



## **CITY COUNCIL MEETING**

**520 Jackson Avenue**

**January 7, 2025 – 6:30 pm**

### **AGENDA**

#### **CALL TO ORDER**

#### **ROLL CALL**

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

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

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

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

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

- 1) **\*MINUTES:** Regular City Council Meeting for December 17, 2024.

#### **AUDITING CLAIMS:**

- 2) **\*PAYROLL:** Regular Pay Period ending December 28, 2024.
- 3) **\*BILLS PAYABLE:** January 10, 2025.

#### **ACTION ITEMS:**

- 4) **\*RAFFLE LICENSE:** Kiwanis Club of Charleston Trivia Night at Moose Lodge on February 7, 2025, at the close of the event to raise funds for Charitable Service activities for Children, including four (4) Scholarships for CHS Seniors.
- 5) **\*RAFFLE LICENSE:** City of Charleston Employee Recognition Dinner on February 24, 2025.
- 6) **PRESENTATION:** Annual City Audit Review by Kelsey Swing, partner in the accounting firm of Gilbert, Metzger & Madigan, LLP.
- 7) **ORDINANCE:** Amending Ordinance Title 1, Chapter 9: Personnel Handbook.
- 8) **ANNOUNCEMENT:** The Mayor's Reappointment of Kit Morice to a 3-Year Term on the Charleston Historic Preservation Commission.
- 9) **ANNOUNCEMENT:** The Mayor's Reappointment of Ryan Siegel to a 5-Year Term on the Board of Zoning Appeals & Planning (BZAP).

#### **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, but Council may direct staff to address the topic or refer the matter for action on a subsequent agenda. Please provide City Clerk with name & address; speak into microphone; limit presentation to 3 minutes; and avoid repetitious comments. Thank you.

#### **EXECUTIVE SESSION:**

#### **ADJOURNMENT**

**City Council Regular Meeting**

1)

**Meeting Date:** 01/07/2025

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

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**TITLE:**

\***MINUTES:** Regular City Council Meeting for December 17, 2024.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

CC Minutes: 12/17/2024.

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**City of Charleston**  
**Regular City Council Meeting**  
**MINUTES**  
**December 17, 2024**

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, December 17, 2024, at 520 Jackson Avenue, Charleston, Illinois, with Mayor Brandon Combs presiding. Mayor Combs called the meeting to order at 6:30 p.m. Council Members, Timothy Hutti, Jeff Lahr, and Tim Newell were physically present. Council Member Dennis Malak was absent. Other City Officers physically present were: City Manager Scott Smith; Deputy City Manager Steve Bennett; City Clerk Deborah Muller; City Attorney Rachael Cunningham; Police Chief Heath Thornton; Fire Chief Tim Meister; Public Works Director Curt Buescher; Comptroller Mike White; Human Resources Director Carrie Gerdes; Joint IT Director Mark Harris; and Parks & Recreation Director Diane Ratliff.

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 December 3, 2024; **2) PAYROLL**—Regular Pay Period ending on November 30, 2024; **3) BILLS PAYABLE**—December 20, 2024; **4) COMPTROLLER’S REPORT:** November 2024; **5) RAFFLE LICENSE**—Knights of Columbus 4024 Weekly Drawings from January 2025 to December 31, 2025, to raise funds for various charities including Intellectual Disabilities and Property Relief (i.e. Habitat for Humanity, Matthew 25, and St. Vincent de Paul). Coles County Fairgrounds; and **6) RAFFLE LICENSE**—Rotary Club of Charleston Weekly Drawings to raise funds for EIU / LLC Scholarships; Charleston Carnegie Public Library; International Youth Exchange; and Charleston Sports & Recreation; and **7) RAFFLE LICENSE**—Trojan Booster Club 50/50 Raffles at various sporting and special events and weekly queen of Hearts drawings through 2025.

**A motion** was made by Council Member Hutti and seconded by Council Member Lahr 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, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

**With regard to Item #8**, Mayor Combs explained that a Bid Opening was conducted on December 16, 2024, for street lights for the Lovers Lane project. The installation of the lighting materials will be done primarily in-house, with certain contract work to be awarded separately. He noted that the light fixtures would replicate those utilized in the Lake Island tract improvements. The

low bidder was Springfield Electric with a bid of \$48,438.00. He added that funding was included in the FY 25 Street Department budget for capital improvement projects.

**ITEM 8: RESOLUTION: BID AWARD:** A motion was made by Council Member Lahr and seconded by Council Member Newell that the Resolution awarding the Lovers Lane Street Materials bid to Springfield Electric for a total amount of \$48,438.00, be approved.

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

**With regard to Item #9,** Mayor Combs explained that the Fire Department had been working with Banner Fire Equipment through the Sourcewell Purchasing Group to secure a competitive bid for a new E-One Fire Engine. According to the Fleet Plan, the existing 2002 Pierce Fire Engine 307 will be replaced in FY 27/28. However, with an anticipated price increase of 7% in January 2025 and 30% over the next 2 years, ordering the new fire engine now would be expedient. The price of the fire engine will not exceed 1.7 Million Dollars.

**ITEM 9: RESOLUTION: A motion** was made by Council Member Hutti and seconded by Council Member Lahr that the Resolution accepting the bid from Sourcewell Purchasing Group for an E-One Fire Engine from Banner Fire Equipment in an amount no to exceed 1.7 Million Dollars, 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, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

**With regard to Item #10,** Mayor Combs explained that City Staff had been working with The Stone River Group to participate in the Community Solar Program for City-owned facilities. The City had identified 33 electric utility accounts (specifically Ameren Illinois accounts), which could be enrolled in the Illinois Shines Community Solar Program. The Mayor explained that Illinois Shines was a state-administered incentive program which supports the development of new solar projects. The Community Solar Program would provide the City with monetary credits on Ameren bills for these 33 accounts. This would result in a 10% savings on the utility bills for these 33 accounts or around \$3,200 annually for the 15-year term of the Subscription Agreement.

**ITEM 10: RESOLUTION: A motion** was made by Council Member Newell and seconded by Council Member Lahr that the Resolution authorizing the execution of Disclosure Forms and Subscription Agreements for the Community Solar Program at City-owned facilities, 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, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

**With regard to Item #11,** Mayor Combs explained that the meeting dates for the City’s board, commission and committee meetings were approved annually by Council prior to publication.

**ITEM 11: RESOLUTION: A motion** was made by Council Member Hutti and seconded by Council Member Lahr that the Resolution adopting the 2025 Schedule of Meetings for the City of Charleston, 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, Newell, and Mayor Combs. Mayor Combs declared the motion carried by a vote of 4 Yeas, Nays—0.

**With regard to Item #12,** Mayor Combs explained that the annual Tax Levy Ordinance had been placed on file for public inspection with the City Clerk at the December 3, 2024, City Council Meeting. The Mayor noted that this year’s total levy did not include the Library Bond which was expected to be paid off in full in December of 2024. Overall, including the Library Bond in last year’s total, the total levy request would be for \$5,031,109, as compared to last year’s total levy of \$5,442,258. The Mayor noted that he had received no questions or comments about the Tax Levy, nor had Council Members.

**ITEM 12: ORDINANCE: A motion** was made by Council Member Lahr and seconded by Council Member Newell that the Ordinance approving the Annual Tax Levy Ordinance for the Fiscal Year beginning May 1, 2025, and ending April 30, 2026, be approved.

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

The Mayor that this concluded the Agenda items.

The Mayor then said that before he opened the floor to public comments and presentations, there was a big announcement to be made, and he asked Parks & Recreation Director Diane Ratliff to share this news.

Ms. Ratliff announced that the \$600,000 OSLAD Grant that the City had applied for had been approved. So, the City had received the \$600,000 Open Space Land Acquisition and Development Grant. She thanked Governor Pritzker and the OSLAD Committee and the Governor’s Staff as well as the Mayor and Council and everyone who had helped with the Grant Application process. Ms. Ratliff said that she was very excited to see this go forward because it would mean a lot to the community. She added her thanks to the City’s Pickleball community for rallying in support of the grant application.

Mayor Combs said that they were obviously very excited about this. It was a very big amount for the community. He was extremely thankful and very grateful to receive word of this grant, and it was a perfect time to receive word right before Christmastime. He noted that Steve Pamperin was not there, but he knew he was extremely excited about this, and was probably watching the

broadcast. The Pickleball community had been on the City's radar for a long time—definitely since they had been designing the Linder Sports Complex.

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

There were no comments from the floor.

The Mayor said that there was another congratulations he wished to extend, and that was to City Comptroller Mike White and to Madison Goodwin, daughter of former City Fire Chief Pat Goodwin. Mike and Madison had become formally engaged earlier that day. A round of applause and congratulations were extended to Mike and Madison.

The Mayor then asked DCM Steve Bennett if he had anything he wished to say; he did not.

The Mayor asked City Attorney Cunningham and City Manager Smith if they had anything to say.

City Manager Smith said that he wanted to comment on the Grant, noting that Diane Ratliff and Steve Pamperin had had about two (2) weeks to put it together. They weren't sure that they even had much of a chance. In October they had received word that the City had made the first cut, and they had not expected any further word until January during the Illinois Parks & Recreation State Conference. So, the good news came earlier than they could have hoped. He added that a tremendous amount of work went into these grants, and the outcome could not have been better.

Smith said that they used to make you present your project in Springfield. He said that he had told Diane to be prepared to go to Springfield to present it. But they went ahead and made the decision without requiring that. Smith said that he had looked at the list of recipients of these grants throughout the state. He noted that 55.2 Million Dollars were dispersed throughout the state in this round, and being a recipient of \$600,000 of it was an incredible boon to the City. He added that the Pickleball community had been patient in waiting for Pickleball court improvements, and they were finally going to be rewarded for their patience. He added that the public participation and support by the Pickleball community had made a big difference in the outcome. He thanked Deb Hutti for all of her help in assembling the support of the Pickleball community. He said that oftentimes, the difference between a Yay or Nay on a grant was determined by the public participation in the project. We had a tremendous amount of participation from the Pickleball community.

Smith said that they weren't totally home free yet. They still needed to raise the matching funds within the community, but he was very hopeful that they would be able get the community support to back this grant.

He added that they were all very happy and excited about what the Grant would make possible for the community.

Council Member Timothy Hutti added his congratulations to Diane Ratliff and her team.

Mayor Combs then wished everyone a Merry Christmas and Happy New Year!

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

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

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

**Adjournment: 6:49 p.m.**

Minutes approved this 7<sup>th</sup> Day of January 2025.

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**Brandon Combs, Mayor**

**ATTEST:**

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**Deborah Muller, City Clerk**

**City Council Regular Meeting**

2)

**Meeting Date:** 01/07/2025

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

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**TITLE:**

**\*PAYROLL:** Regular Pay Period ending December 28, 2024.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

Payroll: 12/28/2024.

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**Pay Period Ending:**

**12/28/2024**

**1 GENERAL FUND**

A.	General Administration	39,425.59
B.	Building and Development	15,716.91
C.	Tourism	1,883.36
D.	Parks & Maintenance	15,120.28
E.	Police	110,411.44
F.	Fire	108,152.95
G.	Street	19,772.82
H.	City Garage	2,077.80
I.	Contingencies	-

**TOTAL GENERAL FUND: \$ 312,561.15**

**2 PLAYGROUND & RECREATION 13,624.29**

**3 LIBRARY 10,370.58**

**4 WATER AND SEWER FUND**

A.	General Admin	6,660.70
B.	Water Billing Department	10,283.56
C.	Utility Department	25,070.50
D.	Water Treatment Plant	21,833.18
E.	Waste Water Treatment Plant	11,255.05
F.	City Garage	3,210.09

**TOTAL WATER AND SEWER FUND: \$ 78,313.08**

**5 MOTOR FUEL TAX 1,707.50**

**6 EMPLOYEE BENEFITS 3,109.62**

**TOTAL GROSS PAYROLL \$ 419,686.22**

**City Council Regular Meeting**

**3)**

**Meeting Date:** 01/07/2025

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

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**TITLE:**

**\*BILLS PAYABLE:** January 10, 2025.

**STAFF RECOMMENDATION:**

Approve.

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**Attachments**

Bills Payable: 01/10/2025.

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# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>4347 - 1ST CLASS WRECKER SERVICE LLC</b>									
24-09929	Towing 2020 Chevy Equinox - PD	Open		12/11/2024	01/10/2025	12/11/2024			250.00
<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 - Towing 2020 Chevy Equinox - PD		1.0000	EA	250.0000	250.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3117 (General Fund-Police Department-Police towing fees)							250.00	
	Invoice Items			1					
Vendor <b>4347 - 1ST CLASS WRECKER SERVICE LLC</b> Totals									
						Invoices	1		\$250.00
Vendor <b>1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC.</b>									
481811/6	Misc Bolts/Hardware/STREET	Open		09/04/2024	01/10/2025	09/04/2024			.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>	
	1/4 page full color ad/tourism - Misc		1.0000	EA	.9900	.99			
	Bolts/Hardware/STREET								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2699 (General Fund-Street Department-Other building materials)							.99	
	Invoice Items			1					
482091/6	Caulk Foam - MAINT	Open		09/11/2024	01/10/2025	09/11/2024			9.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Caulk Foam - MAINT		1.0000	EA	9.9900	9.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							9.99	
	Invoice Items			1					
483003/6	C Batteries/UTILITY	Open		10/02/2024	01/10/2025	10/02/2024			18.99
<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>	
	1/4 page full color ad/tourism - C Batteries/UTILITY		1.0000	EA	18.9900	18.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2001 (Water and Sewer Fund-Utility Department-Office supplies)							18.99	
	Invoice Items			1					
483036/6	Duct tape - B&D	Open		10/03/2024	01/10/2025	10/03/2024			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 - Duct tape - B&D		1.0000	EA	6.5900	6.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-2001 (General Fund-Building & Development Services-Office supplies)							6.59	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
483331/6	Construction Adhesive/STREET	Open		10/10/2024	01/10/2025	10/10/2024			13.29
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	1/4 page full color ad/tourism - Construction Adhesive/STREET		1.0000	EA	13.2900	13.29			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2801 (General Fund-Street Department-Hand tools)							13.29	
	Invoice Items				1				
483861/6	WP Misc Supplies - Misc	Open		10/23/2024	01/10/2025	10/23/2024			17.73
<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>	
	Misc. supplies / WTP - WP Misc Supplies - Misc		1.0000	EA	17.7300	17.73			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							17.73	
	Invoice Items				1				
485424/6	Varnish - MAINT	Open		12/02/2024	01/10/2025	12/02/2024			26.59
<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 - Varnish - MAINT		1.0000	EA	26.5900	26.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)				PK 1012 (LINDER SPORTS COMPLEX)			26.59	
	Invoice Items				1				
485587/6	Small hand tools - B&D	Open		12/05/2024	01/10/2025	12/05/2024			28.57
<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>	
	Hand Tools / B&D - Small hand tools - B&D		1.0000	EA	28.5700	28.57			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-2801 (General Fund-Building & Development Services-Hand tools)							28.57	
	Invoice Items				1				
485762/6	WW Misc. Supplies	Open		12/09/2024	01/10/2025	12/09/2024			19.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	19.9800	19.98			
	<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.)			19.98	
	Invoice Items				1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
485781/6	Mulch - MAINT	Open		12/10/2024	01/10/2025	12/10/2024			91.80
<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 - Mulch - MAINT		1.0000	EA	91.8000	91.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							91.80	
	Invoice Items			1					
485806/6	WP Hand Tools	Open		12/10/2024	01/10/2025	12/10/2024			40.57
<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>	
	Hand tools / WTP - WP Hand Tools		1.0000	EA	40.5700	40.57			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2801 (Water and Sewer Fund-Water Treatment Plant-Hand tools)							40.57	
	Invoice Items			1					
485829/6	Duct Tape/UTILITY	Open		12/11/2024	01/10/2025	12/11/2024			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>	
	1/4 page full color ad/tourism - Duct Tape/UTILITY		1.0000	EA	8.9900	8.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							8.99	
	Invoice Items			1					
485833/6	Galvanized Couplings/UTILITY	Open		12/11/2024	01/10/2025	12/11/2024			12.96
<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>	
	1/4 page full color ad/tourism - Galvanized Couplings/UTILITY		1.0000	EA	12.9600	12.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							12.96	
	Invoice Items			1					
485835/6	Mulch - MAINT	Open		12/11/2024	01/10/2025	12/11/2024			22.95
<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 - Mulch - MAINT		1.0000	EA	22.9500	22.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							22.95	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
485842/6	Galvanized Fittings/UTILITY	Open		12/11/2024	01/10/2025	12/11/2024			2.59
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	1/4 page full color ad/tourism - Galvanized Fittings/UTILITY		1.0000	EA	2.5900	2.59			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							2.59	
	Invoice Items			1					
485892/6	WW Janitor Expense - Towels, Cleaners, etc	Open		12/12/2024	01/10/2025	12/12/2024			59.77
<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>	
	Janitorial & cleaning supplies - WW Janitor Expense - Towels, Cleaners, etc		1.0000	EA	59.7700	59.77			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2301 (Water and Sewer Fund-Waste Water Treatment Plant-Janitorial & cleaning supplies)							59.77	
	Invoice Items			1					
485893/6	City Hall faucets - MAINT	Open		12/12/2024	01/10/2025	12/12/2024			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>	
	Repair of buildings and facilities - City Hall faucets - MAINT		1.0000	EA	35.9600	35.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)				PK 1016 (CITY HALL)			35.96	
	Invoice Items			1					
485917/6	WW Misc. Supplies	Open		12/12/2024	01/10/2025	12/12/2024			39.98
<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 repair & maintenance - WW Misc. Supplies		1.0000	EA	39.9800	39.98			
	<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.)			39.98	
	Invoice Items			1					
485922/6	Spray Paint/UTILITY	Open		12/12/2024	01/10/2025	12/12/2024			26.87
<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>	
	1/4 page full color ad/tourism - Spray Paint/UTILITY		1.0000	EA	26.8700	26.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2303 (Water and Sewer Fund-Utility Department-Repair & maintenance chemicals)							26.87	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
485969/6	Batteries for car key fobs - PD	Open		12/13/2024	01/10/2025	12/13/2024			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>	
	Vehicle parts and supplies - Batteries for car key fobs - PD		1.0000	EA	27.9800	27.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			27.98	
	Invoice Items			1					
485970/6	WW Misc. Supplies	Open		12/13/2024	01/10/2025	12/13/2024			6.99
<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	6.9900	6.99			
	<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.)			6.99	
	Invoice Items			1					
486012/6	Safety Tape/UTILITY	Open		12/16/2024	01/10/2025	12/16/2024			18.98
<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>	
	1/4 page full color ad/tourism - Safety Tape/UTILITY		1.0000	EA	18.9800	18.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							18.98	
	Invoice Items			1					
486019/6	Screws and fasteners for wall project - FD	Open		12/16/2024	01/10/2025	12/16/2024			55.98
<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 - Screws and fasteners for wall project - FD		1.0000	EA	55.9800	55.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2699 (General Fund-Fire Department-Other building materials)							55.98	
	Invoice Items			1					
486033/6	WW Misc. Supplies	Open		12/16/2024	01/10/2025	12/16/2024			62.61
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	62.6100	62.61			
	<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.)			62.61	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
486046/6	Misc Bolts/UTILITY	Open		12/16/2024	01/10/2025	12/16/2024			1.44
<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>	
	1/4 page full color ad/tourism - Misc Bolts/UTILITY		1.0000	EA	1.4400	1.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							1.44	
				Invoice Items	1				
486145/6	WW Misc. Supplies	Open		12/18/2024	01/10/2025	12/18/2024			6.92
<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>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	6.9200	6.92			
	<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.)			6.92	
				Invoice Items	1				
486191/6	WW Misc. Supplies	Open		12/19/2024	01/10/2025	12/19/2024			24.53
<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>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	24.5300	24.53			
	<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.)			24.53	
				Invoice Items	1				
486327/6	Squad keys for 176 and 136 - PD	Open		12/26/2024	01/10/2025	12/26/2024			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>	
	Vehicle parts and supplies - Squad keys for 176 and 136 - PD		1.0000	EA	15.9600	15.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			15.96	
				Invoice Items	1				
486333/6	WP Hand Tools	Open		12/26/2024	01/10/2025	12/26/2024			36.46
<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>	
	Hand tools / WTP - WP Hand Tools		1.0000	EA	36.4600	36.46			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2801 (Water and Sewer Fund-Water Treatment Plant-Hand tools)							36.46	
				Invoice Items	1				
Vendor 1033 - ACE HARDWARE 651 - NIEMANN FOODS, INC. Totals						Invoices	29		\$743.01





