Vendor 1868 - VERIZON WIRELESS Totals									Invoices 1 \$1,477.96
Vendor 2179 - VSP - VISION SERVICE PLAN (IL)									
May 2020	May 2020 Vision Deductions / EBHR	Open		05/01/2020	05/08/2020	05/01/2020			490.07
<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>	
	Vision employee deductions / EB - May 2020		1.0000	EA	490.0700	490.07			
	Vision Deductions / EBHR								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2033 (General Fund-Other voluntary deductions)							490.07	
	Invoice Items			1					
Vendor 2179 - VSP - VISION SERVICE PLAN (IL) Totals									Invoices 2 \$587.24
Vendor 1877 - WALMART COMMUNITY / GECRB									
3772039-546260	Mints, sigh here flags, batteries, & febreeze/ADMIN	Open		04/17/2020	05/08/2020	04/17/2020			35.45
<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 - Mints, sigh here flags, batteries, & febreeze/ADMIN		1.0000	EA	35.4500	35.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							35.45	
	Invoice Items			1					



Accounts Payable Invoice Report - Council Meeting 05/05/2020

Invoice Due Date Range 04/25/20 - 05/08/20

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
010600729841	Cleaning Supplies/FD	Open		04/15/2020	05/08/2020	04/15/2020			20.62
<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 - Cleaning Supplies/FD		1.0000	EA	20.6200	20.62			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2301 (General Fund-Fire Department-Janitorial & cleaning supplies)							20.62	
				<i>Invoice Items</i>	1				
011100655532	WP Office Supplies - paper, pens, etc	Open		04/20/2020	05/08/2020	04/20/2020			29.22
<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 - WP Office Supplies - paper, pens, etc		1.0000	EA	29.2200	29.22			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2001 (Water and Sewer Fund-Water Treatment Plant-Office supplies)							29.22	
				<i>Invoice Items</i>	1				
Vendor 1877 - WALMART COMMUNITY / GECRB Totals									Invoices 3 \$85.29
Vendor 3810 - SCOTT WORKMAN									
04/28/2020	Clothing reimbursement - holster/PD	Open		04/28/2020	05/08/2020	04/28/2020			46.45
<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 - holster/PD		1.0000	EA	46.4500	46.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							46.45	
				<i>Invoice Items</i>	1				
Vendor 3810 - SCOTT WORKMAN Totals									Invoices 1 \$46.45
Vendor LINDSEY ROLEY									
2002343.0025	Kiwanis Park rental refund - REC	Open		04/28/2020	05/08/2020	04/28/2020			65.00
<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>	
	Program refunds - REC - Kiwanis Park rental refund - REC		1.0000	EA	65.0000	65.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3802 (Playground & Recreation Fund-Recreation Programs-Rental income)				REC 1000 9390 (Rental and Reservations)			65.00	
				<i>Invoice Items</i>	1				
Vendor LINDSEY ROLEY Totals									Invoices 1 \$65.00
Grand Totals									Invoices 328 \$240,288.41

City of Charleston
Payment Batch Register
Bank Account: CKG - Checking
Batch Date: 04/22/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CKG - Checking					
Check	04/22/2020	176862 Accounts Payable	ILLINOIS SECRETARY OF STATE		53.00
Check	04/22/2020	176863 Accounts Payable	ILLINOIS SECRETARY OF STATE		50.00
CKG Checking Totals:			Transactions: 2		<hr/> \$103.00
Checks:		2	\$103.00		

City of Charleston

Payment Batch Register

Bank Account: CKG - Checking
Batch Date: 04/29/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CKG - Checking					
Check	04/29/2020	176864 Accounts Payable	CITY OF CHARLESTON		2,374.96
CKG Checking Totals:			Transactions: 1		<u>\$2,374.96</u>
Checks:		1	\$2,374.96		

City Council Regular Meeting

4)

Meeting Date: 05/05/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

***PROCLAMATION:** May is Still National Bike Month!

STAFF RECOMMENDATION:

Approve.

Attachments

Proclamation: May is Still National Bike Month!

Proclamation

WHEREAS, May is Still National Bike Month and celebrated in communities from coast to coast; and

WHEREAS, National Bike Month was established in 1956 and is a chance to showcase the many benefits of bicycling—and encourage more folks to give biking a try; and

WHEREAS, National Bike Month is an opportunity to celebrate the unique power of the bicycle and the many reasons we ride; and

WHEREAS, bicycling is essential for people without access to cars, who do not want to risk the use of public transit; and

WHEREAS, bicycling is essential for people who deliver food, groceries, and other goods; and

WHEREAS, bicycling is essential for people who need to get out and be active while maintaining distance from others; and

WHEREAS, hundreds of thousands of bicyclists who have participated in typical years will continue to do so through virtual, solo, or safely distanced events in May 2020, and beyond; and

WHEREAS, you can still take part in National Bike Month by trying the following:

- Go for a ride—solo!
- Take a photo of yourself and your bike and share it on social media
- Challenge your friends to a photo contest—who can take the best photo of his or her bike leaning next to a tree?
- Create a scavenger hunt in your community and help people discover local sights
- Take a selfie in front of your favorite small businesses!

WHEREAS, residents are invited to ride in upcoming events by checking out www.charlestontourism.org and www.bikeandhike for weekly listings;

NOW, THEREFORE, I, Brandon Combs, Mayor of the City of Charleston, do hereby recognize May as National Bike Month in the City of Charleston, and encourage everyone to focus on riding “there” and integrating bicycling into as many aspects of our daily lives as possible.

In Witness Whereof, I have set my hand and caused the seal of the City of Charleston to be affixed.

DATED this ____ day of _____, 2020.

Mayor

ATTEST:

City Clerk

City Council Regular Meeting

5)

Meeting Date: 05/05/2020

Submitted For: Steve Pamperin, City Planner

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: In support of CDBG Downstate Small Business Stabilization Program Grant--BS of Charleston, Inc. d/b/a Ike's.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

Memo re: CDBG Downstate Small Business Program Grants.

RES: CDBG Downstate Small Business Stabilization Program Grant--Ike's.

MEMORANDUM

To: City Manager, Mayor, and City Council
From: Steve Pamperin, City Planner
Date: April 27, 2020
Re: **Resolution of Support for CDBG Grant Application**
CDBG Downstate Small Business Stabilization Program

As was detailed in the public hearing earlier, the City has prepared its second round of grant applications to DCEO to request Downstate Small Business Stabilization Program Funds for 3 small businesses located in Charleston. This program has been established to provide 60 days of working capital funds to local business that have been economically impacted by the COVID-19 virus. This program is geared to assist private for-profit small businesses considered “non-essential” by the Governor’s Executive Order; and for businesses with no more than 50 employees that have been open for a minimum of 3 years. The grant ceiling for each business is \$25,000.

Approving this Resolution of Support is required to advance this application to the State for their review and approval.

These grants benefit the following local businesses:

- 1) BS of Charleston Inc. d/b/a Ike’s in the amount of \$25,000;
 - 2) ICE, LLC d/b/a McGrady Inn in the amount of \$6,133;
 - 3) Towne Square Jewelers, Inc. in the amount of \$25,000.
-

It is important to note that the businesses must re-open following the COVID-19 crisis or the business and the City risks repayment of the grant funds to the State.

Included are 3 separate Resolutions of Support, one for each business individually.

It is to be determined by the Charleston City Council as to whether this is a viable use of grant funds, however, staff believe you should strongly consider approving these resolutions of support and waiving the lay-over period.

COUNCIL RESOLUTION OF SUPPORT**Resolution No. 20-R-39 (BS of Charleston Inc. d/b/a Ike's)****(The Resolution CANNOT be dated prior to the date of the Public Hearing)**

WHEREAS, the City of Charleston is applying to the State of Illinois for a Community Development Block Grant Program grant, and

WHEREAS, it is necessary that an application be made, and agreements entered with the State of Illinois.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the City of Charleston apply for a grant under the terms and conditions of the State of Illinois and shall enter in to and agree to the understandings and assurances contained in said application.
- 2) that the Mayor and City Clerk on behalf of the City execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor and City Clerk are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.

Passed this 5th day of May, 2020. (date required)

ATTEST: _____
City Clerk

Mayor

City Council Regular Meeting

6)

Meeting Date: 05/05/2020

Submitted For: Steve Pamperin, City Planner

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: In support of CDBG Downstate Small Business Stabilization Program Grant--ICE, LLC d/b/a McGrady Inn.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: CDBG Downstate Small Business Program Grant--McGrady Inn.

COUNCIL RESOLUTION OF SUPPORT**Resolution No. 20-R-40 (ICE, LLC. d/b/a McGrady Inn)****(The Resolution CANNOT be dated prior to the date of the Public Hearing)**

WHEREAS, the City of Charleston is applying to the State of Illinois for a Community Development Block Grant Program grant, and

WHEREAS, it is necessary that an application be made, and agreements entered with the State of Illinois.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the City of Charleston apply for a grant under the terms and conditions of the State of Illinois and shall enter in to and agree to the understandings and assurances contained in said application.
- 2) that the Mayor and City Clerk on behalf of the City execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor and City Clerk are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.

Passed this 5th day of May, 2020. (date required)

ATTEST: _____
City Clerk

Mayor

City Council Regular Meeting

7)

Meeting Date: 05/05/2020

Submitted For: Steve Pamperin, City Planner

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: In support of CDBG Downstate Small Business Stabilization Program Grant--Towne Square Jewelers, Inc.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: CDBG Downstate Small Business Stabilization Program Grant--Towne Square Jewelers.

COUNCIL RESOLUTION OF SUPPORT**Resolution No. 20-R-41 (Towne Square Jewelers, Inc.)****(The Resolution CANNOT be dated prior to the date of the Public Hearing)**

WHEREAS, the City of Charleston is applying to the State of Illinois for a Community Development Block Grant Program grant, and

WHEREAS, it is necessary that an application be made, and agreements entered with the State of Illinois.

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1) that the City of Charleston apply for a grant under the terms and conditions of the State of Illinois and shall enter in to and agree to the understandings and assurances contained in said application.
- 2) that the Mayor and City Clerk on behalf of the City execute such documents and all other documents necessary for the carrying out of said application.
- 3) that the Mayor and City Clerk are authorized to provide such additional information as may be required to accomplish the obtaining of such grant.

Passed this 5th day of May, 2020. (date required)

ATTEST: _____
City Clerk

Mayor

City Council Regular Meeting

8)

Meeting Date: 05/05/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Authorizing Street Closure for Annual Farmers Market.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Authorizing Street Closure for Annual Farmers Market on the Square.
2020 Farmers Market on the Square Poster.

R E S O L U T I O N

20 – R – _____

RESOLUTION AUTHORIZING STREET CLOSURE **FOR ANNUAL FARMERS' MARKET**

WHEREAS, the annual Farmers' Market on the Historic Courthouse Square will commence in the City of Charleston on the first Wednesday in June—June 3, 2020, and continue every Wednesday thereafter through the last Wednesday in October—October 28, 2020, weather, participation, and COVID-19 permitting; and

WHEREAS, it is in the best interest of the citizens of the City of Charleston that said Farmers' Market be conducted on the Historic Courthouse Square, specifically on 6th Street, between Monroe & Jackson Avenues, and on Monroe Avenue, between 6th and 7th Streets, in accordance with tradition; and

WHEREAS, it is appropriate to close said portions of 6th Street and Monroe Avenue to vehicular traffic and parking in order to facilitate said Market;

NOW, BE IT THEREFORE RESOLVED by the City Council of the City of Charleston, Coles County, Illinois, that the parking lane and as much of the east lane of 6th Street as may be required between Monroe and Jackson Avenues and the parking lane; and as much of the south lane of Monroe Avenue between 6th and 7th Streets as may be required, be closed to vehicular traffic for the annual

Farmers' Market on the Historic Courthouse Square from Wednesday, June 3, 2020, and every Wednesday thereafter through October 28, 2020, from 5:00 o'clock a.m. until 12:00 o'clock p.m. (noon).

INTRODUCED this _____ day of _____, 2020.

PASSED this _____ day of _____, 2020.

APPROVED this _____ day of _____, 2020.

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

Brandon Combs, Mayor

ATTEST:

Deborah Muller, City Clerk

2020 Farmers Market

Historic Courthouse Square!



June 3 – October 28

City Council Regular Meeting

9)

Meeting Date: 05/05/2020

Submitted For: Curt Buescher, Public Works Director

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Allocating Supplemental MFT Funds.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Obligating \$680,305 in MFT Funds for FY 21 Maintenance Materials.

Estimate of Maintenance Costs.

FY 21 MFT Funds Tracking Spreadsheet.



Resolution for Maintenance
Under the Illinois Highway Code



Resolution Number RES 20-R-_____	Resolution Type Original	Section Number 20-00000-00-GM
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BE IT RESOLVED, by the _____ Council _____ of the _____ City _____ of
Governing Body Type Local Public Agency Type
_____ Charleston _____ Illinois that there is hereby appropriated the sum of Six hundred eighty
Name of Local Public Agency
thousand three hundred and five Dollars (\$680,305.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

05/01/20 to 04/30/21
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that _____ City _____ of _____ Charleston _____
Local Public Agency Type Name of Local Public Agency
shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I _____ City _____ Clerk in and for said _____ City _____
Name of Clerk Local Public Agency Type Local Public Agency Type
of _____ Charleston _____ in the State of Illinois, and keeper of the records and files thereof, as
Name of Local Public Agency
provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

_____ Council _____ of _____ Charleston _____ at a meeting held on 05/05/20
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 5 day of May, 2020
Day Month, Year

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date



Estimate of Maintenance Costs

Submission Type **Original**

Local Public Agency

County

Section Number

Maintenance Period
Beginning

Ending

Charleston

Coles

20-00000-00-GM

05/01/20

04/30/21

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
#1-Traffic Control	IIA		Traffic Signals	LS	1	\$13,000.00	\$13,000.00	\$23,000.00
	IIA		Signage	LS	1	\$10,000.00	\$10,000.00	
#2-Pavement Markings	IIA		Paint	Gal	40	\$25.00	\$1,000.00	\$1,000.00
#3-Storm Sewers	IIA		Repair Materials	LS	1	\$14,000.00	\$14,000.00	\$14,000.00
#4-Snow Removal	I		Salt	Ton	457.06	\$105.02	\$48,000.44	\$84,500.00
	IIA		Labor/Equipment	LS	1	\$36,500.00	\$36,500.00	
#5-Landscaping	IIA		Topsoil	Load	20	\$275.00	\$5,500.00	\$25,500.00
	IIA		Tree Removal	Ea	20	\$1,000.00	\$20,000.00	
#6-Materials Prop.	III		PC Concrete, Class SI	CY	330	\$108.09	\$35,669.70	\$174,070.00
(Separate			PC Concrete, Class PP	CY	200	\$117.00	\$23,400.00	
Submission)			Agg Sfc Cse, CA-6/10	Ton	600	\$15.17	\$9,102.00	
			Agg Sfc Cse, CA-16	Ton	100	\$15.98	\$1,598.00	
			Trench Backfill, FA-06	Ton	1,000	\$8.50	\$8,500.00	
			Rip Rap, RR4	Ton	200	\$29.00	\$5,800.00	
			Bit Mix Maint M19-07	Ton	100	\$80.00	\$8,000.00	
			Hot Mix Asphalt	Ton	1,025	\$80.00	\$82,000.00	
#7-Street Sweeping	IIA		Labor/Equipment	Hr	300	\$95.00	\$28,500.00	\$28,500.00
#8-Seal Coat	III		HFE, RS-2, CRS-2	Gal	23,300	\$3.50	\$81,550.00	\$110,000.00
(Separate Contract)			Seal Coat Aggregate	Ton	780	\$36.48	\$28,454.40	
#9-Street Lighting	I		Electricity	LS	1	\$135,000.00	\$135,000.00	\$138,000.00
	IIA		lights	Ea	1	\$3,000.00	\$3,000.00	
#10-In house	IIA		ROW Acquisition	Ea	5	\$1,000.00	\$5,000.00	\$42,500.00
Projects (Drainage			Saw Cuts	LF	7,500	\$1.00	\$7,500.00	
Sidewalks,			Labor/Equipment	LS	1	\$30,000.00	\$30,000.00	
Patching)								
Total Operation Cost								\$641,070.00

Estimate of Maintenance Costs

Submittal Type **Original**

Local Public Agency	County	Section	Maintenance Period	
Beginning	Ending			
Charleston	Coles	20-00000-00-GM	05/01/20	04/30/21

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	Other Funds	Estimated Costs
Local Public Agency Labor	\$60,000.00		\$60,000.00
Local Public Agency Equipment	\$35,000.00		\$35,000.00
Materials/Contracts(Non Bid Items)	\$262,000.00		\$262,000.00
Materials/Deliver & Install/Request for Quotations (Bid Items)	\$284,070.00		\$284,070.00
Formal Contract (Bid Items)			
Maintenance Total	\$641,070.00		\$641,070.00

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	Other Funds	Total Est Costs
Preliminary Engineering	\$39,235.00		\$39,235.00
Engineering Inspection			
Material Testing			
Advertising			
Bridge Inspection Engineering			
Maintenance Engineering Total	\$39,235.00		\$39,235.00

Total Estimated Maintenance	\$680,305.00		\$680,305.00
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Remarks

SUBMITTED

Local Public Agency Official	Date

Title

County Engineer/Superintendent of Highways	Date

APPROVED

Regional Engineer Department of Transportation	Date

Balance at beginning of 20/21			\$498,187		
Revenues during FY 20/21			\$542,674		
			\$368,407	\$360,000	Additional MFT funds
			\$30,000	12	\$360,000
	\$915,581	\$4,500	Misc revenue		
Total MFT Funds Available in FY 20/21			\$1,413,768		
Expenses in FY 20/21					
Personnel		\$39,235	Engineering Salary		
Commodities		\$190,570	Street and Traffic Signal Maint., Concrete, Asphalt, Rock, Sand, Sewer Repair, Pvt. Marking, Salt		
Contractual Services		\$285,600	Design work and ROW costs \$20,000 + \$80,000 + \$30,000		
Capital Outlay					
			Cost	Project	
			\$200,000	Moved from FY 20	Local Share of Lincoln Avenue Project \$115,000 on Lincoln + \$35,000 on traffic signals
			\$180,000		Other Lincoln Avenue Improvements - LED Street Signs, Black Traffic Signals
			\$110,000		Contractor Annual O & C - Normal section of the City
			\$57,000	\$285,000	Local Share of STU project - University, Lincoln to Grant, Monroe (Design to 4th N, 14th St)
			\$72,000	Local Share	Increase Local Share to cover ITEP project \$1,078,000 \$800,000 \$278,000 \$141,780
			\$75,000		Contractor Route and Seal Project on Various Streets
			\$0	\$102,000	Contractor Patching of Local Streets - Oakcrest, Marion, Glenwood
			\$75,000		Dam A infrastructure
			\$0	\$48,000	Contractor - Concrete Multi-Use Path Lincoln - 4th to 7th
			\$5,000		ROW Acquisition
			\$30,000		City Drainage Projects
			\$804,000		
			\$65,000		
			\$1,384,305		
Total Capital Outlay					
Transfer to GF					
Total FY 20/21 Expenses					
Balance at beginning of 21/22			\$29,463		

Douglas Schedule - Consultant

February 2020 Start Design

November 2020 PSE

March 2021 IDOT Letting

May 2021 Construct

Engineering Design on Douglas - Hayes to Fox Lake

University, Monroe, N 14th - City

February 2020 Start Design

April 2020 PSE

July 2020 IDOT Letting

September 2020 Construct

City Council Regular Meeting

10)

Meeting Date: 05/05/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Declaring Local State of Emergency.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Declaring Local State of Emergency.

RESOLUTION

20 – R – _____

A RESOLUTION DECLARING LOCAL STATE OF EMERGENCY

Pursuant to the authority vested in the office of Mayor by the Illinois Municipal Code Section 5/11-1-6, the Illinois Emergency Management Agency Act Section 3305/11 and Ordinance 20-O-7 of the City of Charleston, I, Brandon Combs, Mayor of the City of Charleston, do hereby declare that a Local State of Emergency exists as of this date, May 5, 2020, and shall continue until such time as provided in Ordinance 20-O-7.

The nature of the emergency is the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude that it may result in or threaten the death or illness of persons to such an extent that extraordinary measures must be taken to protect the public health, safety and welfare of the citizens of the City of Charleston, and thereby it has warranted an emergency declaration for all states and local government entities and more specifically within the corporate limits of the City of Charleston,

During the existence of the Local State of Emergency, the Mayor shall execute such authority as provided under the Illinois Municipal Code, the Illinois Emergency Management Agency Act and Ordinance 20-O-7.

This Declaration of Local State of Emergency shall be filed with the City Clerk as soon as practicable.

I, **Brandon Combs**, whose name is signed to this instrument, being first duly sworn, signed and executed the instrument as the Declaration of Local State of Emergency, and that I signed willingly, and that I executed it as my free and voluntary act for the purposes therein expressed.

INTRODUCED this _____ day of _____ 2020.

PASSED this _____ day of _____ 2020.

APPROVED this _____ day of _____ 2020.

