



CITY COUNCIL MEETING

520 Jackson Avenue

September 15, 2020 – 6:30 pm

AGENDA

This meeting will be conducted by audio or video conference without a physically present quorum of the City Council because of a disaster declaration related to COVID-19 public health concerns affecting the City of Charleston. The Mayor determined that an in-person meeting at Charleston City Hall with all participants is not practical or prudent because of the disaster. The Mayor and City Council members, City Manager, and City Attorney will not be physically present at City Hall, if that is unfeasible due to the disaster. Physical public attendance at City Hall may be limited or not feasible, so alternative arrangements for public access to hear the meeting are available at www.charlestonillinois.org (agendas, packets and videos for City Council and BZAP). The meeting will also be audio or video recorded and made available to the public, as provided by law.

CALL TO ORDER

ROLL CALL

READING AGENDA – ADDITIONS/DELETIONS

AUTHORIZATION TO PARTICIPATE IN MEETING VIA REMOTE ACCESS

CONSENT AGENDA – ITEMS DESIGNATED BY (*)

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

APPROVAL OF MINUTES:

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

AUDITING CLAIMS:

- 2) ***PAYROLL:** Regular Pay Period for August 29, 2020.
- 3) ***BILLS PAYABLE:** September 18, 2020.
- 4) ***COMPTROLLER'S REPORT:** August 2020.

ACTION ITEMS:

- 5) ***PROCLAMATION:** Recognizing the Week of October 4-10, 2020, as Fire Prevention Week.
- 6) **RESOLUTION:** Approving Intergovernmental Agreement for Automatic Mutual Aid with Lincoln Fire Protection District for Charleston Country Club.
- 7) **RESOLUTION:** Declaring Local State of Emergency.
- 8) **ORDINANCE:** Granting Petition of HOPE of East Central Illinois for a Conditional Use Permit to allow "other residential" use in the C-1: Neighborhood Commercial Zoning District at 2127 18th Street.
- 9) **ORDINANCE:** Adopting Revised Sexual Harassment Policy.
- 10) **ORDINANCE:** Amending Ordinance Title 1, Chapter 9: Personnel Handbook.
- 11) **ANNOUNCEMENT:** The Mayor's appointment of Paul Brown to fill the remainder of Board Member Jim Wood's current 5-Year Term on the Charleston Board of Zoning Appeals & Planning.

CENSUS 2020 REMINDER:

REMEMBER TO COMPLETE THE 2020 CENSUS! Online: my2020census.gov / Phone: **855-562-2020** / Mail: **U.S. Census Bureau, National Processing Center, 1201 E. 10th Street, Jeffersonville, IN 47132.**

September 30, 2020 is the DEADLINE!! The City of Charleston loses \$1400 per person in federal funding for every citizen who does not respond for the next 10 years!! **Don't forget--The Census Bureau will never ask you for any of the following:** Social Security numbers; bank account or credit card numbers; anything on behalf of a political party; or for money or donations!

PLEASE HELP CHARLESTON THRIVE--COMPLETE THE 2020 CENSUS!!!!

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: 09/15/2020.

EXECUTIVE SESSION:

ADJOURNMENT

City Council Regular Meeting

1)

Meeting Date: 09/15/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

***MINUTES:** Regular City Council Meeting for September 1, 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

Minutes: 09/01/2020.

City of Charleston
Regular City Council Meeting
Minutes
September 1, 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, September 1, 2020, at 520 Jackson Avenue, Charleston, Illinois, with Mayor Brandon Combs presiding. In compliance with Governor J.B. Pritzker's signing of P.A. 101-0640 on June 12, 2020, which provided for audio or visual conferencing without the physical presence of a quorum under certain conditions, 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; City Planner Steve Pamperin; Public Works Director Curt Buescher; Comptroller Heather Kuykendall; Fire Chief Steve Bennett; Police Chief Chad Reed, and Parks & Recreation Director Brian Jones.

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 August 18, 2020; **2) PAYROLL**—Regular Pay Period ending on August 15, 2020; **3) BILLS PAYABLE**—September 4, 2020; and **4) PROCLAMATION**—Recognizing the Week of September 17-23, 2020, as Constitution Week.

City Clerk Muller read the motions which were made and seconded by members of City Council via remote access.

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

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 #5, Mayor Combs explained that a bid opening had been conducted on August 26, 2020, for the replacement and installation of 2 bleach tanks at the City's Water Treatment Plant. Three bids were submitted, and the low bidder was Ed Carter Construction of Charleston, with a total bid of \$15,585. The Mayor noted that the funding for this project had been included in the fiscal year 2021 annual budget.

ITEM 5: A motion was made by Council Member Malak and seconded by Council Member Hutti that the Resolution awarding the Bid for the installation of a segmental garage door, removal of existing bleach tanks, and installation of new bleach tanks at the Water Treatment Plant to Ed Carter Construction for a total cost of \$15,585, 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 6: A motion was made by Council Member Malak and seconded by Council Member Hutti that the Resolution extending the Mayor's Declaration of a 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.

The Mayor said that this concluded the Agenda items.

Mayor Combs said that this was the point in the meeting where he opened the floor to any public comments, communications, petitions, and presentation. No one offered to speak.

Mayor Combs asked the City Clerk if there had been any communications made by email; she confirmed that there had not.

The Mayor asked City Manager Smith and City Attorney Cunningham if they had any comments. They did not.

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

The Mayor issued a reminder to the citizens of Charleston about the importance of completing the 2020 Census by the September 30, 2020 deadline. He noted that the Census could be completed online at: my2020census.gov; by phone at: 855-562-2020; and by U.S. Mail at: U.S. Census Bureau, National Processing Center, 1201 E. 10th Street, Jeffersonville, IN 47132.

The 2020 Census would determine the federal funding for the City of Charleston for the next decade. For each citizen of Charleston who did not respond, the City would lose \$1400 in funding for a period of 10 years. So, he emphasized the importance of completing the 2020 Census.

Mayor Combs 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: 6:36 p.m.

Minutes approved this 15th Day of September 2020.

Brandon Combs, Mayor

ATTEST:

Deborah Muller, City Clerk

DRAFT

City Council Regular Meeting

2)

Meeting Date: 09/15/2020

Submitted For: Heather Kuykendall, Comptroller

Submitted By: Deborah Muller, City Clerk

TITLE:

***PAYROLL:** Regular Pay Period for August 29, 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

Payroll: 08/29/2020.

Pay Period Ending:

08/29/20

1 GENERAL FUND

A.	General Administration	132,051.48
B.	Building and Development	9,816.45
C.	Tourism	2,060.47
D.	Parks & Maintenance	11,100.78
E.	Police	94,205.61
F.	Fire	97,548.29
G.	Street	16,439.67
H.	City Garage	1,686.41
I.	Contingencies	-

TOTAL GENERAL FUND: \$ 364,909.16

2 PLAYGROUND & RECREATION 6,529.22

3 LIBRARY 8,514.20

4 WATER AND SEWER FUND

A.	Water Billing Department	7,627.06
B.	Utility Department	19,400.65
C.	Water Treatment Plant	16,140.09
D.	Waste Water Treatment Plant	9,065.04
E.	City Garage	2,908.19

TOTAL WATER AND SEWER FUND: \$ 55,141.03

5 MOTOR FUEL TAX 1,326.12

6 EMPLOYEE BENEFITS 2,142.40

TOTAL GROSS PAYROLL \$ 438,562.13

City Council Regular Meeting

3)

Meeting Date: 09/15/2020

Submitted For: Heather Kuykendall, Comptroller

Submitted By: Deborah Muller, City Clerk

TITLE:

***BILLS PAYABLE:** September 18, 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

Bills Payable: 09/18/2020.



Accounts Payable Invoice Report - Council Meeting 09/15/2020

Invoice Due Date Range 09/05/20 - 09/18/20

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.									
402833/6	Drain splash block- PD remodel/TIF	Open		07/30/2020	09/18/2020	07/30/2020			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>	
	TIF Public Improvements - Drain splash block- PD remodel/TIF		1.0000	EA	13.9800	13.98			
	<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)			13.98	
	Invoice Items			1					
404530/6	PD roof drain- pipe installation/TIF	Open		08/20/2020	09/18/2020	08/20/2020			7.21
<i>P.O. Number</i>	<i>Item Description</i>		<i>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 - PD roof drain- pipe installation/TIF		1.0000	EA	7.2100	7.21			
	<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)			7.21	
	Invoice Items			1					
404546/6	PD roof drain- pipe installation/TIF	Open		08/20/2020	09/18/2020	08/20/2020			12.99
<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>	
	TIF Public Improvements - PD roof drain- pipe installation/TIF		1.0000	EA	12.9900	12.99			
	<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)			12.99	
	Invoice Items			1					
405077/6	Tape measure and ruler/ENGINEERING	Open		08/28/2020	09/18/2020	08/28/2020			31.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Hand tools / ENGINEERING - Tape measure and ruler/ENGINEERING		1.0000	EA	31.9800	31.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4095-2801 (General Fund-Engineering Department-Hand tools)							31.98	
	Invoice Items			1					
405127/6	Misc fasteners/IS	Open		08/28/2020	09/18/2020	08/28/2020			27.73
<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>	
	Office furniture and equipment - Misc fasteners/IS		1.0000	EA	27.7300	27.73			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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Invoice Due Date Range 09/05/20 - 09/18/20

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
405127/6	Misc fasteners/IS	Open		08/28/2020	09/18/2020	08/28/2020			27.73
<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>	
	61-4060-4499 (Water and Sewer Fund-Information Services-Office furniture & equipment)					PW 20 77 (VOIP)		27.73	
			Invoice Items		1				
405631/6	Driu bits (WD 40)/IS	Open		09/04/2020	09/18/2020	09/04/2020			49.47
<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>	
	Office furniture and equipment - Driu bits (WD 40)/IS		1.0000	EA	49.4700	49.47			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-4060-4499 (Water and Sewer Fund-Information Services-Office furniture & equipment)					PW 20 77 (VOIP)		49.47	
			Invoice Items		1				
400988/6	Liquid Nails/UTILITY	Open		07/06/2020	09/18/2020	07/06/2020			79.32
<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>	
	Other building materials - Liquid Nails/UTILITY		1.0000	EA	79.3200	79.32			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							79.32	
			Invoice Items		1				
401240/6	Battery/UTILITY	Open		07/09/2020	09/18/2020	07/09/2020			16.99
<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 / UTILITY - Battery/UTILITY		1.0000	EA	16.9900	16.99			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)							16.99	
			Invoice Items		1				
401298/6	Battery/UTILITY	Open		07/10/2020	09/18/2020	07/10/2020			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>	
	Office supplies / UTILITY - Battery/UTILITY		1.0000	EA	6.5900	6.59			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)							6.59	
			Invoice Items		1				



Accounts Payable Invoice Report - Council Meeting 09/15/2020

Invoice Due Date Range 09/05/20 - 09/18/20

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
402364/6	Gauging Trowel-Sponge-Tape/UTILITY	Open		07/24/2020	09/18/2020	07/24/2020			27.98
<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>	
	Other building materials - Gauging Trowel-Sponge-Tape/UTILITY		1.0000	EA	27.9800	27.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							27.98	
	<i>Invoice Items</i>				1				
402370/6	Trowl Tuckpoint/UTILITY	Open		07/24/2020	09/18/2020	07/24/2020			17.99
<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 / UTILITY - Trowl Tuckpoint/UTILITY		1.0000	EA	17.9900	17.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							17.99	
	<i>Invoice Items</i>				1				
402375/6	SOS Pads/STREET	Open		07/24/2020	09/18/2020	07/24/2020			6.63
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other maintenance supplies - SOS Pads/STREET		1.0000	EA	6.6300	6.63			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2310 (General Fund-Street Department-Other maintenance supplies)							6.63	
	<i>Invoice Items</i>				1				
399014/6	Paint - MAINT	Open		06/08/2020	09/18/2020	06/08/2020			41.59
<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 - Paint - MAINT		1.0000	EA	41.5900	41.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							41.59	
	<i>Invoice Items</i>				1				
399176/6	Fasteners - MAINT	Open		06/10/2020	09/18/2020	09/03/2020			10.80
<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>	
	Park maintenance materials - Fasteners - MAINT		1.0000	EA	10.8000	10.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							10.80	
	<i>Invoice Items</i>				1				



Accounts Payable Invoice Report - Council Meeting 09/15/2020

Invoice Due Date Range 09/05/20 - 09/18/20

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
399189/6	Mulch - MAINT	Open		06/10/2020	09/18/2020	06/10/2020			15.96
<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 - Mulch - MAINT		1.0000	EA	15.9600	15.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							15.96	
	<i>Invoice Items</i>				1				
399989/6	Wasp killer - MAINT	Open		06/22/2020	09/18/2020	06/22/2020			11.18
<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>	
	Park maintenance materials - Wasp killer - MAINT		1.0000	EA	11.1800	11.18			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							11.18	
	<i>Invoice Items</i>				1				
400057/6	Relief Valve - MAINT	Open		06/23/2020	09/18/2020	06/23/2020			16.99
<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 - Relief Valve - MAINT		1.0000	EA	16.9900	16.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							16.99	
	<i>Invoice Items</i>				1				
401142/6	Keys - MAINT	Open		07/08/2020	09/18/2020	07/08/2020			3.99
<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 - Keys - MAINT		1.0000	EA	3.9900	3.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							3.99	
	<i>Invoice Items</i>				1				
401696/6	Wasp killer - MAINT	Open		07/15/2020	09/18/2020	07/15/2020			1.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Wasp killer - MAINT		1.0000	EA	1.9800	1.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							1.98	
	<i>Invoice Items</i>				1				



Accounts Payable Invoice Report - Council Meeting 09/15/2020

Invoice Due Date Range 09/05/20 - 09/18/20

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
402247/6	Wall plate - MAINT	Open		07/22/2020	09/18/2020	07/22/2020			.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 - Wall plate - MAINT		1.0000	EA	.9900	.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							.99	
	<i>Invoice Items</i>			1					
402323/6	Trash bags - MAINT	Open		07/23/2020	09/18/2020	07/23/2020			27.98
<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 - Trash bags - MAINT		1.0000	EA	27.9800	27.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							27.98	
	<i>Invoice Items</i>			1					
404128/6	Plumbing supplies - MAINT	Open		08/14/2020	09/18/2020	08/14/2020			4.19
<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>	
	Park maintenance materials - Plumbing supplies - MAINT		1.0000	EA	4.1900	4.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							4.19	
	<i>Invoice Items</i>			1					
404136/6	PVC T - MAINT	Open		08/14/2020	09/18/2020	08/14/2020			.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 - PVC T - MAINT		1.0000	EA	.9900	.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							.99	
	<i>Invoice Items</i>			1					
405346/6	Plumbing Supplies for Install of Hypogen Sanitizer Gen/FD	Open		09/01/2020	09/18/2020	09/01/2020			105.45
<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>	
	Operating Equipment - Plumbing Supplies for Install of Hypogen Sanitizer Gen/FD		1.0000	EA	105.4500	105.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-4399 (General Fund-Fire Department-Operating equipment)				COVID19 (Coronavirus Pandemic)			105.45	
	<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
405143/6	Woodyard park key for Feder/PD	Open		08/28/2020	09/18/2020	08/28/2020			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>	
	Operating Equipment - Woodyard park key for Feder/PD		1.0000	EA	2.9900	2.99			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4210-4399 (General Fund-Police Department-Operating equipment)							2.99	
	<i>Invoice Items</i>			1					
403866/6	WP Misc Supplies - Pipe, Fittings, etc	Open		08/11/2020	09/18/2020	08/11/2020			16.34
<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>	
	Pipe fittings/wtp - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	16.3400	16.34			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							16.34	
	<i>Invoice Items</i>			1					
404054/6	WP Misc Supplies - Misc	Open		08/13/2020	09/18/2020	08/13/2020			15.54
<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>	
	Paint and/or paint supplies - WP Misc Supplies - Misc		1.0000	EA	15.5400	15.54			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							15.54	
	<i>Invoice Items</i>			1					
404621/6	WP Misc Supplies - Misc	Open		08/21/2020	09/18/2020	08/21/2020			17.97
<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>	
	Misc. supplies / WTP - WP Misc Supplies - Misc		1.0000	EA	17.9700	17.97			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							17.97	
	<i>Invoice Items</i>			1					
404870/6	WP Misc Supplies - Pipe, Fittings, etc	Open		08/25/2020	09/18/2020	08/25/2020			56.17
<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>	
	Pipe and fittings for chem feed changes to existing plant/wtp - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	56.1700	56.17			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							56.17	
	<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
404972/6	WP Misc Supplies - Misc	Open		08/26/2020	09/18/2020	08/26/2020			4.74
<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>	
	Paint and/or paint supplies - WP Misc Supplies - Misc		1.0000	EA	4.7400	4.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							4.74	
	Invoice Items			1					
405519/6	WP Misc Supplies - Misc	Open		09/03/2020	09/18/2020	09/03/2020			4.78
<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>	
	Keys - WP Misc Supplies - Misc		1.0000	EA	4.7800	4.78			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3510 (Water and Sewer Fund-Water Treatment Plant-Repair of buildings & facilities)							4.78	
	Invoice Items			1					
405231/6	WW Misc. Supplies	Open		08/31/2020	09/18/2020	08/31/2020			24.90
<i>P.O. Number</i>	<i>Item Description</i>		<i>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	24.9000	24.90			
	<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.)			24.90	
	Invoice Items			1					
405239/6	WW Misc. Supplies	Open		08/31/2020	09/18/2020	08/31/2020			13.99
<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 repair & maintenance - WW Misc. Supplies		1.0000	EA	13.9900	13.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)				0000 (0000 - Misc. Equip.)			13.99	
	Invoice Items			1					
405447/6	WW Misc. Supplies	Open		09/02/2020	09/18/2020	09/02/2020			23.74
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	23.7400	23.74			
	<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.)			23.74	
	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
405742/6	WW Misc. Supplies	Open		09/08/2020	09/18/2020	09/08/2020			78.97
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	78.9700	78.97			
	G/L Account				Project			Amount	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)				0000 (0000 - Misc. Equip.)			78.97	
	Invoice Items			1					
Vendor 1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC. Totals						Invoices	35		\$801.08
Vendor 2255 - ADVANCE AUTO PARTS									
3294.	Repair of 307 hydraulic pump/FD	Open		08/21/2020	09/18/2020	08/21/2020			11.83
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Repair of office equipment - Repair of 307 hydraulic pump/FD		1.0000	EA	11.8300	11.83			
	G/L Account				Project			Amount	
	11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)				0000 (0000 - Misc. Equip.)			11.83	
	Invoice Items			1					
Vendor 2255 - ADVANCE AUTO PARTS Totals						Invoices	1		\$11.83
Vendor 3638 - ADVANCED DISPOSAL									
F50000631315	Monthly refuse collection allocation	Open		08/31/2020	09/18/2020	08/31/2020			1,804.97
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Refuse Collection - Monthly refuse collection allocation		1.0000	EA	1,804.9700	1,804.97			
	G/L Account				Project			Amount	
	11-4194-3409 (General Fund-Parks & Maintenance Department-Refuse collection)							610.86	
	61-4610-3409 (Water and Sewer Fund-Utility Department-Refuse collection)							731.27	
	61-4611-3409 (Water and Sewer Fund-Water Treatment Plant-Refuse collection)							71.92	
	61-4621-3409 (Water and Sewer Fund-Waste Water Treatment Plant-Refuse collection)							390.92	
	Invoice Items			1					
Vendor 3638 - ADVANCED DISPOSAL Totals						Invoices	1		\$1,804.97
Vendor 2331 - AMAZON CAPITAL SERVICES, 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
1K3T-DJMT-CHT3 <i>P.O. Number</i>	Frabill seine net/WTP <i>Item Description</i>	Open		08/24/2020	09/18/2020	08/24/2020			48.58
	Capital Improvement projects - Frabill seine net/WTP		Quantity U/M Amount/Unit	1.0000 EA 48.5800	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)			PW 20 06 (Spillway Maintenance Project)			48.58		
	Invoice Items			1					
Vendor 2331 - AMAZON CAPITAL SERVICES, INC Totals									Invoices 1 \$48.58
Vendor 3248 - AMEREN ILLINOIS									
3873005011 08/20 <i>P.O. Number</i>	1615 Lincoln Ave- civil defense siren/FD <i>Item Description</i>	Open		08/25/2020	09/18/2020	08/25/2020			27.34
	Electricity & gas - 1615 Lincoln Ave- civil defense siren/FD		Quantity U/M Amount/Unit	1.0000 EA 27.3400	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)						27.34		
	Invoice Items			1					
0022102010 09/20 <i>P.O. Number</i>	2600 McKinley Ave/WTP <i>Item Description</i>	Open		09/02/2020	09/18/2020	09/02/2020			71.02
	Electricity & gas - 2600 McKinley Ave/WTP		Quantity U/M Amount/Unit	1.0000 EA 71.0200	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)						71.02		
	Invoice Items			1					
0515005618 09/20 <i>P.O. Number</i>	404 10th St - fire station #1/FD <i>Item Description</i>	Open		09/03/2020	09/18/2020	09/03/2020			73.47
	Electricity & gas - 404 10th St - fire station #1/FD		Quantity U/M Amount/Unit	1.0000 EA 73.4700	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)						73.47		
	Invoice Items			1					
1379050015 09/20 <i>P.O. Number</i>	126 E St - Museum/MAINT <i>Item Description</i>	Open		09/03/2020	09/18/2020	09/03/2020			73.21
	Electricity & gas - 126 E St - Museum/MAINT		Quantity U/M Amount/Unit	1.0000 EA 73.2100	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)						73.21		
	Invoice Items			1					