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3562 - AETNA INC. - Amb.Refund</b>									
CHA35110	Overpayment of CHA35110 - FD	Open		12/31/2024	01/10/2025	12/31/2024			581.50
<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>	
	Refund - Ambulance Overpayment -		1.0000	EA	581.5000	581.50			
	Overpayment of CHA35110 - FD								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							581.50	
	Invoice Items			1					
Vendor <b>3562 - AETNA INC. - Amb.Refund</b> Totals									
						Invoices	1		\$581.50
Vendor <b>4494 - AIR ONE EQUIPMENT, INC</b>									
214822	Gloves - FD	Open		12/12/2024	01/10/2025	12/12/2024			450.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Safety gear & clothing - Gloves - FD		1.0000	EA	450.0000	450.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2704 (General Fund-Fire Department-Safety gear & clothing)							450.00	
	Invoice Items			1					
Vendor <b>4494 - AIR ONE EQUIPMENT, INC</b> Totals									
						Invoices	2		\$707.00
Vendor <b>4134 - AIRGAS USA, LLC</b>									
9156666498	WP Chemicals - CO2	Open		12/19/2024	01/10/2025	12/19/2024			1,768.52
<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>	
	Chemicals / WTP - WP Chemicals - CO2		1.0000	EA	1,768.5200	1,768.52			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							1,768.52	
	Invoice Items			1					
Vendor <b>4134 - AIRGAS USA, LLC</b> Totals									
						Invoices	1		\$1,768.52
Vendor <b>1029 - ALTORFER INC</b>									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
PC330214993	WW Equipment Expense - Generator	Open		12/03/2024	01/10/2025	12/03/2024			63.87
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Misc. services - WW Equipment Expense - Generator	1.0000	EA	63.8700	63.87				
	G/L Account			Project			Amount		
	61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of operating equipment)			0000 (0000 - Misc. Equip.)			63.87		
	Invoice Items			1					
WO430072219	WW Generator Repair	Open		12/16/2024	01/10/2025	12/16/2024			1,779.57
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Misc. services - WW Generator Repair	1.0000	EA	1,779.5700	1,779.57				
	G/L Account			Project			Amount		
	61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of operating equipment)			0000 (0000 - Misc. Equip.)			1,779.57		
	Invoice Items			1					
Vendor 1029 - ALTORFER INC Totals						Invoices	2		\$1,843.44
Vendor 3248 - AMEREN ILLINOIS									
0022102010 11/24	2600 McKinley Ave/WTP	Open		11/30/2024	01/10/2025	11/30/2024			630.06
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Electricity & gas - 2600 McKinley Ave/WTP	1.0000	EA	630.0600	630.06				
	G/L Account			Project			Amount		
	61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)						630.06		
	Invoice Items			1					
0515005618 11/24	404 10th St - fire station #1/FD	Open		11/30/2024	01/10/2025	11/30/2024			156.43
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Electricity & gas - 404 10th St - fire station #1/FD	1.0000	EA	156.4300	156.43				
	G/L Account			Project			Amount		
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)						156.43		
	Invoice Items			1					
1518062014 11/24	815 Adkins Dr/GARAGE/W/S/UTILITY	Open		11/30/2024	01/10/2025	11/30/2024			485.02
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Electricity & gas - 815 Adkins Dr/GARAGE/W/S/UTILITY	1.0000	EA	485.0200	485.02				
	G/L Account			Project			Amount		
	11-4311-3403 (General Fund-City Garage-Electricity & gas)						485.02		
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
1735007511 11/24 <i>P.O. Number</i>	1200 W Madison Ave/WWTP <i>Item Description</i>	Open		11/30/2024	01/10/2025	11/30/2024			358.94
	Electricity & gas - 1200 W Madison Ave/WWTP			Quantity 1.0000 U/M EA Amount/Unit 358.9400	Total Amount 358.94	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)						358.94		
	Invoice Items			1					
1856042013 11/24 <i>P.O. Number</i>	Electricity charge - FD/MAINT <i>Item Description</i>	Open		11/30/2024	01/10/2025	11/30/2024			332.43
	Electricity & gas - Electricity charge - FD/MAINT			Quantity 1.0000 U/M EA Amount/Unit 332.4300	Total Amount 332.43	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)				PK 1018 (LOXA RESTAREA)		83.23		
	11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)				PK 1012 (LINDER SPORTS COMPLEX)		195.36		
	11-4221-3403 (General Fund-Fire Department-Electricity & gas)						53.84		
	Invoice Items			1					
3135002811 11/24 <i>P.O. Number</i>	614 6th St/PD <i>Item Description</i>	Open		11/30/2024	01/10/2025	11/30/2024			96.20
	Electricity & gas - 614 6th St/PD			Quantity 1.0000 U/M EA Amount/Unit 96.2000	Total Amount 96.20	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4210-3403 (General Fund-Police Department-Electricity & gas)						96.20		
	Invoice Items			1					
9535008516 11/24 <i>P.O. Number</i>	900 Smith Dr - pool/REC <i>Item Description</i>	Open		11/30/2024	01/10/2025	11/30/2024			79.97
	Electricity & gas - 900 Smith Dr - pool/REC			Quantity 1.0000 U/M EA Amount/Unit 79.9700	Total Amount 79.97	Vendor Catalog Part Number	Contract Number		
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	22-4520-3403 (Playground & Recreation Fund-Pool-Electricity & gas)				PK 1020 (ROTARY COMMUNITY AQUATIC CENTER - POOL)		79.97		
	Invoice Items			1					
Vendor 3248 - AMEREN ILLINOIS Totals						Invoices	7		\$2,139.05
Vendor 3765 - AMERICAN RESPONSE VEHICLES, INC.									
16220 <i>P.O. Number</i>	Door holder grabber - FD <i>Item Description</i>	Open		12/20/2024	01/10/2025	12/20/2024			68.05
	Vehicle parts and supplies - Door holder grabber - FD			Quantity 1.0000 U/M EA Amount/Unit 68.0500	Total Amount 68.05	Vendor Catalog Part Number	Contract Number		
	<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.)		68.05		
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3765 - AMERICAN RESPONSE VEHICLES, INC.</b> Totals									
Invoices							1		\$68.05
Vendor <b>4623 - ARNDT MUNICIPAL SERVICES INC</b>									
347	2024 Retreat Facilitation 50% - CONTINGENCY	Open		12/13/2024	01/10/2025	12/13/2024			2,750.00
<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>	
	Contingency - 2024 Retreat Facilitation 50% - CONTINGENCY		1.0000	EA	2,750.0000	2,750.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4098-7000 (General Fund-Contingencies-Contingencies)							2,750.00	
	Invoice Items			1					
Vendor <b>4623 - ARNDT MUNICIPAL SERVICES INC</b> Totals									
Invoices							1		\$2,750.00
Vendor <b>3128 - AUTOMOTIVE EQUIPMENT SALES &amp; SERVICE</b>									
51541	New Cables & Rollers on 4 Post Car Lift/GARAGE/MECHANIC	Open		11/26/2024	01/10/2025	11/26/2024			3,463.66
<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>	
	1/4 page full color ad/tourism - New Cables & Rollers on 4 Post Car Lift/GARAGE/MECHANIC		1.0000	EA	3,463.6600	3,463.66			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4311-3999 (General Fund-City Garage-Other contractual services)							3,463.66	
	Invoice Items			1					
Vendor <b>3128 - AUTOMOTIVE EQUIPMENT SALES &amp; SERVICE</b> Totals									
Invoices							1		\$3,463.66
Vendor <b>4263 - AXON ENTERPRISES INC</b>									
Dec2024	Taser 10 live cartridges - PD	Open		12/16/2024	01/10/2025	12/16/2024			5,262.40
<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>	
	Ammunition & Supplies - Taser 10 live cartridges - PD		1.0000	EA	5,262.4000	5,262.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2110 (General Fund-Police Department-Ammunition & supplies)							5,262.40	
	Invoice Items			1					
Vendor <b>4263 - AXON ENTERPRISES INC</b> Totals									
Invoices							1		\$5,262.40
Vendor <b>2716 - BANK OF AMERICA Commercial Card</b>									
Sams 11/08	CKC snacks - REC/KM	Open		11/08/2024	01/10/2025	11/08/2024			148.12
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other supplies - CKC snacks - REC/KM		1.0000	EA	148.1200	148.12			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1004 3000 (Afterschool Club)			148.12	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
apple 11924	iCloud Subscription - PD - JS	Open		11/09/2024	12/26/2024	11/09/2024			.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>	
	Investigation expenses - iCloud Subscription - PD - JS		1.0000	EA	.9900	.99			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4210-3195 (General Fund-Police Department-Investigation Expenses)							.99	
	Invoice Items			1					
landsend 110924	Lori uniform order - HR - CG	Open		11/09/2024	12/26/2024	11/09/2024			81.86
<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>	
	Uniforms - EB - Lori uniform order - HR - LH		1.0000	EA	81.8600	81.86			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4700-2701 (General Fund-Human Resources-Uniforms)							81.86	
	Invoice Items			1					
Walmart 11/09	SCK snacks and Health Safety Check - REC/KM	Open		11/09/2024	01/10/2025	11/09/2024			36.17
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Supplies / REC - SCK snacks and Health Safety Check - REC/KM		1.0000	EA	36.1700	36.17			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)						REC 1004 3000 (Afterschool Club)	36.17	
	Invoice Items			1					
Amazon 11/11/24	Folder for new hire paperwork - REC/DR	Open		11/11/2024	01/10/2025	11/11/2024			57.39
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - REC - Folder for new hire paperwork - REC/DR		1.0000	EA	57.3900	57.39			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	22-4510-2001 (Playground & Recreation Fund-Recreation Programs-Office supplies)							57.39	
	Invoice Items			1					
amaz 11-12-24	Emergency exit signs & lights for pool - MAINT - SB	Open		11/12/2024	12/26/2024	11/12/2024			286.95
<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>	
	Repair of buildings and facilities - Emergency exit signs & lights for pool - MAINT - SB		1.0000	EA	286.9500	286.95			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)							286.95	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
amaz 11122024	Fire extinguishers - PD - JS	Open		11/12/2024	12/26/2024	11/12/2024			63.24
<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>	
	Operating Equipment - Fire extinguishers - PD - JS		1.0000	EA	63.2400	63.24			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2107 (General Fund-Police Department-Operating Supplies)							63.24	
	<i>Invoice Items</i>				1				
amaz 111224	Office supplies - PD - JS	Open		11/12/2024	12/26/2024	11/12/2024			40.68
<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>	
	Office Supplies - Office supplies - PD - JS		1.0000	EA	40.6800	40.68			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							40.68	
	<i>Invoice Items</i>				1				
Dollar T 11/12	CKC 1st aid supplies - REC/KM	Open		11/12/2024	01/10/2025	11/12/2024			6.25
<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>	
	Other Supplies / REC - CKC 1st aid supplies - REC/KM		1.0000	EA	6.2500	6.25			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1004 3000 (Afterschool Club)			6.25	
	<i>Invoice Items</i>				1				
First to 11/12	Singlets for Wrestling Club - REC/HD	Open		11/12/2024	01/10/2025	11/12/2024			855.00
<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 / REC - Singlets for Wrestling Club - REC/HD		1.0000	EA	855.0000	855.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2701 (Playground & Recreation Fund-Recreation Programs-Uniforms)				REC 1002 1700 (Wrestling Club)			855.00	
	<i>Invoice Items</i>				1				
county mark1113	Drinks and plates for citizens police academy - PD - HT	Open		11/13/2024	12/26/2024	11/13/2024			28.27
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Public education - Drinks and plates for citizens police academy - PD - HT		1.0000	EA	28.2700	28.27			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3110 (General Fund-Police Department-Public education)							28.27	
	<i>Invoice Items</i>				1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
pagliais 111324	Meal for CPD Citizens Police Academy Graduation - PD - HT	Open		11/13/2024	12/26/2024	11/13/2024			110.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Public education - Meal for CPD Citizens Police Academy Graduation - PD - HT		1.0000	EA	110.0000	110.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3110 (General Fund-Police Department-Public education)							110.00	
	<i>Invoice Items</i>				1				
jimmyjo 11/14/24	Food for CM & DCM during retreat review meeting - ADMIN - SS	Open		11/14/2024	12/26/2024	11/14/2024			33.28
<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>	
	Public relations - Food for CM & DCM during retreat review meeting - ADMIN - SS		1.0000	EA	33.2800	33.28			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)							33.28	
	<i>Invoice Items</i>				1				
Jimmyjo 111424	Lunch for benefit from vendors - HR - CG	Open		11/14/2024	12/26/2024	11/14/2024			79.50
<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>	
	Other consulting services - Lunch for benefit from vendors - HR - CG		1.0000	EA	79.5000	79.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-3106 (General Fund-Human Resources-Other consulting services)							79.50	
	<i>Invoice Items</i>				1				
New Geneva 11/14	Hotel for Main Street IL. Conference - TOUR/LH	Open		11/14/2024	01/10/2025	11/14/2024			266.38
<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>	
	Education & training expense - Hotel for Main Street IL. Conference - TOUR/LH		1.0000	EA	266.3800	266.38			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4099-3706 (General Fund-Tourism-Education & training expense)							266.38	
	<i>Invoice Items</i>				1				
wm 11/14/24	Flash drives and post it notes - ADMIN - PG	Open		11/14/2024	12/26/2024	11/14/2024			46.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - Flash drives and post it notes - ADMIN - PG		1.0000	EA	46.9800	46.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
wm 11/14/24	Flash drives and post it notes - ADMIN - PG	Open		11/14/2024	12/26/2024	11/14/2024			46.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							46.98	
	Invoice Items			1					
IL Toll 11/15	Tolls for roadways to Main Street IL. Conference - TOUR/LH	Open		11/15/2024	01/10/2025	11/15/2024			13.60
<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>	
	Education & training expense - Tolls for roadways to Main Street IL. Conference - TOUR/LH		1.0000	EA	13.6000	13.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4099-3706 (General Fund-Tourism-Education & training expense)							13.60	
	Invoice Items			1					
landsend 111524	Diane uniform order - HR - CG	Open		11/15/2024	12/26/2024	11/15/2024			42.36
<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>	
	Uniforms - EB - Diane uniform order - HR - CG		1.0000	EA	42.3600	42.36			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-2701 (General Fund-Human Resources-Uniforms)							42.36	
	Invoice Items			1					
amaz 11172024	Christmas cards - PD - JS	Open		11/17/2024	12/26/2024	11/17/2024			36.96
<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>	
	Public education - Christmas cards - PD - JS		1.0000	EA	36.9600	36.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3110 (General Fund-Police Department-Public education)							36.96	
	Invoice Items			1					
amaz 111724	Office supplies - PD - JS	Open		11/17/2024	12/26/2024	11/17/2024			39.21
<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>	
	Office Supplies - Office supplies - PD - JS		1.0000	EA	39.2100	39.21			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							39.21	
	Invoice Items			1					





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
Amazon 11/17	Boots for Brayden - MAINT/CJA	Open		11/17/2024	01/10/2025	11/17/2024			100.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Safety gear & clothing - Boots for Brayden - MAINT/CJA		1.0000	EA	100.0000	100.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2704 (General Fund-Parks & Maintenance Department-Safety gear & clothing)							100.00	
				Invoice Items	1				
Walmart 11/17	CKC markers - REC/KM	Open		11/17/2024	01/10/2025	11/17/2024			15.97
<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 Supplies / REC - CKC markers - REC/KM		1.0000	EA	15.9700	15.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs- Other supplies)				REC 1004 3000 (Afterschool Club)			15.97	
				Invoice Items	1				
column 11/18/24	Publication of notice to remediate 5 NE St - B&D - SB	Open		11/18/2024	12/26/2024	11/18/2024			284.90
<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>	
	Demolition & clearing service - Publication of notice to remediate 5 NE St - B&D - SB		1.0000	EA	284.9000	284.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-3104 (General Fund-Building & Development Services- Demolition & clearing services)							284.90	
				Invoice Items	1				
IL Dept PH 11/19	IDPH Sheahan Paramedic License - FD - RB	Open		11/19/2024	12/26/2024	11/19/2024			61.35
<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>	
	Education & training expense - IDPH Sheahan Paramedic License - FD - RB		1.0000	EA	61.3500	61.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3706 (General Fund-Fire Department-Education & training expense)							61.35	
				Invoice Items	1				
Walmart 11/19	Office supplies - REC/KM	Open		11/19/2024	01/10/2025	11/19/2024			6.42
<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>	
	Office Supplies - REC - Office supplies - REC/KM		1.0000	EA	6.4200	6.42			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2001 (Playground & Recreation Fund-Recreation Programs- Office supplies)							6.42	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
wm 111924	Lunch and learn drinks, cookies, and plates - HR - CG	Open		11/19/2024	12/26/2024	11/19/2024			61.45
<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 consulting services - Lunch and learn drinks, cookies, and plates - HR - CG		1.0000	EA	61.4500	61.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	40-4950-3106 (Health Self-Insurance Fund-Insurance Expenses-Other consulting services)							61.45	
				Invoice Items	1				
Dominos 11/20	Food for Lunch and Learn - MAINT/CJA	Open		11/20/2024	01/10/2025	11/20/2024			3.00
<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 - Food for Lunch and Learn - MAINT/CJA		1.0000	EA	3.0000	3.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	40-4950-3106 (Health Self-Insurance Fund-Insurance Expenses-Other consulting services)							3.00	
				Invoice Items	1				
Dominos 11/20/24	Food for Lunch and Learn - MAINT/CJA	Open		11/20/2024	01/10/2025	11/20/2024			158.95
<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>	
	Other consulting services - Food for Lunch and Learn - MAINT/CJA		1.0000	EA	158.9500	158.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	40-4950-3106 (Health Self-Insurance Fund-Insurance Expenses-Other consulting services)							158.95	
				Invoice Items	1				
ets 11/20/24	Meal for CM at ILCMA meeting - ADMIN - SS	Open		11/20/2024	12/26/2024	11/20/2024			21.12
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Public relations - Meal for CM at ILCMA meeting - ADMIN - SS		1.0000	EA	21.1200	21.12			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)							21.12	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
Amazon 11/21	CKC grant purchase - REC/KM	Open		11/21/2024	01/10/2025	11/21/2024			471.28
<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>	
	Affiliate expense- reimbursed - CKC grant purchase - REC/KM		1.0000	EA	471.2800	471.28			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)				REC 1004 3000 (Afterschool Club)			471.28	
	Invoice Items			1					
microsoft 11/21	HEVC video extensions to open pics sent from iphone - ADMIN-PG	Open		11/21/2024	12/26/2024	11/21/2024			1.06
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - HEVC video extensions to open pics sent from iphone - ADMIN-PG		1.0000	EA	1.0600	1.06			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							1.06	
	Invoice Items			1					
Nuts 11/21	Chestnuts for roasting at CIH - TOUR/LH	Open		11/21/2024	01/10/2025	11/21/2024			320.78
<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>	
	Affiliate expense- reimbursed - Chestnuts for roasting at CIH - TOUR/LH		1.0000	EA	320.7800	320.78			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)							320.78	
	Invoice Items			1					
SQ*KAZ 11/21	Deposit for tents - TOUR/LH	Open		11/21/2024	01/10/2025	11/21/2024			98.75
<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>	
	Affiliate expense- reimbursed - Deposit for tents - TOUR/LH		1.0000	EA	98.7500	98.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)							98.75	
	Invoice Items			1					
staples 11/21/24	Copy paper - ADMIN - PG	Open		11/21/2024	12/26/2024	11/21/2024			163.95
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - Copy paper - ADMIN - PG		1.0000	EA	163.9500	163.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							163.95	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
amaz 11/22/24	USB adapters for IPADS for vehicles - FD - RB	Open		11/22/2024	12/26/2024	11/22/2024			41.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - USB adapters for IPADS for vehicles - FD - RB		1.0000	EA	41.9400	41.94			
	<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.)			41.94	
	Invoice Items				1				
Amazon 11/23/24	Medals for Youth Volleyball - REC/BH	Open		11/23/2024	01/10/2025	11/23/2024			153.15
<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>	
	Other Supplies / REC - Medals for Youth Volleyball - REC/BH		1.0000	EA	153.1500	153.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1002 1680 (Youth volleyball)			153.15	
	Invoice Items				1				
Amazon 11/24/24	CKC grant purchase - REC/KM	Open		11/24/2024	01/10/2025	11/24/2024			497.61
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Affiliate expense- reimbursed - CKC grant purchase - REC/KM		1.0000	EA	497.6100	497.61			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)				REC 1004 3000 (Afterschool Club)			497.61	
	Invoice Items				1				
ACE 11/25	Cable ties for CIH - TOUR/LH	Open		11/25/2024	01/10/2025	11/25/2024			21.95
<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>	
	Affiliate expense- reimbursed - Cable ties for CIH - TOUR/LH		1.0000	EA	21.9500	21.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)							21.95	
	Invoice Items				1				
amaz 11252024	Wall pocket - PD - JS	Open		11/25/2024	12/26/2024	11/25/2024			21.78
<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>	
	Office Supplies - Wall pocket - PD - JS		1.0000	EA	21.7800	21.78			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							21.78	
	Invoice Items				1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
Amazon 11/25/24	CKC clipboards and office supplies - REC/KM	Open		11/25/2024	01/10/2025	11/25/2024			64.45
<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 Supplies / REC - CKC clipboards and office supplies - REC/KM		1.0000	EA	64.4500	64.45			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)					REC 1004 3000 (Afterschool Club)		19.84	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)					REC 1004 3120 (Day Camp)		44.61	
	Invoice Items			1					
illinoistoll1125	Toll charges and fees - IS - MH	Open		11/25/2024	12/26/2024	11/25/2024			25.40
<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>	
	Travel expense / lodging, fuel, meals - Toll charges and fees - IS - MH		1.0000	EA	25.4000	25.40			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4060-3707 (General Fund-Information Services-Travel expenses)							25.40	
	Invoice Items			1					
casa&villa11/24	Appreciation lunch during online training - STREET - CB	Open		11/26/2024	12/26/2024	11/26/2024			656.50
<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>	
	Other maintenance supplies - Appreciation lunch during online training - STREET - CB		1.0000	EA	656.5000	656.50			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4310-2310 (General Fund-Street Department-Other maintenance supplies)							656.50	
	Invoice Items			1					
ILCMA 11/26/24	ILCMA Membership - ADMIN - SB	Open		11/26/2024	12/26/2024	11/26/2024			158.75
<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>	
	Professional membership - ILCMA Membership - ADMIN - SB		1.0000	EA	158.7500	158.75			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4001-3704 (General Fund-Administration & Boards- Manager-Professional memberships)							158.75	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
lifevac 112624	Life Vac life saving device for patrol - PD - HT	Open		11/26/2024	12/26/2024	11/26/2024			121.31
<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>	
	Other supplies - Life Vac life saving device for patrol - PD - HT		1.0000	EA	121.3100	121.31			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							121.31	
	<i>Invoice Items</i>				1				
OTC 11/26	Candy for Santa bags - TOUR/LH	Open		11/26/2024	01/10/2025	11/26/2024			117.85
<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>	
	Affiliate expense- reimbursed - Candy for Santa bags - TOUR/LH		1.0000	EA	117.8500	117.85			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)							117.85	
	<i>Invoice Items</i>				1				
landsend 112924	Brooke's uniform order - HR - CG	Open		11/29/2024	12/26/2024	11/29/2024			169.47
<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>	
	Uniforms - EB - Brooke's uniform order - HR - CG		1.0000	EA	169.4700	169.47			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-2701 (General Fund-Human Resources-Uniforms)							169.47	
	<i>Invoice Items</i>				1				
wm 11-29-24	Indexes for binders - ADMIN - PG	Open		11/29/2024	12/26/2024	11/29/2024			28.68
<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>	
	Office Supplies - Indexes for binders - ADMIN - PG		1.0000	EA	28.6800	28.68			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							28.68	
	<i>Invoice Items</i>				1				
Lincoln 11/30	Leashes for prize bags for Santa Paws - TOUR/LH	Open		11/30/2024	01/10/2025	11/30/2024			48.10
<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>	
	Affiliate expense- reimbursed - Leashes for prize bags for Santa Paws - TOUR/LH		1.0000	EA	48.1000	48.10			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)							48.10	
	<i>Invoice Items</i>				1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
ILDPH 12/02/24	IDPH Paramedic Renewal for Armstrong - FD - RB	Open		12/02/2024	12/26/2024	12/02/2024			41.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Education & training expense - IDPH Paramedic Renewal for Armstrong - FD - RB		1.0000	EA	41.0000	41.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3706 (General Fund-Fire Department-Education & training expense)							41.00	
	Invoice Items			1					
Sports 12/02	New Volleyball net for Youth Volleyball - REC/HD	Open		12/02/2024	01/10/2025	12/02/2024			446.90
<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>	
	Affiliate expense- reimbursed - New Volleyball net for Youth Volleyball - REC/HD		1.0000	EA	446.9000	446.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1002 1680 (Youth volleyball)			156.87	
	22-4510-3997 (Playground & Recreation Fund-Recreation Programs-Affiliate expenses)							290.03	
	Invoice Items			1					
U of I Crop12/02	Pesticide testing and training for Dahlke/Applegate - MAINT/CJA	Open		12/02/2024	01/10/2025	12/02/2024			115.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Education & training expense - Pesticide testing and training for Dahlke/Applegate - MAINT/CJA		1.0000	EA	115.0000	115.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3706 (General Fund-Parks & Maintenance Department-Education & training expense)							115.00	
	Invoice Items			1					
uspcas 12224	Thornton's USPCA Annual Membership - PD - HT	Open		12/02/2024	12/26/2024	12/02/2024			50.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Professional membership - Thornton's USPCA Annual Membership - PD - HT		1.0000	EA	50.0000	50.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3704 (General Fund-Police Department-Professional memberships)							50.00	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
amaz 12032024	Fire extinguishers for cars 4 & 6 - PD - JS	Open		12/03/2024	12/26/2024	12/03/2024			126.48
<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>		
	Operating Equipment - Fire extinguishers for cars 4 & 6 - PD - JS	1.0000	EA	126.4800	126.48				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4210-2107 (General Fund-Police Department-Operating Supplies)						126.48		
	<i>Invoice Items</i>			1					
column 12032024	Notice of retreat for city - CLERK - DM	Open		12/03/2024	12/26/2024	12/03/2024			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>		
	Legal notice publishing - Notice of retreat for city - CLERK - DM	1.0000	EA	27.7600	27.76				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4002-3206 (General Fund-City Clerk-Legal notice publishing)						27.76		
	<i>Invoice Items</i>			1					
Column 12324	Bid opening for Lovers Lane Street Lighting - CLERK - DM	Open		12/03/2024	12/26/2024	12/03/2024			84.11
<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>		
	Legal notice publishing - Bid opening for Lovers Lane Street Lighting - CLERK - DM	1.0000	EA	84.1100	84.11				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4002-3206 (General Fund-City Clerk-Legal notice publishing)						84.11		
	<i>Invoice Items</i>			1					
ebay 12/3/24	Certificate papers and certificate holders - HR - PG	Open		12/03/2024	12/26/2024	12/03/2024			65.91
<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>		
	Employee recognition dinner expense /EB - Certificate papers and certificate holders - HR - PG	1.0000	EA	65.9100	65.91				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4700-3196 (General Fund-Human Resources-Employee Recognition Dinner)						65.91		
	<i>Invoice Items</i>			1					