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

Mayor

ATTEST:

City Clerk

NOTARY ACKNOWLEDGMENT

On this _____ of _____, 2020, personally appeared the above-named **Brandon Combs** and acknowledged the foregoing to be his free act and deed, before me.

My Commission Expires: 05/10/2020

Notary Public

(Seal)

Print _____

City Council Regular Meeting

11)

Meeting Date: 05/05/2020

Submitted For: Steve Pamperin, City Planner

Submitted By: Deborah Muller, City Clerk

TITLE:

ORDINANCE: Providing for Sensible Rehabilitation within the Tax Increment Financing (TIF) District for Ryan Strange d/b/a Premier Properties for 714-716 Monroe Avenue.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

Memo re: TIF Funds for 714-716 Monroe Ave.--Premier Properties.

ORD: TIF Funds for 714-716 Monroe Ave.--Premier Properties.

Redevelopment Agreement for 714-716 Monroe Ave.



MEMORANDUM

To: City Manager, Mayor, and City Council
From: Steve Pamperin, City Planner
Date: April 27, 2020
Re: TIF ORDINANCE AND REDEVELOPMENT AGREEMENT
FOR 714-716 Monroe Avenue

Gentlemen:

You will find attached a TIF Ordinance and Redevelopment Agreement with regards to commercial real estate located at 714-716 Monroe Avenue (owned by Ryan Strange d/b/a "Premier Properties")

The project includes improvements to the building located at 714-716 Monroe Avenue as follows:

**New storefront construction including the installation of
new window glass and entry doors.**

The total project cost is \$21,476.00 and of that, the TIF GRANT portion of the project is \$10,000.00.

It is to be determined by the Charleston City Council as to whether this is a viable distribution of TIF funds; however, staff believe you should strongly consider approving this ordinance and waiving the lay-over period.

ORDINANCE

20 – O – _____

ORDINANCE PROVIDING FOR SENSIBLE REHABILITATION WITHIN THE TAX INCREMENT FINANCING (TIF) DISTRICT

WHEREAS, the State of Illinois has adopted Tax Increment Financing, pursuant to Division 11, Section 74.4.1 *et seq.* of the Illinois Municipal Code, as amended; and

WHEREAS the City Council for the City of Charleston, Coles County, Illinois, has adopted sales tax financing and has further adopted a Tax Increment Redevelopment Plan for a certain portion of real estate (more commonly known as 714-716 Monroe Avenue, Charleston, Illinois), located within the City of Charleston, said real estate being described in Exhibit 1, and incorporated herein by reference; and

WHEREAS, the Tax Increment Redevelopment Plan as approved by the City Council for the City of Charleston provides for a “development activity” for the sensible rehabilitation of structures; and

WHEREAS, Ryan Strange d/b/a Premier Properties of the City of Charleston has requested a grant in an amount not to exceed Ten Thousand Dollars and No Cents (\$10,000.00) for the purpose of providing renovations to the building located at 714-716 Monroe Avenue; and

WHEREAS, the City of Charleston and Ryan Strange d/b/a Premier Properties have mutually agreed to the terms of a Redevelopment Agreement, said agreement being attached hereto as Exhibit 2 and made a part thereof by reference; and

WHEREAS, the following provisions are made as a result of said Redevelopment Agreement:

1) That a grant to Ryan Strange (d/b/a Premier Properties) in an amount not to exceed Ten Thousand Dollars and No Cents (\$10,000.00) would serve to:

- a)** Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”
- b)** Enhance the tax base of the City of Charleston and other taxing districts, which extend into the redevelopment project area;
- c)** Arrest the spread of blighting factors and preserve and enhance the value of properties adjacent to the redevelopment project area;

- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois; and

WHEREAS, it is hereby determined by the City Council of the City of Charleston, Coles County, Illinois, that it is in the best interest of the citizens thereof and an appropriate use of the Tax Increment Financing funds to enter into an agreement whereby Ryan Strange d/b/a Premier Properties would receive a grant in an amount not to exceed Ten Thousand Dollars and No Cents (\$10,000.00);

IT IS NOW THEREFORE ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Council of the City of Charleston, Coles County, Illinois, hereby makes the following findings:

1) That a grant to Ryan Strange d/b/a Premier Properties in an amount not to exceed Ten Thousand Dollars and No Cents (\$10,000.00) would serve to:

- a) Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”
- b) Enhance the tax base of the City of Charleston and the other taxing districts, which extend into the redevelopment project area;
- c) Arrest the spread of blighting factors and to preserve and enhance the value of properties adjacent to the redevelopment project area;
- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois.

2) That it is an appropriate use of the Tax Increment Financing funds as provided by the Tax Increment Redevelopment Plan to provide Ryan Strange d/b/a Premier Properties with a grant, the monies set forth herein for the specific and limited purpose

of improvement of real estate located within the Tax Increment Financing District (more commonly known as 714-716 Monroe Avenue, Charleston, Illinois).

- 3)** That the City shall enter into such Redevelopment Agreement as necessary for the purpose of authorizing a grant in an amount not to exceed Ten Thousand Dollars and No Cents (\$10,000.00).
- 4)** That said funds shall be paid by the City of Charleston to Ryan Strange d/b/a Premier Properties through the City of Charleston's Special Tax Allocation.
- 5)** That said funds shall be used solely for the purpose of rehabilitating 714-716 Monroe Avenue.
- 6)** That this Ordinance shall be in full force and effect after passage by the City Council and signature by the Chief Executive Officer in the manner provided by Law.
- 7)** That the money shall be dispersed by the TIF Officer upon proof of work being completed.
- 8)** That the money shall be dispersed up to the amount allowed above upon proof of actual cost of the work approved in the applicant's TIF proposal.
- 9)** That colors for awnings and other exterior building materials will be approved by the TIF Officer prior to ordering/purchase and installation of the materials; failure to receive color approval may result in the City's refusing to distribute TIF funds.
- 10)** That Grant recipient shall provide a contract for the work to be completed prior to commencing work in accordance with the Redevelopment Agreement.
- 11)** That Grant recipient shall provide proof that all work is completed prior to April 30, 2021. Failure to provide said proof may result in termination of the TIF Grant.

BE IT FURTHER ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Manager is hereby authorized and directed to execute the Redevelopment Agreement attached hereto and incorporated herein by reference.

INTRODUCED this _____ day of _____, 2020.

PASSED this _____ day of _____, 2020.

APPROVED this _____ day of _____, 2020.

	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

EXHIBIT “1”

Original Town of Charleston, Block 7, part of Lots 39 and 40 SW ¼ Section 11, T12N, R 9E City of Charleston, Coles County, Illinois (as taken from the TIF application, page 2) more commonly known as 714-716 Monroe Avenue, Charleston, Illinois (Premier Properties).

EXHIBIT 2

REDEVELOPMENT AGREEMENT

This Redevelopment Agreement (referred to herein as the “Agreement” or “Redevelopment Agreement”) is entered into this 5th day of May 2020, by and between the City of Charleston, Illinois (the “City”) and Ryan Strange d/b/a Premier Properties (hereinafter referred to as “Developer”) for the property located at 714-716 Monroe Avenue, Charleston, Illinois.

ARTICLE I

PREAMBLE

WITNESSETH:

WHEREAS, the City has previously designated the “Central Area Redevelopment Plan and Redevelopment Project” Tax Increment Finance Redevelopment Area (hereinafter referred to as the “TIF Area”, as described in Exhibit A) pursuant to the “Tax Increment Financing Allocation Redevelopment (65 ILCS 5/11-74.4-1 *et seq.*), hereinafter referred to as the “Act”; and

WHEREAS, the Developer proposes to accomplish a Redevelopment Project (as defined in the Act) as a part of the Redevelopment Plan for the TIF Area; and

WHEREAS, the Developer has determined that the Project (as defined herein) is not economically feasible using traditional development financing procedures and is unwilling to undertake the Project and pay costs connected with the Project unless the City agrees that certain incentives will be provided to the Developer to be used for the payment of Redevelopment Project Costs (as that term is defined herein); and

WHEREAS, the Project is consistent with and will promote the purposes outlined in the Redevelopment Plan, and in order to achieve the objectives of the Redevelopment Plan, the City intends to assist the Developer in the development of the Project; and

WHEREAS, the City has determined that the Developer possesses the experience and qualifications to undertake the Project, and the City, therefore, deems it appropriate to enter into this Agreement with Developer.

NOW, THEREFORE, the City and the Developer represent, covenant and agree as follows:

ARTICLE II

DEFINITIONS

The terms defined above in the recitals in the preamble to this Agreement and otherwise from place to place in this Agreement, and in this Section, will for all purposes of this Agreement have the meanings herein specified, unless the context clearly requires otherwise:

“Act” will have the meaning as set forth in the recitals in the preamble to this Agreement and as the Act may be hereafter amended or supplemented from time to time.

“Agreement” means this Agreement and all Exhibits and Attachments appended hereto, as hereinafter amended or supplemented.

“Authorized Developer Representative” means the individual executing this Agreement (or such other persons, designated in writing filed with the City Clerk) who shall have full authority on behalf of the Developer to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the Developer to this Agreement.

“Authorized City Representative” means the Mayor (or the Mayor’s designee in writing filed with the City Clerk), who shall have full authority on behalf of the City to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the City to this Agreement.

“Certificate of Redevelopment Project Costs” means a document substantially in the form of Exhibit B delivered by the Developer to the City and certifying and evidencing Redevelopment Project Costs, which a portion of are payable under the Act and this Agreement.

“City” means the City of Charleston, Coles County, Illinois.

“City Council” or “Corporate Authorities” means the governing body of the City, as constituted from time to time.

“Developer” means Ryan Strange d/b/a Premier Properties, or any entity or any successor of interest, or assigns which is a party to this Agreement.

“Development Plan(s)” means the “Redevelopment of 714-716 Monroe Avenue” plans, drawings and specifications herein defined as Exhibit C, prepared by the Developer.

“Fund” means the special tax allocation fund for the TIF Area provided for and described in 65 ILCS 5/11-74.4-8(b), established according to the Act.

“Grant Amount” means monies from the fund that the City shall reimburse the developer in the manner set forth in this agreement and shall be 50% of the total Redevelopment Project Costs (as certified by the City) or \$10,000.00, whichever amount is less. In the event that the project cost reduces, the grant amount shall reduce in the same percentage of the reduction in actual redevelopment project costs.

“Parties” means, collectively, the City and the Developer.

“Private Development” means the activities by the Developer as shown in the Development Plans.

“Project” means the building improvements to the structure in accordance with Charleston City Code Requirements including all labor and materials to: 1) Supply the material, labor and equipment necessary to complete storefront improvements for the following Scope of Work: install new black or bronze 2” x 4½” aluminum store front system; 2-3/0 x 7/0 doors with transom, 1- 42” x 7/0 door with transom; 1” insulated glass, door closures and caulking; all to be of similar glass sizes and locations as its currently exists; 2) Remove existing glass and metal store front; 3) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; 4) Temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project; 5) ALL work to be done using “Lead-Safe Procedures” (all colors to be approved by developer and the city, and no painting of the brick unless already painted); 6) All roof related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

“Redevelopment Plan” means the redevelopment plan under the Act for the TIF Area.

“Redevelopment Project Costs” means those costs defined in the Act as “redevelopment project costs”.

“Site” means that real property described by a metes and bounds/legal description, as attached to Exhibit A, in Coles County, Illinois

“State” means the State of Illinois.

“TIF Area” means the “Central Area Redevelopment Plan and Redevelopment Project Area” Tax Increment Finance Redevelopment Area.

ARTICLE III
RESPONSIBILITIES OF THE CITY

- 3.1 The ordinance authorizing this Agreement shall provide and constitute full authority for the City's payment of all or a portion of those Redevelopment Project Costs authorized by this Agreement and certified by the Developer in its Certificate of Redevelopment Project Costs. The obligation to make such payment(s) shall not be a general obligation of the City, and the City shall not and does not pledge any revenues or monies, other than those within the Fund.
- 3.2 The City's obligations under this Agreement to pay for a portion of the Redevelopment Project Costs (as authorized by the City) is a special and limited obligation, to be paid solely from monies on deposit in the Fund, and not otherwise. Any Notes or other obligations under this Agreement do not now and shall never constitute an indebtedness of the City within the meaning of any constitutional or statutory provision and shall not constitute or give rise to a pecuniary liability of the City or a charge or lien against the City's general credit, funds, taxing power or otherwise, a condition precedent to the City's execution hereof and to which the Developer hereby irrevocably assents.
- 3.3 Commencing on May 6, 2020, the City shall review and in its discretion accept a Certificate of Redevelopment Project Costs provided to it by the Developer and funded by the city; such Certificate shall be no more than the percent of work completed by the developer as verified by the City. The City shall sign each such Certificate within thirty (30) days of receipt of each such Certificate, and upon signature, pay to the Developer the amount of each such Certificate; except in the event the City determines that deficiencies exist with respect to the Certificate or if the City determines that any cost identified as a Redevelopment Project Cost is not reimbursable under the TIF Act and the Redevelopment Plan. If the City determines that there is a deficiency in the Certificate, the City shall notify the Developer within thirty (30) days of receipt of such Certificate of the specific deficiencies (which may include the corrective action required). Upon Developer's

presentation of satisfactory evidence of the correction of deficiencies and performance of corrective action, the City will promptly sign such Certificate and pay the Developer the Grant Amount: if the City determines that any cost identified by the Developer as a Redevelopment Project Cost is not reimbursable under the TIF Act and the Redevelopment Plan the City shall notify the Developer in writing within the 30 days following receipt of a Certificate of Redevelopment Project Costs, identifying the ineligible cost and the basis for determining the cost to be ineligible, whereupon the Developer shall have the right to identify and substitute other costs as Redevelopment Project Costs with a supplemental application for payment.

- 3.4 The process for a payment to the Developer shall be substantially as follows: (1) The Developer shall pay for the development of the Project and shall submit to the City Certificates of Redevelopment Project Costs; (2) The City shall authorize the payment of such Certificates of Redevelopment Project Costs subject to the procedures set forth in Paragraph 3.3 of this Agreement; (3) The City shall pay to the Developer the authorized amount.
- 3.5 The City shall pay Developer from the Fund, in order to provide monies to the Developer to finance Redevelopment Project Costs identified in the Certificate of Redevelopment Project Costs and authorized by the City, the Grant Amount.
- 3.6 The City shall make such payments from the monies deposited in the Fund, and not otherwise.

ARTICLE IV
RESPONSIBILITIES OF THE DEVELOPER

- 4.1 The Developer agrees for itself, its successors and assigns, that it shall promptly begin and diligently prosecute the Project and Private Development.
- 4.2 Developer shall initiate the Project and Private Development no later than May 6, 2020.
- 4.3 Developer shall be in default if Developer does not make reasonable progress toward the completion of the Project. For the purposes of the Agreement, “reasonable progress” shall mean the completion of the Project, and the issuance of an occupancy permit by the City for the Project, on or before April 30, 2021.
- 4.4 The Developer shall disclose and report to the City any application or request the Developer makes to any governmental body, public or private agency or person for funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs. Developer shall disclose and give notice to the City if Developer receives funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs set forth or described in the Certificate of Redevelopment Project from a source other than monies in the Fund. In the event Developer receives any such monies or grants, the obligation of the City to fund the Redevelopment Project Costs may be reduced by a like amount.
- 4.5 Developer agrees to make a good faith effort in hiring City residents who are qualified for work at the Project. Such “good faith” efforts shall include, but not be limited to the provision of notices that shall be posted in Charleston City Hall providing information as to employment opportunities at the Project, with the necessary requirements for such employment.

ARTICLE V
GENERAL PROVISIONS

- 5.1 This Agreement, except where the context by clear implication will otherwise require, will be construed and applied as follows:
- a. Definitions include both singular and plural;
 - b. Pronouns include both singular and plural and cover all genders; and
 - c. Headings of sections herein are solely for the convenience of reference and do not constitute a part hereof and will not affect the meaning, construction or effect hereof.
- 5.2 All agreements, covenants, representations and warranties in this Agreement will remain in full force and effect for a term to coincide with the term of the TIF Area.
- 5.3 The purpose of the Agreement is to express the obligations and commitments of the City and Developer to take those actions necessary and appropriate to develop the Project consistent with this Agreement.
- 5.4 Neither the execution nor the delivery of this Agreement nor the performance of this Agreement by the City or the Developer will conflict with, violate or result in a breach of any of the terms, conditions, or provisions of, or constitute a default under, or (with or without the giving of notice or the passage of time or both) entitle any party to terminate or declare a default under any contract, agreement, lease, license, or instrument or any rule, regulation, statute, ordinance, judicial decision, judgment, decree, or other law to which the City or the Developer, as applicable, is a party or by which the City or the Developer, as applicable, may be bound.
- 5.5 No consent or approval by a governmental authority is required in connection with the execution and delivery by the City of this Agreement or the performance by the City of its obligations hereunder, except that if State or other governmental approvals are required, City will use its best efforts to obtain any such approval,

and Developer will not be obligated under Article 4 hereof until all such State or other governmental approvals are obtained and copies delivered to Developer.

- 5.6 All work by the City or the Developer will conform to Federal, State and local laws, regulations, and ordinances including but not limited to building codes, prevailing wage laws, subdivisions, zoning and life safety codes as may be applicable to their respective activities under this Agreement.

This project may be subject to the Illinois Prevailing Wage Act. This contract calls for the construction of a “public work”, within the meaning of the Illinois Prevailing Wage Act, *820 ILCS 130/01 et seq.* (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. Developer agrees to comply with the Act and agrees to indemnify and hold harmless Municipality from any and all claims, damages, fines, fees and penalties arising out of non-compliance with the Act by Developer and its agents.

- 5.7 This Agreement may be executed and delivered in counterparts and each will be considered an original and together they will constitute one agreement.
- 5.8 Any notice, demand, or request required or permitted to be given under the provisions of this Agreement will be in writing and delivered personally or by registered or certified mail, postage prepared, to the following persons and addresses, or to such other addresses or persons as either Party may designate by subsequent notice to the other Party:

If to the City, to:

Scott Smith, City Manager
City of Charleston
520 Jackson Avenue
Charleston, IL 61920

With a copy to the City Attorney:

Rachael Cunningham
City Attorney
520 Jackson Avenue
Charleston, IL 61920

If to the Developer, to:

Ryan Strange
Premier Properties
17828 Harrison Street Road
Charleston, IL 61920

5.9 This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois.

5.10 The Parties intend and believe that each provision of this Agreement complies with all applicable Local, State, and Federal laws and judicial decisions. However, if any provision or any portion of any provision of this Agreement is found by a court of law to be in violation of any applicable Local, State or Federal ordinance, statute, law, administrative or judicial decision, or public policy, and if such court should declare such provision or portion to be illegal, invalid, unlawful, void or unenforceable as written, it is the intent of the Parties that such provision or portion will be given force to the fullest possible extent that it is legal, valid and enforceable, that the remainder of this Agreement will be construed as if such illegal, invalid, unlawful, void, or unenforceable provision or portion were not contained in this Agreement, and that the rights, obligations and interests of the Parties under the remainder of this Agreement will continue in full force and effect.

5.11 This Agreement will be binding upon and inure to the benefit of, and be enforceable by, the Parties and their respective successors and assigns. The rights, duties and obligations of a party in this Agreement shall be assignable subject to prior written approval of the other party, which approval shall not be unreasonably withheld or delayed.

ARTICLE VI

Defaults, Remedies and Indemnifications

6.1 Material failure or delay by either the City or the Developer to timely perform any term or provision of this Agreement or their respective parts to be performed shall constitute an “event of default” under this Agreement. The Party who is charged with such nonperformance shall, upon receipt of written notice of the existence of such event of default, immediately commence to cure, correct or remedy such event of default and thereafter proceed with diligence to cure such event of default. The Party claiming such event of default shall give written notice of the claimed event of default to the other Party, specifying the event of default complained of. Except as required to protect against immediate irreparable harm, the Party asserting an event of default may not institute proceedings against the other Party until seven (7) days if the default is failure to pay Developer pursuant to Article III or thirty (30) days in case of any other default after having given such notice. If such event of default is cured within such seven (7) or thirty (30) day period, as the case may be, the event of default shall not be deemed to constitute a “default” under this Agreement. If the event of default is one which cannot reasonably be cured within a thirty (30) day period, upon request and with appropriate showings, and agreement by the other Party to the time of the extension, the cure period shall be extended for such time as is reasonably necessary for the curing of same, so long as there is diligent proceeding to cure such event of default. If such event of default is cured within such extended period, the event shall not be deemed to constitute a default under this Agreement. However, an event of default not cured as provided

above shall constitute a default under this Agreement. Except as otherwise expressly provided in this Agreement, any failure or delay by either party in asserting any of its rights or remedies as to any event of default or default shall not operate as a waiver of any such event of default or default of any rights or remedies it may have as a result of such event of default or default. The sole remedy of the Developer in the event of a default by the City under any of the terms and provisions of this Agreement shall be to institute legal action against the City for specific performance or other appropriate equitable relief. Under no circumstances shall the City be subject to any monetary liability or be liable for damages (compensatory or punitive) under the provisions, terms and conditions of this Agreement except to the extent of any failure to make deposits in or distributions from Developers Subaccount. In the event of a default by the Developer, the obligation of the City to provide Incremental Property Taxes from the Site to the Developer's Subaccount, and pay for any Redevelopment Project Cost, shall cease, and City shall not subsequently be obligated to make any such provisions or payments to Developer. Except as to the foregoing, the parties shall have all remedies with respect to this Agreement available under applicable law. Notwithstanding anything herein to the contrary, the City shall be liable for no amount hereunder in excess of Incremental Property Taxes which have been or should be duly deposited into the Developer's Subaccount.