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1518062014 09/20	815 Adkins Dr/GARAGE/W/S/UTILITY	Open		09/03/2020	09/18/2020	09/03/2020			74.76
<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 - 815 Adkins Dr/GARAGE/W/S/UTILITY		1.0000	EA	74.7600	74.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-3403 (General Fund-City Garage-Electricity & gas)							24.92	
	61-4610-3403 (Water and Sewer Fund-Utility Department-Electricity & gas)							24.92	
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)							24.92	
	Invoice Items			1					
1735007511 09/20	1200 W Madison Ave/WWTP	Open		09/03/2020	09/18/2020	09/03/2020			132.24
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 1200 W Madison Ave/WWTP		1.0000	EA	132.2400	132.24			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)							132.24	
	Invoice Items			1					
1905007618 09/20	1510 A St - Fire Dept #2/FD	Open		09/03/2020	09/18/2020	09/03/2020			74.42
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Electricity & gas - 1510 A St - Fire Dept #2/FD		1.0000	EA	74.4200	74.42			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)							74.42	
	Invoice Items			1					
3135002811 09/20	614 6th St/PD	Open		09/03/2020	09/18/2020	09/03/2020			71.02
<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>	
	Electricity & gas - 614 6th St/PD		1.0000	EA	71.0200	71.02			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3403 (General Fund-Police Department-Electricity & gas)							71.02	
	Invoice Items			1					
3423135045 09/20	520 Jackson Ave - Traffic Control/MFT	Open		09/03/2020	09/18/2020	09/03/2020			389.45
<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>	
	Traffic Signal Maintenance/Repair/Service - 520 Jackson Ave - Traffic Control/MFT		1.0000	EA	389.4500	389.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	25-4312-2305 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Traffic signal maintenance)							389.45	
	Invoice Items			1					



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3641043007 09/20 <i>P.O. Number</i>	1201 W Madison/FD <i>Item Description</i>	Open		09/03/2020	09/18/2020	09/03/2020			73.21
	Electricity & gas - 1201 W Madison/FD		Quantity U/M Amount/Unit	1.0000 EA 73.2100	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			Project			Amount		
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)			Invoice Items	1		73.21		
5925006711 09/20 <i>P.O. Number</i>	600 6th St - city building/MAINT <i>Item Description</i>	Open		09/03/2020	09/18/2020	09/03/2020			71.40
	Electricity & gas - 600 6th St - city building/MAINT		Quantity U/M Amount/Unit	1.0000 EA 71.4000	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			Project			Amount		
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)			Invoice Items	1		71.40		
9535008516 09/20 <i>P.O. Number</i>	900 Smith Dr - pool/REC <i>Item Description</i>	Open		09/04/2020	09/18/2020	09/04/2020			71.02
	Electricity & gas - 900 Smith Dr - pool/REC		Quantity U/M Amount/Unit	1.0000 EA 71.0200	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			Project			Amount		
	22-4520-3403 (Playground & Recreation Fund-Pool-Electricity & gas)			Invoice Items	1		71.02		
1443053025 09/20 <i>P.O. Number</i>	424 Monroe Ave/MFT <i>Item Description</i>	Open		09/08/2020	09/18/2020	09/08/2020			130.18
	Street lights electricity - 424 Monroe Ave/MFT		Quantity U/M Amount/Unit	1.0000 EA 130.1800	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			Project			Amount		
	25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)			MFT LIGHTS (MFT street lighting)			130.18		
	Invoice Items			1					
Vendor 3248 - AMEREN ILLINOIS Totals									Invoices 13 \$1,332.74
Vendor 1049 - ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHEFER, PC									
3060560 08/20 <i>P.O. Number</i>	Aug legal fees/ATTORNEY <i>Item Description</i>	Open		08/31/2020	09/18/2020	08/31/2020			2,000.00
	Other contractual services - Aug legal fees/ATTORNEY		Quantity U/M Amount/Unit	1.0000 EA 2,000.0000	Total Amount	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			Project			Amount		
	11-4052-3999 (General Fund-City Attorney's Office-Other contractual services)			Invoice Items	1		2,000.00		



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77747	Pierce Aug legal fees/ATTORNEY	Open		08/31/2020	09/18/2020	08/31/2020			51.68
<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>	
	Legal Services - Pierce Aug legal fees/ATTORNEY		1.0000	EA	51.6800	51.68			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4052-3102 (General Fund-City Attorney's Office-Legal services)							51.68	
	<i>Invoice Items</i>			1					
Vendor 1049 - ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHEFER, PC Totals					Invoices	2			\$2,051.68
Vendor 4040 - AOHD - EAHC STRUCTURES									
359018235	Repair of Building/FD	Open		08/31/2020	09/18/2020	08/31/2020			590.00
<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 - Repair of Building/FD		1.0000	EA	590.0000	590.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3510 (General Fund-Fire Department-Repair of buildings & facilities)							590.00	
	<i>Invoice Items</i>			1					
Vendor 4040 - AOHD - EAHC STRUCTURES Totals					Invoices	1			\$590.00
Vendor 3679 - BADGER METER, INC.									
80059270	Gateway - Sept 2020-Nov 2020/WATER DEPARTMENT	Open		08/31/2020	09/18/2020	08/31/2020			270.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other business services - Gateway - Sept 2020 -Nov 2020/WATER DEPARTMENT		1.0000	EA	270.0000	270.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-3199 (Water and Sewer Fund-Water Department-Business services)							270.00	
	<i>Invoice Items</i>			1					
Vendor 3679 - BADGER METER, INC. Totals					Invoices	1			\$270.00
Vendor 1075 - BATTERY SPECIALISTS, INC.									
285825	Batteries - MAINT	Open		09/02/2020	09/18/2020	09/02/2020			18.40
<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>	
	Park maintenance materials - Batteries - MAINT		1.0000	EA	18.4000	18.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							18.40	
	<i>Invoice Items</i>			1					



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Invoice Due Date Range 09/05/20 - 09/18/20

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
285439	WP Misc. Supplies - Fuses, etc.	Open		08/18/2020	09/18/2020	08/18/2020			24.95
<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>	
	Battery - WP Misc. Supplies - Fuses, etc.		1.0000	EA	24.9500	24.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2804 (Water and Sewer Fund-Water Treatment Plant-Minor office equipment)							24.95	
	Invoice Items			1					
285945	WW Equipment Expense - Scada	Open		09/07/2020	09/18/2020	09/07/2020			38.85
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc parts - WW Equipment Expense - Scada		1.0000	EA	38.8500	38.85			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of operating equipment)				0000 (0000 - Misc. Equip.)			38.85	
	Invoice Items			1					
Vendor 1075 - BATTERY SPECIALISTS, INC. Totals									Invoices 3 \$82.20
Vendor 1089 - BIRKEY'S									
P23502	Tube Hydra/STREET	Open		08/21/2020	09/18/2020	08/21/2020			193.00
<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 - Tube Hydra/STREET		1.0000	EA	193.0000	193.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				0370 (0370 - Case trac loader TR320)			193.00	
	Invoice Items			1					
P23603	Filter Cab Air/UTILITY	Open		08/26/2020	09/18/2020	08/26/2020			104.00
<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 - Filter Cab Air/UTILITY		1.0000	EA	104.0000	104.00			
	<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)			104.00	
	Invoice Items			1					
P23611	Bulk Hytalrac/GARAGE/MECHANIC	Open		08/26/2020	09/18/2020	08/26/2020			741.95
<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>	
	Fuel & Oil - Bulk Hytalrac/GARAGE/MECHANIC		1.0000	EA	741.9500	741.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2201 (General Fund-City Garage-Fuel & oil)							741.95	
	Invoice Items			1					
Vendor 1089 - BIRKEY'S Totals									Invoices 3 \$1,038.95



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Invoice Due Date Range 09/05/20 - 09/18/20

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 4474 - BLUE CROSS BLUE SHIELD OF IL - HEALTH									
August 2020	August 2020 Insurance Claims / EBHR	Open		08/31/2020	09/18/2020	08/31/2020			94,394.74
<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>	
	Insurance admin expense - August 2020 Insurance Claims / EBHR		1.0000	EA	94,394.7400	94,394.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	40-4950-1202 (Health Self-Insurance Fund-Insurance Expenses-Insurance claims expense)							77,373.13	
	40-4950-3098 (Health Self-Insurance Fund-Insurance Expenses-Insurance administration expense)							17,021.61	
	Invoice Items			1					
Vendor 4474 - BLUE CROSS BLUE SHIELD OF IL - HEALTH Totals						Invoices	1		\$94,394.74
Vendor 2908 - BOUND TREE MEDICAL, LLC									
83755056	First Aid Supplies/FD	Open		08/31/2020	09/18/2020	08/31/2020			1,597.35
<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>	
	First Aid Supplies - First Aid Supplies/FD		1.0000	EA	1,597.3500	1,597.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)							1,597.35	
	Invoice Items			1					
Vendor 2908 - BOUND TREE MEDICAL, LLC Totals						Invoices	1		\$1,597.35
Vendor 4414 - BRADFORD SUPPLY COMPANY									
2243999	WP Misc Supplies - Pipe, Fittings, etc	Open		07/16/2020	09/18/2020	07/16/2020			26.77
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Pipe and fittings for chem feed changes to existing plant/wtp - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	26.7700	26.77			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							26.77	
	Invoice Items			1					
Vendor 4414 - BRADFORD SUPPLY COMPANY Totals						Invoices	1		\$26.77
Vendor 1105 - BRENTTAG MID-SOUTH, INC									
BMS657587	WP Chemicals - Fluoride	Open		08/19/2020	09/18/2020	08/19/2020			1,506.50
<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>	
	Chemicals / WTP - WP Chemicals - Fluoride		1.0000	EA	1,506.5000	1,506.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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Invoice Due Date Range 09/05/20 - 09/18/20

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
BMS657587	WP Chemicals - Fluoride	Open		08/19/2020	09/18/2020	08/19/2020			1,506.50
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							1,506.50	
			Invoice Items	1					
BMS661189	WP Chemicals - Bleach	Open		08/24/2020	09/18/2020	08/24/2020			2,894.33
<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>	
	Chemicals / WTP - WP Chemicals - Bleach		1.0000	EA	2,894.3300	2,894.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							2,894.33	
			Invoice Items	1					
Vendor 1105 - BRENNTAG MID-SOUTH, INC Totals					Invoices	2			\$4,400.83
Vendor 2145 - BSN SPORTS									
909738821	Home Plate and Pitching Rubber - MAINT	Open		08/24/2020	09/18/2020	08/24/2020			377.96
<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 - Home Plate and Pitching Rubber - MAINT		1.0000	EA	377.9600	377.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							377.96	
			Invoice Items	1					
Vendor 2145 - BSN SPORTS Totals					Invoices	1			\$377.96
Vendor 4067 - CAMPION, BARROW & ASSOCIATES									
026801	Law enforcement testing - Jaques/PD	Open		08/31/2020	09/18/2020	08/31/2020			440.00
<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>	
	Physical examinations - Law enforcement testing - Jaques/PD		1.0000	EA	440.0000	440.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3107 (General Fund-Police Department-Physical examinations)							440.00	
			Invoice Items	1					
Vendor 4067 - CAMPION, BARROW & ASSOCIATES Totals					Invoices	1			\$440.00
Vendor 3885 - CARROT-TOP INDUSTRIES INC									



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Invoice Due Date Range 09/05/20 - 09/18/20

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
200685	Banners for Historical Society on the Square - REC	Open		08/11/2020	09/18/2020	08/11/2020			471.20
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Affiliate expense- reimbursed - Banners for Historical Society on the Square - REC		1.0000	EA	471.2000	471.20			
	G/L Account				Project			Amount	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)							471.20	
			Invoice Items		1				
Vendor 3885 - CARROT-TOP INDUSTRIES INC		Totals		Invoices		1			\$471.20
Vendor 3915 - CCI READI MIX									
321134	PD ADA parking space concrete/MFT	Open		08/19/2020	09/18/2020	08/19/2020			1,092.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Concrete - PD ADA parking space concrete/MFT		1.0000	EA	1,092.0000	1,092.00			
	G/L Account				Project			Amount	
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)				PW 20 87 (PD parking lot ADA space)			1,092.00	
			Invoice Items		1				
321187	PD ADA parking space concrete/MFT	Open		08/20/2020	09/18/2020	08/20/2020			206.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Concrete - PD ADA parking space concrete/MFT		1.0000	EA	206.0000	206.00			
	G/L Account				Project			Amount	
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)				PW 20 87 (PD parking lot ADA space)			206.00	
			Invoice Items		1				
321348	PD ADA parking space concrete/MFT	Open		08/21/2020	09/18/2020	08/21/2020			206.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Concrete - PD ADA parking space concrete/MFT		1.0000	EA	206.0000	206.00			
	G/L Account				Project			Amount	
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)				PW 20 87 (PD parking lot ADA space)			206.00	
			Invoice Items		1				



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason		Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
321183	Concrete/ENGINEERING	Open			08/20/2020	09/18/2020	08/20/2020			1,004.25
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Capital Improvement projects - Concrete/ENGINEERING		1.0000	EA	1,004.2500	1,004.25				
	G/L Account					Project		Amount		
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)					PW 19 121 (LIT Dam A Improvements)		1,004.25		
	Invoice Items					1				
321344	Concrete/ENGINEERING	Open			08/21/2020	09/18/2020	08/21/2020			412.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Capital Improvement projects - Concrete/ENGINEERING		1.0000	EA	412.0000	412.00				
	G/L Account					Project		Amount		
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)					PW 19 121 (LIT Dam A Improvements)		412.00		
	Invoice Items					1				
321455	Concrete/ENGINEERING	Open			08/25/2020	09/18/2020	08/25/2020			772.50
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Capital Improvement projects - Concrete/ENGINEERING		1.0000	EA	772.5000	772.50				
	G/L Account					Project		Amount		
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)					PW 19 121 (LIT Dam A Improvements)		772.50		
	Invoice Items					1				
321466	Concrete/ENGINEERING	Open			08/26/2020	09/18/2020	08/26/2020			695.25
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Capital Improvement projects - Concrete/ENGINEERING		1.0000	EA	695.2500	695.25				
	G/L Account					Project		Amount		
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)					PW 19 121 (LIT Dam A Improvements)		695.25		
	Invoice Items					1				
321561	Concrete/ENGINEERING	Open			08/27/2020	09/18/2020	08/27/2020			1,339.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Capital Improvement projects - Concrete/ENGINEERING		1.0000	EA	1,339.0000	1,339.00				
	G/L Account					Project		Amount		
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)					PW 19 121 (LIT Dam A Improvements)		1,339.00		
	Invoice Items					1				
			Vendor	3915 - CCI READI MIX Totals			Invoices	8		\$5,727.00



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Invoice Due Date Range 09/05/20 - 09/18/20

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 1130 - CDW GOVERNMENT INC									
ZZG0921	Cables and tape/IS	Open		09/03/2020	09/18/2020	09/03/2020			27.09
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Data Processing Service - Cables and tape/IS		1.0000	EA	27.0900	27.09			
	G/L Account				Project			Amount	
	11-4060-3101 (General Fund-Information Services-Data processing services)							27.09	
	Invoice Items			1					
Vendor 1130 - CDW GOVERNMENT INC Totals									
						Invoices	2		\$1,808.97
Vendor 4478 - CHAMPAIGN SIGNAL AND LIGHTING COMPANY									
2041-015	Traffic signal mast arm upgrade to black from galvanized/MFT	Open		08/31/2020	09/18/2020	08/31/2020			97,800.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Capital Improvement projects - Traffic signal mast arm upgrade to black from galvanized/MFT		1.0000	EA	97,800.0000	97,800.00			
	G/L Account				Project			Amount	
	25-4312-4106 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Capital improvement projects)				PW 20 43 (MFT 18-00115-00-RS & Section (51,51Z)RS-3)			97,800.00	
	Invoice Items			1					
Vendor 4478 - CHAMPAIGN SIGNAL AND LIGHTING COMPANY Totals									
						Invoices	1		\$97,800.00
Vendor 1142 - CHARLES HEUERMAN TRUCKING INC									
72798	Sand for Sidewalks/MOTOR FUEL TAX	Open		08/22/2020	09/18/2020	08/22/2020			1,812.99
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Rock & Sand - Sand for Sidewalks/MOTOR FUEL TAX		1.0000	EA	1,812.9900	1,812.99			
	G/L Account				Project			Amount	
	25-4312-2503 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Rock & sand)				PW 18 23 (CDBG - RLF SW PROJECT)			1,812.99	
	Invoice Items			1					



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
72980	Sand for Sidewalks/ENGINEERING	Open		08/31/2020	09/18/2020	08/31/2020			1,866.31
<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>	
	Capital Improvement projects - Sand for Sidewalks/ENGINEERING		1.0000	EA	1,866.3100	1,866.31			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4095-4106 (General Fund-Engineering Department-Capital improvement projects)				PW 19 121 (LIT Dam A Improvements)			1,866.31	
	<i>Invoice Items</i>			1					
<hr/>									
Vendor 1142 - CHARLES HEUERMAN TRUCKING INC Totals					Invoices	2			\$3,679.30
<hr/>									
Vendor 4477 - CINTAS									
4058233548	Uniforms/MAINT/STREET/UTILIT	Open		08/10/2020	09/18/2020	08/10/2020			328.90
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / STREET - Uniforms/MAINT/STREET/UTILITY		1.0000	EA	328.9000	328.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)							19.36	
	11-4310-2701 (General Fund-Street Department-Uniforms)							177.05	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							132.49	
	<i>Invoice Items</i>			1					
<hr/>									
4059490457	Uniforms/MAINT/STREET/UTILIT	Open		08/24/2020	09/18/2020	08/24/2020			340.38
<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>	
	Uniforms / PD - Uniforms/MAINT/STREET/UTILITY		1.0000	EA	340.3800	340.38			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)							19.36	
	11-4310-2701 (General Fund-Street Department-Uniforms)							182.67	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							138.35	
	<i>Invoice Items</i>			1					
<hr/>									
4060115635	Uniforms/MAINT/STREET/UTILIT	Open		08/31/2020	09/18/2020	08/31/2020			358.69
<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>	
	Uniforms / STREET - Uniforms/MAINT/STREET/UTILITY		1.0000	EA	358.6900	358.69			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							358.69	
	<i>Invoice Items</i>			1					