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
offofwater2024	Training courses for operators & ww CEU's - WWTP - RM	Open		12/03/2024	12/26/2024	12/03/2024			175.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Education & training expense - Training courses for operators & ww CEU's - WWTP - RM		1.0000	EA	175.0000	175.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3706 (Water and Sewer Fund-Waste Water Treatment Plant-Education & training expense)							175.00	
			Invoice Items		1				
Walmart 12/03/24	CS storage materials - REC/KM	Open		12/03/2024	01/10/2025	12/03/2024			16.67
<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>	
	Other Supplies / REC - CS storage materials - REC/KM		1.0000	EA	16.6700	16.67			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs-Other supplies)				REC 1004 3000 (Afterschool Club)			16.67	
			Invoice Items		1				
USPCA 12/4/24	Annual USPCA membership dues - PD - CD	Open		12/04/2024	12/26/2024	12/04/2024			50.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Professional membership - Annual USPCA membership dues - PD - CD		1.0000	EA	50.0000	50.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3704 (General Fund-Police Department-Professional memberships)							50.00	
			Invoice Items		1				
zombiebox12/4/24	Cable card grommets - GOVTC - PG	Open		12/04/2024	12/26/2024	12/04/2024			101.50
<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>	
	Other capital expense - Cable card grommets - GOVTC - PG		1.0000	EA	101.5000	101.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	45-0000-4604 (GovTC-Non-departmental-Other capital expense)							101.50	
			Invoice Items		1				
kirby 12524	K-9 training equipment - PD - KK	Open		12/05/2024	12/26/2024	12/05/2024			53.50
<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>	
	Other capital expense - K-9 training equipment - PD - KK		1.0000	EA	53.5000	53.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
kirby 12524	K-9 training equipment - PD - KK	Open		12/05/2024	12/26/2024	12/05/2024			53.50
<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>	
	11-4210-4604 (General Fund-Police Department-Other capital expense)			K9 (K-9 Program)				53.50	
			Invoice Items	1					
precision12/5/24	K-9 narcotic training aide - PD - KK	Open		12/05/2024	12/26/2024	12/05/2024			111.99
<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 capital expense - K-9 narcotic training aide - PD - KK		1.0000	EA	111.9900	111.99			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4210-4604 (General Fund-Police Department-Other capital expense)			K9 (K-9 Program)				111.99	
			Invoice Items	1					
Walmart 12/05	Snacks for ASC - REC/KM	Open		12/05/2024	01/10/2025	12/05/2024			31.88
<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>	
	Other Supplies / REC - Snacks for ASC - REC/KM		1.0000	EA	31.8800	31.88			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	22-4510-2119 (Playground & Recreation Fund-Recreation Programs- Other supplies)			REC 1004 3000 (Afterschool Club)				31.88	
			Invoice Items	1					
wm 12-5-24	Plates, napkins, silverware, cups, candy for retreat - ADMIN-PG	Open		12/05/2024	12/26/2024	12/05/2024			107.57
<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>	
	Public relations - Plates, napkins, silverware, cups, candy for retreat - ADMIN-PG		1.0000	EA	107.5700	107.57			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)							107.57	
			Invoice Items	1					
Vendor 2716 - BANK OF AMERICA Commercial Card Totals									\$7,774.38
Invoices 64									
Vendor 1075 - BATTERY SPECIALISTS									
323544	Battery/STREET	Open		10/17/2024	01/10/2025	10/17/2024			99.95
<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>	
	Batteries - Battery/STREET		1.0000	EA	99.9500	99.95			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)			0788 (0788 2014 Ford F150 #110)				99.95	
			Invoice Items	1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
324814	Battery for #301 - FD	Open		12/05/2024	01/10/2025	12/05/2024			47.95
<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 - Battery for #301 - FD		1.0000	EA	47.9500	47.95			
	<i>G/L Account</i>			<i>Project</i>		<i>Amount</i>			
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)			0045 (2021 Ford F150 FD Pickup)		47.95			
	<i>Invoice Items</i>			1					
325138	Battery for 3341- FD	Open		12/18/2024	01/10/2025	12/18/2024			189.95
<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 - Battery for 3341- FD		1.0000	EA	189.9500	189.95			
	<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)		189.95			
	<i>Invoice Items</i>			1					
325213	Battery for 7588 - PD	Open		12/20/2024	01/10/2025	12/20/2024			99.95
<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 - Battery for 7588 - PD		1.0000	EA	99.9500	99.95			
	<i>G/L Account</i>			<i>Project</i>		<i>Amount</i>			
	11-4210-2401 (General Fund-Police Department-Vehicle parts & supplies)			7588 (7588 - 2011 Ford Fusion)		99.95			
	<i>Invoice Items</i>			1					
325265	WP Misc Supplies - Misc	Open		12/26/2024	01/10/2025	12/26/2024			5.00
<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>	
	Batteries - WP Misc Supplies - Misc		1.0000	EA	5.0000	5.00			
	<i>G/L Account</i>			<i>Project</i>		<i>Amount</i>			
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)					5.00			
	<i>Invoice Items</i>			1					
Vendor 1075 - BATTERY SPECIALISTS Totals					Invoices	5			\$442.80
Vendor 1089 - BIRKEY'S									
P59010	Blades - MAINT	Open		11/19/2024	01/10/2025	11/19/2024			15.73
<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>	
	Vehicle parts & supplies / MAINT - Blades - MAINT		1.0000	EA	15.7300	15.73			
	<i>G/L Account</i>			<i>Project</i>		<i>Amount</i>			
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)			4771 (2020 Hustler Mower)		15.73			
	<i>Invoice Items</i>			1					
Vendor 1089 - BIRKEY'S Totals					Invoices	1			\$15.73



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason		Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3877 - BOLIN ENTERPRISES INC.</b>										
202666	Vehicle Inspection/UTILITY	Open			12/09/2024	01/10/2025	12/09/2024			44.50
<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>		
	1/4 page full color ad/tourism - Vehicle Inspection/UTILITY		1.0000	EA	44.5000	44.50				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>		
	61-4610-3199 (Water and Sewer Fund-Utility Department-Business services)				5850 (5850 - 2004 Ford 1 Ton F350 Truck #42)			44.50		
	Invoice Items				1					
202841	Vehicle Test/UTILITY	Open			12/16/2024	01/10/2025	12/16/2024			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>		
	Vehicle safety test - Vehicle Test/UTILITY		1.0000	EA	67.0000	67.00				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>		
	61-4610-3199 (Water and Sewer Fund-Utility Department-Business services)				4300 (4300 - 2013 Jet Vac Freightliner Vac-Con)			67.00		
	Invoice Items				1					
202927	Safety inspection 3483 - FD	Open			12/18/2024	01/10/2025	12/18/2024			44.50
<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 vehicles - Safety inspection 3483 - FD		1.0000	EA	44.5000	44.50				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>		
	11-4221-3503 (General Fund-Fire Department-Repair of vehicles)				3483 (3483 2016 AEV TramaHawk TypeIII Ambulance)			44.50		
	Invoice Items				1					
Vendor <b>3877 - BOLIN ENTERPRISES INC.</b> Totals							Invoices	3		\$156.00
Vendor <b>1140 - CHARLESTON AREA CHAMBER OF COMMERCE</b>										
1019	CJ and Scott Cole community leaders breakfast - MAINT	Open			11/21/2024	01/10/2025	11/21/2024			50.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Education & training expense - CJ and Scott Cole community leaders breakfast - MAINT		1.0000	EA	50.0000	50.00				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>		
	11-4095-3706 (General Fund-Engineering Department-Education & training expense)							25.00		
	11-4194-3706 (General Fund-Parks & Maintenance Department-Education & training expense)							25.00		
	Invoice Items				1					
Vendor <b>1140 - CHARLESTON AREA CHAMBER OF COMMERCE</b> Totals							Invoices	1		\$50.00
Vendor <b>1162 - CHRISTMAS IN THE HEART OF CHARLESTON</b>										



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
CIH Grant 12/1	Grant to support CIH event - TOUR	Open		12/01/2024	01/10/2025	12/01/2024			4,000.00
<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>	
	Tourism Grant/Tourism - Grant to support CIH event - TOUR		1.0000	EA	4,000.0000	4,000.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4099-3198 (General Fund-Tourism-Tourism grants)							4,000.00	
	<i>Invoice Items</i>			1					
Vendor <b>1162 - CHRISTMAS IN THE HEART OF CHARLESTON</b> Totals									
						Invoices	1		\$4,000.00
Vendor <b>4477 - CINTAS</b>									
4204354664	Uniforms WWTP	Open		09/06/2024	01/10/2025	09/06/2024			70.76
<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>	
	Uniforms / WWTP - Uniforms WWTP		1.0000	EA	70.7600	70.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							70.76	
	<i>Invoice Items</i>			1					
4214380818	Uniforms WWTP	Open		12/12/2024	01/10/2025	12/12/2024			73.15
<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>	
	Uniforms / WWTP - Uniforms WWTP		1.0000	EA	73.1500	73.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							73.15	
	<i>Invoice Items</i>			1					
4214667869	WP Uniforms	Open		12/16/2024	01/10/2025	12/16/2024			112.95
<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>	
	Uniforms / WTP - WP Uniforms		1.0000	EA	112.9500	112.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							112.95	
	<i>Invoice Items</i>			1					
4214667935	Uniforms/STREET	Open		12/16/2024	01/10/2025	12/16/2024			86.51
<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>	
	Uniforms / STREET - Uniforms/STREET		1.0000	EA	86.5100	86.51			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							86.51	
	<i>Invoice Items</i>			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
4214667954	Uniforms - MAINT	Open		12/16/2024	01/10/2025	12/16/2024			24.19
<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>	
	Uniforms / MAINT - Uniforms - MAINT		1.0000	EA	24.1900	24.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)							24.19	
	Invoice Items			1					
4214668023	Uniforms/STREET	Open		12/16/2024	01/10/2025	12/16/2024			130.94
<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>	
	Uniforms / STREET - Uniforms/STREET		1.0000	EA	130.9400	130.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							130.94	
	Invoice Items			1					
4214668026	Uniform/UTILITY	Open		12/16/2024	01/10/2025	12/16/2024			259.21
<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>	
	Uniforms / UTILITY - Uniform/UTILITY		1.0000	EA	259.2100	259.21			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							259.21	
	Invoice Items			1					
4214668075	Black mats - PD	Open		12/16/2024	01/10/2025	12/16/2024			16.03
<i>P.O. Number</i>	<i>Item Description</i>		<i>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 - Black mats - PD		1.0000	EA	16.0300	16.03			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							16.03	
	Invoice Items			1					
4215127919	Uniforms WWTP	Open		12/19/2024	01/10/2025	12/19/2024			29.84
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms / WWTP - Uniforms WWTP		1.0000	EA	29.8400	29.84			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							29.84	
	Invoice Items			1					
4215458881	WP Uniforms	Open		12/23/2024	01/10/2025	12/23/2024			112.95
<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>	
	Uniforms / WTP - WP Uniforms		1.0000	EA	112.9500	112.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
4215458881	WP Uniforms	Open		12/23/2024	01/10/2025	12/23/2024			112.95
<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>	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							112.95	
	Invoice Items			1					
4215458917	Uniforms/STREET	Open		12/23/2024	01/10/2025	12/23/2024			65.42
<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>	
	Uniforms / STREET - Uniforms/STREET		1.0000	EA	65.4200	65.42			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							65.42	
	Invoice Items			1					
4215458949	Uniforms - MAINT	Open		12/23/2024	01/10/2025	12/23/2024			24.19
<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>	
	Uniforms / MAINT - Uniforms - MAINT		1.0000	EA	24.1900	24.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)							24.19	
	Invoice Items			1					
4215459078	Uniforms/STREET	Open		12/23/2024	01/10/2025	12/23/2024			130.94
<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>	
	Uniforms / STREET - Uniforms/STREET		1.0000	EA	130.9400	130.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							130.94	
	Invoice Items			1					
4215459102	Uniforms/UTILITY	Open		12/23/2024	01/10/2025	12/23/2024			131.30
<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>	
	Uniforms / UTILITY - Uniforms/UTILITY		1.0000	EA	131.3000	131.30			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							131.30	
	Invoice Items			1					
4215459128	Black mats - PD	Open		12/23/2024	01/10/2025	12/23/2024			16.03
<i>P.O. Number</i>	<i>Item Description</i>		<i>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 - Black mats - PD		1.0000	EA	16.0300	16.03			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							16.03	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
4215978558	Uniforms WWTP	Open		12/27/2024	01/10/2025	12/27/2024			73.15
<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>	
	Uniforms / WWTP - Uniforms WWTP		1.0000	EA	73.1500	73.15			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2701 (Water and Sewer Fund-Waste Water Treatment Plant-Uniforms)							73.15	
	Invoice Items			1					
4216124621	WP Uniforms	Open		12/30/2024	01/10/2025	12/30/2024			112.95
<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>	
	Uniforms / WTP - WP Uniforms		1.0000	EA	112.9500	112.95			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2701 (Water and Sewer Fund-Water Treatment Plant-Uniforms)							112.95	
	Invoice Items			1					
4216124726	Uniforms - MAINT	Open		12/30/2024	01/10/2025	12/30/2024			24.19
<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>	
	Uniforms / MAINT - Uniforms - MAINT		1.0000	EA	24.1900	24.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2701 (General Fund-Parks & Maintenance Department-Uniforms)							24.19	
	Invoice Items			1					
4216124729	Uniforms/STREET	Open		12/30/2024	01/10/2025	12/30/2024			86.51
<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>	
	1/4 page full color ad/tourism - Uniforms/STREET		1.0000	EA	86.5100	86.51			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							86.51	
	Invoice Items			1					
4216124740	Uniforms/STREET	Open		12/30/2024	01/10/2025	12/30/2024			130.94
<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>	
	1/4 page full color ad/tourism - Uniforms/STREET		1.0000	EA	130.9400	130.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2701 (General Fund-Street Department-Uniforms)							130.94	
	Invoice Items			1					





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
4216124748	Uniforms/UTILITY	Open		12/30/2024	01/10/2025	12/30/2024			259.21
<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>	
	1/4 page full color ad/tourism - Uniforms/UTILITY		1.0000	EA	259.2100	259.21			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2701 (Water and Sewer Fund-Utility Department-Uniforms)							259.21	
	Invoice Items				1				
4216124825	Black mats - PD	Open		12/30/2024	01/10/2025	12/30/2024			16.03
<i>P.O. Number</i>	<i>Item Description</i>		<i>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 - Black mats - PD		1.0000	EA	16.0300	16.03			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							16.03	
	Invoice Items				1				
Vendor 4477 - CINTAS Totals									\$1,987.39
Invoices							22		
Vendor 1170 - CITY OF CHARLESTON/W&S DEPT									
Baker SB 12/2	Water bill for Softball - REC	Open		12/02/2024	01/10/2025	12/02/2024			36.52
<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>	
	Other Contractual Service - REC - Water bill for Softball - REC		1.0000	EA	36.5200	36.52			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	22-4510-3999 (Playground & Recreation Fund-Recreation Programs-Other contractual services)				REC 1002 1480 (Girls Softball)			36.52	
	Invoice Items				1				
4050590002 12/24	614 6th St/PD	Open		12/05/2024	01/10/2025	12/05/2024			76.69
<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>	
	Water service		1.0000	EA	76.6900	76.69			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3407 (General Fund-Police Department-Water)							76.69	
	Invoice Items				1				
4070340001 12/24	404 10th St - fire station #1/FD	Open		12/05/2024	01/10/2025	12/05/2024			127.82
<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>	
	Water service		1.0000	EA	127.8200	127.82			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3407 (General Fund-Fire Department-Water)							127.82	
	Invoice Items				1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
4091009023 12/24	918 17th St- dog training facility/MAINT	Open		12/05/2024	01/10/2025	12/05/2024			18.26
<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		1.0000	EA	18.2600	18.26			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)				PK 1017 (DOG TRAINING FACILITY)			18.26	
				<i>Invoice Items</i>	1				
4091010001 12/24	920 17th St- Pool/MAINT	Open		12/05/2024	01/10/2025	12/05/2024			16.44
<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>	
	Water service		1.0000	EA	16.4400	16.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)				PK 1020 (ROTARY COMMUNITY AQUATIC CENTER - POOL)			16.44	
				<i>Invoice Items</i>	1				
1031630001 12/24	2901 Irrigation Community Dr	Open		12/16/2024	01/10/2025	12/16/2024			16.44
<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>	
	Water service		1.0000	EA	16.4400	16.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)				PK 1012 (LINDER SPORTS COMPLEX)			16.44	
				<i>Invoice Items</i>	1				
1031640001 12/24	2901 Community Drive	Open		12/16/2024	01/10/2025	12/16/2024			31.04
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service		1.0000	EA	31.0400	31.04			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)				PK 1012 (LINDER SPORTS COMPLEX)			31.04	
				<i>Invoice Items</i>	1				
1091010001 12/24	17540 Lake Charleston - restrooms/MAINT	Open		12/16/2024	01/10/2025	12/16/2024			18.08
<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>	
	Water service		1.0000	EA	18.0800	18.08			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)				PK 1014 (LAKE CHARLESTON)			18.08	
				<i>Invoice Items</i>	1				
1091015002 12/24	17801 Lake Charleston Pavilion/MAINT	Open		12/16/2024	01/10/2025	12/16/2024			16.44
<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>	
	Water service		1.0000	EA	16.4400	16.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
1091015002 12/24	17801 Lake Charleston Pavilion/MAINT	Open		12/16/2024	01/10/2025	12/16/2024			16.44
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)			PK 1014 (LAKE CHARLESTON)				16.44	
			<i>Invoice Items</i>	1					
1091020011 12/24	17550 Lake Charleston Loop	Open		12/16/2024	01/10/2025	12/16/2024			18.26
<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		1.0000	EA	18.2600	18.26			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)			PK 1014 (LAKE CHARLESTON)				18.26	
			<i>Invoice Items</i>	1					
Vendor 1170 - CITY OF CHARLESTON/W&S DEPT				Totals		Invoices	10		\$375.99
Vendor 4589 - CLEAR WATER SERVICE CORPORATION									
Nov-Dec 2024	Loxa Road Rest Stop - Acct#0007	Open		12/17/2024	01/10/2025	12/17/2024			32.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Water service - Loxa Road Rest Stop - Acct#0007-03320-001		1.0000	EA	32.0000	32.00			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4194-3407 (General Fund-Parks & Maintenance Department-Water)			PK 1018 (LOXA RESTAREA)				32.00	
			<i>Invoice Items</i>	1					
Vendor 4589 - CLEAR WATER SERVICE CORPORATION				Totals		Invoices	1		\$32.00
Vendor 1182 - COE EQUIPMENT INC									
86395	Quick Connects for Hydro Wand/UTILITY	Open		12/10/2024	01/10/2025	12/10/2024			230.26
<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>	
	1/4 page full color ad/tourism - Quick Connects for Hydro Wand/UTILITY		1.0000	EA	230.2600	230.26			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)			7046 (2024 Vactor Manufacturing Truck)				230.26	
			<i>Invoice Items</i>	1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
86504	Doc Fees, Title & License/UTILITY	Open		12/19/2024	01/10/2025	12/19/2024			533.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	License & title fees - Doc Fees, Title & License/UTILITY		1.0000	EA	533.0000	533.00			
	G/L Account				Project			Amount	
	61-4610-4299 (Water and Sewer Fund-Utility Department-Vehicles & service equipment)				7046 (2024 Vactor Manufacturing Truck)			533.00	
	Invoice Items			1					
86505	Vac Con Jet Truck Fill Hose/UTILITY	Open		12/20/2024	01/10/2025	12/20/2024			328.97
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	1/4 page full color ad/tourism - Vac Con Jet Truck Fill Hose/UTILITY		1.0000	EA	328.9700	328.97			
	G/L Account				Project			Amount	
	61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)				4300 2015 HYDRO (4300-2015 Hydro-Excavation Trailer)			328.97	
	Invoice Items			1					
Vendor 1182 - COE EQUIPMENT INC			Totals		Invoices		3		\$1,092.23
Vendor 1864 - COGENT - VANDEVANTER									
5611383	WW Annual Lift Station Maintenance	Open		12/18/2024	01/10/2025	12/18/2024			16,721.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Annual maintenance - WW Annual Lift Station Maintenance		1.0000	EA	16,721.0000	16,721.00			
	G/L Account				Project			Amount	
	61-4621-3999 (Water and Sewer Fund-Waste Water Treatment Plant- Other contractual services)				0000 (0000 - Misc. Equip.)			16,721.00	
	Invoice Items			1					
Vendor 1864 - COGENT - VANDEVANTER			Totals		Invoices		1		\$16,721.00
Vendor 4750 - SCOTT COLE									
2024	Reimbursement for tuition for CAD I course - MFT/UTILITY	Open		12/30/2024	01/10/2025	12/30/2024			227.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Education & training expense - Reimbursement for tuition for CAD I course - MFT/UTILITY		1.0000	EA	227.0000	227.00			
	G/L Account				Project			Amount	
	61-4610-3706 (Water and Sewer Fund-Utility Department-Education & training expense)							227.00	
	Invoice Items			1					
Vendor 4750 - SCOTT COLE			Totals		Invoices		1		\$227.00
Vendor 1204 - COLES-MOULTRIE ELECTRIC COOP									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
1440400 11/24 <i>P.O. Number</i>	RR1 Charleston/WTP <i>Item Description</i> Electricity & gas <i>G/L Account</i> 61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)	Open		11/30/2024	01/10/2025	11/30/2024			23.50
	<i>Quantity</i> 1.0000		<i>U/M</i> EA	<i>Amount/Unit</i> 23.5000	<i>Total Amount</i> 23.50	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> 23.50	
	<i>Invoice Items</i>			1					
1484000 11/24 <i>P.O. Number</i>	RR 3-R3-8 Traffic signal/MFT <i>Item Description</i> Street lights electricity <i>G/L Account</i> 25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)	Open		11/30/2024	01/10/2025	11/30/2024			72.70
	<i>Quantity</i> 1.0000		<i>U/M</i> EA	<i>Amount/Unit</i> 72.7000	<i>Total Amount</i> 72.70	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> 72.70	
	<i>Invoice Items</i>			1					
1569500 11/24 <i>P.O. Number</i>	11547 Old State Rd lift/WWTP <i>Item Description</i> Electricity & gas <i>G/L Account</i> 61-4621-3403 (Water and Sewer Fund-Waste Water Treatment Plant-Electricity & gas)	Open		11/30/2024	01/10/2025	11/30/2024			181.84
	<i>Quantity</i> 1.0000		<i>U/M</i> EA	<i>Amount/Unit</i> 181.8400	<i>Total Amount</i> 181.84	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> 181.84	
	<i>Invoice Items</i>			1					
2039100 11/24 <i>P.O. Number</i>	6050 Rt130 Woodyard/MAINT <i>Item Description</i> Electricity & gas <i>G/L Account</i> 11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)	Open		11/30/2024	01/10/2025	11/30/2024			47.00
	<i>Quantity</i> 1.0000		<i>U/M</i> EA	<i>Amount/Unit</i> 47.0000	<i>Total Amount</i> 47.00	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> 47.00	
	<i>Invoice Items</i>			1					
2086900 11/24 <i>P.O. Number</i>	NECO electric - MAINT <i>Item Description</i> Electricity & gas <i>G/L Account</i> 11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)	Open		11/30/2024	01/10/2025	11/30/2024			237.51
	<i>Quantity</i> 1.0000		<i>U/M</i> EA	<i>Amount/Unit</i> 237.5100	<i>Total Amount</i> 237.51	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> 237.51	
	<i>Invoice Items</i>			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
2107500 11/24 <i>P.O. Number</i>	Fishing pier & pavilion/MAINT <i>Item Description</i> Electric & Gas service <i>G/L Account</i> 11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 54.1100	11/30/2024	01/10/2025 <i>Total Amount</i> 54.11	11/30/2024 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 54.11	54.11
				<i>Project</i> PK 1014 (LAKE CHARLESTON)	<i>Amount</i> 54.11				
				<i>Invoice Items</i> 1					
2224000 11/24 <i>P.O. Number</i>	Lake bathrooms/MAINT <i>Item Description</i> Electric & Gas service <i>G/L Account</i> 11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 209.2400	11/30/2024	01/10/2025 <i>Total Amount</i> 209.24	11/30/2024 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 209.24	209.24
				<i>Project</i> PK 1014 (LAKE CHARLESTON)	<i>Amount</i> 209.24				
				<i>Invoice Items</i> 1					
2225300 11/24 <i>P.O. Number</i>	Rt 16 & Loxa Rd lights/MFT <i>Item Description</i> Street lights electricity <i>G/L Account</i> 25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 149.2700	11/30/2024	01/10/2025 <i>Total Amount</i> 149.27	11/30/2024 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 149.27	149.27
				<i>Project</i> MFT LIGHTS (MFT street lighting)	<i>Amount</i> 149.27				
				<i>Invoice Items</i> 1					
2247700 11/24 <i>P.O. Number</i>	LIT Pavilion/MAINT <i>Item Description</i> Electric & Gas service <i>G/L Account</i> 11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 245.0800	11/30/2024	01/10/2025 <i>Total Amount</i> 245.08	11/30/2024 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 245.08	245.08
				<i>Project</i> PK 1014 (LAKE CHARLESTON)	<i>Amount</i> 245.08				
				<i>Invoice Items</i> 1					
2294500 11/24 <i>P.O. Number</i>	2901 Community Drive <i>Item Description</i> Electricity & gas <i>G/L Account</i> 11-4194-3403 (General Fund-Parks & Maintenance Department-Electricity & gas)	Open	<i>Quantity</i> 1.0000 <i>U/M</i> EA <i>Amount/Unit</i> 843.9300	11/30/2024	01/10/2025 <i>Total Amount</i> 843.93	11/30/2024 <i>Vendor Catalog Part Number</i>		<i>Contract Number</i> 843.93	843.93
				<i>Project</i> PK 1012 (LINDER SPORTS COMPLEX)	<i>Amount</i> 843.93				
				<i>Invoice Items</i> 1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
660400 11/24	2400 Cambridge- Heritage Wood/MAINT	Open			11/30/2024	01/10/2025	11/30/2024			48.41
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Electricity & gas		1.0000	EA	48.4100	48.41				
	G/L Account		11-4194-3403 (General Fund-Parks & Maintenance Department- Electricity & gas)			Project	PK 1009 (HERITAGE WOODS PARK)		Amount	
								48.41		
			Invoice Items		1					
719500 11/24	Tornado siren/MAINT	Open			11/30/2024	01/10/2025	11/30/2024			105.10
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Electric & Gas service		1.0000	EA	105.1000	105.10				
	G/L Account		11-4194-3403 (General Fund-Parks & Maintenance Department- Electricity & gas)			Project			Amount	
								105.10		
			Invoice Items		1					
808600 11/24	River pump house/WTP	Open			11/30/2024	01/10/2025	11/30/2024			885.06
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Electricity & gas		1.0000	EA	885.0600	885.06				
	G/L Account		61-4611-3403 (Water and Sewer Fund-Water Treatment Plant-Electricity & gas)			Project			Amount	
								885.06		
			Invoice Items		1					
997600 11/24	Sister City Pavilion/MAINT	Open			11/30/2024	01/10/2025	11/30/2024			55.17
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Electric & Gas service		1.0000	EA	55.1700	55.17				
	G/L Account		11-4194-3403 (General Fund-Parks & Maintenance Department- Electricity & gas)			Project	PK 1011 (SISTER CITY PARK)		Amount	
								55.17		
			Invoice Items		1					
363200 11/24	Security lights/MFT	Open			12/18/2024	01/10/2025	12/18/2024			1,119.27
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Street lights electricity		1.0000	EA	1,119.2700	1,119.27				
	G/L Account		25-4312-3405 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Street lights electricity)			Project	MFT LIGHTS (MFT street lighting)		Amount	
								1,119.27		
			Invoice Items		1					
Vendor 1204 - COLES-MOULTRIE ELECTRIC COOP Totals							Invoices	15		\$4,277.19