- 6.2 Neither the City nor the Developer nor any successor in interest shall be considered in breach or default of their respective obligations under this Agreement, and times for performance of obligations hereunder shall be extended, in the event of any delay caused by force majeure, including, without limitation, damage or destruction by fire or casualty; condemnation; strike; lockout; civil disorder; war; domestic or international terrorism; restrictive government regulations; issuance of any permits and/or legal authorization by the governmental entity necessary for the Developer to proceed with the Redevelopment Agreement or any portion hereof; shortage or delay in shipment of material or fuel; inability to secure labor or materials within established budget limitations, including contingencies; acts of God; unusually adverse weather conditions; or other like causes beyond the Parties' reasonable

control including but not limited to, any litigation, court order or judgment resulting from any litigation affecting the validity of the Redevelopment Plan, the Redevelopment Project, the Redevelopment Project Area, the Private Development, or this Agreement.

- 6.3 Notwithstanding anything herein to the contrary, the City, its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable to the Developer for damages of any kind or nature whatsoever or otherwise in the event that all or any part of the Act, or any Ordinance of the City adopted or not adopted in connection with the Act or this Agreement or the Redevelopment Plan, shall be declared invalid or unconstitutional in whole or in part by the final (as to which all rights of appeal have expired or have been exhausted) judgment of any court of competent jurisdiction, and by reason thereof either the City is prevented from performing any of the covenants and agreements herein or the Developer is prevented from enjoying the rights and privileges hereof; provided that nothing in this paragraph shall limit claims by Developer against the Developer's Subaccount or actions by the Developer seeking specific performance.
- 6.4 The Developer releases from and covenants and agrees that the City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for, and agrees to indemnify and hold harmless the City and its Corporate Authorities, officials, agents, employees and independent contractors against, any lawsuits or loss or damage to property or injury to or death of any person arising out of or in connection with this Agreement or the implementation of the Project and the Private Development, whether or not such is filed or other proceedings instituted, except as such may be caused by the intentional conduct of the City, its Corporate Authorities, officials, agents, employees, or independent contractors.
- 6.5 The City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for any lawsuits or other proceedings or damage or injury to the persons or property of the Developer or its officers, agents,

independent contractors or employees or any other person who may be about the Private Development or any work by the Developer due to any act of negligence of any person, except as such may be caused by the intentional misconduct, of the City, its Corporate Authorities, officials, agents, employees, or independent contractors that are contrary to the provisions of this Agreement.

- 6.6 All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be covenants, stipulations, promises, agreements, and obligations of the City and not of any governing body, officials, agents, employees or independent contractors in their individual capacities.
- 6.7 To the extent permitted by law, the Developer agrees to indemnify, defend, and hold harmless the City, its Corporate Authorities, officials, agents, employees and independent contractors, from and against any and all claims, demands, costs, liabilities, damages or expenses, including attorneys' and consultants' fees, investigation and laboratory fees, court costs and litigation expenses, arising from (i) any release or threat of a release, actual or alleged, of any hazardous substances, upon or about the Private Development or respecting any products or materials hereafter located upon, delivered to or in transit to or from the Private Development unless such release or threat of release occurs as a result of any act, omission, negligence or misconduct of the City; (ii) (A) any violation (actual or alleged) of, or any other liability under or in connection with, any environmental laws relating to or affecting the Private Development, or (B) any hereafter arising violation, actual or alleged, or any other liability, under or in connection with, any environmental laws relating to any products or materials previously, now or hereafter located upon, delivered to or in transit to or from the Project, unless such violation or alleged violation or other liability occurs or arises, as the result of any act, omission, negligence or misconduct of the City; (iii) any assertion by any third party of any claims or demands for any loss or injury arising out of, relating to or in connection with any hazardous substances on or about or allegedly on or about the Private Development after the date hereof and implementation of the Redevelopment Plan; or (iv) any breach, falsity or failure of any of the

representations, warranties, covenants and agreements concerning any hazardous substances. For purposes of this paragraph “hazardous substances” includes, without limit, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, or related materials defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 et seq.), the Hazardous Materials Transportation Act, as amended (49 U.S.C. §§ 1801 et seq.), the Resource Conservation and Recovery Act, as amended (42 U.S.C. §§ 9601 et seq.) and in the regulations adopted and publications promulgated pursuant thereto, any other federal, state or local environmental law, ordinance, rule, or regulation. Notwithstanding anything to the contrary in this Article 6, Developer shall have no liability to indemnify the City with respect to conditions first arising or occurring after Developer ceases to own any interest in or have any right to possession of the site; provided, however that this limitation shall not diminish or otherwise effect (i) Developer’s liability for events occurring or conditions arising prior to such transfer or (ii) the liability of any transferee of Developer.

CITY OF CHARLESTON, ILLINOIS

Attest:

City Manager

City Clerk

Date Executed:
_____, 20__

(Corporate Seal)

DEVELOPER

By: _____
Signature

Printed: _____
Owner

Date Executed:
_____, 20__

EXHIBIT A

(copy of the Redevelopment Plan, including legal description of Site)

Original Town of Charleston, Block 7, part of Lots 39 and 40 SW ¼ Section 11, T12N, R 9E City of Charleston, Coles County, Illinois (as taken from the TIF application, page 2) more commonly known as 714-716 Monroe Avenue, Charleston, Illinois (Premier Properties).

This Redevelopment Plan includes building improvements to the structure in accordance with Charleston City Code Requirements including all labor and materials to: 1) Supply the material, labor and equipment necessary to complete storefront improvements for the following Scope of Work: install new black or bronze 2" x 4½" aluminum store front system; 2-3/0 x 7/0 doors with transom, 1- 42" x 7/0 door with transom; 1" insulated glass, door closures and caulking; all to be of similar glass sizes and locations as its currently exists; and; 2) remove existing glass and metal store front; and 3) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; and 4) Provide temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project and; 5) ALL work to be done using "Lead-Safe Procedures" (all colors to be approved by developer and the city, and no painting of the brick unless already painted) and; 6) All roof related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

The applicant has completed and included as part of Attachment "1" The Charleston Tax Increment Finance District Grant Application and is incorporated herein.

EXHIBIT B

Certificate of Redevelopment Project Costs

The estimated Redevelopment Project Costs are estimated to be \$21,476.00

Total TIF project costs is whichever is less of \$10,000.00 or not to exceed 50% of total redevelopment project costs (as certified by the City), for the project described in Exhibit "A".

The developer agrees to pay a minimum of 50% of total Redevelopment Project Costs.

CONTRACTOR'S CERTIFICATE OF REDEVELOPMENT PROJECT COSTS

TO: City of Charleston
520 Jackson Avenue
Charleston, IL 61920

Attention: Scott Smith, City Manager

Re: "Central Area Redevelopment Plan and Redevelopment Project" pertaining to the redevelopment of 714-716 Monroe Avenue as part of the Tax Increment Finance Redevelopment Area

Terms not otherwise defined herein shall have the meaning ascribed to such terms in the Redevelopment Agreement dated as of May 5, 2020 (the "Agreement") between the City and the Developer. In connection with said Agreement, the undersigned hereby states and certifies that:

1. Each item listed on Schedule 1 hereto is a Redevelopment Project Cost and was incurred in connection with the development of the Redevelopment Project.
2. These Redevelopment Project Costs have been paid by the Developer and are payable under the TIF Act and the Agreement.
3. Each item listed on Schedule 1 has not previously been paid from money derived from the TIF Area, and no part thereof has been included in any other Certificate previously filed with the City.
4. There has not been filed with or served upon the Developer any notice of any lien, right of lien or attachment upon or claim affecting the right of any person, firm or corporation to receive payment of the amounts stated in this request, except to the extent any such lien is being contested in good faith. The Developer has contractor affidavits and lien waivers in connection with the foregoing.
5. All necessary permits and approvals required for the portion of the Project for which this certificate relates have been issued are in full force and effect.

Redevelopment Agreement: \$10,000.00 ORD# 20-O-XX

Pay Schedule #1: \$ _____

Balance of Agreement: \$10,000.00

**CONTRACTOR'S CERTIFICATE OF
REDEVELOPMENT PROJECT COSTS (continued)**

Dated this _____ day of _____, _____.

By: _____
(signed name)

(printed name)

Title _____

AUTHORIZED FOR PAYMENT

CITY OF CHARLESTON, ILLINOIS

By: _____
(Scott Smith, City Manager)

(Insert Notary Form(s) and Legal Description)

SCHEDULE 1

REDEVELOPMENT PROJECT COSTS

List

Redevelopment Project Cost (in dollars)

EXHIBIT C

DEVELOPMENT PLANS

Development plans are completed and included as part of Attachment “1” The Charleston Tax Increment Finance District Grant Application and is incorporated herein.

City Council Regular Meeting

12)

Meeting Date: 05/05/2020

Submitted For: Steve Pamperin, City Planner

Submitted By: Deborah Muller, City Clerk

TITLE:

ORDINANCE: Providing for Sensible Rehabilitation within the Tax Increment Financing (TIF) District for 702 Jackson Avenue--CTF Illinois.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

ORD: Tif Funds for 702 Jackson Ave.--CTF Illinois.

Redevelopment Agreement for 702 Jackson Ave.

ORDINANCE

20 – O – _____

ORDINANCE PROVIDING FOR SENSIBLE REHABILITATION WITHIN THE TAX INCREMENT FINANCING (TIF) DISTRICT

WHEREAS, the State of Illinois has adopted Tax Increment Financing, pursuant to Division 11, Section 74.4.1 *et seq.* of the Illinois Municipal Code, as amended; and

WHEREAS, the City Council for the City of Charleston, Coles County, Illinois, has adopted sales tax financing and has further adopted a Tax Increment Redevelopment Plan for a certain portion of real estate located within the City of Charleston, said real estate (more commonly known as 702 Jackson Avenue, Charleston, Illinois) being described in Exhibit 1 and incorporated herein by reference; and

WHEREAS, the Tax Increment Redevelopment Plan as approved by the City Council for the City of Charleston provides for a “development activity” for the sensible rehabilitation of structures; and

WHEREAS, CTF Illinois of the City of Charleston has requested a grant in an amount not to exceed Nine Thousand, One Hundred Fifty Dollars and No Cents (\$9,150.00) for the purpose of providing renovations to the building located at 702 Jackson Avenue Avenue; and

WHEREAS, the City of Charleston and CTF Illinois have mutually agreed to the terms of a Redevelopment Agreement, said agreement being attached hereto as Exhibit 2 and made a part thereof by reference; and

WHEREAS, the following provisions are made as a result of said Redevelopment Agreement:

- 1) That a grant to CTF Illinois in an amount not to exceed Nine Thousand, One Hundred Fifty Dollars and No Cents (\$9,150.00) would serve to:
 - a) Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”
 - b) Enhance the tax base of the City of Charleston and other taxing districts, which extend into the redevelopment project area;

- c) Arrest the spread of blighting factors and preserve and enhance the value of properties adjacent to the redevelopment project area;
- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois; and

WHEREAS, it is hereby determined by the City Council of the City of Charleston, Coles County, Illinois, that it is in the best interest of the citizens thereof and an appropriate use of the Tax Increment Financing funds to enter into an agreement whereby CTF Illinois would receive a grant in an amount not to exceed Nine Thousand, One Hundred Fifty Dollars and No Cents (\$9,150.00);

IT IS NOW THEREFORE ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Council of the City of Charleston, Coles County, Illinois, hereby makes the following findings:

1) That a grant to CTF Illinois in an amount not to exceed Nine Thousand, One Hundred Fifty Dollars and No Cents (\$9,150.00) would serve to:

- a) Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”
- b) Enhance the tax base of the City of Charleston and the other taxing districts, which extend into the redevelopment project area;
- c) Arrest the spread of blighting factors and to preserve and enhance the value of properties adjacent to the redevelopment project area;
- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois.

2) That it is an appropriate use of the Tax Increment Financing funds as provided by the Tax Increment Redevelopment Plan to provide CTF Illinois with a grant, the monies

set forth herein for the specific and limited purpose of improvement of real estate (more commonly known as 702 Jackson Avenue, Charleston, Illinois), located within the Tax Increment Financing District That the City shall enter into such Redevelopment Agreement as necessary for the purpose of authorizing a grant in the amount not to exceed Nine Thousand, One Hundred Fifty dollars and no cents (\$9,150.00).

3) That said funds shall be paid by the City of Charleston to CTF Illinois through the City of Charleston's Special Tax Allocation.

4) That said funds shall be used solely for the purpose of rehabilitating 702 Jackson Avenue.

5) That this Ordinance shall be in full force and effect after passage by the City Council and signature by the Chief Executive Officer in the manner provided by Law.

6) That the money shall be dispersed by the TIF Officer upon proof of work being completed.

7) That the money shall be dispersed up to the amount allowed above, upon proof of actual cost of the work approved in the applicant's TIF proposal.

8) That colors for awnings and other exterior building materials will be approved by the TIF Officer prior to ordering/purchase and installation of the materials; failure to receive color approval may result in the City's refusing to distribute TIF funds.

9) That Grant recipient shall provide a contract for the work to be completed prior to commencing work in accordance with the Redevelopment Agreement.

10) That Grant recipient shall provide proof that all work is completed prior to April 30, 2021. Failure to provide said proof may result in termination of the TIF Grant.

BE IT FURTHER ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Manager is authorized and directed to execute the Redevelopment Agreement attached hereto and incorporated herein by reference.

INTRODUCED this _____ day of _____, 2020.

PASSED this _____ day of _____, 2020.

APPROVED this _____ day of _____, 2020.

	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

EXHIBIT 1

Original Town of Charleston, Lot 65, Block 10, City of Charleston, Coles County, Illinois (as taken from the TIF application, page 2) more commonly known as 702 Jackson Avenue, Charleston, Illinois (CTF Illinois).

REDEVELOPMENT AGREEMENT

This Redevelopment Agreement (referred to herein as the “Agreement” or “Redevelopment Agreement”) is entered into this 5th day of May 2020, by and between the City of Charleston, Illinois (the “City”) and CTF Illinois (hereinafter referred to as “Developer”) for the property located at 702 Jackson Avenue, Charleston, Illinois.

ARTICLE I

PREAMBLE

WITNESSETH:

WHEREAS, the City has previously designated the “Central Area Redevelopment Plan and Redevelopment Project” Tax Increment Finance Redevelopment Area (hereinafter referred to as the “TIF Area,” as described in Exhibit A pursuant to the Tax Increment Financing Allocation Redevelopment (*65 ILCS 5/11-74.4-1 et seq.*), hereinafter referred to as the “Act”; and

WHEREAS, the Developer proposes to accomplish a Redevelopment Project (as defined in the Act) as a part of the Redevelopment Plan for the TIF Area; and

WHEREAS, the Developer has determined that the Project (as defined herein) is not economically feasible using traditional development financing procedures and is unwilling to undertake the Project and pay costs connected with the Project unless the City agrees that certain incentives will be provided to the Developer to be used for the payment of Redevelopment Project Costs (as that term is defined herein); and

WHEREAS, the Project is consistent with and will promote the purposes outlined in the Redevelopment Plan, and in order to achieve the objectives of the Redevelopment Plan, the City intends to assist the Developer in the development of the Project; and

WHEREAS, the City has determined that the Developer possesses the experience and qualifications to undertake the Project, and the City, therefore, deems it appropriate to enter into this Agreement with Developer.

NOW, THEREFORE, the City and the Developer represent, covenant and agree as follows:

ARTICLE II

DEFINITIONS

The terms defined above in the recitals in the preamble to this Agreement and otherwise from place to place in this Agreement, and in this Section, will for all purposes of this Agreement have the meanings herein specified, unless the context clearly requires otherwise:

“Act” will have the meaning as set forth in the recitals in the preamble to this Agreement and as the Act may be hereafter amended or supplemented from time to time.

“Agreement” means this Agreement and all Exhibits and Attachments appended hereto, as hereinafter amended or supplemented.

“Authorized Developer Representative” means the individual executing this Agreement (or such other persons, designated in writing filed with the City Clerk) who shall have full authority on behalf of the Developer to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the Developer to this Agreement.

“Authorized City Representative” means the Mayor (or the Mayor’s designee in writing filed with the City Clerk), who shall have full authority on behalf of the City to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the City to this Agreement.

“Certificate of Redevelopment Project Costs” means a document substantially in the form of Exhibit B delivered by the Developer to the City and certifying and evidencing Redevelopment Project Costs, which a portion of are payable under the Act and this Agreement.

“City” means the City of Charleston, Coles County, Illinois.

“City Council” or “Corporate Authorities” means the governing body of the City, as constituted from time to time.

“Developer” means CTF Illinois, or any entity or any successor of interest, or assigns which is a party to this Agreement.

“Development Plan(s)” means the “Redevelopment of 702 Jackson Avenue” plans, drawings and specifications herein defined as Exhibit C, prepared by the Developer.

“Fund” means the special tax allocation fund for the TIF Area provided for and described in 65 ILCS 5/11-74.4-8(b), established according to the Act.

“Grant Amount” means monies from the fund that the City shall reimburse the developer in the manner set forth in this agreement and shall be 50% of the total Redevelopment Project Costs (as certified by the City) or \$9,150.00, whichever amount is less. In the event that the project cost reduces, the grant amount shall reduce in the same percentage of the reduction in actual redevelopment project costs.

“Parties” means, collectively, the City and the Developer.

“Private Development” means the activities by the Developer as shown in the Development Plans.

“Project” means the building improvements to the structure in accordance with Charleston City Code Requirements including all labor and materials to: 1) Supply the material, labor and equipment necessary to complete improvements for the following Scope of Work: rear wall (south) masonry improvements to remove and replace approximately 160 SFT of existing brick, and the wooden lintels around the windows, tooth exterior bricks, install steel lintels on interior, tear out and replace back 2’ to interior side and where needed up to the inside corners, wash exterior; 2) Build new window jambs and furnish trim for 2 – 36 ½” x 86 ½” window units; 3) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; 4) Temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project; 5) ALL work to be done using “Lead-Safe Procedures” (all colors to be approved by developer and the city, and no painting of the brick unless already painted) and; 6) All roof-related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

“Redevelopment Plan” means the redevelopment plan under the Act for the TIF Area.

“Redevelopment Project Costs” means those costs defined in the Act as “redevelopment project costs”.

“Site” means that real property described by a metes and bounds/legal description, as attached to Exhibit A, in Coles County, Illinois

“State” means the State of Illinois.

“TIF Area” means the “Central Area Redevelopment Plan and Redevelopment Project Area” Tax Increment Finance Redevelopment Area.

ARTICLE III
RESPONSIBILITIES OF THE CITY

- 3.1 The ordinance authorizing this Agreement shall provide and constitute full authority for the City's payment of all or a portion of those Redevelopment Project Costs authorized by this Agreement and certified by the Developer in its Certificate of Redevelopment Project Costs. The obligation to make such payment(s) shall not be a general obligation of the City, and the City shall not and does not pledge any revenues or monies, other than those within the Fund.
- 3.2 The City's obligations under this Agreement to pay for a portion of the Redevelopment Project Costs (as authorized by the City) is a special and limited obligation, to be paid solely from monies on deposit in the Fund, and not otherwise. Any Notes or other obligations under this Agreement do not now and shall never constitute an indebtedness of the City within the meaning of any constitutional or statutory provision and shall not constitute or give rise to a pecuniary liability of the City or a charge or lien against the City's general credit, funds, taxing power or otherwise, a condition precedent to the City's execution hereof and to which the Developer hereby irrevocably assents.
- 3.3 Commencing on May 6, 2020, the City shall review and in its discretion accept a Certificate of Redevelopment Project Costs provided to it by the Developer and funded by the city; such Certificate shall be no more than the percent of work completed by the developer as verified by the City. The City shall sign each such Certificate within thirty (30) days of receipt of each such Certificate, and upon signature, pay to the Developer the amount of each such Certificate; except in the event the City determines that deficiencies exist with respect to the Certificate or if the City determines that any cost identified as a Redevelopment Project Cost is not reimbursable under the TIF Act and the Redevelopment Plan. If the City determines that there is a deficiency in the Certificate, the City shall notify the Developer within thirty (30) days of receipt of such Certificate of the specific deficiencies (which may include the corrective action required). Upon Developer's

presentation of satisfactory evidence of the correction of deficiencies and performance of corrective action, the City will promptly sign such Certificate and pay the Developer the Grant Amount: if the City determines that any cost identified by the Developer as a Redevelopment Project Cost is not reimbursable under the TIF Act and the Redevelopment Plan the City shall notify the Developer in writing within the 30 days following receipt of a Certificate of Redevelopment Project Costs, identifying the ineligible cost and the basis for determining the cost to be ineligible, whereupon the Developer shall have the right to identify and substitute other costs as Redevelopment Project Costs with a supplemental application for payment.