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Invoice Due Date Range 09/05/20 - 09/18/20

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
4060115604	Mats/PD	Open		08/31/2020	09/18/2020	08/31/2020			13.35
<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>	
	Repair of buildings and facilities - Mats/PD		1.0000	EA	13.3500	13.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							13.35	
	<i>Invoice Items</i>				1				
4060907757	Mats/PD	Open		09/08/2020	09/18/2020	09/08/2020			13.35
<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>	
	Repair of buildings and facilities - Mats/PD		1.0000	EA	13.3500	13.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							13.35	
	<i>Invoice Items</i>				1				
4058913140	WP Uniforms	Open		08/17/2020	09/18/2020	08/17/2020			88.67
<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>	
	Uniforms / WTP - WP Uniforms		1.0000	EA	88.6700	88.67			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							88.67	
	<i>Invoice Items</i>				1				
4059490691	WP Uniforms	Open		08/24/2020	09/18/2020	08/24/2020			88.67
<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>	
	Uniforms / WTP - WP Uniforms		1.0000	EA	88.6700	88.67			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							88.67	
	<i>Invoice Items</i>				1				
4060115667	WP Uniforms	Open		08/31/2020	09/18/2020	08/31/2020			88.67
<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>	
	Uniforms / WTP - WP Uniforms		1.0000	EA	88.6700	88.67			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							88.67	
	<i>Invoice Items</i>				1				
4060907838	WP Uniforms	Open		09/08/2020	09/18/2020	09/08/2020			88.67
<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>	
	Uniforms / WTP - WP Uniforms		1.0000	EA	88.6700	88.67			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							88.67	
	<i>Invoice Items</i>				1				



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Invoice Due Date Range 09/05/20 - 09/18/20

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
4060115503	Uniforms WWTP	Open		08/31/2020	09/18/2020	08/31/2020			48.98
<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>	
	Uniforms / WWTP - Uniforms WWTP		1.0000	EA	48.9800	48.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							48.98	
	Invoice Items			1					
4060907707	Uniforms WWTP	Open		09/08/2020	09/18/2020	09/08/2020			61.33
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / WWTP - Uniforms WWTP		1.0000	EA	61.3300	61.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							61.33	
	Invoice Items			1					
Vendor 4477 - CINTAS Totals									11
									\$1,519.66
Vendor 1170 - CITY OF CHARLESTON/W&S DEPT									
2060160001 08/20	1510 A St - Fire Dept #2/FD	Open		08/23/2020	09/18/2020	08/23/2020			89.26
<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>	
	Water service - 1510 A St - Fire Dept #2/FD		1.0000	EA	89.2600	89.26			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3407 (General Fund-Fire Department-Water)							89.26	
	Invoice Items			1					
3010010001 08/20	815 Adkins Dr/GARAGE	Open		08/31/2020	09/18/2020	08/31/2020			177.81
<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>	
	Water service - 815 Adkins Dr/GARAGE		1.0000	EA	177.8100	177.81			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-3407 (General Fund-City Garage-Water)							177.81	
	Invoice Items			1					
3010011001 08/20	817 Adkins Dr/UTILITY	Open		08/31/2020	09/18/2020	08/31/2020			35.07
<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>	
	Water service - 817 Adkins Dr/UTILITY		1.0000	EA	35.0700	35.07			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3407 (Water and Sewer Fund-Utility Department-Water)							35.07	
	Invoice Items			1					



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Invoice Due Date Range 09/05/20 - 09/18/20

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
3010012001 08/20	816 Adkins Dr- Salt Brine/GARAGE	Open		08/31/2020	09/18/2020	08/31/2020			30.43
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 816 Adkins Dr- Salt Brine/GARAGE		1.0000	EA	30.4300	30.43			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-3407 (General Fund-City Garage-Water)							30.43	
	<i>Invoice Items</i>				1				
3011045023 08/20	107 Walnut Ave/MAINT	Open		08/31/2020	09/18/2020	08/31/2020			20.72
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 107 Walnut Ave/MAINT		1.0000	EA	20.7200	20.72			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							20.72	
	<i>Invoice Items</i>				1				
3031580001 08/20	1200 W Madison Ave/WWTP	Open		08/31/2020	09/18/2020	08/31/2020			15.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 1200 W Madison Ave/WWTP		1.0000	EA	15.9400	15.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3407 (Water and Sewer Fund-Waste Water Treatment Plant-Water)							15.94	
	<i>Invoice Items</i>				1				
3031590001 08/20	1231 W Madison Ave/PD	Open		08/31/2020	09/18/2020	08/31/2020			15.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 1231 W Madison Ave/PD		1.0000	EA	15.9400	15.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3407 (General Fund-Police Department-Water)							15.94	
	<i>Invoice Items</i>				1				
3061085030 08/20	191 Harrison ave - Kiwanis/MAINT	Open		08/31/2020	09/18/2020	08/31/2020			15.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 191 Harrison ave - Kiwanis/MAINT		1.0000	EA	15.9400	15.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							15.94	
	<i>Invoice Items</i>				1				
3071129001 08/20	126 E St - Museum/MAINT	Open		08/31/2020	09/18/2020	08/31/2020			15.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - 126 E St - Museum/MAINT		1.0000	EA	15.9400	15.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)							15.94	
	<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
6040045001 09/20	1321 Loxa Rd/WTP	Open		09/02/2020	09/18/2020	09/02/2020			3,156.57
<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>	
	Water service - 1321 Loxa Rd/WTP		1.0000	EA	3,156.5700	3,156.57			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3407 (Water and Sewer Fund-Water Treatment Plant-Water)							3,156.57	
	<i>Invoice Items</i>			1					
Vendor 1170 - CITY OF CHARLESTON/W&S DEPT Totals					Invoices	10			\$3,573.62
Vendor 2619 - CJ'S AUTO & TOWING									
705927	Tow to impound - Silver 04 Chevy Cavalier/PD	Open		08/24/2020	09/18/2020	08/24/2020			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>	
	Towing - Tow to impound - Silver 04 Chevy Cavalier/PD		1.0000	EA	130.0000	130.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3117 (General Fund-Police Department-Police towing fees)							130.00	
	<i>Invoice Items</i>			1					
705929	Tow to impound - white 1998 dodge/PD	Open		08/27/2020	09/18/2020	08/27/2020			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>	
	Towing - Tow to impound - white 1998 dodge/PD		1.0000	EA	130.0000	130.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3117 (General Fund-Police Department-Police towing fees)							130.00	
	<i>Invoice Items</i>			1					
Vendor 2619 - CJ'S AUTO & TOWING Totals					Invoices	2			\$260.00
Vendor 1864 - COGENT - VANDEVANTER									
5488294	WW Equipment Expense - Recycle Pump Station	Open		09/01/2020	09/18/2020	09/01/2020			5,222.51
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc. services - WW Equipment Expense - Recycle Pump Station		1.0000	EA	5,222.5100	5,222.51			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of operating equipment)				0000 (0000 - Misc. Equip.)			5,222.51	
	<i>Invoice Items</i>			1					
Vendor 1864 - COGENT - VANDEVANTER Totals					Invoices	1			\$5,222.51
Vendor 1192 - COLES COUNTY CLERK & RECORDER									



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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
08 2020	Lien Documents/WATER DEPARTMENT	Open		08/31/2020	09/18/2020	08/31/2020			67.00
<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 - Lien Documents/WATER DEPARTMENT		1.0000	EA	67.0000	67.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-3106 (Water and Sewer Fund-Water Department-Other consulting services)							67.00	
	Invoice Items			1					
Vendor 1192 - COLES COUNTY CLERK & RECORDER Totals					Invoices		1		\$67.00
Vendor 1196 - COLES COUNTY HEALTH DEPARTMENT									
9/2/2020	Vaccinations (Thompson & Donley) / EBHR	Open		09/02/2020	09/18/2020	09/02/2020			230.00
<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>	
	Medical exams & inoculations - Vaccinations (Thompson & Donley) / EBHR		1.0000	EA	230.0000	230.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-3097 (General Fund-Human Resources-Medical exams & inoculations)							230.00	
	Invoice Items			1					
Vendor 1196 - COLES COUNTY HEALTH DEPARTMENT Totals					Invoices		1		\$230.00
Vendor 1203 - COLES TOGETHER									
5839	Pledge - unrestricted/B&D	Open		07/01/2020	09/18/2020	07/01/2020			12,500.00
<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 contractual services - Pledge - unrestricted/B&D		1.0000	EA	12,500.0000	12,500.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-3999 (General Fund-Building & Development Services-Other contractual services)							12,500.00	
	Invoice Items			1					
Vendor 1203 - COLES TOGETHER Totals					Invoices		1		\$12,500.00
Vendor 1204 - COLES-MOULTRIE ELECTRIC COOP									
2086900 7/20	NECO electric - MAINT	Open		07/29/2020	09/18/2020	07/29/2020			225.58
<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>	
	Electric & Gas service - NECO electric - MAINT		1.0000	EA	225.5800	225.58			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)							225.58	
	Invoice Items			1					
Vendor 1204 - COLES-MOULTRIE ELECTRIC COOP Totals					Invoices		1		\$225.58



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1205 - COMMERCIAL ELECTRIC INC									
20252701	WP Building & Grounds - Misc	Open		08/31/2020	09/18/2020	08/31/2020			380.25
<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>	
	Building repairs, maintenance and supplies - WP Building & Grounds - Misc		1.0000	EA	380.2500	380.25			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	61-4611-3510 (Water and Sewer Fund-Water Treatment Plant-Repair of buildings & facilities)							380.25	
	Invoice Items			1					
Vendor 1205 - COMMERCIAL ELECTRIC INC Totals									
						Invoices	1		\$380.25
Vendor 1211 - CONNOR CO CORPORATE OFFICE									
S9176063.002	Roof drains- PD remodel/TIF	Open		08/19/2020	09/18/2020	08/19/2020			1,092.56
<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 - Roof drains- PD remodel/TIF		1.0000	EA	1,092.5600	1,092.56			
	<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)		1,092.56	
	Invoice Items			1					
S9176063.003	Roof drains- PD remodel/TIF	Open		08/19/2020	09/18/2020	08/19/2020			271.89
<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>	
	TIF Public Improvements - Roof drains- PD remodel/TIF		1.0000	EA	271.8900	271.89			
	<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)		271.89	
	Invoice Items			1					
S9193449.001	Plumblng supplies - MAINT	Open		08/13/2020	09/18/2020	08/13/2020			32.64
<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>	
	Park maintenance materials - Plumblng supplies - MAINT		1.0000	EA	32.6400	32.64			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							32.64	
	Invoice Items			1					
S9217673.001	Plumbing Supplies for Install of Hypogen Sanitizer Gen/FD	Open		09/02/2020	09/18/2020	09/02/2020			17.06
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Operating Equipment - Plumbing Supplies for Install of Hypogen Sanitizer Gen/FD		1.0000	EA	17.0600	17.06			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	



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Invoice Due Date Range 09/05/20 - 09/18/20

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
S9217673.001	Plumbing Supplies for Install of Hypogen Sanitizer Gen/FD	Open		09/02/2020	09/18/2020	09/02/2020			17.06
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4221-4399 (General Fund-Fire Department-Operating equipment)			COVID19 (Coronavirus Pandemic)				17.06	
			<i>Invoice Items</i>	1					
S9221482.001	Plumbing Supplies for Install of Hypogen Sanitizer Gen/FD	Open		09/03/2020	09/18/2020	09/03/2020			89.97
<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>	
	Operating Equipment - Plumbing Supplies for Install of Hypogen Sanitizer Gen/FD		1.0000	EA	89.9700	89.97			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4221-4399 (General Fund-Fire Department-Operating equipment)			COVID19 (Coronavirus Pandemic)				89.97	
			<i>Invoice Items</i>	1					
Vendor 1211 - CONNOR CO CORPORATE OFFICE Totals						Invoices	5		\$1,504.12
Vendor 1213 - CONSOLIDATED COMMUNICATIONS - CCI									
2173488555/0 8	Baker Shed phone - REC	Open		08/11/2020	09/18/2020	08/11/2020			123.87
<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>	
	Telephone Service / MAINT - Baker Shed phone - REC		1.0000	EA	123.8700	123.87			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4194-3401 (General Fund-Parks & Maintenance Department-Telephone expense)							123.87	
			<i>Invoice Items</i>	1					
Vendor 1213 - CONSOLIDATED COMMUNICATIONS - CCI Totals						Invoices	1		\$123.87
Vendor 1224 - COUNTY OFFICE PRODUCTS INC									
0215795-001	Shipping of battery tender for warranty/FD	Open		09/08/2020	09/18/2020	09/08/2020			10.84
<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>	
	Office supplies / FD - Shipping of battery tender for warranty/FD		1.0000	EA	10.8400	10.84			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4221-2001 (General Fund-Fire Department-Office supplies)							10.84	
			<i>Invoice Items</i>	1					



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
0215787-001	Paper-Tape/WATER DEPARTMENT	Open		09/08/2020	09/18/2020	09/08/2020			107.34
<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>	
	Office Supplies / WATER - Paper-Tape/WATER DEPARTMENT		1.0000	EA	107.3400	107.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-2001 (Water and Sewer Fund-Water Department-Office supplies)							107.34	
	Invoice Items			1					
Vendor 1224 - COUNTY OFFICE PRODUCTS INC Totals					Invoices	2			\$118.18
Vendor 1246 - DE BUHRS SEED STORE									
40301	50 lb. Ruff N Tuff/MOTOR FUEL TAX	Open		09/08/2020	09/18/2020	09/08/2020			336.00
<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>	
	Dirt & backfill material - 50 lb. Ruff N Tuff/MOTOR FUEL TAX		1.0000	EA	336.0000	336.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	25-4312-2504 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Dirt & backfill material)				PW 18 23 (CDBG - RLF SW PROJECT)			336.00	
	Invoice Items			1					
Vendor 1246 - DE BUHRS SEED STORE Totals					Invoices	1			\$336.00
Vendor 1257 - DETECTION SECURITY CO.									
171920	Station Monitoring - MAINT	Open		09/01/2020	09/18/2020	09/01/2020			242.00
<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 - Station Monitoring - MAINT		1.0000	EA	242.0000	242.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)							242.00	
	Invoice Items			1					
Vendor 1257 - DETECTION SECURITY CO. Totals					Invoices	1			\$242.00
Vendor 2579 - DIEPHOLZ CHEVROLET BUICK									
135353	Booster/FD	Open		08/25/2020	09/18/2020	08/25/2020			266.19
<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>	
	Vehicle parts and supplies - Booster/FD		1.0000	EA	266.1900	266.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3341 (3341 2016 3 X 13 Chevy Ambulance)			266.19	
	Invoice Items			1					
Vendor 2579 - DIEPHOLZ CHEVROLET BUICK Totals					Invoices	1			\$266.19



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Invoice Due Date Range 09/05/20 - 09/18/20

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 1260 - DIMOND BROTHERS AGENCY INC									
480609	Annual brokerage service fee	Open		09/01/2020	09/18/2020	09/01/2020			25,000.00
<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>	
	Liability & Auto Insurance Premium - Annual brokerage service fee		1.0000	EA	25,000.0000	25,000.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4910-3306 (General Fund-Premiums, Judgments & Claims-Liability & auto insurance)							18,750.00	
	61-4910-3306 (Water and Sewer Fund-Premiums, Judgments & Claims-Liability & auto insurance)							6,250.00	
	Invoice Items			1					
Vendor 1260 - DIMOND BROTHERS AGENCY INC Totals						Invoices	1		\$25,000.00
Vendor 1287 - EASTERN ELECTRIC SUPPLY CO									
E053839	2" galv steel conduit/IS	Open		08/28/2020	09/18/2020	08/28/2020			65.99
<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 furniture and equipment - 2" galv steel conduit/IS		1.0000	EA	65.9900	65.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4060-4499 (Water and Sewer Fund-Information Services-Office furniture & equipment)				PW 20 77 (VOIP)			65.99	
	Invoice Items			1					
E053767	Electric supplies - MAINT	Open		08/17/2020	09/18/2020	08/17/2020			6.98
<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 - Electric supplies - MAINT		1.0000	EA	6.9800	6.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							6.98	
	Invoice Items			1					
E053832	Lights For Station 2 Bay/FD	Open		08/28/2020	09/18/2020	08/28/2020			149.20
<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>	
	Other building materials - Lights For Station 2 Bay/FD		1.0000	EA	149.2000	149.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2699 (General Fund-Fire Department-Other building materials)							149.20	
	Invoice Items			1					
E053840	Bulbs for Station 2/FD	Open		08/28/2020	09/18/2020	08/28/2020			149.20
<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>	
	Other building materials - Bulbs for Station 2/FD		1.0000	EA	149.2000	149.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
E053840	Bulbs for Station 2/FD	Open		08/28/2020	09/18/2020	08/28/2020			149.20
<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>	
	11-4221-2699 (General Fund-Fire Department-Other building materials)							149.20	
	Invoice Items			1					
Vendor 1287 - EASTERN ELECTRIC SUPPLY CO Totals					Invoices	4			\$371.37
Vendor 1292 - EASTERN ILLINOIS PROPANE GAS									
281658	Propane/STREET	Open		08/27/2020	09/18/2020	08/27/2020			15.05
<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>	
	Fuel & Oil - Propane/STREET		1.0000	EA	15.0500	15.05			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2201 (General Fund-Street Department-Fuel & oil)							15.05	
	Invoice Items			1					
Vendor 1292 - EASTERN ILLINOIS PROPANE GAS Totals					Invoices	1			\$15.05
Vendor 3643 - EUBANK ENTERPRISE									
6522	WW Lift Station - Septic Vaults	Open		08/28/2020	09/18/2020	08/28/2020			240.00
<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>	
	Lift station repair / WWTP - WW Lift Station - Septic Vaults		1.0000	EA	240.0000	240.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2512 (Water and Sewer Fund-Waste Water Treatment Plant-Lift station maintenance)							240.00	
	Invoice Items			1					
Vendor 3643 - EUBANK ENTERPRISE Totals					Invoices	1			\$240.00
Vendor 1328 - FASTENAL COMPANY									
ILMAT145105	Wedge anchors to lift slabs/WTP	Open		09/04/2020	09/18/2020	09/04/2020			167.89
<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>	
	Capital Improvement projects - Wedge anchors to lift slabs/WTP		1.0000	EA	167.8900	167.89			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)				PW 20 06 (Spillway Maintenance Project)			167.89	
	Invoice Items			1					