Vendor 1205 - COMMERCIAL ELECTRIC INC



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
20519501	WW Lift Station Repair	Open		12/31/2024	01/10/2025	12/31/2024			328.92
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Lift station repair / WWTP - WW Lift Station Repair		1.0000	EA	328.9200	328.92			
	G/L Account				Project			Amount	
	61-4621-2512 (Water and Sewer Fund-Waste Water Treatment Plant-Lift station maintenance)					PW 20 107 (WWTP Electric)		328.92	
Invoice Items				1					
Vendor 1205 - COMMERCIAL ELECTRIC INC			Totals		Invoices		1		\$328.92
Vendor 2447 - COMMERCIAL REFRIGERATION OF CENTRAL IL, Inc.									
52930	Ice machine repair - MAINT	Open		10/29/2024	01/10/2025	10/29/2024			316.07
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other repair & maintenance - Ice machine repair - MAINT		1.0000	EA	316.0700	316.07			
	G/L Account				Project			Amount	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)							316.07	
Invoice Items				1					
Vendor 2447 - COMMERCIAL REFRIGERATION OF CENTRAL IL, Inc.			Totals		Invoices		1		\$316.07
Vendor 1211 - CONNOR CO CORPORATE OFFICE									
S011152929.002	WP Misc Supplies - Misc	Open		12/09/2024	01/10/2025	12/09/2024			75.38
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Freight - WP Misc Supplies - Misc		1.0000	EA	75.3800	75.38			
	G/L Account				Project			Amount	
	61-4611-3510 (Water and Sewer Fund-Water Treatment Plant-Repair of buildings & facilities)					0000 (0000 - Misc. Equip.)		75.38	
Invoice Items				1					
S011155448.001	Materials for generator project - FD	Open		12/09/2024	01/10/2025	12/09/2024			50.72
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Capital Improvement projects - Materials for generator project - FD		1.0000	EA	50.7200	50.72			
	G/L Account				Project			Amount	
	11-4221-4106 (General Fund-Fire Department-Capital improvement projects)					0000 (0000 - Misc. Equip.)		50.72	
Invoice Items				1					





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
S011155457.001	New facuts for City Hall restrooms PK 1016 - MAINT	Open		12/10/2024	01/10/2025	12/10/2024			622.93
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - New facuts for City Hall restrooms PK 1016 - MAINT		1.0000	EA	622.9300	622.93			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3599 (General Fund-Parks & Maintenance Department-Other repair & maintenance)							622.93	
				Invoice Items	1				
S011165887.001	WP Janitor Supplies	Open		12/16/2024	01/10/2025	12/16/2024			18.05
<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>	
	Janitorial & cleaning supplies - WP Janitor Supplies		1.0000	EA	18.0500	18.05			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2301 (Water and Sewer Fund-Water Treatment Plant-Janitorial & cleaning supplies)							18.05	
				Invoice Items	1				
S011165896.001	WP Building & Grounds - Heat, A/C, etc	Open		12/16/2024	01/10/2025	12/16/2024			869.41
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Building repairs, maintenance and supplies - WP Building & Grounds - Heat, A/C, etc		1.0000	EA	869.4100	869.41			
	<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)				0000 (0000 - Misc. Equip.)			869.41	
				Invoice Items	1				
Vendor 1211 - CONNOR CO CORPORATE OFFICE Totals						Invoices	5		\$1,636.49
Vendor 1213 - CONSOLIDATED COMMUNICATIONS - CCI									
2173458425 12/24	Monthly internet and telephone allocation	Open		12/11/2024	01/10/2025	12/11/2024			228.46
<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>	
	Internet & Telephone service - Monthly internet and telephone allocation		1.0000	EA	228.4600	228.46			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3401 (General Fund-Administration & Boards- Manager- Telephone expense)							105.30	
	11-4004-3401 (General Fund-Comptroller's Office-Telephone expense)							33.97	
	11-4194-3401 (General Fund-Parks & Maintenance Department- Telephone expense)							88.98	
	11-4221-3402 (General Fund-Fire Department-Cell phone expense)							.21	
				Invoice Items	1				
Vendor 1213 - CONSOLIDATED COMMUNICATIONS - CCI Totals						Invoices	1		\$228.46



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>1214 - CONSOLIDATED SERVICES INC</b>									
24-4693-1	Plat work for West Polk Water Main Installation	Open		12/27/2024	01/10/2025	12/27/2024			1,086.50
<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>	
	Architect & Engineering Services - Plat work for West Polk Water Main Installation		1.0000	EA	1,086.5000	1,086.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3103 (Water and Sewer Fund-Utility Department-Architect & engineering services)				PW 25 03 (West Polk WM)			1,086.50	
	Invoice Items			1					
Vendor <b>1214 - CONSOLIDATED SERVICES INC</b> Totals									Invoices 1 \$1,086.50
Vendor <b>1224 - COUNTY OFFICE PRODUCTS INC</b>									
0248654-001	Desk calendar - PD	Open		12/09/2024	01/10/2025	12/09/2024			61.18
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - Desk calendar - PD		1.0000	EA	61.1800	61.18			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							61.18	
	Invoice Items			1					
0248741-001	WP Office Supplies	Open		12/13/2024	01/10/2025	12/13/2024			55.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Printer repairs, parts and supplies - WP Office Supplies		1.0000	EA	55.0000	55.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2001 (Water and Sewer Fund-Water Treatment Plant-Office supplies)							55.00	
	Invoice Items			1					
0248904-001	Calendar desk top - MAINT	Open		12/23/2024	01/10/2025	12/23/2024			16.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies / MAINT - Calendar desk top - MAINT		1.0000	EA	16.9400	16.94			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2001 (General Fund-Parks & Maintenance Department-Office supplies)							16.94	
	Invoice Items			1					
Vendor <b>1224 - COUNTY OFFICE PRODUCTS INC</b> Totals									Invoices 3 \$133.12
Vendor <b>3651 - RACHAEL CUNNINGHAM</b>									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
12/17/24	Annual Registration Fee	Open		12/17/2024	01/10/2025	12/17/2024			385.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Annual Fee - Annual Registration Fee		1.0000	EA	385.0000	385.00			
	G/L Account				Project			Amount	
	11-4052-3704 (General Fund-City Attorney's Office-Professional memberships)							385.00	
			Invoice Items		1				
Vendor 3651 - RACHAEL CUNNINGHAM			Totals		Invoices		1		\$385.00
Vendor 1241 - DAN PILSON AUTO CENTER OF MATTOON									
542564	Oil plugs - FD	Open		12/11/2024	01/10/2025	12/11/2024			8.92
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Vehicle parts and supplies - Oil plugs - FD		1.0000	EA	8.9200	8.92			
	G/L Account				Project			Amount	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)					1069 (2022 AEV Type 1 Ambulance - F550)		4.46	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)					2172 (2022 Ford Ambulance 3x11)		4.46	
			Invoice Items		1				
Vendor 1241 - DAN PILSON AUTO CENTER OF MATTOON			Totals		Invoices		1		\$8.92
Vendor 1280 - DUST & SON OF COLES COUNTY									
S4-957346	Concrete Saw - Spark Plug & Air Filter/STREET	Open		12/10/2024	01/10/2025	12/10/2024			59.50
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	spark plug/pd - Concrete Saw - Spark Plug & Air Filter/STREET		1.0000	EA	59.5000	59.50			
	G/L Account				Project			Amount	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)					0000 (0000 - Misc. Equip.)		59.50	
			Invoice Items		1				
Vendor 1280 - DUST & SON OF COLES COUNTY			Totals		Invoices		1		\$59.50
Vendor 1287 - EASTERN ELECTRIC SUPPLY CO									
E061101	Christmas Decorations/STREET	Open		12/10/2024	01/10/2025	12/10/2024			71.59
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	1/4 page full color ad/tourism - Christmas Decorations/STREET		1.0000	EA	71.5900	71.59			
	G/L Account				Project			Amount	
	11-4310-2514 (General Fund-Street Department-Sign maintenance materials)							71.59	
			Invoice Items		1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
E061111	Dryer (Shop) Install/STREET	Open		12/16/2024	01/10/2025	12/16/2024			13.72
<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>	
	1/4 page full color ad/tourism - Dryer (Shop)		1.0000	EA	13.7200	13.72			
	Install/STREET								
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4310-2699 (General Fund-Street Department-Other building materials)							13.72	
	Invoice Items			1					
E061112	Christmas Decorations/STREET	Open		12/16/2024	01/10/2025	12/16/2024			17.56
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Christmas Lights - Christmas Decorations/STREET		1.0000	EA	17.5600	17.56			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4310-2514 (General Fund-Street Department-Sign maintenance materials)							17.56	
	Invoice Items			1					
Vendor 1287 - EASTERN ELECTRIC SUPPLY CO Totals					Invoices	3			\$102.87
Vendor 1309 - EMSAR									
SM-210058	Replacement of transfer lock assembly - FD	Open		12/17/2024	01/10/2025	12/17/2024			293.45
<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>	
	Repair of operating equipment - Replacement of transfer lock assembly - FD		1.0000	EA	293.4500	293.45			
	<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.)		293.45	
	Invoice Items			1					
Vendor 1309 - EMSAR Totals					Invoices	1			\$293.45
Vendor 3953 - EXCEL ECOCLEAN									
1685	Janitorial services for City Hall, PD, & PW/UTILITY/MAINT/PD	Open		12/31/2024	01/10/2025	12/31/2024			4,420.00
<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 - Janitorial services for City Hall, PD, & PW/UTILITY/MAINT/PD		1.0000	EA	4,420.0000	4,420.00			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)							2,210.00	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							1,480.00	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
1685	Janitorial services for City Hall, PD, & PW/UTILITY/MAINT/PD	Open		12/31/2024	01/10/2025	12/31/2024			4,420.00
<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>	
	61-4610-3999 (Water and Sewer Fund-Utility Department-Other contractual services)				PW 19 110 (Public Works Janitorial Services)			730.00	
				Invoice Items	1				
Vendor 3953 - EXCEL ECOCLEAN				Totals		Invoices	1		\$4,420.00
Vendor 1328 - FASTENAL COMPANY									
ILMAT171267	Repair of operating equipment - FD	Open		12/19/2024	01/10/2025	12/19/2024			1.61
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of operating equipment - Repair of operating equipment - FD		1.0000	EA	1.6100	1.61			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3508 (General Fund-Fire Department-Repair of operating equipment)				0000 (0000 - Misc. Equip.)			1.61	
				Invoice Items	1				
Vendor 1328 - FASTENAL COMPANY				Totals		Invoices	1		\$1.61
Vendor 1334 - FIRE EQUIPMENT SERVICE & SALES - FESSI									
E132905	Fire extinguisher - MAINT	Open		12/12/2024	01/10/2025	12/12/2024			50.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of buildings and facilities - Fire extinguisher - MAINT		1.0000	EA	50.0000	50.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)							50.00	
				Invoice Items	1				
E132906	Fire extinguisher - MAINT	Open		12/12/2024	01/10/2025	12/12/2024			50.50
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of buildings and facilities - Fire extinguisher - MAINT		1.0000	EA	50.5000	50.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)				PK 1020 (ROTARY COMMUNITY AQUATIC CENTER - POOL)			50.50	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
E132907	Fire extinguisher - MAINT	Open		12/12/2024	01/10/2025	12/12/2024			50.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of buildings and facilities - Fire extinguisher - MAINT		1.0000	EA	50.0000	50.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)				PK 1017 (DOG TRAINING FACILITY)			50.00	
	Invoice Items			1					
E132954	WP Annual Fire Extinguisher Service	Open		12/12/2024	01/10/2025	12/12/2024			294.00
<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>	
	Fire extinguisher service - WP Annual Fire Extinguisher Service		1.0000	EA	294.0000	294.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-3999 (Water and Sewer Fund-Water Treatment Plant-Other contractual services)				0000 (0000 - Misc. Equip.)			294.00	
	Invoice Items			1					
E132955	Extinguishers - PD	Open		12/16/2024	01/10/2025	12/16/2024			515.00
<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 - Extinguishers - PD		1.0000	EA	515.0000	515.00			
	<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.)			515.00	
	Invoice Items			1					
Vendor 1334 - FIRE EQUIPMENT SERVICE & SALES - FESSI Totals						Invoices	5		\$959.50
Vendor 1352 - FRATERNAL ORDER OF POLICE									
2025-00000005	FOP Dues - Police Dues	Open		01/03/2025	01/03/2025	01/03/2025			783.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 01/03/2025 Deduction Police Dues		1.0000	EA	783.0000	783.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2028 (General Fund-FOP dues withholding)							783.00	
	Invoice Items			1					
Vendor 1352 - FRATERNAL ORDER OF POLICE Totals						Invoices	1		\$783.00
Vendor 1373 - GILBERT,METZGER & MADIGAN,LLP									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
122024	Audit services 4/30/2024	Open		12/20/2024	01/10/2025	12/20/2024			55,000.00
<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>	
	Auditing & Accounting Services - Audit services 4/30/2024		1.0000	EA	55,000.0000	55,000.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	33-4301-3100 (Tax Increment Financing Fund-TIF District-Auditing & accounting services)							600.00	
	11-4004-3100 (General Fund-Comptroller's Office-Auditing & accounting services)							27,200.00	
	61-4630-3100 (Water and Sewer Fund-Water Department-Auditing & accounting services)							27,200.00	
	Invoice Items			1					
Vendor 1373 - GILBERT,METZGER & MADIGAN,LLP Totals									55,000.00
Invoices									1
Vendor 4048 - GINGERICH TREE FARM									
3179	Row trees - MAINT	Open		12/06/2024	01/10/2025	12/06/2024			2,684.00
<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>	
	Tree and stump removal - Row trees - MAINT		1.0000	EA	2,684.0000	2,684.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	25-4312-3108 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Stump & tree removal services)				0000 (0000 - Misc. Equip.)			2,684.00	
	Invoice Items			1					
Vendor 4048 - GINGERICH TREE FARM Totals									\$2,684.00
Invoices									1
Vendor 1874 - GRAINGER									
9339873003	WW Misc. Supplies	Open		12/09/2024	01/10/2025	12/09/2024			24.14
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	24.1400	24.14			
	<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.)			24.14	
	Invoice Items			1					
9340836395	WW Misc. Supplies	Open		12/10/2024	01/10/2025	12/10/2024			56.70
<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>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	56.7000	56.70			
	<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.)			56.70	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
9346753701	WW Equipment Expense - Digester	Open		12/16/2024	01/10/2025	12/16/2024			345.16
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Misc parts - WW Equipment Expense - Digester	1.0000	EA	345.1600	345.16				
	G/L Account			Project			Amount		
	61-4621-3508 (Water and Sewer Fund-Waste Water Treatment Plant- Repair of operating equipment)			0000 (0000 - Misc. Equip.)			345.16		
	Invoice Items			1					
Vendor 1874 - GRAINGER Totals					Invoices		3		\$426.00
Vendor 2654 - HARRELSON PLUMBING AND HEATING INC									
43622	Porta potty @ VFW - MAINT	Open		12/10/2024	01/10/2025	12/10/2024			99.00
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 @ VFW - MAINT	1.0000	EA	99.0000	99.00				
	G/L Account			Project			Amount		
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)			PK 1007 (VFW PARK)			99.00		
	Invoice Items			1					
Vendor 2654 - HARRELSON PLUMBING AND HEATING INC Totals					Invoices		1		\$99.00
Vendor 4714 - HILLS CRANE INSPECTION SERVICE									
20324	Crane Lift Annual Inspections/GARAGE/MECHANIC	Open		12/16/2024	01/10/2025	12/16/2024			1,199.00
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Inspection - Crane Lift Annual Inspections/GARAGE/MECHANIC	1.0000	EA	1,199.0000	1,199.00				
	G/L Account			Project			Amount		
	11-4311-3999 (General Fund-City Garage-Other contractual services)						1,199.00		
	Invoice Items			1					
Vendor 4714 - HILLS CRANE INSPECTION SERVICE Totals					Invoices		1		\$1,199.00
Vendor 4652 - HOLIDAY OUTDOOR DECOR									
INV17802	Sockets & Bulbs for Christmas Decorations/STREET	Open		11/26/2024	01/10/2025	11/26/2024			280.99
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Christmas Lights - Sockets & Bulbs for Christmas Decorations/STREET	1.0000	EA	280.9900	280.99				
	G/L Account			Project			Amount		
	11-4310-2514 (General Fund-Street Department-Sign maintenance materials)						280.99		
	Invoice Items			1					