- 3.4 The process for a payment to the Developer shall be substantially as follows: (1) The Developer shall pay for the development of the Project and shall submit to the City Certificates of Redevelopment Project Costs; (2) The City shall authorize the payment of such Certificates of Redevelopment Project Costs subject to the procedures set forth in Paragraph 3.3 of this Agreement; (3) The City shall pay to the Developer the authorized amount.
- 3.5 The City shall pay Developer from the Fund, in order to provide monies to the Developer to finance Redevelopment Project Costs identified in the Certificate of Redevelopment Project Costs and authorized by the City, the Grant Amount.
- 3.6 The City shall make such payments from the monies deposited in the Fund, and not otherwise.

ARTICLE IV
RESPONSIBILITIES OF THE DEVELOPER

- 4.1 The Developer agrees for itself, its successors and assigns, that it shall promptly begin and diligently prosecute the Project and Private Development.
- 4.2 Developer shall initiate the Project and Private Development no later than May 6, 2020.
- 4.3 Developer shall be in default if Developer does not make reasonable progress toward the completion of the Project. For the purposes of the Agreement, “reasonable progress” shall mean the completion of the Project, and the issuance of an occupancy permit by the City for the Project, on or before April 30, 2021.
- 4.4 The Developer shall disclose and report to the City any application or request the Developer makes to any governmental body, public or private agency or person for funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs. Developer shall disclose and give notice to the City if Developer receives funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs set forth or described in the Certificate of Redevelopment Project from a source other than monies in the Fund. In the event Developer receives any such monies or grants, the obligation of the City to fund the Redevelopment Project Costs may be reduced by a like amount.
- 4.5 Developer agrees to make a good faith effort in hiring City residents who are qualified for work at the Project. Such “good faith” efforts shall include, but not be limited to the provision of notices that shall be posted in Charleston City Hall providing information as to employment opportunities at the Project, with the necessary requirements for such employment.

ARTICLE V
GENERAL PROVISIONS

- 5.1 This Agreement, except where the context by clear implication will otherwise require, will be construed and applied as follows:
- a. Definitions include both singular and plural;
 - b. Pronouns include both singular and plural and cover all genders; and
 - c. Headings of sections herein are solely for the convenience of reference and do not constitute a part hereof and will not affect the meaning, construction or effect hereof.
- 5.2 All agreements, covenants, representations and warranties in this Agreement will remain in full force and effect for a term to coincide with the term of the TIF Area.
- 5.3 The purpose of the Agreement is to express the obligations and commitments of the City and Developer to take those actions necessary and appropriate to develop the Project consistent with this Agreement.
- 5.4 Neither the execution nor the delivery of this Agreement nor the performance of this Agreement by the City or the Developer will conflict with, violate or result in a breach of any of the terms, conditions, or provisions of, or constitute a default under, or (with or without the giving of notice or the passage of time or both) entitle any party to terminate or declare a default under any contract, agreement, lease, license, or instrument or any rule, regulation, statute, ordinance, judicial decision, judgment, decree, or other law to which the City or the Developer, as applicable, is a party or by which the City or the Developer, as applicable, may be bound.
- 5.5 No consent or approval by a governmental authority is required in connection with the execution and delivery by the City of this Agreement or the performance by the City of its obligations hereunder, except that if State or other governmental approvals are required, City will use its best efforts to obtain any such approval,

and Developer will not be obligated under Article 4 hereof until all such State or other governmental approvals are obtained and copies delivered to Developer.

- 5.6 All work by the City or the Developer will conform to Federal, State and local laws, regulations, and ordinances including but not limited to building codes, prevailing wage laws, subdivisions, zoning and life safety codes as may be applicable to their respective activities under this Agreement.

This project may be subject to the Illinois Prevailing Wage Act. This contract calls for the construction of a “public work”, within the meaning of the Illinois Prevailing Wage Act, *820 ILCS 130/01 et seq.* (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. Developer agrees to comply with the Act and agrees to indemnify and hold harmless Municipality from any and all claims, damages, fines, fees and penalties arising out of non-compliance with the Act by Developer and its agents.

- 5.7 This Agreement may be executed and delivered in counterparts and each will be considered an original and together they will constitute one agreement.
- 5.8 Any notice, demand, or request required or permitted to be given under the provisions of this Agreement will be in writing and delivered personally or by registered or certified mail, postage prepared, to the following persons and addresses, or to such other addresses or persons as either Party may designate by subsequent notice to the other Party:

If to the City, to:

Scott Smith, City Manager
City of Charleston
520 Jackson Avenue
Charleston, IL 61920

With a copy to the City Attorney:

Rachael Cunningham
City Attorney
520 Jackson Avenue
Charleston, IL 61920

If to the Developer, to:

Mary Pat Ambrosino
CTF Illinois
18230 Orland Parkway
Orland Park, IL 60467

5.9 This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois.

5.10 The Parties intend and believe that each provision of this Agreement complies with all applicable Local, State, and Federal laws and judicial decisions. However, if any provision or any portion of any provision of this Agreement is found by a court of law to be in violation of any applicable Local, State or Federal ordinance, statute, law, administrative or judicial decision, or public policy, and if such court should declare such provision or portion to be illegal, invalid, unlawful, void or unenforceable as written, it is the intent of the Parties that such provision or portion will be given force to the fullest possible extent that it is legal, valid and enforceable, that the remainder of this Agreement will be construed as if such illegal, invalid, unlawful, void, or unenforceable provision or portion were not contained in this Agreement, and that the rights, obligations and interests of the Parties under the remainder of this Agreement will continue in full force and effect.

5.11 This Agreement will be binding upon and inure to the benefit of, and be enforceable by, the Parties and their respective successors and assigns. The rights, duties and obligations of a party in this Agreement shall be assignable subject to prior written approval of the other party, which approval shall not be unreasonably withheld or delayed.

ARTICLE VI

Defaults, Remedies and Indemnifications

6.1 Material failure or delay by either the City or the Developer to timely perform any term or provision of this Agreement or their respective parts to be performed shall constitute an “event of default” under this Agreement. The Party who is charged with such nonperformance shall, upon receipt of written notice of the existence of such event of default, immediately commence to cure, correct or remedy such event of default and thereafter proceed with diligence to cure such event of default. The Party claiming such event of default shall give written notice of the claimed event of default to the other Party, specifying the event of default complained of. Except as required to protect against immediate irreparable harm, the Party asserting an event of default may not institute proceedings against the other Party until seven (7) days if the default is failure to pay Developer pursuant to Article III or thirty (30) days in case of any other default after having given such notice. If such event of default is cured within such seven (7) or thirty (30) day period, as the case may be, the event of default shall not be deemed to constitute a “default” under this Agreement. If the event of default is one which cannot reasonably be cured within a thirty (30) day period, upon request and with appropriate showings, and agreement by the other Party to the time of the extension, the cure period shall be extended for such time as is reasonably necessary for the curing of same, so long as there is diligent proceeding to cure such event of default. If such event of default is cured within such extended period, the event shall not be deemed to constitute a default under this Agreement. However, an event of default not cured as provided

above shall constitute a default under this Agreement. Except as otherwise expressly provided in this Agreement, any failure or delay by either party in asserting any of its rights or remedies as to any event of default or default shall not operate as a waiver of any such event of default or default of any rights or remedies it may have as a result of such event of default or default. The sole remedy of the Developer in the event of a default by the City under any of the terms and provisions of this Agreement shall be to institute legal action against the City for specific performance or other appropriate equitable relief. Under no circumstances shall the City be subject to any monetary liability or be liable for damages (compensatory or punitive) under the provisions, terms and conditions of this Agreement except to the extent of any failure to make deposits in or distributions from Developers Subaccount. In the event of a default by the Developer, the obligation of the City to provide Incremental Property Taxes from the Site to the Developer's Subaccount, and pay for any Redevelopment Project Cost, shall cease, and City shall not subsequently be obligated to make any such provisions or payments to Developer. Except as to the foregoing, the parties shall have all remedies with respect to this Agreement available under applicable law. Notwithstanding anything herein to the contrary, the City shall be liable for no amount hereunder in excess of Incremental Property Taxes which have been or should be duly deposited into the Developer's Subaccount.

- 6.2 Neither the City nor the Developer nor any successor in interest shall be considered in breach or default of their respective obligations under this Agreement, and times for performance of obligations hereunder shall be extended, in the event of any delay caused by force majeure, including, without limitation, damage or destruction by fire or casualty; condemnation; strike; lockout; civil disorder; war; domestic or international terrorism; restrictive government regulations; issuance of any permits and/or legal authorization by the governmental entity necessary for the Developer to proceed with the Redevelopment Agreement or any portion hereof; shortage or delay in shipment of material or fuel; inability to secure labor or materials within established budget limitations, including contingencies; acts of God; unusually adverse weather conditions; or other like causes beyond the Parties' reasonable

control including but not limited to, any litigation, court order or judgment resulting from any litigation affecting the validity of the Redevelopment Plan, the Redevelopment Project, the Redevelopment Project Area, the Private Development, or this Agreement.

- 6.3 Notwithstanding anything herein to the contrary, the City, its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable to the Developer for damages of any kind or nature whatsoever or otherwise in the event that all or any part of the Act, or any Ordinance of the City adopted or not adopted in connection with the Act or this Agreement or the Redevelopment Plan, shall be declared invalid or unconstitutional in whole or in part by the final (as to which all rights of appeal have expired or have been exhausted) judgment of any court of competent jurisdiction, and by reason thereof either the City is prevented from performing any of the covenants and agreements herein or the Developer is prevented from enjoying the rights and privileges hereof; provided that nothing in this paragraph shall limit claims by Developer against the Developer's Subaccount or actions by the Developer seeking specific performance.
- 6.4 The Developer releases from and covenants and agrees that the City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for, and agrees to indemnify and hold harmless the City and its Corporate Authorities, officials, agents, employees and independent contractors against, any lawsuits or loss or damage to property or injury to or death of any person arising out of or in connection with this Agreement or the implementation of the Project and the Private Development, whether or not such is filed or other proceedings instituted, except as such may be caused by the intentional conduct of the City, its Corporate Authorities, officials, agents, employees, or independent contractors.
- 6.5 The City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for any lawsuits or other proceedings or damage or injury to the persons or property of the Developer or its officers, agents,

independent contractors or employees or any other person who may be about the Private Development or any work by the Developer due to any act of negligence of any person, except as such may be caused by the intentional misconduct, of the City, its Corporate Authorities, officials, agents, employees, or independent contractors that are contrary to the provisions of this Agreement.

6.6 All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be covenants, stipulations, promises, agreements, and obligations of the City and not of any governing body, officials, agents, employees or independent contractors in their individual capacities.

6.7 To the extent permitted by law, the Developer agrees to indemnify, defend, and hold harmless the City, its Corporate Authorities, officials, agents, employees and independent contractors, from and against any and all claims, demands, costs, liabilities, damages or expenses, including attorneys' and consultants' fees, investigation and laboratory fees, court costs and litigation expenses, arising from (i) any release or threat of a release, actual or alleged, of any hazardous substances, upon or about the Private Development or respecting any products or materials hereafter located upon, delivered to or in transit to or from the Private Development unless such release or threat of release occurs as a result of any act, omission, negligence or misconduct of the City; (ii) (A) any violation (actual or alleged) of, or any other liability under or in connection with, any environmental laws relating to or affecting the Private Development, or (B) any hereafter arising violation, actual or alleged, or any other liability, under or in connection with, any environmental laws relating to any products or materials previously, now or hereafter located upon, delivered to or in transit to or from the Project, unless such violation or alleged violation or other liability occurs or arises, as the result of any act, omission, negligence or misconduct of the City; (iii) any assertion by any third party of any claims or demands for any loss or injury arising out of, relating to or in connection with any hazardous substances on or about or allegedly on or about the Private Development after the date hereof and implementation of the Redevelopment Plan; or (iv) any breach, falsity or failure of any of the

representations, warranties, covenants and agreements concerning any hazardous substances. For purposes of this paragraph “hazardous substances” includes, without limit, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, or related materials defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 *et seq.*), the Hazardous Materials Transportation Act, as amended (49 U.S.C. §§ 1801 *et seq.*), the Resource Conservation and Recovery Act, as amended (42 U.S.C. §§ 9601 *et seq.*) and in the regulations adopted and publications promulgated pursuant thereto, any other federal, state or local environmental law, ordinance, rule, or regulation. Notwithstanding anything to the contrary in this Article 6, Developer shall have no liability to indemnify the City with respect to conditions first arising or occurring after Developer ceases to own any interest in or have any right to possession of the site; provided, however that this limitation shall not diminish or otherwise effect (i) Developer’s liability for events occurring or conditions arising prior to such transfer or (ii) the liability of any transferee of Developer.

CITY OF CHARLESTON, ILLINOIS

Attest:

City Manager

City Clerk

Date Executed:
_____, 20__

(Corporate Seal)

DEVELOPER

By: _____
Signature

Printed: _____
Owner

Date Executed:
_____, 20__

EXHIBIT A

(Copy of the Redevelopment Plan, including legal description of Site)

Original Town of Charleston, Lot 65, Block 10, City of Charleston, Coles County, Illinois (as taken from the TIF application, page 2) more commonly known as 702 Jackson Avenue, Charleston, Illinois (CTF Illinois).

This Redevelopment Plan includes building improvements to the structure in accordance with Charleston City Code Requirements including all labor and materials to: 1) Supply the material, labor and equipment necessary to complete improvements for the following Scope of Work: rear wall (south) masonry improvements to remove and replace approximately 160 SFT of existing brick, and the wooden lintels around the windows, tooth exterior bricks, install steel lintels on interior, tear out and replace back 2' to interior side and where needed up to the inside corners, wash exterior; and 2.) build new window jambs and furnish trim for 2 – 36 ½" x 86 ½" window units; and 3) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; and 4) Provide temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project and; 5) ALL work to be done using "Lead-Safe Procedures" (all colors to be approved by developer and the city, and no painting of the brick unless already painted) and; 6) All roof related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

The applicant has completed and included The Charleston Tax Increment Finance District Grant Application as part of Attachment 1, and it is incorporated herein by reference.

EXHIBIT B

Certificate of Redevelopment Project Costs

The estimated Redevelopment Project Costs are estimated to be \$18,301.00

Total TIF project cost is whichever is less of \$9,150.00 or not to exceed 50% of total redevelopment project costs (as certified by the City), for the project described in Exhibit A.

The developer agrees to pay a minimum of 50% of total Redevelopment Project Costs.

CONTRACTOR'S CERTIFICATE OF REDEVELOPMENT PROJECT COSTS

TO: City of Charleston
520 Jackson Avenue
Charleston, IL 61920

Attention: Scott Smith, City Manager

Re: "Central Area Redevelopment Plan and Redevelopment Project" pertaining to the redevelopment of 702 Jackson Avenue as part of the Tax Increment Finance Redevelopment Area

Terms not otherwise defined herein shall have the meaning ascribed to such terms in the Redevelopment Agreement dated as of May 5, 2020 (the "Agreement") between the City and the Developer. In connection with said Agreement, the undersigned hereby states and certifies that:

1. Each item listed on Schedule 1 hereto is a Redevelopment Project Cost and was incurred in connection with the development of the Redevelopment Project.
2. These Redevelopment Project Costs have been paid by the Developer and are payable under the TIF Act and the Agreement.
3. Each item listed on Schedule 1 has not previously been paid from money derived from the TIF Area, and no part thereof has been included in any other Certificate previously filed with the City.
4. There has not been filed with or served upon the Developer any notice of any lien, right of lien or attachment upon or claim affecting the right of any person, firm or corporation to receive payment of the amounts stated in this request, except to the extent any such lien is being contested in good faith. The Developer has contractor affidavits and lien waivers in connection with the foregoing.
5. All necessary permits and approvals required for the portion of the Project for which this certificate relates have been issued are in full force and effect.

Redevelopment Agreement: \$9,150.00 ORD# 20-O-__

Pay Schedule #1: \$ _____

Balance of Agreement: \$9,150.00

**CONTRACTOR'S CERTIFICATE OF
REDEVELOPMENT PROJECT COSTS (continued)**

Dated this _____ day of _____, _____.

By: _____
(Signed name)

(Printed name)

Title _____

AUTHORIZED FOR PAYMENT

CITY OF CHARLESTON, ILLINOIS

By: _____
(Scott Smith, City Manager)

(Insert Notary Form(s) and Legal Description)

SCHEDULE 1

REDEVELOPMENT PROJECT COSTS

List

Redevelopment Project Cost (in dollars)

EXHIBIT C

DEVELOPMENT PLANS

Development plans are completed and included as part of Attachment “1” The Charleston Tax Increment Finance District Grant Application and is incorporated herein.

City Council Regular Meeting

13)

Meeting Date: 05/05/2020

Submitted For: Steve Pamperin, City Planner

Submitted By: Deborah Muller, City Clerk

TITLE:

ORDINANCE: Providing for Sensible Rehabilitation within the Tax Increment (TIF) District for 505 7th Street--Karate USA.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

ORD: TIF Funds for 505 7th Street--Karate USA.

Redevelopment Agreement for 505 7th Street.

ORDINANCE

20 – O – _____

ORDINANCE PROVIDING FOR SENSIBLE REHABILITATION WITHIN THE TAX INCREMENT FINANCING (TIF) DISTRICT

WHEREAS, the State of Illinois has adopted Tax Increment Financing, pursuant to Division 11, Section 74.4.1 *et seq.* of the Illinois Municipal Code, as amended; and

WHEREAS, the City Council for the City of Charleston, Coles County, Illinois, has adopted sales tax financing and has further adopted a Tax Increment Redevelopment Plan for a certain portion of real estate located within the City of Charleston, said real estate (more commonly known as 505 7th Street, Charleston, Illinois), being described in Exhibit 1, and incorporated herein by reference; and

WHEREAS, the Tax Increment Redevelopment Plan as approved by the City Council for the City of Charleston provides for a “development activity” for the sensible rehabilitation of structures; and

WHEREAS, Mitchell Sarat and Jane Ball-Sarat d/b/a Karate USA of the City of Charleston have requested a grant in an amount not to exceed Two Thousand, Seventy-Five Dollars and No Cents (\$2,075.00) for the purpose of providing renovations to the building located at 505 7th Street Avenue; and

WHEREAS, the City of Charleston and Mitchell Sarat and Jane Ball-Sarat d/b/a Karate USA have mutually agreed to the terms of a Redevelopment Agreement, said agreement being attached hereto as Exhibit 2, and made a part thereof by reference; and

WHEREAS, the following provisions are made as a result of said Redevelopment Agreement:

1) That a grant to Mitchell Sarat and Jane Ball-Sarat d/b/a Karate USA in an amount not to exceed Two Thousand, Seventy-Five Dollars and No Cents (\$2,075.00) would serve to:

- a)** Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”

- b) Enhance the tax base of the City of Charleston and other taxing districts, which extend into the redevelopment project area;
- c) Arrest the spread of blighting factors and preserve and enhance the value of properties adjacent to the redevelopment project area;
- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois; and

WHEREAS, it is hereby determined by the City Council of the City of Charleston, Coles County, Illinois, that it is in the best interest of the citizens thereof and an appropriate use of the Tax Increment Financing funds to enter into an agreement whereby Mitchell Sarat and Jane Ball-Sarat d/b/a Karate USA would receive a grant in an amount not to exceed Two Thousand, Seventy-Five Dollars and No Cents (\$2,075.00);

IT IS NOW THEREFORE ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Council of the City of Charleston, Coles County, Illinois, hereby makes the following findings:

1) That a grant to Mitchell Sarat and Jane Ball-Sarat d/b/a Karate USA in an amount not to exceed Two Thousand, Seventy-Five Dollars and No Cents (\$2,075.00) would serve to:

- a) Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”
- b) Enhance the tax base of the City of Charleston and the other taxing districts, which extend into the redevelopment project area;
- c) Arrest the spread of blighting factors and to preserve and enhance the value of properties adjacent to the redevelopment project area;
- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois.

- 2)** That it is an appropriate use of the Tax Increment Financing funds as provided by the Tax Increment Redevelopment Plan to provide Mitchell Sarat and Jane Ball-Sarat d/b/a Karate USA with a grant, the monies set forth herein for the specific and limited purpose of improvement of real estate (more commonly known as 505 7th Street, Charleston, Illinois), located within the Tax Increment Financing District.
- 3)** That the City shall enter into such Redevelopment Agreement as necessary for the purpose of authorizing a grant in an amount not to exceed Two Thousand, Seventy-Five Dollars and No Cents (\$2,075.00).
- 4)** That said funds shall be paid by the City of Charleston to Mitchell Sarat and Jane Ball-Sarat d/b/a Karate USA through the City of Charleston's Special Tax Allocation.
- 5)** That said funds shall be used solely for the purpose of rehabilitating 505 7th Street.
- 6)** That this Ordinance shall be in full force and effect after passage by the City Council and signature by the Chief Executive Officer in the manner provided by Law.
- 7)** That the money shall be dispersed by the TIF Officer upon proof of work being completed.
- 8)** That the money shall be dispersed up to the amount allowed above upon proof of actual cost of the work approved in the applicant's TIF proposal.
- 9)** That colors for awnings and other exterior building materials will be approved by the TIF Officer, prior to ordering/purchase and installation of the materials; failure to receive color approval may result in the City's refusing to distribute TIF funds.
- 10)** That Grant recipient shall provide a contract for the work to be completed prior to commencing work in accordance with the Redevelopment Agreement.
- 11)** That Grant recipient shall provide proof that all work is completed prior to April 30, 2021. Failure to provide said proof may result in termination of the TIF Grant.