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
ILMAT144778	Hand Cleaner for Shop/GARAGE/MECHAINC	Open		08/31/2020	09/18/2020	08/31/2020			22.11
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Hand Cleaner for Shop/GARAGE/MECHAINC		1.0000	EA	22.1100	22.11			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			22.11	
	<i>Invoice Items</i>				1				
ILMAT144848	Torx Bit & Hand Cleaner/GARAGE/MECHANIC	Open		08/31/2020	09/18/2020	08/31/2020			27.33
<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>	
	Vehicle parts and supplies - Torx Bit & Hand Cleaner/GARAGE/MECHANIC		1.0000	EA	27.3300	27.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			27.33	
	<i>Invoice Items</i>				1				
ILMAT144724	Bolts for Trailer Floor/FD	Open		08/31/2020	09/18/2020	08/31/2020			45.60
<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>	
	Vehicle parts and supplies - Bolts for Trailer Floor/FD		1.0000	EA	45.6000	45.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				4425 (4425 1991 Boat Trailer)			45.60	
	<i>Invoice Items</i>				1				
Vendor 1328 - FASTENAL COMPANY Totals						Invoices	4		\$262.93
Vendor 1334 - FIRE EQUIPMENT SERVICE & SALES									
E1111887	Hydro of O2 Bottles/FD	Open		08/25/2020	09/18/2020	08/25/2020			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>	
	Repair of operating equipment - Hydro of O2 Bottles/FD		1.0000	EA	65.0000	65.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)				0000 (0000 - Misc. Equip.)			65.00	
	<i>Invoice Items</i>				1				
Vendor 1334 - FIRE EQUIPMENT SERVICE & SALES Totals						Invoices	1		\$65.00
Vendor 1361 - GALLS, LLC									



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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
016260408	Jacket, wallet, gloves, belt - Giordano/PD	Open		08/13/2020	09/18/2020	08/13/2020			215.69
<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>	
	Uniforms / PD - Jacket, wallet, gloves, belt - Giordano/PD		1.0000	EA	215.6900	215.69			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							215.69	
	<i>Invoice Items</i>				1				
016260601	UA INFIL Hike GTX/PD	Open		08/13/2020	09/18/2020	08/13/2020			198.00
<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 - UA INFIL Hike GTX/PD		1.0000	EA	198.0000	198.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							198.00	
	<i>Invoice Items</i>				1				
016314431	UA TAC HG HOOD-Gullion/PD	Open		08/21/2020	09/18/2020	08/21/2020			21.90
<i>P.O. Number</i>	<i>Item Description</i>		<i>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 - UA TAC HG HOOD-Gullion/PD		1.0000	EA	21.9000	21.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							21.90	
	<i>Invoice Items</i>				1				
Vendor 1361 - GALLS, LLC Totals					Invoices	3			\$435.59
Vendor 1364 - GANO WELDING SUPPLIES									
247495	Lighting Bug Striker/GARAGE/MECHANIC	Open		08/26/2020	09/18/2020	08/26/2020			13.69
<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>	
	Vehicle parts and supplies - Lighting Bug Striker/GARAGE/MECHANIC		1.0000	EA	13.6900	13.69			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			13.69	
	<i>Invoice Items</i>				1				
247501	Oxygen/GARAGE/MECHANIC	Open		08/26/2020	09/18/2020	08/26/2020			89.48
<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>	
	Fuel & Oil - REC - Oxygen/GARAGE/MECHANIC		1.0000	EA	89.4800	89.48			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2201 (General Fund-City Garage-Fuel & oil)							89.48	
	<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
848068	Fuel for Torches/GARAGE/MECHANIC	Open		08/31/2020	09/18/2020	08/31/2020			21.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Fuel & Oil - Fuel for Torches/GARAGE/MECHANIC		1.0000	EA	21.0000	21.00			
	G/L Account				Project			Amount	
	11-4311-2201 (General Fund-City Garage-Fuel & oil)							21.00	
	Invoice Items				1				
848120	Gas - MAINT	Open		08/31/2020	09/18/2020	08/31/2020			6.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Park maintenance materials - Gas - 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	4	\$130.17
Vendor 1874 - GRAINGER									
9629190092	WP Building & Grounds - Misc	Open		08/21/2020	09/18/2020	08/21/2020			52.20
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Light bulbs - WP Building & Grounds - Misc		1.0000	EA	52.2000	52.20			
	G/L Account				Project			Amount	
	61-4611-3510 (Water and Sewer Fund-Water Treatment Plant-Repair of buildings & facilities)							52.20	
	Invoice Items				1				
Vendor 1874 - GRAINGER Totals							Invoices	1	\$52.20
Vendor 2654 - HARRELSON PLUMBING AND HEATING									
33016	Porta Potty at VFW - MAINT	Open		08/24/2020	09/18/2020	08/24/2020			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 1435 - IL ENVIRONMENTAL PROTECTION AGENCY									



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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
L17-2719 #18	WWTP upgrade 2010/payment semi-annually	Open		08/19/2020	09/18/2020	08/19/2020			164,520.83
<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>	
	Loan payment - WWTP upgrade 2010/payment semi-annually		1.0000	EA	164,520.8300	164,520.83			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-2610 (Water and Sewer Fund-Notes payable)							164,520.83	
	<i>Invoice Items</i>			1					
Vendor 1435 - IL ENVIRONMENTAL PROTECTION AGENCY Totals						Invoices	1		\$164,520.83
Vendor 4112 - ILLINOIS DEPARTMENT OF INNOVATION AND TECHNOLOGY									
T2102437	Comm charges/PD	Open		08/24/2020	09/18/2020	08/24/2020			354.16
<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>	
	Other business services - Comm charges/PD		1.0000	EA	354.1600	354.16			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3199 (General Fund-Police Department-Business services)							354.16	
	<i>Invoice Items</i>			1					
Vendor 4112 - ILLINOIS DEPARTMENT OF INNOVATION AND TECHNOLOGY Totals						Invoices	1		\$354.16
Vendor 2437 - ILLINOIS STATE POLICE - FORFEITURE									
19-01914	Seized funds/PD	Open		06/29/2020	09/18/2020	06/29/2020			1,500.00
<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>	
	Seized Funds - Seized funds/PD		1.0000	EA	1,500.0000	1,500.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	27-0000-3798 (Drug Traffic Prevention Fund-Non-departmental-Seized funds)							1,500.00	
	<i>Invoice Items</i>			1					
Vendor 2437 - ILLINOIS STATE POLICE - FORFEITURE Totals						Invoices	1		\$1,500.00
Vendor 4122 - INDELCO PLASTICS CORPORATION									
INV204588	WP Misc Supplies - Pipe, Fittings, etc	Open		08/14/2020	09/18/2020	08/14/2020			264.22
<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>	
	Pipe and fittings for chem feed changes to existing plant/wtp - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	264.2200	264.22			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							264.22	
	<i>Invoice Items</i>			1					
Vendor 4122 - INDELCO PLASTICS CORPORATION Totals						Invoices	1		\$264.22
Vendor 4416 - INFOGROUP									



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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
83529683	Polk city directory 2020/CLERK	Open		08/20/2020	09/18/2020	08/20/2020			366.96
<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>	
	Books & Manuals - Polk city directory 2020/CLERK		1.0000	EA	366.9600	366.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-2006 (General Fund-City Clerk-Books & manuals)							366.96	
	Invoice Items			1					
Vendor 4416 - INFOGROUP				Totals		Invoices	1		\$366.96
Vendor 4490 - INTELEPEER CLOUD COMMUNICATIONS, LLC									
INV-194469	VOIP trunk fee (outbound calling)/WATER DEPT/REC/ADMIN	Open		09/01/2020	09/18/2020	09/01/2020			465.92
<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>	
	Telephone Service - VOIP trunk fee (outbound calling)/WATER DEPT/REC/ADMIN		1.0000	EA	465.9200	465.92			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3401 (General Fund-Administration & Boards- Manager- Telephone expense)				VOIP (VOIP)			288.87	
	61-4630-3401 (Water and Sewer Fund-Water Department-Telephone expense)				VOIP (VOIP)			116.48	
	22-4510-3401 (Playground & Recreation Fund-Recreation Programs- Telephone expense)				VOIP (VOIP)			60.57	
	Invoice Items			1					
Vendor 4490 - INTELEPEER CLOUD COMMUNICATIONS, LLC				Totals		Invoices	1		\$465.92
Vendor 3944 - INTERSTATE BILLING SERVICE INC- RUSH TRUCK SERVICE									
3020090525	Deb/Regen Work to #118/STREET	Open		07/21/2020	09/18/2020	07/21/2020			1,052.50
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of operating equipment - Deb/Regen Work to #118/STREET		1.0000	EA	1,052.5000	1,052.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				3468 (2017 International Dump Truck)			1,052.50	
	Invoice Items			1					
Vendor 3944 - INTERSTATE BILLING SERVICE INC- RUSH TRUCK SERVICE				Totals		Invoices	1		\$1,052.50
Vendor 3355 - JOHN DEERE FINANCIAL									



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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
G34295/11	PD roof drain- pipe installation/TIF	Open		08/20/2020	09/18/2020	08/20/2020			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>	
	TIF Public Improvements - PD roof drain- pipe installation/TIF		1.0000	EA	8.9900	8.99			
	<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)			8.99	
	Invoice Items			1					
G04733	Hardware/UTILITY	Open		07/10/2020	09/18/2020	07/10/2020			12.99
<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 / UTILITY - Hardware/UTILITY		1.0000	EA	12.9900	12.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							12.99	
	Invoice Items			1					
G04830	Paint/UTILITY	Open		07/10/2020	09/18/2020	07/10/2020			8.97
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other building materials - Paint/UTILITY		1.0000	EA	8.9700	8.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							8.97	
	Invoice Items			1					
G08156	Bldg Materials/UTILITY	Open		07/14/2020	09/18/2020	07/14/2020			18.45
<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>	
	Other building materials - Bldg Materials/UTILITY		1.0000	EA	18.4500	18.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							18.45	
	Invoice Items			1					
G14367	Brush for Concrete/UTILITY	Open		07/23/2020	09/18/2020	07/23/2020			10.98
<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>	
	Concrete - Brush for Concrete/UTILITY		1.0000	EA	10.9800	10.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							10.98	
	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
G15372	Filter/Oil/Grease/UTILITY	Open		07/24/2020	09/18/2020	07/24/2020			3.99
<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 -		1.0000	EA	3.9900	3.99			
	Filter/Oil/Grease/UTILITY								
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4610-2301 (Water and Sewer Fund-Utility Department-Janitorial & cleaning supplies)							3.99	
	<i>Invoice Items</i>			1					
G19188	Filter/Oil/Grease/UTILITY	Open		07/29/2020	09/18/2020	07/29/2020			9.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Janitorial & cleaning supplies -		1.0000	EA	9.9900	9.99			
	Filter/Oil/Grease/UTILITY								
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4610-2301 (Water and Sewer Fund-Utility Department-Janitorial & cleaning supplies)							9.99	
	<i>Invoice Items</i>			1					
G19448	Filter/Oil/Grease/UTILITY	Open		07/31/2020	09/18/2020	07/31/2020			15.96
<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 -		1.0000	EA	15.9600	15.96			
	Filter/Oil/Grease/UTILITY								
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4610-2301 (Water and Sewer Fund-Utility Department-Janitorial & cleaning supplies)							15.96	
	<i>Invoice Items</i>			1					
G20197	40 lbs leak absorbent Clay/UTILITY	Open		07/31/2020	09/18/2020	07/31/2020			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>	
	Other building materials - 40 lbs leak absorbent Clay/UTILITY		1.0000	EA	4.9900	4.99			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							4.99	
	<i>Invoice Items</i>			1					
G36875/11	Bit-Helix/GARAGE/MECHANIC	Open		08/24/2020	09/18/2020	08/24/2020			17.75
<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>	
	Vehicle parts and supplies - Bit-Helix/GARAGE/MECHANIC		1.0000	EA	17.7500	17.75			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			17.75	
	<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
G36987/11	Bits/GARAGE/MECHANIC	Open		08/24/2020	09/18/2020	08/24/2020			8.37
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Bits/GARAGE/MECHANIC		1.0000	EA	8.3700	8.37			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			8.37	
	<i>Invoice Items</i>				1				
G43557/11	Rubber Boots/UTILITY	Open		09/03/2020	09/18/2020	09/03/2020			164.95
<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 - Rubber Boots/UTILITY		1.0000	EA	164.9500	164.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							164.95	
	<i>Invoice Items</i>				1				
G44321/11	Shovel/UTILITY	Open		09/04/2020	09/18/2020	09/04/2020			9.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Hand Tools / UTILITY - Shovel/UTILITY		1.0000	EA	9.9900	9.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							9.99	
	<i>Invoice Items</i>				1				
F91076	Mulch - MAINT	Open		06/23/2020	09/18/2020	06/23/2020			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 - Mulch - 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)							5.97	
	<i>Invoice Items</i>				1				
F91322	Plants and mulch - MAINT	Open		06/23/2020	09/18/2020	06/23/2020			46.30
<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>	
	Park maintenance materials - Plants and mulch - MAINT		1.0000	EA	46.3000	46.30			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							46.30	
	<i>Invoice Items</i>				1				
G39045/11	Paint - MAINT	Open		08/27/2020	09/18/2020	08/27/2020			13.95
<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>	
	Park maintenance materials - Paint - MAINT		1.0000	EA	13.9500	13.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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G39045/11	Paint - MAINT	Open		08/27/2020	09/18/2020	08/27/2020			13.95
<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>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							13.95	
			Invoice Items	1					
G37148/11	Trailer Floor/FD	Open		08/24/2020	09/18/2020	08/24/2020			17.99
<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 - Trailer Floor/FD		1.0000	EA	17.9900	17.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				4425 (4425 1991 Boat Trailer)			17.99	
			Invoice Items	1					
G43085/11	Tarps/FD	Open		09/02/2020	09/18/2020	09/02/2020			56.97
<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>	
	Hand Tools / FD - Tarps/FD		1.0000	EA	56.9700	56.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2801 (General Fund-Fire Department-Hand tools)							56.97	
			Invoice Items	1					
G41965/11	K9 golf outing supplies/PD	Open		08/31/2020	09/18/2020	08/31/2020			284.79
<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>	
	Other capital expense - K9 golf outing supplies/PD		1.0000	EA	284.7900	284.79			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4604 (General Fund-Police Department-Other capital expense)							284.79	
			Invoice Items	1					
G28003/11	WP Chemicals - Baking Soda	Open		08/11/2020	09/18/2020	08/11/2020			6.95
<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 - Baking Soda		1.0000	EA	6.9500	6.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							6.95	
			Invoice Items	1					
G28354/11	WP Misc Supplies - Misc	Open		08/12/2020	09/18/2020	08/12/2020			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>	
	Paint and/or paint supplies - WP Misc Supplies - Misc		1.0000	EA	9.9800	9.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							9.98	
			Invoice Items	1					



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G29680/11	WP Misc Supplies - Misc	Open		08/14/2020	09/18/2020	08/14/2020			12.98
<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>	
	Misc. supplies / WTP - WP Misc Supplies - Misc		1.0000	EA	12.9800	12.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							12.98	
	<i>Invoice Items</i>			1					
G33081/11	WP Misc Supplies - Misc	Open		08/18/2020	09/18/2020	08/18/2020			9.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Batteries - WP Misc Supplies - Misc		1.0000	EA	9.9900	9.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							9.99	
	<i>Invoice Items</i>			1					
G37001/11	WP Misc Supplies - Misc	Open		08/24/2020	09/18/2020	08/24/2020			15.46
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Paint and/or paint supplies - WP Misc Supplies - Misc		1.0000	EA	15.4600	15.46			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							15.46	
	<i>Invoice Items</i>			1					
G37575/11	WP Misc Supplies - Misc	Open		08/25/2020	09/18/2020	08/25/2020			17.45
<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>	
	Paint and/or paint supplies - WP Misc Supplies - Misc		1.0000	EA	17.4500	17.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							17.45	
	<i>Invoice Items</i>			1					
G44368/11	WP Misc Supplies - Misc	Open		09/04/2020	09/18/2020	09/04/2020			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>	
	lawn seed - WP Misc Supplies - Misc		1.0000	EA	59.9900	59.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3510 (Water and Sewer Fund-Water Treatment Plant-Repair of buildings & facilities)							59.99	
	<i>Invoice Items</i>			1					
Vendor 3355 - JOHN DEERE FINANCIAL Totals					Invoices	26			\$855.14

Vendor 1512 - KIRCHNER BUILDING CENTER



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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
I330293992	Lumber for Concrete/STREET	Open		07/02/2020	09/18/2020	07/02/2020			33.50
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - Lumber for Concrete/STREET		1.0000	EA	33.5000	33.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)				PW 18 23 (CDBG - RLF SW PROJECT)			33.50	
	<i>Invoice Items</i>				1				
I330294181	Lumber for Concrete/STREET	Open		07/07/2020	09/18/2020	07/07/2020			5.11
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - Lumber for Concrete/STREET		1.0000	EA	5.1100	5.11			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)				PW 18 23 (CDBG - RLF SW PROJECT)			5.11	
	<i>Invoice Items</i>				1				
I330294598	Composite Shims/UTILITY	Open		07/14/2020	09/18/2020	07/14/2020			14.38
<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>	
	Other building materials - Composite Shims/UTILITY		1.0000	EA	14.3800	14.38			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							14.38	
	<i>Invoice Items</i>				1				
I330294754	Lumber for Concrete/UTILITY	Open		07/16/2020	09/18/2020	07/16/2020			247.51
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Concrete - Lumber for Concrete/UTILITY		1.0000	EA	247.5100	247.51			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							247.51	
	<i>Invoice Items</i>				1				
I330294781	Lumber for Concrete/UTILITY	Open		07/16/2020	09/18/2020	07/16/2020			32.62
<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	32.6200	32.62			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							32.62	
	<i>Invoice Items</i>				1				
I330295036	Lumber for Concrete/UTILITY	Open		07/21/2020	09/18/2020	07/21/2020			46.84
<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>	
	Concrete - Lumber for Concrete/UTILITY		1.0000	EA	46.8400	46.84			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							46.84	
	<i>Invoice Items</i>				1				



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
I330295047	Lumber for Concrete/STREET	Open		07/21/2020	09/18/2020	07/21/2020			21.53
<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>	
	Concrete - Lumber for Concrete/STREET		1.0000	EA	21.5300	21.53			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)				PW 18 23 (CDBG - RLF SW PROJECT)			21.53	
	<i>Invoice Items</i>				1				
I330295116	TAPES & Chaulk Line/UTILITY	Open		07/22/2020	09/18/2020	07/22/2020			52.30
<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>	
	Hand Tools / UTILITY - TAPES & Chaulk Line/UTILITY		1.0000	EA	52.3000	52.30			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							52.30	
	<i>Invoice Items</i>				1				
I330296749	Trailer floor/FD	Open		08/18/2020	09/18/2020	08/18/2020			54.95
<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 - Trailer floor/FD		1.0000	EA	54.9500	54.95			
	<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.)			54.95	
	<i>Invoice Items</i>				1				
I330297313	Screw Pilot set and countersink - MAINT	Open		08/27/2020	09/18/2020	08/27/2020			37.02
<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>	
	Park maintenance materials - Screw Pilot set and countersink - MAINT		1.0000	EA	37.0200	37.02			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							37.02	
	<i>Invoice Items</i>				1				
I330297372	Sureply Underlayment - MAINT	Open		08/28/2020	09/18/2020	08/28/2020			27.76
<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>	
	Park maintenance materials - Sureply Underlayment - MAINT		1.0000	EA	27.7600	27.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							27.76	
	<i>Invoice Items</i>				1				
Vendor 1512 - KIRCHNER BUILDING CENTER Totals					Invoices	11			\$573.52