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
INV18184	LED Bulbs for Christmas Decorations/STREET	Open		12/06/2024	01/10/2025	12/06/2024			105.26
<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>	
	Christmas Lights - LED Bulbs for Christmas Decorations/STREET		1.0000	EA	105.2600	105.26			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2514 (General Fund-Street Department-Sign maintenance materials)							105.26	
	Invoice Items			1					
Vendor 4652 - HOLIDAY OUTDOOR DECOR Totals									\$386.25
Invoices 2									
Vendor 2941 - TRAVIS HOWELL									
10 18 2024	CDL Reimbursement/UTILITY	Open		10/18/2024	01/10/2025	10/18/2024			66.46
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	CDL license renewal - CDL Reimbursement/UTILITY		1.0000	EA	66.4600	66.46			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3706 (Water and Sewer Fund-Utility Department-Education & training expense)							66.46	
	Invoice Items			1					
Vendor 2941 - TRAVIS HOWELL Totals									\$66.46
Invoices 1									
Vendor 2070 - Troy Howell									
12 20 2024	CDL License Reimbursement/STREET	Open		12/20/2024	01/10/2025	12/20/2024			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>	
	1/4 page full color ad/tourism - CDL License Reimbursement/STREET		1.0000	EA	65.0000	65.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3706 (General Fund-Street Department-Education & training expense)							65.00	
	Invoice Items			1					
Vendor 2070 - Troy Howell Totals									\$65.00
Invoices 1									
Vendor 4442 - ILLINI FIRE EQUIPMENT									
1247699	Hydro test oxygen bottle - FD	Open		12/19/2024	01/10/2025	12/19/2024			145.50
<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 - Hydro test oxygen bottle - FD		1.0000	EA	145.5000	145.50			
	<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.)			145.50	
	Invoice Items			1					
Vendor 4442 - ILLINI FIRE EQUIPMENT Totals									\$145.50
Invoices 1									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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 2763 - ILLINOIS ASSOCIATION OF PARK DISTRICTS									
Dues2025	IDPD Membership - REC	Open		12/11/2024	01/10/2025	12/11/2024			720.43
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Professional membership - IDPD Membership - REC		1.0000	EA	720.4300	720.43			
	G/L Account				Project			Amount	
	22-4510-3704 (Playground & Recreation Fund-Recreation Programs-Professional memberships)							720.43	
	Invoice Items			1					
Vendor 2763 - ILLINOIS ASSOCIATION OF PARK DISTRICTS Totals						Invoices	1		\$720.43
Vendor 1961 - ILLINOIS DEPARTMENT OF AGRICULTURE									
Cole24-25	Commercial not for hire applicator license transfer fee - ENG	Open		12/27/2024	01/10/2025	12/27/2024			80.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Education & training expense - Commercial not for hire applicator license transfer fee - ENG		1.0000	EA	80.0000	80.00			
	G/L Account				Project			Amount	
	11-4095-3706 (General Fund-Engineering Department-Education & training expense)							80.00	
	Invoice Items			1					
Vendor 1961 - ILLINOIS DEPARTMENT OF AGRICULTURE Totals						Invoices	1		\$80.00
Vendor 1437 - ILLINOIS FIRE CHIEFS' ASSN									
8078	IFCA membership dues through 12-31-25/FD	Open		12/12/2024	01/10/2025	12/12/2024			450.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Professional membership - IFCA membership dues through 12-31-25/FD		1.0000	EA	450.0000	450.00			
	G/L Account				Project			Amount	
	11-4221-3704 (General Fund-Fire Department-Professional memberships)							450.00	
	Invoice Items			1					
Vendor 1437 - ILLINOIS FIRE CHIEFS' ASSN Totals						Invoices	1		\$450.00
Vendor 4583 - ILMO PRODUCTS COMPANY									
0001520762	Oxygen - FD	Open		12/05/2024	01/10/2025	12/05/2024			158.96
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other supplies - Oxygen - FD		1.0000	EA	158.9600	158.96			
	G/L Account				Project			Amount	
	11-4221-2119 (General Fund-Fire Department-Other supplies)							158.96	
	Invoice Items			1					
Vendor 4583 - ILMO PRODUCTS COMPANY Totals						Invoices	1		\$158.96
Vendor 4092 - IMAGETREND, INC.									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
PS-INV111980	Billing bridge recurring monthly fee/FD	Open		11/30/2024	01/10/2025	11/30/2024			1,284.50
<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>	
	Other business services - Billing bridge recurring monthly fee/FD		1.0000	EA	1,284.5000	1,284.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3199 (General Fund-Fire Department-Business services)							1,284.50	
	Invoice Items			1					
Vendor 4092 - IMAGETREND, INC. Totals Invoices 1 \$1,284.50									
Vendor 1475 - INTL UNION OF OPERATING									
2025-00000008	OE Dues - 1st - IUOE Dues - 1st Check	Open		01/03/2025	01/03/2025	01/03/2025			760.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 01/03/2025 Deduction IUOE Dues - 1st Check		1.0000	EA	760.0000	760.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2029 (General Fund-OE dues withholding)							350.00	
	61-2029 (Water and Sewer Fund-OE dues withholding)							410.00	
	Invoice Items			1					
Vendor 1475 - INTL UNION OF OPERATING Totals Invoices 1 \$760.00									
Vendor 3355 - JOHN DEERE FINANCIAL									
121650	Deadblow Rubber Mallet/UTILITY	Open		11/08/2024	01/10/2025	11/08/2024			39.98
<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>	
	1/4 page full color ad/tourism - Deadblow Rubber Mallet/UTILITY		1.0000	EA	39.9800	39.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							39.98	
	Invoice Items			1					
123674	Gloves/STREET	Open		11/21/2024	01/10/2025	11/21/2024			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>	
	1/4 page full color ad/tourism - Gloves/STREET		1.0000	EA	16.9900	16.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2704 (General Fund-Street Department-Safety gear & clothing)							16.99	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
164936	Returned gator bolts - MAINT	Open		11/22/2024	01/10/2025	11/22/2024			(8.24)
<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>	
	Park maintenance materials - Returned gator bolts - MAINT		1.0000	EA	(8.2400)	(8.24)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							(8.24)	
				Invoice Items	1				
125646	Hex keys - MAINT	Open		12/04/2024	01/10/2025	12/04/2024			9.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Park maintenance materials - Hex keys - MAINT		1.0000	EA	9.9900	9.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)				PK 1004 (BAKER FIELD)			9.99	
				Invoice Items	1				
125690	50 extension cord - GARAGE	Open		12/04/2024	01/10/2025	12/04/2024			49.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - 50 extension cord - GARAGE		1.0000	EA	49.9900	49.99			
	<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.)			49.99	
				Invoice Items	1				
219456	Misc Bolts/STREET	Open		12/09/2024	01/10/2025	12/09/2024			4.35
<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>	
	1/4 page full color ad/tourism - Misc Bolts/STREET		1.0000	EA	4.3500	4.35			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2699 (General Fund-Street Department-Other building materials)							4.35	
				Invoice Items	1				
126621	WW Misc. Supplies	Open		12/10/2024	01/10/2025	12/10/2024			12.78
<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>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	12.7800	12.78			
	<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.)			12.78	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
167119	Misc Bolts/STREET	Open		12/10/2024	01/10/2025	12/10/2024			7.87
<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>	
	1/4 page full color ad/tourism - Misc Bolts/STREET		1.0000	EA	7.8700	7.87			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2699 (General Fund-Street Department-Other building materials)							7.87	
				Invoice Items	1				
219674	Christmas Light Supplies/STREET	Open		12/10/2024	01/10/2025	12/10/2024			57.37
<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>	
	1/4 page full color ad/tourism - Christmas Light Supplies/STREET		1.0000	EA	57.3700	57.37			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2514 (General Fund-Street Department-Sign maintenance materials)							57.37	
				Invoice Items	1				
126735	Flat Shovels/STREET	Open		12/11/2024	01/10/2025	12/11/2024			39.98
<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>	
	1/4 page full color ad/tourism - Flat Shovels/STREET		1.0000	EA	39.9800	39.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2801 (General Fund-Street Department-Hand tools)							39.98	
				Invoice Items	1				
126766	Gloves/UTILITY	Open		12/11/2024	01/10/2025	12/11/2024			23.98
<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>	
	1/4 page full color ad/tourism - Gloves/UTILITY		1.0000	EA	23.9800	23.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							23.98	
				Invoice Items	1				
126767	Rubber Boots/UTILITY	Open		12/11/2024	01/10/2025	12/11/2024			180.00
<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>	
	1/4 page full color ad/tourism - Rubber Boots/UTILITY		1.0000	EA	180.0000	180.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2704 (Water and Sewer Fund-Utility Department-Safety gear & clothing)							180.00	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
167470	Ratchet Straps for Trucks/STREET	Open		12/12/2024	01/10/2025	12/12/2024			11.98
<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>	
	1/4 page full color ad/tourism - Ratchet Straps for Trucks/STREET		1.0000	EA	11.9800	11.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			11.98	
	Invoice Items			1					
167487	Ratchet Straps for Trucks/STREET	Open		12/12/2024	01/10/2025	12/12/2024			11.98
<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>	
	1/4 page full color ad/tourism - Ratchet Straps for Trucks/STREET		1.0000	EA	11.9800	11.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				0000 (0000 - Misc. Equip.)			11.98	
	Invoice Items			1					
127053	Eye Bolt/UTILITY	Open		12/13/2024	01/10/2025	12/13/2024			2.76
<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>	
	1/4 page full color ad/tourism - Eye Bolt/UTILITY		1.0000	EA	2.7600	2.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							2.76	
	Invoice Items			1					
220011	WP Misc Supplies - Misc	Open		12/13/2024	01/10/2025	12/13/2024			24.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Misc. Tools - WP Misc Supplies - Misc		1.0000	EA	24.9900	24.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							24.99	
	Invoice Items			1					
220095	Laundry Soap/STREET	Open		12/13/2024	01/10/2025	12/13/2024			27.97
<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>	
	1/4 page full color ad/tourism - Laundry Soap/STREET		1.0000	EA	27.9700	27.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2704 (General Fund-Street Department-Safety gear & clothing)							27.97	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
220561	Metal Grinding Wheels/UTILITY	Open		12/16/2024	01/10/2025	12/16/2024			49.45
<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>	
	1/4 page full color ad/tourism - Metal Grinding Wheels/UTILITY		1.0000	EA	49.4500	49.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2699 (Water and Sewer Fund-Utility Department-Other building materials)							49.45	
				Invoice Items	1				
180961	Circular Saw Blade - UTILITY	Open		12/18/2024	01/10/2025	12/18/2024			160.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Hand Tools / UTILITY - Circular Saw Blade - UTILITY		1.0000	EA	160.9800	160.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							160.98	
				Invoice Items	1				
181764	8 -4 cycle gas, 8 -2 cycle gas, and 3 pks of 9V batteries - FD	Open		12/23/2024	01/10/2025	12/23/2024			125.81
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Fuel & Oil - 8 -4 cycle gas, 8 -2 cycle gas, and 3 pks of 9V batteries - FD		1.0000	EA	125.8100	125.81			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2201 (General Fund-Fire Department-Fuel & oil)							125.81	
				Invoice Items	1				
169580	WP Misc Supplies - Misc	Open		12/26/2024	01/10/2025	12/26/2024			32.46
<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>	
	Misc parts - WP Misc Supplies - Misc		1.0000	EA	32.4600	32.46			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							32.46	
				Invoice Items	1				
182139	WP Misc Supplies - Misc	Open		12/27/2024	01/10/2025	12/27/2024			(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>	
	Misc. supplies / WTP - WP Misc Supplies - Misc		1.0000	EA	(2.9900)	(2.99)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							(2.99)	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
182160	Credit for incorrect charge w invoice 180961 - UTILITY	Open		12/27/2024	01/10/2025	12/27/2024			(139.00)
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Hand Tools / UTILITY - Credit for incorrect charge w invoice 180961 - UTILITY		1.0000	EA	(139.0000)	(139.00)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							(139.00)	
	<i>Invoice Items</i>				1				
129211	WW Misc. Supplies	Open		12/31/2024	01/10/2025	12/31/2024			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>	
	Other repair & maintenance - WW Misc. Supplies		1.0000	EA	17.9700	17.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2310 (Water and Sewer Fund-Waste Water Treatment Plant-Other maintenance supplies)					0000 (0000 - Misc. Equip.)		17.97	
	<i>Invoice Items</i>				1				
2025-00000009	SHOE -RK - Shoe Reimbursement	Open		01/03/2025	01/03/2025	01/03/2025			29.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Payroll Withholding - 01/03/2025 Deduction Shoe Reimbursement		1.0000	EA	29.9900	29.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-2038 (Water and Sewer Fund-Other payroll withholdings)							29.99	
	<i>Invoice Items</i>				1				
Vendor 3355 - JOHN DEERE FINANCIAL			Totals			Invoices	25		\$789.39
Vendor 4793 - JOHNSTONE SUPPLY									
1353804	Fan - FD	Open		12/18/2024	01/10/2025	12/18/2024			207.62
<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>	
	Repair of buildings and facilities - Fan - FD		1.0000	EA	207.6200	207.62			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3510 (General Fund-Fire Department-Repair of buildings & facilities)							207.62	
	<i>Invoice Items</i>				1				
Vendor 4793 - JOHNSTONE SUPPLY			Totals			Invoices	1		\$207.62
Vendor 1512 - KIRCHNER BUILDING CENTER									
637515	Dryer Vent Hose/STREET	Open		12/12/2024	01/10/2025	12/12/2024			57.97
<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>	
	Air Hose/Garage - Dryer Vent Hose/STREET		1.0000	EA	57.9700	57.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
637515	Dryer Vent Hose/STREET	Open		12/12/2024	01/10/2025	12/12/2024			57.97
<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>	
	11-4310-2699 (General Fund-Street Department-Other building materials)							57.97	
			Invoice Items	1					
639809	Form Lumber/STREET	Open		12/17/2024	01/10/2025	12/17/2024			40.76
<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>	
	Lumber - Form Lumber/STREET		1.0000	EA	40.7600	40.76			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2501 (General Fund-Street Department-Concrete)				PW 24 95 (ADA Ramps, Madison Ave)			40.76	
			Invoice Items	1					
Vendor 1512 - KIRCHNER BUILDING CENTER Totals						Invoices	2		\$98.73
Vendor 3609 - LEGALSHIELD									
12/15/24	December 2024 Premium / EBHR	Open		12/15/2024	01/10/2025	12/15/2024			909.65
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Legalshield - voluntary legal insurance/ EBHR - December 2024 Premium / EBHR		1.0000	EA	909.6500	909.65			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2033 (General Fund-Other voluntary deductions )							909.65	
			Invoice Items	1					
Vendor 3609 - LEGALSHIELD Totals						Invoices	1		\$909.65
Vendor 4313 - KEVIN LEWIS									
12 26 2024	CDL Reimbursement/STREET	Open		12/26/2024	01/10/2025	12/26/2024			66.46
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	CDL license renewal - CDL Reimbursement/STREET		1.0000	EA	66.4600	66.46			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3706 (General Fund-Street Department-Education & training expense)							66.46	
			Invoice Items	1					
Vendor 4313 - KEVIN LEWIS Totals						Invoices	1		\$66.46
Vendor 1542 - LORENZ WHOLESALE CO									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
643372	WW Janitor Expense - Towels, Cleaners, etc	Open		12/13/2024	01/10/2025	12/13/2024			30.42
<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>	
	Janitorial & cleaning supplies - WW Janitor Expense - Towels, Cleaners, etc		1.0000	EA	30.4200	30.42			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-2301 (Water and Sewer Fund-Waste Water Treatment Plant-Janitorial & cleaning supplies)							30.42	
	<i>Invoice Items</i>			1					
Vendor <b>1542 - LORENZ WHOLESALE CO</b> Totals									
							Invoices	1	\$30.42
Vendor <b>1550 - MACK MOORE SHOE STORE</b>									
00090534	Boots - C Buescher	Open		12/23/2024	01/10/2025	12/23/2024			100.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms - ENGINEERING - Boots - C Buescher		1.0000	EA	100.0000	100.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4095-2701 (General Fund-Engineering Department-Uniforms)							100.00	
	<i>Invoice Items</i>			1					
Vendor <b>1550 - MACK MOORE SHOE STORE</b> Totals									
							Invoices	1	\$100.00
Vendor <b>4471 - MACQUEEN EMERGENCY LLC</b>									
P05032	Vehicle parts - FD	Open		12/10/2024	01/10/2025	12/10/2024			599.73
<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>	
	Vehicle parts and supplies - Vehicle parts - FD		1.0000	EA	599.7300	599.73			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				1977 (1977 - 2002 Pierce Pumer - 307)			599.73	
	<i>Invoice Items</i>			1					
Vendor <b>4471 - MACQUEEN EMERGENCY LLC</b> Totals									
							Invoices	1	\$599.73
Vendor <b>4125 - MATHESON TRI-GAS, INC</b>									
0030743575	WP Chemicals - LOX	Open		12/16/2024	01/10/2025	12/16/2024			1,809.04
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Chemicals / WTP - WP Chemicals - LOX		1.0000	EA	1,809.0400	1,809.04			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							1,809.04	
	<i>Invoice Items</i>			1					
Vendor <b>4125 - MATHESON TRI-GAS, INC</b> Totals									
							Invoices	1	\$1,809.04
Vendor <b>4598 - Mel's Quality Tire</b>									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
Mel's 12/10	Flat tire - MAINT	Open		12/10/2024	01/10/2025	12/10/2024			20.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies / MAINT - Flat tire - MAINT		1.0000	EA	20.0000	20.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				3226 (3226 - 2010 Ford F-150 Pickup)			20.00	
			Invoice Items		1				
12-13-2024	New front tires for 1977 - FD	Open		12/13/2024	01/10/2025	12/13/2024			1,134.00
<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 - New front tires for 1977 - FD		1.0000	EA	1,134.0000	1,134.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				1977 (1977 - 2002 Pierce Pumer - 307)			1,134.00	
			Invoice Items		1				
12132024	New rear tires for 3483 - FD	Open		12/13/2024	01/10/2025	12/13/2024			688.80
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Vehicle parts and supplies - New rear tires for 3483 - FD		1.0000	EA	688.8000	688.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				3483 (3483 2016 AEV TramaHawk TypeIII Ambulance)			688.80	
			Invoice Items		1				
			Vendor 4598 - Mel's Quality Tire Totals			Invoices	3		\$1,842.80
Vendor 2168 - MEYER CAPEL LAW OFFICE									
433192	Conference call regarding negotiations - ATTORNEY	Open		12/18/2024	01/10/2025	12/18/2024			197.50
<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>	
	Legal Services - Conference call regarding negotiations - ATTORNEY		1.0000	EA	197.5000	197.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4052-3102 (General Fund-City Attorney's Office-Legal services)							197.50	
			Invoice Items		1				
			Vendor 2168 - MEYER CAPEL LAW OFFICE Totals			Invoices	1		\$197.50
Vendor 1576 - MID-ILLINOIS CONCRETE, INC									
284993	PSI Exterior - FD	Open		11/27/2024	01/10/2025	11/27/2024			2,784.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Capital Improvement projects - PSI Exterior - FD		1.0000	EA	2,784.0000	2,784.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
284993	PSI Exterior - FD	Open		11/27/2024	01/10/2025	11/27/2024			2,784.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	11-4221-4106 (General Fund-Fire Department-Capital improvement projects)				0000 (0000 - Misc. Equip.)			2,784.00	
			Invoice Items	1					
284995	Concrete for Lake view pad - MAINT	Open		11/27/2024	01/10/2025	11/27/2024			160.00
<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>	
	Park maintenance materials - Concrete for Lake view pad - MAINT		1.0000	EA	160.0000	160.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)				PK 1010 (LAKEVIEW PARK)			160.00	
			Invoice Items	1					
285833	Main Break Patch/UTILITY	Open		12/18/2024	01/10/2025	12/18/2024			658.50
<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>	
	Epoxy patch/maint - Main Break Patch/UTILITY		1.0000	EA	658.5000	658.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							658.50	
			Invoice Items	1					
285834	Street Patch to C & G/MOTOR FUEL TAX	Open		12/18/2024	01/10/2025	12/18/2024			324.00
<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>	
	1/4 page full color ad/tourism - Street Patch to C & G/MOTOR FUEL TAX		1.0000	EA	324.0000	324.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	25-4312-2501 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Concrete)				PW 24 06 (MFT Commodities)			324.00	
			Invoice Items	1					
285835	Main Break Patch/UTILITY	Open		12/18/2024	01/10/2025	12/18/2024			526.50
<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>	
	1/4 page full color ad/tourism - Main Break Patch/UTILITY		1.0000	EA	526.5000	526.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2501 (Water and Sewer Fund-Utility Department-Concrete)							526.50	
			Invoice Items	1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
285836	Storm Sewer Inlet Encasement at Firing Range - PD	Open		12/18/2024	01/10/2025	12/18/2024			148.00
<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 - Storm Sewer Inlet Encasement at Firing Range - PD		1.0000	EA	148.0000	148.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							148.00	
	Invoice Items			1					
Vendor 1576 - MID-ILLINOIS CONCRETE, INC Totals									\$4,601.00
Invoices 6									
Vendor 1584 - MIDWEST METER INC									
0173784-IN	8" Full Circle Repair Clamp/UTILITY	Open		12/12/2024	01/10/2025	12/12/2024			203.00
<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>	
	1/4 page full color ad/tourism - 8" Full Circle Repair Clamp/UTILITY		1.0000	EA	203.0000	203.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2510 (Water and Sewer Fund-Utility Department-Watermain materials)							203.00	
	Invoice Items			1					
Vendor 1584 - MIDWEST METER INC Totals									\$203.00
Invoices 1									
Vendor 1592 - MLB OUTDOOR PRODUCTS									
55568	Chainsaw Repair/Tools/UTILITY	Open		11/27/2024	01/10/2025	11/27/2024			10.34
<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>	
	Equipment repair - Chainsaw Repair/Tools/UTILITY		1.0000	EA	10.3400	10.34			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2801 (Water and Sewer Fund-Utility Department-Hand tools)							10.34	
	Invoice Items			1					
Vendor 1592 - MLB OUTDOOR PRODUCTS Totals									\$10.34
Invoices 1									
Vendor 4553 - MOLINA HEALTHCARE OF ILLINOIS									
CHA32398	Overpayment of CHA32398 - FD	Open		12/31/2024	01/10/2025	12/31/2024			270.55
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Refund - Ambulance Overpayment - Overpayment of CHA32398 - FD		1.0000	EA	270.5500	270.55			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							270.55	
	Invoice Items			1					
Vendor 4553 - MOLINA HEALTHCARE OF ILLINOIS Totals									\$270.55
Invoices 1									
Vendor 1595 - MONROE TRUCK EQUIPMENT INC									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
345354	Small (SingleAxle)SaltSpreaderConveyor Chain&BearingRepair/STREET	Open		12/18/2024	01/10/2025	12/18/2024			2,837.46
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Road salt - Small (SingleAxle)SaltSpreaderConveyorChain&BearingRepair/STREET	1.0000	EA	2,837.4600	2,837.46				
	G/L Account			Project			Amount		
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)			1814 (2023 Intl HV507 Dump Truck #129)			2,837.46		
	Invoice Items			1					
Vendor 1595 - MONROE TRUCK EQUIPMENT INC				Totals		Invoices	1		\$2,837.46
Vendor 3721 - MORRIS TRUCKING, LLC									
530229	Rock hauled - MAINT	Open		12/15/2024	01/10/2025	12/15/2024			512.80
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Park maintenance materials - Rock hauled - MAINT	1.0000	EA	512.8000	512.80				
	G/L Account			Project			Amount		
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)			PK 1003 (SEATON FIELDS)			512.80		
	Invoice Items			1					
Vendor 3721 - MORRIS TRUCKING, LLC				Totals		Invoices	1		\$512.80
Vendor 4247 - MUNICIPAL COLLECTION SERVICES									
028385	Collection services - ATTORNEY	Open		11/30/2024	01/10/2025	11/30/2024			230.40
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	230.4000	230.40				
	G/L Account			Project			Amount		
	11-4052-3199 (General Fund-City Attorney's Office-Business services)						230.40		
	Invoice Items			1					
028386	Collection services - ATTORNEY	Open		11/30/2024	01/10/2025	11/30/2024			74.68
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	74.6800	74.68				
	G/L Account			Project			Amount		
	11-4052-3199 (General Fund-City Attorney's Office-Business services)						74.68		
	Invoice Items			1					
Vendor 4247 - MUNICIPAL COLLECTION SERVICES				Totals		Invoices	2		\$305.08
Vendor 2490 - MUNICIPAL EMERGENCY SERVICE - MES-ILLINOIS									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
IN2174104	Fire boots - FD	Open		12/20/2024	01/10/2025	12/20/2024			468.58
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Safety gear & clothing - Fire boots - FD		1.0000	EA	468.5800	468.58			
	G/L Account				Project			Amount	
	11-4221-2704 (General Fund-Fire Department-Safety gear & clothing)							468.58	
	Invoice Items			1					
Vendor 2490 - MUNICIPAL EMERGENCY SERVICE - MES-ILLINOIS Totals						Invoices	1		\$468.58
Vendor 3092 - NAPA - MCKAY AUTO PARTS									
142288	Block Heater/UTILITY	Open		12/04/2024	01/10/2025	12/04/2024			90.89
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	1/4 page full color ad/tourism - Block Heater/UTILITY		1.0000	EA	90.8900	90.89			
	G/L Account				Project			Amount	
	61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)				1433 (Excavator - Case CX80C)			90.89	
	Invoice Items			1					
142320	Hose Clamps/STREET	Open		12/05/2024	01/10/2025	12/05/2024			17.10
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	1/4 page full color ad/tourism - Hose Clamps/STREET		1.0000	EA	17.1000	17.10			
	G/L Account				Project			Amount	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				NP 2663 S (NP-2663-S	2013 Elgin Pelican Seeper)		17.10	
	Invoice Items			1					
142325	Anitfreeze/STREET	Open		12/05/2024	01/10/2025	12/05/2024			53.64
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	1/4 page full color ad/tourism - Anitfreeze/STREET		1.0000	EA	53.6400	53.64			
	G/L Account				Project			Amount	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				NP 2663 S (NP-2663-S	2013 Elgin Pelican Seeper)		53.64	
	Invoice Items			1					
142339	Oil Filter/STREET	Open		12/05/2024	01/10/2025	12/05/2024			15.65
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	1/4 page full color ad/tourism - Oil Filter/STREET		1.0000	EA	15.6500	15.65			
	G/L Account				Project			Amount	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				NP 2663 S (NP-2663-S	2013 Elgin Pelican Seeper)		15.65	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
142487	Hi Pwr II Ind V-Belt/STREET	Open		12/09/2024	01/10/2025	12/09/2024			11.33
<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>	
	1/4 page full color ad/tourism - Hi Pwr II Ind V-Belt/STREET		1.0000	EA	11.3300	11.33			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				2092 (2015 Ford F350 PU)			11.33	
				Invoice Items	1				
142521	Trailer Connectors-Butt Connectors/STREET	Open		12/10/2024	01/10/2025	12/10/2024			10.47
<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>	
	1/4 page full color ad/tourism - Trailer Connectors-Butt Connectors/STREET		1.0000	EA	10.4700	10.47			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				2092 (2015 Ford F350 PU)			10.47	
				Invoice Items	1				
142531	Gloves/GARAGE/MECHANIC	Open		12/10/2024	01/10/2025	12/10/2024			15.89
<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>	
	1/4 page full color ad/tourism - Gloves/GARAGE/MECHANIC		1.0000	EA	15.8900	15.89			
	<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.)			15.89	
				Invoice Items	1				
142553	Oil filter for 1069 - FD	Open		12/11/2024	01/10/2025	12/11/2024			18.44
<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>	
	Vehicle parts and supplies - Oil filter for 1069 - FD		1.0000	EA	18.4400	18.44			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)				1069 (2022 AEV Type 1 Ambulance - F550)			18.44	
				Invoice Items	1				
142565	WP Misc Supplies - Pipe, Fittings, etc	Open		12/11/2024	01/10/2025	12/11/2024			24.40
<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>	
	Misc parts - WP Misc Supplies - Pipe, Fittings, etc		1.0000	EA	24.4000	24.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							24.40	
				Invoice Items	1				