BE IT FURTHER ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Manager is authorized and directed to execute the Redevelopment Agreement attached hereto and incorporated herein by reference.

INTRODUCED this _____ day of _____, 2020.

PASSED this _____ day of _____, 2020.

APPROVED this _____ day of _____, 2020.

	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

EXHIBIT 1

Original Town of Charleston, Block 7, Lot 37 SW ¼ Section 11, T12N, R9EE, City of Charleston, Coles County, Illinois (as taken from the TIF application, page 2) more commonly known as 505 7th Street, Charleston, Illinois (Karate USA).

EXHIBIT 2

REDEVELOPMENT AGREEMENT

This Redevelopment Agreement (referred to herein as the “Agreement” or “Redevelopment Agreement”) is entered into this 5th day of May 2020, by and between the City of Charleston, Illinois (the “City”) and Mitchell Sarat and Jane Ball-Sarat d/b/a Karate USA (hereinafter referred to as “Developer”) for the property located at 505 7th Street, Charleston, Illinois.

ARTICLE I

PREAMBLE

WITNESSETH:

WHEREAS, the City has previously designated the “Central Area Redevelopment Plan and Redevelopment Project” Tax Increment Finance Redevelopment Area (hereinafter referred to as the “TIF Area”, as described in Exhibit A) pursuant to the “Tax Increment Financing Allocation Redevelopment (65 ILCS 5/11-74.4-1 *et seq.*), hereinafter referred to as the “Act;” and

WHEREAS, the Developer proposes to accomplish a Redevelopment Project (as defined in the Act) as a part of the Redevelopment Plan for the TIF Area; and

WHEREAS, the Developer has determined that the Project (as defined herein) is not economically feasible using traditional development financing procedures and is unwilling to undertake the Project and pay costs connected with the Project unless the City agrees that certain incentives will be provided to the Developer to be used for the payment of Redevelopment Project Costs (as that term is defined herein); and

WHEREAS, the Project is consistent with and will promote the purposes outlined in the Redevelopment Plan, and in order to achieve the objectives of the Redevelopment Plan, the City intends to assist the Developer in the development of the Project; and

WHEREAS, the City has determined that the Developer possesses the experience and qualifications to undertake the Project, and the City, therefore, deems it appropriate to enter into this Agreement with Developer.

NOW, THEREFORE, the City and the Developer represent, covenant and agree as follows:

ARTICLE II

DEFINITIONS

The terms defined above in the recitals in the preamble to this Agreement and otherwise from place to place in this Agreement, and in this Section, will for all purposes of this Agreement have the meanings herein specified, unless the context clearly requires otherwise:

“Act” will have the meaning as set forth in the recitals in the preamble to this Agreement and as the Act may be hereafter amended or supplemented from time to time.

“Agreement” means this Agreement and all Exhibits and Attachments appended hereto, as hereinafter amended or supplemented.

“Authorized Developer Representative” means the individual executing this Agreement (or such other persons, designated in writing filed with the City Clerk) who shall have full authority on behalf of the Developer to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the Developer to this Agreement.

“Authorized City Representative” means the Mayor (or the Mayor’s designee in writing filed with the City Clerk), who shall have full authority on behalf of the City to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the City to this Agreement.

“Certificate of Redevelopment Project Costs” means a document substantially in the form of Exhibit B delivered by the Developer to the City and certifying and evidencing Redevelopment Project Costs, which a portion of are payable under the Act and this Agreement.

“City” means the City of Charleston, Coles County, Illinois.

“City Council” or “Corporate Authorities” means the governing body of the City, as constituted from time to time.

“Developer” means Mitchell Sarat and Jane Ball-Sarat d/b/a Karate USA, or any entity or any successor of interest, or assigns which is a party to this Agreement.

“Development Plan(s)” means the “Redevelopment of 505 7th Street” plans, drawings and specifications herein defined as Exhibit C, prepared by the Developer.

“Fund” means the special tax allocation fund for the TIF Area provided for and described in 65 ILCS 5/11-74.4-8(b), established according to the Act.

“Grant Amount” means monies from the fund that the City shall reimburse the developer in the manner set forth in this agreement and shall be 50% of the total Redevelopment Project Costs (as certified by the City) or \$2,075.00, whichever amount is less. In the event that the project cost reduces, the grant amount shall reduce in the same percentage of the reduction in actual redevelopment project costs.

“Parties” means, collectively, the City and the Developer.

“Private Development” means the activities by the Developer as shown in the Development Plans.

“Project” means the building improvements to the structure in accordance with Charleston City Code Requirements including all labor and materials to: 1) Supply the material, labor and equipment necessary to complete improvements for the following Scope of Work: custom awning and frame 5’ x 5’ x 17’5” with a 2’ rigid valance and lettering; 2) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; 3) Temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project; 4) ALL work to be done using “Lead-Safe Procedures” (all colors to be approved by developer and the city, and no painting of the brick unless already painted); and 5) All roof related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

“Redevelopment Plan” means the redevelopment plan under the Act for the TIF Area.

“Redevelopment Project Costs” means those costs defined in the Act as “redevelopment project costs”.

“Site” means that real property described by a metes and bounds/legal description, as attached to Exhibit A, in Coles County, Illinois

“State” means the State of Illinois.

“TIF Area” means the “Central Area Redevelopment Plan and Redevelopment Project Area” Tax Increment Finance Redevelopment Area.

ARTICLE III

RESPONSIBILITIES OF THE CITY

3.1 The ordinance authorizing this Agreement shall provide and constitute full authority for the City’s payment of all or a portion of those Redevelopment Project Costs authorized by this Agreement and certified by the Developer in its

Certificate of Redevelopment Project Costs. The obligation to make such payment(s) shall not be a general obligation of the City, and the City shall not and does not pledge any revenues or monies, other than those within the Fund.

- 3.2 The City's obligations under this Agreement to pay for a portion of the Redevelopment Project Costs (as authorized by the City) is a special and limited obligation, to be paid solely from monies on deposit in the Fund, and not otherwise. Any Notes or other obligations under this Agreement do not now and shall never constitute an indebtedness of the City within the meaning of any constitutional or statutory provision and shall not constitute or give rise to a pecuniary liability of the City or a charge or lien against the City's general credit, funds, taxing power or otherwise, a condition precedent to the City's execution hereof and to which the Developer hereby irrevocably assents.
- 3.3 Commencing on May 6, 2020, the City shall review and in its discretion accept a Certificate of Redevelopment Project Costs provided to it by the Developer and funded by the city; such Certificate shall be no more than the percent of work completed by the developer as verified by the City. The City shall sign each such Certificate within thirty (30) days of receipt of each such Certificate, and upon signature, pay to the Developer the amount of each such Certificate; except in the event the City determines that deficiencies exist with respect to the Certificate or if the City determines that any cost identified as a Redevelopment Project Cost is not reimbursable under the TIF Act and the Redevelopment Plan. If the City determines that there is a deficiency in the Certificate, the City shall notify the Developer within thirty (30) days of receipt of such Certificate of the specific deficiencies (which may include the corrective action required). Upon Developer's presentation of satisfactory evidence of the correction of deficiencies and performance of corrective action, the City will promptly sign such Certificate and pay the Developer the Grant Amount: if the City determines that any cost identified by the Developer as a Redevelopment Project Cost is not reimbursable under the TIF Act and the Redevelopment Plan the City shall notify the Developer in writing within the 30 days following receipt of a Certificate of Redevelopment Project Costs, identifying the ineligible cost and the basis for determining the cost

to be ineligible, whereupon the Developer shall have the right to identify and substitute other costs as Redevelopment Project Costs with a supplemental application for payment.

- 3.4 The process for a payment to the Developer shall be substantially as follows: (1) The Developer shall pay for the development of the Project and shall submit to the City Certificates of Redevelopment Project Costs; (2) The City shall authorize the payment of such Certificates of Redevelopment Project Costs subject to the procedures set forth in Paragraph 3.3 of this Agreement; (3) The City shall pay to the Developer the authorized amount.
- 3.5 The City shall pay Developer from the Fund, in order to provide monies to the Developer to finance Redevelopment Project Costs identified in the Certificate of Redevelopment Project Costs and authorized by the City, the Grant Amount.
- 3.6 The City shall make such payments from the monies deposited in the Fund, and not otherwise.

ARTICLE IV
RESPONSIBILITIES OF THE DEVELOPER

- 4.1 The Developer agrees for itself, its successors and assigns, that it shall promptly begin and diligently prosecute the Project and Private Development.
- 4.2 Developer shall initiate the Project and Private Development no later than May 6, 2020.
- 4.3 Developer shall be in default if Developer does not make reasonable progress toward the completion of the Project. For the purposes of the Agreement, “reasonable progress” shall mean the completion of the Project, and the issuance of an occupancy permit by the City for the Project, on or before April 30, 2021.
- 4.4 The Developer shall disclose and report to the City any application or request the Developer makes to any governmental body, public or private agency or person for funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs. Developer shall disclose and give notice to the City if Developer receives funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs set forth or described in the Certificate of Redevelopment Project from a source other than monies in the Fund. In the event Developer receives any such monies or grants, the obligation of the City to fund the Redevelopment Project Costs may be reduced by a like amount.
- 4.5 Developer agrees to make a good faith effort in hiring City residents who are qualified for work at the Project. Such “good faith” efforts shall include, but not be limited to the provision of notices that shall be posted in Charleston City Hall providing information as to employment opportunities at the Project, with the necessary requirements for such employment.

ARTICLE V
GENERAL PROVISIONS

5.1 This Agreement, except where the context by clear implication will otherwise require, will be construed and applied as follows:

- a. Definitions include both singular and plural;
- b. Pronouns include both singular and plural and cover all genders; and
- c. Headings of sections herein are solely for the convenience of reference and do not constitute a part hereof and will not affect the meaning, construction or effect hereof.

5.2 All agreements, covenants, representations and warranties in this Agreement will remain in full force and effect for a term to coincide with the term of the TIF Area.

5.3 The purpose of the Agreement is to express the obligations and commitments of the City and Developer to take those actions necessary and appropriate to develop the Project consistent with this Agreement.

5.4 Neither the execution nor the delivery of this Agreement nor the performance of this Agreement by the City or the Developer will conflict with, violate or result in a breach of any of the terms, conditions, or provisions of, or constitute a default under, or (with or without the giving of notice or the passage of time or both) entitle any party to terminate or declare a default under any contract, agreement, lease, license, or instrument or any rule, regulation, statute, ordinance, judicial decision, judgment, decree, or other law to which the City or the Developer, as applicable, is a party or by which the City or the Developer, as applicable, may be bound.

5.5 No consent or approval by a governmental authority is required in connection with the execution and delivery by the City of this Agreement or the performance by the City of its obligations hereunder, except that if State or other governmental approvals are required, City will use its best efforts to obtain any such approval,

and Developer will not be obligated under Article 4 hereof until all such State or other governmental approvals are obtained and copies delivered to Developer.

- 5.6 All work by the City or the Developer will conform to Federal, State and local laws, regulations, and ordinances including but not limited to building codes, prevailing wage laws, subdivisions, zoning and life safety codes as may be applicable to their respective activities under this Agreement.

This project may be subject to the Illinois Prevailing Wage Act. This contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, *820 ILCS 130/01 et seq.* (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. Developer agrees to comply with the Act and agrees to indemnify and hold harmless Municipality from any and all claims, damages, fines, fees and penalties arising out of non-compliance with the Act by Developer and its agents.

- 5.7 This Agreement may be executed and delivered in counterparts and each will be considered an original and together they will constitute one agreement.
- 5.8 Any notice, demand, or request required or permitted to be given under the provisions of this Agreement will be in writing and delivered personally or by registered or certified mail, postage prepared, to the following persons and addresses, or to such other addresses or persons as either Party may designate by subsequent notice to the other Party:

If to the City, to:

Scott Smith, City Manager
City of Charleston
520 Jackson Avenue
Charleston, IL 61920

With a copy to the City Attorney:

Rachael Cunningham
City Attorney
520 Jackson Avenue
Charleston, IL 61920

If to the Developer, to:

Mitchell Sarat and Jane Ball-Sarat
Karate USA
505 7th Street
Charleston, IL 61920

5.9 This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois.

5.10 The Parties intend and believe that each provision of this Agreement complies with all applicable Local, State, and Federal laws and judicial decisions. However, if any provision or any portion of any provision of this Agreement is found by a court of law to be in violation of any applicable Local, State or Federal ordinance, statute, law, administrative or judicial decision, or public policy, and if such court should declare such provision or portion to be illegal, invalid, unlawful, void or unenforceable as written, it is the intent of the Parties that such provision or portion will be given force to the fullest possible extent that it is legal, valid and enforceable, that the remainder of this Agreement will be construed as if such illegal, invalid, unlawful, void, or unenforceable provision or portion were not contained in this Agreement, and that the rights, obligations and interests of the Parties under the remainder of this Agreement will continue in full force and effect.

5.11 This Agreement will be binding upon and inure to the benefit of, and be enforceable by, the Parties and their respective successors and assigns. The rights, duties and obligations of a party in this Agreement shall be assignable subject to prior written approval of the other party, which approval shall not be unreasonably withheld or delayed.

ARTICLE VI

Defaults, Remedies and Indemnifications

6.1 Material failure or delay by either the City or the Developer to timely perform any term or provision of this Agreement or their respective parts to be performed shall constitute an “event of default” under this Agreement. The Party who is charged with such nonperformance shall, upon receipt of written notice of the existence of such event of default, immediately commence to cure, correct or remedy such event of default and thereafter proceed with diligence to cure such event of default. The Party claiming such event of default shall give written notice of the claimed event of default to the other Party, specifying the event of default complained of. Except as required to protect against immediate irreparable harm, the Party asserting an event of default may not institute proceedings against the other Party until seven (7) days if the default is failure to pay Developer pursuant to Article III or thirty (30) days in case of any other default after having given such notice. If such event of default is cured within such seven (7) or thirty (30) day period, as the case may be, the event of default shall not be deemed to constitute a “default” under this Agreement. If the event of default is one which cannot reasonably be cured within a thirty (30) day period, upon request and with appropriate showings, and agreement by the other Party to the time of the extension, the cure period shall be extended for such time as is reasonably necessary for the curing of same, so long as there is diligent proceeding to cure such event of default. If such event of default is cured within such extended period, the event shall not be deemed to constitute a default under this Agreement. However, an event of default not cured as provided

above shall constitute a default under this Agreement. Except as otherwise expressly provided in this Agreement, any failure or delay by either party in asserting any of its rights or remedies as to any event of default or default shall not operate as a waiver of any such event of default or default of any rights or remedies it may have as a result of such event of default or default. The sole remedy of the Developer in the event of a default by the City under any of the terms and provisions of this Agreement shall be to institute legal action against the City for specific performance or other appropriate equitable relief. Under no circumstances shall the City be subject to any monetary liability or be liable for damages (compensatory or punitive) under the provisions, terms and conditions of this Agreement except to the extent of any failure to make deposits in or distributions from Developers Subaccount. In the event of a default by the Developer, the obligation of the City to provide Incremental Property Taxes from the Site to the Developer's Subaccount, and pay for any Redevelopment Project Cost, shall cease, and City shall not subsequently be obligated to make any such provisions or payments to Developer. Except as to the foregoing, the parties shall have all remedies with respect to this Agreement available under applicable law. Notwithstanding anything herein to the contrary, the City shall be liable for no amount hereunder in excess of Incremental Property Taxes which have been or should be duly deposited into the Developer's Subaccount.

- 6.2 Neither the City nor the Developer nor any successor in interest shall be considered in breach or default of their respective obligations under this Agreement, and times for performance of obligations hereunder shall be extended, in the event of any delay caused by force majeure, including, without limitation, damage or destruction by fire or casualty; condemnation; strike; lockout; civil disorder; war; domestic or international terrorism; restrictive government regulations; issuance of any permits and/or legal authorization by the governmental entity necessary for the Developer to proceed with the Redevelopment Agreement or any portion hereof; shortage or delay in shipment of material or fuel; inability to secure labor or materials within established budget limitations, including contingencies; acts of God; unusually adverse weather conditions; or other like causes beyond the Parties' reasonable

control including but not limited to, any litigation, court order or judgment resulting from any litigation affecting the validity of the Redevelopment Plan, the Redevelopment Project, the Redevelopment Project Area, the Private Development, or this Agreement.

- 6.3 Notwithstanding anything herein to the contrary, the City, its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable to the Developer for damages of any kind or nature whatsoever or otherwise in the event that all or any part of the Act, or any Ordinance of the City adopted or not adopted in connection with the Act or this Agreement or the Redevelopment Plan, shall be declared invalid or unconstitutional in whole or in part by the final (as to which all rights of appeal have expired or have been exhausted) judgment of any court of competent jurisdiction, and by reason thereof either the City is prevented from performing any of the covenants and agreements herein or the Developer is prevented from enjoying the rights and privileges hereof; provided that nothing in this paragraph shall limit claims by Developer against the Developer's Subaccount or actions by the Developer seeking specific performance.
- 6.4 The Developer releases from and covenants and agrees that the City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for, and agrees to indemnify and hold harmless the City and its Corporate Authorities, officials, agents, employees and independent contractors against, any lawsuits or loss or damage to property or injury to or death of any person arising out of or in connection with this Agreement or the implementation of the Project and the Private Development, whether or not such is filed or other proceedings instituted, except as such may be caused by the intentional conduct of the City, its Corporate Authorities, officials, agents, employees, or independent contractors.
- 6.5 The City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for any lawsuits or other proceedings or damage or injury to the persons or property of the Developer or its officers, agents,

independent contractors or employees or any other person who may be about the Private Development or any work by the Developer due to any act of negligence of any person, except as such may be caused by the intentional misconduct, of the City, its Corporate Authorities, officials, agents, employees, or independent contractors that are contrary to the provisions of this Agreement.

- 6.6 All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be covenants, stipulations, promises, agreements, and obligations of the City and not of any governing body, officials, agents, employees or independent contractors in their individual capacities.
- 6.7 To the extent permitted by law, the Developer agrees to indemnify, defend, and hold harmless the City, its Corporate Authorities, officials, agents, employees and independent contractors, from and against any and all claims, demands, costs, liabilities, damages or expenses, including attorneys' and consultants' fees, investigation and laboratory fees, court costs and litigation expenses, arising from (i) any release or threat of a release, actual or alleged, of any hazardous substances, upon or about the Private Development or respecting any products or materials hereafter located upon, delivered to or in transit to or from the Private Development unless such release or threat of release occurs as a result of any act, omission, negligence or misconduct of the City; (ii) (A) any violation (actual or alleged) of, or any other liability under or in connection with, any environmental laws relating to or affecting the Private Development, or (B) any hereafter arising violation, actual or alleged, or any other liability, under or in connection with, any environmental laws relating to any products or materials previously, now or hereafter located upon, delivered to or in transit to or from the Project, unless such violation or alleged violation or other liability occurs or arises, as the result of any act, omission, negligence or misconduct of the City; (iii) any assertion by any third party of any claims or demands for any loss or injury arising out of, relating to or in connection with any hazardous substances on or about or allegedly on or about the Private Development after the date hereof and implementation of the Redevelopment Plan; or (iv) any breach, falsity or failure of any of the

representations, warranties, covenants and agreements concerning any hazardous substances. For purposes of this paragraph "hazardous substances" includes, without limit, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, or related materials defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 *et seq.*), the Hazardous Materials Transportation Act, as amended (49 U.S.C. §§ 1801 *et seq.* , the Resource Conservation and Recovery Act, as amended (42 U.S.C. §§ 9601 *et seq.*) and in the regulations adopted and publications promulgated pursuant thereto, any other federal, state or local environmental law, ordinance, rule, or regulation. Notwithstanding anything to the contrary in this Article 6, Developer shall have no liability to indemnify the City with respect to conditions first arising or occurring after Developer ceases to own any interest in or have any right to possession of the site; provided, however that this limitation shall not diminish or otherwise effect (i) Developer's liability for events occurring or conditions arising prior to such transfer or (ii) the liability of any transferee of Developer.

CITY OF CHARLESTON, ILLINOIS

City Manager

Attest:

City Clerk

Date Executed:

_____, 20__

(Corporate Seal)

DEVELOPER

By: _____
Signature

Printed: _____
Owner

Date Executed:
_____, 20__

EXHIBIT A

(Copy of the Redevelopment Plan, including legal description of Site)

Original Town of Charleston, Block 7, Lot 37 SW ¼ Section 11, T12N, R9EE, City of Charleston, Coles County, Illinois (as taken from the TIF application, page 2) more commonly known as 505 7th Street, Charleston, Illinois (Karate USA).