Vendor 2468 - KRONOS



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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
11647689	Annual Support Fee (clocks) / EBHR	Open		08/21/2020	09/18/2020	08/21/2020			1,463.75
<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>	
	Data Processing Service - Annual Support Fee (clocks) / EBHR		1.0000	EA	1,463.7500	1,463.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-3101 (General Fund-Human Resources-Data processing services)							1,463.75	
	Invoice Items			1					
Vendor 2468 - KRONOS Totals					Invoices		1		\$1,463.75
Vendor 2059 - LAMBO'S - LANMAN OIL CO.									
1108265	Unleaded gas/PD	Open		09/03/2020	09/18/2020	09/03/2020			22.74
<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>	
	Fuel & Oil - Unleaded gas/PD		1.0000	EA	22.7400	22.74			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2201 (General Fund-Police Department-Fuel & oil)							22.74	
	Invoice Items			1					
Vendor 2059 - LAMBO'S - LANMAN OIL CO. Totals					Invoices		1		\$22.74
Vendor 3639 - LEE ENTERPRISES - CENTRAL ILLINOIS									
08/03-08/30/2020	Bid notice & candidacy packets notice/CLERK	Open		08/30/2020	09/18/2020	08/30/2020			96.60
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Legal notice publishing - Bid notice & candidacy packets notice/CLERK		1.0000	EA	96.6000	96.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-3206 (General Fund-City Clerk-Legal notice publishing)							96.60	
	Invoice Items			1					
Vendor 3639 - LEE ENTERPRISES - CENTRAL ILLINOIS Totals					Invoices		1		\$96.60
Vendor 1931 - LOVELL SHOE REPAIR									
952014	Repair Zipper in Jump Bag & Strap For Cot/FD	Open		09/01/2020	09/18/2020	09/01/2020			27.00
<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 - Repair Zipper in Jump Bag & Strap For Cot/FD		1.0000	EA	27.0000	27.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)				0000 (0000 - Misc. Equip.)			27.00	
	Invoice Items			1					
Vendor 1931 - LOVELL SHOE REPAIR Totals					Invoices		1		\$27.00



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2678 - LUKE CHRISTOPHER SALES & SERVICE 1528	Repair Speaker/WATER DEPARTMENT	Open		08/20/2020	09/18/2020	08/20/2020			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>	
	Repair of office equipment - Repair Speaker/WATER DEPARTMENT		1.0000	EA	190.0000	190.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-3507 (Water and Sewer Fund-Water Department-Repair of office equipment)							190.00	
	Invoice Items			1					
Vendor 2678 - LUKE CHRISTOPHER SALES & SERVICE Totals									Invoices 1 \$190.00
Vendor 4471 - MACQUEEN EMERGENCY P04261	Screen Intake/FD	Open		08/26/2020	09/18/2020	08/26/2020			30.69
<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>	
	Vehicle parts and supplies - Screen Intake/FD		1.0000	EA	30.6900	30.69			
	<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)			30.69	
	Invoice Items			1					
Vendor 4471 - MACQUEEN EMERGENCY Totals									Invoices 1 \$30.69
Vendor 4125 - MATHESON TRI-GAS, INC 22175937	WP Chemicals - LOX	Open		08/24/2020	09/18/2020	08/24/2020			2,252.08
<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>	
	Chemicals / WTP - WP Chemicals - LOX		1.0000	EA	2,252.0800	2,252.08			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							2,252.08	
	Invoice Items			1					
Vendor 4125 - MATHESON TRI-GAS, INC Totals									Invoices 1 \$2,252.08
Vendor 4352 - MEDIACOM 08202020	Cable/PD	Open		08/20/2020	09/18/2020	08/20/2020			22.10
<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>	
	Other business services - Cable/PD		1.0000	EA	22.1000	22.10			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3199 (General Fund-Police Department-Business services)							22.10	
	Invoice Items			1					
Vendor 4352 - MEDIACOM Totals									Invoices 1 \$22.10
Vendor 1576 - MID-ILLINOIS CONCRETE, INC									



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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
224474	RLF sidewalk concrete/STREET	Open		08/26/2020	09/18/2020	08/26/2020			4,123.00
<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>	
	Concrete - RLF sidewalk concrete/STREET		1.0000	EA	4,123.0000	4,123.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)				PW 17 115 (RLF sidewalk in 2018)			4,123.00	
	<i>Invoice Items</i>				1				
224707	RLF sidewalk concrete/STREET	Open		08/31/2020	09/18/2020	08/31/2020			5,153.76
<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>	
	Concrete - RLF sidewalk concrete/STREET		1.0000	EA	5,153.7600	5,153.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)				PW 17 115 (RLF sidewalk in 2018)			5,153.76	
	<i>Invoice Items</i>				1				
224708	Cofferdam blocks & rebar/ WTP	Open		08/31/2020	09/18/2020	08/31/2020			1,508.00
<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 - Cofferdam blocks & rebar/ WTP		1.0000	EA	1,508.0000	1,508.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)				PW 20 06 (Spillway Maintenance Project)			1,508.00	
	<i>Invoice Items</i>				1				
224473	5/8" Rebar & expansion for Concrete/MOTOR FUEL TAX	Open		08/26/2020	09/18/2020	08/26/2020			494.00
<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 - 5/8" Rebar & expansion for Concrete/MOTOR FUEL TAX		1.0000	EA	494.0000	494.00			
	<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)			494.00	
	<i>Invoice Items</i>				1				
224475	Flowable Fill/MOTOR FUEL TAX	Open		08/26/2020	09/18/2020	08/26/2020			292.00
<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	292.0000	292.00			
	<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)			292.00	
	<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		
224706	Rebar/MOTOR FUEL TAX	Open			08/31/2020	09/18/2020	08/31/2020			108.00		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Concrete - Rebar/MOTOR FUEL TAX		1.0000	EA	108.0000	108.00						
	G/L Account					Project		Amount				
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)					PW 19 121 (LIT Dam A Improvements)		108.00				
	Invoice Items					1						
224733	Concrete Tools/UTILITY	Open			08/31/2020	09/18/2020	08/31/2020			12.00		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Concrete - Concrete Tools/UTILITY		1.0000	EA	12.0000	12.00						
	G/L Account					Project		Amount				
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							12.00				
	Invoice Items					1						
Vendor 1576 - MID-ILLINOIS CONCRETE, INC Totals										Invoices	7	\$11,690.76
Vendor 1584 - MIDWEST METER INC												
0124511-IN	Materials for SANS/SS separation/UTILITY	Open			09/04/2020	09/18/2020	09/04/2020			2,307.00		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Sewer repair materials - Materials for SANS/SS separation/UTILITY		1.0000	EA	2,307.0000	2,307.00						
	G/L Account					Project		Amount				
	61-4610-2505 (Water and Sewer Fund-Utility Department-Sewer repair materials)							2,307.00				
	Invoice Items					1						
Vendor 1584 - MIDWEST METER INC Totals										Invoices	1	\$2,307.00
Vendor 1591 - MISSISSIPPI LIME CO												
1508511	WP Chemicals - Lime	Open			09/01/2020	09/18/2020	09/01/2020			5,967.01		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Chemicals / WTP - WP Chemicals - Lime		1.0000	EA	5,967.0100	5,967.01						
	G/L Account					Project		Amount				
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							5,967.01				
	Invoice Items					1						
Vendor 1591 - MISSISSIPPI LIME CO Totals										Invoices	1	\$5,967.01
Vendor 1592 - MLB OUTDOOR PRODUCTS												



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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
47252	Air filter/STREET	Open			08/26/2020	09/18/2020	08/26/2020			23.35
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Vehicle parts and supplies - Air filter/STREET		1.0000	EA	23.3500	23.35				
	G/L Account					Project		Amount		
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)					0000 (0000 - Misc. Equip.)		23.35		
	Invoice Items					1				
47272	New Chains for Chain Saws/STREET	Open			08/28/2020	09/18/2020	08/28/2020			41.98
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Vehicle parts and supplies - New Chains for Chain Saws/STREET		1.0000	EA	41.9800	41.98				
	G/L Account					Project		Amount		
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)					0000 (0000 - Misc. Equip.)		41.98		
	Invoice Items					1				
Vendor 1592 - MLB OUTDOOR PRODUCTS Totals Invoices 2										\$65.33
Vendor 3721 - MORRIS TRUCKING, LLC										
982622	RR1 bedding stone/WTP	Open			09/06/2020	09/18/2020	09/06/2020			5,060.25
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Capital Improvement projects - RR1 bedding stone/WTP		1.0000	EA	5,060.2500	5,060.25				
	G/L Account					Project		Amount		
	61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)					PW 20 06 (Spillway Maintenance Project)		5,060.25		
	Invoice Items					1				
Vendor 3721 - MORRIS TRUCKING, LLC Totals Invoices 1										\$5,060.25
Vendor 4247 - MUNICIPAL COLLECTION SERVICES										
017207	Collection services/ATTORNEY	Open			07/31/2020	09/18/2020	07/31/2020			11.06
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Other business services - Collection services/ATTORNEY		1.0000	EA	11.0600	11.06				
	G/L Account					Project		Amount		
	11-4052-3199 (General Fund-City Attorney's Office-Business services)							11.06		
	Invoice Items					1				
017407	Collection services/ATTORNEY	Open			08/31/2020	09/18/2020	08/31/2020			34.86
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Other business services - Collection services/ATTORNEY		1.0000	EA	34.8600	34.86				
	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
017407	Collection services/ATTORNEY	Open		08/31/2020	09/18/2020	08/31/2020			34.86
<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>	
	11-4052-3199 (General Fund-City Attorney's Office-Business services)							34.86	
	Invoice Items			1					
Vendor 4247 - MUNICIPAL COLLECTION SERVICES Totals					Invoices	2			\$45.92
Vendor 1608 - MUNICIPAL ELECTRONICS									
067564	GHD amp/PD	Open		08/24/2020	09/18/2020	08/24/2020			280.00
<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 - GHD amp/PD		1.0000	EA	280.0000	280.00			
	<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.)			280.00	
	Invoice Items			1					
Vendor 1608 - MUNICIPAL ELECTRONICS Totals					Invoices	1			\$280.00
Vendor 2490 - MUNICIPAL EMERGENCY SERVICE - MES-ILLINOIS									
IN1493690	Spring Demand Valve/Latch/FD	Open		08/31/2020	09/18/2020	08/31/2020			19.91
<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 - Spring Demand Valve/Latch/FD		1.0000	EA	19.9100	19.91			
	<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.)			19.91	
	Invoice Items			1					
Vendor 2490 - MUNICIPAL EMERGENCY SERVICE - MES-ILLINOIS Totals					Invoices	1			\$19.91
Vendor 3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY									
101757	Fuses and Breakers/GARAGE/MECHANIC	Open		08/24/2020	09/18/2020	08/24/2020			15.77
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Fuses and Breakers/GARAGE/MECHANIC		1.0000	EA	15.7700	15.77			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			15.77	
	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
101772	Heat Shrink Tubing/GARAGE/MECHANIC	Open		08/24/2020	09/18/2020	08/24/2020			16.70
<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 - Heat Shrink Tubing/GARAGE/MECHANIC		1.0000	EA	16.7000	16.70			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			16.70	
	<i>Invoice Items</i>				1				
101810	Bug Wash/GARAGE/MECHANIC	Open		08/26/2020	09/18/2020	08/26/2020			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 - Bug Wash/GARAGE/MECHANIC		1.0000	EA	10.8600	10.86			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-2401 (General Fund-City Garage-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			10.86	
	<i>Invoice Items</i>				1				
101827	Hyd Hose Fittings/UTILITY	Open		08/27/2020	09/18/2020	08/27/2020			120.98
<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 - Hyd Hose Fittings/UTILITY		1.0000	EA	120.9800	120.98			
	<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)			120.98	
	<i>Invoice Items</i>				1				
100418	Spark plug return - MAINT	Open		06/12/2020	09/18/2020	06/12/2020			(10.45)
<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 & supplies / MAINT - Spark plug return - MAINT		1.0000	EA	(10.4500)	(10.45)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				9966 (9966 - 2008 Ford Ranger - M173662 #36)			(10.45)	
	<i>Invoice Items</i>				1				
100638	Core deposit return - MAINT	Open		06/23/2020	09/18/2020	06/23/2020			(36.00)
<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 & supplies / MAINT - Core deposit return - MAINT		1.0000	EA	(36.0000)	(36.00)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				9966 (9966 - 2008 Ford Ranger - M173662 #36)			(36.00)	
	<i>Invoice Items</i>				1				



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101719	2.5 Def/FD	Open		08/21/2020	09/18/2020	08/21/2020			35.96
<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 - 2.5 Def/FD		1.0000	EA	35.9600	35.96			
	<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.)			35.96	
	<i>Invoice Items</i>				1				
101721	Connector/FD	Open		08/21/2020	09/18/2020	08/21/2020			9.87
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - Connector/FD		1.0000	EA	9.8700	9.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				4425 (4425 1991 Boat Trailer)			9.87	
	<i>Invoice Items</i>				1				
101769	Nylon Breakaway Switch/FD	Open		08/24/2020	09/18/2020	08/24/2020			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>	
	Vehicle parts and supplies - Nylon Breakaway Switch/FD		1.0000	EA	11.9900	11.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				4425 (4425 1991 Boat Trailer)			11.99	
	<i>Invoice Items</i>				1				
101774	Oil filter/PD	Open		08/25/2020	09/18/2020	08/25/2020			3.76
<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 - Oil filter/PD		1.0000	EA	3.7600	3.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				0797 (2011 Kia Sportage)			3.76	
	<i>Invoice Items</i>				1				
101776	Belt/PD	Open		08/25/2020	09/18/2020	08/25/2020			17.15
<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 - Belt/PD		1.0000	EA	17.1500	17.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				4430 (2018 Ford Explorer)			17.15	
	<i>Invoice Items</i>				1				
101288	WP Vehicle Parts	Open		07/28/2020	09/18/2020	07/28/2020			22.88
<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 - WP Vehicle Parts		1.0000	EA	22.8800	22.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2401 (Water and Sewer Fund-Water Treatment Plant-Vehicle parts & supplies)				0346 (0346 - 2003 Chevrolet S-10 Pickup - #82)			22.88	
	<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
101657	WP Misc Supplies - Pipe, Fittings, etc	Open		08/18/2020	09/18/2020	08/18/2020			52.60
<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>	
	Misc. supplies / WTP - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	52.6000	52.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							52.60	
	<i>Invoice Items</i>			1					
Vendor 3092 - NAPA - EASTERN ILLINOIS AUTO SUPPLY Totals						Invoices	13		\$272.07
Vendor 3821 - NATIONAL GOVERNMENT SERVICES, INC									
08/26/2020	Overpayment of ambulance bill CHA10515/FD	Open		08/26/2020	09/18/2020	08/26/2020			373.08
<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>	
	Ambulance payment - Overpayment of ambulance bill CHA10515/FD		1.0000	EA	373.0800	373.08			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							373.08	
	<i>Invoice Items</i>			1					
Vendor 3821 - NATIONAL GOVERNMENT SERVICES, INC Totals						Invoices	1		\$373.08
Vendor 2551 - NCPERS - 0216 - IL IMRF									
0216092020	August 20	Open		08/13/2020	09/18/2020	08/13/2020			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 - August 20		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	
	<i>Invoice Items</i>			1					
Vendor 2551 - NCPERS - 0216 - IL IMRF Totals						Invoices	1		\$176.00
Vendor 1625 - NEAL TIRE & AUTO SERVICE									
104140319	Flat Repair/STREET	Open		08/21/2020	09/18/2020	08/21/2020			244.90
<i>P.O. Number</i>	<i>Item Description</i>		<i>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 - Flat Repair/STREET		1.0000	EA	244.9000	244.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3503 (General Fund-Street Department-Repair of vehicles)				0848 (Caterpillar 924H Wheel loader)			244.90	
	<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
104140442	Tires/FD	Open		08/25/2020	09/18/2020	08/25/2020			373.44
<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>	
	Repair of vehicles - Tires/FD		1.0000	EA	373.4400	373.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)				4425 (4425 1991 Boat Trailer)			373.44	
	<i>Invoice Items</i>				1				
Vendor 1625 - NEAL TIRE & AUTO SERVICE Totals									\$618.34
Invoices 2									
Vendor 3265 - O'REILLY AUTO PARTS									
2323-437349	Freon/UTILITY	Open		08/25/2020	09/18/2020	08/25/2020			71.88
<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 - Freon/UTILITY		1.0000	EA	71.8800	71.88			
	<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)			71.88	
	<i>Invoice Items</i>				1				
2323-437350	Freon/UTILITY	Open		08/25/2020	09/18/2020	08/25/2020			(71.88)
<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 - Freon/UTILITY		1.0000	EA	(71.8800)	(71.88)			
	<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)			(71.88)	
	<i>Invoice Items</i>				1				
2323-437351	Freon/UTILITY	Open		08/25/2020	09/18/2020	08/25/2020			71.88
<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>	
	Telephone expense / LIBRARY - Freon/UTILITY		1.0000	EA	71.8800	71.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3401 (Water and Sewer Fund-Utility Department-Telephone expense)				6053 (2017 Case TV380 loader)			71.88	
	<i>Invoice Items</i>				1				
2323-434263	WP Vehicle Parts	Open		07/28/2020	09/18/2020	07/28/2020			44.01
<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>	
	Vehicle parts and supplies - WP Vehicle Parts		1.0000	EA	44.0100	44.01			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2401 (Water and Sewer Fund-Water Treatment Plant-Vehicle parts & supplies)				0346 (0346 - 2003 Chevrolet S-10 Pickup - #82)			44.01	
	<i>Invoice Items</i>				1				
Vendor 3265 - O'REILLY AUTO PARTS Totals									\$115.89
Invoices 4									

Vendor 1660 - PAAP PRINTING



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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
37041	Water Bills/WATER DEPARTMENT	Open		07/30/2020	09/18/2020	07/30/2020			2,875.00
<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 - Water Bills/WATER DEPARTMENT		1.0000	EA	2,875.0000	2,875.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-2004 (Water and Sewer Fund-Water Department-Printed forms)							2,875.00	
				<i>Invoice Items</i>	1				
37167	Window Envelopes/WATER DEPARTMENT	Open		09/01/2020	09/18/2020	09/01/2020			283.00
<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 - Window Envelopes/WATER DEPARTMENT		1.0000	EA	283.0000	283.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-2004 (Water and Sewer Fund-Water Department-Printed forms)							283.00	
				<i>Invoice Items</i>	1				
37168	Forfeiture of Seizure/PD	Open		09/01/2020	09/18/2020	09/01/2020			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>	
	Printed forms - Forfeiture of Seizure/PD		1.0000	EA	20.0000	20.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2004 (General Fund-Police Department-Printed forms)							20.00	
				<i>Invoice Items</i>	1				
37183	Parking tickets/PD	Open		09/01/2020	09/18/2020	09/01/2020			490.00
<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 - Parking tickets/PD		1.0000	EA	490.0000	490.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2004 (General Fund-Police Department-Printed forms)							490.00	
				<i>Invoice Items</i>	1				
Vendor 1660 - PAAP PRINTING Totals									\$3,668.00
						Invoices	4		
Vendor 1669 - PDC LABORATORIES INC									
I9431056	WP Lab Expense - Outside Testing	Open		08/31/2020	09/18/2020	08/31/2020			1,350.00
<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>	
	Lab Processing Fees - WP Lab Expense - Outside Testing		1.0000	EA	1,350.0000	1,350.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							1,350.00	
				<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
19431057	WP Lab Expense - Outside Testing	Open		08/31/2020	09/18/2020	08/31/2020			18.00
<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>	
	Lab Processing Fees - WP Lab Expense - Outside Testing		1.0000	EA	18.0000	18.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							18.00	
	Invoice Items			1					
19431058	WP Lab Expense - Outside Testing	Open		08/31/2020	09/18/2020	08/31/2020			120.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Lab Processing Fees - WP Lab Expense - Outside Testing		1.0000	EA	120.0000	120.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							120.00	
	Invoice Items			1					
Vendor 1669 - PDC LABORATORIES INC Totals									
						Invoices	3		\$1,488.00
Vendor 3156 - PENHALL COMPANY									
38222	Concrete coring & cutting on spillway/WTP	Open		09/03/2020	09/18/2020	09/03/2020			7,544.75
<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>	
	Capital Improvement projects - Concrete coring & cutting on spillway/WTP		1.0000	EA	7,544.7500	7,544.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)				PW 20 06 (Spillway Maintenance Project)			7,544.75	
	Invoice Items			1					
38763	Concrete coring & cutting on spillway/WTP	Open		09/09/2020	09/18/2020	09/09/2020			1,900.35
<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>	
	Capital Improvement projects - Concrete coring & cutting on spillway/WTP		1.0000	EA	1,900.3500	1,900.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-4106 (Water and Sewer Fund-Water Treatment Plant-Capital improvement projects)				PW 20 06 (Spillway Maintenance Project)			1,900.35	
	Invoice Items			1					
Vendor 3156 - PENHALL COMPANY Totals									
						Invoices	2		\$9,445.10