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
142583	WP Vehicle Repairs	Open		12/12/2024	01/10/2025	12/12/2024			5.77
<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 - WP Vehicle Repairs		1.0000	EA	5.7700	5.77			
	<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)			5.77	
				Invoice Items	1				
142612	Hose Clamps/GARAGE/MECHANIC	Open		12/12/2024	01/10/2025	12/12/2024			7.46
<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>	
	1/4 page full color ad/tourism - Hose Clamps/GARAGE/MECHANIC		1.0000	EA	7.4600	7.46			
	<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.)			7.46	
				Invoice Items	1				
142745	Butt Connector/GARAGE/MECHANIC	Open		12/17/2024	01/10/2025	12/17/2024			4.98
<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>	
	1/4 page full color ad/tourism - Butt Connector/GARAGE/MECHANIC		1.0000	EA	4.9800	4.98			
	<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.)			4.98	
				Invoice Items	1				
142766	Fuse Holder/UTILITY	Open		12/17/2024	01/10/2025	12/17/2024			16.47
<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>	
	1/4 page full color ad/tourism - Fuse Holder/UTILITY		1.0000	EA	16.4700	16.47			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				4300 2015 HYDRO (4300-2015 Hydro-Excavation Trailer)			16.47	
				Invoice Items	1				
142798	Cutting Discs/GARAGE/MECHANIC	Open		12/18/2024	01/10/2025	12/18/2024			17.14
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	1/4 page full color ad/tourism - Cutting Discs/GARAGE/MECHANIC		1.0000	EA	17.1400	17.14			
	<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.)			17.14	
				Invoice Items	1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
142829	Heater valve - FD	Open		12/19/2024	01/10/2025	12/19/2024			108.60
<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 - Heater valve - FD		1.0000	EA	108.6000	108.60			
	<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)			108.60	
				Invoice Items	1				
142899	Heater valve - FD	Open		12/20/2024	01/10/2025	12/20/2024			(64.62)
<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>	
	Vehicle parts and supplies - Heater valve - FD		1.0000	EA	(64.6200)	(64.62)			
	<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)			(64.62)	
				Invoice Items	1				
142957	Dexcool and dot 3 - FD	Open		12/23/2024	01/10/2025	12/23/2024			23.61
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Fuel & Oil - Dexcool and dot 3 - FD		1.0000	EA	23.6100	23.61			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2201 (General Fund-Fire Department-Fuel & oil)				3341 (3341 2016 3 X 13 Chevy Ambulance)			23.61	
				Invoice Items	1				
142976	Electric Tape/STREET	Open		12/26/2024	01/10/2025	12/26/2024			16.10
<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>	
	Electric repair - Electric Tape/STREET		1.0000	EA	16.1000	16.10			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2401 (General Fund-Street Department-Vehicle parts & supplies)				NP 2663 S (NP-2663-S	2013 Elgin Pelican Seeper)		16.10	
				Invoice Items	1				
142977	Hydraulic Fluid for Sweeper/STREET	Open		12/26/2024	01/10/2025	12/26/2024			173.98
<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>	
	Hydraulic hoses/utility - Hyrdraulic Fluid for Sweeper/STREET		1.0000	EA	173.9800	173.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-2201 (General Fund-Street Department-Fuel & oil)							173.98	
				Invoice Items	1				
143043	Diesel Fuel Additives/STREET	Open		12/30/2024	01/10/2025	12/30/2024			117.91
<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>	
	Fuel & Oil - Diesel Fuel Additives/STREET		1.0000	EA	117.9100	117.91			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
143043	Diesel Fuel Additives/STREET	Open		12/30/2024	01/10/2025	12/30/2024			117.91
<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>	
	11-4310-2201 (General Fund-Street Department-Fuel & oil)							117.91	
	Invoice Items			1					
Vendor 3092 - NAPA - MCKAY AUTO PARTS Totals									
							Invoices	20	\$685.21
Vendor 2551 - NCPERS - 0216 - IL IMRF									
0216012025	January 2025 Premium / EBHR	Open		12/01/2024	01/10/2025	12/01/2024			144.00
<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 -		1.0000	EA	144.0000	144.00			
	January 2025 Premium / EBHR								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2033 (General Fund-Other voluntary deductions )							144.00	
	Invoice Items			1					
Vendor 2551 - NCPERS - 0216 - IL IMRF Totals									
							Invoices	1	\$144.00
Vendor 1625 - NEAL TIRE & AUTO SERVICE									
1040193855	WP Vehicle Repairs	Open		11/06/2024	01/10/2025	11/06/2024			10.00
<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>	
	Waste disposal service - WP Vehicle Repairs		1.0000	EA	10.0000	10.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2310 (Water and Sewer Fund-Water Treatment Plant-Other maintenance supplies)							10.00	
	Invoice Items			1					
Vendor 1625 - NEAL TIRE & AUTO SERVICE Totals									
							Invoices	2	\$35.00
Vendor 3265 - O'REILLY AUTO PARTS									
1040195023	Misc Scrap Tires/STREET	Open		12/20/2024	01/10/2025	12/20/2024			25.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Tires, repair and maintenance - Misc Scrap		1.0000	EA	25.0000	25.00			
	Tires/STREET								
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3503 (General Fund-Street Department-Repair of vehicles)				0000 (0000 - Misc. Equip.)			25.00	
	Invoice Items			1					
Vendor 1625 - NEAL TIRE & AUTO SERVICE Totals									
							Invoices	2	\$35.00



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
2323-213262	Fuse Relay/UTILITY	Open		12/05/2024	01/10/2025	12/05/2024			5.79
<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>	
	Fuse - Fuse Relay/UTILITY		1.0000	EA	5.7900	5.79			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-2401 (Water and Sewer Fund-Utility Department-Vehicle parts & supplies)				4300 2015 HYDRO (4300-2015 Hydro-Excavation Trailer)			5.79	
				Invoice Items	1				
2323-214009	Fuel cap - MAINT	Open		12/11/2024	01/10/2025	12/11/2024			16.91
<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>	
	Vehicle parts & supplies / MAINT - Fuel cap - MAINT		1.0000	EA	16.9100	16.91			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-2401 (General Fund-Parks & Maintenance Department-Vehicle parts & supplies)				5830 (5830 - 2012 Ford 250 3/4 Ton Truck #22)			16.91	
				Invoice Items	1				
2323-215359	Hydraulic Line for Sweeper/STREET	Open		12/26/2024	01/10/2025	12/26/2024			118.77
<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>	
	Hydraulic hoses/utility - Hydraulic Line for Sweeper/STREET		1.0000	EA	118.7700	118.77			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				NP 2663 S (NP-2663-S 2013 Elgin Pelican Seeper)			118.77	
				Invoice Items	1				
Vendor 3265 - O'REILLY AUTO PARTS Totals					Invoices	3			\$141.47
Vendor 4012 - OMNISITE									
99571	WW Lift Station Repair	Open		12/17/2024	01/10/2025	12/17/2024			223.79
<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>	
	Lift station repair / WWTP - WW Lift Station Repair		1.0000	EA	223.7900	223.79			
	<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)				0000 (0000 - Misc. Equip.)			223.79	
				Invoice Items	1				
97479	WW Omnisite Fees	Open		01/01/2025	01/10/2025	01/01/2025			3,480.00
<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>	
	Annual Fee - WW Omnisite Fees		1.0000	EA	3,480.0000	3,480.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
97479	WW Omnisite Fees	Open		01/01/2025	01/10/2025	01/01/2025			3,480.00
<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>	
	61-4621-3401 (Water and Sewer Fund-Waste Water Treatment Plant-Telephone expense)							3,480.00	
	Invoice Items			1					
Vendor 4012 - OMNISITE Totals						Invoices	2		\$3,703.79
Vendor 1656 - P F PETTIBONE & CO									
186825	52 books - IL Citation & Complaint Tickets	Open		12/12/2024	01/10/2025	12/12/2024			857.30
<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>	
	Office Supplies - 52 books - IL Citation & Complaint Tickets		1.0000	EA	857.3000	857.30			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							130.30	
	11-4210-2004 (General Fund-Police Department-Printed forms)							727.00	
	Invoice Items			1					
Vendor 1656 - P F PETTIBONE & CO Totals						Invoices	1		\$857.30
Vendor 1660 - PAAP PRINTING									
44376	Notice of petition for preliminary determ hearing - PD	Open		12/13/2024	01/10/2025	12/13/2024			87.00
<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 - Notice of petition for preliminary determ hearing - PD		1.0000	EA	87.0000	87.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2004 (General Fund-Police Department-Printed forms)							87.00	
	Invoice Items			1					
44383	Business cards for Bennett & Youngblood, Water dept envelopes	Open		12/13/2024	01/10/2025	12/13/2024			695.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - Business cards for Bennett & Youngblood, Water dept envelopes		1.0000	EA	695.0000	695.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-2001 (General Fund-Building & Development Services-Office supplies)							144.00	
	61-4630-2004 (Water and Sewer Fund-Water Department-Printed forms)							551.00	
	Invoice Items			1					
Vendor 1660 - PAAP PRINTING Totals						Invoices	2		\$782.00
Vendor 4329 - PENN CARE									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
M126002	First aid supplies - FD	Open		12/09/2024	01/10/2025	12/09/2024			379.01
<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>	
	First Aid Supplies - First aid supplies - FD		1.0000	EA	379.0100	379.01			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2106 (General Fund-Fire Department-First aid supplies)							379.01	
	<i>Invoice Items</i>			1					
Vendor 4329 - PENN CARE Totals									\$379.01
Invoices									1
Vendor 3186 - PEOPLES BANK & TRUST									
2025-00000011	H.S.A. Match Sin - H.S.A. Match Single*	Open		01/03/2025	01/03/2025	01/03/2025			8,835.33
<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>	
	Payroll Withholding - 01/03/2025 Benefit H.S.A. Match		1.0000	EA	1,791.8100	1,791.81			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							1,416.79	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							333.35	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							41.67	
	Payroll Withholding - 01/03/2025 Benefit H.S.A. Match Single		1.0000	EA	1,000.3200	1,000.32			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							791.92	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							166.72	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							41.68	
	Payroll Withholding - 01/03/2025 Benefit H.S.A. Premium Remainder		1.0000	EA	6,043.2000	6,043.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-2021 (General Fund-Medical & life ins withholding)							4,784.20	
	61-2021 (Water and Sewer Fund-Medical & life ins withholding)							1,007.20	
	22-2021 (Playground & Recreation Fund-Medical & life ins withholding)							251.80	
	<i>Invoice Items</i>			3					
Vendor 3186 - PEOPLES BANK & TRUST Totals									\$8,835.33
Invoices									1
Vendor 4596 - PFLAUM PERFECT LAWN CARE									
03446	Mowing - MAINT	Open		11/27/2024	01/10/2025	11/27/2024			770.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Contractual Service - REC - Mowing - MAINT		1.0000	EA	770.0000	770.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3999 (General Fund-Parks & Maintenance Department-Other contractual services)							770.00	
	<i>Invoice Items</i>			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
03447	Mowing - MAINT	Open		11/27/2024	01/10/2025	11/27/2024			1,657.50
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Other contractual services - Mowing - MAINT		1.0000	EA	1,657.5000	1,657.50			
	G/L Account				Project			Amount	
	11-4194-3999 (General Fund-Parks & Maintenance Department-Other contractual services)							1,657.50	
	Invoice Items			1					
03475	Mowing - MAINT	Open		12/06/2024	01/10/2025	12/06/2024			617.50
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Park maintenance materials - Mowing - MAINT		1.0000	EA	617.5000	617.50			
	G/L Account				Project			Amount	
	11-4194-2513 (General Fund-Parks & Maintenance Department-Park maintenance materials)							617.50	
	Invoice Items			1					
Vendor 4596 - PFLAUM PERFECT LAWN CARE		Totals				Invoices	3		\$3,045.00
Vendor 12/22/2024	Postage for account #7900044080923059/WATER	Open		12/22/2024	01/10/2025	12/22/2024			1,581.04
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Postage expense - Postage for account #7900044080923059/WATER		1.0000	EA	1,581.0400	1,581.04			
	G/L Account				Project			Amount	
	61-4630-3901 (Water and Sewer Fund-Water Department-Postage expense)							1,581.04	
	Invoice Items			1					
Vendor 4545 - QUADIENT FINANCE USA INC		Totals				Invoices	1		\$1,581.04
Vendor 55474	Small Salt Spreader Chain Link Connector/STREET	Open		12/05/2024	01/10/2025	12/05/2024			21.15
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	1/4 page full color ad/tourism - Small Salt Spreader Chain Link Connector/STREET		1.0000	EA	21.1500	21.15			
	G/L Account				Project			Amount	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)						2092 (2015 Ford F350 PU)	21.15	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
55485	Small (1 Ton) Salt Spreader Conveyor Chain/STREET	Open		12/09/2024	01/10/2025	12/09/2024			1,020.99
<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>	
	1/4 page full color ad/tourism - Small (1 Ton) Salt Spreader Conveyor Chain/STREET		1.0000	EA	1,020.9900	1,020.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)				2092 (2015 Ford F350 PU)			1,020.99	
	Invoice Items			1					
Vendor 1711 - RAHN EQUIPMENT COMPANY Totals									Invoices 2 \$1,042.14
Vendor 1748 - SARAH BUSH LINCOLN HLTH CNTR									
6486928	New Hire & DOT Random / EBHR	Open		12/13/2024	01/10/2025	12/13/2024			369.00
<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 - New Hire & DOT Random / EBHR		1.0000	EA	369.0000	369.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-3097 (General Fund-Human Resources-Medical exams & inoculations)							369.00	
	Invoice Items			1					
Vendor 1748 - SARAH BUSH LINCOLN HLTH CNTR Totals									Invoices 1 \$369.00
Vendor 4570 - SECURITAS TECHNOLOGY CO									
3711429	WP Building & Grounds - Misc	Open		12/06/2024	01/10/2025	12/06/2024			600.60
<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>	
	Building repairs, maintenance and supplies - WP Building & Grounds - Misc		1.0000	EA	600.6000	600.60			
	<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.)			600.60	
	Invoice Items			1					
Vendor 4570 - SECURITAS TECHNOLOGY CO Totals									Invoices 1 \$600.60
Vendor 1771 - SIGN APPEAL									
1815	Name plates for DCM, Comm Dev Dir, Youngblood	Open		12/04/2024	01/10/2025	12/04/2024			32.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - Name plates for DCM, Comm Dev Dir, Youngblood		1.0000	EA	32.0000	32.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-2001 (General Fund-Building & Development Services-Office supplies)							32.00	
	Invoice Items			1					
Vendor 1771 - SIGN APPEAL Totals									Invoices 1 \$32.00





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>4676 - SIMS SEPTIC PUMPING</b>									
670471	WW Lift Station Repair	Open		12/11/2024	01/10/2025	12/11/2024			180.00
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Lift station repair / WWTP - WW Lift Station Repair		1.0000	EA	180.0000	180.00			
	G/L Account				Project			Amount	
	61-4621-2512 (Water and Sewer Fund-Waste Water Treatment Plant-Lift station maintenance)						0000 (0000 - Misc. Equip.)	180.00	
	Invoice Items			1					
Vendor <b>4676 - SIMS SEPTIC PUMPING</b>			Totals		Invoices		1		\$180.00
Vendor <b>1708 - R. SCOTT SMITH</b>									
12-13-2024	Reimbursement for iPad Keyboard and Pencil - CONTINGENCY	Open		12/13/2024	01/10/2025	12/13/2024			93.49
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Contingency - Reimbursement for iPad Keyboard and Pencil - CONTINGENCY		1.0000	EA	93.4900	93.49			
	G/L Account				Project			Amount	
	11-4098-7000 (General Fund-Contingencies-Contingencies)						0000 (0000 - Misc. Equip.)	93.49	
	Invoice Items			1					
Vendor <b>1708 - R. SCOTT SMITH</b>			Totals		Invoices		1		\$93.49
Vendor <b>3903 - SOLENIS, LLC</b>									
133528773	WW Chemicals - K275FLX Polymer	Open		12/06/2024	01/10/2025	12/06/2024			1,219.50
P.O. Number	Item Description		Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number	
	Chemicals / WWTP - WW Chemicals - K275FLX Polymer		1.0000	EA	1,219.5000	1,219.50			
	G/L Account				Project			Amount	
	61-4621-2109 (Water and Sewer Fund-Waste Water Treatment Plant-Chemicals)						0000 (0000 - Misc. Equip.)	1,219.50	
	Invoice Items			1					
Vendor <b>3903 - SOLENIS, LLC</b>			Totals		Invoices		1		\$1,219.50
Vendor <b>3448 - SOUTH CENTRAL FS, INC.</b>									
11/30/2024	Monthly fuel allocation	Open		11/30/2024	01/10/2025	11/30/2024			13,406.94
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	13,406.9400	13,406.94			
	G/L Account				Project			Amount	
	11-4095-2201 (General Fund-Engineering Department-Fuel & oil)							184.36	
	11-4194-2201 (General Fund-Parks & Maintenance Department-Fuel & oil)							1,070.74	
	11-4210-2201 (General Fund-Police Department-Fuel & oil)							4,950.06	
	11-4221-2201 (General Fund-Fire Department-Fuel & oil)							2,415.12	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
11/30/2024	Monthly fuel allocation	Open		11/30/2024	01/10/2025	11/30/2024			13,406.94
<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>	
	11-4310-2201 (General Fund-Street Department-Fuel & oil)							1,556.11	
	11-4311-2201 (General Fund-City Garage-Fuel & oil)							69.74	
	11-4640-2201 (General Fund-Building & Development Services-Fuel & oil)							443.23	
	61-4610-2201 (Water and Sewer Fund-Utility Department-Fuel & oil)							1,905.23	
	61-4611-2201 (Water and Sewer Fund-Water Treatment Plant-Fuel & oil)							114.63	
	61-4621-2201 (Water and Sewer Fund-Waste Water Treatment Plant-Fuel & oil)							386.20	
	11-4001-2201 (General Fund-Administration & Boards- Manager-Fuel & oil)							87.03	
	61-4311-2201 (Water and Sewer Fund-City Garage-Fuel & oil)							69.74	
	11-4004-2201 (General Fund-Comptroller's Office-Fuel & oil)							69.73	
	11-4060-2201 (General Fund-Information Services-Fuel & oil)							85.02	
	Invoice Items			1					
Vendor 3448 - SOUTH CENTRAL FS, INC. Totals						Invoices	1		\$13,406.94
Vendor 1786 - SPRINGFIELD ELECTRIC SUPPLY CO									
S011096747.001	Liquidtight conduit seal - FD	Open		12/13/2024	01/10/2025	12/13/2024			217.19
<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>	
	Other building materials - Liquidtight conduit seal - FD		1.0000	EA	217.1900	217.19			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2699 (General Fund-Fire Department-Other building materials)							217.19	
	Invoice Items			1					
Vendor 1786 - SPRINGFIELD ELECTRIC SUPPLY CO Totals						Invoices	1		\$217.19
Vendor 1857 - UNIVERSITY OF ILLINOIS-GAR									
UPI12699	Law Enforcement training for Noble - PD	Open		12/18/2024	01/10/2025	12/18/2024			7,434.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Education & training expense - Law Enforcement training for Noble - PD		1.0000	EA	7,434.0000	7,434.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3706 (General Fund-Police Department-Education & training expense)							7,434.00	
	Invoice Items			1					
Vendor 1857 - UNIVERSITY OF ILLINOIS-GAR Totals						Invoices	1		\$7,434.00
Vendor 4794 - UNMANNED VEHICLE TECHNOLOGIES, LLC									



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
SO218489	Drones - DJI Matrice 30T Combo w/ Care Enterprise Basic - PD/FD	Open		12/30/2024	01/10/2025	12/30/2024			15,268.15
<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>		
	Operating Equipment - Drones - DJI Matrice 30T Combo w/ Care Enterprise Basic - PD/FD	1.0000	EA	15,268.1500	15,268.15				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4221-4399 (General Fund-Fire Department-Operating equipment)			0000 (0000 - Misc. Equip.)			15,268.15		
	<i>Invoice Items</i>			<i>1</i>					
Vendor <b>4794 - UNMANNED VEHICLE TECHNOLOGIES, LLC</b> Totals									Invoices 1 \$15,268.15
Vendor <b>1860 - USA BLUE BOOK</b>									
INV00566746	WP Lab Expense - Meter, Probe, etc	Open		12/12/2024	01/10/2025	12/12/2024			338.00
<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 supplies / WTP - WP Lab Expense - Meter, Probe, etc	1.0000	EA	338.0000	338.00				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	61-4611-2105 (Water and Sewer Fund-Water Treatment Plant-Laboratory supplies)						338.00		
	<i>Invoice Items</i>			<i>1</i>					
Vendor <b>1860 - USA BLUE BOOK</b> Totals									Invoices 1 \$338.00
Vendor <b>1868 - VERIZON WIRELESS</b>									
6101227161	Monthly cell phone usage	Open		12/15/2024	01/10/2025	12/15/2024			2,825.20
<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>		
	Cell phone service - Monthly cell phone usage	1.0000	EA	2,825.2000	2,825.20				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4001-3402 (General Fund-Administration & Boards- Manager-Cell phone expense)						47.17		
	11-4095-3402 (General Fund-Engineering Department-Cell phone expense)						47.17		
	11-4194-3402 (General Fund-Parks & Maintenance Department-Cell phone expense)						47.17		
	11-4210-3402 (General Fund-Police Department-Cell phone expense)						806.80		
	11-4221-3402 (General Fund-Fire Department-Cell phone expense)						878.02		
	11-4640-3402 (General Fund-Building & Development Services-Cell phone expense)						200.53		
	61-4610-3402 (Water and Sewer Fund-Utility Department-Cell phone expense)						168.36		
	61-4611-3402 (Water and Sewer Fund-Water Treatment Plant-Cell phone expense)						67.61		
	61-4621-3402 (Water and Sewer Fund-Waste Water Treatment Plant-Cell phone expense)						42.17		
	11-4060-3402 (General Fund-Information Services-Cell phone expense)						59.59		



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
6101227161	Monthly cell phone usage	Open		12/15/2024	01/10/2025	12/15/2024			2,825.20
<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>	
	22-4510-3402 (Playground & Recreation Fund-Recreation Programs-Cell phone expense)							47.17	
	22-4510-3402 (Playground & Recreation Fund-Recreation Programs-Cell phone expense)			REC 1004	3000 (Afterschool Club)			84.34	
	11-4004-3402 (General Fund-Comptroller's Office-Cell phone expense)							42.17	
	61-4060-3402 (Water and Sewer Fund-Information Services-Cell phone expense)							59.60	
	11-4700-3402 (General Fund-Human Resources-Cell phone expense)							42.17	
	61-4630-3402 (Water and Sewer Fund-Water Department-Cell phone expense)							38.01	
	22-4520-3402 (Playground & Recreation Fund-Pool-Cell phone expense)							47.17	
	61-0000-3402 (Water and Sewer Fund-Non-departmental-Cell phone expense)							99.98	
	Invoice Items			1					
Vendor 1868 - VERIZON WIRELESS Totals									Invoices 1 \$2,825.20
Vendor 2159 - Vermeer Sales & Service of Central Illinois, Inc.									
C00516	Sub Saver Replacement, New Vise	Open		12/12/2024	01/10/2025	12/12/2024			1,373.98
	Jalos & Rack Gear Repair/UTILITY								
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	1/4 page full color ad/tourism - Sub Saver Replacement, New Vise Jalos & Rack Gear Repair/UTILITY		1.0000	EA	1,373.9800	1,373.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4610-3508 (Water and Sewer Fund-Utility Department-Repair of operating equipment)				0745 (0745 2009 Trailer)			1,373.98	
	Invoice Items			1					
Vendor 2159 - Vermeer Sales & Service of Central Illinois, Inc. Totals									Invoices 1 \$1,373.98
Vendor 1877 - WALMART									
00702 12/2024	Cutlery and other breakroom supplies - PD	Open		12/10/2024	01/10/2025	12/10/2024			36.98
<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 supplies - Cutlery and other breakroom supplies - PD		1.0000	EA	36.9800	36.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							36.98	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
01376	Kleenex's - PD	Open		12/13/2024	01/10/2025	12/13/2024			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>	
	Other supplies - Kleenex's - PD		1.0000	EA	6.9800	6.98			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4210-2119 (General Fund-Police Department-Other supplies)							6.98	
			<i>Invoice Items</i>	1					
07421	Office supplies - FD	Open		12/13/2024	01/10/2025	12/13/2024			43.40
<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>	
	Office Supplies - Office supplies - FD		1.0000	EA	43.4000	43.40			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4221-2001 (General Fund-Fire Department-Office supplies)							43.40	
			<i>Invoice Items</i>	1					
122024	WW Office Supplies - Misc	Open		12/20/2024	01/10/2025	12/20/2024			31.31
<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>	
	Office Supplies / WWTP - WW Office Supplies - Misc		1.0000	EA	31.3100	31.31			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4621-2001 (Water and Sewer Fund-Waste Water Treatment Plant-Office supplies)							31.31	
			<i>Invoice Items</i>	1					
6243625819011861	WP Office Equipment & Furniture	Open		12/27/2024	01/10/2025	12/27/2024			14.82
<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>	
	Minor office equipment - WP Office Equipment & Furniture		1.0000	EA	14.8200	14.82			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4611-2804 (Water and Sewer Fund-Water Treatment Plant-Minor office equipment)							14.82	
			<i>Invoice Items</i>	1					
694118	WP Office Supplies	Open		12/27/2024	01/10/2025	12/27/2024			146.90
<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>	
	office supplies / WTP - WP Office Supplies		1.0000	EA	146.9000	146.90			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4611-2001 (Water and Sewer Fund-Water Treatment Plant-Office supplies)							146.90	
			<i>Invoice Items</i>	1					
Vendor 1877 - WALMART Totals							Invoices	6	\$280.39

Vendor 2946 - WATER SOLUTIONS UNLIMITED, INC.