This Redevelopment Plan includes building improvements to the structure in accordance with Charleston City Code Requirements including all labor and materials to: 1) Supply the material, labor and equipment necessary to complete improvements for the following Scope of Work: custom awning and frame 5' x 5' x 17'5" with a 2' rigid valance and lettering; 2) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; 3) Temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project; 4) ALL work to be done using "Lead-Safe Procedures" (all colors to be approved by developer and the city, and no painting of the brick unless already painted); and 5) All roof-related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

The applicant has completed and included the Charleston Tax Increment Finance District Grant Application as part of Attachment 1, and it is incorporated herein by reference.

EXHIBIT B

Certificate of Redevelopment Project Costs

The estimated Redevelopment Project Costs are estimated to be \$4,150.60

Total TIF project cost is whichever is less of \$2,075.00 or not to exceed 50% of total redevelopment project costs (as certified by the City), for the project described in Exhibit A.

The developer agrees to pay a minimum of 50% of total Redevelopment Project Costs.

CONTRACTOR'S CERTIFICATE OF REDEVELOPMENT PROJECT COSTS

TO: City of Charleston
520 Jackson Avenue
Charleston, IL 61920

Attention: Scott Smith, City Manager

Re: "Central Area Redevelopment Plan and Redevelopment Project" pertaining to the redevelopment of 505 7th Street as part of the Tax Increment Finance Redevelopment Area

Terms not otherwise defined herein shall have the meaning ascribed to such terms in the Redevelopment Agreement dated as of May 5, 2020 (the "Agreement") between the City and the Developer. In connection with said Agreement, the undersigned hereby states and certifies that:

1. Each item listed on Schedule 1 hereto is a Redevelopment Project Cost and was incurred in connection with the development of the Redevelopment Project.
2. These Redevelopment Project Costs have been paid by the Developer and are payable under the TIF Act and the Agreement.
3. Each item listed on Schedule 1 has not previously been paid from money derived from the TIF Area, and no part thereof has been included in any other Certificate previously filed with the City.
4. There has not been filed with or served upon the Developer any notice of any lien, right of lien or attachment upon or claim affecting the right of any person, firm or corporation to receive payment of the amounts stated in this request, except to the extent any such lien is being contested in good faith. The Developer has contractor affidavits and lien waivers in connection with the foregoing.
5. All necessary permits and approvals required for the portion of the Project for which this certificate relates have been issued are in full force and effect.

Redevelopment Agreement: \$2,075.00 ORD# 20-O-__

Pay Schedule #1: \$ _____

Balance of Agreement: \$2,075.00

**CONTRACTOR'S CERTIFICATE OF
REDEVELOPMENT PROJECT COSTS (continued)**

Dated this _____ day of _____, _____.

By: _____
(Signed name)

(Printed name)

Title _____

AUTHORIZED FOR PAYMENT

CITY OF CHARLESTON, ILLINOIS

By: _____
(Scott Smith, City Manager)

(Insert Notary Form(s) and Legal Description)

SCHEDULE 1

REDEVELOPMENT PROJECT COSTS

List

Redevelopment Project Cost (in dollars)

EXHIBIT C

DEVELOPMENT PLANS

Development plans are completed and included as part of Attachment 1: The Charleston Tax Increment Finance District Grant Application, and incorporated herein by reference.

City Council Regular Meeting

14)

Meeting Date: 05/05/2020

Submitted For: Steve Pamperin, City Planner

Submitted By: Deborah Muller, City Clerk

TITLE:

ORDINANCE: Providing for Sensible Rehabilitation within the Tax Increment Financing (TIF) District for 10 5th Street--Williams Rentals.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

ORD: Tif Funds for 10 5th Street (Williams Rentals).

Redevelopment Agreement.

ORDINANCE

20 – O – _____

ORDINANCE PROVIDING FOR SENSIBLE REHABILITATION WITHIN THE TAX INCREMENT FINANCING (TIF) DISTRICT

WHEREAS, the State of Illinois has adopted Tax Increment Financing, pursuant to Division 11, Section 74.4.1 *et seq.* of the Illinois Municipal Code, as amended; and

WHEREAS, the City Council for the City of Charleston, Coles County, Illinois, has adopted sales tax financing and has further adopted a Tax Increment Redevelopment Plan for a certain portion of real estate located within the City of Charleston, said real estate (more commonly known as 10 5th Street, Charleston, Illinois), being described in Exhibit 1, and incorporated herein by reference; and

WHEREAS, the Tax Increment Redevelopment Plan as approved by the City Council for the City of Charleston provides for a “development activity” for the sensible rehabilitation of structures; and

WHEREAS, John Williams d/b/a Williams Rentals of the City of Charleston has requested a grant in an amount not to exceed Thirteen Thousand Dollars and No Cents (\$13,000) for the purpose of providing renovations to the building located at 10 5th Street; and

WHEREAS, the City of Charleston and John Williams d/b/a Williams Rentals have mutually agreed to the terms of a Redevelopment Agreement, said agreement being attached hereto as Exhibit 2 and made a part thereof by reference; and

WHEREAS, the following provisions are made as a result of said Redevelopment Agreement:

1) That a grant to John Williams d/b/a Williams Rentals in an amount not to exceed Thirteen Thousand Dollars and No Cents (\$13,000) would serve to:

- a)** Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”
- b)** Enhance the tax base of the City of Charleston and other taxing districts, which extend into the redevelopment project area;
- c)** Arrest the spread of blighting factors and preserve and enhance the value of properties adjacent to the redevelopment project area;

- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois; and

WHEREAS, it is hereby determined by the City Council of the City of Charleston, Coles County, Illinois, that it is in the best interest of the citizens thereof and an appropriate use of the Tax Increment Financing funds to enter into an agreement whereby John Williams d/b/a Williams Rentals would receive a grant in an amount not to exceed Thirteen Thousand dollars and No Cents (\$13,000);

IT IS NOW THEREFORE ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Council of the City of Charleston, Coles County, Illinois, hereby makes the following findings:

1) That a grant to John Williams (d/b/a Williams Rentals) in the amount not to exceed Thirteen Thousand dollars and no cents (\$13,000) would serve to:

- a) Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”
- b) Enhance the tax base of the City of Charleston and the other taxing districts, which extend into the redevelopment project area;
- c) Arrest the spread of blighting factors and to preserve and enhance the value of properties adjacent to the redevelopment project area;
- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois.

2) That it is an appropriate use of the Tax Increment Financing funds as provided by the Tax Increment Redevelopment Plan to provide John Williams d/b/a Williams Rentals with a grant, the monies set forth herein for the specific and limited purpose of

improvement of real estate located within the Tax Increment Financing District more commonly known as 10 5th Street, Charleston, Illinois.

- 3)** That the City shall enter into such Redevelopment Agreement as necessary for the purpose of authorizing a grant in an amount not to exceed Thirteen Thousand Dollars and No Cents (\$13,000).
- 4)** That said funds shall be paid by the City of Charleston to John Williams d/b/a Williams Rentals through the City of Charleston's Special Tax Allocation.
- 5)** That said funds shall be used solely for the purpose of rehabilitating 10 5th Street.
- 6)** That this Ordinance shall be in full force and effect after passage by the City Council and signature by the Chief Executive Officer in the manner provided by Law.
- 7)** That the money shall be dispersed by the TIF Officer upon proof of work being completed.
- 8)** That the money shall be dispersed up to the amount allowed above, upon proof of actual cost of the work approved in the applicant's TIF proposal.
- 9)** That colors for awnings and other exterior building materials will be approved by the TIF Officer, prior to ordering/purchase and installation of the materials; failure to receive color approval may result in the City's refusing to distribute TIF funds.
- 10)** That Grant recipient shall provide a contract for the work to be completed prior to commencing work in accordance with the Redevelopment Agreement.
- 11)** That Grant recipient shall provide proof that all work is completed prior to April 30, 2021. Failure to provide said proof may result in termination of the TIF Grant.

BE IT FURTHER ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Manager is hereby authorized and directed to execute the Redevelopment Agreement attached hereto and incorporated herein by reference.

INTRODUCED this _____ day of _____, 2020.

PASSED this _____ day of _____, 2020.

APPROVED this _____ day of _____, 2020.

	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

EXHIBIT “1”

Monroe and Parkers Addition, Block 1, parts of Lots 4 and 5 SE ¼ Section 10 T12N R9E, City of Charleston, Coles County, Illinois (as taken from the TIF application, page 2) more commonly known as 10 5th Street, Charleston, Illinois (Williams Rentals).

EXHIBIT 2

REDEVELOPMENT AGREEMENT

This Redevelopment Agreement (referred to herein as the “Agreement” or “Redevelopment Agreement”) is entered into this 5th day of May 2020, by and between the City of Charleston, Illinois (the “City”) and John Williams d/b/a Williams Rentals (hereinafter referred to as “Developer”) for the property located at 10 5th Street, Charleston, Illinois.

ARTICLE I

PREAMBLE

WITNESSETH:

WHEREAS, the City has previously designated the “Central Area Redevelopment Plan and Redevelopment Project” Tax Increment Finance Redevelopment Area (hereinafter referred to as the “TIF Area”, as described in Exhibit A) pursuant to the “Tax Increment Financing Allocation Redevelopment (65 ILCS 5/11-74.4-1 *et seq.*), hereinafter referred to as the “Act;” and

WHEREAS, the Developer proposes to accomplish a Redevelopment Project (as defined in the Act) as a part of the Redevelopment Plan for the TIF Area; and

WHEREAS, the Developer has determined that the Project (as defined herein) is not economically feasible using traditional development financing procedures and is unwilling to undertake the Project and pay costs connected with the Project unless the City agrees that certain incentives will be provided to the Developer to be used for the payment of Redevelopment Project Costs (as that term is defined herein); and

WHEREAS, the Project is consistent with and will promote the purposes outlined in the Redevelopment Plan, and in order to achieve the objectives of the Redevelopment Plan, the City intends to assist the Developer in the development of the Project; and

WHEREAS, the City has determined that the Developer possesses the experience and qualifications to undertake the Project, and the City, therefore, deems it appropriate to enter into this Agreement with Developer.

NOW, THEREFORE, the City and the Developer represent, covenant and agree as follows:

ARTICLE II

DEFINITIONS

The terms defined above in the recitals in the preamble to this Agreement and otherwise from place to place in this Agreement, and in this Section, will for all purposes of this Agreement have the meanings herein specified, unless the context clearly requires otherwise:

“Act” will have the meaning as set forth in the recitals in the preamble to this Agreement and as the Act may be hereafter amended or supplemented from time to time.

“Agreement” means this Agreement and all Exhibits and Attachments appended hereto, as hereinafter amended or supplemented.

“Authorized Developer Representative” means the individual executing this Agreement (or such other persons, designated in writing filed with the City Clerk) who shall have full authority on behalf of the Developer to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the Developer to this Agreement.

“Authorized City Representative” means the Mayor (or the Mayor’s designee in writing filed with the City Clerk), who shall have full authority on behalf of the City to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the City to this Agreement.

“Certificate of Redevelopment Project Costs” means a document substantially in the form of Exhibit B delivered by the Developer to the City and certifying and evidencing Redevelopment Project Costs, which a portion of are payable under the Act and this Agreement.

“City” means the City of Charleston, Coles County, Illinois.

“City Council” or “Corporate Authorities” means the governing body of the City, as constituted from time to time.

“Developer” means John Williams d/b/a Williams Rentals, or any entity or any successor of interest, or assigns which is a party to this Agreement.

“Development Plan(s)” means the “Redevelopment of 10 5th Street” plans, drawings and specifications herein defined as Exhibit C, prepared by the Developer.

“Fund” means the special tax allocation fund for the TIF Area provided for and described in 65 ILCS 5/11-74.4-8(b), established according to the Act.

“Grant Amount” means monies from the fund that the City shall reimburse the developer in the manner set forth in this agreement and shall be 50% of the total Redevelopment Project Costs (as certified by the City) or \$13,000.00, whichever amount is less. In the event that the project cost reduces, the grant amount shall reduce in the same percentage of the reduction in actual redevelopment project costs.

“Parties” means, collectively, the City and the Developer.

“Private Development” means the activities by the Developer as shown in the Development Plans.

“Project” means the building improvements to the structure in accordance with Charleston City Code Requirements including all labor and materials to supply the material, labor and equipment necessary to complete improvements for the following Scope of Work: 1) Tuck point and replace block as shown on the plans submitted to approved by the City of Charleston; 2) Install a new 200-amp double meter electrical service installation and new security light on a pole on the NW corner of the lot; 3) construct an ADA accessible restroom in the 50’ x 50’ area in the northwest section of the building to meet local, state and federal code requirements; 4) Prepare and submit architectural (or other design professional approved by the state) stamped design plans for the proposed work if required; 5) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; 6) Temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project; 7) ALL work to be done using “Lead-Safe Procedures” (all colors to be approved by developer and the city, and no painting of the brick unless already painted); and 8) All roof-related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

“Redevelopment Plan” means the redevelopment plan under the Act for the TIF Area.

“Redevelopment Project Costs” means those costs defined in the Act as “redevelopment project costs”.

“Site” means that real property described by a metes and bounds/legal description, as attached to Exhibit A, in Coles County, Illinois

“State” means the State of Illinois.

“TIF Area” means the “Central Area Redevelopment Plan and Redevelopment Project Area” Tax Increment Finance Redevelopment Area.

ARTICLE III
RESPONSIBILITIES OF THE CITY

- 3.1 The ordinance authorizing this Agreement shall provide and constitute full authority for the City's payment of all or a portion of those Redevelopment Project Costs authorized by this Agreement and certified by the Developer in its Certificate of Redevelopment Project Costs. The obligation to make such payment(s) shall not be a general obligation of the City, and the City shall not and does not pledge any revenues or monies, other than those within the Fund.
- 3.2 The City's obligations under this Agreement to pay for a portion of the Redevelopment Project Costs (as authorized by the City) is a special and limited obligation, to be paid solely from monies on deposit in the Fund, and not otherwise. Any Notes or other obligations under this Agreement do not now and shall never constitute an indebtedness of the City within the meaning of any constitutional or statutory provision and shall not constitute or give rise to a pecuniary liability of the City or a charge or lien against the City's general credit, funds, taxing power or otherwise, a condition precedent to the City's execution hereof and to which the Developer hereby irrevocably assents.
- 3.3 Commencing on May 6, 2020, the City shall review and in its discretion accept a Certificate of Redevelopment Project Costs provided to it by the Developer and funded by the city; such Certificate shall be no more than the percent of work completed by the developer as verified by the City. The City shall sign each such Certificate within thirty (30) days of receipt of each such Certificate, and upon signature, pay to the Developer the amount of each such Certificate; except in the event the City determines that deficiencies exist with respect to the Certificate or if the City determines that any cost identified as a Redevelopment Project Cost is not reimbursable under the TIF Act and the Redevelopment Plan. If the City determines that there is a deficiency in the Certificate, the City shall notify the Developer within thirty (30) days of receipt of such Certificate of the specific deficiencies (which may include the corrective action required). Upon Developer's

presentation of satisfactory evidence of the correction of deficiencies and performance of corrective action, the City will promptly sign such Certificate and pay the Developer the Grant Amount: if the City determines that any cost identified by the Developer as a Redevelopment Project Cost is not reimbursable under the TIF Act and the Redevelopment Plan the City shall notify the Developer in writing within the 30 days following receipt of a Certificate of Redevelopment Project Costs, identifying the ineligible cost and the basis for determining the cost to be ineligible, whereupon the Developer shall have the right to identify and substitute other costs as Redevelopment Project Costs with a supplemental application for payment.

- 3.4 The process for a payment to the Developer shall be substantially as follows: (1) The Developer shall pay for the development of the Project and shall submit to the City Certificates of Redevelopment Project Costs; (2) The City shall authorize the payment of such Certificates of Redevelopment Project Costs subject to the procedures set forth in Paragraph 3.3 of this Agreement; (3) The City shall pay to the Developer the authorized amount.
- 3.5 The City shall pay Developer from the Fund, in order to provide monies to the Developer to finance Redevelopment Project Costs identified in the Certificate of Redevelopment Project Costs and authorized by the City, the Grant Amount.
- 3.6 The City shall make such payments from the monies deposited in the Fund, and not otherwise.

ARTICLE IV
RESPONSIBILITIES OF THE DEVELOPER

- 4.1 The Developer agrees for itself, its successors and assigns, that it shall promptly begin and diligently prosecute the Project and Private Development.
- 4.2 Developer shall initiate the Project and Private Development no later than May 6, 2020.
- 4.3 Developer shall be in default if Developer does not make reasonable progress toward the completion of the Project. For the purposes of the Agreement, “reasonable progress” shall mean the completion of the Project, and the issuance of an occupancy permit by the City for the Project, on or before April 30, 2021.
- 4.4 The Developer shall disclose and report to the City any application or request the Developer makes to any governmental body, public or private agency or person for funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs. Developer shall disclose and give notice to the City if Developer receives funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs set forth or described in the Certificate of Redevelopment Project from a source other than monies in the Fund. In the event Developer receives any such monies or grants, the obligation of the City to fund the Redevelopment Project Costs may be reduced by a like amount.
- 4.5 Developer agrees to make a good faith effort in hiring City residents who are qualified for work at the Project. Such “good faith” efforts shall include, but not be limited to the provision of notices that shall be posted in Charleston City Hall providing information as to employment opportunities at the Project, with the necessary requirements for such employment.

ARTICLE V
GENERAL PROVISIONS

- 5.1 This Agreement, except where the context by clear implication will otherwise require, will be construed and applied as follows:
- a. Definitions include both singular and plural;
 - b. Pronouns include both singular and plural and cover all genders; and
 - c. Headings of sections herein are solely for the convenience of reference and do not constitute a part hereof and will not affect the meaning, construction or effect hereof.
- 5.2 All agreements, covenants, representations and warranties in this Agreement will remain in full force and effect for a term to coincide with the term of the TIF Area.
- 5.3 The purpose of the Agreement is to express the obligations and commitments of the City and Developer to take those actions necessary and appropriate to develop the Project consistent with this Agreement.
- 5.4 Neither the execution nor the delivery of this Agreement nor the performance of this Agreement by the City or the Developer will conflict with, violate or result in a breach of any of the terms, conditions, or provisions of, or constitute a default under, or (with or without the giving of notice or the passage of time or both) entitle any party to terminate or declare a default under any contract, agreement, lease, license, or instrument or any rule, regulation, statute, ordinance, judicial decision, judgment, decree, or other law to which the City or the Developer, as applicable, is a party or by which the City or the Developer, as applicable, may be bound.
- 5.5 No consent or approval by a governmental authority is required in connection with the execution and delivery by the City of this Agreement or the performance by the City of its obligations hereunder, except that if State or other governmental approvals are required, City will use its best efforts to obtain any such approval,

and Developer will not be obligated under Article 4 hereof until all such State or other governmental approvals are obtained and copies delivered to Developer.

- 5.6 All work by the City or the Developer will conform to Federal, State and local laws, regulations, and ordinances including but not limited to building codes, prevailing wage laws, subdivisions, zoning and life safety codes as may be applicable to their respective activities under this Agreement.

This project may be subject to the Illinois Prevailing Wage Act. This contract calls for the construction of a “public work”, within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. Developer agrees to comply with the Act and agrees to indemnify and hold harmless Municipality from any and all claims, damages, fines, fees and penalties arising out of non-compliance with the Act by Developer and its agents.

- 5.7 This Agreement may be executed and delivered in counterparts and each will be considered an original and together they will constitute one agreement.
- 5.8 Any notice, demand, or request required or permitted to be given under the provisions of this Agreement will be in writing and delivered personally or by registered or certified mail, postage prepared, to the following persons and addresses, or to such other addresses or persons as either Party may designate by subsequent notice to the other Party:

If to the City, to:

Scott Smith, City Manager
City of Charleston
520 Jackson Avenue
Charleston, IL 61920

With a copy to the City Attorney:

Rachael Cunningham
City Attorney
520 Jackson Avenue
Charleston, IL 61920

If to the Developer, to:

John Williams
Williams Rentals
855 7th Street
Charleston, IL 61920

5.9 This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois.

5.10 The Parties intend and believe that each provision of this Agreement complies with all applicable Local, State, and Federal laws and judicial decisions. However, if any provision or any portion of any provision of this Agreement is found by a court of law to be in violation of any applicable Local, State or Federal ordinance, statute, law, administrative or judicial decision, or public policy, and if such court should declare such provision or portion to be illegal, invalid, unlawful, void or unenforceable as written, it is the intent of the Parties that such provision or portion will be given force to the fullest possible extent that it is legal, valid and enforceable, that the remainder of this Agreement will be construed as if such illegal, invalid, unlawful, void, or unenforceable provision or portion were not contained in this Agreement, and that the rights, obligations and interests of the Parties under the remainder of this Agreement will continue in full force and effect.

5.11 This Agreement will be binding upon and inure to the benefit of, and be enforceable by the Parties and their respective successors and assigns. The rights, duties and obligations of a party in this Agreement shall be assignable subject to prior written approval of the other party, which approval shall not be unreasonably withheld or delayed.