Vendor **4329 - PENN CARE**



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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
M47600	Gloves/FD	Open		08/25/2020	09/18/2020	08/25/2020			568.50
<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>	
	Operating Equipment - Gloves/FD		1.0000	EA	568.5000	568.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-4399 (General Fund-Fire Department-Operating equipment)				COVID19 (Coronavirus Pandemic)			568.50	
	<i>Invoice Items</i>				1				
Vendor 4329 - PENN CARE Totals					Invoices		1		\$568.50
Vendor 1958 - Justin Peterson									
09/06/2020	Reimbursement for duty holster/PD	Open		09/06/2020	09/18/2020	09/06/2020			95.00
<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 - Reimbursement for duty holster/PD		1.0000	EA	95.0000	95.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							95.00	
	<i>Invoice Items</i>				1				
Vendor 1958 - Justin Peterson Totals					Invoices		1		\$95.00
Vendor 2809 - JAROLD KENNY POLLUM									
09/08/2020	Reimbursement for hard case/PD	Open		09/08/2020	09/18/2020	09/08/2020			11.20
<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>	
	Ammunition & Supplies - Reimbursement for hard case/PD		1.0000	EA	11.2000	11.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2110 (General Fund-Police Department-Ammunition & supplies)							11.20	
	<i>Invoice Items</i>				1				
Vendor 2809 - JAROLD KENNY POLLUM Totals					Invoices		1		\$11.20
Vendor 1681 - POSTMASTER									
09/01/2020	Monthly postage - permit #7/WATER	Open		09/01/2020	09/18/2020	09/01/2020			1,700.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Postage expense - Monthly postage - permit #7/WATER		1.0000	EA	1,700.0000	1,700.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4630-3901 (Water and Sewer Fund-Water Department-Postage expense)							1,700.00	
	<i>Invoice Items</i>				1				
Vendor 1681 - POSTMASTER Totals					Invoices		1		\$1,700.00

Vendor 3006 - PRO-MOW LAWN CARE, 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
145898	Mowing delinquent properties/B&D	Open		09/01/2020	09/18/2020	09/01/2020			80.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Demolition & clearing service - Mowing delinquent properties/B&D		1.0000	EA	80.0000	80.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-3104 (General Fund-Building & Development Services-Demolition & clearing services)							80.00	
	<i>Invoice Items</i>			1					
Vendor 3006 - PRO-MOW LAWN CARE, INC				Totals		Invoices	1		\$80.00
Vendor 1698 - PUMP REPAIR SPECIALIST									
33086	WP Equipment Expense - Ozone System	Open		08/21/2020	09/18/2020	08/21/2020			1,873.73
<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>	
	Ozone Maintenance - WP Equipment Expense - Ozone System		1.0000	EA	1,873.7300	1,873.73			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3508 (Water and Sewer Fund-Water Treatment Plant-Repair of operating equipment)				0000 (0000 - Misc. Equip.)			1,873.73	
	<i>Invoice Items</i>			1					
Vendor 1698 - PUMP REPAIR SPECIALIST				Totals		Invoices	1		\$1,873.73
Vendor 1719 - RAY O'HERRON CO INC									
2047307-IN	Namebar/PD	Open		08/27/2020	09/18/2020	08/27/2020			31.43
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / PD - Namebar/PD		1.0000	EA	31.4300	31.43			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							31.43	
	<i>Invoice Items</i>			1					
2048267-IN	Glock/PD	Open		09/02/2020	09/18/2020	09/02/2020			818.00
<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>	
	Operating Equipment - Glock/PD		1.0000	EA	818.0000	818.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2107 (General Fund-Police Department-Operating Supplies)							818.00	
	<i>Invoice Items</i>			1					
2048273-IN	New hire - Jaques/PD	Open		09/02/2020	09/18/2020	09/02/2020			1,165.05
<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>	
	Uniforms / PD - New hire - Jaques/PD		1.0000	EA	1,165.0500	1,165.05			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							1,165.05	
	<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
2048288-IN	7406 KPRS-BLK Nylon-Peterson/PD	Open		09/02/2020	09/18/2020	09/02/2020			10.99
<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 - 7406 KPRS-BLK Nylon-Peterson/PD		1.0000	EA	10.9900	10.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							10.99	
	<i>Invoice Items</i>				1				
2048289-IN	7406 KPRS-BLK Nylon- Milton/PD	Open		09/02/2020	09/18/2020	09/02/2020			10.99
<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 - 7406 KPRS-BLK Nylon-Milton/PD		1.0000	EA	10.9900	10.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							10.99	
	<i>Invoice Items</i>				1				
2048300-IN	Earpiece & gloves - Harley/PD	Open		09/02/2020	09/18/2020	09/02/2020			91.97
<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>	
	Uniforms / PD - Earpiece & gloves - Harley/PD		1.0000	EA	91.9700	91.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							91.97	
	<i>Invoice Items</i>				1				
2048476-IN	Collar devices/PD	Open		09/02/2020	09/18/2020	09/02/2020			153.00
<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 - Collar devices/PD		1.0000	EA	153.0000	153.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2701 (General Fund-Police Department-Uniforms)							153.00	
	<i>Invoice Items</i>				1				
Vendor 1719 - RAY O'HERRON CO INC Totals									\$2,281.43
Invoices							7		
Vendor 2027 - SAFETY COMPLIANCE									
33299	Safety Sunglasses/UTILITY	Open		08/25/2020	09/18/2020	08/25/2020			147.35
<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>	
	Safety gear & clothing - Safety Sunglasses/UTILITY		1.0000	EA	147.3500	147.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							147.35	
	<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
33312	Hard Hats w/ integrated face shields/UTILITY	Open		08/31/2020	09/18/2020	08/31/2020			141.30
<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>	
	Safety gear & clothing - Hard Hats w/ integrated face shields/UTILITY		1.0000	EA	141.3000	141.30			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							141.30	
	Invoice Items			1					
Vendor 2027 - SAFETY COMPLIANCE Totals					Invoices		2		\$288.65
Vendor 1748 - SARAH BUSH LINCOLN HLTH CNTR									
8/19/2020	Bob Olson Injury / EBHR	Open		08/19/2020	09/18/2020	08/19/2020			314.00
<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>	
	Work comp deductibles - Bob Olson Injury / EBHR		1.0000	EA	314.0000	314.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4910-3311 (Water and Sewer Fund-Premiums, Judgments & Claims-Deductible Payments-Work Comp)							314.00	
	Invoice Items			1					
Vendor 1748 - SARAH BUSH LINCOLN HLTH CNTR Totals					Invoices		1		\$314.00
Vendor 1755 - SCHULTE SUPPLY INC									
S1163646-001	Pipe Patch Machine-100' Push Rod/UTILITY	Open		08/27/2020	09/18/2020	08/27/2020			1,394.66
<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>	
	Repair of operating equipment - Pipe Patch Machine-100' Push Rod/UTILITY		1.0000	EA	1,394.6600	1,394.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-4399 (Water and Sewer Fund-Utility Department-Operating equipment)				0000 (0000 - Misc. Equip.)			1,394.66	
	Invoice Items			1					
Vendor 1755 - SCHULTE SUPPLY INC Totals					Invoices		1		\$1,394.66
Vendor 1757 - SCOTTY'S LAWN CARE INC.OF E.CENTRAL IL									
60200828	August Mowing - MAINT	Open		08/28/2020	09/18/2020	08/28/2020			9,062.66
<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>	
	Other contractual services - August Mowing - MAINT		1.0000	EA	9,062.6600	9,062.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3999 (General Fund-Parks & Maintenance Department-Other contractual services)							9,062.66	
	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 1757 - SCOTTY'S LAWN CARE INC.OF E.CENTRAL IL Totals						Invoices	1		\$9,062.66
Vendor 3448 - SOUTH CENTRAL FS, INC.									
08/31/2020	Monthly fuel allocation	Open		08/31/2020	09/18/2020	08/31/2020			11,679.65
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Fuel & Oil - Monthly fuel allocation		1.0000	EA	11,679.6500	11,679.65			
	G/L Account				Project			Amount	
	11-4095-2201 (General Fund-Engineering Department-Fuel & oil)							162.61	
	11-4194-2201 (General Fund-Parks & Maintenance Department-Fuel & oil)							813.94	
	11-4210-2201 (General Fund-Police Department-Fuel & oil)							3,345.57	
	11-4221-2201 (General Fund-Fire Department-Fuel & oil)							2,198.18	
	11-4310-2201 (General Fund-Street Department-Fuel & oil)							1,952.98	
	11-4311-2201 (General Fund-City Garage-Fuel & oil)							82.77	
	11-4640-2201 (General Fund-Building & Development Services-Fuel & oil)							298.84	
	61-4610-2201 (Water and Sewer Fund-Utility Department-Fuel & oil)							2,301.56	
	61-4611-2201 (Water and Sewer Fund-Water Treatment Plant-Fuel & oil)							265.82	
	61-4621-2201 (Water and Sewer Fund-Waste Water Treatment Plant-Fuel & oil)							125.25	
	11-4001-2201 (General Fund-Administration & Boards- Manager-Fuel & oil)							78.37	
	22-4510-2201 (Playground & Recreation Fund-Recreation Programs-Fuel & oil)							53.76	
Invoice Items				1					
Vendor 3448 - SOUTH CENTRAL FS, INC. Totals						Invoices	1		\$11,679.65
Vendor 1822 - TERMINIX INTERNATIONAL									
539846	Pest Control for Both Fire Stations/FD	Open		08/31/2020	09/18/2020	08/31/2020			200.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Extermination & pest control - Pest Control for Both Fire Stations/FD		1.0000	EA	200.0000	200.00			
	G/L Account				Project			Amount	
	11-4221-3105 (General Fund-Fire Department-Extermination & pest control)							200.00	
Invoice Items				1					
Vendor 1822 - TERMINIX INTERNATIONAL Totals						Invoices	1		\$200.00
Vendor 2620 - THOMSON REUTERS - WEST									



Accounts Payable Invoice Report - Council Meeting 09/15/2020

Invoice Due Date Range 09/05/20 - 09/18/20

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
842908841	Monthly Westlaw usage charges for database/ATTORNEY	Open		09/01/2020	09/18/2020	09/01/2020			510.50
<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>	
	Subscriptions - Monthly Westlaw usage charges for database/ATTORNEY		1.0000	EA	510.5000	510.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4052-2005 (General Fund-City Attorney's Office-Subscriptions)							510.50	
	<i>Invoice Items</i>				1				
Vendor 2620 - THOMSON REUTERS - WEST Totals						Invoices	1		\$510.50
Vendor 4087 - TYLER TECHNOLOGIES									
025-299203	Annual subscription fee/ATTORNEY	Open		06/10/2020	09/18/2020	06/10/2020			18,170.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other business services - Annual subscription fee/ATTORNEY		1.0000	EA	18,170.0000	18,170.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4052-3199 (General Fund-City Attorney's Office-Business services)							18,170.00	
	<i>Invoice Items</i>				1				
Vendor 4087 - TYLER TECHNOLOGIES Totals						Invoices	1		\$18,170.00
Vendor 4088 - ULINE									
123720704	Sandbags/UTILITY	Open		08/28/2020	09/18/2020	08/28/2020			149.56
<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>	
	Rock & Sand - Sandbags/UTILITY		1.0000	EA	149.5600	149.56			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2503 (Water and Sewer Fund-Utility Department-Rock & sand)							149.56	
	<i>Invoice Items</i>				1				
123811917	Sand Bags Refunded/UTILITY	Open		08/31/2020	09/18/2020	08/31/2020			(149.56)
<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>	
	Rock & Sand - Sand Bags Refunded/UTILITY		1.0000	EA	(149.5600)	(149.56)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2503 (Water and Sewer Fund-Utility Department-Rock & sand)							(149.56)	
	<i>Invoice Items</i>				1				
123812147	Sand Bags/UTILITY	Open		08/31/2020	09/18/2020	08/31/2020			142.25
<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>	
	Rock & Sand - Sand Bags/UTILITY		1.0000	EA	142.2500	142.25			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2503 (Water and Sewer Fund-Utility Department-Rock & sand)							142.25	
	<i>Invoice Items</i>				1				
Vendor 4088 - ULINE Totals						Invoices	3		\$142.25



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Invoice Due Date Range 09/05/20 - 09/18/20

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 2975 - UNITED HEALTHCARE INS CO									
08/26/2020	Overpayment on CHA1105 - Claim #732602174891/FD	Open		08/26/2020	09/18/2020	08/26/2020			95.90
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Ambulance payment - Overpayment on CHA1105 - Claim #732602174891/FD		1.0000	EA	95.9000	95.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							95.90	
	Invoice Items			1					
Vendor 2975 - UNITED HEALTHCARE INS CO Totals									
						Invoices	1		\$95.90
Vendor 1851 - UNITED PARCEL SERVICE									
000029Y964290	WP Lab Expense - Freight	Open		07/18/2020	09/18/2020	07/18/2020			4.47
<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>	
	Freight - WP Lab Expense - Freight		1.0000	EA	4.4700	4.47			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							4.47	
	Invoice Items			1					
000029Y964300	WP Lab Expense - Freight	Open		07/25/2020	09/18/2020	07/25/2020			5.34
<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>	
	Freight - WP Lab Expense - Freight		1.0000	EA	5.3400	5.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							5.34	
	Invoice Items			1					
000029Y964350	WP Lab Expense - Freight	Open		08/29/2020	09/18/2020	08/29/2020			4.52
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Freight - WP Lab Expense - Freight		1.0000	EA	4.5200	4.52			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							4.52	
	Invoice Items			1					
000029Y964360	WP Lab Expense - Freight	Open		09/05/2020	09/18/2020	09/05/2020			4.52
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Freight - WP Lab Expense - Freight		1.0000	EA	4.5200	4.52			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3106 (Water and Sewer Fund-Water Treatment Plant-Other consulting services)							4.52	
	Invoice Items			1					



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Invoice Due Date Range 09/05/20 - 09/18/20

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		
0000Y74R71300	WW Misc. Supplies	Open			07/25/2020	09/18/2020	07/25/2020			31.02		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	31.0200	31.02						
	G/L Account					Project		Amount				
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)					0000 (0000 - Misc. Equip.)		31.02				
	Invoice Items				1							
0000Y74R71350	WW Misc. Supplies	Open			08/29/2020	09/18/2020	08/29/2020			10.82		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	10.8200	10.82						
	G/L Account					Project		Amount				
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)					0000 (0000 - Misc. Equip.)		10.82				
	Invoice Items				1							
Vendor 1851 - UNITED PARCEL SERVICE Totals										Invoices	6	\$60.69
Vendor 1854 - UNITED STATES POSTAL SERVICE (HASLER)												
09/01/2020	Postage for account	Open			09/01/2020	09/18/2020	09/01/2020			1,400.00		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Postage expense - Postage for account #0000252421/WATER		1.0000	EA	1,400.0000	1,400.00						
	G/L Account					Project		Amount				
	61-4630-3901 (Water and Sewer Fund-Water Department-Postage expense)							1,400.00				
	Invoice Items				1							
Vendor 1854 - UNITED STATES POSTAL SERVICE (HASLER) Totals										Invoices	1	\$1,400.00
Vendor 1860 - USA BLUE BOOK												
319352	WP Lab Supplies - Chemicals, Reagents, etc	Open			08/06/2020	09/18/2020	08/06/2020			1,164.92		
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number				
	Lab supplies / WTP - WP Lab Supplies - Chemicals, Reagents, etc		1.0000	EA	1,164.9200	1,164.92						
	G/L Account					Project		Amount				
	61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)							1,164.92				
	Invoice Items				1							



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Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
319993	WP Lab Supplies - Chemicals, Reagents, etc	Open		08/06/2020	09/18/2020	08/06/2020			585.55
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Lab supplies / WTP - WP Lab Supplies - Chemicals, Reagents, etc		1.0000	EA	585.5500	585.55			
	G/L Account				Project			Amount	
	61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)							585.55	
	Invoice Items			1					
332905	WP Lab Supplies - Chemicals, Reagents, etc	Open		08/19/2020	09/18/2020	08/19/2020			164.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Lab supplies / WTP - WP Lab Supplies - Chemicals, Reagents, etc		1.0000	EA	164.0000	164.00			
	G/L Account				Project			Amount	
	61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)							164.00	
	Invoice Items			1					
			Vendor	1860 - USA BLUE BOOK Totals			Invoices	3	\$1,914.47
Vendor 3483 - VITAL EDUCATION & SUPPLY, INC									
20-0440	Defib Pads/FD	Open		08/06/2020	09/18/2020	08/06/2020			48.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	First Aid Supplies - Defib Pads/FD		1.0000	EA	48.0000	48.00			
	G/L Account				Project			Amount	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)							48.00	
	Invoice Items			1					
			Vendor	3483 - VITAL EDUCATION & SUPPLY, INC Totals			Invoices	1	\$48.00
Vendor 1877 - WALMART COMMUNITY / GECRB									
024000451723	Ice for Shop/UTILITY	Open		08/27/2020	09/18/2020	08/27/2020			38.72
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Office supplies / UTILITY - Ice for Shop/UTILITY		1.0000	EA	38.7200	38.72			
	G/L Account				Project			Amount	
	61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)							38.72	
	Invoice Items			1					



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Invoice Due Date Range 09/05/20 - 09/18/20

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
024600612873	Batteries & fire academy clothing/FD	Open		09/02/2020	09/18/2020	09/02/2020			78.28
<i>P.O. Number</i>	<i>Item Description</i>		<i>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 - Batteries & fire academy clothing/FD		1.0000	EA	78.2800	78.28			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2001 (General Fund-Fire Department-Office supplies)							37.72	
	11-4221-2701 (General Fund-Fire Department-Uniforms)							40.56	
	<i>Invoice Items</i>				1				
02400456816	Storage bags/PD	Open		08/27/2020	09/18/2020	08/27/2020			14.06
<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>	
	Lab supplies / PD - Storage bags/PD		1.0000	EA	14.0600	14.06			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2105 (General Fund-Police Department-Laboratory supplies)							14.06	
	<i>Invoice Items</i>				1				
02410035507	TV MNT/PD	Open		08/28/2020	09/18/2020	08/28/2020			18.96
<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>	
	Investigation expenses - TV MNT/PD		1.0000	EA	18.9600	18.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3195 (General Fund-Police Department-Investigation Expenses)							18.96	
	<i>Invoice Items</i>				1				
024400365720	K9 gold outing supplies/PD	Open		08/31/2020	09/18/2020	08/31/2020			55.85
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other capital expense - K9 gold outing supplies/PD		1.0000	EA	55.8500	55.85			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-4604 (General Fund-Police Department-Other capital expense)							55.85	
	<i>Invoice Items</i>				1				
Vendor 1877 - WALMART COMMUNITY / GECRB Totals					Invoices	5			\$205.87
Vendor 3964 - WATTS COPY SYSTEM INC - DALLAS, TX									
27711847	Maint payment/PD	Open		08/31/2020	09/18/2020	08/31/2020			104.48
<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>	
	Repair of office equipment - Maint payment/PD		1.0000	EA	104.4800	104.48			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3507 (General Fund-Police Department-Repair of office equipment)							104.48	
	<i>Invoice Items</i>				1				
Vendor 3964 - WATTS COPY SYSTEM INC - DALLAS, TX Totals					Invoices	1			\$104.48

Vendor 4341 - WRIGHT TREE CARE



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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
Wr TS 8/2020	Bag worm spray at Sister City Park - MAINT	Open		08/24/2020	09/18/2020	08/24/2020			200.00
<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>	
	Extermination & pest control / MAINT - Bag worm spray at Sister City Park - MAINT		1.0000	EA	200.0000	200.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4194-3105 (General Fund-Parks & Maintenance Department-Extermination & pest control)							200.00	
				Invoice Items	1				
WTS 8/2020	Bag worm spray at NECO - MAINT	Open		08/26/2020	09/18/2020	08/26/2020			200.00
<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>	
	Extermination & pest control / MAINT - Bag worm spray at NECO - MAINT		1.0000	EA	200.0000	200.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4194-3105 (General Fund-Parks & Maintenance Department-Extermination & pest control)							200.00	
				Invoice Items	1				
Vendor 4341 - WRIGHT TREE CARE Totals					Invoices	2			\$400.00
Vendor 1893 - XEROX CORPORATION - IS 719628943									
230284724	Printing contract/IS	Open		09/01/2020	09/18/2020	09/01/2020			159.82
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office supplies / IS - Printing contract/IS		1.0000	EA	159.8200	159.82			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4060-2001 (General Fund-Information Services-Office supplies)							159.82	
				Invoice Items	1				
Vendor 1893 - XEROX CORPORATION - IS 719628943 Totals					Invoices	1			\$159.82
Vendor 4050 - XEROX FINANCIAL SERVICES									
09/01/2020	Lease payment contract #020-0046825-001/WATER/ADMIN	Open		09/01/2020	09/18/2020	09/01/2020			210.83
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of office equipment - Lease payment contract #020-0046825-001/WATER/ADMIN		1.0000	EA	210.8300	210.83			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4001-3507 (General Fund-Administration & Boards- Manager-Repair of office equipment)							67.46	
	61-4630-2804 (Water and Sewer Fund-Water Department-Minor office equipment)							143.37	
				Invoice Items	1				
Vendor 4050 - XEROX FINANCIAL SERVICES Totals					Invoices	1			\$210.83
Vendor 1966 - Y-YARD AUTO & TRUCK, INC.									