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 12/21/24 - 01/10/25

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
6930205	WP Chemicals - Bleach	Open		12/04/2024	01/10/2025	12/04/2024			4,705.00
<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>	
	Chemicals / WTP - WP Chemicals - Bleach		1.0000	EA	4,705.0000	4,705.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4611-2109 (Water and Sewer Fund-Water Treatment Plant-Chemicals)							4,705.00	
	Invoice Items			1					
Vendor 2946 - WATER SOLUTIONS UNLIMITED, INC. Totals						Invoices	1		\$4,705.00
Vendor 3964 - WATTS COPY SYSTEM INC - DALLAS, TX									
38185112	Copy service - PD	Open		12/25/2024	01/10/2025	12/25/2024			164.38
<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>	
	Repair of office equipment - Copy service - PD		1.0000	EA	164.3800	164.38			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3507 (General Fund-Police Department-Repair of office equipment)							164.38	
	Invoice Items			1					
Vendor 3964 - WATTS COPY SYSTEM INC - DALLAS, TX Totals						Invoices	1		\$164.38
Vendor 1891 - WOLKE NURSERY									
3552	Row trees - MAINT	Open		12/06/2024	01/10/2025	12/06/2024			180.00
<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>	
	Tree and stump removal - Row trees - MAINT		1.0000	EA	180.0000	180.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	25-4312-3108 (Motor Fuel Tax Fund-Motor Fuel Tax Department-Stump & tree removal services)				0000 (0000 - Misc. Equip.)			180.00	
	Invoice Items			1					
Vendor 1891 - WOLKE NURSERY Totals						Invoices	1		\$180.00
Vendor LAURA BARON									
2024-00001007	Overpayment of CHA35387 - FD	Open		12/31/2024	01/10/2025	12/31/2024			275.00
<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>	
	Refund - Ambulance Overpayment - Overpayment of CHA35387 - FD		1.0000	EA	275.0000	275.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-1112 (General Fund-Ambulance Fees Receivable)							275.00	
	Invoice Items			1					
Vendor LAURA BARON Totals						Invoices	1		\$275.00
Grand Totals						Invoices	334		\$217,051.11



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

Report By Vendor - Invoice

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>2716 - BANK OF AMERICA Commercial Card</b>									
barrelhouse10/08	Meal for conference - CLERK-TF	Open		10/08/2024	11/28/2024	10/08/2024			25.61
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Travel expense / lodging, fuel, meals - Meal for conference - CLERK-TF		1.0000	EA	25.6100	25.61			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-3707 (General Fund-City Clerk-Travel expenses)							25.61	
	<i>Invoice Items</i>				1				
hacienda 10/8/24	Meal for conference in Bloomington - CLERK-TF	Open		10/08/2024	11/28/2024	10/08/2024			22.71
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Travel expense / lodging, fuel, meals - Meal for conference in Bloomington - CLERK-TF		1.0000	EA	22.7100	22.71			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-3707 (General Fund-City Clerk-Travel expenses)							22.71	
	<i>Invoice Items</i>				1				
IAFID 10/08/24	International Association for ID - Siefferman - PD-HT	Open		10/08/2024	11/28/2024	10/08/2024			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>	
	Professional membership - International Association for ID - Siefferman - PD-HT		1.0000	EA	95.0000	95.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3704 (General Fund-Police Department-Professional memberships)							95.00	
	<i>Invoice Items</i>				1				
IL mun le 100824	IL Municipal League job posting - B&D-CG	Open		10/08/2024	11/28/2024	10/08/2024			35.00
<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>	
	Community Development Projects - IL Municipal League job posting - B&D-CG		1.0000	EA	35.0000	35.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-4103 (General Fund-Building & Development Services-Community Development Projects)							35.00	
	<i>Invoice Items</i>				1				
amaz 10-09-24	Staples for report writing - PD-JS	Open		10/09/2024	11/28/2024	10/09/2024			14.42
<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>	
	Office Supplies - Staples for report writing - PD-JS		1.0000	EA	14.4200	14.42			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
amaz 10-09-24	Staples for report writing - PD-JS	Open		10/09/2024	11/28/2024	10/09/2024			14.42
<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>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							14.42	
	Invoice Items			1					
circlek 10-09-24	Fuel for travel - IS-MH	Open		10/09/2024	11/28/2024	10/09/2024			40.01
<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>	
	Fuel & Oil - Fuel for travel - IS-MH		1.0000	EA	40.0100	40.01			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-2201 (General Fund-Information Services-Fuel & oil)							40.01	
	Invoice Items			1					
countymark 10924	Soda pop for Citizens Police Academy - PD-HT	Open		10/09/2024	11/28/2024	10/09/2024			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>	
	Public education - Soda pop for Citizens Police Academy - PD-HT		1.0000	EA	8.9900	8.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3110 (General Fund-Police Department-Public education)							8.99	
	Invoice Items			1					
holidayinn 10-9	Hotel stay for IT Training - IS-MH	Open		10/09/2024	11/28/2024	10/09/2024			227.80
<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>	
	Travel expense / lodging, fuel, meals - Hotel stay for IT Training - IS-MH		1.0000	EA	227.8000	227.80			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-3707 (General Fund-Information Services-Travel expenses)							227.80	
	Invoice Items			1					
packtrack100924	K-9 training and department software - PD-KK	Open		10/09/2024	11/28/2024	10/09/2024			140.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	K-9 supplies & expenses / PD - K-9 training and department software - PD-KK		1.0000	EA	140.0000	140.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2120 (General Fund-Police Department-K-9 Expenses)							140.00	
	Invoice Items			1					





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
apple 10-10-24	Apple iCloud monthly subscription for storage - PD-JS	Open		10/10/2024	11/28/2024	10/10/2024			.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>	
	Investigation expenses - Apple iCloud monthly subscription for storage - PD-JS		1.0000	EA	.9900	.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3195 (General Fund-Police Department-Investigation Expenses)							.99	
	Invoice Items				1				
maggie 10/10/24	Meal for conference in Bloomington - CLERK-TF	Open		10/10/2024	11/28/2024	10/10/2024			26.55
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Travel expense / lodging, fuel, meals - Meal for conference in Bloomington - CLERK-TF		1.0000	EA	26.5500	26.55			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-3707 (General Fund-City Clerk-Travel expenses)							26.55	
	Invoice Items				1				
networksol 10-10	SSL Certificate - IS-MH	Open		10/10/2024	11/28/2024	10/10/2024			233.64
<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>	
	Data Processing Service - SSL Certificate - IS-MH		1.0000	EA	233.6400	233.64			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-3101 (General Fund-Information Services-Data processing services)							233.64	
	Invoice Items				1				
networksol 10/10	Credit for website certificate renewal - B&D-TK	Open		10/10/2024	11/28/2024	10/10/2024			(153.78)
<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>	
	Data Processing Service - Credit for website certificate renewal - B&D-TK		1.0000	EA	(153.7800)	(153.78)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-3101 (General Fund-Building & Development Services-Data processing services)							(153.78)	
	Invoice Items				1				
officedepot 1010	Address labels - ADMIN-PG	Open		10/10/2024	11/28/2024	10/10/2024			24.48
<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>	
	Office Supplies - Address labels - ADMIN-PG		1.0000	EA	24.4800	24.48			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							24.48	
	Invoice Items				1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
texas road101024	Meal for conference in Bloomington - CLERK-TF	Open		10/10/2024	11/28/2024	10/10/2024			13.28
<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>	
	Travel expense / lodging, fuel, meals - Meal for conference in Bloomington - CLERK-TF		1.0000	EA	13.2800	13.28			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-3707 (General Fund-City Clerk-Travel expenses)							13.28	
	<i>Invoice Items</i>				1				
apa 10/11/24	Annual APA membership - ADMIN-SP	Open		10/11/2024	11/28/2024	10/11/2024			101.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Professional membership - Annual APA membership - ADMIN-SP		1.0000	EA	101.0000	101.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3704 (General Fund-Administration & Boards- Manager- Professional memberships)							101.00	
	<i>Invoice Items</i>				1				
doubletree1011	MCI Academy Hotel Oct9-11 - CLERK-DM	Open		10/11/2024	11/28/2024	10/11/2024			288.96
<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>	
	Education & training expense - MCI Academy Hotel Oct9-11 - CLERK-DM		1.0000	EA	288.9600	288.96			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-3706 (General Fund-City Clerk-Education & training expense)							288.96	
	<i>Invoice Items</i>				1				
doubletree101124	MCI Institute Hotel for Oct6-11 - CLERK-DM	Open		10/11/2024	11/28/2024	10/11/2024			1,293.60
<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>	
	Education & training expense - MCI Institute Hotel for Oct6-11 - CLERK-DM		1.0000	EA	1,293.6000	1,293.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4002-3706 (General Fund-City Clerk-Education & training expense)							1,293.60	
	<i>Invoice Items</i>				1				
dash med10/14/24	Nitrile exam gloves - PD-CD	Open		10/14/2024	11/28/2024	10/14/2024			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>	
	Lab supplies / PD - Nitrile exam gloves - PD- CD		1.0000	EA	95.0000	95.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2105 (General Fund-Police Department-Laboratory supplies)							95.00	
	<i>Invoice Items</i>				1				



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
cablewhole 10-16	SM Fiber for Linder - IS-MH	Open		10/16/2024	11/28/2024	10/16/2024			187.08
<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>	
	Office furniture and equipment - SM Fiber for Linder - IS-MH		1.0000	EA	187.0800	187.08			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4060-4499 (General Fund-Information Services-Office furniture & equipment)				0000 (0000 - Misc. Equip.)			187.08	
	Invoice Items			1					
facebook 101624	Facebook fire prevention posts - FD-TM	Open		10/16/2024	11/28/2024	10/16/2024			49.91
<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>	
	Public education - Facebook fire prevention posts - FD-TM		1.0000	EA	49.9100	49.91			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3110 (General Fund-Fire Department-Public education)							49.91	
	Invoice Items			1					
siueemarket 2024	Nutrient removal training for CEU's - WWTP-RM	Open		10/16/2024	11/28/2024	10/16/2024			40.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Education & training expense - Nutrient removal training for CEU's - WWTP-RM		1.0000	EA	40.0000	40.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	61-4621-3706 (Water and Sewer Fund-Waste Water Treatment Plant-Education & training expense)							40.00	
	Invoice Items			1					
walmart 10/16/24	TV and mounts for Pamperin's office - B&D-SB	Open		10/16/2024	11/28/2024	10/16/2024			267.88
<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>	
	Minor office equipment - TV and mounts for Pamperin's office - B&D		1.0000	EA	267.8800	267.88			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4640-2804 (General Fund-Building & Development Services-Minor office equipment)							267.88	
	Invoice Items			1					
amaz 10/17/24	Emergency exit signs and lighting for city hall - MAINT-SB	Open		10/17/2024	11/28/2024	10/17/2024			250.49
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of buildings and facilities - Emergency exit signs and lighting for city hall - MAINT-SB		1.0000	EA	250.4900	250.49			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
amaz 10/17/24	Emergency exit signs and lighting for city hall - MAINT-SB	Open		10/17/2024	11/28/2024	10/17/2024			250.49
<i>P.O. Number</i>	<i>Item Description</i>			<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)								250.49
	Invoice Items			1					
officemax 101824	W-2 envelopes, batteries, pens, paper clips, tissues - PG	Open		10/18/2024	11/28/2024	10/18/2024			103.73
<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 Supplies - W-2 envelopes, batteries, pens, paper clips, tissues - PG			1.0000	EA	103.7300	103.73		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							76.24	
	11-4700-2001 (General Fund-Human Resources-Office supplies)							27.49	
	Invoice Items			1					
walmart 10-18-24	Rubber gloves, grabbers - B&D-PG	Open		10/18/2024	11/28/2024	10/18/2024			104.49
<i>P.O. Number</i>	<i>Item Description</i>			<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>
	Office Supplies / B&D - Rubber gloves, grabbers - B&D-PG			1.0000	EA	104.4900	104.49		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	11-4640-2001 (General Fund-Building & Development Services-Office supplies)							104.49	
	Invoice Items			1					
walmart 10/18/24	Facts and snacks chocolate - EBHR-CG	Open		10/18/2024	11/28/2024	10/18/2024			70.08
<i>P.O. Number</i>	<i>Item Description</i>			<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>
	Other consulting services - Facts and snacks chocolate - EBHR-CG			1.0000	EA	70.0800	70.08		
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	40-4950-3106 (Health Self-Insurance Fund-Insurance Expenses-Other consulting services)							70.08	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
AMAZ 10/19/24	Emergency lighting for City Hall - MAINT-SB	Open		10/19/2024	11/28/2024	10/19/2024			57.99
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Repair of buildings and facilities - Emergency lighting for City Hall - MAINT-SB		1.0000	EA	57.9900	57.99			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4194-3510 (General Fund-Parks & Maintenance Department-Repair of buildings & facilities)							57.99	
				Invoice Items	1				
amaz 102224	Whiteboard & dry erase for medical supply list - FD-TM	Open		10/22/2024	11/28/2024	10/22/2024			30.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - Whiteboard & dry erase for medical supply list - FD-TM		1.0000	EA	30.9800	30.98			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2001 (General Fund-Fire Department-Office supplies)							30.98	
				Invoice Items	1				
elcoyote 102224	Lunch meeting with M Jenkins - ADMIN-SS	Open		10/22/2024	11/28/2024	10/22/2024			24.27
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Public relations - Lunch meeting with M Jenkins - ADMIN-SS		1.0000	EA	24.2700	24.27			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-3009 (General Fund-Administration & Boards- Manager-Public relations)							24.27	
				Invoice Items	1				
jacks 10/22/24	Walk-behind road saw gas tank replacement - STREET-CB	Open		10/22/2024	11/28/2024	10/22/2024			203.00
<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 - Walk-behind road saw gas tank replacement - STREET		1.0000	EA	203.0000	203.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4310-3508 (General Fund-Street Department-Repair of operating equipment)					0000 (0000 - Misc. Equip.)		203.00	
				Invoice Items	1				
nartec 10-22-24	Meth Field Test Kits - DTF-HT	Open		10/22/2024	11/28/2024	10/22/2024			188.39
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Lab supplies / PD - Meth Field Test Kits - DTF-HT		1.0000	EA	188.3900	188.39			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
nartec 10-22-24	Meth Field Test Kits - DTF-HT	Open		10/22/2024	11/28/2024	10/22/2024			188.39
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	27-4212-2105 (Drug Traffic Prevention Fund-Drug Traffic Prevention-Laboratory supplies)							188.39	
			Invoice Items	1					
NatEMTReg 2024	Paramedic exam for Sheahan - FD-RB	Open		10/22/2024	11/28/2024	10/22/2024			175.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Education & training expense - Paramedic exam for Sheahan - FD-RB		1.0000	EA	175.0000	175.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-3706 (General Fund-Fire Department-Education & training expense)							175.00	
			Invoice Items	1					
amaz 10/24/24	Small chemical feed pump for aeration tanks - WWTP-RM	Open		10/24/2024	11/28/2024	10/24/2024			350.19
<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>	
	Other maintenance supplies - Small chemical feed pump for aeration tanks - WWTP-RM		1.0000	EA	350.1900	350.19			
	<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)							350.19	
			Invoice Items	1					
amaz 102424	Business card holder - FD-TM	Open		10/24/2024	11/28/2024	10/24/2024			13.16
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - Business card holder - FD-TM		1.0000	EA	13.1600	13.16			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4221-2001 (General Fund-Fire Department-Office supplies)							13.16	
			Invoice Items	1					
Axon 10-24-24	Taser training cartridges - PD-HT	Open		10/24/2024	11/28/2024	10/24/2024			724.40
<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>	
	Education & training expense - Taser training cartridges - PD-HT		1.0000	EA	724.4000	724.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-3706 (General Fund-Police Department-Education & training expense)							724.40	
			Invoice Items	1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
brownbear102524	CFD online calendar annual fee - FD-TM	Open		10/25/2024	11/28/2024	10/25/2024			120.00
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Other business services - CFD online calendar annual fee - FD-TM	1.0000	EA	120.0000	120.00				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4221-3199 (General Fund-Fire Department-Business services)						120.00		
	Invoice Items			1					
amaz 10-27-24	Replacement vehicle chargers for E307 - FD-TM	Open		10/27/2024	11/28/2024	10/27/2024			30.88
<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 - Replacement vehicle chargers for E307 - FD-TM	1.0000	EA	30.8800	30.88				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4221-2401 (General Fund-Fire Department-Vehicle parts & supplies)			1977 (1977 - 2002 Pierce Pumer - 307)			30.88		
	Invoice Items			1					
column 1018-1029	Comptrollers report, bid notices, pre-filing notice - CLERK-DM	Open		10/29/2024	11/28/2024	10/29/2024			1,063.77
<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>		
	Legal notice publishing - Comptrollers report, bid notices, pre-filing notice - CLERK-DM	1.0000	EA	1,063.7700	1,063.77				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	11-4002-3206 (General Fund-City Clerk-Legal notice publishing)			PW 24 109 (WWTP Grit Classifier)			69.62		
	11-4002-3206 (General Fund-City Clerk-Legal notice publishing)			WWTP REPLAC PUMP (WWTP - New Replacement Pump)			74.45		
	11-4002-3206 (General Fund-City Clerk-Legal notice publishing)						919.70		
	Invoice Items			1					
countymark 10/29	Walker tracker winners - EBHR-CG	Open		10/29/2024	11/28/2024	10/29/2024			60.00
<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 - Walker tracker winners - EBHR-CG	1.0000	EA	60.0000	60.00				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	40-4950-3106 (Health Self-Insurance Fund-Insurance Expenses-Other consulting services)						60.00		
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
walmart 10-29-24 <i>P.O. Number</i>	Pipe bender - B&D-SP <i>Item Description</i> Hand Tools / B&D - Pipe bender - B&D-SP <i>G/L Account</i> 11-4640-2801 (General Fund-Building & Development Services-Hand tools)	Open		10/29/2024	11/28/2024	10/29/2024			(.54)
	<i>Quantity</i> 1.0000	<i>U/M</i> EA		<i>Amount/Unit</i> (.5400)	<i>Total Amount</i> (.54)	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> (.54)	
	<i>Project</i>		<i>Invoice Items</i>		1				
WALMART 10/29/24 <i>P.O. Number</i>	Pipe bender - B&D-SP <i>Item Description</i> Hand Tools / B&D - Pipe bender - B&D-SP <i>G/L Account</i> 11-4640-2801 (General Fund-Building & Development Services-Hand tools)	Open		10/29/2024	11/28/2024	10/29/2024			39.26
	<i>Quantity</i> 1.0000	<i>U/M</i> EA		<i>Amount/Unit</i> 39.2600	<i>Total Amount</i> 39.26	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> 39.26	
	<i>Project</i>		<i>Invoice Items</i>		1				
amaz 11-01-24 <i>P.O. Number</i>	Promotion testing books - FD-TM <i>Item Description</i> Books & Manuals - Promotion testing books - FD-TM <i>G/L Account</i> 11-4221-2006 (General Fund-Fire Department-Books & manuals)	Open		11/01/2024	11/28/2024	11/01/2024			195.60
	<i>Quantity</i> 1.0000	<i>U/M</i> EA		<i>Amount/Unit</i> 195.6000	<i>Total Amount</i> 195.60	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> 195.60	
	<i>Project</i>		<i>Invoice Items</i>		1				
il dept ph 11/01 <i>P.O. Number</i>	IDPH ems and highway safety training for Schaljo - FD-RB <i>Item Description</i> Education & training expense - IDPH ems and highway safety training for Schaljo - FD-SB <i>G/L Account</i> 11-4221-3706 (General Fund-Fire Department-Education & training expense)	Open		11/01/2024	11/28/2024	11/01/2024			41.00
	<i>Quantity</i> 1.0000	<i>U/M</i> EA		<i>Amount/Unit</i> 41.0000	<i>Total Amount</i> 41.00	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> 41.00	
	<i>Project</i>		<i>Invoice Items</i>		1				
medpro 11/01/24 <i>P.O. Number</i>	Sharps container disposal - FD-TM <i>Item Description</i> Other business services - Sharps container disposal - FD-TM <i>G/L Account</i> 11-4221-3199 (General Fund-Fire Department-Business services)	Open		11/01/2024	11/28/2024	11/01/2024			47.25
	<i>Quantity</i> 1.0000	<i>U/M</i> EA		<i>Amount/Unit</i> 47.2500	<i>Total Amount</i> 47.25	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	<i>Amount</i> 47.25	
	<i>Project</i>		<i>Invoice Items</i>		1				





# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
amaz 11/2/24	Flash drives - PD-CD	Open		11/02/2024	11/28/2024	11/02/2024			43.09
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Investigation expenses - Flash drives - PD-CD		1.0000	EA	43.0900	43.09			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4210-3195 (General Fund-Police Department-Investigation Expenses)							43.09	
				Invoice Items	1				
amaz 11/04/24	Emergency lights and exit signs for police dept - SB	Open		11/04/2024	11/28/2024	11/04/2024			220.95
<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>	
	Repair of buildings and facilities - Emergency lights and exit signs for police dept - SB		1.0000	EA	220.9500	220.95			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4210-3510 (General Fund-Police Department-Repair of buildings & facilities)							220.95	
				Invoice Items	1				
officewater2024	Training courses and class enrollment operatorCEU's - WWTP-RM	Open		11/04/2024	11/28/2024	11/04/2024			60.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Education & training expense - Training courses and class enrollment operatorCEU's - WWTP-RM		1.0000	EA	60.0000	60.00			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	61-4621-3706 (Water and Sewer Fund-Waste Water Treatment Plant-Education & training expense)							60.00	
				Invoice Items	1				
walmart 11/04/24	Pens for office supplies - HR-CG	Open		11/04/2024	11/28/2024	11/04/2024			5.87
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies - Pens for office supplies - HR-CG		1.0000	EA	5.8700	5.87			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	11-4700-2001 (General Fund-Human Resources-Office supplies)							5.87	
				Invoice Items	1				
arrowhead11/5/24	Evidence collection supplies - PD-CD	Open		11/05/2024	11/28/2024	11/05/2024			228.59
<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>	
	Lab supplies / PD - Evidence collection supplies - PD-CD		1.0000	EA	228.5900	228.59			
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
arrowhead11/5/24	Evidence collection supplies - PD-CD	Open		11/05/2024	11/28/2024	11/05/2024			228.59
<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>	
	11-4210-2105 (General Fund-Police Department-Laboratory supplies)							228.59	
	Invoice Items			1					
staples 11/05/24	Office paper - PD-PG	Open		11/05/2024	11/28/2024	11/05/2024			116.97
<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>	
	Office supplies / PD - Office paper - PD-PG		1.0000	EA	116.9700	116.97			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2001 (General Fund-Police Department-Office supplies)							116.97	
	Invoice Items			1					
usps 1015-110624	Leso Rifle returns and ISP lab evidence sent out - PD-JS	Open		11/06/2024	11/28/2024	11/06/2024			523.70
<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>	
	Lab supplies / PD - Leso Rifle returns and ISP lab evidence sent out - PD-JS		1.0000	EA	523.7000	523.70			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2105 (General Fund-Police Department-Laboratory supplies)							523.70	
	Invoice Items			1					
wm 11-06-24	Breakroom supplies - ADMIN-PG	Open		11/06/2024	11/28/2024	11/06/2024			53.09
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Office Supplies / ADMIN - Breakroom supplies - ADMIN-PG		1.0000	EA	53.0900	53.09			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4001-2001 (General Fund-Administration & Boards- Manager-Office supplies)							53.09	
	Invoice Items			1					
AMAZ 11/08/24	FOIA DVD's - PD-JS	Open		11/08/2024	11/28/2024	11/08/2024			51.50
<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>	
	Lab supplies / PD - FOIA DVD's - PD-JS		1.0000	EA	51.5000	51.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4210-2105 (General Fund-Police Department-Laboratory supplies)							51.50	
	Invoice Items			1					



# Accounts Payable Invoice Report - Council

## 01/07/2025

Invoice Due Date Range 11/01/24 - 12/01/24

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
landsend11/08/24	Admin logo shirts - HR-CG	Open		11/08/2024	11/28/2024	11/08/2024			195.93
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Uniforms - EB - Admin logo shirts - HR-CG		1.0000	EA	195.9300	195.93			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	11-4700-2701 (General Fund-Human Resources-Uniforms)							195.93	
				Invoice Items	1				
Vendor 2716 - BANK OF AMERICA Commercial Card Totals						Invoices	55		\$8,471.21
Grand Totals						Invoices	55		\$8,471.21

**City Council Regular Meeting**

4)

**Meeting Date:** 01/07/2025

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

---

**TITLE:**

\***RAFFLE LICENSE:** Kiwanis Club of Charleston Trivia Night at Moose Lodge on February 7, 2025, at the close of the event to raise funds for Charitable Service activities for Children, including four (4) Scholarships for CHS Seniors.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

Raffle License: Kiwanis Club on 02/07/2025 to raise funds for Charitable Service Activities and 4 Scholarships for CHS Seniors.