ARTICLE VI

Defaults, Remedies and Indemnifications

6.1 Material failure or delay by either the City or the Developer to timely perform any term or provision of this Agreement or their respective parts to be performed shall constitute an “event of default” under this Agreement. The Party who is charged with such nonperformance shall, upon receipt of written notice of the existence of such event of default, immediately commence to cure, correct or remedy such event of default and thereafter proceed with diligence to cure such event of default. The Party claiming such event of default shall give written notice of the claimed event of default to the other Party, specifying the event of default complained of. Except as required to protect against immediate irreparable harm, the Party asserting an event of default may not institute proceedings against the other Party until seven (7) days if the default is failure to pay Developer pursuant to Article III or thirty (30) days in case of any other default after having given such notice. If such event of default is cured within such seven (7) or thirty (30) day period, as the case may be, the event of default shall not be deemed to constitute a “default” under this Agreement. If the event of default is one which cannot reasonably be cured within a thirty (30) day period, upon request and with appropriate showings, and agreement by the other Party to the time of the extension, the cure period shall be extended for such time as is reasonably necessary for the curing of same, so long as there is diligent proceeding to cure such event of default. If such event of default is cured within such extended period, the event shall not be deemed to constitute a default under this Agreement. However, an event of default not cured as provided

above shall constitute a default under this Agreement. Except as otherwise expressly provided in this Agreement, any failure or delay by either party in asserting any of its rights or remedies as to any event of default or default shall not operate as a waiver of any such event of default or default of any rights or remedies it may have as a result of such event of default or default. The sole remedy of the Developer in the event of a default by the City under any of the terms and provisions of this Agreement shall be to institute legal action against the City for specific performance or other appropriate equitable relief. Under no circumstances shall the City be subject to any monetary liability or be liable for damages (compensatory or punitive) under the provisions, terms and conditions of this Agreement except to the extent of any failure to make deposits in or distributions from Developers Subaccount. In the event of a default by the Developer, the obligation of the City to provide Incremental Property Taxes from the Site to the Developer's Subaccount, and pay for any Redevelopment Project Cost, shall cease, and City shall not subsequently be obligated to make any such provisions or payments to Developer. Except as to the foregoing, the parties shall have all remedies with respect to this Agreement available under applicable law. Notwithstanding anything herein to the contrary, the City shall be liable for no amount hereunder in excess of Incremental Property Taxes which have been or should be duly deposited into the Developer's Subaccount.

- 6.2 Neither the City nor the Developer nor any successor in interest shall be considered in breach or default of their respective obligations under this Agreement, and times for performance of obligations hereunder shall be extended, in the event of any delay caused by force majeure, including, without limitation, damage or destruction by fire or casualty; condemnation; strike; lockout; civil disorder; war; domestic or international terrorism; restrictive government regulations; issuance of any permits and/or legal authorization by the governmental entity necessary for the Developer to proceed with the Redevelopment Agreement or any portion hereof; shortage or delay in shipment of material or fuel; inability to secure labor or materials within established budget limitations, including contingencies; acts of God; unusually adverse weather conditions; or other like causes beyond the Parties' reasonable

control including but not limited to, any litigation, court order or judgment resulting from any litigation affecting the validity of the Redevelopment Plan, the Redevelopment Project, the Redevelopment Project Area, the Private Development, or this Agreement.

- 6.3 Notwithstanding anything herein to the contrary, the City, its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable to the Developer for damages of any kind or nature whatsoever or otherwise in the event that all or any part of the Act, or any Ordinance of the City adopted or not adopted in connection with the Act or this Agreement or the Redevelopment Plan, shall be declared invalid or unconstitutional in whole or in part by the final (as to which all rights of appeal have expired or have been exhausted) judgment of any court of competent jurisdiction, and by reason thereof either the City is prevented from performing any of the covenants and agreements herein or the Developer is prevented from enjoying the rights and privileges hereof; provided that nothing in this paragraph shall limit claims by Developer against the Developer's Subaccount or actions by the Developer seeking specific performance.
- 6.4 The Developer releases from and covenants and agrees that the City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for, and agrees to indemnify and hold harmless the City and its Corporate Authorities, officials, agents, employees and independent contractors against, any lawsuits or loss or damage to property or injury to or death of any person arising out of or in connection with this Agreement or the implementation of the Project and the Private Development, whether or not such is filed or other proceedings instituted, except as such may be caused by the intentional conduct of the City, its Corporate Authorities, officials, agents, employees, or independent contractors.
- 6.5 The City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for any lawsuits or other proceedings or damage or injury to the persons or property of the Developer or its officers, agents,

independent contractors or employees or any other person who may be about the Private Development or any work by the Developer due to any act of negligence of any person, except as such may be caused by the intentional misconduct, of the City, its Corporate Authorities, officials, agents, employees, or independent contractors that are contrary to the provisions of this Agreement.

- 6.6 All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be covenants, stipulations, promises, agreements, and obligations of the City and not of any governing body, officials, agents, employees or independent contractors in their individual capacities.
- 6.7 To the extent permitted by law, the Developer agrees to indemnify, defend, and hold harmless the City, its Corporate Authorities, officials, agents, employees and independent contractors, from and against any and all claims, demands, costs, liabilities, damages or expenses, including attorneys' and consultants' fees, investigation and laboratory fees, court costs and litigation expenses, arising from (i) any release or threat of a release, actual or alleged, of any hazardous substances, upon or about the Private Development or respecting any products or materials hereafter located upon, delivered to or in transit to or from the Private Development unless such release or threat of release occurs as a result of any act, omission, negligence or misconduct of the City; (ii) (A) any violation (actual or alleged) of, or any other liability under or in connection with, any environmental laws relating to or affecting the Private Development, or (B) any hereafter arising violation, actual or alleged, or any other liability, under or in connection with, any environmental laws relating to any products or materials previously, now or hereafter located upon, delivered to or in transit to or from the Project, unless such violation or alleged violation or other liability occurs or arises, as the result of any act, omission, negligence or misconduct of the City; (iii) any assertion by any third party of any claims or demands for any loss or injury arising out of, relating to or in connection with any hazardous substances on or about or allegedly on or about the Private Development after the date hereof and implementation of the Redevelopment Plan; or (iv) any breach, falsity or failure of any of the

representations, warranties, covenants and agreements concerning any hazardous substances. For purposes of this paragraph “hazardous substances” includes, without limit, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, or related materials defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 *et seq.*), the Hazardous Materials Transportation Act, as amended (49 U.S.C. §§ 1801 *et seq.*, the Resource Conservation and Recovery Act, as amended (42 U.S.C. §§ 9601 *et seq.*) and in the regulations adopted and publications promulgated pursuant thereto, any other federal, state or local environmental law, ordinance, rule, or regulation. Notwithstanding anything to the contrary in this Article 6, Developer shall have no liability to indemnify the City with respect to conditions first arising or occurring after Developer ceases to own any interest in or have any right to possession of the site; provided, however that this limitation shall not diminish or otherwise effect (i) Developer’s liability for events occurring or conditions arising prior to such transfer or (ii) the liability of any transferee of Developer.

CITY OF CHARLESTON, ILLINOIS

City Manager

Attest:

City Clerk

Date Executed:
_____, 20__

(Corporate Seal)

DEVELOPER

By: _____
Signature

Printed: _____
Owner

Date Executed:
_____, 20__

EXHIBIT A

(Copy of the Redevelopment Plan, including legal description of Site)

Monroe and Parkers Addition, Block 1, parts of Lots 4 and 5 SE ¼ Section 10 T12N R9E, City of Charleston, Coles County, Illinois (as taken from the TIF application, page 2) more commonly known as 10 5th Street, Charleston, Illinois (Williams Rentals).

This Redevelopment Plan includes building improvements to the structure in accordance with Charleston City Code Requirements including all labor and materials to supply the material, labor and equipment necessary to complete improvements for the following Scope of Work: 1) Tuck point and replace block as shown on the plans submitted to approved by the City of Charleston; 2) Install a new 200-amp double meter electrical service installation and new security light on a pole on the NW corner of the lot; 3) Construct an ADA accessible restroom in the 50' x 50' area in the northwest section of the building to meet local, state and federal code requirements; 4) Prepare and submit architectural (or other design professional approved by the state) stamped design plans for the proposed work if required; 5) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; 6) Temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project; 7) ALL work to be done using "Lead-Safe Procedures" (all colors to be approved by developer and the city, and no painting of the brick unless already painted; and 8) All roof related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

The applicant has completed and included the Charleston Tax Increment Finance District Grant Application, incorporated herein by reference, as part of Attachment 1.

EXHIBIT B

Certificate of Redevelopment Project Costs

The estimated Redevelopment Project Costs are estimated to be \$26,000.00.

Total TIF project cost is whichever is less of \$13,000.00, or not to exceed 50% of total redevelopment project costs, as certified by the City, for the project described in Exhibit A.

The developer agrees to pay a minimum of 50% of total Redevelopment Project Costs.

CONTRACTOR'S CERTIFICATE OF REDEVELOPMENT PROJECT COSTS

TO: City of Charleston
520 Jackson Avenue
Charleston, IL 61920

Attention: Scott Smith, City Manager

Re: "Central Area Redevelopment Plan and Redevelopment Project" pertaining to the redevelopment of 10 5th Street as part of the Tax Increment Finance Redevelopment Area

Terms not otherwise defined herein shall have the meaning ascribed to such terms in the Redevelopment Agreement dated as of May 5, 2020 (the "Agreement") between the City and the Developer. In connection with said Agreement, the undersigned hereby states and certifies that:

1. Each item listed on Schedule 1 hereto is a Redevelopment Project Cost and was incurred in connection with the development of the Redevelopment Project.
2. These Redevelopment Project Costs have been paid by the Developer and are payable under the TIF Act and the Agreement.
3. Each item listed on Schedule 1 has not previously been paid from money derived from the TIF Area, and no part thereof has been included in any other Certificate previously filed with the City.
4. There has not been filed with or served upon the Developer any notice of any lien, right of lien or attachment upon or claim affecting the right of any person, firm or corporation to receive payment of the amounts stated in this request, except to the extent any such lien is being contested in good faith. The Developer has contractor affidavits and lien waivers in connection with the foregoing.
5. All necessary permits and approvals required for the portion of the Project for which this certificate relates have been issued are in full force and effect.

Redevelopment Agreement: \$13,000.00 ORD# 20-O-____

Pay Schedule #1: \$ _____

Balance of Agreement: \$13,000.00

**CONTRACTOR'S CERTIFICATE OF
REDEVELOPMENT PROJECT COSTS (continued)**

Dated this _____ day of _____.

By: _____
(Signed name)

(Printed name)

Title _____

AUTHORIZED FOR PAYMENT

CITY OF CHARLESTON, ILLINOIS

By: _____
(Scott Smith, City Manager)

(Insert Notary Form(s) and Legal Description)

SCHEDULE 1

REDEVELOPMENT PROJECT COSTS

List

Redevelopment Project Cost (in dollars)

EXHIBIT C

DEVELOPMENT PLANS

Development plans are completed and included as part of Attachment 1: The Charleston Tax Increment Finance District Grant Application, incorporated herein by reference.

City Council Regular Meeting

15)

Meeting Date: 05/05/2020

Submitted For: Steve Pamperin, City Planner

Submitted By: Deborah Muller, City Clerk

TITLE:

ORDINANCE: Providing for Sensible Rehabilitation within the Tax Increment Financing (TIF) District for 410 6th Street (Roc's Blackfront).

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

ORD: TIF Funds for 410 6th St. (Roc's Blackfront).

Redevelopment Agreement for 410 6th Street.

ORDINANCE

20 – O – _____

ORDINANCE PROVIDING FOR SENSIBLE REHABILITATION WITHIN THE TAX INCREMENT FINANCING (TIF) DISTRICT

WHEREAS, the State of Illinois has adopted Tax Increment Financing, pursuant to Division 11, Section 74.4.1 *et seq.* of the Illinois Municipal Code, as amended; and

WHEREAS, the City Council for the City of Charleston, Coles County, Illinois, has adopted sales tax financing and has further adopted a Tax Increment Redevelopment Plan for a certain portion of real estate located within the City of Charleston, said real estate (more commonly known as 410 6th Street, Charleston, Illinois), being described in Exhibit 1 and incorporated herein by reference; and

WHEREAS, the Tax Increment Redevelopment Plan as approved by the City Council for the City of Charleston provides for a “development activity” for the sensible rehabilitation of structures; and

WHEREAS, Jon M. Knoop d/b/a Roc’s Blackfront of the City of Charleston has requested a grant in an amount not to exceed Fourteen Thousand, Four Hundred Thirty-Five Dollars and No Cents (\$14,435.00) for the purpose of providing renovations to the building located at 410 6th Street Avenue; and

WHEREAS, the City of Charleston and Jon M. Knoop d/b/a Roc’s Blackfront have mutually agreed to the terms of a Redevelopment Agreement, said agreement being attached hereto as Exhibit 2 and made a part thereof by reference; and

WHEREAS, the following provisions are made as a result of said Redevelopment Agreement:

1) That a grant to Jon M. Knoop d/b/a Roc’s Blackfront in an amount not to exceed Fourteen Thousand, Four Hundred Thirty-Five Dollars and No Cents (\$14,435.00) would serve to:

- a)** Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”
- b)** Enhance the tax base of the City of Charleston and other taxing districts, which extend into the redevelopment project area;

- c) Arrest the spread of blighting factors and preserve and enhance the value of properties adjacent to the redevelopment project area;
- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois; and

WHEREAS, it is hereby determined by the City Council of the City of Charleston, Coles County, Illinois, that it is in the best interest of the citizens thereof and an appropriate use of the Tax Increment Financing funds to enter into an agreement whereby Jon M. Knoop d/b/a Roc’s Blackfront would receive a grant in an amount not to exceed Fourteen Thousand, Four Hundred Thirty-Five Dollars and No Cents (\$14,435.00);

IT IS NOW THEREFORE ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Council of the City of Charleston, Coles County, Illinois, hereby makes the following findings:

1) That a grant to Jon M. Knoop d/b/a Roc’s Blackfront in an amount not to exceed Fourteen Thousand, Four Hundred Thirty-Five Dollars and No Cents (\$14,435.00) would serve to:

- a) Reduce or eliminate those conditions, which qualify the area as a “full conservation area;”
- b) Enhance the tax base of the City of Charleston and the other taxing districts, which extend into the redevelopment project area;
- c) Arrest the spread of blighting factors and to preserve and enhance the value of properties adjacent to the redevelopment project area;
- d) Improve the overall environment of the area so as to enable conservation of existing buildings and expansion of private developments in a manner that is compatible with the surrounding lands wherever possible; and
- e) Establish the Downtown as an “extra territorial” destination that will act as a magnet to draw a regional clientele to downtown Charleston, Coles County, Illinois.

- 2)** That it is an appropriate use of the Tax Increment Financing funds as provided by the Tax Increment Redevelopment Plan to provide Jon M. Knoop d/b/a Roc's Blackfront with a grant, the monies set forth herein, for the specific and limited purpose of improvement of real estate (more commonly known as 410 6th Street, Charleston, Illinois) and located within the Tax Increment Financing District.
- 3)** That the City shall enter into such Redevelopment Agreement as necessary for the purpose of authorizing a grant in an amount not to exceed Fourteen Thousand, Four Hundred Thirty-Five Dollars and No Cents (\$14,435.00).
- 4)** That said funds shall be paid by the City of Charleston to Jon M. Knoop d/b/a Roc's Blackfront through the City of Charleston's Special Tax Allocation.
- 5)** That said funds shall be used solely for the purpose of rehabilitating 410 6th Street.
- 6)** That this Ordinance shall be in full force and effect after passage by the City Council and signature by the Chief Executive Officer in the manner provided by Law.
- 7)** That the money shall be dispersed by the TIF Officer upon proof of work being completed.
- 8)** That the money shall be dispersed up to the amount allowed above upon proof of actual cost of the work approved in the applicant's TIF proposal.
- 9)** That colors for awnings and other exterior building materials will be approved by the TIF Officer, prior to ordering/purchase and installation of the materials; failure to receive color approval may result in the City's refusing to distribute TIF funds.
- 10)** That Grant recipient shall provide a contract for the work to be completed prior to commencing work in accordance with the Redevelopment Agreement.
- 11)** That Grant recipient shall provide proof that all work is completed prior to April 30, 2021. Failure to provide said proof may result in termination of the TIF Grant.

BE IT FURTHER ORDAINED by the City Council of the City of Charleston, Coles County, Illinois, that the City Manager is authorized and directed to execute the Redevelopment Agreement attached hereto and incorporated herein by reference.

INTRODUCED this _____ day of _____, 2020.

PASSED this _____ day of _____, 2020.

APPROVED this _____ day of _____, 2020.

	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

EXHIBIT 1

Original Town Block 4 – 20’ off the south side of lot 10 and 16.5 off the north side of 36.5’ of even width off the south side of lot 10 of Charleston, Coles County, Illinois, (as taken from the TIF application, page 2) more commonly known as 408 and 410 6th Street, Charleston, Illinois (Roc’s Blackfront).

EXHIBIT 2

REDEVELOPMENT AGREEMENT

This Redevelopment Agreement (referred to herein as the “Agreement” or “Redevelopment Agreement”) is entered into this 5th day of May 2020, by and between the City of Charleston, Illinois (the “City”) and Jon M. Knoop d/b/a Roc’s Blackfront (hereinafter referred to as “Developer”) for the property located at 410 6th Street, Charleston, Illinois.

ARTICLE I

PREAMBLE

WITNESSETH:

WHEREAS, the City has previously designated the “Central Area Redevelopment Plan and Redevelopment Project” Tax Increment Finance Redevelopment Area (hereinafter referred to as the “TIF Area”, as described in Exhibit A) pursuant to the “Tax Increment Financing Allocation Redevelopment (65 ILCS 5/11-74.4-1 *et seq.*), hereinafter referred to as the “Act;” and

WHEREAS, the Developer proposes to accomplish a Redevelopment Project (as defined in the Act) as a part of the Redevelopment Plan for the TIF Area; and

WHEREAS, the Developer has determined that the Project (as defined herein) is not economically feasible using traditional development financing procedures and is unwilling to undertake the Project and pay costs connected with the Project unless the City agrees that certain incentives will be provided to the Developer to be used for the payment of Redevelopment Project Costs (as that term is defined herein); and

WHEREAS, the Project is consistent with and will promote the purposes outlined in the Redevelopment Plan, and in order to achieve the objectives of the Redevelopment Plan, the City intends to assist the Developer in the development of the Project; and

WHEREAS, the City has determined that the Developer possesses the experience and qualifications to undertake the Project, and the City deems it appropriate to enter into this Agreement with Developer;

NOW, THEREFORE, the City and the Developer represent, covenant and agree as follows:

ARTICLE II

DEFINITIONS

The terms defined above in the recitals in the preamble to this Agreement and otherwise from place to place in this Agreement, and in this Section, will for all purposes of this Agreement have the meanings herein specified, unless the context clearly requires otherwise:

“Act” will have the meaning as set forth in the recitals in the preamble to this Agreement and as the Act may be hereafter amended or supplemented from time to time.

“Agreement” means this Agreement and all Exhibits and Attachments appended hereto, as hereinafter amended or supplemented.

“Authorized Developer Representative” means the individual executing this Agreement (or such other persons, designated in writing filed with the City Clerk) who shall have full authority on behalf of the Developer to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the Developer to this Agreement.

“Authorized City Representative” means the Mayor (or the Mayor’s designee in writing filed with the City Clerk), who shall have full authority on behalf of the City to execute all further and supplemental documents, instruments and agreements, to give all consents and approvals, and to take all further supplemental actions, to give full effect for the City to this Agreement.

“Certificate of Redevelopment Project Costs” means a document substantially in the form of Exhibit B delivered by the Developer to the City and certifying and evidencing Redevelopment Project Costs, which a portion of are payable under the Act and this Agreement.

“City” means the City of Charleston, Coles County, Illinois.

“City Council” or “Corporate Authorities” means the governing body of the City, as constituted from time to time.

“Developer” means Jon M. Knoop d/b/a Roc’s Blackfront, or any entity or any successor of interest, or assigns which is a party to this Agreement.

“Development Plan(s)” means the “Redevelopment of 410 6th Street” plans, drawings and specifications herein defined as Exhibit C, prepared by the Developer.

“Fund” means the special tax allocation fund for the TIF Area provided for and described in 65 ILCS 5/11-74.4-8(b), established according to the Act.

“Grant Amount” means monies from the fund that the City shall reimburse the developer in the manner set forth in this agreement and shall be 50% of the total Redevelopment Project Costs (as certified by the City) or \$14,435.00, whichever amount is less. In the event that the project cost reduces, the grant amount shall reduce in the same percentage of the reduction in actual redevelopment project costs.

“Parties” means, collectively, the City and the Developer.

“Private Development” means the activities by the Developer as shown in the Development Plans.

“Project” means the building improvements to the structure in accordance with Charleston City Code Requirements including to supply the material, labor and equipment necessary to complete improvements for the following Scope of Work: 1) Install all posts and beams in lower section, install all L.V.L. under floor joists, put back suspended ceiling, drywall work, paint (match or cover and match as close as possible, move plumbing for access, haul away debris; 2) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; 3) Temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project; 4) ALL work to be done using “Lead-Safe Procedures” (all colors to be approved by developer and the city, and no painting of the brick unless already painted); and 5) All roof-related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

“Redevelopment Plan” means the redevelopment plan under the Act for the TIF Area.