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Invoice Due Date Range 09/05/20 - 09/18/20

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
251145.	Rear axle assembly/MAINT	Open		07/23/2020	09/18/2020	07/23/2020			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>	
	Vehicle parts and supplies - Rear axle assembly/MAINT		1.0000	EA	400.0000	400.00			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)			9966 (9966 - 2008 Ford Ranger - M173662 #36)				400.00	
	Invoice Items			1					
Vendor 1966 - Y-YARD AUTO & TRUCK, INC. Totals					Invoices		1		\$400.00
Vendor OTTO BREWER									
09/09/2020	Refund from Acct: 012882 for financial aid/FD	Open		09/09/2020	09/18/2020	09/09/2020			533.36
<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>	
	Ambulance payment - Refund from Acct: 012882 for financial aid/FD		1.0000	EA	533.3600	533.36			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							533.36	
	Invoice Items			1					
Vendor OTTO BREWER Totals					Invoices		1		\$533.36
Vendor HOWELL ASPHALT									
09/01/2020	Refundable water meter fee	Open		09/01/2020	09/18/2020	09/01/2020			300.00
<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>	
	Water meters and pits/util - Refundable water meter fee		1.0000	EA	300.0000	300.00			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-2011 (Water and Sewer Fund-Water Meter Deposits)							300.00	
	Invoice Items			1					
Vendor HOWELL ASPHALT Totals					Invoices		1		\$300.00
Vendor HANNAH LAWSON									
2002693.002	On Account Refund - REC	Open		08/25/2020	09/18/2020	08/25/2020			235.00
<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 - On Account Refund - REC		1.0000	EA	235.0000	235.00			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	22-2013 (Playground & Recreation Fund-Customer Prepay On Account)			REC 1002 1460 (Soccer, Travel)				235.00	
	Invoice Items			1					
Vendor HANNAH LAWSON Totals					Invoices		1		\$235.00

Vendor **TAMMY SIMPSON**



Accounts Payable Invoice Report - Council Meeting 09/15/2020

Invoice Due Date Range 09/05/20 - 09/18/20

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
09/09/2020	Sans cleanup/UTILITY	Open		09/08/2020	09/18/2020	09/08/2020			1,730.00
<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 - Sans cleanup/UTILITY		1.0000	EA	1,730.0000	1,730.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3999 (Water and Sewer Fund-Utility Department-Other contractual services)				PW 20 80 (814 10TH ST SanS Backup)			1,730.00	
				Invoice Items	1				
Vendor TAMMY SIMPSON Totals						Invoices	1		\$1,730.00
Vendor RUSSELL WALLACE									
08/26/2020	Overpayment of ambulance bill	Open		08/26/2020	09/18/2020	08/26/2020			100.88
<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>	
	CHA11061/FD		1.0000	EA	100.8800	100.88			
	Ambulance payment - Overpayment of ambulance bill								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							100.88	
				Invoice Items	1				
Vendor RUSSELL WALLACE Totals						Invoices	1		\$100.88
Grand Totals						Invoices	294		\$543,929.84

City of Charleston
Accounts Payable Post Listing

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming EFT G/L Date	Notes	Amounts
Batch Department: FIN-COMP Finance,Comptroller		Batch Date: 09/02/2020	Batch Number: 2020-00000267		Batch Description:				
3945 - NEWBY, MATT	09/01/2020	Hydro demolition unit pickup-reimbursement for food&fuel/UTILITY	09/01/2020	09/01/2020	09/04/2020			No	Gross: 110.34
Invoice Department: FIN-COMP Finance,Comptroller		Check Sort Code:	Bank Account: Checking		Freight: 0.00				
MATT NEWBY		Check Code:	Invoice Terms:		State Tax: 0.00				
9900 N CO RD 2250 E		Manual Check: No	Hold Reason:		County Tax: 0.00				
ASHMORE, IL 61912		Check Number:			Local/City Tax: 0.00				
					Discount: 0.00				
					Retainage: 0.00				
					Net Amount: \$110.34				

Detail:	P.O. Number	C/D/F/T/A/1099	Description	Quantity	U/M	Amount/Unit	Total Amount
		N/N/Y/N/N/N	Travel expense / lodging, fuel, meals - Hydro demolition unit pickup-reimbursement for food&fuel/UTILITY	1.0000	EA	110.3400	110.34
Total Invoice Items:	1		Invoice Amount Expended:	\$110.34	Invoice Amount Unencumbered:	\$0.00	

Batch Total Invoices:	1
Batch Total Gross:	\$110.34
Batch Total Freight:	\$0.00
Batch Total State Tax:	\$0.00
Batch Total County Tax:	\$0.00
Batch Total Local/City Tax:	\$0.00
Batch Total Discount:	\$0.00
Batch Total Retainage:	\$0.00
Batch Total Net:	\$110.34
Batch Total Unencumbered:	\$0.00
Grand Total Invoices:	1
Grand Total Gross:	\$110.34
Grand Total Freight:	\$0.00
Grand Total State Tax:	\$0.00
Grand Total County Tax:	\$0.00

City Council Regular Meeting

4)

Meeting Date: 09/15/2020

Submitted For: Heather Kuykendall, Comptroller

Submitted By: Deborah Muller, City Clerk

TITLE:

***COMPTROLLER'S REPORT:** August 2020.

STAFF RECOMMENDATION:

Approve.

Attachments

Comptroller's Report: August 2020.

**CITY OF CHARLESTON
OFFICE OF THE COMPTROLLER
MONTHLY COMPTROLLER'S REPORT
AUGUST 31, 2020**

CITY OF CHARLESTON
OFFICE OF THE COMPTROLLER
MONTHLY INVESTMENT REPORT

FOR THE MONTH ENDING AUGUST 31, 2020

<u>FUND</u>	<u>BEGINNING BALANCE</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>TRANSFER IN (OUT)</u>	<u>ENDING BALANCE</u>	****	****
						<u>REVERSAL OF INTERFUND LOANS</u>	<u>BALANCE</u>
GENERAL FUND	\$ 5,289,489	\$ 1,354,001	\$ 789,648	\$ -	\$ 5,853,842	\$ 200,000	\$ 6,053,842
PLAYGROUND AND RECREATION	168,131	1,231	18,535	-	150,827	-	150,827
TOURISM AND SPECIAL EVENTS	824	-	305	-	519	-	519
HEALTH SELF INSURANCE FUND	59,782	125,571	100,665	-	84,688	-	84,688
DRUG TRAFFIC PREVENTION	1,193	1,506	-	-	2,699	-	2,699
MOTOR FUEL TAX	1,191,868	64,115	44,310	-	1,211,673	-	1,211,673
RECREATIONAL LAND FUND	13,958	-	-	-	13,958	-	13,958
TAX INCREMENT FINANCING	71,429	-	8,421	-	63,008	(200,000)	(136,992)
DEBT SERVICE	287,996	-	-	-	287,996	-	287,996
WATER/SEWER FUND	4,093,165	508,669	351,856	-	4,249,978	-	4,249,978
TOTALS- CASH BASIS	11,177,835	2,055,093	1,313,740	-	11,919,188	-	11,919,188
CASH TO ACCRUAL ADJUSTMENT		324,602	199,997				
TOTALS - ACCRUAL BASIS		<u>\$ 2,379,695</u>	<u>\$ 1,513,737</u>				

**** Optional reporting provided for additional information.

CITY OF CHARLESTON
OFFICE OF THE COMPTROLLER
CASH DISPOSITION REPORT

FOR THE MONTH ENDING AUGUST 31, 2020

<u>FUND</u>	<u>CASH IN BANK</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL	\$ 2,861,650	\$ 2,992,192	\$ 5,853,842
PLAYGROUND AND RECREATION	113,167	37,660	150,827
TOURISM AND SPECIAL EVENTS	519	-	519
HEALTH SELF INSURANCE FUND	84,688	-	84,688
DRUG TRAFFIC PREVENTION	2,699	-	2,699
MOTOR FUEL TAX	1,211,673	-	1,211,673
RECREATIONAL LAND FUND	-	13,958	13,958
TAX INCREMENT FINANCING	63,008	-	63,008
DEBT SERVICE	287,996	-	287,996
WATER/SEWER FUND	3,347,055	902,923	4,249,978
TOTAL	<u>\$ 7,972,455</u>	<u>\$ 3,946,733</u>	<u>\$ 11,919,188</u>

CITY OF CHARLESTON
OFFICE OF THE COMPTROLLER
MONTHLY BUDGET REPORT- ACCRUAL BASIS

FOR THE MONTH ENDING AUGUST 31, 2020

REVENUES						
<u>FUND</u>	<u>MONTH</u>	<u>YEAR TO DATE</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>	<u>ENTIRE PRIOR YEAR</u>	<u>% OF PRIOR YEAR</u>
GENERAL FUND	\$ 1,098,107	\$ 2,400,342	\$ 14,434,929	17%	\$ 13,787,304	17%
PLAYGROUND AND RECREATION	49,280	112,458	628,977	18%	602,870	19%
TOURISM AND SPECIAL EVENTS	-	-	50	0%	-	#DIV/0!
HEALTH SELF INSURANCE	126,842	385,100	1,667,775	23%	1,536,879	25%
DRUG TRAFFIC PREVENTION	65	2,124	6,100	35%	7,017	30%
MOTOR FUEL TAX	292,887	584,038	915,583	64%	833,969	70%
RECREATIONAL LAND FUND	-	-	400	0%	734	0%
TAX INCREMENT FINANCING	67,628	85,203	188,810	45%	189,064	45%
DEBT SERVICE	147,237	295,615	584,118	51%	710,670	42%
WATER/SEWER FUND	597,649	1,509,355	6,316,446	24%	6,041,840	25%
TOTALS	<u>\$ 2,379,695</u>	<u>\$ 5,374,235</u>	<u>\$ 24,743,188</u>	<u>22%</u>	<u>\$ 23,710,347</u>	<u>23%</u>

EXPENDITURES						
<u>FUND</u>	<u>MONTH</u>	<u>YEAR TO DATE</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>	<u>ENTIRE PRIOR YEAR</u>	<u>% OF PRIOR YEAR</u>
GENERAL FUND	\$ 891,826	\$ 2,758,848	\$ 14,434,929	19%	\$ 13,559,654	20%
PLAYGROUND AND RECREATION	22,622	64,841	628,977	10%	598,328	11%
TOURISM AND SPECIAL EVENTS	-	305	874	35%	52	587%
HEALTH SELF INSURANCE	184,492	315,373	1,577,812	20%	1,250,292	25%
DRUG TRAFFIC PREVENTION	-	1,000	2,000	50%	11,572	9%
MOTOR FUEL TAX	41,867	86,682	1,384,305	6%	338,088	26%
RECREATIONAL LAND FUND	-	-	-	0%	-	0%
TAX INCREMENT FINANCING	6,678	119,342	140,502	85%	378,776	32%
DEBT SERVICE	-	31,557	584,118	5%	705,904	4%
WATER/SEWER FUND	366,252	1,006,816	5,092,498	20%	4,380,132	23%
TOTALS	<u>\$ 1,513,737</u>	<u>\$ 4,384,764</u>	<u>\$ 23,846,015</u>	<u>18%</u>	<u>\$ 21,222,798</u>	<u>21%</u>

City Council Regular Meeting

5)

Meeting Date: 09/15/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

***PROCLAMATION:** Recognizing the Week of October 4-10, 2020, as Fire Prevention Week.

STAFF RECOMMENDATION:

Attachments

Proclamation: Recognizing October 4-10-2020, as Fire Prevention Week.

Office of The Mayor

A Proclamation by the Mayor of the City of Charleston

Fire Prevention Week

October 4th – 10th 2020

WHEREAS, the City of Charleston, Illinois is committed to ensuring the safety and security of all those living in and visiting Charleston; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,630 people in the United States in 2017, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 357,000 home fires; and

WHEREAS, cooking is the leading cause of home fires in the United States where fire departments responded to more than 173,200 annually between 2013 and 2017; and

WHEREAS, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

WHEREAS, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

WHEREAS, children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire, AND

WHEREAS, Charleston's residents should stay in the kitchen when frying food on the stovetop, keep a three-foot kid-free zone around cooking areas and keep anything that can catch fire away from stove tops; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Charleston's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Charleston's residents are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and

WHEREAS, the **2020 Fire Prevention Week** theme—**Serve Up Fire Safety in the Kitchen!™**--effectively serves to remind us that we need to take personal steps to increase our safety from fire;

THEREFORE do I, Brandon Combs, Mayor of the City of Charleston, Illinois, hereby proclaim October 4-10, 2020, as **Fire Prevention Week** throughout this City, and I do hereby urge the people of Charleston by checking their kitchens for fire hazards and using safe cooking practices during Fire Prevention Week 2020, and to support the many public safety activities and efforts of Charleston's fire and emergency services

Dated this ____ day of _____, 2020.

Brandon T. Combs, Mayor

Attest: _____
Deborah L. Muller, City Clerk

City Council Regular Meeting

6)

Meeting Date: 09/15/2020

Submitted For: Steve Bennett, Fire Chief

Submitted By: Deborah Muller, City Clerk

TITLE:

RESOLUTION: Approving Intergovernmental Agreement for Automatic Mutual Aid with Lincoln Fire Protection District for Charleston Country Club.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

RES: Approving Auto-Aid Agreement with LFPD for Country Club.

Exhibit A: CFD & LFPD Auto-Aid Agreement for Country Club.

Exhibit B: CFD & LFPD Standard Operating Procedures for Country Club Auto-Aid Agreement.

RESOLUTION

20 – R – _____

RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE LINCOLN FIRE PROTECTION DISTRICT FOR AUTOMATIC JOINT RESPONSE TO THE CHARLESTON COUNTRY CLUB

WHEREAS, the City of Charleston and the Lincoln Fire Protection District have successfully benefited from mutual aid agreements for the sharing of personnel and equipment for fire protection services; and

WHEREAS, the Charleston Country Club located at 8355 Country Club Road, Charleston, Illinois is within the corporate boundaries of the City of Charleston; and

WHEREAS, the Charleston Country Club does not have access to hydrant water for fire suppression purposes; and

WHEREAS, Charleston Fire Department fire engines carry water, but do not have the capability of establishing a rural water supply for fire suppression; and

WHEREAS, the Lincoln Fire Protection District is a rural volunteer fire department with the equipment to establish a rural water supply for fire suppression purposes; and

WHEREAS, it is in the best interest of the City of Charleston to have Lincoln Fire Protection District provide automatic mutual aid to the Charleston Country Club to assist in establishing a water supply for fire suppression, as set forth in the Automatic Aid Charleston Country Club Agreement attached hereto as Exhibit A, and incorporated herein by reference; and

WHEREAS, Standard Operating Procedures (SOP) for the Automatic Aid Charleston Country Club Agreement are defined as set forth in the attached Exhibit B, and incorporated herein by reference;

NOW BE IT THEREFORE RESOLVED by the City Council of the City of Charleston, Illinois, that the Mayor and Fire Chief are hereby authorized to execute said intergovernmental agreement with the Lincoln Fire Protection District for Automatic Mutual Aid to the Charleston Country Club.

INTRODUCED to Council this ____ day of _____ 2020.

PASSED by Council this ____ day of _____ 2020

APPROVED by the Mayor 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

CHARLESTON FIRE DEPARTMENT
AND
LINCOLN FIRE PROTECTION DISTRICT
AUTOMATIC AID AGREEMENT
WITH REGARD TO THE
CHARLESTON COUNTRY CLUB

This Agreement between the **LINCOLN FIRE PROTECTION DISTRICT** of Coles County, Illinois, and the **CHARLESTON FIRE DEPARTMENT** of Coles County, Illinois is for the purpose of providing an automatic mutual aid response for all fire responses in the Charleston Country Club.

The Coles County 911 Center (CECOM) upon notification of any fire response (excluding EMS calls) in the aforementioned address shall automatically notify the **LINCOLN FIRE PROTECTION DISTRICT** and the **CHARLESTON FIRE DEPARTMENT** to dispatch apparatus to respond with personnel and fire protection equipment including sufficient fire apparatus capable of carrying a complement of personnel to assist the department having authority of jurisdiction. The first arriving Fire Department shall notify CECOM of the situation found and assume Command until such time as the department having authority of jurisdiction arrives on the scene, and an officer of such department will assume command and direct fire operations.

The department having authority of jurisdiction; shall have the authority to request additional recourses, or cancel any responding units as necessary.

The Fire Chiefs from the **LINCOLN FIRE PROTECTION DISTRICT** and the **CHARLESTON FIRE DEPARTMENT** will review and update the Joint Auto-Aid SOP on an as-needed basis. In no way will this Agreement hinder the other party from entering into any other auto-aid agreements with other similar parties.

If the Auto-Aid agency cannot respond to the fire call due to circumstances, unforeseen or otherwise, an officer from the Auto-Aid agency will notify the authority having jurisdiction either through dispatch or directly.

This Agreement shall be in effect for a period of five (5) years from the date hereof and shall be automatically renewed for successive periods of five (5) years as to all parties executing the same except that this Agreement may be cancelled by giving notice of such intention by the party who intends to cancel by registered mail to the other party to this agreement.