---

## **APPLICATION for RAFFLE LICENSE**

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

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

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

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

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

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

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

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

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

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

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

3. Name of Organization: Kiwanis Club of Charleston IL

Local Address: P.O. Box 614, Charleston, IL 61920

Date Organization Commenced Operating: May 29, 2014

4. Purpose of raffle (describe in detail how funds raised will be used.): \_\_\_\_\_

Proceeds will fund our charitable service activities for  
children including four scholarships for CHS Seniors

5. Date raffle chance sale commences: February 7, 2025

Date raffle chance sale terminates: February 7, 2025

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

Charleston. Moose Lodge during the Kiwanis Trivia Night

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

February 7, 2025 at the close of the event (approximately 8:30 pm)

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

Charleston Moose Lodge

9. Name, address and phone number of person making this application: \_\_\_\_\_

Elizabeth Salvato 1022 9<sup>th</sup> Street Charleston, IL 61920

#### INELIGIBILITY FOR LICENSE:

No license shall be issued to any of the following:

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

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

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

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

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

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

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

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

**PENALTY:**

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

## WAIVER OF BOND REQUEST

Kiwanis Club of Charleston IL.

Name of Organization

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

Date November 19, 2024

[Signature]  
Organization Presiding Officer

Trisha Bentschler  
Organization Secretary (or high officer)

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

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

[Signature]  
Organization Presiding Officer

Trisha Bentschler  
Organization Secretary

City of Charleston  
520 Jackson Ave  
Charleston, IL 61920  
217-345-8480

Water Department

Date: 12/19/2024

Receipt: 2024-00084087

Received From: ELIZABETH

SALVATO  
Raffle Permits - Raffle Permits/ELIZABETH

Raffle Permits	10.00
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Receipt Total	10.00
---------------	-------

Total Charge	10.00
--------------	-------

Total Remitted	10.00
----------------	-------

Total Received	10.00
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Thank you!

Customer Copy



**City Council Regular Meeting**

**5)**

**Meeting Date:** 01/07/2025

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

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**TITLE:**

**\*RAFFLE LICENSE:** City of Charleston Employee Recognition Dinner on February 24, 2025.

**STAFF RECOMMENDATION:**

Approve.

---

**Attachments**

Raffle License: City of Charleston Employee Recognition Dinner.

---

## **APPLICATION for LICENSE for CONDUCT of a RAFFLE**

1. **Applicant is:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Not for Profit Organization | <input type="checkbox"/> Charitable Organization |
| <input type="checkbox"/> Educational Organization               | <input type="checkbox"/> Religious Organization  |
| <input type="checkbox"/> Fraternal Organization                 | <input type="checkbox"/> Veterans Organization   |
| <input type="checkbox"/> Labor Organization                     |  |

**Name of Organization:** City of Charleston

**Date Organization Commenced Operating:** February 9, 1865 (Incorporated as City.)

2. **Date raffle chance sale commences:** February 24, 2025

**Date raffle chance sale terminates:** February 24, 2025

**Purpose of raffle** *(describe in detail how the funds raised will be used):*

To recognize and give a little something back to our dedicated employees.

3. **Area of City where chances will be sold:** To be sold at the City Employee  
Recognition Dinner only.

4. **Date and time of determination of winning chance or chances:**

February 24, 2025, at approximately 6:30 – 7:00 p.m.

5. **Location at which winning chances will be determined:** 1410 4th Street,

Casa del Mar II

6.

- A. Has applicant ever been convicted of a felony? No.
- B. Has applicant ever been a professional gambler or gambling promoter? No.
- C. Has applicant ever been convicted of a crime involving moral turpitude? No.

D. **Corporation-Applicant:** Is there anyone employed by applicant or with a proprietary, equitable, or credit interest, who would answer "Yes" to Questions 6A, 6B, or 6C? No. \_\_\_\_\_

E. **Organization-Applicant:** Is there anyone who is an officer, director or employee (whether compensated or not) who would answer "Yes" to Questions 6A, 6B, or 6C? No. \_\_\_\_\_

F. **Organization-Applicant:** Is there anyone participating in the management or operation of the raffle who would answer "Yes" to Questions 6A, 6B, or 6C? No. \_\_\_\_\_

7. **Name, address and phone number of raffle manager:** Carrie Gerdes

520 Jackson Ave., City Hall, Charleston, IL (345-5650)

8. A. **\*A copy of Fidelity Bond is attached.**

**\*NOTE:** Per City Ordinance 3-7-4 (B): Conduct of Raffles: Bond Required: All operation of the conduct of raffles shall be under the supervision of a single raffles manager designated by the organization. The manager shall give a fidelity bond in favor of the organization applying for the license in accordance with the following schedule:

**Bond Required**

**Aggregate Retail Value of all Prizes to be Awarded in Raffle**

\$ 5,000.00  
\$ 7,500.00  
\$10,000.00  
\$12,500.00  
\$15,000.00  
\$17,500.00  
\$20,000.00  
\$22,500.00

Up to \$ 30,000.00  
Up to \$ 40,000.00  
Up to \$ 50,000.00  
Up to \$ 60,000.00  
Up to \$ 70,000.00  
Up to \$ 80,000.00  
Up to \$ 90,000.00  
Up to \$100,000.00

8. B. The requirement for this bond shall be waived if requested by members of the organization.

Does organization desire to waive the fidelity bond? Yes. \_\_\_\_\_

\*If so, attach waiver signed by all directors.

9. Name and address of person making this application: Carrie Gerdes

520 Jackson Avenue, City Hall, Charleston, IL

Carrie Gerdes  
Applicant's Signature

1/3/25

Approved by Council:

Date


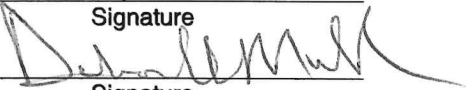
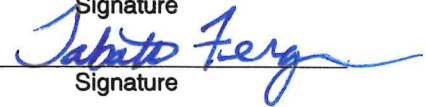
\_\_\_\_\_  
Date

# WAIVER FORM

**We**, the undersigned, request that the fidelity bond requirement be waived for a raffle to be conducted by:

City of Charleston Employee Recognition Committee  
(Name of Organization)

**(NOTE: EACH OFFICER OR MEMBER OF THE BOARD OF DIRECTORS MUST SIGN)**

<b>Chairman</b>	<b>Carrie Gerdes</b>	
Title	Printed Name	Signature
<b>Secretary</b>	<b>Deborah Muller</b>	
Title	Printed Name	Signature
<b>Treasurer</b>	<b>Tabatha Ferguson</b>	
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature
Title	Printed Name	Signature

**January 2, 2025**

Date

**PAYMENT DATE**  
01/03/2025  
**COLLECTION STATION**  
collection3

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

**BATCH NO.**  
2025-00000012  
**RECEIPT NO.**  
2025-00000571  
**CASHIER**  
Krissta Newby

**RECEIVED FROM**  
City of Charleston

**DESCRIPTION**  
Raffle Permit - City of Charleston - Employee Appreciation Dinner

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																
Raffle Permits	Raffle Permits Raffle Permit - City of Charleston - Employee Appreciation Dinner	\$10.00																
	<table><tr><td>Total Cash</td><td>\$10.00</td></tr><tr><td>Total Check</td><td>\$0.00</td></tr><tr><td>Total Charge</td><td>\$0.00</td></tr><tr><td>Total Wire</td><td>\$0.00</td></tr><tr><td>Total Other</td><td>\$0.00</td></tr><tr><td>Total Remitted</td><td>\$10.00</td></tr><tr><td>Change</td><td>\$0.00</td></tr><tr><td>Total Received</td><td>\$10.00</td></tr></table>	Total Cash	\$10.00	Total Check	\$0.00	Total Charge	\$0.00	Total Wire	\$0.00	Total Other	\$0.00	Total Remitted	\$10.00	Change	\$0.00	Total Received	\$10.00	
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Total Check	\$0.00																	
Total Charge	\$0.00																	
Total Wire	\$0.00																	
Total Other	\$0.00																	
Total Remitted	\$10.00																	
Change	\$0.00																	
Total Received	\$10.00																	
Total Amount:		\$10.00																

Customer Copy

**City Council Regular Meeting**

**6)**

**Meeting Date:** 01/07/2025

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

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**TITLE:**

**PRESENTATION:** Annual City Audit Review by Kelsey Swing, partner in the accounting firm of Gilbert, Metzger & Madigan, LLP.

**STAFF RECOMMENDATION:**

Approve.

---

**City Council Regular Meeting**

7)

**Meeting Date:** 01/07/2025

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

---

**TITLE:**

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

**STAFF RECOMMENDATION:**

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**Attachments**

ORD: Amending Title 1-9: Personnel Handbook.

Exhibit A: Personnel Handbook.

---

# **ORDINANCE**

**2025 – O – \_\_\_\_\_**

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

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

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

**WHEREAS**, the City has reviewed the City of Charleston Personnel Manual last recorded on January 2, 2024; 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 January 2, 2024, be replaced in its entirety with the attached City of Charleston Personnel Handbook to be adopted on January 7, 2025;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Charleston, Coles County, Illinois, that Title I, Chapter 9 of the Charleston City Code be amended by replacing the City of Charleston Personnel Handbook of last recorded on



January 2, 2024, in its entirety, with the City of Charleston Personnel Handbook to be adopted on January 7, 2025, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

**INTRODUCED** this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

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

**ATTEST:**

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



# PERSONNEL HANDBOOK

Adopted: November 18, 2008

Revised: June 17, 2014  
Revised: June 6, 2017  
Revised: January 2, 2018  
Revised: January 4, 2019  
Revised: December 17, 2019  
Revised: May 20, 2020  
Revised: October 6, 2020  
Revised: December 20, 2023  
Revised:



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

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

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

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

Thank you for becoming a part of our working team.

**R. Scott Smith**  
City Manager



## TABLE OF CONTENTS

MISSION .....	6
DEFINITIONS.....	6
GENERAL RULES OF CONDUCT .....	8
GENERAL WORK RULES .....	9
DRUG, ALCOHOL, & SMOKING POLICY .....	11
EMPLOYEE LEAVE .....	14
EMPLOYEE BENEFITS.....	26
SUGGESTION SYSTEM .....	30
DISCIPLINE .....	31
SEPARATION FROM SERVICE .....	33
SEXUAL HARASSMENT POLICY .....	34
GENERAL TELEPHONE USE POLICY.....	38
CELLULAR PHONE POLICY .....	38
GENERAL COMPUTER USE POLICY .....	39
SOCIAL MEDIA & SOCIAL NETWORKING POLICY .....	41
AMERICANS WITH DISABILITIES ACT POLICY .....	45
PREGNANCY RIGHTS POLICY.....	46
EQUAL OPPORTUNITY EMPLOYER.....	47

## **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 that are applicable to their elected offices.

## **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. Any provisions in this handbook which are in conflict with the terms of a collective bargaining agreement are superseded by the collective bargaining agreement for those covered employees. 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, within City Code or State Statute.

### ***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. Successful completion of the introductory period does not alter the employment relationship for at-will employees not covered by a collective bargaining agreement.

### ***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.

### ***Employee Referral Bonus***

For the purpose of hiring qualified full time employees, City of Charleston full time employees can earn a referral bonus. Full Time employees can qualify for the Referral bonus by referring new candidates who have not applied with the City for the past 12 months, not employed with the City currently and have not worked for or been previously terminated from the City. For the full time employee to receive the \$150 reward, the referred candidate must be hired and remain employed with



the City for 6 months. To qualify for the \$350 bonus, the candidate must complete the first year with the City.

## **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, including cannabis and medical cannabis. 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. Employees are prohibited from reporting to work while under the influence of medical cannabis.
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, gender identity or any other legally protected characteristic.
6. Willful destruction of property, including but not limited to falsification of report(s); employment application, regardless of when the falsification is discovered by the City; tallies; data; time card(s); computer files; commission of deliberate error; concealment of such acts committed by employee or others.
7. Insubordination (refusal to carry out supervisor's instructions). Using profane or abusive language or displaying abusive conduct toward another employee, supervisor or other person.
8. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
9. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report unlawful conduct.

10. Transaction of personal business, including telephone calls, during work hours (excluding breaks and lunch) without consent of the supervisor.
11. Riding in or operating a City vehicle in an unsafe manner (employee will be responsible for fines and other costs associated with incurring any kind of traffic ticket or other sanction for illegal use or occupation of a motor vehicle). Any such act resulting in a traffic ticket incurred by the employee while operating a city vehicle, must be reported to direct supervisor immediately.
12. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
13. Sleeping during working time when not authorized.
14. Failure to report an accident or injury to the appropriate supervisor within 24 hours.
15. Excessive employee absenteeism, tardiness, or failure to notify of absence or tardiness within an hour of the scheduled work time.
16. Leaving City premises during working hours without supervisor permission. Unauthorized entrance on City property during non-working hours.
17. Working in an unsafe manner or violating City safety policies and procedures.
18. Using phones or other recording devices to photograph, video, audio record city work areas or to record conversations with supervisors or co-workers, unless supervisor permission is granted or the pictures or recordings are of protected activities.

## **GENERAL WORK RULES**

### ***Breaks***

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

### ***Outside Employment***

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

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

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

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

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

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

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

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

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

## ***Gift Ban***

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

## ***Appearance***

We are a professional organization in the public eye. Therefore, our image should be reflected in dress and manner. Good grooming and tasteful attire is essential. Styles, appearances, habits, or other practices that are distracting or offensive to others should be avoided. In keeping with the professional atmosphere, unless otherwise specified, the following clothing would not be considered appropriate attire: casual clothing such as jogging outfits, shorts, tank tops, t-shirts (with or without advertising), crop tops, shirts that do not cover the mid- section, torn or damaged 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. The use of any form of electronic cigarette or "vaping" is considered smoking and is prohibited.

## ***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 90 days of 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.

The first 40 hours of vacation time requested may be denied if the leave granted during the particular time period would significantly impact the operations of the employer. Denials shall be in writing. For all other vacation requests, each department head shall determine the vacation schedule for his department, taking into consideration the wishes of the employees, the needs and demands of the City, and workload of the department.

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

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

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

Unused vacation time during the current year as earned shall be paid to the employee at the time of separation from service with the City. The City shall keep a record for at least 3 years of full-time employees hours worked for each week, total leave earned

based on those hours worked, leave requests made, written denials, and the total balance remaining upon an employee's separation.

### ***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 medical appointments, illness or injury. 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 full-time employees.

All personal business leave for full-time employees must be used in the calendar year that it is earned. If not used, it will be forfeited. Personal Leave is prorated for new and departing full-time employees.

Part-time employees shall receive up to forty (40) hours of personal leave for each calendar year. Part-time employees shall be eligible to use this leave after 90 days of employment or March 31, 2024, whichever comes later. Part-time employees shall receive 1 hour of personal leave for every 40 hours actually worked during the calendar year. Requests for this leave that are foreseeable will be made with at least 7 days' notice. If the leave is not foreseeable, it shall be as soon as is practicable. These leave requests may be denied if leave granted during a particular time period would significantly impact the operations of the City. Leave request denials shall be in writing. Personal Leave may not be taken in less than two (2) hour increments.

Personal leave for part-time employees shall carry over from year to year. Part-time employees may only take a maximum of 40 hours of personal leave in any calendar year. Personal leave will not be paid out upon separation from employment.

The City shall maintain for not less than 3 years records of each employee's hours worked for each day in the workweek, the total paid leave that would be earned based on the hours worked, the paid leave used in each workweek, requests for paid leave made by employees, written approvals and denials for leave time, and the remaining balance in each workweek upon an employee's separation from employment. Should an employee return to employment within 12 months of separation, they shall be entitled to utilize their bank of leave time immediately.

### ***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.

### ***Family Bereavement Leave Act***

Under the Illinois Child Bereavement Leave Act (820 ILCS 154) employees may take up to ten work days of unpaid bereavement leave to grieve the death of the employee's covered family member, attend services in relation to the death of the employee's covered family member, or make arrangements necessitated by the death of the covered family member. In the event of the death of more than one covered family member in a twelve (12) month period, an employee is entitled to up to a total of six (6) weeks of bereavement leave during the twelve (12) month period. Covered family members are a child, stepchild, spouse, domestic partner, sibling, (step) parent (in-law), grandchild, or grandparent.

The terms of this leave shall allow for an employee to take unpaid leave due any of the following:

1. a miscarriage
2. an unsuccessful round of an assisted reproductive procedure
3. failed adoption because it is contested by another party
4. failed surrogacy agreement
5. diagnosis that negative impacts pregnancy or fertility
6. stillbirth

### ***Leave Time***

To take a leave of absence under the Illinois Child Bereavement Leave Act, employees should contact their department head or the City Manager. If applying for Illinois Child Bereavement Leave Act for a condition that also qualifies for FMLA leave, the leave time will run concurrently with FMLA leave. The employee may use paid benefit time for compensation purposes during this absence. Bereavement leave under the Illinois Child Bereavement Act must be completed within sixty (60) days after the date on which the employee receives notice of the death of the child.

## ***Notice Required***

Employees should provide forty-eight (48) hours) advance notice of the intention to take the leave where reasonable and practicable. If such notice is not possible, they must notify their department head or the City Manager as soon as is practicable.

## ***Documentation***

If the employee takes leave under the child bereavement leave act, reasonable documentation will be required. Documentation may include a death certificate, a published obituary, or other documentation as provided under Illinois Law.

## ***Bereavement Gifts***

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

## ***Military Leave***

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) provide leaves of absence, reemployment protection and other benefits for veterans and employees who perform military service including training duties in a reserve component of the United States Armed Services, including the National Guard and the Illinois State Militia. During these leaves, the employee's seniority and other benefits shall continue to accrue and the employee shall be entitled to return to his/her former position provided he/she meets the laws' eligibility criteria.

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

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

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

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

## ***Reemployment Rights***

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

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

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

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

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

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

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

If you:

Are a past or present member of the uniformed service;

Have applied for membership in the uniformed service; or

Are obligated to serve in the uniformed service;

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

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

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

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

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries.

### ***Enforcement***

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

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

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

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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

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

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

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

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

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

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

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

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

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

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

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

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

Witness duty for Fire and Police personnel shall be determined by state statute and the department head. Police and Fire personnel shall receive court leave and

compensation in accordance with their current agreement with the City. Employees shall generally not be compensated for attending court for personal matters.

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

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

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

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

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

### ***To bond with child***

Eligible employees may take consecutive leave of absence upon the birth of a child or placement of a child with the employee for adoption or foster care and to bond with their child within the first 12 months beginning on the date of the birth or placement.

### ***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, gender 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.

### ***Use of Personal Devices, Equipment or Resources***

In the event the City does not provide devices such as cell phones, workstations or other equipment, an employee may be eligible for reimbursement for the cost of using their personal devices in the course of conducting City business. It is the duty of the

employee to substantiate both the requirement for the expense being incurred and the amount of the expense by submitting a narrative of the need for the expense and the supporting documentation for the proof of the cost incurred. Only pre-approved use of personal devices, equipment or resources will be subject to reimbursement by the City. However, if the City has provided any of these assets for use or has devices available, and the employee still chooses to use their own personal asset, then no expense reimbursement is allowed. The City reserves the right to require an employee use a City issued device versus using their own personal device for the purpose of conducting City business.

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
- Other type of behavior or misconduct that may result in Level I discipline

**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
- Other type of behavior or misconduct that may result in Level II discipline



**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
- Other type of behavior or misconduct that may result in Level III discipline

**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
- Other type of behavior or misconduct that may result in Level IV discipline

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

### **Level V**

- Theft
- Bribery
- Conviction of criminal felony
- Working under the influence of alcohol, cannabis or illegal drugs
- Falsifying records or documents
- Possession of alcohol, cannabis or illegal drugs in the workplace
- Assaulting or threatening an elected City official or management employee
- Failure to follow a lawful order
- Other type of behavior or misconduct that may result in Level V discipline

**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.

### ***Documentation***

Supervisors shall endeavor to 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.

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 Director of Human Resources shall review contents of a personnel file related to disciplinary documentation which is four (4) calendar years or more old and remove those materials that no longer reflect the quality of the employee's work.

### ***Review***

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 review of the discharge. The employee may submit a written statement, including written statements of witnesses, along with any pertinent documents to the City Manager within seven (7) days of receipt of a request for review.

## **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, 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.

## **Americans with Disabilities Act Policy:**

The City is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the City's policy not to discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the City will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the City aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the City.

The City will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the City Manager. The City encourages individuals with disabilities to come forward and request reasonable accommodation.

On receipt of an accommodation request, the Manager will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations and perform the essential job functions of your position. The City may ask the employee to provide additional information from their physician or treatment provider regarding the disabling condition and/or reasonable and appropriate accommodations.

The City will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the City's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and on the City's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the City to make the *best* possible accommodation, to reallocate essential job functions, to modify positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the City Manager. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

## **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**

**8)**

**Meeting Date:** 01/07/2025

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

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**TITLE:**

**ANNOUNCEMENT:** The Mayor's Reappointment of Kit Morice to a 3-Year Term on the Charleston Historic Preservation Commission.

**STAFF RECOMMENDATION:**

Approve.

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**City Council Regular Meeting**

9)

**Meeting Date:** 01/07/2025

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

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**TITLE:**

**ANNOUNCEMENT:** The Mayor's Reappointment of Ryan Siegel to a 5-Year Term on the Board of Zoning Appeals & Planning (BZAP).

**STAFF RECOMMENDATION:**

Approve.

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