“Redevelopment Project Costs” means those costs defined in the Act as “redevelopment project costs”.

“Site” means that real property described by a metes and bounds/legal description, as attached to Exhibit A, in Coles County, Illinois

“State” means the State of Illinois.

“TIF Area” means the “Central Area Redevelopment Plan and Redevelopment Project Area” Tax Increment Finance Redevelopment Area.

ARTICLE III

RESPONSIBILITIES OF THE CITY

- 3.1 The ordinance authorizing this Agreement shall provide and constitute full authority for the City's payment of all or a portion of those Redevelopment Project Costs authorized by this Agreement and certified by the Developer in its Certificate of Redevelopment Project Costs. The obligation to make such payment(s) shall not be a general obligation of the City, and the City shall not and does not pledge any revenues or monies, other than those within the Fund.
- 3.2 The City's obligations under this Agreement to pay for a portion of the Redevelopment Project Costs (as authorized by the City) is a special and limited obligation, to be paid solely from monies on deposit in the Fund, and not otherwise. Any Notes or other obligations under this Agreement do not now and shall never constitute an indebtedness of the City within the meaning of any constitutional or statutory provision and shall not constitute or give rise to a pecuniary liability of the City or a charge or lien against the City's general credit, funds, taxing power or otherwise, a condition precedent to the City's execution hereof and to which the Developer hereby irrevocably assents.
- 3.3 Commencing on May 6, 2020, the City shall review and in its discretion accept a Certificate of Redevelopment Project Costs provided to it by the Developer and funded by the city; such Certificate shall be no more than the percent of work completed by the developer as verified by the City. The City shall sign each such Certificate within thirty (30) days of receipt of each such Certificate, and upon signature, pay to the Developer the amount of each such Certificate; except in the event the City determines that deficiencies exist with respect to the Certificate or if the City determines that any cost identified as a Redevelopment Project Cost is not reimbursable under the TIF Act and the Redevelopment Plan. If the City determines that there is a deficiency in the Certificate, the City shall notify the Developer within thirty (30) days of receipt of such Certificate of the specific deficiencies (which may include the corrective action required). Upon Developer's presentation of satisfactory evidence of the correction of deficiencies and performance of corrective action, the City will promptly sign such Certificate and pay the Developer the Grant Amount; if the City determines that any cost identified by the Developer as a Redevelopment Project Cost is not reimbursable

under the TIF Act and the Redevelopment Plan the City shall notify the Developer in writing within the 30 days following receipt of a Certificate of Redevelopment Project Costs, identifying the ineligible cost and the basis for determining the cost to be ineligible, whereupon the Developer shall have the right to identify and substitute other costs as Redevelopment Project Costs with a supplemental application for payment.

- 3.4 The process for a payment to the Developer shall be substantially as follows: (1) The Developer shall pay for the development of the Project and shall submit to the City Certificates of Redevelopment Project Costs; (2) The City shall authorize the payment of such Certificates of Redevelopment Project Costs subject to the procedures set forth in Paragraph 3.3 of this Agreement; (3) The City shall pay to the Developer the authorized amount.
- 3.5 The City shall pay Developer from the Fund, in order to provide monies to the Developer to finance Redevelopment Project Costs identified in the Certificate of Redevelopment Project Costs and authorized by the City, the Grant Amount.
- 3.6 The City shall make such payments from the monies deposited in the Fund, and not otherwise.

ARTICLE IV
RESPONSIBILITIES OF THE DEVELOPER

- 4.1 The Developer agrees for itself, its successors and assigns, that it shall promptly begin and diligently prosecute the Project and Private Development.
- 4.2 Developer shall initiate the Project and Private Development no later than May 6, 2020.
- 4.3 Developer shall be in default if Developer does not make reasonable progress toward the completion of the Project. For the purposes of the Agreement, “reasonable progress” shall mean the completion of the Project, and the issuance of an occupancy permit by the City for the Project, on or before April 30, 2021.
- 4.4 The Developer shall disclose and report to the City any application or request the Developer makes to any governmental body, public or private agency or person for funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs. Developer shall disclose and give notice to the City if Developer receives funds or grants to satisfy or pay for any portion of the Redevelopment Project Costs set forth or described in the Certificate of Redevelopment Project from a source other than monies in the Fund. In the event Developer receives any such monies or grants, the obligation of the City to fund the Redevelopment Project Costs may be reduced by a like amount.
- 4.5 Developer agrees to make a good faith effort in hiring City residents who are qualified for work at the Project. Such “good faith” efforts shall include, but not be limited to the provision of notices that shall be posted in Charleston City Hall providing information as to employment opportunities at the Project, with the necessary requirements for such employment.

ARTICLE V
GENERAL PROVISIONS

- 5.1 This Agreement, except where the context by clear implication will otherwise require, will be construed and applied as follows:
- a. Definitions include both singular and plural;
 - b. Pronouns include both singular and plural and cover all genders; and
 - c. Headings of sections herein are solely for the convenience of reference and do not constitute a part hereof and will not affect the meaning, construction or effect hereof.
- 5.2 All agreements, covenants, representations and warranties in this Agreement will remain in full force and effect for a term to coincide with the term of the TIF Area.
- 5.3 The purpose of the Agreement is to express the obligations and commitments of the City and Developer to take those actions necessary and appropriate to develop the Project consistent with this Agreement.
- 5.4 Neither the execution nor the delivery of this Agreement nor the performance of this Agreement by the City or the Developer will conflict with, violate or result in a breach of any of the terms, conditions, or provisions of, or constitute a default under, or (with or without the giving of notice or the passage of time or both) entitle any party to terminate or declare a default under any contract, agreement, lease, license, or instrument or any rule, regulation, statute, ordinance, judicial decision, judgment, decree, or other law to which the City or the Developer, as applicable, is a party or by which the City or the Developer, as applicable, may be bound.
- 5.5 No consent or approval by a governmental authority is required in connection with the execution and delivery by the City of this Agreement or the performance by the City of its obligations hereunder, except that if State or other governmental approvals are required, City will use its best efforts to obtain any such approval,

and Developer will not be obligated under Article 4 hereof until all such State or other governmental approvals are obtained and copies delivered to Developer.

- 5.6 All work by the City or the Developer will conform to Federal, State and local laws, regulations, and ordinances including but not limited to building codes, prevailing wage laws, subdivisions, zoning and life safety codes as may be applicable to their respective activities under this Agreement.

This project may be subject to the Illinois Prevailing Wage Act. This contract calls for the construction of a “public work”, within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01 *et seq* (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. Developer agrees to comply with the Act and agrees to indemnify and hold harmless Municipality from any and all claims, damages, fines, fees and penalties arising out of non-compliance with the Act by Developer and its agents.

- 5.7 This Agreement may be executed and delivered in counterparts and each will be considered an original and together they will constitute one agreement.
- 5.8 Any notice, demand, or request required or permitted to be given under the provisions of this Agreement will be in writing and delivered personally or by registered or certified mail, postage prepared, to the following persons and addresses, or to such other addresses or persons as either Party may designate by subsequent notice to the other Party:

If to the City, to:

Scott Smith, City Manager
City of Charleston
520 Jackson Avenue
Charleston, IL 61920

With a copy to the City Attorney:

Rachael Cunningham
City Attorney
520 Jackson Avenue
Charleston, IL 61920

If to the Developer, to:

Jon M. Knoop
Roc's Blackfront
410 6th Street
Charleston, IL 61920

5.9 This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois.

5.10 The Parties intend and believe that each provision of this Agreement complies with all applicable Local, State, and Federal laws and judicial decisions. However, if any provision or any portion of any provision of this Agreement is found by a court of law to be in violation of any applicable Local, State or Federal ordinance, statute, law, administrative or judicial decision, or public policy, and if such court should declare such provision or portion to be illegal, invalid, unlawful, void or unenforceable as written, it is the intent of the Parties that such provision or portion will be given force to the fullest possible extent that it is legal, valid and enforceable, that the remainder of this Agreement will be construed as if such illegal, invalid, unlawful, void, or unenforceable provision or portion were not contained in this Agreement, and that the rights, obligations and interests of the Parties under the remainder of this Agreement will continue in full force and effect.

5.11 This Agreement will be binding upon and inure to the benefit of, and be enforceable by, the Parties and their respective successors and assigns. The rights, duties and obligations of a party in this Agreement shall be assignable subject to prior written approval of the other party, which approval shall not be unreasonably withheld or delayed.

ARTICLE VI

Defaults, Remedies and Indemnifications

6.1 Material failure or delay by either the City or the Developer to timely perform any term or provision of this Agreement or their respective parts to be performed shall constitute an “event of default” under this Agreement. The Party who is charged with such nonperformance shall, upon receipt of written notice of the existence of such event of default, immediately commence to cure, correct or remedy such event of default and thereafter proceed with diligence to cure such event of default. The Party claiming such event of default shall give written notice of the claimed event of default to the other Party, specifying the event of default complained of. Except as required to protect against immediate irreparable harm, the Party asserting an event of default may not institute proceedings against the other Party until seven (7) days if the default is failure to pay Developer pursuant to Article III or thirty (30) days in case of any other default after having given such notice. If such event of default is cured within such seven (7) or thirty (30) day period, as the case may be, the event of default shall not be deemed to constitute a “default” under this Agreement. If the event of default is one which cannot reasonably be cured within a thirty (30) day period, upon request and with appropriate showings, and agreement by the other Party to the time of the extension, the cure period shall be extended for such time as is reasonably necessary for the curing of same, so long as there is diligent proceeding to cure such event of default. If such event of default is cured within such extended period, the event shall not be deemed to constitute a default under this Agreement. However, an event of default not cured as provided

above shall constitute a default under this Agreement. Except as otherwise expressly provided in this Agreement, any failure or delay by either party in asserting any of its rights or remedies as to any event of default or default shall not operate as a waiver of any such event of default or default of any rights or remedies it may have as a result of such event of default or default. The sole remedy of the Developer in the event of a default by the City under any of the terms and provisions of this Agreement shall be to institute legal action against the City for specific performance or other appropriate equitable relief. Under no circumstances shall the City be subject to any monetary liability or be liable for damages (compensatory or punitive) under the provisions, terms and conditions of this Agreement except to the extent of any failure to make deposits in or distributions from Developers Subaccount. In the event of a default by the Developer, the obligation of the City to provide Incremental Property Taxes from the Site to the Developer's Subaccount, and pay for any Redevelopment Project Cost, shall cease, and City shall not subsequently be obligated to make any such provisions or payments to Developer. Except as to the foregoing, the parties shall have all remedies with respect to this Agreement available under applicable law. Notwithstanding anything herein to the contrary, the City shall be liable for no amount hereunder in excess of Incremental Property Taxes which have been or should be duly deposited into the Developer's Subaccount.

- 6.2 Neither the City nor the Developer nor any successor in interest shall be considered in breach or default of their respective obligations under this Agreement, and times for performance of obligations hereunder shall be extended, in the event of any delay caused by force majeure, including, without limitation, damage or destruction by fire or casualty; condemnation; strike; lockout; civil disorder; war; domestic or international terrorism; restrictive government regulations; issuance of any permits and/or legal authorization by the governmental entity necessary for the Developer to proceed with the Redevelopment Agreement or any portion hereof; shortage or delay in shipment of material or fuel; inability to secure labor or materials within established budget limitations, including contingencies; acts of God; unusually adverse weather conditions; or other like causes beyond the Parties' reasonable

control including but not limited to, any litigation, court order or judgment resulting from any litigation affecting the validity of the Redevelopment Plan, the Redevelopment Project, the Redevelopment Project Area, the Private Development, or this Agreement.

- 6.3 Notwithstanding anything herein to the contrary, the City, its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable to the Developer for damages of any kind or nature whatsoever or otherwise in the event that all or any part of the Act, or any Ordinance of the City adopted or not adopted in connection with the Act or this Agreement or the Redevelopment Plan, shall be declared invalid or unconstitutional in whole or in part by the final (as to which all rights of appeal have expired or have been exhausted) judgment of any court of competent jurisdiction, and by reason thereof either the City is prevented from performing any of the covenants and agreements herein or the Developer is prevented from enjoying the rights and privileges hereof; provided that nothing in this paragraph shall limit claims by Developer against the Developer's Subaccount or actions by the Developer seeking specific performance.
- 6.4 The Developer releases from and covenants and agrees that the City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for, and agrees to indemnify and hold harmless the City and its Corporate Authorities, officials, agents, employees and independent contractors against, any lawsuits or loss or damage to property or injury to or death of any person arising out of or in connection with this Agreement or the implementation of the Project and the Private Development, whether or not such is filed or other proceedings instituted, except as such may be caused by the intentional conduct of the City, its Corporate Authorities, officials, agents, employees, or independent contractors.
- 6.5 The City and its Corporate Authorities, officials, agents, employees and independent contractors shall not be liable for any lawsuits or other proceedings or damage or injury to the persons or property of the Developer or its officers, agents,

independent contractors or employees or any other person who may be about the Private Development or any work by the Developer due to any act of negligence of any person, except as such may be caused by the intentional misconduct, of the City, its Corporate Authorities, officials, agents, employees, or independent contractors that are contrary to the provisions of this Agreement.

- 6.6 All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be covenants, stipulations, promises, agreements, and obligations of the City and not of any governing body, officials, agents, employees or independent contractors in their individual capacities.
- 6.7 To the extent permitted by law, the Developer agrees to indemnify, defend, and hold harmless the City, its Corporate Authorities, officials, agents, employees and independent contractors, from and against any and all claims, demands, costs, liabilities, damages or expenses, including attorneys' and consultants' fees, investigation and laboratory fees, court costs and litigation expenses, arising from (i) any release or threat of a release, actual or alleged, of any hazardous substances, upon or about the Private Development or respecting any products or materials hereafter located upon, delivered to or in transit to or from the Private Development unless such release or threat of release occurs as a result of any act, omission, negligence or misconduct of the City; (ii) (A) any violation (actual or alleged) of, or any other liability under or in connection with, any environmental laws relating to or affecting the Private Development, or (B) any hereafter arising violation, actual or alleged, or any other liability, under or in connection with, any environmental laws relating to any products or materials previously, now or hereafter located upon, delivered to or in transit to or from the Project, unless such violation or alleged violation or other liability occurs or arises, as the result of any act, omission, negligence or misconduct of the City; (iii) any assertion by any third party of any claims or demands for any loss or injury arising out of, relating to or in connection with any hazardous substances on or about or allegedly on or about the Private Development after the date hereof and implementation of the Redevelopment Plan; or (iv) any breach, falsity or failure of any of the

representations, warranties, covenants and agreements concerning any hazardous substances. For purposes of this paragraph “hazardous substances” includes, without limit, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, or related materials defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 et seq.), the Hazardous Materials Transportation Act, as amended (49 U.S.C. §§ 1801 et seq.), the Resource Conservation and Recovery Act, as amended (42 U.S.C. §§ 9601 et seq.) and in the regulations adopted and publications promulgated pursuant thereto, any other federal, state or local environmental law, ordinance, rule, or regulation. Notwithstanding anything to the contrary in this Article 6, Developer shall have no liability to indemnify the City with respect to conditions first arising or occurring after Developer ceases to own any interest in or have any right to possession of the site; provided, however that this limitation shall not diminish or otherwise effect (i) Developer’s liability for events occurring or conditions arising prior to such transfer or (ii) the liability of any transferee of Developer.

CITY OF CHARLESTON, ILLINOIS

Attest:

City Manager

City Clerk

Date Executed:
_____, 20__

(Corporate Seal)

DEVELOPER

By: _____
Signature

Printed: _____
Owner

Date Executed:
_____, 20__

EXHIBIT A

(Copy of the Redevelopment Plan, including legal description of Site)

Original Town Block 4 – 20° off the south side of lot 10 and 16.5 off the north side of 36.5° of even width off the south side of lot 10 of Charleston, Coles County, Illinois, (as taken from the TIF application, page 2) more commonly known as 408 and 410 6th Street, Charleston, Illinois (Roc's Blackfront).

This Redevelopment Plan includes building improvements to the structure in accordance with Charleston City Code Requirements including to supply the material, labor and equipment necessary to complete improvements for the following Scope of Work: 1) Install all posts and beams in lower section, install all L.V.L. under floor joists, put back suspended ceiling, drywall work, paint (match or cover and match as close as possible, move plumbing for access, haul away debris; 2) Any code violations or dangers that are exposed during the construction of these improvements will be corrected to Charleston City Code requirements; 3) Temporary structure support, and protection for nearby structures, sidewalks and roadways shall be provided by the contractor as necessary during the entire project; 4) ALL work to be done using "Lead-Safe Procedures" (all colors to be approved by developer and the city, and no painting of the brick unless already painted); and 5) All roof-related work to be completed by a current Illinois Licensed Commercial Roofing Contractor with all as shown (as applicable) in the Development Plan.

The applicant has completed and included the Charleston Tax Increment Finance District Grant Application, incorporated herein by reference, as part of Attachment 1.

EXHIBIT B

Certificate of Redevelopment Project Costs

The estimated Redevelopment Project Costs are estimated to be \$28,870.00

Total TIF project cost is whichever is less of \$14,435.00 or not to exceed 50% of total redevelopment project costs (as certified by the City), for the project described in Exhibit A.

The developer agrees to pay a minimum of 50% of total Redevelopment Project Costs.

CONTRACTOR'S CERTIFICATE OF REDEVELOPMENT PROJECT COSTS

TO: City of Charleston
520 Jackson Avenue
Charleston, IL 61920

Attention: Scott Smith, City Manager

Re: "Central Area Redevelopment Plan and Redevelopment Project" pertaining to the redevelopment of 410 6th Street as part of the Tax Increment Finance Redevelopment Area

Terms not otherwise defined herein shall have the meaning ascribed to such terms in the Redevelopment Agreement dated as of May 5, 2020 (the "Agreement") between the City and the Developer. In connection with said Agreement, the undersigned hereby states and certifies that:

1. Each item listed on Schedule 1 hereto is a Redevelopment Project Cost and was incurred in connection with the development of the Redevelopment Project.
2. These Redevelopment Project Costs have been paid by the Developer and are payable under the TIF Act and the Agreement.
3. Each item listed on Schedule 1 has not previously been paid from money derived from the TIF Area, and no part thereof has been included in any other Certificate previously filed with the City.
4. There has not been filed with or served upon the Developer any notice of any lien, right of lien or attachment upon or claim affecting the right of any person, firm or corporation to receive payment of the amounts stated in this request, except to the extent any such lien is being contested in good faith. The Developer has contractor affidavits and lien waivers in connection with the foregoing.
5. All necessary permits and approvals required for the portion of the Project for which this certificate relates have been issued are in full force and effect.

Redevelopment Agreement: \$14,435.00 ORD# 20-O-____

Pay Schedule #1: \$ _____

Balance of Agreement: \$14,435.00

**CONTRACTOR'S CERTIFICATE OF
REDEVELOPMENT PROJECT COSTS (continued)**

Dated this _____ day of _____, _____.

By: _____
(Signed name)

(Printed name)

Title _____

AUTHORIZED FOR PAYMENT

CITY OF CHARLESTON, ILLINOIS

By: _____
(Scott Smith, City Manager)

(Insert Notary Form(s) and Legal Description)

SCHEDULE 1

REDEVELOPMENT PROJECT COSTS

List

Redevelopment Project Cost (in dollars)

EXHIBIT C

DEVELOPMENT PLANS

Development plans are completed and included as part of Attachment “1” The Charleston Tax Increment Finance District Grant Application and is incorporated herein.

City Council Regular Meeting

16)

Meeting Date: 05/05/2020

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 Ordinance Title 1-9: Personnel Handbook.

Exhibit A: Revised Personnel Handbook.

ORDINANCE

20 – 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 December 17, 2019; 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 December 17, 2019 be replaced in its entirety with the attached City of Charleston Personnel Handbook to be adopted on May 5, 2020;

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 December 17, 2019, in its entirety, with the City of Charleston Personnel Handbook to be adopted on May 5, 2020, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

INTRODUCED this _____ day of _____ 2020.

PASSED this _____ day of _____ 2020.

APPROVED this _____ day of _____ 2020.

	Aye	Nay	Abstain	Absent
Mayor:				
<i>Brandon Combs</i>				
Council Members:				
<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 17 2019

Revised: May __, 2020

Welcome 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.
18. Using phones or other recording devices to photograph, video, audio record city work areas or to record conversations with supervisors or co-workers, unless supervisor permission is granted or the pictures or recordings are of protected activities.

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

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:

Employment	Rate	Max.	<u>Anniversary Accrual</u>
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

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 documentation by superintendent or supervisor
2. Written Reprimand: Implementation and documentation 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 of 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

17)

Meeting Date: 05/05/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

ANNOUNCEMENT: Mayor's re-appointment of Jessica Meadows and Jake Smallhorn to 3-Year Terms on the Carnegie Public Library Board of Trustees.

STAFF RECOMMENDATION:

Approve.