LINCOLN FIRE PROTECTION DISTRICT

DATE: _____

**LINCOLN FIRE PROTECTION
DISTRICT TRUSTEE**

**LINCOLN FIRE PROTECTION
DISTRICT TRUSTEE**

CHARLESTON FIRE DEPARTMENT

DATE: _____

MAYOR, City of Charleston

FIRE CHIEF, City of Charleston

Charleston Fire Department
And
Lincoln Fire Protection District
Auto-Aid to the
Charleston Country Club
S.O.P.

Effective 9/15/2020

Definitions:**Charleston Country Club**

- Charleston Country Club and Golf Course located at 8355 Country Club Rd, Charleston, IL 61920

Fire Response:

- A call that is received at CECOM indicating that there is a fire response needed, such as an activated fire alarm or structure fire.

Dispatch Criteria

When CECOM receives a call for any fire response (excluding EMS calls) at the Charleston Country Club, the Charleston Fire Department and the Lincoln Fire Protection District shall be simultaneously dispatched.

Response:

The Charleston Fire Department will respond according to their Fire Box Cards (typically 2 Engines, Ladder, and ambulance).

The Lincoln Fire Protection District will respond with an emphasis on water tenders to establish a water supply due to the lack of hydrants. LFPD will be in charge of establishing an operational water shuttle.

Communications:

Incident communications will be on the frequency of the department having jurisdiction.

Incident Command:

The first arriving unit will assume command and direct incoming units as to where to respond or stage.

The Incident Commander will be responsible for having any fire alarm investigated. If no fire is found the Incident Commander will make sure the fire alarm system is functional or other arrangements have been made to insure fire safety for the business prior to clearing the scene.

If there is an actual working fire, the Incident Commander will request additional resources if needed and assign a RIT company.

The Incident Commander shall determine when the Auto-Aid units are no longer needed.

If the Auto-Aid agency cannot respond to the fire call due to circumstances, an officer from the Auto-Aid agency will notify the authority having jurisdiction either through dispatch or directly.

City Council Regular Meeting

7)

Meeting Date: 09/15/2020

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, September 15, 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</i> via Remote Participation				
<i>Jeff Lahr</i> via Remote Participation				
<i>Dennis Malak</i> via Remote Participation				
<i>Tim Newell</i> via Remote Participation				

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: 05/10/2024.

Notary Public

(Seal)

Print _____

City Council Regular Meeting

8)

Meeting Date: 09/15/2020

Submitted For: Steve Pamperin, City Planner

Submitted By: Deborah Muller, City Clerk

TITLE:

ORDINANCE: Granting Petition of HOPE of East Central Illinois for a Conditional Use Permit to allow "other residential" use in the C-1: Neighborhood Commercial Zoning District at 2127 18th Street.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

ORD: Granting Petition of HOPE of E. Cen. IL for Cond. Use Permit.

Finding of Fact re: Petition of HOPE of E. Cen. IL for Cond. Use Permit.

ORDINANCE

20-O-_____

AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT FOR OTHER RESIDENTIAL USE (TEMPORARY SHELTER AND SERVICES TO WOMEN AND CHILDREN SURVIVORS OF DOMESTIC VIOLENCE) IN THE C1 – NEIGHBORHOOD COMMERCIAL ZONING DISTRICT

(Charleston City Code: Title 10, Chapter 5, Section 3(C) – Table 5-3: Principal Uses Permitted in Nonresidential Districts; of the Unified Development Code)

WHEREAS, PETERSEN COMPANIES, LLC, A/K/A PETERSEN HEALTH CARE, LLC is the owner of the above-described property and has consented to the request of HOPE of East Central Illinois for a Conditional Use Permit (Other Residential Use) for the property located at 2127 18th Street, Charleston, Illinois, legally described as follows:

Lots Seven (7) and Eight (8) of the Subdivision shown on the Plat dated April 26, 1991, and filed April 26, 1991, in the Recorder's Office of Coles County, Illinois, in Plat Book 5 at Page 106, entitled "Lakewood Subdivision Planned Unit Development, Section Five (5), Lots 39, 49, 50, 51, 52, 53, and 54 – Lots 7 and 8 of Lakewood Plaza," situated in the City of Charleston, County of Coles and State of Illinois.

More commonly known as 2127 18th Street, Charleston, IL 61920.
(PIN 02-2-14825-000).

WHEREAS, a public hearing on said Petition was held by the Charleston City Board of Zoning Appeals and Planning on September 10, 2020, said public hearing held and conducted pursuant to public notice thereof as by statute made and provided; and

WHEREAS, the petitioner's representatives Attorney Tyler Weaver and HOPE of East Central Illinois

Executive Director Kelly Hardy provided testimony regarding a request for a Conditional Use Permit to allow for Other Residential Use, to include a temporary shelter and services for women and children survivors of domestic violence for a maximum of 35 residents at 2127 18th Street, in the C1 – Neighborhood Commercial Zoning District on the property; and

WHEREAS, that the granting of the conditional use permit would not be detrimental to the surrounding neighborhood and is compatible with the uses of the nearby property and of the surrounding areas; and

WHEREAS, public and community facilities are nearby and adequate to serve the proposed zoning and will not adversely affect the capacity or safety of the existing street and pedestrian network; and

WHEREAS, said Board of Zoning Appeals and Planning voted 5-0 to favorably recommend said petition to the City Council;

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

1. That the Conditional Use Permit to allow for Other Residential Use to include a temporary shelter and services, for women and children survivors of domestic violence for a maximum of 35 residents at 2127 18th Street, in the C1 – Neighborhood Commercial Zoning District be granted.

2. That the Finding of Fact and the recommendations of the Board of Zoning Appeals and Planning be made a part of this ordinance as if fully set forth herein.

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

STATE OF ILLINOIS)
) SS
COUNTY OF COLES)

BEFORE THE BOARD OF ZONING APPEALS AND PLANNING
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS

FINDING OF FACT

WITH RESPECT TO THE PETITION OF HOPE OF EAST CENTRAL ILLINOIS
(PROPERTY OWNER: PETERSON COMPANIES, LLC A/K/A PETERSEN HEALTH CARE,
LLC) FOR A CONDITIONAL USE PERMIT AS REQUIRED BY
THE CITY OF CHARLESTON UNIFIED DEVELOPMENT CODE.

THE SUBJECT PETITION having been called for hearing this 10th day of September, 2020; proper notice and publication having been made. Proof of said publication of a public notice more than fifteen (15) days prior to this hearing date is on file. HOPE of East Central Illinois is the petitioner and Petersen Companies, LLC a/k/a Petersen Health Care, LLC is the owner. Evidence is presented, under oath, and the Charleston Board of Zoning Appeals and Planning being fully advised finds as follows:

1. That Petersen Companies is the owner of certain real estate described as follows:

Lots Seven (7) and Eight (8) of the Subdivision shown on the Plat dated April 26, 1991, and filed April 26, 1991, in the Recorder's Office of Coles County, Illinois, in Plat Book 5 at Page 106, entitled "Lakewood Subdivision Planned Unit Development, Section Five (5), Lots 39, 49, 50, 51, 52, 53, and 54 – Lots 7 and 8 of Lakewood Plaza," situated in the City of Charleston, County of Coles and State of Illinois.

More commonly known as 2127 18th Street, Charleston, IL 61920.
(PIN 02-2-14825-000).

That said real estate is located in the City of Charleston, IL.

2. Representing HOPE of East Central Illinois, Attorney Tyler Weaver and HOPE of East Central Illinois Executive Director Kelly Hardy testified on behalf of the petition for approval of a Conditional Use Permit (Other Residential Use) to include a temporary shelter and services for survivors of domestic violence, in the C1 – Neighborhood Commercial Zoning District for the property located at 2127 18th Street, Charleston, Illinois. The petitioners testified as follows:

- a. The property is currently zoned C1-Neighborhood Commercial Zoning District.

b. The Petitioner's offered general discussion of the proposed Conditional Use Permit to the Board of Zoning Appeals and Planning. The discussion included, but was not limited to, the following findings of fact. The following suggested findings of fact were introduced into the record:

This proposal offers many benefits to the community as follows:

- i) The planned use for the property for a temporary shelter to women and children survivors of domestic violence. The new facility is planned to shelter a maximum of 35 residents. Residents will be placed at this location for 45 days.
- ii) The current HOPE facility is not sufficient to guard against the current COVID-19 pandemic, and all current HOPE residents will be re-located to this new location.

3. The petitioner continued to offer general discussion and highlights of the proposed conditional use permit to the Board of Zoning Appeals and Planning including, but not limited to:

The request is for a domestic violence shelter for women and children survivors of domestic violence. HOPE's current shelter in Charleston houses 26 women and children and this location will accommodate up to 35 women and children. A local certified appraiser provided written information that there is not compelling evidence that group living quarters hurt local property values. The current facility has not experienced an increased crime in the neighborhood and the shelter aims to remain anonymous in the community. Short term rentals are not a solution as the current pandemic will likely be a long-term concern.

This new location offers a less congregated living space which is critical during the current pandemic. In addition to residence, HOPE offers comprehensive domestic violence services. The existing HOPE facility will remain for offices.

4. The petitioners further testified that the application meets the required findings for approval of the Conditional Use Permit described in Section 10-4-3(D) of the Unified Development Code, and in support thereof the petitioner's representatives presented the suggested findings of fact contained in the application and their general testimonial evidence presented during the hearing.

5. There were no public comments to the petition.

WHEREAS, the Charleston Board of Zoning Appeals and Planning hereby adopts the Petitioner's aforementioned findings of fact as their own and incorporates such findings as though fully recited herein; and

WHEREAS, based upon the aforementioned findings, the Charleston Board of Zoning Appeals and Planning recommends to the Charleston City Council the following:

The Conditional Use Permit to allow the Other Residential Activities, to include a temporary shelter and services for women and children survivors of domestic violence, for a maximum of 35 residents at 2127 18th Street, in the C1-Neighborhood Commercial Zoning District be recommended for approval by a vote of 5-0.

DATED this 10th day of September, 2020.

Chairman

ATTEST:

Secretary

City Council Regular Meeting

9)

Meeting Date: 09/15/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

ORDINANCE: Adopting Revised Sexual Harassment Policy.

BACKGROUND:

The Workplace Transparency Act requires an ordinance adopting a sexual harassment policy. Attached is the ordinance and the sexual harassment policy.

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

ORD: Adopting Revised Sexual Harassment Policy and Exhibit A: Sexual Harassment Policy.

CITY OF CHARLESTON

ORDINANCE

20-O-_____

**AN ORDINANCE ADOPTING A POLICY ON
SEXUAL HARASSMENT FOR THE CITY OF CHARLESTON**

ADOPTED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
THIS ____ DAY OF _____, 2020

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR
AND CITY COUNCIL OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
AS PROVIDED BY LAW THIS ____ DAY OF _____, 2020

ORDINANCE

20-O - _____

AN ORDINANCE ADOPTING A POLICY ON SEXUAL HARASSMENT FOR THE CITY OF CHARLESTON

WHEREAS, the City of Charleston (the “City”) is an Illinois non-home rule municipality organized and operating under the Illinois Municipal Code (65 ILCS 5/1, *et seq.*) (the “Code”); and

WHEREAS, the Illinois General Assembly has recently enacted Public Act 101-0221, an Act concerning employment, which became effective August 9, 2019, requiring the amendment of sexual harassment policies; and

WHEREAS, all prior existing sexual harassment policies of the City shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Ordinance; and

WHEREAS, should any section or provision of this Ordinance or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Charleston, Coles County, Illinois, as follows:

Section 1. RECITALS. The foregoing recitals are incorporated as though fully set forth herein.

Section 2. POLICY. The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby adopted.

Section 3. SUPERSEDER. In the event a conflict exists between the terms of this Ordinance and any other ordinance of the City, the terms of this Ordinance shall govern.

Section 4. SEVERABILITY. If any part, subsection or clause of this Ordinance shall be deemed to be unconstitutional or otherwise invalid, the remaining section, subsection and clauses shall not be affected thereby.

Section 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form, in accordance with law, and the provisions of the Municipal Code amended herein shall be reprinted with the changes.

Passed by the Mayor and City Council this _____ day of _____, 2020, on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved by the Mayor on _____, 2020

Mayor

ATTEST:

City Clerk

EXHIBIT A

CITY OF CHARLESTON SEXUAL HARASSMENT POLICY

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.

Sexual harassment against employees, independent contractors, elected officials, members of the public, and anyone else in the workplace is expressly prohibited. Moreover, sexual harassment is expressly prohibited 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.
- **In addition to the methods of reporting included above, any elected official, employee, non-employee, or patron may file a sexual harassment complaint with the attorney for the City of Charleston.** This complaint will be promptly reviewed and investigated privately. A written report will then be submitted to the City Council including findings of fact and a determination of whether the complaint is founded. If the complaint is founded the City Council shall determine the appropriate remedy. Pursuant to the protections set forth in this policy and Illinois law, no retaliation may

be taken against any person who files a complaint. Complaints may also be filed with the Illinois Human Rights Department, the United States Equal Employment Opportunity Commission, the United States Department of Justice, and other federal or state agencies.

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.

Sexual Harassment Prevention Training

Sexual harassment prevention training shall be provided at least once a year to all employees.

City Council Regular Meeting

10)

Meeting Date: 09/15/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

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

STAFF RECOMMENDATION:

Waive layover period and approve.

Attachments

ORD: Amending Title 1-9: Personnel Handbook.

Exhibit A: Personnel Handbook Revised 2020.

CITY OF CHARLESTON

ORDINANCE

2020-O- _____

**ORDINANCE AMENDING ORDINANCE
TITLE 1, CHAPTER 9: PERSONNEL HANDBOOK POLICY**

ADOPTED BY THE MAYOR AND CITY COUNCIL
OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
THIS _____ DAY OF _____, 2020

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR
AND CITY COUNCIL OF THE CITY OF CHARLESTON, COLES COUNTY, ILLINOIS
AS PROVIDED BY LAW THIS _____ DAY OF _____, 2020

ORDINANCE

2020 –O - _____

ORDINANCE AMENDING ORDINANCE TITLE 1, CHAPTER 9: PERSONNEL HANDBOOK POLICY

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 September 1, 2020;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and 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

September 1, 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>				
City Council:				
<i>Matthew Hutti</i> via Remote Participation				
<i>Jeff Lahr</i> via Remote Participation				
<i>Dennis Malak</i> via Remote Participation				
<i>Tim Newell</i> via Remote Participation				

City of Charleston

By:

Brandon Combs, Mayor

ATTEST:

Deborah L. Muller, City Clerk

EXHIBIT A

Personnel Handbook

(see attached)



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: September , 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.

GENERAL WORK RULES

Breaks

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

Outside Employment

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

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

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

Facilities and Equipment Use

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

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

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

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

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

Gift Ban

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

Appearance

We are a professional organization in the public eye. Therefore, our image should be reflected in dress and manner. Good grooming and tasteful attire is essential. Styles, appearances, habits, or other practices that are distracting or offensive to others should be avoided. In keeping with the professional atmosphere, unless otherwise specified, the following clothing would not be considered appropriate attire: casual clothing such as jogging outfits, shorts, tank tops, t-shirts (with or without advertising), crop tops, shirts that do not cover the mid-section, or revealing clothing. Please consult your supervisor if you have any questions regarding appropriate dress. Department heads and managers have the discretion to modify the appropriate attire list based on work environment and job duties.

Solicitation of Employees

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

Payday & Paychecks

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

City Vehicles

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

DRUG, ALCOHOL, & SMOKING POLICY

Drugs and Alcohol

The residents and employees of the City of Charleston are a valuable resource and their health and safety are of serious concern to the City. Residents need to be assured that City employees do not perform their duties while under the influence of alcohol, cannabis, illegal drugs, or any substance which impairs their ability to perform their duties or imperils the health, safety or well being of employees or the public. The City vigorously supports the Drug Free Workplace Act (Chapter 30 ILCS Section 580/1 et.

seq.) No City employee may perform his or her job duties under the influence of alcohol, cannabis, any illegal drug, or any drug for which the employee has a prescription that impairs the employee's ability to perform his or her job duties. No City employee may be in possession of alcohol, cannabis, or any illegal drug while performing his or her job duties. This policy is applicable to all our work force at all locations. The City also complies with DOT 49 CFR part 40. We have a commitment toward maintaining a safe workplace, free from the influence of drugs and the abuse of alcohol.

Nothing in this policy allows the City to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours, except for police officers and firefighters as provided in this paragraph. "Lawful products" means products that are legal under state law. For purposes of this Section, an employee is deemed on-call when the employee is scheduled with at least 24 hours' notice by his or her employer to be on standby or otherwise responsible for performing tasks related to his or her employment either at the employer's premises or other previously designated location by his or her employer or supervisor to perform a work-related task. Police officers and firefighters are prohibited from consuming, possessing, selling, purchasing, or delivering cannabis or cannabis-infused substances while on or off duty; however the City may not take adverse employment action against a police officer or firefighter based solely on the lawful possession or consumption of cannabis or cannabis-infused substances by members of the employee's household.

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

Medical Cannabis

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

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

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

Recreational Cannabis

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

Notice of Convictions

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

Smoking/Tobacco

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

DRUG AND ALCOHOL TESTING

Reasonable Suspicion

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

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

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

- carelessness that results in any injury to the employee or others.

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

Drug and Alcohol Testing

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

VIOLATIONS OF THE DRUG & ALCOHOL ABUSE POLICY

A. Disciplinary Action Steps.

Any employee testing positive for illegal drugs, alcohol levels exceeding .02 blood alcohol concentration, or being impaired while on duty under the influence of legal drugs may be disciplined up to and including termination from employment. Prior to issuing any final disciplinary action, the City will afford the employee a reasonable opportunity to contest the basis of the determination.

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

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

EMPLOYEE LEAVE

Vacation Leave

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

In addition, employees may request pay for a portion of the accrual after they have used eighty (80) hours of vacation leave time-off in a calendar year. Requests for such vacation pay must be requested in increments of forty (40) hours, approved by the department head or superintendent and submitted to Human Resources a minimum

of five (5) working days prior to the requested pay date. Vacation checks will only be issued on established pay dates. Refer to current collective bargaining agreement for information regarding vacation accruals, draws, and payout at separation of service.

Listed below is the vacation accrual schedule for eligible employees not covered by a

collective bargaining
agreement.

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
 - 2> 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.

Sexual harassment against employees, independent contractors, elected officials, members of the public, and anyone else in the workplace is expressly prohibited. Moreover, sexual harassment is expressly prohibited 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.
- In addition to the methods of reporting included above, any elected official, employee, non-employee, or patron may file a sexual harassment complaint with the attorney for the City of Charleston. This complaint will be promptly reviewed and investigated privately. A written report will then be submitted to the City Council including findings of fact and a determination of whether the complaint is founded. If the complaint is founded the City Council shall determine the appropriate remedy. Pursuant to the protections set forth in this policy and Illinois law, no retaliation may be taken against any person who files a complaint. Complaints may also be filed with the Illinois Human Rights Department, the United States Equal Employment Opportunity Commission, the United States Department of Justice, and other federal or state agencies.

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.

Sexual Harassment Prevention Training

Sexual harassment prevention training shall be provided at least once a year to all employees.

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.
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

11)

Meeting Date: 09/15/2020

Submitted By: Deborah Muller, City Clerk

TITLE:

ANNOUNCEMENT: The Mayor's appointment of Paul Brown to fill the remainder of Board Member Jim Wood's current 5-Year Term on the Charleston Board of Zoning Appeals & Planning.

BACKGROUND:

Paul Brown will fill the position vacated by Jim Wood who resigned from the Board on June 30, 2020. Jim had served since being appointed to the Board in April 1979. Mr. Brown will complete Mr. Wood's term which will end on January 21, 2025.

STAFF RECOMMENDATION:

Approve.
